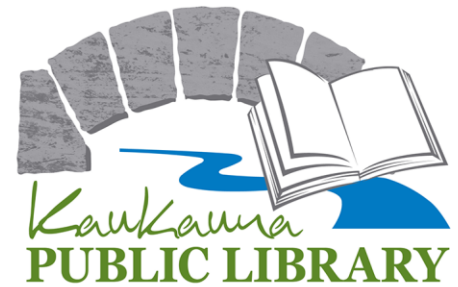# LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, April 25, 2023 at 5:30 PM

AGENDA

1. Call Meeting to Order

2. Roll Call of Membership

3. Reading and Approval Minutes
    a. Tuesday, March 28, 2023 Meeting Minutes

4. Public Participation and Communications

5. Action Items
    a. Bill Register March 2023
    b. Update Collection Development Policy
    c. Update Title Reconsideration Policy
    d. Update Gifts and Donations Policy
    e. Social Media Policy
    f. Privacy Policy
    g. 1:1 Library Staff Lesson Policy
    h. Ban Policy
    i. Programming Policy

6. Information Items
    a. Directors Report
    b. Adult Services Librarian Report
    c. Youth Services Librarian Report
    d. Communications Coordinator Report
    e. Local Historian Report
    f. Trustee Topic 5
    g. Statistics

7. Adjournment

NOTICES

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

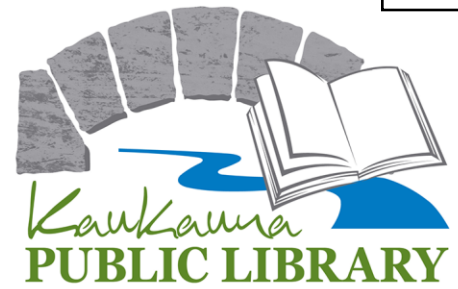In person meeting in Library Conference room and via Zoom

Join Zoom Meeting

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

Meeting ID: 820 7216 9200
One tap mobile
+13092053325,,82072169200# US

LIBRARY BOARD MEETING
City of Kaukauna
Kaukauna Public Library
207 Thilmany Rd STE 200, Kaukauna

Tuesday, March 28, 2023 at 5:30p

1. Call meeting to order
    a. The meeting was called to order at 5:32p by Vice President M. Kilgas.
2. Roll call of membership
    a. Present: M. Kilgas, J. Lucas, J. Vondracek, C. Van Boxtel, A. Neumeier, A. Schnieder, J. Van de Hey, & C. Fallona
    b. Excused: K. Hietpas
    c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
    a. Tuesday, February 28, 2023 Meeting Minutes
        i. C. Fallona made a motion to approve the Tuesday, February 28, 2023 Meeting Minutes, seconded by C. Van Boxtel. Motion carries; all in favor.
4. Public Participation and Communications
    a. None.
5. Action Items
    a. Bill Register February 2023
        i. J. Vondracek made a motion to approve the Bill Register February 2023, seconded by A. Neumeier. Motion carries; all in favor.
    b. Update Reconsideration of Title Policy
        i. A. Schneider made a motion to update the Reconsideration of Title Policy, seconded by J. Van De Hey. Motion caries; all in favor.
    c. Update Meeting Room Policy
        i. C. Van Boxtel made a motion to update the Meeting Room Policy, seconded by A. Neumeier. Motion carries; all in favor.
    d. Adopt Restroom Policy
        i. J. Van De Hey made a motion to adopt the Restroom Policy, seconded by C. Fallona. Motion carries; all in favor.
    e. Adopt Equity, Diversity & Inclusion Policy
        i. J. Lucas made a motion to adopt the Equity, Diversity & Inclusion Policy with a change in the wording of the definition of Diversity to be "The inclusion of all types of people," seconded by C. Van Boxtel. Motion carries; all in favor.
    f. Adopt Intellectual Freedom Policy
        i. C. Fallona made a motion to adopt the Intellectual Freedom Policy, seconded by C. Van Boxtel. Motion carries; eight in favor, one opposed.
        ii. J. Vondracek made a motion to place the reports on file, seconded by C. Fallona. Motion carries; all in favor.
6. Information Items

a. Directors Report
   i. Director Thiem-Menning indicated that policies will continue to be created and updated. She also that the FEH report would be going to Common Council on 4/4/23 and that the Youth Services Report was pulled due to illness.
b. Adult Services Librarian Report
c. Trustee Topic 4
   i. This topic was on running effective meetings.
d. Statistics
   i. Director Thiem-Menning noted that social media statistics are often rolling; the Communications Coordinator is working on tracking them for board packets as requested.

7. Adjournment
   a. The meeting adjourned at 6:28p.

Join Zoom Meeting
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Kaukauna Public Library
2023 Revenue Report

	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
						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
Totals	**$ 60.01**	**$ 1,386.66**	**$ 220.60**	**$ 26.00**	**$ 1,693.27**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$ 1,693.27**	**$ 435.77**
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	($189.99)	($1,613.34)	($479.40)	($24.00)	$ (2,306.73)	($180,679.00)	($101,693.00)	($22,953.00)	($305,325.00)	$1,693.27	$ 435.77
% of Budget Accrued	24%	46%	32%	52%	42%	0%	0%	0%	0%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

General Ledger

Expense vs Budget

User:	lizf
Printed:	4/20/2023 - 2:18 PM
Period:	03, 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							
3/16/2023	GL	3	101	REGULAR PAYROLL	DR	19,745.66					
3/30/2023	GL	3	102	REGULAR PAYROLL	DR	19,805.74					
3/2/2023	GL	3	38	REGULAR PAYROLL	DR	20,284.68					
101-55110-5101				Regular Payroll	529,791.00	59,836.08	116,442.05	413,348.95	0.00	413,348.95	78.02
3/16/2023	GL	3	101	PART-TIME/SEASONAL	DR	1,253.36					
3/16/2023	GL	3	101	POLL WORKER	DR	115.00					
3/30/2023	GL	3	102	PART-TIME/SEASONAL	DR	1,119.37					
3/2/2023	GL	3	38	PART-TIME/SEASONAL	DR	1,235.08					
101-55110-5104				Temporary Payroll	15,000.00	3,722.81	5,718.55	9,281.45	0.00	9,281.45	61.88
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
3/16/2023	GL	3	101	WI RETIREMENT	DR	997.75					
3/30/2023	GL	3	102	WI RETIREMENT	DR	1,006.42					
3/2/2023	GL	3	38	WI RETIREMENT	DR	1,013.79					
101-55110-5151				Retirement Plan	27,571.00	3,017.96	5,930.16	21,640.84	0.00	21,640.84	78.49
3/16/2023	GL	3	101	RESIDENCY	DR	106.53					
3/30/2023	GL	3	102	RESIDENCY	DR	105.00					
3/2/2023	GL	3	38	RESIDENCY	DR	114.43					
101-55110-5152				Residency	5,867.00	325.96	610.41	5,256.59	0.00	5,256.59	89.60
3/2/2023	GL	3	38	MEDICARE	DR	300.62					
3/2/2023	GL	3	38	SOCIAL SECURITY	DR	875.48					
3/16/2023	GL	3	101	MEDICARE	DR	293.08					

