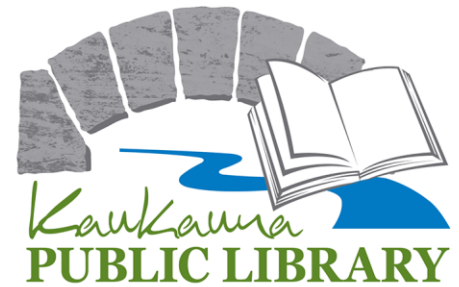# LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, May 23, 2023 at 5:30 PM

AGENDA

1. Call Meeting to Order

2. Roll Call of Membership

3. Reading and Approval Minutes
   a. Tuesday, April 25, 2023 meeting Minutes

4. Public Participation and Communications

5. Action Items
   a. Bill Register April 2023
   b. Election of Officers

6. Information Items
   a. Directors Report
   b. Adult Services Librarian Report
   c. Youth Services Librarian Report
   d. Trustee Topic 6
   e. 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

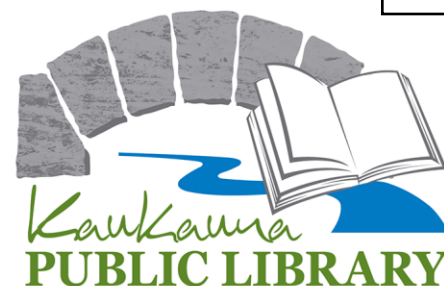In person meeting in Library Conference room and via Zoom

Join Zoom Meeting

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

Meeting ID: 820 7216 9200

One tap mobile

+13092053325,,82072169200# US

KAUKAUNA PUBLIC LIBRARY

207 Thilmany Rd Suite 200
Kaukauna, WI 54130

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

Tuesday, April 25, 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 5:32p by President Lucas.
2. Roll call of membership
   a. Present: J. Lucas, C. Fallona, J. Vondracek, K. Hietpas, A. Schneider, C. Van Boxtel, J. Van De Hey, A. Neumeier
   b. Excused: M. Kilgas
   c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
   a. Tuesday, March 28, 2023 Meeting Minutes
   b. C. Fallona made a motion to approve the Tuesday, March 28, 2023 Meeting Minutes with a change to move the motion to replace reports on file below the end of the report section. Seconded by C. Van Boxtel. Motion carries; all in favor.
4. Public Participation and Communications
   a. None.
5. Action Items
   a. Bill Register March 2023
      i. J. Vondracek made a motion to approve the March 2023 Bill Register with a correction to the poll worker line item; seconded by A. Neumeier. Motion carries; all in favor.
   b. Update Collection Development Policy
      i. J. Van de Hey made a motion to update the Collection Development Policy, seconded by K. Hietpas. Motion carries; all in favor.
   c. Update Title Reconsideration Policy
      i. K. Hietpas made a motion to update the Title Reconsideration Policy, seconded by J. Van de Hey. Motion carries; all in favor.
   d. Update Gifts and Donations Policy
      i. C. Fallona made a motion to update the Gifts and Donations Policy with a removal of the Foundation text; seconded by C. Van Boxtel. Motion carries; all in favor.
   e. Social Media Policy

i. A. Neumeier made a motion to adopt the Social Media Policy, seconded by J. Vondracek. Motion carries; all in favor.
f. Privacy Policy
    i. C. Van Boxtel made a motion to adopt the Privacy Policy, seconded by A. Neumeier. Motion carries; all in favor.
g. 1:1 Library Staff Lesson Policy
    i. C. Fallona made a motion to adopt the 1:1 Library Staff Lesson Policy with revisions to the second paragraph, seconded by C. Van Boxtel. Motion carries; one abstention.
h. Ban Policy
    i. A. Neumeier made a motion to adopt the Ban Policy, seconded by K. Hietpas. Motion carries; all in favor.
i. Programming Policy
    i. A. Neumeier made a motion to adopt the Programming Policy, seconded by J. Vondracek. Motion carries; all in favor.

6. Information Items
   a. Directors Report
       i. Director Thiem-Menning shared the conference program from the Toward One Wisconsin conference. She also noted that new employees are already assisting with enhancing our Spanish translation and outreach to the community.
   b. Adult Services Librarian Report
   c. Youth Services Librarian Report
   d. Communications Coordinator Report
   e. Local Historian Report
   f. Trustee Topic 5
   g. Statistics
       i. J. Vondracek made a motion to place the reports on file, seconded by C. Van Boxtel. Motion carries; all in favor.
7. Adjournment
   a. The meeting adjourned at 6:58p.

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
April	$ 30.87	$ 354.45	$ 64.40	$ 30.00	$ 479.72	$ 90,339.50	$ 101,693.00	$ 22,953.00	$ 214,985.50	$ 215,465.22	$ 179.34
Totals	**$ 90.89**	**$ 1,741.11**	**$ 285.00**	**$ 56.00**	**$ 2,173.00**	**$90,339.50**	**$101,693.00**	**$22,953.00**	**$214,985.50**	**$ 217,158.50**	**$ 615.11**
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	($159.11)	($1,258.89)	($415.00)	$6.00	$ (1,827.00)	($90,339.50)	$0.00	$0.00	($90,339.50)	$217,158.50	$ 615.11
% of Budget Accrued	36%	58%	41%	112%	54%	50%	100%	100%	70%		

As Financial Secretary I have reviewed and approved this report:

