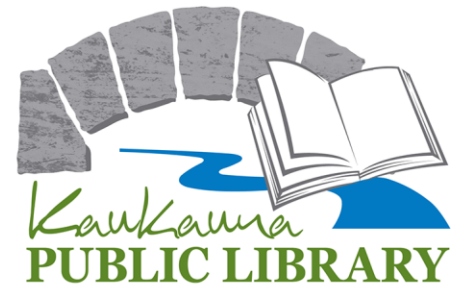


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, May 24, 2022 at 5:30 PM



AGENDA

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - a. Minutes April 26, 2022
4. Public Participation and Communications
5. Action Items
 - a. Bill Register April 2022
 - b. Election of officers
6. Information Items
 - a. Directors Report
 - b. Assistant Director's Report
 - c. Statistics
 - d. Trustee Topic 24
7. Closed Session
 - a. Adjourn to Closed Session pursuant to §19.85(1)(g) to confer with legal counsel with respect to litigation in which it is or is likely to become involved
 - b. Return to open session for possible action.
8. Adjournment

NOTICES

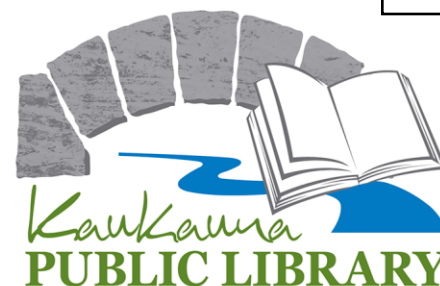
IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.

In-Person and Remote Teleconference via Zoom

In person meeting in Library Conference room and via Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/81403652423?pwd=citoZmMrU1VwU2l3bjUvczkvOEw1Zz09>



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, April 26, 2022 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 at 5:30p.
2. Roll call of membership
 - a. Members present: Shana Beach, Mary Jo Kilgas, Joe Lucas, Kevin Hietpas, Jim Van De Hey, Carol Van Boxtel, Jane Vondracek
 - b. Members excused: Anna Neumeier, Olivia Fischer
 - c. Also present: Ashley Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, March 22, 2022 Meeting Minutes
 - i. C. Van Boxtel made a motion to approve the March 22, 2022 meeting minutes. Seconded by J. Vondracek. Motion carries; all in favor.
4. Public Participation and Communications
 - a. None.
5. Action Items
 - a. Bill Register March 2022
 - i. J. Van De Hey made a motion to approve the March 2022 bill register. Seconded by K. Hietpas. Motion carries; all in favor.
 - b. Approve the Internet Access Policy
 - i. M.J. Kilgas made a motion to approve the Internet Access Policy. Seconded by J. Van De Hey. Motion carries; all in favor.
 - c. Approve the 2022-2026 Strategic Plan
 - i. A. Thiem-Menning went through the strategic plan with the Library Board discussing each goal independently. M.J. Kilgas made a motion to approve the 2022-2026 Strategic Plan. Seconded by S. Beach. Motion carries; all in favor.
6. Information Items
 - a. Director's Report
 - i. A. Thiem-Menning shared some of the information covered at the PLA conference and where she is hoping to take the library in the future in terms of removing barriers for access.
 - ii. A. Thiem-Menning talked about the upcoming RFP for the space needs assessment. She reported that several firms had already scheduled walkthroughs of the space.
 - b. Assistant Director's Report
 - c. Adult Services Librarian's Report

- d. 2022 1st Quarter Investment Report
- e. Trustee Topic 23
 - i. The topic was about book challenges and A. Thiem-Menning indicated that the board had just reviewed and updated their policy earlier this year.
- f. Statistics
 - i. J. Vondracek made a motion to receive and place the reports on file. Seconded by K. Hietpas. Motion carries; all in favor.
- 7. Adjournment
 - a. The meeting adjourned at 7:20p.



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
Totals	\$ 62.01	\$ 1,453.35	\$ 274.50	\$ 4.00	\$ 1,793.86	\$92,735.50	\$82,081.00	\$23,687.00	\$198,503.50	\$ 200,297.36	\$ 307.27
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	(\$437.99)	(\$146.65)	(\$225.50)	(\$46.00)	\$ (856.14)	(\$92,771.50)	\$0.00	\$0.00	(\$92,771.50)	\$200,297.36	\$ 307.27
<i>% of Budget Accrued</i>	12%	91%	55%	8%	68%	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: 5/18/2022 - 9:39 AM
 Period: 04, 2022
 Fiscal Year: 2022
 JE Number: 0



