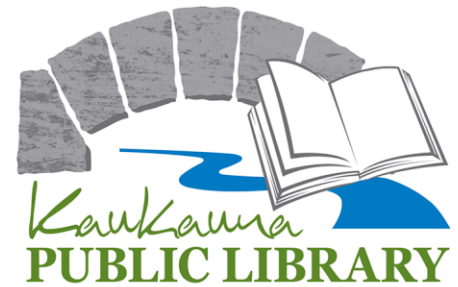


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, February 28, 2023 at 5:30 PM



AGENDA

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - a. Tuesday, January 24, 2023 Meeting Minutes
4. Public Participation and Communications
5. Action Items
 - a. Bill Register January 2023
 - b. Approval of the 2022 DPI Report
 - c. Memorandum of Understanding with the Friends of the Kaukauna Public Library
 - d. Close Endowment Fund with the Community Foundation
6. Information Items
 - a. Directors Report
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Trustee Topic 3
 - e. 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

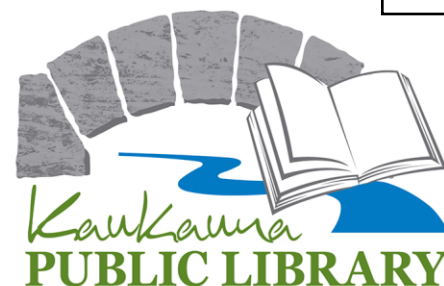
Join Zoom Meeting

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

Meeting ID: 820 7216 9200

One tap mobile

+13092053325,,82072169200# US



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, January 24, 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.
2. Roll call of membership
 - a. Members present: A. Schnieder, J. Lucas, M. Kilgas, K. Hietpas, J. Van De Hey, C. Fallona, J. Vondracek, A. Neumeier, C. Van Boxtel.
 - b. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, November 22, 2022 Meeting Minutes
 - i. C. Fallona made a motion to approve the Tuesday, November 22, 2022 meeting minutes. Seconded by M. Kilgas. Motion carries, all in favor.
4. Public Participation and Communications
 - a. C. Fallona shared that an organization she is a part of held a meeting at the Library in January in which most attendees were from the Appleton area and they were very impressed with our facility.
5. Action Items
 - a. Bill Register November 2022
 - b. Bill Register December 2022
 - i. A. Thiem-Menning noted that the ledger for December might change a small amount based on final invoices being paid. We will adopt the 2022 bill register after the City audit is complete.
 - ii. C. Van Boxtel made a motion to accept both the November 2022 and December 2022 Bill Registers. Seconded by M. Kilgas. Motion carries, all in favor.
6. Information Items
 - a. Directors Report
 - i. A. Thiem-Menning noted that since writing the report, she did receive a future resignation date for a Library Assistant and that the position along with an On-Call position will be posted soon.
 - b. Adult Services Librarian Report
 - i. The Board acknowledged the amount of work that the Adult Services Librarian has done in getting the new website calendar software in place.
 - c. Youth Services Librarian Report
 - i. The Board acknowledged what a wonderful job the new Youth Services Librarian is doing in the role.
 - d. Technology Coordinator Report

- i. Since the writing of the report, another display TV has stopped working and will need to be replaced.
- e. Marketing Coordinator Report
 - i. A. Thiem-Menning noted that the Library will be working harder this year in keeping qualitative and quantitative information for the new annual report that was created by the Communications Coordinator. The Board asked where the report would be displayed and A. Thiem-Menning noted that it would be printed out and left in areas around the library.
- f. Local History Report
 - i. The Board enjoyed this report and C. Van Boxtel is very excited for the progress with Past Perfect.
- g. Trustee Topic 2
 - i. This topic dealt with the powers and duties of being a Library Trustee.
- h. Statistics
 - i. A. Thiem-Menning was very happy with the increase in numbers and has specific areas they are looking for improvement in next year.
- i. Investment Report
 - i. The Community Foundation switched software systems and as a result, end of year statements are not available and may not be available until late February or early March.
 - ii. J. Vonracek made a motion to place these reports on file. Seconded by A. Neumeier. Motion carries, all in favor.
- 7. Adjournment
 - a. The meeting adjourned at 6:29p.



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
Totals	\$ 32.96	\$ 443.21	\$ 77.00	\$ 10.00	\$ 563.17	\$0.00	\$0.00	\$0.00	\$0.00	\$ 563.17	\$ 100.27
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	(\$217.04)	(\$2,556.79)	(\$623.00)	(\$40.00)	\$ (3,436.83)	(\$180,679.00)	(\$101,693.00)	(\$22,953.00)	(\$305,325.00)	\$563.17	\$ 100.27
% of Budget Accrued	13%	15%	11%	20%	14%	0%	0%	0%	0%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

General Ledger

Expense vs Budget

User: lizf
 Printed: 2/20/2023 - 2:10 PM
 Period: 01, 2023
 Fiscal Year: 2023
 JE Number: 0



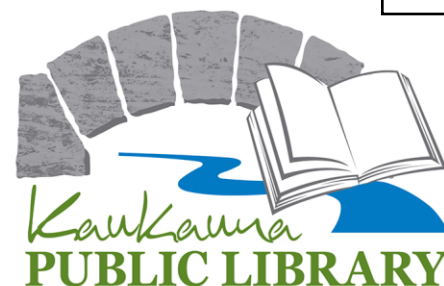
Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
55110			Public Library							
1/5/2023	GL	1	15 REGULAR PAYROLL	DR	16,340.89					
1/19/2023	GL	1	66 HOLIDAY PAY	DR	1,086.94					
1/19/2023	GL	1	66 REGULAR PAYROLL	DR	20,543.71					
1/5/2023	GL	1	15 HOLIDAY PAY	DR	2,103.84					
101-55110-5101			Regular Payroll	529,791.00	40,075.38	40,075.38	489,715.62	0.00	489,715.62	92.44
1/19/2023	GL	1	66 PART-TIME/SEASONAL	DR	628.17					
1/5/2023	GL	1	15 PART-TIME/SEASONAL	DR	646.41					
101-55110-5104			Temporary Payroll	15,000.00	1,274.58	1,274.58	13,725.42	0.00	13,725.42	91.50
101-55110-5107			Overtime Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-55110-5119			Longevity Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1/5/2023	GL	1	15 WI RETIREMENT	DR	944.02					
1/19/2023	GL	1	66 WI RETIREMENT	DR	1,132.85					
101-55110-5151			Retirement Plan	27,571.00	2,076.87	2,076.87	25,494.13	0.00	25,494.13	92.47
1/19/2023	GL	1	66 RESIDENCY	DR	99.52					
1/5/2023	GL	1	15 RESIDENCY	DR	93.56					
101-55110-5152			Residency	5,867.00	193.08	193.08	5,673.92	0.00	5,673.92	96.71
1/5/2023	GL	1	15 MEDICARE	DR	260.34					
1/5/2023	GL	1	15 SOCIAL SECURITY	DR	790.20					
1/19/2023	GL	1	66 MEDICARE	DR	306.24					
1/19/2023	GL	1	66 SOCIAL SECURITY	DR	962.38					
101-55110-5154			Social Security	31,990.00	2,319.16	2,319.16	29,670.84	0.00	29,670.84	92.75

