

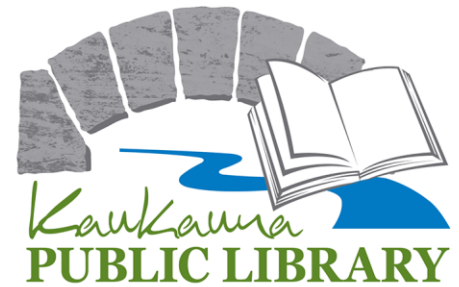
# LIBRARY BOARD MEETING

City of Kaukauna

**Kaukauna Public Library**

207 Thilmany Rd STE 200, Kaukauna

Tuesday, June 28, 2022 at 5:30 PM



## AGENDA

### In-Person and Remote Teleconference via Zoom

1. Call Meeting to Order
2. Roll Call of Membership
3. Roll Call of Membership
  - a. Tuesday, May 24, 2022 Meeting Minutes
  - b. Tuesday, May 24, 2022 Closed Session Meeting Minutes
4. Public Participation and Communications
5. Action Items
  - a. Bill Register May 2022
  - b. Approve OWLS Membership Agreement 2023-2025
6. Information Items
  - a. Director's Report
  - b. Assistant Director's Report
  - c. Trustee Topic 25
  - d. Statistics
7. Adjournment

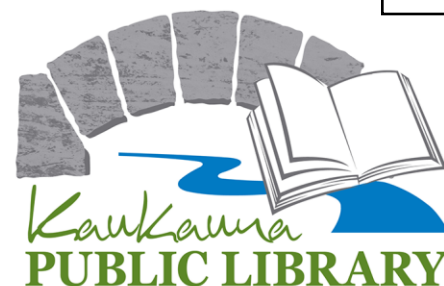
## NOTICES

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

In person meeting in Library Conference room and via Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/81403652423?pwd=citoZmMrU1VwU2I3bjUvczkvOEw1Zz09>



## LIBRARY BOARD MEETING

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, May 24, 2022 at 5:30 PM

### Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
  - a. Meeting was called to order at 5:32p.
2. Roll call of membership
  - a. Present: Mary Jo Kilgas, Carol Van Boxtel, Kevin Hietpas, Anna Neumeier, and Jim Van De Hey
  - b. Excused: Joe Lucas
  - c. Others: Ashley Thiem-Menning
3. Approval of minutes from previous meeting
  - a. Tuesday, April 26, 2022 Meeting Minutes
    - i. C. Van Boxtel made a motion to approve the April 26, 2022 meeting minutes, seconded by K. Hieptas. All in favor; motion carries.
4. Public Participation and Communications
  - a. None.
5. Action Items
  - a. Bill Register April 2022
    - i. J. Vondracek made a motion to accept the April 2022 Bill Register, seconded by A. Neumeier. All in favor; motion carries.
  - b. Election of Officers
    - i. C. Van Boxtel made a motion for the slate of officers, J. Lucas as President, M. Kilgas as Vice President, J. Vondracek as Treasurer and A. Neumeier as Recording Secretary, seconded by K. Hietpas.
6. Information Items
  - a. Director's Report
  - b. Assistant Director's Report
  - c. Trustee Topic 24
  - d. Statistics
    - i. J. Vondracek made a motion to place these reports on file. Seconded by K. Hietpas.
7. Closed Session
  - a. Adjourn to Closed Session Pursuant to State Statute 19.85 (1)(g) with respect to litigation in which it is or likely to become involved.
    - i. J.Vondracek made a motion to go into Closed Session at 6:03p Pursuant to State Statute 19.85 (1)(g), seconded by C. Van Boxtel. All in favor; motion carries.
  - b. Return to open session for possible action.

- i. A. Neumeier made a motion to return to open session at 6:23p, seconded by K. Hietpas. All in favor, motion carries.
- 8. Adjournment
  - a. The Library Board adjourned at 6:24p.

Join Zoom Meeting

<https://us06web.zoom.us/j/82664986400?pwd=R21YSTkzSmNWZGROTUEyQ1A2S0p0QT09>

Meeting ID: 826 6498 6400

Passcode: 54130

One tap mobile

+13126266799,,82664986400#,,,,\*54130# US (Chicago)



## General Ledger

## Expense vs Budget

User: lizf  
 Printed: 6/15/2022 - 9:19 AM  
 Period: 05, 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							
5/26/2022	GL	5	59 REGULAR PAYROLL	DR	19,794.93					
5/31/2022	GL	5	108 Reclass Library On Call pay	CR	274.72					
5/12/2022	GL	5	22 REGULAR PAYROLL	DR	19,840.83					
101-55110-5101			Regular Payroll		39,361.04	192,749.31	319,431.69	0.00	319,431.69	62.37
5/26/2022	GL	5	59 PART-TIME/SEASONAL	DR	585.11					
5/31/2022	GL	5	108 Reclass Library On Call pay	DR	274.72					
5/12/2022	GL	5	22 PART-TIME/SEASONAL	DR	250.58					
101-55110-5104			Temporary Payroll		1,110.41	5,863.33	3,413.67	0.00	3,413.67	36.80
5/12/2022	GL	5	22 WI RETIREMENT	DR	879.73					
5/26/2022	GL	5	59 WI RETIREMENT	DR	879.73					
101-55110-5151			Retirement Plan		1,759.46	8,581.53	14,578.47	0.00	14,578.47	62.95
5/26/2022	GL	5	59 RESIDENCY	DR	98.36					
5/12/2022	GL	5	22 RESIDENCY	DR	103.80					
101-55110-5152			Residency		202.16	984.55	1,450.45	0.00	1,450.45	59.57
5/12/2022	GL	5	22 SOCIAL SECURITY	DR	803.51					
5/26/2022	GL	5	59 MEDICARE	DR	295.23					
5/26/2022	GL	5	59 SOCIAL SECURITY	DR	839.11					
5/12/2022	GL	5	22 MEDICARE	DR	280.59					
101-55110-5154			Social Security		2,218.44	10,869.48	18,648.52	0.00	18,648.52	63.18
5/12/2022	GL	5	22 GROUP HEALTH INSURAN	DR	5,273.66					
101-55110-5157			Group Health Insurance		5,273.66	28,768.30	36,915.70	0.00	36,915.70	56.20
5/12/2022	GL	5	22 GROUP LIFE INSURANCE	DR	38.14					

