

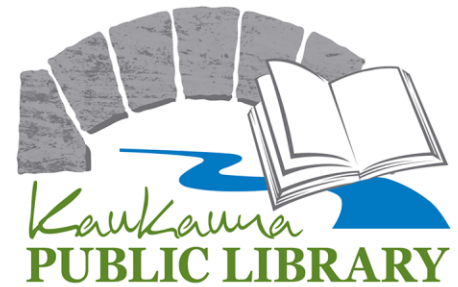
LIBRARY BOARD MEETING

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, April 22, 2025 at 5:30 PM



AGENDA

Library Board Room In-Person and Zoom Teleconference Hybrid Meeting

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - [a.](#) Tuesday, March 25, 2025 Meeting Minutes
4. Public Participation and Communications
5. Action Items
 - [a.](#) Bill Register March 2025
6. Information Items
 - [a.](#) Directors Report
 - [b.](#) Adult Services Librarian Report
 - [c.](#) Youth Services Librarian Report
 - [d.](#) Local Historian Report
 - [e.](#) Trustee Topic 25
 - [f.](#) Statistics
7. Adjournment

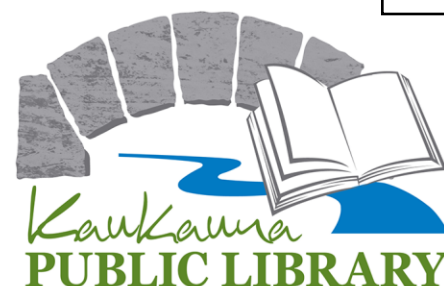
NOTICES

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

Join Zoom Meeting

<https://us06web.zoom.us/j/82343512027?pwd=DUneYtdgQn38Poko2fTxFSSuMx4igP.1>

Meeting ID: 82343512027



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, March 25, 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 M. J. Kilgas at 5:30p.
2. Roll call of membership
 - a. Present: J. Vondracek, J. Lucas, C. Fallona, M.J. Kilgas, C. Van Boxtel, D. Tatro & A. Neumeier
 - b. Excused: J. Sager & J. Van De Hey
 - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, February 25, 2025 Meeting Minutes
 - i. A. Neumeier made a motion to approve the Tuesday, February 25, 2025 Meeting Minutes, seconded by J. Vondracek. Motion carries; all in favor.
 - b. Tuesday, February 25, 2025 Closed Session Meeting Minutes
 - i. C. Van Boxtel made a motion to approve the Tuesday, February 25, 2025 Closed Session Meeting Minutes, seconded by J. Lucas. Motion carries; all in favor.
 - c. Tuesday, February 25, 2025 Closed Session Meeting Minutes
 - i. C. Fallona made a motion to approve the Tuesday, February 25, 2025 Closed Session Meeting Minutes, seconded by A. Neumeier. Motion carries; all in favor.
4. Public Participation and Communications
 - a. A. Thiem-Menning read a letter from the multilingual learners at Electa Quinney and River View thanking the Library for the donation of books to students, which was part of a language-learning grant the library was awarded in 2024.
 - b. The Board did introductions with new Board member Dana Tatro.
5. Action Items

- a. Bill Register February 2025
 - i. J. Vondracek made a motion to approve the Bill Register February 2025, seconded by A. Neumeier. Motion carries; all in favor.
 - b. Artificial Intelligence Policy
 - i. C. Fallona made a motion to approve the Artificial Intelligence Policy, seconded by C. Van Boxtel. Motion carries; all in favor.
6. Information Items
- a. Directors Report
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Trustee Topic 24
 - i. Trustee topic was on Friends of the Library. A. Thiem-Menning shared that the Friends would be hosting a fundraiser in April, developed by Trustee Neumeier.
 - e. Statistics
 - i. J. Vondracek made a motion to place the reports on file, seconded by A. Neumeier. Motion carries; all in favor.
7. Adjournment
- a. The meeting adjourned at 6:19p.



Kaukauna Public Library <i>2025 Revenue Report</i>
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						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	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
Totals	\$ 13.65	\$ 1,293.42	\$ 172.22	\$ 32.00	\$ 1,511.29	\$0.00	\$0.00	\$0.00	\$0.00	\$ 1,511.29	\$ 516.83

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+)**Jan 2025, Q1 2025, Feb 2025, Mar 2025**

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5101 - Regular Payroll	\$117,908.62	\$571,094.00	(\$453,185.38)	20.65%
5104 - Temporary Payroll	\$10,960.84	\$36,000.00	(\$25,039.16)	30.45%
5107 - Overtime Pay	\$18.63	\$0.00	\$18.63	0.00%
5151 - Retirement Plan	\$6,532.39	\$29,548.00	(\$23,015.61)	22.11%
5152 - Residency	\$1,110.65	\$1,378.00	(\$267.35)	80.60%
5154 - Social Security	\$7,370.40	\$35,163.00	(\$27,792.60)	20.96%
5157 - Group Health Insurance	\$30,279.50	\$111,519.00	(\$81,239.50)	27.15%
5160 - Group Life Insurance	\$129.18	\$513.00	(\$383.82)	25.18%
5163 - Workers Compensation	\$257.29	\$971.00	(\$713.71)	26.50%
5208 - Travel - City Business	\$817.00	\$3,820.00	(\$3,003.00)	21.39%
5211 - Education & Memberships	\$599.00	\$2,804.00	(\$2,205.00)	21.36%
5303 - Communications	\$133.64	\$700.00	(\$566.36)	19.09%
5306 - Heating Fuels	\$2,645.50	\$8,000.00	(\$5,354.50)	33.07%
5309 - Water Sewer & Electric	\$2,101.45	\$16,450.00	(\$14,348.55)	12.77%
5312 - Maintenance - Buildings	\$24,164.00	\$119,000.00	(\$94,836.00)	20.31%
5313 - Lease - Buildings	\$35,979.00	\$143,916.00	(\$107,937.00)	25.00%
5325 - Contractual Services	\$7,779.69	\$35,584.00	(\$27,804.31)	21.86%
5328 - Advertising	\$71.28	\$2,550.00	(\$2,478.72)	2.80%
5331 - General Insurance	\$0.00	\$8,421.00	(\$8,421.00)	0.00%
5332 - Shared Service Allocation	\$0.00	\$122,120.00	(\$122,120.00)	0.00%
5401 - Office Supplies	\$1,705.24	\$7,500.00	(\$5,794.76)	22.74%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5422 - Data Processing Supplies	\$4,317.37	\$7,500.00	(\$3,182.63)	57.56%
5431 - Postage	\$801.80	\$1,500.00	(\$698.20)	53.45%
5441 - Library Materials	\$36,392.34	\$107,552.00	(\$71,159.66)	33.84%
5442 - Service Contracts	\$19,247.98	\$69,784.00	(\$50,536.02)	27.58%
5444 - Library Programs	\$560.78	\$6,000.00	(\$5,439.22)	9.35%
5499 - Miscellaneous	\$67.79	\$1,500.00	(\$1,432.21)	4.52%
5801 - Land & Buildings	\$1,179.61	\$300,000.00	(\$298,820.39)	0.39%
5804 - Equipment (including Office)	\$2,335.11	\$9,420.00	(\$7,084.89)	24.79%
Total - Expense	\$315,466.08	\$1,761,107.00	(\$1,445,640.92)	17.91%
Net Income	(\$315,466.08)	(\$1,761,107.00)	\$1,445,640.92	17.91%