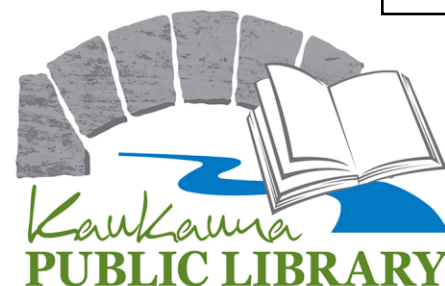
Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
55110			Public Library							
4/28/2022	GL	4	74 REGULAR PAYROLL	DR	19,690.07					
4/14/2022	GL	4	27 REGULAR PAYROLL	DR	19,723.39					
101-55110-5101			Regular Payroll	512,181.00	39,413.46	153,388.27	358,792.73	0.00	358,792.73	70.05
4/28/2022	GL	4	74 PART-TIME/SEASONAL	DR	160.24					
4/14/2022	GL	4	27 PART-TIME/SEASONAL	DR	281.61					
101-55110-5104			Temporary Payroll	9,277.00	441.85	4,752.92	4,524.08	0.00	4,524.08	48.77
4/28/2022	GL	4	74 WI RETIREMENT	DR	875.17					
4/14/2022	GL	4	27 WI RETIREMENT	DR	879.10					
101-55110-5151			Retirement Plan	23,160.00	1,754.27	6,822.07	16,337.93	0.00	16,337.93	70.54
4/28/2022	GL	4	74 RESIDENCY	DR	92.81					
4/14/2022	GL	4	27 RESIDENCY	DR	103.22					
101-55110-5152			Residency	2,435.00	196.03	782.39	1,652.61	0.00	1,652.61	67.87
4/14/2022	GL	4	27 MEDICARE	DR	279.49					
4/14/2022	GL	4	27 SOCIAL SECURITY	DR	795.19					
4/28/2022	GL	4	74 MEDICARE	DR	287.51					
4/28/2022	GL	4	74 SOCIAL SECURITY	DR	834.79					
101-55110-5154			Social Security	29,518.00	2,196.98	8,651.04	20,866.96	0.00	20,866.96	70.69
4/14/2022	GL	4	27 GROUP HEALTH INSURAN	DR	5,273.66					
101-55110-5157			Group Health Insurance	65,684.00	5,273.66	23,494.64	42,189.36	0.00	42,189.36	64.23
4/14/2022	GL	4	27 GROUP LIFE INSURANCE	DR	38.14					
101-55110-5160			Group Life Insurance	520.00	38.14	148.74	371.26	0.00	371.26	71.40

