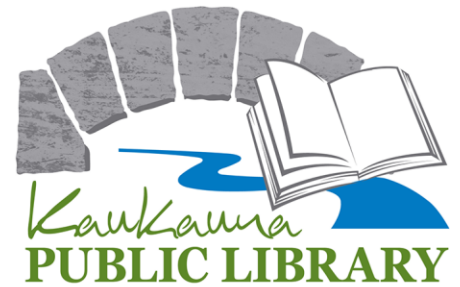


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, May 26, 2026 at 5:30 PM



AGENDA

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call Meeting to Order
2. Roll Call of Membership
3. Public Participation and Communications
4. Consent Agenda
 - [a.](#) Meeting minutes of Tuesday, April 28, 2026
 - [b.](#) Bill Register April 2026
5. Action Items
 - [a.](#) Election Of Officers
 - [b.](#) July 24, 2026 Closure
6. Information Items
 - [a.](#) Directors Report
 - [b.](#) Assistant Directors Report
 - [c.](#) Youth Services Librarian Report
 - [d.](#) Trustee Topic: Chapter 8
 - [e.](#) Statistics
7. Adjournment

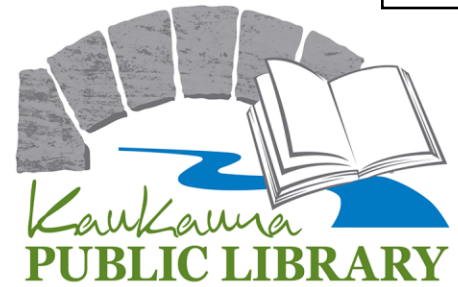
NOTICES

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

Join Zoom Meeting

Meeting ID: 834-3612-3275

Passcode: 54130



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, April 28, 2026 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order at 5:41p by M.J. Kilgas.
2. Roll call of membership
 - a. Present: J. Vondrcek, C. Fallona, P. Davis, M.J. Kilgas, C. Van Boxtel & J. Van de Hey, D. Tatro
 - b. Excused: J. Lucas, A. Neumeier
 - c. Also present: A. Thiem-Menning, J. Berven
3. Public Participation and Communications
 - a. Director A. Thiem-Menning noted a card was received from the Memory Café participants thanking library staff during National Library Week, with one participant noting it was their favorite event to attend each month.
4. Consent Agenda
 - a. Meeting minutes of Tuesday, March 24, 2026
 - b. Bill Register March 2026
 - i. C. Fallona made a motion to approve the consent agenda, seconded by C. Van Boxtel. Motion carried: all in favor.
5. Action Items
 - a. Job Pod Agreement

- i. Assistant Director, J. Berven gave a brief overview of the job pod.
- ii. D. Tatro made a motion to instruct the Library Director and Board President to sign the job pod agreement form. Seconded by P. Davis. Motion carried: all in favor.

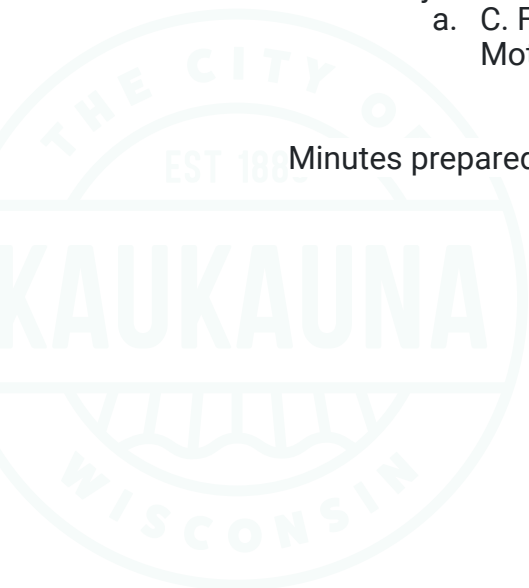
6. Information Items

- a. Directors Report
- b. Assistant Directors Report
 - i. J. Berven noted that the new Adult Services Librarian will begin reports to the Board in the summer.
- c. Youth Services Librarian Report
- d. Communications Coordinator Report
- e. Trustee Topic: Chapter 7
 - i. The topic of the month was library roles.
- f. Statistics
 - i. J. Vondracek made a motion to receive and place the reports on file, seconded by J. Van de Hey. Motion carried; all in favor.

7. Adjournment

- a. C. Fallona made a motion at 6:33p to adjourn, seconded by D. Tatro. Motion carries; all in favor.

Minutes prepared by: A. Thiem-Menning



Kaukauna Public Library
2026 Revenue Report

	Library Revenue					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	Winnebago County Appropriation	Total County Allocations		
January	\$ 1.28	\$ 410.07	\$ 69.25	\$ -	\$ 480.60						\$ 480.60	\$ 36.62
February	\$ 1.00	\$ 451.91	\$ 38.32	\$ 13.25	\$ 504.48						\$ 504.48	\$ 246.14
March	\$ 2.25	\$ 636.97	\$ 46.50	\$ 4.00	\$ 689.72	\$ 106,810.00	\$ 102,485.00	\$ 20,159.00		\$ 229,454.00	\$ 230,143.72	\$ 173.05
April	\$ 0.27	\$ 898.33	\$ 42.00	\$ 8.00	\$ 948.60				\$ 4,589.00	\$ 4,589.00	\$ 5,537.60	\$ 281.23
Totals	\$ 4.80	\$ 2,397.28	\$ 196.07	\$ 25.25	\$ 2,623.40	\$ 106,810.00	\$ 102,485.00	\$ 20,159.00	\$ 4,589.00	\$ 234,043.00	\$ 236,666.40	\$ 455.81

As Financial Secretary I have reviewed and approved this report:

Joseph Lucas
Financial Secretary

City of Kaukauna
City of Kaukauna
City - Budget vs. Actual (Years 2025+)
From Jan 2026 to Adjust 2026 (12/31 - 12/31)

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5000 - Personnel Services				
5001 - Wages & Salaries				
5101 - Regular Payroll	\$211,529.12	\$696,911.56	(\$485,382.44)	30.35%
5104 - Temporary Payroll	\$17,142.58	\$36,000.00	(\$18,857.42)	47.62%
Total - 5001 - Wages & Salaries	\$228,671.70	\$732,911.56	(\$504,239.86)	31.20%
5002 - Fringe Benefits				
5151 - Retirement Plan	\$12,607.95	\$42,565.18	(\$29,957.23)	29.62%
5152 - Residency	\$1,125.81	\$12,728.21	(\$11,602.40)	8.84%
5154 - Social Security	\$13,311.49	\$47,280.38	(\$33,968.89)	28.15%
5157 - Group Health Insurance	\$48,954.48	\$153,755.24	(\$104,800.76)	31.84%
5160 - Group Life Insurance	\$242.37	\$849.00	(\$606.63)	28.55%
5163 - Workers Compensation	\$440.91	\$1,173.07	(\$732.16)	37.59%
Total - 5002 - Fringe Benefits	\$76,683.01	\$258,351.08	(\$181,668.07)	29.68%
Total - 5000 - Personnel Services	\$305,354.71	\$991,262.64	(\$685,907.93)	30.80%
5003 - Non-Personnel Services				
5004 - Travel/Training				
5208 - Travel - City Business	\$2,387.64	\$6,708.00	(\$4,320.36)	35.59%
5211 - Education & Memberships	\$1,537.00	\$3,371.00	(\$1,834.00)	45.59%
Total - 5004 - Travel/Training	\$3,924.64	\$10,079.00	(\$6,154.36)	38.94%
5006 - Purchased Services				
5303 - Communications	\$264.73	\$960.00	(\$695.27)	27.58%
5306 - Heating Fuels	\$4,351.19	\$7,000.00	(\$2,648.81)	62.16%
5309 - Water Sewer & Electric	\$4,276.48	\$16,325.00	(\$12,048.52)	26.20%
5312 - Maintenance - Buildings	\$51,967.24	\$120,000.00	(\$68,032.76)	43.31%
5313 - Lease - Buildings	\$59,965.00	\$143,916.00	(\$83,951.00)	41.67%
5325 - Contractual Services	\$11,789.94	\$38,397.14	(\$26,607.20)	30.71%
5328 - Advertising	\$109.03	\$3,050.00	(\$2,940.97)	3.57%
5331 - General Insurance	\$8,456.00	\$8,456.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$129,613.00	\$129,613.00	\$0.00	100.00%
Total - 5006 - Purchased Services	\$270,792.61	\$467,717.14	(\$196,924.53)	57.90%
5007 - Supplies				
5401 - Office Supplies	\$3,551.99	\$7,500.00	(\$3,948.01)	47.36%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5422 - Data Processing Supplies	\$3,338.90	\$8,500.00	(\$5,161.10)	39.28%
5431 - Postage	\$1,889.81	\$2,250.00	(\$360.19)	83.99%
5441 - Library Materials	\$55,493.99	\$122,552.00	(\$67,058.01)	45.28%
5442 - Service Contracts	\$41,958.17	\$55,000.00	(\$13,041.83)	76.29%
5444 - Library Programs	\$1,715.64	\$8,000.00	(\$6,284.36)	21.45%
5499 - Miscellaneous	\$36.43	\$2,000.00	(\$1,963.57)	1.82%
Total - 5007 - Supplies	\$107,984.93	\$206,602.00	(\$98,617.07)	52.27%
Total - 5003 - Non-Personnel Services	\$382,702.18	\$684,398.14	(\$301,695.96)	55.92%
5008 - Outlay				
5801 - Land & Buildings	(\$3,930.92)	\$0.00	(\$3,930.92)	0.00%
5804 - Equipment (including Office)	\$1,299.86	\$9,500.00	(\$8,200.14)	13.68%
Total - 5008 - Outlay	(\$2,631.06)	\$9,500.00	(\$12,131.06)	-27.70%

