

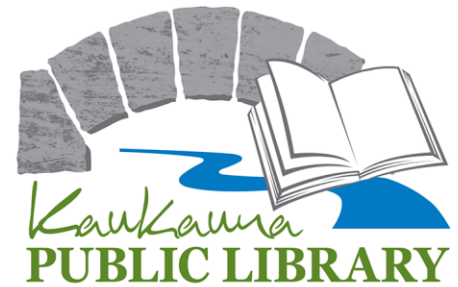
LIBRARY BOARD MEETING

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, March 28, 2023 at 5:30 PM



AGENDA

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - a. Tuesday, February 28, 2023 Meeting Minutes
4. Public Participation and Communications
5. Action Items
 - a. Bill Register February 2023
 - b. Update Reconsideration of Title Policy
 - c. Update Meeting Room Policy
 - d. Adopt Restroom Policy
 - e. Adopt Equity, Diversity & Inclusion Policy
 - f. Adopt Intellectual Freedom Policy
6. Information Items
 - a. Directors Report
 - b. Adult Services Librarian Report
 - c. Trustee Topic 4
 - d. Statistics
7. Adjournment

NOTICES

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

In-Person and Remote Teleconference via Zoom

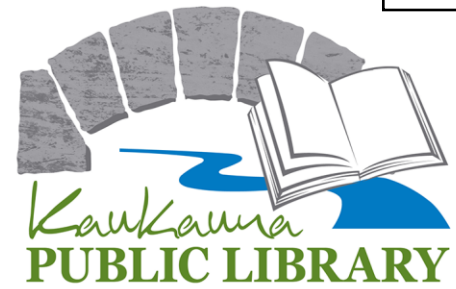
In person meeting in Library Conference room and via Zoom

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, February 28, 2023 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order at 5:34p by Vice President M. Kilgas.
2. Roll call of membership
 - a. Present: M. Kilgas, A. Schneider, J. Lucas, C. Van Boxtel, J. Vondracek, A. Neumeier
 - b. Excused: K. Hietpas, J. Van De Hey, C. Fallona
 - c. Also present: A. Thiem-Menning, K. Bowman
3. Approval of minutes from previous meeting
 - a. Tuesday, January 24, 2023 Meeting Minutes
 - b. A motion was made to approve the Tuesday, January 24, 2023 Meeting Minutes by A. Neumeier, seconded by C. Van Boxtel. Motion carries; all in favor.
4. Public Participation and Communications
 - a. None.
5. Action Items
 - a. Bill Register January 2023
 - i. J. Vondracek made a motion to approve the Bill Register January 2023. Seconded by A. Schenider. Motion carries; all in favor.
 - b. Approval of the 2022 DPI Report
 - i. C. Van Boxtel made a motion to approve the 2022 DPI Report after the salary error is corrected. Seconded by A. Neumeier. Motion carries; all in favor.
 - c. Memorandum of Understanding with the Friends of the Kaukauna Public Library
 - d. A. Schendier made a motion to approve and sign the Memorandum of Understanding with the Friends of the Kaukauna Public Library. Seconded by C. Van Boxtel. M. Kilgas signed on behalf of the Library Board and K. Bowman signed on behalf of the Friends.
 - e. Close Endowment Fund with the Community Foundation
 - i. Director Thiem-Menning drafted a letter on behalf of the Board to close the endowment fund with the Community Foundation and transfer the assets to the Friends who will create a new fund within the Community Foundation. This will required a vote by the CF Board of Directors and serves as a request.
 - ii. J. Lucas made a motion to close the KLED endowment fund with the Community Foundation and for the Board to sign and send the letter with the request. Seconded by J. Vondracek. Motion carries; all in favor.
6. Information Items
 - a. Directors Report

- b. Adult Services Librarian Report
- c. Youth Services Librarian Report
- d. Trustee Topic 3
 - i. This topic was on bylaws. Director Thiem-Menning noted that we will review bylaws closer to the end of the year.
- e. Statistics
 - i. The Board has asked for more statistics on social media to be present in the report. A. Thiem-Menning noted that she will speak with the Communications Coordinator Schink about capturing additional stats.

