



**Little Chute
Public Library**
Gerard H. Van Hoof Memorial

AGENDA

LIBRARY BOARD MEETING

PLACE: Gerard H. Van Hoof Civic Center, Room S1
DATE: Tuesday, March 21, 2022
TIME: 4:30 P.M.

REGULAR ORDER OF BUSINESS

- A. Call To Order
- B. Roll Call of Trustees
- C. Public Appearance for Items Not on the Agenda
- D. Updates from Youth Representative

- E. Action - Minutes of Library Board Meeting of February 21, 2022

- F. Action - List of Bills
 - 1) Village Statement of Library Civic Center Revenue and Expenses

- G. Statistics
 - 1) Library Statistics
 - 2) Programming Statistics

- H. Department Reports
 - 1) Director's Report
 - 2) Programming Librarian Report

- I. Other Informational Items
 - 1) Trustee Essentials Ch.17, Membership in the Library System

- J. Items for future agenda

- K. Adjournment

MINUTES OF THE LITTLE CHUTE LIBRARY BOARD MEETING OF

February 21, 2023

Call to Order: President Moes called the Little Chute Library Board Meeting to Order at 4:31p.m.

PRESENT: Jim Moes
Sara MacDonald
Becky Ackermann
Kathii Schommer

STAFF: Katherine Freund

Public Appearance for Items Not on the Agenda

None

Action—Minutes of Library Board Meeting of January 17, 2023

Moved by K. Schommer, seconded by B. Ackermann to Approve the Library Board Minutes of January 17, 2023 with the edit of attendance list to exclude K. Schommer.

All Ayes – Motion Carried

Bills

Action- List of Bills

Moved by S. MacDonald, seconded by K. Schommer to Approve the Bills as presented.

All Ayes – Motion Carried

Action- Annual Report

Director Freund walked the board through 2022 annual report. Programming attendance for 2022 because our library hosted the 2021 Virtual Fox Cities Book Festival. Use of e-books, e-audiobooks is up, and an increase in cardholders. There are an increase of users from Calumet County, which will be reflected in Calumet County funding.

Moved by S. MacDonald, seconded by K. Schommer to Approve the Annual Report as presented.

All Ayes – Motion Carried

Statistics

Library Statistics

Programing Statistics

Director Freund updated the Library Board on attendance and usage for the month of January. Social media statistic will be added to the directors' report moving forward.

Department Reports

Director’s Report

Director Freund went over December highlights. Director Freund will be starting to process of creating an updated strategic plan.

Programming Librarian Report

K. Freund went over December programming highlights. The new baby storytime has been well attended.

Discussion – Tiktok

Director Freund discussed use of Tiktok with Village Administrator. Other Village departments are not using Tiktok as part of their social media presence. More information will be coming in on the use of Tiktok, until then, the library will suspend its use of Tiktok. Video reels can alternatively be posted on Instagram.

Adjournment

Moved by B. Ackermann, seconded by S. MacDonald to Adjourn Library Board Meeting at 5:40 p.m.

