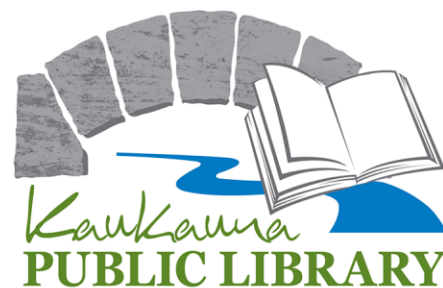


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, October 28, 2025 at 5:30 PM



AGENDA

Library Board Room In-Person and Remote Teleconference Hybrid Meeting

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - a. Tuesday, September 23, 2025
4. Public Participation and Communications
5. Action Items
 - a. Bill Register September 2025
 - b. Update Programming Policy
6. Information Items
 - a. Directors Report
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Local Historian Report
 - e. Trustee Topic: Chapter 2
 - f. Statistics
7. Adjournment

NOTICES

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

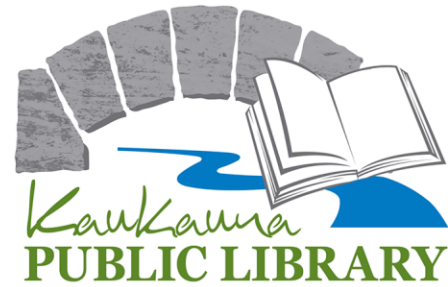
Join Zoom Meeting

<https://us06web.zoom.us/j/81092392071?pwd=38V7VuzzjecM6gwf4GijfsA24FdzmE.1>

Meeting ID: 810 9239 2071 Passcode:372689

LIBRARY BOARD MEETING**City of Kaukauna****Kaukauna Public Library**

207 Thilmany Rd STE 200, Kaukauna



Tuesday, September 23, 2025 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 5:30p.
2. Roll call of membership
 - a. Present: A. Neumeier, C. Fallona, C. Van Boxtel, D. Tatro, J. Vondracek, J. Van De Hey, J. Lucas, P, Davis.
 - b. Excused: M.J. Kilgas
 - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, August 26, 2025
 - i. C. Fallona made a motion to approve the Tuesday, August 26, 2025 meeting minutes, seconded by C. Van Boxtel. Motion carries; all in favor.
 - b. Closed Session meeting minutes Tuesday, August 26, 2025
 - i. J. Van De Hey made a motion to approve the Closed Session meeting minutes Tuesday, August 26, 2025, seconded by J. Lucas. Motion carries; all in favor.
4. Public Participation and Communications
 - a. None.
5. Action Items
 - a. Bill Register June 2025
 - i. C. Fallona made a motion to approve the Bill Register June 2025. Seconded by J. Van De Hey. Motion carries; all in favor.
 - b. Bill Register July 2025
 - i. D. Tatro made a motion to approve the Bill Register July 2025. Seconded by P. Davis. Motion carries; all in favor.
 - c. Bill Register August 2025
 - i. J. Lucas made a motion to approve the Bill Register August 2025, seconded by J. Vondracek. Motion carries; all in favor.
6. Information Items
 - a. Directors Report

- i. Director A. Thiem-Menning walked through the 2026 budget request.
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Local Historian Report
 - e. Trustee Topic: Chapter 1
 - f. Statistics
 - i. A. Thiem-Menning noted that many statistics have trended down this year due to Appleton Public Library opening. Stats were higher while APL was closed, as some APL patrons made their way to Kaukauna during the closures or during the temporary locations.
 - ii. J, Vondracek made a motion to place the reports on file, seconded by C. Van Bortel. Motion carries; all in favor.
7. Adjournment
- a. The meeting adjourned at 6:37p.



Kaukauna Public Library
2025 Revenue Report

						County Allocation for Library Services					Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Winnebago County Appropriation	Total County Allocations		
January	\$ 4.59	\$ 319.23	\$ 71.60	\$ 7.00	\$ 402.42						\$ 402.42	\$ 262.18
February	\$ 4.99	\$ 392.21	\$ 44.50	\$ 6.00	\$ 447.70						\$ 447.70	\$ 100.65
March	\$ 4.07	\$ 581.98	\$ 56.12	\$ 19.00	\$ 661.17						\$ 661.17	\$ 154.00
April	\$ 15.74	\$ 589.85	\$ 42.15	\$ 3.09	\$ 650.83	\$ 106,474.50	\$ 90,540.00	\$ 20,875.00	\$ 2,342.00	\$ 220,231.50	\$ 220,882.33	\$ 103.63
May	\$ 10.49	\$ 449.20	\$ 60.00	\$ 0.50	\$ 520.19						\$ 520.19	\$ 296.53
June	\$ 24.00	\$ 498.20	\$ 53.50	\$ 1.00	\$ 576.70						\$ 576.70	\$ 70.99
July	\$ 9.21	\$ 466.52	\$ 51.00	\$ 23.00	\$ 549.73	\$ 106,474.50				\$ 106,474.50	\$ 107,024.23	\$ 140.71
August	\$ 2.20	\$ 622.74	\$ 62.35	\$ 3.00	\$ 690.29						\$ 690.29	\$ 199.19
September	\$ 10.07	\$ 583.10	\$ 71.70	\$ -	\$ 664.87						\$ 664.87	\$ 28.00
Totals	\$ 85.36	\$ 4,503.03	\$ 512.92	\$ 62.59	\$ 5,163.90	\$ 212,949.00	\$90,540.00	\$20,875.00	\$2,342.00	\$326,706.00	\$ 331,869.90	\$ 1,375.87

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 2025 to Sep 2025

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5000 - Personnel Services				
5001 - Wages & Salaries				
5101 - Regular Payroll	\$403,239.50	\$620,644.00	(\$217,404.50)	64.97%
5104 - Temporary Payroll	\$32,547.42	\$36,000.00	(\$3,452.58)	90.41%
5107 - Overtime Pay	\$18.63	\$0.00	\$18.63	0.00%
Total - 5001 - Wages & Salaries	\$435,805.55	\$656,644.00	(\$220,838.45)	66.37%
5002 - Fringe Benefits				
5151 - Retirement Plan	\$23,219.18	\$32,768.75	(\$9,549.57)	70.86%
5152 - Residency	\$4,109.28	\$4,351.00	(\$241.72)	94.44%
5154 - Social Security	\$25,825.92	\$38,953.58	(\$13,127.66)	66.30%
5157 - Group Health Insurance	\$86,740.02	\$111,519.00	(\$24,778.98)	77.78%
5160 - Group Life Insurance	\$442.01	\$563.00	(\$120.99)	78.51%
5163 - Workers Compensation	\$748.40	\$2,843.99	(\$2,095.59)	26.32%
Total - 5002 - Fringe Benefits	\$141,084.81	\$190,999.32	(\$49,914.51)	73.87%
Total - 5000 - Personnel Services	\$576,890.36	\$847,643.32	(\$270,752.96)	68.06%
5003 - Non-Personnel Services				
5004 - Travel/Training				
5208 - Travel - City Business	\$2,599.38	\$3,820.00	(\$1,220.62)	68.05%
5211 - Education & Memberships	\$2,574.00	\$2,804.00	(\$230.00)	91.80%
Total - 5004 - Travel/Training	\$5,173.38	\$6,624.00	(\$1,450.62)	78.10%
5006 - Purchased Services				
5303 - Communications	\$511.37	\$700.00	(\$188.63)	73.05%
5306 - Heating Fuels	\$4,012.66	\$8,000.00	(\$3,987.34)	50.16%
5309 - Water Sewer & Electric	\$10,712.04	\$16,450.00	(\$5,737.96)	65.12%
5312 - Maintenance - Buildings	\$82,404.68	\$119,000.00	(\$36,595.32)	69.25%
5313 - Lease - Buildings	\$107,937.00	\$143,916.00	(\$35,979.00)	75.00%
5325 - Contractual Services	\$25,666.84	\$35,584.00	(\$9,917.16)	72.13%
5328 - Advertising	\$785.52	\$2,550.00	(\$1,764.48)	30.80%
5331 - General Insurance	\$8,421.00	\$8,421.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$122,120.00	\$122,120.00	\$0.00	100.00%
Total - 5006 - Purchased Services	\$362,571.11	\$456,741.00	(\$94,169.89)	79.38%
5007 - Supplies				
5401 - Office Supplies	\$4,531.66	\$7,500.00	(\$2,968.34)	60.42%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5422 - Data Processing Supplies	\$6,608.69	\$7,500.00	(\$891.31)	88.12%
5431 - Postage	\$1,429.38	\$1,500.00	(\$70.62)	95.29%
5441 - Library Materials	\$108,219.51	\$107,552.00	\$667.51	100.62%
5442 - Service Contracts	\$52,910.00	\$69,784.00	(\$16,874.00)	75.82%
5444 - Library Programs	\$4,299.37	\$6,000.00	(\$1,700.63)	71.66%
5499 - Miscellaneous	\$357.04	\$1,500.00	(\$1,142.96)	23.80%
Total - 5007 - Supplies	\$178,355.65	\$202,136.00	(\$23,780.35)	88.24%
Total - 5003 - Non-Personnel Services	\$546,100.14	\$665,501.00	(\$119,400.86)	82.06%
5008 - Outlay				
5801 - Land & Buildings	\$0.00	\$300,000.00	(\$300,000.00)	0.00%
5804 - Equipment (including Office)	\$7,894.81	\$9,420.00	(\$1,525.19)	83.81%

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Total - 5008 - Outlay	\$7,894.81	\$309,420.00	(\$301,525.19)	2.55%
Total - Expense	\$1,130,885.31	\$1,822,564.32	(\$691,679.01)	62.05%
Net Income	(\$1,130,885.31)	(\$1,822,564.32)	\$691,679.01	62.05%

City of Kaukauna
City - Income Statement Detail
Sep 2025

Item 5.a.

