



To: Kaukauna Public Library Board of Trustees
From: Library Director A. Thiem-Menning
Date: 9/17/2024
Re: 2024 Goals

Secure funding for summer Saturday hours.

This goal was accomplished and I have included data for Saturdays in a separate memo. Summer Saturdays were well utilized by the community and I am very excited to have met this goal for expanded access in our Strategic Plan, which is fully satisfied now.

Work with the Friends of the Library to better develop the organization, including, but not limited to writing policy, updating financials, and creating a fundraising plan.

This goal has not been met and I am uncertain if it will be completed this year or not. I have not had the time to work on this as I had hoped. I have made progress in terms of securing the card reading machine for book sales and I will be meeting with the bank in regards to investing into CDs with the Friends account. In terms of fundraising, our staff is a bit burned out, so I will work towards this goal next year.

Explore opportunities to address space constraints within the building.

This year the Library was awarded a \$400,000 capital improvement to begin work on the sorting machine and officers. This will help with the efficiency of check in, saving staff time, and will also offer some help in secure space for staff to work.

Create a toolkit for volunteers to help advocate for the library.

This was a goal for our Communications Coordinator and will be handed out at the meeting. This document will be given to new volunteers, Friends of the Library, and Board members, highlighting the importance of advocating for the library and how simple it can be to click share on social media to help spread the reach of our programs and services.

Increase outreach to local school districts.

This was a goal for our Youth Services Librarian. I believe that this goal was met. In an effort to build rapport with teachers, Sarah completed almost all of the Summer Reading Program promotional talks to the districts by herself. Special thanks go to Kim, Rachel and Donna for helping her with the visits she could not make herself. The Library has also been present this year at every event the district invited us to including open houses, celebrations, and family nights.

Translate all library event and informational brochures and flyers into Spanish.

This goal was mostly met, but there were certain special event flyers that did not get translated in time. Now that we are down to one translator, it is not as feasible considering the number of brochures and flyers we create in a year. However, this year does mark the year where we have had the most brochures and flyers translated.

Create game-based programming for older adults.

This goal was for the Adult Services Librarian and has been met. With the help of our Game Master John, we have added Sheepshead and Scrabble programming, as well as a Board Game Night. At times, the Sheepshead players have stayed up to four hours after the program concluded to play!

Create a technology recycle plan and complete asset inventory.

This was a goal for the Technology Coordinator. We anticipate this being completed by December. This plan will help us for future budgeting cycles to replace technology more consistently so it does not all need to be replaced at the same time.

