

LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, October 25, 2022 at 5:30 PM



AGENDA

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - a. Approval of Tuesday, September 27, 2022 Meeting Minutes
4. Public Participation and Communications
5. Action Items
 - a. Bill Registers September 2022
 - b. 2023 Budget Approval
6. Information Items
 - a. Director's Report
 - b. Local Historian's Report
 - c. Trustee Topic Appendix A
 - d. Statistics
7. Adjournment
 - a. Adjourn to Closed Session pursuant to State Statute 19.85(1)(e) for the review of proposed third lease amendment.
 - b. Return to open session for possible action
 - c. Adjourn to Closed Session pursuant to State Statute 19.85(1)(c) for the performance evaluation of the Library Director.
 - d. Return to open session for possible action
8. Adjournment

NOTICES

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

In person meeting in Library Conference room and via Zoom

Join Zoom Meeting

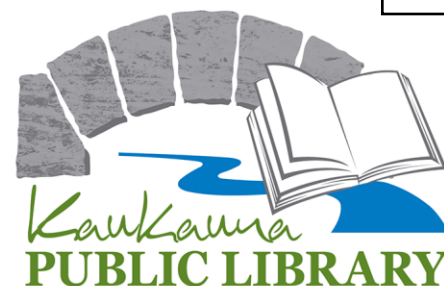
<https://us06web.zoom.us/j/83172836515>

Meeting ID: 831 7283 6515

One tap mobile

+13017158592,,83172836515# US (Washington DC)

+13092053325,,83172836515# US



LIBRARY BOARD MEETING

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, September 27, 2022 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: J. Lucas, M. Kilgas, C. Fallona, C. Van Boxtel, J. Vondracek, J. Van De Hey, K. Hietpas, A. Thiem-Menning, A. Schneider and other interested citizens
 - b. Unexcused: M. Aquirre
3. Approval of minutes from previous meeting
 - a. Tuesday, August 23, 2022 Meeting Minutes
 - b. Tuesday, August 23, 2022 Closed Session Meeting Minutes
 - i. J. Vondracek made a motion to approve the minutes of August 23, 2022 and the Closed Session Meeting Minutes of August 23, 2022. Seconded by C. Fallona. Motion carries; all in favor.
4. Public Participation and Communications
5. Action Items
 - a. Bill Register August 2022
 - i. J. Vondracek made a motion to approve the bill register of August 2022, seconded by K. Hietpas. Motion carries; all in favor.
 - b. 2023 Closures Update
 - i. M. Kilgas made a motion to adopt the 2023 Closure Update with the amendment of June 9th instead of June 6th as a closed staff training day. Seconded by C. VanBoxtel. Motion carries; all in favor.
 - c. Appropriate Use Policy Update
 - i. C. VanBoxtel made a motion to update the Appropriate Use Policy. Seconded by C. Fallona. Motion carries; all in favor.
 - d. 2023 Goals
 - i. M. Kilgas made a motion to approve the 2023 library goals. Seconded by K. Hietpas. Motion carries; all in favor.
6. Information Items
 - a. Directors Report
 - i. A. Thiem-Menning went over the draft budget.
 - ii. A. Thiem-Menning noted that the personnel budget is not finalized yet. Additional funds were budgeted for On-Calls for 2023. The On-Call budget for 2023 is based on an average spent so far in 2022, which will more accurately reflect the need. The resignation of the Assistant Director will also change the personnel budget for next year.

- iii. There was discussion regarding A. Thiem-Menning's recommendation to hire a full time Library Assistant: Communications Coordinator and Youth Services Librarian instead of filling the Assistant Director position.
 - iv. A. Thiem-Menning went over the new City review process and will have her evaluation on the agenda for next month.
 - b. Assistant Directors Report
 - i. A. Schneider noted the amazing numbers from library services this summer including the almost 1,500 lunches given out.
 - ii. The Banned Books display was a big hit.
 - iii. A. Schneider noted that her last day would be November 2nd.
 - c. Trustee Topic 27
 - d. Statistics
 - i. Statistics continue to improve post-COVID. J. Vondracek made a motion to place the reports on file. Seconded by M. Kilgas. Motion carries; all in favor.
7. Adjournment
- a. The meeting adjourned at 6:51p.