Financial Row	Type	Date	Posting P	Document Num	Name	Amount	Description
Expense							
5000 - Personnel Services							
5001 - Wages & Salaries							
5101 - Regular Payroll							
	Journal	9/11/2025	Sep 2025	JE904		\$21,834.56	Gross Earnings
	Journal	9/25/2025	Sep 2025	JE914		\$22,200.90	Gross Earnings
Total - 5101 - Regular Payroll						\$44,035.46	
5104 - Temporary Payroll							
	Journal	9/11/2025	Sep 2025	JE904		\$1,229.92	Seasonal
	Journal	9/25/2025	Sep 2025	JE914		\$2,053.24	Seasonal
Total - 5104 - Temporary Payroll						\$3,283.16	
Total - 5001 - Wages & Salaries						\$47,318.62	
5002 - Fringe Benefits							
5151 - Retirement Plan							
	Journal	9/11/2025	Sep 2025	JE904		\$1,287.46	ERWRSGen
	Journal	9/25/2025	Sep 2025	JE914		\$1,297.51	ERWRSGen
Total - 5151 - Retirement Plan						\$2,584.97	
5152 - Residency							
	Journal	9/11/2025	Sep 2025	JE904		\$239.25	401a
	Journal	9/25/2025	Sep 2025	JE914		\$254.05	401a
Total - 5152 - Residency						\$493.30	
5154 - Social Security							
	Journal	9/11/2025	Sep 2025	JE904		\$1,086.29	Employer Social Security Expense
	Journal	9/11/2025	Sep 2025	JE904		\$319.87	Employer Medicare Expense
	Journal	9/25/2025	Sep 2025	JE914		\$1,095.26	Employer Social Security Expense
	Journal	9/25/2025	Sep 2025	JE914		\$337.12	Employer Medicare Expense
Total - 5154 - Social Security						\$2,838.54	
5157 - Group Health Insurance							
	Journal	9/11/2025	Sep 2025	JE904		\$4,882.13	ER Health
	Journal	9/11/2025	Sep 2025	JE904		\$400.00	HRA Annual
	Journal	9/11/2025	Sep 2025	JE904		\$219.00	HRA Monthly
	Journal	9/25/2025	Sep 2025	JE914		\$4,882.13	ER Health
Total - 5157 - Group Health Insurance						\$10,383.26	
5160 - Group Life Insurance							
	Journal	9/11/2025	Sep 2025	JE904		\$26.93	ER Life
	Journal	9/25/2025	Sep 2025	JE914		\$26.93	ER Life
Total - 5160 - Group Life Insurance						\$53.86	
5163 - Workers Compensation							
	Journal	9/11/2025	Sep 2025	JE904		\$36.90	WC Admin
	Journal	9/25/2025	Sep 2025	JE914		\$38.81	WC Admin
Total - 5163 - Workers Compensation						\$75.71	
Total - 5002 - Fringe Benefits						\$16,429.64	
Total - 5000 - Personnel Services						\$63,748.26	
5003 - Non-Personnel Services							
5004 - Travel/Training							
5208 - Travel - City Business							
	Credit Card	8/20/2025	Sep 2025	RAMP.ae331664 V1197	Miscellaneous Food Vendor (f	\$46.00	Sarah Wroblewski - Per Diem - Overage reimbursed back to City.
	Credit Card	8/21/2025	Sep 2025	RAMP.d1d3a59f V1197	Miscellaneous Food Vendor (f	\$40.00	Sarah Wroblewski - Per Diem for Madison trip. - Overage paid back to C
	Credit Card	8/22/2025	Sep 2025	RAMP.c8af510a- V1197	Miscellaneous Food Vendor (f	\$12.08	Sarah Wroblewski - Per Diem

Vendor Inv#	9/8/2025	Sep 2025	090825	V1464 Sarah Wroblewski	\$162.40	Mileage 8/20 - 8/23/25	
Credit Card	9/10/2025	Sep 2025	RAMP.55da5897	V1207 Miscellaneous Retail Vendor (	\$6.00	Ashley Thiem-Menning - Parking for library meeting	
Journal	9/30/2025	Sep 2025	JE930		(\$16.00)	Sarah Wroblewski Per Diem Overage	
Total - 5208 - Travel - City Business					\$250.48		
5211 - Education & Memberships							
Credit Card	9/19/2025	Sep 2025	RAMP.1d86d772	V1207 Miscellaneous Retail Vendor (	\$450.00	Sarah Wroblewski - Payment for library membership and educational resource	
Credit Card	9/19/2025	Sep 2025	RAMP.b8257d45	V1207 Miscellaneous Retail Vendor (	\$600.00	Ashley Thiem-Menning - conference reg	
Credit Card	9/19/2025	Sep 2025	RAMP.7c75a26a	V1207 Miscellaneous Retail Vendor (	\$600.00	James Berven - Continuing Education	
Credit Card	9/25/2025	Sep 2025	RAMP.f9c19d25	V1207 Miscellaneous Retail Vendor (	\$3.00	James Berven - Parking	
Total - 5211 - Education & Memberships					\$1,653.00		
Total - 5004 - Travel/Training					\$1,903.48		
5005 - Center Maintenance							
5264 - Programs							
Journal	9/5/2025	Sep 2025	JE907		(\$19.95)	Sarah Wroblewski - Miscellaneous supplies for library programming.	
Total - 5264 - Programs					(\$19.95)		
Total - 5005 - Center Maintenance					(\$19.95)		
5006 - Purchased Services							
5303 - Communications							
Credit Card	9/17/2025	Sep 2025	RAMP.d0c843b3	V0755 T-Mobile	\$29.90	Library mobile communication services	
Journal	9/25/2025	Sep 2025	JE914		\$25.00	Cell Reimb	
Total - 5303 - Communications					\$54.90		
5306 - Heating Fuels							
Vendor Inv#	8/28/2025	Sep 2025	5607051378	V0705 We Energies	\$55.87	Gas Service - August	
Total - 5306 - Heating Fuels					\$55.87		
5312 - Maintenance - Buildings							
Journal	9/5/2025	Sep 2025	JE907		\$9.69	Spencer Heise - item for ch department table	
Vendor Inv#	9/8/2025	Sep 2025	090825	V0016 Grand Kakalin LLC	\$9,183.00	Maintenance - September	
Journal	9/30/2025	Sep 2025	JE915		\$390.26	James Berven - Library facility maintenance supplies	
Total - 5312 - Maintenance - Buildings					\$9,582.95		
5313 - Lease - Buildings							
Vendor Inv#	9/8/2025	Sep 2025	090825	V0016 Grand Kakalin LLC	\$11,993.00	Rent - September	
Total - 5313 - Lease - Buildings					\$11,993.00		
5325 - Contractual Services							
Vendor Inv#	9/1/2025	Sep 2025	02-41597	V0003 Advanced Maintenance Soluti	\$2,277.40	Monthly Contract Janitorial Services for the month of September	
Credit Card	9/2/2025	Sep 2025	RAMP.a8ac25d0	V0006 Complete Office of Wisconsin	\$48.21	paper supplies	
Journal	9/5/2025	Sep 2025	JE907		(\$907.50)	Zoobean, Inc - Annual Subscription	
Total - 5325 - Contractual Services					\$1,418.11		
5328 - Advertising							
Credit Card	9/3/2025	Sep 2025	RAMP.206a299f	V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - Library newsletter email service	
Total - 5328 - Advertising					\$23.76		
Total - 5006 - Purchased Services					\$23,128.59		
5007 - Supplies							
5401 - Office Supplies							
Credit Card	8/21/2025	Sep 2025	RAMP.faf4ca2d	V1173 Amazon	\$56.98	Spencer Heise - General expenses for office supplies.	
Credit Card	8/29/2025	Sep 2025	RAMP.08f15fef	V0006 Complete Office of Wisconsin	\$165.96	Spencer Heise - General expenses for office supplies.	
Credit Card	9/1/2025	Sep 2025	RAMP.47e8230e	V1173 Amazon	\$23.76	Spencer Heise - office supplies purchase	
Credit Card	9/2/2025	Sep 2025	RAMP.a8ac25d0	V0006 Complete Office of Wisconsin	\$39.30	paper supplies	
Credit Card	9/3/2025	Sep 2025	RAMP.6ecb704e	V1328 Premium Waters, Inc.	\$66.93	Spencer Heise - Library water refill purchase.	
Credit Card	9/16/2025	Sep 2025	RAMP.e42a3b0e	V1207 Miscellaneous Retail Vendor (	\$6.32	James Berven - General Supplies for library materials.	
Credit Card	9/22/2025	Sep 2025	RAMP.f3ffbfc	b: V1173 Amazon	\$34.99	office supplies	
Credit Card	9/22/2025	Sep 2025	RAMP.199c3167	V1173 Amazon	\$14.97	Spencer Heise - Office supplies for library use.	
Credit Card	9/23/2025	Sep 2025	RAMP.2f108449	V1173 Amazon	\$129.94	Spencer Heise - Office supplies acquisition for library use.	
Total - 5401 - Office Supplies					\$539.15		
5410 - General Supplies							