Account Number		FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
1/19/2023	GL	1	66 GROUP HEALTH INSURAN	DR	4,174.80					
1/5/2023	GL	1	15 GROUP HEALTH INSURAN	DR	7,581.80					
101-55110-5157			Group Health Insurance	106,056.00	11,756.60	11,756.60	94,299.40	0.00	94,299.40	88.91
1/19/2023	GL	1	66 GROUP LIFE INSURANCE	DR	20.24					
1/5/2023	GL	1	15 GROUP LIFE INSURANCE	DR	20.24					
101-55110-5160			Group Life Insurance	684.00	40.48	40.48	643.52	0.00	643.52	94.08
1/19/2023	GL	1	66 WORKERS COMPENSATION	DR	37.84					
1/5/2023	GL	1	15 WORKERS COMPENSATION	DR	36.28					
101-55110-5163			Workers Compensation	922.00	74.12	74.12	847.88	0.00	847.88	91.96
101-55110-5166			Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-55110-5208			Travel - City Business	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
101-55110-5211			Education & Memberships	2,230.00	0.00	0.00	2,230.00	0.00	2,230.00	100.00
1/19/2023	GL	1	66 CELL REIMBURSEMENT	DR	25.00					
101-55110-5303			Communications	300.00	25.00	25.00	275.00	0.00	275.00	91.67
101-55110-5306			Heating Fuels	7,500.00	0.00	0.00	7,500.00	0.00	7,500.00	100.00
101-55110-5309			Water Sewer & Electric	14,600.00	0.00	0.00	14,600.00	0.00	14,600.00	100.00
1/6/2023	AP	1	14 January - Maintenance	DR	8,820.00		Grand Kakalin LLC			
101-55110-5312			Maintenance - Buildings	110,000.00	8,820.00	8,820.00	101,180.00	0.00	101,180.00	91.98
1/6/2023	AP	1	14 January - Rent	DR	11,993.00		Grand Kakalin LLC			
101-55110-5313			Lease - Buildings	143,916.00	11,993.00	11,993.00	131,923.00	0.00	131,923.00	91.67
1/13/2023	AP	1	45 Janitorial Service - Jan. 23	DR	2,165.36	Ck: 118164	Advanced Maintenance Solutions			
1/27/2023	AP	1	101 Contractual Services	DR	529.04	Ck: 118287	Cardmember Service			
101-55110-5325			Contractual Services	35,000.00	2,694.40	2,694.40	32,305.60	0.00	32,305.60	92.30
101-55110-5328			Advertising	1,550.00	0.00	0.00	1,550.00	0.00	1,550.00	100.00
101-55110-5331			General Insurance	7,982.00	0.00	0.00	7,982.00	0.00	7,982.00	100.00
101-55110-5332			Shared Service Allocation	103,430.00	0.00	0.00	103,430.00	0.00	103,430.00	100.00

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
1/27/2023	AP	1	101 Office Supplies	DR	187.41	Ck: 118287	Cardmember Service			
1/27/2023	AP	1	101 Batteries	DR	32.33	Ck: 118290	Complete Office of Wisconsin			
101-55110-5401			Office Supplies	5,500.00	219.74	219.74	5,280.26	0.00	5,280.26	96.00
1/27/2023	AP	1	101 Desktop Printing	DR	370.19	Ck: 118287	Cardmember Service			
101-55110-5402			Desktop Printing Expense	800.00	370.19	370.19	429.81	0.00	429.81	53.73
1/27/2023	AP	1	101 Data Processing Supplies	DR	475.56	Ck: 118287	Cardmember Service			
101-55110-5422			Data Processing Supplies	4,500.00	475.56	475.56	4,024.44	0.00	4,024.44	89.43
1/27/2023	AP	1	101 Postage	DR	169.25	Ck: 118287	Cardmember Service			
101-55110-5431			Postage	850.00	169.25	169.25	680.75	0.00	680.75	80.09
101-55110-5439			Lost & Paid Purchased Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1/6/2023	AP	1	14 Annual Subscription - 2023	DR	20.00	Ck: 118160	Voyageur Magazine			
1/13/2023	AP	1	45 Books	DR	44.59	Ck: 118200	Ingram			
1/13/2023	AP	1	45 Books	DR	2,696.52	Ck: 118200	Ingram			
1/13/2023	AP	1	45 Books	DR	29.66	Ck: 118200	Ingram			
1/27/2023	AP	1	101 Library Materials	DR	1,578.67	Ck: 118287	Cardmember Service			
1/27/2023	AP	1	101 Books	DR	68.76	Ck: 118307	Ingram			
1/27/2023	AP	1	101 Books	DR	92.13	Ck: 118307	Ingram			
1/27/2023	AP	1	101 Books	DR	421.90	Ck: 118307	Ingram			
1/27/2023	AP	1	101 Books	DR	915.89	Ck: 118307	Ingram			
1/27/2023	AP	1	101 Books	DR	56.28	Ck: 118307	Ingram			
1/27/2023	AP	1	101 Books	DR	235.87	Ck: 118307	Ingram			
1/27/2023	AP	1	101 UnCd's	DR	93.98	Ck: 118314	MicroMarketing LLC			
1/27/2023	AP	1	101 Internet - January - Final Bill	DR	304.80	Ck: 118324	Sprint			
101-55110-5441			Library Materials	77,552.00	6,559.05	6,559.05	70,992.95	0.00	70,992.95	91.54
1/27/2023	AP	1	101 Annual Renewal	DR	10,337.00	Ck: 118285	Bibliotheca, LLC			
1/27/2023	AP	1	101 Membership Renewal - 2023	DR	325.00	Ck: 118329	Volunteer Center of East Central Wisconsin, Inc.			
1/13/2023	AP	1	45 Annual Service	DR	1,138.00	Ck: 118237	TOG Development LLC			
101-55110-5442			Service Contracts	51,871.00	11,800.00	11,800.00	40,071.00	0.00	40,071.00	77.25
1/27/2023	AP	1	101 Library Programs	DR	306.02	Ck: 118287	Cardmember Service			
101-55110-5444			Library Programs	3,000.00	306.02	306.02	2,693.98	0.00	2,693.98	89.80
1/27/2023	AP	1	101 Miscellaneous	DR	17.98	Ck: 118287	Cardmember Service			
101-55110-5499			Miscellaneous	1,000.00	17.98	17.98	982.02	0.00	982.02	98.20

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
101-55110-5804		Office Equipment	9,700.00	0.00	0.00	9,700.00	0.00	9,700.00	100.00
55110		Public Library	1,300,162.00	101,260.46	101,260.46	1,198,901.54	0.00	1,198,901.54	92.21

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
		Report Totals:	1,300,162.00	101,260.46	101,260.46	1,198,901.54	0.00	1,198,901.54	92.21



To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 2/21/2023
 Re: DPI Report

Here are some notes in regards to our 2022 DPI report:

- Operational hours have not changed because we are reporting open hours for 2022. In 2023, we will be able to claim our five additional hours per week.
- Public Services COVID-19 still has some yes answers because we are still allowing people to register for a library card online, however they still need to come in to verify ID and address. We are also still offering outside service, known as curbside, however it is about one request a month, but it still exists and was listed as a service for all of 2022.
- The section on program attendance changed quite dramatically from the 2021 report to the 2022 report. We had been using a spreadsheet provided to us by the state, which made report data much smoother. However, DPI did change age categories for this report, so we had to go through and reassign the entire year of programs to report the ages correctly on the report. This in turn resulted in a change in the 2023 spreadsheet we use for reporting as well as how we report statistics to you because DPI added additional age categories including a general interest category. We host many intergenerational programs, so we do have a fair amount of general interest programs to report. While we like the further breakdown of age groups, as they finally acknowledged adult programs instead of calling them "other," it is difficult internally to decide who gains the statistics from general programs and who reports about them to the Board.
- Another addition to this section was virtual program statistics both live and pre-recorded. It was quite painstaking to go back and collect the data for the pre-recorded programs that we do, since we are no longer doing live programs.
- In my tenure as Director, we have not had a Capital Improvement to report, but since the City did pay for the Safety & Security Upgrades, those funds needed to be claimed in the report as well.
- It should be noted that while we did increase the materials budget, we were only able to expend \$56,439 on materials because we were largely over budget on seasonal staff. We were only over total budget by \$47.86 this year. The materials line remains the only line large enough and without signed service agreements to compensate with.
- If you are wondering where the Assistant Director position is in the staffing section, we are supposed to report our staffing as of 12-31-22 in the report, at which time the position no longer existed.