Account Number		FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
4/28/2022	GL	4	74	WORKERS COMPENSATION	DR	37.73					
4/14/2022	GL	4	27	WORKERS COMPENSATION	DR	38.01					
101-55110-5163				Workers Compensation	991.00	75.74	339.81	651.19	0.00	651.19	65.71
101-55110-5166				Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4/22/2022	AP	4	62	Transportation Reimbursement - P	DR	98.58	Ck: 116287	Ashley Thiem-Menning			
4/22/2022	AP	4	62	Travel	DR	108.74	Ck: 116251	Cardmember Service			
101-55110-5208				Travel - City Business	1,400.00	207.32	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
4/28/2022	GL	4	74	CELL REIMBURSEMENT	DR	25.00					
101-55110-5303				Communications	300.00	25.00	100.00	200.00	0.00	200.00	66.67
4/8/2022	AP	4	15	March Gas Service - Library	DR	833.37	Ck: 116152	We Energies			
101-55110-5306				Heating Fuels	6,500.00	833.37	3,718.15	2,781.85	0.00	2,781.85	42.80
4/8/2022	AP	4	15	Water, Sewer, & Electric - Library	DR	875.07	Ck: 116134	Kaukauna Utilities			
101-55110-5309				Water Sewer & Electric	14,200.00	875.07	3,018.21	11,181.79	0.00	11,181.79	78.75
4/8/2022	AP	4	15	Maintenance - April	DR	10,833.00					
101-55110-5312				Maintenance - Buildings	130,000.00	10,833.00	43,332.00	86,668.00	0.00	86,668.00	66.67
4/8/2022	AP	4	15	Rent - April	DR	11,993.00					
101-55110-5313				Lease - Buildings	143,916.00	11,993.00	47,972.00	95,944.00	0.00	95,944.00	66.67
4/22/2022	AP	4	62	Contractual Services	DR	250.41	Ck: 116251	Cardmember Service			
4/8/2022	AP	4	15	Janitorial Service - April	DR	2,122.90	Ck: 116114	Advanced Maintenance Solutions			
101-55110-5325				Contractual Services	28,400.00	2,373.31	9,300.22	19,099.78	0.00	19,099.78	67.25
101-55110-5328				Advertising	1,050.00	0.00	95.00	955.00	0.00	955.00	90.95
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
4/22/2022	AP	4	62	Office Supplies	DR	195.15	Ck: 116251	Cardmember Service			
101-55110-5401				Office Supplies	5,000.00	195.15	2,081.26	2,918.74	0.00	2,918.74	58.37
4/22/2022	AP	4	62	Desktop Printing Expense	DR	179.34	Ck: 116251	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	179.34	3,587.08	-587.08	0.00	-587.08	-19.57
4/8/2022	AP	4	15 2/20 - 3/19/22	DR	423.37	Ck: 116148	Sprint			
4/15/2022	AP	4	41 Proc. Supplies	DR	301.77	Ck: 116213	Outagamie Waupaca Library System			
4/22/2022	AP	4	62 Data Processing Supplies	DR	431.14	Ck: 116251	Cardmember Service			
4/30/2022	GL	4	109 2/20-3/19/22 Sprint	CR	423.37					
101-55110-5422			Data Processing Supplies	3,500.00	732.91	854.08	2,645.92	0.00	2,645.92	75.60
4/22/2022	AP	4	62 Postage	DR	9.81	Ck: 116251	Cardmember Service			
101-55110-5431			Postage	800.00	9.81	265.76	534.24	0.00	534.24	66.78
101-55110-5439			Lost & Paid Purchased Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4/8/2022	AP	4	15 DVD's	DR	56.23	Ck: 116139	Midwest Tape			
4/8/2022	AP	4	15 DVD's	DR	26.23	Ck: 116139	Midwest Tape			
4/8/2022	AP	4	15 DVD's	DR	164.96	Ck: 116139	Midwest Tape			
4/8/2022	AP	4	15 DVD's	DR	11.99	Ck: 116139	Midwest Tape			
4/8/2022	AP	4	15 DVD's	DR	124.97	Ck: 116139	Midwest Tape			
4/8/2022	AP	4	15 DVD's	DR	38.99	Ck: 116139	Midwest Tape			
4/8/2022	AP	4	15 DVD's	DR	12.99	Ck: 116139	Midwest Tape			
4/8/2022	AP	4	15 DVD's	DR	76.98	Ck: 116139	Midwest Tape			
4/8/2022	AP	4	15 DVD's	DR	23.24	Ck: 116139	Midwest Tape			
4/15/2022	AP	4	41 Books	DR	86.11	Ck: 116191	Ingram			
4/15/2022	AP	4	41 Books	DR	343.25	Ck: 116191	Ingram			
4/15/2022	AP	4	41 UnCD's	DR	44.99	Ck: 116204	MicroMarketing LLC			
4/15/2022	AP	4	41 UnCD's	DR	116.98	Ck: 116204	MicroMarketing LLC			
4/15/2022	AP	4	41 UnCD's	CR	35.00	Ck: 116204	MicroMarketing LLC			
4/22/2022	AP	4	62 Books	DR	114.70	Ck: 116259	Ingram			
4/22/2022	AP	4	62 Books	DR	51.82	Ck: 116259	Ingram			
4/22/2022	AP	4	62 Books	DR	545.65	Ck: 116259	Ingram			
4/22/2022	AP	4	62 Books	DR	916.65	Ck: 116259	Ingram			
4/22/2022	AP	4	62 DVD's	DR	188.90	Ck: 116273	Midwest Tape			
4/22/2022	AP	4	62 DVD's	DR	29.99	Ck: 116273	Midwest Tape			
4/22/2022	AP	4	62 DVD's	DR	22.49	Ck: 116273	Midwest Tape			
4/22/2022	AP	4	62 DVD's	DR	40.23	Ck: 116273	Midwest Tape			
4/22/2022	AP	4	62 DVD's	DR	98.95	Ck: 116273	Midwest Tape			
4/22/2022	AP	4	62 Library Materials	DR	39.99	Ck: 116272	MicroMarketing LLC			
4/22/2022	AP	4	62 2 Year Renewal	DR	48.00	Ck: 116292	Yes! Magazine			
4/30/2022	GL	4	108 Library Materials (Cardmember S	DR	80.72					
101-55110-5441			Library Materials	63,552.00	3,271.00	18,073.61	45,478.39	0.00	45,478.39	71.56