Item 5.a.

Journal 9/5/2025 Sep 2025 JE907

Journal 9/5/2025 Sep 2025 JE907

(\$13.69) Sarah Wroblewski - Library Supplies - Ace Hardware

(\$80.99) Sarah Wroblewski - Supplies

Item 5.a.

Total - 5410 - General Supplies

(\$94.68)

5422 - Data Processing Supplies

Vendor Inv# 8/28/2025 Sep 2025 4673 V0528 Outagamie Waupaca Library

\$120.00 Spine Labels

Credit Card 9/5/2025 Sep 2025 RAMP.27c71999 V1207 Miscellaneous Retail Vendor

\$813.00 Spencer Heise - RFID tags

Credit Card 9/5/2025 Sep 2025 RAMP.72ea433c V0191 Demco

\$114.75 Spencer Heise - cataloging supplies

Journal 9/5/2025 Sep 2025 JE907

(\$845.00) RMC Imaging Inc - Annual Hardware & Software Support

Credit Card 9/24/2025 Sep 2025 RAMP.5779e2d5 V0377 Kapco

\$74.33 Spencer Heise - Book Processing supplies

Total - 5422 - Data Processing Supplies

\$277.08

5431 - Postage

Credit Card 9/4/2025 Sep 2025 RAMP.565b633t V0680 U.S. Postal Service - Postmas

\$20.94 Spencer Heise - library mail

Total - 5431 - Postage

\$20.94

5441 - Library Materials

Vendor Inv# 2/28/2025 Sep 2025 ARU0385761 V1656 Willow Lane Education

\$1,170.05 Books

Vendor Inv# 4/9/2025 Sep 2025 90257890 V0323 Ingram

\$17.42 Books

Vendor Inv# 5/9/2025 Sep 2025 90295589 V0323 Ingram

\$19.63 Books

Vendor Inv# 7/29/2025 Sep 2025 22167 V0576 Rivistas Subscription Services

\$1,996.99 Subscription Renewals

Vendor Inv# 8/9/2025 Sep 2025 90317402 V0323 Ingram

\$16.63 Books

Credit Card 8/21/2025 Sep 2025 RAMP.4e791552 V0651 The Wall Street Journal

\$41.13 Spencer Heise - newspaper subscription

Credit Card 8/22/2025 Sep 2025 RAMP.760d75a5 V0796 Baker & Taylor

\$95.71 Spencer Heise - Library book acquisitions

Credit Card 8/22/2025 Sep 2025 RAMP.1b2fd6a3 V0796 Baker & Taylor

\$59.73 Spencer Heise - Library book acquisitions

Credit Card 8/22/2025 Sep 2025 RAMP.74ce2777 V0796 Baker & Taylor

\$25.19 Spencer Heise - Library book acquisitions

Vendor Inv# 8/25/2025 Sep 2025 90008749 V0323 Ingram

\$17.79 Books

Vendor Inv# 8/25/2025 Sep 2025 90008750 V0323 Ingram

\$12.77 Books

Vendor Inv# 8/25/2025 Sep 2025 90008751 V0323 Ingram

\$22.44 Books

Vendor Inv# 8/25/2025 Sep 2025 90008753 V0323 Ingram

\$12.24 Books

Vendor Inv# 8/25/2025 Sep 2025 90008752 V0323 Ingram

\$6.67 Books

Vendor Inv# 8/26/2025 Sep 2025 90059074 V0323 Ingram

\$13.67 Books

Vendor Inv# 8/26/2025 Sep 2025 90059076 V0323 Ingram

\$14.47 Books

Vendor Inv# 8/26/2025 Sep 2025 90059077 V0323 Ingram

\$39.89 Books

Vendor Inv# 8/26/2025 Sep 2025 90059073 V0323 Ingram

\$10.14 Books

Vendor Inv# 8/26/2025 Sep 2025 90059072 V0323 Ingram

\$15.48 Books

Vendor Inv# 8/26/2025 Sep 2025 90059075 V0323 Ingram

\$17.32 Books

Vendor Inv# 8/26/2025 Sep 2025 90059071 V0323 Ingram

\$15.48 Books

Vendor Inv# 8/26/2025 Sep 2025 90059078 V0323 Ingram

\$21.85 Books

Vendor Inv# 8/27/2025 Sep 2025 90089327 V0323 Ingram

\$32.78 Books

Vendor Inv# 8/27/2025 Sep 2025 90089328 V0323 Ingram

\$67.23 Books

Vendor Inv# 8/27/2025 Sep 2025 90089331 V0323 Ingram

\$112.13 Books

Vendor Inv# 8/27/2025 Sep 2025 90089344 V0323 Ingram

\$12.00 Books

Vendor Inv# 8/27/2025 Sep 2025 90089337 V0323 Ingram

\$69.79 Books

Vendor Inv# 8/27/2025 Sep 2025 90089324 V0323 Ingram

\$46.20 Books

Vendor Inv# 8/27/2025 Sep 2025 90089333 V0323 Ingram

\$40.48 Books

Vendor Inv# 8/27/2025 Sep 2025 90089342 V0323 Ingram

\$8.54 Books

Vendor Inv# 8/27/2025 Sep 2025 90089338 V0323 Ingram

\$16.52 Books

Vendor Inv# 8/27/2025 Sep 2025 90089339 V0323 Ingram

\$58.56 Books

Vendor Inv# 8/27/2025 Sep 2025 90089323 V0323 Ingram

\$28.13 Books

Vendor Inv# 8/27/2025 Sep 2025 90089322 V0323 Ingram

\$32.28 Books

Vendor Inv# 8/27/2025 Sep 2025 90089326 V0323 Ingram

\$161.13 Books

Vendor Inv# 8/27/2025 Sep 2025 90089332 V0323 Ingram

\$187.05 Books

Vendor Inv# 8/27/2025 Sep 2025 90089334 V0323 Ingram

\$157.98 Books

Vendor Inv# 8/27/2025 Sep 2025 90089319 V0323 Ingram

\$30.15 Books

Vendor Inv# 8/27/2025 Sep 2025 90089335 V0323 Ingram

\$86.54 Books

Vendor Inv# 8/27/2025 Sep 2025 90089320 V0323 Ingram

\$12.27 Books

Vendor Invt 8/27/2025	Sep 2025	90089321	V0323 Ingram	\$94.48	Books
Vendor Invt 8/27/2025	Sep 2025	90089340	V0323 Ingram	\$16.55	Books
