LIBRARY BOARD MEETING
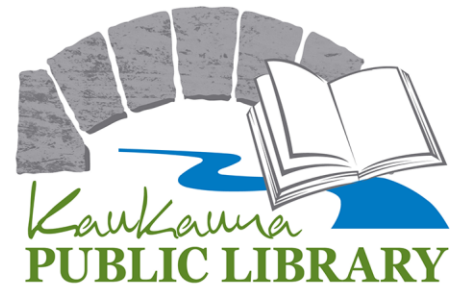
City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, April 23, 2024 at 5:30 PM

AGENDA

In-Person and Remote Teleconference via Zoom

1. Call Meeting to Order

2. Roll Call of Membership

3. Reading and Approval Minutes
   a. Tuesday, March 26, 2024 meeting minutes

4. Public Participation and Communications
   a. Welcome new Library Trustee J. Sager

5. Action Items
   a. Bill Register March 2024

6. Information Items
   a. Directors Report
   b. Adult Services Librarian Report
   c. Youth Services Librarian Report
   d. Local Historian Report
   e. Native American Outreach & Engagement Coordinator Report
   f. Communications Coordinator Report
   g. Trustee Topic 15
   h. Statistics
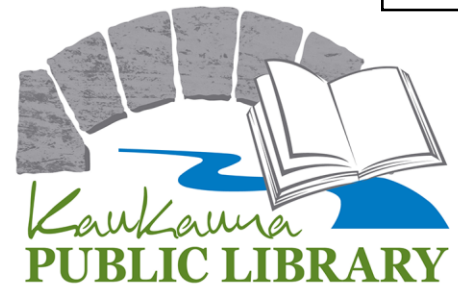   i. Discussion on Gifts & Recognition

7. Adjournment

NOTICES

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

In person meeting in Library Board room and via Zoom

Join Zoom Meeting

https://us06web.zoom.us/j/88900740902

KAUKAUNA PUBLIC LIBRARY

207 Thilmany Rd Suite 200
Kaukauna, WI 54130

920.766.6340
www.kaukaunalibrary.org

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

Tuesday, March 26, 2024 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 5:31p.
2. Roll call of membership
   a. Present: M.J. Kilgas, C. Van Boxtel, J. Lucas, A. Neumeier, K. Hietpas, C. Fallona, J. Van De Hey & J. Vondracek
   b. Excused: A. Schneider
   c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
   a. Tuesday, February 27, 2024 meeting minutes
   b. K. Hietpas made a motion to approve the Tuesday, February 27, 2024 meeting minutes, seconded by J. Lucas. Motion carries; all in favor.
4. Public Participation and Communications
   a. None.
5. Action Items
   a. Bill Register February 2024
   b. C. Fallona made a motion to approve the Bill Register February 2023, seconded by C. Van Boxtel. Motion carries; all in favor.
6. Information Items
   a. Directors Report
      i. A. Thiem-Menning noted upcoming absences for attendance at the Public Library Association Conference in Ohio.
   b. Adult Services Librarian Report
      i. The Board noted the increased attendance at the new Sheepshead program.
   c. Youth Services Librarian Report

KAUKAUNA PUBLIC LIBRARY

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

          i. A. Thiem-Menning remarked how proud she is that S. Wroblewski has been doing so much outreach with high school teens.

    d. Local Historian Report

          i. The Board was pleased to have the notes from the Irish Genealogy session the Local Historian attended.

    e. Trustee Topic 14

    f. Statistics

          i. A. Thiem-Menning noted that the new restrictions set for Hoopla have made a large difference in the monthly expenditures.

7. Adjournment

    a. The meeting adjourned at 6:23p.

Join Zoom Meeting
https://us06web.zoom.us/j/88900740902

City of Kaukauna
City - Income Statement Detail
Mar 2024

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5101 - Regular Payroll							
	Journal	3/14/2024	Mar 2024	JE338		$20,688.34	Gross Earnings
	Journal	3/28/2024	Mar 2024	JE339		$20,933.99	Gross Earnings
Total - 5101 - Regular Payroll						**$41,622.33**	
5104 - Temporary Payroll							
	Journal	3/14/2024	Mar 2024	JE338		$1,834.26	Seasonal
	Journal	3/28/2024	Mar 2024	JE339		$1,730.82	Seasonal
Total - 5104 - Temporary Payroll						**$3,565.08**	
5151 - Retirement Plan							
	Journal	3/14/2024	Mar 2024	JE338		$1,062.77	ERWRSGen
	Journal	3/28/2024	Mar 2024	JE339		$1,058.76	ERWRSGen
Total - 5151 - Retirement Plan						**$2,121.53**	
5152 - Residency							
	Journal	3/14/2024	Mar 2024	JE338		$50.16	401a
	Journal	3/28/2024	Mar 2024	JE339		$50.79	401a
Total - 5152 - Residency						**$100.95**	
5154 - Social Security							
	Journal	3/14/2024	Mar 2024	JE338		$903.56	Employer Social Security Expense
	Journal	3/14/2024	Mar 2024	JE338		$314.56	Employer Medicare Expense
	Journal	3/28/2024	Mar 2024	JE339		$899.94	Employer Social Security Expense
	Journal	3/28/2024	Mar 2024	JE339		$316.61	Employer Medicare Expense
Total - 5154 - Social Security						**$2,434.67**	
5157 - Group Health Insurance							
	Journal	3/14/2024	Mar 2024	JE338		$3,671.93	ER Health
	Journal	3/14/2024	Mar 2024	JE338		$207.00	HRA Monthly
	Journal	3/28/2024	Mar 2024	JE339		$3,671.93	ER Health
Total - 5157 - Group Health Insurance						**$7,550.86**	
5160 - Group Life Insurance							
	Journal	3/14/2024	Mar 2024	JE338		$17.34	ER Life
	Journal	3/28/2024	Mar 2024	JE339		$17.34	ER Life
Total - 5160 - Group Life Insurance						**$34.68**	
5163 - Workers Compensation							
	Journal	3/14/2024	Mar 2024	JE338		$38.29	WC Admin
	Journal	3/28/2024	Mar 2024	JE339		$38.53	WC Admin
Total - 5163 - Workers Compensation						**$76.82**	
5208 - Travel - City Business							
	Vendor Invoice	2/1/2024	Mar 2024	020124	V0123 Elan Financial Services	$788.00	Travel
Total - 5208 - Travel - City Business						**$788.00**	
5211 - Education & Memberships							
	Vendor Invoice	2/1/2024	Mar 2024	020124	V0123 Elan Financial Services	$247.00	Memberships
Total - 5211 - Education & Memberships						**$247.00**	
5303 - Communications							
	Vendor Invoice	12/21/2023	Mar 2024	122123	V0755 T-Mobile	$58.58	Phone
	Journal	3/28/2024	Mar 2024	JE339		$25.00	Cell Reimb
Total - 5303 - Communications						**$83.58**	
5306 - Heating Fuels							
	Vendor Invoice	2/28/2024	Mar 2024	4935652123	V0705 We Energies	$305.09	Gas Service
Total - 5306 - Heating Fuels						**$305.09**	
5309 - Water Sewer & Electric							
	Vendor Invoice	3/26/2024	Mar 2024	500114-01 032624	V0383 Kaukauna Utilities	$983.42	Water, Sewer, & Electric
Total - 5309 - Water Sewer & Electric						**$983.42**	
5312 - Maintenance - Buildings							
	Vendor Invoice	2/16/2024	Mar 2024	INV200819	V0120 Camera Corner/ Connecting Point Computer Center	$195.00	Conference Room Repairs
	Vendor Invoice	2/26/2024	Mar 2024	LSPQ50424	V0409 Lappen Security Products, Inc.	$230.40	Door Switch

