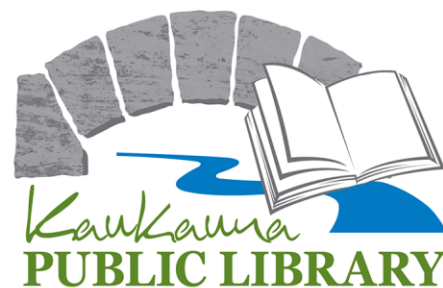


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, February 22, 2022 at 5:30 PM



AGENDA

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - a. Approve Minutes from Tuesday, January 25, 2022 Meeting
 - b. Approve Closed Session Minutes from Tuesday, January 25, 2022 Meeting
4. Public Participation and Communications
5. Closed Session
 - a. Adjourn to Closed Session pursuant to §19.85(1)(g) to confer with legal counsel with respect to litigation in which it is or is likely to become involved
 - b. Return to Open Session for possible action
6. Action Items
 - a. Bill Register January 2022
 - b. Approve Annual Step Increases
 - c. Approve 2021 DPI Report
7. Information Items
 - a. Director's Report
 - b. Assistant Director's Report
 - c. Adult Services Librarians Report
 - d. Year End Investment Report
 - e. Trustee Topic 21
 - f. Statistics
 - g. Potential Merger between the KPL Foundation and Friends of the KPL
8. Adjournment

NOTICES

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

WE ARE FOLLOWING CDC GUIDELINES AND FACE COVERINGS ARE REQUIRED TO ENTER THE LIBRARY AT THIS TIME.

In person meeting in Library Conference room and via Zoom

Join Zoom Meeting

<https://us06web.zoom.us/j/82664986400?pwd=R21YSTkzSmNWZGR0TUEyQ1A2S0p0QT09>

Meeting ID: 826 6498 6400

Passcode: 54130

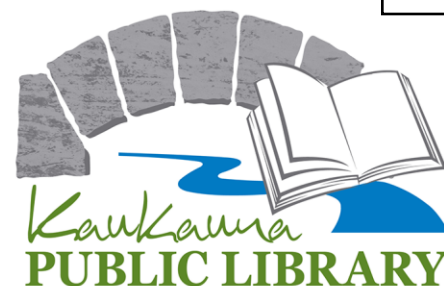
One tap mobile +13126266799,,82664986400#,,,,*54130# US (Chicago)

LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, January 25, 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 5:30 pm.

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, A. Thiem-Menning, R. Stadtmueller*

3. Reading and Approval Minutes

Van Boxtel moved to approve the Special Meeting on November 10, 2021; the November 23, 2021 Meeting Minutes, and the Closed Session Meeting Minutes on November 23, 2021. Seconded by Beach. Motion passed unanimously.

4. Public Participation and Communications

Lucas welcomed Mr. Stadtmueller and shared our rules of public participation. Mr. Stadtmueller wanted to address the leasing process for the Grand KaKalin building, specifically in regards to finding lower level tenants. He noted that information for board members is available with his realtor.

Thiem-Menning shared a letter of appreciation from a patron. Schneider noted that the local historian received a thank you gift from Robert E. Lee and Associates for the land information he provided them.

5. Action Items

The Kaukauna Public Library will be utilizing Hoopla in the next month. Schneider shared more information about this service, as well as their plan to train staff and roll out this service to patrons.

Neumeier moved to approve the copy of bill registers for November and December. Seconded by Kilgas. Motion passed unanimously.

Thiem-Menning shared information on how the library plans to start including youth representatives on the library board. Hietpas will be helping with this initiative.

Kilgas moved to approve the update to the bylaws to include youth representatives. Seconded by Hietpas. Motion passed unanimously.

6. Information Items

The library has a new on-call staff member. Library staff has been shorthanded due to Covid.

Schneider shared that the library is launching a Creator in Residence program. The Bank of Kaukauna is sponsoring this endeavor.

Thiem-Menning shared the updated tagline, mission, vision, and values for the Kaukauna Public Library.

Thiem-Menning shared Trustee Topic 20 regarding ADA compliance. The library will be conducting audits in the future to ensure ADA compliance. Parking accessibility was also discussed.

Statistics are still impacted by the pandemic, but overall we did very well considering.

Vondracek made a motion to place the reports on file. Seconded by Van Boxtel. Motion passed unanimously.

7. Closed Session

Kilgas moved to go into closed session pursuant to §19.85(1)(g) to confer with legal counsel with respect to litigation in which it is or is likely to become involved at 6:24pm. Seconded by Vondracek. Motion passed unanimously.

Hietpas moved to return to open session at 7:19p. Seconded by Van De Hey. Motion passed unanimously.