_____

Jane Vondracek
Financial Secretary

General Ledger

Expense vs Budget

User:	lizf
Printed:	5/16/2023 - 2:24 PM
Period:	04, 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							
4/27/2023 GL	4	86	REGULAR PAYROLL	DR	19,789.44					
4/13/2023 GL	4	27	REGULAR PAYROLL	DR	19,684.21					
101-55110-5101			Regular Payroll	529,791.00	39,473.65	155,915.70	373,875.30	0.00	373,875.30	70.57
4/13/2023 GL	4	27	PART-TIME/SEASONAL	DR	1,229.95					
4/13/2023 GL	4	27	POLL WORKER	DR	85.00					
4/27/2023 GL	4	86	PART-TIME/SEASONAL	DR	741.80					
4/30/2023 GL	4	115	POLL WORKER	CR	200.00					
101-55110-5104			Temporary Payroll	15,000.00	1,856.75	7,575.30	7,424.70	0.00	7,424.70	49.50
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
4/27/2023 GL	4	86	WI RETIREMENT	DR	1,002.07					
4/13/2023 GL	4	27	WI RETIREMENT	DR	999.70					
101-55110-5151			Retirement Plan	27,571.00	2,001.77	7,931.93	19,639.07	0.00	19,639.07	71.23
4/13/2023 GL	4	27	RESIDENCY	DR	98.31					
4/27/2023 GL	4	86	RESIDENCY	DR	105.30					
101-55110-5152			Residency	5,867.00	203.61	814.02	5,052.98	0.00	5,052.98	86.13
4/13/2023 GL	4	27	SOCIAL SECURITY	DR	862.64					
4/27/2023 GL	4	86	MEDICARE	DR	286.28					
4/27/2023 GL	4	86	SOCIAL SECURITY	DR	864.78					
4/13/2023 GL	4	27	MEDICARE	DR	291.83					
101-55110-5154			Social Security	31,990.00	2,305.53	9,111.84	22,878.16	0.00	22,878.16	71.52

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Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
4/27/2023 GL	4	86	GROUP HEALTH INSURAN	DR	3,307.28					
4/13/2023 GL	4	27	GROUP HEALTH INSURAN	DR	3,514.28					
101-55110-5157			Group Health Insurance	106,056.00	6,821.56	35,528.56	70,527.44	0.00	70,527.44	66.50
4/27/2023 GL	4	86	GROUP LIFE INSURANCE	DR	20.24					
4/13/2023 GL	4	27	GROUP LIFE INSURANCE	DR	20.24					
101-55110-5160			Group Life Insurance	684.00	40.48	182.16	501.84	0.00	501.84	73.37
4/13/2023 GL	4	27	WORKERS COMPENSATION	DR	35.58					
4/27/2023 GL	4	86	WORKERS COMPENSATION	DR	34.90					
101-55110-5163			Workers Compensation	922.00	70.48	321.93	600.07	0.00	600.07	65.08
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
4/21/2023 AP	4	59	Leadership Conference	DR	100.00 Ck: 118936		Unison Credit Union			
4/21/2023 AP	4	59	Memberships	DR	502.00 Ck: 118905		Cardmember Service			
101-55110-5211			Education & Memberships	2,230.00	602.00	758.46	1,471.54	0.00	1,471.54	65.99
4/27/2023 GL	4	86	CELL REIMBURSEMENT	DR	25.00					
101-55110-5303			Communications	300.00	25.00	100.00	200.00	0.00	200.00	66.67
4/5/2023 AP	4	1	March Gas Service - Library	DR	2,668.58 Ck: 118794		We Energies			
101-55110-5306			Heating Fuels	7,500.00	2,668.58	5,643.52	1,856.48	0.00	1,856.48	24.75
101-55110-5309			Water Sewer & Electric	14,600.00	0.00	3,381.41	11,218.59	0.00	11,218.59	76.84
4/21/2023 AP	4	59	Move Thermostat	DR	467.37 Ck: 118914		Energy Control & Design, Inc.			
4/5/2023 AP	4	1	April - Maintenance	DR	8,820.00		Grand Kakalin LLC			
101-55110-5312			Maintenance - Buildings	110,000.00	9,287.37	36,200.08	73,799.92	0.00	73,799.92	67.09
4/5/2023 AP	4	1	April - Rent	DR	11,993.00		Grand Kakalin LLC			
4/21/2023 AP	4	59	Library Loan Agreement	DR	30.25 Ck: 118933		Simplifile, LC			
101-55110-5313			Lease - Buildings	143,916.00	12,023.25	48,002.25	95,913.75	0.00	95,913.75	66.65
4/14/2023 AP	4	34	Janitorial Services - April	DR	2,165.36 Ck: 118795		Advanced Maintenance Solutions			
4/5/2023 AP	4	1	Contractual Services	DR	2,525.08 Ck: 118784		Cardmember Service			
101-55110-5325			Contractual Services	35,000.00	4,690.44	11,715.56	23,284.44	0.00	23,284.44	66.53
4/21/2023 AP	4	59	Advertising	DR	23.76 Ck: 118905		Cardmember Service			

