LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, November 28, 2023 at 5:30 PM

AGENDA

1. Call Meeting to Order

2. Roll Call of Membership

3. Reading and Approval Minutes
    a. Tuesday, October 24, 2023 Meeting Minutes
    b. Tuesday, October 24. 2023 Closed Meeting Minutes

4. Public Participation and Communications

5. Action Items
    a. Bill Register October 2023
    b. Update Collection Development Policy
    c. Adopt Local History Research Request Policy

6. Information Items
    a. Directors Report
    b. Adult Services Librarian Report
    c. Youth Services Librarian Report
    d. Communications Coordinator Report
    e. Trustee Topic 11
    f. Statistics

7. Adjournment

NOTICES

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

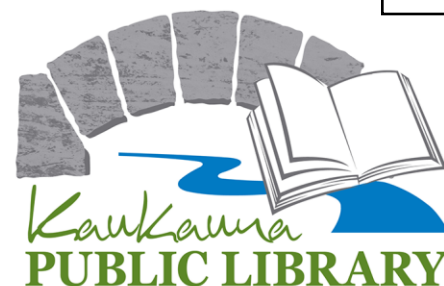In person meeting in Library Board room and via Zoom

Join Zoom Meeting

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

 Meeting ID: 820 7216 9200

One tap mobile

+13092053325,,82072169200# US

KAUKAUNA PUBLIC LIBRARY

207 Thilmany Rd Suite 200
Kaukauna, WI 54130

920.766.6340
www.kaukaunalibrary.org

1

LIBRARY BOARD MEETING MINTUES
City of Kaukauna
Kaukauna Public Library
207 Thilmany Rd STE 200, Kaukauna

Tuesday, October 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 5:30p.
2. Roll call of membership
    a. Present: C. Fallona, J. Lucas, M.J. Kilgas, C. Van Boxtel, A. Neumeier, K. Hietpas, J. Van De Hey & J. Vondracek
    b. Excused: A. Schneider, A. Thiem-Menning
3. Approval of minutes from previous meeting
    a. Tuesday, September 26, 2023 Meeting Minutes
        i. J. Lucas made a motion to approve the Tuesday, September 26, 2023 Meeting Minutes, seconded by C. Van Boxtel. Motion carries; all in favor.
4. Public Participation and Communications
    a. None.
5. Action Items
    a. Bill Register September 2023
        i. C. Fallona made a motion to approve the Bill Register September 2023, seconded by K. Hietpas. Motion carries; all in favor.
6. Information Items
    a. Directors Report
        i. The Director was absent from the meeting due to travel to the annual state conference.
    b. Adult Services Librarian Report
        i. The Board noted the library has been doing a wonderful job with community outreach.
    c. Youth Services Librarian Report
    d. Local Historian Report
    e. Trustee Topic 10
        i. The topic this month was on Developing Essential Library Policies.
    f. Statistics
        i. J. Vondracek made a motion to receive and place the reports on file, seconded by C. Van Boxtel. Motion carried: all in favor.
7. Closed Session
    a. c. Adjourn to Closed Session pursuant to State Statute 19.85(1)(c) for the performance evaluation of the Library Director

KAUKAUNA PUBLIC LIBRARY

207 Thilmany Rd Suite 200   920.766.6340
Kaukauna, WI 54130   www.kaukaunalibrary.org

b. J. Lucas made a motion to adjourn to Closed Session pursuant to State Statute 19.85(1)(c) for the performance evaluation of the Library Director at 6:05 p.m. seconded by J Vondracek. Motion carries; all in favor.

c. C. Van Boxtel made a motion to return to open session at 6:40 p.m. seconded by C. Fallona. Motion carries; all in favor.

8. Adjournment

a. The meeting adjourned at 6:40p.

Kaukauna Public Library
2023 Revenue Report

	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Total County Allocations	Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
						County Allocation for Library Services					
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
October	$ 18.29	$ 438.24	$ 99.05	$ 1.00	$ 556.58					$ 556.58	$ 104.32
Totals	**$ 200.22**	**$ 4,403.56**	**$ 759.00**	**$ 143.50**	**$ 5,506.28**	**$180,679.00**	**$101,693.00**	**$22,953.00**	**$305,325.00**	**$ 310,831.28**	**$ 1,536.65**
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	($49.78)	$1,403.56	$59.00	$93.50	$ 1,506.28	$0.00	$0.00	$0.00	$0.00	$310,831.28	$ 1,536.65
% of Budget Accrued	80%	147%	108%	287%	138%	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 Oct 2023
Options: Activity Only

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5101 - Regular Payroll	$417,345.30	$529,791.00	($112,445.70)	78.78%
5104 - Temporary Payroll	$26,714.86	$15,000.00	$11,714.86	178.10%
5151 - Retirement Plan	$21,067.12	$27,571.00	($6,503.88)	76.41%
5152 - Residency	$2,158.65	$5,867.00	($3,708.35)	36.79%
5154 - Social Security	$24,359.79	$31,990.00	($7,630.21)	76.15%
5157 - Group Health Insurance	$79,765.26	$106,056.00	($26,290.74)	75.21%
5160 - Group Life Insurance	$444.79	$684.00	($239.21)	65.03%
5163 - Workers Compensation	$798.89	$922.00	($123.11)	86.65%
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	$250.00	$300.00	($50.00)	83.33%
5306 - Heating Fuels	$5,643.52	$7,500.00	($1,856.48)	75.25%
5309 - Water Sewer & Electric	$14,290.23	$14,600.00	($309.77)	97.88%
5312 - Maintenance - Buildings	$90,099.13	$110,000.00	($19,900.87)	81.91%
5313 - Lease - Buildings	$119,960.25	$143,916.00	($23,955.75)	83.35%
5325 - Contractual Services	$25,000.26	$35,000.00	($9,999.74)	71.43%
5328 - Advertising	$1,074.68	$1,550.00	($475.32)	69.33%
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	$79,425.49	$77,552.00	$1,873.49	102.42%
5442 - Service Contracts	$49,419.63	$51,871.00	($2,451.37)	95.27%
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	**$1,094,863.01**	**$1,300,162.00**	**($205,298.99)**	**84.21%**
Net Income	**($1,094,863.01)**	**($1,300,162.00)**	**$205,298.99**	**84.21%**

City of Kaukauna
City - Income Statement Detail
General Fund-101, Public Library-55110
Oct 2023

