

Kaukauna Public Library Board Minutes

December 27, 2016

Board President Keating called the Kaukauna Public Library Board Meeting to order at 5:30 PM.

Present at the time the meeting was called to order: D. Driessen; C. Fallona; G. Keating, M. Kilgas, P. Landreman, J. Lucas, C. Van Boxtel, and J. Vondracek.

Excused: L. Meyerhofer

Also present: T. Wieczorek, L. Hurst

Compliance with Open Meeting Law

- A Notice of the Meeting of the Kaukauna Public Library Board was emailed and an Agenda for the meeting was posted at City Hall and in the Library more than twenty-four hours prior to the meeting.

Public Appearances/Announcements

- Wieczorek introduced Linda Hurst who had been recently hired as a replacement for one of the three retirees. He stated a new practice of introducing all new staff to the Board.
- Driessen asked that pictures of all staff be made available to the Board.

Action Items

- Consent agenda
 - The following motions were presented.
 - November Board Minutes
 - November Financial Reports
 - Discussion
 - None
 - Motion to approve Consent Agenda by Vondracek. Seconded Kilgas.
 - Motion carried unanimously.

Reports

- Director's Report
 - Wieczorek asked whether there were any issues with the electronic mailing of the Board packet. Since Board members responded favorably to the electronic format future packets would be sent in that manner saving both postage and staff time.
 - Wieczorek distributed a draft of a revised KPL Policy Manual divided into sections containing policies, procedures, forms, and miscellaneous documents.
- Programming Librarian's Report.
 - Board members again commented on the quality of the report and remarked at how many programs are occurring.
- Technology Coordinator's Report
 - Keating noted that Spencer was spending down the budget on materials.
- Friend's Report
 - Driessen reported she received many favorable comments on the holiday decorations. Wieczorek thanked her and those who had volunteered to do the decorating.
- Foundation Report
 - Landreman reported the Foundation Board met on December 15.
 - Christmas 2017 fund raising ideas were discussed.
- Motion to place all reports on file by Vondracek. Seconded by Van Boxtel.
- Motion carried unanimously.

New Business:

- A request to transfer of all non-municipal, non-restricted investment funds to the Kaukauna Library Foundation was discussed. Included in this request was the acceptance of all liabilities accrued in the process of furnishing the new Library facility.
- Wieczorek distributed a summary of assets and outstanding debts.
- Motion by Driessen to turn over all Building Funds and liabilities to the Kaukauna Library Foundation as of January 1, 2017. Seconded by Landreman,
- Motion carried unanimously.

Adjournment

Motion to adjourn by Driessen. Seconded by Van Boxtel.

Motion carried unanimously.

Meeting adjourned at 6:40 PM

Drafted by:

Tony Wieczorek

Approved by:

Carol Van Boxtel

Kaukauna Public Library 2016 Fast Facts

Checkouts and Renewals

170,096 total checkouts
8,252 increase
5% increase from 2015

Overdrive (ebook) Use

11,842 total checkouts
1,816 increase
18% increase from 2015

Technology Use

9,969 total computer usage
5% increase from 2015

9,768 total wireless uses
42% increase from 2015

96,732 self-check checkouts
60% increase from 2015

Meeting Room Use

658 uses of study rooms
513 uses of meeting rooms

Items Borrowed

40,605 total items borrowed
1,197 increase
3% increase from 2015

New Library Cards

1,097 new library cards
72 ave. during last 5 mo.

Teacher Packs

107 total teacher packs
24% increase from 2015

Program Attendance

13,524 juvenile attendees
21% increase from 2015

972 adult attendees
29% increase from 2015

Volunteer Hours

1,425 total volunteer hours
386% increase from 2015

Circulation Increase/Decrease KPL Compared to Other OWLS Libraries

Library	2015	2016	# +/-	% +/-
Kaukauna	161,844	170,096	8,252	5%
Clintonville	97,937	99,993	2,056	2%
Hortonville	70,404	70,021	-383	-1%
Kewaunee	56,525	54,577	-1,948	-3%
Seymour	62,854	60,118	-2,736	-4%
Marinette	119,052	112,908	-6,144	-5%
Kimberly	168,838	160,408	-8,430	-5%
Shawano	176,144	167,684	-8,460	-5%
Little Chute	131,529	122,729	-8,800	-7%
Sturgeon Bay	184,403	174,510	-9,893	-5%
New London	125,890	113,312	-12,578	-10%
Waupaca	280,578	257,245	-23,333	-8%
Appleton	1,166,697	1,081,882	-84,815	-7%