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
4/22/2022	AP	4	62 Usage - Jan - Mar 22	DR	898.27	Ck: 116270	Marco			
4/30/2022	GL	4	109 2/20-3/19/22 Sprint	DR	423.37					
4/22/2022	AP	4	62 Service Contracts	DR	79.60	Ck: 116251	Cardmember Service			
101-55110-5442			Service Contracts	46,795.00	1,401.24	41,653.38	5,141.62	0.00	5,141.62	10.99
4/30/2022	GL	4	108 Library Materials (Cardmember S	CR	80.72					
4/22/2022	AP	4	62 Library Programs	DR	142.93	Ck: 116251	Cardmember Service			
101-55110-5444			Library Programs	2,000.00	62.21	437.65	1,562.35	0.00	1,562.35	78.12
4/22/2022	AP	4	62 Misc.	DR	28.18	Ck: 116251	Cardmember Service			
101-55110-5499			Miscellaneous	400.00	28.18	189.33	210.67	0.00	210.67	52.67
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	82,410.04	482,270.72	719,336.28	0.00	719,336.28	59.86

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
		Report Totals:	1,201,607.00	82,410.04	482,270.72	719,336.28	0.00	719,336.28	59.86



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 5/20/2022
Re: Capital Improvement Plan

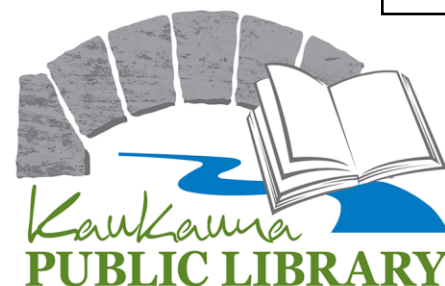
This year the Library was included in the 2022 Capital Improvement Plan (CIP). We have a safety and security upgrade that needs to take place. This includes a number of things and was submitted in 2019. The original quote I received for all of this is several years old, so I do not know that we have earmarked enough funds for the entire scope of the original project, but we have identified our priority areas and are currently getting quotes.

This CIP was to include radios for staff for communication. These radios will help staff communicate with one another faster, but will also include a panic button that will be received by KPD. We may also have the ability to share a channel with RVMS, so that we can communicate in an emergency situation. We are a reunification site for RVMS in an emergency.

We will also be installing a staff activated lock system for the doors into the library. The goal will be to have buttons installed at the front desk that staff can push that will lock the front doors. We are also getting a quote for a shatterproof film that can be installed on the main front entry, as the entire entry is glass. Pending budget, additional pieces of glass in the facility will receive the same film.

We also need to add security cameras into certain areas of the facility. We have worked with KPD to determine where these additional cameras need to be placed.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 5/20/22
Re: Mid-Year Reviews

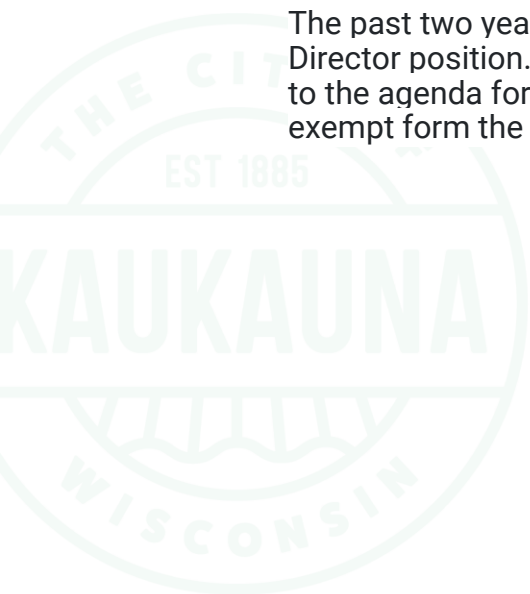
Angela and I have prescheduled times for all staff members to be reviewed between June 1st-8th. The mid-year review this year will be a little different than our typical reviews. The Mayor shared a document with me that the City plans to use for end of year reviews. While this document may not be the exact document used at year end, it gives us a sense of what is to come. The Library will adopt the review and compensation plan that the City approves.

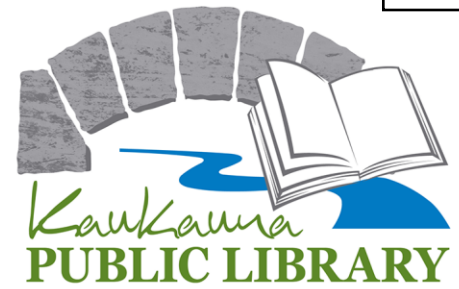
We have been using review documentation from previous HR Director, Vanderloop, which includes a mid-year and year end evaluation form. The current form for non-exempt staff allows them to comment on their skills in the different categories and allows administration to both comment and rank skills.

