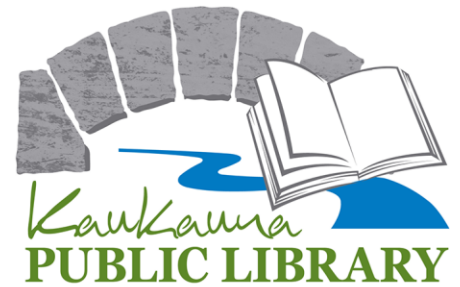


# LIBRARY BOARD MEETING

City of Kaukauna  
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, June 23, 2026 at 5:30 PM



## AGENDA

### Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call Meeting to Order
2. Roll Call of Membership
3. Public Participation and Communications
4. Consent Agenda
  - [a.](#) Meeting minutes of Tuesday, May 26, 2026
  - [b.](#) Bill Register May 2026
5. Action Items
  - a. None
6. Information Items
  - [a.](#) Directors Report
  - [b.](#) Assistant Directors Report
  - [c.](#) Adult Services Report
  - [d.](#) Youth Services Librarian Report
  - [e.](#) Programmer Report
  - [f.](#) Artificial Intelligence Policy
  - [g.](#) Trustee Topic: Chapter 9
  - [h.](#) Statistics
7. Adjournment

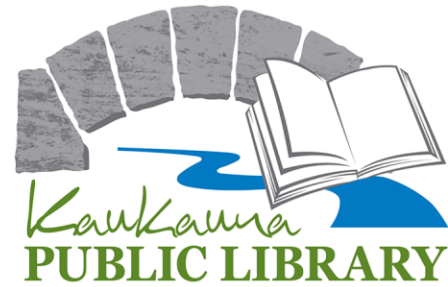
## NOTICES

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

Join Zoom Meeting

Meeting ID: 834-3612-3275

Passcode: 54130



## LIBRARY BOARD MEETING MINUTES

City of Kaukauna  
Kaukauna Public Library  
207 Thilmany Rd STE 200, Kaukauna

Tuesday, May 26, 2026, at 5:30 PM  
Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
  - a. The meeting was called to order by President Neumeier at 5:31p.
2. Roll call of membership
  - a. Present: A. Neumeier, C. Fallona, P. Davis, D. Tatro, C. Van Boxtel, J. Vondracek & J. Van De Hey
  - b. Excused: J. Lucas & M.J. Kilgas
  - c. Also Present: A. Thiem-Menning
3. Public Participation and Communications
  - a. None
4. Consent Agenda
  - a. Meeting minutes of Tuesday, April 28, 2026
  - b. Bill Register April 2026
    - i. C. Fallona made a motion to approve the consent agenda, seconded by D. Tatro. Motion carried; all in favor.
5. Action Items
  - a. Election of Officers
    - i. C. Fallona made a motion to appoint the following slate of officers: A. Neumeier as President, J. Van De Hey as Vice President, J. Lucas as Treasurer and C. Fallona as Secretary. Seconded by J. Van De Hey. Motion carried; all in favor.
  - b. July 24, 2026, Closure
    - i. J. Van De Hey made a motion for the library to close on July 24, 2026, for a full day of staff training on the new software, Polaris, which goes live on August 19. Seconded by P. Davis. Motion carried; all in favor.
6. Information Items
  - a. Directors Report
    - i. A. Thiem-Menning updated that offers have since been made for the open positions and new staff are expected to start at varying dates in June.
  - b. Assistant Directors Report
  - c. Youth Services Librarian Report
  - d. Trustee Topic: Chapter 8
  - e. Statistics
    - i. J. Vondracek made a motion to receive and place the reports on file, seconded by A. Neumeier. Motion carried; all in favor.
7. Adjournment

- a. J. Van De Hey made a motion to adjourn at 6:13p, seconded by D. Tatro.  
Motion carried; all in favor.

Minutes prepared by: A. Thiem-Menning



**Kaukauna Public Library**  
2026 Revenue Report

	Total Library Generated Revenue					County Allocation for Library Services					Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Winnebago County Appropriation	Total County Allocations		
January	\$ 1.28	\$ 410.07	\$ 69.25	\$ -	\$ 480.60						\$ 480.60	\$ 36.62
February	\$ 1.00	\$ 451.91	\$ 38.32	\$ 13.25	\$ 504.48						\$ 504.48	\$ 246.14
March	\$ 2.25	\$ 636.97	\$ 46.50	\$ 4.00	\$ 689.72	\$ 106,810.00	\$ 102,485.00	\$ 20,159.00		\$ 229,454.00	\$ 230,143.72	\$ 173.05
April	\$ 0.27	\$ 898.33	\$ 42.00	\$ 8.00	\$ 948.60				\$ 4,589.00	\$ 4,589.00	\$ 5,537.60	\$ 281.23
May	\$ 12.19	\$ 534.41	\$ 28.10	\$ 29.00	\$ 603.70						\$ 603.70	\$ 126.41
<b>Totals</b>	<b>\$ 16.99</b>	<b>\$ 3,318.94</b>	<b>\$ 249.17</b>	<b>\$ 54.25</b>	<b>\$ 3,639.35</b>	<b>\$ 106,810.00</b>	<b>\$ 102,485.00</b>	<b>\$ 20,159.00</b>	<b>\$ 4,589.00</b>	<b>\$ 234,043.00</b>	<b>\$ 237,682.35</b>	<b>\$ 455.81</b>

As Financial Secretary I have reviewed and approved this report:

\_\_\_\_\_  
Joseph Lucas  
Financial Secretary

**City of Kaukauna**  
**City - Income Statement Detail**  
**May 2026**

Item 4.b.