Vendor Invt 8/27/2025	Sep 2025	90089341	V0323 Ingram	\$12.87	Books
Vendor Invt 8/27/2025	Sep 2025	90089330	V0323 Ingram	\$40.84	Books
Vendor Invt 8/27/2025	Sep 2025	90089329	V0323 Ingram	\$8.06	Books
Vendor Invt 8/27/2025	Sep 2025	90089336	V0323 Ingram	\$114.41	Books
Vendor Invt 8/27/2025	Sep 2025	90089325	V0323 Ingram	\$41.48	Books
Vendor Invt 8/27/2025	Sep 2025	90089343	V0323 Ingram	\$22.07	Books
Credit Card 8/28/2025	Sep 2025	RAMP.663fb362	V1173 Amazon	\$17.53	Ashley Thiem-Menning - Library book purchases
Credit Card 8/28/2025	Sep 2025	RAMP.9ec64b1b	V1173 Amazon	\$8.97	Ashley Thiem-Menning - Library book purchases
Credit Card 8/28/2025	Sep 2025	RAMP.5423e30e	V1173 Amazon	\$16.66	Ashley Thiem-Menning - Library book purchases
Credit Card 8/28/2025	Sep 2025	RAMP.e37b4764	V1173 Amazon	\$151.73	Ashley Thiem-Menning - Library book purchases
Credit Card 8/28/2025	Sep 2025	RAMP.8aff0049-	V1642 Target	\$200.82	James Berven - Miscellaneous library materials acquisition.
Credit Card 8/29/2025	Sep 2025	RAMP.faeec611-	V0796 Baker & Taylor	\$19.94	Spencer Heise - Library book acquisitions
CCard Refd 8/30/2025	Sep 2025	RAMP.ec65f4b7-	V0796 Baker & Taylor	(\$143.99)	Spencer Heise - Refund for Library book acquisitions. Returned item from this
Vendor Invt 8/31/2025	Sep 2025	507679779	V0472 Midwest Tape	\$1,249.92	Digital Library Materials
Credit Card 9/2/2025	Sep 2025	RAMP.5c5a8f8a-	V1642 Target	\$69.99	James Berven - Library materials
Credit Card 9/2/2025	Sep 2025	RAMP.162b34ea	V0796 Baker & Taylor	\$21.57	Spencer Heise - Library book acquisitions
Credit Card 9/2/2025	Sep 2025	RAMP.a9fe0636-	V0796 Baker & Taylor	\$52.53	Spencer Heise - Library book acquisitions
Credit Card 9/2/2025	Sep 2025	RAMP.10c1b747	V1642 Target	\$204.96	James Berven - General expenses for library materials purchase.
Credit Card 9/2/2025	Sep 2025	RAMP.c7e567f4-	V1207 Miscellaneous Retail Vendor (	\$234.57	James Berven - Material Purchase
Credit Card 9/2/2025	Sep 2025	RAMP.5299a7bc	V0796 Baker & Taylor	\$149.72	Spencer Heise - Library book acquisitions
Vendor Invt 9/3/2025	Sep 2025	90226433	V0323 Ingram	\$12.78	Books
Vendor Invt 9/3/2025	Sep 2025	90226426	V0323 Ingram	\$8.59	Books
Vendor Invt 9/3/2025	Sep 2025	90226427	V0323 Ingram	\$17.14	Books
Vendor Invt 9/3/2025	Sep 2025	90226429	V0323 Ingram	\$56.91	Books
Vendor Invt 9/3/2025	Sep 2025	90226431	V0323 Ingram	\$26.40	Books
Vendor Invt 9/3/2025	Sep 2025	90226425	V0323 Ingram	\$17.77	Books
Vendor Invt 9/3/2025	Sep 2025	90226428	V0323 Ingram	\$13.04	Books
Vendor Invt 9/3/2025	Sep 2025	90226432	V0323 Ingram	\$54.19	Books
Vendor Invt 9/3/2025	Sep 2025	90226430	V0323 Ingram	\$16.15	Books
Credit Card 9/4/2025	Sep 2025	RAMP.ef926af4-	V1173 Amazon	\$39.95	Ashley Thiem-Menning - Library book purchases
Vendor Invt 9/4/2025	Sep 2025	90257891	V0323 Ingram	\$30.20	Books
Vendor Invt 9/4/2025	Sep 2025	90257886	V0323 Ingram	\$12.63	Books
Vendor Invt 9/4/2025	Sep 2025	90257889	V0323 Ingram	\$12.52	Books
Vendor Invt 9/4/2025	Sep 2025	90257892	V0323 Ingram	\$8.96	Books
Vendor Invt 9/4/2025	Sep 2025	90257887	V0323 Ingram	\$12.35	Books
Vendor Invt 9/4/2025	Sep 2025	90257888	V0323 Ingram	\$16.95	Books
Vendor Invt 9/5/2025	Sep 2025	90295587	V0323 Ingram	\$22.49	Books
Vendor Invt 9/5/2025	Sep 2025	90284168	V0323 Ingram	\$12.24	Books
Vendor Invt 9/5/2025	Sep 2025	90284166	V0323 Ingram	\$15.69	Books
Vendor Invt 9/5/2025	Sep 2025	90295588	V0323 Ingram	\$35.70	Books
Vendor Invt 9/5/2025	Sep 2025	90295586	V0323 Ingram	\$10.57	Books
Vendor Invt 9/5/2025	Sep 2025	90284172	V0323 Ingram	\$34.35	Books
Vendor Invt 9/5/2025	Sep 2025	90284167	V0323 Ingram	\$9.09	Books
Vendor Invt 9/5/2025	Sep 2025	90284170	V0323 Ingram	\$10.89	Books
Vendor Invt 9/5/2025	Sep 2025	90284171	V0323 Ingram	\$23.25	Books
Vendor Invt 9/5/2025	Sep 2025	90284169	V0323 Ingram	\$12.44	Books
Credit Card 9/7/2025	Sep 2025	RAMP.19705a6a	V1173 Amazon	\$24.00	Spencer Heise - Library materials purchase
Vendor Invt 9/8/2025	Sep 2025	90317403	V0323 Ingram	\$17.18	Books
Vendor Invt 9/8/2025	Sep 2025	90317401	V0323 Ingram	\$13.86	Books
Vendor Invt 9/8/2025	Sep 2025	90317404	V0323 Ingram	\$12.90	Books
Vendor Invt 9/8/2025	Sep 2025	90317400	V0323 Ingram	\$12.18	Books
Vendor Invt 9/10/2025	Sep 2025	90380620	V0323 Ingram	\$16.73	Books

