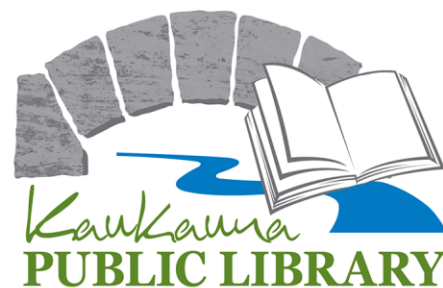


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, March 22, 2022 at 5:30 PM



AGENDA

1. Call Meeting to Order
 - a. Call Meeting to Order
2. Roll Call of Membership
 - a. Roll call of membership
3. Reading and Approval Minutes
 - [a.](#) Approve Minutes from Tuesday, February 22, 2022 meeting
 - b. Approve Close Session Minutes from Tuesday, February 22, 2022 meeting
4. Public Participation and Communications
5. Action Items
 - [a.](#) Bill Register February 2022
6. Information Items
 - [a.](#) Director's Report
 - [b.](#) Assistant Director's Report
 - [c.](#) Technology Coordinator's Report
 - [d.](#) Trustee Topic 22
 - [e.](#) Statistics
7. Adjournment

NOTICES

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

In-Person and Remote Teleconference via Zoom

Meeting ID: 826 6498 6400

Passcode: 54130

One tap mobile

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

In person meeting in Library Conference room and via Zoom

Join Zoom Meeting

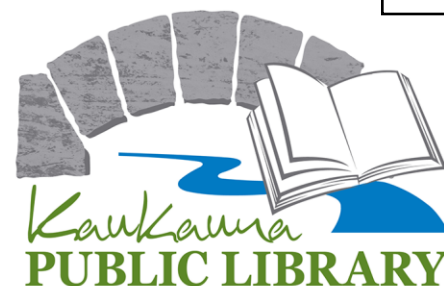
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LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, February 22, 2022 at 5:30 PM



MINUTES

1. Call Meeting to Order

President Lucas called the Kaukauna Public Library Board of Trustees Meeting to order at 5:40 pm. (Meeting start delayed due to technology issues.)

2. Roll Call of Membership

Present: S. Beach, O. Fischer, K. Hietpas, M. Kilgas, J. Lucas, A. Neumeier, C. Van Boxtel, J. Van De Hey, and J. Vondracek

Also present: A. Schneider and A. Thiem-Menning

Excused: J. Vondracek

3. Reading and Approval Minutes

Kilgas moved to approve the January 25, 2022 Meeting Minutes. Seconded by Fischer. Motion passed unanimously.

Van De Hey moved to approve the Closed Session Minutes from January 25, 2022 Meeting. Seconded by Van Boxtel. Motion passed unanimously.

4. Public Participation and Communications

5. Closed Session

Van De Hey made a motion to move to into Closed Session pursuant to §19.85(1)(g) at 6:01 p.m. to confer with legal counsel with respect to litigation in which it is or is likely to become involved. Seconded by Beach. Motion passed unanimously.

Van De Hey made a motion to return to open session at 6:10 p.m. Seconded by Van Boxtel. Motion passed unanimously.

6. Action Items

Kilgas made a motion to approve the Bill Register for January 2022. Seconded by Hietpas. Motion passed unanimously.

Neumeier made a motion to approve the Annual Step Increases. Seconded by Beach. Motion passed unanimously.

Schneider shared the DPI Report with the Library Board. Neumeier made a motion to approve the 2021 DPI Report. Seconded by Van Boxtel. Motion passed unanimously.

7. Information Items

Director's Report: The library board enjoyed learning more about the staff in their bios.

Assistant Director's Report: Hoopla is already on track to meet expectations for the first month of use.

Adult Services Librarians Report: Patron outreach continues, and an onboarding training for library staff is being developed. The collection also need to be inventoried.

Year End Investment Report: No discussion.

Trustee Topic 21 was on accessibility.

Statistics: We saw an increase from last year to this year, and starting in February we should have comparable data again.

Potential Merger between the KPL Foundation and Friends: We have seen a decrease in participation for both organizations, and would like to discuss merging the two groups. Both organizations exist for distinct reasons, so a merger would need to be well planned. Appleton did a similar merger in 2009, so Angela and Ashley reached out to resources within that library to discuss how to merge our organizations. Angela also shared a timeline of how the merger would work.

Van Boxtel made a motion to place the reports on file. Seconded by Fischer. All in favor. Motion passed unanimously.

8. Adjournment

Fischer made a motion to adjourn the meeting. Seconded by Hietpas. All in favor. Motion passed unanimously.

The meeting was adjourned at 6:30 pm.

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
Totals	\$ 28.56	\$ 634.46	\$ 126.05	\$ 2.00	\$ 791.07	\$0.00	\$0.00	\$0.00	\$0.00	\$ 791.07	\$ 176.84
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	(\$471.44)	(\$965.54)	(\$373.95)	(\$48.00)	\$ (1,858.93)	(\$185,507.00)	(\$82,081.00)	(\$23,687.00)	(\$291,275.00)	\$791.07	\$ 176.84
<i>% of Budget Accrued</i>	6%	40%	25%	4%	30%	0%	0%	0%	0%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