Financial Row Type	Date	Posting Period	Document Number	Name	Amount	Description	Fund
<b>Expense</b>							
<b>5000 - Personnel Services</b>							
<b>5001 - Wages &amp; Salaries</b>							
<b>5101 - Regular Payroll</b>							
Journal	5/7/2026	May 2026	JE1162		\$26,700.16	Gross Earnings	General Fund - 101
Journal	5/21/2026	May 2026	JE1190		\$27,003.86	Gross Earnings	General Fund - 101
<b>Total - 5101 - Regular Payroll</b>					<b>\$53,704.02</b>		
<b>5104 - Temporary Payroll</b>							
Journal	5/7/2026	May 2026	JE1162		\$1,521.01	Seasonal	General Fund - 101
Journal	5/21/2026	May 2026	JE1190		\$2,194.01	Seasonal	General Fund - 101
<b>Total - 5104 - Temporary Payroll</b>					<b>\$3,715.02</b>		
<b>Total - 5001 - Wages &amp; Salaries</b>					<b>\$57,419.04</b>		
<b>5002 - Fringe Benefits</b>							
<b>5151 - Retirement Plan</b>							
Journal	5/7/2026	May 2026	JE1162		\$1,623.01	ERWRSGen	General Fund - 101
Journal	5/21/2026	May 2026	JE1190		\$1,603.66	ERWRSGen	General Fund - 101
<b>Total - 5151 - Retirement Plan</b>					<b>\$3,226.67</b>		
<b>5152 - Residency</b>							
Journal	5/7/2026	May 2026	JE1162		\$105.15	401a	General Fund - 101
Journal	5/21/2026	May 2026	JE1190		\$112.32	401a	General Fund - 101
<b>Total - 5152 - Residency</b>					<b>\$217.47</b>		
<b>5154 - Social Security</b>							
Journal	5/7/2026	May 2026	JE1162		\$1,315.59	Employer Social Security Expense	General Fund - 101
Journal	5/7/2026	May 2026	JE1162		\$390.00	Employer Medicare Expense	General Fund - 101
Journal	5/21/2026	May 2026	JE1190		\$404.17	Employer Medicare Expense	General Fund - 101
Journal	5/21/2026	May 2026	JE1190		\$1,298.93	Employer Social Security Expense	General Fund - 101
<b>Total - 5154 - Social Security</b>					<b>\$3,408.69</b>		
<b>5157 - Group Health Insurance</b>							
Journal	5/7/2026	May 2026	JE1162		\$219.00	HRA Monthly	General Fund - 101
Journal	5/7/2026	May 2026	JE1162		\$4,917.72	ER Health	General Fund - 101
Journal	5/21/2026	May 2026	JE1190		\$4,917.72	ER Health	General Fund - 101
<b>Total - 5157 - Group Health Insurance</b>					<b>\$10,054.44</b>		
<b>5160 - Group Life Insurance</b>							
Journal	5/7/2026	May 2026	JE1162		\$26.93	ER Life	General Fund - 101
Journal	5/21/2026	May 2026	JE1190		\$26.93	ER Life	General Fund - 101
<b>Total - 5160 - Group Life Insurance</b>					<b>\$53.86</b>		
<b>5163 - Workers Compensation</b>							
Journal	5/7/2026	May 2026	JE1162		\$3.80	WC Field	General Fund - 101
Journal	5/7/2026	May 2026	JE1162		\$44.89	WC Admin	General Fund - 101
Journal	5/21/2026	May 2026	JE1190		\$46.41	WC Admin	General Fund - 101
Journal	5/21/2026	May 2026	JE1190		\$4.75	WC Field	General Fund - 101
<b>Total - 5163 - Workers Compensation</b>					<b>\$99.85</b>		
<b>Total - 5002 - Fringe Benefits</b>					<b>\$17,060.98</b>		
<b>Total - 5000 - Personnel Services</b>					<b>\$74,480.02</b>		
<b>5003 - Non-Personnel Services</b>							
<b>5004 - Travel/Training</b>							
<b>5208 - Travel - City Business</b>							
Vendor Invoice	4/13/2026	May 2026	041326	V1066 James Berven	\$154.72	PLA National Conference Meal Reimbursements	General Fund - 101
Vendor Invoice	4/13/2026	May 2026	041326	V1464 Sarah Wroblewski	\$169.49	PLA National Conference Meal Reimbursements	General Fund - 101
Vendor Invoice	4/14/2026	May 2026	041426	V1464 Sarah Wroblewski	\$22.91	3/31/26 Mileage	General Fund - 101
Vendor Invoice	4/15/2026	May 2026	041526	V0067 Ashley Thiem-Menr	\$582.75	PLA National Conference Mileage & Meal Reimbursements	General Fund - 101
<b>Total - 5208 - Travel - City Business</b>					<b>\$929.87</b>		
<b>Total - 5004 - Travel/Training</b>					<b>\$929.87</b>		
<b>5006 - Purchased Services</b>							
<b>5303 - Communications</b>							
Credit Card	3/20/2026	May 2026	RAMP.27c00384-20ee-4c V0755 T-Mobile		\$29.91	Spencer Heise - Library mobile communication services	General Fund - 101
Credit Card	4/17/2026	May 2026	RAMP.4c4433e2-485e-4c V0755 T-Mobile		\$30.45	Spencer Heise - Library mobile communication services	General Fund - 101
Journal	5/21/2026	May 2026	JE1190		\$50.00	Cell Reimb	General Fund - 101
<b>Total - 5303 - Communications</b>					<b>\$110.36</b>		
<b>5306 - Heating Fuels</b>							

Vendor Invoice	4/29/2026	May 2026	5908581848	V0705 We Energies	\$324.10	Gas Service - April	General Fund - 101
<b>Total - 5306 - Heating Fuels</b>					<b>\$324.10</b>		
<b>5309 - Water Sewer &amp; Electric</b>							
Vendor Invoice	4/24/2026	May 2026	500114-01 2026-04-24	V0383 Kaukauna Utilities	\$1,078.96	Water, Sewer, & Electric	General Fund - 101
<b>Total - 5309 - Water Sewer &amp; Electric</b>					<b>\$1,078.96</b>		
<b>5312 - Maintenance - Buildings</b>							
Vendor Invoice	5/6/2026	May 2026	050826	V1791 TriKakalin Propertie	\$9,138.00	Maintenance - May	General Fund - 101
Vendor Invoice	5/21/2026	May 2026	15279	V1786 Bissing Electric	\$1,200.00	Floor Outlets - Conference Room	General Fund - 101
<b>Total - 5312 - Maintenance - Buildings</b>					<b>\$10,338.00</b>		
<b>5313 - Lease - Buildings</b>							
Vendor Invoice	5/6/2026	May 2026	050826	V1791 TriKakalin Propertie	\$11,993.00	Rent - May	General Fund - 101
<b>Total - 5313 - Lease - Buildings</b>					<b>\$11,993.00</b>		
<b>5325 - Contractual Services</b>							
Vendor Invoice	2/16/2026	May 2026	435314	V0632 Superior Chemical	\$75.78	Towel Rolls	General Fund - 101
Vendor Invoice	2/17/2026	May 2026	435449	V0632 Superior Chemical	\$91.11	Soap	General Fund - 101
Vendor Invoice	2/25/2026	May 2026	436055	V0632 Superior Chemical	\$168.70	TP, Trash Bags, Cleaning Supplies	General Fund - 101
Vendor Invoice	5/1/2026	May 2026	02-44553	V0003 Advanced Maintenance	\$2,277.40	Monthly Contract Janitorial Services for the month of the invoice date Per contract	General Fund - 101
Vendor Invoice	5/6/2026	May 2026	440947	V0632 Superior Chemical	\$252.83	Cleaning Products	General Fund - 101
Vendor Invoice	5/13/2026	May 2026	02-44839	V0003 Advanced Maintenance	\$1,108.14	Annual Cleaning	General Fund - 101
Vendor Invoice	5/14/2026	May 2026	02-44850	V0003 Advanced Maintenance	\$35.00	Refrigerator Cleaning	General Fund - 101
<b>Total - 5325 - Contractual Services</b>					<b>\$4,008.96</b>		
<b>5328 - Advertising</b>							
Credit Card	4/3/2026	May 2026	RAMP.d73a38f2-5ca4-42 V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - Mailchimp Email Service	General Fund - 101	
Credit Card	5/3/2026	May 2026	RAMP.90cff216-7603-47c V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - Mailchimp Email Service	General Fund - 101	
<b>Total - 5328 - Advertising</b>					<b>\$47.52</b>		
<b>Total - 5006 - Purchased Services</b>					<b>\$27,900.90</b>		
<b>5007 - Supplies</b>							
<b>5401 - Office Supplies</b>							
Credit Card	4/2/2026	May 2026	RAMP.81d82c20-2b2f-45 V1328 Premium Waters, Inc	\$60.93	Spencer Heise - Library water refill purchase.	General Fund - 101	
Credit Card	4/3/2026	May 2026	RAMP.3346f4ea-55d0-4ff V0006 Complete Office of	\$175.96	Spencer Heise - General library office supplies	General Fund - 101	
Credit Card	4/3/2026	May 2026	RAMP.8ce409a6-48d3-42 V0006 Complete Office of	\$53.32	Spencer Heise - General library office supplies	General Fund - 101	
Credit Card	4/7/2026	May 2026	RAMP.634cf9eb-7d8e-42 V0006 Complete Office of	\$46.23	Spencer Heise - General library office supplies	General Fund - 101	
Credit Card	4/8/2026	May 2026	RAMP.14bd5c50-0dbc-4c V0006 Complete Office of	\$32.32	Spencer Heise - General office supplies	General Fund - 101	
Credit Card	4/9/2026	May 2026	RAMP.c32811b2-407b-4f V1173 Amazon	\$17.62	Spencer Heise - Miscellaneous office supplies	General Fund - 101	
Credit Card	4/15/2026	May 2026	RAMP.1b36b5c7-b7c6-44 V1173 Amazon	\$32.98	Spencer Heise - office supplies	General Fund - 101	
Credit Card	4/16/2026	May 2026	RAMP.66e495e5-4775-4 V1173 Amazon	\$21.98	James Berven - General office supplies	General Fund - 101	
Credit Card	4/17/2026	May 2026	RAMP.d583da0e-77e7-4c V1173 Amazon	\$29.69	Ashley Thiem-Menning - office supplies	General Fund - 101	
Credit Card	4/22/2026	May 2026	RAMP.8d71d50a-7ab7-4f V1207 Miscellaneous Reta	\$1.15	Spencer Heise - office supplies	General Fund - 101	
Credit Card	5/4/2026	May 2026	RAMP.0e4b855d-b458-4f V1173 Amazon	\$8.99	James Berven - Office Supplies	General Fund - 101	
<b>Total - 5401 - Office Supplies</b>					<b>\$481.17</b>		
<b>5422 - Data Processing Supplies</b>							
Vendor Invoice	5/27/2026	May 2026	4822	V0528 Outagamie Waupar	\$331.43	Item Barcodes	General Fund - 101
<b>Total - 5422 - Data Processing Supplies</b>					<b>\$331.43</b>		
<b>5431 - Postage</b>							
Credit Card	4/3/2026	May 2026	RAMP.297d809c-939f-48 V0680 U.S. Postal Service	\$9.78	Spencer Heise - Library mail postage	General Fund - 101	
Credit Card	4/7/2026	May 2026	RAMP.cde125db-8ce9-4e V0680 U.S. Postal Service	\$156.00	Ashley Thiem-Menning - Postage for library mail	General Fund - 101	
<b>Total - 5431 - Postage</b>					<b>\$165.78</b>		
<b>5441 - Library Materials</b>							
Credit Card	3/13/2026	May 2026	RAMP.14b896c4-945c-4c V1642 Target	\$390.43	James Berven - Library Materials	General Fund - 101	
Credit Card	3/13/2026	May 2026	RAMP.48bbd5e9-01ff-4a V1642 Target	\$49.99	James Berven - Library materials	General Fund - 101	
Credit Card	3/14/2026	May 2026	RAMP.f9269108-95d7-45 V1642 Target	\$69.99	James Berven - Library materials	General Fund - 101	
Credit Card	3/19/2026	May 2026	RAMP.476fc4db-6047-4b V1642 Target	\$69.99	James Berven - Library materials purchase.	General Fund - 101	
Credit Card	3/20/2026	May 2026	RAMP.27c00384-20ee-4c V0755 T-Mobile	\$257.59	Spencer Heise - Library mobile communication services	General Fund - 101	
Credit Card	3/24/2026	May 2026	RAMP.f76e05b5-2315-41 V1642 Target	\$49.99	James Berven - Library materials	General Fund - 101	
Credit Card	4/1/2026	May 2026	RAMP.30f143a3-665f-48 V1173 Amazon	\$13.99	Ashley Thiem-Menning - Library book purchases	General Fund - 101	
Credit Card	4/2/2026	May 2026	RAMP.68fad509-4a0c-4b V0651 The Wall Street Jou	\$68.56	Spencer Heise - newspaper subscription	General Fund - 101	
Credit Card Refund	4/4/2026	May 2026	RAMP.74b6edc9-d56e-4c V1173 Amazon	(\$10.18)	Spencer Heise - Refund for Books for library collection	General Fund - 101	
Credit Card	4/4/2026	May 2026	RAMP.9a8c56cb-fda7-42 V1642 Target	\$79.98	James Berven - Library materials	General Fund - 101	
Credit Card	4/7/2026	May 2026	RAMP.007e16dc-0f90-4a V1173 Amazon	\$18.48	Ashley Thiem-Menning - Library book purchases	General Fund - 101	
Credit Card	4/8/2026	May 2026	RAMP.fbd41d9a-a2f0-41f V1207 Miscellaneous Reta	\$301.84	Ashley Thiem-Menning - Library book purchases	General Fund - 101	
Credit Card	4/9/2026	May 2026	RAMP.921a3d37-d20b-4c V1173 Amazon	\$39.96	Spencer Heise - Books for library collection	General Fund - 101	
Credit Card	4/9/2026	May 2026	RAMP.1950790e-6340-4f V1173 Amazon	\$115.48	James Berven - Library book purchases	General Fund - 101	
Credit Card	4/9/2026	May 2026	RAMP.da79521a-cae8-4f V1173 Amazon	\$17.60	James Berven - Library book purchases	General Fund - 101	
Credit Card	4/11/2026	May 2026	RAMP.529e172d-d17b-4e V1173 Amazon	\$16.50	James Berven - Library book purchases	General Fund - 101	
Credit Card	4/15/2026	May 2026	RAMP.21dc5394-c2f7-4d V1642 Target	\$49.99	James Berven - Library materials	General Fund - 101	
Credit Card	4/15/2026	May 2026	RAMP.37e0e154-c403-42 V1642 Target	\$229.96	James Berven - Library materials - The \$49.99 was a purchase on this invo	General Fund - 101	