Account Number		FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
3/16/2023	GL	3	101	SOCIAL SECURITY	DR	860.84					
3/30/2023	GL	3	102	MEDICARE	DR	291.95					
3/30/2023	GL	3	102	SOCIAL SECURITY	DR	868.76					
101-55110-5154				Social Security	31,990.00	3,490.73	6,806.31	25,183.69	0.00	25,183.69	78.72
3/16/2023	GL	3	101	GROUP HEALTH INSURAN	DR	3,307.28					
3/30/2023	GL	3	102	GROUP HEALTH INSURAN	DR	3,307.28					
3/2/2023	GL	3	38	GROUP HEALTH INSURAN	DR	3,514.28					
101-55110-5157				Group Health Insurance	106,056.00	10,128.84	28,707.00	77,349.00	0.00	77,349.00	72.93
3/16/2023	GL	3	101	GROUP LIFE INSURANCE	DR	20.24					
3/30/2023	GL	3	102	GROUP LIFE INSURANCE	DR	20.24					
3/2/2023	GL	3	38	GROUP LIFE INSURANCE	DR	20.24					
101-55110-5160				Group Life Insurance	684.00	60.72	141.68	542.32	0.00	542.32	79.29
3/2/2023	GL	3	38	WORKERS COMPENSATION	DR	36.59					
3/16/2023	GL	3	101	WORKERS COMPENSATION	DR	35.68					
3/30/2023	GL	3	102	WORKERS COMPENSATION	DR	35.58					
101-55110-5163				Workers Compensation	922.00	107.85	251.45	670.55	0.00	670.55	72.73
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	1,000.00	0.00	0.00	1,000.00	0.00	1,000.00	100.00
3/10/2023	AP	3	26	Memberships	DR	156.46 Ck: 118589		Cardmember Service			
101-55110-5211				Education & Memberships	2,230.00	156.46	156.46	2,073.54	0.00	2,073.54	92.98
3/16/2023	GL	3	101	CELL REIMBURSEMENT	DR	25.00					
101-55110-5303				Communications	300.00	25.00	75.00	225.00	0.00	225.00	75.00
3/24/2023	AP	3	74	February Gas - Library	DR	1,571.64 Ck: 118725		We Energies			
101-55110-5306				Heating Fuels	7,500.00	1,571.64	2,974.94	4,525.06	0.00	4,525.06	60.33
3/31/2023	AP	3	92	Water, Sewer, & Electric - Library	DR	991.57 Ck: 118755		Kaukauna Utilities			
3/10/2023	AP	3	26	Water, Sewer, & Electric - Library	DR	1,223.58 Ck: 118610		Kaukauna Utilities			
101-55110-5309				Water Sewer & Electric	14,600.00	2,215.15	3,381.41	11,218.59	0.00	11,218.59	76.84
3/10/2023	AP	3	26	March - Maintenance	DR	8,820.00		Grand Kakalin LLC			
3/10/2023	AP	3	26	Service Toilet	DR	124.29 Ck: 118622		Keith Petersen Plumbing Inc.			
101-55110-5312				Maintenance - Buildings	110,000.00	8,944.29	26,912.71	83,087.29	0.00	83,087.29	75.53

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Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
3/10/2023 AP	3	26	March - Rent	DR	11,993.00		Grand Kakalin LLC			
101-55110-5313			Lease - Buildings	143,916.00	11,993.00	35,979.00	107,937.00	0.00	107,937.00	75.00
3/10/2023 AP	3	26	Janitorial Services - March	DR	2,165.36	Ck: 118584	Advanced Maintenance Solutions			
101-55110-5325			Contractual Services	35,000.00	2,165.36	7,025.12	27,974.88	0.00	27,974.88	79.93
3/10/2023 AP	3	26	Advertising	DR	14.00	Ck: 118589	Cardmember Service			
101-55110-5328			Advertising	1,550.00	14.00	14.00	1,536.00	0.00	1,536.00	99.10
101-55110-5331			General Insurance	7,982.00	0.00	7,982.00	0.00	0.00	0.00	0.00
101-55110-5332			Shared Service Allocation	103,430.00	0.00	103,430.00	0.00	0.00	0.00	0.00
3/10/2023 AP	3	26	Office Supplies	DR	661.02	Ck: 118589	Cardmember Service			
101-55110-5401			Office Supplies	5,500.00	661.02	904.76	4,595.24	0.00	4,595.24	83.55
101-55110-5402			Desktop Printing Expense	800.00	0.00	370.19	429.81	0.00	429.81	53.73
3/10/2023 AP	3	26	Data Processing Supplies	DR	11.99	Ck: 118589	Cardmember Service			
101-55110-5422			Data Processing Supplies	4,500.00	11.99	607.55	3,892.45	0.00	3,892.45	86.50
3/10/2023 AP	3	26	Postage	DR	35.87	Ck: 118589	Cardmember Service			
101-55110-5431			Postage	850.00	35.87	205.12	644.88	0.00	644.88	75.87
101-55110-5439			Lost & Paid Purchased Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3/10/2023 AP	3	26	Library Materials	DR	429.71	Ck: 118589	Cardmember Service			
3/10/2023 AP	3	26	Books	DR	3,052.38	Ck: 118608	Ingram			
3/10/2023 AP	3	26	Books	DR	1,527.32	Ck: 118608	Ingram			
3/10/2023 AP	3	26	Books	DR	65.45	Ck: 118608	Ingram			
3/10/2023 AP	3	26	Books	DR	202.61	Ck: 118608	Ingram			
3/10/2023 AP	3	26	Books	DR	541.38	Ck: 118608	Ingram			
3/10/2023 AP	3	26	Digital Materials	DR	950.95	Ck: 118615	Midwest Tape			
3/10/2023 AP	3	26	Library Materials	DR	3,582.96	Ck: 118621	The Penworthy Company LLC			
3/10/2023 AP	3	26	UnCD's	DR	80.00	Ck: 118614	MicroMarketing LLC			
3/24/2023 AP	3	74	February 23	DR	302.80	Ck: 118709	Sprint			
3/24/2023 AP	3	74	February Hotspots	DR	335.48	Ck: 118711	T-Mobile USA			
101-55110-5441			Library Materials	77,552.00	11,071.04	24,879.34	52,672.66	0.00	52,672.66	67.92
3/10/2023 AP	3	26	Service Contracts	DR	79.50	Ck: 118589	Cardmember Service			
3/10/2023 AP	3	26	Copier Lease	DR	248.09	Ck: 118613	Marco			

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
3/10/2023 AP	3	26	OWLSnett Annual Membership	DR	28,476.00 Ck: 118619		Outagamie Waupaca Library System			
101-55110-5442			Service Contracts	51,871.00	28,803.59	41,257.33	10,613.67	0.00	10,613.67	20.46
3/10/2023 AP	3	26	Library Programs	DR	310.54 Ck: 118589		Cardmember Service			
101-55110-5444			Library Programs	3,000.00	310.54	616.56	2,383.44	0.00	2,383.44	79.45
3/10/2023 AP	3	26	Misc.	DR	99.24 Ck: 118589		Cardmember Service			
101-55110-5499			Miscellaneous	1,000.00	99.24	117.22	882.78	0.00	882.78	88.28
101-55110-5804			Office Equipment	9,700.00	0.00	0.00	9,700.00	0.00	9,700.00	100.00
55110			Public Library	1,300,162.00	148,769.14	421,496.32	878,665.68	0.00	878,665.68	67.58

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
		Report Totals:	1,300,162.00	148,769.14	421,496.32	878,665.68	0.00	878,665.68	67.58

Kaukauna Public Library Collection Development Policy

The Kaukauna Public Library selects materials and develops collections in many different formats in order to provide patrons with a wide range of informational, recreational, and educational resources. The library will acquire materials for all ages reflecting the full diversity of points of view on topics of interests to the public, congruent with the Library Bill of Rights and the American Library Association Freedom to Read Statement. Since it is not possible for any library to acquire all materials, it is necessary for every library to employ a policy of selectivity in acquisitions.

Library collections are developed and maintained by professional librarians who focus on meeting the needs and interests of their patrons, and purchasing titles using profession tools including, but not limited to the following: trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. *Library staff is not able to read, watch, or listen to every item added to the collection. Librarians rely on the above stated professional tools when purchasing, however at times, such tools may be limited or unavailable for certain materials.* The selection of materials may be influenced by budgetary considerations, popular demand, relevance to community needs or current events, format, availability in other libraries, collection needs in subject area, languages spoken in the community, physical durability, reputation, *disinformation, sterotyping, bias,* treatment of subject intended for audience, *and credible sourcing*. Purchase suggestions from library patrons are welcomed and are given serious consideration. Self-published works will be evaluated on a case-by-case basis; the library will not add unprofessionally bound items into the circulating collection.