Financ Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense						
5101 - Regular Payroll						
Journal	10/12/2023	Oct 2023	JE140		$20,569.35	Gross Earnings
Journal	10/26/2023	Oct 2023	JE146		$20,820.30	Gross Earnings
Total - 5101 - Regular Payroll					**$41,389.65**	
5104 - Temporary Payroll						
Journal	10/12/2023	Oct 2023	JE140		$2,058.44	Seasonal
Journal	10/26/2023	Oct 2023	JE146		$2,109.95	Seasonal
Total - 5104 - Temporary Payroll					**$4,168.39**	
5151 - Retirement Plan						
Journal	10/12/2023	Oct 2023	JE140		$1,018.96	ERWRSGen
Journal	10/26/2023	Oct 2023	JE146		$1,012.32	ERWRSGen
Total - 5151 - Retirement Plan					**$2,031.28**	
5152 - Residency						
Journal	10/12/2023	Oct 2023	JE140		$106.22	401a
Journal	10/26/2023	Oct 2023	JE146		$105.30	401a
Total - 5152 - Residency					**$211.52**	
5154 - Social Security						
Journal	10/12/2023	Oct 2023	JE140		$879.25	Employer Social Security Expense
Journal	10/12/2023	Oct 2023	JE140		$316.47	Employer Medicare Expense
Journal	10/26/2023	Oct 2023	JE146		$320.84	Employer Medicare Expense
Journal	10/26/2023	Oct 2023	JE146		$873.19	Employer Social Security Expense
Total - 5154 - Social Security					**$2,389.75**	
5157 - Group Health Insurance						
Journal	10/12/2023	Oct 2023	JE140		$3,307.31	ER Health
Journal	10/12/2023	Oct 2023	JE140		$207.00	HRA Monthly
Journal	10/26/2023	Oct 2023	JE146		$3,307.31	ER Health
Total - 5157 - Group Health Insurance					**$6,821.62**	
5160 - Group Life Insurance						
Journal	10/12/2023	Oct 2023	JE140		$17.34	ER Life
Journal	10/26/2023	Oct 2023	JE146		$17.34	ER Life
Total - 5160 - Group Life Insurance					**$34.68**	
5163 - Workers Compensation						
Journal	10/12/2023	Oct 2023	JE140		$38.46	WC Admin
Journal	10/26/2023	Oct 2023	JE146		$38.98	WC Admin
Total - 5163 - Workers Compensation					**$77.44**	
5303 - Communications						
Journal	10/26/2023	Oct 2023	JE146		$25.00	Cell Reimb
Total - 5303 - Communications					**$25.00**	
5309 - Water Sewer & Electric						
Vendor Invoice	10/26/2023	Oct 2023	500114-01 102623	V0383	$1,507.02	Water, Sewer, & Electric
Total - 5309 - Water Sewer & Electric					**$1,507.02**	
5312 - Maintenance - Buildings						
Vendor Invoice	10/6/2023	Oct 2023	100623	V0016	$8,820.00	October Maintenance
Total - 5312 - Maintenance - Buildings					**$8,820.00**	
5313 - Lease - Buildings						
Vendor Invoice	10/6/2023	Oct 2023	100623	V0016	$11,993.00	October Rent
Total - 5313 - Lease - Buildings					**$11,993.00**	
5325 - Contractual Services						
Vendor Invoice	10/1/2023	Oct 2023	02-34351	V0003	$2,165.36	Monthly Contract Janitorial Services October 2023
Total - 5325 - Contractual Services					**$2,165.36**	
5328 - Advertising						
Vendor Invoice	9/21/2023	Oct 2023	987930099 092123	V0755	$29.24	Sept 2023 920-645-3287
Total - 5328 - Advertising					**$29.24**	
5441 - Library Materials						
Vendor Invoice	9/21/2023	Oct 2023	987930099 092123	V0755	$369.84	8/21 - 9/20/23 Hotspots
Vendor Invoice	9/29/2023	Oct 2023	78132698	V0323	$17.85	Books
Vendor Invoice	10/2/2023	Oct 2023	78159187	V0323	$17.61	Books
Vendor Invoice	10/2/2023	Oct 2023	78159190	V0323	$16.62	Books
Vendor Invoice	10/2/2023	Oct 2023	78159189	V0323	$11.98	Books
Vendor Invoice	10/2/2023	Oct 2023	78159188	V0323	$84.10	Books
Vendor Invoice	10/2/2023	Oct 2023	78159191	V0323	$8.78	Books
Vendor Invoice	10/4/2023	Oct 2023	4244	V0528	$315.00	Swank Movie Licensing USA
Vendor Invoice	10/6/2023	Oct 2023	78246793	V0323	$11.71	Books
Vendor Invoice	10/6/2023	Oct 2023	78246794	V0323	$10.63	Books
Vendor Invoice	10/9/2023	Oct 2023	78264991	V0323	$93.61	Books

Vendor Invoice	10/9/2023	Oct 2023	78264993	V0323	$28.40	Books
Vendor Invoice	10/9/2023	Oct 2023	78264990	V0323	$120.11	Books
Vendor Invoice	10/9/2023	Oct 2023	78264992	V0323	$16.30	Books
Vendor Invoice	10/9/2023	Oct 2023	78264988	V0323	$389.96	Books
Vendor Invoice	10/9/2023	Oct 2023	78264989	V0323	$35.16	Books
Vendor Invoice	10/9/2023	Oct 2023	78264994	V0323	$14.09	Books
Vendor Invoice	10/9/2023	Oct 2023	78264995	V0323	$10.68	Books
Vendor Invoice	10/12/2023	Oct 2023	78326748	V0323	$35.02	Books
Vendor Invoice	10/12/2023	Oct 2023	78326749	V0323	$9.63	Books
Vendor Invoice	10/12/2023	Oct 2023	78326745	V0323	$104.95	Books
Vendor Invoice	10/12/2023	Oct 2023	78326747	V0323	$132.76	Books
Vendor Invoice	10/12/2023	Oct 2023	78326751	V0323	$8.79	Books
Vendor Invoice	10/12/2023	Oct 2023	78326750	V0323	$14.14	Books
Vendor Invoice	10/12/2023	Oct 2023	78326746	V0323	$30.36	Books
Vendor Invoice	10/19/2023	Oct 2023	78435166	V0323	$18.05	Books
Vendor Invoice	10/19/2023	Oct 2023	78435172	V0323	$10.51	Books
Vendor Invoice	10/19/2023	Oct 2023	78435169	V0323	$55.84	Books
Vendor Invoice	10/19/2023	Oct 2023	78435167	V0323	$69.70	Books
Vendor Invoice	10/19/2023	Oct 2023	78435170	V0323	$17.06	Books
Vendor Invoice	10/19/2023	Oct 2023	78435168	V0323	$49.38	Books
Vendor Invoice	10/19/2023	Oct 2023	78435171	V0323	$21.54	Books
Vendor Invoice	10/24/2023	Oct 2023	78505162	V0323	$16.99	Books
Vendor Invoice	10/24/2023	Oct 2023	78505163	V0323	$8.86	Books
Vendor Invoice	10/25/2023	Oct 2023	78521268	V0323	$37.67	Books
Vendor Invoice	10/25/2023	Oct 2023	78521271	V0323	$13.06	Books
Vendor Invoice	10/25/2023	Oct 2023	78521272	V0323	$10.00	Books
Vendor Invoice	10/25/2023	Oct 2023	78521273	V0323	$6.35	Books
Vendor Invoice	10/25/2023	Oct 2023	78521267	V0323	$20.89	Books
Vendor Invoice	10/25/2023	Oct 2023	78521266	V0323	$15.44	Books
Vendor Invoice	10/25/2023	Oct 2023	78521270	V0323	$10.86	Books
Vendor Invoice	10/25/2023	Oct 2023	78521269	V0323	$60.93	Books