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
101-55110-5160			Group Life Insurance	520.00	38.14	186.88	333.12	0.00	333.12	64.06
5/26/2022	GL	5	59 WORKERS COMPENSATION	DR	38.74					
5/12/2022	GL	5	22 WORKERS COMPENSATION	DR	37.92					
101-55110-5163			Workers Compensation	991.00	76.66	416.47	574.53	0.00	574.53	57.97
101-55110-5166			Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-55110-5208			Travel - City Business	1,400.00	0.00	2,538.26	-1,138.26	0.00	-1,138.26	-81.30
101-55110-5211			Education & Memberships	1,030.00	0.00	675.00	355.00	0.00	355.00	34.47
5/26/2022	GL	5	59 CELL REIMBURSEMENT	DR	25.00					
101-55110-5303			Communications	300.00	25.00	125.00	175.00	0.00	175.00	58.33
5/20/2022	AP	5	48 April 22	DR	582.48	Ck: 116490	We Energies			
101-55110-5306			Heating Fuels	6,500.00	582.48	4,300.63	2,199.37	0.00	2,199.37	33.84
5/13/2022	AP	5	35 Water,Sewer, & Electric - Library	DR	835.62	Ck: 116407	Kaukauna Utilities			
101-55110-5309			Water Sewer & Electric	14,200.00	835.62	3,853.83	10,346.17	0.00	10,346.17	72.86
5/6/2022	AP	5	10 Maintenance - May	DR	10,833.00		Grand Kakalin LLC			
101-55110-5312			Maintenance - Buildings	130,000.00	10,833.00	54,165.00	75,835.00	0.00	75,835.00	58.33
5/6/2022	AP	5	10 Rent - May	DR	11,993.00		Grand Kakalin LLC			
101-55110-5313			Lease - Buildings	143,916.00	11,993.00	59,965.00	83,951.00	0.00	83,951.00	58.33
5/6/2022	AP	5	10 Monthly Janitorial Service	DR	2,122.90	Ck: 116324	Advanced Maintenance Solutions			
101-55110-5325			Contractual Services	28,400.00	2,122.90	11,423.12	16,976.88	0.00	16,976.88	59.78
5/20/2022	AP	5	48 Strategic Plan Booklets	DR	56.00	Ck: 116479	Outagamie Waupaca Library System			
101-55110-5328			Advertising	1,050.00	56.00	151.00	899.00	0.00	899.00	85.62
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
101-55110-5401			Office Supplies	5,000.00	0.00	2,081.26	2,918.74	0.00	2,918.74	58.37
101-55110-5402			Desktop Printing Expense	3,000.00	0.00	3,587.08	-587.08	0.00	-587.08	-19.57

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
5/20/2022 AP 5 48			Item Barcodes for KAU	DR	679.80	Ck: 116479	Outagamie Waupaca Library System			
101-55110-5422			Data Processing Supplies	3,500.00	679.80	1,533.88	1,966.12	0.00	1,966.12	56.17
101-55110-5431			Postage	800.00	0.00	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
5/6/2022 AP 5 10			Books	DR	19.90	Ck: 116340	Ingram			
5/6/2022 AP 5 10			Books	DR	14.83	Ck: 116340	Ingram			
5/6/2022 AP 5 10			Books	DR	5.21	Ck: 116340	Ingram			
5/6/2022 AP 5 10			DVD's	DR	111.94	Ck: 116348	Midwest Tape			
5/6/2022 AP 5 10			DVD's	DR	44.99	Ck: 116348	Midwest Tape			
5/6/2022 AP 5 10			Books	DR	223.87	Ck: 116329	Coughlan Companies LLC dba Capstone			
5/6/2022 AP 5 10			Books	DR	574.74	Ck: 116344	Lerner Publishing Group			
5/6/2022 AP 5 10			CD	DR	40.00	Ck: 116347	MicroMarketing LLC			
5/20/2022 AP 5 48			Books	DR	77.35	Ck: 116468	Ingram			
5/20/2022 AP 5 48			DVD's	DR	59.97	Ck: 116478	Midwest Tape			
5/20/2022 AP 5 48			DVD's	DR	29.99	Ck: 116478	Midwest Tape			
5/20/2022 AP 5 48			DVD's	DR	23.24	Ck: 116478	Midwest Tape			
5/20/2022 AP 5 48			DVD's	DR	22.49	Ck: 116478	Midwest Tape			
5/20/2022 AP 5 48			Books	DR	201.48	Ck: 116455	Cavendish Square			
5/20/2022 AP 5 48			UnCD	DR	39.99	Ck: 116477	MicroMarketing LLC			
101-55110-5441			Library Materials	63,552.00	1,489.99	19,563.60	43,988.40	0.00	43,988.40	69.22
5/6/2022 AP 5 10			April 22	DR	392.13	Ck: 116358	Sprint			
5/6/2022 AP 5 10			Membership Renewal	DR	299.00	Ck: 116360	Staples Business Credit			
5/6/2022 AP 5 10			Copier Service	DR	248.09	Ck: 116345	Marco			
101-55110-5442			Service Contracts	46,795.00	939.22	42,592.60	4,202.40	0.00	4,202.40	8.98
5/20/2022 AP 5 48			March Printing	DR	21.92	Ck: 116479	Outagamie Waupaca Library System			
101-55110-5444			Library Programs	2,000.00	21.92	459.57	1,540.43	0.00	1,540.43	77.02
101-55110-5499			Miscellaneous	400.00	0.00	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	79,618.90	561,889.62	639,717.38	0.00	639,717.38	53.24