A balanced collection reflects a diversity of materials, not necessarily equal in number. The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue and foster a climate of intellectual freedom. Responsibility for borrowing lies solely with the borrower; library staff cannot act in loco parentis. Individuals may object to the inclusion of a specific title and may file a Reconsideration of Title form, *please see Reconsideration of Title Policy*.

The Library will not segregate or make inaccessible circulating materials based on content. The Library may at times safeguard circulating materials that are costly (i.e. laptops and hotspots), easily broken (i.e. ukuleles), or that have many pieces that could easily get lost while played with in the facility (i.e. STEM kits). The library will only mark materials with core learning concept (i.e. shapes, numbers, and alphabet), genre, reading level, or library specific location identification tags and stickers. The library does allow for memorial material donation nameplates within materials; please see Gifts and Donations Policy.

The library welcomes donations of materials with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. All donations of library materials are subject to the library's Gifts and Donations Policy.

The library collection will be kept attractive and current by consistent repair, discard or replacement of items after consideration of physical condition, currency of information, lack of use, and availability of new editions or higher quality titles on the same subject.

The library currently offers the following collections:

Board Books: The board book collection features thick, durable books for babies and toddlers*, focusing predominantly, but not wholly, on age's birth through age three.* Board books are selected for *developmental growth, however, some publishers may print picture books in board format only, which*

Updated 4/25/23

may be selected and placed in a board book collection based on its binding. Board books are also often recommended for preschool and school age children that are learning to read as they often feature the best text to image associations and few words.

Picture Books: The picture book collection is intended for ages birth to grade three. Picture books are traditionally enjoyed as a read aloud; however, picture books can also be appropriate for beginning readers in some circumstances as well as older readers.

Browser Bin: The library recognizes the role television, franchise, and movie characters play in the lives of young children. The library selects these high interest popular picture books and early readers, and collects them in a special browser bin for ease of selection.

Early Readers: The early reader collection includes books on the shelf as well as small paperback reader kits. This collection is intended for preschool through a second grade reading level. The collection includes guided reading levels A-M.

Early Chapter Books: The early chapter collection includes chapter books intended for those reading at a second through fourth grade reading level. The collection includes leveled readers L-S. The library bridges collections to ensure a smooth transition from one reading level to another.

Child Fiction: The child fiction collection is intended for those reading at a fourth through eighth grade reading level. The library bridges collections to ensure a smooth transition from one reading level to another.

Child Graphic Novels: This collection features both comic books and graphic novels for preschool through eighth grade. The collection includes both fiction and nonfiction titles.

Teen Fiction: The teen fiction collection is intended for those reading at a sixth through twelfth grade level. The library bridges collections to ensure a smooth transition from one reading level to another.

Teen Graphic Novels: This collection features both comic books and graphic novels for sixth through twelfth grade. The collection includes both fiction and nonfiction titles.

Children's Media: The library collects children's media in multiple formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames. These items are intended for youth preschool through eighth grade.

Teen Media: The library collects teen media in multiple formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames. These items are intended for youth in grades sixth through twelfth.

Child Kits: The library includes a wide variety of informational, recreational, and educational kits. They are intended for youth preschool through eighth grade.

Library of Things Collection: The library circulates a number of non-print or media items including laptops, hotspots, tablets, musical instruments, and other kits intended for adult and family use.

Adult Fiction: Adult Fiction Collections are organized into subgenre collections.

> *General Fiction* - includes but not limited to, subgenres of humor, historical fiction, horror, literary fiction, sports fiction and realistic fiction

Updated 4/25/23

> *Mystery/Suspense*
> *Romance*
> *Inspirational*
> *Fantasy/Science Fiction*
> *Western*
> *Graphic Novel*

Adult Large Print: The adult large print collection includes all fiction genres as well as nonfiction titles.

Braille Collection: The braille collection features books for all ages.

Adult Media: The library collects adult media in formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames.

Updated 4/25/23

Kaukauna Public Library Reconsideration of Title Policy

The members of the Kaukauna Public Library Board recognize that it is implicit in the mission of the library to serve all residents regardless of a citizen's opinions, religious beliefs, political beliefs, or cultural backgrounds.

The library selects materials and develops collections in many different formats to provide patrons with a wide range of informational, recreational, and educational resources. The selection of library materials is based on expertise of professional librarians and complies with the Library Bill of Rights and the Freedom to Read Statement adopted by the American Library Association and the Kaukauna Public Library Board. Materials dealing with controversial views are judged as entire works, not by isolated passages or selections. The title being considered will remain in the collection until the reconsideration is resolved. Any individual expressing an objection to or concern about a specific title should fill out the Reconsideration of Title form below.

The Reconsideration of Title form may be filled out by anyone over the age of 16, who is a resident of the state of Wisconsin. *Individuals may only have one active challenge pending at a time.* A title that has already been reconsidered may not be reconsidered a second time. If a member of the Library Board fills out the Request for Reconsideration of Title Form, the Board member must recuse themselves during an appeal process if one takes place.

Once submitted, the Library Director and/or the Assistant Director will evaluate the entire work in conjunction with the Kaukauna Public Library Collection Development Policy, the Library Bill of Rights, Freedom to Read Statement, professional reviews, and scholarly articles. Within fourteen (14) regular business days, a decision will be made regarding the retention or removal of the title, and the decision will be mailed to the requestor.

If the requestor is dissatisfied with the decision, they may appeal to the Kaukauna Public Library Board of Trustees in writing within fourteen (14) regular business days of the mailing date of the decision letter. The library board will reconsider the decision at its next regularly scheduled meeting, allowing for *at least* fourteen (14) regular business days' review time. The requestor will be notified of the date, time, and location the library board will hear the matter, and they may appear at the meeting to be heard. If the requestor wishes to speak, they must fill out the Public Participation Policy Form. Should the requestor be unable to appear, they may mail a written statement prior to the meeting. The library board will discuss the matter and a vote will be held. The decision of the Library Board shall be final.

Updated 3/28/2023

Kaukauna Public Library Gifts and Donation Policy

Memorial Books: Patrons may make a donation to purchase materials in memory of a person. The donor may select an appropriate subject or genre; library staff will select a title based on the library Collection Development Policy. Bookplates are personalized through wishes expressed on the Memorial Book Donation Form and applied only to that specific purchase. *The Library reserves the right to nameplate books in just name or memory regardless of requested donor text.* When provided in the Memorial Book Donation Form, library staff will send an acknowledgement of the title addition to the individual listed in the form. Memorial items are subject to the Collection Development Policy and may be withdrawn, lost, or damaged. A minimum donation of $25 is required. Checks written for this program should reference Memorial Books in the memo section. Online donations for this program should note memorial information. Donations to this program are tax deductible.

Material Gifts: Book and media donations become property of the library and may or may not be added to the collection. Materials donated may be sold at book sales or discarded. A blank receipt will be supplied upon request, but no monetary value will be placed on any donations, which are tax deductible. The library will not accept damaged or moldy items. The library does not accept VHS or cassette tapes, magazines, encyclopedia sets, textbooks, travel guides, or manuals more than five (5) years old.

Any donations of a historical nature will be assessed by the Local Historian. Items accepted may be turned over to other agencies. The Library will only accept photos, maps, documents, and books that directly pertain to Kaukauna history. We do not accept donations of artifacts or framed art. If the framed art references Kaukauna specific history, we accept on a case-by-case basis.

Donations of additional items including, but not limited to art, furnishings, dioramas or displays, plants, electronics or equipment, or any other sizable objects must first reach out to the Library Director via phone or email to discuss the possible donation. Donors should not bring items into the library without first consulting the Library Director. Items of this nature are rarely accepted.

The library reserves the right to refuse gifts. Any items donated become the property of the library and may or may not be retained.

