

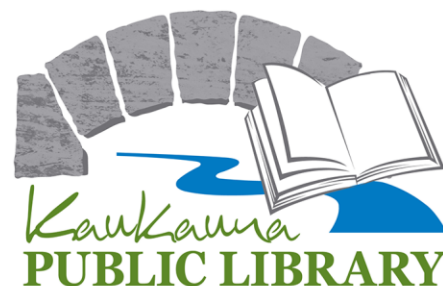
# LIBRARY BOARD MEETING

City of Kaukauna

**Kaukauna Public Library**

207 Thilmany Rd STE 200, Kaukauna

Tuesday, August 26, 2025 at 5:30 PM



## AGENDA

### In-Person and Remote Teleconference via Zoom

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
  - a. [Tuesday, June 24, 2025 Meeting Minutes](#)
4. Public Participation and Communications
5. Action Items
  - a. [Bill Register June 2025](#)
  - b. [Bill Register July 2025](#)
  - c. [OWLS Membership Renewal Agreement](#)
  - d. [2026 Closed Dates](#)
  - e. [Election of Officers](#)
  - f. [Committee Assignments](#)
6. Information Items
  - a. [Director's Report](#)
  - b. [Adult Services Librarian Report](#)
  - c. [Communications Coordinator Report](#)
  - d. [Trustee Topic: Appendix A](#)
  - e. [Statistics](#)
7. Closed Session
  - a. Adjourn to closed session pursuant to §19.85(1)(e) for deliberating or negotiating the purchase of public properties- Orange Cat, Inc.
  - b. Return to open session for possible action.
8. 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/82343512027pwd=DUneYtdgQn38Poko2fTxFSuMx4igP.1>

Meeting ID: 82343512027

**KAUKAUNA PUBLIC LIBRARY**

207 Thilmany Rd Suite 200  
Kaukauna, WI 54130

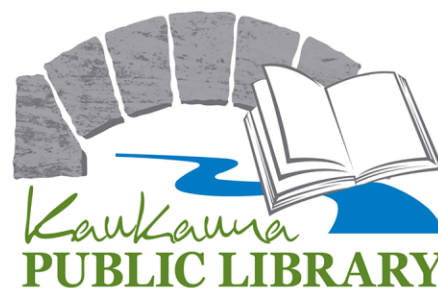
920.766.6340  
[www.kaukaunapubliclibrary.org](http://www.kaukaunapubliclibrary.org)

## LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna



Tuesday, June 24, 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 by President Kilgas at 5:30p.
2. Roll call of membership
  - a. Present: M.J. Kilgas, J. Lucas, C. Van Boxtel, J. Van de Hey, A. Neumeier, D. Tatro
  - b. Excused: C. Fallona & J. Sager
  - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
  - a. Tuesday, May 27, 2025 Meeting Minutes
  - b. J. Van de Hey made a motion to approve the Tuesday, May 27, 2025 Meeting Minutes, seconded by C. Van Boxtel. Motion carries; all in favor.
4. Public Participation and Communications
  - a. A. Thiem-Menning noted that when she drove in for the meeting Channel 11 was outside interviewing librarian J. Berven about his turtle rescue, which had also made Channel 26 news.
5. Action Items
  - a. Bill Register May 2025
    - i. D. Tatro made a motion to approve the Bill Register May 2025, seconded by A. Neumeier. Motion carries; all in favor.
6. Information Items
  - a. Directors Report
    - i. A. Thiem-Menning noted that the Library was participating in the Post Card project in conjunction with the Library System to support IMLS funding. A report will come after project completion.
    - ii. A. Thiem-Menning updated that a letter is in a draft process to Hoopla from all participating OWLS libraries noting our request for better data reporting from them.
    - iii. Lastly, A. Thiem-Menning noted that she had submitted a personnel request last year for hiring an Assistant Director in 2026, and was planning to submit a request this year for the conversion of another

part-time position in 2026, as part of the staffing restructure plan.  
Several Board members noted continued concern over the  
Assistant Director position remaining vacant since 2022.

- b. Adult Services Librarian Report
  - c. Youth Services Librarian Report
  - d. Trustee Topic 27
  - e. Statistics
    - i. J. Vondracek made a motion to receive and place on file the reports, seconded by A., Neumeier. Motion carries; all in favor.
7. Adjournment
- a. The meeting adjourned at 5:55p.

Join Zoom Meeting

[https://us06web.zoom.us/j/82343512027?pwd=DUneYtdgQn38Poko2fTxFSuMx4igP.](https://us06web.zoom.us/j/82343512027?pwd=DUneYtdgQn38Poko2fTxFSuMx4igP.1)

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Meeting ID: 82343512027



**City of Kaukauna**  
**City of Kaukauna**  
**City - Budget vs. Actual (Years 2025+)**  
**From Jan 2025 to Jun 2025**

<b>Financial Row</b>	<b>Amount</b>	<b>Budget Amount</b>	<b>Amount Over Budget</b>	<b>% of Budget</b>
Expense				
5101 - Regular Payroll	\$250,534.31	\$620,644.00	(\$370,109.69)	40.37%
5104 - Temporary Payroll	\$22,384.92	\$36,000.00	(\$13,615.08)	62.18%
5107 - Overtime Pay	\$18.63	\$0.00	\$18.63	0.00%
5151 - Retirement Plan	\$14,270.18	\$32,768.75	(\$18,498.57)	43.55%
5152 - Residency	\$2,389.12	\$4,351.00	(\$1,961.88)	54.91%
5154 - Social Security	\$15,931.84	\$38,953.58	(\$23,021.74)	40.90%
5157 - Group Health Insurance	\$57,359.00	\$111,519.00	(\$54,160.00)	51.43%
5160 - Group Life Insurance	\$281.99	\$563.00	(\$281.01)	50.09%
5163 - Workers Compensation	\$487.80	\$2,843.99	(\$2,356.19)	17.15%
5208 - Travel - City Business	\$2,348.90	\$3,820.00	(\$1,471.10)	61.49%
5211 - Education & Memberships	\$599.00	\$2,804.00	(\$2,205.00)	21.36%
5303 - Communications	\$296.64	\$700.00	(\$403.36)	42.38%
5306 - Heating Fuels	\$3,900.29	\$8,000.00	(\$4,099.71)	48.75%
5309 - Water Sewer & Electric	\$5,037.23	\$16,450.00	(\$11,412.77)	30.62%
5312 - Maintenance - Buildings	\$53,393.00	\$119,000.00	(\$65,607.00)	44.87%
5313 - Lease - Buildings	\$71,958.00	\$143,916.00	(\$71,958.00)	50.00%
5325 - Contractual Services	\$19,195.25	\$35,584.00	(\$16,388.75)	53.94%
5328 - Advertising	\$714.24	\$2,550.00	(\$1,835.76)	28.01%
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%
5401 - Office Supplies	\$3,134.41	\$7,500.00	(\$4,365.59)	41.79%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5410 - General Supplies	\$94.68	\$0.00	\$94.68	0.00%
5422 - Data Processing Supplies	\$5,151.52	\$7,500.00	(\$2,348.48)	68.69%
5431 - Postage	\$1,309.69	\$1,500.00	(\$190.31)	87.31%
5441 - Library Materials	\$72,434.90	\$107,552.00	(\$35,117.10)	67.35%
5442 - Service Contracts	\$49,378.99	\$69,784.00	(\$20,405.01)	70.76%
5444 - Library Programs	\$2,121.05	\$6,000.00	(\$3,878.95)	35.35%
5499 - Miscellaneous	\$2,620.41	\$1,500.00	\$1,120.41	174.69%
5801 - Land & Buildings	\$3,547.56	\$0.00	\$3,547.56	0.00%
5804 - Equipment (including Office)	\$4,966.87	\$9,420.00	(\$4,453.13)	52.73%
Total - Expense	\$796,401.42	\$1,522,564.32	(\$726,162.90)	52.31%
Net Income	(\$796,401.42)	(\$1,522,564.32)	\$726,162.90	52.31%

**City of Kaukauna**  
**City - Income Statement Detail**  
**Jun 2025**

Item 5.a.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
<b>Expense</b>							
<b>5101 - Regular Payroll</b>							
	Journal	6/5/2025	Jun 2025	JE815		\$22,564.45	Gross Earnings
	Journal	6/18/2025	Jun 2025	JE825		\$21,709.85	Gross Earnings
<b>Total - 5101 - Regular Payroll</b>						<b>\$44,274.30</b>	
<b>5104 - Temporary Payroll</b>							
	Journal	6/5/2025	Jun 2025	JE815		\$1,544.68	Seasonal
	Journal	6/18/2025	Jun 2025	JE825		\$1,802.55	Seasonal
<b>Total - 5104 - Temporary Payroll</b>						<b>\$3,347.23</b>	
<b>5151 - Retirement Plan</b>							
	Journal	6/5/2025	Jun 2025	JE815		\$1,296.76	ERWRSGen
	Journal	6/18/2025	Jun 2025	JE825		\$1,223.43	ERWRSGen
<b>Total - 5151 - Retirement Plan</b>						<b>\$2,520.19</b>	
<b>5152 - Residency</b>							
	Journal	6/5/2025	Jun 2025	JE815		\$239.85	401a
	Journal	6/18/2025	Jun 2025	JE825		\$242.66	401a
<b>Total - 5152 - Residency</b>						<b>\$482.51</b>	
<b>5154 - Social Security</b>							
	Journal	6/5/2025	Jun 2025	JE815		\$1,098.76	Employer Social Security Expense
	Journal	6/5/2025	Jun 2025	JE815		\$335.93	Employer Medicare Expense
	Journal	6/18/2025	Jun 2025	JE825		\$327.33	Employer Medicare Expense
	Journal	6/18/2025	Jun 2025	JE825		\$1,033.35	Employer Social Security Expense
<b>Total - 5154 - Social Security</b>						<b>\$2,795.37</b>	
<b>5157 - Group Health Insurance</b>							
	Journal	6/5/2025	Jun 2025	JE815		\$207.00	HRA Monthly
	Journal	6/5/2025	Jun 2025	JE815		\$4,409.75	ER Health
	Journal	6/18/2025	Jun 2025	JE825		\$4,409.75	ER Health
<b>Total - 5157 - Group Health Insurance</b>						<b>\$9,026.50</b>	
<b>5160 - Group Life Insurance</b>							
	Journal	6/5/2025	Jun 2025	JE815		\$24.35	ER Life
	Journal	6/18/2025	Jun 2025	JE825		\$29.51	ER Life
<b>Total - 5160 - Group Life Insurance</b>						<b>\$53.86</b>	
<b>5163 - Workers Compensation</b>							
	Journal	6/5/2025	Jun 2025	JE815		\$38.57	WC Admin
	Journal	6/18/2025	Jun 2025	JE825		\$37.63	WC Admin
<b>Total - 5163 - Workers Compensation</b>						<b>\$76.20</b>	
<b>5303 - Communications</b>							
	Credit Card	5/18/2025	Jun 2025	RAMP.13a09ac5-44cb-478a-a43\	V0755 T-Mobile	\$58.68	Spencer Heise - Library mobile communication services
	Journal	6/18/2025	Jun 2025	JE825		\$25.00	Cell Reimb
<b>Total - 5303 - Communications</b>						<b>\$83.68</b>	
<b>5306 - Heating Fuels</b>							
	Vendor Invoice	5/28/2025	Jun 2025	5494734048	V0705 We Energies	\$73.02	Gas Service - May
<b>Total - 5306 - Heating Fuels</b>						<b>\$73.02</b>	
<b>5309 - Water Sewer &amp; Electric</b>							
	Vendor Invoice	5/27/2025	Jun 2025	500114-012025-05-27	V0383 Kaukauna Utilities	\$1,040.64	Water, Sewer, & Electric
<b>Total - 5309 - Water Sewer &amp; Electric</b>						<b>\$1,040.64</b>	
<b>5312 - Maintenance - Buildings</b>							
	Vendor Invoice	5/31/2025	Jun 2025	9652	V1220 Killian's Landscaping, Inc.	\$250.00	Monthly Lawn & Landscape Maintenance
	Vendor Invoice	6/10/2025	Jun 2025	061025	V0016 Grand Kakalin LLC	\$9,183.00	Maintenance - June 25
<b>Total - 5312 - Maintenance - Buildings</b>						<b>\$9,433.00</b>	
<b>5313 - Lease - Buildings</b>							
	Vendor Invoice	6/10/2025	Jun 2025	061025	V0016 Grand Kakalin LLC	\$11,993.00	Rent - June 25
<b>Total - 5313 - Lease - Buildings</b>						<b>\$11,993.00</b>	
<b>5325 - Contractual Services</b>							
	Credit Card	5/13/2025	Jun 2025	RAMP.50964e07-63f2-46b3-846\	V0006 Complete Office of Wisconsin	\$95.48	paper products
	Vendor Invoice	6/1/2025	Jun 2025	02-40524	V0003 Advanced Maintenance Solutions	\$2,277.40	Monthly Contract Janitorial Services for the month of the invoice date Per contract effective 01/19/2024
	Credit Card	6/10/2025	Jun 2025	RAMP.03204456-f508-4743-bfda	V1173 Amazon	\$28.05	Ashley Thiem-Menning - cleaning supplies
<b>Total - 5325 - Contractual Services</b>						<b>\$2,400.93</b>	
<b>5328 - Advertising</b>							
	Credit Card	6/3/2025	Jun 2025	RAMP.b5e1d6c7-8c26-4099-bb1\	V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - library newsletter email service - mailchimp
	Vendor Invoice	6/10/2025	Jun 2025	5894	V0383 Kaukauna Utilities	\$571.68	Summer 2025 Insert
<b>Total - 5328 - Advertising</b>						<b>\$595.44</b>	
<b>5401 - Office Supplies</b>							
	Credit Card	5/13/2025	Jun 2025	RAMP.50964e07-63f2-46b3-846\	V0006 Complete Office of Wisconsin	\$34.84	paper products
	Credit Card	6/1/2025	Jun 2025	RAMP.766c957b-2e79-4b76-b4e	V1173 Amazon	\$15.51	Spencer Heise - Purchase of library office supplies.