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Total - Expense	\$685,425.83	\$1,685,160.78	(\$999,734.95)	40.67%
Net Income	(\$685,425.83)	(\$1,685,160.78)	\$999,734.95	40.67%

City of Kaukauna
City - Income Statement Detail
Apr 2026

Item 4.b.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description	Fund
Expense								
5000 - Personnel Services								
5001 - Wages & Salaries								
5101 - Regular Payroll								
	Journal	4/9/2026	Apr 2026	JE1152		\$24,401.28	Gross Earnings	General Fund - 101
	Journal	4/23/2026	Apr 2026	JE1154		\$26,475.50	Gross Earnings	General Fund - 101
Total - 5101 - Regular Payroll						\$50,876.78		
5104 - Temporary Payroll								
	Journal	4/9/2026	Apr 2026	JE1152		\$2,206.51	Seasonal	General Fund - 101
	Journal	4/23/2026	Apr 2026	JE1154		\$1,748.55	Seasonal	General Fund - 101
	Vendor Invoice	4/29/2026	Apr 2026	4817	V0528 Outagamie Waupaca Library System	\$60.00	Yoder - Substitute Library Assistant	General Fund - 101
Total - 5104 - Temporary Payroll						\$4,015.06		
Total - 5001 - Wages & Salaries						\$54,891.84		
5002 - Fringe Benefits								
5151 - Retirement Plan								
	Journal	4/9/2026	Apr 2026	JE1152		\$1,448.30	ERWRSGen	General Fund - 101
	Journal	4/23/2026	Apr 2026	JE1154		\$1,583.50	ERWRSGen	General Fund - 101
Total - 5151 - Retirement Plan						\$3,031.80		
5152 - Residency								
	Journal	4/9/2026	Apr 2026	JE1152		\$106.69	401a	General Fund - 101
	Journal	4/23/2026	Apr 2026	JE1154		\$103.40	401a	General Fund - 101
Total - 5152 - Residency						\$210.09		
5154 - Social Security								
	Journal	4/9/2026	Apr 2026	JE1152		\$366.60	Employer Medicare Expense	General Fund - 101
	Journal	4/9/2026	Apr 2026	JE1152		\$1,165.17	Employer Social Security Expense	General Fund - 101
	Journal	4/23/2026	Apr 2026	JE1154		\$390.04	Employer Medicare Expense	General Fund - 101
	Journal	4/23/2026	Apr 2026	JE1154		\$1,281.59	Employer Social Security Expense	General Fund - 101
Total - 5154 - Social Security						\$3,203.40		
5157 - Group Health Insurance								
	Journal	4/9/2026	Apr 2026	JE1152		\$4,917.72	ER Health	General Fund - 101
	Journal	4/9/2026	Apr 2026	JE1152		\$219.00	HRA Monthly	General Fund - 101
	Journal	4/23/2026	Apr 2026	JE1154		\$4,917.72	ER Health	General Fund - 101
Total - 5157 - Group Health Insurance						\$10,054.44		
5160 - Group Life Insurance								
	Journal	4/9/2026	Apr 2026	JE1152		\$26.93	ER Life	General Fund - 101
	Journal	4/23/2026	Apr 2026	JE1154		\$26.93	ER Life	General Fund - 101
Total - 5160 - Group Life Insurance						\$53.86		
5163 - Workers Compensation								
	Journal	4/9/2026	Apr 2026	JE1152		\$42.45	WC Admin	General Fund - 101
	Journal	4/9/2026	Apr 2026	JE1152		\$1.90	WC Field	General Fund - 101
	Journal	4/23/2026	Apr 2026	JE1154		\$44.91	WC Admin	General Fund - 101
	Journal	4/23/2026	Apr 2026	JE1154		\$3.80	WC Field	General Fund - 101
Total - 5163 - Workers Compensation						\$93.06		
Total - 5002 - Fringe Benefits						\$16,646.65		
Total - 5000 - Personnel Services						\$71,538.49		
5003 - Non-Personnel Services								
5006 - Purchased Services								
5303 - Communications								
	Journal	4/23/2026	Apr 2026	JE1154		\$50.00	Cell Reimb	General Fund - 101
Total - 5303 - Communications						\$50.00		
5306 - Heating Fuels								
	Vendor Invoice	3/27/2026	Apr 2026	5870622923	V0705 We Energies	\$664.46	Gas Service - March	General Fund - 101
Total - 5306 - Heating Fuels						\$664.46		
5309 - Water Sewer & Electric								
	Vendor Invoice	3/24/2026	Apr 2026	500114-01 2026-03-24	V0383 Kaukauna Utilities	\$1,080.73	Water, Sewer, & Electric	General Fund - 101
Total - 5309 - Water Sewer & Electric						\$1,080.73		
5312 - Maintenance - Buildings								
	Vendor Invoice	3/24/2026	Apr 2026	15189	V1786 Bissing Electric	\$692.75	Electrical Service	General Fund - 101
	Vendor Invoice	4/1/2026	Apr 2026	10011	V1220 Killian's Landscaping, Inc.	\$250.00	Monthly Lawn & Landscape Maintenance - April	General Fund - 101