City of Kaukauna
City - Income Statement Detail
Mar 2025

Item 5.a.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5101 - Regular Payroll							
	Journal	3/13/2025	Mar 2025	JE730		\$20,995.37	Gross Earnings
	Journal	3/27/2025	Mar 2025	JE731		\$20,966.22	Gross Earnings
Total - 5101 - Regular Payroll						\$41,961.59	
5104 - Temporary Payroll							
	Journal	3/13/2025	Mar 2025	JE730		\$1,433.42	Seasonal
	Journal	3/27/2025	Mar 2025	JE731		\$2,496.55	Seasonal
Total - 5104 - Temporary Payroll						\$3,929.97	
5107 - Overtime Pay							
	Journal	3/27/2025	Mar 2025	JE731		\$18.63	OT
Total - 5107 - Overtime Pay						\$18.63	
5151 - Retirement Plan							
	Journal	3/13/2025	Mar 2025	JE730		\$1,234.22	ERWRSGen
	Journal	3/27/2025	Mar 2025	JE731		\$1,285.07	ERWRSGen
Total - 5151 - Retirement Plan						\$2,519.29	
5152 - Residency							
	Journal	3/13/2025	Mar 2025	JE730		\$205.70	401a
	Journal	3/27/2025	Mar 2025	JE731		\$192.90	401a
Total - 5152 - Residency						\$398.60	
5154 - Social Security							
	Journal	3/13/2025	Mar 2025	JE730		\$313.19	Employer Medicare Expense
	Journal	3/13/2025	Mar 2025	JE730		\$1,043.34	Employer Social Security Expense
	Journal	3/27/2025	Mar 2025	JE731		\$1,088.72	Employer Social Security Expense
	Journal	3/27/2025	Mar 2025	JE731		\$327.00	Employer Medicare Expense
Total - 5154 - Social Security						\$2,772.25	
5157 - Group Health Insurance							
	Journal	3/13/2025	Mar 2025	JE730		\$207.00	HRA Monthly
	Journal	3/13/2025	Mar 2025	JE730		\$4,409.75	ER Health
	Journal	3/27/2025	Mar 2025	JE731		\$4,409.75	ER Health
Total - 5157 - Group Health Insurance						\$9,026.50	
5160 - Group Life Insurance							
	Journal	3/13/2025	Mar 2025	JE730		\$21.53	ER Life
	Journal	3/27/2025	Mar 2025	JE731		\$21.53	ER Life
Total - 5160 - Group Life Insurance						\$43.06	
5163 - Workers Compensation							
	Journal	3/13/2025	Mar 2025	JE730		\$36.08	WC Admin
	Journal	3/27/2025	Mar 2025	JE731		\$37.56	WC Admin
Total - 5163 - Workers Compensation						\$73.64	
5208 - Travel - City Business							
	Credit Card	3/6/2025	Mar 2025	RAMP.a1d1d241-4f8d-4cb9-a6fa-9d6	V1207 Miscellaneous Retail Vendor (Ramp)	\$60.42	Spencer Heise - library travel expense
Total - 5208 - Travel - City Business						\$60.42	
5303 - Communications							
	Journal	3/27/2025	Mar 2025	JE731		\$25.00	Cell Reimb
Total - 5303 - Communications						\$25.00	
5306 - Heating Fuels							
	Vendor Invoice	2/26/2025	Mar 2025	5381673946	V0705 We Energies	\$1,223.99	Gas Service - February
Total - 5306 - Heating Fuels						\$1,223.99	
5312 - Maintenance - Buildings							
	Vendor Invoice	3/1/2025	Mar 2025	030125	V0016 Grand Kakalin LLC	\$9,183.00	March - Maintenance
	Vendor Invoice	3/1/2025	Mar 2025	030125	V0016 Grand Kakalin LLC	\$1,000.00	January & February Additional Maint. Due
Total - 5312 - Maintenance - Buildings						\$10,183.00	
5313 - Lease - Buildings							
	Vendor Invoice	3/1/2025	Mar 2025	030125	V0016 Grand Kakalin LLC	\$11,993.00	March - Rent
Total - 5313 - Lease - Buildings						\$11,993.00	
5325 - Contractual Services							
	Vendor Invoice	3/1/2025	Mar 2025	02-39511	V0003 Advanced Maintenance Solutions	\$2,277.40	Janitorial Service - March
Total - 5325 - Contractual Services						\$2,277.40	

5328 - Advertising

Credit Card	3/3/2025	Mar 2025	RAMP.05b698a5-1d47-4eb1-937b-74 V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - newsletter	Item 5.a.
Total - 5328 - Advertising				\$23.76		

5401 - Office Supplies

Credit Card	2/27/2025	Mar 2025	RAMP.6d735226-42eb-481f-a27b-47 V1173 Amazon	\$26.24	James Berven - Supplies	
Credit Card	3/4/2025	Mar 2025	RAMP.980268f8-2a8c-401b-9e2f-7b0 V1328 Premium Waters, Inc.	\$56.94	Spencer Heise - library water refill	
Total - 5401 - Office Supplies				\$83.18		