Vendor Invoice	3/5/2024	Mar 2024	030524	V0016 Grand Kakalin LLC		$8,683.00	March - Maintenance

Total - 5312 - Maintenance - Buildings   **$9,108.40**
5313 - Lease - Buildings

Vendor Invoice	3/5/2024	Mar 2024	030524	V0016 Grand Kakalin LLC		$11,993.00	March - Rent

Total - 5313 - Lease - Buildings   **$11,993.00**
5325 - Contractual Services

Vendor Invoice	2/1/2024	Mar 2024	020124	V0123 Elan Financial Services		$696.09	Contractual Services
Vendor Invoice	3/1/2024	Mar 2024	02-35721	V0003 Advanced Maintenance Solutions		$2,277.40	Janitorial Service 3/1 - 3/31/24
Vendor Invoice	3/14/2024	Mar 2024	031424a	V0123 Elan Financial Services		$365.83	Contractual Services

Total - 5325 - Contractual Services   **$3,339.32**
5328 - Advertising

Vendor Invoice	2/1/2024	Mar 2024	020124	V0123 Elan Financial Services		$23.76	Advertising
Vendor Invoice	3/14/2024	Mar 2024	031424a	V0123 Elan Financial Services		$23.76	Advertising

Total - 5328 - Advertising   **$47.52**
5401 - Office Supplies

Vendor Invoice	2/1/2024	Mar 2024	020124	V0123 Elan Financial Services		$1,293.13	Office Supplies
Vendor Invoice	3/14/2024	Mar 2024	031424a	V0123 Elan Financial Services		$454.96	Office Supplies

Total - 5401 - Office Supplies   **$1,748.09**
5422 - Data Processing Supplies

Vendor Invoice	3/14/2024	Mar 2024	031424a	V0123 Elan Financial Services		$54.02	Data Processing Supplies

Total - 5422 - Data Processing Supplies   **$54.02**
5431 - Postage

Vendor Invoice	2/1/2024	Mar 2024	020124	V0123 Elan Financial Services		$21.67	Postage
Vendor Invoice	3/14/2024	Mar 2024	031424a	V0123 Elan Financial Services		$61.99	Postage

Total - 5431 - Postage   **$83.66**
5441 - Library Materials

Vendor Invoice	12/21/2023	Mar 2024	122123	V0755 T-Mobile		$282.61	Hotspots
Vendor Invoice	2/1/2024	Mar 2024	020124	V0123 Elan Financial Services		$1,792.66	Library Material
Vendor Invoice	2/21/2024	Mar 2024	80591600	V0323 Ingram		$36.12	Books
Vendor Invoice	2/21/2024	Mar 2024	80591601	V0323 Ingram		$18.12	Books
Vendor Invoice	2/21/2024	Mar 2024	80591602	V0323 Ingram		$6.33	Books
Vendor Invoice	2/21/2024	Mar 2024	80591599	V0323 Ingram		$35.15	Books
Vendor Invoice	2/21/2024	Mar 2024	80591603	V0323 Ingram		$138.22	Books
Vendor Invoice	2/21/2024	Mar 2024	022124	V0755 T-Mobile		$355.50	Hot Spots
Vendor Invoice	2/27/2024	Mar 2024	80692761	V0323 Ingram		$17.41	Books
Vendor Invoice	2/27/2024	Mar 2024	80692755	V0323 Ingram		$10.75	Books
Vendor Invoice	2/27/2024	Mar 2024	80692758	V0323 Ingram		$20.38	Books
Vendor Invoice	2/27/2024	Mar 2024	80692753	V0323 Ingram		$12.39	Books
Vendor Invoice	2/27/2024	Mar 2024	80692756	V0323 Ingram		$20.81	Books
Vendor Invoice	2/27/2024	Mar 2024	80692762	V0323 Ingram		$53.76	Books
Vendor Invoice	2/27/2024	Mar 2024	80692754	V0323 Ingram		$9.57	Books
Vendor Invoice	2/27/2024	Mar 2024	80692757	V0323 Ingram		$10.00	Books
Vendor Invoice	2/27/2024	Mar 2024	80692759	V0323 Ingram		$134.14	Books
Vendor Invoice	2/27/2024	Mar 2024	80692760	V0323 Ingram		$17.41	Books
Vendor Invoice	2/28/2024	Mar 2024	80724541	V0323 Ingram		$8.76	Books
Vendor Invoice	2/28/2024	Mar 2024	80724542	V0323 Ingram		$14.80	Books
Vendor Invoice	2/28/2024	Mar 2024	80724543	V0323 Ingram		$29.49	Books
Vendor Invoice	2/29/2024	Mar 2024	80740447	V0323 Ingram		$17.19	Books
Vendor Invoice	2/29/2024	Mar 2024	80740444	V0323 Ingram		$46.07	Books
Vendor Invoice	2/29/2024	Mar 2024	0597597-IN	V0647 The Penworthy Company LLC		$2,523.71	Books
Vendor Invoice	2/29/2024	Mar 2024	80740445	V0323 Ingram		$23.75	Books
Vendor Invoice	2/29/2024	Mar 2024	505129187	V0472 Midwest Tape		$881.53	Digital Materials
Vendor Invoice	2/29/2024	Mar 2024	80740446	V0323 Ingram		$9.45	Books
Vendor Invoice	2/29/2024	Mar 2024	80740448	V0323 Ingram		$12.56	Books
Vendor Invoice	3/6/2024	Mar 2024	80838929	V0323 Ingram		$56.44	Books
Vendor Invoice	3/6/2024	Mar 2024	80838928	V0323 Ingram		$37.61	Books
Vendor Invoice	3/6/2024	Mar 2024	80838931	V0323 Ingram		$91.47	Books
Vendor Invoice	3/6/2024	Mar 2024	80838930	V0323 Ingram		$20.90	Books
Vendor Invoice	3/7/2024	Mar 2024	80868573	V0323 Ingram		$98.92	Books
Vendor Invoice	3/7/2024	Mar 2024	80868572	V0323 Ingram		$12.42	Books
Vendor Invoice	3/7/2024	Mar 2024	80868571	V0323 Ingram		$17.99	Books