General Ledger

Expense vs Budget

User: lizf
 Printed: 3/16/2022 - 8:09 AM
 Period: 02, 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							
2/17/2022	GL	2	57 REGULAR PAYROLL	DR	19,733.96					
2/2/2022	GL	2	8 REGULAR PAYROLL	DR	19,853.16					
101-55110-5101			Regular Payroll	512,181.00	39,587.12	54,226.61	457,954.39	0.00	457,954.39	89.41
2/17/2022	GL	2	57 PART-TIME/SEASONAL	DR	736.05					
2/2/2022	GL	2	8 PART-TIME/SEASONAL	DR	666.66					
101-55110-5104			Temporary Payroll	9,277.00	1,402.71	1,970.28	7,306.72	0.00	7,306.72	78.76
2/17/2022	GL	2	57 WI RETIREMENT	DR	880.14					
2/2/2022	GL	2	8 WI RETIREMENT	DR	880.77					
101-55110-5151			Retirement Plan	23,160.00	1,760.91	2,424.02	20,735.98	0.00	20,735.98	89.53
2/17/2022	GL	2	57 RESIDENCY	DR	103.22					
2/2/2022	GL	2	8 RESIDENCY	DR	98.95					
101-55110-5152			Residency	2,435.00	202.17	281.00	2,154.00	0.00	2,154.00	88.46
2/2/2022	GL	2	8 SOCIAL SECURITY	DR	805.16					
2/17/2022	GL	2	57 MEDICARE	DR	296.54					
2/17/2022	GL	2	57 SOCIAL SECURITY	DR	839.54					
2/2/2022	GL	2	8 MEDICARE	DR	286.77					
101-55110-5154			Social Security	29,518.00	2,228.01	3,086.49	26,431.51	0.00	26,431.51	89.54
2/2/2022	GL	2	8 GROUP HEALTH INSURAN	DR	5,273.66					
101-55110-5157			Group Health Insurance	65,684.00	5,273.66	12,947.32	52,736.68	0.00	52,736.68	80.29
2/2/2022	GL	2	8 GROUP LIFE INSURANCE	DR	38.14					
101-55110-5160			Group Life Insurance	520.00	38.14	72.46	447.54	0.00	447.54	86.07

Account Number		FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
2/17/2022	GL	2	57	WORKERS COMPENSATION	DR	38.90					
2/2/2022	GL	2	8	WORKERS COMPENSATION	DR	38.70					
101-55110-5163				Workers Compensation	991.00	77.60	146.07	844.93	0.00	844.93	85.26
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	2,330.94	-930.94	0.00	-930.94	-66.50
2/25/2022	AP	2	98	Memberships	CR	330.00	Ck: 115850	Cardmember Service			
101-55110-5211				Education & Memberships	1,030.00	-330.00	675.00	355.00	0.00	355.00	34.47
2/17/2022	GL	2	57	CELL REIMBURSEMENT	DR	25.00					
101-55110-5303				Communications	300.00	25.00	50.00	250.00	0.00	250.00	83.33
2/11/2022	AP	2	50	January Gas Service - 207 Thilma	DR	1,436.75	Ck: 115695	We Energies			
101-55110-5306				Heating Fuels	6,500.00	1,436.75	1,436.75	5,063.25	0.00	5,063.25	77.90
2/4/2022	AP	2	23	Water, Sewer, & Electric - Library	DR	1,111.91	Ck: 115590	Kaukauna Utilities			
101-55110-5309				Water Sewer & Electric	14,200.00	1,111.91	1,111.91	13,088.09	0.00	13,088.09	92.17
2/4/2022	AP	2	23	February 2022 - Maintenance	DR	10,833.00		Grand Kakalin LLC			
101-55110-5312				Maintenance - Buildings	130,000.00	10,833.00	21,666.00	108,334.00	0.00	108,334.00	83.33
2/4/2022	AP	2	23	February 2022 - Rent	DR	11,993.00		Grand Kakalin LLC			
101-55110-5313				Lease - Buildings	143,916.00	11,993.00	23,986.00	119,930.00	0.00	119,930.00	83.33
2/11/2022	AP	2	50	Monthly Janitorial Services	DR	2,122.90	Ck: 115617	Advanced Maintenance Solutions			
2/25/2022	AP	2	98	Contractual Services	DR	186.15	Ck: 115850	Cardmember Service			
2/25/2022	AP	2	98	Janitorial Services	DR	2,122.90	Ck: 115846	Advanced Maintenance Solutions			
101-55110-5325				Contractual Services	28,400.00	4,431.95	6,800.37	21,599.63	0.00	21,599.63	76.06
101-55110-5328				Advertising	1,050.00	0.00	0.00	1,050.00	0.00	1,050.00	100.00
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
2/25/2022	AP	2	98	Office Supplies	DR	343.12	Ck: 115850	Cardmember Service			
2/25/2022	AP	2	98	Business Cards - Library	DR	171.89	Ck: 115866	Insta Prints Plus, Inc.			
2/11/2022	AP	2	50	Receipt Paper - 2 Cases	DR	122.00	Ck: 115679	Outagamie Waupaca Library System			
101-55110-5401				Office Supplies	5,000.00	637.01	1,115.36	3,884.64	0.00	3,884.64	77.69

Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
101-55110-5402			Desktop Printing Expense	3,000.00	0.00	197.60	2,802.40	0.00	2,802.40	93.41
2/25/2022	AP	2	98 Data Processing Supplies	DR	26.97	Ck: 115850	Cardmember Service			
101-55110-5422			Data Processing Supplies	3,500.00	26.97	121.17	3,378.83	0.00	3,378.83	96.54
2/25/2022	AP	2	98 Postage	DR	8.66	Ck: 115850	Cardmember Service			
101-55110-5431			Postage	800.00	8.66	251.62	548.38	0.00	548.38	68.55
101-55110-5439			Lost & Paid Purchased Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2/11/2022	AP	2	50 Books	DR	36.53	Ck: 115654	Ingram			
2/11/2022	AP	2	50 Books	DR	21.58	Ck: 115654	Ingram			
2/11/2022	AP	2	50 DVD's	DR	59.99	Ck: 115668	Midwest Tape			
2/11/2022	AP	2	50 DVD's	DR	130.67	Ck: 115668	Midwest Tape			
2/11/2022	AP	2	50 Books	DR	1,343.49	Ck: 115681	The Penworthy Company LLC			
2/11/2022	AP	2	50 Book	DR	14.99	Ck: 115689	Scholastic Library Publishing			
2/11/2022	AP	2	50 Audiobooks	DR	42.00	Ck: 115667	MicroMarketing LLC			
2/25/2022	AP	2	98 Books	DR	85.51	Ck: 115865	Ingram			
2/25/2022	AP	2	98 Books	DR	151.96	Ck: 115865	Ingram			
2/25/2022	AP	2	98 Books	DR	92.62	Ck: 115865	Ingram			
2/25/2022	AP	2	98 Books	DR	11.35	Ck: 115865	Ingram			
2/25/2022	AP	2	98 Books	DR	32.93	Ck: 115865	Ingram			
2/25/2022	AP	2	98 Books	DR	489.38	Ck: 115865	Ingram			
2/25/2022	AP	2	98 Audio Book	DR	39.99	Ck: 115877	Midwest Tape			
2/25/2022	AP	2	98 DVD	DR	22.49	Ck: 115877	Midwest Tape			
2/25/2022	AP	2	98 Audio Book	DR	18.99	Ck: 115877	Midwest Tape			
2/25/2022	AP	2	98 DVD	DR	22.49	Ck: 115877	Midwest Tape			
2/11/2022	AP	2	50 WPLC Digital Buying Pool Share	DR	5,033.92	Ck: 115679	Outagamie Waupaca Library System			
2/11/2022	AP	2	50 Books	DR	9.18	Ck: 115654	Ingram			
2/11/2022	AP	2	50 Books	DR	121.33	Ck: 115654	Ingram			
2/11/2022	AP	2	50 Books	DR	35.47	Ck: 115654	Ingram			
2/11/2022	AP	2	50 Books	DR	12.12	Ck: 115654	Ingram			
101-55110-5441			Library Materials	63,552.00	7,828.98	8,602.21	54,949.79	0.00	54,949.79	86.46
2/4/2022	AP	2	23 #466 Annual Membership - 2022	DR	325.00	Ck: 115608	Volunteer Center of East Central Wisconsin, Inc.			
2/11/2022	AP	2	50 Annual Fee	DR	10,337.00	Ck: 115625	Bibliotheca, LLC			
2/11/2022	AP	2	50 February Lease	DR	462.57	Ck: 115663	Marco			
2/11/2022	AP	2	50 Security Monitoring - 1 Year	DR	240.00	Ck: 115619	Amplitel Technologies LLC			
2/25/2022	AP	2	98 Service Contracts	DR	79.50	Ck: 115850	Cardmember Service			

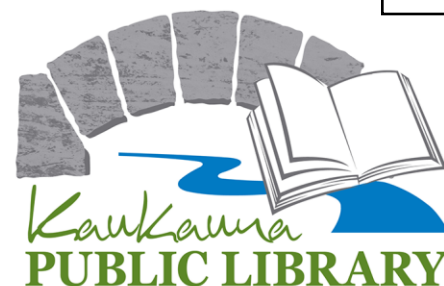
Account Number	FP	JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
2/25/2022 AP 2 98 Control Panel			DR	150.00	Ck: 115847	Amplitel Technologies LLC				
101-55110-5442			Service Contracts	46,795.00	11,594.07	11,618.07	35,176.93	0.00	35,176.93	75.17
2/25/2022 AP 2 98 Library Material			DR	80.72	Ck: 115850	Cardmember Service				
2/25/2022 AP 2 98 Library Programs			DR	194.53	Ck: 115850	Cardmember Service				
101-55110-5444			Library Programs	2,000.00	275.25	312.77	1,687.23	0.00	1,687.23	84.36
2/25/2022 AP 2 98 Misc.			DR	83.43	Ck: 115850	Cardmember Service				
101-55110-5499			Miscellaneous	400.00	83.43	161.15	238.85	0.00	238.85	59.71
101-55110-5804			Office Equipment	4,000.00	0.00	0.00	4,000.00	0.00	4,000.00	100.00
55110			Public Library	1,201,607.00	100,526.30	257,580.17	944,026.83	0.00	944,026.83	78.56

Account Number	FPJE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
		Report Totals:	1,201,607.00	100,526.30	257,580.17	944,026.83	0.00	944,026.83	78.56

As Financial Secretary, I have reviewed and approved this report.

Jane Vondracek, Financial Secretary

Date



To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 3/17/22
 Re: APL Update

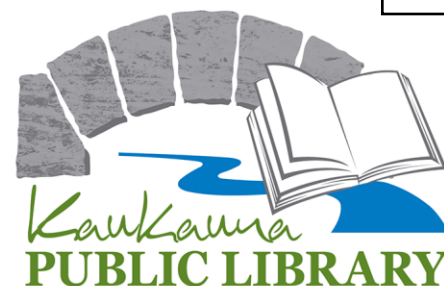
I wanted to update you on the Appleton Public Library building project because it will have a big effect on our library and staff. APL is closing to the public from 4/13 to approximately 5/22. They are relocating to the old Best Buy site for about eighteen months.