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
		Report Totals:	1,201,607.00	79,618.90	561,889.62	639,717.38	0.00	639,717.38	53.24

# Kaukauna Public Library

## 2022 Revenue Report

						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Total County Allocations		
January	\$ 19.17	\$ 280.00	\$ 80.75	\$ 1.00	\$ 380.92					\$ 380.92	\$ 105.78
February	\$ 9.39	\$ 354.46	\$ 45.30	\$ 1.00	\$ 410.15					\$ 410.15	\$ 71.06
March	\$ 1.69	\$ 333.75	\$ 75.75	\$ 1.00	\$ 412.19					\$ 412.19	\$ 77.98
April	\$ 31.76	\$ 485.14	\$ 72.70	\$ 1.00	\$ 590.60	\$ 92,735.50	\$ 82,081.00	\$ 23,687.00	\$ 198,503.50	\$ 199,094.10	\$ 52.45
May	\$ 23.21	\$ 496.10	\$ 60.00	\$ 3.00	\$ 582.31					\$ 582.31	\$ 63.33
<b>Totals</b>	<b>\$ 85.22</b>	<b>\$ 1,949.45</b>	<b>\$ 334.50</b>	<b>\$ 7.00</b>	<b>\$ 2,376.17</b>	<b>\$92,735.50</b>	<b>\$82,081.00</b>	<b>\$23,687.00</b>	<b>\$198,503.50</b>	<b>\$ 200,879.67</b>	<b>\$ 370.60</b>
<b>2022 Budget</b>	\$500.00	\$1,600.00	\$500.00	\$50.00	\$2,650.00	\$185,507.00	\$82,081.00	\$23,687.00	\$291,275.00		
<b>Balance</b>	<b>(\$414.78)</b>	\$349.45	<b>(\$165.50)</b>	<b>(\$43.00)</b>	<b>\$ (273.83)</b>	<b>(\$92,771.50)</b>	\$0.00	\$0.00	<b>(\$92,771.50)</b>	\$200,879.67	\$ 370.60
<i>% of Budget Accrued</i>	17%	122%	67%	14%	90%	50%	100%	100%	68%		

As Financial Secretary I have reviewed and approved this report:

\_\_\_\_\_  
Jane Vondracek  
Financial Secretary



**MEMBERSHIP AGREEMENT**  
**Kaukauna Public Library**  
**Outagamie Waupaca Library System**

**Article I: General**

The Outagamie Waupaca Counties Federated Library System Board and the Board of the Kaukauna Public Library, located in the City of Kaukauna, County of Outagamie, do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in the Outagamie Waupaca Counties Federated Library System. This agreement shall become effective upon signing of the agreement by both parties and shall render any earlier membership agreement null and void.

**Article II: Definitions**

For the purposes of this agreement:

- (1) Outagamie Waupaca Counties Federated Library System Board, also referred to as the System Board, is the body established by the Board of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Counties Federated Library System, also referred to as the System, is the organization established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Kaukauna Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes* that administers the Kaukauna Public Library.
- (4) The Kaukauna Public Library is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Kaukauna to provide municipal public library service.
- (5) Plan of Service is the published document describing the program and budget for library service to be carried out by the System, required by the Department of Public Instruction in accordance with Section 43.17(5) of the *Wisconsin Statutes* and adopted by the System Board.

**Article III: Eligibility for Membership**

The Kaukauna Public Library Board certifies that the Kaukauna Public Library:

- (1) Is established and organized under the provisions of Section 43.52 and Section 43.54 of the *Wisconsin Statutes*;
- (2) Is located in Outagamie County;
- (3) Is authorized by its municipal governing body to participate in the System;

- (4) Provides to any resident of Outagamie County or Waupaca County the same library services, on the same terms that are provided to the residents of the City of Kaukauna in accordance with Section 43.15(4)(c)(4) of the *Wisconsin Statutes*;
- (5) Employs a head librarian holding certification required by the Department of Public Instruction;
- (6) Is open to the public an average of at least 20 hours each week;
- (7) Annually spends at least \$2,500 on library materials.

#### **Article IV: Local Library Participation**

The Kaukauna Public Library Board agrees that the Kaukauna Public Library shall:

- (1) Participate in system activities as described in the System's Plan of Service;
- (2) Lend library materials to other system member libraries in compliance with *Wisconsin Statutes* s. 43.15(4)(c)(4);
- (3) Provide to the System:
  - (a) Notice of each Kaukauna Public Library Board meeting;
  - (b) Minutes of each Kaukauna Public Library Board meeting;
  - (c) A copy of any library planning documents adopted by the Board;
  - (d) Such service records and financial records as may be required by the Department of Public Instruction;
- (4) Honor the valid borrower's cards of public libraries in adjacent public library systems in compliance with *Wisconsin Statutes* s. 43.17(10) unless services are refused in accordance with *Wisconsin Statutes* s. 43.17(11);
- (5) Comply with all agreements between the System Board and other library agencies unless written notice of intent not to comply has been provided to the System Board.