**PUBLIC LIBRARY ANNUAL REPORT**

PI-2401 (Rev. 01-23)

S. 43.05(4) & 43.58(6)

FOR THE YEAR 2022

INSTRUCTIONS: Complete and return two (2) signed copies of this report and attachments to the library system headquarters. Confirm with the library system if submitting electronic copies is preferred.

Item 5.b.

Board-approved, signed annual reports for 2022 are due to the DPI Division for Libraries and Technology no later than March 1, 2023.

I. GENERAL INFORMATION

1. Name of Library Kaukauna Public Library		2. Public Library System Outagamie Waupaca Library System			
3a. Head Librarian First Name Ashley	3b. Head Librarian Last Name Thiem-Menning	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 03/01/2024	
6a. Street Address 207 Thilmany Rd., Suite 200	6b. Mailing Address or PO Box 207 Thilmany Rd., Suite 200	7. City / Village / Town Kaukauna	8a. ZIP 54130	8b. ZIP4 2244	9. County Outagamie
10. Library Phone Number 9207666340	11. Fax Number (920)766-6343	12. Library E-mail Address of Director ashleyt@kaukauna-wi.org			
13. Library Website URL www.kaukaunallibrary.org/		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 26,600	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? No		22. UEI Number	

HOURS OF OPERATION

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	55		
19b. Number of winter weeks	38		
19c. Summer hours open per week	51		
19d. Number of summer weeks	14		
19e. Total weeks per year	52		
19f. Total hours per year for this location	2,804		

PUBLIC SERVICES COVID-19

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	No
Electronic Library Cards issued during COVID-19	Yes
Reference Service During COVID-19	No
Outside Service During COVID-19	Yes
External Wi-Fi Access Added During COVID-19	No
External Wi-Fi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

COVID-19 CLOSURES

Initial date closed due to COVID-19	First date reopened following initial COVID-19 closure
-------------------------------------	--

Additional building closure and reopening dates, please describe

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	55,360	4,357
2. Electronic Books <i>E-books</i>	175,324	
3. Audio Materials	3,397	87
4. Electronic Audio Materials <i>Downloadable</i>	73,332	
5. Video Materials	6,035	1,054
6. Electronic Video Materials <i>Downloadable</i>	230	
7. Other Materials Owned <i>Describe</i> software, videogame, puzzle/game/toy/puppet, kit, realia, hotspots, equipment. e-reader, laptop,	661	
8a. Electronic Collections <i>Locally Owned or Leased</i>	2	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	4	
8c. Electronic Collections <i>Provided through BadgerLink</i>	63	
9. Total Electronic Collections <i>Local, regional, and state</i>	69	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	55	

III. LIBRARY SERVICES

1. Circulation Transactions			c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans		b. Items Received <i>Received from</i>	
a. Total Circulation	b. Children's Materials			3,184	a. Items Loaned <i>Provided to</i>			38,509
137,398	77,839				22,994			
					Method for Counting ILL Transactions Total ILL Transactions			
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Items Loaned to Other Libraries <i>Provided to</i>			Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)								
WISCAT								
Other (includes OCLC, manual tracking or other methods)								
3. Number of Registered Users			d. Overdue Fines		4. Reference Transactions		5. Library Visits	
a. Resident	b. Nonresident	c. TOTAL			a. Method	b. Annual Count	a. Method	b. Annual Count
6,981	2,881	9,862	No		Did Not Collect		Actual Count	80,838
6. Uses of Public Internet Computers						7. Uses of Public Wireless Internet		
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		c. Method		d. Annual Count	a. Method	b. Annual Count	
25	20		Actual Count		3,621	Actual Count	15,550	
8. Website Visits		9. Electronic Collection Retrieval						
48,480		a. Local	b. Other	c. Statewide	d. Total			
		1,970	536	751	3,257			
10. Uses of Electronic Materials by Users of Your Library								
a. E-Books	b. E-Audio	c. E-Video		d. Total Uses of Electronic Materials		e. Uses of Children's Electronic Materials		
14,855	14,634	239		29,728		2,413		

**In-person Programs and Attendance + Live,
Virtual Programs and Attendance (not asynchronous views)**

In-person Programs and Attendance + Live, Virtual Programs and Attendance (not asynchronous views)

	Children (0-5)	Children (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)	Total
Number of Programs	116	98	21	85	108	428
Total Attendance	2,387	2,438	697	916	3,782	10,220

In-Person Programs and Program Attendance Annual Count

	11a.Children (0-5)	11b. Children (6-11)	11c. Young Adult (12-18)	11d. Adult (19+)	11e. General Interest (all ages)
Number of Programs	116	98	21	85	108
Total Attendance	2,387	2,438	697	916	3,782
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	311	117	428		
Total Attendance	7,214	3,006	10,220		

11i. Describe the library's in-person programs: Storytimes, craft programs, history programs, partner programs with our nature center, technology classes, performers, author visits, and book clubs.

Live Views of Virtual Programs and Virtual Program Attendance Annual Count

	12a. Children (0-5)	12b. Children (6-11)	12c. Young Adult (12-18)	12d. Adult (19+)	12e. General Interest (all ages)	12f. Total
Number of Programs	0	0	0	0	0	0
Total Live Virtual Attendance	0	0	0	0	0	0
Total views of live programs that were recorded and posted for asynchronous viewing	0	0	0	0	0	0

12g. Which platforms does the library use to host the library's live, virtual programs:

12h. Describe the library's live, virtual programs:

Views of Pre-recorded Programs and Pre-recorded Program Attendance Annual Count

	13a. Children (0-5)	13b. Children (6-11)	13c. Young Adult (12-18)	13d. Adult (19+)	13e. General Interest (all ages)	13f. Total
Number of Programs	0	0	0	11	17	28
Total Pre-Recorded Program Views	0	0	0	178	147	325

13g. Which platforms does the library use to host the library's pre-recorded programs: Facebook, Youtube

13h. Describe the library's pre-recorded programs: Storytimes and local history programs

IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	Street Address	City	ZIP+4	Email Address
PRESIDENT					
1. Joseph	Lucas	1115 Haen Dr	Kaukauna	54130	j_lucas@yahoo.com
2. Angela	Schneider	W2222 Gentry Dr #5	Kaukauna	54130	ang.schne@gmail.com
3. Kevin	Hietpas	N9568 Tannery Ln	Appleton	54915	kevin.hietpas4@gmail.com
4. Jim	Van De Hey	2420 Southerland Cr	Kaukauna	54130	James.VanDeHey@associa
5. Mary Jo	Kilgas	5 Ash Grove Place	Kaukauna	54130	mdkilgas@gmail.com
6. Carol	Van Boxtel	117 West 15th	Kaukauna	54130	vcarvb@new.rr.com
7. Anna	Neumeier	305 Eden Ave.	Kaukauna	54130	neumeieram@gmail.com
8. Jane	Vondracek	1900 Parkwood Drive	Kaukauna	54130	jvondracek2@new.rr.com
9. Cindy	Fallona	301 W Morningstar Dr	Kaukauna	54130	cbfallona@hotmail.com
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
No. of Library Board Members Include vacancies in this count		9			

V. LIBRARY OPERATING REVENUE

Report operating revenue only. Do not report capital receipts here.

