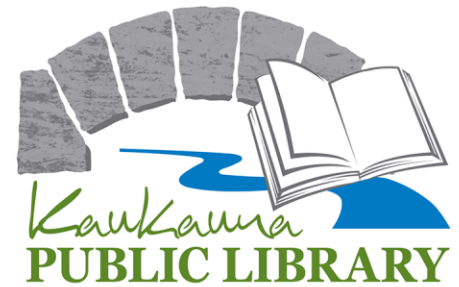


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, November 25, 2025 at 5:30 PM



AGENDA

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - a. Tuesday, October 28, 2025
4. Public Participation and Communications
5. Action Items
 - a. Bill Register October 2025
 - b. 2026 Budget Adoption
6. Information Items
 - a. Directors Report
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Communications Coordinator Report
 - e. Local Historian Report
 - f. Trustee Topic: Chapter 3
 - g. Statistics
7. Adjournment

NOTICES

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

Join Zoom Meeting

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

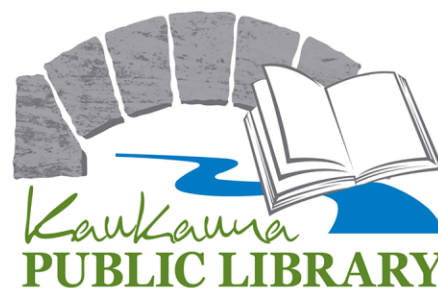
Meeting ID: 810 9239 2071 Passcode: 372689

LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna



Tuesday, October 28, 2025 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order at 5:35p.
2. Roll call of membership
 - a. Present: A. Neumeier, D. Tatro, J. Van De Hey, J. Lucas, C. Van Boxel, M.J. Kilgas, J. Vondracek, P. Davis & C. Fallona
 - b. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, September 23, 2025
 - b. M.J. Kilgas made a motion to approve Tuesday, September 23, 2025 meeting minutes, seconded by C. Fallona. Motion carried; all in favor.
4. Public Participation and Communications
 - a. None.
5. Action Items
 - a. Bill Register September 2025
 - i. J. Van De Hey made a motion to approve the Bill Register September 2025, seconded by M.J. Kilgas. Motion carried; all in favor.
 - b. Update Programming Policy
 - i. C. Fallona made a motion to update the Programming Policy, seconded by C. Van Boxel. Motion carried; all in favor.
6. Information Items
 - a. Directors Report
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Local Historian Report
 - i. A. Thiem-Menning noted that C. Van Boxel has just sent her first juvenile nonfiction book on the history of Kaukauna to the printer.
 - e. Trustee Topic: Chapter 2
 - f. Statistics

- i. J. Vondracek made a motion to receive and place the reports on file. Seconded by J. Lucas. Motion carried; all in favor.

7. Adjournment

- a. The meeting adjourned at 6:33p.



City of Kaukauna
City - Income Statement Detail
Oct 2025

Item 5.a.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description	Fund
Expense								
5000 - Personnel Services								
5001 - Wages & Salaries								
5101 - Regular Payroll								
	Journal	10/9/2025	Oct 2025	JE939		\$21,895.46	Gross Earnings	General Fund - 101
	Journal	10/23/2025	Oct 2025	JE940		\$21,737.42	Gross Earnings	General Fund - 101
Total - 5101 - Regular Payroll						\$43,632.88		
5104 - Temporary Payroll								
	Journal	10/9/2025	Oct 2025	JE939		\$1,418.40	Seasonal	General Fund - 101
	Journal	10/23/2025	Oct 2025	JE940		\$1,317.57	Seasonal	General Fund - 101
Total - 5104 - Temporary Payroll						\$2,735.97		
5107 - Overtime Pay								
	Journal	10/23/2025	Oct 2025	JE940		\$241.53	OT	General Fund - 101
Total - 5107 - Overtime Pay						\$241.53		
Total - 5001 - Wages & Salaries						\$46,610.38		
5002 - Fringe Benefits								
5151 - Retirement Plan								
	Journal	10/9/2025	Oct 2025	JE939		\$1,292.25	ERWRSGen	General Fund - 101
	Journal	10/23/2025	Oct 2025	JE940		\$1,301.92	ERWRSGen	General Fund - 101
Total - 5151 - Retirement Plan						\$2,594.17		
5152 - Residency								
	Journal	10/9/2025	Oct 2025	JE939		\$244.25	401a	General Fund - 101
	Journal	10/23/2025	Oct 2025	JE940		\$242.59	401a	General Fund - 101
Total - 5152 - Residency						\$486.84		
5154 - Social Security								
	Journal	10/9/2025	Oct 2025	JE939		\$1,090.56	Employer Social Security Expense	General Fund - 101
	Journal	10/9/2025	Oct 2025	JE939		\$323.48	Employer Medicare Expense	General Fund - 101
	Journal	10/23/2025	Oct 2025	JE940		\$1,099.20	Employer Social Security Expense	General Fund - 101
	Journal	10/23/2025	Oct 2025	JE940		\$323.22	Employer Medicare Expense	General Fund - 101
Total - 5154 - Social Security						\$2,836.46		
5157 - Group Health Insurance								
	Journal	10/9/2025	Oct 2025	JE939		\$4,882.13	ER Health	General Fund - 101
	Journal	10/9/2025	Oct 2025	JE939		\$219.00	HRA Monthly	General Fund - 101
	Journal	10/23/2025	Oct 2025	JE940		\$4,882.13	ER Health	General Fund - 101
Total - 5157 - Group Health Insurance						\$9,983.26		
5160 - Group Life Insurance								
	Journal	10/9/2025	Oct 2025	JE939		\$26.93	ER Life	General Fund - 101
	Journal	10/23/2025	Oct 2025	JE940		\$26.93	ER Life	General Fund - 101
Total - 5160 - Group Life Insurance						\$53.86		
5163 - Workers Compensation								
	Journal	10/9/2025	Oct 2025	JE939		\$37.30	WC Admin	General Fund - 101
	Journal	10/23/2025	Oct 2025	JE940		\$37.30	WC Admin	General Fund - 101
Total - 5163 - Workers Compensation						\$74.60		
Total - 5002 - Fringe Benefits						\$16,029.19		
Total - 5000 - Personnel Services						\$62,639.57		
5003 - Non-Personnel Services								
5004 - Travel/Training								
5208 - Travel - City Business								
	Credit Card	9/24/2025	Oct 2025	RAMP.1e79ct	V1207 Miscellaneous Retail Vendor (Ramp	\$6.00	Ashley Thiem-Menning - Parking for library meeting	General Fund - 101
	Vendor Invoic	10/1/2025	Oct 2025	100125	V1671 Michael Schmitt	\$166.00	DPLA Committee Meeting Milwaukee Mileage & Parking	General Fund - 101
	Vendor Invoic	10/21/2025	Oct 2025	102125	V1671 Michael Schmitt	\$463.39	WHS Conference Mileage, Hotel, & Meal Reimbursement	General Fund - 101
Total - 5208 - Travel - City Business						\$635.39		
Total - 5004 - Travel/Training						\$635.39		
5006 - Purchased Services								
5303 - Communications								
	Credit Card	10/18/2025	Oct 2025	RAMP.964ba	c V0755 T-Mobile	\$29.90	Library mobile communication services	General Fund - 101
	Journal	10/23/2025	Oct 2025	JE940		\$25.00	Cell Reimb	General Fund - 101
Total - 5303 - Communications						\$54.90		
5309 - Water Sewer & Electric								