5441 - Library Materials

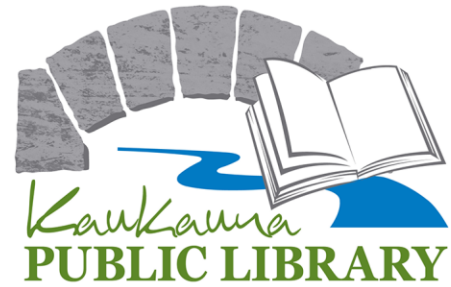
Credit Card	2/26/2025	Mar 2025	RAMP.2a60d7f2-74f4-481e-a718-3bfi V1173 Amazon	\$69.99	James Berven - Library materials acquisition	
Vendor Invoice	2/26/2025	Mar 2025	86819855 V0323 Ingram	\$11.62	Books	
Vendor Invoice	2/26/2025	Mar 2025	86819852 V0323 Ingram	\$40.04	Books	
Vendor Invoice	2/26/2025	Mar 2025	86819853 V0323 Ingram	\$16.63	Books	
Vendor Invoice	2/26/2025	Mar 2025	86819854 V0323 Ingram	\$8.80	Books	
Credit Card	2/27/2025	Mar 2025	RAMP.aa434c39-ab83-4455-b78a-9e V1173 Amazon	\$69.00	James Berven - Library materials acquisition	
Vendor Invoice	2/27/2025	Mar 2025	86837487 V0323 Ingram	\$30.17	Books	
Vendor Invoice	2/27/2025	Mar 2025	86837489 V0323 Ingram	\$90.32	Books	
Vendor Invoice	2/27/2025	Mar 2025	86837492 V0323 Ingram	\$58.95	Books	
Vendor Invoice	2/27/2025	Mar 2025	86837495 V0323 Ingram	\$25.94	Books	
Vendor Invoice	2/27/2025	Mar 2025	86837494 V0323 Ingram	\$43.27	Books	
Vendor Invoice	2/27/2025	Mar 2025	86837496 V0323 Ingram	\$76.07	Books	
Vendor Invoice	2/27/2025	Mar 2025	86837493 V0323 Ingram	\$44.03	Books	
Vendor Invoice	2/27/2025	Mar 2025	86837488 V0323 Ingram	\$13.53	Books	
Vendor Invoice	2/27/2025	Mar 2025	86837491 V0323 Ingram	\$12.92	Books	
Vendor Invoice	2/27/2025	Mar 2025	86837486 V0323 Ingram	\$41.60	Books	
Vendor Invoice	2/27/2025	Mar 2025	0606052-IN V0647 The Penworthy Company LLC	\$4,742.69	Books	
Vendor Invoice	2/27/2025	Mar 2025	86837490 V0323 Ingram	\$17.35	Books	
Credit Card	3/1/2025	Mar 2025	RAMP.2168ff52-eee9-4515-b8b1-cf0 V1173 Amazon	\$191.74	James Berven - Library materials procurement	
Credit Card	3/4/2025	Mar 2025	RAMP.70101115-4794-403b-963e-bc V1173 Amazon	\$89.42	James Berven - Library materials	
Credit Card	3/4/2025	Mar 2025	RAMP.982d6b97-e83a-450d-b858-74 V1173 Amazon	\$40.18	James Berven - Library materials	
Vendor Invoice	3/4/2025	Mar 2025	86911818 V0323 Ingram	\$71.36	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911824 V0323 Ingram	\$454.86	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911816 V0323 Ingram	\$341.21	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911805 V0323 Ingram	\$26.22	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911827 V0323 Ingram	\$74.15	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911828 V0323 Ingram	\$11.76	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911807 V0323 Ingram	\$13.29	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911821 V0323 Ingram	\$367.99	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911825 V0323 Ingram	\$82.15	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911823 V0323 Ingram	\$202.19	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911822 V0323 Ingram	\$533.12	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911811 V0323 Ingram	\$66.10	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911815 V0323 Ingram	\$121.04	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911804 V0323 Ingram	\$32.45	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911808 V0323 Ingram	\$162.38	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911813 V0323 Ingram	\$161.04	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911809 V0323 Ingram	\$193.13	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911819 V0323 Ingram	\$189.86	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911830 V0323 Ingram	\$48.29	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911810 V0323 Ingram	\$12.86	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911829 V0323 Ingram	\$10.80	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911817 V0323 Ingram	\$268.84	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911814 V0323 Ingram	\$176.52	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911826 V0323 Ingram	\$89.60	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911806 V0323 Ingram	\$36.66	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911820 V0323 Ingram	\$479.88	Books	
Vendor Invoice	3/4/2025	Mar 2025	86911812 V0323 Ingram	\$15.24	Books	
Credit Card	3/5/2025	Mar 2025	RAMP.5f88f8ca-4141-4954-930e-024 V0796 Baker & Taylor	\$11.51	Spencer Heise - book purchase	
Credit Card	3/5/2025	Mar 2025	RAMP.643a7e50-2f70-48a2-b8e5-fcd V0796 Baker & Taylor	\$69.09	Spencer Heise - book purchase	
Credit Card	3/6/2025	Mar 2025	RAMP.0db502a7-d74b-4b53-8e0e-be V0651 The Wall Street Journal	\$41.13	Spencer Heise - newspaper subscription	
Vendor Invoice	3/7/2025	Mar 2025	86986473 V0323 Ingram	\$11.45	Books	
Vendor Invoice	3/7/2025	Mar 2025	86996385 V0323 Ingram	\$135.72	Books	
Vendor Invoice	3/7/2025	Mar 2025	86996371 V0323 Ingram	\$129.92	Books	
Vendor Invoice	3/7/2025	Mar 2025	86996384 V0323 Ingram	\$11.24	Books	
Vendor Invoice	3/7/2025	Mar 2025	86986467 V0323 Ingram	\$11.74	Books	

