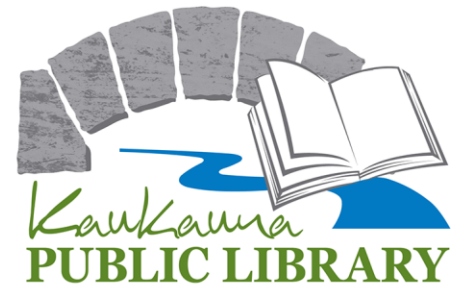


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, September 27, 2022 at 5:30 PM



AGENDA

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - a. Approve Minutes of August 23, 2022 Meeting
 - b. Approve Closed Session Minutes of August 23, 2022 Meeting
4. Public Participation and Communications
5. Action Items
 - a. Bill Registers of August 2022
 - b. 2023 Closures Update
 - c. Appropriate Use Policy Update
 - d. 2023 Goals
6. Information Items
 - a. Director's Report
 - b. Assistant Director's Report
 - c. Trustee Topic 27
 - d. Statistics
7. Adjournment

NOTICES

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

In-Person and Remote Teleconference via Zoom

Join Zoom Meeting

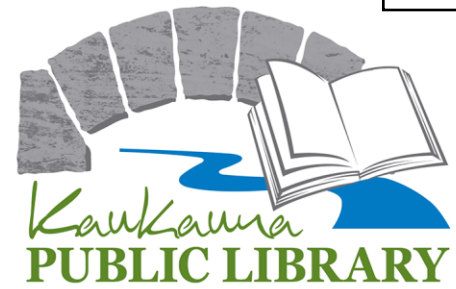
<https://us06web.zoom.us/j/83172836515>

Meeting ID: 831 7283 6515

One tap mobile

+13017158592,,83172836515# US (Washington DC)

+13092053325,,83172836515# US



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, August 23, 2022 at 5:30 PM

Library Conference Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order at 5:31p.
2. Roll call of membership
 - a. Present: J. Lucas, M. Kilgas, C. Fallona, C. Van Boxtel, J. Vondracek, J. Van De Hey, A. Thiem-Menning, A. Schneider and other interested citizens
 - b. Excused: K. Hietpas, M. Aquirre
3. Approval of minutes from previous meeting
 - a. Tuesday, June 28, 2022 Meeting Minutes
 - i. M.Kilgas made a motion to approve the June 28, 2022 meeting minutes, seconded by C. VanBoxtel. Motion carries; all in favor.
4. Public Participation and Communications
 - a. Visit from the Outagamie Waupaca Library Director and Board
 - i. Bradley Shipp, the Director of OWLS introduced herself and talked briefly about OWLS.
 - b. Presentation of Space Needs Assessment by FEH
 - i. Aaron Davis and Bill Wilson from FEH gave a presentation of the almost completed Space Needs Assessment RFP.
5. Action Items
 - a. Bill Register June 2022
 - i. A. Neumeier made a motion to approve the Bill Register June 2022, seconded by J. Vondracek. Motion carries; all in favor.
 - b. Bill Register July 2022
 - i. A. Thiem-Menning noted that the seasonal on-call budget line is already over budget due to unexpected staffing issues this year as well as the loss of on-call staff and the need to hire and train several more to ensure staffing levels in the building are enough to remain open at all times.
 - ii. J. Vondracek made a motion to approve the Bill Register July 2022, seconded by A. Neumeier. Motion carries; all in favor.
 - c. Study Room Policy
 - i. The board reviewed a revised KPL Study Room Policy. The goal of the policy is to ensure an equitable use of these spaces. This update will be shared with patrons.
 - ii. M. Kilgas made a motion to accept the KPL Study Room Policy with the additional clause that use of the rooms is at the will of Library

Administration. Motion seconded by C. Van Boxtel. Motion carries; all in favor.

d. 2023 Closures

- i. J. Van De Hey made a motion to approve the 2023 Closures with the addition of an early closure for the evening of the Kaukauna parade. Seconded by M. Kilgas. Motion carries; all in favor.

e. City Handbook

- i. Van De Hey moved to adopt the City of Kaukauna Employee Handbook in lieu of the Library Employee Handbook. Seconded by C. Van Boxtel. Motion carries; all in favor.

6. Information Items

a. Directors Report

- i. A. Thiem-Menning reported on the banning of a patron.
- ii. A. Thiem-Menning has run into an issue with installing an electric strike to the front doors in terms of the cabling and will need to contact the original electrician. Additional funds left from the installation of the shatterproof coating and electric strike will go towards additional security cameras.
- iii. The Finance Committee will need to meet prior to budget submittal.
- iv. In early August, the Friends and Foundation met to discuss the future merger of their organizations. Schneider went through reinstated bylaws, articles of incorporation, articles of merger, and a memorandum of understanding between the library board and organization. The two groups will meet independently vote on the merger, and the city attorney will need to review merger documents as well. It was noted that financial information should be submitted semi-annually to the library board. We would like to make the official merger take place January 2, 2023.

b. Assistant Directors Report

- i. A. Schneider will share more information on summer programming in September. It was noted that summer programming has been fantastic and has seen very high participation numbers.

c. Technology Coordinators Report

d. Trustee Topic 26

- i. The topic discussed was the Public Library System Board.

e. Statistics

- i. June check outs were at an all-time high.
- ii. V. Vondracek made a motion to place the reports on file. Seconded by M. Kilgas. Motion carries; all in favor.

7. Closed Session

- a. Adjourn to Closed Session Pursuant to State Statute 19.85 (1)(g) with respect to litigation in which it is or likely to become involved.

- i. M. Kilgas made a motion at 7:50p to go into closed session Pursuant to State Statute 19.85 (1)(g). Seconded by C. Van Boxtel. Motion carries; all in favor.

b. Return to open session for possible action.

- i. At 8:18p M. Kilgas made a motion to adjourn, seconded by C. VanBoxtel.
Motion carries; all in favor.