7. Adjournment

Join Zoom Meeting

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

Meeting ID: 820 7216 9200

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General Ledger

Expense vs Budget

User: lizf
 Printed: 3/15/2023 - 10:36 AM
 Period: 02, 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							
2/16/2023	GL	2	60 REGULAR PAYROLL	DR	19,616.96					
2/16/2023	CR	2	67 Reimbursing City for Jury Duty P	CR	55.93					
2/2/2023	GL	2	11 REGULAR PAYROLL	DR	19,740.42					
101-55110-5101			Regular Payroll		39,301.45	56,605.97	473,185.03	0.00	473,185.03	89.32
2/16/2023	GL	2	60 PART-TIME/SEASONAL	DR	915.37					
2/2/2023	GL	2	11 PART-TIME/SEASONAL	DR	577.83					
101-55110-5104			Temporary Payroll		1,493.20	1,995.74	13,004.26	0.00	13,004.26	86.70
101-55110-5107			Overtime Pay		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
2/16/2023	GL	2	60 WI RETIREMENT	DR	999.56					
2/2/2023	GL	2	11 WI RETIREMENT	DR	1,006.36					
101-55110-5151			Retirement Plan		2,005.92	2,912.20	24,658.80	0.00	24,658.80	89.44
2/16/2023	GL	2	60 RESIDENCY	DR	100.13					
2/2/2023	GL	2	11 RESIDENCY	DR	104.70					
101-55110-5152			Residency		204.83	284.45	5,582.55	0.00	5,582.55	95.15
2/2/2023	GL	2	11 MEDICARE	DR	283.18					
2/2/2023	GL	2	11 SOCIAL SECURITY	DR	868.70					
2/16/2023	GL	2	60 MEDICARE	DR	286.30					
2/16/2023	GL	2	60 SOCIAL SECURITY	DR	862.51					
101-55110-5154			Social Security		2,300.69	3,315.58	28,674.42	0.00	28,674.42	89.64
2/16/2023	GL	2	60 GROUP HEALTH INSURAN	DR	3,307.28					

Account Number		FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
2/2/2023	GL	2	11 GROUP HEALTH INSURAN	DR	3,514.28					
101-55110-5157			Group Health Insurance	106,056.00	6,821.56	18,578.16	87,477.84	0.00	87,477.84	82.48
2/16/2023	GL	2	60 GROUP LIFE INSURANCE	DR	20.24					
2/2/2023	GL	2	11 GROUP LIFE INSURANCE	DR	20.24					
101-55110-5160			Group Life Insurance	684.00	40.48	80.96	603.04	0.00	603.04	88.16
2/16/2023	GL	2	60 WORKERS COMPENSATION	DR	34.92					
2/2/2023	GL	2	11 WORKERS COMPENSATION	DR	34.56					
101-55110-5163			Workers Compensation	922.00	69.48	143.60	778.40	0.00	778.40	84.43
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
101-55110-5211			Education & Memberships	2,230.00	0.00	0.00	2,230.00	0.00	2,230.00	100.00
2/16/2023	GL	2	60 CELL REIMBURSEMENT	DR	25.00					
101-55110-5303			Communications	300.00	25.00	50.00	250.00	0.00	250.00	83.33
2/10/2023	AP	2	38 January Gas Service - Library	DR	1,403.30	Ck: 118448	We Energies			
101-55110-5306			Heating Fuels	7,500.00	1,403.30	1,403.30	6,096.70	0.00	6,096.70	81.29
2/3/2023	AP	2	6 Water,Sewer, & Electric - Library	DR	1,166.26	Ck: 118343	Kaukauna Utilities			
101-55110-5309			Water Sewer & Electric	14,600.00	1,166.26	1,166.26	13,433.74	0.00	13,433.74	92.01
2/3/2023	AP	2	6 February - Maintenance	DR	8,820.00		Grand Kakalin LLC			
2/3/2023	AP	2	6 New Wireless Access Points Instal	DR	150.00	Ck: 118335	Amplitel Technologies LLC			
2/10/2023	AP	2	38 CH Toilet	DR	178.42	Ck: 118433	Keith Petersen Plumbing Inc.			
101-55110-5312			Maintenance - Buildings	110,000.00	9,148.42	17,968.42	92,031.58	0.00	92,031.58	83.67
2/3/2023	AP	2	6 February - Rent	DR	11,993.00		Grand Kakalin LLC			
101-55110-5313			Lease - Buildings	143,916.00	11,993.00	23,986.00	119,930.00	0.00	119,930.00	83.33
2/10/2023	AP	2	38 Janitorial Services - February	DR	2,165.36	Ck: 118388	Advanced Maintenance Solutions			
101-55110-5325			Contractual Services	35,000.00	2,165.36	4,859.76	30,140.24	0.00	30,140.24	86.11
101-55110-5328			Advertising	1,550.00	0.00	0.00	1,550.00	0.00	1,550.00	100.00
101-55110-5331			General Insurance	7,982.00	0.00	7,982.00	0.00	0.00	0.00	0.00