	Credit Card	6/3/2025	Jun 2025	RAMP.15aa0de2-ec5-45c6-883- V1328 Premium Waters, Inc.	\$66.93	Spencer Heise - library water refill
	Credit Card	6/7/2025	Jun 2025	RAMP.c7b424f4-ec84-444f-a230 V1173 Amazon	\$41.99	Spencer Heise - office supplies
	Credit Card	6/9/2025	Jun 2025	RAMP.529b682f-18a3-4bf8-aaea V1173 Amazon	\$33.88	Spencer Heise - office supplies
<b>Total - 5401 - Office Supplies</b>					<b>\$193.15</b>	
<b>5422 - Data Processing Supplies</b>						
	Credit Card	5/11/2025	Jun 2025	RAMP.3b5b7077-976a-4f70-97e V1173 Amazon	\$152.94	Spencer Heise - processing supplies
<b>Total - 5422 - Data Processing Supplies</b>					<b>\$152.94</b>	
<b>5431 - Postage</b>						
	Credit Card	6/5/2025	Jun 2025	RAMP.b529bed8-5442-4957-87e V0680 U.S. Postal Service - Postmaster	\$455.30	Spencer Heise - envelopes
	Credit Card	6/6/2025	Jun 2025	RAMP.7f9c7d69-7c36-40c6-a342 V0680 U.S. Postal Service - Postmaster	\$14.40	Spencer Heise - library mail
<b>Total - 5431 - Postage</b>					<b>\$469.70</b>	
<b>5441 - Library Materials</b>						
	Credit Card	5/8/2025	Jun 2025	RAMP.c21b8dba-ba71-499d-a82 V0796 Baker & Taylor	\$120.15	Spencer Heise - Library book acquisitions
	Credit Card	5/8/2025	Jun 2025	RAMP.c668547d-5831-491c-9e6i V0796 Baker & Taylor	\$6.29	Spencer Heise - Library book acquisitions
	Credit Card	5/13/2025	Jun 2025	RAMP.c7ac5ef7-f739-4930-802e V1207 Miscellaneous Retail Vendor (Ram	\$189.20	James Berven - Library materials acquisition - OverDrive
	Credit Card	5/14/2025	Jun 2025	RAMP.ad5c8adf-8559-4847-b13e V1173 Amazon	\$69.00	James Berven - Library materials acquisition
	Credit Card	5/15/2025	Jun 2025	RAMP.464a69e0-7075-4060-a1b V1173 Amazon	\$18.99	James Berven - Materials for library collection
	Credit Card	5/15/2025	Jun 2025	RAMP.ede737ae-bfe7-48a0-a6f0 V1173 Amazon	\$15.87	James Berven - Materials for library collection
	Credit Card	5/18/2025	Jun 2025	RAMP.13a09ac5-44cb-478a-a43i V0755 T-Mobile	\$761.31	Spencer Heise - Library mobile communication services
	Credit Card	5/19/2025	Jun 2025	RAMP.0020cfc9-edc3-4409-a50e V0796 Baker & Taylor	\$47.50	Spencer Heise - library book acquisitions
	Credit Card	5/19/2025	Jun 2025	RAMP.66115018-d99f-470c-904a V0796 Baker & Taylor	\$56.13	Spencer Heise - library book acquisitions
	Credit Card	5/19/2025	Jun 2025	RAMP.198e2ebe-edbc-4829-881 V0796 Baker & Taylor	\$33.07	Spencer Heise - library book acquisitions
	Credit Card	5/19/2025	Jun 2025	RAMP.ef4e7975-014e-4993-bbd7 V0796 Baker & Taylor	\$17.84	Spencer Heise - Library book acquisitions
	Credit Card	5/21/2025	Jun 2025	RAMP.b3d15f7b-ad22-4155-a9df V1173 Amazon	\$51.97	Ashley Thiem-Menning - library materials acquisition
	Credit Card	5/27/2025	Jun 2025	RAMP.94499e08-bec5-41e5-9e6 V0796 Baker & Taylor	\$126.64	Spencer Heise - Library book acquisitions
	Credit Card	5/28/2025	Jun 2025	RAMP.437bd8c5-d816-4504-bfbf V1173 Amazon	\$41.99	James Berven - Library materials acquisition
	Credit Card	5/29/2025	Jun 2025	RAMP.a180cc9f-91aa-41fc-b7e0- V0651 The Wall Street Journal	\$41.13	Spencer Heise - newspaper subscription
	Credit Card	5/29/2025	Jun 2025	RAMP.499e3a85-40e3-4200-99c V1207 Miscellaneous Retail Vendor (Ram	\$28.46	James Berven - Library materials purchase
	Credit Card	5/29/2025	Jun 2025	RAMP.9384de9e-3cf3-49e2-a4b V1207 Miscellaneous Retail Vendor (Ram	\$566.21	James Berven - Miscellaneous library materials purchase
	Vendor Invoice	5/29/2025	Jun 2025	88395891 V0323 Ingram	\$25.33	Books
	Vendor Invoice	5/29/2025	Jun 2025	88395889 V0323 Ingram	\$1,165.65	Books
	Vendor Invoice	5/29/2025	Jun 2025	88395887 V0323 Ingram	\$14.32	Books
	Vendor Invoice	5/29/2025	Jun 2025	88395897 V0323 Ingram	\$30.57	Books
	Vendor Invoice	5/29/2025	Jun 2025	CAL3521101 V0134 Cavendish Square	\$186.03	Library Materials
	Vendor Invoice	5/29/2025	Jun 2025	88395896 V0323 Ingram	\$9.26	Books
	Vendor Invoice	5/29/2025	Jun 2025	88395898 V0323 Ingram	\$10.48	Books
	Vendor Invoice	5/29/2025	Jun 2025	88395888 V0323 Ingram	\$12.25	Books
	Vendor Invoice	5/29/2025	Jun 2025	88395895 V0323 Ingram	\$24.01	Books
	Vendor Invoice	5/29/2025	Jun 2025	88390002 V0323 Ingram	\$19.03	Books
	Vendor Invoice	5/29/2025	Jun 2025	88389998 V0323 Ingram	\$9.69	Books
	Vendor Invoice	5/29/2025	Jun 2025	88395899 V0323 Ingram	\$22.29	Books
	Vendor Invoice	5/29/2025	Jun 2025	88395901 V0323 Ingram	\$15.88	Books
	Vendor Invoice	5/29/2025	Jun 2025	88389999 V0323 Ingram	\$18.06	Books
	Vendor Invoice	5/29/2025	Jun 2025	88395890 V0323 Ingram	\$12.87	Books
	Vendor Invoice	5/29/2025	Jun 2025	88395900 V0323 Ingram	\$9.26	Books
	Vendor Invoice	5/29/2025	Jun 2025	88390000 V0323 Ingram	\$34.09	Books
	Vendor Invoice	5/29/2025	Jun 2025	88390004 V0323 Ingram	\$27.64	Books
	Vendor Invoice	5/29/2025	Jun 2025	88390003 V0323 Ingram	\$13.40	Books
	Vendor Invoice	5/29/2025	Jun 2025	88395892 V0323 Ingram	\$120.17	Books
	Vendor Invoice	5/29/2025	Jun 2025	88395894 V0323 Ingram	\$196.70	Books
	Vendor Invoice	5/29/2025	Jun 2025	88390001 V0323 Ingram	\$36.28	Books
	Vendor Invoice	5/29/2025	Jun 2025	88395893 V0323 Ingram	\$65.99	Books
	Credit Card	5/30/2025	Jun 2025	RAMP.37412902-b143-474b-9f1 V1173 Amazon	\$15.99	James Berven - Library materials acquisition
	Vendor Invoice	5/31/2025	Jun 2025	507258938 V0472 Midwest Tape	\$1,249.26	Digital Library Materials
	Vendor Invoice	6/3/2025	Jun 2025	88474559 V0323 Ingram	\$17.94	Books
	Vendor Invoice	6/3/2025	Jun 2025	88474553 V0323 Ingram	\$21.61	Books
	Vendor Invoice	6/3/2025	Jun 2025	88474558 V0323 Ingram	\$16.71	Books
	Vendor Invoice	6/3/2025	Jun 2025	88474560 V0323 Ingram	\$16.95	Books
	Vendor Invoice	6/3/2025	Jun 2025	88474554 V0323 Ingram	\$16.74	Books
	Vendor Invoice	6/3/2025	Jun 2025	88474552 V0323 Ingram	\$9.67	Books
	Vendor Invoice	6/3/2025	Jun 2025	88474557 V0323 Ingram	\$8.65	Books
	Vendor Invoice	6/3/2025	Jun 2025	88474556 V0323 Ingram	\$12.43	Books
	Vendor Invoice	6/3/2025	Jun 2025	88474555 V0323 Ingram	\$23.57	Books
	CCard Refund	6/4/2025	Jun 2025	RAMP.9abe6231-8763-4372-9b9 V1173 Amazon	(\$22.90)	Ashley Thiem-Menning - Refund for library materials acquisition
	Credit Card	6/4/2025	Jun 2025	RAMP.cbdf5487-394d-4254-8a7 V0796 Baker & Taylor	\$562.50	Spencer Heise - library book acquisitions
	Vendor Credit	6/4/2025	Jun 2025	CR07019524L V0323 Ingram	(\$42.86)	Books
	Vendor Invoice	6/4/2025	Jun 2025	88498971 V0323 Ingram	\$16.54	Books
	Vendor Invoice	6/4/2025	Jun 2025	88498950 V0323 Ingram	\$13.47	Books
	Vendor Invoice	6/4/2025	Jun 2025	88498952 V0323 Ingram	\$56.40	Books
	Vendor Invoice	6/4/2025	Jun 2025	88498954 V0323 Ingram	\$268.78	Books

Vendor Invoice	6/4/2025	Jun 2025	88498957	V0323 Ingram	\$208.83	Books
Vendor Invoice	6/4/2025	Jun 2025	88498962	V0323 Ingram	\$46.17	Books
Vendor Invoice	6/4/2025	Jun 2025	88498951	V0323 Ingram	\$22.90	Books
Vendor Invoice	6/4/2025	Jun 2025	88498969	V0323 Ingram	\$61.44	Books
Vendor Invoice	6/4/2025	Jun 2025	88498961	V0323 Ingram	\$309.66	Books
Vendor Invoice	6/4/2025	Jun 2025	88498972	V0323 Ingram	\$15.40	Books
Vendor Invoice	6/4/2025	Jun 2025	88498960	V0323 Ingram	\$18.62	Books
Vendor Invoice	6/4/2025	Jun 2025	88498953	V0323 Ingram	\$127.97	Books
Vendor Invoice	6/4/2025	Jun 2025	88498955	V0323 Ingram	\$77.20	Books
Vendor Invoice	6/4/2025	Jun 2025	88498963	V0323 Ingram	\$7.31	Books
Vendor Invoice	6/4/2025	Jun 2025	88498959	V0323 Ingram	\$177.46	Books
Vendor Invoice	6/4/2025	Jun 2025	88498975	V0323 Ingram	\$37.89	Books
Vendor Invoice	6/4/2025	Jun 2025	88498973	V0323 Ingram	\$13.08	Books
Vendor Invoice	6/4/2025	Jun 2025	88498968	V0323 Ingram	\$47.36	Books
Vendor Invoice	6/4/2025	Jun 2025	88498965	V0323 Ingram	\$62.77	Books
Vendor Invoice	6/4/2025	Jun 2025	88498966	V0323 Ingram	\$118.34	Books
Vendor Invoice	6/4/2025	Jun 2025	88498958	V0323 Ingram	\$31.86	Books
Vendor Invoice	6/4/2025	Jun 2025	88498956	V0323 Ingram	\$49.54	Books
Vendor Invoice	6/4/2025	Jun 2025	88498974	V0323 Ingram	\$11.95	Books
Vendor Invoice	6/4/2025	Jun 2025	88498970	V0323 Ingram	\$14.06	Books
Vendor Invoice	6/4/2025	Jun 2025	88498964	V0323 Ingram	\$21.79	Books
Vendor Invoice	6/4/2025	Jun 2025	88498967	V0323 Ingram	\$240.38	Books
Credit Card	6/5/2025	Jun 2025	RAMP.e6b3835a-ec2a-480c-937	V0796 Baker & Taylor	\$50.39	Spencer Heise - library book acquisitions
Credit Card	6/5/2025	Jun 2025	RAMP.bcfe0bfb-3468-4c3f-996f-5	V0796 Baker & Taylor	\$53.21	Spencer Heise - library book acquisitions
Credit Card	6/5/2025	Jun 2025	RAMP.927fb585-bd91-46bf-84e0	V0796 Baker & Taylor	\$35.94	Spencer Heise - library book acquisitions
Vendor Invoice	6/5/2025	Jun 2025	88520949	V0323 Ingram	\$11.51	Books
Vendor Invoice	6/5/2025	Jun 2025	88520946	V0323 Ingram	\$15.34	Books
Vendor Invoice	6/5/2025	Jun 2025	88520941	V0323 Ingram	\$24.81	Books
Vendor Invoice	6/5/2025	Jun 2025	88520947	V0323 Ingram	\$54.76	Books
Vendor Invoice	6/5/2025	Jun 2025	88520943	V0323 Ingram	\$27.08	Books
Vendor Invoice	6/5/2025	Jun 2025	88526320	V0323 Ingram	\$17.41	Books
Vendor Invoice	6/5/2025	Jun 2025	88520936	V0323 Ingram	\$27.08	Books
Vendor Invoice	6/5/2025	Jun 2025	88520937	V0323 Ingram	\$41.43	Books
Vendor Invoice	6/5/2025	Jun 2025	88520950	V0323 Ingram	\$11.47	Books
Vendor Invoice	6/5/2025	Jun 2025	88520935	V0323 Ingram	\$36.44	Books
Vendor Invoice	6/5/2025	Jun 2025	88520940	V0323 Ingram	\$6.57	Books
Vendor Invoice	6/5/2025	Jun 2025	88520944	V0323 Ingram	\$19.56	Books
Vendor Invoice	6/5/2025	Jun 2025	88520938	V0323 Ingram	\$22.64	Books
Vendor Invoice	6/5/2025	Jun 2025	88520942	V0323 Ingram	\$11.54	Books
Vendor Invoice	6/5/2025	Jun 2025	88520945	V0323 Ingram	\$10.55	Books
Vendor Invoice	6/5/2025	Jun 2025	88520948	V0323 Ingram	\$13.52	Books
Vendor Invoice	6/5/2025	Jun 2025	88526319	V0323 Ingram	\$13.65	Books
Vendor Invoice	6/5/2025	Jun 2025	88520939	V0323 Ingram	\$14.20	Books
Credit Card	6/6/2025	Jun 2025	RAMP.3dfd25e1-deb4-4268-9fc0	V1173 Amazon	\$27.40	James Berven - Library materials acquisition
Credit Card	6/6/2025	Jun 2025	RAMP.a877804d-92aa-4984-990	V1173 Amazon	\$39.88	James Berven - Library materials acquisition
Credit Card	6/9/2025	Jun 2025	RAMP.87d9e5aa-e05e-497a-a5f7	V0796 Baker & Taylor	\$11.59	Spencer Heise - Library book acquisitions
Vendor Invoice	6/10/2025	Jun 2025	502643	V1515 Playaway Products LLC	\$273.55	Library Materials
Vendor Invoice	6/11/2025	Jun 2025	88614409	V0323 Ingram	\$22.23	Books
Vendor Invoice	6/11/2025	Jun 2025	88614407	V0323 Ingram	\$10.39	Books
Vendor Invoice	6/11/2025	Jun 2025	88614408	V0323 Ingram	\$24.82	Books
Vendor Invoice	6/11/2025	Jun 2025	88614406	V0323 Ingram	\$17.74	Books
Vendor Invoice	6/11/2025	Jun 2025	88614403	V0323 Ingram	\$51.34	Books
Vendor Invoice	6/11/2025	Jun 2025	88614405	V0323 Ingram	\$17.66	Books
Vendor Invoice	6/11/2025	Jun 2025	88614411	V0323 Ingram	\$31.57	Books
Vendor Invoice	6/11/2025	Jun 2025	88614415	V0323 Ingram	\$35.06	Books
Vendor Invoice	6/11/2025	Jun 2025	88614412	V0323 Ingram	\$7.35	Books
Vendor Invoice	6/11/2025	Jun 2025	88614404	V0323 Ingram	\$17.11	Books
Vendor Invoice	6/11/2025	Jun 2025	88614414	V0323 Ingram	\$18.21	Books
Vendor Invoice	6/11/2025	Jun 2025	88614413	V0323 Ingram	\$44.64	Books
Vendor Invoice	6/11/2025	Jun 2025	88614410	V0323 Ingram	\$20.58	Books
Vendor Invoice	6/13/2025	Jun 2025	88660626	V0323 Ingram	\$10.80	Books
Vendor Invoice	6/13/2025	Jun 2025	88660629	V0323 Ingram	\$11.60	Books
Vendor Invoice	6/13/2025	Jun 2025	88660621	V0323 Ingram	\$17.72	Books
Vendor Invoice	6/13/2025	Jun 2025	88660624	V0323 Ingram	\$8.64	Books
Vendor Invoice	6/13/2025	Jun 2025	88660627	V0323 Ingram	\$18.05	Books
Vendor Invoice	6/13/2025	Jun 2025	88660622	V0323 Ingram	\$17.86	Books
Vendor Invoice	6/13/2025	Jun 2025	88660623	V0323 Ingram	\$17.86	Books
Vendor Invoice	6/13/2025	Jun 2025	88660631	V0323 Ingram	\$23.23	Books
Vendor Invoice	6/13/2025	Jun 2025	88660628	V0323 Ingram	\$9.01	Books
Vendor Invoice	6/13/2025	Jun 2025	88660630	V0323 Ingram	\$11.22	Books