The new City form is an end of year form, which includes three goals for non-exempt staff. At our mid-year this year, we will show staff the new form, discuss with them the one to two goals that they can make for themselves prior to year-end for review. All staff at the 2021 year-end review were tasked with creating a reading list in Bibliocommons, which was to be completed prior to the mid-year review this year, which will be included as a goal.

We will document these mid-years informally on letterhead and will use the formal City form for the year-end reviews, which will be completed prior to November 30.

The past two years, the Library Board has forgone a mid-year review for the Library Director position. If you would like one for 2022, please let me know and I will add it to the agenda for June. Otherwise, closer to the fall, I will provide you with the exempt form the City is recommending for the Director review.

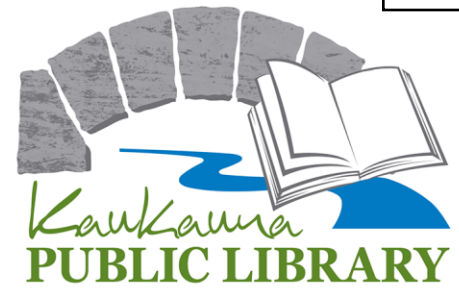




To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 5/20/22
Re: Space Needs RFP Update

I have given four facility tours to potential bidders and emailed with an additional company regarding the RFP. The RFP's are due back to City by May 23rd. At that time, I will meet with Director of Public Works Neumeier to review the bids. We will use this time to ask any additional questions of the bidders. Then a recommendation will go out at the Board of Public Works Committee Meeting on June 7, followed by approval at the Common Council meeting. The bid award will go out on June 8 and work on the study can then begin. If any Library Board members would like to be a part of this process, please reach out to me so that I can send you dates and times for meetings.





To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 5/20/22
 Re: ARPA Update

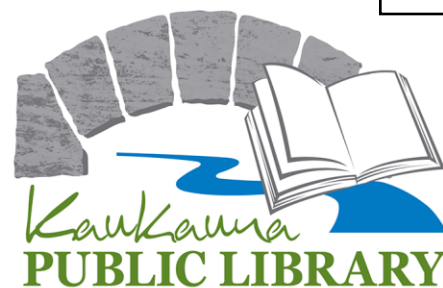
On May 16 a presentation of potential uses for ARPA funds went before the Personnel and Finance Committee. 16 projects were included, which were the most impactful ranked out of all the recommendations that came in. Each project included a description sheet for Council members. During the meeting, Department heads took questions regarding each of the projects. The current list of 16 is over the ARPA allotment, so further vetting will need to be done to get to the ARPA award figure.

At the recommendation of Alderperson Thiele, we did submit for a Community Resource Specialist, more commonly referred to as a social worker. This was the only project submitted that would likely have an ongoing cost after ARPA funds were expended. It was also only budgeted in the ARPA packet for one year of service, however, ARPA funds could potentially cover up to three years of the salary. There were a lot of questions regarding this position from Council.

Wisconsin currently has three libraries that employ full time social workers, Racine, Eau Claire and La Crosse. I do anticipate that this will be a normal practice for public libraries within the next decade.

This topic will go back to committee for further discussion after Council has the opportunity to spend some time thinking about how to allocate the funds. I do not anticipate it being approved, but it should be on the radar for the future staffing needs for this facility or the City, for the betterment of Kaukauna.

Lower on the list of ARPA funds, we also put in a request for a bookmobile. Given our geographic location, specifically a lack of libraries in Sherwood and Freedom, a bookmobile would certainly help us reach our neighbors with library services. The smallest available bookmobile was quoted at 205K. There is currently a one year wait for production.

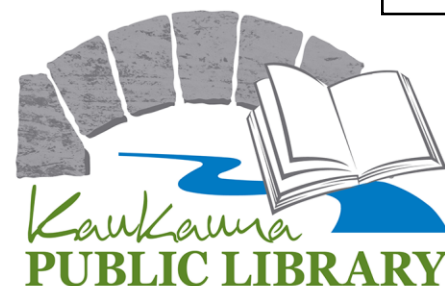


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 5/20/22
Re: Library Board

I have received the resignations of Library Board of Trustees members, Olivia Fischer, and Shana Beach. I would like to thank both Olivia and Shana for their years of service and for their support of the library. They will both have a plaque added to our Board of Trustees Plaque in the Board Room.

I will be working with the Mayor to appoint two new members as soon as possible. New members will likely be appointed at either a June or July Common Council meeting.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 5/20/22
Re: June 3rd Closure

Last year the Library Board approved a third closure for staff training. This is very helpful because safety training this June will take all day now. We will be closed on June 3rd for CRP, AED, and First Aid training. It is extremely important to me that our staff continue to be certified because as a public building we do have to make emergency calls and wait for EMS to arrive.