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
101-55110-5332			Shared Service Allocation	103,430.00	0.00	103,430.00	0.00	0.00	0.00	0.00
2/10/2023	AP	2	38 Licenses	DR	24.00	Ck: 118432	Outagamie Waupaca Library System			
101-55110-5401			Office Supplies	5,500.00	24.00	243.74	5,256.26	0.00	5,256.26	95.57
101-55110-5402			Desktop Printing Expense	800.00	0.00	370.19	429.81	0.00	429.81	53.73
2/10/2023	AP	2	38 Spine Labels	DR	120.00	Ck: 118432	Outagamie Waupaca Library System			
101-55110-5422			Data Processing Supplies	4,500.00	120.00	595.56	3,904.44	0.00	3,904.44	86.77
101-55110-5431			Postage	850.00	0.00	169.25	680.75	0.00	680.75	80.09
101-55110-5439			Lost & Paid Purchased Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2/10/2023	AP	2	38 Digital Buying Pool '23	DR	4,713.68	Ck: 118432	Outagamie Waupaca Library System			
2/10/2023	AP	2	38 Books	DR	310.25	Ck: 118415	Ingram			
2/10/2023	AP	2	38 Books	DR	218.74	Ck: 118415	Ingram			
2/10/2023	AP	2	38 Books	DR	83.79	Ck: 118415	Ingram			
2/10/2023	AP	2	38 Books	DR	74.71	Ck: 118415	Ingram			
2/10/2023	AP	2	38 Books	DR	145.75	Ck: 118415	Ingram			
2/10/2023	AP	2	38 Digital Library Materials	DR	866.83	Ck: 118428	Midwest Tape			
2/10/2023	AP	2	38 UnCD's	DR	90.00	Ck: 118426	MicroMarketing LLC			
2/24/2023	AP	2	79 Books	DR	75.40	Ck: 118509	Ingram			
2/24/2023	AP	2	79 Books	DR	141.86	Ck: 118509	Ingram			
2/24/2023	AP	2	79 Books	DR	217.20	Ck: 118509	Ingram			
2/24/2023	AP	2	79 Books	DR	53.26	Ck: 118509	Ingram			
2/24/2023	AP	2	79 Books	DR	217.78	Ck: 118509	Ingram			
2/24/2023	AP	2	79 UnCD	DR	40.00	Ck: 118519	MicroMarketing LLC			
101-55110-5441			Library Materials	77,552.00	7,249.25	13,808.30	63,743.70	0.00	63,743.70	82.19
2/24/2023	AP	2	79 Priority One Alarm Monitoring	DR	240.00	Ck: 118490	Amplitel Technologies LLC			
2/10/2023	AP	2	38 Copier Service	DR	413.74	Ck: 118424	Marco			
101-55110-5442			Service Contracts	51,871.00	653.74	12,453.74	39,417.26	0.00	39,417.26	75.99
101-55110-5444			Library Programs	3,000.00	0.00	306.02	2,693.98	0.00	2,693.98	89.80
101-55110-5499			Miscellaneous	1,000.00	0.00	17.98	982.02	0.00	982.02	98.20
101-55110-5804			Office Equipment	9,700.00	0.00	0.00	9,700.00	0.00	9,700.00	100.00

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
55110		Public Library	1,300,162.00	86,185.94	272,727.18	1,027,434.82	0.00	1,027,434.82	79.02

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
		Report Totals:	1,300,162.00	86,185.94	272,727.18	1,027,434.82	0.00	1,027,434.82	79.02

Kaukauna Public Library
2023 Revenue Report

						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Total County Allocations		
January	\$ 32.96	\$ 443.21	\$ 77.00	\$ 10.00	\$ 563.17					\$ 563.17	\$ 100.27
February	\$ 11.76	\$ 337.57	\$ 54.60	\$ 3.00	\$ 406.93					\$ 406.93	\$ 189.14
Totals	\$ 44.72	\$ 780.78	\$ 131.60	\$ 13.00	\$ 970.10	\$0.00	\$0.00	\$0.00	\$0.00	\$ 970.10	\$ 289.41
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	(\$205.28)	(\$2,219.22)	(\$568.40)	(\$37.00)	\$ (3,029.90)	(\$180,679.00)	(\$101,693.00)	(\$22,953.00)	(\$305,325.00)	\$970.10	\$ 289.41
% of Budget Accrued	18%	26%	19%	26%	24%	0%	0%	0%	0%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

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. 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.