8. Adjournment

Join Zoom Meeting

<https://us06web.zoom.us/j/83172836515>

Meeting ID: 831 7283 6515

One tap mobile

+13017158592,,83172836515# US (Washington DC)

+13092053325,,83172836515# US



Kaukauna Public Library

2022 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	\$ 19.17	\$ 280.00	\$ 80.75	\$ 1.00	\$ 380.92					\$ 380.92	\$ 105.78
February	\$ 9.39	\$ 354.46	\$ 45.30	\$ 1.00	\$ 410.15					\$ 410.15	\$ 71.06
March	\$ 1.69	\$ 333.75	\$ 75.75	\$ 1.00	\$ 412.19					\$ 412.19	\$ 77.98
April	\$ 31.76	\$ 485.14	\$ 72.70	\$ 1.00	\$ 590.60	\$ 92,735.50	\$ 82,081.00	\$ 23,687.00	\$ 198,503.50	\$ 199,094.10	\$ 52.45
May	\$ 23.21	\$ 496.10	\$ 60.00	\$ 3.00	\$ 582.31					\$ 582.31	\$ 63.33
June	\$ 26.99	\$ 292.10	\$ 48.50	\$ 53.00	\$ 420.59					\$ 420.59	\$ 31.14
July	\$ 38.81	\$ 354.41	\$ 70.70	\$ 2.00	\$ 465.92					\$ 465.92	\$ 137.87
August	\$ 35.06	\$ 554.87	\$ 43.85	\$ 2.00	\$ 635.78					\$ 635.78	\$ 74.11
Totals	\$ 186.08	\$ 3,150.83	\$ 497.55	\$ 64.00	\$ 3,898.46	\$92,735.50	\$82,081.00	\$23,687.00	\$198,503.50	\$ 202,401.96	\$ 613.72
2022 Budget	\$500.00	\$1,600.00	\$500.00	\$50.00	\$2,650.00	\$185,507.00	\$82,081.00	\$23,687.00	\$291,275.00		
Balance	(\$313.92)	\$1,550.83	(\$2.45)	\$14.00	\$ 1,248.46	(\$92,771.50)	\$0.00	\$0.00	(\$92,771.50)	\$202,401.96	\$ 613.72
<i>% of Budget Accrued</i>	37%	197%	100%	128%	147%	50%	100%	100%	68%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

General Ledger

Expense vs Budget

User: lizf
 Printed: 9/7/2022 - 11:41 AM
 Period: 08, 2022
 Fiscal Year: 2022
 JE Number: 0



Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
55110			Public Library							
8/18/2022	GL	8	69 REGULAR PAYROLL	DR	18,596.09					
8/4/2022	GL	8	12 REGULAR PAYROLL	DR	18,770.14					
101-55110-5101			Regular Payroll	512,181.00	37,366.23	309,258.98	202,922.02	0.00	202,922.02	39.62
8/18/2022	GL	8	69 PART-TIME/SEASONAL	DR	1,507.80					
8/4/2022	GL	8	12 PART-TIME/SEASONAL	DR	1,341.16					
101-55110-5104			Temporary Payroll	9,277.00	2,848.96	11,522.31	-2,245.31	0.00	-2,245.31	-24.20
101-55110-5107			Overtime Pay	0.00	0.00	50.36	-50.36	0.00	-50.36	0.00
8/4/2022	GL	8	12 WI RETIREMENT	CR	95.28					
8/18/2022	GL	8	69 WI RETIREMENT	DR	1,034.21					
8/31/2022	GL	8	150 S. Miller 2021 WRS Contribution:	DR	1,355.08					
101-55110-5151			Retirement Plan	23,160.00	2,294.01	15,759.25	7,400.75	0.00	7,400.75	31.95
8/18/2022	GL	8	69 RESIDENCY	DR	50.65					
8/4/2022	GL	8	12 RESIDENCY	DR	65.34					
101-55110-5152			Residency	2,435.00	115.99	1,494.45	940.55	0.00	940.55	38.63
8/4/2022	GL	8	12 SOCIAL SECURITY	DR	806.03					
8/18/2022	GL	8	69 MEDICARE	DR	291.23					
8/18/2022	GL	8	69 SOCIAL SECURITY	DR	847.87					
8/4/2022	GL	8	12 MEDICARE	DR	281.28					
101-55110-5154			Social Security	29,518.00	2,226.41	17,566.98	11,951.02	0.00	11,951.02	40.49
8/4/2022	GL	8	12 GROUP HEALTH INSURAN	DR	5,273.66					
101-55110-5157			Group Health Insurance	65,684.00	5,273.66	44,589.28	21,094.72	0.00	21,094.72	32.12

