

INSTRUCTIONS: Complete and return electronic, signed copy of the form and attachments to the library system. Confirm with the library system if printed, signed copies are required.

Board-approved, signed annual reports for 2024 are due to the DPI Division for Libraries and Technology no later than March 1, 2025.

			I. GENERAL	INFORMATION				
1. Name of Library			<u> </u>	2. Public Library Syste	m			
Kaukauna Public Library				Outagamie Waupaca Library System				
3b. Head Librarian First Nam	ne 3c. Head Librarian Last Name			4a. Certification Grade	4b. Certifica	ation Type	5. Certification Expiration Date	
Ashley		Thiem	-Menning	Grade 1	Regul	ar	3/31/2029	
6a. Street Address		6b. Mailing	Address or PO Box	7. City / Village / Town	8a. ZIP	8b. ZIP4	9. County	
207 Thilmany Rd., Suite 2	200	207 Th	nilmany Rd., Suite 200	Kaukauna	54130	2244	Outagamie	
10. Library Phone Number		11. Fax Nur	mber	12. Library E-mail Add	ress of Director			
9207666340		(920)766-6	5343	athiem-menning@ka	aukauna.gov			
13. Library Website URL www.kaukaunalibrary.org/				14. No. of Branches	15. No. of Boo Owned	okmobiles	16. No. of Other Public Service Outlets	
				0	0		0	
17. Does your library operate a books-by-mail program	e i?	18. Some publ municipality joi	ic libraries are legally org ining to operate a library.	anized as joint libraries, v Is your library such a join	vith neighboring at library legally	g municipaliti established	es or a county and under Wis. Stat. s. 43.53?	
No		No						
20. Square Footage of Public Library			or a branch move to a grang the fiscal year?	21b. Did your library or a renovate or expand facility during the fis	an existing	22. UEI Nu	mber	
26,600]	No		No	•			
			HOURS OF	OPERATION				
			ndard Service with tions on Building Access	Limited Serv	rice	Staff Only (No interior service for the public)		
19a. Winter hours open per v	week		61		0		0	
19b. Number of winter weeks	3		37	0			0	
19c. Summer hours open pe	mmer hours open per week 6			0			0	
19d. Number of summer wee	eks		15	0			0	
19e. Total weeks per year			52		0		0	
19f. Total hours per year for t location	this		3,172				0	

I-2401												Page 2
					II. LIBRARY	COLLE	ECTIONS					
									a. Number Owned / Le	eased	b. Nur Add	
1. Books in Print									59,60			5,209
2. Physical Subsc	ription	ıs							50			
3. Physical Audio	Mater	ials							2,93	5		226
4. Physical Video	Mater	ials							7,16	6		1,186
5. Other Physical	Mater	ials							878	3		
6. Total Physical I	tems i	n Collection							70,58	33		
						Puro	chased solely by the Library	У	Purchase System, Con Cooperative A	sortium or		Provided by the State
7. E-books							Yes		Yes	S		No
8. E-serials							No		Yes	S		No
9. E-audio							Yes		Yes			No
10. E-video							Yes		No			No
11. Research Data	1. Research Databases				Yes Yes		s		Yes			
12. Online Learnin	ng Pla	tforms					No		No	No		Yes
					III. LIBRAF	RY SER	RVICES					
Physical Circula Total Circulation		ransactions b. Children's	s Materials	c. Othe	r Physical Item		Interlibrary Loans Items Loaned <i>Provided to</i> b. Item		b. Items R	eceive	d Received from	
154,664		85,4	483		4,211		34,	724			43,786	
						М	ethod for Coun	ting	ILL Transaction	s Categoria	zed IL	L Transactions
(Only Total will dis							Items Loaned to Other Libraries Items		Items Borrowed from Other Libraries Received from			
Integrated Library	Syste	ems (ILS)		·			34,	267	,		43,245	
WISCAT							42	27			28	39
Other (includes O	CLC,	manual tracki	ng or other r	nethods)			3	0			25	52
3. Electronic Conte	ent Cir	culation Tran	sactions	c. E-au	dio		E-video		e Children's	I F_materials	l f To	tal E-materials
14,193		2,4	35		17,367	u.	221		e. Children's E-materials 2,284		1. 10	34,216
4. Number of Reg	istere	d Users			5. Overdue	1	Reference Trar		,		√isits	
a. Resident		onresident	c. TOTAL		Fines		Method	b	Annual Count a. Method			b. Annual Count
6,582		2,895	9,477	7	No	Su	rvey Week(s)		4,562	Actual C	ount	109,887
8. Uses of Public I	_	et Computers b. Number of			c. Method	·	d. Annual Co	ınt		Public Wirele	_	rnet nnual Count
Use Computers		Computers w		access	c. ivieti100		u. Annual Col	JI IL	a. Method		D. Ar	muai COUTIL
20			20		Actual C	ount	4,687		Actual Count			15,694