Vendor Invoice 9/26/2025	Oct 2025	500114-0120:	V0383 Kaukauna Utilities	\$1,685.73	Water, Sewer, & Electric	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	500114-0120:	V0383 Kaukauna Utilities	\$1,605.67	Water, Sewer, & Electric	General Fund - 101
Total - 5309 - Water Sewer & Electric				\$3,291.40		
5312 - Maintenance - Buildings						
Vendor Invoice 9/29/2025	Oct 2025	9800	V1220 Killian's Landscaping, Inc.	\$250.00	Monthly Lawn & Landscape Maintenance	General Fund - 101
Vendor Invoice 9/30/2025	Oct 2025	1291602	V0405 LaForce	\$937.34	Front Door	General Fund - 101
Vendor Invoice 10/8/2025	Oct 2025	100825	V0016 Grand Kakalin LLC	\$9,183.00	Maintenance - October	General Fund - 101
Vendor Invoice 10/30/2025	Oct 2025	9861	V1220 Killian's Landscaping, Inc.	\$250.00	Monthly Lawn & Landscape Maintenance	General Fund - 101
Total - 5312 - Maintenance - Buildings				\$10,620.34		
5313 - Lease - Buildings						
Vendor Invoice 10/8/2025	Oct 2025	100825	V0016 Grand Kakalin LLC	\$11,993.00	Rent - October	General Fund - 101
Total - 5313 - Lease - Buildings				\$11,993.00		
5325 - Contractual Services						
Vendor Invoice 10/1/2025	Oct 2025	02-41948	V0003 Advanced Maintenance Solutions	\$2,277.40	Monthly Contract Janitorial Services for the month of the invoice date Per contract effect	General Fund - 101
Credit Card 10/3/2025	Oct 2025	RAMP.fe430b	V0006 Complete Office of Wisconsin	\$111.11	Spencer Heise - bathroom paper supplies	General Fund - 101
Credit Card 10/9/2025	Oct 2025	RAMP.156e0f	V0006 Complete Office of Wisconsin	\$96.42	Spencer Heise - roll towel (on same invoice as 207.53.) shipped separate	General Fund - 101
Total - 5325 - Contractual Services				\$2,484.93		
5328 - Advertising						
Credit Card 9/30/2025	Oct 2025	RAMP.12f025	V1315 Facebook Ads	\$9.83	Ashley Thiem-Menning - Advertising for library services	General Fund - 101
Credit Card 10/3/2025	Oct 2025	RAMP.66a4d1	V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - Library newsletter email service	General Fund - 101
Total - 5328 - Advertising				\$33.59		
Total - 5006 - Purchased Services				\$28,478.16		
5007 - Supplies						
5401 - Office Supplies						
Credit Card 10/2/2025	Oct 2025	RAMP.c0d71c	V1328 Premium Waters, Inc.	\$56.94	Spencer Heise - Library water refill purchase.	General Fund - 101
Credit Card 10/3/2025	Oct 2025	RAMP.21c86f	V1207 Miscellaneous Retail Vendor (Ramp	\$113.95	Spencer Heise - disc cleaner refill kit	General Fund - 101
Credit Card 10/11/2025	Oct 2025	RAMP.ac9c8f	V1173 Amazon	\$33.24	Spencer Heise - Office supplies purchase	General Fund - 101
Credit Card 10/13/2025	Oct 2025	RAMP.692bae	V1173 Amazon	\$9.49	James Berven - Book Repair	General Fund - 101
Credit Card 10/24/2025	Oct 2025	RAMP.3651f5	V1207 Miscellaneous Retail Vendor (Ramp	\$16.87	James Berven - Library Supplies - Ace Hardware	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	4697	V0528 Outagamie Waupaca Library Syster	\$76.50	Receipt Paper	General Fund - 101
Credit Card 10/27/2025	Oct 2025	RAMP.69c39f	V1173 Amazon	\$46.83	Spencer Heise - Office supplies purchase for library.	General Fund - 101
Total - 5401 - Office Supplies				\$353.82		
5431 - Postage						
Credit Card 10/2/2025	Oct 2025	RAMP.7486a7	V0680 U.S. Postal Service - Postmaster	\$27.80	Spencer Heise - Library mail	General Fund - 101
Credit Card 10/7/2025	Oct 2025	RAMP.b12c57	V0680 U.S. Postal Service - Postmaster	\$10.10	Spencer Heise - library mail	General Fund - 101
Total - 5431 - Postage				\$37.90		
5441 - Library Materials						
Vendor Invoice 8/21/2025	Oct 2025	89935840	V0323 Ingram	\$12.37	Books	General Fund - 101
Vendor Invoice 8/21/2025	Oct 2025	89935832	V0323 Ingram	\$17.04	Books	General Fund - 101
Vendor Invoice 8/21/2025	Oct 2025	89935837	V0323 Ingram	\$12.67	Books	General Fund - 101
Vendor Invoice 8/21/2025	Oct 2025	89935839	V0323 Ingram	\$6.83	Books	General Fund - 101
Vendor Invoice 8/21/2025	Oct 2025	89935835	V0323 Ingram	\$11.26	Books	General Fund - 101
Vendor Invoice 8/21/2025	Oct 2025	89935834	V0323 Ingram	\$18.36	Books	General Fund - 101
Vendor Invoice 8/21/2025	Oct 2025	89935836	V0323 Ingram	\$19.58	Books	General Fund - 101
Vendor Invoice 8/21/2025	Oct 2025	89935833	V0323 Ingram	\$6.73	Books	General Fund - 101
Vendor Invoice 8/21/2025	Oct 2025	89935838	V0323 Ingram	\$9.35	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148150	V0323 Ingram	\$9.64	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148143	V0323 Ingram	\$16.22	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148142	V0323 Ingram	\$13.24	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148148	V0323 Ingram	\$6.06	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148138	V0323 Ingram	\$13.33	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148149	V0323 Ingram	\$11.34	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148140	V0323 Ingram	\$12.94	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148146	V0323 Ingram	\$16.68	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148152	V0323 Ingram	\$22.35	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148139	V0323 Ingram	\$59.33	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148145	V0323 Ingram	\$11.88	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148147	V0323 Ingram	\$15.36	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148151	V0323 Ingram	\$10.57	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148144	V0323 Ingram	\$59.79	Books	General Fund - 101
Vendor Invoice 8/29/2025	Oct 2025	90148141	V0323 Ingram	\$11.93	Books	General Fund - 101
Credit Card 9/24/2025	Oct 2025	RAMP.cfb78	V1642 Target	\$69.99	James Berven - Library materials acquisition.	General Fund - 101
Credit Card 9/24/2025	Oct 2025	RAMP.de75a7	V1642 Target	\$29.99	James Berven - Library materials purchase.	General Fund - 101
Credit Card 9/24/2025	Oct 2025	RAMP.5df5eb	V1642 Target	\$69.99	James Berven - Library materials purchase.	General Fund - 101
Vendor Invoice 9/25/2025	Oct 2025	90757496	V0323 Ingram	\$46.77	Books	General Fund - 101

Item 5.a.

