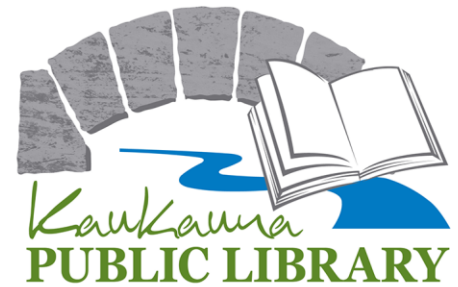


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, June 27, 2023 at 5:30 PM



AGENDA

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - [a.](#) Tuesday, May 23, 2023 Meeting Minutes
4. Public Participation and Communications
5. Action Items
 - [a.](#) Bill Register May 2023
 - [b.](#) Board Committee Appointments
 - [c.](#) Update Kaukauna Public Library Study Room Policy
6. Information Items
 - [a.](#) Directors Report
 - [b.](#) Adult Services Librarian Report
 - [c.](#) Youth Services Librarian Report
 - [d.](#) Trustee Topic 7
 - [e.](#) Statistics
7. Adjournment

In person meeting in Library Board Room and via Zoom

Join Zoom Meeting

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

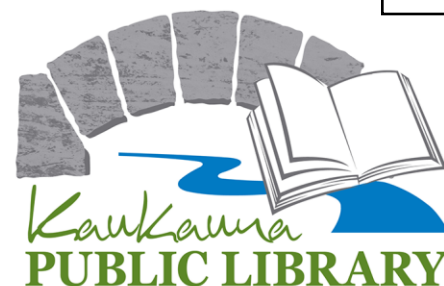
Meeting ID: 820 7216 9200

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NOTICES

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



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, May 23, 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 by Vice President Kilgas at 5:30p.
2. Roll call of membership
 - a. Present: C. Fallona, M.J. Kilgas, J. Vondracek, C. Van Boxtel, K. Hietpas, & J. Van De Hey. Excused: J. Lucas & A. Schneider. Also present: A. Thiem-Menning.
3. Approval of minutes from previous meeting
 - a. Tuesday, April 25, 2023 Meeting Minutes
 - b. C. Fallona made a motion to approve the Tuesday, April 25, 2023 Meeting Minutes, seconded by C. Van Boxtel. All in favor, motion carries.
4. Public Participation and Communications
 - a. A. Thiem-Menning noted that longtime volunteer Karl Hett was retiring from his local history volunteer work. The library thanks him for his many years of service working on digitizing obituaries.
 - b. The library received a thank you from Harbor House noting our site for its participation in their Amazing Race fundraiser, which raised \$45,000.
5. Action Items
 - a. Bill Register April 2023
 - i. A. Thiem-Menning noted that the credits and debits for the poll worker has been balanced in the ledger now. It is a coding issue in the software.
 - ii. J. Vondracek made a motion to approve the Bill Register April 2023, seconded by K. Hietpas. All in favor; motion carries.
 - b. Election of Officers
 - i. C. Fallona made a motion to appoint M.J. Kilgas to President, seconded by J. Van De Hey. All in favor; motion carries. C. Van Boxtel made a motion to appoint C. Fallona as Vice President, seconded by K. Hietpas. All in favor; motion carries. M.J. Kilgas made a motion to reappoint A. Neumeier as Secretary and J. Vondracek as Treasurer, seconded by C. Van Boxtel. All in favor; motion carries.
6. Information Items
 - a. Directors Report
 - i. A. Thiem-Menning read from two memos, which failed to be attached to the Board packet. One memo was in regards to the three conferences/training sessions she has participated in and one was a staffing update. A. Thiem-Menning noted she would email the memo and update the packet in Municode. A. Thiem-Menning also noted that she had met with the Director

of the Fox Cities Marathon to collaborate on the Kids Fun Run Race in the fall.

- b. Adult Services Librarian Report
 - i. The Board noted the wonderful exhibit located in the main circulation area and discussed a program with the American Legion.
- c. Youth Services Librarian Report
 - i. A. Thiem-Menning noted that there have been many school visits this month and many field trips to the library.
- d. Trustee Topic 6
- e. Statistics
 - i. A. Thiem-Menning noted that the borrowing rate is going down, which is very exciting. This means that patrons are finding more of what they are looking for in the library, a direct result of the increase to the materials line.
 - ii. J. Vondracek made a motion to place the reports on file, seconded by A. Neumeier.

- 7. Adjournment
 - a. The meeting adjourned at 6:38p.