Account Number		FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
8/4/2022	GL	8	12	GROUP LIFE INSURANCE	DR	42.10					
101-55110-5160				Group Life Insurance	520.00	42.10	313.18	206.82	0.00	206.82	39.77
8/18/2022	GL	8	69	WORKERS COMPENSATION	DR	37.59					
8/4/2022	GL	8	12	WORKERS COMPENSATION	DR	38.22					
101-55110-5163				Workers Compensation	991.00	75.81	648.36	342.64	0.00	342.64	34.58
101-55110-5166				Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-55110-5208				Travel - City Business	1,400.00	0.00	2,538.26	-1,138.26	0.00	-1,138.26	-81.30
101-55110-5211				Education & Memberships	1,030.00	0.00	675.00	355.00	0.00	355.00	34.47
8/18/2022	GL	8	69	CELL REIMBURSEMENT	DR	25.00					
101-55110-5303				Communications	300.00	25.00	200.00	100.00	0.00	100.00	33.33
8/19/2022	AP	8	66	July Gas Service - Library	DR	26.91	Ck: 117164	We Energies			
101-55110-5306				Heating Fuels	6,500.00	26.91	4,494.01	2,005.99	0.00	2,005.99	30.86
8/5/2022	AP	8	16	Water, Sewer, & Electric - Library	DR	2,126.17	Ck: 117029	Kaukauna Utilities			
101-55110-5309				Water Sewer & Electric	14,200.00	2,126.17	8,362.38	5,837.62	0.00	5,837.62	41.11
8/5/2022	AP	8	16	August Maintenance	DR	10,833.00		Grand Kakalin LLC			
101-55110-5312				Maintenance - Buildings	130,000.00	10,833.00	86,664.00	43,336.00	0.00	43,336.00	33.34
8/5/2022	AP	8	16	August Rent	DR	11,993.00		Grand Kakalin LLC			
101-55110-5313				Lease - Buildings	143,916.00	11,993.00	95,944.00	47,972.00	0.00	47,972.00	33.33
8/5/2022	AP	8	16	Janitorial Service	DR	2,031.16	Ck: 117009	Advanced Maintenance Solutions			
101-55110-5325				Contractual Services	28,400.00	2,031.16	18,121.43	10,278.57	0.00	10,278.57	36.19
101-55110-5328				Advertising	1,050.00	0.00	579.12	470.88	0.00	470.88	44.85
101-55110-5331				General Insurance	7,847.00	0.00	7,847.00	0.00	0.00	0.00	0.00
101-55110-5332				Shared Service Allocation	94,151.00	0.00	94,142.00	9.00	0.00	9.00	0.01
8/30/2022	AP	8	105	Office Supplies	DR	204.71	Ck: 117186	Cardmember Service			
101-55110-5401				Office Supplies	5,000.00	204.71	3,654.33	1,345.67	0.00	1,345.67	26.91
8/30/2022	AP	8	105	Desktop Printing Expense	DR	172.02	Ck: 117186	Cardmember Service			

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
101-55110-5402			Desktop Printing Expense	3,000.00	172.02	3,894.51	-894.51	0.00	-894.51	-29.82
8/30/2022	AP	8	105 Data Processing Supplies	DR	203.25	Ck: 117186	Cardmember Service			
101-55110-5422			Data Processing Supplies	3,500.00	203.25	2,456.11	1,043.89	0.00	1,043.89	29.83
8/30/2022	AP	8	105 Postage	DR	5.92	Ck: 117186	Cardmember Service			
101-55110-5431			Postage	800.00	5.92	518.21	281.79	0.00	281.79	35.22
101-55110-5439			Lost & Paid Purchased Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8/5/2022	AP	8	16 Books	DR	177.90	Ck: 117016	Coughlan Companies LLC dba Capstone			
8/19/2022	AP	8	66 Books	DR	81.72	Ck: 117103	Ingram			
8/19/2022	AP	8	66 Books	DR	277.71	Ck: 117103	Ingram			
8/19/2022	AP	8	66 Books	DR	41.92	Ck: 117103	Ingram			
8/19/2022	AP	8	66 DVD's	DR	23.24	Ck: 117122	Midwest Tape			
8/19/2022	AP	8	66 DVD's	DR	23.24	Ck: 117122	Midwest Tape			
8/19/2022	AP	8	66 Books	DR	201.48	Ck: 117074	Cavendish Square			
8/30/2022	AP	8	105 Library Materials	DR	236.12	Ck: 117186	Cardmember Service			
8/30/2022	AP	8	105 Books	DR	103.65	Ck: 117204	Ingram			
8/30/2022	AP	8	105 DVD	DR	23.24	Ck: 117217	Midwest Tape			
8/30/2022	AP	8	105 Magazine Subscription	DR	1,464.62	Ck: 117224	Rivistas Subscription Services			
8/30/2022	AP	8	105 Annual Magazine	DR	129.99	Ck: 117214	Library Journal			
8/31/2022	GL	8	146 Sprint - Jan 20-Feb 19, 2022	DR	405.31					
8/31/2022	GL	8	146 Sprint - 2/20-3/19/22	DR	423.37					
8/31/2022	GL	8	146 Sprint - April 22	DR	392.13					
8/31/2022	GL	8	146 Sprint - May 22	DR	387.73					
8/31/2022	GL	8	146 Sprint - June Service	DR	346.48					
8/31/2022	GL	8	146 Sprint - Cell Phone - July	DR	102.38					
101-55110-5441			Library Materials	63,552.00	4,842.23	33,061.94	30,490.06	0.00	30,490.06	47.98
8/19/2022	AP	8	66 Copier Lease - August - Library	DR	248.09	Ck: 117116	Marco			
8/31/2022	GL	8	146 Sprint - Jan 20-Feb 19, 2022	CR	405.31					
8/31/2022	GL	8	146 Sprint - 2/20-3/19/22	CR	423.37					
8/31/2022	GL	8	146 Sprint - April 22	CR	392.13					
8/31/2022	GL	8	146 Sprint - May 22	CR	387.73					
8/31/2022	GL	8	146 Sprint - June Service	CR	346.48					
8/31/2022	GL	8	146 Sprint - Cell Phone - July	CR	102.38					
101-55110-5442			Service Contracts	46,795.00	-1,809.31	44,140.07	2,654.93	0.00	2,654.93	5.67
8/30/2022	AP	8	105 Library Programs	DR	88.95	Ck: 117186	Cardmember Service			

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
101-55110-5444			Library Programs	2,000.00	88.95	1,139.87	860.13	0.00	860.13	43.01
8/30/2022	AP	8	105 Misc.	DR	32.57	Ck: 117186	Cardmember Service			
101-55110-5499			Miscellaneous	400.00	32.57	510.09	-110.09	0.00	-110.09	-27.52
101-55110-5804			Office Equipment	4,000.00	0.00	4,010.85	-10.85	0.00	-10.85	-0.27
55110			Public Library	1,201,607.00	81,018.75	814,156.33	387,450.67	0.00	387,450.67	32.24

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
		Report Totals:	1,201,607.00	81,018.75	814,156.33	387,450.67	0.00	387,450.67	32.24

2023 Kaukauna Public Library Closed/Important Dates

Monday, January 2 – New Year's Day

Friday, February 17 – Staff Training

Friday, May 26 – Start of Summer Hours

Monday, May 29 – Memorial Day

Friday, June 6 – Staff Training* Update from May 5

Tuesday, July 4 – Independence Day

Monday, September 4 – Labor Day

Friday, September 8 – Start of Winter Hours

Friday, September 15 – Staff Training

Thursday and Friday, November 23-24 – Thanksgiving Break

Friday, December 1 – Staff Training

Tuesday, December 5 - Close at 4pm for Holiday Parade

Saturday-Monday, December 23-25 - Christmas

Kaukauna Public Library Appropriate Use Policy

The use of the Library is a privilege and not a right. Privilege is given upon compliance of this Appropriate Use Policy.