8. Adjournment

Van De Hey moved to adjourn the meeting. Seconded by Kilgas. Motion passed unanimously. Meeting adjourned at 7:20 pm.

General Ledger

Expense vs Budget

User: lizf
 Printed: 2/3/2022 - 9:58 AM
 Period: 01, 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							
1/6/2022	GL	1	3 REGULAR PAYROLL	DR	15,381.97					
1/20/2022	GL	1	75 REGULAR PAYROLL	DR	17,328.19					
1/20/2022	GL	1	75 HOLIDAY PAY	DR	971.17					
1/6/2022	GL	1	3 HOLIDAY PAY	DR	942.80					
101-55110-5101			Regular Payroll	512,181.00	34,624.13	34,624.13	477,556.87	0.00	477,556.87	93.24
1/6/2022	GL	1	3 PART-TIME/SEASONAL	DR	701.57					
1/20/2022	GL	1	75 PART-TIME/SEASONAL	DR	709.46					
101-55110-5104			Temporary Payroll	9,277.00	1,411.03	1,411.03	7,865.97	0.00	7,865.97	84.79
1/20/2022	GL	1	75 WI RETIREMENT	DR	828.89					
1/6/2022	GL	1	3 WI RETIREMENT	DR	731.90					
101-55110-5151			Retirement Plan	23,160.00	1,560.79	1,560.79	21,599.21	0.00	21,599.21	93.26
1/20/2022	GL	1	75 RESIDENCY	DR	98.54					
1/6/2022	GL	1	3 RESIDENCY	DR	81.23					
101-55110-5152			Residency	2,435.00	179.77	179.77	2,255.23	0.00	2,255.23	92.62
1/6/2022	GL	1	3 MEDICARE	DR	236.49					
1/6/2022	GL	1	3 SOCIAL SECURITY	DR	647.62					
1/20/2022	GL	1	75 MEDICARE	DR	275.32					
1/20/2022	GL	1	75 SOCIAL SECURITY	DR	797.78					
101-55110-5154			Social Security	29,518.00	1,957.21	1,957.21	27,560.79	0.00	27,560.79	93.37
1/6/2022	GL	1	3 GROUP HEALTH INSURAN	DR	7,673.66					
101-55110-5157			Group Health Insurance	65,684.00	7,673.66	7,673.66	58,010.34	0.00	58,010.34	88.32
1/6/2022	GL	1	3 GROUP LIFE INSURANCE	DR	34.32					

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
101-55110-5160		Group Life Insurance	520.00	34.32	34.32	485.68	0.00	485.68	93.40
1/20/2022	GL	1 75 WORKERS COMPENSATION	DR	36.13					
1/6/2022	GL	1 3 WORKERS COMPENSATION	DR	32.34					
101-55110-5163		Workers Compensation	991.00	68.47	68.47	922.53	0.00	922.53	93.09
101-55110-5166		Unemployment Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1/28/2022	AP	1 114 Travel	DR	2,330.94	Ck: 115515	Cardmember Service			
101-55110-5208		Travel - City Business	1,400.00	2,330.94	2,330.94	-930.94	0.00	-930.94	-66.50
1/28/2022	AP	1 114 Memberships	DR	1,005.00	Ck: 115515	Cardmember Service			
101-55110-5211		Education & Memberships	1,030.00	1,005.00	1,005.00	25.00	0.00	25.00	2.43
1/20/2022	GL	1 75 CELL REIMBURSEMENT	DR	25.00					
101-55110-5303		Communications	300.00	25.00	25.00	275.00	0.00	275.00	91.67
101-55110-5306		Heating Fuels	6,500.00	0.00	0.00	6,500.00	0.00	6,500.00	100.00
101-55110-5309		Water Sewer & Electric	14,200.00	0.00	0.00	14,200.00	0.00	14,200.00	100.00
1/7/2022	AP	1 17 January '22 - Maintenance	DR	10,833.00		Grand Kakalin LLC			
101-55110-5312		Maintenance - Buildings	130,000.00	10,833.00	10,833.00	119,167.00	0.00	119,167.00	91.67
1/7/2022	AP	1 17 January '22 - Rent	DR	11,993.00		Grand Kakalin LLC			
101-55110-5313		Lease - Buildings	143,916.00	11,993.00	11,993.00	131,923.00	0.00	131,923.00	91.67
1/14/2022	AP	1 51 Monthly Cleaning Service - Janua	DR	2,122.90	Ck: 115399	Advanced Maintenance Solutions			
1/28/2022	AP	1 114 J. Berven - 01/02/22 - 01/08/22	DR	245.52	Ck: 115513	Cadre			
101-55110-5325		Contractual Services	28,400.00	2,368.42	2,368.42	26,031.58	0.00	26,031.58	91.66
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	0.00	7,847.00	0.00	7,847.00	100.00
101-55110-5332		Shared Service Allocation	94,151.00	0.00	0.00	94,151.00	0.00	94,151.00	100.00
1/28/2022	AP	1 114 Office Supplies	DR	478.35	Ck: 115515	Cardmember Service			
101-55110-5401		Office Supplies	5,000.00	478.35	478.35	4,521.65	0.00	4,521.65	90.43
1/28/2022	AP	1 114 Desktop Printing Expense	DR	197.60	Ck: 115515	Cardmember Service			