LIBRARY PROGRAMS AND ATTENDANCE

Total In-Person and Live, Virtual Statistics by Age

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	213	102	72	194	31
Total Attendance	5,971	2,651	1,008	1,834	222

Total Program Statistics by Program Category

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	484	128	0	0	
Total Attendance	9,001	2,685	0		
Total Program Views				0	

Describe the library's in-person programs:

Describe the library's pre-recorded programs:

Storytimes, craft programs, history programs, partner programs with our nature center, technology classes, performers, gaming, author visits, and book clubs.

Which platforms does the library use to host the library's live, virtual programs:
Describe the library's live, virtual programs:
Which platforms does the library use to host 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.} Channy	Avanzi	146 Spring Ridge Dr	Kaukauna	54130	channy.eung123@yahoo.co
3. Janet	Sager	1313 Sullivan Ave	Kaukauna	54130	janetnsager@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 Memb Include vacancies in this of					
	9				

	Report ope	V. LIBRARY OPER erating revenue only. Do	ATING REVENUE o not report capital receipts here	∋ .	
Local Municipal Appropriations for I					
Municipality Type			Name		Amount
City	Kaukauna (Oper	rations)			\$827,927
City	Kaukauna (Leas	se)			\$143,916
City	Kaukauna (Mair	ntenance)			\$110,212
				Subtotal 1	\$1,082,055
2. County					
a. Home County Appropriation for Lib	rarv Services			Subtotal 2a	\$190,518
a. Other County Payments for Library					
County Name		Amount	County N	ame	Amount
Brown		\$19,386	,		
Calumet		\$97,524			
		1.2.7			
				Subtotal 2b	\$116,910
3. State Funds					
a. Public Library System State Funds					
Description		Amount	Descript	ion	Amount
Programming Grant		\$700			
b. Funds Carried Forward from Previo	ous Year	\$0	c. Other State Funded Progra	ım	0
				Subtotal 3	\$700
Federal Funds Name of program—	for LSTA grant a	awards, grant number, a	and project title		
		Program or Project			Amount
					\$0
				Subtotal 4	\$0
5. Contract Income From other govern	mental units, lik	oraries, agencies, library	/ systems, etc.		
Name		Amount	Name		Amount
		\$0			-
				Subtotal 5	\$0
6. Other Funds Carried Forward and	Expended. Do r	not include state aid. Re	port state funds in 3b above.		\$0
7. All Other Operating Income					\$11,844
			8. Total Operating Ir	ncome Add 1 through 7	\$1,402,027
What is the current year annual appropriate the current is the current year.	propriation provi	ded by governing body(\$1,198,191	
10 Was the library's municipality exe					

1. Total Amount of Section IX Funds at End of Year

PI-2401 Page 6 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 2. Employee Benefits Include maintenance, security, plant operations \$593,205 \$198,194 3. Library Collection Expenditures a. Print Materials b. Electronic Materials c. Audiovisual Materials d. All Other Library Materials Subtotal 3 \$98,494 \$69,532 \$13,618 \$11,076 \$4,268 4. Contracts for Services Include contracts with other libraries, municipalities, and library systems here. Include service provider. Provider Description Amount **OWLS** OWLSnet automation fee Fee \$30,354 **OWLS** WPLC buying pool share Fee \$5,139 \$35,493 Subtotal 4 5. Other Operating Expenditures \$464,004 6. Total Operating Expenditures Add 1 through 5 \$1.389.390 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. Expenditure Source Brief Description of Expenditure Revenue a. Federal \$0 \$0 b. State \$0 \$0 c. Municipal \$0 \$0 d. County \$0 \$0 e. Other \$0 \$0 2. Debt Retirement 3. Rent Paid to Municiality/County Total Revenue Total Expenditure \$0 \$0 \$0 \$0 VIII. OTHER FUNDS **HELD BY THE LIBRARY BOARD** \$14,394 1. Total Amount of Other Funds at the End of Year IX. FUNDS PAID OR TRANSFERRED TO THE LIBRARY BOARD FINANCIAL SECRETARY