This is not all of the safety training required of us however for the year. We have also had City/safety training as a party of our February closure and we will also have additional safety training in September during our last training closure. In total, City/safety training encompasses almost two full days for us, giving us only one day for library training.

Next year we will be looking at adding a potential fourth closure for staff training. We need time in the building to complete projects that can't be completed when the public is in the building, and we also need time to train on staff software and tasks.

Our original plan for June 3 was CPR training in the morning and then a full afternoon training on our Summer Reading Program Beanstack software, reviewing specific tasks with our new ILS software, and lots of small housekeeping things. Now that safety training will span the entire day, we will be taking a working lunch now to fit in our Summer Reading Program training before the program starts June 6.



Assistant Director's Report on April 2022

Programs

We held 10 youth events with total attendance of 250 kids and families. We also put together 3 teacher packs. We started school visits on May 9 and will continue through the end of May, meeting with all KASD 4K-6th graders, St. Ignatius, and Trinity students. In April we had 8 adult programs with attendance of 62.

I invite you all to attend our Meet the Creator-in-Residence event on Tuesday, June 7 at 6:00pm to meet Aaron Renier, our first creator-in-residence. In addition to light refreshments, guests will get to view Aaron's work, listen to a brief presentation, and learn about all the workshops he will be offering this summer.

AARON RENIER is the author of three graphic novels for younger readers; Spiral-Bound, Walker Bean, and Walker Bean and the Knights of the Waxing Moon and has also illustrated books for children by Daniel Pinkwater and Dave Eggers amongst others. He is the recipient of the Eisner award in 2006 for talent deserving of wider recognition, and was an inaugural resident for the Sendak Fellowship. He lives and works in Green Bay Wisconsin.

Administrative Updates

Ashley and I attended HootCon, a conference presented by the OWLS system. One day was for library directors. We had the opportunity to learn about mental health in the workplace from NAMI and meet with other directors to discuss a number of issues and share ideas. Conference organizers asked KPL to share a presentation on customer service on the support staff day of the conference, with a focus on patron privacy.

The Fox Cities Book Festival will launch their lineup of 2022 Festival authors on Saturday, June 11 with a Local Author Fair at Stone Arch Tied House in Little Chute. The event will feature nearly 20 local authors sharing their books, available for sale. Stop by from 11a-3pm on the 11th to meet them and be the first to know which authors will visit the Fox Cities during the Book Festival in October.

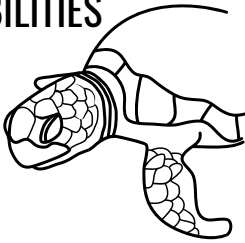
10 THINGS AT KAUKAUNA PUBLIC LIBRARY TO DO THIS SUMMER

1 OCEANS OF POSSIBILITIES

The Summer Library Program

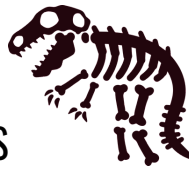
for all ages lets you read and play to earn prizes.

June 6-August 19. Dive in!



2 DIG FOR BONES

Visit our Interactive Learning Garden and try digging for dinosaur bones, play some outdoor instruments, or listen to a storytime!



3 START A BAND



Take home a ukulele. Everything to get started is inside the kit!

4 TOUCH A TRUCK,

meet Maribel, watch a magic show, dance at a concert, and more! For FREE!



5 GO ON A FREE VACATION

Don't have time or funds for a summer vacation? We've got you covered. Books, DVDs, and other media can take you anywhere you imagine!



WATCH A MOVIE OUTSIDE



6

Join us for an epic movie night on Aug. 8. Grab a lawn chair or a blanket and head to the library for an outdoor movie. Activities start at 6:30p. Snacks from Carnival Time Popcorn!

7 FAIRYWALK!

Fairywalk is August 22, 5-7p at 1000 Islands.

New this year - a costume contest!



8 TAKE A WALK THROUGH HISTORY

Sign up for one of our walking tours. Explore historic homes, businesses, or a cemetery.



9 TAKE HOME THE INTERNET



Check out a mobile internet hotspot and take the internet with you! Connect up to 7 devices on this portable WIFI.

10 hoopla

Your library card will get you ebooks, audiobooks, graphic novels, movies, music and tv. For FREE! Download the Hoopla app to get started! Need more? Try the Libby app.