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	197.60	197.60	2,802.40	0.00	2,802.40	93.41
1/28/2022	AP	1	114 Data Processing Supplies	DR	94.20	Ck: 115515	Cardmember Service			
101-55110-5422			Data Processing Supplies	3,500.00	94.20	94.20	3,405.80	0.00	3,405.80	97.31
1/28/2022	AP	1	114 Postage	DR	242.96	Ck: 115515	Cardmember Service			
101-55110-5431			Postage	800.00	242.96	242.96	557.04	0.00	557.04	69.63
101-55110-5439			Lost & Paid Purchased Material	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1/14/2022	AP	1	51 Library Material	DR	34.95	Ck: 115451	MicroMarketing LLC			
1/14/2022	AP	1	51 Library Material	DR	34.99	Ck: 115451	MicroMarketing LLC			
1/28/2022	AP	1	114 Books	DR	52.57	Ck: 115533	Ingram			
1/28/2022	AP	1	114 Books	DR	126.29	Ck: 115533	Ingram			
1/28/2022	AP	1	114 Books	DR	24.66	Ck: 115533	Ingram			
1/28/2022	AP	1	114 Books	DR	158.71	Ck: 115533	Ingram			
1/28/2022	AP	1	114 Books	DR	16.92	Ck: 115533	Ingram			
1/28/2022	AP	1	114 DVDs	DR	22.49	Ck: 115549	Midwest Tape			
1/28/2022	AP	1	114 DVDs	DR	69.46	Ck: 115549	Midwest Tape			
1/28/2022	AP	1	114 DVDs	DR	22.49	Ck: 115549	Midwest Tape			
1/28/2022	AP	1	114 DVDs	DR	11.99	Ck: 115549	Midwest Tape			
1/28/2022	AP	1	114 DVDs	DR	48.73	Ck: 115549	Midwest Tape			
1/28/2022	AP	1	114 CD's/Cases	DR	42.00	Ck: 115547	MicroMarketing LLC			
1/28/2022	AP	1	114 Books	DR	45.45	Ck: 115533	Ingram			
1/28/2022	AP	1	114 Library Material	DR	61.53	Ck: 115515	Cardmember Service			
101-55110-5441			Library Materials	63,552.00	773.23	773.23	62,778.77	0.00	62,778.77	98.78
1/28/2022	AP	1	114 PSC License - Jan - June 2022	DR	24.00	Ck: 115553	Outagamie Waupaca Library System			
101-55110-5442			Service Contracts	46,795.00	24.00	24.00	46,771.00	0.00	46,771.00	99.95
1/28/2022	AP	1	114 Library Programs	DR	37.52	Ck: 115515	Cardmember Service			
101-55110-5444			Library Programs	2,000.00	37.52	37.52	1,962.48	0.00	1,962.48	98.12
1/28/2022	AP	1	114 Miscellaneous	DR	77.72	Ck: 115515	Cardmember Service			
101-55110-5499			Miscellaneous	400.00	77.72	77.72	322.28	0.00	322.28	80.57
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	77,990.32	77,990.32	1,123,616.68	0.00	1,123,616.68	93.51

Account Number	FP JE	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered	Available	% Avail
		Report Totals:	1,201,607.00	77,990.32	77,990.32	1,123,616.68	0.00	1,123,616.68	93.51

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

Jane Vondracek, Financial Secretary

Date

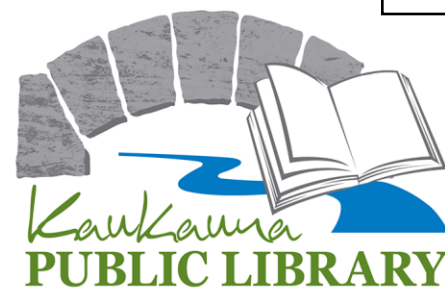
Kaukauna Public Library

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
Totals	\$ 19.17	\$ 280.00	\$ 80.75	\$ 1.00	\$ 380.92	\$0.00	\$0.00	\$0.00	\$0.00	\$ 380.92	\$ 105.78
2021 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	(\$480.83)	(\$1,320.00)	(\$419.25)	(\$49.00)	\$ (2,269.08)	(\$185,507.00)	(\$82,081.00)	(\$23,687.00)	(\$291,275.00)	\$380.92	\$ 105.78
<i>% of Budget Accrued</i>	4%	18%	16%	2%	14%	0%	0%	0%	0%		