Vendor Invoice	4/13/2026	Apr 2026	041326	V1791 TriKakalin Properties, LLC	\$9,138.00	April - Maintenance	General Fund
Vendor Invoice	4/24/2026	Apr 2026	10022	V1220 Killian's Landscaping, Inc.	\$930.00	Spring 26 Clean Up & Mulch	General Fund
Vendor Invoice	4/30/2026	Apr 2026	10040	V1220 Killian's Landscaping, Inc.	\$250.00	Monthly Lawn & Landscape Maintenance	General Fund
Total - 5312 - Maintenance - Buildings					\$11,260.75		
5313 - Lease - Buildings							
Vendor Invoice	4/13/2026	Apr 2026	041326	V1791 TriKakalin Properties, LLC	\$11,993.00	April - Rent	General Fund - 101
Total - 5313 - Lease - Buildings					\$11,993.00		
5325 - Contractual Services							
Vendor Invoice	4/1/2026	Apr 2026	02-44062	V0003 Advanced Maintenance Solutions	\$2,277.40	Monthly Contract Janitorial Services for the month of the invoice date Per contract effective 03/02/2026	General Fund - 101
Total - 5325 - Contractual Services					\$2,277.40		
Total - 5006 - Purchased Services					\$27,326.34		
5007 - Supplies							
5401 - Office Supplies							
Ccard Refund	3/10/2026	Apr 2026	RAMP.4fa5eff3-e54e-4c19-9f	V1173 Amazon	(\$28.94)	Spencer Heise - Refund for office supplies	General Fund - 101
Credit Card	3/25/2026	Apr 2026	RAMP.474dbf57-37d8-41d7-V	V1173 Amazon	\$13.68	Spencer Heise - General library office supplies	General Fund - 101
Credit Card	3/25/2026	Apr 2026	RAMP.94bb995b-0bee-4a53-V	V1173 Amazon	\$101.96	Spencer Heise - General office supply labels	General Fund - 101
Vendor Invoice	4/29/2026	Apr 2026	4815	V0528 Outagamie Waupaca Library System	\$298.00	Receipt Paper	General Fund - 101
Total - 5401 - Office Supplies					\$384.70		
5431 - Postage							
Credit Card	3/13/2026	Apr 2026	RAMP.329ae25c-721e-4e38-V	V0680 U.S. Postal Service - Postmaster	\$5.22	Spencer Heise - library mail	General Fund - 101
Total - 5431 - Postage					\$5.22		
5441 - Library Materials							
Vendor Invoice	1/16/2026	Apr 2026	93768462	V0323 Ingram	\$29.51	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768461	V0323 Ingram	\$353.75	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768442	V0323 Ingram	\$81.57	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768466	V0323 Ingram	\$20.63	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768464	V0323 Ingram	\$12.22	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768457	V0323 Ingram	\$256.99	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768448	V0323 Ingram	\$54.17	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768465	V0323 Ingram	\$12.22	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768455	V0323 Ingram	\$79.92	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768458	V0323 Ingram	\$133.41	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768446	V0323 Ingram	\$24.32	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768450	V0323 Ingram	\$203.82	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768460	V0323 Ingram	\$51.94	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768449	V0323 Ingram	\$79.41	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768451	V0323 Ingram	\$45.64	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768452	V0323 Ingram	\$29.34	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768454	V0323 Ingram	\$24.50	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768443	V0323 Ingram	\$280.74	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768456	V0323 Ingram	\$12.38	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768453	V0323 Ingram	\$23.37	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768445	V0323 Ingram	\$142.69	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768459	V0323 Ingram	\$386.89	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768444	V0323 Ingram	\$62.64	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768463	V0323 Ingram	\$18.30	Books	General Fund - 101
Vendor Invoice	1/16/2026	Apr 2026	93768447	V0323 Ingram	\$176.98	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915472	V0323 Ingram	\$55.84	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915473	V0323 Ingram	\$68.63	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915480	V0323 Ingram	\$40.43	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915485	V0323 Ingram	\$12.82	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915491	V0323 Ingram	\$38.65	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915486	V0323 Ingram	\$66.84	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915474	V0323 Ingram	\$177.07	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915489	V0323 Ingram	\$12.65	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915483	V0323 Ingram	\$16.42	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915478	V0323 Ingram	\$23.48	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915494	V0323 Ingram	\$46.50	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915488	V0323 Ingram	\$14.76	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915482	V0323 Ingram	\$11.16	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915487	V0323 Ingram	\$17.60	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915471	V0323 Ingram	\$20.06	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915493	V0323 Ingram	\$11.90	Books	General Fund - 101

Item 4.b.

Vendor Invoice	1/22/2026	Apr 2026	93915490	V0323 Ingram	\$19.43	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915477	V0323 Ingram	\$28.93	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915481	V0323 Ingram	\$12.63	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915492	V0323 Ingram	\$44.25	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915476	V0323 Ingram	\$35.48	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915479	V0323 Ingram	\$10.97	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915484	V0323 Ingram	\$43.46	Books	General Fund - 101
Vendor Invoice	1/22/2026	Apr 2026	93915475	V0323 Ingram	\$12.64	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991773	V0323 Ingram	\$20.65	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991763	V0323 Ingram	\$17.34	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991772	V0323 Ingram	\$72.65	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991785	V0323 Ingram	\$223.49	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991766	V0323 Ingram	\$17.14	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991786	V0323 Ingram	\$7.36	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991775	V0323 Ingram	\$8.11	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991787	V0323 Ingram	\$94.06	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991764	V0323 Ingram	\$13.37	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991770	V0323 Ingram	\$33.57	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991765	V0323 Ingram	\$37.43	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991776	V0323 Ingram	\$83.24	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991784	V0323 Ingram	\$49.58	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991767	V0323 Ingram	\$22.16	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991778	V0323 Ingram	\$20.58	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991771	V0323 Ingram	\$37.70	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991768	V0323 Ingram	\$24.75	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991783	V0323 Ingram	\$10.17	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991769	V0323 Ingram	\$15.79	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991782	V0323 Ingram	\$36.96	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991774	V0323 Ingram	\$213.44	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991781	V0323 Ingram	\$93.78	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991777	V0323 Ingram	\$56.36	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991780	V0323 Ingram	\$91.34	Books	General Fund - 101
Vendor Invoice	1/27/2026	Apr 2026	93991779	V0323 Ingram	\$110.05	Books	General Fund - 101
Vendor Invoice	2/13/2026	Apr 2026	94484262	V0323 Ingram	\$30.29	Books	General Fund - 101
Vendor Invoice	2/13/2026	Apr 2026	94484260	V0323 Ingram	\$53.23	Books	General Fund - 101
Vendor Invoice	2/13/2026	Apr 2026	94470400	V0323 Ingram	\$39.82	Books	General Fund - 101
Vendor Invoice	2/13/2026	Apr 2026	94484261	V0323 Ingram	\$18.67	Books	General Fund - 101
Vendor Invoice	2/13/2026	Apr 2026	94484259	V0323 Ingram	\$12.05	Books	General Fund - 101
Vendor Invoice	2/13/2026	Apr 2026	94484263	V0323 Ingram	\$15.32	Books	General Fund - 101
Vendor Invoice	2/18/2026	Apr 2026	94575900	V0323 Ingram	\$20.86	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619148	V0323 Ingram	\$13.78	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619137	V0323 Ingram	\$30.70	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619147	V0323 Ingram	\$25.22	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619143	V0323 Ingram	\$42.50	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619141	V0323 Ingram	\$48.65	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619132	V0323 Ingram	\$8.15	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619145	V0323 Ingram	\$92.97	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619138	V0323 Ingram	\$48.99	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619134	V0323 Ingram	\$75.84	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619136	V0323 Ingram	\$80.65	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619131	V0323 Ingram	\$7.39	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619146	V0323 Ingram	\$74.59	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619144	V0323 Ingram	\$11.30	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619142	V0323 Ingram	\$56.83	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619135	V0323 Ingram	\$14.77	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619140	V0323 Ingram	\$8.90	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619139	V0323 Ingram	\$82.15	Books	General Fund - 101
Vendor Invoice	2/19/2026	Apr 2026	94619133	V0323 Ingram	\$25.16	Books	General Fund - 101
Credit Card	3/9/2026	Apr 2026	RAMP.55bf0768-1668-449e-V1173 Amazon	\$6.41	Spencer Heise - Books for library collection	General Fund - 101	
Credit Card	3/9/2026	Apr 2026	RAMP.ee2f0a07-85ad-4b52-V1173 Amazon	\$39.99	Spencer Heise - Books for library collection	General Fund - 101	
Credit Card	3/9/2026	Apr 2026	RAMP.1300ac8a-0623-4281-V1173 Amazon	\$8.99	Spencer Heise - Library book purchases	General Fund - 101	
Credit Card	3/12/2026	Apr 2026	RAMP.050096f5-2d01-4b65-V1173 Amazon	\$10.18	Spencer Heise - Books for library collection	General Fund - 101	
Credit Card	3/13/2026	Apr 2026	RAMP.9c5a4304-d219-41bb-V1207 Miscellaneous Retail Vendor (Ramp)	\$229.47	James Berven - Overdrive digital library books	General Fund - 101	
Credit Card	3/15/2026	Apr 2026	RAMP.a724c744-9c04-421c-V1173 Amazon	\$9.31	James Berven - Library book purchases	General Fund - 101	