Monetary Gifts: All monetary donations are tax deductible and receipts will be provided so long as no goods or services are exchanged. Donations can be accepted as cash, check, or through our online donation portal on the library website. Cash and check donations should include information about what the funds are intended for. Donation envelopes are available at the Library.

Monetary Gifts can support the library in three capacities and are tax deductible so long as no goods or services are exchanged:

Kaukauna Public Library Foundation: The Kaukauna Public Library Foundation is a 501(c)3 organization that provides financial support for a sustainable future. Their goal is to generate and invest funds that can be used to establish and develop new programs and services. A donation to the Kaukauna Public Library Foundation Inc. will gift both present and future generations of library users. The Library Foundation is pivotal in maintaining a sound financial legacy for the future of the library.

Friends of the Kaukauna Public Library: The Friends of the Kaukauna Public Library is a 501(c)3 organization that provides financial support for programs and operations through volunteerism. Through membership, books sales, and special events, the Friends help the library add programs, materials, and services beyond those funded by the municipal budget.

Updated 4/25/23

Kaukauna Public Library: General donations to the library go into a Special Use account held for the library through the City of Kaukauna. This fund also helps the library add programs, materials, and services beyond those funded by the municipal budget.

<div align="center">

Memorial Book Donation Form

</div>

Please accept this donation in the amount of $ _____ (minimum of $25)

Donor Name: _____

Donor Address: _____

Bookplate Personalization Requested:

____ In Memory of: _____

____ In Honor of: _____

____ Include organization logo on bookplate for (organization name): _____
      Library staff will copy logo from organization website unless file is emailed to Library Director.

Subject/Title/Genre Requested:

Book Type:
- ☐ Large Print
- ☐ Child
- ☐ Teen
- ☐ Adult

Acknowledgement Sent To:_____

Acknowledgement Address: _____

____ I wish to have my personal information shared in the acknowledgment letter.
____ I wish to remain anonymous.

<div align="center">

Memorial book donations are maintained under the Collection Development Policy.

</div>

Updated 4/25/23

Social Media Policy

Kaukauna Public Library participates in several different platforms of electronic communication including but not limited to Twitter, Facebook, Instagram, and Pinterest, as well as newsletters supported by third party software, and a website via an owned domain. The library acknowledges that new social media tools continue to emerge, which may have a useful application in a library setting. The library maintains a social media presence to engage with the community, share information, and promote services and programs. Content on social media is permanent, retrievable, and public.

Kaukauna Public Library does not own most of the communication platforms it uses, nor does it regularly pay for use of platforms either. As such, the official public-facing communication of the Library comes from face to face interactions with staff, telephone conversations on our registered business line, and from @kaukauna-wi.org emails. As such, communication responses from social media platforms (i.e. Facebook) and inquiries generated to our generic email account (kaulib @kaukauna-wi.org) are not monitored regularly, nor are they acknowledged as a primary communication source for Kaukauna Public Library. The Library cannot answer account questions, which would require identifiable information to be exchanged on unsecure accounts.

Kaukauna Public Library does not endorse the advertisements on any social media pages except their own, nor do they express the views or positions that advertisers or even social media owners express on social media.

The Kaukauna Public Library does archive social media platforms, specifically Facebook and Instagram, through a third-party service. There is no expectation of privacy in postings on library sponsored social media sites. The Library will not hide or delete comments unless they are pure spam, or contain profanity/vulgarity with no inherent political expression. The library respects first amendment rights and is not responsible for user-generated content. A posted comment is the opinion of the user only; libelous or defamatory comments are also the responsibility of the user. Posted comments by users do not imply endorsement or signify agreement by Kaukauna Public Library. The Library is also not responsible for enforcing restrictions, which a parent or guardian may place on a minor's use of this resource.

In best practice, comments to our social media should:
- Adhere to the rules of our Appropriate Use Policy.
- Stay on topic.
- Not be spam posts or duplicated spam posts.
- Not contain threats directed at the library or library staff members.
- Should not include personal information or the sharing of another individual's personal information.
- Follow copyright law and trademark law.
- Not contain profanity/vulgarity with no inherent political expression.
- Follow federal, state, and local laws.

The Kaukauna Public Library reserves the right to remove, ban, restrict or block users from library social media temporarily or permanently, at the discretion of the Library Director. Any block will follow the Kaukauna Public Library Ban Policy. Users may be banned for repeated or

significantly inappropriate interactions with library social media including, but not limited to: threats against the library or library staff, the creation of multiple accounts or fake accounts to circumvent bans, repeated spamming, or inappropriate behavior, which violates the library Appropriate Use Policy, or after any physical bans from the premises.

Since the Library uses social media to promote services and programs, library staff may photograph and record programs and events for library publicity and promotional purposes, which may end up on social media. Patrons who do not wish to be included may tell library staff, who will respect their wishes.

City of Kaukauna staff are responsible to adhere to the Social Media Guidelines in the Employee Handbook. Library staff may not establish a work related social media account without the authorization of the Library Director. The Library Director is responsible for managing access to those accounts, can remove staff from accounts at any time, and will remove staff that have separated. Whenever possible, library social media accounts will use the generic library email or the Director's email. All passwords must be stored in the administrative network.

Library staff with access to Library social media accounts will:
- Add content and respond to comments or messages only when asked to by the Library Director, Assistant Director, Communications Coordinator, or professional librarian on staff.
- Post content that follows City of Kaukauna and Kaukauna Public Library branding requirements.
- Post content that follows all Kaukauna Public Library policies.
- Ensure that content posted does not infringe upon copyright.
- Allow customer service complaints or issues to only be responded to by the Director.

Kaukauna Public Library Privacy Policy

Kaukauna Public Library collects the least amount of personally identifiable information as possible to avoid creating unnecessary records. Our library does not share your information to third parties unless we must use state debt collection or a collection agency, or are served with a court order, subpoena, warrant or national security letter, or unless a crime is committed on site, or with a third party as part of opted into services. However, the Library cannot completely ensure that the data collected will not be accessed by third parties. Safety and security is a spectrum with no certainty guaranteed.

State Laws regarding public library records
Kaukauna Public Library adheres to Wisconsin state statute §43.30 in regards to your public library records.
(1b) In this section:
(ae) "Collection agency" has the meaning given in s. 218.04 (1) (a).
(ag) "Custodial parent" includes any parent other than a parent who has been denied periods of physical placement with a child under s. 767.41 (4).
(b) "Law enforcement officer" has the meaning given in s. 165.85 (2) (c).
(1m) Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5).
(2) A library supported in whole or in part by public funds may disclose an individual's identity to another library for the purpose of borrowing materials for the individual only if the library to which the individual's identity is being disclosed meets at least one of the following requirements:
(a) The library is supported in whole or in part by public funds.
(b) The library has a written policy prohibiting the disclosure of the identity of the individual except as authorized under sub. (3).
(c) The library agrees not to disclose the identity of the individual except as authorized under sub. (3).
(3) A library to which an individual's identity is disclosed under sub. (2) and that is not supported in whole or in part by public funds may disclose that individual's identity to another library for the purpose of borrowing materials for that individual only if the library to which the identity is being disclosed meets at least one of the requirements specified under sub. (2) (a) to (c).
(4) Upon the request of a custodial parent or guardian of a child who is under the age of 16, a library supported in whole or part by public funds shall disclose to the

custodial parent or guardian all library records relating to the use of the library's documents or other materials, resources, or services by that child.

(5)

(a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.

(b) If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

(6)

(a) Subject to par. (b) and notwithstanding sub. (1m), a library that is supported in whole or in part by public funds may report the following information as provided in par. (c):

1. Information about delinquent accounts of any individual who borrows or uses the library's documents or other materials, resources, or services.

2. The number and type of documents or materials that are overdue for each individual about whom information is submitted under subd. 1.

(b) If a public library discloses information as described in par. (a), the information shall be limited to the individual's name, contact information, and the amount owed to the library.