Total - 5441 - Library Materials   **$2,351.21**

5442 - Service Contracts

Vendor Invoice	10/2/2023	Oct 2023	34999078	V0440	$1,305.32	Copier Contract

Total - 5442 - Service Contracts   **$1,305.32**

Total - Expense   **$85,320.48**

Net Income   **($85,320.48)**

Kaukauna Public Library Collection Development Policy

The Kaukauna Public Library selects materials and develops collections in many different formats in order to provide patrons with a wide range of informational, recreational, and educational resources. The library will acquire materials for all ages reflecting the full diversity of points of view on topics of interests to the public, congruent with the Library Bill of Rights and the American Library Association Freedom to Read Statement. Since it is not possible for any library to acquire all materials, it is necessary for every library to employ a policy of selectivity in acquisitions. The library advocates for broad and meaningful participation in the library, including the sustained use of materials. It does not promote all the ideas found in collections or the discussions those ideas may inspire, but provides the space and opportunities for those ideas and discussions.

Library collections are developed and maintained by professional librarians who focus on meeting the needs and interests of their patrons, and purchasing titles using professional tools including, but not limited to the following: trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. The library also selects based on the mission, vision, and values of the library adopted by the Library Board of Trustees. Library staff is not able to read, watch, or listen to every item added to the collection. Librarians rely on the above stated professional tools when purchasing, however at times, such tools may be limited or unavailable for certain materials.

The selection of materials may be influenced by budgetary considerations, popular demand, relevance to community needs or current events, format, availability in other libraries, collection needs in subject area, languages spoken in the community, physical durability, reputation, disinformation, stereotyping, bias, treatment of subject intended for audience, and credible sourcing. Self-published works will be evaluated on a case-by-case basis; the library will not add unprofessionally bound items into the circulating collection. 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.

A balanced collection reflects a diversity of materials, not necessarily equal in number. The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue and foster a climate of intellectual freedom. Responsibility for borrowing lies solely with the borrower; library staff cannot act in loco parentis. Individuals may object to the inclusion of a specific title and may file a Reconsideration of Title form, *please see Reconsideration of Title Policy*.

The Library will not segregate or make inaccessible circulating materials based on content. The Library may at times safeguard circulating materials that are costly (i.e. laptops and hotspots), easily broken (i.e. ukuleles), or that have many pieces that could easily get lost while played with in the facility (i.e. STEM kits). The library will only mark materials with core learning concept (i.e. shapes, numbers, and alphabet), genre, reading level, or library specific location identification tags and stickers. The library does allow for memorial material donation nameplates within materials; please see *Gifts and Donations Policy*.

The library welcomes donations of materials with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. All donations of library materials are subject to the library's *Gifts and Donations Policy*.

Purchase suggestions from library patrons are welcome and given serious consideration. Suggestions for purchase fall within the Collection Development Policy Guidelines in regards to whether or not they are

Updated 4/25/23

The library collection will be kept attractive and current by consistent repair, discard or replacement of items after consideration of physical condition, currency of information, lack of use, and availability of new editions or higher quality titles on the same subject.

The library currently offers the following collections:

Board Books: The board book collection features thick, durable books for babies and toddlers, focusing predominantly, but not wholly, on age's birth through age three. Board books are selected for developmental growth, however, some publishers may print picture books in board format only, which may be selected and placed in a board book collection based on its binding. Board books are also often recommended for preschool and school age children that are learning to read as they often feature the best text to image associations and few words.

Picture Books: The picture book collection is intended for ages birth to grade three. Picture books are traditionally enjoyed as a read aloud; however, picture books can also be appropriate for beginning readers in some circumstances as well as older readers.

Browser Bin: The library recognizes the role television, franchise, and movie characters play in the lives of young children. The library selects these high interest popular picture books and early readers, and collects them in a special browser bin for ease of selection.

Early Readers: The early reader collection includes books on the shelf as well as small paperback reader kits. This collection is intended for preschool through a second grade reading level. The collection includes guided reading levels A-M.

Early Chapter Books: The early chapter collection includes chapter books intended for those reading at a second through fourth grade reading level. The collection includes leveled readers L-S. The library bridges collections to ensure a smooth transition from one reading level to another.

Child Fiction: The child fiction collection is intended for those reading at a fourth through eighth grade reading level. The library bridges collections to ensure a smooth transition from one reading level to another.

Child Graphic Novels: This collection features both comic books and graphic novels for preschool through eighth grade. The collection includes both fiction and nonfiction titles.

Child Nonfiction: The child nonfiction collection is curated for children in preschool through an eighth grade reading level.

Teen Fiction: The teen fiction collection is intended for those reading at a sixth through twelfth grade level. The library bridges collections to ensure a smooth transition from one reading level to another.

Teen Graphic Novels: This collection features both comic books and graphic novels for sixth through twelfth grade. The collection includes both fiction and nonfiction titles.

Teen Nonfiction: The teen nonfiction collection features nonfiction texts for sixth through twelfth grade reading levels.