\$0

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 (AppendixA)	Type of Staff	Total Annual Wages Paid	Hours Worked per Week
Director / Head Librarian	Library Director / Chief Officer	MLS (ALA)	\$112,291	37.50
Adult Services Librarian	Librarian (MLS)	MLS (ALA)	\$62,906	37.50
Technology Coordinator	Information Technology Manager	Other	\$58,439	37.50
Administrative Coordinator	Executive Assistant	Other	\$47,317	37.50
Youth Services Librarian	Associate Librarian (non-MLS)	Librn. no-MLS	\$58,540	37.50
Communications Coordinator	Public Relations Officer	Other	\$41,069	37.50
Library Assistant	Library Assistant - Public Services	Other	\$168,568	164.00
On-Call Library Assistant	Library Assistant - Public Services	Other	\$53,580	54.00

X. STAFF (cont'd.)

				_	
h	Other	Paid	Staff	See	Instructions

Position (Local Title)	Job Title (AppendixA)	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 Lib	rarian	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	8.26	11.08	

	LIC LIBRARY LOANS OF					
 Of the total circulation reported for the library fre See instructions for definition of nonresident 	om Section III, item 1, what	was th	e total circulation to	nonre	sidents	85,374
Divide nonresident circulation among the following through 6 below should not be greater than the nu			a. Those with a Library		b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library	's County		29,	099	26,087	55,186
3. Circulation to Nonresidents Living in Another Co	ounty in the Library System	j		358	117	475
Circulation to Nonresidents Living in an Adjacet System	nt County Not in the Library	/	10,	052	18,362	28,414
5. Circulation to All Other Wisconsin Residents	1,297	6. Circulation to Persons from Out of the State 2				te 2
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	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)?					
Actual	No					
9. Circulation to Nonresidents Living in an Adjacet	nt County Who Do Not Hav	e a Loc	al Public Library			
Name of County	Circulation		Name o	f Coun	ty	Circulation
a. Calumet	17,632	f.				
b. Waupaca	117	g.				
c. Winnebago	730	h.				
d.		i.				
е.		j.				
	XII.TECHNOLOGY (Not	includ	ed in 2024 Report)			

	3				
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	14	4	6		
Total Self-Directed Activity Participation	3,413	1,237	191		
	d. Adult (19+)	e. General Interest (all ages)	f. Total		
Number of Self-Directed Activities	1	42	67		
Total Self-Directed Activity Participation	70	6,698	11,609		
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	Wroblewski @kauk			
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			is displayed here.		
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. C	ERTIFICATION			
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 Des	Name of President or Designee Print or type Date Signed		
	Mary Jo	Kilgas		
Library Director / Head Librarian Signature	Library Director / Head Lib	orarian Print or type	Date Signed	
>	Ashley	Thiem-Menning		

F1-2401				Faye II
	STATE	MENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECT	IVENESS	
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. Outagamie				Outagamie
The	Kaukauna Public Library	Board of Trustees hereby states that in 2024 the	Outag	amie Waupaca Library System
	Name of Public Library		Name of	Public Library System / Service
\boxtimes	did provide effective leadership	and adequately met the needs of the library.		
\square did not provide effective leadership and did not adequately meet the needs of the library.				
	Indicate with an X one of the ab	ove 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				

We are very satisfied with the Outagamie Waupaca Library System.

library system, as an e-mail attachment to LibraryReport@dpi.wi.gov.

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_IX
Beginning Balance of Section IX Funds
An addendum was filed 2/28/24 that Section IX Trsut Funds 1. should have a \$0 balance.--2025-02-11