Join Zoom Meeting

<https://us06web.zoom.us/j/83172836515>

Meeting ID: 831 7283 6515

One tap mobile

+13017158592,,83172836515# US (Washington DC)

+13092053325,,83172836515# US



General Ledger

Expense vs Budget

User: lizf
 Printed: 10/18/2022 - 11:06 AM
 Period: 09, 2022
 Fiscal Year: 2022
 JE Number: 0



Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
55110			Public Library							
9/15/2022	GL	9	61 HOLIDAY PAY	DR	914.80					
9/15/2022	GL	9	61 REGULAR PAYROLL	DR	17,793.09					
9/29/2022	GL	9	93 REGULAR PAYROLL	DR	19,968.68					
9/1/2022	GL	9	10 REGULAR PAYROLL	DR	18,586.77					
101-55110-5101			Regular Payroll	512,181.00	57,263.34	366,522.32	145,658.68	0.00	145,658.68	28.44
9/1/2022	GL	9	10 PART-TIME/SEASONAL	DR	1,619.40					
9/15/2022	GL	9	61 PART-TIME/SEASONAL	DR	1,340.47					
9/29/2022	GL	9	93 PART-TIME/SEASONAL	DR	1,651.27					
101-55110-5104			Temporary Payroll	9,277.00	4,611.14	16,133.45	-6,856.45	0.00	-6,856.45	-73.91
101-55110-5107			Overtime Pay	0.00	0.00	50.36	-50.36	0.00	-50.36	0.00
9/15/2022	GL	9	61 WI RETIREMENT	DR	1,036.43					
9/29/2022	GL	9	93 WI RETIREMENT	DR	1,050.78					
9/1/2022	GL	9	10 WI RETIREMENT	DR	1,047.17					
101-55110-5151			Retirement Plan	23,160.00	3,134.38	18,893.63	4,266.37	0.00	4,266.37	18.42
9/1/2022	GL	9	10 RESIDENCY	DR	53.32					
9/15/2022	GL	9	61 RESIDENCY	DR	80.99					
9/29/2022	GL	9	93 RESIDENCY	DR	109.05					
101-55110-5152			Residency	2,435.00	243.36	1,737.81	697.19	0.00	697.19	28.63
9/1/2022	GL	9	10 SOCIAL SECURITY	DR	807.97					
9/15/2022	GL	9	61 MEDICARE	DR	290.42					
9/15/2022	GL	9	61 SOCIAL SECURITY	DR	845.65					
9/29/2022	GL	9	93 MEDICARE	DR	313.22					
9/29/2022	GL	9	93 SOCIAL SECURITY	DR	862.65					

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
9/1/2022 GL 9 10 MEDICARE			DR		282.56					
101-55110-5154			Social Security	29,518.00	3,402.47	20,969.45	8,548.55	0.00	8,548.55	28.96
9/1/2022 GL 9 10 GROUP HEALTH INSURAN			DR		5,273.66					
101-55110-5157			Group Health Insurance	65,684.00	5,273.66	49,862.94	15,821.06	0.00	15,821.06	24.09
9/1/2022 GL 9 10 GROUP LIFE INSURANCE			DR		42.10					
101-55110-5160			Group Life Insurance	520.00	42.10	355.28	164.72	0.00	164.72	31.68
9/1/2022 GL 9 10 WORKERS COMPENSATION			DR		38.40					
9/15/2022 GL 9 61 WORKERS COMPENSATION			DR		38.11					
9/29/2022 GL 9 93 WORKERS COMPENSATION			DR		41.11					
101-55110-5163			Workers Compensation	991.00	117.62	765.98	225.02	0.00	225.02	22.71
101-55110-5166			Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-55110-5208			Travel - City Business	1,400.00	0.00	2,538.26	-1,138.26	0.00	-1,138.26	-81.30
9/23/2022 AP 9 69 Memberships			DR		163.53	Ck: 11354	Cardmember Service			
101-55110-5211			Education & Memberships	1,030.00	163.53	838.53	191.47	0.00	191.47	18.59
9/15/2022 GL 9 61 CELL REIMBURSEMENT			DR		25.00					
101-55110-5303			Communications	300.00	25.00	225.00	75.00	0.00	75.00	25.00
9/23/2022 AP 9 69 August Gas - Library			DR		26.91	Ck: 11377	We Energies			
101-55110-5306			Heating Fuels	6,500.00	26.91	4,520.92	1,979.08	0.00	1,979.08	30.45
9/9/2022 AP 9 25 Water, Sewer, & Electric - Library			DR		2,018.04	Ck: 117257	Kaukauna Utilities			
101-55110-5309			Water Sewer & Electric	14,200.00	2,018.04	10,380.42	3,819.58	0.00	3,819.58	26.90
9/23/2022 AP 9 69 September - Maintenance			DR		8,820.00		Grand Kakalin LLC			
101-55110-5312			Maintenance - Buildings	130,000.00	8,820.00	95,484.00	34,516.00	0.00	34,516.00	26.55
9/16/2022 AP 9 42 September - Rent			DR		11,993.00		Grand Kakalin LLC			
101-55110-5313			Lease - Buildings	143,916.00	11,993.00	107,937.00	35,979.00	0.00	35,979.00	25.00
9/23/2022 AP 9 69 Janitorial Services			DR		2,122.90	Ck: 11350	Advanced Maintenance Solutions			
9/23/2022 AP 9 69 Contractual Services			DR		1,046.46	Ck: 11354	Cardmember Service			
101-55110-5325			Contractual Services	28,400.00	3,169.36	21,290.79	7,109.21	0.00	7,109.21	25.03
101-55110-5328			Advertising	1,050.00	0.00	579.12	470.88	0.00	470.88	44.85