Updated 4/25/23

Children's Media: The library collects children's media in multiple formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames. These items are intended for youth preschool through eighth grade.

Teen Media: The library collects teen media in multiple formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames. These items are intended for youth in grades sixth through twelfth.

Child Kits: The library includes a wide variety of informational, recreational, and educational kits. They are intended for youth preschool through eighth grade.

Library of Things Collection: The library circulates a number of non-print or media items including laptops, hotspots, tablets, musical instruments, and other kits intended for adult and family use.

Adult Fiction: Adult Fiction Collections are organized into subgenre collections.

> *General Fiction* - includes but not limited to, subgenres of humor, historical fiction, horror, literary fiction, sports fiction and realistic fiction
> *Mystery/Suspense*
> *Romance*
> *Inspirational*
> *Fantasy/Science Fiction*
> *Western*
> *Graphic Novel*

Adult Nonfiction: This collection features adult directed works of nonfiction.

Adult Large Print: The adult large print collection includes all fiction genres as well as nonfiction titles.

Braille Collection: The braille collection features books for all ages.

Adult Media: The library collects adult media in formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames.

Updated 4/25/23

Local History Research Request Policy

The Kaukauna Public Library facilitates the preservation of Kaukauna area history within the Local History Room to make materials available to researchers, exhibition, and the public. To keep patron costs to a minimum, information backlogs low, and maintain quick response times, the Kaukauna Public Library must place limits on the amount of requests made to the Local Historian.
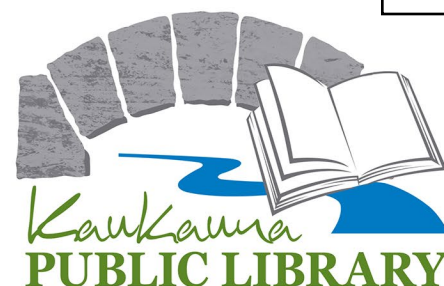
Overly broad local history requests will be required to narrow the focus of their request. It is not possible for the Local Historian to research or respond to broad topics given the amount of materials held in the Local History Room.

Due to staffing limitations, the Library also cannot guarantee fulfillment times. Research requests are handled in the order in which they are submitted. Time sensitive requests should be submitted a minimum of seven days prior. While we will do our best to respond in time sensitive circumstances, we still cannot guarantee fulfillment time.

Requestors may only request up to ten articles per month in an effort to ensure equitable opportunities for all individuals looking for local history information. While the Kaukauna Public Library Local History Room has many resources, we may have little to no information on certain topics, so we cannot guarantee that we can provide information for all requests. At times, the Library may not be able to fulfill information requests and may not have recommendations for how to obtain the information requested either.

While the Library does not currently charge for research requests, the Library does charge printing fees for any copies made. The Library cannot mail hard copies of materials to requestors. We can however, attach files and send them electronically. All materials in the Local History Room are subject to copyright and the Library may not violate any copyright laws to fulfil research requests.

The Local Historian does not give legal or medical advice, nor can the Local Historian provide answers to questions for trivia, tests, or competitions. In instances where the information requested is readily available and can be researched and accessed independently, the Local Historian may direct requestors to the source for their own research, pending any reasonable accommodations are necessary and require the assistance of the Local Historian. The Local Historian will also not complete school assignments or full research projects.

To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 11/20/2023
Re: OWLS Update

We had a major AAC meeting on November 17. This is the meeting where we were voting on whether or not OWLS would begin to look for a new ILS for us or whether we would continue with the TLC product CARLX. Our contract with TLC ends in 2024 and it will be time to renew soon.

Kaukauna voted yes with many other libraries for OWLS to begin the process of searching for a new ILS. While there was almost a 50/50 vote, it takes a 2/3 vote for motions to pass, which it did not, much to KPL's frustration.

The software has been a continued source of irritation since 2020. While no one could have prepared us to migrate to a new software in the middle of a global pandemic where no in-person training could actually take place, my professional opinion on the product has not gotten better with age.

Right now we have to use two different products instead of one. We have a software based program we call CARL Client and then we have a web based version of it called CARL Connect. Neither option works fully, so we must use both for different things. This has been extremely frustrating for our staff, specifically with training new hires. This year alone, James has trained four new staff members and we have another four coming on board before yearend.

A representative from the company was here this year and I did ask when we would have the one product they had promised us in 2019 and they could not answer. I asked if we are talking more than five years and again, they could not comment.

OWLS says they are committed to making this easier for us, but with a rate of 50% of the libraries being only somewhat satisfied and total satisfaction going down in the product, I don't feel confident that there will be an improvement. I will be voting yes again in the future to migrating to a different ILS.
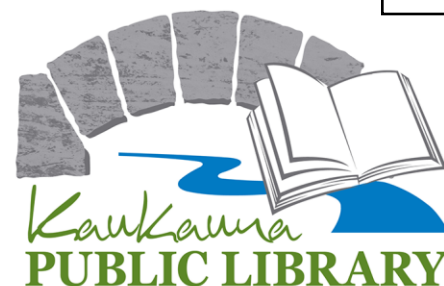
To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 11/20/2023
Re: Staffing Update

Carrie Marhefke is officially in South Carolina and On-Call staff member Yenny Rodriquez was offered her position and has been in the role since October.

Ana Meija, our Hispanic Outreach Coordinator, welcomed a son, Saul, on 11/18. Both mom and baby are doing well.

On-Call staff member Shannon Oasen accepted a full time position with her other employer and finished as an On-Call last month. Shannon will reach back out in the summer to see if we need help if she is interested in coming back.

Sarah Read was just offered a position with Oshkosh Public Library as their Reader's Advisory librarian. We are sad to see her go, but very excited for her new adventure. Her last day as a Library Assistant with us will be 12/2. Sarah will remain as an On-Call for programming though .

On 11/10 we held several interviews for On-Call Library Assistants. Four offers were made as our On-Call's have been reduced with Shannon resigning and Yenny moving to Library Assistant.

The internal application for Sarah's Library Assistant Programming position will open shortly. We are hoping that we can fill it with an On-Call, but will open up the position externally if necessary.