Vendor Invoice	3/7/2025	Mar 2025	86996374	V0323 Ingram	\$35.96	Books
Vendor Invoice	3/7/2025	Mar 2025	86986464	V0323 Ingram	\$12.19	Books
Vendor Invoice	3/7/2025	Mar 2025	86986470	V0323 Ingram	\$33.08	Books
Vendor Invoice	3/7/2025	Mar 2025	86986481	V0323 Ingram	\$19.41	Books
Vendor Invoice	3/7/2025	Mar 2025	86996378	V0323 Ingram	\$150.45	Books
Vendor Invoice	3/7/2025	Mar 2025	86986480	V0323 Ingram	\$13.03	Books
Vendor Invoice	3/7/2025	Mar 2025	86986483	V0323 Ingram	\$16.35	Books
Vendor Invoice	3/7/2025	Mar 2025	86996382	V0323 Ingram	\$183.09	Books
Vendor Invoice	3/7/2025	Mar 2025	86996367	V0323 Ingram	\$52.31	Books
Vendor Invoice	3/7/2025	Mar 2025	86986476	V0323 Ingram	\$12.95	Books
Vendor Invoice	3/7/2025	Mar 2025	86996383	V0323 Ingram	\$34.71	Books
Vendor Invoice	3/7/2025	Mar 2025	86986471	V0323 Ingram	\$8.86	Books
Vendor Invoice	3/7/2025	Mar 2025	86986465	V0323 Ingram	\$11.23	Books
Vendor Invoice	3/7/2025	Mar 2025	86996381	V0323 Ingram	\$88.16	Books
Vendor Invoice	3/7/2025	Mar 2025	86986474	V0323 Ingram	\$35.29	Books
Vendor Invoice	3/7/2025	Mar 2025	86986484	V0323 Ingram	\$18.22	Books
Vendor Invoice	3/7/2025	Mar 2025	86986479	V0323 Ingram	\$18.78	Books
Vendor Invoice	3/7/2025	Mar 2025	86986468	V0323 Ingram	\$17.39	Books
Vendor Invoice	3/7/2025	Mar 2025	86986472	V0323 Ingram	\$18.02	Books
Vendor Invoice	3/7/2025	Mar 2025	86996380	V0323 Ingram	\$128.65	Books
Vendor Invoice	3/7/2025	Mar 2025	86986485	V0323 Ingram	\$29.42	Books
Vendor Invoice	3/7/2025	Mar 2025	86986466	V0323 Ingram	\$38.21	Books
Vendor Invoice	3/7/2025	Mar 2025	86986469	V0323 Ingram	\$17.35	Books
Vendor Invoice	3/7/2025	Mar 2025	86986482	V0323 Ingram	\$31.18	Books
Vendor Invoice	3/7/2025	Mar 2025	86986477	V0323 Ingram	\$16.72	Books
Vendor Invoice	3/7/2025	Mar 2025	86996372	V0323 Ingram	\$89.42	Books
Vendor Invoice	3/7/2025	Mar 2025	86996379	V0323 Ingram	\$7.31	Books
Vendor Invoice	3/7/2025	Mar 2025	86986486	V0323 Ingram	\$12.45	Books
Vendor Invoice	3/7/2025	Mar 2025	86996369	V0323 Ingram	\$62.67	Books
Vendor Invoice	3/7/2025	Mar 2025	86996376	V0323 Ingram	\$31.77	Books
Vendor Invoice	3/7/2025	Mar 2025	86996375	V0323 Ingram	\$142.03	Books
Vendor Invoice	3/7/2025	Mar 2025	86986478	V0323 Ingram	\$10.80	Books
Vendor Invoice	3/7/2025	Mar 2025	86996370	V0323 Ingram	\$92.45	Books
Vendor Invoice	3/7/2025	Mar 2025	86996377	V0323 Ingram	\$35.66	Books
Vendor Invoice	3/7/2025	Mar 2025	86996373	V0323 Ingram	\$20.11	Books
Vendor Invoice	3/7/2025	Mar 2025	86996368	V0323 Ingram	\$12.88	Books
Vendor Invoice	3/7/2025	Mar 2025	86986475	V0323 Ingram	\$16.41	Books
Vendor Invoice	3/11/2025	Mar 2025	87041802	V0323 Ingram	\$15.55	Books
Vendor Invoice	3/13/2025	Mar 2025	87082257	V0323 Ingram	\$20.27	Books
Vendor Invoice	3/13/2025	Mar 2025	87082258	V0323 Ingram	\$43.74	Books
Vendor Invoice	3/13/2025	Mar 2025	87082251	V0323 Ingram	\$44.76	Books
Vendor Invoice	3/13/2025	Mar 2025	87082254	V0323 Ingram	\$32.08	Books
Vendor Invoice	3/13/2025	Mar 2025	87082260	V0323 Ingram	\$19.57	Books
Vendor Invoice	3/13/2025	Mar 2025	87082244	V0323 Ingram	\$69.33	Books
Vendor Invoice	3/13/2025	Mar 2025	87082247	V0323 Ingram	\$35.17	Books
Vendor Invoice	3/13/2025	Mar 2025	87082250	V0323 Ingram	\$16.17	Books
Vendor Invoice	3/13/2025	Mar 2025	87082253	V0323 Ingram	\$21.44	Books
Vendor Invoice	3/13/2025	Mar 2025	87082245	V0323 Ingram	\$35.16	Books
Vendor Invoice	3/13/2025	Mar 2025	87082255	V0323 Ingram	\$16.90	Books
Vendor Invoice	3/13/2025	Mar 2025	87082248	V0323 Ingram	\$111.21	Books
Vendor Invoice	3/13/2025	Mar 2025	87082246	V0323 Ingram	\$17.89	Books
Vendor Invoice	3/13/2025	Mar 2025	87082256	V0323 Ingram	\$12.77	Books
Vendor Invoice	3/13/2025	Mar 2025	87082249	V0323 Ingram	\$107.93	Books
Vendor Invoice	3/13/2025	Mar 2025	87082252	V0323 Ingram	\$11.70	Books
Vendor Invoice	3/13/2025	Mar 2025	87082259	V0323 Ingram	\$32.09	Books
Vendor Invoice	3/14/2025	Mar 2025	87102976	V0323 Ingram	\$35.43	Books
Vendor Invoice	3/14/2025	Mar 2025	87102983	V0323 Ingram	\$18.01	Books
Vendor Invoice	3/14/2025	Mar 2025	87102981	V0323 Ingram	\$18.07	Books
Vendor Invoice	3/14/2025	Mar 2025	87102985	V0323 Ingram	\$10.25	Books
Vendor Invoice	3/14/2025	Mar 2025	87102982	V0323 Ingram	\$16.87	Books
Vendor Invoice	3/14/2025	Mar 2025	87102974	V0323 Ingram	\$36.13	Books
Vendor Invoice	3/14/2025	Mar 2025	87102977	V0323 Ingram	\$49.35	Books
Vendor Invoice	3/14/2025	Mar 2025	87102980	V0323 Ingram	\$10.74	Books
Vendor Invoice	3/14/2025	Mar 2025	87102984	V0323 Ingram	\$20.30	Books

Item 5.a.