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
101-55110-5331			General Insurance	7,847.00	0.00	7,847.00	0.00	0.00	0.00	0.00
101-55110-5332			Shared Service Allocation	94,151.00	0.00	94,142.00	9.00	0.00	9.00	0.01
9/23/2022	AP	9	69 Office Supplies	DR	369.47	Ck: 11354	Cardmember Service			
101-55110-5401			Office Supplies	5,000.00	369.47	4,023.80	976.20	0.00	976.20	19.52
101-55110-5402			Desktop Printing Expense	3,000.00	0.00	3,894.51	-894.51	0.00	-894.51	-29.82
9/23/2022	AP	9	69 Label Printer	DR	310.62	Ck: 11367	Outagamie Waupaca Library System			
101-55110-5422			Data Processing Supplies	3,500.00	310.62	2,766.73	733.27	0.00	733.27	20.95
9/23/2022	AP	9	69 Postage	DR	245.92	Ck: 11354	Cardmember Service			
101-55110-5431			Postage	800.00	245.92	764.13	35.87	0.00	35.87	4.48
101-55110-5439			Lost & Paid Purchased Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9/9/2022	AP	9	25 August	DR	348.08	Ck: 117273	Sprint			
9/23/2022	AP	9	69 Library Materials	DR	127.64	Ck: 11354	Cardmember Service			
101-55110-5441			Library Materials	63,552.00	475.72	33,537.66	30,014.34	0.00	30,014.34	47.23
9/23/2022	AP	9	69 Copier Usage	DR	387.14	Ck: 11363	Marco			
101-55110-5442			Service Contracts	46,795.00	387.14	44,527.21	2,267.79	0.00	2,267.79	4.85
9/23/2022	AP	9	69 Library Programs	DR	399.16	Ck: 11354	Cardmember Service			
101-55110-5444			Library Programs	2,000.00	399.16	1,539.03	460.97	0.00	460.97	23.05
9/23/2022	AP	9	69 Misc.	DR	129.42	Ck: 11354	Cardmember Service			
101-55110-5499			Miscellaneous	400.00	129.42	639.51	-239.51	0.00	-239.51	-59.88
101-55110-5804			Office Equipment	4,000.00	0.00	4,010.85	-10.85	0.00	-10.85	-0.27
55110			Public Library	1,201,607.00	102,621.36	916,777.69	284,829.31	0.00	284,829.31	23.70

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
		Report Totals:	1,201,607.00	102,621.36	916,777.69	284,829.31	0.00	284,829.31	23.70

