

**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 Thilmans Rd., Suite 200	6b. Mailing Address or PO Box 207 Thilmans 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 athiem-menning@kaukauna.gov			
13. Library Website URL www.kaukaunalibrary.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	61	0	0
19b. Number of winter weeks	37	0	0
19c. Summer hours open per week	57	0	0
19d. Number of summer weeks	15	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,112	0	0

II. LIBRARY COLLECTION

	a. Number Owned / Leased	b. Number Added
1. Books in Print <i>Non-periodical printed publications</i>	57,830	5,378
2. Electronic Books <i>E-books</i>	170,641	
3. Audio Materials	3,358	151
4. Electronic Audio Materials <i>Downloadable</i>	78,034	
5. Video Materials	6,293	574
6. Electronic Video Materials <i>Downloadable</i>	223	
7. Other Materials Owned <i>Describe</i> puzzle/game/toy/puppet STEM kit, hotspot, laptop, ukeleles, memory kits	771	
8a. Electronic Collections <i>Locally Owned or Leased</i>	2	
8b. Electronic Collections <i>Purchased by library system or consortia</i>	3	
8c. Electronic Collections <i>Provided through BadgerLink</i>	62	
9. Total Electronic Collections <i>Local, regional, and state</i>	67	
10. Subscriptions <i>Include periodicals and newspapers, exclude those in electronic format</i>	50	

III. LIBRARY SERVICES

1. Circulation Transactions		c. Circulation of Other Physical Items (subset of 1a.)		2. Interlibrary Loans			
a. Total Circulation	b. Children's Materials	3,834		a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>		
141,597	79,499			28,429	36,710		
Method for Counting ILL Transactions Categorized 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)		28,154		36,408			
WISCAT		256		199			
Other (includes OCLC, manual tracking or other methods)		19		103			
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
6,762	4,499	11,261	No	Survey Week(s)	4,472	Actual Count	98,018
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		
20	20	Actual Count	4,755	Actual Count	16,629		
8. Website Visits	9. Electronic Collection Retrieval						
	a. Local	b. Other	c. Statewide	d. Total			
50,414	1,080	1,187	425	2,692			
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			
13,794	15,678	199	29,671	2,146			

**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	221	98	59	174	90	642
Total Attendance	5,381	2,406	953	1,658	1,057	11,455

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	221	98	59	174	90
Total Attendance	5,381	2,406	953	1,658	1,057
	11f. Onsite In-Person - Subtotal	11g. Offsite In-Person - Subtotal	11h. Total		
Number of Programs	493	149	642		
Total Attendance	8,889	2,566	11,455		

11i. Describe the library's in-person programs: Storytimes, craft programs, history programs, partner programs with our nature center, technology classes, performers, gaming, 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	0	0	0
Total Pre-Recorded Program Views	0	0	0	0	0	0

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

13h. Describe the library's pre-recorded 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. Mary Jo	Kilgas	5 Ash Grove Place	Kaukauna	54130	mdkilgas@gmail.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. Joseph	Lucas	1115 Haen Dr	Kaukauna	54130	j_lucas@yahoo.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)	\$742,427
City	Kaukauna (Lease)	\$143,946
City	Kaukauna (Maintenance)	\$110,000
Subtotal 1		\$996,373

2. County

a. Home County Appropriation for Library Services

Subtotal 2a \$180,679

b. Other County Payments for Library Services

County Name	Amount	County Name	Amount
Calumet	\$101,693		
Brown	\$22,953		
Subtotal 2b			\$124,646

3. State Funds

a. Public Library System State Funds

Description	Amount	Description	Amount
CE Scholarship	\$335		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
Subtotal 3			\$335

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

\$17,594

8. Total Operating Income Add 1 through 7

\$1,319,627

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

\$1,047,752

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 \$558,802	2. Employee Benefits Include maintenance, security, plant operations \$156,525
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3. Library Collection Expenditures				
a. Print Materials \$56,479	b. Electronic Materials \$17,767	c. Audiovisual Materials \$8,452	d. All Other Library Materials \$4,323	Subtotal 3 \$87,021

4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider.			
Provider	Description	Type	Amount
OWLS	OWLSnet automation fee	Fee	\$28,476
Subtotal 4			\$28,476
5. Other Operating Expenditures			\$470,874
6. Total Operating Expenditures Add 1 through 5			\$1,301,698
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		\$0	\$0
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement \$0	3. Rent Paid to Municipality/County \$0	Total Revenue \$0	Total Expenditure \$0

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	\$13,509
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IX. TRUST FUNDS

1. Total Amount of Trust Funds Held by the Library Board at End of Year	\$17,658
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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 (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$107,359	37.50
Adult Services Librarian	Librarian (MLS)	MLS (ALA)	\$60,015	37.50
Technology Coordinator	Technical Support/Computer Techn	Other	\$57,249	37.50
Administrative Coordinator	Accountant	Other	\$46,917	37.50
Youth Services Librarian	Associate Librarian (non-MLS)	Librn. no-MLS	\$55,525	37.50
Communications Coordinator	Marketing Specialist	Other	\$39,870	37.50
Library Assistant	Library Assistant - Public Services	Other	\$155,500	164.00
On-Call Library Assistant	Library Assistant - Public Services	Other	\$36,366	36.00

b. Other Paid Staff *See Instructions*

Position (Local Title)	Job Title (Appendix A)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week

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)	
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	c. Total Library Staff (FTE)
1.88	0.94	2.82	7.80	10.62

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>			75,129
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
2. Circulation to Nonresidents Living in the Library's County		23,274	25,526
3. Circulation to Nonresidents Living in Another County in the Library System		96	61
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System		8,945	15,559
5. Circulation to All Other Wisconsin Residents		1,664	6. Circulation to Persons from Out of the State
			4
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	
a. Calumet		15,195	
b. Waupaca		61	
c. Winnebago		364	
d.			
e.			
Name of County		Circulation	
f.			
g.			
h.			
i.			
j.			

XII. TECHNOLOGY

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

1. Self-directed Activities: *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.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	5	8	1
Total Self-Directed Activity Participation	1,656	605	115
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	0	55	69
Total Self-Directed Activity Participation	0	6,698	9,074

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	b. Last Name	c. Email Address
Sarah	Wroblewski	swroblewski@kaukauna.gov

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	b. Last Name	c. Email Address
James	Berven	jberven@kaukauna.gov

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 Mary Jo Kilgas	Date Signed
Library Director / Head Librarian Signature 	Library Director / Head Librarian Print or type Ashley Thiem-Menning	Date Signed

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 2023 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.

We are very satisfied with the Outagamie Waupaca Library Sytem.

DRAFT

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
➤	Mary Jo Kilgas	

COMMENTS

SECTION_II

2. Electronic Books (E-books)

Added Hoopla e-book check outs--2024-02-13

4. Electronic Audio Materials (downloadable)

Added Hoopla audio check outs--2024-02-13

6. Electronic Video Materials (downloadable)

Total Hoopla Video Checkouts--2024-02-13

8a. Electronic Collections (Locally owned or leased)

Bingepasses & Local History Index--2024-02-15

SECTION_III

4a. Method Used to Count Reference Transactions

We did quarterly survey's and extrapolated the data for the quarter to come up with the total.--2024-02-14

9a. Local Electronic Collection Retrievals (locally owned or leased)

Local HIstory Index 1056 + Hoopla Bingepasses 24--2024-02-15

Total Children's Synchronous Programs Ages 6 to 11

We host many of the same programs annually for our school age children.--2024-02-14

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