Vendor Inv# 9/10/2025	Sep 2025	90380621	V0323 Ingram	\$13.60	Books
Vendor Inv# 9/10/2025	Sep 2025	90388587	V0323 Ingram	\$8.12	Books
Vendor Inv# 9/10/2025	Sep 2025	90380615	V0323 Ingram	\$12.36	Books
Vendor Inv# 9/10/2025	Sep 2025	90380623	V0323 Ingram	\$21.62	Books
Vendor Inv# 9/10/2025	Sep 2025	90380628	V0323 Ingram	\$11.05	Books
Vendor Inv# 9/10/2025	Sep 2025	90380619	V0323 Ingram	\$11.52	Books
Vendor Inv# 9/10/2025	Sep 2025	90380617	V0323 Ingram	\$8.57	Books
Vendor Inv# 9/10/2025	Sep 2025	90380618	V0323 Ingram	\$32.63	Books
Vendor Inv# 9/10/2025	Sep 2025	90380622	V0323 Ingram	\$8.10	Books
Vendor Inv# 9/10/2025	Sep 2025	90380624	V0323 Ingram	\$10.04	Books
Vendor Inv# 9/10/2025	Sep 2025	90380626	V0323 Ingram	\$11.22	Books
Vendor Inv# 9/10/2025	Sep 2025	90388586	V0323 Ingram	\$17.92	Books
Vendor Inv# 9/10/2025	Sep 2025	90380627	V0323 Ingram	\$10.62	Books
Vendor Inv# 9/10/2025	Sep 2025	90380625	V0323 Ingram	\$22.08	Books
Vendor Inv# 9/11/2025	Sep 2025	90415766	V0323 Ingram	\$13.19	Books
Vendor Inv# 9/11/2025	Sep 2025	90415767	V0323 Ingram	\$19.88	Books
Vendor Inv# 9/11/2025	Sep 2025	90415765	V0323 Ingram	\$52.90	Books
Vendor Inv# 9/11/2025	Sep 2025	90415764	V0323 Ingram	\$16.23	Books
Vendor Inv# 9/12/2025	Sep 2025	90441172	V0323 Ingram	\$19.91	Books
Vendor Inv# 9/12/2025	Sep 2025	90441169	V0323 Ingram	\$14.53	Books
Vendor Inv# 9/12/2025	Sep 2025	90441173	V0323 Ingram	\$13.59	Books
Vendor Inv# 9/12/2025	Sep 2025	90441170	V0323 Ingram	\$41.75	Books
Vendor Inv# 9/12/2025	Sep 2025	90441174	V0323 Ingram	\$10.80	Books
Vendor Inv# 9/12/2025	Sep 2025	90441171	V0323 Ingram	\$10.76	Books
Credit Card 9/13/2025	Sep 2025	RAMP.f962d27b- V1642	Target	\$59.99	James Berven - Library materials purchase.
Credit Card 9/13/2025	Sep 2025	RAMP.f67283ad- V1173	Amazon	\$10.15	Ashley Thiem-Menning - Library book purchases
Credit Card 9/15/2025	Sep 2025	RAMP.ce33cb0f- V0796	Baker & Taylor	\$17.99	Spencer Heise - Library book acquisitions
Credit Card 9/15/2025	Sep 2025	RAMP.116d763f- V0796	Baker & Taylor	\$17.99	Spencer Heise - Library book acquisitions
Vendor Inv# 9/15/2025	Sep 2025	90478739	V0323 Ingram	\$15.30	Books
Vendor Inv# 9/15/2025	Sep 2025	90478737	V0323 Ingram	\$11.60	Books
Vendor Inv# 9/15/2025	Sep 2025	90478735	V0323 Ingram	\$14.62	Books
Vendor Inv# 9/15/2025	Sep 2025	90478741	V0323 Ingram	\$19.18	Books
Vendor Inv# 9/15/2025	Sep 2025	90478738	V0323 Ingram	\$30.04	Books
Vendor Inv# 9/15/2025	Sep 2025	90478740	V0323 Ingram	\$10.06	Books
Vendor Inv# 9/15/2025	Sep 2025	90478736	V0323 Ingram	\$15.62	Books
Credit Card 9/17/2025	Sep 2025	RAMP.d0c843b3- V0755	T-Mobile	\$350.43	Library mobile communication services
Vendor Inv# 9/17/2025	Sep 2025	90553966	V0323 Ingram	\$37.08	Books
Vendor Inv# 9/17/2025	Sep 2025	90553963	V0323 Ingram	\$13.51	Books
Vendor Inv# 9/17/2025	Sep 2025	90553955	V0323 Ingram	\$17.74	Books
Vendor Inv# 9/17/2025	Sep 2025	90553960	V0323 Ingram	\$12.20	Books
Vendor Inv# 9/17/2025	Sep 2025	90553956	V0323 Ingram	\$15.59	Books
Vendor Inv# 9/17/2025	Sep 2025	90553969	V0323 Ingram	\$9.58	Books
Vendor Inv# 9/17/2025	Sep 2025	90553967	V0323 Ingram	\$11.87	Books
Vendor Inv# 9/17/2025	Sep 2025	90553954	V0323 Ingram	\$21.39	Books
Vendor Inv# 9/17/2025	Sep 2025	90553957	V0323 Ingram	\$11.59	Books
Vendor Inv# 9/17/2025	Sep 2025	90553959	V0323 Ingram	\$10.91	Books
Vendor Inv# 9/17/2025	Sep 2025	90553965	V0323 Ingram	\$24.37	Books
Vendor Inv# 9/17/2025	Sep 2025	90553970	V0323 Ingram	\$10.73	Books
Vendor Inv# 9/17/2025	Sep 2025	90553962	V0323 Ingram	\$39.37	Books
Vendor Inv# 9/17/2025	Sep 2025	90553961	V0323 Ingram	\$52.59	Books
Vendor Inv# 9/17/2025	Sep 2025	90553964	V0323 Ingram	\$39.94	Books
Vendor Inv# 9/17/2025	Sep 2025	90553971	V0323 Ingram	\$238.08	Books
Vendor Inv# 9/17/2025	Sep 2025	90553958	V0323 Ingram	\$10.73	Books
Vendor Inv# 9/17/2025	Sep 2025	90553968	V0323 Ingram	\$69.12	Books

Credit Card 9/18/2025	Sep 2025	RAMP.d97495b3 V0651 The Wall Street Journal	\$41.13	Spencer Heise - newspaper subscription
Credit Card 9/19/2025	Sep 2025	RAMP.65e6deec V1642 Target	\$141.69	James Berven - Materials
Vendor Invt 9/22/2025	Sep 2025	90644885 V0323 Ingram	\$16.25	Books
Vendor Invt 9/22/2025	Sep 2025	90644884 V0323 Ingram	\$21.67	Books
Vendor Invt 9/22/2025	Sep 2025	90644882 V0323 Ingram	\$16.28	Books
Vendor Invt 9/22/2025	Sep 2025	90644879 V0323 Ingram	\$8.05	Books
Vendor Invt 9/22/2025	Sep 2025	90644878 V0323 Ingram	\$17.30	Books
Vendor Invt 9/22/2025	Sep 2025	90644883 V0323 Ingram	\$21.67	Books
Vendor Invt 9/22/2025	Sep 2025	90644880 V0323 Ingram	\$11.68	Books
Vendor Invt 9/22/2025	Sep 2025	90644881 V0323 Ingram	\$23.11	Books
Vendor Invt 9/22/2025	Sep 2025	90644877 V0323 Ingram	\$13.10	Books
Credit Card 9/24/2025	Sep 2025	RAMP.632bb1d1 V0796 Baker & Taylor	\$21.56	Spencer Heise - Library book acquisitions
Vendor Invt 9/29/2025	Sep 2025	4679 V0528 Outagamie Waupaca Library	\$322.00	Swank/OWLS Movie License

Total - 5441 - Library Materials**\$10,376.06****5442 - Service Contracts**

Credit Card 8/23/2025	Sep 2025	RAMP.50abca52 V1207 Miscellaneous Retail Vendor (	\$13.99	Spencer Heise - YouTube Premium for programs
Vendor Invt 9/1/2025	Sep 2025	40024603 V0440 Marco	\$248.09	August 25 Copier
Journal 9/5/2025	Sep 2025	JE907	\$907.50	Zoobean, Inc - Annual Subscription
Journal 9/5/2025	Sep 2025	JE907	\$845.00	RMC Imaging Inc - Annual Hardware & Software Support
Credit Card 9/22/2025	Sep 2025	RAMP.f3fbfcc-b V1173 Amazon	\$19.37	cleaning supplies
Credit Card 9/23/2025	Sep 2025	RAMP.71e6ef4e V1207 Miscellaneous Retail Vendor (	\$13.99	Spencer Heise - YouTube Premium for programs

Total - 5442 - Service Contracts**\$2,047.94****5444 - Library Programs**

Credit Card 9/1/2025	Sep 2025	RAMP.7c205cff V1173 Amazon	\$31.61	Sarah Wroblewski - Miscellaneous supplies for library - Amazon
Journal 9/5/2025	Sep 2025	JE907	\$16.39	Sarah Wroblewski - Misc - Wire for programming. Tshirt for outreach.
Journal 9/5/2025	Sep 2025	JE907	\$38.75	Sarah Wroblewski - Library Supplies - Ace Hardware
Journal 9/5/2025	Sep 2025	JE907	\$45.93	Sarah Wroblewski - Miscellaneous supplies for library programming
Journal 9/5/2025	Sep 2025	JE907	\$80.99	Sarah Wroblewski - Supplies
Journal 9/5/2025	Sep 2025	JE907	\$89.18	Sarah Wroblewski - Supplies for Library - Amazon
Journal 9/5/2025	Sep 2025	JE907	\$19.36	Sarah Wroblewski - Programming Supplies
Journal 9/5/2025	Sep 2025	JE907	\$19.95	Sarah Wroblewski - Miscellaneous supplies for library programming.
Journal 9/5/2025	Sep 2025	JE907	\$990.00	Sarah Wroblewski - Performer for library programs
Journal 9/5/2025	Sep 2025	JE907	\$83.83	Sarah Wroblewski - Programming supplies

Total - 5444 - Library Programs**\$1,415.99****5499 - Miscellaneous**

Credit Card 8/29/2025	Sep 2025	RAMP.85e88532 V1173 Amazon	\$183.13	Sarah Wroblewski - Supplies for Library - Amazon
Journal 9/5/2025	Sep 2025	JE907	(\$83.83)	Sarah Wroblewski - Programming supplies
Journal 9/5/2025	Sep 2025	JE907	(\$25.06)	Sarah Wroblewski - Library Supplies - Ace Hardware
Journal 9/5/2025	Sep 2025	JE907	(\$9.69)	Spencer Heise - item for ch department table
Journal 9/5/2025	Sep 2025	JE907	(\$208.65)	James Berven - Filter
Journal 9/5/2025	Sep 2025	JE907	(\$990.00)	Sarah Wroblewski - Performer for library programs
Journal 9/5/2025	Sep 2025	JE907	(\$45.93)	Sarah Wroblewski - Miscellaneous supplies for library programming
Journal 9/5/2025	Sep 2025	JE907	(\$89.18)	Sarah Wroblewski - Supplies for Library - Amazon
Journal 9/5/2025	Sep 2025	JE907	(\$19.36)	Sarah Wroblewski - Programming Supplies
Journal 9/5/2025	Sep 2025	JE907	(\$16.39)	Sarah Wroblewski - Misc - Wire for programming. Tshirt for outreach.