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
4/5/2023 AP 4 1		Advertising	DR	18.40 Ck: 118784		Cardmember Service			
101-55110-5328		Advertising	1,550.00	42.16	56.16	1,493.84	0.00	1,493.84	96.38
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
4/21/2023 AP 4 59		Office Supplies	DR	568.68 Ck: 118905		Cardmember Service			
4/5/2023 AP 4 1		Office Supplies	DR	586.50 Ck: 118784		Cardmember Service			
101-55110-5401		Office Supplies	5,500.00	1,155.18	2,059.94	3,440.06	0.00	3,440.06	62.55
4/21/2023 AP 4 59		Desktop Printing Expense	DR	208.90 Ck: 118905		Cardmember Service			
101-55110-5402		Desktop Printing Expense	800.00	208.90	579.09	220.91	0.00	220.91	27.61
4/21/2023 AP 4 59		Label Protectors	DR	231.11 Ck: 118912		Demco			
4/21/2023 AP 4 59		Data Processing Supplies	DR	571.31 Ck: 118905		Cardmember Service			
4/5/2023 AP 4 1		Data Processing Supplies	DR	15.39 Ck: 118784		Cardmember Service			
101-55110-5422		Data Processing Supplies	4,500.00	817.81	1,425.36	3,074.64	0.00	3,074.64	68.33
4/21/2023 AP 4 59		Postage	DR	24.20 Ck: 118905		Cardmember Service			
4/5/2023 AP 4 1		Postage	DR	252.00 Ck: 118784		Cardmember Service			
101-55110-5431		Postage	850.00	276.20	481.32	368.68	0.00	368.68	43.37
101-55110-5439		Lost & Paid Purchased Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4/5/2023 AP 4 1		Liibrary Material	DR	1,553.73 Ck: 118784		Cardmember Service			
4/5/2023 AP 4 1		March Hotspots	DR	373.80 Ck: 118793		T-Mobile USA			
4/14/2023 AP 4 34		Books	DR	92.73 Ck: 118843		Ingram			
4/14/2023 AP 4 34		Books	DR	135.20 Ck: 118843		Ingram			
4/14/2023 AP 4 34		Books	DR	224.17 Ck: 118843		Ingram			
4/14/2023 AP 4 34		Books	DR	138.61 Ck: 118843		Ingram			
4/14/2023 AP 4 34		Books	DR	48.24 Ck: 118843		Ingram			
4/14/2023 AP 4 34		Books	DR	251.32 Ck: 118843		Ingram			
4/14/2023 AP 4 34		Books	DR	629.21 Ck: 118843		Ingram			
4/14/2023 AP 4 34		Books	DR	36.79 Ck: 118843		Ingram			
4/14/2023 AP 4 34		Books	DR	67.78 Ck: 118843		Ingram			
4/14/2023 AP 4 34		Books	DR	34.14 Ck: 118843		Ingram			
4/14/2023 AP 4 34		Books	DR	14.65 Ck: 118843		Ingram			
4/14/2023 AP 4 34		Books	DR	2,164.75 Ck: 118843		Ingram			
4/14/2023 AP 4 34		Books	DR	1,043.96 Ck: 118843		Ingram			

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Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
4/14/2023 AP	4	34	Digital Library Materials	DR	1,066.40 Ck: 118856	Midwest Tape				
4/14/2023 AP	4	34	Books	DR	262.90 Ck: 118814	Cavendish Square				
4/14/2023 AP	4	34	Library Materials	DR	39.99 Ck: 118855	MicroMarketing LLC				
4/14/2023 AP	4	34	Hot Spots - March	DR	138.59 Ck: 118875	Sprint				
4/21/2023 AP	4	59	Library Materials	DR	617.71 Ck: 118905	Cardmember Service				
4/21/2023 AP	4	59	Books	DR	200.12 Ck: 118921	Ingram				
4/21/2023 AP	4	59	Books	DR	74.06 Ck: 118921	Ingram				
4/21/2023 AP	4	59	Books	DR	33.87 Ck: 118921	Ingram				
4/21/2023 AP	4	59	Books	DR	99.65 Ck: 118921	Ingram				
4/21/2023 AP	4	59	Books	DR	253.88 Ck: 118921	Ingram				
4/21/2023 AP	4	59	Books	DR	1,078.09 Ck: 118921	Ingram				
4/21/2023 AP	4	59	Books	DR	79.39 Ck: 118921	Ingram				
101-55110-5441			Library Materials	77,552.00	10,753.73	35,633.07	41,918.93	0.00	41,918.93	54.05
4/14/2023 AP	4	34	Copier Lease - Library	DR	1,133.13 Ck: 118850	Marco				
4/21/2023 AP	4	59	Service Contracts	DR	136.52 Ck: 118905	Cardmember Service				
4/5/2023 AP	4	1	Service Contracts	DR	379.67 Ck: 118784	Cardmember Service				
101-55110-5442			Service Contracts	51,871.00	1,649.32	42,906.65	8,964.35	0.00	8,964.35	17.28
4/21/2023 AP	4	59	Library Programs	DR	367.52 Ck: 118905	Cardmember Service				
4/5/2023 AP	4	1	Library Programs	DR	573.35 Ck: 118784	Cardmember Service				
101-55110-5444			Library Programs	3,000.00	940.87	1,557.43	1,442.57	0.00	1,442.57	48.09
4/21/2023 AP	4	59	Misc.	DR	91.35 Ck: 118905	Cardmember Service				
4/5/2023 AP	4	1	Misc	DR	156.31 Ck: 118784	Cardmember Service				
101-55110-5499			Miscellaneous	1,000.00	247.66	364.88	635.12	0.00	635.12	63.51
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	98,162.30	519,658.62	780,503.38	0.00	780,503.38	60.03

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Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
		Report Totals:	1,300,162.00	98,162.30	519,658.62	780,503.38	0.00	780,503.38	60.03

To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 5/16/23
Re: Conference & Workshop Notes

Here are some of my notes from the Toward One Conference I attended in April:

Keynotes:
It is a fact, not opinion that privilege exists. It is important for those in positions of privilege and power to use that influence to ensure that there is room at the table for all. Decisions that affect all should ensure that all had the opportunity to participate in making those decisions. It is important when we make decisions to look around and say, "Who is not here at the table with us? Why are they not here?" It is also critical to ensure that we use our privilege and power to invite those who should be at the table to the table. Ignorance is a reflection of privilege.

The keynotes talked a bit about tokenism too. They mentioned that they are tired of having to do all the EDI work. They often hear from people in power that they cannot find diverse people to help them make decisions or hire. Their response was "try harder." They are tired and it is up to us to do the work too.

Session One: It's Not the Destination, but the Journey: Intentionally Creating a Workplace Culture that Values Justice, Equity, Diversity and Inclusion
There was discussion about adding a J to EDI. The J stands for justice because marginalized people often fall prey to unfair laws and practices. There was also discussion about adding a B to EDI, for belonging. However, this presenter argued that there cannot be belonging without the work of equity, diversity and inclusivity, and that EDI work when put in place will cultivate a sense of belonging.

Implicit bias surveys exist and should be utilized to help people understand their bias. Culture climate surveys also exist to see if employee's feel that they can be their authentic selves in the workplace. They recommended not starting with an EDI audit, but starting more with a small group approach or survey work, to determine where/what your cultural climate is or what employees feel are issues related to EDI within the organization. Once you know what weak areas are, you can approach them first and after you can start audit work.