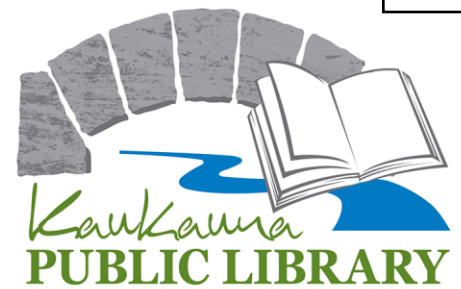
Kaukauna Public Library

2022 Revenue Report

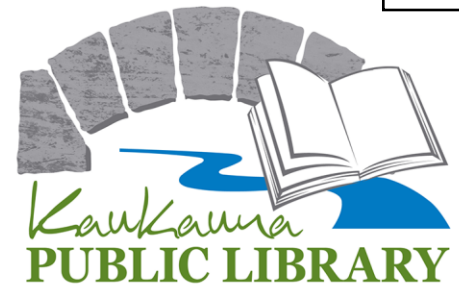
						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Total County Allocations		
January	\$ 19.17	\$ 280.00	\$ 80.75	\$ 1.00	\$ 380.92					\$ 380.92	\$ 105.78
February	\$ 9.39	\$ 354.46	\$ 45.30	\$ 1.00	\$ 410.15					\$ 410.15	\$ 71.06
March	\$ 1.69	\$ 333.75	\$ 75.75	\$ 1.00	\$ 412.19					\$ 412.19	\$ 77.98
April	\$ 31.76	\$ 485.14	\$ 72.70	\$ 1.00	\$ 590.60	\$ 92,735.50	\$ 82,081.00	\$ 23,687.00	\$ 198,503.50	\$ 199,094.10	\$ 52.45
May	\$ 23.21	\$ 496.10	\$ 60.00	\$ 3.00	\$ 582.31					\$ 582.31	\$ 63.33
June	\$ 26.99	\$ 292.10	\$ 48.50	\$ 53.00	\$ 420.59					\$ 420.59	\$ 31.14
July	\$ 38.81	\$ 354.41	\$ 70.70	\$ 2.00	\$ 465.92					\$ 465.92	\$ 137.87
August	\$ 35.06	\$ 554.87	\$ 43.85	\$ 2.00	\$ 635.78	\$ 92,753.50			\$ 92,753.50	\$ 93,389.28	\$ 74.11
September	\$ 21.61	\$ 352.74	\$ 58.60	\$ 15.00	\$ 447.95					\$ 447.95	\$ 366.66
Totals	\$ 207.69	\$ 3,503.57	\$ 556.15	\$ 79.00	\$ 4,346.41	\$185,489.00	\$82,081.00	\$23,687.00	\$291,257.00	\$ 295,603.41	\$ 980.38
2022 Budget	\$500.00	\$1,600.00	\$500.00	\$50.00	\$2,650.00	\$185,507.00	\$82,081.00	\$23,687.00	\$291,275.00		
Balance	(\$292.31)	\$1,903.57	\$56.15	\$29.00	\$ 1,696.41	(\$18.00)	\$0.00	\$0.00	(\$18.00)	\$295,603.41	\$ 980.38
<i>% of Budget Accrued</i>	42%	219%	111%	158%	164%	100%	100%	100%	100%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary



CITY OF KAUKAUNA						
2023 BUDGET						
FUND:	101	DIVISION: COMMUNITY ENRICHMENT				
DEPT:	55110	DEPARTMENT: LIBRARY				
OBJECT CODE	DESCRIPTION	2021 BUDGET	2021 ACTUAL	2022 BUDGET	2022 ESTIMATED ACTUAL	2023 BUDGET
NON-PERSONNEL SERVICES						
<i>Travel/Training</i>						
5208	Travel - City Business	300	0	1,400	2,538	1,000
5211	Education & Memberships	850	812	1,030	675	2,230
<i>Purchased Services</i>						
5303	Communications	300	300	300	300	300
5306	Heating Fuels	6,500	4,719	6,500	6,500	7,500
5309	Water, Sewer & Electric	14,600	14,147	14,200	14,336	14,600
5312	Maintenance - Building	130,000	130,481	130,000	130,000	110,000
5313	Lease - Building	143,916	143,916	143,916	143,916	143,916
5325	Contractual Services	83,619	85,075	28,400	28,400	35,000
5328	Advertising	360	972	1,050	779	1,550
5331	General Insurance	8,600	8,303	7,847	7,847	7,982
5332	Shared Services	70,681	70,202	94,151	94,151	103,756
<i>Supplies</i>						
5401	Office Supplies	5,000	4,909	5,000	4,500	5,500
5402	Desktop Printing Expense	3,000	2,854	3,000	3,722	800
5422	Data Processing Supplies	4,000	4,109	3,500	3,500	4,500
5431	Postage	800	722	800	800	850
5439	Lost & Paid Purchased	0	0	0		
5441	Library Material	50,300	54,943	63,552	63,000	77,552
5442	Service Contracts	49,405	45,260	46,795	46,500	51,871
5444	Library Programs	2,000	1,695	2,000	1,750	3,000
5499	Miscellaneous	400	558	400	550	1,000
TOTAL NON-PERSONNEL SERVICES		574,631	573,976	553,841	553,764	572,907
OUTLAY						
5804	Office Equipment	0	0	4,000	4,011	9,700
TOTAL OUTLAY		0	0	4,000	4,011	9,700
TOTAL LIBRARY		574,631	573,976	557,841	557,775	582,607