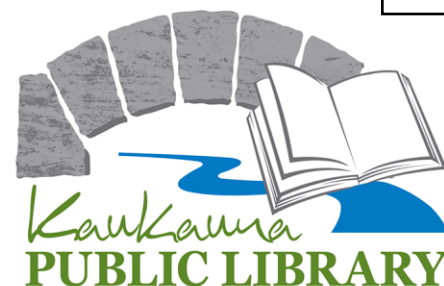
Everyone has the right to use the Library without disturbance. To ensure the comfort and safety of Library patrons and staff, violations of this policy can result in a discipline up to and including a loss of Library privileges.

Examples of disruptive or unacceptable behaviors include but are not limited to:

- Any illegal activity
- Loud & disruptive behavior, verbal, physical harassment or bullying, running, profanity or similar behaviors as determined by library staff
- Following staff or patrons around or staring with the intent to harass such that patrons or staff cannot perform their duties or use the library
- Eavesdropping on Library users or staff
- Prolonged or chronic sleeping or sleeping that disturbs others
- Panhandling, distributing, posting, or selling non-library approved materials
- Bodily hygiene that is an offensive nuisance to other library users
- Using another person's library card without permission
- Damaging or tampering with Library materials, property, equipment, or services
- **Bringing library materials or library property into restrooms or other restricted areas as posted or indicated by library staff**
- Removing library materials from the library without checking them out
- Inappropriate use of public access computers
- Roller-skating, roller-blading or skateboarding in the library
- Possession or use of illegal drugs or alcohol in the library
- Use of any tobacco products in the Library
- Bathing, shaving or washing in library restrooms
- Moving furniture without permission or using it inappropriately
- Leaving garbage
- Drinking beverages near computers
- Entering staff only spaces
- Weapons of any kind, unless carried by an authorized law enforcement agent
- Bicycles or scooters parked in any area other than the bike rack
- Patrons that are not wearing shoes or those that are not appropriately attired as determined by library staff
- Cell phone conversations that are loud or inappropriate
- Animals in the building that are not service animals or for library programming
- Youth or individuals with disabilities that require care being left without a caregiver
- Refusing to leave the library at closing or upon request by library staff
- Loitering, which for the purposes of this document is defined as staying in such an area as restrooms, front lobby, lower level, entrance, or walkways, which disrupts others
- Ignoring Library signage
- Impeding the entrance or egress from the library by patrons
- Professional photography or videotaping within the library without approval

Violations of the Appropriate Use Policy may result in consequences such as the temporary removal or ban of the violator from the Library at the sole discretion of the Library.

Update/Approved 9/24/2019



2023 Library Goals

Based on our Strategic Plan, I am recommending the following goals for us for 2023:

Goal 1: Increase operating hours

In an effort to not impact the City budget, but still increase operational hours to get closer to Tier 1 standards, I am recommending that we begin opening at 8:00a versus 9:00a Monday through Friday starting in 2023. Many details for this still need to be worked out as staff traditionally use the first hour of the morning to get the building ready for use by the public. We also need to explore if we are interested in making a change to Saturday hours at that time as well. I would like to complete a survey before year-end to see if patrons and staff would prefer Saturday hours of 8:00a-12:00p or 9:00a-1:00p. In 2024, we would like to increase Saturday hours to year round.

Goal 2: Create a programming survey

As part of the strategic plan survey results, patrons want to see increased programming. To ensure that we are offering programming that is of interest to our community, we need to create a survey to explore the wants and needs of our community members. This will help us to create a better programming package for 2024.

Goal 3: Create and begin implementing a marketing plan

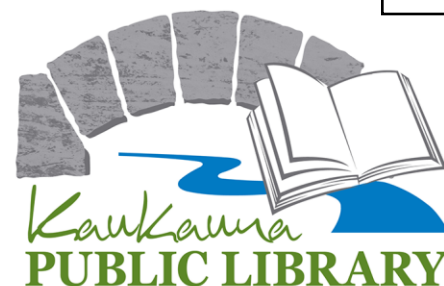
Assistant Director Schneider did receive a grant in 2022 for a marketing in public libraries workshop and project. As such, we would like to take that knowledge and create a plan and begin implementing it. Many participants in our Strategic Plan 1:1 interviews and focus groups mentioned a major lack of marketing on the part of the library. As such, we pledged to increase our budget line for marketing annually, but we also need to have a plan in place to successfully market our programs and services to our community.

Goal 4: Merge the KPL Foundation and the Friends of the Library

With participation and board retention issues concerning both groups, we feel it is in the best interests of the library to merge our two support entities into one. While much of the background work is being completed this year, the merge will include a unique first year as a combined entity.

Goal 5: Implement a new hire onboarding manual/training program

With the help of HR, we would like to have an official onboarding process and formalize a manual and training program for the different positions we have within the library. James and Angela have been working diligently on it, however this was something discussed at the Carnegie library and it has not been able to be a priority for the organization until now. Timing wise, this falls in line well with the new City performance review implementation and 30-60-90 plan.