Vendor Invoice	3/11/2024	Mar 2024	80912637	V0323 Ingram	$51.27	Books
Vendor Invoice	3/11/2024	Mar 2024	80912632	V0323 Ingram	$47.68	Books
Vendor Invoice	3/11/2024	Mar 2024	80912634	V0323 Ingram	$26.76	Books
Vendor Invoice	3/11/2024	Mar 2024	80912636	V0323 Ingram	$71.18	Books
Vendor Invoice	3/11/2024	Mar 2024	80912638	V0323 Ingram	$45.40	Books
Vendor Invoice	3/11/2024	Mar 2024	80912633	V0323 Ingram	$11.56	Books
Vendor Invoice	3/11/2024	Mar 2024	80912635	V0323 Ingram	$11.78	Books
Vendor Credit	3/12/2024	Mar 2024	80880815	V0323 Ingram	($71.03)	Books
Vendor Invoice	3/12/2024	Mar 2024	80932886	V0323 Ingram	$11.94	Books
Vendor Invoice	3/12/2024	Mar 2024	80941487	V0323 Ingram	$83.10	Books
Vendor Invoice	3/12/2024	Mar 2024	80932885	V0323 Ingram	$30.11	Books
Vendor Invoice	3/13/2024	Mar 2024	80955960	V0323 Ingram	$596.08	Books
Vendor Invoice	3/13/2024	Mar 2024	80955962	V0323 Ingram	$112.76	Books
Vendor Invoice	3/13/2024	Mar 2024	80955958	V0323 Ingram	$14.32	Books
Vendor Invoice	3/13/2024	Mar 2024	80955959	V0323 Ingram	$42.98	Books
Vendor Invoice	3/13/2024	Mar 2024	80955963	V0323 Ingram	$187.96	Books
Vendor Invoice	3/13/2024	Mar 2024	80955961	V0323 Ingram	$711.80	Books
Vendor Invoice	3/14/2024	Mar 2024	031424a	V0123 Elan Financial Services	$807.69	Library Materials
Total - 5441 - Library Materials					**$9,667.73**	
5442 - Service Contracts						
Vendor Invoice	2/1/2024	Mar 2024	020124	V0123 Elan Financial Services	$114.26	Service Contracts
Vendor Invoice	2/29/2024	Mar 2024	36044731	V0440 Marco	$248.09	Copier Contract
Vendor Invoice	3/5/2024	Mar 2024	INV-US73773	V0096 Bibliotheca, LLC	$2,687.19	Renewal
Vendor Invoice	3/14/2024	Mar 2024	031424a	V0123 Elan Financial Services	$558.10	Service Contracts
Total - 5442 - Service Contracts					**$3,607.64**	
5444 - Library Programs						
Vendor Invoice	2/1/2024	Mar 2024	020124	V0123 Elan Financial Services	$357.65	Library Programs
Vendor Invoice	3/14/2024	Mar 2024	031424a	V0123 Elan Financial Services	$412.95	Library Programs
Total - 5444 - Library Programs					**$770.60**	
5499 - Miscellaneous						
Vendor Invoice	3/14/2024	Mar 2024	031424a	V0123 Elan Financial Services	$262.38	Misc
Total - 5499 - Miscellaneous					**$262.38**	
Total - Expense					**$100,596.37**	
Net Income					**($100,596.37)**	

Kaukauna Public Library
2024 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	$ 3.74	$ 467.91	$ 53.60	$ 22.00	$ 547.25					$ 547.25	$ 92.84
February	$ 26.50	$ 469.20	$ 63.50	$ 19.60	$ 578.80					$ 578.80	$ 36.11
March	$ 12.32	$ 580.95	$ 57.50	$ 1.00	$ 651.77					$ 651.77	$ 145.00
Totals	$ 42.57	$ 1,518.06	$ 174.60	$ 42.60	$ 1,777.83	$0.00	$0.00	$0.00	$0.00	$ 1,777.83	$ 273.94

As Financial Secretary I have reviewed and approved this report:

_____

Jane Vondracek
Financial Secretary

City of Kaukauna
City - Budget vs. Actual
Jan 2024, Q1 2024, Feb 2024, Mar 2024

Financial Row	Amount	Budget Amount	unt Over Budget	of Budget
Expense				
5101 - Regular Payroll	$120,785.64	$549,130.00	($428,344.36)	22.00%
5104 - Temporary Payroll	$10,183.36	$24,000.00	($13,816.64)	42.43%
5107 - Overtime Pay	$9.03	$0.00	$9.03	0.00%
5119 - Longevity Pay	$0.00	$1,510.00	($1,510.00)	0.00%
5151 - Retirement Plan	$6,167.17	$27,761.00	($21,593.83)	22.22%
5152 - Residency	$300.34	$2,612.00	($2,311.66)	11.50%
5154 - Social Security	$7,072.82	$33,255.00	($26,182.18)	21.27%
5157 - Group Health Insurance	$29,524.51	$101,153.00	($71,628.49)	29.19%
5160 - Group Life Insurance	$121.38	$562.00	($440.62)	21.60%
5163 - Workers Compensation	$267.01	$977.00	($709.99)	27.33%
5208 - Travel - City Business	$1,533.20	$4,669.00	($3,135.80)	32.84%
5211 - Education & Membership	$717.00	$4,738.00	($4,021.00)	15.13%
5303 - Communications	$162.87	$600.00	($437.13)	27.15%
5306 - Heating Fuels	$2,020.95	$8,000.00	($5,979.05)	25.26%
5309 - Water Sewer & Electric	$3,149.37	$16,200.00	($13,050.63)	19.44%
5312 - Maintenance - Buildings	$26,748.40	$119,000.00	($92,251.60)	22.48%
5313 - Lease - Buildings	$35,979.00	$143,916.00	($107,937.00)	25.00%
5325 - Contractual Services	$7,448.63	$29,291.00	($21,842.37)	25.43%
5328 - Advertising	$71.28	$2,050.00	($1,978.72)	3.48%
5331 - General Insurance	$8,262.00	$8,262.00	$0.00	100.00%
5332 - Shared Service Allocation	$115,565.00	$115,565.00	$0.00	100.00%
5401 - Office Supplies	$2,000.40	$6,000.00	($3,999.60)	33.34%
5402 - Desktop Printer/Fax Expe	$0.00	$800.00	($800.00)	0.00%
5422 - Data Processing Supplies	$4,498.86	$5,500.00	($1,001.14)	81.80%
5431 - Postage	$360.56	$1,250.00	($889.44)	28.84%
5441 - Library Materials	$28,342.87	$92,552.00	($64,209.13)	30.62%
5442 - Service Contracts	$5,978.46	$64,106.00	($58,127.54)	9.33%
5444 - Library Programs	$1,024.65	$4,000.00	($2,975.35)	25.62%
5499 - Miscellaneous	$573.83	$1,000.00	($426.17)	57.38%
5804 - Equipment (including Offi	$744.49	$9,800.00	($9,055.51)	7.60%
Total - Expense	**$419,613.08**	**$1,378,259.00**	**($958,645.92)**	**30.45%**
Net Income	**($419,613.08)**	**($1,378,259.00)**	**$958,645.92**	**30.45%**
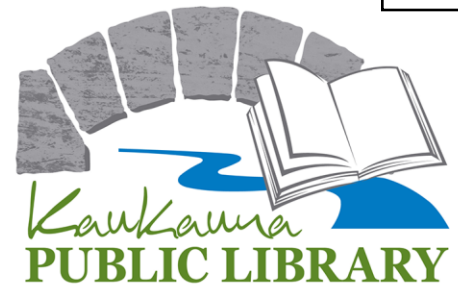
To: *Kaukauna Public Library Board of Trustees*
From: *Library Director A. Thiem-Menning*
Date: *4/16/2024*
Re: PLA Conference Notes