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

Municipality Type	Name	Amount
City	Kaukauna (Operations)	\$643,938
City	Kaukauna (Lease)	\$143,916
City	Kaukauna (Maintenance)	\$122,544
City		
Subtotal 1		\$910,398

2. County

a. Home County Appropriation for Library Services

Subtotal 2a \$185,507

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Calumet	\$82,081		
Brown	\$23,687		
Subtotal 2b			\$105,768

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$0

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project		Amount
		\$0
Subtotal 4		\$0

5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

Name	Amount	Name	Amount
	\$0		
Subtotal 5			\$0

6. Funds Carried Forward Do not include state aid. Report state funds in 3b above.

\$0

7. All Other Operating Income

\$20,674

8. Total Operating Income Add 1 through 7

\$1,222,347

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

\$935,195

10. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

VI. LIBRARY OPERATING EXPENDITURES

Report operating expenditures from all sources. Do not report capital expenditures here.

1. Salaries and Wages Include maintenance, security, plant operations \$529,739		2. Employee Benefits Include maintenance, security, plant operations \$124,327	
3. Library Collection Expenditures			
a. Print Materials \$39,222	b. Electronic Materials \$7,953	c. Audiovisual Materials \$5,524	d. All Other Library Materials \$3,740
			Subtotal 3 \$56,439
4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Amount	Provider	Amount
OWLSnet automation fee	\$27,601		
			Subtotal 4 \$27,601
5. Other Operating Expenditures			\$463,548
6. Total Operating Expenditures Add 1 through 5			\$1,201,654
7. Of the expenditures reported in item 6, what were operating expenditures from federal program sources?			\$0

VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT

1. Capital Income and Expenditures by Source of Income

Do not report any expenditures reported above. Provide a brief description of any expenditures.

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal	Library Safety & Security Capital Improvement (shatterproof glass, radio	\$43,920	\$43,920
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$43,920	Total Expenditure \$43,920

VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD

All funds under the library board's control must be reported. Report in this section any funds in the library board's control (except Trust Funds) that have not been reported in a previous section. Wis. Stat. s. 43.58(6)(a)

1. Total Amount of Other Funds at End of Year \$10,445

IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year \$17,667

X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Director / Head Librarian	MLS (ALA)	\$100,010	37.50				
Adult Services Librarian	MLS (ALA)	\$53,326	37.50				
Technology Coordinator	Other	\$55,701	37.50				
Administrative Assistant	Other	\$44,963	37.50				
Youth Services Librarian	Librn. no-MLS	\$55,525	37.50				
Communications Coordinator	Other	\$39,870	37.50				

b. Other Paid Staff *See Instructions*

Position	Type of Staff	Annual Salary	Hours Worked per Week	Position	Type of Staff	Annual Salary	Hours Worked per Week
Library Assistant	Other	\$171,591	179.00				
On-Call Library Assistant	Other	\$22,010	25.00				

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian			b. All Other Paid Staff (FTE)		c. Total Library Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE)	Other Persons Holding the Title of Librarian (FTE)	Subtotal 2a	Include maintenance, plant operations, and security		
1.88	0.94	2.82	7.42		10.24

XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			70,858
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	19,809	24,444	44,253
3. Circulation to Nonresidents Living in Another County in the Library System	67	45	112
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	7,307	17,936	25,243
5. Circulation to All Other Wisconsin Residents	1,241	6. Circulation to Persons from Out of the State	9
7. Are the answers to items 1 through 6 based on actual count or survey/sample? Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)? No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Calumet	17,383	f.	
b. Waupaca	45	g.	
c. Winnebago	553	h.	
d.		i.	
e.		j.	

XII. TECHNOLOGY

1a. Does your library provide wireless Internet access for patrons' mobile devices? Yes	2. Library type of Internet Connection <i>Mark all that apply</i> Yes a. State TEACH line No b. Other broadband connection Local, cable, telco, community network, etc.	3. Is the library CIPA compliant ? No
1b. Does your library provide external wireless access on the library grounds or from a mobile unit such as a bookmobile? Yes		

XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	3	1	1
Total Self-Directed Activity Participation	321	407	133
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	1	34	40
Total Self-Directed Activity Participation	104	4,127	5,092
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name Sarah	b. Last Name Miller	c. Email Address sarahm@kaukauna-wi.org	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name James	b. Last Name Berven II	c. Email Address jamesb@kaukauna-wi.org	

XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- ☒ The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- ☒ The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- ☒ The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- ☒ The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- ☒ The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6].
- ☒ The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- ☒ The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- ☒ The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- ☒ The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- ☒ The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- ☒ The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Joseph Lucas	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
	Ashley Thiem-Menning	

STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Outagamie

The Kaukauna Public Library Board of Trustees hereby states that in 2022 the Outagamie Waupaca Library System
Name of Public Library *Name of Public Library System / Service*

- ☒ did provide effective leadership and adequately met the needs of the library.
- ☐ did not provide effective leadership and did not adequately meet the needs of the library.

Indicate with an X one of the above statements

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

Kaukauna Public Library is satisfied by the services provided by OWLS.

XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed

➤

Joseph

Lucas

COMMENTS

Public Services During COVID-19

The Library was not closed to the public due to COVID in 2022.--2023-01-30

Reference Service During COVID-19

The Library was not closed to the public due to COVID in 2022.--2023-01-30

Outside Service During COVID-19

Still offer curbside for those who request it.--2023-01-30

SECTION_II

2. Electronic Books (E-books)

hoopla collection - 926 ebooks--2023-02-03

Added Hoopla in 2022--2023-01-27

4. Electronic Audio Materials (downloadable)

hoopla eaudio collection-1758--2023-02-03

Added Hoopla in 2022--2023-01-27

6. Electronic Video Materials (downloadable)

OverDrive discontinued their video platform in Sept 2022--2023-02-09

Added Hoopla in 2022--2023-01-27

8a. Electronic Collections (Locally owned or leased)

Hoopla Bingepass and Local History Archive--2023-02-09

Added Hoopla in 2022--2023-01-27

SECTION_III

Local Electronic Collection Retrievals (locally owned or leased)

Hoopla bingepasses and local history archive retrievals.--2023-02-09

Other Library Funds

Beginning Balance of Other Funds Under Library Board Control

This had previously been reported in section IX. but apparently is not actually a trust fund of the Library Board. It is an asset of the Community Foundation and we receive an annual interest payment--2023-02-07

Community Foundation does not have December numbers for this fund and said they may not until March. This is the November balance. I will update if it is available before the deadline.--2023-02-07

SECTION_IX

Beginning Balance of Trust Funds Controlled by the Library Board

We did not realize that our local history fund was not under the control of the Library Board; it is a Community Foundation asset that the library received revenue from, so will be reported in section VIII.--2023-02-07

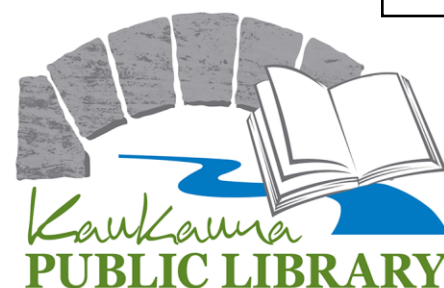
SECTION_X

Type of Staff

Position added in November 2022.--2023-02-02

Type of Staff

Made this position full time in November 2022.--2023-02-02



Re: DPI Annual Report Section VII. Other Funds Held by the Library Board and Section IX. Trust Funds

To Whom It May Concern,

We learned from the Community Foundation for the Fox Valley Region this year that a fund we had reported in this section in our 2021 report titled Kaukauna Local History Collection Fund was not actually an asset of the Library Board itself, but an asset of the Community Foundation, with our Local History Room as the beneficiary. As the Library Board did not open that account themselves, they have no control over the fund, which means we should not have reported it as a Trust Fund. We apologize for this confusion.