(c) A library may report the information as described in par. (a) to any of the following:

1. A collection agency.

2. A law enforcement agency, but only if the dollar value of the individual's delinquent account is at least $50.

History: 1981 c. 335; 1991 a. 269; 2003 a. 207; 2007 a. 34, 96; 2009 a. 180; 2015 a. 169.

ALA Code of Ethics

Kaukauna Public Library also follows the Professional Ethics as noted in the American Library Association's Code of Ethics, which states:

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

How We Use Patron Data

All library staff are required to sign an internal confidentiality agreement upon hire, which stipulates that staff understand and agree to follow §43.30 in regards to public library records.

Our library asks for the following information on our application form for adults: Name, Address, Telephone Number, Email, Date of Birth and Driver's License Number. Parents or legal guardians are the only entity allowed to procure a card for a minor. A minor's application differs from the adult in the internet options and also lists the parent/legal guardian information as they are legally liable for the card until the minor turns 18. Your driver's license number is not entered into our integrated library system software for your protection; however, we do attach your digital signature into our system.

Patrons with overdue materials will either receive a piece of mail or an email regarding the overdue item. Patrons with a damaged or billed item will receive a piece of mail. We do not sell or use name, address, or phone numbers with any third party with the exception of opt-in notification services like text notices or collection agencies. We will never sell your email address or use it for anything other than communication about your library account, or any other services you have opted into yourself.

Our library card application form does ask users if they would like to opt in for email notifications regarding their account, or if they would like to sign up for our newsletter. We do use third parties to provide some of these services. We do retain license information on your physical application card, which is only used is if you are sent to

state debt collection for billed items over $50 that have not been paid within 45 days of the intent to file letter.

Anonymous information, which is not personally identifiable, is also collected within the library. We generate monthly unidentifiable statistics, which include: door count, webpage visits, social media likes, checkouts and renewals, computer sessions, wireless sessions, items borrowed and items loaned, total cardholders and e-content data.

Who Has Access to It
All library user records are confidential. Library records may only be disclosed to library staff performing job duties, cardholders upon proof of identity, and law enforcement when valid. Your physical application card, which does have your driver's license number is stored in a locked, staff only area of the library, accessible only by library staff and cleaning personnel. Our Integrated Library Software (ILS) is accessible and used by employees only. A parent has access to library accounts for minors under the age of 16 per §43.

Library Materials and Borrowing History
The library does not keep records of your borrowing history; however, items that have been billed on your account or any fines generated are linked to a title in your payment history, accessible only by the billed patron and library staff. Notices sent to you via (hold, overdue, lost) are also present in our staff software, which does contain title history. Patrons that want to opt into their own record keeping of library checkouts may do so from inside their InfoSoup.org account, using the InfoSoup classic catalog feature. Library staff cannot opt in for patrons; however, they can assist you in signing up.

Public Computers and Wireless Network
The library does not keep a record of your activities on any public computer or on our wireless network, however we do collect anonymous data regarding the number of minutes spent in a computer session or connected to our wireless. Sites that you access while on the internet may be storing cookies and your browsing history if you are logged into a personal email account. Once you close a session on our public access computer, our software wipes your entire use of our computer (cookies, browsing history, and any files saved to the hard drive). While you are logged on, library staff can see your library barcode number within the time management software we use.

The library does offer public Wi-Fi that does not require a sign-in. As such, we cannot guarantee the safety of your data on our wireless network. We recommend not accessing sensitive data, such as banking records, while connected to any public Wi-Fi. We recommend using a VPN in those circumstances or using one of the library computers for sensitive data use.

Surveillance Cameras

Our library has security cameras inside and outside of the building for the safety and security of our patrons. Video footage (no audio) is kept on a 52-day cycle and is not archived beyond those 52 days. Library staff do have access to video footage for their own safety. Video footage cannot be released to anyone unless a crime has been committed or a valid subpoena, court order, or warrant is produced. Staff of the Kaukauna Police Department do have body cameras, which may be on if they are called to the facility.

Please note that the library also has a Photography and Film Policy. This denotes that as public buildings, library facilities are subject to similar rules associated with public spaces, meaning there are few restrictions. Please note that library staff may photograph and record programs and events for library publicity and promotional purposes. Patrons who do not wish to be included may tell library staff who will respect their wishes.

Data & Network Security

The Library is committed to data security. The Library operates secure data networks protected by industry standard firewalls and password protection systems. The Outagamie Waupaca Library system, the City of Kaukauna IT Department, and our own Technology Coordinator assess our data and network security on a regular basis. The Library cannot guarantee the safety of our public wireless Wi-Fi however.

Minor Privacy

Staff members will always respond to minors with care and concern, but responsibility for the welfare of children using the Library ultimately rests with the parent, legal guardian, or caregiver. Library staff cannot legally take responsibility for the care of children of any age. The public library, unlike schools, does not legally serve in loco parentis (in place of a parent). Library staff cannot act in the place of parents, therefore, responsibility for the care, safety, and behavior of children using the library rests solely with the parent/guardian or caregiver. We encourage parents to take an active role in their children's internet use and teach them about the importance of not revealing personal information online. Library card applications for minors do allow parents to opt into or out of juvenile internet access. If access has been granted, the library cannot serve in loco parentis on internet stations, which are not filtered. The library also cannot serve in loco parentis on juvenile personal devices attached to our wireless internet in the facility, which is also not filtered.

Non-library websites

There are non-library websites linked through the library's website, which may not follow the same privacy policies as the library. While we do vet the sites listed on our website, we cannot guarantee their privacy policies or security. These sites are denoted on the website with the symbol of an arrow moving diagonally (to the right) out of a box.

Third-party vendors

The library works with many third party vendors to provide online learning, digital collections, streaming content, analytics, and other library services. Our third party vendors have their own privacy policies and terms of service, and are not beholden to the library's privacy policies.

Personal property left behind

Personal property left behind (in example, but not limited to: flash drives, tablets, cell phones, laptops, backpacks, paperwork) will not be examined by library staff to determine ownership.

Library staff will note when and where the item was found and will place it based on value or privacy either in the Library Director's office or in the lost and found.

Items of higher value, or those that may contain secure information will be held for 30 days, after which they will be dropped off at the police department as unclaimed property. Items of lesser value will be donated or destroyed after 30 days.

The lost and found will not be accessible to patrons, however they may describe lost items to staff who will in turn search for their property.

Retention of Records

The Kaukauna Public Library follows the state of Wisconsin's general records schedule.

Holds policy

Due to §43.30 the only person allowed to pick up library holds on their account is the account holder, or with the physical library card of the cardholder. Kaukauna Public Library does have a form that patrons are welcome to fill out which authorizes the library to check out their holds to a specific person, who is designated on the form. It is the responsibility of the form holder to notify the library if they choose to relinquish the authorization and the cardholder is liable for any materials check out and claimed by the person authorized to check out the holds.

Library card use

The cardholder is the only entity allowed to use the account. However, Kaukauna Public Library cannot ensure that the identity of the person checking out matches the identity of the cardholder. An added security measure at self-checks is in place, which requires a pin number for use. If a cardholder does not have their library card with them, identification is required to check out. If identification is not available, in limited circumstances, account information can be verified to ensure the individuals intending to check out is the cardholder. Patrons are liable for lost library cards and any fees associated with the loss and should immediately report the loss to library staff to place a stop on the account.

1:1 Library Staff Lesson Policy

The Kaukauna Public Library offers a unique 1:1 program for community members. This program allows staff to book appointments with community members in advance for a private one on one (1:1) learning session on a topic they need assistance in understanding. Topics for 1:1 sessions include but are not limited to resume and cover letter writing, job searching, interview preparation, learning a new device (computer, tablet, phone), learning a new software program, learning how to use the internet, genealogy, and learning how to utilize library e-resources on a personal device. The library may decline a 1:1 if staff are not able to teach the topic requested. Staff will also not complete work or design for patrons; a 1:1 is intended to teach, not have staff complete a project or assignment.