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Credit Card	3/17/2026	Apr 2026	RAMP.e0776a67-b9d8-4218-V1173 Amazon	\$16.07	James Berven - Books for library	General Fund - 101
Credit Card	3/18/2026	Apr 2026	RAMP.9ceaa727-2997-49d2-V1173 Amazon	\$30.54	Ashley Thiem-Menning - Library book purchases	General Fund - 101
CARD Refund	3/19/2026	Apr 2026	RAMP.c6d165f4-25a9-4594-V1173 Amazon	(\$9.97)	James Berven - Refund for Books for library collection	General Fund - 101
Credit Card	3/19/2026	Apr 2026	RAMP.a4d06b4d-281b-4356-V1173 Amazon	\$9.99	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Credit Card	3/19/2026	Apr 2026	RAMP.e805185b-bfda-457d-V1173 Amazon	\$17.54	Ashley Thiem-Menning - Library book purchases	General Fund - 101
CARD Refund	3/20/2026	Apr 2026	RAMP.7922b039-b21d-4892-V1173 Amazon	(\$56.94)	Ashley Thiem-Menning - Refund for Purchase of library books	General Fund - 101
Credit Card	3/23/2026	Apr 2026	RAMP.290b3e7e-25d3-487f-V1173 Amazon	\$11.48	James Berven - Library materials	General Fund - 101
Credit Card	3/23/2026	Apr 2026	RAMP.f07b377f-f752-4f91-8e-V1173 Amazon	\$16.30	James Berven - books for library	General Fund - 101
Credit Card	3/23/2026	Apr 2026	RAMP.1f88e078-b74b-4f98-5-V1173 Amazon	\$8.94	James Berven - Books for library collection	General Fund - 101
Credit Card	3/24/2026	Apr 2026	RAMP.25817695-e6c7-438b-V1173 Amazon	\$28.85	Ashley Thiem-Menning - Books for library collection	General Fund - 101
Credit Card	3/24/2026	Apr 2026	RAMP.5c208aac-1e4c-4400-V1173 Amazon	\$25.66	James Berven - Books for library collection	General Fund - 101
CARD Refund	3/25/2026	Apr 2026	RAMP.a2a00d1e-8517-4753-V1173 Amazon	(\$5.96)	Spencer Heise - Refund for Books for library collection	General Fund - 101
Vendor Invoice	3/30/2026	Apr 2026	508649829 V0472 Midwest Tape	\$323.83	Digital Library Materials	General Fund - 101
Credit Card	3/31/2026	Apr 2026	RAMP.c03cbb09-1a23-46b9-V1173 Amazon	\$10.36	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Credit Card	3/31/2026	Apr 2026	RAMP.6ec5d77b-0e8b-42b4-V1173 Amazon	\$7.95	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Credit Card	3/31/2026	Apr 2026	RAMP.ecc3dfd5-e71f-49ab-8-V1173 Amazon	\$19.00	James Berven - Library book purchases	General Fund - 101
Credit Card	3/31/2026	Apr 2026	RAMP.923b081c-dfd4-4830-V1173 Amazon	\$30.18	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Vendor Invoice	3/31/2026	Apr 2026	508661181 V0472 Midwest Tape	\$1,433.04	Digital Library Materials	General Fund - 101
Vendor Invoice	3/31/2026	Apr 2026	CAL3558871 V0134 Cavendish Square	\$186.03	Library Materials	General Fund - 101
Vendor Invoice	4/1/2026	Apr 2026	95603480 V0323 Ingram	\$16.21	Books	General Fund - 101
Vendor Invoice	4/1/2026	Apr 2026	95603478 V0323 Ingram	\$9.89	Books	General Fund - 101
Vendor Invoice	4/1/2026	Apr 2026	95603477 V0323 Ingram	\$8.56	Books	General Fund - 101
Vendor Invoice	4/1/2026	Apr 2026	95603479 V0323 Ingram	\$11.66	Books	General Fund - 101
Vendor Invoice	4/2/2026	Apr 2026	95616604 V0323 Ingram	\$43.54	Books	General Fund - 101
Vendor Invoice	4/2/2026	Apr 2026	95616606 V0323 Ingram	\$10.98	Books	General Fund - 101
Vendor Invoice	4/2/2026	Apr 2026	95616607 V0323 Ingram	\$17.66	Books	General Fund - 101
Vendor Invoice	4/2/2026	Apr 2026	95616597 V0323 Ingram	\$17.20	Books	General Fund - 101
Vendor Invoice	4/2/2026	Apr 2026	95616598 V0323 Ingram	\$24.14	Books	General Fund - 101
Vendor Invoice	4/2/2026	Apr 2026	95616602 V0323 Ingram	\$7.53	Books	General Fund - 101
Vendor Invoice	4/2/2026	Apr 2026	95616605 V0323 Ingram	\$12.07	Books	General Fund - 101
Vendor Invoice	4/2/2026	Apr 2026	95616599 V0323 Ingram	\$8.41	Books	General Fund - 101
Vendor Invoice	4/2/2026	Apr 2026	95616608 V0323 Ingram	\$24.74	Books	General Fund - 101
Vendor Invoice	4/2/2026	Apr 2026	95616603 V0323 Ingram	\$22.03	Books	General Fund - 101
Vendor Invoice	4/2/2026	Apr 2026	95616609 V0323 Ingram	\$13.82	Books	General Fund - 101
Vendor Invoice	4/2/2026	Apr 2026	95616601 V0323 Ingram	\$9.02	Books	General Fund - 101
Vendor Invoice	4/2/2026	Apr 2026	95616600 V0323 Ingram	\$10.96	Books	General Fund - 101
Vendor Invoice	4/6/2026	Apr 2026	95679588 V0323 Ingram	\$19.58	Books	General Fund - 101
Vendor Invoice	4/6/2026	Apr 2026	508663531 V0472 Midwest Tape	\$141.96	Digital Library Materials	General Fund - 101
Vendor Invoice	4/6/2026	Apr 2026	95679589 V0323 Ingram	\$13.91	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715668 V0323 Ingram	\$18.22	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715677 V0323 Ingram	\$24.23	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715670 V0323 Ingram	\$12.63	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715663 V0323 Ingram	\$12.89	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715667 V0323 Ingram	\$12.87	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715675 V0323 Ingram	\$16.70	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715676 V0323 Ingram	\$12.66	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715662 V0323 Ingram	\$6.02	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715672 V0323 Ingram	\$19.34	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715678 V0323 Ingram	\$22.10	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715674 V0323 Ingram	\$18.15	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715665 V0323 Ingram	\$18.17	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715671 V0323 Ingram	\$10.94	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715669 V0323 Ingram	\$25.33	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715664 V0323 Ingram	\$18.23	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715661 V0323 Ingram	\$13.06	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715673 V0323 Ingram	\$12.99	Books	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	95715666 V0323 Ingram	\$9.07	Books	General Fund - 101
Vendor Invoice	4/8/2026	Apr 2026	95745733 V0323 Ingram	\$36.68	Books	General Fund - 101
Vendor Invoice	4/8/2026	Apr 2026	95745724 V0323 Ingram	\$13.04	Books	General Fund - 101
Vendor Invoice	4/8/2026	Apr 2026	95745731 V0323 Ingram	\$12.89	Books	General Fund - 101
Vendor Invoice	4/8/2026	Apr 2026	95745736 V0323 Ingram	\$14.94	Books	General Fund - 101
Vendor Invoice	4/8/2026	Apr 2026	95745728 V0323 Ingram	\$12.97	Books	General Fund - 101
Vendor Invoice	4/8/2026	Apr 2026	95745732 V0323 Ingram	\$26.24	Books	General Fund - 101
Vendor Invoice	4/8/2026	Apr 2026	95745725 V0323 Ingram	\$19.99	Books	General Fund - 101