While Appleton is extending due dates through the closure, they will also be referring patrons to the other libraries in OWLS, Kaukauna, Little Chute and Kimberly as an option for returns. All holds for pick up at APL will be suspended starting 3/30. After, their patrons will have to select one of our libraries to pick up holds from. APL will also be suspending ILL's starting 3/30 until after they reopen in the temporary location. That means that these needs will also have to be met by one of our libraries during the interim. For a time, APL items will also not be available to our patrons. This will be quite noticeable to our patrons, as we rely heavily on their materials as our collection currently does not meet state standards for size.

What does this mean for our library? It means a likely increase in foot traffic here. Appleton currently serves a community of 74,139. If you divide that number by five, the neighboring five libraries (which includes Neenah and Menasha in the Winnifox system) could each be supporting a population size of about 14,800 additional individuals for a period of six weeks.

We do anticipate that we will likely have to staff two people at the front desk for the duration of the Appleton closure. We normally only staff two on a desk during the busy summer reading program. This certainly makes a difference here as the third individual off desk in the afternoon and evenings is usually concentrating on circulation functions or prepping programs. We will have to utilize On-Calls heavily during this time, as we are already short on mornings we have storytime, which is Tuesday-Thursday and the occasional Friday. Our On-Call budget will likely be over budget again this year. APL will also not be doing any programs on site at their temporary location, nor will they have meeting spaces available. We are already getting bookings from some of their regular groups here, so we anticipate more room setup as well. This will be for an eighteen-month period as their temporary site has no space for programming or gathering for meetings.

Will our library see any funding increases as a result of this? Possibly, but only if a majority of those visiting reside in Outagamie County where there is no library, like Darboy or Harrison, or Calumet or Winnebago County residents. Anyone within the boundaries of the City of Appleton utilizing our library would result in no increase in funding for their usage of our facility. While this may not see fair, we rely heavily on APL's collection here for our patrons, so it is the least we can do during their moves.



To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 3/17/22
 Re: Public Library Association Conference

Per State Statute 43 I am required to submit CE hours annually and must have 100 CE hours credited every five years to retain the certification for my position. There are also requirements within those 100 hours that some of the time be spent on technology and only a portion of the hours can be in the form of webinar. The pandemic did not change these requirements and for two years most of the professional conferences in the state were not held, which is where I can get the most CE credits. As such, I need to go to full day conferences to attain necessary hours.

In my tenure as a librarian, the Public Library Association Conference has been the one that I came back most inspired from. The state holds two conferences; WAPL, Wisconsin Association of Public Libraries, which is a small conference just for public librarians, and WLA the Wisconsin Library Association Annual Conference. While these conferences are statewide, the last several years where I have been in attendance I did not feel like the programming was progressive or inspiring as many of the programs offered were on programs or services we already do or offer. There is also the American Library Association Conference, a national scale conference, but that conference, like WLA, is for librarians in all different fields like academic, medical, legal and archival.

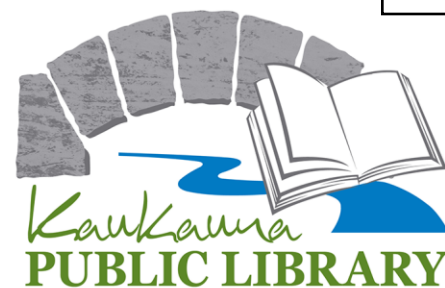
What I like most about the Public Library Association Conference is that the sole focus is on public librarianship and that the speakers are from libraries all around the country. This means that every session has multiple programs to choose from that are strictly about public libraries. As such, Angela and I will be attending this conference from March 22-25.

Here are the sessions that we will be attending while at the conference in Portland:

- Opening session with Luvvie Ajayi Jones, author of *I'm Judging You: The Do-Better Manual*
- Find the First Amendment: A Library Puzzle
- Public Libraries' Role in Re-Engaging Adults into the Educational System
- Big Idea: A Roadmap to Inclusion, Diversity, Equity and Access
- Libraries Build Business: Models for Empowering Underrepresented Entrepreneurs
- Doing the Work: Race, Equity, Diversity, and Inclusion
- This IS Library Work: Outreach for People Experiencing Housing Insecurity
- Big Ideas with Brittany Barnett author of *A Knock at Midnight: A Story of Hope, Justice and Freedom*
- Finding Joy: Library as Space for Playful Learning and Creativity

- Programming for Neurodiverse Adults and Others: Ten Best Practices
- Welcoming Everyone: Creating Equitable and Inclusive Library Policies
- Mystery Author Panel
- Creating Meaningful Connections with a Hybrid Environment
- The Library's Role in Equitable College Prep for Teens
- From Weeded Books to Growing Partnerships and Nourishing Community
- The Pursuit of Happiness; Community Wellbeing as a Library Outcome
- Big Ideas with Amy Schneider, recent Jeopardy Champion
- A Black History Month Taxonomy: Programming in Public Libraries
- Future of Libraries: Innovative Spaces for Community Learning
- YA Crossover Panel
- Continuous Improvement Trumps Strategy: How to Become a Learning Organization
- Safety and Security in Today's Library
- Silver Linings: Aging Adults, The Longevity Gift, and Public Libraries
- Beyond Late Fees: Eliminating Access Barriers for All Community Members
- Rooted in Community: Using Community Values in Public Library Outreach
- Closing Session with Kal Penn, actor, writer, producer and former Associate Director of the White House Office of Public Engagement





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 3/17/22
Re: SDC Update

The proper paperwork has been filled out by the Library and by the City to create our account within SDC. We are currently waiting on an identification number from the state. They did let us know that we can send out our letters if we would like at this time while they get our portal ready for us.