Reconsideration of Title Form

Name: _____

Address: _____

Phone: _____

Title: _____

Author: _____

Copyright Date: _____

Have you read, listened to or watched the entire work? ☐ Yes ☐ No

Have you researched literacy critic and reviews of this title? ☐ Yes ☐ No

Why should this title be reconsidered? _____

Approved 11/23/21

What action would you recommend the library take regarding this title? _____

Today's Date _____

Approved 11/23/21

Meeting Room Policy

The meeting rooms at the Kaukauna Public Library are available for use by community groups for presentations of informational, recreational, or educational meetings/programs in keeping with the mission of the Library.

In this policy, meeting rooms are defined as the Conference Room, Board Room, Garden Amphitheater, Upper Garden Seating Area, Local History Room, Tween/Teen Computer Lab, and Study Room A. The Library reserves the right to define additional spaces within the Library as meeting space.

Library programs take precedence over availability of bookings to use meeting room spaces. Meeting rooms will be made available on an equitable basis; first come, first served, so long as the individuals or groups requesting their use fall under this policy.

Meeting rooms may be used for meetings, which are open to the public, including lectures, panels, discussions, presentations, concerts, programs as well as to organizations or individuals engaged in educational, cultural, intellectual, governmental or charitable activities. Exception to this is shared building tenants, which may use the space at the discretion of the Library Director.

Meeting rooms may not be used for any purpose for which may interfere with the operation of the Library, nor programs involving sales, advertising, solicitation, or promotion of commercial products and services, or personal products and services. Meeting rooms are also not available for private functions including, but not limited to weddings, baby showers, and personal parties.

Groups using meeting rooms on a regular basis may be limited in the number of bookings they may reserve based on the demand for space. This determination will be made by the Library Director. Exceptions to this include Library programs and City of Kaukauna programs.

Bookings are limited to two per month to ensure equitable booking availability due to demand.

The Library cannot guarantee room setup for events. The Library will make every effort to have requested room setup ready for events, but at times staffing levels may prohibit this.

Meeting room requests must be taken through the booking software. Users must book directly from the website. If this is a barrier, users may phone or stop in and ask Library staff to fill out the form for them.

No fee's, nor donations may be sought from meeting attendees, except by local non-profit, educational, social service, or cultural organizations without the specific permission of the Library Director. Exceptions include Library fundraising activities and any fees associated with participating in Library or City of Kaukauna sponsored functions.

The Library reserves the right to cancel meetings due to unforeseen circumstances, including but not limited to: weather, power outage, staffing levels, issues within the meeting space, and in conjunction with the Pandemic Policy. The Library will strive to make notice any cancelations as soon as possible.

All individuals using a meeting room must follow the Library Appropriate Use Policy. Violations to that policy during a booking may result in use of the room being terminated immediately, even in the middle of use.

No fee will be made by the Library for use of the meeting rooms, with the exception of any damage to property, loss of property, or cleaning fees.

The Library reserves the right to take photographs of events for its own records and for future promotional materials. Please see Kaukauna Public Library Photography and Film Policy for further details.

Use of the Library meeting rooms does not imply endorsement by the City of Kaukauna, Kaukauna Public Library, or the Kaukauna Public Library Board of Trustees of the viewpoints presented.

Reasonable accommodations for persons with disabilities will be made upon request and if feasible.

Use Guidelines

Users may book meeting rooms one week prior to use. Three times a year there is a hold on bookings while the Library determines seasonal library programming needs. Requests for use during that time are chronologically listed by date for preference.

An authorized member of the group requesting use of the room will be required to sign or electronically submit a Meeting Room Request Form, providing information regarding use of room and request room set-up. By signing and submitting the form, or booking a room over the phone, the authorized user agrees that they have read and understood the Meeting Room Policy and Use Guidelines. Authorized users assume financial responsibility for any and all damages caused to the building or equipment beyond normal wear and tear. They also assume financial responsibility for any cleaning fees assessed as a result of using the room. Failure to abide by this policy may result in a forfeiture of the right to any future use of the room.

Meetings must be held during regular Library business hours. Exceptions include Library and City use, or under the discretion of the Library Director. Meetings must end at the time indicated when booking; failure to leave on time may also result in the forfeiture of future meeting room use. Meeting rooms must be vacated at least five minutes prior to closing unless prior approval is given by the Library Director.

Food or beverages (no alcohol) may be served, however authorized room users are responsible for cleaning up and reporting any spills or stains. If staff must provide more than reasonable cleanup, a minimum fee of \$25 will be assessed. The fee must be paid in full prior to any future reservations or room use by the user, group or organization.