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

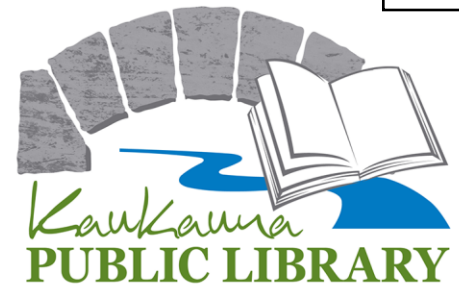


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 2/18/22
Re: DPI Report

Our annual report is due on March 1 to the Department of Public Instruction. The report has been approved by OWLS and the next step will be approval by the Library Board. As part of our submission, we also have to include a letter to DPI listing funds the Library Board retains control of. The DPI report has to be signed by the Library Board President and the financial letter has to be signed by the Treasurer.

At this time, the only funds that are held outside the municipality are the two funds we hold within the Community Foundation. State Statute 43 does dictate how the Library Board may hold their funds and in an effort to not have to bond our Treasurer, we ensure that funds are only held by the municipality and within the Community Foundation, which is in compliance of the law.





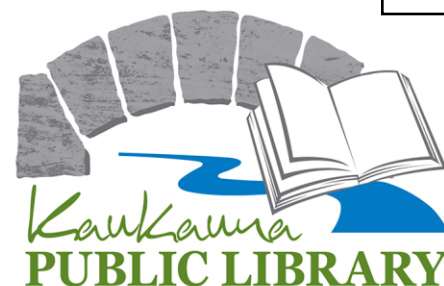
To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 2/18/22
 Re: Fox Cities Reads

On February 22, the Fox Cities Book Festival will be releasing the title for the 2022 Fox Cities Reads at Menasha Public Library with special performer Wade Fernandez.

The 2022 selection is *There, There* by Tommy Orange. Tommy Orange is a graduate of the MFA program at the Institute of American Indian Arts. An enrolled member of the Cheyenne and Arapaho Tribes of Oklahoma, he was born and raised in Oakland, California. His debut novel, *There, There*, takes place in Oakland, where twelve characters from indigenous communities tell the story of the plight of the urban Native American, each connected to one another in ways they do not realize. *There, There* was the winner of the 2019 Pen/Hemingway Award, the American Book Award, and the John Leonard Prize. It also made the 2018 long list for fiction for the National Book Award. Tommy Orange will be presenting in the Fox Cities in person May 12th at 6:30p.

In conjunction with this selection, for the first time, the Fox Cities Reads has also paired a juvenile read with the adult fiction selection. *Apple in the Middle*, by Dawn Quigley has been selected as the youth read. Dawn Quigley, Ph.D. and citizen of the Turtle Mountain Band of Ojibwe, North Dakota, is an assistant professor at a Midwest university in the Education Department in Minnesota. Her debut young adult novel, *Apple in the Middle*, is a coming of age story that tackles what it means to belong. The book received a Gold Medal for Young Adult Fiction from the Moonbeam Children's Book Award, as well a Gold Medal in Multicultural Fiction from the Independent Publisher Book Awards. She has since published several more works including a new early reader series called Jo Jo Makoons, *Ancestor Approved: Intertribal Stories for Kids*, and *Native American Heroes*, part of the Scholastic Inspiring Leaders series.

Our library continues to work in partnership with the other Fox Cities libraries on programming that supports this project.



To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 2/18/22
 Re: Annual Step Increases

As part of the City pay scale, employees receive step increases in six, nine, and 12 month increments until they max out at step seven over the course of employment.

This year the library has 14 step increases on the calendar. In an effort to streamline the process, the Library Board grants permission to approve these step increases at the discretion of the Library Director annually. Poor performance or written disciplinary action may result in a step increase being denied. So while these are not traditionally merit increases, we do have the authority to deny them if necessary and have done so in the past.

By approving these annually in one motion, they won't need to appear on Board packets on a regular basis, nor will payroll have to retro wages if they aren't approved on time.

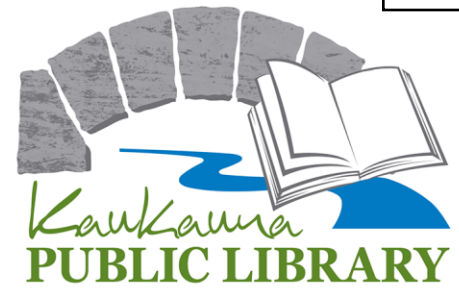
A potential motion for the approval may be read as: I make a motion to approve the 2022 annual step increases at the discretion of the Library Director.