Vendor Invoice 9/25/2025	Oct 2025	90757491	V0323 Ingram	\$12.31	Books	General Fund - 101
Vendor Invoice 9/25/2025	Oct 2025	90757492	V0323 Ingram	\$16.76	Books	General Fund - 101
Vendor Invoice 9/25/2025	Oct 2025	90757486	V0323 Ingram	\$13.56	Books	General Fund - 101
Vendor Invoice 9/25/2025	Oct 2025	90757489	V0323 Ingram	\$11.37	Books	General Fund - 101
Vendor Invoice 9/25/2025	Oct 2025	90757497	V0323 Ingram	\$204.43	Books	General Fund - 101
Vendor Invoice 9/25/2025	Oct 2025	90757495	V0323 Ingram	\$14.39	Books	General Fund - 101
Vendor Invoice 9/25/2025	Oct 2025	90757490	V0323 Ingram	\$10.04	Books	General Fund - 101
Vendor Invoice 9/25/2025	Oct 2025	90757487	V0323 Ingram	\$34.94	Books	General Fund - 101
Vendor Invoice 9/25/2025	Oct 2025	90757488	V0323 Ingram	\$7.93	Books	General Fund - 101
Vendor Invoice 9/25/2025	Oct 2025	90757494	V0323 Ingram	\$16.68	Books	General Fund - 101
Vendor Invoice 9/25/2025	Oct 2025	90757493	V0323 Ingram	\$16.82	Books	General Fund - 101
Vendor Invoice 9/29/2025	Oct 2025	90815332	V0323 Ingram	\$19.21	Books	General Fund - 101
Vendor Invoice 9/29/2025	Oct 2025	90815331	V0323 Ingram	\$18.98	Books	General Fund - 101
Vendor Invoice 9/30/2025	Oct 2025	90860660	V0323 Ingram	\$13.04	Books	General Fund - 101
Vendor Invoice 9/30/2025	Oct 2025	90860661	V0323 Ingram	\$13.59	Books	General Fund - 101
Vendor Invoice 10/1/2025	Oct 2025	90895769	V0323 Ingram	\$20.59	Books	General Fund - 101
Vendor Invoice 10/1/2025	Oct 2025	90895763	V0323 Ingram	\$20.68	Books	General Fund - 101
Vendor Invoice 10/1/2025	Oct 2025	90895767	V0323 Ingram	\$10.76	Books	General Fund - 101
Vendor Invoice 10/1/2025	Oct 2025	90895761	V0323 Ingram	\$36.77	Books	General Fund - 101
Vendor Invoice 10/1/2025	Oct 2025	90895765	V0323 Ingram	\$16.71	Books	General Fund - 101
Vendor Invoice 10/1/2025	Oct 2025	90895757	V0323 Ingram	\$11.68	Books	General Fund - 101
Vendor Invoice 10/1/2025	Oct 2025	90895759	V0323 Ingram	\$29.73	Books	General Fund - 101
Vendor Invoice 10/3/2025	Oct 2025	90966409	V0323 Ingram	\$10.99	Books	General Fund - 101
Vendor Invoice 10/3/2025	Oct 2025	90966411	V0323 Ingram	\$14.47	Books	General Fund - 101
Vendor Invoice 10/3/2025	Oct 2025	90966408	V0323 Ingram	\$58.85	Books	General Fund - 101
Vendor Invoice 10/3/2025	Oct 2025	90966407	V0323 Ingram	\$17.19	Books	General Fund - 101
Vendor Invoice 10/3/2025	Oct 2025	90966410	V0323 Ingram	\$11.92	Books	General Fund - 101
Vendor Invoice 10/6/2025	Oct 2025	507823247	V0472 Midwest Tape	\$1,249.97	Digital Library Materials	General Fund - 101
Vendor Invoice 10/7/2025	Oct 2025	91044722	V0323 Ingram	\$20.46	Books	General Fund - 101
Vendor Invoice 10/7/2025	Oct 2025	91044721	V0323 Ingram	\$23.76	Books	General Fund - 101
Vendor Invoice 10/7/2025	Oct 2025	91044720	V0323 Ingram	\$23.76	Books	General Fund - 101
Vendor Invoice 10/9/2025	Oct 2025	90380616	V0323 Ingram	\$39.33	Books	General Fund - 101
Credit Card 10/11/2025	Oct 2025	RAMP.854b7; V1642 Target		\$69.99	James Berven - Miscellaneous library materials purchase.	General Fund - 101
Credit Card 10/16/2025	Oct 2025	RAMP.2c772f; V0651 The Wall Street Journal		\$41.13	Spencer Heise - newspaper subscription	General Fund - 101
Credit Card 10/18/2025	Oct 2025	RAMP.964ba; V0755 T-Mobile		\$319.20	Library mobile communication services	General Fund - 101
Vendor Invoice 10/20/2025	Oct 2025	91332827	V0323 Ingram	\$23.30	Books	General Fund - 101
Credit Card 10/22/2025	Oct 2025	RAMP.40b5c; V1173 Amazon		\$35.94	James Berven - Library book purchases	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466387	V0323 Ingram	\$8.86	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466399	V0323 Ingram	\$17.91	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466412	V0323 Ingram	\$19.77	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466405	V0323 Ingram	\$19.35	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466397	V0323 Ingram	\$17.92	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91479613	V0323 Ingram	\$19.71	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466404	V0323 Ingram	\$17.70	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466381	V0323 Ingram	\$59.78	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466392	V0323 Ingram	\$83.36	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466396	V0323 Ingram	\$37.37	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466402	V0323 Ingram	\$10.37	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466401	V0323 Ingram	\$31.12	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466395	V0323 Ingram	\$29.51	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466389	V0323 Ingram	\$17.99	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466394	V0323 Ingram	\$12.79	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466400	V0323 Ingram	\$11.30	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466398	V0323 Ingram	\$135.70	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466388	V0323 Ingram	\$53.01	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466409	V0323 Ingram	\$10.89	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466410	V0323 Ingram	\$10.09	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466403	V0323 Ingram	\$84.80	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466382	V0323 Ingram	\$52.07	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466384	V0323 Ingram	\$47.46	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466406	V0323 Ingram	\$53.60	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466380	V0323 Ingram	\$13.41	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466386	V0323 Ingram	\$32.23	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466383	V0323 Ingram	\$12.66	Books	General Fund - 101
Vendor Invoice 10/24/2025	Oct 2025	91466385	V0323 Ingram	\$11.28	Books	General Fund - 101

Item 5.a.

Vendor Invoic	10/24/2025	Oct 2025	91466390	V0323 Ingram	\$19.92	Books	General Fund - 101
Vendor Invoic	10/24/2025	Oct 2025	91466379	V0323 Ingram	\$36.94	Books	General Fund - 101
Vendor Invoic	10/24/2025	Oct 2025	91466391	V0323 Ingram	\$21.25	Books	General Fund - 101
Vendor Invoic	10/24/2025	Oct 2025	91466393	V0323 Ingram	\$71.12	Books	General Fund - 101
Vendor Invoic	10/24/2025	Oct 2025	91466408	V0323 Ingram	\$17.06	Books	General Fund - 101
Vendor Invoic	10/24/2025	Oct 2025	91466407	V0323 Ingram	\$19.67	Books	General Fund - 101
Vendor Invoic	10/24/2025	Oct 2025	91466411	V0323 Ingram	\$17.61	Books	General Fund - 101
Vendor Invoic	10/27/2025	Oct 2025	91506852	V0323 Ingram	\$14.15	Books	General Fund - 101
Vendor Invoic	10/27/2025	Oct 2025	91506842	V0323 Ingram	\$17.96	Books	General Fund - 101
Vendor Invoic	10/27/2025	Oct 2025	91506849	V0323 Ingram	\$48.40	Books	General Fund - 101
Vendor Invoic	10/27/2025	Oct 2025	91506841	V0323 Ingram	\$23.62	Books	General Fund - 101
Vendor Invoic	10/27/2025	Oct 2025	91506845	V0323 Ingram	\$17.95	Books	General Fund - 101
Vendor Invoic	10/27/2025	Oct 2025	91506847	V0323 Ingram	\$16.88	Books	General Fund - 101
Vendor Invoic	10/27/2025	Oct 2025	91506846	V0323 Ingram	\$10.20	Books	General Fund - 101
Vendor Invoic	10/27/2025	Oct 2025	91506850	V0323 Ingram	\$241.63	Books	General Fund - 101
Vendor Invoic	10/27/2025	Oct 2025	91506844	V0323 Ingram	\$87.49	Books	General Fund - 101
Vendor Invoic	10/27/2025	Oct 2025	91506848	V0323 Ingram	\$10.85	Books	General Fund - 101
Vendor Invoic	10/27/2025	Oct 2025	91506851	V0323 Ingram	\$14.81	Books	General Fund - 101
Vendor Invoic	10/27/2025	Oct 2025	91506843	V0323 Ingram	\$12.21	Books	General Fund - 101
Vendor Invoic	10/28/2025	Oct 2025	91546551	V0323 Ingram	\$20.86	Books	General Fund - 101
Vendor Invoic	10/30/2025	Oct 2025	91608487	V0323 Ingram	\$11.60	Books	General Fund - 101
Vendor Credit	10/31/2025	Oct 2025	89968313	V0323 Ingram	(\$21.60)	Books	General Fund - 101
Total - 5441 - Library Materials					\$4,815.41		
5442 - Service Contracts							
Credit Card	10/1/2025	Oct 2025	RAMP.026471	V1207 Miscellaneous Retail Vendor (Ramp	\$556.00	Spencer Heise - library digital signage subscription renewal	General Fund - 101
Credit Card	10/23/2025	Oct 2025	RAMP.34e54f	V1207 Miscellaneous Retail Vendor (Ramp	\$13.99	Spencer Heise - YouTube Premium for programs	General Fund - 101
Total - 5442 - Service Contracts					\$569.99		
5444 - Library Programs							
Credit Card	10/13/2025	Oct 2025	RAMP.21253f	V1207 Miscellaneous Retail Vendor (Ramp	\$37.37	James Berven - Library Programs	General Fund - 101
Credit Card	10/15/2025	Oct 2025	RAMP.f9d095	V1173 Amazon	\$37.95	James Berven - Miscellaneous library purchase	General Fund - 101
Credit Card	10/23/2025	Oct 2025	RAMP.22700f	V1207 Miscellaneous Retail Vendor (Ramp	\$105.00	James Berven - Programming	General Fund - 101
Credit Card	10/23/2025	Oct 2025	RAMP.1c123f	V1207 Miscellaneous Retail Vendor (Ramp	\$30.50	James Berven - Programming	General Fund - 101
Total - 5444 - Library Programs					\$210.82		
Total - 5007 - Supplies					\$5,987.94		
Total - 5003 - Non-Personnel Services					\$35,101.49		
5008 - Outlay							
5801 - Land & Buildings							
Credit Card	9/11/2025	Oct 2025	RAMP.8f75b0	V1173 Amazon	\$88.19	Ashley Thiem-Menning - FFE	Buildings & Misc. Capital - 423
Total - 5801 - Land & Buildings					\$88.19		
Total - 5008 - Outlay					\$88.19		
Total - Expense					\$97,829.25		
Net Income					(\$97,829.25)		

Item 5.a.