Kaukauna Public Library
2023 Revenue Report

						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Total County Allocations		
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
Totals	\$ 91.89	\$ 2,247.91	\$ 360.50	\$ 91.50	\$ 2,791.80	\$90,339.50	\$101,693.00	\$22,953.00	\$214,985.50	\$ 217,777.30	\$ 673.07
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	(\$158.11)	(\$752.09)	(\$339.50)	\$41.50	\$ (1,208.20)	(\$90,339.50)	\$0.00	\$0.00	(\$90,339.50)	\$217,777.30	\$ 673.07
% of Budget Accrued	37%	75%	52%	183%	70%	50%	100%	100%	70%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

General Ledger

Expense vs Budget

User: lizf
 Printed: 6/9/2023 - 9:52 AM
 Period: 05, 2023
 Fiscal Year: 2023
 JE Number: 0



Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
55110			Public Library							
5/25/2023	GL	5	90 REGULAR PAYROLL	DR	19,987.75					
5/11/2023	GL	5	89 REGULAR PAYROLL	DR	20,370.82					
101-55110-5101			Regular Payroll	529,791.00	40,358.57	196,274.27	333,516.73	0.00	333,516.73	62.95
5/25/2023	GL	5	90 PART-TIME/SEASONAL	DR	1,145.89					
5/11/2023	GL	5	89 PART-TIME/SEASONAL	DR	1,486.50					
101-55110-5104			Temporary Payroll	15,000.00	2,632.39	10,207.69	4,792.31	0.00	4,792.31	31.95
101-55110-5107			Overtime Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-55110-5119			Longevity Pay	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5/25/2023	GL	5	90 WI RETIREMENT	DR	1,008.39					
5/11/2023	GL	5	89 WI RETIREMENT	DR	1,015.38					
101-55110-5151			Retirement Plan	27,571.00	2,023.77	9,955.70	17,615.30	0.00	17,615.30	63.89
5/11/2023	GL	5	89 RESIDENCY	DR	112.61					
5/25/2023	GL	5	90 RESIDENCY	DR	106.21					
101-55110-5152			Residency	5,867.00	218.82	1,032.84	4,834.16	0.00	4,834.16	82.40
5/11/2023	GL	5	89 SOCIAL SECURITY	DR	876.94					
5/25/2023	GL	5	90 MEDICARE	DR	294.96					
5/25/2023	GL	5	90 SOCIAL SECURITY	DR	870.55					
5/11/2023	GL	5	89 MEDICARE	DR	305.54					
101-55110-5154			Social Security	31,990.00	2,347.99	11,459.83	20,530.17	0.00	20,530.17	64.18
5/25/2023	GL	5	90 GROUP HEALTH INSURAN	DR	3,307.28					
5/11/2023	GL	5	89 GROUP HEALTH INSURAN	DR	3,514.28					