Language defines our reality and reflects our values. It is important to watch the language we use and to watch the language used on documents and policies to ensure it is not offensive or oppressive.

KAUKAUNA PUBLIC LIBRARY

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In the workplace, we need to watch for acts of exclusion. Acts of exclusion include gossiping, cliques, coddling, hateful speech, and othering. While gossip is very common in the workplace, when there is lots of gossip, or gossip is a major form of internal communication, it is typically a sign of a work environment that is excluding others. Cliques, or groups of people that commonly mingle together, are also an indicator of exclusion. While it makes sense for people in certain departments to mingle with one another at events because they may not know people from other departments, cliques that cross departments, are often also a sign of exclusion. When we coddle one employee because we "like" them, we are excluding others and setting unfair advantages. Hateful speech is another act of exclusion. While not all hateful speech is hate speech, which is not protected, we also want to watch for biased speech. Othering refers to individuals or groups being labeled as not fitting within the norms of a social group to the point where one may even believe that they pose a threat to their own group.

The point of inclusion is to ensure that everyone can be their authentic self at work and feel a sense of belonging for being who they are. Other ways that we exclude people includes whom we acknowledge (in images, during presentations, or even acknowledging that other cultures/people exist), displays and who/what are reflected in them, and even our decorations. The United States was founded on the premise of religious freedom; however, we often do not include other religions in our celebrations or décor beyond those that are Christian. A common example of this is a Christmas parade and only Christmas decorations being put out when there are people in all our communities that celebrate different winter holidays.

We cannot treat EDI work as separate; it truly needs to be a part of the organization as a whole. Privilege is a renewable resource.

Session Two: The Art of Connection: Community Building Skills Training
Change happens at the speed of trust. When it comes to building community, we may see four stages. A pseudo-community is when we say "we." Chaos is when we focus on community as "you." Emptying is when we refer to community as "I." However, true community is when it is "us."

We need to insure that when we are having discussions that we ask the opinion of the people not speaking as they may have the most to say. People long for peace and connection. People long to be seen and known. People are afraid to risk because of past rejections and bad experiences. There are ways to heal the past, restore hope, and build community. Building community increases outcomes and results. Community is an experience of authentic connection, unusual safety, and extraordinary respect.

Session Three: Wellbeing and Belonging: Inclusivity and Community Success Influenced by Data

Imagine Fox Cities has conducted two surveys since their founding; surveys were conducted in just our region with members of our communities. The first survey was to see where we are in terms of vital conditions and the second was regarding wellbeing specifically. There are seven vital conditions: 1. A thriving natural world. 2. Basic needs in terms of health and safety. 3. Humane housing. 4. Meaningful work and wealth. 5. Lifelong learning. 6. Reliable transportation. 7. Belonging and civic muscle.

The data from the survey indicated that since the pandemic many people have gone from thriving to struggling. It also showed that elderly, transgender, and people of color have the lowest wellbeing in our region. I have attended many events put on by Imagine Fox Cities, but this was specifically on what the analyzed data was telling us.

During this session, a few audience members spoke up about their experience as a person of color moving to our area. It sounds small, but one person said she was recruited here from Detroit only to find that there is no one to do her hair and she could not be driving four hours every two weeks to go to Milwaukee just to get her hair done. This is evidence of not belonging. If you cannot even get your hair done within your community, how are you supposed to feel welcome? Another individual spoke up and said when she moved here from California a decade ago, she would sometimes go months without seeing another black person in Appleton. She held up a sheet of paper and put a tiny dot on it with her pencil. She said, "This is what it feels like to be a black person in Northeast Wisconsin. A small black dot you probably can't even see in the back of the room in a sea of white."

Session Four: What Inclusive Leaders Do Different

Key qualities of inclusive leaders: self-aware, willing to learn, willing to share knowledge, and builders of community.

Belonging starts with a name. We need to learn how to say people's names correctly. We need to use their correct names and we need to give them the opportunity to tell us what their name is. They had us do an icebreaker in groups where we had to tell strangers the story of our name. It was actually interesting. The showed this video: https://www.youtube.com/watch?v=fN7cpMC1414

Illinois Tool Works (ITW), of which Miller Electric is a part of, gave a presentation on their commitment to EDI. This is part of their responsibility to attract and retain the

best people possible. Their CEO started by taking the CEO Action for Diversity and Inclusion pledge. Then they had all of their top executives participate in EDI training, which consisted of learning about unconscious bias, actions they can take to minimize the effects of it, and how to lead in a way that reflects a culture where EDI is important. Then they expanded their training to all the managers. Then, they were tasked with inclusion through action, so ensuring EDI is a part of their recruitment process, gathering testimonials from employees, and looking for allies for projects.

In an effort to show allyship they had some of their businesses, like Hobart, take on projects. Hobart created a campaign called Hobart Against Racism in which they held conversations about racism and every employee could attend regardless of their role/job in the company and were paid to attend. From those conversations, they created a video about what they learned, which was shared with the other companies under ITW.

Then they started up Employee Resource Groups within ITW. They currently have the following ERG's, which are global with chapters in their companies all over the world. They are grassroots led DEI efforts led through networks including: Asian Professionals, Women's, African American, LatinX/Hispanic, Pride, Young Professionals and Veterans. Their ERG leaders are volunteers, have a budget set by ITW to use for their DEI work, create strategic plans, and connect with partners.

They talked about caring about your employee's well-being as a whole. They asked us to look at what we say we do and see if we are living what we claim. Are the metrics supporting our EDI claims? It is important to acknowledge what opportunities there are to share knowledge, whose perspective is missing from the organization, and who can be allies.