#### **Article V: System Participation**

The Outagamie Waupaca Counties Federated Library System shall:

- (1) Provide services to the Kaukauna Public Library described in the System's Plan of Service or required by Section 43.24(2) of the *Wisconsin Statutes*. System services shall include, but not be limited to, the following:
  - (a) Referral and routing of reference and interlibrary loan requests throughout the State of Wisconsin as expeditiously as possible and in accordance with standard interlibrary loan practices and protocols;

- (b) Operation and development of a shared automation network;
  - (c) Training and assistance in using technology and electronic information resources;
  - (d) Delivery services among system member libraries;
  - (e) Continuing education programs and scholarships;
  - (f) Professional consultant services provided by system staff and project consultants;
  - (g) Promotion and facilitation of inclusive services;
  - (h) Service agreements with all adjacent library systems;
  - (i) Graphic design and reproduction services;
  - (j) Support for member library services provided to children and young adults;
- (2) Annually compensate the Kaukauna Public Library for providing library service to residents of Outagamie County living outside of municipalities with public libraries in accordance with the Library Service Plan for Outagamie County;
  - (3) Annually coordinate requests for reimbursement for providing library service to residents of adjacent counties living outside of municipalities with public libraries in accordance with Section 43.12 of the *Wisconsin Statutes* and relevant intersystem and intrasystem agreements.
  - (4) Engage in continuous planning in regard to library technology and the sharing of resources with member libraries and other types of libraries in the area as specified in Section 43.24(2)(L) and Section 43.24(2)(m) of the *Wisconsin Statutes*;
  - (5) Provide to the Kaukauna Public Library:
    - (a) Notice of each System Board meeting;
    - (b) Minutes of each System Board meeting;
    - (c) Copies of the System's Plan of Service and annual budget;
  - (6) Provide to the Kaukauna Public Library any other services as are mutually agreeable.

## Article VI: Mutual Understandings

It is mutually understood and agreed that:

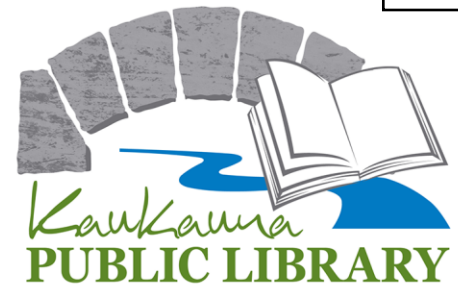
- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.
- (2) Membership in the System shall continue for the term of this agreement unless terminated by the Kaukauna Public Library according to the provisions of *Wisconsin Statutes* s. 43.18.
- (3) The System may reduce services to or expel, in accordance with *Wisconsin Statutes* s. 43.18, the Kaukauna Public Library if it fails to meet eligibility or participation requirements enumerated in this agreement.
- (4) This agreement shall continue in force from the date of signing through December 31, 2025 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2025, the term of this agreement shall be automatically extended through December 31, 2026.
- (5) This agreement may be amended at any time as is mutually agreeable to both parties.

For the Kaukauna Public Library:

\_\_\_\_\_  
(President) (Date)

For the Outagamie Waupaca Counties  
Federated Library System:

\_\_\_\_\_  
(President) (Date)



To: Kaukauna Public Library Board of Trustees  
 From: Library Director Ashley Thiem-Menning  
 Date: 6/22/2022  
 Re: RFP

FEH, Dimension IV, McMahon, Engberg & Anderson, and SEH submitted RFP's to the City for the Library Space Needs Assessment. A selection committee was put together including: Director of Public Works Neumeier, Director Thiem-Menning, Assistant Director Schneider, Finance Director Van Rossum, and Principle Planner Stephenson.

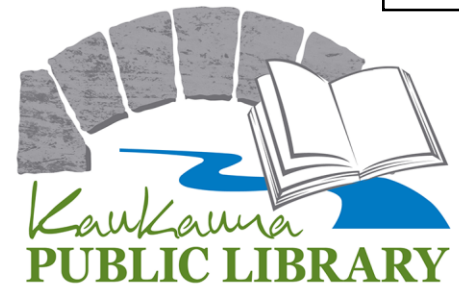
The group went through each of the five RFP's and ranked them using a point system. Criteria consisted of General Requirements, specifically the organization capabilities, staff qualifications and references, as well as Technical Requirements, which consisted of experience, capacity to perform work, and plan of work, including cost.

There was a wide range in bids from \$12,000 to \$42,320. The space needs assessment is to be paid from Tax Increment District (TID) 8, specifically Fund 468.

On June 6<sup>th</sup> the Board of Public Works awarded a bid in the amount of \$12,000 to FEH for the Library Space Needs Assessment. Ashley had an introductory meeting with FEH on June 8 to start the process.

We have an aggressive timeline for FEH and are currently in an information gathering process. I have been able to provide them with all the documentation they have asked for.

FEH will be on site on June 29 to meet with staff. FEH retains a librarian on staff, who is coming for a tour, an interview with Angela and me, then two separate staff sessions at shift change, and then we will be going over their space-planning tool.



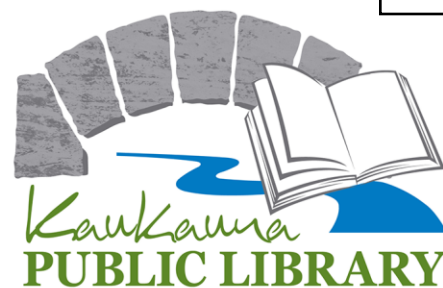
To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 6/22/2022  
Re: Summer Feeding Program

This year, like last, we are doing our own Summer Feeding Program. This is not a quota-based program because there are no grant funds involved. We are using funds given to us from Kaukauna Utilities. Our intent for this program is for food insecure families.