Groups that will be engaging in craft activities or any messy projects must disclose this information prior to use so that tables can be properly covered.

Room users must follow the Library Appropriate Use Policy and must leave the meeting room in reasonable condition.

Any special set-up and presentation equipment must be included in the meeting room request. Authorized users are financially and legally responsible for all requested library equipment in meeting rooms. An authorized member of the group must sign off on the borrowed equipment at the front desk of the library when they arrive and prior to room use. Users will be responsible for damage or replacement of the following items, including, but not limited to: laptops, HDMI cables, adaptor cables,

audio cables, microphones, mice, clickers, projectors, screens, flag, and document cameras. Any payments necessary for loss or damages must be paid in full before the room can be booked by the user, group or organization.

The Library cannot provide operators for equipment. Those needing instruction must make a special appointment to learn how to use the software/equipment requested as staffing levels during all meeting times are not guaranteed.

The Library will allow tentative bookings; however, the library will only hold bookings for two weeks before the option will become open to other users, if a formal booking is not confirmed.

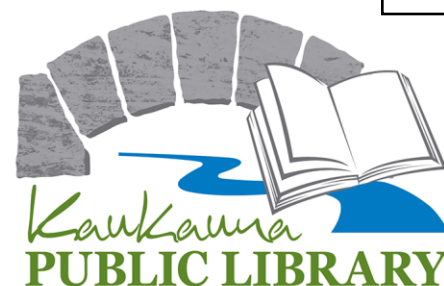
Meeting room users may not attempt to take down or move the Conference Room wall divider. Doing so will result in immediate forfeiture of use of the space and future bookings in the space. The wall divider can only be moved by trained staff and requires a special tool not available to room users.

The Library does not allow for presentations to conflict with copyright laws.

Any press releases, poster, or publicity which may list the events as at the Library may not state or imply Library sponsorship or endorsement without the express permission of the Library Director. The Library logo may not be used without permission of the Library Director.

The Library will post public meetings booked at least a week in advance on the Library calendar. Any posters or directional signage for a booking must be approved by Library Staff prior to it being put up.

No signs, papers, or posters may be attached to the walls of any meeting room space.



Kaukauna Public Library Restroom Policy

The Kaukauna Public Library offers three all-gender restrooms within the library. The restroom in the youth department is wheelchair accessible and offers a changing table and child safety seat. The restroom in the nonfiction area has a child safety seat and offers a sharps container. The restroom in the hallway behind the conference room is also wheelchair accessible and offers a changing table and child safety seat. Individuals may use restrooms consistent with their gender identity.

The main lobby of the building, which includes entrance to the library, also offers gendered, multi-stall, wheelchair accessible restrooms. These restrooms also have changing tables installed as well as child safety seats. Additional restrooms can also be found in the lower level of the Grand KaKalin site.

The library Appropriate Use Policy dictates that patrons may not bring library materials or library property into the restrooms, nor may individuals loiter, bath, shave, film or photograph within restrooms. Photography within restrooms is limited to landlord or library staff, when unoccupied, for the sole purpose of denoting necessary repairs to the facility.



Equity, Diversity, and Inclusion Policy

Kaukauna Public Library recognizes the following definitions of equity, diversity and inclusion.

Equity: Giving everyone what they need to be successful.

Diversity: The inclusion of different types of people.

Inclusion: The act of creating an environment in which all individuals feel they are welcomed, known, included, supported, and connected; where individuals are valued, equitably as decision makers, collaborators, and colleagues; where individuals are valued for their distinctive skills, experiences, and perspectives; where there is equal access to resources and opportunities; and where individuals can contribute fully to an organizations success.

Kaukauna Public Library supports equity, diversity, and inclusion within the mission, vision, and values of the library.

Mission: The Kaukauna Public Library educates, inspires, and connects individuals and the community through materials, services and programs.

Vision: The Kaukauna Public Library will create a welcoming space, offering accessible and inclusive services to our community by connecting and engaging with them as a trusted resource. The Library will be a community leader in supporting the growth and development of individuals as a whole, recognizing the importance of literacy and lifelong learning, as well as mental, emotional, social, and physical wellbeing.

Values: At Kaukauna Public Library, we strive to be:

- Inclusive- our library is for everyone
- Accessible-by removing barriers
- Connected- helping to bring our community together
- Imaginative- inspiring creativity and growth
- Trusted- serving as a respected resource
- Knowledgeable- advancing lifelong learning

The Wisconsin Department of Instruction Inclusive Services in Wisconsin Public Libraries Inclusive Services Statement serves as library policy and guides the library in every aspect of the collections, services, and programming provided to its patrons.