Of note, we would like to thank our staff for hitting these milestones in 2022:

Sue Meyer: 23 years
 Spencer Heise: 11 years
 Liz Fuller: 10 years
 Ashley Thiem-Menning: 10 years
 James Berven: 7 years
 Sarah Read: 5 years
 Carrie Marhefke: 5 years
 Rachel Bock: 5 years
 Jenny Schink: 4 years
 Gavin Schmitt: 4 years
 Angela Schneider: 3 years
 Sarah Miller: 1 year
 Bobbie Behnke: 1 year
 Nancy Theiler: 1 year

Also, a big thanks to our On-Calls for all their years of service in 2022 as well!

Geri Rock: 6 years
 Mary Eanes: 1 year
 Jody Becker: 1 year
 Mary Vander Sanden: 1 year



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 2/18/22
Re: Foundation and Friends Merger

At our meeting, Angela will be sharing an informational power point highlighting a potential merger between our Foundation and Friends organizations. At this time both organizations have sat through this presentation, and each group has agreed that a merger is within their best interests. Angela and I are also recommending a merger, the reasons for which will be introduced during the presentation.

This will come up for you again in an official capacity as we establish goals for the new organization, a memorandum of understanding with the Library Board, and establish finances.

Our timeline for this is not until next year, the goal being to introduce one support entity for the Library effective January 1, 2023.



Programming and Outreach

Programs – We held 11 youth programs with attendance of 255 in January. We had 6 adult programs with 39 people in attendance in January. Planning for Summer is well underway and will be completed later this month.

School Partnership – New Directions Learning Community (NDLC) approached the library about partnering on a bridge reading program this summer. NDLC will be hosting an 8-week reading class for grades K-4, once a week for an hour in July and August. The library will provide the space and staff assistance in selecting books, teaching library skills, and helping families get library cards. I also met this month with staff at Park to discuss Beanstack, our online reading program software. Beanstack has recently rolled out a platform for schools to subscribe to. We are exploring ways that we can partner in offering Beanstack to Park students, to use in their classrooms and then easily transition into the library's summer learning program in June.

Administrative Updates

Hoopla – Our hoopla contract began on February 1. Our official launch was February 14. I will be able to provide statistics in future reports. We have had favorable response from patrons and staff that have already started using it.

Staff Training Day – Held on Friday, February 11. We received safety training from Fox Valley Safety, including safe materials handling, blood borne pathogens and cleanup, and ergonomics. We hope to provide staff with CPR/First Aid training at our June staff day and will have additional mandatory City training in September. Fox Valley Memory Project joined us for a valuable training on creating dementia friendly communities. Their "Purple Angel" training educated us on what dementia is, signs and support for those with dementia both in our personal lives and at the library. We discussed ways to communicate with community members with dementia, services and resources the library can add, and how to respond in crisis communication situations. Personally, I look forward to future partnership with FVMP and will be looking for grant funding to develop circulating reminiscing kits, a toolbox of activities and books to help community members with dementia and their care partners engage and share stories. The remainder of the day was spent updating and refreshing staff on policies and procedures, including Request for Reconsideration, various circulation policies, customer service best practices, and training on new services added this year.

The Friends of the Library met on February 10. They will be hosting a fundraising event on April 3 – Thank You for Being a Friend – a Golden Girls themed trivia day. Staff members Jody and Jenny are leading the coordination of the event and will be hosting the trivia. Tickets for the event go on sale on February 28. Space is limited, ticket holders receive event entry, a goodie bag of Golden Girls-themed items, and a 2022 Friends membership. Friends discussed the presentation to merge the Friends and Foundation.

Get to Know Our Newest Staff:

Bobbie B –

What is your position at KPL? Library Assistant

How long have you worked at KPL? I started off as an on-call position in summer of last year and shifted into the part time library assistant position in September.

Tell us a bit about yourself: hobbies, family, whatever you'd like to share. I love to read (obviously), but also enjoy baking and cooking, and searching for exciting treasures in resale shops and thrift stores. Most of my family lives in the Fox Valley area and we spend a lot of time together. I also have two cats named Dash and Sissy.

Why do you love Kaukauna Public Library? A lot of it has to do with my coworkers. Everyone seems to be in a good mood and happy to be at work overall. It's great to work with a group of people who enjoy their jobs.

Tell us about a project, service, or program you worked on that you are proud of. Or something you're excited to work on. One of my main tasks is setting up the themed book displays throughout the library. I'm always

happy when I see that a lot of books have been picked up and checked out. I'm looking forward to working on the Creator in Residence project for the summer. I think it'll be a different way for us to connect with the community. I'm also excited for the Peeps diorama contest for April. It will be fun to see what everyone thinks of for their entries.