Vendor Invoice	3/14/2025	Mar 2025	87102975	V0323 Ingram	\$17.43	Books
Vendor Invoice	3/14/2025	Mar 2025	87102978	V0323 Ingram	\$32.68	Books
Vendor Invoice	3/14/2025	Mar 2025	87102979	V0323 Ingram	\$32.68	Books
Vendor Invoice	3/23/2025	Mar 2025	87237182	V0323 Ingram	\$31.29	Books
Vendor Invoice	3/23/2025	Mar 2025	87237181	V0323 Ingram	\$9.00	Books
Vendor Invoice	3/25/2025	Mar 2025	87266795	V0323 Ingram	\$50.49	Books
Vendor Invoice	3/25/2025	Mar 2025	87266807	V0323 Ingram	\$9.59	Books
Vendor Invoice	3/25/2025	Mar 2025	87266809	V0323 Ingram	\$22.54	Books
Vendor Invoice	3/25/2025	Mar 2025	87266808	V0323 Ingram	\$19.99	Books
Vendor Invoice	3/25/2025	Mar 2025	87266800	V0323 Ingram	\$79.10	Books
Vendor Invoice	3/25/2025	Mar 2025	87266794	V0323 Ingram	\$31.34	Books
Vendor Invoice	3/25/2025	Mar 2025	87266797	V0323 Ingram	\$18.93	Books
Vendor Invoice	3/25/2025	Mar 2025	87266796	V0323 Ingram	\$48.59	Books
Vendor Invoice	3/25/2025	Mar 2025	87266789	V0323 Ingram	\$19.42	Books
Vendor Invoice	3/25/2025	Mar 2025	87266801	V0323 Ingram	\$50.43	Books
Vendor Invoice	3/25/2025	Mar 2025	87266798	V0323 Ingram	\$17.29	Books
Vendor Invoice	3/25/2025	Mar 2025	87266804	V0323 Ingram	\$23.73	Books
Vendor Invoice	3/25/2025	Mar 2025	87266810	V0323 Ingram	\$14.48	Books
Vendor Invoice	3/25/2025	Mar 2025	87266806	V0323 Ingram	\$63.63	Books
Vendor Invoice	3/25/2025	Mar 2025	87266802	V0323 Ingram	\$29.59	Books
Vendor Invoice	3/25/2025	Mar 2025	87266786	V0323 Ingram	\$18.16	Books
Vendor Invoice	3/25/2025	Mar 2025	87266788	V0323 Ingram	\$68.44	Books
Vendor Invoice	3/25/2025	Mar 2025	87266805	V0323 Ingram	\$88.99	Books
Vendor Invoice	3/25/2025	Mar 2025	87266787	V0323 Ingram	\$18.16	Books
Vendor Invoice	3/25/2025	Mar 2025	87266792	V0323 Ingram	\$34.62	Books
Vendor Invoice	3/25/2025	Mar 2025	87266790	V0323 Ingram	\$17.87	Books
Vendor Invoice	3/25/2025	Mar 2025	87266793	V0323 Ingram	\$31.34	Books
Vendor Invoice	3/25/2025	Mar 2025	87266791	V0323 Ingram	\$32.52	Books
Vendor Invoice	3/25/2025	Mar 2025	87266803	V0323 Ingram	\$22.53	Books
Vendor Invoice	3/25/2025	Mar 2025	87266799	V0323 Ingram	\$18.57	Books
Total - 5441 - Library Materials					\$13,826.32	
5442 - Service Contracts						
Vendor Invoice	2/28/2025	Mar 2025	38672529	V0440 Marco	\$248.09	Copier
Credit Card	3/6/2025	Mar 2025	RAMP.3f2a3390-d212-4464-9df5-831V1207	Miscellaneous Retail Vendor (Ramp)	\$696.17	Spencer Heise - digital subscription
Total - 5442 - Service Contracts					\$944.26	
5444 - Library Programs						
Credit Card	2/24/2025	Mar 2025	RAMP.b6644f6d-ff38-47ef-8733-3c57 V1173	Amazon	\$46.48	Sarah Wroblewski - Programming
CCard Refund	2/28/2025	Mar 2025	RAMP.c151ea30-4b37-4dd7-833a-45 V1173	Amazon	(\$17.98)	Spencer Heise - Refund for library programming
Credit Card	3/5/2025	Mar 2025	RAMP.3a4d0fb0-6c82-4dfc-8c20-8bb V1173	Amazon	\$28.19	Sarah Wroblewski - Programming
Total - 5444 - Library Programs					\$56.69	
5801 - Land & Buildings						
Vendor Invoice	2/7/2025	Mar 2025	481879	V0614 Short Elliott Hendrickson, Inc	\$924.60	6-25 Library Office - Design
Vendor Invoice	2/28/2025	Mar 2025	BE268602	V0503 Finger Publishing, Inc.	\$84.95	6-25 Library Office Ad
Vendor Invoice	2/28/2025	Mar 2025	BE268603	V0503 Finger Publishing, Inc.	\$28.71	7-25 Library AMHS - Ad
Total - 5801 - Land & Buildings					\$1,038.26	
Total - Expense					\$102,478.81	
Net Income					(\$102,478.81)	

To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 4/16/25
Re: Capital Improvement Update



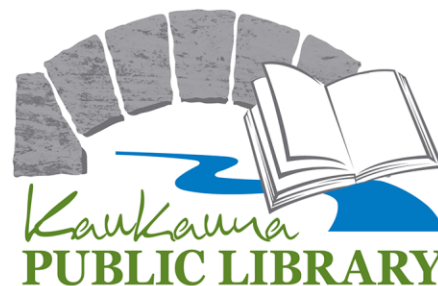
We are still currently in the signing contracts phase for the AMHS. There has been some back and forth contract changes with mk Solutions, but I think that will be wrapped up shortly. We are hoping to begin install of the AMHs, self-checks, and gates in early October after construction finishes in August.