Item 4.b.

Credit Card	4/15/2026	May 2026	RAMP.1341c836-ca54-4e V1642 Target	\$59.99	James Berven - Library materials	General Fund - 101
Credit Card	4/15/2026	May 2026	RAMP.eac879f3-564a-45 V1642 Target	\$54.99	James Berven - Library materials	General Fund - 101
Credit Card	4/17/2026	May 2026	RAMP.4c4433e2-485e-4f V0755 T-Mobile	\$301.65	Spencer Heise - Library mobile communication services	General Fund - 101
Credit Card	4/20/2026	May 2026	RAMP.084aecfb-f495-4e V1173 Amazon	\$18.14	Spencer Heise - Library book purchases	General Fund - 101
Credit Card	4/21/2026	May 2026	RAMP.78abd46f-b082-4c V1173 Amazon	\$21.09	Spencer Heise - Books for library collection	General Fund - 101
Credit Card	4/23/2026	May 2026	RAMP.b71e3eb1-c031-4 V1173 Amazon	\$14.95	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Credit Card	4/27/2026	May 2026	RAMP.2a1ab48a-4ddf-46 V1173 Amazon	\$77.14	Ashley Thiem-Menning - Library book purchases	General Fund - 101
CARD Refund	4/28/2026	May 2026	RAMP.cdb5afa2-4b30-4d V1642 Target	(\$49.99)	James Berven - Refund for Library materials	General Fund - 101
Vendor Invoice	4/28/2026	May 2026	508780941 V0472 Midwest Tape	\$23.24	Digital Library Materials	General Fund - 101
Vendor Invoice	4/30/2026	May 2026	508801257 V0472 Midwest Tape	\$1,418.99	Digital Library Materials	General Fund - 101
Vendor Invoice	5/1/2026	May 2026	96287313 V0323 Ingram	\$20.36	Books	General Fund - 101
Vendor Invoice	5/1/2026	May 2026	96287310 V0323 Ingram	\$12.71	Books	General Fund - 101
Vendor Invoice	5/1/2026	May 2026	96287308 V0323 Ingram	\$17.89	Books	General Fund - 101
Vendor Invoice	5/1/2026	May 2026	96287314 V0323 Ingram	\$25.66	Books	General Fund - 101
Vendor Invoice	5/1/2026	May 2026	96287311 V0323 Ingram	\$12.56	Books	General Fund - 101
Vendor Invoice	5/1/2026	May 2026	96287309 V0323 Ingram	\$13.78	Books	General Fund - 101
Vendor Invoice	5/1/2026	May 2026	96287312 V0323 Ingram	\$38.21	Books	General Fund - 101
CARD Refund	5/4/2026	May 2026	RAMP.c277a613-60ae-4 V1173 Amazon	(\$32.34)	Ashley Thiem-Menning - Refund for Library book purchases	General Fund - 101
Credit Card	5/4/2026	May 2026	RAMP.c981362c-afc7-41 V1173 Amazon	\$39.68	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319634 V0323 Ingram	\$12.86	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319636 V0323 Ingram	\$20.99	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319629 V0323 Ingram	\$37.83	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319644 V0323 Ingram	\$13.58	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319632 V0323 Ingram	\$12.02	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319630 V0323 Ingram	\$35.88	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319643 V0323 Ingram	\$11.10	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319628 V0323 Ingram	\$32.43	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319637 V0323 Ingram	\$12.38	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319626 V0323 Ingram	\$12.35	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319641 V0323 Ingram	\$12.03	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319638 V0323 Ingram	\$11.17	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319627 V0323 Ingram	\$12.98	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319640 V0323 Ingram	\$27.79	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319639 V0323 Ingram	\$12.99	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319635 V0323 Ingram	\$108.47	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319642 V0323 Ingram	\$20.83	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319633 V0323 Ingram	\$26.91	Books	General Fund - 101
Vendor Invoice	5/4/2026	May 2026	96319631 V0323 Ingram	\$18.06	Books	General Fund - 101
Vendor Invoice	5/5/2026	May 2026	508810369 V0472 Midwest Tape	\$22.49	Digital Library Materials	General Fund - 101
Credit Card	5/6/2026	May 2026	RAMP.49d42b79-3b13-4f V1173 Amazon	\$10.79	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Vendor Credit	5/6/2026	May 2026	95913459 V0323 Ingram	(\$11.66)	Books	General Fund - 101
Vendor Credit	5/6/2026	May 2026	95891676 V0323 Ingram	(\$11.24)	Books	General Fund - 101
Vendor Credit	5/6/2026	May 2026	94988788 V0323 Ingram	(\$2.24)	Books	General Fund - 101
Vendor Credit	5/6/2026	May 2026	94923704 V0323 Ingram	(\$17.35)	Books	General Fund - 101
Vendor Credit	5/6/2026	May 2026	95792768 V0323 Ingram	(\$8.73)	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425383 V0323 Ingram	\$17.44	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425363 V0323 Ingram	\$151.39	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425379 V0323 Ingram	\$17.49	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425371 V0323 Ingram	\$46.74	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425368 V0323 Ingram	\$173.75	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425381 V0323 Ingram	\$197.98	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425364 V0323 Ingram	\$67.99	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425369 V0323 Ingram	\$37.50	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425370 V0323 Ingram	\$8.25	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425366 V0323 Ingram	\$17.48	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425382 V0323 Ingram	\$20.45	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425377 V0323 Ingram	\$102.29	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425380 V0323 Ingram	\$18.88	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425373 V0323 Ingram	\$19.66	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425365 V0323 Ingram	\$92.74	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425376 V0323 Ingram	\$74.57	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425374 V0323 Ingram	\$153.92	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425372 V0323 Ingram	\$27.90	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425378 V0323 Ingram	\$156.48	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425367 V0323 Ingram	\$20.73	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425361 V0323 Ingram	\$152.74	Books	General Fund - 101