Session Five: Collaborative Approaches to Building Inclusive Workplaces and Communities
This session was about the Cassandra Voss Center for social justice, which is located on the St. Norbert's Campus in De Pere. They offer a six month intensive program for inclusive excellence. This is an opportunity for small groups to really dive into EDI work. This might be a good opportunity for our leaders to attend. https://www.snc.edu/cvc/InclusiveExcellence.html

Here are some of my notes from the Leadercast event, which I attended in May:

Andy Stanley was the first speaker and he talked about intuition in leadership. His background is as a faith leader. He noted that leader intuition often does not allow for team member intuition. His rules of intuition were as follows: Make it actionable-

Is there an issue that deserves my attention? When you catch yourself selling yourself on an idea, hit pause. You rarely have to sell yourself on a good idea. Do not confuse ambition with intuition- Ambition is "I want" whereas intuition is "we should." Discover who on your team has intuition for what and include them strategically. Make your meetings "first impression" matter zones with, "What is your gut instinct to this idea?" opportunities for the team.

The second speaker was Dr. Radika Dirks, who spoke about artificial intelligence. This was a scary presentation because we are not ready for AI yet. She gave an overview of how AI is generated using information found on the internet, which is often not correct and very negative. She warned of the dangers of AI, including a suicide in Belgium over a mental health AI bot. However, she also indicated that when used properly AI can help us predict important things, solve issues, and help make our daily lives more efficient. We are really going to have to think about AI here and its influence on public libraries. There will likely be an AI policy coming in the near future.

The third speaker was the CEO of Leadercast, Joe Boyd. He indicated that good leaders are always ahead of the curve while always being able to look back. His questions for us included "What is one thing your replacement would stop doing immediately?" "What would your replacement start doing immediately?" "What would they continue to do?"

Eddie Ndopu, author of *Sipping Dom Perignon Through a Straw*, was the next speaker and he spoke about accessibility beyond basic access. He mentioned that most organizations will follow ADA to be in compliance, but that people with disabilities are more than basic compliance and they deserve to show up as their full authentic selves, which they cannot do when they are excluded and marginalized. We need to go beyond, where activism is the world of imagination. To be an activist or advocate, we must use imagination and reconfigure connections. Representation alters perception.

The next speaker was Stephanie Chung, the first black, female, CEO of a private jet company in the US. She talked about what it was like to run a company in an industry that was grounded during the pandemic and then face one of the hardest job markets of all time. She stated that in 2020 we had a population reporting a major burnout. A 2021 Gallup poll indicated that only 34% of people felt engaged at work. In 2022, 4 million people quit their jobs each month. In 2023, reports indicate that 61% of people have thought about quitting their job.

People want to be their authentic selves at work. However, we often rely on instinctive stereotypes. She showed us images of three different people. We had to guess their age and their profession based on what they looked like. Many people were saying things like, teacher, nurse, IT, retired, and veteran. The next slide showed all of their mug shots; all three were on the FBI's most wanted list. She indicated that this is why we need to see people for who they are, not how we have been programmed to see them.

The next speaker was Jeremie Kubicek, who is the author of *Peace Index*. He talked a lot about the five P's- purpose, place, provision, personal health, and people as the things that bring us peace. He noted that a record amount of people are on prescription drugs, which there is nothing wrong with, however he noted that if we as leaders can work through the five P's, we can assist in bringing greater peace to our staff. Purpose: How good do you feel about what you are doing? People: How at peace are you with the top ten closest people to you? Personal Health: How are you feeling physically, emotionally, mentally and spiritually? Provision: Do you have the things you need (not want) to survive? Place: Do you have a space in which you can recharge? He had us rate these each between 0-100, add up our five scores and then divide by five to find our peace scale. Other notes from his presentation included that our hope often determines our level of peace. To also not to let someone else's lack of peace effect our level of peace. The peace index was created to help manage your emotions so others do not have to manage your emotions for you. He recommended journaling the following to keep the peace: What was good today? Where was I not at peace today? Why? Am I prepared for tomorrow?

The next speaker was Erica Keswin, author of *Bring Your Human to Work* and *Ritual Roadmap*. Her talk was mostly on the importance of rituals in our daily lives and how that translates to work as a leader. She mentioned that psychological safety and purpose equals performance. Productivity increases when people feel like they belong. People are more engaged with their work when they have a purpose and people are more productive when they trust the organization they work for. To connect we have to take time for empathy. She mentioned at one of her positions they had an event called DEAL, drop everything and learn, where everyone learned about a topic for one hour together regularly.

The last speaker was psychologist and author Henry Cloud. His topic was on trust in leadership. The five essentials of trust were understanding, motive/intent, ability, character and track record. Through all our interactions, people are building maps of us and their experience with us.

I would also like to thank Cindy Fallona for sponsoring me to attend Board Engagement & Fundraising Through a DEIAB Lens through the Nonpofit Leadership Initiative in May. Here are a few notes and Cindy will speak about this at the meeting briefly as well:

This was an excellent presentation by Christal M. Cherry, CEO of The Board Pro. She was very candid in that we need to articulate the impact of gifts and how we present that impact is vital; purpose rather than mission. She questioned whether there were BIPOC people on our teams, do we know the community we serve, do we have fundraisers of color, do we have board members of color? We learned that BIPOC individuals donate more than white individuals even with major disparities in median wealth demographically.

She also spoke about changing the culture on how we validate gifts and that we cannot raise money from those we do not see. It was also interesting to see the statistics on giving. In our industry, we are often focused on individuals and grants, yet we rely heavily on grants and spend the most time on them, yet they pay out the least statistically.