Vendor Invoice	6/13/2025	Jun 2025	88660625	V0323 Ingram	\$12.20	Books
Vendor Invoice	6/18/2025	Jun 2025	88743284	V0323 Ingram	\$11.14	Books
Vendor Invoice	6/18/2025	Jun 2025	88743285	V0323 Ingram	\$18.82	Books
Vendor Invoice	6/18/2025	Jun 2025	88743282	V0323 Ingram	\$11.92	Books
Vendor Invoice	6/18/2025	Jun 2025	88743279	V0323 Ingram	\$34.47	Books
Vendor Invoice	6/18/2025	Jun 2025	88743283	V0323 Ingram	\$13.35	Books
Vendor Invoice	6/18/2025	Jun 2025	88743287	V0323 Ingram	\$22.38	Books
Vendor Invoice	6/18/2025	Jun 2025	88743286	V0323 Ingram	\$15.38	Books
Vendor Invoice	6/18/2025	Jun 2025	88743280	V0323 Ingram	\$16.83	Books
Vendor Invoice	6/18/2025	Jun 2025	88743288	V0323 Ingram	\$12.26	Books
Vendor Invoice	6/18/2025	Jun 2025	88743281	V0323 Ingram	\$18.85	Books
Vendor Invoice	6/18/2025	Jun 2025	88743278	V0323 Ingram	\$33.75	Books
Vendor Invoice	6/23/2025	Jun 2025	88804130	V0323 Ingram	\$36.42	Books
Vendor Invoice	6/23/2025	Jun 2025	88804128	V0323 Ingram	\$33.37	Books
Vendor Invoice	6/23/2025	Jun 2025	88804129	V0323 Ingram	\$19.51	Books
Vendor Invoice	6/23/2025	Jun 2025	88804132	V0323 Ingram	\$14.76	Books
Vendor Invoice	6/23/2025	Jun 2025	88804131	V0323 Ingram	\$9.00	Books
Vendor Invoice	6/24/2025	Jun 2025	88828941	V0323 Ingram	\$10.77	Books
Vendor Invoice	6/24/2025	Jun 2025	88828936	V0323 Ingram	\$13.62	Books
Vendor Invoice	6/24/2025	Jun 2025	88828939	V0323 Ingram	\$7.38	Books
Vendor Invoice	6/24/2025	Jun 2025	88828944	V0323 Ingram	\$13.04	Books
Vendor Invoice	6/24/2025	Jun 2025	88828937	V0323 Ingram	\$19.49	Books
Vendor Invoice	6/24/2025	Jun 2025	88828935	V0323 Ingram	\$52.19	Books
Vendor Invoice	6/24/2025	Jun 2025	88828943	V0323 Ingram	\$11.22	Books
Vendor Invoice	6/24/2025	Jun 2025	88828942	V0323 Ingram	\$16.93	Books
Vendor Invoice	6/24/2025	Jun 2025	88828940	V0323 Ingram	\$23.29	Books
Vendor Invoice	6/24/2025	Jun 2025	88828938	V0323 Ingram	\$23.26	Books
Vendor Invoice	6/26/2025	Jun 2025	88879431	V0323 Ingram	\$19.16	Books
Vendor Invoice	6/26/2025	Jun 2025	88879428	V0323 Ingram	\$15.86	Books
Vendor Invoice	6/26/2025	Jun 2025	88879426	V0323 Ingram	\$35.60	Books
Vendor Invoice	6/26/2025	Jun 2025	88879429	V0323 Ingram	\$27.92	Books
Vendor Invoice	6/26/2025	Jun 2025	88879430	V0323 Ingram	\$11.06	Books
Vendor Invoice	6/26/2025	Jun 2025	88879433	V0323 Ingram	\$51.96	Books
Vendor Invoice	6/26/2025	Jun 2025	88879432	V0323 Ingram	\$10.97	Books
Vendor Invoice	6/26/2025	Jun 2025	88879435	V0323 Ingram	\$21.25	Books
Vendor Invoice	6/26/2025	Jun 2025	88879425	V0323 Ingram	\$18.79	Books
Vendor Invoice	6/26/2025	Jun 2025	88879427	V0323 Ingram	\$110.13	Books
Vendor Invoice	6/26/2025	Jun 2025	88879434	V0323 Ingram	\$12.23	Books
Vendor Invoice	6/26/2025	Jun 2025	88879424	V0323 Ingram	\$9.63	Books
Vendor Invoice	6/27/2025	Jun 2025	88895374	V0323 Ingram	\$37.20	Books
Vendor Invoice	6/27/2025	Jun 2025	88895375	V0323 Ingram	\$32.03	Books
Vendor Invoice	6/27/2025	Jun 2025	88895377	V0323 Ingram	\$22.74	Books
Vendor Invoice	6/27/2025	Jun 2025	88895376	V0323 Ingram	\$42.55	Books
Vendor Invoice	6/30/2025	Jun 2025	88928048	V0323 Ingram	\$85.07	Books
Vendor Invoice	6/30/2025	Jun 2025	88928047	V0323 Ingram	\$39.03	Books
Vendor Invoice	6/30/2025	Jun 2025	88928049	V0323 Ingram	\$102.66	Books
<b>Total - 5441 - Library Materials</b>					<b>\$10,822.08</b>	
<b>5442 - Service Contracts</b>						
Credit Card	5/23/2025	Jun 2025	RAMP.c4257af7-312f-4e60-91a4	V1207 Miscellaneous Retail Vendor (Ram	\$13.99	Spencer Heise - youtube premium for programs
Vendor Invoice	6/2/2025	Jun 2025	39347745	V0440 Marco	\$248.09	Copier - Less Late Charge & Tariff Fees
<b>Total - 5442 - Service Contracts</b>					<b>\$262.08</b>	
<b>5444 - Library Programs</b>						
Credit Card	5/14/2025	Jun 2025	RAMP.a535964b-6c60-48c2-a4a	V1282 Walmart	\$24.23	Sarah Wroblewski - Misc - Supplies for library programs.
Credit Card	5/18/2025	Jun 2025	RAMP.a2d60212-a82f-4849-82bf	V1173 Amazon	\$125.27	Sarah Wroblewski - Supplies for Library - Amazon
Credit Card	5/26/2025	Jun 2025	RAMP.4f051d2f-d6e5-4abf-aa54-	V1173 Amazon	\$24.89	Sarah Wroblewski - Materials for Library Programs
Credit Card	6/4/2025	Jun 2025	RAMP.11df70d9-0e51-4eeb-acdc	V1173 Amazon	\$67.47	Sarah Wroblewski - Supplies for Library - Amazon
Credit Card	6/6/2025	Jun 2025	RAMP.a473dc30-6769-4b8b-b05	V1442 Dollar Tree	\$18.46	Sarah Wroblewski - Miscellaneous supplies for library programming.
Credit Card	6/7/2025	Jun 2025	RAMP.bc7de98b-84c4-a40c-83b	V0628 Stoneridge Piggly Wiggly	\$14.97	James Berven - programming snacks
Credit Card	6/9/2025	Jun 2025	RAMP.7f3e62ab-d6d9-44b1-ba2	V1207 Miscellaneous Retail Vendor (Ram	\$30.98	James Berven - Library program prize. Also, this is another example of Target being off. The amount with sales tax shows up in Ramp, but the invoice show the total without the sales tax since we have a tax free account with target.
<b>Total - 5444 - Library Programs</b>					<b>\$306.27</b>	
<b>5499 - Miscellaneous</b>						
Credit Card	5/14/2025	Jun 2025	RAMP.fca5592c-7362-49fc-8d4a-	V1442 Dollar Tree	\$45.93	Sarah Wroblewski - Miscellaneous supplies for library programming.
Credit Card	5/26/2025	Jun 2025	RAMP.1199b40d-57f5-4c68-9bf-	V1282 Walmart	\$8.94	Ashley Thiem-Menning - library misc
Credit Card	6/5/2025	Jun 2025	RAMP.de6a8b71-f4fe-4d29-9ec0	V0129 Carstens Ace Hardware	\$13.27	Sarah Wroblewski - Library Supplies - Ace Hardware
Credit Card	6/6/2025	Jun 2025	RAMP.e71ef27f-933b-4547-a936	V1207 Miscellaneous Retail Vendor (Ram	\$765.00	Sarah Wroblewski - Performer for library programs
<b>Total - 5499 - Miscellaneous</b>					<b>\$833.14</b>	
<b>5801 - Land &amp; Buildings</b>						
Vendor Invoice	5/23/2025	Jun 2025	LSPQ52541	V0409 Lappen Security Products, Inc.	\$180.00	Remove Camera for Remodel



Total - 5801 - Land & Buildings						\$180.00	Item 5.a.
5804 - Equipment (including Office)							
Credit Card	5/28/2025	Jun 2025	RAMP.aead208d-2cb1-436b-a9c: V1207 Miscellaneous Retail Vendor (Ram			\$1,476.19 Spencer Heise - library computers	
Total - 5804 - Equipment (including Office)						\$1,476.19	
Total - Expense						\$102,891.42	
Net Income						(\$102,891.42)	

Item 5.a.

**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
Totals	\$ 63.88	\$ 2,830.67	\$ 327.87	\$ 36.59	\$ 3,259.01	\$ 106,474.50	\$90,540.00	\$20,875.00	\$2,342.00	\$220,231.50	\$ 223,490.51	\$ 987.98

As Financial Secretary I have reviewed and approved this report:

\_\_\_\_\_  
Jane Vondracek  
Financial Secretary

**City of Kaukauna**  
**City of Kaukauna**  
**City - Budget vs. Actual (Years 2025+)**  
**From Jan 2025 to Jul 2025**

<b>Financial Row</b>	<b>Amount</b>	<b>Budget Amount</b>	<b>Amount Over Budget</b>	<b>% of Budget</b>
Expense				
5101 - Regular Payroll	\$315,399.75	\$620,644.00	(\$305,244.25)	50.82%
5104 - Temporary Payroll	\$26,295.45	\$36,000.00	(\$9,704.55)	73.04%
5107 - Overtime Pay	\$18.63	\$0.00	\$18.63	0.00%
5151 - Retirement Plan	\$18,042.53	\$32,768.75	(\$14,726.22)	55.06%
5152 - Residency	\$3,130.35	\$4,351.00	(\$1,220.65)	71.95%
5154 - Social Security	\$20,150.76	\$38,953.58	(\$18,802.82)	51.73%
5157 - Group Health Insurance	\$66,385.50	\$111,519.00	(\$45,133.50)	59.53%
5160 - Group Life Insurance	\$334.29	\$563.00	(\$228.71)	59.38%
5163 - Workers Compensation	\$597.85	\$2,843.99	(\$2,246.14)	21.02%
5208 - Travel - City Business	\$2,348.90	\$3,820.00	(\$1,471.10)	61.49%
5211 - Education & Memberships	\$921.00	\$2,804.00	(\$1,883.00)	32.85%
5303 - Communications	\$401.57	\$700.00	(\$298.43)	57.37%
5306 - Heating Fuels	\$3,927.20	\$8,000.00	(\$4,072.80)	49.09%
5309 - Water Sewer & Electric	\$6,222.73	\$16,450.00	(\$10,227.27)	37.83%
5312 - Maintenance - Buildings	\$63,138.73	\$119,000.00	(\$55,861.27)	53.06%
5313 - Lease - Buildings	\$83,951.00	\$143,916.00	(\$59,965.00)	58.33%
5325 - Contractual Services	\$21,856.48	\$35,584.00	(\$13,727.52)	61.42%
5328 - Advertising	\$738.00	\$2,550.00	(\$1,812.00)	28.94%
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%
5401 - Office Supplies	\$4,157.92	\$7,500.00	(\$3,342.08)	55.44%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5410 - General Supplies	\$94.68	\$0.00	\$94.68	0.00%
5422 - Data Processing Supplies	\$5,486.61	\$7,500.00	(\$2,013.39)	73.15%
5431 - Postage	\$1,386.17	\$1,500.00	(\$113.83)	92.41%
5441 - Library Materials	\$88,326.70	\$107,552.00	(\$19,225.30)	82.12%
5442 - Service Contracts	\$50,613.97	\$69,784.00	(\$19,170.03)	72.53%
5444 - Library Programs	\$2,701.18	\$6,000.00	(\$3,298.82)	45.02%
5499 - Miscellaneous	\$3,519.61	\$1,500.00	\$2,019.61	234.64%
5801 - Land & Buildings	\$6,193.56	\$0.00	\$6,193.56	0.00%
5804 - Equipment (including Office)	\$11,320.65	\$9,420.00	\$1,900.65	120.18%
Total - Expense	\$938,202.77	\$1,522,564.32	(\$584,361.55)	61.62%
Net Income	(\$938,202.77)	(\$1,522,564.32)	\$584,361.55	61.62%