Item 4.b.

Vendor Invoice	5/7/2026	May 2026	96425362	V0323 Ingram	\$151.94	Books	General Fund - 101
Vendor Invoice	5/7/2026	May 2026	96425375	V0323 Ingram	\$299.52	Books	General Fund - 101
Vendor Invoice	5/8/2026	May 2026	96458023	V0323 Ingram	\$21.98	Books	General Fund - 101
Vendor Invoice	5/8/2026	May 2026	96458022	V0323 Ingram	\$19.72	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500004	V0323 Ingram	\$121.10	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500014	V0323 Ingram	\$128.25	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500008	V0323 Ingram	\$50.24	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500011	V0323 Ingram	\$195.09	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500013	V0323 Ingram	\$62.89	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493303	V0323 Ingram	\$51.28	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493300	V0323 Ingram	\$19.58	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500009	V0323 Ingram	\$168.02	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493309	V0323 Ingram	\$32.78	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493295	V0323 Ingram	\$18.23	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500005	V0323 Ingram	\$39.25	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500002	V0323 Ingram	\$13.51	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493301	V0323 Ingram	\$13.75	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493308	V0323 Ingram	\$12.12	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493299	V0323 Ingram	\$18.23	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493307	V0323 Ingram	\$14.37	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500015	V0323 Ingram	\$43.08	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500017	V0323 Ingram	\$21.78	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500016	V0323 Ingram	\$28.28	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500003	V0323 Ingram	\$122.08	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493304	V0323 Ingram	\$12.39	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493298	V0323 Ingram	\$13.84	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500006	V0323 Ingram	\$36.96	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493296	V0323 Ingram	\$44.25	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493302	V0323 Ingram	\$15.34	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500012	V0323 Ingram	\$8.23	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500010	V0323 Ingram	\$8.27	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493305	V0323 Ingram	\$15.36	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493297	V0323 Ingram	\$29.93	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96493306	V0323 Ingram	\$13.57	Books	General Fund - 101
Vendor Invoice	5/11/2026	May 2026	96500007	V0323 Ingram	\$50.24	Books	General Fund - 101
Vendor Invoice	5/13/2026	May 2026	96558215	V0323 Ingram	\$10.98	Books	General Fund - 101
Vendor Invoice	5/13/2026	May 2026	96558214	V0323 Ingram	\$18.95	Books	General Fund - 101
Vendor Invoice	5/14/2026	May 2026	96588177	V0323 Ingram	\$34.97	Books	General Fund - 101
Vendor Invoice	5/14/2026	May 2026	96588178	V0323 Ingram	\$25.57	Books	General Fund - 101
Vendor Invoice	5/17/2026	May 2026	96635709	V0323 Ingram	\$7.55	Books	General Fund - 101
Vendor Invoice	5/17/2026	May 2026	96635707	V0323 Ingram	\$18.23	Books	General Fund - 101
Vendor Invoice	5/17/2026	May 2026	96635708	V0323 Ingram	\$9.09	Books	General Fund - 101
Vendor Invoice	5/17/2026	May 2026	96635712	V0323 Ingram	\$18.29	Books	General Fund - 101
Vendor Invoice	5/17/2026	May 2026	96635714	V0323 Ingram	\$226.23	Books	General Fund - 101
Vendor Invoice	5/17/2026	May 2026	96635715	V0323 Ingram	\$15.45	Books	General Fund - 101
Vendor Invoice	5/17/2026	May 2026	96635717	V0323 Ingram	\$13.86	Books	General Fund - 101
Vendor Invoice	5/17/2026	May 2026	96635711	V0323 Ingram	\$11.66	Books	General Fund - 101
Vendor Invoice	5/17/2026	May 2026	96635713	V0323 Ingram	\$37.63	Books	General Fund - 101
Vendor Invoice	5/17/2026	May 2026	96635710	V0323 Ingram	\$24.90	Books	General Fund - 101
Vendor Invoice	5/17/2026	May 2026	96635716	V0323 Ingram	\$19.48	Books	General Fund - 101
Vendor Invoice	5/18/2026	May 2026	508879790	V0472 Midwest Tape	\$26.99	Digital Library Materials	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686011	V0323 Ingram	\$17.72	Books	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686009	V0323 Ingram	\$8.45	Books	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686005	V0323 Ingram	\$19.64	Books	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686004	V0323 Ingram	\$19.81	Books	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686012	V0323 Ingram	\$17.72	Books	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686007	V0323 Ingram	\$18.53	Books	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686018	V0323 Ingram	\$22.18	Books	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686008	V0323 Ingram	\$18.53	Books	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686014	V0323 Ingram	\$13.34	Books	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686013	V0323 Ingram	\$12.80	Books	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686015	V0323 Ingram	\$18.30	Books	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686016	V0323 Ingram	\$19.48	Books	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686006	V0323 Ingram	\$12.26	Books	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686010	V0323 Ingram	\$11.70	Books	General Fund - 101
Vendor Invoice	5/19/2026	May 2026	96686017	V0323 Ingram	\$41.65	Books	General Fund - 101

Item 4.b.

Item 4.b.