Paycor has been extremely helpful with hiring. In the Paycor software, I can see all the candidates that have applied. I can pass, ask for a phone screen, or schedule an interview. Once an applicant has been selected, I let HR know and they will make the offer. From there, even when the position is closed, I can see the applicant start date and where they are in terms of background check, paperwork, and pre-employment drug screen being completed. Typically, we don't know this until HR reaches out with a start date. I will report on the new hires in my next report when all onboarding is complete and all offers are official.
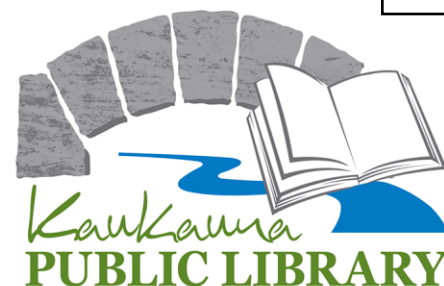
To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 11/20/2023
Re: WLA

Sarah, James and I were able to attend WLA in Middleton this year.

Opening Keynote:
Nolan Finley and Stephen Henderson from the Civility Project.
https://greatlakescivilityproject.com/

Believe in Vision: Creating Strong Teams
This was one of my favorite sessions, presented by a library trustee who works in insurance! This presenter taught the STAR method, Situation, Task, Action, **and Result**. He also really pushed the idea of having more 1:1 touch points with staff versus just one annual review. We currently have a mid-year review and then a year-end, which is already more than City requires, however this presenter encouraged weekly and monthly check in's. While I **do not** know if that is feasible, I am goin**g to attempt quarterly check in'**s to start.

YSS Luncheon Keynote with Ebony LaDelle, Author of *Love, Radio*

Building Library Staff's Capacity for Discussing Inclusive, Diversity, Equity and Access
This was a session presented by UW-GB staff about an internal IDEA program they conducted. While this was an excellent presentation, we do not have the funds, time, software, or staff to enact this type of program. I do however appreciate the handouts and have some takeaways from the program.

What Do the Numbers Say? Trends and Reflections from the Annual Report
This was a program with DPI on our own annual report. DPI had pulled some hypotheses out of our state report data sets and wanted a listening session with librarians on whether or not the trends they identified were correct. Most notable and distressing was the major increase in Director turnover; over 20%.

Lunch Keynote with Speaker Laura Greco Author of *Respond, Don't React*

Government Relations Discussion with WLA Lobbyist Steve Conway
I am extremely glad that I attended this session. Right before coming to WLA some information about a bill that could affect public libraries was sent to us and it seemed a bit panicked. Mr. Conway taught us how to recognize which bills would pass and which would not. All the bills introduced that had anything to do with public libraries he anticipated not moving forward.

KAUKAUNA PUBLIC LIBRARY

207 Thilmany Rd Suite 200   920.766.6340
Kaukauna, WI 54130   www.kaukaunalibrary.org

All Aboard! Developing High-Impact Onboarding Practices
This was the best session I attended and I am glad that James and I attended together since we do most of the onboarding here. James is writing about it in his report, but we both agreed that we need to make it a priority to revamp our onboarding practices. This is good timing because Paycor offers us some onboarding options that are superior to that of Ascentis.

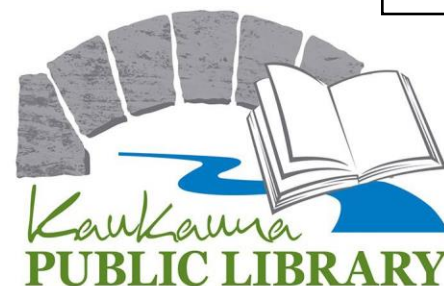DRA Numbers and Decodables: What is This and Why Does it Matter
This session explored some of the different reading programs that districts use across the state and what it all means. When asked what reading program our school district uses, very few librarians in the room could answer the question. It would pointed out to us that we need to know more about school reading programs to be able to support readers. We dived briefly into supporting readers with dyslexia, but more research is needed here. We have had some requests over the years for decodables, but it took me until this program to realize what that actually means. Since WLA, I have ordered one set of decodable texts for K-3 and am working on finding a publisher with decodables for older grade levels.

Closing Keynote:
Dr. Darrell Williams, Assistant Superintendent, Wisconsin DPI
This was one of the best closing keynotes I have been in attendance for.

To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 11/20/2023
Re: OWLS Update

We had a major AAC meeting on November 17. This is the meeting where we were voting on whether or not OWLS would begin to look for a new ILS for us or whether we would continue with the TLC product CARLX. Our contract with TLC ends in 2024 and it will be time to renew soon.

Kaukauna voted yes with many other libraries for OWLS to begin the process of searching for a new ILS. While there was almost a 50/50 vote, it takes a 2/3 vote for motions to pass, which it did not, much to KPL's frustration.

The software has been a continued source of irritation since 2020. While no one could have prepared us to migrate to a new software in the middle of a global pandemic where no in-person training could actually take place, my professional opinion on the product has not gotten better with age.

Right now we have to use two different products instead of one. We have a software based program we call CARL Client and then we have a web based version of it called CARL Connect. Neither option works fully, so we must use both for different things. This has been extremely frustrating for our staff, specifically with training new hires. This year alone, James has trained four new staff members, and we have another four coming on board before yearend.

A representative from the company was here this year and I did ask when we would have the one product they had promised us in 2019 and they could not answer. I asked if we are talking more than five years and again, they could not comment.

OWLS says they are committed to making this easier for us, but with a rate of 50% of the libraries being only somewhat satisfied to satisfied, and total satisfaction going down in the product, I don't feel confident that there will be an improvement. I will be voting yes again in the future to migrating to a different ILS if presented with the opportunity.
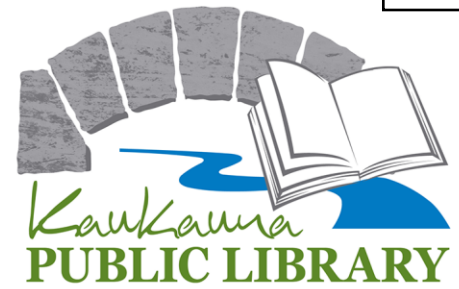
KAUKAUNA PUBLIC LIBRARY

207 Thilmany Rd Suite 200   920.766.6340
Kaukauna, WI 54130   www.kaukaunalibrary.org

16

To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 11/20/2023
Re: Community Partnerships

Many exciting community partnerships this month! J.J. Keller Foundation in partnership with Feeding America donated 50 meal kits for the upcoming holiday. These were distributed on 11/20. On top of the 50 meals, a patron also donated five complete meals with turkeys, and an additional three turkeys.