All Ayes – Motion Carried

VILLAGE OF LITTLE CHUTE

By: _____

Jim Moes, Library Board President

Attest: _____

Katherine Freund, Library Director

		<i>Programs</i>	<i>Books</i>	<i>Periodicals</i>	<i>Digital Collection</i>	<i>Electronic Technoloe</i>	<i>Audio Visual</i>	<i>Operational Supplir</i>	<i>Printing and Reprod</i>	<i>Postage</i>	<i>Training & Conf</i>	<i>Special Collections</i>
	Budgeted for 2023	\$11,000.00	\$55,000.00	\$1,500.00	\$14,000.00	\$8,500.00	\$13,000.00	\$6,000.00	\$3,500.00	\$325.00	\$1,700.00	\$8,000.00
		206-55110-205	206-55110-206	206-55110-207	206-55110-208	206-55110-209	206-55110-210	206-55110-218	206-55110-225	206-55110-226	206-55110-201	206-55110-213
2/1/2023	Amazon	\$53.21										
2/1/2023	Hobby Lobby	\$85.05										
2/1/2023	Hobby Lobby	\$5.94										
2/1/2023	Dollar Tree	\$30.00										
2/1/2023	Hobby Lobby	\$33.59										
2/1/2023	Amazon	\$18.38										
2/1/2023	Amazon	\$20.68										
2/1/2023	Target							\$67.98				
2/1/2023	Target							\$33.99				
2/1/2023	Hobby Lobby							\$24.90				
2/1/2023	Target							\$16.00				
2/7/2023	Library Legislative Day										\$146.50	
2/8/2023	MBM								\$169.36			
2/9/2023	ACE Hardware							\$35.53				
2/13/2023	Best Buy							\$22.99				
2/13/2023	Best Buy							\$22.99				
2/14/2023	Best Buy							\$68.59				
2/14/2023	Best Buy							\$59.79				
2/14/2023	Best Buy							\$17.99				
2/14/2023	Best Buy							\$154.97				
2/14/2023	Best Buy							\$173.93				
2/14/2023	TMobile					\$96.04						
2/14/2023	Baker & Taylor		\$2,004.95									
2/14/2023	Baker & Taylor		\$17.57									
2/20/2023	Baker & Taylor		\$436.66									
2/20/2023	Baker & Taylor		\$54.73									
2/24/2023	Best Buy							\$117.58				
2/24/2023	Best Buy							\$165.93				
2/24/2023	OWLS								\$102.00			
3/1/2023	Hoopla				\$981.01							
3/1/2023	Diatetes Magazine			\$24.00								
2/8/2023	Dollar Tree	\$28.75										
2/9/23	Target	\$28.49						\$242.84				
2/10/23	Walmart: Bunny Bday	\$15.00										
2/13/23	Little Caesars	\$20.64										\$139.99
2/17/23	Dollar Tree	\$10.00										\$154.97
2/20/23	Dollar Tree	\$12.50										\$107.98
2/27/23	Walmart	\$65.11										\$379.95
2/17/23	Target							\$77.99				

2023 Library Statistics from OWLS

	JAN	FEB	(FEB 21)	MAR	(MAR 21)	APR	(APR 21)
Physical Materials Circulation	8,617	8,141	7,633				
Physical Renewals	2,351	2,327	2,406				
Hoopla EBooks	145	144	156				
Hoopla Audiobooks	308	270	242				
Hoopla Binge Pass	2	1	1				
Hoopla Movies	13	23	26				
Hoopla Comics	17	11	9				
Hoopla Music	7	6	11				
Hoopla TV	23	11	16				
Overdrive E Book	733	658	605				
Overdrive Audiobook	585	535	581				
Overdrive Magazines	126	38	47				
ILL Loaned	1,808	1,722	1,710				
ILL Borrowed	3,666	3,276	2,205				
Public Internet Use	232	205	273				
Wireless Logins	1,008	983	804				
Door Count	4,736	4,892	3,730				
Card Holders							