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

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5000 - Personnel Services				
5001 - Wages & Salaries				
5101 - Regular Payroll	\$446,872.38	\$620,644.00	(\$173,771.62)	72.00%
5104 - Temporary Payroll	\$35,283.39	\$36,000.00	(\$716.61)	98.01%
5107 - Overtime Pay	\$260.16	\$0.00	\$260.16	0.00%
Total - 5001 - Wages & Salaries	\$482,415.93	\$656,644.00	(\$174,228.07)	73.47%
5002 - Fringe Benefits				
5151 - Retirement Plan	\$25,813.35	\$32,768.75	(\$6,955.40)	78.77%
5152 - Residency	\$4,596.12	\$4,351.00	\$245.12	105.63%
5154 - Social Security	\$28,662.38	\$38,953.58	(\$10,291.20)	73.58%
5157 - Group Health Insurance	\$96,723.28	\$111,519.00	(\$14,795.72)	86.73%
5160 - Group Life Insurance	\$495.87	\$563.00	(\$67.13)	88.08%
5163 - Workers Compensation	\$823.00	\$2,843.99	(\$2,020.99)	28.94%
Total - 5002 - Fringe Benefits	\$157,114.00	\$190,999.32	(\$33,885.32)	82.26%
Total - 5000 - Personnel Services	\$639,529.93	\$847,643.32	(\$208,113.39)	75.45%
5003 - Non-Personnel Services				
5004 - Travel/Training				
5208 - Travel - City Business	\$3,234.77	\$3,820.00	(\$585.23)	84.68%
5211 - Education & Memberships	\$2,574.00	\$2,804.00	(\$230.00)	91.80%
Total - 5004 - Travel/Training	\$5,808.77	\$6,624.00	(\$815.23)	87.69%
5006 - Purchased Services				
5303 - Communications	\$566.27	\$700.00	(\$133.73)	80.90%
5306 - Heating Fuels	\$4,012.66	\$8,000.00	(\$3,987.34)	50.16%
5309 - Water Sewer & Electric	\$14,003.44	\$16,450.00	(\$2,446.56)	85.13%
5312 - Maintenance - Buildings	\$93,025.02	\$119,000.00	(\$25,974.98)	78.17%
5313 - Lease - Buildings	\$119,930.00	\$143,916.00	(\$23,986.00)	83.33%
5325 - Contractual Services	\$28,151.77	\$35,584.00	(\$7,432.23)	79.11%
5328 - Advertising	\$819.11	\$2,550.00	(\$1,730.89)	32.12%
5331 - General Insurance	\$8,421.00	\$8,421.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$122,120.00	\$122,120.00	\$0.00	100.00%
Total - 5006 - Purchased Services	\$391,049.27	\$456,741.00	(\$65,691.73)	85.62%
5007 - Supplies				
5401 - Office Supplies	\$4,885.48	\$7,500.00	(\$2,614.52)	65.14%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5422 - Data Processing Supplies	\$6,608.69	\$7,500.00	(\$891.31)	88.12%
5431 - Postage	\$1,467.28	\$1,500.00	(\$32.72)	97.82%
5441 - Library Materials	\$113,034.92	\$107,552.00	\$5,482.92	105.10%
5442 - Service Contracts	\$53,479.99	\$69,784.00	(\$16,304.01)	76.64%
5444 - Library Programs	\$4,510.19	\$6,000.00	(\$1,489.81)	75.17%
5499 - Miscellaneous	\$357.04	\$1,500.00	(\$1,142.96)	23.80%
Total - 5007 - Supplies	\$184,343.59	\$202,136.00	(\$17,792.41)	91.20%
Total - 5003 - Non-Personnel Services	\$581,201.63	\$665,501.00	(\$84,299.37)	87.33%
5008 - Outlay				
5801 - Land & Buildings	\$0.00	\$300,000.00	(\$300,000.00)	0.00%
5804 - Equipment (including Office)	\$7,894.81	\$9,420.00	(\$1,525.19)	83.81%

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Total - 5008 - Outlay	\$7,894.81	\$309,420.00	(\$301,525.19)	2.55%
Total - Expense	\$1,228,626.37	\$1,822,564.32	(\$593,937.95)	67.41%
Net Income	(\$1,228,626.37)	(\$1,822,564.32)	\$593,937.95	67.41%

Kaukauna Public Library

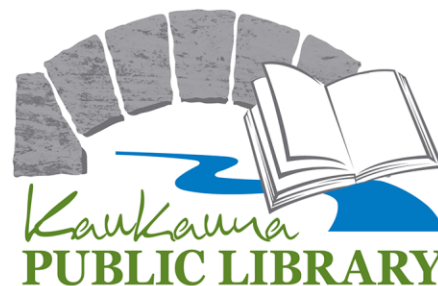
2025 Revenue Report

						County Allocation for Library Services					Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Winnebago County Appropriation	Total County Allocations		
January	\$ 4.59	\$ 319.23	\$ 71.60	\$ 7.00	\$ 402.42						\$ 402.42	\$ 262.18
February	\$ 4.99	\$ 392.21	\$ 44.50	\$ 6.00	\$ 447.70						\$ 447.70	\$ 100.65
March	\$ 4.07	\$ 581.98	\$ 56.12	\$ 19.00	\$ 661.17						\$ 661.17	\$ 154.00
April	\$ 15.74	\$ 589.85	\$ 42.15	\$ 3.09	\$ 650.83	\$ 106,474.50	\$ 90,540.00	\$ 20,875.00	\$ 2,342.00	\$ 220,231.50	\$ 220,882.33	\$ 103.63
May	\$ 10.49	\$ 449.20	\$ 60.00	\$ 0.50	\$ 520.19						\$ 520.19	\$ 296.53
June	\$ 24.00	\$ 498.20	\$ 53.50	\$ 1.00	\$ 576.70						\$ 576.70	\$ 70.99
July	\$ 9.21	\$ 466.52	\$ 51.00	\$ 23.00	\$ 549.73	\$ 106,474.50				\$ 106,474.50	\$ 107,024.23	\$ 140.71
August	\$ 2.20	\$ 622.74	\$ 62.35	\$ 3.00	\$ 690.29						\$ 690.29	\$ 199.19
September	\$ 10.07	\$ 583.10	\$ 71.70	\$ -	\$ 664.87						\$ 664.87	\$ 28.00
October	\$ 3.35	\$ 476.10	\$ 66.00	\$ 7.00	\$ 552.45						\$ 552.45	\$ 277.10
Totals	\$ 88.71	\$ 4,979.13	\$ 578.92	\$ 69.59	\$ 5,716.35	\$ 212,949.00	\$90,540.00	\$20,875.00	\$2,342.00	\$326,706.00	\$ 332,422.35	\$ 1,632.98

As Financial Secretary I have reviewed and approved this report:

Joseph Lucas
Financial Secretary

To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/19/25
Re: 2026 Budget

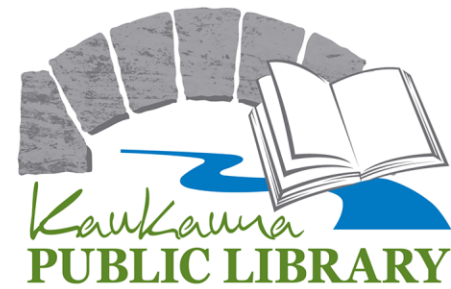


The Common Council approved the 2026 City budget on 11/18/25. The library budget was approved with no changes.

With approval of the budget, we can begin the process of hiring for the new Assistant Director, which was approved as part of our personnel budget. Pending HR's schedule, we could potentially post the position before the end of this month, so that we can begin interviewing in December for a January start date. As the interview is for the second highest position in our organization, I would ask that one or two board members join me during the interview process.