Inclusive Services Statement

Wisconsin public libraries are places where everyone should be safe, welcomed, and

respected in experiences including, but not limited to:

- Arrival at the building (transportation, physical accessibility, signage, hours of service, greetings by library staff)
- Intersections with library policies (getting a library card, using a computer, paying a fine)
- Perusal, use, and request of library materials (Wi-Fi access, collection diversity, individual privacy)
- Participation in library-sponsored or library-located events (marketing of events, time and location, transportation, registration, room set-up, novice-friendly vs. designed for frequent users)
- Interactions with library staff (body language, tone, diversity of library staff, proactive/reactive engagement)
- Passive and virtual interactions through library signage, webpages, displays, and marketing (readability, tone, diversity, accommodations).

The Division of Libraries and Technology interprets Wis. Stat. sec. 43.24(2)(k) "Promotion and facilitation of library service to users with special needs" to encompass inclusive services. Inclusive library services are holistic, spanning library policies, collections, space, and services. Inclusive services reflect equity and accessibility for all members of the community. Diverse communities are strengthened by libraries that intentionally develop and deliver services to individuals or groups for whom accessing and using the library is difficult, limited, or minimized.

The library director and board of trustees should provide awareness and leadership concerning the concept and implementation of inclusive services to library staff and stakeholders. Regional library systems should support member libraries in matters of compliance, and communicate such efforts through annual system plans and reports. The state library agency will provide consulting and collaborate with libraries and systems regarding inclusive services. Wisconsin public libraries serve everyone, and it is the duty of everyone in the service of Wisconsin public libraries to foster inclusivity.

The practice of providing inclusive services requires continuous reflection and ongoing dialog with and between library administration, staff, and members of the community, with particular emphasis on including the voices of those who are underserved, underrepresented, and underrecognized within the community. Efforts should respond to the assets and needs of non-library users and users alike. Attention to actual, versus perceived, assets and needs is paramount; i.e., a barrier perceived by library staff may or may not be an actual barrier experienced by the user.

On a concrete level, inclusive services should be visibly incorporated into all library services. The concept that libraries are for everyone should be evident through every point of access or interaction with the library. A person's race, ethnicity, age, citizenship, literacy level, ability, family structure, income level, health status, gender identity, sexuality, style of dress, familiarity with public libraries - or any other dimension of

identity - should neither negatively influence nor interfere with access to library services.

When libraries honor the full diversity of their communities, communities thrive. Fundamentally, inclusive library services should be developed locally with and for all community members. Wisconsin public library system and state library staff should facilitate coordinated regional and statewide inclusive services training and consulting. Our common goal is to improve life and learning opportunities for all Wisconsin residents.

Kaukauna Public Library Intellectual Freedom Policy

The Kaukauna Public Library is committed to facilitating access to constitutionally protected information, without censorship or scrutiny. Free and open access to information is critical to all people. Public libraries remain one of society's most visible commitments to free speech and lifelong learning. The Kaukauna Public Library has adopted and endorsed the American Library Associations (ALA) position on intellectual freedom, as stated in the ALA Library Bill of Rights, as well as adopted and endorsed the ALA Freedom to Read statement.

These statements serve as library policy, and guide the library in every aspect of the collections, services, and programming provided to its patrons.

Library Bill of Rights

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Freedom to Read

I. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

II. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

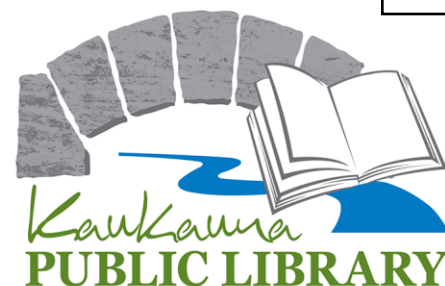
III. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

IV. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

V. It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.

VI. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

VII. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 3/23/23
Re: Support Organization Updates

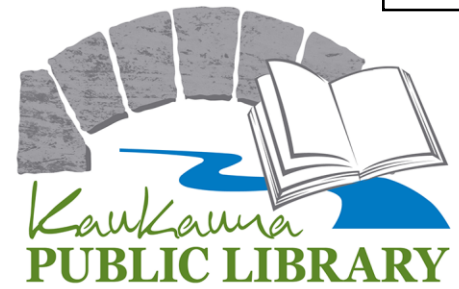
The Community Foundation for the Fox Valley Region Board of Directors did approve our request to close the Endowment Fund and route those funds into a new account under the EIN of the Friends of the Kaukauna Public Library. I will be working with their Controller on this change.