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
101-55110-5157			Group Health Insurance	106,056.00	6,821.56	42,350.12	63,705.88	0.00	63,705.88	60.07
5/25/2023	GL	5	90 GROUP LIFE INSURANCE	DR	20.24					
5/11/2023	GL	5	89 GROUP LIFE INSURANCE	DR	20.24					
101-55110-5160			Group Life Insurance	684.00	40.48	222.64	461.36	0.00	461.36	67.45
5/11/2023	GL	5	89 WORKERS COMPENSATION	DR	37.15					
5/25/2023	GL	5	90 WORKERS COMPENSATION	DR	35.93					
101-55110-5163			Workers Compensation	922.00	73.08	395.01	526.99	0.00	526.99	57.16
101-55110-5166			Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5/31/2023	AP	5	81 Mileage - WAPL Conference	DR	80.56	Ck: 119207	Sarah Miller			
5/31/2023	AP	5	81 Travel	DR	22.64	Ck: 119198	Cardmember Service			
101-55110-5208			Travel - City Business	1,000.00	103.20	103.20	896.80	0.00	896.80	89.68
101-55110-5211			Education & Memberships	2,230.00	0.00	758.46	1,471.54	0.00	1,471.54	65.99
5/25/2023	GL	5	90 CELL REIMBURSEMENT	DR	25.00					
101-55110-5303			Communications	300.00	25.00	125.00	175.00	0.00	175.00	58.33
101-55110-5306			Heating Fuels	7,500.00	0.00	5,643.52	1,856.48	0.00	1,856.48	24.75
5/5/2023	AP	5	13 Water, Sewer, & Electric - Library	DR	1,121.99	Ck: 119029	Kaukauna Utilities			
101-55110-5309			Water Sewer & Electric	14,600.00	1,121.99	4,503.40	10,096.60	0.00	10,096.60	69.15
5/5/2023	AP	5	13 May - Maintenance	DR	8,820.00		Grand Kakalin LLC			
5/19/2023	AP	5	48 Faucet	DR	437.63	Ck: 119145	Keith Petersen Plumbing Inc.			
101-55110-5312			Maintenance - Buildings	110,000.00	9,257.63	45,457.71	64,542.29	0.00	64,542.29	58.67
5/5/2023	AP	5	13 May - Rent	DR	11,993.00		Grand Kakalin LLC			
101-55110-5313			Lease - Buildings	143,916.00	11,993.00	59,995.25	83,920.75	0.00	83,920.75	58.31
5/31/2023	AP	5	81 Contractual Services	DR	125.67	Ck: 119198	Cardmember Service			
5/12/2023	AP	5	33 Janitorial Service - May	DR	2,165.36	Ck: 119059	Advanced Maintenance Solutions			
101-55110-5325			Contractual Services	35,000.00	2,291.03	14,006.59	20,993.41	0.00	20,993.41	59.98
5/31/2023	AP	5	81 Advertising	DR	57.85	Ck: 119198	Cardmember Service			
101-55110-5328			Advertising	1,550.00	57.85	114.01	1,435.99	0.00	1,435.99	92.64
101-55110-5331			General Insurance	7,982.00	0.00	7,982.00	0.00	0.00	0.00	0.00

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
101-55110-5332			Shared Service Allocation	103,430.00	0.00	103,430.00	0.00	0.00	0.00	0.00
5/31/2023	AP	5	81 Office Supplies	DR	487.33	Ck: 119198	Cardmember Service			
101-55110-5401			Office Supplies	5,500.00	487.33	2,547.27	2,952.73	0.00	2,952.73	53.69
5/31/2023	AP	5	81 Desktop Printing Expense	DR	398.63	Ck: 119198	Cardmember Service			
101-55110-5402			Desktop Printing Expense	800.00	398.63	977.72	-177.72	0.00	-177.72	-22.22
5/19/2023	AP	5	48 CD Albums	DR	234.58	Ck: 119147	Showcases			
5/19/2023	AP	5	48 CD Albums	DR	186.30	Ck: 119147	Showcases			
5/19/2023	AP	5	48 CD Albums	DR	211.24	Ck: 119147	Showcases			
5/19/2023	AP	5	48 RFID Tags	DR	500.00	Ck: 119135	Little Chute Public Library			
5/31/2023	AP	5	81 Data Processing Supplies	DR	372.41	Ck: 119198	Cardmember Service			
101-55110-5422			Data Processing Supplies	4,500.00	1,504.53	2,929.89	1,570.11	0.00	1,570.11	34.89
5/31/2023	AP	5	81 Postage	DR	45.21	Ck: 119198	Cardmember Service			
101-55110-5431			Postage	850.00	45.21	526.53	323.47	0.00	323.47	38.06
101-55110-5439			Lost & Paid Purchased Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5/5/2023	AP	5	13 Books - Credit	CR	22.59	Ck: 119028	Ingram			
5/5/2023	AP	5	13 Books	DR	160.35	Ck: 119028	Ingram			
5/5/2023	AP	5	13 Books	DR	78.25	Ck: 119028	Ingram			
5/5/2023	AP	5	13 Books	DR	171.41	Ck: 119028	Ingram			
5/5/2023	AP	5	13 Books	DR	141.42	Ck: 119028	Ingram			
5/5/2023	AP	5	13 Books	DR	212.80	Ck: 119028	Ingram			
5/5/2023	AP	5	13 Digital Library Materials	DR	1,070.06	Ck: 119033	Midwest Tape			
5/5/2023	AP	5	13 Hotspots - April	DR	268.81	Ck: 119049	T-Mobile USA			
5/19/2023	AP	5	48 Books	DR	14.65	Ck: 119129	Ingram			
5/19/2023	AP	5	48 Books	DR	61.36	Ck: 119129	Ingram			
5/19/2023	AP	5	48 Books	DR	293.55	Ck: 119129	Ingram			
5/19/2023	AP	5	48 Books	DR	2,222.56	Ck: 119129	Ingram			
5/19/2023	AP	5	48 Books	DR	742.55	Ck: 119129	Ingram			
5/19/2023	AP	5	48 Books	DR	45.49	Ck: 119129	Ingram			
5/19/2023	AP	5	48 Books	DR	175.58	Ck: 119129	Ingram			
5/31/2023	AP	5	81 Library Material	DR	1,069.82	Ck: 119198	Cardmember Service			
5/31/2023	AP	5	81 Books	DR	470.53	Ck: 119204	Ingram			
5/31/2023	AP	5	81 Books	DR	323.49	Ck: 119204	Ingram			
5/31/2023	AP	5	81 Books	DR	55.74	Ck: 119204	Ingram			