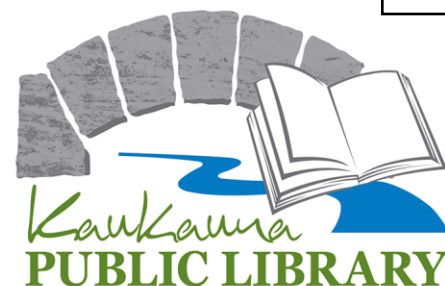


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/20/2022
Re: CIP Update

Since the last Board meeting, an electric strike and shatterproof coating have been added to the front entryway. I have also had a meeting with Lappen and Reliable Cable of Wisconsin regarding the addition of more security cameras in blind spots. We have identified the need for nine more cameras, as well as a server to host the cameras. This will require an additional subcontractor to do the electrical work as power will have to be piped into the locations where we are looking to add cameras as there is not currently power in the areas where we need it.

To date, we have spent \$12,037.07 of the total CIP budget for the Safety and Security Upgrade. The additional funds will be spend on the cameras. If the camera project exceeds the funding, we will reduce the number of cameras.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/20/2022
Re: Friends/Foundation Merger

At this time both organizations have voted to merge in January 2023. The organization and EIN retained will be Friends of the Kaukauna Public Library. This was selected because the Friends have a better success rate with grants given their specific charitable IRS code. Endowment funds will be created under the Friends to ensure that sustainable funding is a priority for the organization, which is how the Foundation legacy will remain.

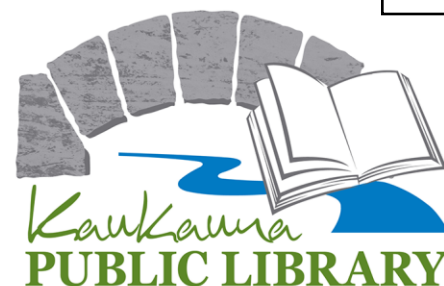
At the meeting next month, I will have a Memorandum of Understanding that will need to be signed and approved. The document is essentially an agreement between the two organizations, our Board and the Friends, of the roles and responsibilities of each party.

When we file 2022 tax returns there is an option for the Foundation to note that this will be their final tax return, which is essentially notification to the IRS that they are no longer an organized group.

There are some additional documents that still need to be signed between the Friends and Foundation prior to yearend. After that, we will need to consolidate the finances, records, and donation information.

For the first year, we will have co-Presidents in place, one from each organization, until we can transition to one officer in each role.





To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 10/20/2022
 Re: September Programming Highlights

22 Youth Programs
 682 in attendance

8 Adult Programs
 163 in attendance

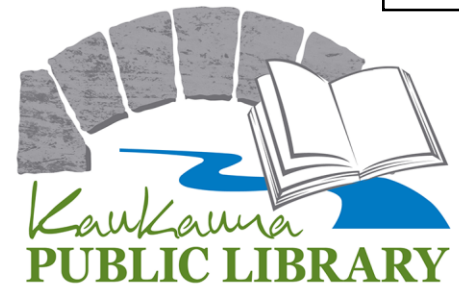
In September, we were approached to have a Tomato Tasting in the library with over 100 varieties available courtesy of Appleton Seed Library, Grown from Seed and The Seed Guild.

Storytimes also resumed in September, with a small change from our usual lineup due to staffing changes. We will be moving to a five day a week model for storytimes for our next semester, January-April.

We continue to have lots of success with our adult Make & Mingle class. Registration generally fills up the day registration opens. In the future, we are hoping to make Friends of the Library membership more enticing by offering them a second class option to these popular events.

James has started to offer his technology programs again and will be fully taking over Adult Programming after Angela's last day. He is currently working on the winter-spring lineup independently, so that we can have a majority of the program guide put together before Angela's last day.

Angela worked with PCCS to get all grades to the library at the start of the school year and to get students library cards since September is National Library Card Sign-Up Month. Our state also worked with all the public library systems to purchase fun vinyl library stickers to hand out to people that sign up for cards this month. We still have some at the desks if you would like one!