Total - 5499 - Miscellaneous**(\$1,304.96)****Total - 5007 - Supplies****\$13,277.52****Total - 5003 - Non-Personnel Services****\$38,289.64****5008 - Outlay****5801 - Land & Buildings**

Journal 9/30/2025	Sep 2025	JE915	(\$180.00)	Remove Camera for Remodel
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Total - 5801 - Land & Buildings**(\$180.00)****5804 - Equipment (including Office)**

Journal 9/30/2025	Sep 2025	JE915	(\$390.26)	James Berven - Library facility maintenance supplies
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Total - 5804 - Equipment (including Office)	(\$390.26)	Item 5.a.
Total - 5008 - Outlay	(\$570.26)	
Total - Expense	\$101,467.64	
Net Income	(\$101,467.64)	

Library Programming Policy

The Kaukauna Public Library offers informational, educational, and entertainment programs for people of all ages. Programming at the library is reflective of the mission, vision, and values of the library.

Unless explicitly stated as an independent program in an event description, caregivers must remain with children under the age of six for library programs per our Unattended Child Policy. Adults over the age of eighteen (18) attending programs marketed specifically for youth (birth to 17) must have a minor in attendance with them to participate in a program, specifically in the space where the program is being held, unless the adult attending has a disability, which makes the programming developmentally appropriate for them.

Behavior during library programming is subject to the Appropriate Use Policy. Individuals who are disruptive or who demonstrate behaviors which violate the policy may be asked to leave library programming. Respect and courtesy of presenters is expected behavior while attending library programs.

The Library has a Photography and Film Policy, which does indicate that library staff may photograph and record programs and events for publicity and promotional purposes. When possible, the Library will ask participants in programs if they are comfortable being photographed or recorded. However, during large scale events, it may not be possible to ask permission. Those who do not wish to be photographed or recorded will have their wishes respected, but must inform library staff or the presenter of such wishes.

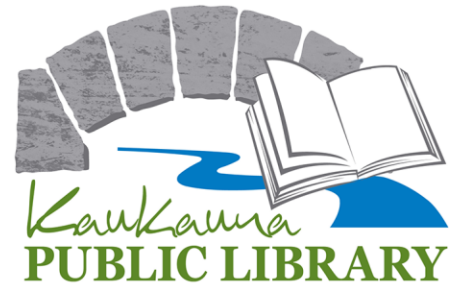
Library Programming Registration and Cancellation Policy

At times, the Library may require registration for programs. Registration may be enacted due to space constraints, performer/presenter requests, or the cost of supplies for the program. Registration is first come, first served. Registration can be taken in person, over the phone, or online from the website. Participants on the wait list may be added in timestamp order to the program registration list if there are cancellations.

Registrants of events must call the library or cancel their registration online at least four hours in advance of a program if they cannot attend, to allow the Library adequate time to notify members on the wait list.

Registrants that do not cancel prior, and do not show up, and registrants that cancel less than four hours before a program, may have their registration removed from future events if the no call/no show/no cancel happens twice in a row. Removal of participation from an event registration list is at the full discretion of Library staff.

To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/20/25
Re: Budget & Staffing



On 10/20 the Finance & Personnel Committee met to go over the personnel requests for the 2026 budget. The Assistant Director position request for the library remains in the priority list for that meeting. Our request for a Local Historian did not make the priority list for 2026. We have been keeping a part-time position open in case that position request changed priority, in an effort to reduce the total cost of the position if a portion of the pay came from a conversion.

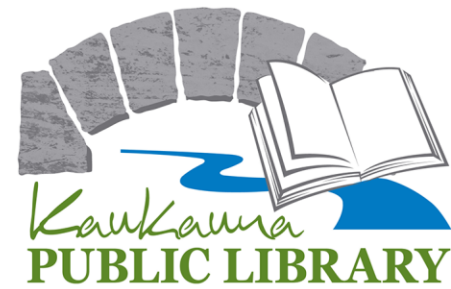
We have already sent HR information for posting the open part-time position. This position is empty from a part-time staff member taking a vacated full-time position. We will be hiring for a part-time Adult Programmer position; hours 4-8p M-TH and F 1-5p, with rotational Saturdays.

At the same time, we will also be posting for On-Call Library Assistants. We hope to hire at least two On-Calls, hopefully more. We have been struggling to fill some of our schedule gaps, so we need to increase the pool of On-Calls with available hours aligning to the hardest to fill shifts, which include evenings and weekends.

There will be a committee of the whole budget meeting on November 10, with budget adoption scheduled for November 18.



To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 10/17/25
 Re: CIP Update



We received word that the furniture would be arriving for installation on 10/20. On 10/16 a rep from the company came over for a pre-installation chat. This was advantageous as we did find an issue with the design of the workroom space.

On 10/20 they will start with the office installation. That way, staff can move some of their items from the workroom to the offices when the offices are complete. However, as of the writing of this memo, we still do not have locks on any of the new doors. There is an issue with the specific core we need and the supply chain. There is a possibility of having temporary cores put in so that library and staff property will be safe in the interim. We are hoping to have the matching cores to the other doors in the library. If we go with the quicker option of new cores, it will add more keys to our already long list of types of keys for this building. Since the building does not have key fobs, there are many different keys that open a varying number of doors. I opted to wait for the old cores so that we do not have to add more keys to our keychains. If it continues to be an issue however, we may have to go with new cores.

Prepping the workroom for the second part of the installation process has required a significant amount of work. By close on 10/20 staff must have everything removed from the cubicles in the cubicle circle. We also had to remove everything near the circle because the circle is being dismantled and put together in a different configuration. This meant that we had to move just about anything that wasn't a cubicle in the workroom. The staff hallway and breakroom are filled with furniture!

We still need to have blinds installed, office nameplates, and when the AMHS machine comes in it may require some acoustic assistance in the form of sound dampening as staff members will still be working in that space.

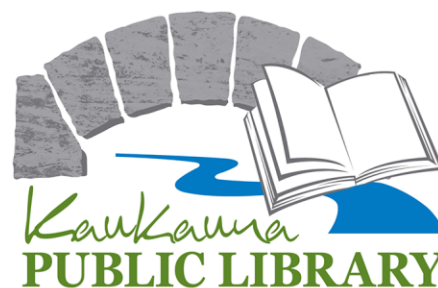
The Communications Coordinator must also have everything out of her cubicle, because it is being removed (it was free from OWLS and was not in good condition) because the company is able to take the extra pieces from the current cubicle circle to re-create the cubicle Jenny was in with the better-quality cubicle materials leftover. Beyond the purchase of a chair, the entire workroom can be rearranged using furniture we already own to make room for the AMHS.

We did receive some bad news in regard to the AMHS. On October 1, the start of the month I expected delivery, the company emailed me noting that due to supply chain issues we would be looking at a December install instead of October. This doesn't have major ramifications, however, the support and licensing for the current self checks and

gates has ended, as we assumed we would have an October installation. If any equipment stops working before the new equipment arrives, we will not be able to fix it if it is beyond Spencer's capabilities. This is clearly not ideal, but we do have some workarounds as options if something would happen.



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/17/25
Re: Community Partnerships



When the food pantry stock got very low early this fall, we reached out to the community for help. We were very lucky to receive donations from many organizations including KU, Unison, Flow Chiropractic, Associated Bank, Kaukauna Lions, and Trim Hunger. We also received a lot of support from the community. With their help, the library has enough stock now to make it until the delivery comes from the Civic Engagement group at the high school.

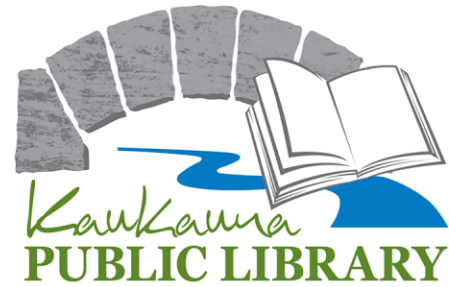
Our friend Violet donated two special stools for children to use in the restrooms to wash their hands. Her dad was even kind enough to put them together for us!

We held our annual coat and winter gear drive on October 11. We owe thanks to all donors, especially Niemuth Construction, who brought in five bins of brand new coats, as well as the Yarn it All Knitters, who brought cozy accessories for those in need.