When we return from the PLA Conference will be begin this process. Currently, we have identified 65 accounts for SDC in excess of \$11,527.76. If we do not have a DL number on file, we cannot send them to SDC.

The board will be given a more formal update after letters are sent and we have a better understanding of how our portal and the process with the state works.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 3/17/22
Re: Spectrum News Interview regarding Women's History Month

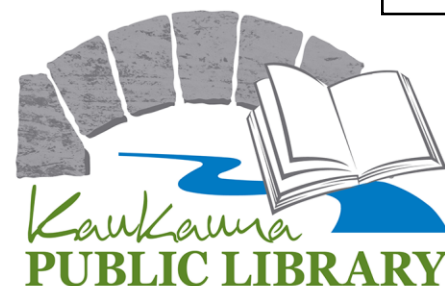
Spectrum News reached out asking for us to provide photos of Electa Quinney and to interview our local historian about her and her importance in Wisconsin History in regards to Women's History Month.

Sadly, there is only one known photo of Electa Quinney, however we do have images of Stateburg, which show the location of her school. Gavin was interviewed on 3/17 for a segment. We were sure to also let the reporter know that there was a statue of Electa Quinney at Fassbender Park and that we have a school named after her as well.

In honor of Women's History Month. Gavin gave a presentation as part of his Local History talk series sharing that Sophia Nelson Strathearn (1865-1948) was a Kaukauna resident prominent in many women's movements locally, statewide and even nationally. Through the Woman's Relief Corps, she personally raised the first \$1,000 to fund the Veterans Home at King. With the Woman's Club, she was a key player in bringing nurses and the Red Cross to Kaukauna, as well as the push for a public library. She was a Vice President of the Wisconsin Woman's Suffrage Association under Theodora Youmans and alongside such notables as author Zona Gale. She included among her friends, various state politicians, and international suffragettes such as Emmeline Pankhurst of England.

We also borrowed a traveling display from The History Museum at the Castle that features eight panels of information regarding women's suffrage in Wisconsin. The display will be up for the month of March.





To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 3/18/22
 Re: AAC Updates

On 3/18/22 AAC met to discuss a number of changes within the system. There was discussion regarding increasing the number of check outs for library cards from 75 to 150, with up to 50 of those items being media. KPL is in favor of this specifically in regards to teacher packs and for homeschool families. Consensus could not be found today in regards to the 50 media check outs, so this item was pushed to the May meeting to be voted upon.

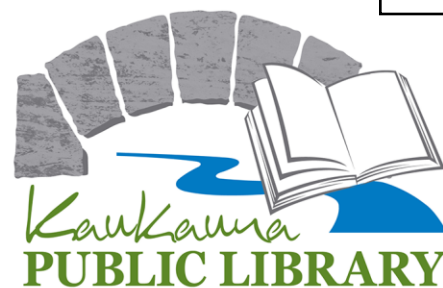
There were also updates to the Teacher Card Procedure that were voted upon. I sat on the committee that formed the new procedure, so I feel comfortable about what they are proposing. The current procedure is out of date and offers little value to teachers beyond having an extra card that is not a personal card. Our new procedure was approved today at the meeting.

Further discussions in regards to loan periods have developed when some of the smaller libraries asked for loan times to change on specific types of DVDs. KPL is against this and will support increasing the loan time on all DVDs and videogames from one week to two. The rationale being that streaming services have changed the way that people view new media and that DVD circulation is down and holds on new feature films aren't any higher than holds on new books that also circulate as a short loan for two weeks. We also have a ten-day hold pick up rule, yet we have loan periods shorter than that. Today it was tentatively agreed upon to move all media that is one week to two weeks and create a one-week short loan for the DVDs/videogames that have a high hold ratio. Since there was no consensus on this and it wasn't a formal item on the agenda to vote on, it will also be voted upon at the May meeting.

The system also just released three options as part of their system development plan. Our three options for this year included: address verification, a data dashboard, and a catalog app. This is essentially a budget line item of OWLS' that they would be onboarding that area libraries have asked for. Our priority here would be for a catalog app. While address verification would help the online account issues, it does not solve them and this element in CARLX continues to be a disappointment. A data dashboard also is not a high priority for us because the current OWLS setup is meeting our needs. Patrons often ask if we have an app and we do not. OWLS mentioned that InfoSoup works well as a mobile site, but that still isn't an app. There is a cheap app that could be for the whole system, but most libraries are interested in the more expensive app, which would be customizable by library and managed by each individual library. OWLS mentioned that going this route would likely mean higher OWLSnet fees. A committee will be formed to explore mobile app options

now. Here, we would like to see the customizable app for our patrons and feel it is worth an increase in OWLSnet fees.