**City of Kaukauna**  
**City - Income Statement Detail**  
**Jul 2025**

Item 5.b.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
<b>Expense</b>							
<b>5101 - Regular Payroll</b>							
	Journal	7/3/2025	Jul 2025	JE849		\$21,564.46	Gross Earnings
	Journal	7/17/2025	Jul 2025	JE852		\$21,383.40	Gross Earnings
	Journal	7/31/2025	Jul 2025	JE856		\$21,917.58	Gross Earnings
<b>Total - 5101 - Regular Payroll</b>						<b>\$64,865.44</b>	
<b>5104 - Temporary Payroll</b>							
	Journal	7/3/2025	Jul 2025	JE849		\$1,249.96	Seasonal
	Journal	7/17/2025	Jul 2025	JE852		\$1,393.06	Seasonal
	Journal	7/31/2025	Jul 2025	JE856		\$1,267.51	Seasonal
<b>Total - 5104 - Temporary Payroll</b>						<b>\$3,910.53</b>	
<b>5151 - Retirement Plan</b>							
	Journal	7/3/2025	Jul 2025	JE849		\$1,213.07	ERWRSGen
	Journal	7/17/2025	Jul 2025	JE852		\$1,269.59	ERWRSGen
	Journal	7/31/2025	Jul 2025	JE856		\$1,289.69	ERWRSGen
<b>Total - 5151 - Retirement Plan</b>						<b>\$3,772.35</b>	
<b>5152 - Residency</b>							
	Journal	7/3/2025	Jul 2025	JE849		\$249.06	401a
	Journal	7/17/2025	Jul 2025	JE852		\$247.34	401a
	Journal	7/31/2025	Jul 2025	JE856		\$244.83	401a
<b>Total - 5152 - Residency</b>						<b>\$741.23</b>	
<b>5154 - Social Security</b>							
	Journal	7/3/2025	Jul 2025	JE849		\$1,024.09	Employer Social Security Expense
	Journal	7/3/2025	Jul 2025	JE849		\$317.18	Employer Medicare Expense
	Journal	7/17/2025	Jul 2025	JE852		\$1,074.33	Employer Social Security Expense
	Journal	7/17/2025	Jul 2025	JE852		\$316.63	Employer Medicare Expense
	Journal	7/31/2025	Jul 2025	JE856		\$336.17	Employer Medicare Expense
	Journal	7/31/2025	Jul 2025	JE856		\$1,150.52	Employer Social Security Expense
<b>Total - 5154 - Social Security</b>						<b>\$4,218.92</b>	
<b>5157 - Group Health Insurance</b>							
	Journal	7/3/2025	Jul 2025	JE849		\$4,409.75	ER Health
	Journal	7/3/2025	Jul 2025	JE849		\$207.00	HRA Monthly
	Journal	7/17/2025	Jul 2025	JE852		\$4,409.75	ER Health
<b>Total - 5157 - Group Health Insurance</b>						<b>\$9,026.50</b>	
<b>5160 - Group Life Insurance</b>							
	Journal	7/3/2025	Jul 2025	JE849		\$26.15	ER Life
	Journal	7/17/2025	Jul 2025	JE852		\$26.15	ER Life
<b>Total - 5160 - Group Life Insurance</b>						<b>\$52.30</b>	
<b>5163 - Workers Compensation</b>							
	Journal	7/3/2025	Jul 2025	JE849		\$36.51	WC Admin
	Journal	7/17/2025	Jul 2025	JE852		\$36.45	WC Admin
	Journal	7/31/2025	Jul 2025	JE856		\$37.09	WC Admin
<b>Total - 5163 - Workers Compensation</b>						<b>\$110.05</b>	
<b>5211 - Education &amp; Memberships</b>							
	Credit Card	7/2/2025	Jul 2025	RAMP.5f658cf3-7d78-4c47-b69c-cac7506fcacd	V1207 Miscellaneous Retail Vendor (Ramp)	\$322.00	Spencer Heise - local history subscription
<b>Total - 5211 - Education &amp; Memberships</b>						<b>\$322.00</b>	
<b>5303 - Communications</b>							
	Credit Card	6/17/2025	Jul 2025	RAMP.6bed70fd-c257-4bd6-8769-e4dc05f45519	V0755 T-Mobile	\$50.03	Spencer Heise - Library mobile communication services
	Journal	7/17/2025	Jul 2025	JE852		\$25.00	Cell Reimb
	Credit Card	7/18/2025	Jul 2025	RAMP.5bcb02e0-01ab-4a07-8c2a-a0e3689ebb85	V0755 T-Mobile	\$29.90	Spencer Heise - Library mobile communication services
<b>Total - 5303 - Communications</b>						<b>\$104.93</b>	
<b>5306 - Heating Fuels</b>							
	Vendor Invoice	6/27/2025	Jul 2025	5532342772	V0705 We Energies	\$26.91	Gas Service - June
<b>Total - 5306 - Heating Fuels</b>						<b>\$26.91</b>	
<b>5309 - Water Sewer &amp; Electric</b>							
	Vendor Invoice	6/25/2025	Jul 2025	500114-012025-06-25	V0383 Kaukauna Utilities	\$1,185.50	Water, Sewer, & Electric
<b>Total - 5309 - Water Sewer &amp; Electric</b>						<b>\$1,185.50</b>	
<b>5312 - Maintenance - Buildings</b>							
	Credit Card	6/23/2025	Jul 2025	RAMP.1029813a-b8cc-4d51-8a23-d1c946ba7a17	V1173 Amazon	\$103.62	Ashley Thiem-Menning - light bulbs
	Vendor Invoice	6/30/2025	Jul 2025	9697	V1220 Killian's Landscaping, Inc.	\$250.00	Monthly Lawn & Landscape Maintenance - July
	Vendor Invoice	7/7/2025	Jul 2025	070125	V0016 Grand Kakalin LLC	\$9,183.00	Maintenance - July
	Credit Card	7/14/2025	Jul 2025	RAMP.7c58cec1-1bf3-4c6c-85b6-ce122d1d669b	V1207 Miscellaneous Retail Vendor (Ramp)	\$209.11	Spencer Heise - library equipment maintenance
<b>Total - 5312 - Maintenance - Buildings</b>						<b>\$9,745.73</b>	
<b>5313 - Lease - Buildings</b>							
	Vendor Invoice	7/7/2025	Jul 2025	070125	V0016 Grand Kakalin LLC	\$11,993.00	Rent - July
<b>Total - 5313 - Lease - Buildings</b>						<b>\$11,993.00</b>	
<b>5325 - Contractual Services</b>							
	Credit Card	6/16/2025	Jul 2025	RAMP.fc057de3-84cd-4e17-b770-20ec640ff87b	V0006 Complete Office of Wisconsin	\$166.91	Spencer Heise - paper supplies
	Vendor Invoice	7/1/2025	Jul 2025	02-40834	V0003 Advanced Maintenance Solutions	\$2,277.40	Monthly Contract Janitorial Services for the month of the invoice Per contract effective 01/19/2024

Total - 5325 - Contractual Services 5328 - Advertising	Credit Card	7/18/2025	Jul 2025	RAMP.36f8b5bb-690b-46af-9ce0-4dc323a35089	V0006 Complete Office of Wisconsin	\$216.92	Spencer Heise - paper supplies
						<b>\$2,661.23</b>	
Total - 5328 - Advertising 5401 - Office Supplies	Credit Card	7/3/2025	Jul 2025	RAMP.e9a7275d-799e-497a-86e9-e9dc21e07ab2	V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - Library newsletter email service
						<b>\$23.76</b>	
Total - 5401 - Office Supplies 5422 - Data Processing Supplies	Credit Card	6/19/2025	Jul 2025	RAMP.825c7fb1-2596-45bf-8fc0-12d0e3cd3e70	V1173 Amazon	\$53.20	Spencer Heise - office supplies purchase
	Credit Card	6/20/2025	Jul 2025	RAMP.a7f91e1b-cb42-4919-b954-73a79e622b3d	V0006 Complete Office of Wisconsin	\$165.96	Spencer Heise - office supplies
	Credit Card	7/2/2025	Jul 2025	RAMP.3dfb4efd-a26f-4b8c-9aeb-f21fd4653e1	V0006 Complete Office of Wisconsin	\$33.79	Spencer Heise - office supplies
	Credit Card	7/2/2025	Jul 2025	RAMP.2635d726-cc1c-4ff7-8405-22cae265a9cf	V1328 Premium Waters, Inc.	\$62.94	Spencer Heise - library water refill
	Vendor Invoice	7/3/2025	Jul 2025	4637	V0528 Outagamie Waupaca Library System	\$160.00	Receipt Paper
	Credit Card	7/15/2025	Jul 2025	RAMP.69c2070d-a998-4da4-968a-8675617c4b3d	V0006 Complete Office of Wisconsin	\$125.35	Spencer Heise - office supplies
	Vendor Invoice	7/23/2025	Jul 2025	4657	V0528 Outagamie Waupaca Library System	\$368.11	Receipt Printer
	Credit Card	7/25/2025	Jul 2025	RAMP.0468f424-3a1d-4cb0-b7f9-c9eb65979315	V0006 Complete Office of Wisconsin	\$54.16	Spencer Heise - General expenses for office supplies.
						<b>\$1,023.51</b>	
Total - 5422 - Data Processing Supplies 5431 - Postage	Credit Card	6/13/2025	Jul 2025	RAMP.b411e868-2b40-465a-b20f-8029a90f0e86	V1515 Playaway Products LLC	\$31.15	Spencer Heise - processing supplies
	Vendor Invoice	7/3/2025	Jul 2025	330690	V0754 Showcases	\$110.16	CD Cases
	Vendor Invoice	7/3/2025	Jul 2025	4637	V0528 Outagamie Waupaca Library System	\$120.00	Spine Labels
	Credit Card	7/22/2025	Jul 2025	RAMP.92f3de66-766a-43b5-b259-55a6f67393fb	V0006 Complete Office of Wisconsin	\$73.78	Spencer Heise - processing supplies
						<b>\$335.09</b>	
Total - 5431 - Postage 5441 - Library Materials	Credit Card	7/1/2025	Jul 2025	RAMP.31eff925-8f9b-4714-82cf-327855b41c2b	V0680 U.S. Postal Service - Postmaster	\$48.42	Spencer Heise - Library mail
	Credit Card	7/3/2025	Jul 2025	RAMP.c1a8cec2-bfa7-4c7f-9adc-e6d2d3bb8298	V0680 U.S. Postal Service - Postmaster	\$5.38	Spencer Heise - library mail
	Credit Card	7/15/2025	Jul 2025	RAMP.2953b8c7-cae6-441d-8318-5d8d447eb16f	V0680 U.S. Postal Service - Postmaster	\$5.22	Spencer Heise - library mail
	Credit Card	7/24/2025	Jul 2025	RAMP.041bd151-c709-44b4-93f0-349308aa880f	V0680 U.S. Postal Service - Postmaster	\$17.46	Spencer Heise - Library mail
						<b>\$76.48</b>	
Total - 5441 - Library Materials	Vendor Invoice	3/31/2025	Jul 2025	ARG2000058	V1626 Smart Apple Media	\$1,050.41	Library Materials
	Vendor Invoice	4/4/2025	Jul 2025	ARP2500103	V1625 Lakeview Books	\$831.02	Books
	Vendor Invoice	4/15/2025	Jul 2025	ARI2100111	V0970 Broad Reach	\$654.38	Library Materials
	Vendor Invoice	4/25/2025	Jul 2025	NA163068	V0644 The Child's World	\$1,514.70	Books
	Vendor Invoice	4/28/2025	Jul 2025	87837502a	V0323 Ingram	\$73.30	Books
	Vendor Invoice	4/28/2025	Jul 2025	87837503	V0323 Ingram	\$48.34	Books
	Vendor Invoice	5/1/2025	Jul 2025	INV112808	V1609 FlutterBee Education Group	\$2,614.61	Library Materials
	Credit Card	6/5/2025	Jul 2025	RAMP.457d26fe-faf8-47a2-9ee8-8320f8f6bd1b	V1207 Miscellaneous Retail Vendor (Ramp)	\$492.90	James Berven - Miscellaneous library materials purchase.
	Credit Card	6/10/2025	Jul 2025	RAMP.825abde3-89e2-4780-a849-6fb07ceb9efa	V0422 Library Journal	\$169.00	James Berven - Library materials acquisition - Library Journal
	Credit Card	6/11/2025	Jul 2025	RAMP.d759f2f7-38dd-446e-a1b8-d1824798262e	V1173 Amazon	\$25.70	Ashley Thiem-Menning - books
	Credit Card	6/11/2025	Jul 2025	RAMP.e07b9866-3e65-43a7-bc33-a81d55f6d151	V1173 Amazon	\$30.69	Ashley Thiem-Menning - library books
	Credit Card	6/13/2025	Jul 2025	RAMP.2eca0656-29c6-4048-bb49-e3c04b00bb2e	V0796 Baker & Taylor	\$16.55	Spencer Heise - Library book acquisitions
	CARD Refund	6/14/2025	Jul 2025	RAMP.ec4b77c3-3799-479d-a426-440273b110cd	V1207 Miscellaneous Retail Vendor (Ramp)	(\$69.99)	James Berven - Refund for Miscellaneous library materials purchase.
	Credit Card	6/14/2025	Jul 2025	RAMP.9d7eb9f7-dcfe-4df0-82f6-3567f9caf4d1	V1173 Amazon	\$44.39	Ashley Thiem-Menning - library books
	Credit Card	6/17/2025	Jul 2025	RAMP.6bed70fd-c257-4bd6-8769-e4dc05f45519	V0755 T-Mobile	\$388.55	Spencer Heise - Library mobile communication services
	Credit Card	6/18/2025	Jul 2025	RAMP.bb495759-963f-4cef-8bf3-bd49b7539a61	V1173 Amazon	\$41.99	Ashley Thiem-Menning - library books
	Credit Card	6/20/2025	Jul 2025	RAMP.302eccc6-95d0-424a-8789-131f2339e8b0	V1207 Miscellaneous Retail Vendor (Ramp)	\$49.67	James Berven - Miscellaneous library materials purchase.
	Credit Card	6/20/2025	Jul 2025	RAMP.0aeb5e46-fda0-4e05-960f-dd5f2930018f	V0796 Baker & Taylor	\$115.10	Spencer Heise - Library book acquisitions
	Credit Card	6/23/2025	Jul 2025	RAMP.610d526f-e20b-48c1-9028-878b464359ec	V1173 Amazon	\$104.29	Ashley Thiem-Menning - Library materials purchase
	Credit Card	6/23/2025	Jul 2025	RAMP.2688a187-0cec-4fb7-8199-8c7068f437b6	V1173 Amazon	\$28.71	Ashley Thiem-Menning - Library book purchases
	Credit Card	6/23/2025	Jul 2025	RAMP.560114e1-c59a-44e0-8101-45e41e5e3c61	V1173 Amazon	\$21.84	Ashley Thiem-Menning - Library book purchases
	Credit Card	6/24/2025	Jul 2025	RAMP.2b6b59c5-b023-44cf-913a-a98ad096d025	V1173 Amazon	\$19.99	Ashley Thiem-Menning - Library book purchases
	Credit Card	6/24/2025	Jul 2025	RAMP.fad09fc8-3a46-475b-b21b-610c3a6437ac	V1173 Amazon	\$49.37	Ashley Thiem-Menning - Library book purchases
	Credit Card	6/24/2025	Jul 2025	RAMP.d9402c39-3269-4be9-a070-9eb87b36c10b	V1173 Amazon	\$8.36	Ashley Thiem-Menning - Library programs
	Credit Card	6/24/2025	Jul 2025	RAMP.9e119eaa-5368-4062-8e23-b54d49c81afa	V1173 Amazon	\$31.98	Ashley Thiem-Menning - Library book purchases
	Credit Card	6/24/2025	Jul 2025	RAMP.6f8796cc-824a-4a0d-b5db-ab33105108c3	V1173 Amazon	\$15.85	Ashley Thiem-Menning - Library book purchases
	Credit Card	6/24/2025	Jul 2025	RAMP.4033d7ff-71b3-42f7-bb02-36abb0e9a492	V1173 Amazon	\$43.08	Ashley Thiem-Menning - Library book purchases
	Credit Card	6/26/2025	Jul 2025	RAMP.285d6839-67ee-4149-b80b-6810c7a8aee2	V0651 The Wall Street Journal	\$41.13	Spencer Heise - newspaper subscription
	CARD Refund	6/27/2025	Jul 2025	RAMP.dcf8c97a-c216-47dd-a8b2-5e963ef7e1f7	V1173 Amazon	(\$7.99)	Ashley Thiem-Menning - Refund for Library book purchases
	Credit Card	6/27/2025	Jul 2025	RAMP.951ce988-28b2-488d-bf1a-66752551aa3c	V0796 Baker & Taylor	\$39.58	Spencer Heise - library book acquisitions
	Credit Card	6/27/2025	Jul 2025	RAMP.84ab20f7-17d2-4194-94b6-bb2b55496f5b	V0796 Baker & Taylor	\$18.71	Spencer Heise - Library book acquisitions
	Vendor Invoice	6/27/2025	Jul 2025	88895379	V0323 Ingram	\$7.43	Books
	Vendor Invoice	6/27/2025	Jul 2025	88895378	V0323 Ingram	\$6.92	Books
	Credit Card	6/30/2025	Jul 2025	RAMP.5fa461ca-f014-45e4-ac21-a89f55b91718	V1173 Amazon	\$54.03	Ashley Thiem-Menning - Library book purchases
	Credit Card	6/30/2025	Jul 2025	RAMP.5db16dc8-df19-415a-b164-54c57bbbe1af	V1173 Amazon	\$28.41	Ashley Thiem-Menning - Library book purchases
	Credit Card	6/30/2025	Jul 2025	RAMP.85d7a5f2-13ef-4b45-83f1-8fe5170e1640	V1207 Miscellaneous Retail Vendor (Ramp)	\$137.95	James Berven - Library materials acquisition - OverDrive
	Vendor Invoice	6/30/2025	Jul 2025	88928046	V0323 Ingram	\$13.59	Books
	Vendor Invoice	6/30/2025	Jul 2025	507399043	V0472 Midwest Tape	\$1,249.87	Digital Library Materials
	Credit Card	7/1/2025	Jul 2025	RAMP.976a9d5c-da30-4d44-ba02-264a8ec40a94	V1173 Amazon	\$29.98	Spencer Heise - library materials
	Vendor Invoice	7/1/2025	Jul 2025	88948004	V0323 Ingram	\$48.67	Books
	Vendor Invoice	7/1/2025	Jul 2025	88948005	V0323 Ingram	\$35.07	Books
	Vendor Invoice	7/1/2025	Jul 2025	88948008	V0323 Ingram	\$11.70	Books
	Vendor Invoice	7/1/2025	Jul 2025	88948006	V0323 Ingram	\$16.77	Books
	Vendor Invoice	7/1/2025	Jul 2025	88948003	V0323 Ingram	\$17.30	Books
	Vendor Invoice	7/1/2025	Jul 2025	88948007	V0323 Ingram	\$35.64	Books
	Credit Card	7/3/2025	Jul 2025	RAMP.0d4db3b5-5f38-4c3a-9f5c-cb73673765ba	V0796 Baker & Taylor	\$328.19	Spencer Heise - Library book acquisitions
	Vendor Invoice	7/3/2025	Jul 2025	88994315	V0323 Ingram	\$71.01	Books

Item 5.b.