A pre-construction meeting will likely be taking place the last week in April.

My next step in the process will be the furniture now that we know how large the AMHS is, as well as the square footage of the office spaces. So another RFP will need to go out for furniture proposals.



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 4/16/25
Re: Staffing Update



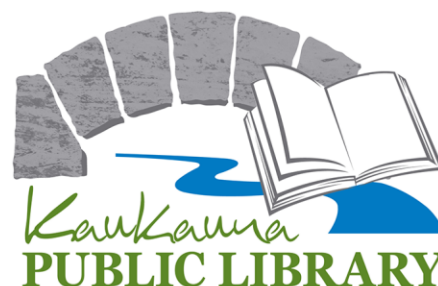
We still had two open part-time positions at the Library in early April, and were able to fill them internally this month. On-Call staff member, Owen Duescher, started as a part-time Library Assistant on April 9. On-Call staff member, Amber Wolfinger, will start as a part-time Library Assistant on May 1. Both Owen and Amber will be helping with Circulation reports as their emphasis area.

OWLS recently released a list of the reports that they are able to generate for us and we realized that it would be helpful to utilize our open positions to reflect our need for collection management help. Several fulltime staff members are also assigned daily and monthly reports to reconcile, so this is also an opportunity to take a few things off their plate by reassigning.

As two On-Call staff members did move into regular positions, we are short On-Call staff again. James is currently finishing the training of two other On-Call staff members and once they are in the pool, we will consider posting for On-Call staff again.



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 4/16/25
Re: Upcoming Staff Training



The Library will be closed on Friday, April 25 for staff training and carpet cleaning.

Staff have an extremely busy day of training. A few of the things we will be going over include artificial intelligence (AI) training and a demo of the Copilot AI function in Microsoft Teams. We will also have a demo of our new database, Newspaper Archive, and a demo on new equipment, including the disc cleaning machine and cold laminator.

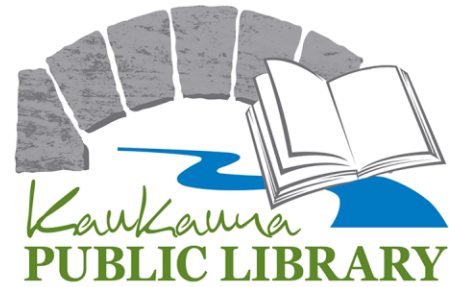
Staff will also be going through the Summer Learning Program (SLP) for this year and the subsequent online SLP database Beanstack that we use. We will also be having refresher training on closing procedures, hotspots, shifting online registrations to regular accounts, damage to materials procedures, adding and removing notes to accounts, and going through the new City accident report form.

We will also be setting up for our book sale later in the day with the help of volunteers and doing a demonstration for both staff and volunteers on how to use our new credit card reader. We also have quite a bit of in-house work to do including moving some items from one storage point to another, as well as shifting materials in the stacks, and bringing up items for the outdoor garden from storage.

We will also be having a speaker from the Inclusion Community Center come speak to us about how we can better serve adult patrons with disabilities here at the Library.



To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 4/16/25
 Re: Collection Management



Collection management has been a high priority for the Library, but given staffing limitations, we have not been able to spend quite as much time in the stacks as we would like and should. However, with the addition of hours with the new positions, we have been very lucky to find some extra time in our schedules to spend more time in the stacks lately.

Last year, James and Dafina were able to get through the entire Science Fiction/Fantasy collection and clean up series (order missing copies), weed, ensure spine labels are correct, and inventory the collection, so it accurately reflects our holdings with what is listed in InfoSoup. Recently, I was able to inventory the Inspirational Collection after Dafina had fixed all of the spine labels. I was able to clean up all of the series in the collection, so we anticipate even greater circulation from the collection now that it has complete series.

This process will take place throughout the building over roughly the next two to three years, because it is quite costly to clean up multiple collections. The goal is to complete this for all our fiction holdings, so in future, it will be just spot ordering as needed, and then inventories. The Inspirational collection, which is only one full stack, cost just under \$2,500 to re-order all the missing titles in it to complete series.

James will be actively working on a spreadsheet for the Mystery collection, while I work on the Romance collection, so we will be prepared for next budget cycle. Those collections are both quite large and will likely be all we can afford to do in 2026.

We currently budget how much per month, per collection that we want to spend on each different collection. Annually we sit down and look at what publishing and circulation trends are, which collections are lacking in size and need extra funds, and if there are new collections or materials we should be adding. We will utilize those spreadsheets in the meantime, to reorder needed books when there are funds left in the line, after we have already ordered the new titles for that collection for the month. The spreadsheet automatically adjusts monthly spending for the line if we go over or under the allocation. If a line goes over, we can adjust other lines as needed to accommodate the change.

Sarah will be starting this process in the Youth Department as well. This year she will be completing the series audit and inventory in our Early Chapter book collection, as a majority of that collection, more than three-fourths of it are series, many of which are not complete.

Adult Services Librarian Report April 2025

Programming

Make and Mingle

In April Jenny taught patrons how to make a recycled book vase. She also provided pinwheels to put inside the pages of the vase for decoration.



A book defiled for craft purposes (above).

Landlord and Tenant Rights and Responsibilities with Jeff Kersten

On April 10th Jeff Kersten from the Department of Agriculture, Trade & Consumer Protection stopped by to talk about landlord and tenant rights and responsibilities. Though admittedly the turnout was low, the patrons who did attend said they learned a lot from the presentation and were glad they came.

Focus on Local History

On April 15th Gavin invited Dr. Patrick Jung from the Milwaukee School of Engineering to give a lecture on the Black Hawk War of 1832 in Southern Wisconsin. Dr. Jung tailored the lecture towards how Kaukauna and the Fox Valley area influenced the war. Patrons were engaged in the presentation and asked many follow up questions.