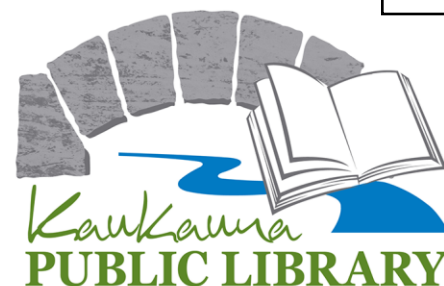


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 3/17/22
Re: Staffing Update

At the January meeting I reported that one of the candidates not hired from the most recent Library Assistant opening interviews was going to be offered a position as an On-Call. The candidate did start the process with us but then declined the position. We discussed current staffing levels and decided that we would wait until later in the spring to re-hire.

Resigned staff member Amanda is being brought back on as an On-Call to fill the gap for the On-Call that resigned in January. We will be signing paperwork with her on 3/18. She will be helping out on either Tuesday or Thursday mornings to cover for storime and as needed to cover for vacations and emergencies.





To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 3/17/22
 Re: DPI Trustee Essential Chapter 22 Reflections

The City of Kaukauna does have an internet policy in place for staff. However, our library Internet Access Policy has not been reviewed in quite some time. Angela and I will make it a priority to update upon our return from PLA and will ensure that the City Attorney has reviewed it prior to our submitting it to the Board for approval. When Angela recreated a new library card application form for us here, she did include a section for parents to accept or deny internet access on their account. That had been an item missing from the application form that OWLS uses, which is one of the reasons why we wanted to create our own form.

In relation to this though, you should be aware that there is a bill (1102) that has been introduced to the senate. While it cannot be considered until the new session begins in late January of 2023, it does specifically include public libraries.

(a) "Harmful material" has the meaning given in s. 948.11 (1) (ar).

5(b) **"Public access computer" means a computer that is all of the following:**

61. Located in an elementary or secondary public school or public library.

72. Frequently or regularly used directly by a minor.

83. Connected to any computer communication system.

9(2) **A public library that provides a public access computer shall ensure that 10minors do not have access to harmful material on the Internet by doing at least one 11of the following:**

1(a) Equipping each public access computer with software that will limit a 2minor's ability to gain access to harmful material.

3(b) Purchasing Internet connectivity for each public access computer from an 4Internet service provider that provides filter services to limit access to harmful 5material

6(c) Developing and implementing by January 1, 2023, a policy that establishes 7measures to restrict minors from gaining computer access to harmful material.

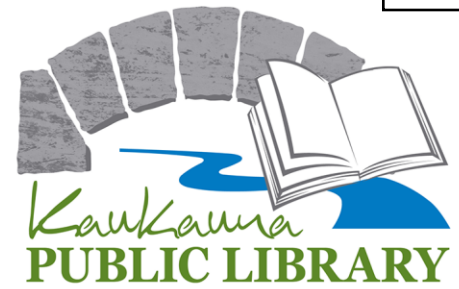
8(3) Notwithstanding sub. (2), a public library that provides a public access 9computer may allow a minor to access harmful material on the Internet if the parent 10or guardian of the minor consents to that access.

Pending our attorney's review of this if it would be adopted, we do already ask a parent to consent or decline to internet access on a juvenile card already. One could conclude that by having a library card login software grant or deny permissions

based on those parental decisions, we would be fulfilling 1(a). If we would have to go CIPA compliant, it would be a very costly and labor intensive process.

The only information we have on this bill is here <https://docs.legis.wisconsin.gov/2021/related/proposals/sb1102> and we will share more as we learn more.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 3/17/22
Re: COVID Facilities Update

On February 25, the CDC changed their guidelines. As such, our County was in the low range and CDC recommended optional face coverings for our area. Per our Pandemic Policy, that means that face coverings are now optional.

As such, we did move all the furniture out of the play area and restored it for play and opened it that afternoon around 4p. DPW came in March and removed the Plexiglas barriers from the service desks as well.

The last act to restore the library to pre-pandemic status will be the adult computers. Currently, we have them operating every other for social distancing. Our goal is to replace the hard drives on those six computers prior to Appleton closing, as we know there will be an influx of people coming to use our computers and they are currently in very poor condition and run very slow. Changing the hard drive is a band aid to the problem that we have with most of our technology; they are reaching end of life at the same time because much of it was purchased new in 2015 to furnish the new library in 2016.

All 12 of these computers will have to be replaced in 2023.



Assistant Director's Report on February 2022

Youth Services

We offered 18 programs for kids, teens, and families in February. Program attendance was 430. We offered two grab and go activities for kids – A Bird Month kit that include a DIY bird house and information of a citizen science bird count activity. A Lunar New Year kit was offered as part of our Center for East Asian Studies grant and included multiple crafts, a book list, and ingredient to make a traditional recipe. We gave out 40 of each kit.

The Preschool Play Area opened on February 25 as face coverings became optional in the library. That, along with the phase out of registration for storytimes, has seen lots of new activity in the Youth Department this month. Ashley created an activity-filled area by rearranging furniture and adding some new toys. A Lego table was added in the school-age area. In-person arts, crafts, and activities will be popping up in the department, including a Seuss scavenger hunt and a drop-in art table.

Thanks to a generous donation in memory of Diana Driessen, **a brand new AWE Learning Station computer was added.** The top-of-the-line learning station is designed for ages 2-12, and delivers 180 award-winning, pre-loaded educational games directly on the workstation. They are available in English and Spanish. With no internet required, we will be able to offer our young learners a safe learning environment on a digital platform. All content is STREAM-aligned (Science, Technology, Reading, Engineering, Art and Music, and Math).