Library staff also worked with the County on their adopt a family program. Library staff provided meals for two different families in the County. Thank you staff and Friends of the Library.

 KHS Civic Engagement students have been collecting donations for the Little Free Pantry for the last four weeks. On 11/20 DPW and the Mayor came to KHS with two trucks to pick up the donations. This will keep our pantry stocked for at least three months. We are very grateful to Daisy, Noah and Andrew for their work in leading the project, as well as our community for all the wonderful donations.

We also had Albany International donate $1,000 to the Little Free Pantry and Trim Hunger has invited me to speak at their upcoming gala in December at the Lawrence Chapel again.

Adult Services Librarian Report

Programming

Trivia at TAQ and Bricks and Brews at TAQ

The library held its second Trivia at TAQ night at TAQ Brewing on November 2nd. 34 people came out to play this time. It seems that word has spread! The second Bricks and Brews at TAQ was held on November 14th. Attendance was more modest, but participants still had fun seeing who could build the best Lego catapult.

A fantastic turnout for Trivia Night at TAQ

KPL Write Club

Library staff member Sarah Read hosted two special events for her monthly write club. This month is National Novel Writing Month, and the group met twice instead of the usual once. Members of other local writing groups from Neenah, Menasha, and Appleton were invited to attend so the attendance was higher than usual. The library also stayed open an extra hour so the authors could enjoy a small write-in at the library.

National Native American Heritage Month

This program was set up by and run by library staff member Kim Cackowski. She also wrote this summary of the program: Monday, November 6th @ 6:30 pm Kaukauna Public Library Celebrated National Native American Heritage Month. Participants could interact with a display with hands-on activities and educational materials, which featured cornhusk dolls, baskets, and beadwork. In addition, the display featured Indigenous foods (corn, beans, squash, and wild rice) and how they are connected to Oneida and Ojibwa culture and traditions. We served strawberry drink; the strawberry believed to be a gift from the Creator and used for well-being, medicine, and ceremonies. We learned how to make cornhusk dolls and heard the Iroquois story of the no-face doll. There was time to make cornhusk roses too. We were able to have a short discussion about how to celebrate National Native American Month in a way that supports Native American Communities. Before leaving, you could stop at our large display of books written by Native American Authors including many from Wisconsin. The night was good medicine and we left with good minds.

National Native American Heritage Month Display

Discover Switzerland 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 third program covered Christine's experience traveling Switzerland by train. The program continues to be well attended, with 25 attending this month. We recently finalized the dates of next year's travel programs and are excited to see which destinations she picks.

Technology Outreach

November's technology literacy topic was cellphone basics and podcasts. At the Thompson Center and the library I taught older adults basic cellphone skills, including how to navigate the touchscreen, use the accessibility menu, turn on their flashlight, connect to wifi, set up a phone PIN or password and much more. At St. Paul Elder Services I taught patrons all about podcasts. I covered what podcasts are, how to find them, how one might use them, how to create your own, and what it looks like to stream one to a device.

Volunteers

Kaukauna Utilities

On November 2nd Kaukauna Utility's team building volunteer work helped us prepare for decorating the garden for the Library of Lights.

Kaukauna Utility's Volunteer Group

Library of Lights Setup

On November 14th the library was fortunate enough to have more than 30 volunteers help us put up our library of lights display in our interactive learning garden. Rad Rec Group, a part of Down Syndrome Association of Wisconsin - Fox Cities, 4imprint, and a few individuals helped us clean up the garden as well as test and set up lights, trees, inflatables, and more.

4Imprint

Rad Rec Group, a part of Down Syndrome Association of Wisconsin - Fox Cities

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 have detailed the grant summary in my October 2023 board report, and am happy to report that is has been approved. I have begun working on planning the events with the Kanonji-Appleton Partnership and Lawrence University.

WLA

Ashley, Sarah W, and I attended the annual Wisconsin Library Association conference during the last week of October. The following are the top takeaways from the most relevant panels I attended.

AI and Libraries with Kris Turner

      Kris Turner from the University of Wisconsin Law Library hosted a panel on Artificial Intelligence and its implications for libraries. ChatGPT 4, which released on March of this year, has exploded AI into the mainstream by showing how powerful the technology has become. For those unfamiliar with the technology, a user can ask ChatGPT anything via a chat interface and it will reply with the answer confidently. Different companies have their own spin on it and they respond in slightly different ways. Librarians will need to be familiar with this technology not only because we will receive questions about it from our patrons and need to instruct them in its use, but also because it has the potential to affect the day-to-day operations of our profession. It also comes with its own host of potential issues of which we need to be aware.

Factors that may positively affect libraries:
- Could generate MARC records in the future saving cataloging librarians significant time.
- Can be used as a starting point for reference questions (NOT as the only source).
- Useful for brainstorming and wordsmithing. Can sharpen a general programming idea into a defined one.
- Can be used as a reader's advisory tool. Give it a book you like and ask for similar titles or authors.
- Can also create images, which may be used for marketing and library signage.

Factors libraries need to address or be aware of:
- We need to teach it as a new technology literacy skill. Patrons need to know what it is, how to use it, and what to avoid when using it.
- Librarians would do well to learn how to generate efficient prompts (what we type into the chat) when interacting with ChatGPT. This can yield more accurate results, and will also increase our ability to assist patrons with the technology.
- It can generate inaccurate information, known as hallucinating. This is why it should only be used as a jumping off point for reference interaction.
- There is ongoing intellectual property rights cases and laws being worked through because images can be created using artists protected works of art as reference for the AI generated art piece. We must remain aware of this issue and stay on top of new case law passed.

I have personally used the technology for over a year in my personal life and am familiar with its operation. I hope to offer a ChatGPT technology basics class soon. And no, this board report was not generated with ChatGPT.

Tool Libraries with Kathy Kabut and Heather Miller

Kathy Kabut and Heather Miller from La Crosse Public Library hosted a panel on creating a tool library. A tool library is a library of things that consists of both common household tools and more expensive tools that people may only need for a single project and never use again. I am interested in eventually starting a tool library at the library. I know that currently we don't have the space for it, but in the event that we do find the space someday, it would be nice to offer tools to the public.