Please find the detail for the fund held by the Kaukauna Public Library Board of Trustees during 2022.

Kaukauna Public Library Special Projects and Programs Fund

Type of Fund: Investment Endowment

Managed by: Community Foundation of the Fox Valley Region

Total Assets: \$21,378.68

Total Assets Liabilities: 0

Total Revenue: -\$3099.18

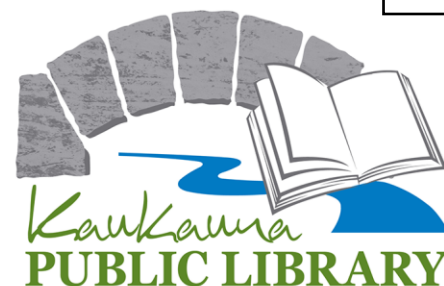
Total Expense: \$612.74

Account Summary: This fund granted out \$432.04 for special projects and programs for youth in 2022. Other expenditures for the account include \$116.44 for administration fees and \$64.26 in investment manager fees. In total, the account had a total investment loss of \$3,711.92.

Sincerely,

Jane Vondracek

Kaukauna Public Library Board of Trustees, Treasurer



**MEMORANDUM OF UNDERSTANDING BETWEEN THE BOARD OF TRUSTEES OF
THE KAUKAUNA PUBLIC LIBRARY AND THE BOARD OF DIRECTORS OF THE
FRIENDS OF THE KAUKAUNA PUBLIC LIBRARY**

This memorandum of Understanding "Agreement" is entered into by and between the Board of Trustees "Board" of the Kaukauna Public Library "Library" with a mailing address of 207 Thilmany Rd STE 200, Kaukauna, WI 54130 and the Board of Directors of the Friends of the Kaukauna Public Library, Incorporated "Friends" with the mailing address of 207 Thilmany Rd STE 200 Kaukauna, WI 54130.

WHEREAS Friends is an independent, nonprofit, 501(c)3 organization that is legally independent of the Library; and

WHEREAS the mission of the Friends is to raise money and public awareness in the community to support the services and programs of the Library; and

WHEREAS the Board appreciates and depends on the services of Friends to increase public awareness and raise money for the library; and

WHEREAS the Board understands that funding from the Friends is not intended to replace municipal allocations for the operation of the Library; and

WHEREAS Friends and the Board wish to continue their unique relationship and shared benefits with transparency; and

WHEREAS Friends, on this 28th day of February 2023, authorized entering into this Agreement; and

WHEREAS the Board, on this 28th day of February 2023, authorized entering into this Agreement,

IT IS NOW, THEREFORE, agreed between the Board and Friends as follows:

Article I: Library Responsibilities

SERVICES: Friends shall have access during all library operating hours to a space where Friends business will be conducted. The Library will also provide meeting room access to Friends on the same basis as Library programming. The Library will also provide basic equipment access for Friends to conduct business including, but not limited to: internet access, computer access, in-house printing services, faxing, an email account,

backup of data on the Library network, and web server space to host Friends' pages on the Library website, or a site mutually agreed upon.

STAFF: The Library Director or designee shall serve as a knowledge and information resource to the Friends Board of Directors to the extent that said resources do not conflict with the Library Director's duties to the Library. The Library Director or designee shall facilitate meeting room access for Friends' meetings and events. Library staff shall accept incoming mail deliveries for Friends and allow Friends to use outgoing mail services. One member of the Library Board shall serve as a voting member on the Friends' Board and will act as a liaison between the Library Board and Friends of the Kaukauna Library, Incorporated Board of Directors. The Library Director or designee will serve as an ex-officio member of the Friends of the Kaukauna Library, Incorporated Board of Directors. Library staff will provide technical support for Friends when necessary and as staffing allows. Library staff will supply physical and digital space for records retention of Friends materials.

MATERIALS: The Library shall provide Friends with Library withdrawn materials, as well as materials donated but not added to the Library collection, and other items as determined by the Library Director as useful to the Friends for fundraising.

PLANNING: The Board agrees to include the Friends on any long-term strategic planning processes.

SUPPORT: The Board agrees to encourage memberships, donations, and bequests to Friends and to support Friends' marketing, advocacy, and volunteer efforts.

INFORMATION: The Board will share with Friends Library goals annually to discuss how Friends' resource and support might help forward these initiatives.

SPACE: The Board agrees to provide public space within the Library for Friends' brochures, booksales, events, promotional materials, and displays.

FUNDS: Upon the merger between the Kaukauna Public Library Foundation, Incorporated and the Friends, the Board agrees to turn over control of existing funds within the Community Foundation for the Fox Valley Region to the Friends. After relinquishing control of Community Foundation funds to the Friends, the Board will not relinquish any municipal funds to Friends.

Article II: Friends Responsibility

STATUS: Friends agree to maintain in good status its independent non-profit corporation status with the state and IRS.

SUPPORT: Friends agree to support the Board and Library staff in developing facilities, programs and services, to encourage public support, as well as gifts, grants, and bequests, to provide input and support for the Board and Library staff, and work to increase Library patronage. Friends agree to publicly support the Board and its mission and policies. Friends agrees to engage in advocacy efforts on behalf the Board and the Library under the guidance of the Board.

MEETINGS: Friends agree to include a member from the Library Board as part of the Board of Directors, as well as allow the Library Director to serve as an ex-officio member. The Friends will include a Board report in meetings and the Friends will provide quarterly memo's to the Board.

FUNDS: Friends agree that all funds raised will be spent exclusively for Library programs, services, and other Library-defined needs, allowing for Friends expenditures on necessary operations and fundraising activities.

DEFERRAL TO LIBRARY ADMINISTRATION: Friends agree that Library administration has the final say in accepting or declining any and all gifts to the Library.

VOLUNTARY DISSOLUTION: Friends agree that if they cease to actively fundraise, support, and promote the Library, as determined solely by the Board based on a majority vote of the Board, Friends will voluntarily dissolve within three (3) months of Board vote, allowing for a new Friends group to be established.

Article III: Additional Provisions

TERM: The Agreement shall commence upon the date of full execution and shall remain in effect unless or until the Agreement is terminated by either Friends or Library.

TERMINATION: The Agreement may be terminated at any time and for any reason by either the Board or the Friends upon ninety (90) days prior written notice to the non-terminating party. The written notification to terminate must be approved by a majority of the terminating party. In the event of Friends' termination, all assets must be distributed to the Library. In the event of a Board termination, all assets must be distributed to the Library.