To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 9/23/2022
 Re: 2023 Budget

Department Heads met on 9/23 to begin going through budget requests by department. A second meeting was scheduled for 9/23, and then we are hoping to have budgets adjusted and complete by 9/27. The budget in this packet may not be the budget that will be adopted in November, so please view it as a first draft. The Library Board Finance Committee did meet before the due date and made some adjustments, which are reflected in this budget. I will give a full budget overview at the October meeting; at that point the budget draft will be a more firm draft that the Board can adopt.

Notes on the current non-personnel draft submitted include:

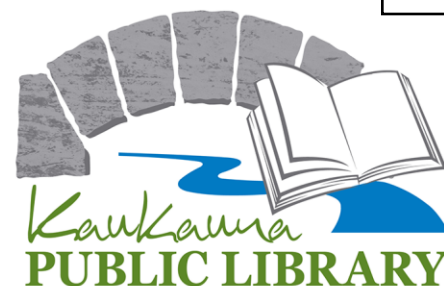
- Increase to travel, education and memberships. As we continue to add professional staff, we must continue to support memberships and conference attendance, as well as offer opportunities for CE for additional library staff members in their fields of work.
- Significant decrease to maintenance. At this point, we anticipate a rate drop from 45.46% to 38%. We will be maintaining our own suite repairs going forward, so some funds were included for general repairs.
- Increase to contractual services for carpet cleaning.
- Shared services will also have an increase, a result of current inflation rates across all departments.
- Decrease to Desktop Printing Expense because this line should be for printing expenses versus equipment. The expenditures in this line are currently in Outlay under the heading Office Equipment.
- Increase to Library Materials, the second of the two steps to get us to Tier 1 Compliance with the state in terms of materials expenditure per population served.
- Increase to service contracts, again anticipated due to inflation.
- Increase in Outlay to replace the digital signage in the building as well as replace some computers

Notes on the personnel budget:

- We do not typically see the personnel budget until the budget book is completed.
- I have asked City to budget \$17,000 for seasonal staff, also known as our On-Call Staff. We went over budget on our seasonal line in July this year. We budgeted for next year using the average amount per month that we have been spending this year.
- The resignation of the Assistant Director will have an effect on the personnel line as well in terms of staffing and our decisions regarding the table of

organization. I am hoping to have those changes completed by October and the City will plan to budget for those changes in personnel.

2023 BUDGET						
FUND:	101	DIVISION: COMMUNITY ENRICHMENT				
DEPT:	55110	DEPARTMENT: LIBRARY				
OBJECT CODE	DESCRIPTION	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED ACTUAL	2023 BUDGET
NON-PERSONNEL SERVICES						
<i>Travel/Training</i>						
5208	Travel - City Business	300	0	1,400	2,538	1,000
5211	Education & Memberships	850	812	1,030	675	2,230
<i>Purchased Services</i>						
5303	Communications	300	300	300	300	300
5306	Heating Fuels	6,500	4,719	6,500	6,500	7,500
5309	Water, Sewer & Electric	14,600	14,147	14,200	14,336	14,600
5312	Maintenance - Building	130,000	130,481	130,000	130,000	110,000
5313	Lease - Building	143,916	143,916	143,916	143,916	143,916
5325	Contractual Services	83,619	85,075	28,400	28,400	35,000
5328	Advertising	360	972	1,050	779	1,550
5331	General Insurance	8,600	8,303	7,847	7,847	8,082
5332	Shared Services	70,681	70,202	94,151	94,151	106,867
<i>Supplies</i>						
5401	Office Supplies	5,000	4,909	5,000	4,500	5,500
5402	Desktop Printing Expense	3,000	2,854	3,000	3,722	800
5422	Data Processing Supplies	4,000	4,109	3,500	3,500	4,500
5431	Postage	800	722	800	800	850
5439	Lost & Paid Purchased	0	0	0		
5441	Library Material	50,300	54,943	63,552	63,000	77,552
5442	Service Contracts	49,405	45,260	46,795	46,500	51,871
5444	Library Programs	2,000	1,695	2,000	1,750	3,000
5499	Miscellaneous	400	558	400	550	1,000
TOTAL NON-PERSONNEL SERVICES		574,631	573,976	553,841	553,764	576,118
OUTLAY						
5804	Office Equipment	0	0	4,000	4,011	9,700
TOTAL OUTLAY		0	0	4,000	4,011	9,700
TOTAL LIBRARY		574,631	573,976	557,841	557,775	585,818

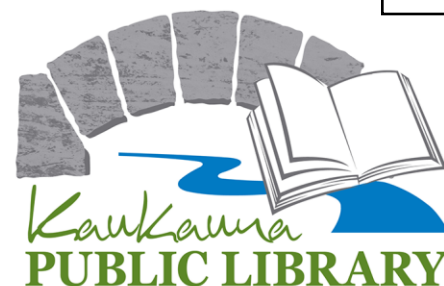


To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 9/21/2022
 Re: OWLS Updates

We attended an in-person OWLS Director's meeting in Waupaca on 9/22. We received an update on the OWLS/NFLS joint strategic planning process being conducted by WiLS. Angela and I participated in a focus group with WiLS last week to discuss some of the priorities we have for the system going forward. The next step will be a survey, which staff and trustees will be asked to participate in. Our library conveyed thoughts regarding the new ILS, the need for increased marketing on an individual library, system wide, and state level, as well as complimenting OWLS for sending staff to libraries to see how the ILS is functioning. This is an important process that we would like to see continue so that OWLS staff serving the system have a better understanding of what day to day services look like.

The system is also planning their in-house conference Hoot Con again this year with LSTA funds. They are hoping to create a one-day conference for both directors and support staff in 2023. This year, they hosted a two-day conference in New London and had successful attendance.