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Vendor Invoice	4/8/2026	Apr 2026	95745730	V0323 Ingram	\$22.03	Books	General Fund - 101
Vendor Invoice	4/8/2026	Apr 2026	95745735	V0323 Ingram	\$12.12	Books	General Fund - 101
Vendor Invoice	4/8/2026	Apr 2026	95745723	V0323 Ingram	\$18.27	Books	General Fund - 101
Vendor Invoice	4/8/2026	Apr 2026	95745727	V0323 Ingram	\$7.55	Books	General Fund - 101
Vendor Invoice	4/8/2026	Apr 2026	95745734	V0323 Ingram	\$8.06	Books	General Fund - 101
Vendor Invoice	4/8/2026	Apr 2026	95745726	V0323 Ingram	\$7.56	Books	General Fund - 101
Vendor Invoice	4/8/2026	Apr 2026	95745729	V0323 Ingram	\$12.16	Books	General Fund - 101
Vendor Invoice	4/12/2026	Apr 2026	95826819	V0323 Ingram	\$11.77	Books	General Fund - 101
Vendor Invoice	4/12/2026	Apr 2026	95826818	V0323 Ingram	\$17.80	Books	General Fund - 101
Vendor Invoice	4/12/2026	Apr 2026	95826817	V0323 Ingram	\$26.29	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834149	V0323 Ingram	\$15.82	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834144	V0323 Ingram	\$19.74	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834155	V0323 Ingram	\$12.02	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834154	V0323 Ingram	\$19.59	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834157	V0323 Ingram	\$12.62	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834151	V0323 Ingram	\$10.17	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834137	V0323 Ingram	\$35.82	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834142	V0323 Ingram	\$130.83	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834139	V0323 Ingram	\$12.96	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834156	V0323 Ingram	\$24.60	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834136	V0323 Ingram	\$35.82	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834146	V0323 Ingram	\$8.98	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834153	V0323 Ingram	\$20.90	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834138	V0323 Ingram	\$31.03	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834145	V0323 Ingram	\$7.51	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834152	V0323 Ingram	\$20.90	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834140	V0323 Ingram	\$19.21	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834150	V0323 Ingram	\$12.59	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834141	V0323 Ingram	\$12.96	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834147	V0323 Ingram	\$11.47	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834148	V0323 Ingram	\$20.41	Books	General Fund - 101
Vendor Invoice	4/13/2026	Apr 2026	95834143	V0323 Ingram	\$111.62	Books	General Fund - 101
Vendor Invoice	4/14/2026	Apr 2026	95882744	V0323 Ingram	\$22.49	Books	General Fund - 101
Vendor Invoice	4/14/2026	Apr 2026	508714516	V0472 Midwest Tape	\$77.22	Digital Library Materials	General Fund - 101
Vendor Invoice	4/17/2026	Apr 2026	95957344	V0323 Ingram	\$20.12	Books	General Fund - 101
Vendor Invoice	4/17/2026	Apr 2026	95957345	V0323 Ingram	\$9.86	Books	General Fund - 101
Vendor Invoice	4/20/2026	Apr 2026	95991239	V0323 Ingram	\$10.20	Books	General Fund - 101
Vendor Invoice	4/20/2026	Apr 2026	95991236	V0323 Ingram	\$14.59	Books	General Fund - 101
Vendor Invoice	4/20/2026	Apr 2026	95991233	V0323 Ingram	\$35.32	Books	General Fund - 101
Vendor Invoice	4/20/2026	Apr 2026	95991230	V0323 Ingram	\$22.26	Books	General Fund - 101
Vendor Invoice	4/20/2026	Apr 2026	95991235	V0323 Ingram	\$12.39	Books	General Fund - 101
Vendor Invoice	4/20/2026	Apr 2026	95991234	V0323 Ingram	\$12.24	Books	General Fund - 101
Vendor Invoice	4/20/2026	Apr 2026	95991231	V0323 Ingram	\$21.35	Books	General Fund - 101
Vendor Invoice	4/20/2026	Apr 2026	508749009	V0472 Midwest Tape	\$23.24	Digital Library Materials	General Fund - 101
Vendor Invoice	4/20/2026	Apr 2026	95991232	V0323 Ingram	\$12.05	Books	General Fund - 101
Vendor Invoice	4/20/2026	Apr 2026	95991238	V0323 Ingram	\$23.52	Books	General Fund - 101
Vendor Invoice	4/20/2026	Apr 2026	95991237	V0323 Ingram	\$11.58	Books	General Fund - 101
Vendor Invoice	4/20/2026	Apr 2026	95991229	V0323 Ingram	\$22.26	Books	General Fund - 101
Vendor Invoice	4/21/2026	Apr 2026	96028625	V0323 Ingram	\$19.36	Books	General Fund - 101
Vendor Invoice	4/21/2026	Apr 2026	96028623	V0323 Ingram	\$37.50	Books	General Fund - 101
Vendor Invoice	4/21/2026	Apr 2026	96028635	V0323 Ingram	\$12.26	Books	General Fund - 101
Vendor Invoice	4/21/2026	Apr 2026	96028634	V0323 Ingram	\$19.58	Books	General Fund - 101
Vendor Invoice	4/21/2026	Apr 2026	96028631	V0323 Ingram	\$10.58	Books	General Fund - 101
Vendor Invoice	4/21/2026	Apr 2026	96028632	V0323 Ingram	\$36.99	Books	General Fund - 101
Vendor Invoice	4/21/2026	Apr 2026	96028626	V0323 Ingram	\$12.03	Books	General Fund - 101
Vendor Invoice	4/21/2026	Apr 2026	96028630	V0323 Ingram	\$12.39	Books	General Fund - 101
Vendor Invoice	4/21/2026	Apr 2026	96028628	V0323 Ingram	\$12.64	Books	General Fund - 101
Vendor Invoice	4/21/2026	Apr 2026	96028629	V0323 Ingram	\$18.18	Books	General Fund - 101
Vendor Invoice	4/21/2026	Apr 2026	96028633	V0323 Ingram	\$23.57	Books	General Fund - 101
Vendor Invoice	4/21/2026	Apr 2026	96028624	V0323 Ingram	\$37.56	Books	General Fund - 101
Vendor Invoice	4/21/2026	Apr 2026	96028627	V0323 Ingram	\$12.44	Books	General Fund - 101
Vendor Invoice	4/22/2026	Apr 2026	96059434	V0323 Ingram	\$23.40	Books	General Fund - 101
Vendor Invoice	4/22/2026	Apr 2026	96059435	V0323 Ingram	\$23.40	Books	General Fund - 101
Vendor Invoice	4/23/2026	Apr 2026	96092602	V0323 Ingram	\$24.45	Books	General Fund - 101

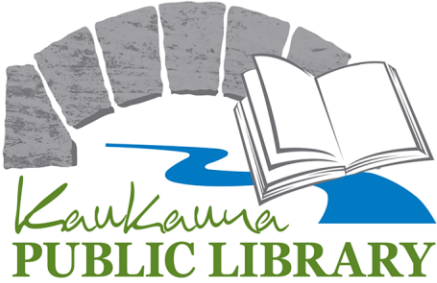
Item 4.b.

Item 4.b.