Employee Resource Groups (ERG) and Why They Matter
This particular session was a bit thin in subject matter, but I wanted to attend it because the City has created their first ERG, which I am helping to facilitate. This particular library is quite large and has an extensive branch system, so their scope is far beyond ours. However, it was interesting to hear about the types of events and meetings they participated in and what types of affinity groups they had for ERGs. Probably most important is that they had a budget for their group, which while small, did pay to bring speakers in, which were open to all staff.

Black Men in Public Libraries
This panel was fantastic. Two Wisconsin Library Association conferences ago, one of the speaker's was Felton Thomas, CEO of Cleveland Public Library, who was a member of this panel with three other men. Black men in the US hold less than 1% of all MLIS degrees. The panel was very eye-opening and reiterates for me the importance of our removing the barrier of the required MLIS for librarian positions. They also advocated for getting more books for and about black boys into the hands of black boys, and advocated for us to encourage the young black men we meet to take an interest in the library field.

Radical Supervision, Applying the Teachings of Black Liberation Leaders to Management
This session was less lecture and more participation, which I was not expecting. The Black Liberation Principles are Struggle, Freedom, Power, Autonomy, Collectivism, Care and Future Visioning. After talking about each principle, at our tables we were encouraged to fill out a self-assessment as supervisors. Questions for the self-assessment included:
1. How would you rate and/or describe your enthusiasm to supervise others?
2. How often do you engage with people of different backgrounds, experiences, and identities as you?
3. Rate and/or describe how comfortable you are discussing race, gender, sexual identity, and class.
4. Are you mindful of addressing your feelings when you are in uncomfortable spaces and do you use practices and tools that ground and support you in such space?
5. Do you listen or talk more when in conversation?
6. Where on the scales of Black Liberation Principles would you situate your supervisory style?

After the self-assessment, we were asked to talk through each question with the people at our table.

Indigenizing the Library: How Idaho Created a Statewide Training for Indigenous Inclusion
This is one of the best sessions I attended! The Idaho Commission for Libraries and a Youth Services Librarian teamed up to put together a class for state librarians to learn about the five federally recognized tribes in Idaho. This aligns very well to one of Kim's projects, which is to have a circulating bin with information about each of the federally (and one not federally) recognized tribes in the State of Wisconsin. The two presenters created the curriculum with the Niche Academy software, which also included readings and guest speakers during the course. While I know that this would be a very large goal, I do think it would be incredible to begin working on a project of this magnitude. The group did mention that they had already started this project in several other states and were open to more!

Changing Subject Headings for a More Inclusive Library
While this was a fascinating and very moving presentation, I will admit that I do not have expertise in this particular area, which is cataloging. I know that OWLS is aware of this push in libraries to make Library of Congress subject headings more inclusive. Two libraries talked about how they were able to bypass the slow changes to subject headings, which can be blocked at times by those in power. By updating subject headings, libraries can improve discovery of diverse titles, improve sensitivity/exposure to terms, and use natural language search terms. Most subject heading changes are related to race, religion, national origin, gender, sexual orientation, disability, age, familial and veteran status. Both the libraries used the ERIC Thesaurus, Homosaurus, local tribes, and OLA TSRT Critical Cataloging to develop their headings. Both libraries ended up changing terms from broader to narrower, as well as from narrower to broader. The libraries also worked with their catalog vendor to remove terms, but they did caution to highly research before removing. While the terms are still there in the background of the item record, they do not display on the screen. Both libraries worked with a third party vendor to implement this work within the ILS and discovery layer. The good news is that one of the libraries that implemented the change uses the same catalog vendor as us, so we know they are capable of implementing changes. I have already sent copies of the slides over to OWLS for their review. This session also reminded me that at some point in the future, it would be very helpful to have a professionally trained cataloger on staff.

The Role of Libraries in Workforce Development
While this is definitely an important topic in Wisconsin with so many physical job centers being permanently closed, the scope of work being done by the libraries on the panel is a little overwhelming. These large libraries have staff dedicated to workforce development, called Career Navigators, to help specifically with workforce development and majorities of them are paying for it from their own budgets. Pre-COVID, Appleton Public Library had something similar, but their career navigators were volunteers. These libraries also had a WIAO Specialist, staff trained in the U.S. Department of Labor Workforce Innovation and Opportunity Act. The libraries had regular support group

gatherings for job seekers, weekly speakers, and tables for networking. While I did gather a few programming ideas from this, the scope is simply too large for our library.

Three Must-Have Activities for New Employee Training

As this session pertained to onboarding, something we are looking to better develop, I was interested to hear what other libraries are doing. Again, these libraries are extremely large, so a scope we will not be able to reach, however there were a few interesting takeaway's. It was very neat to see that the libraries actually have documentation for new staff on how they can professionally develop within the organization and then even allow shadowing between branches to allow the staff member that is interested in moving up within the organization to have real experience in the position. They also role play and practice how to respond to certain situations as well as make a lot of training into games. We do have staff practice shelving, but we could certainly develop scavenger hunts to help teach them about different collections, services, programs, and databases as part of training. We will absolutely be utilizing items from this panel into our new onboarding procedures.

African American Isn't a Genre: Collecting and Promoting Black Books

This is one of the best programs I attended. During this session, I learned that while we have been actively purchasing diverse titles by and about people of color, we have no urban fiction titles in our collection. One of the first things I did upon our return was begin to purchase some titles from all of the 12 publishers that were recommended during the presentation. We now have a small core collection that will be available and James has included all the vendors in our acquisitions file so that we stay on top of ordering new titles. A keyword search of urban fiction has zero results in InfoSoup. Further in-depth searches in InfoSoup show that there are almost no urban fiction titles available. On top of this information, it was pointed out to us that while there is a ton of research on the reading habits of white people, there is almost no information or research being conducted on the reading habits of black people.