During week one we fed 103 kids, week two 189, and so far into week three 55.

This year given the increased traffic in the building, we are seeing a big increase in use. We have been having trouble though getting Uncrustables. We need to use prepackaged due to staff time and can only fit 8.5 of the big boxes in our freezer at a time. I have reached out to Smuckers about a product donation and they declined because they do not have a facility in our state. We do have some backup plans in place in case we continue to see high rates of use and continue to have difficulty locating Uncrustables.





To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 6/22/2022  
Re: Library Assistant On-Call Hiring

We posted for On-Calls on June 13. Assistant Director Schneider has been working with HR on the interview process and we currently have one accepted offer and several more interviews. We are looking to add at least two On-Calls to our staff with this posting.

Our On-Calls work at least twice a month and often have regularly scheduled shifts as well as picking up shifts due to vacations or sick calls.



## **OWLSnet Fee Increase for 2023**

### **Proposed to AAC on May 20, 2022**

OWLS proposes a 2% increase to the total amount charged to OWLSnet member libraries in 2023. A 2% increase amounts to \$11,580 spread across 30 libraries.

Your library's fee may change by a different percentage due to fluctuations in your formula variables. Please see the following page for your projected fee.

#### **Considerations**

- We have not increased OWLSnet fees in over five years.
- OWLS and NFLS allocated an additional \$50,000 in system funds to the OWLSnet budget in 2022.
- Costs are increasing in general. In particular, we have been warned by other systems to expect a steep increase in our cyber security insurance.
- A 2% fee increase likely will cover only part of the annual cost of a catalog app.
- We would likely need another modest fee increase in 2024.

#### **Alternatives to Raising Fees**

If AAC does not approve a fee increase for 2023, we would explore other ways to balance the OWLSnet budget. These options would be discussed in more detail with AAC in July.

- We could decide not to purchase a catalog app.
- We could purchase the catalog app, but cut one or more items elsewhere, such as:
  - Databases (Ancestry, Tumblebooks, Newspaper Archive, Novelist)
  - Outside consulting
  - OWLS staff training
  - OWLS staff conference attendance
- I could ask the OWLS Board to apply reserve funds to balance the OWLSnet budget. However, using reserves for operations is not a long-term solution.



# OWLSnet Fees for 2023 with 2% increase

Item 6.a.

Recommended by AAC xx/xx/xxxx

Approved by OWLS Board xx/xx/xxxx

Library	Fees			Credits		2023 FEE	2022 FEE	Difference
	Base Fee	School library	Circ/Items/Pop	Cataloging				
Algoma	\$3,600	\$0	\$7,421	\$0		\$11,021	\$11,050	-\$29
Appleton	\$3,600	\$0	\$83,793	-\$25,000		\$62,393	\$61,206	\$1,187
Black Creek	\$3,600	\$0	\$8,234	\$0		\$11,834	\$11,396	\$438
Clintonville	\$3,600	\$0	\$12,775	\$0		\$16,375	\$16,792	-\$417
Door	\$28,800	\$0	\$40,653	\$0		\$69,453	\$67,688	\$1,765
Florence	\$3,600	\$4,100	\$3,703	\$0		\$11,403	\$11,844	-\$440
Fremont	\$3,600	\$0	\$4,111	\$0		\$7,711	\$7,822	-\$111
Gillett	\$3,600	\$0	\$2,900	\$0		\$6,500	\$6,651	-\$151
Hortonville	\$3,600	\$0	\$11,887	\$0		\$15,487	\$14,776	\$711
Iola	\$3,600	\$0	\$5,776	\$0		\$9,376	\$9,197	\$179
Kaukauna	\$3,600	\$0	\$24,876	\$0		\$28,476	\$27,601	\$875
Kewaunee	\$3,600	\$0	\$8,105	\$0		\$11,705	\$11,291	\$414
Kimberly	\$3,600	\$0	\$23,077	\$0		\$26,677	\$25,262	\$1,414
Lakewood	\$3,600	\$0	\$5,691	\$0		\$9,291	\$9,101	\$190
Lena	\$3,600	\$0	\$1,958	\$0		\$5,558	\$5,643	-\$85
Little Chute	\$3,600	\$0	\$22,329	\$0		\$25,929	\$24,014	\$1,915
Manawa	\$3,600	\$0	\$5,734	\$0		\$9,334	\$9,125	\$209
Marinette	\$23,400	\$0	\$35,837	\$0		\$59,237	\$58,464	\$773
Marion	\$3,600	\$0	\$5,546	\$0		\$9,146	\$8,525	\$621
New London	\$3,600	\$0	\$13,939	\$0		\$17,539	\$17,543	-\$4
Oconto	\$3,600	\$0	\$7,883	\$0		\$11,483	\$11,524	-\$41
Oconto Falls	\$3,600	\$0	\$8,855	\$0		\$12,455	\$12,246	\$208
Oneida	\$7,200	\$0	\$5,986	\$0		\$13,186	\$13,402	-\$215
Scandinavia	\$3,600	\$0	\$2,102	\$0		\$5,702	\$5,438	\$263
Seymour	\$3,600	\$0	\$9,433	\$0		\$13,033	\$12,867	\$166
Shawano	\$19,800	\$4,100	\$35,208	\$0		\$59,108	\$57,913	\$1,195
Shiocton	\$3,600	\$0	\$2,670	\$0		\$6,270	\$6,208	\$62
Suring	\$3,600	\$0	\$3,613	\$0		\$7,213	\$7,031	\$182
Waupaca	\$3,600	\$0	\$23,991	\$0		\$27,591	\$27,460	\$131
Weyauwega	\$3,600	\$0	\$6,453	\$0		\$10,053	\$9,878	\$175

# OWLSnet Fees for 2023 with 0% increase

Item 6.a.