Vendor Invoice	7/3/2025	Jul 2025	88994313	V0323 Ingram	\$34.38	Books
Vendor Invoice	7/3/2025	Jul 2025	88994302	V0323 Ingram	\$131.26	Books
Vendor Invoice	7/3/2025	Jul 2025	88994316	V0323 Ingram	\$109.44	Books
Vendor Invoice	7/3/2025	Jul 2025	88994293	V0323 Ingram	\$13.09	Books
Vendor Invoice	7/3/2025	Jul 2025	88994307	V0323 Ingram	\$43.77	Books
Vendor Invoice	7/3/2025	Jul 2025	88994308	V0323 Ingram	\$312.63	Books
Vendor Invoice	7/3/2025	Jul 2025	88994297	V0323 Ingram	\$12.86	Books
Vendor Invoice	7/3/2025	Jul 2025	88994317	V0323 Ingram	\$13.48	Books
Vendor Invoice	7/3/2025	Jul 2025	88994306	V0323 Ingram	\$82.75	Books
Vendor Invoice	7/3/2025	Jul 2025	88994301	V0323 Ingram	\$113.29	Books
Vendor Invoice	7/3/2025	Jul 2025	88994311	V0323 Ingram	\$195.51	Books
Vendor Invoice	7/3/2025	Jul 2025	88994294	V0323 Ingram	\$32.93	Books
Vendor Invoice	7/3/2025	Jul 2025	88994309	V0323 Ingram	\$17.68	Books
Vendor Invoice	7/3/2025	Jul 2025	88994299	V0323 Ingram	\$77.74	Books
Vendor Invoice	7/3/2025	Jul 2025	88994298	V0323 Ingram	\$9.25	Books
Vendor Invoice	7/3/2025	Jul 2025	88994305	V0323 Ingram	\$46.71	Books
Vendor Invoice	7/3/2025	Jul 2025	88994312	V0323 Ingram	\$91.37	Books
Vendor Invoice	7/3/2025	Jul 2025	88994296	V0323 Ingram	\$12.87	Books
Vendor Invoice	7/3/2025	Jul 2025	88994292	V0323 Ingram	\$12.86	Books
Vendor Invoice	7/3/2025	Jul 2025	88994304	V0323 Ingram	\$31.69	Books
Vendor Invoice	7/3/2025	Jul 2025	88994314	V0323 Ingram	\$165.74	Books
Vendor Invoice	7/3/2025	Jul 2025	88994295	V0323 Ingram	\$16.48	Books
Vendor Invoice	7/3/2025	Jul 2025	88994303	V0323 Ingram	\$150.62	Books
Vendor Invoice	7/3/2025	Jul 2025	88994300	V0323 Ingram	\$13.47	Books
Vendor Invoice	7/3/2025	Jul 2025	88994310	V0323 Ingram	\$22.33	Books
Vendor Invoice	7/7/2025	Jul 2025	89030817	V0323 Ingram	\$11.68	Books
Vendor Invoice	7/7/2025	Jul 2025	89030816	V0323 Ingram	\$41.71	Books
Vendor Invoice	7/10/2025	Jul 2025	505531	V1515 Playaway Products LLC	\$183.32	Books
Credit Card	7/11/2025	Jul 2025	RAMP.bec3e13e-7cb2-40d8-a8b2-7edce5be1282	V0796 Baker & Taylor	\$17.99	Spencer Heise - Library book acquisitions
Vendor Invoice	7/11/2025	Jul 2025	89134094	V0323 Ingram	\$24.39	Books
Vendor Invoice	7/11/2025	Jul 2025	89134095	V0323 Ingram	\$40.97	Books
Vendor Invoice	7/11/2025	Jul 2025	89134090	V0323 Ingram	\$31.81	Books
Vendor Invoice	7/11/2025	Jul 2025	89134092	V0323 Ingram	\$36.94	Books
Vendor Invoice	7/11/2025	Jul 2025	89134096	V0323 Ingram	\$11.93	Books
Vendor Invoice	7/11/2025	Jul 2025	89134093	V0323 Ingram	\$30.69	Books
Vendor Invoice	7/11/2025	Jul 2025	89134089	V0323 Ingram	\$17.64	Books
Vendor Invoice	7/11/2025	Jul 2025	89134091	V0323 Ingram	\$19.47	Books
Vendor Invoice	7/11/2025	Jul 2025	89134088	V0323 Ingram	\$18.09	Books
Credit Card	7/13/2025	Jul 2025	RAMP.29637e79-2d67-4e68-9f98-cf5c1be9572e	V1173 Amazon	\$213.19	Ashley Thiem-Menning - Library materials purchase
Credit Card	7/15/2025	Jul 2025	RAMP.c0edc280-ee62-4d68-8dac-fcd1b6fe8c5b	V1173 Amazon	\$9.91	Ashley Thiem-Menning - Library book purchases
CARD Refund	7/16/2025	Jul 2025	RAMP.d7d5f6f5-d602-4442-8c53-80e6960f6cde	V1173 Amazon	(\$14.99)	Spencer Heise - Refund for library materials
Vendor Invoice	7/16/2025	Jul 2025	89218973	V0323 Ingram	\$17.65	Books
Vendor Invoice	7/16/2025	Jul 2025	89218972	V0323 Ingram	\$14.18	Books
Vendor Invoice	7/16/2025	Jul 2025	89218976	V0323 Ingram	\$16.53	Books
Vendor Invoice	7/16/2025	Jul 2025	89218979	V0323 Ingram	\$14.42	Books
Vendor Invoice	7/16/2025	Jul 2025	89224720	V0323 Ingram	\$10.14	Books
Vendor Invoice	7/16/2025	Jul 2025	89218981	V0323 Ingram	\$16.98	Books
Vendor Invoice	7/16/2025	Jul 2025	89218978	V0323 Ingram	\$51.13	Books
Vendor Invoice	7/16/2025	Jul 2025	89224722	V0323 Ingram	\$12.43	Books
Vendor Invoice	7/16/2025	Jul 2025	89218977	V0323 Ingram	\$12.90	Books
Vendor Invoice	7/16/2025	Jul 2025	89218969	V0323 Ingram	\$16.50	Books
Vendor Invoice	7/16/2025	Jul 2025	89218970	V0323 Ingram	\$16.50	Books
Vendor Invoice	7/16/2025	Jul 2025	89218974	V0323 Ingram	\$8.54	Books
Vendor Invoice	7/16/2025	Jul 2025	89218975	V0323 Ingram	\$12.12	Books
Vendor Invoice	7/16/2025	Jul 2025	89224721	V0323 Ingram	\$13.04	Books
Vendor Invoice	7/16/2025	Jul 2025	89218982	V0323 Ingram	\$8.88	Books
Vendor Invoice	7/16/2025	Jul 2025	89218971	V0323 Ingram	\$17.65	Books
Vendor Invoice	7/16/2025	Jul 2025	89218980	V0323 Ingram	\$121.59	Books
Credit Card	7/17/2025	Jul 2025	RAMP.2b8685c0-c3f8-47a4-8d05-6ad39a6ee4f8	V1173 Amazon	\$39.84	James Berven - Library materials acquisition
Vendor Invoice	7/17/2025	Jul 2025	89246496	V0323 Ingram	\$22.73	Books
Vendor Invoice	7/17/2025	Jul 2025	89246498	V0323 Ingram	\$21.08	Books
Vendor Invoice	7/17/2025	Jul 2025	89246501	V0323 Ingram	\$15.24	Books
Vendor Invoice	7/17/2025	Jul 2025	89246497	V0323 Ingram	\$52.18	Books
Vendor Invoice	7/17/2025	Jul 2025	89246500	V0323 Ingram	\$23.03	Books
Vendor Invoice	7/17/2025	Jul 2025	89246499	V0323 Ingram	\$18.63	Books
Vendor Invoice	7/17/2025	Jul 2025	89246495	V0323 Ingram	\$10.45	Books
Credit Card	7/18/2025	Jul 2025	RAMP.fa4a9d05-7670-4b37-b86f-b755e7f34e56	V1173 Amazon	\$12.64	James Berven - Library materials acquisition
Credit Card	7/18/2025	Jul 2025	RAMP.5bcb02e0-01ab-4a07-8c2a-a0e3689ebb85	V0755 T-Mobile	\$367.95	Spencer Heise - Library mobile communication services
Vendor Invoice	7/21/2025	Jul 2025	89297973	V0323 Ingram	\$52.20	Books
Vendor Invoice	7/21/2025	Jul 2025	89297970	V0323 Ingram	\$17.65	Books
Vendor Invoice	7/21/2025	Jul 2025	89297975	V0323 Ingram	\$15.41	Books
Vendor Invoice	7/21/2025	Jul 2025	89297977	V0323 Ingram	\$14.11	Books
Vendor Invoice	7/21/2025	Jul 2025	89297978	V0323 Ingram	\$5.28	Books
Vendor Invoice	7/21/2025	Jul 2025	89297968	V0323 Ingram	\$17.69	Books
Vendor Invoice	7/21/2025	Jul 2025	89297976	V0323 Ingram	\$15.41	Books

Vendor Invoice	7/21/2025	Jul 2025	89297974	V0323 Ingram	\$23.82	Books
Vendor Invoice	7/21/2025	Jul 2025	89297972	V0323 Ingram	\$40.99	Books
Vendor Invoice	7/21/2025	Jul 2025	89297969	V0323 Ingram	\$53.10	Books
Vendor Invoice	7/21/2025	Jul 2025	89297971	V0323 Ingram	\$34.26	Books
Credit Card	7/23/2025	Jul 2025	RAMP.8ec163a5-1635-4045-aa8d-501fc4e6863b	V0796 Baker & Taylor	\$222.32	Spencer Heise - Library book acquisitions
Credit Card	7/23/2025	Jul 2025	RAMP.7c8893ae-99a1-4fe1-bdf4-34bda81da516	V1207 Miscellaneous Retail Vendor (Ramp)	\$10.80	Ashley Thiem-Menning - kit replacement pieces
Credit Card	7/23/2025	Jul 2025	RAMP.e4639ed3-ceaa-4987-ba5b-667cc9a21814	V0796 Baker & Taylor	\$114.42	Spencer Heise - Library book acquisitions
Credit Card	7/24/2025	Jul 2025	RAMP.cab9ffd3-c122-4531-9d31-8533649f970d	V0651 The Wall Street Journal	\$41.13	Spencer Heise - newspaper subscription
Vendor Invoice	7/24/2025	Jul 2025	89375468	V0323 Ingram	\$27.16	Books
Vendor Invoice	7/24/2025	Jul 2025	89375466	V0323 Ingram	\$21.91	Books
Vendor Invoice	7/24/2025	Jul 2025	89375470	V0323 Ingram	\$11.60	Books
Vendor Invoice	7/24/2025	Jul 2025	89375467	V0323 Ingram	\$10.90	Books
Vendor Invoice	7/24/2025	Jul 2025	89375465	V0323 Ingram	\$33.85	Books
Vendor Invoice	7/24/2025	Jul 2025	89375469	V0323 Ingram	\$9.18	Books
CARD Refund	7/25/2025	Jul 2025	RAMP.93c156e7-45ad-4033-84de-9dd6f22dd982	V1173 Amazon	(\$6.61)	Ashley Thiem-Menning - Refund for Library book purchases
Vendor Invoice	7/25/2025	Jul 2025	89396389	V0323 Ingram	\$8.19	Books
Vendor Invoice	7/25/2025	Jul 2025	89396390	V0323 Ingram	\$12.05	Books
Vendor Invoice	7/28/2025	Jul 2025	89433848	V0323 Ingram	\$32.28	Books
Vendor Invoice	7/28/2025	Jul 2025	89433847	V0323 Ingram	\$32.15	Books
Vendor Invoice	7/28/2025	Jul 2025	89433866	V0323 Ingram	\$12.29	Books
Vendor Invoice	7/28/2025	Jul 2025	89433856	V0323 Ingram	\$20.70	Books
Vendor Invoice	7/28/2025	Jul 2025	89433861	V0323 Ingram	\$40.82	Books
Vendor Invoice	7/28/2025	Jul 2025	89433852	V0323 Ingram	\$112.40	Books
Vendor Invoice	7/28/2025	Jul 2025	89433860	V0323 Ingram	\$20.28	Books
Vendor Invoice	7/28/2025	Jul 2025	89433862	V0323 Ingram	\$9.57	Books
Vendor Invoice	7/28/2025	Jul 2025	89433859	V0323 Ingram	\$79.67	Books
Vendor Invoice	7/28/2025	Jul 2025	89433853	V0323 Ingram	\$8.82	Books
Vendor Invoice	7/28/2025	Jul 2025	89433858	V0323 Ingram	\$27.77	Books
Vendor Invoice	7/28/2025	Jul 2025	89433851	V0323 Ingram	\$425.06	Books
Vendor Invoice	7/28/2025	Jul 2025	89433865	V0323 Ingram	\$32.40	Books
Vendor Invoice	7/28/2025	Jul 2025	89433855	V0323 Ingram	\$20.70	Books
Vendor Invoice	7/28/2025	Jul 2025	89433857	V0323 Ingram	\$87.51	Books
Vendor Invoice	7/29/2025	Jul 2025	89456979	V0323 Ingram	\$15.61	Books
Vendor Invoice	7/29/2025	Jul 2025	89456976	V0323 Ingram	\$43.42	Books
Vendor Invoice	7/29/2025	Jul 2025	89456974	V0323 Ingram	\$13.69	Books
Vendor Invoice	7/29/2025	Jul 2025	89456977	V0323 Ingram	\$27.21	Books
<b>Total - 5441 - Library Materials</b>					<b>\$15,891.80</b>	

**5442 - Service Contracts**

Credit Card	6/23/2025	Jul 2025	RAMP.174ac4b7-17ec-4c6c-ac8c-85a28156456a	V1207 Miscellaneous Retail Vendor (Ramp)	\$13.99	Spencer Heise - youtube premium for programs
Vendor Invoice	6/30/2025	Jul 2025	39563139	V0440 Marco	\$37.50	Copier
Credit Card	7/2/2025	Jul 2025	RAMP.30732739-07bf-42fb-a76c-762d72525408	V1207 Miscellaneous Retail Vendor (Ramp)	\$996.00	Spencer Heise - local history software subscription
Vendor Invoice	7/3/2025	Jul 2025	4637	V0528 Outagamie Waupaca Library System	\$12.00	Office 365 License
Vendor Invoice	7/8/2025	Jul 2025	503402	V1501 WILS	\$199.00	Annual Subscription Fee
Credit Card	7/23/2025	Jul 2025	RAMP.85579ec0-52de-4bb8-82ac-6a2c250cf79d	V1207 Miscellaneous Retail Vendor (Ramp)	\$13.99	Spencer Heise - youtube premium for programs
Journal	7/31/2025	Jul 2025	JE869		(\$37.50)	Marco Transfer Fee