The library cannot guarantee staffing levels for walk-in requests, nor can the library guarantee that the staff member participants have worked with previously will be available for additional appointments. Appointments will be made with the staff member most suited to assist in the topic selected.

The library cannot fix broken devices, but can assist with general troubleshooting. The library is not liable for any personal devices brought into the library, nor is the library liable for any issues with technology that occur during a 1:1 session, nor for patron online accounts and their security. Library staff members will not keep records of user names or passwords for accounts; responsibility for keeping record of personal usernames, accounts, and passwords is at the discretion of the user. The library recommends that participants not bring in equipment larger than a laptop for a session. The library is also not liable for any subsequent issues that may arise from having taught the lesson.

Library staff members may not use their own personal devices to assist in practicing text messaging. If learning to text via cell phone will be part of your appointment, it is the responsibility of the individual to find another person to text during that time for practice. Library 1:1 appointments will only take place at the library; staff members will not go into personal residences.

1:1 sessions are limited to one hour, twice per month. Participants must book appointments in advance; a minimum of one-day notice required. Staff members may not take impromptu 1:1 visits; all tech help requiring more than ten minutes of staff time need to be appointments.

Kaukauna Public Library Ban Policy

The Kaukauna Public Library reserves the right to ban individuals from the property when incidents occur where a ban of the individual is necessary to protect the safety, property, and rights of the library and its patrons. Bans from the library are at the discretion of the Library Director. The length of bans from the library varies. Ban length is determined based on the severity of the incident. Bans may also vary in type; for example, juveniles may be banned, but may be allowed to enter the premises so long as their parent or legal guardian is with them. Stipulations of bans will be explicitly stated in the ban notice. Ban notices are mailed via certified mail and a copy is sent to the Kaukauna Police Department. Juvenile bans are most often dealt with in conjunction with the School Resource Officer. The library also reserves the right to require a meeting with the banned individual for a reinstatement of privileges to take place. If a banned individual enters the library or is found on library property during the length of the ban, the library has the right to call the police for trespass and the Kaukauna Police Department has the right to issue a citation for trespassing.

Banned individuals do have the right to appeal. The procedure for appeal is as follows:

Appeal Procedure

1. Notice of Appeal. The Director's written determination may be appealed to the Library Board, if the individual aggrieved files a written notice of appeal within 10 days after he/she receives the determination. Such notice shall be filed with: both the Library Director and the Library Board President, c/o Kaukauna Public Library, 207 Thilmany Rd., Suite 200, Kaukauna, WI. The Board shall hold a hearing within 30 days after the notice has been filed. The appellant shall be notified at least 10 days before the hearing.

2. Hearing: At the hearing, the appellant may be represented by counsel, may present evidence, and may call and examine witnesses and cross-examine witnesses of the other party. The President of the Board shall conduct the hearing and shall follow the Rules of Evidence provided in the Wisconsin Statutes section 227.08 for administrative proceedings. The staff shall record all of the proceedings on tape.

3. Decision. Within 30 days of the completion of the hearing, the Board shall issue a written decision stating the reasons therefore. The Board shall have the power to affirm or reverse the written determination or to remand it to the Director or designee with instructions for reconsideration. The decision, except for remand, shall be a final determination for the purposes of judicial review.

Library Programming Policy

The Kaukauna Public Library offers informational, educational, and entertainment programs for people of all ages. Programming at the library is reflective of the mission, vision, and values of the library.

Unless explicitly stated as an independent program in an event description, caregivers must remain with children under the age of six for library programs per our Unattended Child Policy. Adults over the age of eighteen (18) attending programs marketed specifically for youth (birth to 17) must have a minor in attendance with them to participate in a program, specifically in the space where the program is being held.

Behavior during library programming is subject to the Appropriate Use Policy. Individuals who are disruptive or who demonstrate behaviors which violate the policy may be asked to leave library programming. Respect and courtesy of presenters is expected behavior while attending library programs.

The Library has a Photography and Film Policy, which does indicate that library staff may photograph and record programs and events for publicity and promotional purposes. Those who do not wish to be photographed or recorded will have their wishes respected, but must inform library staff or the presenter. As a courtesy, the library asks that individuals participating in programs or events not film staff or presenters without their verbal consent.
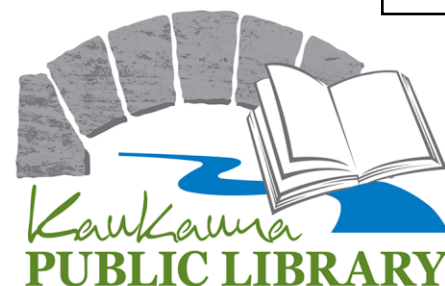
To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 4/19/23
Re: CE

I have several training opportunities coming up in the next few weeks. I plan to attend the Library Freedom Project presentation by Alison Macrina on 4/20/23 at Brown County Library. The training includes an intellection freedom keynote, a Q & A, challenge scenarios with de-escalation and role-play.

I will also be attending the Toward One Wisconsin Conference in Appleton for two days, April 25 & 26 with Human Resources Director Swaney. This is an EDI conference with a lot of breakout sessions with different track opportunities including community, education, health, and workforce development.

I will also be attending Leadercast 2023, which is run by the Fox Valley Society of Human Resource Management on May 3. Leadercast Live is the largest one-day leadership event in the world, which is broadcast live from Kentucky and features eight nationally recognized leaders from a range of fields including tech, faith, advocacy, business, psychology, education, and communication.

KAUKAUNA PUBLIC LIBRARY

207 Thilmany Rd Suite 200   920.766.6340
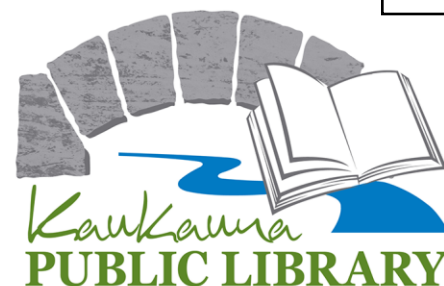Kaukauna, WI 54130   www.kaukaunalibrary.org

To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 4/19/23
Re: Foundation & Friends

The Kaukauna Public Library Foundation is officially dissolved. We filed taxes with a note regarding last filing, which serves as notice to the IRS that we have disbanded. We filed with the state as well noting a final filing. The bank account has also been closed.

Funds have already been cut to the Library from the Community Foundation account KLEF and subsequently sent back to the CF in the same amount for the new endowment in the name of the Friends. So long as the Friends make donations to the new endowment themselves, the fund will remain an asset of the Friends. At the end of each year, the Friends will go through donations received and those indicated for the endowment will then be part of a check cut to CF to the endowment. As it is a new fund, we will not have a payout on the account for three years. We do not anticipate a large payout either as the account has not done well lately.

A new bank account and records will be created and all documentation about the Friends will need to be updated. I am hoping to call a meeting of the new Friends board in late May or June when I have everything in order.

To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 4/21/23
Re: Policies

The agenda has a lot of policy updates and new policy. I have been focusing on going through existing policies to update where needed and to create necessary policies that we do not currently have.

We are updating the Collection Development Policy as we found areas where the language was too ambiguous. I attended a workshop on intellectual freedom, presented by the founder of the Library Freedom Project, and as a result, have one sentence to add to the Reconsideration of Title Policy. I also used some of that training in the Collection Development Policy as well. There is a minor update to the Gifts and Donations policy.

We have created five new policies in this packet. Several webinars that Communications Coordinator Schink has participated in recommended having a Social Media Policy. Privacy and cybersecurity have been a big topic at OWLS lately, which is the reason behind having a Privacy Policy. The number of requests and tasks requested of library staff is why we are asking for a 1:1 Policy. While we have procedures in place for banning and a past board motion to allow the Director to ban at their discretion, we do not have a policy in place, beyond a standard appeal procedure, and should. Lastly, the Programming Policy was also recommended in the workshop as well.