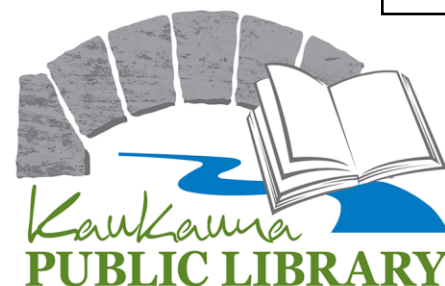
Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
5/31/2023	AP	5	81 Books	DR	113.49	Ck: 119204	Ingram			
5/31/2023	AP	5	81 Books	DR	146.98	Ck: 119204	Ingram			
5/31/2023	AP	5	81 Books	DR	5.89	Ck: 119204	Ingram			
5/31/2023	AP	5	81 Books	DR	24.90	Ck: 119204	Ingram			
5/31/2023	AP	5	81 Books	DR	389.17	Ck: 119204	Ingram			
5/31/2023	AP	5	81 Books	DR	45.80	Ck: 119204	Ingram			
5/31/2023	AP	5	81 Books	DR	204.44	Ck: 119199	Cavendish Square			
101-55110-5441			Library Materials	77,552.00	8,486.50	44,119.57	33,432.43	0.00	33,432.43	43.11
5/19/2023	AP	5	48 Copier Lease - May	DR	248.09	Ck: 119136	Marco			
5/31/2023	AP	5	81 Service Contracts	DR	75.00	Ck: 119198	Cardmember Service			
5/5/2023	AP	5	13 Annual Membership	DR	299.00	Ck: 119047	Staples Business Credit			
101-55110-5442			Service Contracts	51,871.00	622.09	43,528.74	8,342.26	0.00	8,342.26	16.08
5/31/2023	AP	5	81 Library Programs	DR	74.29	Ck: 119198	Cardmember Service			
101-55110-5444			Library Programs	3,000.00	74.29	1,631.72	1,368.28	0.00	1,368.28	45.61
5/31/2023	AP	5	81 Library Programs	DR	77.78	Ck: 119198	Cardmember Service			
101-55110-5499			Miscellaneous	1,000.00	77.78	442.66	557.34	0.00	557.34	55.73
5/12/2023	AP	5	33 BrightSign Upgrade	DR	3,406.00	Ck: 119071	Camera Corner/ Connecting Point Computer Center			
101-55110-5804			Office Equipment	9,700.00	3,406.00	3,406.00	6,294.00	0.00	6,294.00	64.89
55110			Public Library	1,300,162.00	94,468.72	614,127.34	686,034.66	0.00	686,034.66	52.77

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
		Report Totals:	1,300,162.00	94,468.72	614,127.34	686,034.66	0.00	686,034.66	52.77

Kaukauna Public Library Study Room Policy

The Kaukauna Public Library has four study rooms that are available for individual and group use. To ensure equitable use of study rooms, the following rules apply:

- Study Rooms may be used for up to four (4) hours per day.
- Individuals or groups may use the Study Rooms once (1) per day.
- Reservations for the room may be made up to seven (7) days in advance; limited to one (1) booking a week.
- The Library will hold a Study Room reservation for fifteen (15) minutes; after fifteen (15) minutes have elapsed, the reservation will be canceled and the Study Room will be available for walk-in use unless the library is notified of a late arrival.
- Users of study rooms are expected to use the study room during booked times and remain in the study room during indicated time of use. If an individual leaves a study room they booked unoccupied for more than 15 minutes, the library reserves the right to offer the study room to another individual upon request. Any property left behind will remain at the circulation desk until the user returns.
- Individuals or groups using Study Rooms must follow the Library Appropriate Use Policy.
- When Study Rooms are not reserved, they are available on a first come, first serve basis.
- Priority is given to reservations, so users must vacate a Study Room promptly for the start of a reservation.
- Users must check in and out with Library Staff for room use.
- Users are responsible for their own personal property at all times while using the Study Rooms. The Library recommends that items not be left unattended. The Library is not liable for loss or damage of personal property.
- Study Room users must clean up after themselves and leave the room in good condition.
- Failure to comply with the Study Room Policy may result in a temporary or permanent loss of access to the Study Rooms.
- Library Administration reserves the right to use Study Rooms as necessary.