Lastly, she spent some time talking about boards in general. She mentioned that leaders need to spend more time checking in with boards to make sure they are feeling supported, but that boards should also take time to self-reflect and evaluate. She has had board members self-evaluate their role on the board individually and some boards even evaluate themselves together to look for ways in which to improve.
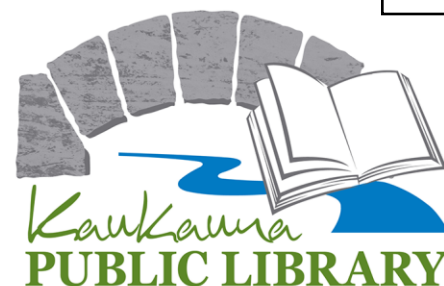
To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 5/16/23
Re: Staffing Updates

We did receive a resignation from the new Hispanic Outreach Coordinator. We have since reposted the position and have boosted the ad on Facebook as well as reached out to several local organizations asking for help in sharing the employment opportunity. If we cannot get an applicant within the next month, we will likely close the position, reopen for an Adult Programmer position, and try for the Hispanic Outreach Coordinator position again in the future.

In other exciting news, we are changing the title of Library Assistant: Programmer, Kim Cackowski, to Library Assistant: Native American Outreach & Engagement Coordinator. The programming that Kim will do at the library will focus on engagement with our Native American/Indigenous community members, as well as sharing the cultures with our community. The position description is as follows:

Under the supervision of the Library Director and/or Assistant Director, the Library Assistant: Native American Outreach & Engagement Coordinator performs outreach to our Native American/Indigenous community and shares their culture with the community. They also serve as a Library Assistant performing essential service desk functions such as checking in and out of materials, filling holds list, returning materials to the shelves, issuing new library cards, and assisting patrons with reference, directional and/or technological questions.

MAJOR POSITION DUTIES

1.   Provide tours, assistance in setting up library accounts, assistance with age-appropriate book selection and library orientation to the library community. Market library materials, programs and services to Native American/Indigenous community members in the surrounding area, as well as provide information of resources offered by area Tribal Nations and other organizations.
2.   Assist is acquisitions of Native American/Indigenous cultural-grounded resources.
3.   Provide resources to area schools to support the fulfillment of Act 31 and Indigenous Education.
4.   Plan, organize and conduct innovative culture-based programs to share with the community that fosters an understanding and connections.
5.   Attend outreach events on behalf of the library.
6.   Assist at service desk helping patrons, answering reference questions, issuing new library cards, filling and retrieving holds, and providing technical support for patrons at computer stations for the public.
7.   Checking out and checking in library materials.
8.   Assists patrons with technology questions including computer or eBook related questions.

KAUKAUNA PUBLIC LIBRARY

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

9. Shelves materials.
10. Reads and maintains order of the section of shelves assigned.
11. Maintains patrons adhere to library policies.
12. Call patrons to alert them of holds.
13. Assist patrons in renewing and issuing new library cards.
14. Assist patrons with library card issues and concerns.
15. Periodic emptying of book drop.
16. Receive and record money.
17. Use cash register.
18. Assist patrons with copy machine, faxing, laminating and printing.
19. Help patrons find and retrieve materials.
20. Work with a diverse population.
21. Uphold confidentiality and privacy of patrons.
22. Adhere to the Library Bill of Rights.
23. Perform detailed services related to specific areas of service as well as other duties as assigned by supervisors.
24. Set up and take down programs.
25. Create partnerships with local organizations.
26. Explore creative and innovative approaches to programming.
27. Operate programs within budget.

Adult Services Librarian Report

Programming

Landlord and Tenant Rights & Responsibilities under Wisconsin Law

Jeff Kersten from the Bureau of Consumer Protection stopped by the library again to discuss landlord and tenant rights in Wisconsin. Jeff shared many resources that both tenants and landlords can utilize to help themselves navigate the housing system. 6 patrons attended the program.

Alzheimer's Education Series

Courtney from St. Paul Elder services continues to enjoy an average of 15 patrons attending her program discussing various Alzheimer's topics. This month's topic covered science-based recommendations for how to make small lifestyle changes to build better habits in order to improve the health of both brain and body. In the summer, the program will begin a three part series for caregivers of those suffering from Alzheimer's.

Dungeons & Dragons

Sarah R. continues to hold a well-attended Dungeons & Dragons group play session each month. An average of 15 teens and adults gather to engage in collaborative world building, problem solving, and gaming while enjoying pizza. Attendance is expected to increase in the summer due to the fact that the high school Dungeons & Dragons group will no longer meet.

Focus on Local History

Gavin S.'s monthly local history program this month featured the influence of the Bell Sisters who lived together on Grignon street. One was a nurse, one a library director, and another a teacher. 6 patrons thoroughly enjoyed the program.

Technology Outreach

Attendance at the Thompson Center continues to be high at around 20-25 per program. This month I taught them how to recognize common icons they may encounter on their smartphones, tablets, or computers. Icons such as search, hamburger menu, airplane mode, wifi, phone navigation, voicemail, missed call, and more were discussed. As always, attendees receive a cheat sheet with everything covered in class included so that they may review the program's content at home afterward.

At St. Paul Elder Services I taught a group of 9 how to use Google Maps. They specifically requested the topic, and were interested to learn how they could use their smartphone to find directions anywhere in the world. Also discussed was searching along a route, finding hotels and restaurants, navigating the map using touch gestures, ensuring volume is enabled to hear turn-by-turn instructions, and safety tips for using maps while driving. The

group attending lives independently, not at St. Paul Elder Services, and still regularly drive their vehicles.

Technology 101

This month I taught the same icon program as the one taught at the Thompson Center. Attendance continues to be low, though the participants are fully engaged in the content and have the opportunity to ask many questions on the topic.

Make and Mingle: Alcohol Ink Coasters

20 People attended Mary V.'s make and mingle craft program. This month   they decorated ceramic coasters with alcohol ink. Alcohol ink is a transparent ink that dries quickly, allowing for the creation of colorful abstract art when applied to the ceramic coasters.

Wisconsin Remembers: A Face for Every Name

From May 22nd to June 9th the library will host a 17 piece exhibit remembering each of the 1,161 Wisconsinites officially listed on the Vietnam Veterans Memorial in Washington, D.C. The exhibit also includes additional photos for the names that are listed on The Highground Vietnam Veterans Memorial in Neillsville, WI. Wisconsin Remembers is a tribute to lost life and lost potential.   This exhibit is made possible by Wisconsin Public Radio, PBS Wisconsin, and the Wisconsin Veteran's Museum.