What is something people might be surprised to know about Kaukauna Public Library? I think some people would be surprised at how engaged the library is with the community. Whether it's the food pantry, providing meeting spaces for different groups, having the local history resources, or the selection of materials designed to welcome everyone, the library makes it a point to connect with everybody.

If you could have one super power, what would it be and why? Teleporting! I would save time driving to work and could travel anywhere I want.

What is one topping that should never be on a pizza? Broccoli! Just about anything else is fine with me.

Sarah M –

What is your position at KPL? Assistant Librarian/Storytime Programmer

How long have you worked at KPL? Since June 2021

Tell us a bit about yourself: hobbies, family, whatever you'd like to share. Proud mama to 4 kiddos; 17, 14, 10 and 9. We love going on nature walks and spending time outdoors. As a family we are avid movie goers and enjoy playing games together, although we are quite competitive! I taught 4k for 10 years and have a deep love of reading, historical nonfiction and horror are my go-tos.

Why do you love Kaukauna Public Library? Not only the rich history and beautiful location but the services we provide and the community engagement are just a few of the reasons I love KPL!

Tell us about a project, service, or program you worked on that you are proud of. Or something you're excited to work on. Every service or program I am involved in instills a sense of pride, however, I am always proud of my story times. I spend a lot of time making sure there is a level of education represented and a craft to reinforce that learning at home. I recently helped put together the Chinese New Year craft packets and feel incredibly accomplished with the information I included so families can fully immerse themselves into the culture!

What is something people might be surprised to know about Kaukauna Public Library? One thing I found fascinating is that the entire collection, 690 books, were checked out the first day open as a public library, and it was opened in the jail! I'm not sure many people read the history and I always enjoy sharing that fact with patrons.

If you could have one super power, what would it be and why? Shapeshifting. Hands down, the best ability would be to morph into any other being.

What is one topping that should never be on a pizza? I would never eat a slice of pizza with an anchovy on it. That being said, I admire the variety of tastes in the world and believe any topping is acceptable.

Nancy T –

Position at KPL - Library Assistant, Preschool Programmer

How long have you worked at KPL? I just started in January of 2022

Tell us a bit about yourself: I am a fourth-generation farm girl. I worked at Menasha for many years as a librarian and then as a 6th grade ELA teacher. For the past 5 years, I lived and taught in Qatar (in the Middle East). I loved being a librarian there and teaching with educators from all over the world.

Why do you love Kaukauna Public Library? I appreciate how kind and helpful the other librarians are and how everyone is committed to having the best library possible. Also, the building is beautiful.

Tell us about a project, service, or program you worked on that you are proud of. When I was a middle school librarian, I held a reading contest where we took the student winners to Barnes and Noble. With proceeds our school made from bookfairs, the students could pick out up to a \$10 book of their choice for their very own. There were some students who had never been to a bookstore before, so I was glad we were able to go on a field trip for this. I also went through a book challenge as a middle school librarian, and fought against censorship. Thankfully, the school board also upheld our students' rights to intellectual freedom.

If you could have one super power, what would it be and why? To be able to read everything and to save all of the stray animals in the world. I came back with four cats that I rescued off the streets of Qatar.

What is one topping that should never be on a pizza? Anchovies

Adult Services Librarian Report February 2022

Volunteers

A new year means new volunteers! Last year we quickly hit our budgeted maximum for volunteer background checks and have had to wait until now to take on more. Currently, we are fortunate enough to have enough shelveers to meet our needs. The following is a list of new volunteer opportunities that will be posted to the Volunteer Fox Cities (VFC) website as well as their 2022 Connection book this month.

- **Spring/Summer Interactive Learning Garden Groundskeeper** - Assists with raking mulch, weeding, and general cleaning of our Interactive Learning Garden from April to October.
- **Fall/Winter Interactive Learning Garden Groundskeeper** - Assists with snow removal, salt application, and general cleaning of our Interactive Learning Garden from October to April.
- **Local History Projects**- Assist with a variety of local history projects including, but not limited to, indexing, scanning, and data entry.
- **Summer Learning Program Assistants** - Volunteers must be between the ages of 13 and 17. Assist with handing out reading program prizes, shelving books, creating take and make kits for families, greeting patrons, and more. This position will be available between June and August during our Summer Learning Program.

Outreach Partnerships

We have partnered with VFC to bolster the number of one-on-one technology sessions we hold in an effort to bring more people to the library and increase technology literacy in the community. VFC received a grant that will help them promote teaching technology skills to older adults in the community. They needed instructors to help in the eastern part of the Fox Valley. They will send us patrons who need assistance in exchange for our keeping track of the number of people helped and administering surveys for grant reporting purposes. Since this is a service we already offer the burden on staff time should be minimal.

