

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD OF TRUSTEES

A regular meeting of the Brown County Library Board was held on **November 16, 2023**, at **5:15 p.m.** at the Central Library, 515 Pine Street, Green Bay, WI 54301

**PRESENT:** BRIAN ANDERSON, ANNETTE AUBINGER, DAVID RUNNING, KATHY PLETCHER, JAYME SELLEN, and JOHN VAN DYCK. KIM SCHANOCK attended via phone.

**EXCUSED:** WENDY WOODWARD

**ABSENT:** MARISSA MELI

**PRESENT:** Emily Rogers, Sue Lagerman, Curt Beyler, Lisa VanHandel, Sandy Kallunki, Andrea West, David Hunkel, and Danielle Zeamer (staff).

**1. CALL TO ORDER** President Anderson called the meeting to order at 5:15 pm.

**2. APPROVE/MODIFY AGENDA AND MINUTES Motion** by Sellen, seconded by Running, to approve the agenda and the October 2023 minutes. **Motion carried.**

### **3. COMMUNICATIONS AND OPEN FORUM FOR PUBLIC**



#### **Presentation by Sandy Kallunki, Central Library Manager**

Anderson introduced Sandy Kallunki, Central Library's manager. Kallunki noted that 2024 marks the 50<sup>th</sup> anniversary of the grand opening of the Central Library and there will be a celebration! The presentation focused on services. **Circulation Services** is managed by Molly Hebert. This department handles check-outs, check-ins, patron accounts, delivery, pickup window, materials handling and more. **Youth Services** is managed by Katie Guzek and this department caters to youth – babies through teens. **Adult Services** is managed by Andrea West and **Local History &**

**Genealogy** is managed by Mary Jane Herber.

The Central Library offers a variety of meeting and event spaces including the auditorium, study room, combined meeting rooms, board room, and the new flexible meeting space (Pine Room). Staff assist with troubleshooting A/V and directing/interacting with people. This is a growing part of what public service staff do.

Kallunki shared year-to-date statistics; 149,558 people count/library visits (31% of all library locations); 230,541 physical checkouts (21% of total); 2,868 new library cards (26% of total); and 22,562 program/event attendance (39% of total).

Being a larger location, Central Library can accommodate large-scale programs. Examples included PopCon® with Goosebumps author, R.L. Stine – 1,400 attended; Seed Library launch – 700 attended; Library Morning at the Fair – 1900 attended; Local History Series (5 programs) – 487 attended; Genealogy 101 (17 programs) 1,495 attended; Bubblewrap Stomp Storytime – 120 attended; Summer Reading Kickoff – 725 attended; Summer in the City (10 shows) - 1,470 attended; and Waterplay Fun Day for babies and toddlers – 95 attended.

Each department provides support in different ways for the entire library system. Staff serve the branches in the following ways – answer branch staff questions and patron referrals; create training, procedures, and documentation related to reference, circulation, patron account issues, and youth services. Central staff represent the library at large community events, coordinated the Youth Services Strategic plan, and help cover gaps at branches.

The library is also involved in broader community work. Adult Services staff coordinate Career Navigator services at Central and branches, and staff is involved in the broader plans for workforce development. Community Resource Tuesdays increase awareness and access to community services and resources. 24 different agencies have filled 105 time slots.

An Adult Services staff member coordinates the system-wide volunteer program and Youth Services coordinates summer teen volunteers. To date, Central adult volunteers have clocked 1,200 hours and summer teen volunteers clocked 800 hours.

Adult Services staff also update the Clubs & Organizations directory, and create and maintain 'How to' digital resource guides for the public.

Circulation staff manage the library's Book Club Kit service and provide collection support for the Bookmobile.

Youth Services staff help plan the Summer Reading Program and select prize books. Staff also conduct weekly storytimes at Syble Hopp School. Youth Services staff also provide system-wide coordination of early literacy programs, library cards for educators, groups, and schools. Central Library was one of the first libraries in the state to participate in the Summer Lunch Program (free meals for kids).

Services and resources unique to Central include the size and diversity of its collection; local history and genealogy research resources and microfilm; meeting and event spaces; and public computers. To date, public Internet computer sessions total 47,255 or 40% of total; in-house laptop checkouts total 823 or 99%+ of total; and one-on-one tech tutor sessions total 144. Additional amenities include separate spaces for kids and teens; expert staff; space to accommodate large school/group visits; phone charging lockers; VHS to DVD converter; carnival games collection; Flex Farm hydroponic unit; Brown County Seed Library, and the Cellcom Children's Edible Garden.

Kallunki went on to say the more the library can demonstrate how it interacts with partners makes us relevant. The library makes a lot happen with limited resources.

Van Dyck offered a challenge noting that it is easy to sell the need for a new East Branch and Ashwaubenon Branch, but Central's story is a little harder. Evidence, instead of quick stats, is needed that justify the use of the library.