Date	Time	Local Event Name	Target Audience:	Group Attending (program) or Individual Participants (self-directed activity)	Format: In-person; Live, virtual; or Pre-recorded	On-site or Off-site; blank will be treated as On-site	If group attending, then number of attendees	If recorded live, virtual event later posted for on-demand viewing, then enter number of views	If pre-recorded, then number of views	If self-directed, then number of individual participants	Method of Counting (not required)	Local Collaboration (not required)	Notes
2/7/2023		tech help set up with patron	Adult	Individual/Self-di	In person		2						Phone/Tablet Hoopla
2/9/2023		tech help set up with patron	Adult	Individual/Self-di	In person		2						Phone/Tablet
2/2/2023		tech help set up with patron	Adult	Individual/Self-di	In person		2						Library apps on device
2/15/2023	6:30 PM	Bricks and Brews	Adult	Group/Program	In person	off site	9						
2/16/2023	6:00 PM	LC Community Read Movie	All ages	Group/Program	In person		40						
2/18/2023	9:00 AM	FCBF City Center Book Sal	Adult	Individual/Self-di	In person	off site	250						
2/21/2023	6:00 PM	FCBF Launch Trivia	Adult	Group/Program	In person	off site	35						
2/1/23	9:30 AM	Mini Cloggers	Young Child (0-5	Group/Program	In person		70						
2/1/23	10:30 AM	Little Windmills	Young Child (0-5	Group/Program	In person		30						
2/7/23	9:30 AM	Tiny Tulips	Young Child (0-5	Group/Program	In person		14						
2/8/23	9:30 AM	Mini Cloggers	Young Child (0-5	Group/Program	In person		48						
2/8/23	10:30 AM	Little Windmills	Young Child (0-5	Group/Program	In person		35						
2/14/23	9:30 AM	Tiny Tulips	Young Child (0-5	Group/Program	In person		7						
2/15/23	9:30 AM	Mini Cloggers	Young Child (0-5	Group/Program	In person		35						
2/15/23	10:30 AM	Little Windmills	Young Child (0-5	Group/Program	In person		50						
2/21/23	9:30 AM	Tiny Tulips	Young Child (0-5	Group/Program	In person		18						
2/22/23	9:30 AM	Mini Cloggers	Young Child (0-5	Group/Program	In person		28						
2/22/23	10:30 AM	Little Windmills	Young Child (0-5	Group/Program	In person		30						
2/28/23	9:30 AM	Tiny Tulips	Young Child (0-5	Group/Program	In person		25						
	10:00	Weekly Crafting Club	Adult	Group/Program	In person		18						
2/20/2023	6:00	Evening Book Club	Adult	Group/Program	In person		7						
2/7/2023		Homeschool Art	Child (6-11)	Group/Program	In person		10						
2/14/2023		Homeschool Art	Child (6-11)	Group/Program	In person		12						
2/21/2023		Homeschool Art	Child (6-11)	Group/Program	In person		8						
2/28/2023		Homeschool Art	Child (6-11)	Group/Program	In person		16						
2/3/2023		Comic Club	Young Adult (12-	Group/Program	In person		12						
2/10/2023		Comic Club	Young Adult (12-	Group/Program	In person		9						
2/17/2023		Comic Club	Young Adult (12-	Group/Program	In person		11						
2/24/2023		Comic Club	Young Adult (12-	Group/Program	In person		15						
2/11/23	10:00 AM	Be Mine, Movie Time	All ages	Group/Program	In person		35						
2/2/2023		Imaginary Play Promo	Child (6-11)	Individual/Self-di	Pre recorded				341				
2/21/2023		Collection Promotional Vide	Adult	Individual/Self-di	Pre recorded				225				
2/7/2023		Collection Promotional Vide	Adult	Individual/Self-di	Pre recorded				90				
2/14/2023		Unboxing	Adult	Individual/Self-di	Live			6	81				
02/03/23	10:00 AM	Outreach Storytime	Young Child (0-5	Group/Program	In person	off site	17						
02/16/23	10:00 AM	Outreach Storytime	Young Child (0-5	Group/Program	In person	off site	15						
ALL MONTH	ALL	Imaginary Play: Bakery	Child (6-11)	Individual/Self-di	In person		500						