We have also partnered with Easterseals to teach a Microsoft Excel/Google Sheets training class at their location on Lourdes Dr. in Appleton. Last year, I helped an Easterseals volunteer learn Excel via three one-on-one technology help sessions. This month another Easterseals volunteer needs help learning the same information. The situation prompted Easterseals to ask me to create a class to teach their volunteers the necessary skills instead of teaching them individually. This highlights the networking value of our one-on-one training sessions.

Staff Training

Angela and I have begun redesigning the training process for new employees. Staff have reported feeling overwhelmed with information during their first few weeks at the library. Our goal is to lessen that feeling while also creating comprehensive documentation and video

instruction for staff to reference. We will have the new training process ready by June on staff training day.

Collection Cleanup

Angela and I have started the process of reviewing each item in our collection. Our goal is to verify that items:

- Are in acceptable condition
- Are in the correct collection
- Are priced correctly
- Are in the correct series
- Have consistent call numbers
- Are in complete series without gaps
- With a low checkout count are removed
- With outdated information are removed

Our plan is to review the collection in sections at a time over a revolving two-year period. Doing so should increase circulation rates, shelving accuracy, and improve our patron's ability to find items at the library as well as their perception of our collection.



KLED: Kaukauna Public Library Special Projects and Programs Fund

Balance Sheet 12/31/2021 (Unaudited)	
Assets	
Endowment Fund Pool	\$21,378.68
Total Assets	\$21,378.68
Liabilities	
Total Liabilities	\$0.00
Fund Balance	
Beginning Fund Balance	\$20,009.78
Net Increase/(Decrease)	\$1,368.90
Ending Fund Balance	\$21,378.68
Total Liabilities and Fund Balance	\$21,378.68

Income Statement 1/1/2021 - 12/31/2021 (Unaudited)	
Revenues	
Investment Income	\$166.24
Realized Investment Gain/(Loss)	\$1,237.32
Unrealized Investment Gain/(Loss)	\$1,002.24
Total Revenues	\$2,405.80
Expenses	
Grants	(\$838.70)
Administrative Fees	(\$125.73)
Investment Manager Fees	(\$72.47)
Total Expenses	(\$1,036.90)
Net Increase/(Decrease) in Assets	\$1,368.90



KLED: Kaukauna Public Library Special Projects and Programs Fund



KAUK: Kaukauna Local History Collection Fund

Balance Sheet 12/31/2021 (Unaudited)	
Assets	
Endowment Fund Pool	\$12,437.77
Amount Available for Distribution	\$185.08
Total Assets	\$12,622.85
Liabilities	
Grants Payable	\$185.08
Total Liabilities	\$185.08
Fund Balance	
Beginning Fund Balance	\$11,400.65
Net Increase/(Decrease)	\$1,037.12
Ending Fund Balance	\$12,437.77
Total Liabilities and Fund Balance	\$12,622.85

Income Statement 1/1/2021 - 12/31/2021 (Unaudited)	
Revenues	
Investment Income	\$96.35
Realized Investment Gain/(Loss)	\$711.32
Unrealized Investment Gain/(Loss)	\$564.57
Total Revenues	\$1,372.24
Expenses	
Grants	(\$220.68)
Administrative Fees	(\$72.54)
Investment Manager Fees	(\$41.90)
Total Expenses	(\$335.12)
Net Increase/(Decrease) in Assets	\$1,037.12



KAUK: Kaukauna Local History Collection Fund

Trustee Essentials

Chapter 21: Library Board and Accessible Services

Role of the Board / Role of the Director

- The board is the governing body for the library and, as such, has a responsibility to assure that the library and its policies are in compliance with all laws, including the federal Americans with Disabilities Act (ADA).
- The library should consider all special populations when discussing issues of access - physical and otherwise. Defining and identifying special populations depends on each library community. Special populations include - but are not limited to: English language learners, people who are homeless and/or live in poverty, people who are displaced or live in residential care, foster care, detention, or treatment facilities, people in underserved areas or with diverse backgrounds, people with disabilities, and people with limited literacy or information skills. The library director has the responsibility to stay abreast of current issues related to making services accessible and to present the options to the board for its consideration.

ADA Background on Accessible Services

- The ADA, passed in 1990, was written to ensure that people who had disabilities would not be denied access to the services and buildings that everyone else had access to. The requirement to provide accessible services is not dependent on a building's being accessible. Public library services must be made available in some way if the building is not accessible. The best way to provide access to most library services is to have an accessible building.