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/20/2022
Re: Pantry Donations

Kaukauna Utilities broke into teams and had a Pantry Pileup competition to see which team could collect the most food donations for The Little Free Pantry. They brought over an entire truck full of donations, which should last an entire month.

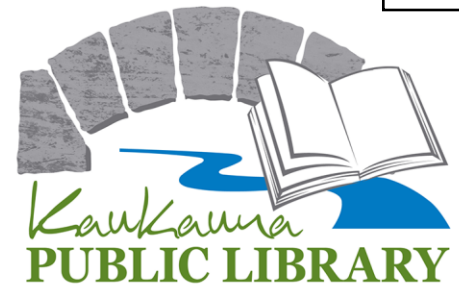
NDLC students also collected food for the pantry and filled up our entire pantry cart.

KHS Civic Engagement students are also hosting a food and hygiene drive for us, so we anticipate a nice stock to get us through until next year.

Pop-up pantries have also resumed.

We are so thankful for such a giving community.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/20/2022
Re: Staffing Update

A posting went out for the Library Assistant: Communications Coordinator position this month. Interviews should be complete by the end of October.

A posting went out for the Youth Services Librarian position with over 40 applicants applying. Interviews for this position will also be taking place by the end of the month. Once we have dates for all the interviews in place for this position, I will be asking a Library Board member to volunteer to sit in on all the interviews.

This year the following benchmark anniversaries were/are being celebrated:

Liz Fuller 10 year
Ashley Thiem-Menning 10 year
Carrie Marhefke 5 year
Sarah Read 5 year
Rachel Bock 5 year
Sarah Miller 1 year
Bobbie Behnke 1 year



Local History Report Gavin Schmitt

On October 13-14, 2022, I attended the Wisconsin Historical Society's 16th Annual Local History and Historic Preservation Conference (virtually) and took part in six sessions. A summary of things covered:

Becoming a Wisconsin History Advocate

This session was essentially a mini version of the History Advocacy Day conference, the next of which is on March 22, 2023 and is a chance for local historians to interact with state legislators. In this abbreviated version, we were told how to approach legislators and make a connection. Making the connection personal was stressed, as this increases the chance of future interactions.

The key reason to interact with legislators and other political figures is, of course, funding. We were told ways that funds can and cannot be used. A delegate from the Douglas County Historical Society, for example, asked if it was possible to get funding from property taxes in a similar way to schools. No, it is not, because the law dictates which tax dollars can be used where – so know what you're asking for and if it's realistic.

A big takeaway for me was increased visibility. Any organization will not be allocated resources if people forget they exist. I would be open to increasing the local history room's visibility. Some ideas may include more board reports like this, more coverage in the library newsletter, or perhaps even its own Facebook page distinct from the Library. We recently had a local history open house ("What's in the Drawer LIVE") and multiple people told me they were not aware of the room and had no idea someone was on hand to answer questions. Clearly visibility still needs improvement.

Creating a Regional History Event

In this session, organizers of Door County History Days (June 2022) went over their event, what worked and what could improve. Key things they did were involve the media and the tourism bureau, and kept a broad vision in mind to include other cultural stops (e.g. art galleries). The event included a kayak tour and even a live taxidermy demonstration. They also purposely created an indoor/outdoor slate of activities so if something was rained out an alternative was available.

One big dream of mine is to create a Fox Cities version of Doors Open Milwaukee, where residents can tour buildings (or rooms in buildings) they don't usually see, including churches, museums, factories and more. From this session I took away two things. One, to pull such a thing off, we would need a significant advertising budget. Door County spent \$500 on Facebook *alone*, and that reached 75,975 people – not enough. They also had full page newspaper ad and a newspaper insert.

Second, Door County has the Heritage Alliance of Door County, an umbrella group of cultural places, to facilitate organizing. Kaukauna's history room is not a member of anything comparable. Therefore, I will be making every effort to better network with surrounding libraries and historical societies for the purpose of exchanging research and perhaps something more collaborative.

History Speaks

A delegate from Marathon County spoke about their History Speaks and History Chats programs. I found them to be similar to what we've been doing here. History Speaks is their bigger ongoing series and generally has a community member talking of their own experience. This is similar to our Focus on Local History, although we have had fewer guest speakers than I would prefer.