Adult Services Librarian Report

Programming

Identity Theft: Protect and Prevent

Jeff Kersten from the Bureau of Consumer Protection stopped by to teach a class about identity theft. He used to be a police detective tracking down identity theft cases. Topics covered included what kind of information to give over the internet, safe credit card use online and in person, AI and voice emulation, and the safe use of social media. The attendees thoroughly enjoyed the class and look forward to Jeff's visits in the future. He will be back next month to teach a class on tenant and landlord laws.

Tech 101

The topics I chose for this month's technology classes were smartphone basics and smartphone icons. These classes were taught at the library, at the Thompson Center on Lourdes, and at St. Paul Elder Services. Smartphone basics covered the parts of a phone's home screen, common touch gestures, the notification bar, phone settings, sending a picture via text message, and more. Smartphone icons covered the most common icons that users are likely to encounter when using a smartphone. All classes included a cheat sheet for attendees to bring home for reference purposes.

Fox Cities Reads Book Discussion

Sarah Read lead, and I attended, a book discussion for Bird Box the Fox Cities 2023 Reads Book. The modest attendees had a great time discussing not only the plot of the book, but also how it relates to the horror genre and fiction writing generally. The discussion was held at Stone Arch Tied House in Little Chute.

Focus on Local History

Gavin invited special guest Christine Williams, resident Lock Historian with Fox River navigational System Authority (Fox Locks) to share stories and history about the Fox Valley's locks system. This well attended event tied in nicely with the showing of the Power of the River documentary shown two weeks previously at the library.

Volunteers

The library is happy to welcome Izzy as a volunteer at the library. She will be helping keep our pantry stocked, planting produce in our outdoor learning garden planters, running the hydroponic system in adult fiction, assisting with our summer feeding lunches, and other tasks!

Youth Services at a Glance
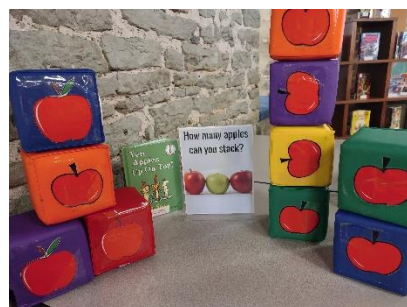
Teacher Packs- 3

Youth Programs- 28

Youth Attendance- 855

General Interest Programs- 4

General Interest Attendance- 233

Youth Program Highlights

March is exciting from the very first day because of…SEUSS WEEK! Dr. Seuss' birthday is March 2nd and that means a variety of Seuss-themed crafts throughout the week in the Children's Department. Creative fun set

the mood for March, spurring a craft buffet early in the month where 13 attendees cut, colored, and glued ideas to life. We closed March with a mellow drop-in craft that brought in 30 patrons to make their own rainbows and bring a little color after such a snowy winter!

As we know, taking time to learn how to be mindful is an important part of mental health. Learning to be mindful can be started at any stage of life; Miss Donna's Yoga Storytime gave 29 attendees the opportunity this month to take a mindful break with silly songs, relaxing stretches, and a ukulele!

Storytimes continue to bring in around 100 patrons each week, but those are rookie numbers! We are currently brainstorming ideas to attract attention to our Bright Babies Storytimes on Tuesday mornings. Many programmers have noticed the same trends throughout all of our storytime programs; only roughly half of the children attending are within the recommended age for each program, and many attendees are groupings with various differing age ranges and choose to attend the program geared towards the older children.


Steam Storytime with Ms. Kim gives young patrons the opportunity to explore various tools and basic concepts.

By the time March ends, children are filled with spring fever, and Miss Rachel's Spring Fling is the solution! Forty of Kaukauna's finest dancers gathered to groove and left grinning, and even a little sweaty, after this upbeat playlist ran its course.

Collaboration Fun

The first grade students from New Directions Learning Community recorded book recommendations based on favorite books from the year. We displayed the recordings in the Children's Department as QR codes that, when scanned, would play the video giving suggestions for other books a reader might enjoy. Many NDLC families made time for a special trip to find and play their child's video. This was such a treat!
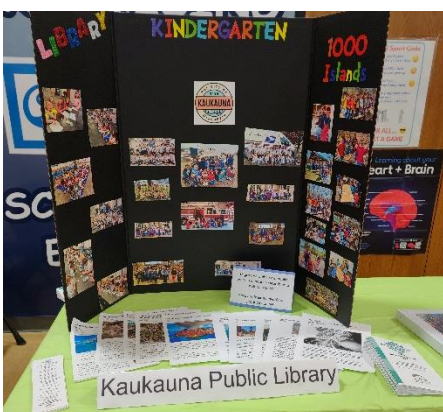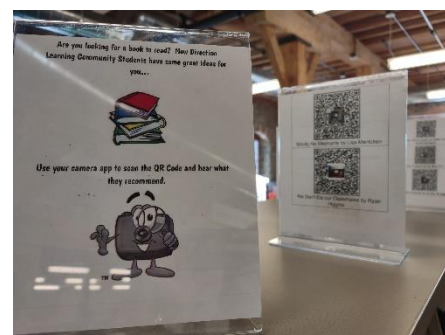
I attended Park Community Charter School's 125th anniversary celebration to represent the library and talk about recent and upcoming collaborations. Attendees were able to grab Kaukauna Library program brochures and look at binders students assembled with collections of past program partnerships we have shared.

Fourth grade students worked hard during their author study unit at Park Community Charter School this month and asked to share their work with a library presentation. We then displayed their posters for the week, providing another opportunity for families to stop in for a visit.

The Kaukauna Library Little Free Pantry had some sprucing up when Girl Scouts Troop 2444 completed their community service project. The troop came toting toiletry to-go bags, boxes of donated canned goods, and free reusable bags. Their act of kindness did not stop there; each bag contained a heartfelt,

handwritten card with a positive message.

Girl Scout Troop 2444 poses with the hygiene bags they assembled for the Kaukauna Library Little Free Pantry

Continuing Education

I am ever-searching for more knowledge and this month that search brought me to Hoot Con! I was able to spend time networking ideas on new and engaging teen programs, and exploring the variety of options to make the most out of basic craft supplies. We dove into the current challenges for inclusivity in public libraries and how we can, as librarians, maintain and continue creating a space for all. I continue to make professional connections to broaden the opportunities we can provide with our youth programs.

Communications Coordinator Report Q1

Newsletter

The monthly newsletter has been running since August 2021 and has proven to be a successful means of communication. Our March 2023 open rate was at 5.5%, to put that in perspective, the national average open rate for a non-profit newsletter is 27.86%. This tells us our subscribers are engaging and interested in our newsletter content.

Social Media

Facebook

We continue to grow our Facebook presence and it continues to be one of our most used platforms of disseminating information. Currently, we are measuring success based on page "likes".   According to MIT's Social Media Hub "Your follower total is a stronger indicator of the number of people who would like to see your content in their feeds, which is why we track follower count at MIT. In summary, liking a Facebook page is a public display of support, while following a Facebook page indicates interest in receiving your content."

We will now capture statistics in terms of followers from now forward as an indicator of our success. We currently have 5.9K likes and 6.4K followers.

Compared to other libraries within the Fox Valley and beyond, we are currently #2 in performance only surpassed by Appleton Public Library.

Instagram

In an effort to be more consistent with posting on Instagram, I have been posting a weekly schedule of events each Monday to our Instagram page. Along with various non scheduled posts.   The Instagram audience is significantly smaller, but still valuable as we tend to reach a younger demographic than Facebook. Our numbers are increasing on this platform at a slower rate.