The Foundation taxes have been scheduled to be completed and filed on 3/29. That filing will denote the final return of the organization, ceasing its existence as an IRS nonprofit. At that point, we will be closing the bank account and remaining funds will be paid to the City towards garden repayment.

Once the financials are in place, I will call a meeting of the new Friends Board, which will be joining with the current Foundation Board. Officers will co-chair their roles until the next election.

The next Friends book sale will run April 26-29.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 3/23/23
Re: Heart of the Valley Chamber of Commerce Award

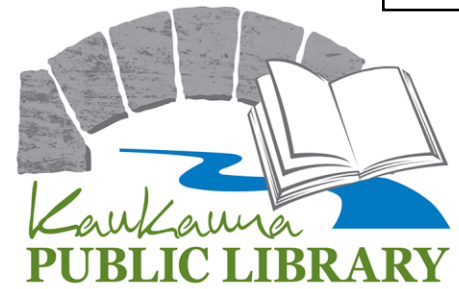
Each year the Heart of the Valley Chamber of Commerce hosts an awards banquet. This year, Kaukauna Public Library was the recipient of the Community Partner of the Year Award.

The Community Partner of the Year Award recognizes a business, organization or public agency that has demonstrated a commitment to work with the chamber and the local communities to address and solve basic needs within our communities.

We are honored to have received this award and will continue in our mission to educate, inspire and connect our community.

I would like to thank the City, Library Board, and Library staff for the support. This award would not have been possible without the support of library staff who truly live the vision of this library and its place within the community.



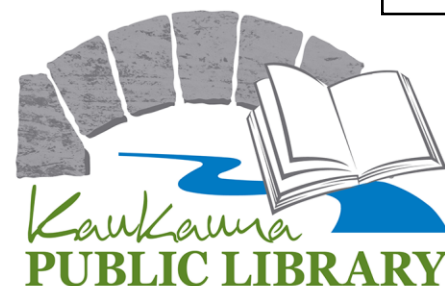


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 3/23/23
Re: Staffing Updates

We have hired two new staff members. Shannon Oasen and Dafina Hidri joined our staff on March 6th. Shannon was hired as an On-Call Library Assistant. Shannon has school library experience and will have a lot of availability during the busy summer months. Dafina has been hired as a Library Assistant: Materials Processing and is currently pursuing a MLIS degree.

We currently have a Library Assistant: Adult Programming position open and will be moving to an interview stage in early April. It is in our best interests not to start the busy summer months training new staff or to continue without filling the open position. As such, we will try for the Hispanic Outreach Coordinator position the next time a position opens.





To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 3/23/23
 Re: Libraries in Bloom

The Community Engagement Librarian at Menasha Public Library, Pa Ja Yang, created her own mentorship program to amplify voices of color within the field of library science. Pa Ja reached out to our library to see if we would be interested in being a potential site for the program if we matched with a candidate, to which we agreed.

Libraries in Bloom (LIB) has launched an inclusive paid-apprenticeship initiative within the NE Wisconsin region that connect young adults of color with library professionals who share similar identities and experiences. Apprentices will complete a 12-week paid apprenticeship to design and implement a project/program/event that serves the community more fully. Their mission is to cultivate a diverse library workforce by bridging professional pathways to librarianship for young adults of color.

I was notified that we have been matched with a candidate who would like to participate in the program at our site, who will be able to start with us in July. The City Attorney has approved the MOU for the project, which will be signed soon.

Library Assistant Kim Cachowski has agreed to be matched with the candidate and will work several hours a week with the apprentice on the project they select. Kim brings 18 years of library experience into the program having worked at Green Earth Branch Library, Oneida Community Library, and now our library. Kim has a wide range of library experience including programming, collection development, circulation, technology, and management. She has already participated in a LIB podcast episode and will be an incredible asset to the apprenticeship.



Adult Services Librarian Report

Programming

Puzzle Palooza

Our first Puzzle Palooza event was a great success! A big thank you to Boardlandia for sponsoring the program! 8 teams participated for a total of 28 people competing to see who could be the first to complete a 500 piece puzzle the fastest. The event ended in a photo finish with the first and second place teams finishing their puzzles within 1 second of each other!



First place winners Rest In Pieces - 42min 6sec



Second place winners The Four Corners – 42min 7sec

Grants

East Asia in Wisconsin Library Program

The library was awarded the East Asia in Wisconsin grant from UW Madison's Center for East Asian Studies. The grant provides \$800 for the purpose of expanding our manga volumes in both our teen and adult graphic novel collections. Our graphic novel collections are well circulated and continue to grow in popularity. I chose to complete some series that we only had a few volumes in, as well as order a few new series as well.