Vendor Invoice	4/23/2026	Apr 2026	96092595	V0323 Ingram	\$13.16	Books	General Fund
Vendor Invoice	4/23/2026	Apr 2026	96092601	V0323 Ingram	\$12.21	Books	General Fund
Vendor Invoice	4/23/2026	Apr 2026	96092597	V0323 Ingram	\$8.36	Books	General Fund
Vendor Invoice	4/23/2026	Apr 2026	96092603	V0323 Ingram	\$12.77	Books	General Fund - 101
Vendor Invoice	4/23/2026	Apr 2026	96092598	V0323 Ingram	\$46.19	Books	General Fund - 101
Vendor Invoice	4/23/2026	Apr 2026	96092606	V0323 Ingram	\$17.02	Books	General Fund - 101
Vendor Invoice	4/23/2026	Apr 2026	96092596	V0323 Ingram	\$18.44	Books	General Fund - 101
Vendor Invoice	4/23/2026	Apr 2026	96092600	V0323 Ingram	\$12.44	Books	General Fund - 101
Vendor Invoice	4/23/2026	Apr 2026	96092604	V0323 Ingram	\$10.97	Books	General Fund - 101
Vendor Invoice	4/23/2026	Apr 2026	96092605	V0323 Ingram	\$19.92	Books	General Fund - 101
Vendor Invoice	4/23/2026	Apr 2026	96092599	V0323 Ingram	\$11.84	Books	General Fund - 101
Vendor Invoice	4/24/2026	Apr 2026	96119535	V0323 Ingram	\$22.27	Books	General Fund - 101
Vendor Invoice	4/24/2026	Apr 2026	96119539	V0323 Ingram	\$13.01	Books	General Fund - 101
Vendor Invoice	4/24/2026	Apr 2026	96119537	V0323 Ingram	\$22.65	Books	General Fund - 101
Vendor Invoice	4/24/2026	Apr 2026	96119540	V0323 Ingram	\$12.99	Books	General Fund - 101
Vendor Invoice	4/24/2026	Apr 2026	96119538	V0323 Ingram	\$10.60	Books	General Fund - 101
Vendor Invoice	4/24/2026	Apr 2026	96119536	V0323 Ingram	\$22.65	Books	General Fund - 101
Vendor Invoice	4/29/2026	Apr 2026	96221911	V0323 Ingram	\$14.94	Books	General Fund - 101
Total - 5441 - Library Materials					\$10,801.89		
5442 - Service Contracts							
Credit Card	3/16/2026	Apr 2026	RAMP.54386c8e-9fde-4c35-l	V1207 Miscellaneous Retail Vendor (Ramp)	\$99.50	Spencer Heise - library online backup	General Fund - 101
Credit Card	3/20/2026	Apr 2026	RAMP.2b88930c-ed63-472e-	V1207 Miscellaneous Retail Vendor (Ramp)	\$360.78	James Berven - Volunteer Management Software	General Fund - 101
Credit Card	3/23/2026	Apr 2026	RAMP.50d46ab7-5396-4710-	V1207 Miscellaneous Retail Vendor (Ramp)	\$13.99	Spencer Heise - YouTube Premium for programs	General Fund - 101
Vendor Invoice	3/31/2026	Apr 2026	41627727	V0440 Marco	\$1,655.81	Copier Contract	General Fund - 101
Vendor Invoice	4/7/2026	Apr 2026	27450	V0001 Amplitel Technologies LLC	\$240.00	Priority One Security Monitoring	General Fund - 101
Journal	4/30/2026	Apr 2026	JE1171		(\$299.99)	Staples - Refund	General Fund - 101
Total - 5442 - Service Contracts					\$2,070.09		
5444 - Library Programs							
Credit Card	3/9/2026	Apr 2026	RAMP.51e822f1-d4b4-42c3-l	V1173 Amazon	\$23.08	James Berven - Supplies for library program	General Fund - 101
Credit Card	3/10/2026	Apr 2026	RAMP.8a6cf6e8-f6dc-4aba-a	V1173 Amazon	\$29.98	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card	3/11/2026	Apr 2026	RAMP.07cb8844-0e7a-4fc5-l	V1173 Amazon	\$37.88	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card	3/18/2026	Apr 2026	RAMP.fe7ef546-6ee4-4537-t	V1207 Miscellaneous Retail Vendor (Ramp)	\$19.00	Sarah Wroblewski - Food for library programs	General Fund - 101
Credit Card	3/18/2026	Apr 2026	RAMP.0b8093a3-c668-4eef-l	V1442 Dollar Tree	\$7.65	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card	3/21/2026	Apr 2026	RAMP.9960f272-b2ba-4e0a-l	V1173 Amazon	\$43.17	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card	3/21/2026	Apr 2026	RAMP.09a6baa3-055a-4cc5-	V1207 Miscellaneous Retail Vendor (Ramp)	\$9.98	James Berven - Food for library programming	General Fund - 101
Credit Card	3/24/2026	Apr 2026	RAMP.f0eed473-f09b-41af-a	V1173 Amazon	\$32.33	James Berven - Supplies for library program	General Fund - 101
Credit Card	3/24/2026	Apr 2026	RAMP.d5b15c27-d96e-412c-	V1173 Amazon	\$15.32	James Berven - Library program supplies	General Fund - 101
Total - 5444 - Library Programs					\$218.39		
5499 - Miscellaneous							
Credit Card	3/12/2026	Apr 2026	RAMP.168592af-4ac5-4ea1-l	V0515 O'Reilly Auto Parts	\$10.54	James Berven - Upholstery brush for chairs	General Fund - 101
Total - 5499 - Miscellaneous					\$10.54		
Total - 5007 - Supplies					\$13,490.83		
Total - 5003 - Non-Personnel Services					\$40,817.17		
5008 - Outlay							
5801 - Land & Buildings							
Vendor Invoice	1/20/2026	Apr 2026	1874	V1783 Reliable Cable of WI, LLC	\$225.00	Cabling Kaukauna Library Camera	Buildings & Misc. Capital - 423
Vendor Invoice	4/14/2026	Apr 2026	181494	V0116 Building Service, Inc.	\$2,442.00	Garden Room & Office Shades	Buildings & Misc. Capital - 423
Vendor Invoice	4/23/2026	Apr 2026	181602	V0116 Building Service, Inc.	\$1,762.78	Room Sign	Buildings & Misc. Capital - 423
Total - 5801 - Land & Buildings					\$4,429.78		
5804 - Equipment (including Office)							
Vendor Invoice	4/3/2026	Apr 2026	27424	V0001 Amplitel Technologies LLC	\$94.99	Additional Fobs	General Fund - 101
Total - 5804 - Equipment (including Office)					\$94.99		
Total - 5008 - Outlay					\$4,524.77		
Total - Expense					\$116,880.43		
Net Income					(\$116,880.43)		

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To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 5/19/2026
Re: July 24 Closure Recommendation



During the May 8 closure, staff received their first glimpse of training on the new ILS.

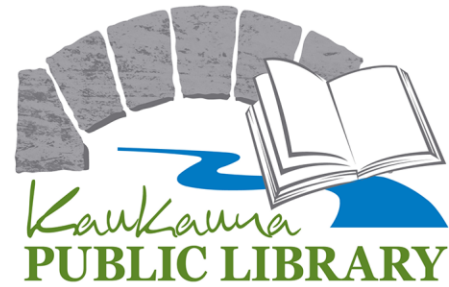
However, with the change of almost every system we use, including discovery layer, app, meeting room software and calendar software, we need more training. Further, our main trainers have not yet received all the training either.

We selected July 24 because it aligns with the trainer training schedules, as well as a date in which we could easily shift programs and block community bookings for the day to close.

Staff recommendation is for the Board to make a motion to close the library on July 24 for a full day of training on our new software systems.



To: Kaukauna Public Library Board of Trustee
 From: Library Director Ashley Thiem-Menning
 Date: 5/19/2026
 Re: Staffing Updates

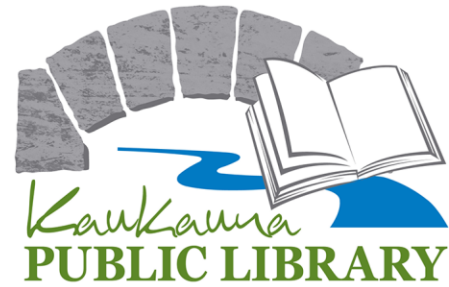


Sue Meyer's last day was May 15. We thank Sue for her many years of service to the City and the Library.

During her City Council retirement announcement, the following was read:
Sue Meyer began her career at the Kaukauna Public Library in 1998 as summer fill staff at the Carnegie Library. She began her permanent career with the library in 1999, hired as a part-time general Library Assistant. Her love of organization and order helped her to gravitate towards materials processing. Sue trained for two years on processing duties and took over materials processing right before the move to the new library. For the last decade, Sue has been responsible for adding the call number and all the spine labels to almost every item added into library collections. On top of being a materials processor, Sue has served patrons at both service desks for the last 27 years, making wonderful community connections. When the library started the Little Free Pantry, Sue's love of helping people in need combined with her love for the library. Sue keeps the library pantry organized and all items are stacked as neatly as you would find at the grocery store. Staff at the library will tell you that Sue's humor, sarcasm, and smiles are among her finest qualities. She works tirelessly from the start of her shift to the end, always with the goal of getting every task that needs to be done that day accomplished. While she will be greatly missed at the library, Sue will be doing what she loves most in retirement, which is spending time with her family. As a grandma to eight grandchildren, she will be spending more time babysitting, attending sporting events, and school concerts with those she loves the most. We congratulate her on 27 years of service with the City of Kaukauna and wish her the best in her retirement.

We have posted and closed for the Part-Time Library Assistant position with a focus on Materials Processing, as well as for On-Call Library Assistants. Interviews for both the position types began on May 13, set to conclude on May 20. Our goal is to make offers or have second interviews ready to be scheduled by May 22. We had 44 applicants for the part-time position and 20 for the On-Call position. In total, this round of interviews, we will have met with 14 applicants.

To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 5/20/2026
Re: CIP Update



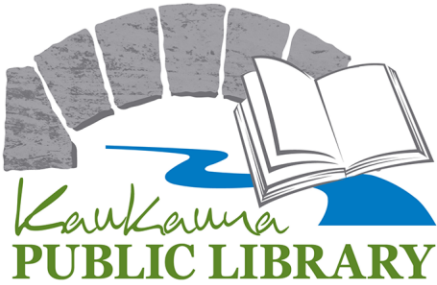
On May 14, the City Attorney and Paralegal provided me with a Notice of Default and Invoice for mK Solutions, which was emailed to the owner of the company that day, as well as mailed. The notice states that our service agreement has expired and that we are procuring the equipment from another vendor. An invoice was also sent reflecting the liquidated damages assessed under the agreement. As this is a European based company, the City Attorney does not believe it is likely that we will see a payment. Vendor gossip is that the company is going bankrupt.

We have not had any returned correspondence from the company since February, at which point we had our account representatives' email bounce as "no longer in operation" and their LinkedIn profile indicated they were no longer with the company. That was the last time we heard from mK Solutions. I have since tried calling their US telephone number, which has been disconnected. My assumption is that their headquarters in Pennsylvania has also been shut down.