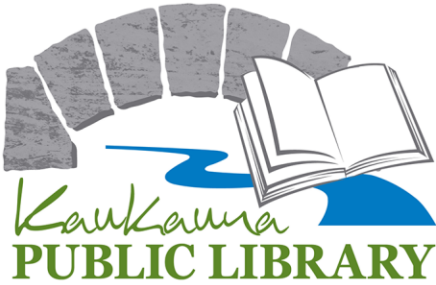
Vendor Invoice	5/19/2026	May 2026	96686019	V0323 Ingram	\$11.48	Books	General Fund - 101
Vendor Invoice	5/20/2026	May 2026	96733098	V0323 Ingram	\$20.24	Books	General Fund - 101
Vendor Invoice	5/20/2026	May 2026	96733095	V0323 Ingram	\$10.74	Books	General Fund - 101
Vendor Invoice	5/20/2026	May 2026	96733099	V0323 Ingram	\$12.12	Books	General Fund - 101
Vendor Invoice	5/20/2026	May 2026	96733097	V0323 Ingram	\$25.95	Books	General Fund - 101
Vendor Invoice	5/20/2026	May 2026	96733096	V0323 Ingram	\$8.25	Books	General Fund - 101
<b>Total - 5441 - Library Materials</b>					<b>\$8,726.09</b>		
<b>5442 - Service Contracts</b>							
CARD Refund	4/21/2026	May 2026	RAMP.06494b5e-81c7-4t V1173 Amazon	(\$107.38)	Spencer Heise - Refund prime subscription		General Fund - 101
Credit Card	4/23/2026	May 2026	RAMP.41395663-dd9b-4 V0685 UPS	\$111.52	Spencer Heise - Shipping for library materials		General Fund - 101
Credit Card	4/23/2026	May 2026	RAMP.8798691e-262b-4c V1207 Miscellaneous Reta	\$13.99	Spencer Heise - YouTube Premium for programs		General Fund - 101
Credit Card	4/27/2026	May 2026	RAMP.0c34e11b-2974-4e V1209 Scribe	\$300.00	James Berven - Scribe annual software subscription		General Fund - 101
Vendor Invoice	4/30/2026	May 2026	41881723 V0440 Marco	\$248.09	Copier		General Fund - 101
<b>Total - 5442 - Service Contracts</b>					<b>\$566.22</b>		
<b>5444 - Library Programs</b>							
Credit Card	4/7/2026	May 2026	RAMP.7d43c955-3a4c-47 V1173 Amazon	\$7.99	Ashley Thiem-Menning - Supplies for library programs		General Fund - 101
Credit Card	4/7/2026	May 2026	RAMP.99caa423-d67d-4e V1173 Amazon	\$27.98	James Berven - Supplies for library programs		General Fund - 101
Credit Card	4/8/2026	May 2026	RAMP.e8b7807c-f319-4b V1173 Amazon	\$10.44	Sarah Wroblewski - Supplies for library programs		General Fund - 101
Credit Card	4/8/2026	May 2026	RAMP.8ec03013-bf63-4c V1173 Amazon	\$51.17	Sarah Wroblewski - Supplies for library programs		General Fund - 101
Credit Card	4/9/2026	May 2026	RAMP.921a3d37-d20b-4c V1173 Amazon	\$7.49	Spencer Heise - programming supplies		General Fund - 101
Credit Card	4/11/2026	May 2026	RAMP.19949a06-acb2-4c V1207 Miscellaneous Reta	\$10.98	James Berven - Food for library programming		General Fund - 101
Credit Card	4/17/2026	May 2026	RAMP.3875125a-cab1-4f V1207 Miscellaneous Reta	\$31.39	James Berven - Library program supplies		General Fund - 101
Credit Card	4/18/2026	May 2026	RAMP.6cde8b8d-7c28-41 V0825 Costco	\$184.20	James Berven - Food for Programs		General Fund - 101
Credit Card	4/20/2026	May 2026	RAMP.5f05269a-b6d1-4f V1207 Miscellaneous Reta	\$95.86	James Berven - Food for library programming		General Fund - 101
Credit Card	4/21/2026	May 2026	RAMP.d8c3803e-bf5f-4b V0129 Carstens Ace Hard	\$15.79	Sarah Wroblewski - Programming Supplies		General Fund - 101
Credit Card	4/23/2026	May 2026	RAMP.40d79238-8b3d-4c V1207 Miscellaneous Reta	\$46.90	James Berven - Food for library programming		General Fund - 101
Credit Card	4/27/2026	May 2026	RAMP.fac1090c-38ef-4d7 V1173 Amazon	\$29.92	Sarah Wroblewski - Supplies for library programs		General Fund - 101
<b>Total - 5444 - Library Programs</b>					<b>\$520.11</b>		
<b>Total - 5007 - Supplies</b>					<b>\$10,790.80</b>		
<b>Total - 5003 - Non-Personnel Services</b>					<b>\$39,621.57</b>		
<b>5008 - Outlay</b>							
<b>5801 - Land &amp; Buildings</b>							
Journal	5/31/2026	May 2026	JE1194	(\$3,350.00)	mK Solutions, Inc. Liquidated damages		Buildings & Misc. Capital - 423
<b>Total - 5801 - Land &amp; Buildings</b>					<b>(\$3,350.00)</b>		
<b>5804 - Equipment (including Office)</b>							
Credit Card	4/9/2026	May 2026	RAMP.921a3d37-d20b-4c V1173 Amazon	\$79.98	Spencer Heise - Computer accessories		General Fund - 101
<b>Total - 5804 - Equipment (including Office)</b>					<b>\$79.98</b>		
<b>Total - 5008 - Outlay</b>					<b>(\$3,270.02)</b>		
<b>Total - Expense</b>					<b>\$110,831.57</b>		
<b>Net Income</b>					<b>(\$110,831.57)</b>		

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

<b>Financial Row</b>	<b>Amount</b>	<b>Budget Amount</b>	<b>Amount Over Budget</b>	<b>% of Budget</b>
<b>Expense</b>				
5000 - Personnel Services				
5001 - Wages & Salaries				
5101 - Regular Payroll	\$238,532.98	\$696,911.56	(\$458,378.58)	34.23%
5104 - Temporary Payroll	\$19,336.59	\$36,000.00	(\$16,663.41)	53.71%
Total - 5001 - Wages & Salaries	\$257,869.57	\$732,911.56	(\$475,041.99)	35.18%
5002 - Fringe Benefits				
5151 - Retirement Plan	\$14,211.61	\$42,565.18	(\$28,353.57)	33.39%
5152 - Residency	\$1,238.13	\$12,728.21	(\$11,490.08)	9.73%
5154 - Social Security	\$15,014.59	\$47,280.38	(\$32,265.79)	31.76%
5157 - Group Health Insurance	\$53,872.20	\$153,755.24	(\$99,883.04)	35.04%
5160 - Group Life Insurance	\$269.30	\$849.00	(\$579.70)	31.72%
5163 - Workers Compensation	\$492.07	\$1,173.07	(\$681.00)	41.95%
Total - 5002 - Fringe Benefits	\$85,097.90	\$258,351.08	(\$173,253.18)	32.94%
Total - 5000 - Personnel Services	\$342,967.47	\$991,262.64	(\$648,295.17)	34.60%
5003 - Non-Personnel Services				
5004 - Travel/Training				
5208 - Travel - City Business	\$2,387.64	\$6,708.00	(\$4,320.36)	35.59%
5211 - Education & Memberships	\$1,572.00	\$3,371.00	(\$1,799.00)	46.63%
Total - 5004 - Travel/Training	\$3,959.64	\$10,079.00	(\$6,119.36)	39.29%
5006 - Purchased Services				
5303 - Communications	\$375.61	\$960.00	(\$584.39)	39.13%
5306 - Heating Fuels	\$4,458.28	\$7,000.00	(\$2,541.72)	63.69%
5309 - Water Sewer & Electric	\$5,240.40	\$16,325.00	(\$11,084.60)	32.10%
5312 - Maintenance - Buildings	\$62,555.24	\$120,000.00	(\$57,444.76)	52.13%
5313 - Lease - Buildings	\$71,958.00	\$143,916.00	(\$71,958.00)	50.00%
5325 - Contractual Services	\$17,034.55	\$38,397.14	(\$21,362.59)	44.36%
5328 - Advertising	\$726.79	\$3,050.00	(\$2,323.21)	23.83%
5331 - General Insurance	\$8,456.00	\$8,456.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$129,613.00	\$129,613.00	\$0.00	100.00%
Total - 5006 - Purchased Services	\$300,417.87	\$467,717.14	(\$167,299.27)	64.23%
5007 - Supplies				
5401 - Office Supplies	\$4,319.65	\$7,500.00	(\$3,180.35)	57.60%
5402 - Desktop Printer/Fax Expense	\$480.99	\$800.00	(\$319.01)	60.12%
5422 - Data Processing Supplies	\$3,670.33	\$8,500.00	(\$4,829.67)	43.18%
5431 - Postage	\$1,903.71	\$2,250.00	(\$346.29)	84.61%
5441 - Library Materials	\$62,825.61	\$122,552.00	(\$59,726.39)	51.26%
5442 - Service Contracts	\$42,540.38	\$55,000.00	(\$12,459.62)	77.35%
5444 - Library Programs	\$2,593.46	\$8,000.00	(\$5,406.54)	32.42%
5499 - Miscellaneous	\$96.35	\$2,000.00	(\$1,903.65)	4.82%
Total - 5007 - Supplies	\$118,430.48	\$206,602.00	(\$88,171.52)	57.32%
Total - 5003 - Non-Personnel Services	\$422,807.99	\$684,398.14	(\$261,590.15)	61.78%
5008 - Outlay				
5801 - Land & Buildings	(\$7,280.92)	\$0.00	(\$7,280.92)	0.00%
5804 - Equipment (including Office)	\$2,838.59	\$9,500.00	(\$6,661.41)	29.88%
Total - 5008 - Outlay	(\$4,442.33)	\$9,500.00	(\$13,942.33)	-46.76%