One Piece – This is by far the best selling manga series of all time. We are now able to offer all the volumes to our patrons. (There are over 100!)

Hellsing – A classic manga that we didn't have previously. I ordered the hardcover copies to ensure circulation longevity.

Komi Can't Communicate – A series about a woman who learns to make friends despite a communication disorder.

Junji Ito's Works – Regarded as the best horror manga creator, the library will now offer all of Junji Ito's works to our patrons.

Black Butler – A popular series about a boy and his butler who engage in supernatural shenanigans. While we don't offer every volume, we will be in a position to complete the series pending favorable circulation statistics.

Trustee Training

Chapter 4
Effective Board Meetings and Trustee Participation

Preparation is Key

- To a great extent, the work done before each library board meeting will determine the effectiveness of the board.
- The board president and library director need to work together in preparing materials to be sent out to board members before each meeting.
- The board president is given the opportunity to add agenda items.
- Board members wishing to have an item brought before the board should contact their board president.
- The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing.

Follow the Law

- The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting.
- The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session.

At Meetings

- Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary.
- Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached.
- The president also needs to ensure In This Trustee Essential® The keys to effective board meetings § How individual trustees can contribute to the board and the library TE4-2 Trustee Essentials: A Handbook for Wisconsin Public Library Trustees that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

Effective Decision-Making

- It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees.
- Board meetings are the place for you to raise questions and make requests of the library director and/or staff.
- Individual trustees should never make such requests or demands on their own—you are members of a governing body and must act as a body.
- A “public comment” period during the meeting is not required, but it can be a helpful way for the board to hear about particular public concerns or needs.

More Legal Requirements

- Wisconsin’s Public Records Law requires that written meeting minutes be kept and be made available to the public.
- At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken
- Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

More Legal Requirements

- Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials ex officio board members, such as the library director or city manager.

Discussion Questions

1. Could our board better organize and use our meeting time? How?
2. How can we encourage all board members to contribute to board discussions?
3. Could we incorporate continuing education into our board meetings?
4. Could the board use a “refresher” on certain issues? What issues?

2023 Statistics			2022 Statistics				
Circulation	January	February	2023 Y-T-D	February 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Total Circulation and Renewal	10,231	10,357	20,588	9,116	18,165	1,241	14%
Overdrive Usage	2,117	1,900	4,017	1,953	4,038	-53	-3%
Hoopla Usage	385	400	785	107	107	293	274%
Items Loaned	2,188	1,962	4,150	1,798	3,532	164	9%
Items Borrowed	3,096	2,786	5,882	3,211	6,430	-425	-13%
Teacher Packs	4	4	8	3	7	1	33%
Door Count	7,079	7,233	14,312	4,742	9,113	2,491	53%
Services	January	February	2023 Y-T-D	February 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Public Internet Usage/Hr.	263	242	505	173	367	69	40%
Wireless Usage by Session	1,335	1,450	2,785	849	1,805	601	71%
Youth Programs	13	26	39	18	29	8	44%
Youth Program Attendance	357	512	869	430	685	82	19%
Adult Programs	10	14	24	6	12	8	133%
Adult Program Attendance	103	112	215	46	85	66	143%
General Interest Programs	11	8	19	NEW	STAT	NO HI	STORY
General Interest Attendance	1,983	705	2,688	NEW	STAT	NO HI	STORY
Meeting Room Usage	41	65	106	36	61	29	81%
Study Room	113	139	252	54	120	85	157%
Volunteer Hours	108	95	203	83	168	12	14%
Local History Inquiries	15	11	26	10	26	1	10%
Technology Instruction 1:1	11	15	26	9	14	6	67%
Proctor	0	0	0	0	2	0	0%
Notary	1	0	1	3	11	-3	-100%
Social Statistics	January	February	2023 Y-T-D	February 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Website Views	4,766	7,233	11,999	3,349	6,759	3,884	116%
Facebook Page Like	102	36	138	34	50	2	6%
TikTok Followers	-	-	0	NEW	STAT	NO HIS	TORY
Instagram Followers	-	20	20	NEW	STAT	NO HIS	TORY
Items Held by Library	January	February	Month to Month # +/-	February 2022	# +/-		
Total Titles Held by Library	61,667	61,520	-147	59,312	2,208		
Total Items Held by Library	65,949	65,862	-87	63,310	2,552		
Kaukauna Card Holding Patrons	11,476	11,476	0	11,604	-128	Quarterly Report	