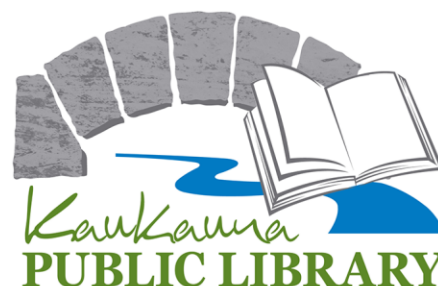


Kaukauna Public Library 2026 Budget



OBJECT CODE	DESCRIPTION	2024 BUDGET	2024 ACTUAL	2025 BUDGET	2025 ESTIMATED ACTUAL	2026 BUDGET
PERSONNEL SERVICES						
<i>Wages & Salaries</i>						
5101	Regular Payroll	549,130	539,625	620,644	571,894	696,910
5104	Temporary Payroll	24,000	53,580	36,000	40,994	36,000
5107	Overtime Pay	0	54	0	19	0
5119	Longevity Pay	1,510	1,293	0	0	0
<i>Fringe Benefits</i>						
5151	Retirement Plan	27,761	28,091	32,769	33,584	42,565
5152	Residency	2,612	1,571	4,351	6,094	12,728
5154	Social Security	33,255	32,222	38,954	37,347	47,280
5157	Group Health Insurance	101,153	102,630	111,519	116,690	153,755
5160	Group Life Insurance	562	493	563	604	848
5163	Workers Compensation	977	832	2,844	981	1,173
TOTAL PERSONNEL SERVICES		740,960	760,390	847,643	808,207	991,259
NON-PERSONNEL SERVICES						
<i>Travel/Training</i>						
5208	Travel - City Business	4,669	5,168	3,820	2,329	6,708
5211	Education & Memberships	4,738	2,164	2,804	4,585	3,371
<i>Purchased Services</i>						
5303	Communications	600	652	700	700	960
5306	Heating Fuels	8,000	4,715	8,000	7,000	7,000
5309	Water, Sewer & Electric	16,200	15,600	16,450	16,068	16,325
5312	Maintenance - Building	119,000	104,369	119,000	115,000	120,000
5313	Lease - Building	143,916	143,916	143,916	143,915	143,916
5325	Contractual Services	29,291	32,705	35,584	35,000	38,397
5328	Advertising	2,050	1,779	2,550	2,500	3,050
5331	General Insurance	8,262	8,262	8,421	8,421	8,456
5332	Shared Services	115,565	115,565	122,120	122,120	129,613
<i>Supplies</i>						
5401	Office Supplies	6,000	5,852	7,500	7,400	7,500
5402	Desktop Printing Expense	800	0	800	0	800
5410	General Supplies	0	15	0	0	0
5422	Data Processing Supplies	5,500	8,855	7,500	7,500	8,500
5431	Postage	1,250	1,517	1,500	1,750	2,250
5441	Library Material	92,552	103,726	107,552	115,000	122,552
5442	Service Contracts	64,106	56,420	69,784	59,000	55,000
5444	Library Programs	4,000	4,655	6,000	6,000	8,000
5499	Miscellaneous	1,000	951	1,500	1,500	2,000
TOTAL NON-PERSONNEL SERVICES		627,499	616,886	665,501	655,788	684,398
OUTLAY						
5804	Office Equipment	9,800	6,364	9,420	9,420	9,500
TOTAL OUTLAY		9,800	6,364	9,420	9,420	9,500
TOTAL LIBRARY		1,378,259	1,383,640	1,522,564	1,473,415	1,685,157

To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 10/18/25
Re: Community Partner Updates



We have been getting a lot of books donated for the upcoming book sale! It will likely be the largest sale (by volume of books) we have ever had. The sale begins on 11/21 from 1-5p.

Prep for the Library of Lights has started. We have been taking advantage of the nice weather and have several sections completed already.

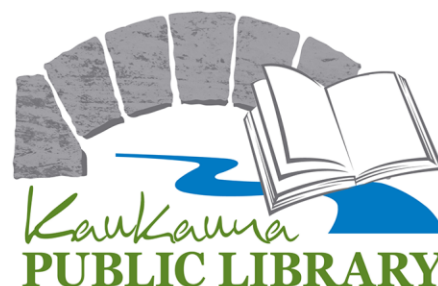
The KHS Civic Engagement class collected food for the pantry again! A big thank you to the community and students for completing this project and donating food and time. Delivery will be on 11/19 in the afternoon.

With the impending book sale, we are running into a little bit of an issue for storage. We had to fill the AV closet with books because the storage unit was full. When I realized that we only had one hallway to stock food, I asked James to help me clean out the storage unit. It took almost an entire day to reorganize the space, but we have room for food if necessary.

Courtesy of JJ Keller & Associates we will also be receiving 125 shelf stable meals on 11/25. This is during the book sale, so we will have to put all of the meals right in the lobby that day because we will be so well stocked for food. Feeding America will be delivering the boxes at 9:45a that day. Last year we received 100 boxes, and they were gone very quickly. A gracious thank you to JJ Keller & Associates!



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

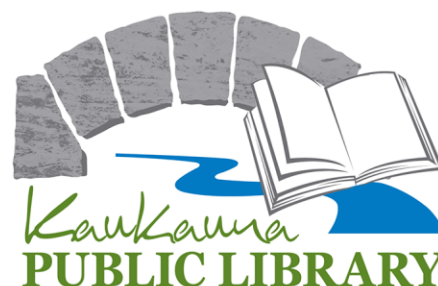


At a recent AAC meeting, there was a light discussion on the recommendation of migrating our software from CARLX to Polaris. The discussion quickly moved into most members asking if we could vote to migrate during that meeting. But the vote had already been scheduled for 11/21 at a special AAC meeting. I anticipate a yes vote, as this software is far superior to what we are currently using and comes with some great add-on's including a event software and the API for OverDrive content. If the yes vote goes through, we will need to migrate prior to August 2026 to save money. The Polaris software also had the best option for mobile app, and their discovery layer (catalog) is far better than what we are currently using. Overall, we are very pleased with the recommendation to move to Polaris and Vega.

We were also given information right before the 11/14 AAC meeting regarding Libby expenditures. OWLS is requesting that we explore the possibility of phasing in a match between our state-required amount and OWLS advantage account spending. While I do agree that there is inequity across the OWLS libraries in how much is being put into the advantage account, I am leery of taking another \$5,000 out of the budget for this. My opinion was that the memo released was leading against Hoopla. Further, all the panels and discussions we have had, even with WPLC directly, was that no matter how much money we dump into Libby, we aren't going to be able to fix the long waits.

While Hoopla does cost us over a dollar more per circ than Libby, the fact that it is an instant download cannot be ignored. Patrons love Hoopla and when the Hoopla budget gets tight, we hear about it. My concern is that we put \$10,000 into Libby and we still aren't touching the long waiting times. I am trying to have an open mind about it, but when we ask for data regarding the effect of the advantage titles for OWLS cardholder wait times, we are told that there isn't any way to really get it with how Libby is set up. Again, I can't argue that advantage spending is equitable, because it is not. OWLS and Appleton put a lot more into that account than we do. We have been working on increasing those expenditures, as we increase the materials line, but I am still uncertain how I feel about forcing libraries, specifically the small rural libraries, to match their state allocations. As I learn more about this, I will report back.

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



The best session I attended at WLA was on marketing library collections. The librarian pointed out that most libraries are hyper focused on marketing their programs, but not their collections, which I agree with.

The presentation was put on by a librarian and an employee of the readers advisory database Novelist. The presentation gave some very simple ideas on how to better market collections online. While we post about collections at times, it isn't like what I saw in the presentation, and it can be simple for us to begin.

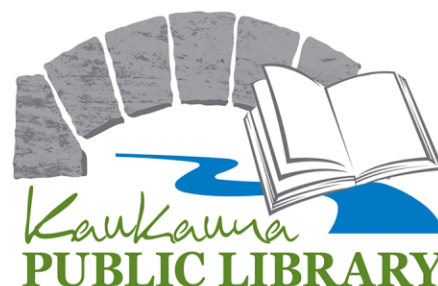
They also talked about leveraging our services/programs with internal marketing. The example they gave was for a Cookbook Club program, where they made a bookmark about the program and put it in some of the cookbooks in the stacks. Another example was putting a bookmark about hotspots in the travel books, letting folks know that they can bring the internet with them on their trip. This can help increase circulation because they may then check out hotspots, or they may end up checking out more cookbooks because they start attending the program.

I also really liked the fact that they had also mentioned putting bookmarks in holds people were picking up to market things. We have done this in the past, but it has been many years since we have.