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 6/13/23
Re: City Updates

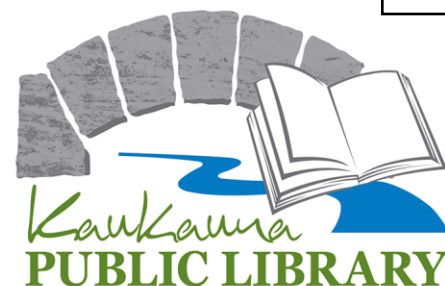
Per the Wisconsin Elections Commission, the City needed to switch their domain from a .com/.org to a .gov. That change took place on June 8 and 9. All city email addresses have been converted to kaukauna.gov and the City website was also converted. On our end, this only has an impact on email addresses and the need to check for any broken links to the City page on our website. We will continue to receive emails sent to our old email addresses and the emails we send will start going out with our new .gov address. We plan to use up the business cards we have left and then change the email when we reorder.

The City of Kaukauna is taking part in a Strategic Planning process. I will meet with the consultant for an interview on June 15. City staff were also asked to take part in a survey and the City released a survey for residents as well. We have posted the survey on our Facebook page and have paper copies available as well.

On June 27 and 28 department heads will be working with the consultant on the plan for two full days off campus. I look forward to this process and working with the City to ensure that our goals align with City goals.

The City is also working on increasing our own pool of images to use for marketing. This means that we will have some professional photography done of the interior and the exterior of the library to use in marketing. All our regular staff will also be having headshots taken to use in marketing and in the new payroll/HR software, Paycor, which will be going live sometime this summer.





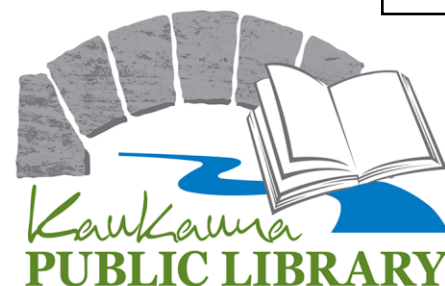
To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 6/13/23
Re: Staffing Update

I am pleased to announce that Ursula Talavera has accepted the position of Hispanic Outreach Coordinator. Her first day will be June 19.

Ursula has been working in the HR field in bilingual onboarding and planning on some additional schooling. She has an Associate's Degree, a Bachelor's Degree, and is currently working on her payroll clerk certification. She was born in Peru, but has lived all over the world.

With the busy summer reading program season coming and the additional funds we have for materials, both Liz and I were taught how to add books into the system for processing. Spencer will continue to add all the new adult materials, Liz and I will work on youth materials, James will add all graphic novels and donated materials, and Sue and Dafina will continue to process them. This should increase the speed in which we get materials out on the shelf.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 6/13/23
Re: June 9 Closure

On June 9, we were closed for Critical Incident Response, formerly known as ALICE training. Kaukauna Police Department offered the training to Library staff and additional City staff that have not been through the training before. In the morning, we had classroom training, which all staff attended, and then in the afternoon, the staff that have never participated in the active portion of the training participated in four live demos with different scenarios to show the differences between hiding, barricading, countering, and evacuating. Our thanks to officers VanderHyden, Kohl, Meyer, Romonesko, and CSO Schaefer for the training.

When Critical Incident Response was complete, I gave a brief presentation on the Trans-Inclusive Librarianship course I took. After, we went over the strategic plan, and then reviewed policies that have recently been updated. During the morning staff meeting we also reviewed Beanstack, our reading program app, went over how to do summer reading program, reviewed remote printing, and took care of additional housekeeping questions.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 6/13/23
Re: Friends of the Library Updates

We held our first Friends of the Library meeting with the merged groups on June 5, as the Foundation has been officially dissolved.