Director's Monthly Report

Highlights

- Fox Cities Reads in progress
 - Title of the community read is Bird Box
 - Supplementary programs to support community read
- Paused usage of TikTok and alternatively posting reels to Instagram
 - Village will be updating the personal manual to not allow for use of TikTok for municipal work
- Hosted library system conference
 - Attendees we very happy with the location
 - Staff had negative feedback on the keynote presentation: "Creating a Library for All"
 - Great conversation resulted from conference and keynote speaker
 - <https://hoot-con.owlswp.org/>
 - Sent follow up email to staff on how conference are planned and what the expectations are from them
- Community listening session scheduled for Representative Joy Goben on March 31 at 12pm
- Continued work on strategic planning
 - Held stakeholders meeting: Attendee had great feedback on community and library as a whole
- Planning and work on partnership STEAM training with MIT
- Follow up meeting with Windmill for Kermis partnership
- Contacting and organizing schedule for end of school year class visits
- Review and evaluation of statistics from annual reports
- Partner program with Park and Rec to provide activity backpacks for checkout
 - Donation of backpacks for program from Valley Fair
- Monthly e-newsletter sent
- Friends of the Library voted to purchase a vending machine for fundraising items
 - Outlet installed in hallway and vending machine will be ordered soon
- Reviewing patron feedback for programing updates and additions
- Hosted movie for LCES community read
- Partnership with AARP for tax packets
- Maintenance being done in staff areas
- Seeking out grant opportunities for summer programs
- Social Media Engagement: 325
- Trust Balance: \$257,837.49
- Katherine participated in Library Legislative Day in Madison
- Katherine organizing presentation for Wisconsin Public Library Conference
- Katherine's community outreach: Windmill Board Member, Miller at Windmill; LC Historical Society, Secretary; Winnefox Library System, President; Youth Services Liaison for Library System, Governing Council for Little Chute School District, Fox Cities Book Festival Board Member, Fox Cities Reads Board Member, Girls Rock, Wisconsin Library Association, Secretary

MARCH 2023 BOARD MEETING: PROGRAMMING NOTES

Storytimes:

- Storytimes are quite lively!
- Patron input to move Baby Time to 10:30 AM slot for Summertime.
- New people continue to attend each week.

In-Person:

- Weather related cancellations and some postponed programs
- Cabbage Birthday Party was a family favorite! A lot of positive feedback.
- Be Mine, Movie Time was a great success! A wide variety of ages (surprisingly) and a lot of positive feedback. Registration worked out nicely. Smaller program, more intimate, but a nice change for attending families.
- All our new programs are worth repeating!

Passive Programming:

- Imaginary Play: Bakery continues to be extremely popular.
- Craft to go kits steady volume.

Outreach/Partnerships:

- Continued efforts in Freedom & Vandebroek
- Working to develop trail bags with Parks & Rec and small businesses: summer launch. Bags have been donated!
- Upcoming summer partnerships a plenty!

Social Media Strategy:

- Strong presence! Continuing to follow trends and take note of analytics.

GOALS:

- Teen and Adult Passive Programming
- Additional Storytime in Vandebroek area
- Friends Fundraisers

Membership in the Library System

17

Before the development of public library systems in Wisconsin, many state residents had no legal access to any public library. In addition, many other state residents only had access to substandard library service. The goal of library systems has been to provide all Wisconsin residents with access to the high-quality library service needed to meet personal, work, educational, and community goals.

To address the limitations of relying solely on local support and local coordination of library service, the Wisconsin legislature passed legislation in 1971 enabling the creation of regional public library systems. The actual creation and development of public library systems in Wisconsin was a voluntary and gradual process. No county or public library is required to be a member of a library system; yet, as of this writing, all of Wisconsin's 72 counties and 381 public libraries are library system members.

The basic dynamic of library system membership is simple, yet the results can be powerful: a public library agrees to certain membership requirements, including the agreement to serve all system residents equitably; in return, the library system provides a wide range of primarily state-funded services that enhance local library service. Ideally, through this relationship, all residents of the state gain improved library service, as well as the ability to use whichever library or libraries best serve their needs. Municipal libraries participate in library systems because their communities' residents benefit from this arrangement.

Cooperation vs. Competition

Competition among municipalities, counties, and other divisions of government is common. Unfortunately, that competition often leads to missed opportunities for cooperation, resource sharing, and economies of scale through cooperative projects.

Libraries, through library systems, have embraced cooperation instead of competition, and local library users (and taxpayers) are the beneficiaries. But, as noted by the Rolling Stones, you can't always get what you want. In all cooperative efforts, sacrifices are sometimes required. Often these sacrifices are for the greater benefit of regional or statewide library users.