Increase Religious Equity by Reclassifying Dewey 200's

This was also an eye-opening session and again, while I am not a cataloger, this particular session was a bit easier to understand as it focused predominately on changing call numbers and making the 200's more equitable. A common theme in many of the sessions was on equity and also more specifically on the reclaiming of space. When looking at the current OCLC breakdown of 200s in Dewey, they cater heavily to Christianity. In part, this is because the world was not nearly as global and information rich when the classification was put together, but it was also very much a product of systemic racism. The current arrangement only allows for the 290's to include other religions. The new optional arrangement in Dewey that was proposed in this session changes the focus chronologically by evolution of the religion, and also allows for greater space for other religions numerically. Again, the focus on the reclaiming of space.

The new classification offered allows for subject headings for religions of East & Southeast Asian origin, African, American native, Australian origins, the Bible, Judiasm,

Christianity, Christian moral & devotional theology, Christian social & ecclesiastical theology, Islam, and modern spiritual movements, as well as Wicca.

There is a wave of this reclassification occurring in New England. Our library will be taking on this project once the weeding of nonfiction collections have been conducted. This will also allow for better collection development, as the new arrangement allows us to be more aware of the holdings and gaps for each of the various religions.

Spanish for Library Staff: Bridging the Language Barrier
This was another one of my very favorite sessions. It was extremely inspiring and will result in action on our part. We will be developing core phrases, which we will post at the service desks for staff to say if a non-English speaking patron needs assistance and none of our Spanish-speaking staff are available. We will practice these phrases as a group during all of our staff training days so that staff can build comfort in the practice.

While this session dealt primarily on staff-only basic Spanish language learning, predominately in a virtual setting across multiple campuses, for me, I felt like this was an opportunity to begin some English-Spanish conversation groups as a library program. I am proposing for our fall session that we begin having one morning and one evening group session a month. Those interested in practicing their English can come participate, while also having the opportunity to teach those learning Spanish, and vice versa for those learning Spanish with the means to help someone practice their English.

Other notes from PLA:
On top of all of these wonderful programs, we did have the opportunity to spend time in the exhibit hall with national vendors. We came back with at least 80 lbs. of books, which will be used as summer reading program giveaways, some that were not advance reader copies have made their way into the collection, and the adult advance reader copies will go to staff at our next training.

We also got to play with Automated Materials Handling Sorters and found several companies to get quotes from for our Capital Improvement this year. I learned that there are WAY more questions I need to be asking vendors about AMH's before we begin the RFP process.

Some of my actions items from this PLA include:
- Check the 398's, which are typically fairy tales to remove any religious materials and put them back into the 200's where they belong.
- Arrange all the Dewey 200s with the new standards.
- Increase and maintain collection development of urban fiction.
- Incorporate new hands-on strategies into onboarding practices.
- Continue to promote equity, diversity and inclusion. There were many panels featuring minoritzed peoples and it was very clear how much work still needs to

be done. I am grateful to have had opportunities to feel uncomfortable during lectures.
- The addition of Spanish-English Conversation Group programs.
- Begin laying some groudwork for a statewide indigenous inclusion-learning model, or at a minimum, something for our system.
- Advocate to OWLS regarding subject-heading changes, which has already started.

Adult Services Librarian Report

Programming

Taste of Central and South America

On Monday, April 15 Ana presented a PowerPoint presentation on the culture and history of Colombia. Participants ate a Columbian dish called Cheese Arepas, which consists of white flour, milk, butter, sugar, and cheese!

Coffee and Conversation with Kaukauna Utilities General Manager Michael Avanzi

On Friday, April 12th Kaukauna Utilities General Manager Michael Avanzi and his team spoke to our patrons about the operations and projects going on at the Kaukauna Utilities. The presentation focused on the upcoming changes to the water filtration system in the city. Currently, the infrastructure needs to be replaced due to age and KU are weighing their options on the various filtration systems they can replace it with. To make matters more complicated, Kaukauna has extremely hard water which complicates the decision. We had about a 30-minute question and answer session after the presentation where many good questions were raised and answered.

Explore Our Trails Walking Club

Donna has begun our walking club on Wednesdays. She walks with patrons along the numerous Kaukauna trails, exploring a different one each week. Patrons enjoy a granola bar, water, and conversation while walking. The first trail they explored was the 1000 Islands Boardwalk Trail!

Explore Our Trails Walking Club enjoying the 1000 Islands Boardwalk Trail!

Games

John has continued hosting board game nights, sheepshead, DND, and Bricks and Brews at TAQ. This month's board game night had a particularly great turnout, with about 15 people coming out to try new games!

Board Game Night (Left) and Bricks and Brews competitors (Right).

PLA

Ashley, Sarah, and I attended PLA the first week of the month. I personally attended the following sessions and took away a satisfying amount of useful information.

RA Meets AI

Despite the title this program had nothing to do with AI. Instead, web programmers employed by a library system created a kiosk that integrated their ILS and Novelist. This lets patrons walk up to the kiosk, scan a book they enjoyed, see read-alikes that are available now or at nearby branches, put it on hold, or print out a call number and location receipt to go find the book in the library. They went into technical detail on how they built the program, which was useful for me to hear since I'm nearly finished with my own computer program that will assist us in weeding and correcting series in our collection. It would be fun to develop such a kiosk at Kaukauna, but it would require a lot of buy in from OWLS as well as time I currently don't have.

Older Adults Need Jobs

This session explained a library's experience holding a weeklong workshop that taught older adults job seeking skills followed by an older adult focused job fair. They had luck encouraging participants to come to all 5 days of the event, and those that did reported they got much more from the experience than those who only came to one workshop and the job fair at the end. Each day they taught a different aspect of the job searching process and gave participants time to practice using online databases to search for jobs. This would be interesting to try especially considering that the job center Menasha will be closing relatively soon. I will keep my notes from this session on hand to assist me in the future.

Dementia Resources

Between our memory kits, memory café, technology classes, and dementia aware training there weren't many take aways from this session that we weren't already doing! Fox Valley Memory Project (the organization who we are partnered with for our memory café's) was even featured in the session for doing such a good job in the community!

AI Education

This session was similar to the AI Education session given by Kristopher Turner from the UW Madison Law Library I attended last year at WLA. It explored the latest AI technologies currently available for the public to use and explained how AI could impact library operations. It is in a librarian's best interest to become familiar with these technologies so we can answer reference questions about them and teach the public about how to use them safely and responsibly. Given the free time I would love to develop my own introductory AI program to educate our patrons about the technology. I will keep my notes from both sessions to inform my lesson plan in the future.