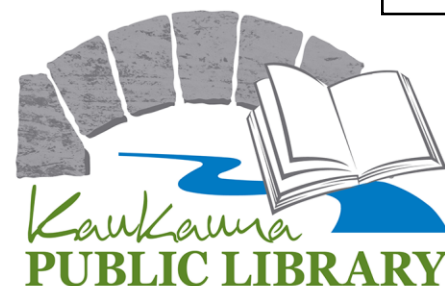
The meeting was productive with the group voting to adopt the mission, vision and values statements, adopt the articles of incorporation, review bylaws and MOA, and review articles of merger.

We spoke briefly of a date/time change for standing meetings and Communications Coordinator Schink was present to learn about the changes and how the library can help with fundraising.

The next meeting will be held in August.

The Friends should also be receiving funds from Electric City Experience. The Friends made roughly \$200 in tips during the event alone. Thank you to all the volunteers, staff, and Board members who volunteered their time over the weekend on our behalf.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 6/12/23
Re: Mid-Year Check In's

On June 30, I have all regular staff scheduled for a brief mid-year check in. I will be using the City Check-In Questionnaire, which is typically used for any step increases. As some staff have completed the total step process already, I plan to use the document for everyone. The questionnaire asks about an employee's strengths, where they have room to grow, if there are concerns that need to be addressed, and if they are meeting expectations.

This form also asks questions of the employee, for example, what they like most about their job, what they like least, if there are areas in which they would like some additional training, if there are skills they would like to develop further, and an opportunity to talk about some of their accomplishments.

I plan to meet with On-Call staff to do this as well, but it is more difficult to preschedule those, so I will meet with them during the summer when they are here to sub.



Adult Services Librarian Report

Programming

Alzheimer's Education Series

Courtney from St. Paul Elder services continues present her program discussing various Alzheimer's topics. This month's topic began the first of a three-part series for caregivers of those suffering from Alzheimer's. It offered resources and advice for navigating the early stage of a loved one's Alzheimer's diagnosis.

Recyclist E-Bike Experience and Education

Lora from the Recyclist gave a fantastic educational talk about what e-bikes are and how to ride them. Participants signed waivers and were able to try out any of among 5 different models that the Recyclist currently sells. Participants were nervous about riding an e-bike at first, but after trying them out they commented on how much fun they are to ride, and how easy it is to pedal up hills.



Figure 1 Lora Teaching Participants the Parts of an E-Bike



Figure 2 Participants Rode the E-Bikes in the Library Parking Lot

Technology Outreach and Technology 101

Attendance at the Thompson Center continues to be high at around 20-25 per program. This month I taught them how to cancel their cable service in favor of streaming services. I covered the internet speeds required to stream, the technology that is capable of streaming, the difference between on demand and live streaming, how to determine which streaming service to choose, what it looks like to stream, and more. This continues to be one of my most popular topics. I taught the same topic at the library as well.

Make and Mingle: Spring Flower Painting

14 People attended Mary V.'s make and mingle craft program. This month they painted spring flowers on canvas. Attendees commented on how much fun they have at the Make and Mingle events.

Wisconsin Remembers: A Face for Every Name

From May 22nd to June 9th the library hosted a 17-piece exhibit remembering each of the 1,161 Wisconsinites officially listed on the Vietnam Veterans Memorial in Washington, D.C. The exhibit also includes additional photos for the names that are listed on The Highground Vietnam Veterans Memorial in Neillsville, WI. Wisconsin Remembers is a tribute to lost life and lost potential. This exhibit is made possible by Wisconsin Public Radio, PBS Wisconsin, and the Wisconsin Veteran's Museum.

After the library sent out a press release for this exhibit, local media was interested in covering it. I gave an interview to Fox 11, WFRV-TV 5, and WHBY. Channel 5 also asked me to appear on Local 5 Live to discuss the exhibit at the library. I brought along a few book recommendations that related to the Vietnam War as well. The media coverage brought many people in to view the exhibit. I don't believe there was a single day I didn't see at least 4 or 5 groups of people entering the library to view the veterans.



Figure 3 James Berven Discussing the Wisconsin Remembers Exhibit on Local Five Live

Wisconsin Remembers: A Face for Every Name Reception

30 people attended a library-hosted reception for the Wisconsin Remembers exhibit on May 30th. American Legion Post 41 performed a color guard and flag folding ceremony, and taps was played. Local Historian Gavin Schmitt also told the tale of local Vietnam Veteran Eugene DeBruin, who is still listed as MIA.