INDEMNIFICATION: Each party shall indemnify, defend, and hold harmless the other party from and against any and all claims, actions, suits, demands, assessments, or judgments asserted, and any and all loses, liabilities, damages, costs, and expenses (including, without limitation, attorney's fees, accounting fees, and investigations costs to the extent permitted by the law) alleged or incurred arising out of or relating to any operations, acts, or omissions of the indemnifying party or any of its officers, employees, agents, authorized volunteers and invitees in the exercise of the

indemnifying party's rights or the performance or observance of the indemnifying party's obligation under this Agreement. Prompt notice must be given of any claim, and the party who is providing the indemnification will have control of any defense or settlement.

DISPUTES: In the event there is a dispute between the parties, the parties shall endeavor to resolve the disputes by mediation, which, unless the parties mutually agree otherwise, shall be held in Kaukauna, Wisconsin. The parties shall share the mediator's fee and any filing fees equally. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

AMENDMENTS: This Agreement may be amended at any time by mutual written agreement by the Board and the Friends.

SEVERABILITY: If any provision of this Agreement is declared by any court of competent jurisdiction to be illegal, void, or unenforceable, the other provisions shall not be affected and shall remain in full force and effect.

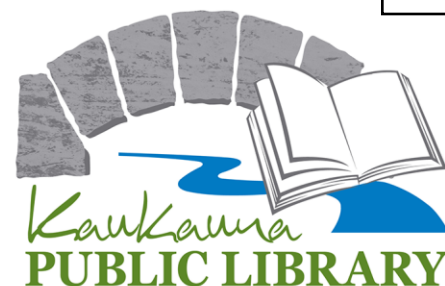
IN WITNESS WHEREOF, the parties have caused this instrument to be executed on this 28th day of February 2023.

Kaukauna Public Library Board of Trustees

President Signature: _____
Joseph Lucas

Friends of the Kaukauna Public Library, Inc.

President Signature: _____
Kathleen Bowman

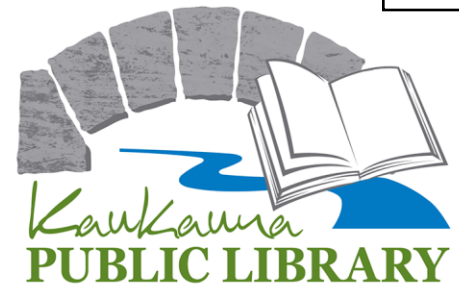


To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 2/22/2023
 Re: HootCon

OWLS is hosting another conference this year on March 3. We did open the conference up to the part-time staff, with a few planning to attend a couple of sessions. Some of the sessions include: Boundaries for Better Librarianship, Trans-Inclusive Librarianship, CARL Conversations, WISCAT 101, Dynamite Dozen: 12 Items + Over 50 Teen and Tween Programs, and WPLC & Overdrive 101. I will be a part of the panel presenting the Trans-Inclusive Librarianship program as part of my participation this winter in the UW-Madison CE credit class, which was excellent. Board Member, Angela Schneider, will also be presenting at Hoot Con. Her presentation titled, Boundaries for Better Librarianship, will be offered as part of her role as the Public Library Development Consultant at Winnifox.

There will be a keynote speech by Dawn Wacek titled, "Creating a Library for All: Belonging, Inclusion and Access." Some Board members may recall that back in the winter of 2019, I showed the Board her TED Talk during a meeting where I introduced the idea of dropping library fines. Her talk was what inspired me to push for a fine free policy. During the afternoon, I will be participating in the Director's Meeting, but many sessions will be repeated as well as a few new options including, BiblioCommons vs CARL Discovery, Cataloging 101, Mindfulness Training, Cataloging 102, and then a session about the Fox Cities Reads, which includes staff member Sarah Read.

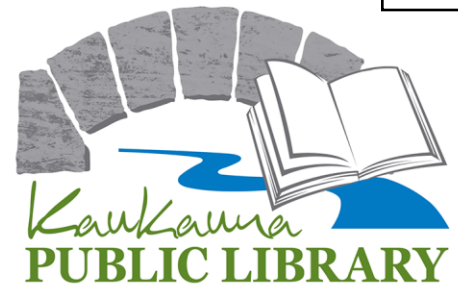




To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 2/22/2023
Re: Maintenance Reconciliation

As indicated in the newest lease amendment, the landlord has reconciled with the City. There was an overpayment of \$25,224 for maintenance and a check has already been cut to the City in the amount. The landlord also provided us with an estimated budget for this year, and according to his figures, we did estimate the correct amount for our maintenance budget. The new lease amendment does provide that we should now receive this information for the budget cycle in August, which is helpful as our budgets are often due the first or second week in September. This year's estimate does plan for an increase in insurance, as well as the lawn/snow removal based in increases from his other properties.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 2/21/2023
Re: Staffing Updates

We have not had any new applications come in for the Hispanic Outreach Coordinator position. We did place a paid ad for the position on Facebook twice. Options now include waiting to post again at a future date and filling the hours with On-Call staff, or trying again next time there is an open position and fill the position now as it was listed previously, as a Library Assistant-Programming.

An offer has been extended for an On-Call position and I plan to leave that job posting open until an offer has been made for the Library Assistant: Materials Processing position in case another qualified applicant applies. Interviews have been occurring and we hope to have an offer out by the end of the month.



Adult Services Librarian Report

Programming

Coffee and Conversation with Police Chief Graff

Police Chief Jamie Graff stopped by to talk to the public about the Kaukauna Police Department. He discussed new technology at the police department, mental health concerns for both the community and police officers, open carry policies, and had a charming conversation with a young patron about how a police car works. Attendance was 15 and Chief Graff even stayed 30 minutes extra having a conversation with some of the attendees. We hope to have either him or another member of the police department back in the summer.



Police Chief Jamie Graff speaking to the community about the Kaukauna Police Department

Technology Outreach

I began teaching technology classes to older adults who live on their own and are beginning to show signs of memory issues at St. Paul Elder Services. I've taught there twice

since the last report. The participants indicated they would like to learn how to send pictures with their text messages, learn what different icons on their smartphone mean, what it means to use the cloud, and other general technology topics.

Volunteers

It was our pleasure to nominate our volunteer Lynn Holcomb for Kaukauna's Volunteer of the Year. She won, and was honored at the 25th annual Kaukauna Services Organization Appreciation Night. Kathleen and Dennis Bowman, my wife, and I held a 50/50 raffle at the event with proceeds benefitting the new Kaukauna pool. \$695 was raised which was shared between the raffle winner and the pool.

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Holcomb, Wittman honored for service in Kaukauna

The 25th Annual Kaukauna Service Organizations Appreciation Night was held Feb. 15 at Van Abel's of Hollandtown, honoring two long-time volunteers.

The Volunteer of the Year Award Winner was Lynn Holcomb, as nominated by Friends of the Kaukauna Public Library, and Dennis Wittman was the Lifetime Achievement Award Winner, nominated by Kaukauna Lions.

Holcomb was presented by James Berven, who said she has volunteered at the library shelving materials since 2019. She has routinely come in once a week, every week, at all available opportunities. Her dedication to the library and her community are evident when you meet her. All library staff speak highly of her, noting her positive attitude, friendly demeanor, and eagerness to help every shift. She begins and ends every shift with a smile and is more than happy to have a friendly chat. Without her help, library materials would take significantly longer to be placed back on the shelves. Both library staff and our patrons thank her.

Wittman was presented by Patrick Goff.

He's been a member of the Kaukauna Lions since 2014, serving as treasurer from 2015 to the present. He's been a Kaukauna Lions Board of Directors Member since 2015.

His accomplishments include being awarded the Melvin Jones Fellowship Award in 2018. This is the highest honor a Lion can earn from Lions Club International.