With CE funds, OWLS is also providing registration to a UW-Madison SLIS Trans Inclusive Librarianship course, which I am enrolled in. The course begins in November and runs six weeks. Course description: Libraries must actively affirm and support the safety and rights of transgender people. We do this through the creation and maintenance of safe and welcoming spaces, collections, and programs. In today's world the rights and protections of members of the transgender community are threatened by anti-trans legislation, and trans community members continue to face high rates of violence. How can libraries of all types provide a trans-inclusive respite for both trans community members, and members of their own staff? OWLS does have additional space in the class, so any Trustees interested are welcome to attend.



To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 9/21/2022
 Re: Performance Reviews

The City has been working diligently on the performance review process and compensation study. HR Director Swaney will be inviting a Library Board member to a performance review training session. Angela and I attended one in early September. The training was presented by the HR consulting firm the City is working with. The City would like all performance reviews done before year end. so I will be adding a closed session to the October meeting for you to complete my review. The Mayor will then review your review and will add or make changes to it. I will be reviewing the rest of the staff in November.

The City has new SMART goals for all City employees. These goals stand for Specific, Measurable, Attainable, Relevant and Time Based. Annual Performance Reviews will include core competencies as well as position specific competencies. Each employee will also have the opportunity to set and work towards two types of goals- performance and developmental.

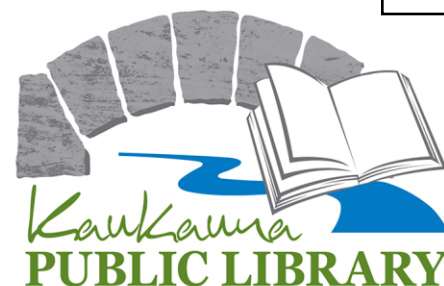
Part of the Core Competencies for all employees will be city knowledge, collaboration and working with others, and position knowledge. Then for position specific, we have: respects others/supports diversity, punctuality/attendance, attention to detail, professionalism/attitude, innovation and functional technical skills. We will assess competency with the following ratings: 1- At Risk: Position is at risk. May impact tenure in role if not corrected immediately. 2- Developing: Working to improve this area. Not currently job threatening but rather an area to improve. 3- Proficient: Acceptable level. 4- Advanced: Example setter. Generally more proficient than others. 5- Mentor: Expert. Demonstrated ability to "teach" others or find/create training for this competency. Goal ratings are as follows; 1- Unsatisfactory: Inadequate or inferior to job expectations 2- Needs Improvement: Meets some, not all, job expectations 3- Meets Expectations: Meets job expectations 4- Exceeds Expectations: Consistently above job expectations and 5-Outstanding: Superior to job expectations.

The City will have Step Increase Reviews as well as Annual Performance Reviews. To receive a step increase, supervisors will conduct an Employee Check-In Questionnaire. If the employee will not be receiving their increase, a timeline of no more than six months will be established in which the employee will have the opportunity to work on the areas of growth identified. Another check-in will then be completed to determine if they earn the increase.

The City now has a 30-60-90 plan for new hires. I have not yet had a chance to through the document for new hires here based on each position, but the concept is

that we list job tasks based on job description with benchmarks for where new hires should be 30 days after hire, then 60, then 90.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 9/23/2022
Re: Staffing Updates

Library Assistant Bobbie Behnke resigned however, she is remaining as an On-Call Staff member. Her last day as a Library Assistant was 9/9.

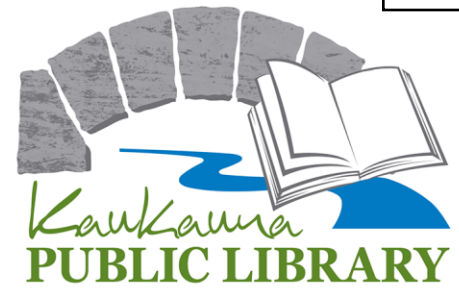
On 9/12 Kim Cackowski joined the Library as a Library Assistant: Programmer. Kim was previously at Oneida as the Branch Manager, so Kim is familiar with OWLS and our ILS. Angela will be working with Kim to begin including her in programming and she will take on a storytime next semester.

Owen Duescher started at the Library on 9/21 as a Library Assistant: Processing. Owen also works at Appleton Public Library in their Materials Management Department. He has a degree in Anthropology.

Assistant Director Schneider has also resigned and her last day is 11/2. We are currently working with Human Resources and the City Finance Department to determine the best course forward for the position, which will be figured into the 2023 budget.

Of note, Sarah Read celebrated her five-year anniversary on 8/10, Spencer Heise celebrated his eleven-year anniversary on 8/22, and Liz Fuller celebrated her ten-year anniversary on 9/19. Congrats and thanks to all for their years of service.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 9/23/2022
Re: CIP Update

I now have a quote from TNT Signature Glass Design LLC for the addition of the 3M shatterproof coating to the main entrance doors and glass wall, as well as the door glass in the lobby to the conference room and conference room windows. I also have a quote from Lappen on the addition of an electric strike, and I am working with Enterprise Electric on a quote for the electrical necessary to run power to the electric strike. I anticipate that the strike will be installed in October.

Once the strike is installed, we can schedule the glass coating, as it was recommended we install the strike first to ensure that the film is not damaged at all in the process.

Once the final quote comes in for the electrical work, the balance of funds will be spent on adding an additional server for new security cameras, as we have run out of space on the current server for additional cameras. We will also be adding cameras in several areas of the facility where we could use additional monitoring.

