



*To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 1/18/2023
Re: City & Library Updates*

There have been a few changes within the City, which will affect the Library. First, the departure of Naturalist Deb Nowak will have an impact on partner programs at the beginning of the year as we work with them monthly on programming. I was invited to sit on the interview panel for the new hire, as we have significant collaboration with them.

The City has hired a full time Communications Coordinator, Andrea Fencil. I was able to participate in the hiring process and am very pleased with the outcome. While this does not have a major impact on the Library, we are looking forward to working with Andrea to help build a cohesive Kaukauna brand. Library Communication Coordinator Schink and I met with Andrea on January 16th.

This month we will be kicking off strategic planning for this year. Department heads will be meeting to begin discussing progress made on tactics, concerns, and how we intend to share updates.

We are finishing the financial year, and hope to have all invoices dated for either 2023 or 2024 by mid-January. The DPI report login will open January 25th and we need concrete financials to determine that.

After numerous complaints regarding font size, I have finally enlarged our library card application form to a full 8.5 X 11" sheet. With the help of Yenny, we now have the Spanish translation right on the back so it can be flipped between English and Spanish on one form.

Norma Oliveras, Hispanic Outreach Specialist, from Appleton Public Library visited with Yenny in December. Yenny and Norma discussed outreach efforts and we gave Norma a tour of our facility. In January, when Ana returns from maternity leave, we will plan a visit with Norma over at the new temporary APL location. As Norma has been in her position for many years, she is very knowledgeable on this topic.

The Library of Lights was officially turned off on 1/8. It was our most challenging year in terms of blown fuses and issues with lights. This year when the weather improves, we will be adding additional power sources with Friends funds. We do have a mostly open fuse box specifically for the garden, so we should not have any major issues adding this.

We were closed on 1/12 for staff training. Unfortunately, due to the weather, we did send all staff home by 2:00p which is when the City shut down. Stanley Steamer was not able to come either due to the road conditions, so we have rescheduled them for

our next closure. We were able to get many of our weeding lists completed, however we were not able to get any collections shifted, but will slowly work on it until spring.

We received our first shipment from The Monthlies Project, which was very well received on social media. The items were put into the Little Free Pantry and we also supplied all of our restrooms with a small basket with the products in it.

Our apprenticeship with Libraries in Bloom (LIB) has been mostly concluded. Our apprentice, Camille, is an artist and with the funds from LIB, she designed a table covering with our logo and indigenous graphics to be used for outreach visits, as well as stickers. Funds were also used to order circulating materials including titles from native Wisconsin authors. We plan to use some of these materials for our Eagles Days activities on January 27th. The display will include the book display, stickers, and winter tea. Native American Outreach & Engagement Coordinator, Kim, was also asked to join the Libraries in Bloom board, which is very exciting. The board meets virtually quarterly.