His service efforts include selling, sorting, and delivering spring roses to the City of Kaukauna. He builds and serves on the committee for their wheelchair ramp building program. He manages finances and event planning, ensuring there are enough food and drinks. He performs set up and tear down and will assist in other duties as necessary for Live! from Hydro Park concert series as well as volunteering for Electric City Experience each year.

He gets the Lions float ready for the Christmas parade and walks in the parade, handing out snacks to kids. Wittman also participates in hosting bingo every month at the St. Paul Home for elderly residents, and transports eye tissue and corns as necessary whenever possible.

His St. Paul Elder Services volunteerism includes helping with building and grounds maintenance.

For St. Katharine Drexel Parish, he's a former president of St. Al's (St. Katharine Drexel) Athletic Association. He has also set-up, worked, and cleaned for Porky Pancake Sunday breakfast when it occurred and assisted with building and ground maintenance. In addition, he set up, worked, and assisted with teardown for St. Al's Parish Picnic, including delivery of borrowed items to their rightful owners.

He helped design and build 72 foldable tables for parish picnic. Some are still used at Live! from Hydro Park. Other service efforts include helping with Troop 104 Boy Scouts and he helped a family rebuild their garage after a storm tore it apart last year.

"Those are what we know about," Goff said. "Dennis," or "Denny" as those in the community know him, regularly will just help anyone in need with absolutely anything. He is an absolute treasure to the City of Kaukauna. He performs tough work for little or no recognition because he truly believes it is the right thing to do. He has and continues to live his life this way and never complains about anything, no matter how daunting the task. He regularly passes his knowledge and wisdom on to those in other generations so that they may see the example of a life of service Denny has led and be inspired to do good things because of it. This life of service started with his service to our country as a Vietnam Veteran and has led into his current role as an ambassador of goodwill through the city, through the Lions Club as the long-time treasurer, St. Paul Elder Services performing maintenance and groundskeeping, and his past efforts with St. Al's (St. Katharine Drexel) in many capacities before it was torn down.

Wittman is a steward of hope, faith, love, care, and selflessness that touches everyone he meets.

Those that meet him are greeted with a warm smile and a glow of goodness from the first handshake. There are many great people in the City of Kaukauna making a difference every day, but few have made a difference in so many areas for so long as Denny Wittman.



Lynn Holcomb (left) and Dennis Wittman (right), pictured with Mayor Tony Penterman, were honored at the 25th Annual Kaukauna Service Organizations Appreciation Night Feb. 15 at Van Abel's of Hollandtown.

Submitted photo

Newspaper Clipping of the 25th Annual Kaukauna Service Organizations Appreciation Night.

Circulation Statistics

Near the end of January, I completed a circulation statistics report that used data from 01/01/2022 to 12/31/2022. This will be used to make decisions regarding material acquisitions, collection weeding, and to gain a deeper understanding of how our patrons use our library. The results and brief takeaways are attached to this report.



2022 KPL CIRC STATS

In House Subject/ Total In House Circulation



Top 5 Circulating In House Collections

Picture Books - 14.6% (12075)
 Child Nonfiction - 12.6% (10403)
 Bin Books - 7.9% (6581)
 Early Readers - 7.3% (6068)
 Early Chapters - 4993% (4993)

In House Subject/ Total In House Circulation



Bottom 5 Circulating In House Collections

Teen Magazine - 0.0% (21)
 Visual Impairment - 0.0% (22)
 Big Books - 0.0% (28)
 Adult Videogames- 0.1% (47)
 Teen Audiobooks- 0.1% (49)

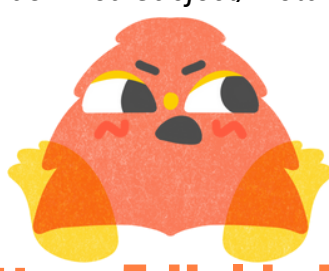
Holds Filled Subject / Total Holds Filled



Top 5 Holds Filled Collections

Adult Nonfiction - 12.5% (2053)
 Adult DVD's - 10.7% (1742)
 Child Nonfiction - 10.7% (1737)
 Picture Books - 7.5% (1236)
 Adult Fiction- 5.4% (882)

Holds Filled Subject/ Total Holds Filled



Bottom 5 Holds Filled Collections

ALL Magazines - 0.1% (15)
 Adult Videogame - 0.1% (19)
 Teen Audiobooks- 0.1% (19)
 Visual Impairment - 0.1% (21)
 Big Books - 0.1% (25)

(Absolute Value of In House - Holds) / In House + Holds



Largest Ratio Of In House/ Filled Holds Difference

ALL Magazines - 1,365/15
 Bin Books - 6581/115
 Early Readers - 6068/221
 Board Book - 4326/249
 NEW Children Items - 1763/119

(Absolute Value of In House - Holds) / In House + Holds



Smallest Ratio Of In House/ Filled Holds Difference

Fantasy/Sci Fi - 344/245
 Adult Music - 328/462
 Adult DVD - 3072/1742
 Westerns - 186/103
 Nonfiction - 3782/2053

(Total Subject - Weed List Prior 2022) / Total Subject



Top 5 Utilized Collections 2022 (Unique Checkouts)

Bin Book - 100%
 Kits - 95%
 Adult Magazines? - 95%
 Board Books - 93%
 Child Graphic Novels - 89%

(Total Subject - Weed List Prior 2022) / Total Subject



Bottom 5 Utilized Collections 2022 (Unique Checkouts)

Visual Impairment - 14%
 Teen Audiobooks - 41%
 Fantasy/Sci Fi - 44%
 Nonfiction - 45%
 Westerns - 45%

Ordering Statistics

	Allocated	Collection	Circulated
Adult	Budget	Size	
Fiction	13%	17%	10%
Nonfiction	10%	14%	6%
Graphic Novels	2%	.3%	.2%
Video Games	3%	.1%	.1%
DVDs	11%	8%	9%
Audiobooks	11%	3%	1%
Lucky Day	3%	-	.5%
Magazines	5%	1%	1%

Child			
Picture Books	5%	9%	13%
Nonfiction	5%	17%	12%
Graphic Novels	2%	1%	4%
Fiction	5%	6%	4%
Early Reader	5%	3%	6%
Early Chapter	5%	4%	6%
Board Books	2%	1%	5%