Patron Privacy

This session was a good reminder to take a step back and ask if we truly need to be collection each bit of data on our patrons (this is reiterated in Kaukauna Library's patron privacy policy). If the library does deem it necessary to collect the data, we should list the length of time each bit of data will be held for. We should also be prepared to provide a list of all data we have on a patron if asked for it by said patron. They noted this question is becoming more common at public libraries. There was also a useful website the I can use that will evaluate Kaukauna Library's website for security concerns that gives a "security report card" that I can use to remove unnecessary plugins or other features to make using our website that much more private.

Other Sessions

I attended three more sessions than this, but content of each of them dealt with such large libraries that, try as I might, can't be applied to a library of our size. It was interesting to hear about the trouble of libraries with $81 million annual budgets, but the scope of their operations simply didn't translate to ours. Thankfully I was able to learn much from the rest of the sessions.

<u>Youth Services at a Glance</u>

March 2024

Teacher Packs- 2

Youth Programs- 34

Youth Attendance- 994

General Interest Programs- 4

General Interest Attendance- 160

Program Highlights

Storytimes, field trips, and dance parties, oh my! March was a busy month at Kaukauna Public Library. As we wrap up spring and prepare for summer, our programming gears shift a little. Never fear, KPL always has something planned for everyone!

Fig 1. The display on the teen lab windows for March

With over 40 patrons on a Thursday night, Miss Rachel explored a small part of the world of instruments. Attendees were encouraged to test the variety of music makers while energetic songs played in the background. I have heard that the loudest instruments were the favorite.

Bilingual Storytime is picking up traction with 34 attendees this month! Participants of all ages enjoy hearing stories in both English and Spanish. Little friends love dancing and learning the colors, numbers, and letters en Espanol!

Collaboration Fun

The 4K classrooms from D.H Tanner Elementary School enjoyed a short bus ride to the library for a spring-themed storytime. After stories and songs, each class worked together to create colorful garden scenes. Imagination soared in the conference room as kiddos switched between

colors and media choices to add a variety of flowers and bugs, even the grown-ups joined in! Be sure to take a walk through the library to spot all the garden patches we have growing. Although, I wouldn't recommend stopping to smell these particular flowers.

This March 1000 Islands Environmental Center and Kaukauna Public Library teamed up for the first annual Survivor Saturday. With the help of scout leaders, staff, high school volunteers, and regular volunteers, almost 50 participants survived the day! Attendees were able to complete individually or as a group and were tasked with completing 4 challenges; build a fire, build a shelter, complete the orienteering challenge, and tie one of four basic knots. Finished cards were turned in and two lucky survivors took home a survival kit.

Fig 2. Scout leader Steve demonstrates a proper knot.

Fig 3. Participants work together on the orienteering challenge.

Professional Development

March is Hoot Con month! I embarked on the long journey to the Little Chute Public Library with fellow staff members to further my knowledge and connect with other librarians. I left with a few takeaways and key points that we could use as discussion points and best practices for all staff at KPL. One phrase I will continue to hold onto is this, "a customer service experience can either make your whole day or ruin it." And with that, please enjoy, or have a hoot, at the newest office plant.

Fig 4. Mildred the Office Plant.

Local History Report

April 2024

Gavin Schmitt

I wasn't planning to write a report this month because I'm on vacation the first half of April, but we keep making progress and having updates!

NewspaperArchive

As of April 3, 2024, The *Kaukauna Times* (and *Sun* and *Zeitung*) is online and searchable, 1880-1974. At this time only key staff members have access, but it has *already* saved me time in retrieving information for patrons and for assembling materials for programming.

Veterans Project

Lyle Hansen, former owner-editor of the *Kaukauna Times*, has asked for a "veterans database" and this was largely something we were unable to do for various reasons; chief among them is time. We are now starting a project that is a compromise between a veteran-specific master database and what we already have as far as infrastructure.

We put out a call to the community for veteran photos, and these will be added to our existing photo collection in PastPerfect. Lyle has digitally clipped over 5,000 articles on Kaukauna veterans. In cases where we have photos, the information from the articles will be added as a photo description containing such information as where they were stationed, what training was received, etc. Articles with no matching photo will remain on file but not be added to the database.

This is a great tribute to those who served, and an excellent complement to the military information already on file, such as WWI and WWII letters and our original Grand Army of the Republic (Civil War) ledger.

Recollection Wisconsin

At the suggestion of the director, I applied for a position with the Recollection Wisconsin Steering Committee. To my surprise, I was one of two candidates chosen and I attended my first meeting on April 1, 2024.

In the simplest terms, Recollection Wisconsin (RW) is the state organization that oversees digitization efforts at libraries, universities, museums, etc. Kaukauna Public Library is a member of this, and much of our digital inventory is accessible from the state site. This is very helpful to researchers because the history of a business, organization or person rarely stops at the city limits. (The most obvious local example is the Grignon

family – based in Kaukauna, but active in Green Bay, Appleton, Oshkosh, Winneconne, Portage and countless more places.)

RW, in turn, is part of the Digital Public Library of America (DPLA), which replicates what RW does on a national level. People all over the United States can easily search for Kaukauna information through DPLA, RW or locally. There is, unfortunately, a concern that DPLA will be shifting to more of an institutional model rather than its current fully public incarnation, but discussions are already underway for yet another wider system – a Midwest-based collection. The challenge is, I suppose, to get information to more people without being redundant.

RW also has specific initiatives. I will cover three here, briefly.

1. Culture Keepers Collective. This is perhaps the most exciting, as it is a partnership with Wisconsin's indigenous nations and native-led. Preserving not only photos and documents, but the very language of some cultures.
2. Ideas to Action Fund. RW gives out 7-9 grants of $5,000 annually to libraries and other institutions. The grant is for getting a new idea to being actualized, and is not limited to history, but culture as a whole. Appleton Public Library, for example, used the grant to fund a "piano project" to highlight Fox Cities Reads author, Kao Kalia Yang.
3. As a successor to Curating Community Digital Collections (CCDC), college students will be partnering with institutions to digitize collections. Students are paid by the state, and institutions targeted will be in cities or regions often overlooked.

This being my first meeting, much of this is new to me and I have a lot to learn. I should also add, this report is my understanding of what I heard and may not be 100% accurate in the phrasing – I would encourage board members to explore https://recollectionwisconsin.org/ if they are interested.

Being on the steering committee is an honor and privilege – I am the only one from the Fox Cities, for example. I hope I am able to represent Kaukauna Public Library well and in some small way improve state efforts to preserve history.

On a personal note, being with RW is also an excellent networking opportunity. Getting to know historians and archivists from around the state on a first-name basis is a boon to me professionally and no doubt elevates the library's visibility and the incredible efforts we have taken to make KPL a great source for reliable information.