At a Department of Public Works Committee Meeting, the committee made a motion for us to terminate our contract with mK and proceed with our contract with Bibliotheca. As noted, we have had a contract for the last decade with Bibliotheca and we have always been pleased with their products and service. This does increase the amount of the bid as they came in second in total cost. However, we can make this work within the parameters of our budget.

I will be starting the contract process with them shortly, which will involve the City Attorney before anything is signed. They anticipate about a 4–5-month turnaround time for the AMHS unit. This works well with the timeline of the migration to Polaris in August, so that we only need to program the new equipment with one software.

To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 5/20/2026
Re: Staff Training Day



As Assistant Director Berven noted in his report, we did have a trainer for the Job Pod visit during staff training day. A lot of great resources were given to staff, who were very engaged with it.

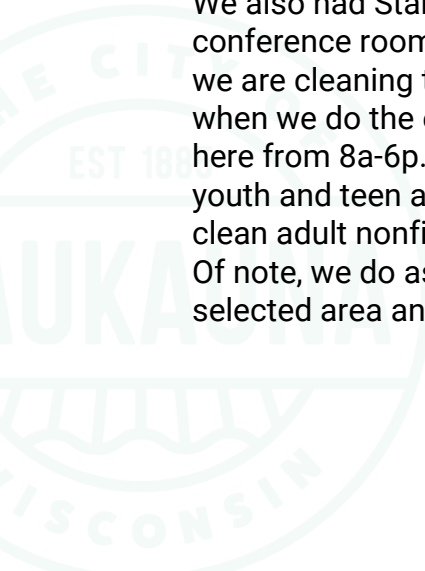
We also spent some time as staff going over a bunch of general items and answered questions about policies and procedures out on the floor.

The summer reading program crew was also able to meet as a group to go over décor and programs. We anticipate some neat art again this year, courtesy of Madeline, Casey, Amber, Kim, Jenny and Sarah.

The last portion of the day was spent training at the computers on our future software program Polaris. Special thanks go to Assistant Director Berven for putting together a 180-page training manual complete with step-by-step photos for all our circulation functions.

For the first time ever, we had the grout in all the restrooms cleaned, as well as all the interior glass by our cleaning service AMS. Our interior glass is spot cleaned, but mostly only on doors and room windows. Every glass surface in the building was cleaned that day as well, which was much needed.

We also had Stanely Steamer in at the same time. They cleaned the carpet in the conference room and adult fiction. This year we are trying to do something new where we are cleaning the carpet (in total) over three visits instead of in one visit. At times, when we do the entire carpet and all the furniture at the same time, the Stanley crew is here from 8a-6p. So, to make it more efficient, we will have them clean the carpet in the youth and teen area next time, then on our last closure for the year, we will have them clean adult nonfiction. Furniture and the playmat were also cleaned on this visit as well. Of note, we do ask them to spot-clean carpet if it is needed in spaces outside of the selected area and the furniture is cleaned every visit as well.



Assistant Director Report May 2026

Programming

Make and Mingle

Madeline led our patrons through the process of creating flower bookmarks. Participants designed their bookmarks using pressed flowers then glued them onto a textured background and cold laminated them. They turned out very well.



Patrons happily creating their flower bookmarks (left). The results of their efforts (right)

Family Bingo

Saturday May 16th, I hosted Family Bingo. About 30 patrons showed up to win an array of fun prizes. Bingo lasted for an hour and a half and I believe everyone won at least once. Many patrons won multiple times.



Family Bingo in full swing.

Workforce Development

During staff training day Danielle Zeamer, who runs JobPod, trained staff on the resources that come with the JobPod that was approved to be placed in the library last month at the board meeting. I have been in contact with Mag Miller, our sales representative with Creative Business Interiors, and the soonest installation date of the JobPod would be the week of June 24th. She is currently out of the office and I'm waiting on word from her regarding a concrete date.

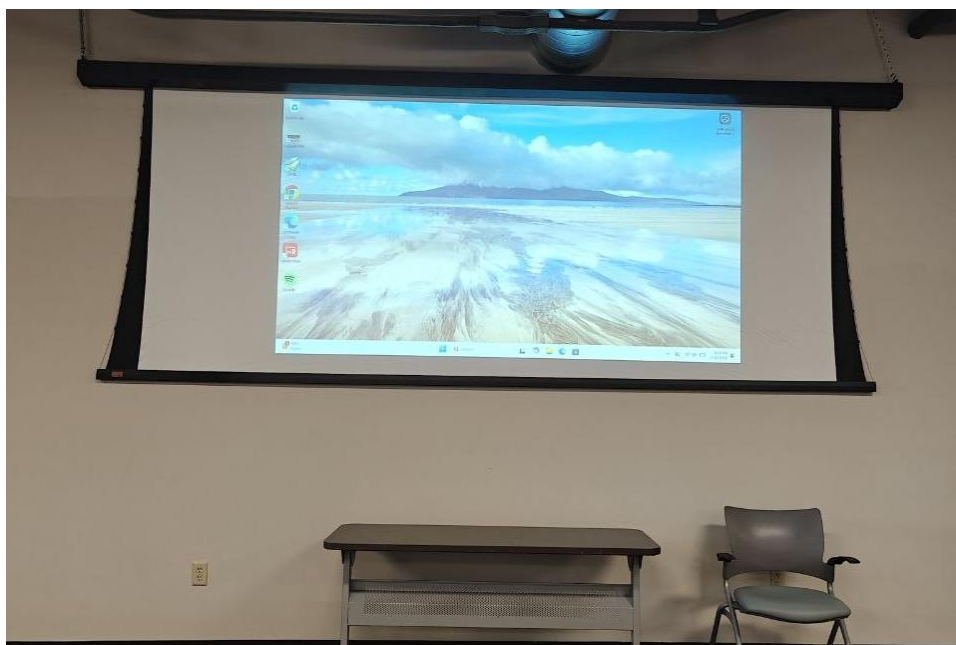
This month the Kaukauna High School presented us with a community partnership certificate for recognition for participation with Kaukauna High School's Job Exploration & Training Program. Periodically, students from the high school will assist us with tasks around the library such as cleaning discs, straightening books, or dusting shelves. They report to the library on a regular schedule and "clock in and out" of their shifts on our volunteer tablets. This gives them an idea of what working a regular schedule is like after high school. We are happy to work with the students and are honored to be recognized!

Polaris Training

Polaris training is officially underway! I was trained on the software in late April and used the last week of April and first week in May to create a 190 page training manual specific to the Kaukauna Public Library and workflows specific to procedures we have found to work best for our library. Using this manual to teach from, three hours of our staff training day was used to instruct staff on our new ILS Polaris. This manual will be updated as Polaris changes and I learn new features of the software. The manual will be available digitally from all workstations, as well as printed for those who would prefer it. I am also making the manual available to all OWLS libraries in Microsoft Word format so that they can make relevant changes for their library and don't have to create their own training materials from scratch. Additionally, a computer is being set up in the workroom dedicated to running Polaris. The manual will be available on the computer, and a printed copy will be sitting next to it as well. Staff will be able to use Polaris to test out the new procedures until we go live on August 19th. Hopefully by doing the same task in CARL and Polaris staff will learn the program faster than not having Polaris available to them at all.

Conference Room ABC Screen

Library patron Jay Jaquet was kind enough to donate his brand-new projector screen to the library. Currently, the library projects our overhead projector to the wall in conference room ABC. Projecting onto the screen increases visibility, particularly when the conference room lights are on, by more effectively reflecting the light of the projector back to the viewer. DPW hung the screen at the beginning of May and on 5/16/26 Bissing Electric, Inc. wired it. After it was wired, I adjusted the projector mount to fit the area of the new screen properly.



The new projector screen. It can be raised and lowered using a switch on the wall.

Youth Services at a Glance

April 2026

- Teacher Packs- 6
- Youth Programs- 28
- Youth Attendance- 1752
- General Interest Programs- 10
- General Interest Attendance- 459

Youth Highlights

Family Fun

The library was buzzing with family fun in April! For the second year we partnered with Victor Haen Elementary School to offer a Family Night at the library. Bingo is held in the conference room for those who would like to join. Families are also encouraged to explore the library and participate in several passive activities throughout the youth department. The library themed scavenger hunt was a big success, with many attendees checking out extra materials after visiting collections they might not have known we offer.