TikTok

TikTok our newest platform, is growing rapidly. We opted to explore this platform to reach a younger audience, be able to make creative content, and strengthen brand awareness. Since the view count of our videos is a rolling count, a screen shot is made each month of our videos to track views.
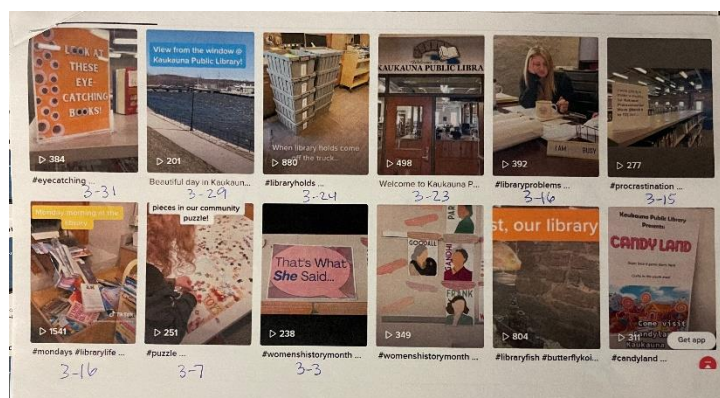
2023 Educator Marketing Strategy

We have identified Educators as our key demographic for our marketing efforts in 2023. We just completed our educator survey, polling educators via Facebook, the KPL website, and by direct email of KASD teachers. An informational email will be sent out to the educators that requested information from our survey. These resources are also being turned into an informational brochure that will be used at SLP school visits, for our display targeting educators in June, as well as our "welcome back" bag for local teachers prior to the fall school year.

Social media posts have also started, highlighting our educator resources.

Prior to the Summer Learning Program, we will be identifying licensed child care centers in our service area to mail out an events guide as well as invite them to participate in our activities.

Media Mentions

January: WFRV, Local 5 Live—Must Reads

WFRV, Local 5 Live—Museum of the Lost

WLUK—Museum of the Lost

WBAY—Museum of the Lost

Times Villager—Museum of the Lost

Local History Report

Gavin Schmitt

April 2023

A few small updates worth knowing this month.

I.   Requests. March set a new record for LH requests, so it's worth explaining how I define an LH request. Something is counted as a "request" if it requires time to fulfill. If someone asks to see a yearbook, or asks a very general question about the building ("what did this place used to be?"), this is *not* a request. A request does include retrieving photos, newspaper articles, or getting a specific answer to a question (e.g. when did the roundhouse close?). The number reported represents the number of requests, whether the question is narrow or broad. If someone needs one article ("John Smith's obituary") or twenty ("everything on John Smith"), this is counted as a single request. The raw numbers do not tell the full story of whether it was a five minute request or a multi-day request. Unfortunately, I do not know a better way to track this statistic to reflect how involved they can be. Incidentally, all requests since January 2019 are kept, under the belief that any question asked will be asked again.

II.   Newspaper digitization. We are in the early stages, with under 10% of our reels digitized. On April 14, we received the first batch of digital records. Spencer and I anticipated the PDF files to be relatively small in terms of storage space. On the contrary, they are exponentially larger than expected – the first batch took 48 hours to download, and we will ultimately need to have a hard drive designated solely for newspaper storage. He has already moved forward on that. No tentative date for public access to the digital files has yet been decided. As a reminder, this project was funded by a patron donation, so the only cost on our end will be the storage space.

III.   PastPerfect. Our single-user PastPerfect is scheduled to be migrated over to the public, online version on May 1. At first, it will be in "trial" mode to ensure the data went through correctly. We can make it "live" at any point after that. Volunteers continue to add photos right up until launch (and beyond), while I've been cleaning up minor typographical errors to streamline the index, and making a standardized how-to on entering names and other data going forward to maximize uniformity. I cannot express how excited I am for this. On day one (possibly before the next board meeting), over 10,000 photos will be searchable anywhere in the world. PastPerfect also has other database features we have yet to utilize, where (for example) biographies and company histories can be accessed. In essence, it could be used as a "one stop shop" for everything Kaukauna history, from the 1700s up through today.

IV.   While LH requests are private, I will say in general that I've assisted three different organizations design murals based on Kaukauna photographs in the last few months. There is no shortage of history on display around the city, and I'm proud our organization's collection will be reflected on many walls.

Trustee Topics 5

Hiring a Library Director

Basic Legal Requirements

- Under Wisconsin law, library boards have the authority to hire, supervise, and, if necessary, fire the library director.
- The library director, in turn, has responsibility for the hiring and supervision of all other persons in library staff positions (provided the library board has authorized those positions).
- The library board also has the legal authority and responsibility for determining the compensation and general duties of the director (as well as of all other library positions).

Basic Legal Requirements

- Wisconsin statutes and administrative code rules require that all public library directors be properly certified by the Division for Libraries and Technology.
- Our library requires a Regular Grade 1 Certification.
- The educational requirements for initial grade I certification are a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing and a master's degree from a library school program accredited by the American Library Association.

Basic Legal Requirements

- Individuals certified at Grade I must participate in 100 contact hours of continuing education in the five-year period prior to recertification.
- Our certification is valid until 3/2024.
- OWLS manages the contact hours for CE.
- At the end of each year, Directors must send in their CE hours for system accreditation.

ADA Compliance

- The ADA requires reasonable accommodations in three areas of the employment process. The first involves the job application process. People with disabilities may only be asked questions asked of all applicants.
- The second area requires reasonable modification or adjustments to the work environment or job procedures and rules, to allow a qualified person with a disability to do the work.
- The third area requires equal access to whatever insurance and benefits are offered to other employees.

What to look for in a new Director

- Experience working with library boards and governing bodies
- Knowledge of budget preparation, policy development, administration, and employee supervision
- Library experience in the following areas: public service, technical services, public relations, and automation experience
- Demonstrated leadership ability and dependability

	2023 Statistics			2022 Statistics			
Circulation	January	February	March	2023 Y-T-D	March 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Total Circulation and Renewal	10,231	10,357	12,137	32,725	10,949	29,114	1,188	11%
Overdrive Usage	2,117	1,900	2,113	6,130	2,196	6,234	-83	-4%
Hoopla Usage	385	400	450	1,235	206	313	244	118%
Items Loaned	2,188	1,962	2,372	6,522	2,182	5,714	190	9%
Items Borrowed	3,096	2,786	3,340	9,222	3,415	9,845	-75	-2%
Teacher Packs	4	4	3	11	0	7	3	#DIV/0!
Door Count	7,079	7,233	9,062	23,374	6,374	15,487	2,688	42%

Services	January	February	March	2023 Y-T-D	March 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Public Internet Usage/Hr.	263	242	313	818	225	592	88	39%
Wireless Usage by Session	1,335	1,450	1,608	4,393	1,173	2,978	435	37%
Youth Programs	13	26	28	67	23	52	5	22%
Youth Program Attendance	357	512	855	1,724	594	1,279	261	44%
Adult Programs	10	14	8	32	9	21	-1	-11%
Adult Program Attendance	103	112	131	346	122	207	9	7%
General Interest Programs	11	8	4	23	NEW	STAT	NO HI	STORY
General Interest Attendance	1,983	705	233	2,921	NEW	STAT	NO HI	STORY
Meeting Room Usage	41	65	73	179	51	112	22	43%
Study Room	113	139	175	427	50	170	125	250%
Volunteer Hours	108	95	101	304	114	282	-13	-11%
Local History Inquiries	15	11	23	49	17	43	6	35%
Technology Instruction 1:1	11	15	16	42	13	27	3	23%
Proctor	0	0	0	0	1	3	-1	-100%
Notary	1	0	0	1	0	11	0	#DIV/0!

Social Statistics	January	February	March	2023 Y-T-D	March 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Website Views	4,766	7,233	4,144	16,143	4,273	11,032	-129	-3%
Facebook Page Like	102	36	27	165	80	130	-53	-66%
TikTok Followers	-	-	330	330	NEW	STAT	NO HIS	TORY
Instagram Followers	-	20	17	37	NEW	STAT	NO HIS	TORY

Items Held by Library	January	February	March	Month to Month # +/-	March 2022	# +/-		
Total Titles Held by Library	61,667	61,520	61,657	137	60,858	799		
Total Items Held by Library	65,949	65,862	66,142	280	64,724	1,418		
Kaukauna Card Holding Patrons	11,476	11,476	11,465	-11	10,431	1,034	Quarterly Report	