History Chats is an online history series in a shorter format (20 minutes), comparable to our What's in the Drawer videos but longer. Their program was born during Covid and has continued, often having monthly themes (March MAPness, ghost towns) for the weekly program. We previously had an afternoon history series more like this that was discontinued because of poor attendance.

Two takeaways: One, we may need more digital content to complement the in-person events. Marathon County's in-person attendance has not rebounded. Although this is bad news, it's a relief to hear that the attendance issue is not just us. Two, the importance of videos is less on the number of views and more on the availability of information. A YouTube program on Dr. HB Tanner (for example) may only get 1,000 views in its lifetime, but it can bring information to people any time, anywhere in a way in-person can't. For the curious, they know where to go for more information.

Involving Youth in Local History

Langlade County spoke on their work with the local 4-H club, getting those kids involved. Their partnership started out by having 4-H scoop ice cream at events and grew from there.

I think a closer link with fourth grade students would be beneficial, as this is the grade that covers Wisconsin history. Kaukauna does have a 4-H (Buchanan Badgers), as well as other groups: scouts, National Honor Society, YMCA, media production classes in high school, etc. I'll reach out to these groups and see how we can help each other out.

Documenting Latinx History

If no one wrote down your story, did you exist? This quote means a lot to me, someone who writes hidden history. My general impression prior to the program was that Latinx/Hispanic history was not a big part of Wisconsin, but they proved me wrong. The Latinx population in Wisconsin is 7% and is the fastest-growing ethnic group in the state. One of the more concentrated population centers is Brown County. And as dairy farms need more labor but have fewer children, Latinx people have become the backbone of the dairy state.

An online collection of photos, documents and oral histories of this Wisconsin history is launching in 2024 in partnership with the National Archives. As a major blind spot in my local history knowledge I will be delving in as material becomes available.

Researching Black History

Sabrina Robins and Nick Hoffman of Appleton presented the research that grew out of the Stone of Hope exhibit at the History Castle, where they discovered the Fox Cities had a thriving Black community from the 1880s-1920s before local sentiment changed. Wisconsin as a whole had African-American authors, musicians, scientists, Olympic medal winners, fur traders, a circus owner, a presidential candidate... all before 1910. The presentation covered how they did their research and how they've been bringing it to other communities.

Of all the seminars, this one was the most explanatory on how to replicate past work. I've done some preliminary research on this in the past when answering patron inquiries, but now have more tools to explore the history deeper. Yes, Kaukauna had a Black community up through the 1940s. I've already reached out to Sabrina Robins. My intent was simply to thank her and Hoffman for the presentation, but she would like to meet and explore this further. While too early to say what could come of this, I am excited to potentially find more important members of Kaukauna's early years that have thus far been overlooked or completely forgotten.

Trustee Essentials

Appendix A

Employment and Equal Rights Laws

- The applicable federal laws prohibiting job discrimination are:
 - Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on race, color, religion, sex, or national origin.
 - The Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially comparable work in the same establishment from sex-based wage discrimination.
 - The Age Discrimination in Employment Act of 1967 (ADEA), which protects individuals who are 40 years of age or older.
 - Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector and in state and local governments.
 - The Civil Rights Act of 1991, which, among other things, provides monetary damages in cases of intentional employment discrimination.

Employment and Equal Rights Laws

- The Federal Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record-keeping, and child labor standards. A Handy Reference Guide to the Fair Labor Standards Act is available at www.dol.gov/whd/regs/compliance/wh1282.pdf.
- Most employers must provide certain types of family leave under both the state and the federal Family Medical Leave Acts (FMLA). A comparison of the TTA-2 Trustee Essentials: A Handbook for Wisconsin Public Library Trustees requirements of these two laws is available at dwd.wisconsin.gov/er/family_and_medical_leave/publication_erd_9680_p.htm. Employers that fall under both the state and the federal FMLA must comply with the provisions most beneficial to the employee.

Employment and Equal Rights Laws

- Wisconsin has many other laws dealing with employment and employment discrimination. The Wisconsin Department of Workforce Development has many publications on employment laws and equal rights laws available at dwd.wisconsin.gov/uitax/

Other State Laws

- Public records and property law. Wisconsin Statutes Sections 19.21 to 19.39. See Trustee Essential #15.
- Code of ethics for public officials and employees. Wisconsin Statutes Sections 19.41 to 19.59. See Trustee Essential #16.
- Personal information practices act. Wisconsin Statutes Sections 19.62 to 19.80. See Trustee Essential #15.
- Open meetings law. Wisconsin Statutes Sections 19.81 to 19.98. See Trustee Essential #14. Municipal officials' procedures for payment of public library (and other) expenditures. Wisconsin Statutes Section 66.0607(4).