Recommended by AAC xx/xx/xxxx

Approved by OWLS Board xx/xx/xxxx

Library	Fees			Credits		2023 FEE	2022 FEE	Difference
	Base Fee	School library	Circ/Items/Pop	Cataloging				
Algoma	\$3,600	\$0	\$7,237	\$0		\$10,837	\$11,050	-\$213
Appleton	\$3,600	\$0	\$80,873	-\$25,000		\$59,473	\$61,206	-\$1,733
Black Creek	\$3,600	\$0	\$8,030	\$0		\$11,630	\$11,396	\$235
Clintonville	\$3,600	\$0	\$12,460	\$0		\$16,060	\$16,792	-\$733
Door	\$28,800	\$0	\$39,649	\$0		\$68,449	\$67,688	\$761
Florence	\$3,600	\$4,100	\$3,612	\$0		\$11,312	\$11,844	-\$532
Fremont	\$3,600	\$0	\$4,009	\$0		\$7,609	\$7,822	-\$212
Gillett	\$3,600	\$0	\$2,828	\$0		\$6,428	\$6,651	-\$223
Hortonville	\$3,600	\$0	\$11,594	\$0		\$15,194	\$14,776	\$418
Iola	\$3,600	\$0	\$5,633	\$0		\$9,233	\$9,197	\$36
Kaukauna	\$3,600	\$0	\$24,263	\$0		\$27,863	\$27,601	\$262
Kewaunee	\$3,600	\$0	\$7,905	\$0		\$11,505	\$11,291	\$214
Kimberly	\$3,600	\$0	\$22,507	\$0		\$26,107	\$25,262	\$845
Lakewood	\$3,600	\$0	\$5,551	\$0		\$9,151	\$9,101	\$49
Lena	\$3,600	\$0	\$1,910	\$0		\$5,510	\$5,643	-\$133
Little Chute	\$3,600	\$0	\$21,778	\$0		\$25,378	\$24,014	\$1,364
Manawa	\$3,600	\$0	\$5,593	\$0		\$9,193	\$9,125	\$67
Marinette	\$23,400	\$0	\$34,953	\$0		\$58,353	\$58,464	-\$111
Marion	\$3,600	\$0	\$5,409	\$0		\$9,009	\$8,525	\$484
New London	\$3,600	\$0	\$13,595	\$0		\$17,195	\$17,543	-\$348
Oconto	\$3,600	\$0	\$7,688	\$0		\$11,288	\$11,524	-\$236
Oconto Falls	\$3,600	\$0	\$8,636	\$0		\$12,236	\$12,246	-\$10
Oneida	\$7,200	\$0	\$5,838	\$0		\$13,038	\$13,402	-\$363
Scandinavia	\$3,600	\$0	\$2,050	\$0		\$5,650	\$5,438	\$211
Seymour	\$3,600	\$0	\$9,200	\$0		\$12,800	\$12,867	-\$67
Shawano	\$19,800	\$4,100	\$34,338	\$0		\$58,238	\$57,913	\$325
Shiocton	\$3,600	\$0	\$2,604	\$0		\$6,204	\$6,208	-\$5
Suring	\$3,600	\$0	\$3,524	\$0		\$7,124	\$7,031	\$93
Waupaca	\$3,600	\$0	\$23,400	\$0		\$27,000	\$27,460	-\$460
Weyauwega	\$3,600	\$0	\$6,293	\$0		\$9,893	\$9,878	\$15

## OWLSnet Fee Structure

*Revised by OWLS Board: June 2021*

*Revision recommended by AAC: May 2021*

*Adopted by OWLS Board: June 2017*

*Recommended by AAC: May 2017*

The OWLSnet fee structure is made up of four components

1. Base fee per location
2. Five-year weighted average of three primary variables:
  - a. Physical circulation
  - b. Physical items added
  - c. Extrapolated service population
3. Credits
4. Surcharges

### **Base Fee**

Each library site is assigned a base fee. This fee represents the approximate costs for telecommunications, local network hardware, external bandwidth, licenses, and a base level of OWLS customer support.

### **Primary Variables**

Beyond the base fee, the balance of the OWLSnet membership fee is based on three separate variables. In order to smooth out variations from year to year, a five-year rolling average is used for each variable. The three variables are weighted equally in the development of the fee. They represent the library's size, approximate use of OWLSnet service, and population, and all come from data in the state annual report. They are:

- Circulation: checkouts and renewals of physical items.
- Physical items added.
- Extrapolated service population: This method of estimating library population is a variation on the extended county population used by DPI. It is being used here, in place of other more standard population estimates, because it allows us to compare service populations of different types of libraries, i.e. joint libraries, tribal libraries, consolidated county libraries and municipal libraries. It extrapolates service population from nonresident circulation patterns by assuming that residents and nonresidents borrow material at roughly the same rate per capita. In this calculation, the municipal service population is divided by the percentage of resident circulation to estimate service population. For example, a library with an 85% resident circulation and a municipal population of 7,500 will have an extrapolated service population of 8,824.

### **Credits**

The Appleton Public Library, as the OWLS Resource Library, staffs a two-person cataloging department. Since the Appleton library creates their own original records, and also contributes original records to the catalog for OWLSnet libraries, the library is not charged for OWLS cataloging staff costs and receives a credit on their OWLSnet fee for services provided to the consortium.