**Total - 5442 - Service Contracts**  
**5444 - Library Programs****\$1,234.98**

Vendor Invoice	5/12/2025	Jul 2025	051225	V1610 Waupaca Library	\$21.00	Waupaca Billed Book - Firefighter by D. Bradley
Credit Card	6/12/2025	Jul 2025	RAMP.8145d206-0a12-44a1-9d6c-874fd949f7a7	V1173 Amazon	\$39.49	Spencer Heise - programming supplies
Credit Card	6/14/2025	Jul 2025	RAMP.d7c0b90a-61f2-432b-9c89-63a96e2996d5	V1173 Amazon	\$89.23	Sarah Wroblewski - Supplies for Library - Amazon
Credit Card	6/14/2025	Jul 2025	RAMP.00ce6724-d5be-41a8-b494-bcdd4451deee	V1173 Amazon	\$16.98	Spencer Heise - programming supplies
Credit Card	6/17/2025	Jul 2025	RAMP.597773e7-5696-4e7d-ae16-822d1bce5250	V1173 Amazon	\$18.75	Sarah Wroblewski - Supplies for Library - Amazon
Credit Card	6/28/2025	Jul 2025	RAMP.90de6b1c-31e2-4091-bbe5-97e0ee28b73c	V1173 Amazon	\$11.99	Sarah Wroblewski - Supplies for Library - Amazon
Credit Card	7/3/2025	Jul 2025	RAMP.6c8a0e37-e1f3-4038-91cc-51a1de6f36a2	V0825 Costco	\$75.54	James Berven - programming snacks
Credit Card	7/9/2025	Jul 2025	RAMP.0b7c3cd2-eaa1-4607-a15a-7891e43361a9	V1173 Amazon	\$35.47	James Berven - Programming
Credit Card	7/14/2025	Jul 2025	RAMP.52c8587d-8025-41be-a737-5c561b6a7157	V1173 Amazon	\$8.81	James Berven - Library programming acquisition
Credit Card	7/16/2025	Jul 2025	RAMP.54c7b078-cade-4ffc-9ee1-fc3698963509	V1173 Amazon	\$32.99	Sarah Wroblewski - Supplies for Library - Amazon
Credit Card	7/18/2025	Jul 2025	RAMP.2a61c8e3-bff4-47f2-95cb-35cf7622640c	V1173 Amazon	\$146.16	Spencer Heise - programming supplies
Credit Card	7/22/2025	Jul 2025	RAMP.b7361fac-8e60-4b7c-aa98-fead5eb3641e	V1173 Amazon	\$58.41	Spencer Heise - programming supplies
Credit Card	7/30/2025	Jul 2025	RAMP.59d0e934-5eda-43a6-ae37-4295b796dedc	V1207 Miscellaneous Retail Vendor (Ramp)	\$25.31	Ashley Thiem-Menning - Library programs supplies

**Total - 5444 - Library Programs**  
**5499 - Miscellaneous****\$580.13**

Credit Card	6/10/2025	Jul 2025	RAMP.3dc010fc-a2b1-4882-8fe1-00a4bb914350	V0129 Carstens Ace Hardware	\$11.79	Sarah Wroblewski - Library Supplies - Ace Hardware
Credit Card	6/17/2025	Jul 2025	RAMP.95fa1fb1-9912-45b1-a3d9-db1d381d11fc	V1442 Dollar Tree	\$14.77	Sarah Wroblewski - Miscellaneous supplies for library programming.
Credit Card	6/19/2025	Jul 2025	RAMP.b156a42a-6de8-4f50-a173-8a6875c8ffb9	V1173 Amazon	\$39.28	Sarah Wroblewski - Supplies for Library - Amazon
Credit Card	6/23/2025	Jul 2025	RAMP.83b7b1c2-3f29-4408-9efe-711c44a84ae2	V1207 Miscellaneous Retail Vendor (Ramp)	\$72.00	Sarah Wroblewski - Miscellaneous purchase for library events.
Credit Card	7/18/2025	Jul 2025	RAMP.5ddc688c-622a-4120-b85d-c6ff4ec1361a	V0129 Carstens Ace Hardware	\$9.68	Sarah Wroblewski - Programming Supplies
Credit Card	7/20/2025	Jul 2025	RAMP.fc1b5ff6-fccc-44f2-9700-49f55c61ca99	V0129 Carstens Ace Hardware	\$9.68	Sarah Wroblewski - Programming Supplies
Credit Card	7/21/2025	Jul 2025	RAMP.d0d13e28-8454-46c8-b6b1-b3f42ee2e55b	V1207 Miscellaneous Retail Vendor (Ramp)	\$742.00	Ashley Thiem-Menning - New collection signs

**Total - 5499 - Miscellaneous**  
**5801 - Land & Buildings****\$899.20**

Vendor Invoice	5/9/2025	Jul 2025	486843	V0614 Short Elliott Hendrickson, Inc	\$2,004.00	Project 6-25 - Construction Services
Vendor Invoice	7/7/2025	Jul 2025	490657	V0614 Short Elliott Hendrickson, Inc	\$642.00	Project 6-25 - Construction Services

**Total - 5801 - Land & Buildings**  
**5804 - Equipment (including Office)****\$2,646.00**

	Credit Card	6/17/2025	Jul 2025	RAMP.fe4e23e9-c39b-422f-a5ce-c9835d6423b8	V1207 Miscellaneous Retail Vendor (Ramp)	\$3,035.58	Spencer Heise - library computers
	Credit Card	6/20/2025	Jul 2025	RAMP.26c49f96-0101-4ce5-92c4-07df13ff70bc	V1207 Miscellaneous Retail Vendor (Ramp)	\$751.92	Spencer Heise - library computers
	Credit Card	6/21/2025	Jul 2025	RAMP.1a018b98-c9e6-4d6e-b9a3-7957517b38d4	V1207 Miscellaneous Retail Vendor (Ramp)	\$2,566.28	Spencer Heise - library computers
Total - 5804 - Equipment (including Office)						\$6,353.78	
Total - Expense						\$141,801.35	
Net Income						(\$141,801.35)	

Item 5.b.



# 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
<b>Totals</b>	<b>\$ 73.09</b>	<b>\$ 3,297.19</b>	<b>\$ 378.87</b>	<b>\$ 59.59</b>	<b>\$ 3,808.74</b>	<b>\$ 212,949.00</b>	<b>\$90,540.00</b>	<b>\$20,875.00</b>	<b>\$2,342.00</b>	<b>\$326,706.00</b>	<b>\$ 330,514.74</b>	<b>\$ 1,128.69</b>

As Financial Secretary I have reviewed and approved this report:

\_\_\_\_\_  
Jane Vondracek  
Financial Secretary

**MEMBERSHIP AGREEMENT**  
**Kaukauna Public Library**  
**Outagamie Waupaca Library System**

**Article I: General**

The Outagamie Waupaca Counties Federated Library System Board and the Board of the Kaukauna Public Library, located in the City of Kaukauna, County of Outagamie, do hereby enter into an agreement as authorized by Chapter 43, *Wisconsin Statutes*, for the purpose of participating in the Outagamie Waupaca Counties Federated Library System. This agreement shall become effective upon signing of the agreement by both parties and shall render any earlier membership agreement null and void.

**Article II: Definitions**

For the purposes of this agreement:

- (1) Outagamie Waupaca Counties Federated Library System Board, also referred to as the System Board, is the body established by the Board of Supervisors of Outagamie County and Waupaca County in accordance with Section 43.19 of the *Wisconsin Statutes*.
- (2) Outagamie Waupaca Counties Federated Library System, also referred to as the System, is the organization established under Section 43.15 of the *Wisconsin Statutes* and operating under the System Board to provide and administer the public library system for Outagamie and Waupaca Counties.
- (3) The Kaukauna Public Library Board is the body, established under the provisions of Section 43.54 of the *Wisconsin Statutes* that administers the Kaukauna Public Library.
- (4) The Kaukauna Public Library is the agency established under Section 43.52 of the *Wisconsin Statutes* by the City of Kaukauna to provide municipal public library service.
- (5) Plan of Service is the published document describing the program and budget for library service to be carried out by the System, required by the Department of Public Instruction in accordance with Section 43.17(5) of the *Wisconsin Statutes* and adopted by the System Board.

**Article III: Eligibility for Membership**

The Kaukauna Public Library Board certifies that the Kaukauna Public Library:

- (1) Is established and organized under the provisions of Section 43.52 and Section 43.54 of the *Wisconsin Statutes*;
- (2) Is located in Outagamie County;
- (3) Is authorized by its municipal governing body to participate in the System;

- (4) Provides to any resident of Outagamie County or Waupaca County the same library services, on the same terms that are provided to the residents of the City of Kaukauna in accordance with Section 43.15(4)(c)(4) of the *Wisconsin Statutes*;
- (5) Employs a head librarian holding certification required by the Department of Public Instruction;
- (6) Is open to the public an average of at least 20 hours each week;
- (7) Annually spends at least \$2,500 on library materials.

#### **Article IV: Local Library Participation**

The Kaukauna Public Library Board agrees that the Kaukauna Public Library shall:

- (1) Participate in system activities as described in the System's Plan of Service;
- (2) Lend library materials to other system member libraries in compliance with *Wisconsin Statutes* s. 43.15(4)(c)(4);
- (3) Provide to the System:
  - (a) Notice of each Kaukauna Public Library Board meeting;
  - (b) Minutes of each Kaukauna Public Library Board meeting;
  - (c) A copy of any library planning documents adopted by the Board;
  - (d) Such service records and financial records as may be required by the Department of Public Instruction;
- (4) Honor the valid borrower's cards of public libraries in adjacent public library systems in compliance with *Wisconsin Statutes* s. 43.17(10) unless services are refused in accordance with *Wisconsin Statutes* s. 43.17(11);
- (5) Comply with all agreements between the System Board and other library agencies unless written notice of intent not to comply has been provided to the System Board.

#### **Article V: System Participation**

The Outagamie Waupaca Counties Federated Library System shall:

- (1) Provide services to the Kaukauna Public Library described in the System's Plan of Service or required by Section 43.24(2) of the *Wisconsin Statutes*. System services shall include, but not be limited to, the following:
  - (a) Referral and routing of reference and interlibrary loan requests throughout the State of Wisconsin as expeditiously as possible and in accordance with standard interlibrary loan practices and protocols;

- (b) Operation and development of a shared automation network;
  - (c) Training and assistance in using technology and electronic information resources;
  - (d) Delivery services among system member libraries;
  - (e) Continuing education programs and scholarships;
  - (f) Professional consultant services provided by system staff and project consultants;
  - (g) Promotion and facilitation of inclusive services;
  - (h) Service agreements with all adjacent library systems;
  - (i) Graphic design and reproduction services;
  - (j) Support for member library services provided to children and young adults;
- (2) Annually compensate the Kaukauna Public Library for providing library service to residents of Outagamie County living outside of municipalities with public libraries in accordance with the Library Service Plan for Outagamie County;
  - (3) Annually coordinate requests for reimbursement for providing library service to residents of adjacent counties living outside of municipalities with public libraries in accordance with Section 43.12 of the *Wisconsin Statutes* and relevant intersystem and intrasystem agreements.
  - (4) Engage in continuous planning in regard to library technology and the sharing of resources with member libraries and other types of libraries in the area as specified in Section 43.24(2)(L) and Section 43.24(2)(m) of the *Wisconsin Statutes*;
  - (5) Provide to the Kaukauna Public Library:
    - (a) Notice of each System Board meeting;
    - (b) Minutes of each System Board meeting;
    - (c) Copies of the System's Plan of Service and annual budget;
  - (6) Provide to the Kaukauna Public Library any other services as are mutually agreeable.

## Article VI: Mutual Understandings

It is mutually understood and agreed that:

- (1) Implementation of this agreement is consistent with the provisions of Wisconsin law. Should any part of this agreement become inconsistent with any state law, the State of Wisconsin law shall take precedence over this agreement.
- (2) Membership in the System shall continue for the term of this agreement unless terminated by the Kaukauna Public Library according to the provisions of *Wisconsin Statutes* s. 43.18.
- (3) The System may reduce services to or expel, in accordance with *Wisconsin Statutes* s. 43.18, the Kaukauna Public Library if it fails to meet eligibility or participation requirements enumerated in this agreement.
- (4) This agreement shall continue in force from the date of signing through December 31, 2028 or until superseded by a new agreement. In the event that a new agreement has not been signed by December 31, 2028, the term of this agreement shall be automatically extended through December 31, 2029.
- (5) This agreement may be amended at any time as is mutually agreeable to both parties.

For the Kaukauna Public Library:

\_\_\_\_\_  
(President) (Date)

For the Outagamie Waupaca Counties  
Federated Library System:

\_\_\_\_\_  
(President) (Date)

## 2026 Kaukauna Public Library Closed/Important Dates

Thursday	January 1 – New Year’s Day
Friday	January 23 – <u>Staff Training</u>
Saturday	April 4 – Spring Break
Friday	May 8 – <u>Staff Training</u>
Saturday - Monday	May 23-25 – Memorial Day
Friday - Saturday	July 3-4 – Independence Day
Friday	August 28 – <u>Staff Training</u>
Saturday - Monday	September 5 - September 7 – Labor Day
Friday	November 6 – <u>Staff Training</u>
Thursday - Saturday	November 26-28 – Fall Break
Tuesday	December 1 – Close at 4 for City Holiday Parade
Wednesday - Thursday	December 24-26 – Winter break
Thursday	December 31 – Close at 4pm

### Board Meetings Tuesdays at 5:30p

January	27th
February	24th
March	24th
April	28th
May	26th
June	23rd
July	NO MEETING
August	25th
September	22nd
October	27th
November	24th
December	NO MEETING

### Spring Book Sale

April 25 - May 2

### SLP 10 weeks

June 8 - August 15

### School Supply Drive

August 14 (Friday)

### Fairy Walk

August 17 (Monday) 5-8  
Rain date August 24

### Coat Drive

October 10 (Saturday)

### Garden Closes

November 16 (Monday)

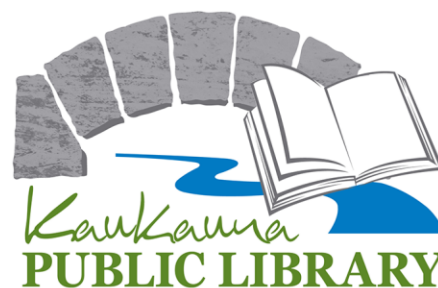
### Fall Book Sale

November 21-25

### KU Library of Lights

December 8 (Monday)

To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 8/20/2025  
Re: Hoopla Update



In June, we started a discussion within OWLSnet with libraries utilizing Hoopla, in regards to requesting enhancements to their circulation reports. Currently, electronic circulations from Libby are being counted towards county allocation funding formulas, but not electronic circulations from Hoopla, due to the lack of geographic data (patron municipality code).

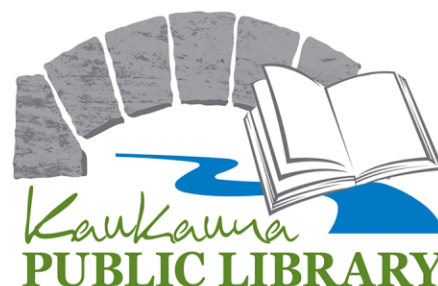
By July, the participating libraries had a rough draft to send to our account representatives. In 2024, the participating OWLSnet libraries spent a total of \$213,000 on Hoopla across 13 libraries.

All 13 libraries sent their letter on July 16. I received a response almost instantly from our representative stating that they were willing to work with us, that they would be using Appleton Public Library for beta testing, and had a meeting with them and OWLS in early August.

I received word this week that Hoopla can now provide OWLS with a new report. While it is not exactly what was asked for, OWLS believes that they can work with the report being provided to them now. This means that we should be able to begin counting Hoopla check outs into the county allocation funding formula.

Last year, our patrons checked out 5,355 items through Hoopla alone. While the checkouts from Kaukauna residents are not counted in the funding formula, we do anticipate that this will help to increase country allocations coming into the City.