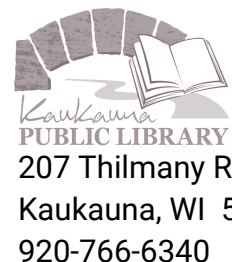
View the full calendar of events at the library or www.kaukaunalibrary.org



Open each day during library hours. Donations of **unexpired, nonperishable** food always accepted.



School Supply Drive is August 11 starting at 9am while supplies last. Accepting donations now!



Kaukauna, WI 54130
920-766-6340

10 COSAS PARA HACER EN LA BIBLIOTECA PÚBLICA DE KAUKAUNA

Item 6.b.

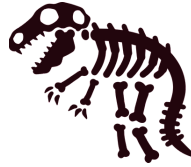
1 OCÉANOS DE POSIBILIDADES

El Programa de la Biblioteca de Verano para

todas las edades. Lee y juega para ganar premios. ¡Buceo en! El 6 de junio al 19 de agosto.



2 CAVAR POR HUESOS



¡Visite nuestro Jardín de Aprendizaje Interactivo e intente excavar en busca de huesos de dinosaurios, toque algunos instrumentos o escuche un cuento!

3



COMENZAR UNA BANDA
Llévate a casa un ukelele. ¡Todo lo que necesitas para empezar está dentro!

4



TOCAR UN CAMIÓN, conoce a Maribel, mira un espectáculo de magia, baila en un concierto y más! ¡Gratis!

5 IR EN UN VACACIONES GRATIS



¿No tiene tiempo o fondos para unas vacaciones de verano? Te tenemos cubierto. ¡Los libros, los DVD y otros medios pueden llevarte muy lejos!

VER UNA PELÍCULA AL AIRE



LIBRE

6

una noche de cine épica el 8 de agosto. Tome una silla de jardín o una manta y diríjase a la biblioteca para ver una película al aire libre. ¡Aperitivos de Carnival Time Popcorn!

7 FAIRYWALK!

fairywalk es el 22 de agosto, de 5 a 7 p.m. en 1000 Islands. Nuevo este año: ¡un concurso de disfraces!



8 DA UN PASEO POR LA HISTORIA



Regístrese en uno de nuestros recorridos a pie. Explore casas históricas, negocios o un cementerio.

9

LLÉVATE A CASA INTERNET



¡Pide prestado un punto de acceso a Internet móvil y llévate Internet contigo! Conecta hasta 7 dispositivos en este WIFI portátil.

10 **hoopla**

Su tarjeta de la biblioteca le dará libros electrónicos, audiolibros, novelas gráficas, películas, música y televisión. ¡Gratis! ¡Descarga la aplicación Hoopla para comenzar!

Vea el calendario completo de eventos gratuitos en la biblioteca o www.kaukaunallibrary.org



DESPENSA DE COMIDA GRATIS
Abierto todos los días durante el horario de la biblioteca. Siempre se aceptan donaciones.



COLECTA DE SUMINISTROS ESCOLARES:
11 de agosto a las 9 h.
Aceptando donaciones ahora!



207 Thilmany Rd.
Kaukauna, WI 54130
920-766-6340



*sitio web disponible en inglés y español

2022 Statistics						2021 Statistics			
Circulation	January	February	March	April	2022 Y-T-D	April 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Total Circulation and Renewal	9,049	9,116	10,949	12,384	41,498	10,378	37,887	2,006	19%
Overdrive Usage	2,085	1,953	2,196	1,993	8,227	1,842	7,478	151	8%
Hoopla Usage		107	206	199	512				
Items Loaned	1,734	1,798	2,182	1,809	7,523	1,659	6,830	150	9%
Items Borrowed	3,219	3,211	3,415	3,629	13,474	3,309	14,054	320	10%
Teacher Packs	4	3	0	3	10	4	14	-1	-25%
Door Count	4,371	4,742	6,374	7,028	22,515	4,023	10,190	3,005	75%
Overdrive Magazine	50	58	61	42	211	102	726	-60	-59%
Services	January	February	March	April	2022 Y-T-D	April 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Public Internet Usage/Hr.	194	173	225	280	872	195	545	85	44%
Wireless Usage by Session	956	849	1,173	1,414	4,392	947	3,463	467	49%
Youth Programs	11	18	23	10	62	12	64	-2	-17%
Youth Program Attendance	255	430	594	250	1,529	440	1,513	-190	-43%
Adult Programs	6	6	9	8	29	10	41	-2	-20%
Adult Program Attendance	39	46	122	62	269	121	468	-59	-49%
Meeting Room Usage	25	36	51	48	160	4	16	44	1100%
Study Room	66	54	50	64	234	0	0	64	#DIV/0!
Volunteer Hours	85	83	114	126	408	87	220	39	45%
Local History Inquiries	16	10	17	12	55	8	45	4	50%
Technology Instruction 1:1	5	9	13	13	40	7	41	6	86%
Proctor	2	0	1	0	3	0	0	0	#DIV/0!
Notary	8	3	0	2	13	3	9	-1	-33%
Webpage Statistics	January	February	March	April	2022 Y-T-D	April 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Total Pageviews	3,410	3,349	4,273	4,129	15,161	2,766	18,895	1,363	49%
Facebook "Likes"	16	34	80	87	217	45	233	42	93%
Items Held by Library	January	February	March	April	Month to Month # +/-	April 2021	# +/-		
Total Titles Held by Library	59,020	59,312	60,858	60,879	21	57,526	3,353		
Total Items Held by Library	62,888	63,310	64,724	65,064	340	61,337	3,727		
Kaukauna Card Holding Patrons	11,064	11,604	10,431	10,431	0	11,456	-1,025		