Post-Event Summary Report

Name of Event: INDIGENOUS RESEARCH FORUM

Research forum featuring presentations, discussions, posters, & demonstrations centering and exploring the concept of Indigenous research.

Date of Event: April 1 2024

Location of Event: Madison, Wisconsin Discovery Building

Sponsoring Organization(s): UW College of Agriculture and Life Science UW Law Nelson Institute University Extension

Conference Summary

The conference discussed types research and how to do research that is respectful and is supportive to Indigenous communities. The conference highlighted resources about Indigenous communities that were done in a respectful way and were beneficial for both. The presenters talked about getting permission to do research and including the communities in the process. This includes what to study and not telling the communities what the researcher wants to study. The speaker all said you have to build relationships with communities, and make sure what you are putting information out into the world belongs out in the world.

By building relationships, you make sure information will benefit future generations, people first, and then the outer world point of view. When looking at resources, is the research in plain language? Does the information restore our relationship with plants and animals? How does the research material impact mental health, and are you documenting knowledge instead of statistics? Respectful research gives communities control over one's life. It is important to note that information about Indigenous people should have historical and cultural knowledge to back it up. Language and stories hold information from the past.

Speakers represented many disciplines of study as well as many Indigenous communities from Wisconsin and other parts of the United States. Speakers talked about food systems, Indigenous knowledge, and how it marries with Western science, health, and STEM.

Looking at our collections and programming to make sure we have the best resources that honor the Indigenous communities. We want to make sure the information was intended to be put out into the world by Indigenous standards. We can look at who authored the materials, and if not from those communities, were they co-authored by people from those communities? Does the material benefit the next seven generations and reconnect with the natural world? Also, a huge takeaway is how we, as the library, can move forward with building relationships and learning ways to enhance our programs using Indigenous knowledge.

Communications Coordinator Board Report April 2024

2024 Marketing Plan and Goal

We have chosen to target business owners as our 2024 marketing focus. Beginning last November a survey was created to assess what services business owners were using at the library. The results of the survey were clear that local business owners were mostly unaware of specific services for them. We will concentrate our efforts in marketing our office services including copy and faxing services, which are much more affordable than our competition for these services, tech checkout, and our book resources for new or small businesses.

The plan includes goals to attend business card exchanges and blue ribbon cuttings through the Heart of the Valley Chamber of Commerce in the hopes of creating new local business partnerships. We also would like to partner with local businesses to provide outreach services such as bilingual storytimes.

So far, I have attended 1 Business Card Exchange at the Thompson Center on Lourdes to discuss sponsorship opportunities for our Summer Learning Program and created social media posts highlighting services specific to business owners.

Social Media

The first quarter has been very good on social media largely due to our new 1000 Books Before Kindergarten program. Beginning in January, we re-launched our 1000 Books Before Kindergarten program via Beanstack. Part of the launch was creating a photo opportunity for each 100 book milestone. We saw other libraries across the nation get great engagement with these photos and has proven to do very well for us too.

Noelle read 300 books on her way to 1000!

Kaukauna Public Library
Published by Jenny Schink · February 29 · 🌐

Congratulations on reading 100 books Odin!

Our Facebook monetization is increasing as well. January: $17.52, February $24.67, and March $51.89.

Newsletter

The click rate for our newsletter has averaged 44% for the first quarter. This percent has decreased slightly, but the national average across all industries is at 8.74%, which we are well above.

The newsletter is just one more vehicle to showcase upcoming programs and services to hopefully a wider audience than print copies, website calendar, and social media.

Fundraising

In January, I designed and purchased 200 woven book bags. These are for sale at a 200% mark-up. These will be used as passive income as well as gifts/prizes for certain reading programs.

NEW
Tote Bags

only
$3

We are currently hosting a PEEP diorama fundraiser. Staff created dioramas made with PEEPS candy and we are accepting votes for favorites. $1 = 1 vote. This fundraiser runs through the end of April.

Trustee Training 15

Public Records Law

Responding to Requests

• Your library must respond to all requests to view or copy public records made by any person (except most requests from individuals who are committed or incarcerated). The request need not be in writing, and the requester need not be a resident of the state. Generally, you cannot require the requester to give his/her name or the purpose of his/her request. Acceptable identification may be required only when necessary for security reasons or when required by federal law or regulation.

Responding to Requests

• Public records requests must be responded to "as soon as practicable and without delay." Any denial of a written request for records must include a written statement of the reasons for denying the request and must inform the requester that the determination is subject to review by mandamus (a writ from a court ordering performance of an act) or upon application to the attorney general or district attorney.

What Records Must be Available

• Except as otherwise provided by law, any requester has the right to inspect or receive a copy of any public record. This applies to records in any format—paper, computer file, recording, email, etc.

What Records Must Be Available

• An important exception to the public records law for libraries is the statutory prohibition on release of records that identify an individual who uses a publicly funded library (Wisconsin Statutes Section 43.30). This information can be released only with the consent of the individual or by court order, to other libraries for interlibrary loan purposes (under certain circumstances), or to a collection agency or law enforcement agency (in the case of delinquent accounts of any individual who borrows or uses library materials or services).

What Records Must Be Available

• The law does not require public access to staff notes, drafts, and similar items prepared for staff personal use. Also excluded are purely personal property having In This Trustee Essential ⬜ Actions all boards must take to comply with the law—before and after receiving records requests ⬜ Records that must be available to the public—and records that are confidential TE15-2 Trustee Essentials: A Handbook for Wisconsin Public Library Trustees no relation to the owner's public office and material to which access is limited by copyright, patent, or bequest.

26

Records Custodian Responsibilities

- Every public library board must approve a resolution designating one or more legal custodians to respond to public records requests. If the board has failed to make such a designation, the library board president and the director are responsible for responding to public records requests. The mayor, village president, or town chair of your community may have the option of appointing the legal custodian for library records. The records custodian(s) must designate one or more deputies to act in his or her absence.
- The library board must also approve and prominently display in the library a notice identifying the legal records custodian(s), establishing the time, place, and method for requesting records, and indicating any copying costs. Generally, public records must be available for inspection during all regular office hours.

Personnel Records

- Common law (judge-made law) allows the denial of certain requests for access to public records if the balance of interests favors nondisclosure. Some of the cases in which the courts have upheld nondisclosure involve certain personnel records of public employees; however, the Wisconsin Supreme Court has also held that personnel records are not automatically excluded from disclosure.
- The records custodian is required to balance the public interest in disclosure of the record against the interests that may weigh against disclosure.

Personnel Records

- cords law for more information. If, after conducting the balancing test, you determine that a requester is entitled to the release of personnel records or other records with information compromising the privacy or reputation of a person, you should contact your municipal or county attorney. It is likely that you will be required to notify the person who is the subject of the records and give that person an opportunity to contest the release of the records in court. You should also be aware that employees and former employees have the right to inspect some of the records in their personnel file.