To: Kaukauna Public Library Board of Trustees  
From: Library Director A. Thiem-Menning  
Date: 8/20/25  
Re: Construction Update



The punch list for the project was sent out on 8/10 by the architect. There were mostly minor things on the list, such as painting touch ups. The doors will be the last thing to arrive in terms of finishes. As of the writing of this memo, I do not have any updates from the Project Manager in regards to when the doors will arrive. The last update was to anticipate them in mid-August.

We already have the Garden Room setup on our meeting room page and have begun bookings for it through December.

Office furniture was ordered on 8/18. We anticipate about a six-week turnaround time for the furniture.

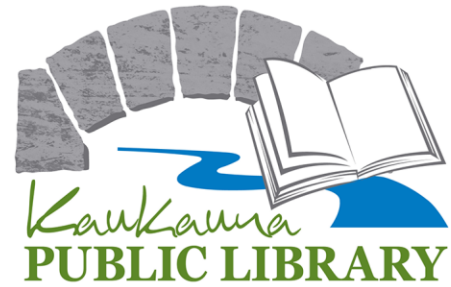
There has been quite a bit of back and forth with mK solutions on the AMHS return drawings as that is the next project, with an anticipated start time of early October. As of today, I believe it has been resolved and we can move forward as planned.

Final pieces of the project include a display screen for the Garden room, possible sound dampening for the Garden Room and Workroom, and blinds for office doors and the office with the window.





To: Kaukauna Public Library Board of Trustees  
From: Library Director A. Thiem-Menning  
Date: 8/18/25  
Re: Sculptures

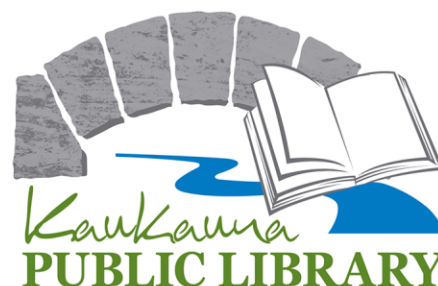


Several years ago, our site was selected to host two leased pieces of art through a Sculpture Valley program called Acre of Art.

This year the program ended and the artist was in contact with me in regards to getting the pieces back. We were also offered the opportunity to purchase them. I am recommending this course of action, and have a closed session to discuss the purchase agreement.



To: Kaukauna Public Library Board of Trustees  
 From: Library Director A. Thiem-Menning  
 Date: 8/18/25  
 Re: 2026 Goals



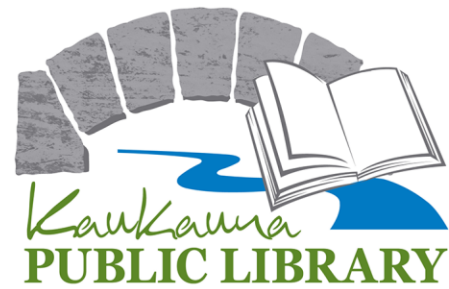
In preparation for our 2026 budget cover sheet, we have proposed the following goals for the Library for next year.

- Create the next Library strategic plan for 2027-2031. The current strategic plan is for 2022-2026.
- Create content for the Library website including, but not limited to: a social story for visiting the Library and a video of the Library to accompany the social story.
- Revamp the Homebound Delivery program.

Our 2025 goals included:

- Begin the process of organizing both digital and paper files.
  - Partially completed year to date. The paper files have been dealt with. Electronic files are next.
- Implement new automated materials handling system in conjunction with the Capital Improvement Project.
  - The machine is tentatively set to arrive for install in October this year.
- Increase the number of culture-based programs.
  - This goal will likely fall short this year due to staff turnover.
- Explore and implement one new format of library materials for children in audio format.
  - This goal has been met with the introduction of the popular children's audiobooks Wonderbooks and Vox books. We did expand this goal to teen and adult collections. We are also currently working on expanding our Playaway holdings and kits as they have gained popularity again.

To: Kaukauna Public Library Board of Trustees  
From: Library Director A. Thiem-Menning  
Date: 8/18/25  
Re: Budget Timeline



Our first draft non-personnel budget is due to City on September 8, 2025.

A meeting is scheduled with the Library Board Finance Committee the first week in September to go through the budget we have put together.

The week of September 15 Department Heads will meet to talk through 2026 operational budgets.

On October 6, the non-personnel budgets and tax rate will go to the Finance & Personnel Committee for feedback.

On October 20, the personnel budgets will go to Finance & Personnel Committee for feedback.

The week of October 27, the budget books will be distributed.

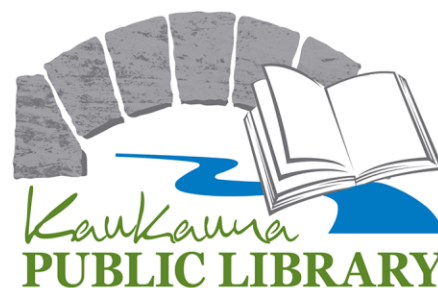
November 10 will be the proposed budget presentation to the Committee of the Whole.

Budget adoption will take place on November 18 with a public hearing. The Library Board will officially adopt its budget in November.

I did not include a draft budget in this packet as some vendors have a deadline of August 29 to get 2026 figures to us. I will include the draft budget and go over it at the September meeting.



To: Kaukauna Public Library Board of Trustees  
From: Library Director A. Thiem-Menning  
Date: 8/18/25  
Re: People & Operational Plan 2026



Submissions for 2026 personnel requests were due to City by the end of June. A standard form was available for Department Heads to fill out. Once requests were received, Department Heads had a meeting with the HR & Finance Directors to discuss the request(s). After the meeting, Department Heads wrote a two-page memo template for the requested positions. Submitted requests then met with the Mayor, Council President, HR & Finance Directors, to answer any questions in regards to position requests.

I submitted two requests for the 2026 budget cycle. Per the wishes of the Board, I requested the Assistant Director position filled. I also requested another part-time to fulltime conversion.

In 2024, I made the recommendation to Council that we convert five part-time positions to fulltime over the course of several budget cycles to assist with retention of Library Assistants. The first two conversions occurred in 2025 with the conversion of two Library Assistants, one with a focus area of programming and the other with a focus on materials processing. The conversion selected for this request was for a Local Historian.

After all meetings concluded, the Mayor and Council President ranked the positions requested across the City to give the recommendations by priority to the Finance & Personnel Committee. The Assistant Library Director ranked as number three in importance and the conversion near the bottom of the list of nine requests.

The full memo of all department requests will go to the City Finance & Personnel Committee on September 2, 2025.

The memos written for both positions have been included in this packet. Of note, the Local Historian position in the request is not a Library Assistant position. It was determined that the position requires more expertise than a traditional Library Assistant. As such, the position description was updated and is attached.

We currently have an open part-time position; we filled internally when a fulltime position resigned due to a family move down state, leaving the open evening shift position. We are holding off on posting the position. It is a place marker for the position to be converted in terms of funds if the request would move up on the recommended list when it goes to the Finance & Personnel Committee. If the converted position would

somehow move up, it will remain open. If the position remains low on the priority list for 2026, we will fill the position before budget adoption.





# People & Operational Plan 2026 Budget Request

Department: Library  
 Submitted By: Ashley Thiem-Menning  
 Date: July 21, 2025  
 Position Title/Request: Assistant Director

## Background & Justification:

In 2022, the Assistant Director resigned. Their exit interview cited unsustainable workload as a key reason—handling Assistant Director duties, overseeing Youth Services (without a Youth Services Librarian), and assisting with Communications needs. At the time, only two librarians—both in administrative roles—were also covering responsibilities of Youth and Adult Services, creating strain.

The Library Board reallocated the position's salary to hire a Youth Services Librarian and convert a part-time Communications role to full-time. This alleviated concerns regarding workload to move toward the reinstatement of the Assistant Director, as solely Assistant Director.

The position remains listed in the current budget books unfilled. As the Library moves forward with its long-range staffing plan, the Director remains the sole supervisor for a staff of more than 20. In contrast, other City departments—such as Police, Fire, and DPW—have multiple supervisory roles. Without an Assistant Director, no other staff can make administrative decisions when the Director is unavailable, despite the Library operating 61 hours per week and serving an average of 109,000 annual visitors.

## Strategic Alignment:

This position enhances the Library's ability to deliver responsive programs, services, and outreach. It also supports community connection—Library door count is already up 5% from January to May 2025 over the previous year. This position also reduces the risk of burnout for the Library Director by sharing leadership responsibilities. Lastly, the position would improve internal support by adding a second supervisor available to both Library and City staff.

Hiring the position back aligns with goals around people management. Following analysis—including findings from the Assistant Director's 2022 exit interview—it was clear that the dual role of Assistant Director and de facto Youth Services Librarian was unsustainable.

This proposed structure supports a healthier work environment and stronger retention. It also enhances the Library's role in supporting a vibrant local economy by providing welcoming, literacy-rich spaces and free community resources.

**Operational Benefit:**

Adding this position significantly improves communication, culture, and workflow. With the Director currently responsible for all supervision, workload limits the ability to maintain regular staff coaching. A second supervisor ensures more frequent check-ins, better staff development, and more consistent procedures across the organization. An increase in staff also aligns with the Library Strategic Plan.

**Risk of Not Funding**

Currently, there is no formal designee with managerial authority to represent the Library at Board meetings, City or System Director meetings, or to handle tasks such as performance reviews, payroll, timesheet management, or operational decisions beyond the Director. The Director must personally respond to building issues during all 61 open hours each week.

This has affected the Director's ability to take meaningful time off from work. Even while on vacation or sick, staff reach out due to time-sensitive or incident-driven needs and there are deadlines that must be maintained regardless of vacation/sick status. At times, coverage gaps occur—affecting both internal operations and public service. For example, patron account issues requiring Director review often remain unresolved until their return.

**Budget Impact:**

The Assistant Director is a fulltime, salary position. Anticipated cost with benefits: \$115,000.

**Alternatives Considered:** The Library could transition the current Adult and Youth Services positions to Librarian II to add supervisory duties. However, this would increase their workloads without the additional support staff in place to help with programs, collections, and services in their respective department and would not alleviate the number of current direct reports for the Library Director.



# People & Operational Plan 2026 Budget Request

Department: Library  
 Submitted By: Ashley Thiem-Menning  
 Date: July 21, 2025  
 Position Title/Request: Local Historian

## Background & Justification:

In 2024, a memo to Council outlined the option to gradually restructure Library staffing by converting five part-time positions to full-time over future budget cycles in an effort to ensure operational efficiency. The Library successfully converted two positions in 2025. In 2026, the Library is requesting to convert one part-time position to full-time.

## Strategic Alignment:

Additional staffing enables the Library to maintain its current service levels more effectively. Offering free access to programs provides our community with more opportunities to engage with library services and events. We enhance the lives of community members by providing free access to a wide array of materials, programs, and services that cater to their lifelong learning, recreational, and informational needs.

According to the Wisconsin Department of Public Instruction, libraries in the state provide an impressive return of over \$4.00 for every dollar spent—a figure that is likely conservative. Our initiatives not only engage current residents, but also attract individuals from neighboring communities, stimulating local business support when they visit.

The Local History Room is the Library's most complex space, housing archives, databases, maps, photographs, books, microfilm, and more. While many visitors expect immediate help in the room, current staffing levels make this difficult to manage. Staff with the most knowledge of the room is only onsite four hours per day. Creating a Local Historian position would improve both the quality of the room and services provided, fulfilling our value in services rendered by the City.

## Operational Benefit:

With the disbanding of the Kaukauna Historical Society, the Library is now one of the few institutions preserving the City's history. Kaukauna history is extremely extensive given our location as the first settlement in the state. Local history collections play a central role in our organization. We handled 163 research requests in 2023, 137 requests last year, and 83 so



far this year—including inquiries from universities and researchers beyond Wisconsin, positively raising the City's profile.

Local history is the Library's second most requested special service. Over ninety percent of the Local History Room use is drop-in, despite the website stating that appointments are required for those needing assistance in the room. In best practice, staff still assist walk-in visitors. However, the front desk staff cannot leave the desk, so another staff member must stop their off-desk work to assist in the room.

Due to the complexity of the room's special collections, most staff can only offer basic help, which has sometimes proved frustrating to users. Basic training in the room is part of all library onboarding. However, the scope of the collection in conjunction with the scope of the research request often exceeds the basic training provided. We currently house over 15,000 photographs and over 100 reels of microfilm, just two of the many collections housed in the room.

Creating a Local Historian position would allow the Library to promote scheduled, bookable time with the Local Historian. When not in appointments with patrons, the additional hours would be dedicated to pending research requests, as well as handling the backlog of items needing collection management, and assisting with general library operations.

The position would also continue to support other City departments, including Community Enrichment, Planning, and Legal with research requests, which have increased over the last two years.

**Risk of Not Funding:**

The Library was forced to close one evening in the fall of 2024 due to lack of staff. Increasing the number of staff in the building is critical to maintaining operations. All staff members are cross-trained to work all service points in the building, so any increase to staff hours assists in helping operationally.

**Budget Impact:**

The Library currently has one open part-time position. The funds from that position would be applied towards this conversion for an increased amount of \$54,500 for salary and benefits.

**Alternatives Considered:**

The Library continues to review current and future staffing levels. Converting part-time positions to fulltime offers the Library higher retention rates and increases employee morale. Our recommendation in 2024 was to move forward with conversions in an effort to increase fulltime opportunities within the organization and ensure operational standards be met.



## Position Description

Position: Local Historian  
 Department: Library  
 Reports To: Library Director/Assistant Director  
 Supervises: None  
 Date: 2/2020  
 Position #

### POSITION SUMMARY

Under the supervision of the Library Director and/or the Assistant Director, the Local Historian staffs open hours in the Local History Room to assist community members in their use of the room, answers Local History requests for information, works with archives, directs volunteer work in the room, offers all ages programs regarding history, and maintains local collections. In addition, the Local Historian will perform essential service desk functions such as checking in and out of materials, filling holds list, returning materials to the shelves, issuing new library cards, and assisting patrons with reference, directional and/or technological questions.

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### MAJOR POSITION DUTIES

1. Provides office hours in the Local History Room.
2. Answers local history room requests for information over the phone, by email and form request.
3. Maintains the local history room collections.
4. Assists with the microfilm readers and microfilm collection.
5. Delegates work to history room volunteers.
6. Works with Past Perfect Software.
7. Reviews, evaluates, adds, and discards resources and materials in the room.
8. Attends continuing education opportunities.
9. Serves on other Boards or Associations related to local history.
10. Offers history related programming to participants of all ages.
11. Provide genealogy support to patrons.
12. Collaborate with other entities on programming or archival management.
13. Write grants and coordinate any awarded funds.
14. Fundraise as necessary for special projects.
15. Willingness to participate in recorded and live media interviews.
16. Speaks at public events.
17. Assists other City Departments with local research.

18. Assists at service desk helping patrons, answering reference questions, issuing new library cards, filling and retrieving holds, and providing technical support for patrons at computer stations.
19. Checking out and checking in library materials.
20. Assists patrons with technology questions including computer or eBook related questions.
21. Shelves materials.
22. Reads and maintains order of the section of shelves assigned.
23. Maintains patrons adhere to library policies.
24. Call patrons to alert them of holds.
25. Assist patrons in renewing and issuing new library cards.
26. Assist patrons with library card issues and concerns.
27. Periodic emptying of book drop.
28. Receive and record money.
29. Use cash register.
30. Assist patrons with copy machine, faxing, laminating and printing.
31. Help patrons find and retrieve materials.
32. Promote library services and programs.
33. Work with a diverse population.
34. Uphold confidentiality and privacy of patrons.
35. Adhere to the Library Bill of Rights.
36. Perform detailed services related to specific areas of service as well as other duties as assigned by supervisors.