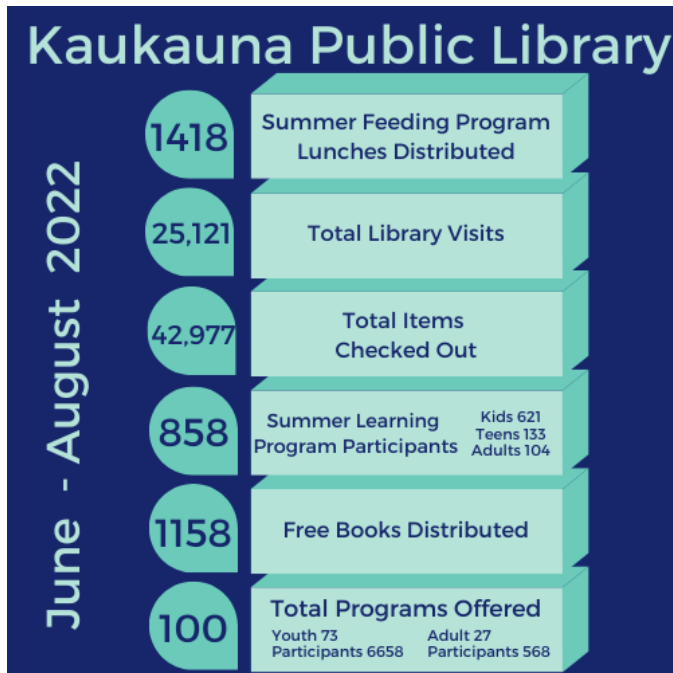
Staff were trained using the new radios at our last staff-training day. They have come in handy several times as a faster mode of communication within the building. The radios also work outside of the building; we tested them at 1,000 Islands and were able to remain in communication with staff. This is helpful for programming outside the building.



Assistant Director's Report September 2022

Summer Library Program

The 2022 Summer Library Program ended on August 20. We once again offered a print and virtual option through Beanstack. We had online participation equal to what it was last year, but what we found was that the completion rate with significantly lower for Beanstack users. An average of 58% of paper log users completed the whole program. Only 15% of Beanstack trackers completed all 10 weeks. An “out of sight, out of mind” problem, I presume. We do have funding for Beanstack from DPI beyond the initial 2020 grant. Our school district is also implementing Beanstack for the first time this year, so we will be looking for ways to increase awareness and engagement in its use through partnership with the schools.



You'll see a comparison of participation from 2021-2022.

	Pre-school	School Age	Teens	Adults	Total
2021	174	425	93	95	787
2022	214	407	133	104	858
Difference 2021 and 2022	+40	-18	+40	+9	+71

Programming:

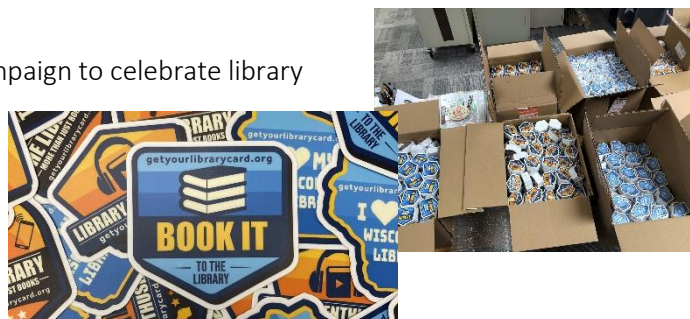
In August we held 20 youth programs with attendance of 2525 (this included SLP participation) and 4 adult programs with attendance of 177 people. We also put together two teacher packs to support teachers on the first week of school in August. We had 800 people attend Fairy Walk on August 22. Fairy Walk included our fairy house contest, crafts, music, face painting, and a new bounce house. We are reevaluating the contest element of the event for 2023. Big thanks to our event sponsors and numerous volunteers for making the night a success!

Fall programming has started and are back to pre-pandemic participation levels. We have great crowds for all four of our weekly storytimes. We also continue to offer evening and weekend storytimes. Toddler Time in September had nearly 40 people attend to play and learn. New this fall the Appleton Seed Library and Grown from Seed group hosted a tomato tasting for more than 100 people, they brought in dozens of varieties of heirloom tomatoes for people to drop in and try. They also shared information about seed saving.



National Library Card Sign Up Month

Kaukauna joins public libraries around the state for a fun campaign to celebrate library cards. By signing up for a library card or showing their card when they visit any library in the state this month, users can get a vinyl sticker to show off their love of the library. OWLS and its marketing partnership with systems across Wisconsin provided these to us at no cost.



Banned Books Week

Kudos to Jenny for coming up with an engaging and interactive display to celebrate Banned Books Week throughout the month of September. Library visitors can guess the banned book under each reason for the challenge and take their photo in the display. Her initial post (photo here) reached over 10,000 people on Facebook, had 495 likes, and 45 shares. The comments on the post supported the freedom to read and the work the library does to ensure access to books. We have seen many, many patrons stop to explore the display in the library. I overheard one parent talking to her school aged children about banned and challenged books, why some people might challenge a book, and why it was important for families to discuss what is best for each household, letting people have the freedom to choose what they want to read for themselves. I encourage you to stop and explore the display for yourself.



Fox Cities Book Festival Scheduled for October 11-16. The Festival kicks off with a partner event with Lawrence University, Diverse & Resilient, and the Community Foundation to bring Carmen Miranda Machado to Lawrence for a virtual event on 10/11. We will host James R Lawrence and a panel of KPL Write Club members here at the library on 10/12. 10/13 is a special event honoring FCBF founder Ellen Kort at River Tyme Bistro. Author events continue in person and virtually 10-14/10-16. Visit FoxCitiesBookFestival.org for details and time.

Administrative Update

As Ashley has already shared with you, I have accepted a position with the Winnefox Library System. My last day with Kaukauna Public Library will be Wednesday, November 2. Between now and then I will be working with Ashley, James, Liz, and Spencer to transition my responsibilities to keep things moving forward! Part time staff will also take on small tasks temporarily until my replacement can be hired and trained.

I know I'll see you all between now and then, and hope to continue to find ways to support KPL, but I do want to thank you all so much for making me feel welcome from the moment I joined the library three years ago. It has been the best experience of my career. There is something magical about KPL, and while I am excited for this new opportunity for me personally and professionally, please know that I am only able to do it because of all I have learned from every person I have met here.