Lastly, the librarian had created a list of patrons that had specific reading interests, and she would send them three recommendations a month. The click rate on the newsletter was very high, and the unsubscribe rates were also very low. Our potential new software does have a section where we can ask patrons about their reading interests. This could be a prime opportunity to gather email addresses to begin a project like this.

The other sessions I attended at WLA were interesting; however, I do not think that the takeaways are anything I will be implementing next year beyond these new marketing measures as they would be too time consuming.

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



The City of Kaukauna recently moved to a consent agenda for Common Council meetings. The consent agenda allows them to bundle multiple action items into one motion. The purpose of a consent agenda is to streamline meetings, by grouping recurring action items, like minutes or bills, into a single motion.

We are not currently using a consent agenda. We itemize our action items with independent motions and have a separate heading for meeting minutes.

If we move to a consent agenda, board members would still be able to pull an item from the consent agenda for discussion. If nothing is removed from the consent agenda, then those items are approved together.

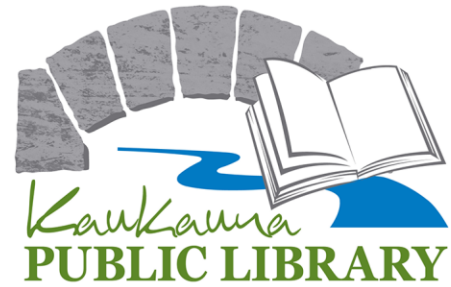
I did meet with the City Attorney regarding the layout of our agenda, and I am inclined to make the minor change to remove the heading for Minutes and change it to Consent Agenda and under it will be the meeting minutes and the bill register.

We will keep the Action Item section as that is most often where policy additions or updates will be, which often include discussions.

If there is consensus on this change, I will implement it for the January meeting.



To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 10/18/25
Re: Staffing Update



We posted for a part-time Library Assistant with an emphasis in adult programming and for On-Call Library Assistants in October. We received over 30 applications for the part-time position. We interviewed over ten candidates for the positions. An offer was extended and accepted for the part-time position on 11/17.

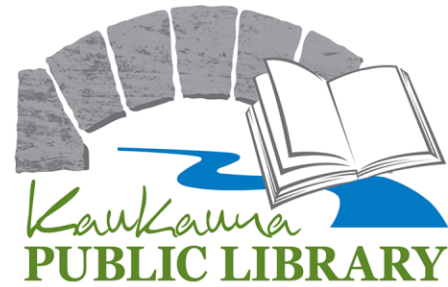
We also made offers to three candidates for On-Call Library Assistant positions.

From here, HR will take over to finish the process, and then we can select a start date. Ideally, we are hoping that all four will be able to train together to save time.

As we have just started the onboarding process, I will save introductions to new staff members for the January board packet. But we will finish the year with a full staff!



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



I had a discussion with our Senior City Accountant regarding the Special Use Account. We have had two issues with the account recently, specifically since the adoption of the new Ramp credit card system.

Ramp requires staff to assign the expenditure to three specific account lines. The problem is that the line from general fund to special use, or even general fund to capital improvement, is at times not being changed based on the expenditure type. When that happens, the expenditure is then subtracted from the general ledger (GL) instead of the special donation account because the GL is the most frequently used and pops up automatically in the app. While that can be corrected by City Finance, it does create more work from them when we code things wrong. I have since been given the ability to see the expenditures from all the staff cards in Ramp, however I don't know that it will solve all the issues.

Another issue with this account is that in NetSuite, unless you specifically limit it from our general account line as the public library, the expenditure will show up on the general ledger. This has occurred recently, where we have seen some special use expenditures showing up on the general ledger, which can be confusing.

If we begin to funnel donations solely to Friends of the Library, this will not be an issue any longer. I do want to retain the account line, but my recommendation is to leave it at zero, except for any grants funds.

While we write most grants using the Friends FEIN number, there are a few, like Community Foundation, which prefer us to use the City FEIN. In those specific cases, we would deposit to that line, where I can personally manage the expenditure related to the grant.

It can also be confusing for staff because we pay for items out of the GL, special use account, capital improvement project line, and with the Friends of the Library account. There are four people with City credit cards here, but more people that need supplies ordered for them. While the Friends account is not tied to any City account lines, having to have constant conversations about where extra, non-operational expenditures go with each staff member who needs supplies can be hard to keep up with. This would eliminate the need to code things as Special Use.

Lastly, stopping use of the Special Use account for anything other than grants would also eliminate the need for Liz to prepare an extra report with the special use total. This would also be one less thing to fill in for the annual DPI report as well.

If we go this route, the Library would spend out the special use account as necessary (and in no rush), which as of today sits at \$5,668.43. We would then funnel all donations directly to the Friends.

The Senior City Accountant supports this route as it is one fewer account for them to oversee, if it mostly remains a placeholder for grant funds. With the Assistant Director position back for 2026, I do anticipate the ability to write more grants in the future, which is why I am not in favor of eliminating the account. Further, we don't want to eliminate it either due to statutory requirements in case the Board wants to retain funds directly. The only way to do so would be to have the Treasurer bonded or have the City hold the funds for us, which is the easier of the two options.



Adult Services Librarian Report November 2025

Programming

Paranormal Night

A group of presenters from Fox Valley Paranormal led by Ashley Mittag shared the haunting details of how a paranormal investigation works. The group brought a variety of instruments to show how the process works, discussed real examples from haunted local sites in Wisconsin, and had time for audience questions and answers. The event was well attended, with about 25 people coming out to hear about the process.

Book Talk: Wrecked The Edmund Fitzgerald and the Sinking of the American Economy

County Executive Tom Nelson and professor emeritus of History at Lawrence University Jerald Podair gave a book talk on their new book *Wrecked: The Edmund Fitzgerald and the Sinking of the American Economy*. The book and event were timely, as November 10th was the 50th anniversary of the sinking of the famous ship. The book discusses American industrial policies that doomed not only the Edmund Fitzgerald, but Midwest manufacturing as well. Unfortunately, I was in Madison attending WLA or I would have liked to sit in on the talk. The event was moderately attended, and patrons were interested in the subject, a handful of them staying 20 minutes past the end of the program asking questions.

County Executive Tom Nelson showing off his and Jerald Podair's feature on the front page of the Times-Villager. The picture used in the article is from the event at the library.



Bingo!

Jenny tried something new on Saturday, November 15th. She hosted a family bingo program that blew away all our expectations. 75 people came to play and win some prizes! We have had gaming programming for quite some time now, but I didn't realize that bingo was so popular. We will certainly be having it again!



*The fantastic turnout for our first ever Bingo event
led by Jenny!*

WLA

Ashley, Sarah, and I attended WLA in Middleton, WI during the last week of October. The event was held there two years ago as well. We all attended a variety of panels; the highlights of panels I attended are described below.

Notable Reports

A group of librarians gave a talk about reports that came out this year on a variety of library related subjects from various sources. Much of the information wasn't directly relevant to KPL, but Kayla Mathson spoke on a topic that was interesting, the Overdrive/Libby situation. Libby is renowned for its long wait times for ebooks and eaudiobooks. A Partner Analysis Review of OverDrive in 2024 compared library systems in other states with between 3.2M and 7.5M people in their service areas. (The Wisconsin Public Library Consortium has 5.9M). The two most interesting takeaways to me are as follows:

- Over a 12-month period library systems who spent 5x what Wisconsin does on Overdrive have an average wait time of 66 days, compared to WPLC's 62.3 days.
- Other system's spending makes up 15-35% of their total collection expenditures, while WPLC libraries are only 10%. A more efficient use of taxpayer dollars considering the wait times are lower than those spending more.

A sidenote regarding this: On Friday November 13th I volunteered to be on the Advantage Funding Committee, which will decide if or how much the libraries in OWLS will fund our Overdrive advantage account, in an effort to reduce hold times for patrons.

Lessons of Leadership

Alissa Fial shared her experience of the various leadership positions she has held as a mid-career librarian. As I am a mid-career librarian whose career may venture into the leadership realm in the future, I took away a surprising number of useful insights. Her insights stemmed partly from social scientist Brene Brown's book *Dare to Lead*, and her BRAVING system, which stands for boundaries, reliability, accountability, vault (no secrets or exclusive groups), integrity, nonjudgement, and generosity. By following these principles, a leader can build trust with their team more effectively. She also shared lessons on what not to do, such as expecting to know all the answers, oversharing, trying to solve every problem, and being afraid to make mistakes.