Puzzle Palooza

On March 22nd the library hosted our 7th Puzzle Palooza event. At this event 10 teams of up to four people compete to put together the same 500 piece jigsaw puzzle. Registration was the most popular it has ever been, with a full competition of 10 teams and more than 10 other teams on the waitlist. This time team “We Came. We Jigsaw. We Conquered” won first place with a time of 46 minutes 49 seconds!



We Came. We Jigsaw. We Conquered. (left). The conference room full of competitive puzzlers (right).

Walking Club

Staff member Donna is again leading patrons through all of Kaukauna's wonderful trails. In April we are focusing on the various 1,000 Islands Environmental Center trails. Despite the brisk mornings, everyone is enjoying getting out in nature!



The Walking Club found a sign in the woods.

Youth Services at a Glance

March 2025

Teacher Packs- 4

Youth Programs- 35

Youth Attendance- 14

General Interest Programs- 936

General Interest Attendance- 2948

Program Highlights

Weekly storytimes are a big hit in Kaukauna! Each storytime includes important components of early literacy, including print awareness, letter knowledge, and phonological awareness. By engaging children with interactive storytelling, books, and songs, we help develop listening skills, vocabulary, and a love of reading. We continue to see an impressive turnout for storytimes.

Spring break for the Kaukauna Area School District means escape rooms and scavenger hunts for the Kaukauna Public Library. Over 150 patrons attempted to escape the teen lab, with youth librarians learning many lessons. This drop-in activity quickly outgrew our vision, but we are wiser and better prepared to host another escape room in the fall!



Escape room participants solving puzzles and working together.

Community Outreach & Collaboration

School kiddos love library field trips! Tanner Early Learning Center 4K classrooms came for a library visit, and these young friends sure put a “spring” in our step! Be sure to stop in and see all their colorful artwork decorating the library, welcoming the warmer weather. Reading buddies from Freedom Elementary School also came for a library visit. They checked out books, toured the library, and ended with friends making plans for a return trip.



4K students adding details to the spring gardens.

The Kidz Expo was held in March this year, giving families something free and fun to do early in the season. Over 1500 attendees stopped by the library booth for games, crafts, and fun fidgets! Appleton Public Library helps staff and supply the booth, making it possible for us to be part of this event every year. United Way Fox Valley invited the library to join its Spring into Summer event at Menasha High School, and we are so glad we did! With carnival games and prize choices, our table was the spot to be. Outreach events are vital to promoting connections with organizations and connecting patrons with library services. These events help promote literacy and lifelong learning and strengthen community relationships.



Left: Friends stopping by at the United Way Spring into Summer event.

Right: Fun and games at the Kidz Expo, with a special visit from APD!



April 2025 Local History Report

Gavin Schmitt, Local Historian

Fox Cities Magazine

- Fox Cities Magazine contacted us regarding the building at 145 East Second Street. They wanted to highlight restaurants in historic buildings. Look for an article in May – I provided a 100+ year summary and old photos, so we will see what makes it to print.

Recollection Wisconsin (RW)

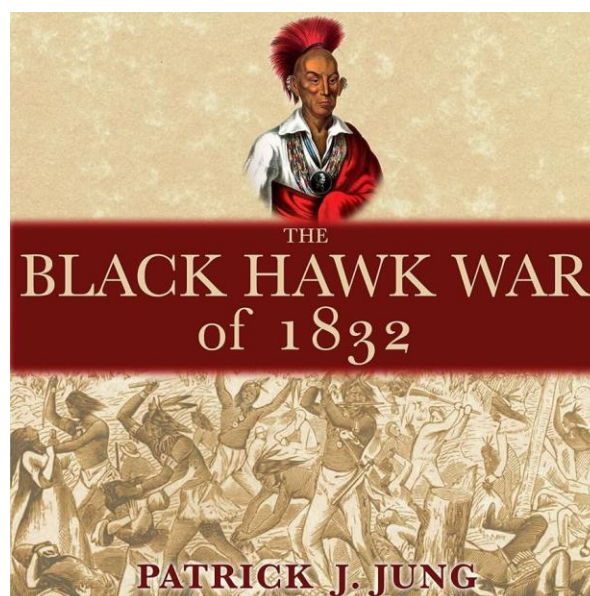
- I remain on the steering committee for RW. In the past few months, four more organizations had their collections digitized and added to the index. This is useful for all of us, adding more context to statewide historical events. While KPL is Kaukauna-focused, it must be recognized that things that happen here do not happen in a vacuum.
- Potential budget and funding cuts at the federal level do risk affecting RW, which relies on federal funding for roughly 15% of its budget. While I do not see this affecting the mission of RW, it does cause us to be vigilant about trends in funding.

Grignon Family / Mansion

- As of mid-April, I serve as vice chair of the Grignon Mansion Board. Our chair, Pennie Thiele, has resigned, and this places me as acting chair.
- Going forward, I intend to make the goals of the Grignon Mansion and the KPL local history collection more interwoven. Obviously, the Grignon family is a key piece of Kaukauna history, so that connection is implicit. However, I feel that while the Mansion excels at fundraising events and operating as a house museum, it does not achieve its full potential as a place to highlight Kaukauna's importance in regional and state history. I would like to increase the number of Grignon-adjacent events presented under the KPL banner. In conjunction with this, I have also reached out to *Voyageur* (a regional history magazine) about having more articles on the family's importance. They were very receptive, and I will be submitting an article for publication in the next few months.

Patrick Jung

- As part of the attempt to link local history and the Grignon family, Dr. Patrick Jung of Milwaukee spoke on April 15. Sponsored by a patron, Jung discussed the Black Hawk War (1832) and the leadership roles held by



Augustin and Charles Grignon during that conflict. Few people know about the Black Hawk War, and even fewer realize we have Kaukauna residents from 200 years ago who were active in that event. Jung was here a few years ago, speaking on Jean Nicolet, which was a very engaging discussion that challenged many of our assumptions – it left a strong positive impression on me and several patrons. Jung is on my shortlist for guest speakers – he also has a talk on slavery in Wisconsin, which ought to be engaging and informative.

WIR

- Increasing the amount of material on Wisconsin International Raceway remains a priority for 2025. Multiple contacts have been made and people have expressed willingness to share what they have, but thus far, the fruits have been few. I have been adding items as they arrive, and intend to present a program on WIR / Evel Knievel later this year to spur more discussion.