Top takeaways from the panel:
- Carpet Cleaner, Pressure Washer, Pole Saw, Tiller, and Radon Detector are the most circulated tools.
- If at all possible, try to integrate the items into the library's ILS. If you can't, they had good luck with a program called My Turn.
- AARP offers funding via their Community Challenge Grant.
- Electric power worked much better than gas.
- Despite their local Ace offering tool rentals, they were still a great resource for selecting appropriate tools.
- Manuals and relevant instructions should be included with every tool.
- Repairing normal wear and tear on tools can be complicated.

Onboarding Retention with Ashley Mchose

Ashley McHose from Lakeshore Technical hosted a panel on high-impact onboarding practices to promote employee retention. Ashley and I both attended this panel. Between our on-call and part time staff members, the library onboards many new employees each year. We would like the process to be more welcoming, standardized, thoughtful, and efficient. A well designed onboarding and orientation process has been shown to significantly increase staff retention according to the Society for Human Resources Management in 2020.

Top takeaways from the panel:
- Create a welcome email detailing what they can expect during their first week of work. Also create a welcome folder with all relevant documents in it to be given to the staff member the first day of work.
- Make available easily findable (or printed) written instructions for every task new hires are expected to learn
- Provide a full week's schedule to the new hire at the end of each week so they know what to expect.
- If possible, have more than a single staff member train the new hire.
- Ensure there is a feedback mechanism in place. Both so new hires can report how comfortable they are with each new skill, and to collect feedback about the onboarding process as a whole.
- Schedule time for a 1 month, 4 month, and 6 month check in to make sure new hires are on track and to gather feedback.

My goal for 2024 is to create documentation for the onboarding and orientation process

for new hires. This includes creating a welcome email, welcome folder with a welcome letter, key sign off form, organizational chart, our mission and vision statement, employee handbook acknowledgement forms. I will also create documentation for every task a new hire is expected to learn, as well as a feedback survey to be given to new hires to identify areas of improvement.

Youth Services at a Glance

Teacher Packs- 10

Youth Programs- 34

Youth Attendance- 1034

General Interest Programs- 12

General Interest Attendance- 335

Program Highlights

Our five weekly storytimes continue to bring new patrons to Kaukauna Public Library with a steady attendance increase each week. Where we previously saw a decline in both the Bright Babies and STEAM storytimes, October showed a jump in numbers. We anticipate another jump in the coming months due to Appleton closing, a sad but small win for KPL.

October brought the history of fiber arts to life for the Homeschool Heroes students. They learned how to spin raw wool into yarn using a drop spindle and saw the evolution of the sewing needle.

Fig 1. Homeschool Heroes spinning.

As expected, Miss Rachel's Halloween Dance Party brought 183 costumed dancers to Monster Mash their way around the conference room. Each friend chose candy or a spooky ring to ease the transition home.

Fig 2. Having fun at the Halloween Dance Party.

Collaboration Fun

A few invites to family nights provided the perfect opportunity to connect with KASD families early this school year. We issued fourteen new library cards between Victor Haen and Electa Quinney Elementary Schools.

This year we participated in the Women's Auxiliary Trunk or Treat at River View Middle School. The KPL T-rex made an appearance, encouraging all attendees to try their luck with our spooky-themed beanbag toss. Everyone walked away a winner!

Fig 3. Trunk or Treat attendees taking turns. friends.

Fig 4. The KPL T-rex and a waiting for

Kaukauna Public Library collaborated with The Boys and Girls Club of the Fox Valley Home Base program's campaign: Youth on the Move, bringing awareness to runaway and homeless youth in the area by displaying green footprints in the window. These footprints help youth to identify safe spaces and remind them that they do not walk alone.

Professional Development

I attended the Wisconsin Library Association annual conference at the end of October. Each session was filled with collaboration and idea sharing, igniting a fire

to reimagine how to better engage with patrons without burying yourself in to-do lists. Passive programming is an ideal way to involve a greater percentage of the community and keep things simple. Many interactive displays can be modified to fit different themes or seasons. These simple shifts utilize less time and funding, following the motto of "using what you have".

Communication Coordinator Report August-October 2023

Media Mentions:

School Supply Drive August 10

WFRV, WLUK, WBAY

Fairywalk August 21

WLUK

Past Perfect Release September 14

WTAQ, Times Villager

Focus on the Fox September 22

Local 5 LIVE

Various Upcoming Events October

Fox Cities Magazine

Chad Lewis October 26

WFRV

Social Media:

Over the months of August, September, and October we have gained **365 Facebook followers, 90 TikTok followers,** and **49 Instagram followers.** Our Facebook reach over this time period was **126, 752.**

The monetization of our Facebook Account continues to bring in passive income. Our performance bonuses were as follows:

August-$20.51

September-$70.57

October-$66.80

Fundraising:

Bonfire shirt sales August-October: **$236.53**

In October, we teamed up as a staff to raise money by decorating pumpkins. Each dollar donated was equivalent to 1 vote for a favorite pumpkin.   The pumpkins were donated by Peter's Pumpkin Patch in Kaukauna. Rachel's pigeon-themed pumpkin won.   Our grand total raised was **$1685.25**

Also in October, we enlisted the help of Round House Manor residents to create handmade holiday cards to send to potential donors. Each card included a message from Ashley that outlined our successes over the year and asked for continued support. The cards are to be mailed out in November.

Trustee Topic 11

Planning for the Library's Future

Why plan?

- Planning for libraries is a process of envisioning the future of both the community and the library and setting a direction for library movement toward a chosen future vision.
- Planning helps the staff and board understand the situation of their community, set priorities, and establish methods for achieving those priorities.
- The planning document provides a record of the decisions made during that process.
- The document also becomes a guide for decision-making and action by staff and the board.

Planning Essentials-Getting Started

- What information to gather?
  - What services are currently being offered? How have usage patterns been changing? What is the composition of the collection? What is the age of the collection?
- What statistics to be included?
  - Population size broken down by age, gender, race etc. Large or growing groups to the area or newcomers to the community. Economic factors such as household incomes and sources of payroll. Educational profile.
- Who should be involved?
  - The strategic plan for the library benefits from input from multiple individuals.

Stakeholders

- Mayor and City Council
- Municipal employees
- Representatives from the school or PTA
- Representatives of active service groups
- Representatives of the religious community
- Current library users
- Those not currently using the library

How do you gather information?

- The real purpose of consulting all of these community representatives is to find out about them—what they are doing and what is important in their lives and work.
- It is up to the experts to be creative in proposing new services or changes in services to meet emerging needs.
- If you ask someone what the library should be like, they will answer based on their preconceptions about what a library is. Instead, inquire about community needs and then apply library resources to fashion the services to help the community fill those needs.