Adult Programming Ideas

Three librarians from Pauline Haass and Waukesha Public Libraries shared their recent successes with various adult programs they hosted. All of them were inexpensive to run and still drew a fair amount of patron attendance. Ideas included a plant and plant cutting swap, a tiny art community paint, and a Hot Ones-style interviewing of department heads while eating progressively hotter hot sauces.

Lead the Change: Library Directors Q & A

This session was hosted by Christina Jones and Cindy Fesemeyer who are the authors of the upcoming book *Small Public Library management 2nd Edition*. They lead an interactive panel that required the directors in the room to put sticky notes on a board underneath heading consisting of common issues they have been encountering in their libraries. By far the category with the most issues dealt with troublesome employees. Budgetary concerns and advocating to city council for your library were the next most common issue.

Youth Services at a Glance

October 2025

Teacher Packs- 2

Youth Programs- 34

Youth Attendance- 1596

General Interest Programs- 12

General Interest Attendance- 2175

Program Highlights

This year the library celebrated Ducktober and it was a quacking good time! With a library-wide rubber duck hunt and a giant rubber duck drawing we had over 200 patrons waddling in to take part in the fun. Library staff were also tasked with disguising rubber ducks for a fundraising opportunity. The public was asked to vote for their favorite duck, and all proceeds would support our Summer Lunch Program, with the help of our fabulous community, we raised a grand total of \$724.56!

To celebrate the season the library held a spooky storytime complete with a craft and the always popular Monster Mash. This program ran concurrently with the Trail of Terror, giving the youngest friends an opportunity to participate without all the scares. We also held our first ever costume parade inside the library on Halloween. This was well attended and fun not just for the participants, but library staff and patrons alike. Parade attendees had several stops throughout the route, with trinket bags, take-and-make kits, and a surprise dinosaur, before heading out to enjoy the decorated Learning Garden.

Community Outreach & Collaboration

This year the library collaborated with 1000 Islands Environmental Center to create the first haunted trail: The Trail of Terror. This free community event featured a bonfire and smores for all ages and a haunted trail on the boardwalk for ages 12 and up. In planning this event we had our goal of 100 people and reached 457 instead! Attendees walked the boardwalk in groups, dimly lit with torches, while volunteer scarers lurked in the shadows waiting to terrify those who passed by. Be sure to face your fears next October and walk the trail for the second annual Trail of Terror...if you dare!

Communication Coordinator Report May-October 2025

Current Facebook Followers: 9,372

Last Reported: 8,843

Increase: **+529**

Facebook Monetization

Facebook monetization is passive income from Facebook that is earned by having a large, engaged audience and by keeping our page in good standing by Facebook Community Standards. Our earnings:

May \$14.99

June \$28.68

July \$33.21

August \$38.57

September \$28.34

October \$34.31

Total: **\$178.10**

News/Media Coverage

In May, both WLUK-11 and WBAY both interviewed library staff and reported on our MMIR (Murdered & Missing Indigenous Relatives)

Also in May I was interviewed on Local 5 Live as well as WBAY for the InfoSoup Roadtrip.

In June, a patron came to the service desk alerting us to a snapping turtle near the canal side of the library. James, Adult Services Librarian captured and released the turtle, and then the news must have heard about the interaction from Facebook and both WLUK and NBC 26 interviewed James for that.

In July, WLUK visited our Touch a Truck and interviewed Sarah, Youth Services Librarian about the event. Also in July, WBAY interviewed Library Director Ashley about the WI Libraries Postcard Campaign in regards to proposed IMLS Federal budget cuts.

Fairy Walk in August got a lot of media coverage beginning with an interview on Local 5 Live, coverage on WBAY, and WFRV again at the rescheduled event.

Also in August, WFRV returned to do an interview about the Little Free Pantry.

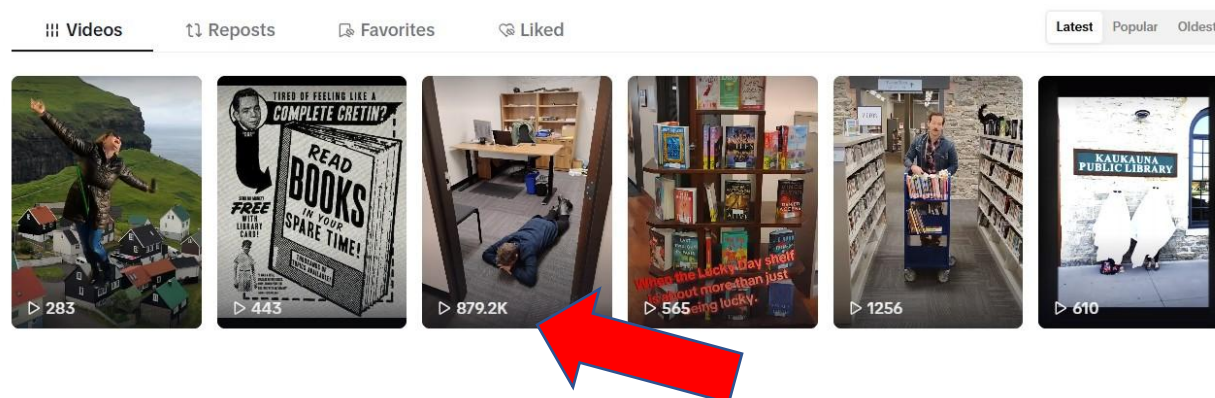
NBC26 interviewed Ashley, Library director in September regarding IMLS federal funding.

Our first Haunted Trail Walk at 1000 Islands also received TV air time on WLUK 11.

Since May, we have had 14 instances of television air time for library related events and services. This does not even include WHBY radio interviews and mentions in Fox Cities Magazine.

All of this media coverage helps to cement Kaukauna Public Library as a vital part of the Fox Valley Community and keep us first of mind for programs and services in our community.

Going “Viral” on TikTok



Earlier this month, a video posted on the library’s TikTok account went viral. All in all, this video which took less than 10 minutes to film and produce, saw nearly ONE MILLION VIEWS. That is nearly one million mentions of Kaukauna Public Library locally and globally.

Ducktober Fundraiser

We have an impressive lineup of duckorated ducks.

Vote for your favorite at the library

or

Vote at CommitChange

link in comments

All proceeds benefit the Summer Lunch Program!



In October staff decorated rubber ducks for fundraising votes. This 2 week fundraiser earned **\$724.46** between in house voting and online donations via commit change.

Giving Tuesday Donor Cards

For the second year, we have partnered with the Inclusion Community Center to create handmade donor request cards. All supplies were gathered and given to the Inclusion Community Center where adults with disabilities were able to assemble and create our donor cards. These will be mailed the week of Thanksgiving.

Local History Report (November 2025)

Gavin Schmitt

In October, I attended the annual Local History and Historic Preservation conference put on by the Wisconsin Historical Society. The conference took place over two days in Baraboo, with hundreds of library and museum employees learning new skills and discovering new tools. As in previous years, I came back with pages worth of notes and ideas I'd like to implement as time allows. Some of the things covered:

Local Landmarks

I attended a session on local landmarks last year and again this year. It's something I strongly believe in. A landmark can be something highlighting an important event, person, architecture style, archeological site or even just something that's a visual touchstone. Landmarks create a sense of place and identity for a community.

Kaukauna has buildings designated as significant by the state or the national register. We do not, to my knowledge, have anything identifying LOCAL landmarks – places that are not important in a grand sense, but define what makes Kaukauna. An example might be Hill Top Bakery. The building is not architecturally impressive, but for over 100 years that location has been a rite of passage for Kaukauna residents – who hasn't had a chocolate filled doughnut? I have not thought about how to honor such places but feel such a way must and should exist.

Local Government Records

This was my favorite session. We went over what defines a "record" (Wisconsin statute 16.61) and what the law says about their retention and destruction (statute 19.21). As both a historian and an author, government records are something I work with daily; this was very close to home.

The biggest thing I found out was how many people DON'T know what is or isn't an open record. We were quizzed, given ten record categories and asked if they were public or not. For a room full of professional historians, I was shocked the majority did not get a passing grade.

The other big takeaway was what happens to a record at the end of its life. By law, a government entity (municipality, school district, sewerage district, court, etc.) cannot destroy any record without first offering it to the state. The state has 60 days to respond, and only then can a file be shredded. I asked the record custodian what was to stop a township from innocently shredding files without getting permission, and he conceded that there was no real way to enforce it. He could only know a record was destroyed if he first knew the record exists.