Types of Disabilities that may Require Accommodations

- People who use wheelchairs, crutches, and/or braces may have difficulty accessing library services, even if they can get into the building. Other people may also need accommodations, if they have limited ability to walk, or to reach, or turn pages.
- Tables and seating areas should be designed so those patrons who use wheelchairs have adequate access to them. Computer workstations can be adapted in several ways to make use of computers easier for people who use wheelchairs.

Types of Disabilities that may Require Accommodations

- The service desk is required to have at least one section that is no higher than 36 inches. Service dogs (certified dogs should be wearing a collar or backpack that identifies them as trained service companions) must be allowed to accompany their owners in public buildings.
- All library patrons, including those who have any type of disability, should be welcomed, and staff should try to talk directly to them, rather than to friends or family who may be with them. Children with physical disabilities should be welcomed at programs that are developmentally appropriate for them.

Types of Disabilities that may Require Accommodations

- Public libraries frequently act as an intermediary in connecting people who are blind with the Wisconsin Talking Book and Braille Library, where they can receive audio recordings of books and Braille materials.
- The library can purchase or borrow DVDs that have descriptive narration and captioning. Library materials in Braille can be added to the collection.
- Large-print The Library Board and Accessible Services TE21-3 materials should be available for both adult and child patrons who have some vision but can more easily read large-print. Library brochures and fliers should be routinely printed in large print, or large print versions should be made available.

Types of Disabilities that may Require Accommodations

- As with many disabilities, the biggest barrier to service for people who are deaf is often other people's attitude. People who are deaf may use sign language, read lips, use an interpreter, write their communication, or use a combination of all of these when they want to access public library services. Service desk staff need training to understand how best to offer services to people who are deaf or who have a significant hearing loss.
- Programs for both adults and children and all public meetings should routinely include sound amplification by the use of a microphone. This single accommodation is typically enough to meet the needs of most people who are hearing impaired.

Types of Disabilities that may Require Accommodations

- People who have a developmental delay, have suffered a brain injury, or have emotional or mental illness may need accommodations when they are in the library. Staff should be trained to treat all patrons with respect, to enforce all rules fairly, and to be tolerant of behavior that may be unusual but not threatening or may be involuntary.
- Age restrictions for programs are sometimes relaxed for people who have developmental delays and for whom the programs might be appropriate for their mental age rather than their chronological age.

Discussion Questions

1. What would the impact be on the library if it could increase its services to about ten percent more of the community who are not currently being served? (Ten percent is the general estimate of people with disabilities in most communities.)
2. If people in wheelchairs, or who are blind, or deaf, or have developmental disabilities are not currently using the library, what barriers do you think the library has to overcome so that these people become library patrons?
3. Make a list of at least five things that have no new cost the library could do to make its services accessible.

2022 Statistics		2021 Statistics				
Circulation	January	2022 Y-T-D	January 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Total Circulation and Renewal	9,049	9,049	7,419	7,419	1,630	22%
Overdrive Usage	2,085	2,085	1,887	1,887	198	10%
Items Loaned	1,734	1,734	1,762	1,762	-28	-2%
Items Borrowed	3,219	3,219	3,531	3,531	-312	-9%
Teacher Packs	4	4	5	5	-1	-20%
Door Count	4,371	4,371	0	0	4,371	#DIV/0!
Overdrive Magazine	50	50	213	213	-163	-77%
Services	January	2022 Y-T-D	January 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Public Internet Usage/Hr.	194	194	55	55	139	253%
Wireless Usage by Session	956	956	778	778	178	23%
Youth Programs	11	11	10	10	1	10%
Youth Program Attendance	255	255	340	340	-85	-25%
Adult Programs	6	6	10	10	-4	-40%
Adult Program Attendance	39	39	91	91	-52	-57%
Meeting Room Usage	25	25	0	0	25	#DIV/0!
Study Room	66	66	0	0	66	#DIV/0!
Volunteer Hours	85	85	20	20	65	325%
Local History Inquiries	16	16	8	8	8	100%
Technology Instruction 1:1	5	5	12	12	-7	-58%
Proctor	2	2	0	0	2	#DIV/0!
Notary	8	8	1	1	7	700%
Webpage Statistics	January	2022 Y-T-D	January 2021	2021 Y-T-D	Monthly Difference from 2021	% +/-
Total Pageviews	3,410	3,410	5,782	5,782	-2,372	-41%
Facebook "Likes"	16	16	61	61	-45	-74%
Items Held by Library	January	Month to Month # +/-	January 2021	# +/-		
Total Titles Held by Library	59,020	0	56,953	2,067		
Total Items Held by Library	62,888	0	60,704	2,184		
Kaukauna Card Holding Patrons	11,064	0	11,456	-392		

Quarterly Report