<b>Financial Row</b>	<b>Amount</b>	<b>Budget Amount</b>	<b>Amount Over Budget</b>	<b>% of Budget</b>
Total - Expense	\$761,333.13	\$1,685,160.78	(\$923,827.65)	45.18%
Net Income	(\$761,333.13)	(\$1,685,160.78)	\$923,827.65	45.18%

To: Kaukauna Public Library Board of Trustee  
From: Library Director Ashley Thiem-Menning  
Date: 6/16/2026  
Re: CIP Update



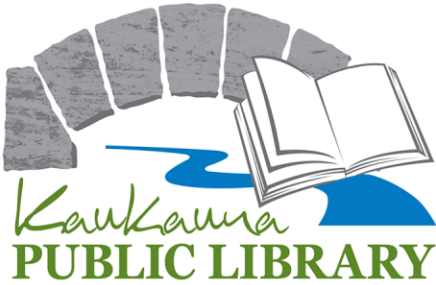
We are currently negotiating the contract with Bibliotheca.

We have our first preliminary meeting with Bibliotheca the following week and hope to have our order and contract finalized by the end of the month. With their lead times, that places us roughly for November for installation.

One of the major downsides to all this occurring is that our self-check machines are running without support because we anticipated a fall 2025 install with mK. As a result, when we shift to Polaris, we will not be able to switch the current self-checks over to Polaris without paying to do so, which would be foolish considering the timeline we have. So, we anticipate not having self-checks for up to three months, unless the new machines arrive earlier than the AMHS. We are uncertain at this time whether it will be one install for all equipment, or multiple installs based on when products are ready to ship.



To: Kaukauna Public Library Board of Trustee  
From: Library Director Ashley Thiem-Menning  
Date: 6/16/2026  
Re: Community Partnership



We had another large-scale donation from Trim Hunger! This came at a time when the pantry was quite low.

Thank you to Kaukauna Utilities and Associated Bank for sponsoring the Summer Feeding Program! The library started putting out lunches on June 8. We serve from 11a-1p Monday through Saturday. On June 25, Associated Bank will be volunteering at the library, and as part of their volunteer tasks, they will be packing a significant number of lunches for us, so we are prepared for most of the summer.

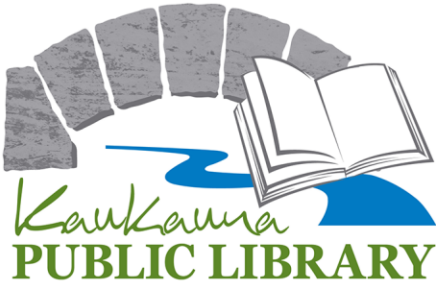
The Friends of the Library have purchased some additional shelving units for us, which Associated Bank volunteers will build, which will line the staff hallway, so we have a place to store the lunches. When we do not have lunches to store, that space will be used as overflow storage, as we have completely run out of space in the workroom.

As part of the Strategic Planning process, we now have our paper surveys out on the floor. Thank you to Yenny for translating it into Spanish for us! The survey will go live online soon as well!

Jenny conducted our first focus group with our Daytime Book Discussion group, which had a lot of wonderful ideas. We have two more focus groups this month, one with our Friday card players, and one with our garden storytime families. Thank you to the Board members who signed up to conduct these!



To: Kaukauna Public Library Board of Trustee  
From: Library Director Ashley Thiem-Menning  
Date: 6/16/2026  
Re: Staffing Update



We are happy to welcome Kristen McCormick as our new part-time Library Assistant Materials Processing. Kristen has many years of library experience, most recently, at Neenah Public Library.

We also welcomed back former employee Yenny Rodriquez, who is joining us as an On-Call Library Assistant.

We are also welcoming two new On-Call Library Assistants, Laura Braatz and Heather Buechler. We did have a fourth On-Call offer made, but it was declined due to a schedule change. We may repost in the fall after Polaris is live.

Mid-year reviews have been concluded for the year. James was able to train with me on preparing the reviews, as well as sit through almost all 14 reviews conducted.

The City has also requested our updates to the People and Operational Plan (POP) and submission for position requests by June 30. Pre-meetings will be scheduled for the first two weeks in July, followed by review meetings with the Mayor and leadership group tasked to this in August. The library will be requesting another conversion of part-time to full-time.



# Assistant Director Report June 2026

## Polaris

### 3 Day Staff Training

From June 2<sup>nd</sup> to June 4<sup>th</sup> Ashley, Bethany, Spencer, and I attended a three-day Polaris training hosted here at the library. We learned two functions of Polaris that are brand new to us: acquisitions and cataloging. Acquisitions allows us to better track our material expenditures by encumbering funds for every item we purchase. Currently, we use a spreadsheet and manually enter the amount purchased. This is cumbersome and hard to keep current because we purchase from many different vendors including Ingram, Amazon, Midwest Tapes, Independent Presses, and various adult and children's vendors. By using the Acquisitions module, we will order all materials through Polaris itself, which will have the budget lines for each of our collections entered at the beginning of each year and will easily let us keep track of which items we have received. This will enable us to tell how much is left in each line in real time, which will enable us to spend our funds equally through the year.

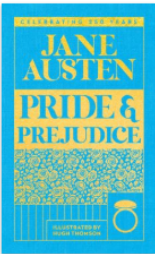
The second benefit of using the acquisitions module is that materials will simply need to be scanned, stickered, and barcoded when they arrive in the mail, significantly reducing the amount of time staff have to handle an item before it can be circulated. Currently, when an item arrives, we must first find the item's record in our database and tell the system that the item belongs to that record. If the item isn't in our database, we must wait overnight to import it from a service called OCLC. If the record isn't in OCLC, we must wait about three weeks for OWLS to create a custom record for the item and then it can be stickered and barcoded. The acquisitions module supports EDI ordering, which enables an item to already be associated with the correct record when it arrives, and all the details of the item, such as collection, price, etc. are already included. This requires more work up front when purchasing the item, but it is still less work overall and allows for items to be circulated significantly faster once they arrive at the library.

The second function, cataloging, has always been done by OWLS. This occurs when an item's record isn't in our database or OCLC's database. We currently must wait about three weeks for the record to be created before it can be circulated. Now that we have attended this training, OWLS is allowing us to create our own records for the first time. This will allow us to get items out the same day instead of waiting three weeks. OWLS will review the records after we create them instead of our patrons waiting three weeks for the records to be created by OWLS. This is a most welcome change, and one that our patrons will notice, as it allows a greater number of our new items to be available on their street date.

## Additional Training

In addition to the 3-day training we attended, Jenny and I also attended shorter training on the web during the third week of June. These training courses taught us how to navigate our new version of Infosoup that we will be getting alongside the Polaris ILS. The biggest change our patrons can expect is what the company calls a “roll up” feature. This feature allows patrons to click a single button to place an item on hold, regardless of the item’s edition or year published. For example, we have a significant number of editions of Jane Austen’s *Pride and Prejudice* between all the OWLS libraries. The list pictured below includes far more than the three pictured. Instead of a patron scrolling through the list to choose one, they can now simply click the blue Place Hold button at the top of the screen place a hold on an item that is available and will fill the hold the soonest. Of course, there is still the option of requesting the specific edition of an item by clicking the blue Request Edition button next to the item. Polaris has found that many patrons don’t particularly care about the edition of an item they would like to read, so this saves them unnecessary decision fatigue and time when placing holds. We also learned that we can customize our homepage of Infosoup with lists and branding that will only appear on Kaukauna’s Infosoup homepage, which we plan to make use of.