Records also must be kept only by government agencies, as they are subject to open records laws so long as they exist. If a municipality's records are turned down by the state, they can destroy them or pass them to another government entity (such as a library). They cannot, however, pass them to a historical society. It is illegal for a historical society to possess original records.

I cannot help but wonder which records from Kaukauna are turned down by the state but would still have value in our archive.

Banners and Signs

One session covered traveling banners and another on interpretive signs. The banner session was fascinating subject matter – how racial restrictions were written into property deeds – but we have relatively little use for banners at this time.

Interpretive signs are much more relevant to our needs. Such signs tell a story about a specific location, and have the advantage of being there 24/7. No employee or volunteer needed to explain why a site matters.

Over the past several years, Kaukauna has done well updating directional and identification signs (telling drivers where parks are, for example). We are sorely lacking in signage on our history. The Grignon Mansion has a marker on the 1793 land deed, but no sign actually explaining why the Mansion is important, or what other buildings were on the land, or of the Menominee village that existed in the flats. There is no sign explaining the locks. There is no sign highlighting the 1830s cemetery with War of 1812 soldiers. There is no sign highlighting the Statesburgh settlement. We are not without places highlighting our story (both Hydro Park and Thilwerth Park do this), but I feel we have a long way to go.

The Gaertner Diary

One session covered the process of translating ten volumes of diaries written by a priest named Gaertner who was in Wisconsin in the 1840s-1850s. The process is a slow one – only two volumes are done – but offers valuable, unique insight into Wisconsin in early statehood.

These diaries are interesting in themselves, but made me wonder: what diaries, journals, or letters exist in Kaukauna attics that tell stories we have never been told? I know, for example, of a diary kept by Mrs. Stribley that covers in detail her daily interactions. I read an account of her having influenza and how the doctors treated her that was both personal and beautifully written. That diary tells a story of Kaukauna that not even the newspapers of the day captured. Quite frankly, it deserves to be published.

Regional Tours

As part of the conference, after-hour tours were available to regional sites. I was able to explore multiple sites in Baraboo, and specifically the newly-renovated Al Ringling Theatre where we were treated to an advance screening of (part of) Ken Burns' new documentary on the American Revolution. I also traveled to the HH Bennett photography studio in Wisconsin Dells, where we were shown the process of making tintype and daguerreotype photographs. I had hoped to visit the Indian Agency House in Portage, but it did not fit my schedule.

The Bennett trip renewed my fascination with Kaukauna's early photographers, HW Donner and Meade Richardson. I have been adding photos from these studios to the library collection as I come across them on eBay or at auction. I'd love to reach a point where enough photographs could be assembled to make an exhibit from them on early portraiture. The hair styles and clothing, in addition to the photography itself, is a priceless artistic expression of Kaukauna.

Trustee Training Chapter 3

Bylaws- Organizing the Board for Effective Action

Bylaw Basics

- Library board bylaws are the rules established by the library board that govern the board's own activities.
- Bylaws need to include the following:
 1. The library board officers to be elected, how they are elected, and the powers and responsibilities of each officer.
 2. When meetings are held, and how meetings are conducted.
 3. What committees are appointed, how they are appointed, and what they do.
 4. How the bylaws are amended.

Legal Requirements

- Generally, no compensation may be paid to the members of a library board for their services.
- Normally, a majority of the membership of a library board constitutes a quorum, but the library board may, in your bylaws, legally provide that three or more members constitutes a quorum.
- Annually, within 60 days after the date of the beginning of local library board terms, your library board must hold an organizational meeting and elect officers.

Crafting Language

- Bylaw language must be clear and unambiguous. Imprecise language can result in confusion and disorder.
- For example, Library board bylaws should make clear that actions by board committees are advisory only. A library board committee cannot act on behalf of the full board—only actions by the full board have legal authority.

Crafting Language

- If your board wants to develop new bylaws or amend existing bylaws, it is recommended that a special committee be appointed to develop drafts for full board review. To change your bylaws, you must follow any procedures required by your current bylaws.

Discussion Questions

1. Can our board bylaws provide for library board membership to individuals who are not appointed according to the relevant provisions of Chapter 43?
2. Can our board bylaws provide for term limits for library board members? What are the pros and cons of library board member turnover?
3. How can your board encourage good meeting attendance?
4. What could you do if a board member regularly misses board meetings?
5. How often should bylaws be reviewed?

2025 Statistics											2024 Statistics	
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Circulation	January	February	March	April	May	June	July	August	September	October	2025 Y-T-D	October 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Total Circulation and Renewal	14,507	13,075	13,936	12,842	11,795	14,861	15,436	13,124	11,881	12,276	133,733	12,529	129,622	-253	-2%
Overdrive Usage	2,890	2,640	2,967	2,778	2,578	2,728	2,886	2,865	2,756	2,850	27,938	2,380	24,627	470	20%
Hoopla Usage	523	532	554	527	574	611	584	538	546	345	5,334	471	4,450	-126	-27%
Items Loaned	3,096	2,999	3,684	3,486	3,102	3,142	3,681	3,626	3,652	3,790	34,258	3,146	28,826	644	20%
Items Borrowed	4,593	3,918	3,914	3,841	3,374	3,383	3,742	3,651	3,446	3,811	37,673	3,697	35,630	114	3%
Teacher Packs	5	2	4	3	1	1	0	0	2	2	20	2	22	0	0%
Door Count	9,201	8,753	10,157	8,865	8,947	10,070	10,306	8,586	8,061	9,398	92,344	9,768	92,965	-370	-4%

Services	January	February	March	April	May	June	July	August	September	October	2025 Y-T-D	October 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Public Internet Usage/Hr.	329	286	320	258	265	355	332	376	348	405	3,274	271	3,119	134	49%
Wireless Usage by Session	1,271	1,258	1,370	1,368	1,480	1,360	1,328	1,229	1,288	1,507	13,459	1,472	12,985	35	2%
Youth Programs	17	31	35	26	92	42	19	17	20	34	333	38	337	-4	-11%
Youth Program Attendance	328	889	936	521	2,408	2,156	511	1,750	388	1,596	11,483	1,170	12,392	426	36%
Adult Programs	16	16	16	19	15	11	13	14	12	19	151	19	158	0	0%
Adult Program Attendance	139	110	127	134	113	105	188	129	85	225	1,355	243	1,711	-18	-7%
General Interest Programs	8	5	14	10	7	18	19	8	9	12	110	9	87	3	33%
General Interest Attendance	582	154	2,948	1,005	406	1,494	1,931	569	961	2,175	12,225	1,203	9,272	972	81%
Meeting Room Usage	58	74	91	70	60	66	125	55	60	84	743	86	657	-2	-2%
Study Room	135	190	161	168	151	105	65	100	107	139	1,321	198	1,517	-59	-30%
Volunteer Hours	102	98	107	87	88	99	106	106	112	124	1,029	86	875	38	44%
Local History Inquiries	18	12	16	9	13	15	11	12	10	14	130	16	118	-2	-13%
Technology Instruction 1:1	12	8	5	10	13	16	10	12	11	14	111	9	101	5	56%
Proctor	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0%
Notary (service ended in May)	2	2	1	1	0	0	0	0	0	0	6	2	13	-2	-100%

Social Statistics	January	February	March	April	May	June	July	August	September	October	2025 Y-T-D	October 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Website Views	3,060	2,975	2,795	2,413	2,588	3,651	2,854	2,670	2,604	2,751	28,361	2,572	28,574	179	7%
Facebook Followers	8,691	8,710	8,788	8,802	8,871	8,955	9,021	9,090	9,175	9,340	89,443	17	441	NEW	STATISTIC
TikTok Followers	744	743	739	747	767	785	784	785	785	805	7,684	57	1,045	748	1312%
Instagram Followers	914	918	927	929	929	933	929	932	935	942	9,288	NEW		STATISTIC	

Items Held by Library	January	February	March	April	May	June	July	August	September	October	Month to Month # +/-	October 2024	# +/-
Total Titles Held by Library	67,633	67,951	68,411	68,570	69,229	69,658	69,927	70,510	70,604	70,991	159	66,665	4,326
Total Items Held by Library	72,130	72,510	72,724	72,897	73,585	74,089	74,371	75,005	75,113	75,481	173	71,133	4,348
Kaukauna Card Holding Patrons	10,943	10,943	11,056	11,056	11,056	11,056	11,371	11,371	11,371	11,569	0	10,943	626

Quarterly Report