Trustee Essentials

Chapter 24: Library Friends and Library Foundations

“Friends” Organizations

- Friends organizations are groups of citizens who join together to support, improve, and promote the library.
- As volunteers who actively support the library, Friends can be extremely helpful to the library in a number of ways. Friends often offer financial support for a special library program or service, advocate for the library budget or library capital project, and volunteer assistance with children’s summer reading programs and other services.

“Friends” Organizations

- While the library board and the Friends share a common vision, they are separate, autonomous bodies—each with a distinct role. The two groups work together most effectively if they respect the distinct role of each organization.

“Friends” Organizations

- Below are a few suggestions that may help create an effective working relationship:
- Friends recognize that they do not perform a decision-making role for the library.
- The library board values and encourages input and opinions from the Friends.
- The library board appoints a liaison to the Friends (often the library director or other library staff member).
- Friends decide how to spend their funds only after conferring with the library director and library board.
- The library board provides the Friends with a “wish list” of items not included in the budget, to aid the Friends in their fund-raising efforts.
- The Friends’ activities support library board strategic plans and policies.
- The library board expresses appreciation to the Friends for their support and service.
- The library board invites and welcomes Friends to library board meetings, especially when discussing issues that may be of interest to the Friends.

Library Foundations

- Individuals in some Wisconsin communities have created library foundations to solicit donations to support the library. Library foundations are independent nonprofit organizations established according to the relevant state and federal regulations.
- Because library foundations, like Friends groups, are autonomous organizations, many of the same suggestions discussed above for working with the Friends also apply to developing a positive working relationship with a library foundation. The primary distinction between a Friends of the Library group and a library foundation is that a library foundation will typically have a single purpose: to raise private funds for the support of the library, often including support for library building projects.

Community Foundations

- Like a library foundation, a community foundation is a charitable organization described in IRS 501(c)(3); however, a community foundation has a broader purpose for the betterment of the community at large and not just the library. This type of foundation is generally used in the absence of a library foundation to help raise funds or establish an endowment on behalf of the library and to invest those funds legally and effectively.

Financial Support from Friends and Library Foundations

- It is important that library donations, including financial and material support from the Friends and any library foundation, be used to enhance or enrich library services. The availability of Friends' support should never be the occasion for reducing or replacing the community's commitment to public funding. Donors will quit donating and volunteers will quit working if they see that their efforts are resulting in reduced public funding for the library instead of improved service.

Financial Support from Friends and Library Foundations

- Often, Friends groups will underwrite a pilot project for a year or two until the value of the new service is proven in the community. They might provide assistance in the furnishing and/or decorating of the library building beyond bare necessities. They might make special collection enrichment gifts to help the library keep pace with an unanticipated increase in the need for special materials (to better serve Spanish-language residents or day-care centers, for example). In addition, Friends groups often provide financial support for special programming

Financial Support from Friends and Library Foundations

- In many communities, the library donates withdrawn books to the local Friends organization for sale to the public. This practice probably falls within the authority of the library board; however, because public property is involved, special care should be taken. We recommend that the library board enter into a written agreement with the Friends that makes clear that all proceeds from sale of the books (and any other materials) be used to support the programs and services of the library.

Donations to the Library

- Under Wisconsin law, the library board itself may accept and manage donations on behalf of the library. Donations to a public library, like donations to any government organization, meet the IRS definition of a "charitable contribution" to a "qualified organization."

Discussion Questions

1. Discuss the pros and cons of using donations from the Friends, a foundation, or another outside source to fund existing library services.
2. How can the Friends/foundation and the library board be sure that Friends/foundation expenditures provide the greatest benefit to the library?
3. What are the pros and cons of the establishment of a library foundation?