Pletcher commented that the narrative needs to change – the library is really here to change peoples' lives. The impact is huge.

Van Dyck commented that other county departments have compelling reasons to garner support from the County Board. Presenting the library's need and story will take careful creation and editing. The Library Board needs tools to talk about the library to supervisors, etc. They need to hear it from multiple sources.

**4. UPDATE ON DELIVERY OF PUBLIC LIBRARY SERVICE TO RURAL COMMUNITIES IN BROWN COUNTY** Schanock reported that that work continues on a possible collaborative model for the Pulaski community. Timing and accessibility of sales tax funds remain a foggy issue. Expect a more detailed update in January.

Pletcher reported that the Denmark School Board approved transferring ownership of the current Early Childcare Center (ECC) to OneDenmark. The new ECC building is on schedule so far with the students and teachers moving there for the start of the fall semester. The school district will need a couple months to clean out the old ECC building. The earliest the transfer of ownership to OneDenmark would be November 2024. It is unknown how quickly the old building could be occupied, but we may be able to consider a January 2025 opening for the Denmark Library. The committee could begin to draft a timeline, service array and budget for the Denmark Branch. Perhaps we could begin by reviewing the proposal that Sugden submitted to the Village Board 2 years ago.

Rogers and Lagerman visited the Kress Pavilion/Egg Harbor Library. This is a unique partnership that is strictly defined. Van Dyck suggested asking for a copy of the Memorandum of Understanding they share with the Village.

**5. DISCUSSION AND POSSIBLE ACTION REGARDING ARCHITECT FOR ASHWAUBENON BRANCH** The BCL Foundation approved a funding request in the amount of \$249,750 for architectural and engineering services provided by Engberg Anderson. The library would like to name a space in the new library to recognize the Foundation's donation and support.

To clarify, the contract is with the library; the Foundation will pay the library and the library will pay the bills.

**Motion** by Running, seconded by Pletcher, to accept the B.C.L. Foundation gift to fund services provided by Engberg Anderson Architects. **Motion carried.** With funding secure, a Request for Purchase will not be pursued through the county process.

#### **6. DISCUSSION AND POSSIBLE ACTION REGARDING 2023 PERFORMANCE PAY, COLA INCREASES, AND INCENTIVE**

**PAY** Rogers distributed the library's Employee Performance Evaluation policy which outlines that employees who exceed expectations may be eligible for additional incentive pay. Incentive pay is funded by a surplus in the personnel budget at the end of the year. The library has a three-tier ranking of needs improvement, meets expectations and exceeds expectations while the county has a two-tier ranking of needs improvement and meets expectations.

VanHandel distributed 2023 year-end projections and scenarios of .5%, 1%, 1.5% and 2% payments. These payments are based on a surplus of personnel funds. For future years, the library proposes using the needs improvement/meets model.

Van Dyck reiterated that the county is giving a 2% one-time payment for all employees that have a ranking of meets or exceeds expectations. The Library Board has the discretion to give incentive payments from personnel savings. The county's payment is from the county coffers. VanHandel was told the transfer to cover these payments would be made in December. Van Dyck is not concerned that the library won't receive it. The library has about 100 employees.

Pletcher supports paying a 2% one-time incentive. Running agrees as a testament of value.

**Motion** by Sellen, seconded by Pletcher, to approve a one-time incentive payment of 2%, or ~\$41,215.00, to employees whose performance was ranked as Exceeds Expectations. **Motion carried 6-1.**

**Motion** by Sellen, seconded by Pletcher, to approve a 3.5% COLA increase from the county in 2024. **Motion carried.**

## **7. DISCUSSION AND APPROVAL OF LIBRARY BUSINESS**

- A. **FINANCIAL UPDATE** VanHandel reported that June entries are finished but journal entries from July – October are still being worked on. September month-end financials show actual expenditures. Expenditures are accurate and year-end projections look positive and on track. Revenues will show an increase after journal entries are made. Van Dyck asked, for future financial updates, to include a summary of highlights.
- B. **FACILITIES UPDATE** Beyler reported that the East Branch, Pine Room, and 2021 high-priority projects are being closed out this month. Final reports will follow in the next couple of months. Construction docs for Central's HVAC project will be posted after the December meeting. Bids are due back in mid-January. Three alternates are included.
- C. **PERSONNEL UPDATE** Rogers provided the following report:

**Hired:** Kate Bennett – Ashwaubenon Clerk; Alejandro Dyala, Kress Clerk

**Resigned:** Shoua Yang, Central Technical Services Clerk

**Open Searches:** Marketing Specialist; Kress Shelver; Technical Services, Ashwaubenon, and Circulation Clerks; and Adult Services Research Librarian.