Figure 4 Gavin Schmitt Introducing the Reception

Youth Services at a Glance

Teacher Packs- 1

Youth Programs- 116

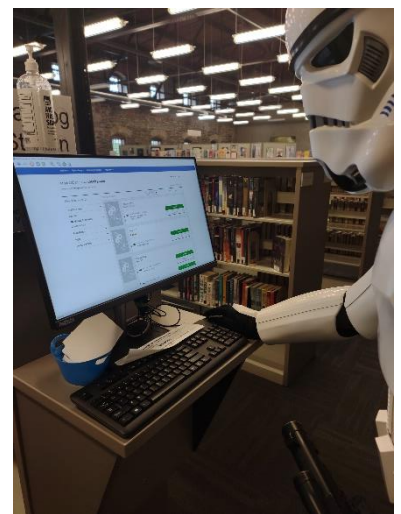
Youth Attendance- 3017

General Interest Programs- 1

General Interest Attendance- 86

Program Highlights

Patrons met Storm Troopers, Ewoks, and even a Jedi on Star Wars Day! Attendees took a vote to choose the dark side or the light side, construct a droid at the droid creation station, and listen to a story read by Kaukauna's very own Strawberry Mandalorian! One request; do not tell Darth Vader, but as it turns out, the library had all the droids they have been looking for! Participants were able to defy the odds and find them all for an exceptional Star Wars sticker.



Garden Storytime had its Friday debut for the month of May. Programmers kept the littles singing and dancing, and listening to stories while enjoying the spring weather. We continue to see a steady attendance for storytimes and are hopeful to see this trend reflected in Bright Babies.

Collaboration Fun

In the library world, two things signify May: school visits and field trips! Staff traveled around to the Kaukauna area schools reading stories and boosting excitement for Summer Learning Program. Pokémon Day is a fast fan favorite and we expect a fabulous turnout!

The library also welcomed students from River View, Park Community Charter, and St. Ignatius Catholic Schools to give tours and allow time to browse the collection and check out books. These collaborations give Kaukauna youth a chance to make connections with library staff and become familiar with our facility, creating lifelong library users!

RVMS students made the trip to volunteer for the morning of May 26. Together, they assembled 500 science take-and-make kits for Summer Learning Program, prepped the incredible paper chain, and taped hands for the “Be the ‘I’ in Kind” display. With time to spare, the students even took to the parking lot and garden with plastic bags and gloves to clean up any trash laying around!



Continuing Education

While May was a whirlwind, I did find time to fit in a STEM program education from the Space Science Institute. I was able to request an adapted webinar/zoom model of the training in place of a spontaneous trip to Utah. The Space Science Institute was incredible with their resource guides, and even with the lack of hands-on experimenting, I ended that training with new tools that can be applied to many of our existing, and future programs.

Trustee Topics: Chapter 7

The Library Board and Library Personnel

Role of Director/Role of Board

- It is the library director who hires and supervises all other library staff, but the library board has the legal responsibility for establishing the duties and compensation, as well as the personnel policies, for all library staff.
- The library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.
- The library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.

Role of Director/Role of Board

- The library board's unsolicited intrusion into the director's responsibility to select and supervise staff can undermine the authority of the director and create discord and disorganization in library operations.
- While the library board has the legal responsibility for establishing staff duties and compensation, your library will run most effectively if the library board delegates to the director the responsibility for the day-to-day assignment of staff duties and supports the recommendations of the director for changes in staff compensation (within the policies established by the board).

Lines of Communication

- Trustees should direct staff members who have complaints about the director, policies, or materials to discuss the situation with their supervisor or the director. If that does not resolve the issue, the staff should be encouraged to follow the library's grievance or complaint procedure provided in the library's personnel policy. Only in extreme situations should staff complaints go directly to the board.
- Because the library board may want input from the staff on certain issues, the board should solicit such input through the director

Lines of Communication

- Except in unusual circumstances, communication between the library board and library staff about library business should be carried on through the library director. Going behind the director's back undermines the trust necessary for effective and orderly operation of the library.

Staff Compensation Levels

- The ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for library staff should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide.

Personnel Policy

- It is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc.
- It is important for these policies to be gathered into a written personnel handbook available to all library staff. These written policies ensure that all staff are treated according to the same rules.

Personnel Policy

- Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws.
- To simplify maintenance of their personnel policies, many library boards adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.

Personnel Policy

- The library board should also approve a salary schedule that covers all staff positions and written job descriptions that list the essential job duties of each staff position, any educational and experience requirements, the physical and mental requirements of the job, and the salary range.