Police

- In an earlier report, it was said that a target date for a Kaukauna Police Department book rough draft would be in May 2025. At this point (mid-April), the bulk of the research is done and the writing is progressing in earnest. I am over the 30,000-word mark, and believe I should be done on schedule.

DPI / OWLS

- This month during spring cleaning, Director Thiem-Menning discovered a large cache of documents, letters and reports that cover topics such as the creation of OWLS in the 1970s and DPI reports going back to 1925(!!!), written by KPL librarian Lillian Bell. I am going through them page by page to eliminate anything of no value* and hope to have the pages filed soon. While it is largely “minutiae” and nothing “juicy,” the papers provide a rare look at communication between the library, the city attorney, OWLS and the state.
- * “no value” is subjective, of course. I mean such things as newspaper articles which are easily retrieved and don’t need to be on file.

Chapter 25

Liability Issues

Liability Issues

- Generally, library trustees need fear no personal loss or liability for the honest performance of their official duties and exercise of powers granted by law. Wisconsin Statutes (Section 893.80(4)) and court cases generally provide that public officials are immune from individual liability for actions performed within the scope of their office

Liability Issues

- But personal liability is still possible for intentional or careless injuries or damages, illegal use of public funds or authority, ethics and conflict-of-interest law violations, public records law violations, and open meetings law violations. In the case of open meetings law violations, an individual board member who is found to be in violation of the law may be fined and must pay the fine personally, without reimbursement from the library or municipality.

Liability Issues

- Library boards must also avoid taking actions that violate rights guaranteed by the federal constitution or federal law. Special care must be exercised in actions that concern discrimination laws, employment laws, and First Amendment rights. Before taking any actions that may jeopardize these rights, it is strongly recommended that the board seek the advice of the municipal attorney (or county corporation counsel in the case of a consolidated county public library board).

Liability Issues

- Wisconsin Statutes provide that if a claim is brought against the library board because of an act or omission of the library board and the claim is disallowed by the library board, the claimant may bring action against the municipality or county (Section 43.58(3)). Because the municipality or county is ultimately liable for any legal missteps by the library board, municipal and county attorneys are very willing to assist the library board with any legal questions.

Liability Issues

- Under most circumstances, municipalities have a legal responsibility to provide legal counsel to officers and employees (including library officers and employees) in proceedings brought because of actions taken while carrying out the duties of the office or position. Generally, under these circumstances, the municipality must also indemnify or pay for judgments for damages as well as other costs and legal fees. (See Wisconsin Statutes Section 895.46(1)(a) for the details, including the limitations, of this law.)

Protections

- You can greatly lessen the possibility of liability if you, and your fellow board members, do all of the following:
 - Become knowledgeable about the various laws that apply to library board actions and library operations (such as the state open meetings and public records laws, state and local ethics laws and state and federal employment laws). See Trustee Essential #7, #14, #15, and #16 for more information about these laws.
 - Adopt written policies for operating the library and review all library policies on a regular cycle, ensuring that all policies (including the personnel policy) are reviewed at least every three years. See Trustee Essentials #7 and #10 for more information.

Protections

- Exercise care and diligence in board consideration of new or revised policies. Review each policy in light of the "four tests of a legally defensible policy" from Trustee Essential #10: Developing Essential Library Policies. ☐ Vote against any proposed board action that you believe is illegal or improper. Vote to table an issue if you believe insufficient information has been provided on which to base an informed opinion. Make sure the minutes reflect your vote.
- Act and speak for the library only when authorized to do so by the full board.
- Avoid even the appearance of conflict of interest. (See Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees for more information.)
- Consult with library system staff and/or the municipal or county attorney if you have concerns about the legality of any action or failure to take an action.

	2025 Statistics				2024 Statistics		
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Circulation	January	February	March	2025 Y-T-D	March 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Total Circulation and Renewal	14,507	13,075	13,936	41,518	12,302	36,714	1,634	13%
Overdrive Usage	2,890	2,640	2,967	8,497	2,686	7,498	281	10%
Hoopla Usage	523	532	554	1,609	441	1,217	113	26%
Items Loaned	3,096	2,999	3,684	9,779	2,979	8,701	705	24%
Items Borrowed	4,593	3,918	3,914	12,425	3,618	10,812	296	8%
Teacher Packs	5	2	4	11	2	9	2	100%
Door Count	9,201	8,753	10,157	28,111	9,496	27,768	661	7%

Services	January	February	March	2025 Y-T-D	March 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Public Internet Usage/Hr.	329	286	320	935	402	1,080	-82	-20%
Wireless Usage by Session	1,271	1,258	1,370	3,899	1,286	3,793	84	7%
Youth Programs	17	31	35	83	34	86	1	3%
Youth Program Attendance	328	889	936	2,153	994	2,294	-58	-6%
Adult Programs	16	16	16	48	15	41	1	7%
Adult Program Attendance	139	110	127	376	157	417	-30	-19%
General Interest Programs	8	5	14	27	4	16	10	250%
General Interest Attendance	582	154	2,948	3,684	160	1,377	2,788	1743%
Meeting Room Usage	58	74	91	223	76	217	15	20%
Study Room	135	190	161	486	139	413	22	16%
Volunteer Hours	102	98	107	307	98	285	10	10%
Local History Inquiries	18	12	16	46	14	42	2	14%
Technology Instruction 1:1	12	8	5	25	11	38	-6	-55%
Proctor	0	0	0	0	1	2	-1	-100%
Notary	2	2	1	5	1	3	0	0%

Social Statistics	January	February	March	2025 Y-T-D	March 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Website Views	3,060	2,975	2,795	8,830	2,721	7,686	74	3%
Facebook Followers	8,691	8,710	8,788	26,189	55	169	NEW STATISTIC	
TikTok Followers	744	743	739	2,226	108	398	631	584%
Instagram Followers	914	918	927	2,759	NEW		STATISTIC	

Items Held by Library	January	February	March	Month to Month # +/-	March 2024	# +/-
Total Titles Held by Library	67,633	67,951	68,411	460	63,155	5,256
Total Items Held by Library	72,130	72,510	72,724	214	67,414	5,310
Kaukauna Card Holding Patrons	10,943	10,943	11,056	113	10,211	845

Quarterly Report