Staff that presented at the Wisconsin Library Association (WLA) conference included Danielle Zeamer on connecting the community to resources; Anna Hartshorn and Jenn Koetz on StoryWalks; and Emily Rogers on WLA's mentorship program. Many other staff attended the conference.

The library is returning to the formerly used verification product for new library card registrations. It will be implemented soon.

The library will serve as a host agency while working with Curative Connections. Curative's Training and Employment Services program provides assistance to individuals who are looking to develop the skills necessary to gain successful employment in the community. The library will host an individual for up to 29 hours a week and up to four years. This partnership will be piloted. Duties will include pulling books, shelving, tidying areas. The library has the ability to expand the program if it goes well. Curative handle payroll and the library has the ability to pause or part ways at any time.

- D. **COMMUNITY ENGAGEMENT UPDATE** Lagerman reported that the Friends of the Brown County Library's Give-A-Kid-A-Book' honorary chairperson is Bre LaFleur, wife of Green Bay Packers' Coach LaFleur. She filmed a new Public Service Announcement that is running on WBAY-TV2 and spoke at the kick-off event.



Members of the Leadership and Administration Team and staff attended the Wisconsin Library Association's award ceremony in Middleton at the end of October. Sugden accepted the 2023 Library of the Year Award that recognizes distinguished achievement in service provided by a library.

The meeting room at the East Branch continues to be 'the' place to meet. In addition to the Library Board, it has hosted the Friends of the Brown County Library Board meeting, the B.C.L. Foundation Annual Meeting, and many outside organizations and businesses. Members of Green Bay Rotary recently met at the branch for a tour. State Senator Eric Wimberger held a town hall today.

The December – February events calendar has gone to print. Upcoming events include the annual Genealogy 101 series, a jazz concert with The Talk of the Town, directed by Kevin Van Ess, an antiques appraisal event with Mark Moran, Level Up, a retro gaming event, Brown County Seed Library events, author visits, a visit from the popular children's book character, Iliana, Iliana, and more!

The Friends of the Brown County Library's Fall Book Sale netted over \$24,000 in sales.

**8. LIBRARY DIRECTOR'S REPORT** Sugden gave an update on the Monroe Avenue property. Meetings and discussion have been taking place with the Aging, Disability Resource Center (ADRC) about merging delivery of services models. The ADRC would use the site for their Central Kitchen, Meals on Wheels, and potentially the Grounded Café. The missions of the library and the ADRC align. In thinking about creating a 'campus,' the County Executive asked the library and ADRC to reimagine the Central Library and work with architect that the county will find funding for. With the right presentation and advocacy, there could be enough support on the County Board to support the project. The more partners that can be brought into the mix, the better.

Sugden is continuing conversations with the Job Center about supporting job seekers in the library. The Bay Area Workforce Development Board and representatives from the Department of Workforce Development (DWD) will tour Central Library with Job Center partners after the holidays. DWD is interested in a job center at library, access points, and designated space/pods. Work is being done on a Statement of Purpose to create a job pod at the East Branch.

The Blueprint for Homelessness plan facilitated by the Greater Green Bay Community Foundation is the result of community-wide conversations about homelessness. Sugden credits staff participation and their advocacy that has resulted in a new priority – to provide day shelter services on weekends and create a summer emergency shelter. Staff has also engaged employers to participate in the Worker Connection program to support workforce development. This program ends June 30, 2024.

A library budget initiative focuses on Brown County Digital Literacy. ADRC, Brown County Library, and Brown County IT will collaboratively map current digital literacy resources in the County and develop a strategic plan identifying priorities for action and implementation. Sugden is talking with NEW North and NWTC about digital literacy efforts (assessment and training opportunities).

The library received funding from the B.C.L. Foundation to hire a consultant to work with the Local History Specialist. Together, they will continue work around the department's transition. A proposal was made and Sugden is waiting to hear a decision.

Next year, the Central Library celebrates 50 years. A party and event will be planned.

The East Branch continues to be amazing. All spaces are filled on a regular basis. Real excitement exists among visitors (It's fun!!) It is great to see people using the spaces you planned.

Sugden distributed a one-page sheet developed by the Wisconsin Library Association that addresses parental rights and responsibilities regarding their child's library checkouts.

**9. PRESIDENT'S REPORT** Anderson proposed moving the next Board meeting from December 21 to December 14. This is Anderson's third and final year as president. The election of officers will take place at the February 2024 meeting. He will stay on the Board but will not accept any nominations.

**10. OTHER BUSINESS** None.

**11. SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW** None.

**12. ADJOURNMENT**

**Motion** by Van Dyck, seconded by Pletcher, to adjourn the meeting.  
The meeting was adjourned at 7:09 p.m.

**NEXT REGULAR MEETING:**

**December 14, 2023 | 5:15 p.m. | Central Library**

Respectfully submitted,  
Sue Lagerman | Recording Secretary