How do you gather information?

- One of the simplest but most effective is simply to invite them to the library or a neutral site and talk to them. Find someone who is experienced in conducting focus group interviews.
- Construct one or more groups built around particular interests, such as the needs of children in the community or the needs of TE11-4 Trustee Essentials: A Handbook for Wisconsin Public Library Trustees immigrants.

Survey's

- What is the specific question you are trying to answer? What hypothesis are you testing?
- Don't ask questions simply for the sake of asking. If you ask whether the respondent went to college, for example, how will having the information affect your investigation? How will you use the information?
- Will your survey reach the target audience? Surveys done in the library are useless for learning the needs and opinions of nonusers. Current library users do not necessarily represent a cross section of the community. ⬚ How will your survey be distributed?
- How will your survey be tabulated?
- Do a pretest. Make sure that your respondents have the same understanding of the questions you do.

Plan Outline

- Introduction
  - Who are you? What are your library and community like? How did you find this out? Who did you consult? How did you consult? What did you find?
- Mission Statement
  - Which vision of the community are you are trying to support? What is the library's role in supporting that vision? What is the reason the library exists?

Plan Outline

- Service Responses
  - What are the specific services you will offer and, why?
- Activities
  - Under each service, list the particular activities that will be carried out and what you intend to accomplish. How do these activities relate to the mission of the library?
- Evaluation
  - How will you measure the impact these services are having on the target population? How do you know if you are doing it right? What are your alternatives if you are not?

Discussion Questions

1. Has your library had a plan before? What did it deal with? When was it done?

2. Who should be involved on the ground floor? Which staff members? Which board members? Who is available with the necessary expertise, including outside volunteers that might be able to help with the plan?

3. What resources does your library system have to assist you with planning?

4. Are there any other plans out there that you might consult (e.g., a comprehensive development plan written for the municipality; a comprehensive plan written for the school system; any plan written by the chamber of commerce

Discussion Questions

5. What do you hope to accomplish? What will you do with the plan once it is written?

6. How does your library compare with other libraries in similar communities? Do you meet or exceed recommended state standards?

7. Can your library system obtain samples of other strategic plans for your committee to look at? After examining them, ask, What was good about them? What didn't you like?

| | 2023 Statistics | | | | | | | | | | | 2022 Statistics | | | |

Circulation	January	February	March	April	May	June	July	August	September	October	2023 Y-T-D	October 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	11,192	118,863	10,775	117,956	417	4%
Overdrive Usage	2,117	1,900	2,113	2,043	2,176	2,140	2,236	2,164	2,099	2,237	21,225	1,914	19,758	323	17%
Hoopla Usage	385	400	450	443	460	464	509	541	312	250	4,214	301	2,230	-51	-17%
Items Loaned	2,188	1,962	2,372	2,311	2,195	2,323	2,446	2,524	2,568	2,629	23,518	1,902	18,737	727	38%
Items Borrowed	3,096	2,786	3,340	2,834	2,813	3,079	2,786	3,107	3,012	3,019	29,872	3,047	32,739	-28	-1%
Teacher Packs	4	4	3	2	1	2	1	1	5	10	33	3	29	7	233%
Door Count	7,079	7,233	9,062	8,484	8,078	9,893	8,092	8,369	6,987	8,436	81,713	7,329	68,029	1,107	15%

Services	January	February	March	April	May	June	July	August	September	October	2023 Y-T-D	October 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Public Internet Usage/Hr.	263	242	313	249	282	357	280	373	369	275	3,003	214	2,190	61	29%
Wireless Usage by Session	1,335	1,450	1,608	1,339	1,483	1,464	1,330	1,314	1,355	1,046	13,724	1,353	12,820	-307	-23%
Youth Programs	13	26	28	25	116	21	17	20	17	34	317	34	279	0	0%
Youth Program Attendance	357	512	855	1,398	3,017	563	800	1,067	370	1,034	9,973	1,126	12,489	-92	-8%
Adult Programs	10	14	8	16	14	15	16	13	13	21	140	12	83	9	75%
Adult Program Attendance	103	112	131	158	160	150	151	95	129	237	1,426	144	1,234	93	65%
General Interest Programs	11	8	4	2	1	14	11	10	5	12	78	NEW	STAT	NO HI	STORY
General Interest Attendance	1,983	705	233	59	86	1,041	108	1,432	202	355	6,204	NEW	STAT	NO HI	STORY
Meeting Room Usage	41	65	73	65	57	58	47	82	51	74	613	79	506	-5	-6%
Study Room	113	139	175	164	121	131	167	141	136	185	1,472	70	733	115	164%
Volunteer Hours	108	95	101	124	98	115	92	105	105	106	1,049	108	1,013	-2	-2%
Local History Inquiries	15	11	23	10	16	13	13	15	13	12	141	15	142	-3	-20%
Technology Instruction 1:1	11	15	16	13	10	19	9	6	8	11	118	15	103	-4	-27%
Proctor	0	0	0	1	0	0	0	0	0	0	1	0	5	0	0%
Notary	1	0	0	3	1	3	2	0	3	2	15	0	25	2	0%

Social Statistics	January	February	March	April	May	June	July	August	September	October	2023 Y-T-D	October 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	2,398	39,652	3,743	41,752	-1,345	-36%
Facebook Page Like	102	36	27	23	27	94	264	142	46	46	807	65	586	-19	-29%
Facebook Followers	-	-	-	6,526	53	107	344	205	88	75	7,398	NEW	STAT	NO HIS	TORY
TikTok Followers	-	-	330	81	23	52	34	50	12	28	610	NEW	STAT	NO HIS	TORY
Instagram Followers	683	20	17	15	13	19	8	19	19	11	824	NEW	STAT	NO HIS	TORY

Items Held by Library	January	February	March	April	May	June	July	August	September	October	Month to Month # +/-	October 2022	# +/-
Total Titles Held by Library	61,667	61,520	61,657	61,972	62,914	63,943	64,370	67,794	64,430	64,462	-3,364	61,591	2,871
Total Items Held by Library	65,949	65,862	66,142	66,497	67,544	68,664	69,128	69,514	69,093	69,103	-421	66,032	3,071
Kaukauna Card Holding Patrons	11,476	11,476	11,465	11,465	11,465	10,772	10,772	10,772	11,042	11,042	270	11,327	-285 Quarterly Report