This year, we collaborated with both Electa Quinney Elementary School and Tanner Early Learning Center to host the Big Cat Connection. Families from both schools were invited to hunt for paw prints, create giant bookmarks, take a family photo in front of our green screen, and grab a snack bag before hitting the road. Many families have children that attend both schools, making this event a great way to create connections.

Kidz Expo

This year, 877 friendly faces stopped by the library booth at the Kidz Expo to test their skills at the obstacle course! Families received a bag of library summer programs from 5 different Fox City libraries, and were encouraged to grab books, pencils, and bookmarks to color at home. Adventure themed buttons were the prize at the end of the obstacle course and many of our big kid friends were delighted to see the giant tunnel and were able to be a part of the fun as well.

Summer Prep

April in the Youth Department means go-time! We prepare for May school visits, where we promote the Summer Learning Program to each 4K through 8th grade classroom in the school district. We plan decorations and props for library displays all summer. We wrap up most of

the recurring programs mid-month and spend time organizing craft supplies and workstations. April is also the time to get a breath in before summer programming begins.



Participants at the Kidz Expo running the obstacle course & families enjoying the last Preschool Storytime this April.

Developing the Library Budget

Trustee Topic 8

Development Process

- The first step in developing a library budget is to look at what the library hopes to accomplish in the next year. The availability of a current strategic plan will make this step much easier, because the plan should already document your community's library service needs and the library activities necessary to meet those needs.
- The second step is to determine the total financial resources necessary for what the library wants to accomplish in the coming year. Often, increased funding is necessary because of increased costs, increased usage, and/or new services that will be offered.

Development Process

- Draft budget documents are prepared by the library director and library staff (following the format required by the municipality or county).
- The board of trustees will then review the draft budget(s) with the director, propose changes, and finally approve a finished budget.
- After the written budget documents are approved by the board and submitted to the municipality or county, the final step in the budget process is securing the funding needed to carry out the planned service program

Development Process

- Trustees, as volunteer public representatives, are especially effective budget advocates. Trustees should be involved in presenting, explaining, and supporting the library budget that was approved by the library board.
- The board may need to make budget changes if the funding needed to balance the budget is not secured. Budget changes may also be required during the budget year if, for example, certain expenditures are higher than expected, or costs are lower than expected.

Source of Funding

- Public library service in Wisconsin is provided through cooperative efforts at the state, public library system, and county and local level. The bulk of the funding for most Wisconsin public libraries is provided by the municipality or county that established the library.
- Counties must reimburse libraries within the county or in an adjacent county for at least 70% of the cost of service to county residents who do not live in a library municipality.

Source of Funding

- Under Wisconsin law, public libraries may not charge fees for information providing services. Fees and charges for such things as making computer printouts and using a copy machine are legal. Most fees, charges, and sales by public libraries are subject to the Wisconsin sales tax and any county and special sales taxes.

Sources of Funding

- Grants and gifts can be an excellent source of supplementary funds for special projects. In addition, community citizens are often willing to make significant donations to cover part or all of the costs of a new or remodeled library building.
- Grants or donations should never be used to justify reducing or replacing the community's commitment to public funding. Donors will quit donating, volunteers will quit working, and granting organizations will quit awarding grants to your library if they see that their efforts are resulting in reduced public funding for the library instead of improved service.

Budget Characteristics

1. **Clarity:** The budget presentation should be clear enough so every board member, every employee, and every municipal governing body member can understand what is being represented.
2. **Accuracy:** Budget documentation must support the validity of budget figures, and figures must be transcribed and reported carefully, without variation from the documentation.
3. **Consistency:** Budget presentations should retain the same format from period to period so that comparisons can be easily made. All budgets are comparative devices, used to show how what is being done now compares with what happened in the past and what is projected to happen in the future.
4. **Comprehensiveness:** Budget reports should include as complete a picture of fiscal activities as is possible. The only way to know the true cost of the library operation is to be certain that all revenue and expenditure categories are included within the budget.

Terms and Distinctions

Line item and program budgets

- These are two of the most popular styles of budgets. The line item budget is organized around categories or lines of expenditures, and shows how much is spent on the various products and services that the library acquires. The program budget, designed to assist with planning, is organized around service programs (such as children's services, young adult services, reference services) and helps the library board and director see how much is spent on these individual areas

Terms and Distinctions

Operating vs. capital costs

- Operating activities are those that recur regularly and can be anticipated from year to year. Included as operating expenditures are staff salaries and benefits; books and other media acquired for the library; heating, cooling, and regular cleaning and maintenance of the building; and technology support contracts. Capital activities, in contrast, are those that occur irregularly and usually require special fundraising efforts

Terms and Distinctions

Income vs. expenditures

- Income should be broken down by the source of the funding—for instance, municipal appropriation, county reimbursement, system state aid, grant projects, gifts and donations, fines and fees. Expenditures are shown in categories (or lines) representing similar kinds of products or services—for instance, wages, benefits, print materials, audio and video materials, telecommunications, staff and board continuing education.

Terms and Distinctions

Municipal accounting vs. library accounting

- As specified in state law, library boards must deposit most of their funds with their municipality. Since the municipality holds the funds, it will also keep records of how those funds are used. This municipal accounting should be available to the library board upon request. However, even though your city, village, or county is performing this accounting function, it is advisable for the library to also maintain its own set of records. In addition, there are types of funds (gifts, bequests, devises, and endowments) which can be managed directly by the library board; if the board chooses to manage these funds it must, of course, keep records for accountability.

Discussion Questions

1. What factors will contribute to the size of the appropriation the library board will request from the municipality?
2. What should a trustee's role be in presenting the request for funding from the municipality?
3. How does the library's strategic plan affect budget decisions?
4. In your library, how formal is the pursuit of gifts and donations, and how are these funds most often used?

	2026 Statistics					2025 Statistics				
Circulation	January	February	March	April	2026 Y-T-D	April 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-	
Total Circulation and Renewal	10,970	11,351	13,412	11,996	47,729	12,842	54,360	-846	-7%	
Overdrive Usage	3,254	2,948	3,395	2,983	12,580	2,778	11,275	205	7%	
Hoopla Usage	594	588	726	611	2,519	527	2,136	84	16%	
Items Loaned	3,569	3,404	3,635	3,818	14,426	3,486	13,265	332	10%	
Items Borrowed	3,493	3,238	3,492	3,212	13,435	3,841	16,266	-629	-16%	
Teacher Packs	2	3	3	6	14	3	14	3	100%	
Door Count	7,724	8,661	9,365	10,113	35,863	8,865	36,976	1,248	14%	
Services	January	February	March	April	2026 Y-T-D	April 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-	
Public Internet Usage/Hr.	288	287	279	288	1,142	258	1,193	30	12%	
Wireless Usage by Session	1,258	1,320	1,384	1,489	5,451	1,368	5,267	121	9%	
Youth Programs	20	32	33	28	113	26	109	2	8%	
Youth Program Attendance	503	688	652	1,752	3,595	521	2,674	1,231	236%	
Adult Programs	15	19	20	20	74	19	67	1	5%	
Adult Program Attendance	128	152	175	254	709	134	510	120	90%	
General Interest Programs	6	12	11	10	39	10	37	0	0%	
General Interest Attendance	170	589	502	459	1,720	1,005	4,689	-546	-54%	
Meeting Room Usage	71	92	118	90	371	70	293	20	29%	
Study Room	139	156	171	158	624	168	654	-10	-6%	
Volunteer Hours	83	106	98	87	374	87	394	0	0%	
Local History Inquiries	15	12	13	11	51	9	55	2	22%	
Technology Instruction 1:1	13	10	6	6	35	10	35	-4	-40%	
Proctor	1	0	1	1	3	0	0	1	0%	
Social Statistics	January	February	March	April	2026 Y-T-D	April 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-	
Website Views	5,040	3,319	3,244	3,219	14,822	2,413	11,243	806	33%	
Facebook Followers	9,869	10,080	10,158	10,314	40,421	8,802	34,991	1,512	17%	
TikTok Followers	1,002	1,017	1,035	1,062	4,116	747	2,973	315	42%	
Instagram Followers	954	970	974	986	3,884	929	3,688	57	6%	
Items Held by Library	January	February	March	April	Month to Month # +/-	April 2025	# +/-			
Total Titles Held by Library	71,280	71,993	72,436	73,245	472	68,570	4,675			
Total Items Held by Library	75,744	76,406	76,978	77,903	493	72,897	5,006			
Kaukauna Card Holding Patrons	11,692	11,692	11,846	11,846	0	11,056	790		Quarterly Report	