Trustee Handbook

Chapter 27: Trustee Orientation and CE

Trustee Orientation

- To carry out their duties effectively, new trustees need information about the library's services, needs, and plans. They also need some understanding of the legal responsibilities of the library board and the relationship of the board to the municipality, and to the library director and other library staff. A good orientation will provide new trustees with the answers they need to undertake their duties confidently.

Trustee Continuing Education

- Even the most knowledgeable and experienced library trustee needs continuing education to stay informed about new laws, new technologies, and new possibilities for library service. Library services and library policies must constantly change to keep pace with changing community needs, new laws, and new technologies. Library leaders, including library trustees, who stay informed of these changes, will be better able to provide high-quality library service to their community.

Trustee Continuing Education

- Probably the most valuable type of continuing education experience for trustees is attendance at system or statewide workshops or at conferences such as the annual Wisconsin Association of Public Libraries (WAPL) and Wisconsin Library Association (WLA) conferences. One of the most rewarding aspects of system and statewide workshops is the opportunity to share experiences and ideas with trustees from other libraries. Information about these workshops and conferences is available in your system newsletter

Newsletters and Discussion Lists

- One of many benefits to membership in Wisconsin Library Trustees and Friends (WLTF) is the WLTF newsletter, which contains news and information important to Wisconsin library trustees.

Other Continuing Education Ideas

- Short continuing education sessions can be held during library board meetings. This is a way to reach every trustee on the board (hopefully) and also a way to involve the board in brainstorming or problem-solving discussions on issues that may be important to the library. The Trustee Essentials that make up this handbook can be used for short continuing education sessions held during regular or special board meetings. The meeting agenda should alert board members that a particular Trustee Essential will be reviewed at the next board meeting.

Other Continuing Education Ideas

- Visit the reference section on Public Libraries on DPI's website.
<https://dpi.wi.gov/libraries/public-libraries>
- Keep in mind that your library system offers professional consulting services to member library staff and member library boards. These consultants are knowledgeable about a wide range of library practices and issues, as well as new laws and new technologies that may be of interest to your library. Consider inviting a library system consultant or other expert to lead a continuing education session at a regular or special board meeting.

Budgeting for Trustee Continuing Education

- The annual library budget should include funding for trustee continuing education. Funding should be provided to pay the expenses for trustees to attend library system workshops and send at least one trustee per year to the annual WAPL and/or WLA conferences. Funding should also be provided for at least one trustee's membership in WLTF (and WLA).

Discussion Questions

1. What issues do you want to learn more about? Where can you turn to learn more about those issues?
2. Should the Wisconsin Library Trustees and Friends look into voluntary certification for library trustees? If so, what should be required to earn certification?

2022 Statistics										2021 Statistics			
Circulation	January	February	March	April	May	June	July	August	2022 Y-T-D	August 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Total Circulation and Renewal	9,049	9,116	10,949	12,384	12,189	15,697	13,945	13,335	96,664	12,383	88,941	952	8%
Overdrive Usage	2,085	1,953	2,196	1,993	1,861	1,825	2,045	2,013	15,971	1,881	15,218	132	7%
Hoopla Usage		107	206	199	259	276	285	304	1,636	New	Service	in	2022
Items Loaned	1,734	1,798	2,182	1,809	1,840	1,755	1,917	1,865	14,900	1,398	12,865	467	33%
Items Borrowed	3,219	3,211	3,415	3,629	3,351	3,200	3,143	3,240	26,408	3,405	26,847	-165	-5%
Teacher Packs	4	3	0	3	3	2	4	2	21	3	23	-1	-33%
Door Count	4,371	4,742	6,374	7,028	7,122	9,011	8,221	7,889	54,758	5,435	31,594	2,454	45%
Overdrive Magazine	50	58	61	42	37	35	56	32	371	69	936	-37	-54%
Services	January	February	March	April	May	June	July	August	2022 Y-T-D	August 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Public Internet Usage/Hr.	194	173	225	280	193	241	225	243	1,774	227	1,287	16	7%
Wireless Usage by Session	956	849	1,173	1,414	1,499	1,646	1,452	1,303	10,292	990	7,330	313	32%
Youth Programs	11	18	23	10	88	27	26	20	223	26	223	-6	-23%
Youth Program Attendance	255	430	594	250	2,494	1,772	2,361	2,525	10,681	1,623	7,816	902	56%
Adult Programs	6	6	9	8	7	13	10	4	63	10	78	-6	-60%
Adult Program Attendance	39	46	122	62	89	244	148	177	927	136	863	41	30%
Meeting Room Usage	25	36	51	48	58	57	60	53	388	22	50	31	141%
Study Room	66	54	50	64	81	99	88	97	599	62	169	35	56%
Volunteer Hours	85	83	114	126	130	64	106	98	806	124	665	-26	-21%
Local History Inquiries	16	10	17	12	15	16	14	15	115	13	91	2	15%
Technology Instruction 1:1	5	9	13	13	7	16	8	8	79	3	90	5	167%
Proctor	2	0	1	0	1	1	0	0	5	0	0	0	#DIV/0!
Notary	8	3	0	2	1	4	1	4	23	2	19	2	100%
Webpage Statistics	January	February	March	April	May	June	July	August	2022 Y-T-D	August 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Total Pageviews	3,410	3,349	4,273	4,129	4,159	5,232	4,616	5,121	34,289	3,691	29,724	1,430	39%
Facebook "Likes"	16	34	80	87	40	83	62	58	460	62	407	-4	-6%
Items Held by Library	January	February	March	April	May	June	July	August	Month to Month # +/-	August 2021	# +/-	Quarterly Report	
Total Titles Held by Library	59,020	59,312	60,858	60,879	61,076	61,483	61,708	61,847	139	57,982	3,865		
Total Items Held by Library	62,888	63,310	64,724	65,064	65,296	65,731	66,006	66,191	185	62,027	4,164		
akauna Card Holding Patrons	11,064	11,604	10,431	10,431	10,431	10,955	10,955	10,955	0	11,671	-716		