On October 14, I traveled to Image Studio in Appleton to be a part of a Trim Hunger video. Kaukauna Public Library was their first partner, so the library, along with their other partners, Catalpa Health, and Appleton Area School District participated in interviews talking about what Trim Hunger does and why it is important. I got to sit under bright lights with microphones and monitors, complete with hair and make up touch ups. The video will be shown at their annual fundraiser event, Grateful Groove.



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/17/25
Re: Upcoming Notables



On 10/28, the day of our Board meeting, James, Sarah, and I will be leaving for the Wisconsin Library Association state conference in Middleton after the board meeting. The conference begins early in the morning on 10/29. We will be in Middleton until late Friday afternoon at the conference.

The Library will be closed for the final staff training day of the year on November 7. I will be on vacation during this closure, but our Adult Services Librarian will be running the day for me. The morning will be comprised of the last of the required City safety training for the year, which is an estimated 4-5 hours. After that training, staff will receive a condensed version of the mental health training that Jenny was just certified in.

Stanely Steamer will also be here for mat, chair, and carpet touch up cleaning.

In November, we are also hosting our fall book sale. Dates are November 21- 26. We are closed, like City Hall, November 27-29.



Adult Services Librarian Report October 2025

Programming

Fix-It Clinic

The library hosted its first Fix-It Clinic the evening of October 6th. I heard about the Repair Café that occurs in the Neenah/Oshkosh area and thought that our patrons would appreciate something like that here in Kaukauna. A huge thank you to library patron Becky McMorrow who was instrumental in helping plan the event! The idea of the Fix-It Clinic is that patrons can bring items in to be fixed for free while learning about the repair process from the volunteer fixing the item. It is educational and environmentally friendly, keeping items out of landfills. At the event we were able to fix clothing, computers, furniture, books, and small appliances. We helped 14 people during the event and only two items were deemed irreparable. We are planning to hold these once per semester.



*Sewing, furniture repair, small appliance repair, and computer repair all happening at once! (Left).
Volunteer Ben Kaufmann fixing a patron's internet router (right).*

Listening Lounge

Amber's listening lounge continues to be a hit! The event is well attended, and as a group they recently decided on which albums they will listen to through May of next year!

Couple's Salsa

Yenny and Carlos hosted a couple's salsa class at the library on Monday, October 13th. We also provided a variety of chips and salsa for patrons to sample. Yenny spoke about the history of salsa and demonstrated the differences between the steps in different salsa moves. The event was very well attended, with almost 30 people coming out to dance!



A room full of salsa dancers! (Left). Yenny and Carlos instructing a patron in the art of salsa(right).

Puzzle Palooza

The library hosted our 9th Puzzle Palooza event on Saturday, October 4th. This event was quite competitive, with the winning team, Piece By Piece, getting within about one minute of beating our existing record of 26 minutes 33 seconds.



Winning Team Piece By Piece completed the puzzle in 27 minutes 35 seconds.

Cribbage Tournament

John hosted our 2nd cribbage tournament on Saturday, October 18th. The attendance more than doubled from last year, with 10 people competing! Participants chatted for a while after the program ended and left positive comments on the library's Facebook post indicating that the program was well organized and that they had a lot of fun.



5 groups of 2 players rotated stations for 5 rounds of play (left). The participants including winner Dave Wittman – right trophy holder and 2nd place Patrick O’Kane – left trophy holder. (right).

Focus On Local History - Live Podcast Edition

Gavin hosted a very special Focus on Local History on the evening of October 21st. He and his cohost Eric recorded a live edition of their podcast Fox Cities Murder and Mayhem at the library! They discussed Kaukauna’s Prohibition years and how the county sheriff was corrupted by the roaring 20’s. Attendance was higher than average at 20 people due to this special occasion!



Gavin (left) and Eric (right) discuss Outagamie County’s scandalous history during Prohibition.

ILS Update

On the afternoon of October 21st, the ILS Selection Committee cast our votes and chose to leave CARL behind in favor of a different ILS and discovery layer. Details to follow, with recommendations to be made at AAC next month.

Youth Services at a Glance

September 2025

Teacher Packs- 2

Youth Programs- 20

Youth Attendance- 388

General Interest Programs- 9

General Interest Attendance- 961

Program Highlights

To start off the school year, we added a Lego Club to youth programs on Wednesday evenings. This month, the challenge was to rescue a Lego man in a trash canyon. Teams were instructed to design an escape, but wait- the first plan is foiled! After the teams decided on an alternative idea, they needed to demonstrate their escape. If successful, they then moved on to their free build time. Rescue ideas included a hover plane with an extendable ladder, a dirt bike driver with a steep ramp, a giant trampoline, and, my favorite, a teleporter. The program ended with time for free building, and each attendee can continue adding to their free build throughout the fall program semester.



September marks the return of storytimes at the Kaukauna Public Library and the return of so many library friends! Each week, we host four storytimes in addition to a bi-weekly STEAM-based storytime. We have steady attendance at each offering and continue to see new faces join in the fun. With literacy and circulation in mind, we have curated book bundles complete with stickers and activity sheets to better serve the grown-ups attending storytimes who have limited time to browse for books.

A day was had at the K-pop Demon Hunters Day this month. The library was buzzing all day long with patrons crafting puppets, hunting demons, and taking photos. Poster prizes were a huge hit with our tweens, and attendees of all ages enjoyed K-pop-inspired bookmarks. The conference room featured a listening booth and a karaoke station, and the new garden room was the perfect location for librarian-led charm creations.



Community Outreach & Collaboration

Last spring, we began a collaboration with the 1000 Islands Environmental Center to plant a Three Sisters Garden. The idea was to show the community the possibilities of companion gardening in a small space and highlight the importance of a respectful relationship with the environment by using indigenous knowledge. In many ways, we were successful. This space has been integral for several library programs, and we have harvested the seeds to help stock our seed library. We did encounter a few hiccups along the way that have helped determine a new plan for next spring. We completed our final harvest of squash this month and invited attendees at Little Learners Storytime to learn the beginning process of seed saving.



Local History Report

October 2025

Gavin Schmitt

Recollection Wisconsin

On September 22, 2025, I had the privilege of attending the “Recollection Wisconsin Joint Meeting of the Governing Board and Steering Committee.” Approximately 20 of us gathered at the Golda Meir library at UW-Milwaukee to discuss the direction Recollection Wisconsin should go for 2025-2027. Up front, I will say it was an honor to be among this group shaping statewide policy, and it was especially nice to meet in person – prior to this, I had only interacted through remote meetings.

As a refresher, Recollection Wisconsin (RW) is a project of the Wisconsin Library Service (WiLS). Our governing partners include various Wisconsin universities, the Wisconsin Historical Society, and DPI. RW has an operating biennial budget of \$300,000. Its core mission is to bring Wisconsin history and culture into the future through digital preservation.

Much of the discussion was internal and not applicable to KPL. For example, I lead a discussion on “transparency, responsiveness, and stewardship” with regards to RW governance. Rather esoteric to people outside the room. However, a few things I feel might be of interest.

Priorities for 2025-2027 were voted on, with these being the things the project managers should focus on:

- Continued collaboration with underrepresented counties and Culture Keepers. Of Wisconsin’s 72 counties, a few are still not visible online. These are the rural, lower population counties, whose heritage is as important to state history as Milwaukee or Madison. Culture Keepers is the term RW uses for indigenous archives and archivists. Though some of Wisconsin’s tribal nations have been hesitant (with good reason) to share their history, RW believes a fuller understanding of their culture is good for all.
- Conduct an “educator user experience” study. In other words, how are teachers and professors using RW in the classroom? Based on results, RW will build K-12 educator resources. (What topics are overlooked and could be bundled together into a useful collection of photos and documents all in one place?)
- Expand mobile digitization kits. RW receives requests from people who wish to preserve family photos or oral histories. They do not work with the public directly, but can loan such tools to a partner library in that person’s area.

Two things I advocated for, but were not given high priority:

- Increased social media and blog presence. With between 200 and 300 content partners, I felt it was a good idea to invite them to share an image and how it tells their community’s story. RW would still “sign off” on this to avoid any problematic

- language, but other than proofreading I think the time involved would be low. Each partner has their own built-in audience, meaning great potential for new crossover.
- PastPerfect API. Traditionally, RW would pull Kaukauna information from the Kaukauna Memory Project, hosted by the Milwaukee Public Library. This collection still exists, but has not been added to in quite some time. Instead, we have 15,000+ items on PastPerfect. These DO turn up in a Google search, but do not get incorporated into RW. Finding a way to let RW and PastPerfect “talk” would be a huge step forward.