Other State Laws

- Open personnel records law. Wisconsin Statutes Section 103.13. (See dwd.wisconsin.gov/er/labor_standards_bureau/records_open_to_employees.htm for explanation.)
- Misconduct in office. Wisconsin Statutes Section 946.12. See Trustee Essential #16.
- Private interests in public contracts. Wisconsin Statutes Section 946.13(1)(b). See Trustee Essential #16.
- Theft of library materials. Wisconsin Statutes Section 943.61.

2022 Statistics											2021 Statistics			
Circulation	January	February	March	April	May	June	July	August	September	2022 Y-T-D	September 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Total Circulation and Renewal	9,049	9,116	10,949	12,384	12,189	15,697	13,945	13,335	10,517	107,181	9,252	98,193	1,265	14%
Overdrive Usage	2,085	1,953	2,196	1,993	1,861	1,825	2,045	2,013	1,873	17,844	1,718	16,936	155	9%
Hoopla Usage		107	206	199	259	276	285	304	293	1,929	New	Service		
Items Loaned	1,734	1,798	2,182	1,809	1,840	1,755	1,917	1,865	1,935	16,835	1,519	14,384	416	27%
Items Borrowed	3,219	3,211	3,415	3,629	3,351	3,200	3,143	3,240	3,284	29,692	3,240	30,087	44	1%
Teacher Packs	4	3	0	3	3	2	4	2	5	26	6	29	-1	-17%
Door Count	4,371	4,742	6,374	7,028	7,122	9,011	8,221	7,889	5,942	60,700	4,188	35,782	1,754	42%
Overdrive Magazine	50	58	61	42	37	35	56	32	45	416	36	972	9	25%

Services	January	February	March	April	May	June	July	August	September	2022 Y-T-D	September 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Public Internet Usage/Hr.	194	173	225	280	193	241	225	243	202	1,976	243	1,287	-41	-17%
Wireless Usage by Session	956	849	1,173	1,414	1,499	1,646	1,452	1,303	1,175	11,467	923	7,330	252	27%
Youth Programs	11	18	23	10	88	27	26	20	22	245	17	223	5	29%
Youth Program Attendance	255	430	594	250	2,494	1,772	2,361	2,525	682	11,363	270	7,816	412	153%
Adult Programs	6	6	9	8	7	13	10	4	8	71	9	78	-1	-11%
Adult Program Attendance	39	46	122	62	89	244	148	177	163	1,090	61	863	102	167%
Meeting Room Usage	25	36	51	48	58	57	60	53	39	427	22	50	17	77%
Study Room	66	54	50	64	81	99	88	97	64	663	33	169	31	94%
Volunteer Hours	85	83	114	126	130	64	106	98	99	905	95	665	4	4%
Local History Inquiries	16	10	17	12	15	16	14	15	12	127	17	91	-5	-29%
Technology Instruction 1:1	5	9	13	13	7	16	8	8	9	88	15	90	-6	-40%
Proctor	2	0	1	0	1	1	0	0	0	5	0	0	0	0%
Notary	8	3	0	2	1	4	1	4	2	25	2	19	0	0%

Webpage Statistics	January	February	March	April	May	June	July	August	September	2022 Y-T-D	September 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Total Pageviews	3,410	3,349	4,273	4,129	4,159	5,232	4,616	5,121	3,720	38,009	3,353	29,724	367	11%
Facebook "Likes"	16	34	80	87	40	83	62	58	61	521	33	407	28	85%

Items Held by Library	January	February	March	April	May	June	July	August	September	Month to Month # +/-	September 2021	# +/-
Total Titles Held by Library	59,020	59,312	60,858	60,879	61,076	61,483	61,708	61,847	61,461	-386	58,133	3,328
Total Items Held by Library	62,888	63,310	64,724	65,064	65,296	65,731	66,006	66,191	65,863	-328	61,787	4,076
Kaukauna Card Holding Patrons	11,064	11,604	10,431	10,431	10,431	10,955	10,955	10,955	10,955	0	11,346	-391

Quarterly Report

Quarterly Report