Teen			
Graphic Novels	3%	1%	2%
Fiction	8%	4%	2%
Nonfiction	5%	1%	0.3%

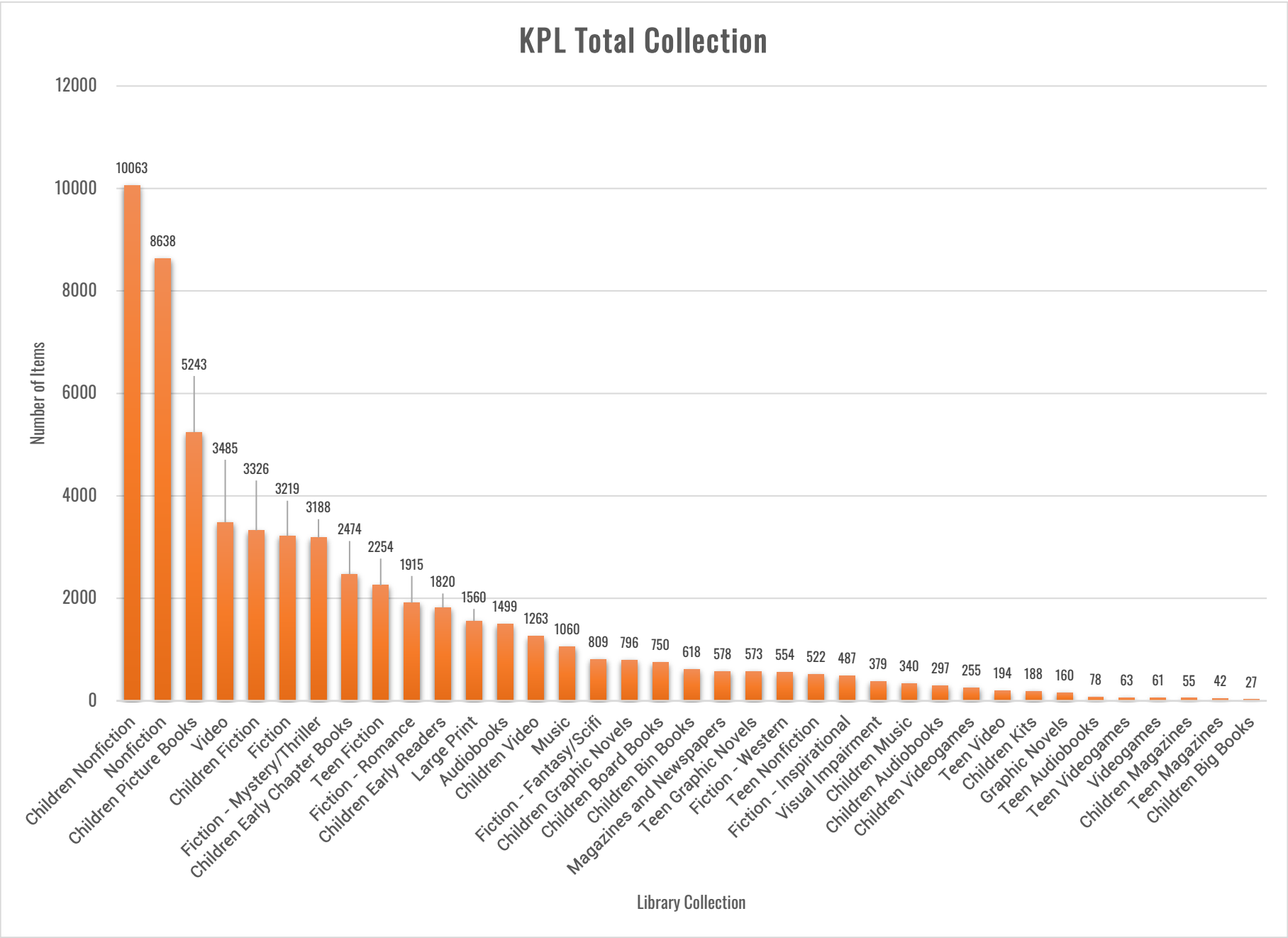
*Months worth of new materials haven't hit the new shelves yet, so the impact of the materials ordered under these guidelines in 2022 are lessened.

*It is natural children's materials have a higher percentage circulation related to total circulation count since the books are shorter and multiple are checked out at once.

*This is a lot of data it should be used as reference as situations present themselves through the next year. Impossible to glean every bit of information at once.

General Observations

- Cut Braille
- Teen Nonfiction needs help by every metric
- We circulated more than twice as many Adult Magazines as we own, but only in house
- Fantasy/Sci needs weeding and series reconciliation more than any other fiction collection. However, other library's patrons seem interested in the current collection almost as much as our own patrons. (Smallest In-House/Holds ratio)
- We lend more CDs than we circ in-house. This is the only collection that is true for
- Every board book that circulated went out 11 times on average, Child Kit 7 times, and Child Graphic Novel 5 times



Youth Services Briefing

Another exciting month kicks off 2023 for an amazing year!

23 youth and general interest programs with 2340 in attendance.

4 teacher packs completed.

On January 30, I attended the CHILBS training at the Building for Kids. So much fun to come from this amazing collaboration of library minds!

Program Highlights

Our ATLAS (At the Library after School) program has hit the ground running! Many teens gather at KPL after school, waiting for their rides, so what better way to engage with this group than a DIY hot cocoa bar! This event ran twice in January, on a Tuesday and a Thursday. There was an increase in attendance for the second session, word of mouth is key! We will continue duplicating each program twice a month.

Lunar New Year kits went out on the 15th and all 50 went home with patrons within 3 days! This tied directly to our Appreciate a Dragon Day, which brought in 35 total patrons to fill a bowl at the ramen bar, enjoy a few dragon movies, and create dragon-themed crafts.



Our winter reading program did not take off as desired, with only 23 patrons, participating, but 23 patrons were reading and completing challenges together and that is a positive!

As usual, a dance party with Miss Rachel was a hit! Jam in your Jammies brought in 35 dancers, all leaving with smiles and covered in sweat!

At the end of January, we hosted the annual WOW presentation with 80 in attendance for the raptors and education portion, and 120 participating in the Storybook Walk and craft station. This is such a great Eagle Days collaboration with the nature center!

Trustee Training Chapter 3

Bylaws- Organizing the Board for Effective Action

Bylaw Basics

- Library board bylaws are the rules established by the library board that govern the board's own activities.
- Bylaws need to include the following:
 1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
 2. When meetings are held, and how meetings are conducted.
 3. What committees are appointed, how they are appointed, and what they do.
 4. How the bylaws are amended.

Legal Requirements

- Generally, no compensation may be paid to the members of a library board for their services.
- Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum.
- Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect officers.

Crafting Language

- Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.
- For example, Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority.

Crafting Language

- If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?
5. How often should bylaws be reviewed?

2023 Statistics

2022 Statistics

Circulation	January	2023 Y-T-D	January 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Total Circulation and Renewal	10,231	10,231	9,049	9,049	1,182	13%
Overdrive Usage	2,117	2,117	2,085	2,085	32	2%
Hoopla Usage	385	385	0	0	NO STAT	
Items Loaned	2,188	2,188	1,734	1,734	454	26%
Items Borrowed	3,096	3,096	3,219	3,219	-123	-4%
Teacher Packs	4	4	4	4	0	0%
Door Count	7,079	7,079	4,371	4,371	2,708	62%

Services	January	2023 Y-T-D	January 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Public Internet Usage/Hr.	263	263	194	194	69	36%
Wireless Usage by Session	1,335	1,335	956	956	379	40%
Youth Programs	13	13	11	11	2	18%
Youth Program Attendance	357	357	255	255	102	40%
Adult Programs	10	10	6	6	4	67%
Adult Program Attendance	103	103	39	39	64	164%
General Interest Programs	11	11	NEW	STAT	NO HI	STORY
General Interest Attendance	1,983	1,983	NEW	STAT	NO HI	STORY
Meeting Room Usage	41	41	25	25	16	64%
Study Room	113	113	66	66	47	71%
Volunteer Hours	108	108	85	85	23	27%
Local History Inquiries	15	15	16	16	-1	-6%
Technology Instruction 1:1	11	11	5	5	6	120%
Proctor	0	0	2	2	-2	-100%
Notary	1	1	8	8	-7	-88%

Webpage Statistics	January	2023 Y-T-D	January 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Total Pageviews	4,766	4,766	3,410	3,410	1,356	40%
Facebook "Likes"	102	102	16	16	86	538%

Items Held by Library	January	Month to Month # +/-	January 2022	# +/-
Total Titles Held by Library	61,667	-308	59,020	2,647
Total Items Held by Library	65,949	-248	62,888	3,061
Kaukauna Card Holding Patrons	11,476	0	11,064	412

Quarterly Report