Sites that do not receive network services from OWLS receive a credit for half of their base fee. There are currently two such branches: Birnamwood in Shawano County and Goodman-Dunbar in Marinette County.

### **Surcharges**

Two joint school/public libraries participate in the OWLSnet consortium, Birnamwood and Florence. These sites are assessed a surcharge to ensure that the schools' participation in the consortium isn't being subsidized by other libraries or the library systems. These surcharges are based on actual cost to provide service, similar to the base fee, but exclude network hardware and bandwidth costs.

## **Implementation**

The 2022 OWLSnet budget is approximately \$1,055,655. OWLS and NFLS will pay approximately 45% of the total cost of the OWLSnet service in 2022, while the remaining costs are distributed among OWLSnet member libraries.

Each year in May, OWLS staff present the OWLSnet budget recommendation to AAC, and the recommendation of AAC is then presented to the OWLS Board for approval in June. This budget recommendation is structured as a percentage increase in the library share of the OWLSnet budget. The fee formula is then applied to the new total budget. A library's fee may increase or decrease independently of the approved percentage based on changes in all of the libraries' primary variables.

## Assistant Director's Report on June 2022

### ***Programming***

May was spent at outreach events to schools and on field trips promoting the summer library program. We gave 83 presentations to roughly 2300 students in 4K-6<sup>th</sup> grader. My thanks to all of the KASD librarians, Trinity Lutheran and St. Ignatius office staff for working with me to coordinate visits with all of their classes. Special thanks to library staff that helped with school visits and field trips – it was all hands on deck! During most classroom visits we asked students to color a fish to add to our library décor. They were encouraged to visit the library this summer to find their fish in the schools of fish we made in the library. On May 27<sup>th</sup> students from River View Middle School spent their morning volunteering with us. They worked on making our summer Take & Make kits, harvesting in the hydroponic garden, cleaning up the building, and decorating with more than 1,000 fish.

We had 89 youth programs with attendance of 2,452 and 7 adult programs with attendance of 99 in May.

We have had incredible attendance at programs already in June. Many, many thanks to all of our programming staff for their creativity and excitement as they put these together. Storytime in the Garden with Sarah M is averaging 40 participants a week. Sarah R worked with partners at UW-Oshkosh to bring a scientist to the library to talk about fossils with over 50 kids. Rachel hosted an awesome Elephant and Piggie Party (with a real live pig) and has moved her Toddler Time programs to the garden for the summer. Nancy is taking storytime around town, hosting weekly at Haen Elementary or Horseshoe Park. Jenny is taking our art classes into the garden for adults and teens, and with Bobbie has put together really fun Take and Make kits for our kids and teens. Bobbie's displays continue to help increase circulation and help patrons find great summer reads. Gavin is bringing back our Historic Businesses Walking Tour and will be debuting a Cemetery walking tour next month.

Carrie has been caring for the learning garden this summer. She took on cleaning up all the old brush and grasses to get it ready for spring and summer. On May 21 she joined me for our Planting Party, hosting families and two scout troops to plant the garden boxes they would be caring. She also helped teach attendees how to plant and helped them fill multiple planters with colorful annuals around the garden. Her passion for caring for the garden has really helped it blossom this year.

Summer Library Program began on June 6. We've had 300 kids and teens complete their first challenge in the first 2 weeks of summer. This year kids and teens can earn up to three free books! Staff are doing a great job balancing excellent customer service and detailed readers advisory with the addition of SLP rewards at the desks, increased returns and shelving, and staying on top of their other responsibilities. We are seeing pre-pandemic library use, attendance, and everyone is continuing to exceed expectations with their levels of service this summer!

### ***Administrative Updates***

**Marketing Grant** - We completed the Wisconsin Mini Marketing Grant project in May. As part of the grant funds, we purchased wayfinding signage for the building, a yard sign for outreach, branded tablecloth for outreach, and did a "Welcome Back" mailing to 700 households that have not used the library since March 2020, with additional printing used at outreach and distributed around the City. If you are interested in reading the full grant report and plan for this project, let me know.

**Staff Training Day** - Staff training day on June 3<sup>rd</sup> was a full day of safety with Fox Valley Safety. All staff were certified in first aid and CPR/AED. Additionally we reviewed summer library program details. Our next training day will be Friday, September 9<sup>th</sup>.

**Creator-in-Residence** - Our Creator in Residence Program kicked off on June 7<sup>th</sup> with a "Meet the Creator" night. Aaron Renier gave a great talk on his background, art style, and his experiences as an illustrator and author. His art and books are now on display in the gallery space at the library. His books have also been purchased thanks to the donation from

Bank of Kaukauna and are available for checkout through InfoSoup. His first workshop on June 21 had over 30 kids and teens in attendance in the afternoon and nearly 20 teens and adults attend in the evening. Part 2 of this class will be offered on 6/28. In July his workshops will focus on zines, a unique way to create and publish.

**Fox Cities Book Festival** - The Fox Cities Book Festival launched on June 11 with an Authors and Ales event at Stone Arch Tied House in Little Chute. With my committee, we organized an author fair featuring 20 local writers. The Festival will take place October 13-16 in person, with a handful of virtual events. It will kick off with an evening fundraiser honoring Festival founder and champion, the late Ellen Kort. 2022 will be my last year on the Festival Authors committee. I continue to serve on the Festival Board and also work on the Marketing and Grants committees. I will be moving to the Reads Committee for 2023 and will be training James to transition into my spot on the Authors committee starting this fall.