Two other big topics worth knowing about:

- The day after our meeting, another meeting was held with many of the same people called Newspaper Think Tank. One idea discussed was how to get most or all of Wisconsin’s newspapers online in one place. It was speculated this would take at least 3-5 years, and more likely 5+. I asked the obvious question – should libraries pause digitizing and wait for the state to catch up? There was no clear answer on this, and my position remains that I’m very pleased with the newspaper digitization thus far and would not hesitate to do the rest (1991-2018) even if I knew the state would tackle the project in five years. The time saved in 2025 alone by being to access the newspaper online is immeasurable and getting the job done now rather than 2030 would pay for itself.
- Last year at this time, DPLA (the national digital archive RW belongs to) was expected to disappear, but at the last moment Philadelphia Free Library stepped in to be the new host. Now, it appears this deal has fallen through and the project managers of RW have expressed to DPLA they have no confidence. A backup plan from last year was to create a regional (Midwest) hub, and discussions have been ongoing since that time. Unless there is a drastic change, I would expect this is the path going forward. I’m in favor of this. Wisconsin has more history and culture in common with Minnesota, Michigan, Illinois, etc. than the nation as a whole, and such a database would be more relevant – filtering out the “noise” from other regions. As a Grignon family researcher, I am often looking to neighboring states for information. Such a hub would also not stop a national group (DPLA or otherwise) from existing later. The Midwest is a national leader in archives and digitization and this would be a great showcase.

Ending on a personal note, I feel I have found my voice with regards to local history, and it is exciting to represent Kaukauna Public Library among other, larger educational institutions and hold equal weight among them. Historic preservation is not a topic that is going anywhere, and to be able to show that our library takes this seriously and is a leader among its peers is quite rewarding and distinguishes KPL as an outstanding organization.

Trustee Training

Chapter 2

Powers and Duties

Wisconsin Statutes under Section 43.58, which is titled "Powers and Duties." The primary responsibilities of trustees assigned here include:

- Exclusive control of all library expenditures.
- Purchasing of a library site and the erection of the library building when authorized.
- Exclusive control of all lands, buildings, money, and property acquired or leased by the municipality for library purposes.
- Supervising the administration of the library and appointing a librarian.
- Prescribing the duties and compensation of all library employees.

Powers and Duties

- Compared with other appointed boards, library boards have extraordinary powers and responsibilities.
- In providing this governance structure for libraries, the legislature was attempting to keep library operations under direct citizen control and as far as possible outside the political sphere of government.

Responsibilities of Director

His or her duties include (but are not limited to):

1. Overseeing the library budget and preparing reports as required by the board.
2. Managing of library collections, including selecting all library material according to policies approved by the board, oversight of the cataloging and classification of library material, and the operation of automated systems.
3. Hiring, training, supervising, and scheduling other library personnel.
4. Supervising circulation of material and record keeping.
5. Cooperating with the board, community officials, and groups in planning library services and publicizing library programs within the community.
6. Supervising the maintenance of all library facilities and equipment.

Division of Labor

- The library board decides what services the library will provide and to what lengths the director and his or her staff may go to provide those services. However, it is up to the director, as the hired professional, to create the procedures needed to carry out the policies of the board and ensure that services are provided effectively and efficiently.
- Except in extreme situations, library trustees should not discuss library business with employees other than the director. The library board may solicit library staff input on the director's performance as part of a formal evaluation process.

Division of Labor

- Administration of the budget and expenditure of funds is a frequent source of misunderstanding regarding the division of labor between boards and directors. Section 43.58(2) states that "The library board shall audit and approve all expenditures of the public library."
- The library board must review expenditures and keep an eye on the flow of funds, but should trust the judgment of the director when it comes to which books to purchase or which is the most economical office supply vendor.

Municipal Involvement

- When the director, or his authorized staff, makes a purchase of material or service, an invoice is received from the vendor. The director will then prepare a group of invoices for review at the monthly meeting of the library board.
- Usually, the director will also provide a list of the invoices along with a financial statement indicating how much money will be left in each line of the budget after payment is made. According to Wisconsin Statutes Section 43.58(2), "The library board shall audit and approve all expenditures" and forward these to the appropriate municipal or county financial officer. The municipal or county officer must then pay the bill.

Municipal Involvement

- One final point on finances: while the library board has full authority over the expenditure of funds, the municipality holds the money.
- For example, the library director will attend department-head meetings with other administrators. He or she may attend city council meetings and give a report. The library may provide services on behalf of the municipality, such as maintaining the village webpage. Just as the municipality is a partner in providing library service, the library can be a strong partner in providing municipal service to the community.

Discussion Questions

1. What are the pros and cons of citizen board control of the library?
2. How are requests for expenditures presented and approved at your library?
3. Who prepares the first draft of the library budget?
4. What is the education and background of your director?
5. How do library personnel and/or the board interact with your local government?
6. How can the library board promote a positive relationship with the municipality?
7. How involved, or uninvolved, is your director with the community and municipal government?
8. How is the annual budget and funding request presented to your municipal government?

2025 Statistics											2024 Statistics			
Circulation	January	February	March	April	May	June	July	August	September	2025 Y-T-D	September 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Total Circulation and Renewal	14,507	13,075	13,936	12,842	11,795	14,861	15,436	13,124	11,881	121,457	11,341	117,093	540	5%
Overdrive Usage	2,890	2,640	2,967	2,778	2,578	2,728	2,886	2,865	2,756	25,088	2,430	22,247	326	13%
Hoopla Usage	523	532	554	527	574	611	584	538	546	4,989	442	3,979	104	24%
Items Loaned	3,096	2,999	3,684	3,486	3,102	3,142	3,681	3,626	3,652	30,468	2,742	25,680	910	33%
Items Borrowed	4,593	3,918	3,914	3,841	3,374	3,383	3,742	3,651	3,446	33,862	3,501	31,933	-55	-2%
Teacher Packs	5	2	4	3	1	1	0	0	2	18	3	20	-1	-33%
Door Count	9,201	8,753	10,157	8,865	8,947	10,070	10,306	8,586	8,061	82,946	7,788	83,197	273	4%
Services	January	February	March	April	May	June	July	August	September	2025 Y-T-D	September 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Public Internet Usage/Hr.	329	286	320	258	265	355	332	376	348	2,869	250	2,848	98	39%
Wireless Usage by Session	1,271	1,258	1,370	1,368	1,480	1,360	1,328	1,229	1,288	11,952	1,277	11,513	11	1%
Youth Programs	17	31	35	26	92	42	19	17	20	299	18	299	2	11%
Youth Program Attendance	328	889	936	521	2,408	2,156	511	1,750	388	9,887	351	11,222	37	11%
Adult Programs	16	16	16	19	15	11	13	14	12	132	21	139	-9	-43%
Adult Program Attendance	139	110	127	134	113	105	188	129	85	1,130	183	1,468	-98	-54%
General Interest Programs	8	5	14	10	7	18	19	8	9	98	3	78	6	200%
General Interest Attendance	582	154	2,948	1,005	406	1,494	1,931	569	961	10,050	73	8,069	888	1216%
Meeting Room Usage	58	74	91	70	60	66	125	55	60	659	54	571	6	11%
Study Room	135	190	161	168	151	105	65	100	107	1,182	141	1,319	-34	-24%
Volunteer Hours	102	98	107	87	88	99	106	106	112	905	77	789	35	45%
Local History Inquiries	18	12	16	9	13	15	11	12	10	116	6	102	4	67%
Technology Instruction 1:1	12	8	5	10	13	16	10	12	11	97	11	92	0	0%
Proctor	0	0	0	0	0	0	0	0	0	0	0	3	0	0%
Notary (service ended in May)	2	2	1	1	0	0	0	0	0	6	2	11	-2	0%
Social Statistics	January	February	March	April	May	June	July	August	September	2025 Y-T-D	September 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Website Views	3,060	2,975	2,795	2,413	2,588	3,651	2,854	2,670	2,604	25,610	2,825	26,002	-221	-8%
Facebook Followers	8,691	8,710	8,788	8,802	8,871	8,955	9,021	9,090	9,175	80,103	18	424	NEW	STATISTIC
TikTok Followers	744	743	739	747	767	785	784	785	785	6,879	70	988	715	1021%
Instagram Followers	914	918	927	929	929	933	929	932	935	8,346	NEW		STATISTIC	
Items Held by Library	January	February	March	April	May	June	July	August	September	Month to Month # +/-	September 2024	# +/-	Quarterly Report	
Total Titles Held by Library	67,633	67,951	68,411	68,570	69,229	69,658	69,927	70,510	70,604	159	66,263	4,341		
Total Items Held by Library	72,130	72,510	72,724	72,897	73,585	74,089	74,371	75,005	75,113	173	70,722	4,391		
Kaukauna Card Holding Patrons	10,943	10,943	11,056	11,056	11,056	11,056	11,371	11,371	11,371	0	10,943	428		