← Back



### Pride and prejudice

Austen, Jane, 1775-1817  
Published : 1945-2025 | English




“When headstrong Elizabeth Bennet and the aristocratic Fitzwilliam Darcy first meet, they really don’t get on; she finds him arrogant and aloof and he shows little interest in her. As their relationship plays out against the backdrop of Regency society, they begin to realize that first impressions can be very wrong.”... [more >](#)

 For Later  
 Options

Book Available
Large Print Available
Audiobook on CD Available
Audiobook on Cassette Unavailable
Audiobook Check Availability

✔ On shelf at one or more locations  
📍 Kaukauna Public Library
Place Hold  
Hold Specific Edition  
0 holds 43 copies

Edition information

	Publication Date 2025	Edition —	Publisher [US] : MacMillan Collector's Library, [2025].	Physical Description 481 pages : 16 cm	Request Edition <span style="border: 1px solid #ccc; padding: 2px 5px;">Details</span>
	Publication Date 2022	Edition 2022 edition.	Publisher New York : Union Square & Co., 2022.	Physical Description xix, 376 pages ; 21 cm	Request Edition <span style="border: 1px solid #ccc; padding: 2px 5px;">Details</span>
	Publication Date 2020	Edition —	Publisher Kansas City, Missouri : Andrews McMeel Publishing, [2020].	Physical Description 284 pages : 25 cm	Request Edition <span style="border: 1px solid #ccc; padding: 2px 5px;">Details</span>

## Staffing

### New Hire Training

In June Kristin, Laura, Heather, and returning library staff member Yenny started employment at the library. I have begun training them keeping in mind our imminent switch to Polaris in August. I am keeping CARL training to an absolute minimum, teaching them enough to work at the service desk checking in, renewing, and creating library cards for patrons. Once they learn these functions, they will begin learning Polaris so they will be comfortable using it when we go live on August 19<sup>th</sup>.

## Strategic Plan

### Surveys and Focus Groups

Physical and digital surveys in English and Spanish were created and distributed on June 16<sup>th</sup>. Patrons have a chance to win \$25 Amazon gift cards if they participate in the survey. The physical surveys are always available near the front desk, and we will make them available after library programs and at library outreach locations as well.

The first focus group occurred during our Daytime Book Discussion in June. Library staff Jenny facilitated it and took notes.

## Adult Services Librarian Report June 2026

### Programming

#### KPL Write Club

Owen facilitated a welcoming group of seven attendees, guiding discussions on the writing journey, giving and receiving constructive feedback with all folks, and participating in a collaborative writing session. These monthly workshops we will continue to host all summer, provide opportunities for participants to learn from one another, explore different writing styles and forms, and work through challenging plot developments together.

The group is now taking their collaboration a set further by working towards a joint project with the support of our very own Gavin!

#### Focus on Local History

This monthly series led by our own Gavin, who either presents or invites guest experts to explore the rich history of Kaukauna and the surrounding area. In recognition of America's 250<sup>th</sup> anniversary, this year's programs have highlighted influential people and places from the nation's founding era.

In May, Gavin welcomed eleven attendees for a presentation on Jacob Konkapot, grandson of Chief John Konkapot, a prominent leader of the Stockbridge people. The program explored Jacob's life and contributions, including his service as a Revolutionary War Veteran.

#### Listening Lounge

On Tuesday, June 2, Amber led a lively discussion with five attendees centered on *Jaguar II* by Victoria Monet. Each month, music enthusiasts gather to explore a reselected album, genre, or artist, sharing their perspectives and discovering new insights about music.

These engaging conversations also provide an opportunity for participants to learn more about the library's music collection and the variety of digital resources and listening options available to them. The Listening Lounge will continue this summer to be a welcoming space for connection and appreciation of music in all its forms.



### Junk Journaling

On Tuesday, June 2, Madeline hosts another very successful Junk Journaling program. All 17 attendees from all ages and genders were gathered together to create their own unique art in a safe and inclusive space.

Junk Journaling is when artists create a handmade book from recycled, repurposed, or second hand materials and use it to express an entry of their experiences whether it's how they felt or something they did. Using art and craft instead of words to journal their day. The craft supplies were already in library and we will continue throughout the summer so our community can journal their library adventures!



### Collection Development

Since mid-May, Bethany has been leading a thoughtful collection refresh of the Fiction – Romance titles. This project involves carefully evaluating each title for condition and circulation, identifying and addressing gaps in series, assessing how well the collection reflects community interests and diverse voices, and ensuring the collection remains engaging and easy to browse.

Through this ongoing effort, Bethany is seeking to provide a vibrant, welcoming collection that serves readers and encourages discovery for all who enjoy Romance.

### Volunteers

As of June, Bethany has stepped into the role of Volunteer Coordinator. To celebrate and thank our dedicated volunteers for all they do, each volunteer received a small “Stay Cool” appreciate gift. The treat bags included granola bars, sunscreen, and a variety of water flavor packets – a little reminder to stay cool in every sense of the word.

We are grateful for the time, energy, enthusiasm, and care that our volunteers bring to the library each day. Thank you for all that you do!



# Youth Services at a Glance

May 2026

Teacher Packs- 2

Youth Programs- 354

Youth Attendance- 3064

General Interest Programs- 9

General Interest Attendance- 258

## Youth Highlights

### Summer Learning Program

May means classroom visits and library field trips, and the chaos is worth it! Youth department staff take the month to buckle down on summer prep, take a breath from regular programming, and promote the Kaukauna Public Library's Summer Learning Program to the community. We are fortunate enough to visit all the elementary schools in the district as well as a special stop at St. Ignatius. Each classroom has dedicated library time where we pop in and talk about all the fabulous upcoming events and get kiddos excited to read over the summer for prizes. We coordinate with the school Library Media Specialists to schedule our visits and end up seeing over 1700 elementary students!

The students from River View Middle School walk with their English Language Arts teachers to hear our SLP talk, play trivia for candy (always a hit!), and spend a little time browsing library collections and exploring the space. Having the students here gives many of them the opportunity to see what we offer and encourages them to visit over the summer. This year we had over 800 middle school students here, with many signing up for library cards and checking out materials.

This year we reformatted the entire Summer Learning Program to be fully reading based. Many of the students we talked to were incredibly excited about the change with one student exclaiming "This is so much better!" and dozens of other students echoing this sentiment. We are hopeful that we will see increased participation for all ages this summer and we are ready to Unearth a Story in Kaukauna!

*Below: 8<sup>th</sup> grade classrooms from River View Middle School during their browsing time at the Kaukauna Public Library*





## Post-Conference Summary Report

### Name of Event Culture Keepers Collective

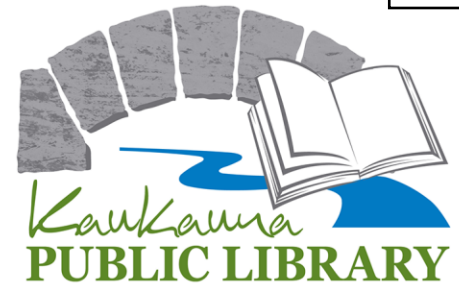
**Date of Event:** May 13-15th

### Conference Summary:

“The Culture Keepers Collective is a Native-led collective that serves cultural workers to advance their communities’ work within tribal libraries, archives, and museums.” \* Note: The invitation was extended because of our Indigenous programming we do and support at the library. Sponsored by UW Madison TLAM, WILS, and NFLS.