## Chapter 25

### Liability Issues

### Liability Issues

- Generally, library trustees need fear no personal loss or liability for the honest performance of their official duties and exercise of powers granted by law. Wisconsin Statutes (Section 893.80(4)) and court cases generally provide that public officials are immune from individual liability for actions performed within the scope of their office

### Liability Issues

- But personal liability is still possible for intentional or careless injuries or damages, illegal use of public funds or authority, ethics and conflict-of-interest law violations, public records law violations, and open meetings law violations. In the case of open meetings law violations, an individual board member who is found to be in violation of the law may be fined and must pay the fine personally, without reimbursement from the library or municipality.

### Liability Issues

- Library boards must also avoid taking actions that violate rights guaranteed by the federal constitution or federal law. Special care must be exercised in actions that concern discrimination laws, employment laws, and First Amendment rights. Before taking any actions that may jeopardize these rights, it is strongly recommended that the board seek the advice of the municipal attorney (or county corporation counsel in the case of a consolidated county public library board).

### Liability Issues

- Wisconsin Statutes provide that if a claim is brought against the library board because of an act or omission of the library board and the claim is disallowed by the library board, the claimant may bring action against the municipality or county (Section 43.58(3)). Because the municipality or county is ultimately liable for any legal missteps by the library board, municipal and county attorneys are very willing to assist the library board with any legal questions.

### Liability Issues

- Under most circumstances, municipalities have a legal responsibility to provide legal counsel to officers and employees (including library officers and employees) in proceedings brought because of actions taken while carrying out the duties of the office or position. Generally, under these circumstances, the municipality must also indemnify or pay for judgments for damages as well as other costs and legal fees. (See Wisconsin Statutes Section 895.46(1)(a) for the details, including the limitations, of this law.)

## Protections

- You can greatly lessen the possibility of liability if you, and your fellow board members, do all of the following:
  - Become knowledgeable about the various laws that apply to library board actions and library operations (such as the state open meetings and public records laws, state and local ethics laws and state and federal employment laws). See Trustee Essential #7, #14, #15, and #16 for more information about these laws.
  - Adopt written policies for operating the library and review all library policies on a regular cycle, ensuring that all policies (including the personnel policy) are reviewed at least every three years. See Trustee Essentials #7 and #10 for more information.

## Protections

- Exercise care and diligence in board consideration of new or revised policies. Review each policy in light of the "four tests of a legally defensible policy" from Trustee Essential #10: Developing Essential Library Policies. ☐ Vote against any proposed board action that you believe is illegal or improper. Vote to table an issue if you believe insufficient information has been provided on which to base an informed opinion. Make sure the minutes reflect your vote.
- Act and speak for the library only when authorized to do so by the full board.
- Avoid even the appearance of conflict of interest. (See Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees for more information.)
- Consult with library system staff and/or the municipal or county attorney if you have concerns about the legality of any action or failure to take an action.



## 2022 Statistics

## 2021 Statistics

Circulation	January	February	March	April	May	2022 Y-T-D	May 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Total Circulation and Renewal	9,049	9,116	10,949	12,384	12,189	53,687	9,613	47,500	2,576	27%
Overdrive Usage	2,085	1,953	2,196	1,993	1,861	10,088	1,967	9,445	-106	-5%
Hoopla Usage		107	206	199	259	771				
Items Loaned	1,734	1,798	2,182	1,809	1,840	9,363	1,424	8,254	416	29%
Items Borrowed	3,219	3,211	3,415	3,629	3,351	16,825	2,775	16,829	576	21%
Teacher Packs	4	3	0	3	3	13	3	17	0	0%
Door Count	4,371	4,742	6,374	7,028	7,122	29,637	4,077	14,267	3,045	75%
Overdrive Magazine	50	58	61	42	37	248	55	781	-18	-33%

Services	January	February	March	April	May	2022 Y-T-D	May 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Public Internet Usage/Hr.	194	173	225	280	193	1,065	154	699	39	25%
Wireless Usage by Session	956	849	1,173	1,414	1,499	5,891	988	4,451	511	52%
Youth Programs	11	18	23	10	88	150	67	131	21	31%
Youth Program Attendance	255	430	594	250	2,494	4,023	1,726	3,239	768	44%
Adult Programs	6	6	9	8	7	36	3	44	4	133%
Adult Program Attendance	39	46	122	62	89	358	55	523	34	62%
Meeting Room Usage	25	36	51	48	58	218	0	16	58	#DIV/0!
Study Room	66	54	50	64	81	315	0	0	81	#DIV/0!
Volunteer Hours	85	83	114	126	130	538	86	306	44	51%
Local History Inquiries	16	10	17	12	15	70	7	52	8	114%
Technology Instruction 1:1	5	9	13	13	7	47	10	51	-3	-30%
Proctor	2	0	1	0	1	4	0	0	1	#DIV/0!
Notary	8	3	0	2	1	14	4	13	-3	-75%

Webpage Statistics	January	February	March	April	May	2022 Y-T-D	May 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Total Pageviews	3,410	3,349	4,273	4,129	4,159	19,320	0	18,895	4,159	#DIV/0!
Facebook "Likes"	16	34	80	87	40	257	32	265	8	25%

Items Held by Library	January	February	March	April	May	Month to Month # +/-	May 2021	# +/-
Total Titles Held by Library	59,020	59,312	60,858	60,879	61,076	21	57,642	3,434
Total Items Held by Library	62,888	63,310	64,724	65,064	65,296	340	61,534	3,762
Kaukauna Card Holding Patrons	11,064	11,604	10,431	10,431	10,431	0	11,671	-1,240