Summer Library Program will be here soon, beginning June 6. Our calendar of activities is complete and will include a number of storytimes and activities in the garden, outreach to local parks and schools, special performers, a Touch a Truck event, Harry Potter and Disney themed days, an outdoor movie night, and Fairy Walk. We will begin in-person classroom visits with all of the schools in Kaukauna in May. We aim to see every 4K-6th grade student in person this year.

Adult Services

We offered 6 programs for adults in February, with attendance of 46. In early March we celebrated Women's History Month with a Focus on Local History program on March 15 dedicated to Sophia Strathearn, who was active both locally and statewide as part of the Woman's Relief Corps and other women's movements. At a time (early 1900s) when women had very little political input, she was front and center advocating for veterans, women's right to vote and other issues of great significance.

The library hosted the traveling exhibit "'We Stand on Their Shoulders:' A History of Wisconsin Women and Voting" which explores moments when women in Wisconsin gained political rights and highlights a few key leaders. The eight-panel display shares the important story of women's quest for political rights and recognition through quotes, photographs, and a timeline of events. The exhibit was loaned by the History Museum at the Castle and their exhibit partners the Wisconsin Historical Society and the 19th Amendment Centennial Coalition. The exhibit was on display March 7-18.

Fox Cities Reads 2022's featured author is Tommy Orange, author of the award-winning novel *There, There*. Orange will visit the Fox Cities for an in-person event on May 12 at 6:30pm. In addition to *There, There*, the Reads committee selected a second title this year, *Apple in the Middle* by Dawn Quigley. She will visit with

students and the public virtually on May 3rd. Both books are now available to borrow from the library. A number of programs are being planned for before the visits in May. See the latest at <https://foxcitiesbookfestival.org/event-reads/>.

Administrative Updates

We have selected a **Creator-in-Residence** for Summer 2022 and look forward to introducing you and the public to them next month! They bring with them a variety of experience in creating and working with the public. We are excited to display their work throughout the library, the programs they will teach for kids, teens, and adults. The Creator-in-Residence will be announced in April and programs offered June through August.

The Friends of the Library fundraiser “Thank You for Being a Friends: an afternoon with the Golden Girls” is coming up on April 2. Staff members Jody and Jenny are putting together an afternoon of trivia, photo ops, and prizes. Ticket holders will receive a goody bag, a one year Friends membership, and a chance to win a number of gift certificates from local businesses. Funds from the event will support Summer Library Program performer fees. Tickets can be purchased through the library’s website or by emailing Angela.

Technology Notes - March 2022

- New computers! I am adding 6 new public computers to the teen lab, 2 in the youth dept., and 2 at the staff desks. I am also adding a new AWE learning computer in the youth dept. designed for younger kids.

We will be re-opening the 6 adult public computers which were previously closed down due to social distancing. I will be replacing the hard drives in those computers to bring them up to par with the others. The plan will then be to replace all 12 next year.

Thanks!
Spencer

Trustee Topic 22

Freedom of Expression and Inquiry

Freedom of Expression and Inquiry

- Free access to ideas and freedom of expression are bedrock principles of this country. These principles must be upheld for democracy to survive and thrive. Public libraries are institutions dedicated to the ideal of freedom of expression and inquiry. The public library is the provider of access for all citizens to the full range of ideas, including controversial or unpopular ideas.
- This requires that your library, within the limits imposed by budget, time, and space, seeks to represent the widest range of materials and to provide unrestricted access to electronic resources—so that inquiry is encouraged and creativity stimulated.

Freedom of Expression and Inquiry

- In Wisconsin, as in most states, citizen boards govern public libraries. Citizen governance partially isolates the operation of the library from political pressure—an important concern especially in the development of your library's collection and policies.
- The federal and state Constitutions support the ideals of freedom of expression and inquiry, as do the Wisconsin statutes.

Freedom of Expression and Inquiry

- The very beginning of Chapter 43 (Wisconsin's library law) says: "The legislature recognizes: (a) The importance of free access to knowledge, information and diversity of ideas by all residents of this state; (b) The critical role played by public, school, special and academic libraries in providing that access; (c) The major educational, cultural and economic asset that is represented in the collective knowledge and information resources of the state's libraries; (d) The importance of public libraries to the democratic process."

Collection Development Policy

- Every public library should have a collection development policy that supports the ideals of freedom of expression and inquiry. A sound collection development policy assures the continuous growth of a collection appropriate to your library's defined mission and goals, while recognizing the cultural diversity and pluralistic nature of your community.

Collection Development Policy

- It is recommended that, at a minimum, the policy cover the following points:
 - purpose and scope of collection (separately defined for the adult and children's sections)
 - types of materials to be purchased In This Trustee Essential
 - How the public library promotes freedom of expression and inquiry
 - Library board-approved policies that help protect intellectual freedom TE22-2 Trustee Essentials: A Handbook for Wisconsin Public Library Trustees
 - staff responsibility for selection; use of professional selection tools
 - basis and method of withdrawing and disposing of materials
 - acceptance of gift materials (usually with the understanding that the same selection standards will be applied to gift materials as to those purchased and that staff will have discretion in judging what gift materials will actually be added to the collection)
 - affirmations of intellectual freedom, such as an endorsement of the Library Bill of Rights at: www.ala.org/advocacy/intfreedom/librarybill and the Freedom to Read Statement issued jointly by the American Library Association and Association of American Publishers available at: www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement

Internet Access Policy

- The Internet brings a wealth of information to even the smallest library.
- The following questions may help your library in developing an “acceptable use policy”:
 - Can children use the Internet independently, or do they need parental supervision or permission?
 - Will the library adopt a code of conduct that must be signed by a parent and child before the child accesses the Internet?
 - Will the library adopt a clear Internet use policy?