Library Employee Unions

- The right to bargain collectively is guaranteed by federal and state law. The library board must not take actions that interfere with library employees' legal collective bargaining rights
- In Wisconsin, collective bargaining practices are subject to rulings of the Wisconsin Employment Relations Commission (WERC). The WERC has ruled on a number of occasions that the library board (and not the municipality) is considered the "employer" of library employees for collective bargaining purposes.

Library Personnel & Board Meetings

- Wisconsin's public records law provides special rules for the handling of staff personnel records, and Wisconsin's open meetings law has special rules for library board proceedings involving collective bargaining and other personnel issues.

Continuing Education for Library Staff

- Library staff members, regardless of their level of employment, should have the opportunity to continue to expand their knowledge of library practice, communication skills, and library technology related to their job responsibilities through participation in workshops, conferences, and other continuing education activities. It is recommended that the library adequately budget for staff continuing education and professional activities, including paid work time for attendance, registration fees, and travel costs. Wisconsin library directors must participate in continuing education as required by Wisconsin librarian certification and recertification rules.

Discussion Questions

1. How can the library board help attract and retain high-quality library staff?
2. How can the library board help promote the professional growth of library staff?
3. What is the library board's role in disciplinary action concerning a library staff member?
4. How can the library board promote orderly functioning of library operations?

2023 Statistics						2022 Statistics				
Circulation	January	February	March	April	May	2023 Y-T-D	May 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Total Circulation and Renewal	10,231	10,357	12,137	10,639	10,831	54,195	12,189	53,687	-1,358	-11%
Overdrive Usage	2,117	1,900	2,113	2,043	2,176	10,349	1,861	10,088	315	17%
Hoopla Usage	385	400	450	443	460	2,138	259	771	201	78%
Items Loaned	2,188	1,962	2,372	2,311	2,195	11,028	1,840	9,363	355	19%
Items Borrowed	3,096	2,786	3,340	2,834	2,813	14,869	3,351	16,825	-538	-16%
Teacher Packs	4	4	3	2	1	14	3	13	-2	-67%
Door Count	7,079	7,233	9,062	8,484	8,078	39,936	7,122	29,637	956	13%
Services	January	February	March	April	May	2023 Y-T-D	May 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Public Internet Usage/Hr.	263	242	313	249	282	1,349	193	1,065	89	46%
Wireless Usage by Session	1,335	1,450	1,608	1,339	1,483	7,215	1,499	5,891	-16	-1%
Youth Programs	13	26	28	25	116	208	88	150	28	32%
Youth Program Attendance	357	512	855	1,398	3,017	6,139	2,494	4,023	523	21%
Adult Programs	10	14	8	16	14	62	7	36	7	100%
Adult Program Attendance	103	112	131	158	160	664	89	358	71	80%
General Interest Programs	11	8	4	2	1	26	NEW	STAT	NO HI	STORY
General Interest Attendance	1,983	705	233	59	86	3,066	NEW	STAT	NO HI	STORY
Meeting Room Usage	41	65	73	65	57	301	58	218	-1	-2%
Study Room	113	139	175	164	121	712	81	315	40	49%
Volunteer Hours	108	95	101	124	98	526	130	538	-32	-25%
Local History Inquiries	15	11	23	10	16	75	15	70	1	7%
Technology Instruction 1:1	11	15	16	13	10	65	7	47	3	43%
Proctor	0	0	0	1	0	1	1	4	-1	-100%
Notary	1	0	0	3	1	5	1	14	0	0%
Social Statistics	January	February	March	April	May	2023 Y-T-D	May 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Website Views	4,766	7,233	4,144	3,892	4,073	24,108	4,159	19,320	-86	-2%
Facebook Page Like	102	36	27	23	27	215	40	257	-13	-33%
Facebook Followers	-	-	-	6,526	53	6,579	NEW	STAT	NO HIS	TORY
TikTok Followers	-	-	330	81	23	434	NEW	STAT	NO HIS	TORY
Instagram Followers	683	20	17	15	13	748	NEW	STAT	NO HIS	TORY
Items Held by Library	January	February	March	April	May	Month to Month # +/-	April 2022	# +/-		
Total Titles Held by Library	61,667	61,520	61,657	61,972	62,914	315	61,076	1,838		
Total Items Held by Library	65,949	65,862	66,142	66,497	67,544	355	65,296	2,248		
Kaukauna Card Holding Patrons	11,476	11,476	11,465	11,465	11,465	0	10,431	1,034	Quarterly Report	