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 a few months ago. The grant provided $800 for the purpose of expanding our manga volumes in both our teen and adult graphic novel collections. The following graphic novel series have been ordered, processed, and are now available for checkout. One Piece, Hellsing, Komi Can't Communicate, Black Butler, and Junji Ito's complete works.

Youth Services at a Glance

Teacher Packs- 2

Youth Programs- 25

Youth Attendance- 1398

General Interest Programs- 2

General Interest Attendance- 59

Program Highlights

Kaukauna partied hard early in April with the school district having off for spring break. We hosted a Dog Man Party, Lego Challenge, and an Elephant and Piggie Party! A whopping 110 school-age friends were able to stop in throughout the events and create character crafts, participate in dance parties, and complete a scavenger hunt for a prize. Snacks and shows were a hit!

The library wrapped up Spring Storytimes with a special guest reader from The Big Read to educate patrons during Fox Cities Money Smart Week. Participants went home with a copy of Alexander, Who Used to be Rich Last Sunday, and a paintable piggy bank!

ATLAS participants created character dioramas using Peeps and displayed their masterpieces inside the library for patrons to "peep" at while browsing for books.
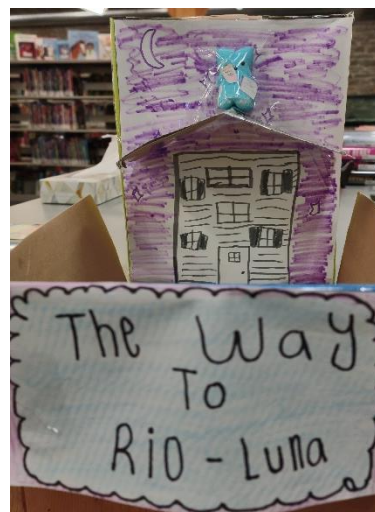

Collaboration Fun

Mid-April brought the Kids Expo back, with over 800 children stopping to visit our library booth and make tumble bunnies. The day was full of smiling faces and bunny races, and we even managed to make it to the end before running out of the giveaway books!

Continuing Education

At the end of April, I was able to attend the WAPL conference in Oshkosh. This was an incredible experience. Collaborations, connections, and conversations! I walked away with so much valuable information and a plethora of new ideas for our already phenomenal youth programs. There are several other educational opportunities throughout the remainder of the year that I hope will prove to be as beneficial.
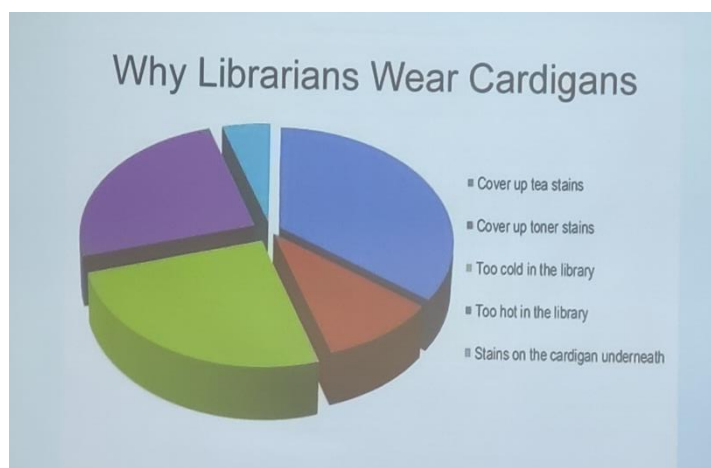
Trustee Handbook

Chapter Six: Evaluating the Director

Evaluating the Director

- There are several good reasons for carrying out a review of your library director:
- A review provides the director with formal feedback on his/her job performance.
- A review can be a tool for motivation, encouragement, and direction.
- A review can provide the board with valuable information about the operations and performance of the library.
- A review can help to establish a record of unsatisfactory performance if there is ever cause to discipline the director or terminate employment.
- A review can give the board and the director a formal opportunity to evaluate the job description and adjust it as necessary.

Who should carry out the review?

- Though it is the board as a whole that is responsible for oversight of library operations and the activities of the library director, often boards decide to delegate the task of developing a preliminary evaluation of the director to a personnel committee .
- The key here is consistency and deciding ahead of time who will take part. At any rate, the entire board should review, discuss, and approve the final written evaluation.

Who should carry out the review?

- Those charged with carrying out the evaluation should avoid relying on chance comments from library employees. Comments solicited from employees with the knowledge of the director can be helpful when solicited in a formal, organized fashion.
- Board members should bear in mind that the director is hired to manage the daily operations of the library on behalf of the board and community. The chain of communications should always flow from library employees through the director to the board.

Basis for Review

- The performance review should be based on three factors:
- 1. The director's performance as it relates to a written job description (see attached sample form, which incorporates points from the sample job description furnished with Trustee Essential #5).
- 2. A list of objectives for the preceding year jointly written and agreed upon by the director and the board.
- 3. The success of the library in carrying out service programs, as well as the director's contribution to that success.

Basis for Review

- The director's job description should be kept up to date and be a realistic statement of the work that needs to be done. The director needs to know what is expected.
- A director should not be faulted for failing to do something that was never officially decided at the time of hire or at a later board meeting.
- Including a discussion of the director's job description at the time of hire and during the annual performance review provides an opportunity to change the job description as the needs of the organization change. Job descriptions need to change as technology and environmental factors affect them.

Basis for Review

- The library director is the resident authority on what is new at the library and how tasks change in light of new priorities. Board members can learn a lot about the library by discussing changes in staff job descriptions with the director.
- Establishing a list of objectives for the director is important to assure continued growth for the director as an individual as well as for the organization. Some objectives may be project oriented, such as completing a weeding of the collection in the coming year, or upgrading the automation system.