### Conference Highlights:

- Connect with leaders from all over Wisconsin and the United States. The conference had presenters from all over the country, including the Smithsonian. What makes this conference different is that you can connect with the presenters through your time at the conference. The way the conference is structured, there are many opportunities to engage.
- Learned about TK (traditional knowledge) labelling. These tags are starting to be utilized by communities to make sure items and resources are properly labelled with the people of origin, clan names, or community names. These tags make sure resources and items are being used properly or if they have restrictions. It prevents misuse of information or commercialization of tribal songs, art, and teachings. These labels are starting to be used in catalogues, museums, cultural centers, and libraries.
- Attended a makerspace session where we were able to explore different makerspaces from different libraries throughout the country. These spaces were anywhere from large spaces with high-tech equipment and staff to something as simple as makerspace carts. A key element to the spaces, they gave users opportunities for traditional crafts that were important to the region and communities that they served.
- Represent our Kaukauna Public Library and share how we serve our diverse community in ways not all libraries do. This led me to have the opportunity to serve on a planning committee for the future gathering as well as make a connection and share with other libraries about our Indigenous resources.
- Gifted resources for our library, including one item that is rarely seen outside its community.



### **Kaukauna Public Library Artificial Intelligence Policy**

The Kaukauna Public Library is dedicated to staying up to date with the latest technology to provide our patrons with the most accurate information and outstanding customer service. The Library recognizes that Artificial Intelligence, more specifically Generative Artificial Intelligence (AI), has the potential to assist staff in realizing these goals. However, we also recognize the danger of the misuse of AI and the negative impact it could have on the information we provide to our patrons. This policy establishes best practices for utilizing AI in the Library, with a particular focus on information literacy and patron privacy.

#### *Definitions*

**Generative Artificial Intelligence (AI)** - Generative Artificial Intelligence is a type of artificial intelligence that can learn from and mimic large amounts of data to create content such as text, images, music, videos, code, and more, based on user-generated prompts.

**Hallucinations** – Due to the generative architecture of current AI systems, hallucinations are the AI system’s tendency to generate responses to queries that are inaccurate, misleading, or completely fabricated.

**Query** – The act of typing a prompt into an AI system or search engine to receive information.

**Prompt** – A question, statement, or demand issued to an AI system.

#### *AI Systems*

The Library is aware that current AI systems can hallucinate information in response to queries, as well as offer biased responses. This can result in answers to queries that are inaccurate. As such, AI use by Library staff has the following parameters:

- Staff *will not* use AI systems to answer patron reference questions or staff queries related to the execution of their jobs. This includes recognizing that some search engines display answers to queries with AI results at the top of the webpage.
- Staff *will not* use these to answer patron questions or staff queries related to the execution of their jobs.
- Staff *will not* use AI generated images in fundraising efforts unless certain that the AI system generates images that are authorized for commercial use.
- Staff *will* use AI in creative endeavors including helping with creative brainstorming, sentence rephrasing, and the creation of images for marketing and display purposes that are in alignment with the Kaukauna Public Library and City brand.
- Staff *may* at times use AI to begin the start of vague research requests, however, staff will not use the AI generated response to answer the vague patron reference questions or staff queries without cross referencing sources.

The Library is aware that bias is inherent in AI systems due to the datasets they learn from being susceptible to bias. Staff will generate queries and interpret their results with this bias in mind, constructing multiple queries if necessary, to limit the bias in the results.

*Patron Privacy*

In addition to adherence to our Privacy Policy, the library prohibits the upload, or inclusion in queries, of confidential data (patron information, employee records, etc.) to AI systems that the library uses. This includes, but is not limited to, Name, Address, Telephone Number, Email, Date of Birth, Driver’s License Number, the likeness of patrons from photos taken at library programs, and borrower history data.

*Staff Training*

The Library regularly schedules days to train staff throughout the year. However, AI technology is changing at such a rapid rate that it may supersede staff training or policy change.



## Trustee Training 9

Managing the Library's Money

### Managing the Library's Money

- The library board has ultimate responsibility for all aspects of library financial management—from budgeting to spending to financial reporting.
- The board controls and monitors library finances by:
  - Careful development and approval of the budget
  - Review and approval of all library expenditures
  - Review and monitoring of monthly financial statements
  - Development of policies for the handling of gifts and donations
  - Accurate financial reporting
  - Careful attention to financial audits

### Approval of Library Expenditures

- Wisconsin Statutes give the library board exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund.
- The board exercises this control through the approval of the budget, the establishment of financial policies, and the audit and approval of vouchers for all library expenditures.

### Approval of Library Expenditures

- The library board approves the annual budget and any budget adjustments necessary during the year
- The library director is delegated authority to make purchases within the budget and according to board-approved purchasing policies.
- The library director is responsible for preparing vouchers for all expenditures, a monthly list of all library expenditures, and a monthly financial statement.
- At the monthly board meeting, the library board audits and approves payment of the expenditures, and reviews and approves the financial statement.
- The board secretary, or other designee of the board, signs the vouchers and they are forwarded to the municipal clerk for payment.

### Approval of Library Expenditures

- Expenditures approved by the board for payment out of any library-held trust/gift fund accounts are made by the board treasurer or other designee of the board. It is recommended that board policy or bylaws require two signatures (one being the board treasurer or president) for any payment or withdrawal out of a library-held account.

### Financial Statements

- To facilitate the board's monitoring of library finances, the director should present financial statements that the library board and the general public can understand.
- Reports should contain:
  - Last month and year-to-date expenditures for each line item
  - Total income and expenditures last month and year-to-date
  - Budget balances for each line item and the total budget

## Gifts and Donations

- Library boards may deposit gift, bequest, devise, and endowment funds in a savings or checking account held by the library. However, all other library income, including fines and fees, must be deposited with the municipality.
- Wisconsin Statutes Section 43.58 (7) provides five alternatives for the handling of a gift, bequest, devise, or endowment provided to the library. Before making such transfers, library boards should be careful to consider any special provisions of the original gifts, bequests, or endowments.

## Gifts and Donations

- Per 43.58 (7):
  - The library board may pay or transfer the gift, bequest, or endowment, or its proceeds to the treasurer of the municipality or county in which the library is situated.
  - The library board may deposit the gift, bequest, or endowment to a public depository under Chapter 34 (a bank, credit union or savings and loan in Wisconsin, or the Local Government Investment Pool).
  - The library board may transfer the gift, bequest, or endowment to a charitable organization, described in section 501 (c) (3) of the Internal Revenue Code and exempt from federal income tax under section 501 (a) of the Internal Revenue Code.

## Gifts and Donations

- Per 43.58 (7):
  - The library board may instruct the board's financial secretary to invest the gift funds as permitted under Section 112.10. A financial secretary must be bonded for at least the value of the funds or property held. The financial secretary must also make at least annual reports to the library board showing in detail the amount, investment, income and disbursements from any funds held. This report must also be attached to the annual report provided to the municipality and the Division for Libraries and Technology.
  - The library board may pay or transfer the gift bequest, or endowment to a charitable organization or to a community foundation only if the library board and the charitable organization or the community foundation agree, in writing and at the time of the payment or transfer of the gift, bequest, or endowment, to the conditions outlined in the Statutes [s. 43.58 (7) (3)].

## Annual Report

- The library board is responsible for approving the state-required annual report and providing a copy to the library system, the DLT, and to the governing municipality. The library director prepares this report, but it is the library board's responsibility to ensure that the report is accurate and complete. It must show all library income by source and all expenditures in detail, as well as the status of all funds under library board control.

## Audit

- In most communities, public library financial records should be audited along with all other records maintained by the municipality or county that serves as the library's fiscal agent. Funds controlled directly by the library board, such as gift funds or endowments, should be audited annually by the municipality, the county, or an outside auditor. If your municipality does not audit your library's financial records, you may want to ask that they do so, or you may budget for an outside auditor to conduct an annual audit. Municipal and library audits are public records and must be publicly available. The library board should examine audit reports and carefully follow any audit recommendations.

## Discussion Questions

1. Why is careful control and monitoring of library expenditures important?
2. What should a library board member do if he/she doesn't understand part of the financial statement or doesn't know the purpose of a particular expenditure?
3. What can your library board do if your library has a large unexpected expenditure—for example, if the air conditioning unit fails and needs to be replaced immediately?