## **QUALIFICATIONS**

### **(Knowledge, skills, and experience necessary to do the job well)**

- Bachelor's Degree in History or other related fields
- 2-3 years' experience conducting historical research, creating digital records, archival reference work, and archival collections management

### **Ideal Candidate will have:**

- Knowledge of the history of Kaukauna.
- Knowledge and experience working with microfilm readers.
- Experience with Past Perfect software.
- Experience in genealogy research.
- Experience in historical research and databases.
- Experience with maintaining archives.
- Knowledge of Integrated Library System software CARLX.
- A friendly image projecting competence and courtesy.
- Excellent customer service skills.
- Knowledge of cash handling and cash register procedures.

- Basic computer skills, including, but not limited to, email, blogging, use of Microsoft Word software, etc.
- Ability to learn and use new technology.
- Willingness to learn new skills and take on additional tasks.
- Ability to get along with a diverse population.
- Ability to correct behavior of patrons in a polite but professional manner.
- Ability to multi-task and remain focused in a fast paced environment.
- Ability to follow and perform detailed directions and tasks.
- Ability to prioritize work responsibilities and duties.
- Ability to communicate clearly in written and spoken forms.
- A basic working knowledge of English spelling, grammar, arithmetic, and reading.
- Willingness to attend and participate in continuing education opportunities.
- Willingness to work evenings and weekends.
- Language experience beyond English greatly valued.

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This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this document as it deems, in its judgment, to be proper.

**Employee Acknowledgement:** \_\_\_\_\_ **Date:** \_\_\_\_\_

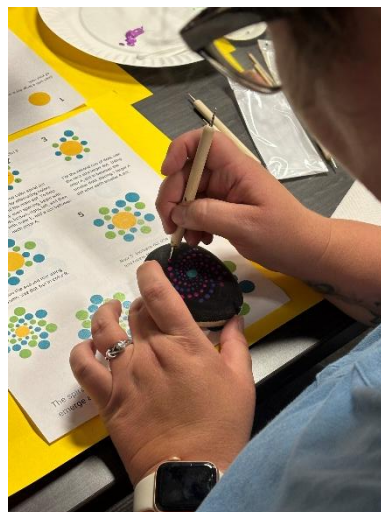
*The above statement reflects the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all work requirements that may be inherent in the occupation.*

# Adult Services Librarian Report August 2025

## Programming

### Make and Mingle

In August Jenny instructed patrons in an extra special two-part make and mingle! Patrons learned how to decorate a rock via mandala rock dotting. This has historically been our most popular Make and Mingle craft, and the turnout did not disappoint!



did

*An intricate dot pattern being painted on a rock.*

### Mario Kart World

In June the new video game console Nintendo Switch 2 came out, along with a new Mario Kart game. I held a tournament for the kids on June 24<sup>th</sup>. They had a blast competing against one another while Kim prepared some Nintendo themed crafts for them to do as part of her ATLAS program. The competition was fierce and many of the kids said they were happy they got to try out the new game.



*Kids competing for first place playing Mario Kart World.*

## Antique Appraisal Event

On July 12th Mark Moran stopped by the library to appraise our patrons' antiques. Mark is from Iowa and has written many books on appraising antiques. He was also on Antiques Roadshow for 9 seasons. The event was full, with 40 people showing up to find out how much their items were worth, and 20 more coming just to watch. Some of the items appraised included pottery, day bed, secretary's desk, a wrestling belt trophy, dolls, wagons, chests, and much more! I was told by multiple attendees that they enjoyed the event immensely and would like us to have it again.



*Mark (left) appraising an antique folding day bed.*

## Library Games

John's board game night has recently started picking up traction. Six people came to August's board game night and played a variety of games for hours. Hopefully this trend continues! Sheephead also continues to be a success. We regularly have about 8 people playing and they enjoy staying and playing far past the scheduled end of the program since they are having so much fun!

## Workforce Development

Via a temporary work placement made possible by the Department of Vocational Rehabilitation and Valley Packaging Industries Joseph has been helping us dust and straighten our shelves this summer. He comes twice a week for an hour at a time. We are very appreciative of his help!

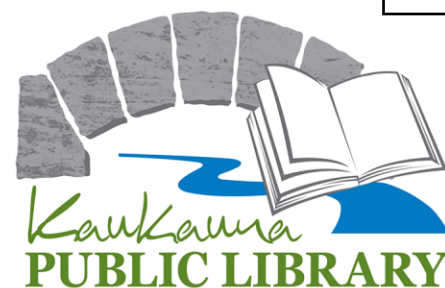
## Media

On June 19<sup>th</sup> a patron informed us that a snapping turtle was in the road next to the canal in front of the library. I volunteered to help it on its way. We posted a picture to Facebook, thinking that it might be mildly entertaining, but two local news stations picked up the story and came to interview me about it. They also interviewed Brad at 1000 Islands. More exposure for the library!



*Me ready to grab the turtle (left). Me recounting the tale (right).*





To: Kaukauna Public Library Board of Trustees  
 From: Communications Coordinator Jenny Schink  
 Date: 8/20/25  
 Re: Communications Report

In July, I attended an in-person NEWI (Northeast Wisconsin Continuing Education Partnership) workshop at Menasha Library. The workshop was titled: Library Advocacy and Storymaking Workshop. The goals for this workshop included:

- Identify the elements of powerful library stories
- Recognize ways humans are wired to engage in story
- Evaluate an advocacy storytelling model and examples of its use
- Craft and share a short story draft that applies to your library to take with you
- Learn where you can find resources on recommended storymaking policies and procedures for your library

While I have attended workshops like this in the past, this was specific to libraries and library advocacy. Real stories of actual patrons are very powerful in advocating for libraries, not just in marketing the library, but also for inspiring current donors and attracting future supporters.

I now have a plan for collecting and using patron stories to add to a variety of marketing efforts, including video for social media.

Since the launch of the new City of Kaukauna website, there is a new city calendar with library events to populate. It is not as simple as copy and paste, as it is a different calendar program. This now makes the fourth calendar program that I enter library events for each semester of programming. The calendars include:

The Kaukauna Public Library website

The City of Kaukauna website

Facebook (all events entered monthly)

Go Valley Kids (youth events only)

These calendars do not represent the one-off marketing of specific events for print, screen, or social media.



### Facebook Monetization Performance Bonus

May \$28.68

June \$33.21

July \$38.57

These numbers represent passive income from Facebook, no additional effort is needed to earn this bonus.

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### News mentions:

May 2025

Murdered and Missing Indigenous Relatives

Featured on WLUK 11 and WBAY

Infosoup Road Trip

Featured on Local 5 Live-WFRV and WBAY

June 2025

Snapping Turtles

Featured on WLUK11 and NBC26

Touch a Truck

Featured on WLUK11

July 2025

Antiques Appraisal Event

Featured on WHBY Radio

Library Postcard Campaign

Featured on WBAY

## Trustee Essentials

### Appendix A

### Employment and Equal Rights Laws

- The applicable federal laws prohibiting job discrimination are:
  - Title VII of the Civil Rights Act of 1964, which prohibits employment discrimination based on race, color, religion, sex, or national origin.
  - The Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially comparable work in the same establishment from sex-based wage discrimination.
  - The Age Discrimination in Employment Act of 1967 (ADEA), which protects individuals who are 40 years of age or older.
  - Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector and in state and local governments.
  - The Civil Rights Act of 1991, which, among other things, provides monetary damages in cases of intentional employment discrimination.

### Employment and Equal Rights Laws

- The Federal Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, record-keeping, and child labor standards. A Handy Reference Guide to the Fair Labor Standards Act is available at [www.dol.gov/whd/regs/compliance/wh1282.pdf](http://www.dol.gov/whd/regs/compliance/wh1282.pdf).
- Most employers must provide certain types of family leave under both the state and the federal Family Medical Leave Acts (FMLA). A comparison of the TTA-2 Trustee Essentials: A Handbook for Wisconsin Public Library Trustees requirements of these two laws is available at [dwd.wisconsin.gov/er/family\\_and\\_medical\\_leave/publication\\_erd\\_9680\\_p.htm](http://dwd.wisconsin.gov/er/family_and_medical_leave/publication_erd_9680_p.htm). Employers that fall under both the state and the federal FMLA must comply with the provisions most beneficial to the employee.

### Employment and Equal Rights Laws

- Wisconsin has many other laws dealing with employment and employment discrimination. The Wisconsin Department of Workforce Development has many publications on employment laws and equal rights laws available at [dwd.wisconsin.gov/uitax/](http://dwd.wisconsin.gov/uitax/)

### Other State Laws

- Public records and property law. Wisconsin Statutes Sections 19.21 to 19.39. See Trustee Essential #15.
- Code of ethics for public officials and employees. Wisconsin Statutes Sections 19.41 to 19.59. See Trustee Essential #16.
- Personal information practices act. Wisconsin Statutes Sections 19.62 to 19.80. See Trustee Essential #15.
- Open meetings law. Wisconsin Statutes Sections 19.81 to 19.98. See Trustee Essential #14. Municipal officials' procedures for payment of public library (and other) expenditures. Wisconsin Statutes Section 66.0607(4).

### Other State Laws

- Open personnel records law. Wisconsin Statutes Section 103.13. (See [dwd.wisconsin.gov/er/labor\\_standards\\_bureau/records\\_open\\_to\\_em\\_employees.htm](http://dwd.wisconsin.gov/er/labor_standards_bureau/records_open_to_em_employees.htm) for explanation.)
- Misconduct in office. Wisconsin Statutes Section 946.12. See Trustee Essential #16.
- Private interests in public contracts. Wisconsin Statutes Section 946.13(1)(b). See Trustee Essential #16.
- Theft of library materials. Wisconsin Statutes Section 943.61.

2025 Statistics	2024 Statistics
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Circulation	January	February	March	April	May	June	2025 Y-T-D	June 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	81,016	15,241	75,295	-380	-2%
Overdrive Usage	2,890	2,640	2,967	2,778	2,578	2,728	16,581	2,393	14,818	335	14%
Hoopla Usage	523	532	554	527	574	611	3,321	438	2,593	173	39%
Items Loaned	3,096	2,999	3,684	3,486	3,102	3,142	19,509	2,680	17,075	462	17%
Items Borrowed	4,593	3,918	3,914	3,841	3,374	3,383	23,023	3,523	20,862	-140	-4%
Teacher Packs	5	2	4	3	1	1	16	2	13	-1	-50%
Door Count	9,201	8,753	10,157	8,865	8,947	10,070	55,993	10,187	55,530	-117	-1%

Services	January	February	March	April	May	June	2025 Y-T-D	June 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Public Internet Usage/Hr.	329	286	320	258	265	355	1,813	276	1,965	79	29%
Wireless Usage by Session	1,271	1,258	1,370	1,368	1,480	1,360	8,107	1,211	7,732	149	12%
Youth Programs	17	31	35	26	92	42	243	29	244	13	45%
Youth Program Attendance	328	889	936	521	2,408	2,156	7,238	856	8,444	1,300	152%
Adult Programs	16	16	16	19	15	11	93	17	95	-6	-35%
Adult Program Attendance	139	110	127	134	113	105	728	168	994	-63	-38%
General Interest Programs	8	5	14	10	7	18	62	15	52	3	20%
General Interest Attendance	582	154	2,948	1,005	406	1,494	6,589	1,433	4,028	61	4%
Meeting Room Usage	58	74	91	70	60	66	419	60	408	6	10%
Study Room	135	190	161	168	151	105	910	150	868	-45	-30%
Volunteer Hours	102	98	107	87	88	99	581	81	557	18	22%
Local History Inquiries	18	12	16	9	13	15	83	11	73	4	36%
Technology Instruction 1:1	12	8	5	10	13	16	64	10	66	6	60%
Proctor	0	0	0	0	0	0	0	0	3	0	0%
Notary (service ended in May)	2	2	1	1	0	0	6	0	4	0	0%

Social Statistics	January	February	March	April	May	June	2025 Y-T-D	June 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Website Views	3,060	2,975	2,795	2,413	2,588	3,651	17,482	3,115	16,247	536	17%
Facebook Followers	8,691	8,710	8,788	8,802	8,871	8,955	52,817	62	322	NEW	STATISTIC
TikTok Followers	744	743	739	747	767	785	4,525	130	735	655	504%
Instagram Followers	914	918	927	929	929	933	5,550	NEW		STATISTIC	

Items Held by Library	January	February	March	April	May	June	Month to Month # +/-	June 2024	# +/-
Total Titles Held by Library	67,633	67,951	68,411	68,570	69,229	69,658	159	64,605	5,053
Total Items Held by Library	72,130	72,510	72,724	72,897	73,585	74,089	173	69,005	5,084
Kaukauna Card Holding Patrons	10,943	10,943	11,056	11,056	11,056	11,056	0	10,211	845

Quarterly Report

2025 Statistics

2024 Statistics

Circulation	January	February	March	April	May	June	July	2025 Y-T-D	July 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	96,452	16,167	91,462	-731	-5%
Overdrive Usage	2,890	2,640	2,967	2,778	2,578	2,728	2,886	19,467	2,494	17,312	392	16%
Hoopla Usage	523	532	554	527	574	611	584	3,905	481	3,074	103	21%
Items Loaned	3,096	2,999	3,684	3,486	3,102	3,142	3,681	23,190	2,981	20,056	700	23%
Items Borrowed	4,593	3,918	3,914	3,841	3,374	3,383	3,742	26,765	3,847	24,709	-105	-3%
Teacher Packs	5	2	4	3	1	1	0	16	0	13	0	0%
Door Count	9,201	8,753	10,157	8,865	8,947	10,070	10,306	66,299	9,852	65,382	454	5%

Services	January	February	March	April	May	June	July	2025 Y-T-D	July 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Public Internet Usage/Hr.	329	286	320	258	265	355	332	2,145	295	2,260	37	13%
Wireless Usage by Session	1,271	1,258	1,370	1,368	1,480	1,360	1,328	9,435	1,227	8,959	101	8%
Youth Programs	17	31	35	26	92	42	19	262	26	270	-7	-27%
Youth Program Attendance	328	889	936	521	2,408	2,156	511	7,749	814	9,258	-303	-37%
Adult Programs	16	16	16	19	15	11	13	106	11	106	2	18%
Adult Program Attendance	139	110	127	134	113	105	188	916	104	1,098	84	81%
General Interest Programs	8	5	14	10	7	18	19	81	12	64	7	58%
General Interest Attendance	582	154	2,948	1,005	406	1,494	1,931	8,520	1,757	5,785	174	10%
Meeting Room Usage	58	74	91	70	60	66	125	544	54	462	71	131%
Study Room	135	190	161	168	151	105	65	975	142	1,010	-77	-54%
Volunteer Hours	102	98	107	87	88	99	106	687	75	632	31	41%
Local History Inquiries	18	12	16	9	13	15	11	94	10	83	1	10%
Technology Instruction 1:1	12	8	5	10	13	16	10	74	8	74	2	25%
Proctor	0	0	0	0	0	0	0	0	0	3	0	0%
Notary (service ended in May)	2	2	1	1	0	0	0	6	2	6	-2	-100%

Social Statistics	January	February	March	April	May	June	July	2025 Y-T-D	July 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	20,336	3,333	19,580	-479	-14%
Facebook Followers	8,691	8,710	8,788	8,802	8,871	8,955	9,021	61,838	56	378	NEW	STATISTIC
TikTok Followers	744	743	739	747	767	785	784	5,309	120	855	664	553%
Instagram Followers	914	918	927	929	929	933	929	6,479	NEW		STATISTIC	

Items Held by Library	January	February	March	April	May	June	July	Month to Month # +/-	July 2024	# +/-
Total Titles Held by Library	67,633	67,951	68,411	68,570	69,229	69,658	69,927	159	65,330	4,597
Total Items Held by Library	72,130	72,510	72,724	72,897	73,585	74,089	74,371	173	69,761	4,610
Kaukauna Card Holding Patrons	10,943	10,943	11,056	11,056	11,056	11,056	11,371	0	10,658	713

Quarterly Report