Internet Access Policy

- The following questions may help your library in developing an “acceptable use policy”:
 - Will users have to sign up to use Internet terminals?
 - Will there be time limits on the use of Internet terminals?
 - How does the library staff handle being a “go to” place to help troubleshoot devices?
 - Will the results of users’ research be visible to other users or will the library install privacy screens or other means to restrict public viewing?
 - What does the library do when a user is discovered using an Internet terminal for illegal or improper purposes?
 - How does the library handle user and staff complaints about others gaining access to illegal or objectionable sites?
 - How will the library handle false accusations about illegal or improper use?

Internet Access Policy

- The following questions may help your library in developing an “acceptable use policy”:
 - How will the library handle access to functions such as social media sites, peer-to-peer file sharing sites and email?
 - How do the library and its governing board transmit concerns about Internet access to its funding authority?
 - How will the library seek legal review of its Internet policy, both from its own legal counsel and from other legal experts?

Internet Filtering

- Library boards should be aware that certain Internet filtering policies have been found by federal courts to violate First Amendment guarantees. On the other hand, Congress passed the Children’s Internet Protection Act (or CIPA) requiring library filtering in order to qualify for certain uses of federal aid (such as E-rate funding).

Meeting Room, Exhibit, and Display Policies

- Public library meeting room and display policies should also support the ideals of freedom of expression and inquiry. In fact, federal courts have ruled that certain public library meeting room and display policies are contrary to the First Amendment.
- In an April 2000 case, a federal court ruled that a Wisconsin library violated an individual’s First Amendment rights when it refused him permission to use the public library’s meeting room for a program about creationism. The library’s policy prohibited use of the meeting room for religious services, religious instruction, and partisan political meetings.

Meeting Room, Exhibit, and Display Policies

- The Federal District judge ruled that the library’s policies and practices permitting the use of the meeting room for various groups had created a “designated public forum.” In a designated public forum, content-based restrictions on speech are permissible only if they are the least restrictive means to a compelling government interest. The judge ruled that the city failed to show a compelling government interest in excluding the plaintiff from use of the meeting room.

Meeting Room, Exhibit, and Display Policies

- Reasonable regulations on time, place, and manner of speech are permissible in a designated public forum. For example, the judge implied that the library's prohibition on the use of the meeting room for regular meetings of clubs and other organizations was probably a constitutional regulation because it was intended to TE22-4 Trustee Essentials: A Handbook for Wisconsin Public Library Trustees make the room available to a wide variety of organizations. The judge also suggested that the policy excluding use of the meeting room for "commercial sales or presentations promoting specific companies or products" was also constitutionally acceptable.

Staff Development and Public Information

- One of the keys to staff and community support for the principles of intellectual freedom is continuing education and public information on this topic. The better informed all parties are regarding the importance of freedom of expression and inquiry, and related library policies and practices, the less likely it is that your library will be required to defend the library's collection or policies.

Discussion Questions

1. How does your library support the democratic ideal of a well-informed citizenry?
2. Does citizen (library board) control of the library help your library support the ideals of freedom of expression and inquiry? How else does citizen board control benefit your library?
3. Can the use of library Internet filters be consistent with the ideals of freedom of expression and inquiry, and the First Amendment? Why or why not?

2022 Statistics		2021 Statistics					
Circulation	January	February	2022 Y-T-D	February 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Total Circulation and Renewal	9,049	9,116	18,165	8,467	15,886	649	8%
Overdrive Usage	2,085	1,946	4,031	1,731	3,618	215	12%
Hoopla Usage		107	107				
Items Loaned	1,734	1,798	3,532	1,602	3,364	196	12%
Items Borrowed	3,219	3,211	6,430	3,503	7,034	-292	-8%
Teacher Packs	4	3	7	3	8	0	0%
Door Count	4,371	4,742	9,113	2,080	2,080	2,662	128%
Overdrive Magazine	50	58	108	186	399	-128	-69%
Services	January	February	2022 Y-T-D	February 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Public Internet Usage/Hr.	194	173	367	100	155	73	73%
Wireless Usage by Session	956	849	1,805	756	1,534	93	12%
Youth Programs	11	18	29	18	28	0	0%
Youth Program Attendance	255	430	685	345	685	85	25%
Adult Programs	6	6	12	7	17	-1	-14%
Adult Program Attendance	39	46	85	101	192	-55	-54%
Meeting Room Usage	25	36	61	0	0	36	#DIV/0!
Study Room	66	54	120	0	0	54	#DIV/0!
Volunteer Hours	85	83	168	19	39	64	337%
Local History Inquiries	16	10	26	13	21	-3	-23%
Technology Instruction 1:1	5	9	14	10	22	-1	-10%
Proctor	2	0	2	0	0	0	#DIV/0!
Notary	8	3	11	2	3	1	50%
Webpage Statistics	January	February	2022 Y-T-D	February 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Total Pageviews	3,410	3,349	6,759	5,164	10,946	-1,815	-35%
Facebook "Likes"	16	34	50	46	107	-12	-26%
Items Held by Library	January	February	Month to Month # +/-	February 2021	# +/-		
Total Titles Held by Library	59,020	59,312	292	57,102	2,210		
Total Items Held by Library	62,888	63,310	422	60,901	2,409		
Kaukauna Card Holding Patrons	11,064	11,604	540	11,456	148		

Quarterly Report