In This Trustee Essential

- The benefits of system membership
- The requirements for system membership
- How you and your library can help make your library system stronger

Membership Requirements for Libraries

Your library must meet these statutory requirements to be a member of a library system:

1. Your library must be established and operated according to the requirements of Wisconsin Statutes Chapter 43. Among other things, Chapter 43 requires that a properly appointed library board control the library building, library expenditures, library policies, hiring and supervision of the library director, and determination of the duties and compensation of all library staff. (See other *Trustee Essentials* for details on these requirements, including [Trustee Essential #2: Who Runs the Library](#) and [Trustee Essential #18: Library Board Appointments and Composition](#).)
2. Your county must belong to the library system and must meet the system membership requirements for counties (see below).
3. Your municipal governing body (or county board for a consolidated county public library) must approve a resolution authorizing your library to participate in the library system.
4. Your library board must approve an agreement with the library system to participate in the system and its activities, participate in interlibrary loan of materials with other system libraries, and provide to all residents of the system the same services, on the same terms, that you provide to local residents.
5. You must employ a library director with the appropriate certification from the Wisconsin Department of Public Instruction (see [Trustee Essential #19: Library Director Certification](#) for details) and whose employment requires that he or she be present in the library for at least 10 hours of each week that the library is open to the public, less leave time.
6. Beginning in 2008, your library annually must be open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer.
7. Beginning in 2008, your library annually spends at least \$2,500 on library materials.

Membership Requirements for Counties

Your county must meet these statutory requirements to be a member in a library system:

1. Your county must approve a county library plan that meets the requirements of Wisconsin Statutes Sections [43.11\(3\)](#) and [43.13\(1\)](#) and provides the financial support needed to administer the plan (see <http://dpi.wi.gov/pld/legislation-funding/county-library> for details of these requirements).
2. Your county board must approve an agreement with the library system to participate in the system and its activities and to furnish library service to county residents who do not live in a library municipality.

Required System Services

Library systems must provide the following in order to receive state aid:

- Technology and resource sharing planning
- Referral or routing of reference and interlibrary loan requests
- Electronic delivery of information and physical delivery of library materials
- Training for member library staff and trustees
- Professional consultant services
- Support for library service to users with special needs
- Backup reference, information, and interlibrary loan services from the system resource library
- Planning with other types of libraries in the system area
- Service agreements with all adjacent library systems
- Agreements with each member library that require those libraries to serve all residents of the system area on the same basis as local residents

The Division for Libraries and Technology monitors compliance with these requirements. Each library system is allowed considerable flexibility in developing specific library system service programs so that each system can best meet the needs of the residents of its particular geographical area and the needs of its member libraries. For example, a system in a largely rural area with many small libraries will probably need to devote more resources to professional consultant services than a system in a largely urban area. Each area of the state will have unique needs that the library system can help address.

How to Be a Good System Member

Your library system must respond to the needs of system member libraries and the residents of the system area. This can be a very difficult task, often requiring the balancing of many competing needs and interests. Your library can help the library system with this difficult task by communicating your local needs effectively and constructively and by cooperating in system planning and problem-solving activities. Your board can help by encouraging your library staff to attend system workshops and contribute their time and talents to system committees. Your board should also budget for paid staff time and travel costs for these activities.

Your board may also decide that your library should participate in shared system services (such as a shared automated system) and cooperative activities (such as the sharing of summer reading program performers). Cooperation can often result in better, more cost-effective services to the public—as well as services that would not even be possible without cooperation.

You, as an individual trustee, can also benefit from attendance at system workshops and can contribute to the strength and success of the system by volunteering to serve on your library system's board and/or the system's advisory and planning committees. (For more information about being a system trustee, see [*Trustee Essential #26: The Public Library System Trustee—the Broad Viewpoint.*](#))

Discussion Questions

1. What are examples of ways your community's residents have benefited from library system services?
2. What are examples of ways your system could better serve your library and your community's residents? How can you and/or your library board influence your system to do those things?

Sources of Additional Information

- Your library system staff (See [*Trustee Tool B: Library System Map and Contact Information.*](#))
- Division for Libraries and Technology staff (See [*Trustee Tool C: Division for Libraries and Technology Contact Information.*](#))

Trustee Essentials: A Handbook for Wisconsin Public Library Trustees was prepared by the DLT with the assistance of the Trustee Handbook Revision Task Force.

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