Basis for Review

- Though the director should be the one primarily responsible for suggesting his or her objectives for the coming year, they should be discussed and agreed upon by the board.
- The objectives of the director should be closely related to the strategic plan of the library. Establishing objectives can be an exercise in creativity in searching for new ways to improve the library.

Basis for Review

- Failure to attain some objectives does not necessarily indicate poor job performance. Many times, outside factors may have prevented success or a director may simply have been too ambitious in the number of projects planned for a year.
- Some objectives may not be reached because they were experimental in nature.
- The important factors to remember when evaluating objectives are progress, initiative, and the willingness of the director to expand the limits of his or her work and understanding. A director who accomplishes all of his/her objectives may be an exceptional employee or may simply have been quite conservative in what he or she set out to do.

Basis for Review

- Library board members are continually viewing the library from the outside, since they do not participate in the daily management of the organization. Good board members are library users who experience library services first hand.
- As community leaders, they are aware of the image of the library within the community. The library board needs to be able to examine the resources of the library and the resourcefulness of the director and see how these have been utilized to manage library services successfully.

How to Conduct a Review

- When conducting the annual formal performance review, it is very helpful to have the director fill out review forms as a self-assessment. The board, or review committee, should fill out a second set of forms. By comparing assessments, the director and board can easily establish areas of agreement and work to resolve disagreements.
- The director's self-assessments may or may not be considered part of the permanent record; however, the director should have the opportunity to respond in writing to reviews placed in his or her permanent file.

How to Conduct a Review

- No performance review should ever be placed in a personnel file without the knowledge of the director. The director should sign the review indicating that he or she has been given the opportunity to read and discuss the evaluation. Signing a review should not be construed as agreement.
- The basis of the evaluation should be the up-to-date job description and the annual performance objectives agreed to by the director and board.

Key Questions

- How well has the director utilized the resources available to him/her? Is library service provided efficiently and effectively at your public library?
- Does the community like and respect the director? Is he/she accessible? Do people enjoy coming to the library?
- Is the library in good financial shape? Does the director stay within the budget and provide clear and timely reports to the board? Does the annual budget, as initially drafted by the director, adequately reflect the needs for library service in the community? Is the director successful in obtaining necessary funding (with the help and involvement of the board)?

Key Questions

- Does the director communicate effectively to staff? Is he/she a good supervisor?
- Is use of the library increasing? If not, why not? (Success is not strictly the responsibility of the director, but of course he/she has much direct influence.)
- Is the director creative, willing to try new things, and does he or she give considerable effort to making programs work?

Key Questions

- ⬜ Does the director accurately and fully provide the board with the information you need to do your job? Does the director provide the board with well-considered advice?
- Has the director put appropriate effort into achievement of the annual objectives agreed to between the board and director? Is the director striving to accomplish the goals and objectives of the library's strategic plan?

Trustee Handbook

- https://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook

| | 2023 Statistics | | | | 2022 Statistics | | | |

Circulation	January	February	March	April	2023 Y-T-D	April 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Total Circulation and Renewal	10,231	10,357	12,137	10,639	43,364	12,384	41,498	-1,745	-14%
Overdrive Usage	2,117	1,900	2,113	2,043	8,173	1,993	8,227	50	3%
Hoopla Usage	385	400	450	443	1,678	199	512	244	123%
Items Loaned	2,188	1,962	2,372	2,311	8,833	1,809	7,523	502	28%
Items Borrowed	3,096	2,786	3,340	2,834	12,056	3,629	13,474	-795	-22%
Teacher Packs	4	4	3	2	13	3	10	-1	-33%
Door Count	7,079	7,233	9,062	8,484	31,858	7,028	22,515	1,456	21%

Services	January	February	March	April	2023 Y-T-D	April 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Public Internet Usage/Hr.	263	242	313	249	1,067	280	872	-31	-11%
Wireless Usage by Session	1,335	1,450	1,608	1,339	5,732	1,414	4,392	-75	-5%
Youth Programs	13	26	28	25	92	10	62	15	150%
Youth Program Attendance	357	512	855	1,398	3,122	250	1,529	1,148	459%
Adult Programs	10	14	8	16	48	8	29	8	100%
Adult Program Attendance	103	112	131	158	504	62	269	96	155%
General Interest Programs	11	8	4	2	25	NEW	STAT	NO HI	STORY
General Interest Attendance	1,983	705	233	59	2,980	NEW	STAT	NO HI	STORY
Meeting Room Usage	41	65	73	65	244	48	160	17	35%
Study Room	113	139	175	164	591	64	234	100	156%
Volunteer Hours	108	95	101	124	428	126	408	-2	-2%
Local History Inquiries	15	11	23	10	59	12	55	-2	-17%
Technology Instruction 1:1	11	15	16	13	55	13	40	0	0%
Proctor	0	0	0	1	1	0	3	1	#DIV/0!
Notary	1	0	0	3	4	2	13	1	50%

Social Statistics	January	February	March	April	2023 Y-T-D	April 2022	2022 Y-T-D	Monthly Difference from 2022	% +/-
Website Views	4,766	7,233	4,144	3,892	20,035	4,129	15,161	-237	-6%
Facebook Page Like	102	36	27	23	188	87	217	-64	-74%
Facebook Followers	-	-	-	6,526	6,526	NEW	STAT	NO HIS	TORY
TikTok Followers	-	-	330	81	411	NEW	STAT	NO HIS	TORY
Instagram Followers	-	20	17	15	52	NEW	STAT	NO HIS	TORY

Items Held by Library	January	February	March	April	Month to Month # +/-	April 2022	# +/-		
Total Titles Held by Library	61,667	61,520	61,657	61,972	315	60,879	1,093		
Total Items Held by Library	65,949	65,862	66,142	66,497	355	65,064	1,433		
Kaukauna Card Holding Patrons	11,476	11,476	11,465	11,465	0	10,431	1,034	Quarterly Report	