Personnel Records

- If you receive any request for access to personnel records, requests for information about applicants for a library position, or any other request that involves personal privacy interests, it is recommended that you consult with your municipal or county attorney.

Personal Information Practices Act

- This part of the Wisconsin public records law (Sections 19.62 to 19.80) requires state and local government organizations (including libraries) to develop procedures to protect the privacy of personal information kept by the organization. The Library Board and the Public Records Law TE15-3 Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. You are also required to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

Records Retention

- The law strictly prohibits destruction of records that are the subject of a pending or recently handled records request.
- Municipal and county governing bodies can adopt ordinances that provide for the destruction of obsolete public records. However, the period of time for retention provided by these ordinances cannot be less than seven years for most records.
- Libraries are advised to adopt a record retention schedule. The Wisconsin Public Records Board has approved a retention policy that may be used by local libraries.

Records Retention

- Prior to destroying public records, you must give the State Historical Society at least 60 days written notice. The Historical Society may, upon application, waive this notice requirement. The Historical Society will preserve any records it determines to be of historical interest.

Penalties for Violations

- An organization or legal custodian that improperly denies or delays a request may be ordered to pay the requester's attorney fees and other actual costs, besides damages of not less than $100. In addition, an organization or legal custodian that arbitrarily and capriciously denies or delays response to a request, or charges excessive fees, may be required to forfeit not more than $1,000 in punitive damages. In addition, there are criminal penalties for destruction or concealment of public records with intent to injure or defraud or for deliberately altering public records.

Discussion Questions

1. What purpose is served by Wisconsin's public records law?
2. Why are library patron records kept confidential?
3. If the local press requests records related to disciplinary action taken against the library director, must those records be disclosed? Why or why not?
4. How long do we need to retain library board meeting minutes?

| | **2024 Statistics** | | | | **2023 Statistics** | | | |

Circulation	January	February	March	2023 Y-T-D	March 2023	2023 Y-T-D	Monthly Difference from 2023	% +/-
Total Circulation and Renewal	12,854	11,558	12,302	36,714	12,137	32,722	165	1%
Overdrive Usage	2,382	2,430	2,686	7,498	2,113	6,130	573	27%
Hoopla Usage	415	361	441	1,217	450	1,235	-9	-2%
Items Loaned	2,894	2,828	2,979	8,701	2,372	6,522	607	26%
Items Borrowed	3,974	3,220	3,618	10,812	3,340	9,222	278	8%
Teacher Packs	3	4	2	9	3	11	-1	-33%
Door Count	8,467	9,805	9,496	27,768	9,062	23,374	434	5%

Services	January	February	March	2023 Y-T-D	March 2023	2023 Y-T-D	Monthly Difference from 2023	% +/-
Public Internet Usage/Hr.	303	375	402	1,080	313	818	89	28%
Wireless Usage by Session	1,225	1,282	1,286	3,793	1,608	4,393	-322	-20%
Youth Programs	24	28	34	86	28	67	6	21%
Youth Program Attendance	595	705	994	2,294	855	1,724	139	16%
Adult Programs	10	16	15	41	8	32	7	88%
Adult Program Attendance	91	169	157	417	131	346	26	20%
General Interest Programs	7	5	4	16	4	23	0	0%
General Interest Attendance	691	526	160	1,377	233	2,921	-73	-31%
Meeting Room Usage	61	80	76	217	73	179	3	4%
Study Room	128	146	139	413	175	427	-36	-21%
Volunteer Hours	100	87	98	285	101	304	-4	-3%
Local History Inquiries	10	18	14	42	23	49	-9	-39%
Technology Instruction 1:1	12	15	11	38	16	42	-5	-31%
Proctor	0	1	1	2	0	0	1	0%
Notary	0	2	1	3	0	1	1	0%

Social Statistics	January	February	March	2023 Y-T-D	March 2023	2023 Y-T-D	Monthly Difference from 2023	% +/-
Website Views	2,595	2,370	2,721	7,686	4,144	16,143	-1,423	-34%
Facebook Page Like	46	68	55	169	27	165	28	104%
Facebook Followers	87	203	108	398	NEW	STAT	NO HIS	TORY
TikTok Followers	11	11	8	30	NEW	STAT	NO HIS	TORY

Items Held by Library	January	February	March	Month to Month # +/-	March 2023	# +/-	
Total Titles Held by Library	62,678	62,813	63,155	342	61,657	1,498	
Total Items Held by Library	67,250	67,356	67,414	58	66,142	1,272	
Kaukauna Card Holding Patrons	10,211	10,211	10,211	0	11,465	-1,254	Quarterly Report
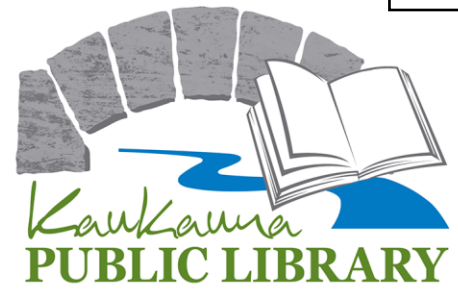
To: *Kaukauna Public Library Board of Trustees*
From: *Library Director A. Thiem-Menning*
Date: *4/17/24*
Re: *Gifts & Recognition Discussion Notes*

With the dissolution of the Foundation, it is time for the Library Board to revisit monetary donations and subsequent recognition. As part of my goals this year, I need to develop the financial base of the support organization the Friends of the Library, and more specifically, how that ties into general donations to the Library. The recognition wall, which was established predominantly as part of our capital campaign to raise funds for FFE in the new library is starting to fill up. While some additional sections of tree branches can be purchased, the trees will at some point be so tall that engravings will not be able to be read. Many organizations have shifted to digital signage for donor recognition because it is easier to update and maintain, and can also include a specific time allocation. At this point, we don't have any formal documentation that says how long a plaque remains up in the building or what the lifespan of a donation is. Our current scale of donations is both interior and exterior with many options. It would likely be in our best interests to simplify the entire process. Below I have attached our current policy, which was last updated in the spring of 2023. My recommendations may include the move to digital signage for the future once the last of the leaves are full, reestablish donation levels, make a distinction between donations to the library and capital campaigns of the library, and to establish a lifespan of gifts, as well as note that gifts to the Friends are separate.

Kaukauna Public Library Gifts and Donation Policy

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

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

Any donations of a historical nature will be assessed by the Local Historian. Items accepted may be turned over to other agencies. The Library will only accept photos, maps, documents, and books that

---

KAUKAUNA PUBLIC LIBRARY

207 Thilmany Rd Suite 200
Kaukauna, WI 54130

920.766.6340
www.kaukaunalibrary.org

directly pertain to Kaukauna history. We do not accept donations of artifacts or framed art. If the framed art references Kaukauna specific history, we accept on a case-by-case basis.

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

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

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

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

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

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