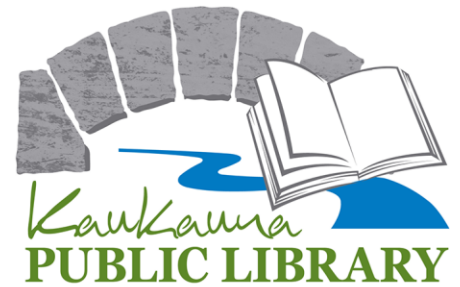


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, April 28, 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, March 24, 2026
 - b. Bill Register March 2026
5. Action Items
 - a. Job Pod Agreement
6. Information Items
 - a. Directors Report
 - b. Assistant Directors Report
 - c. Youth Services Librarian Report
 - d. Communications Coordinator Report
 - e. Trustee Topic: Chapter 7
 - f. Statistics
7. Adjournment

NOTICES

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

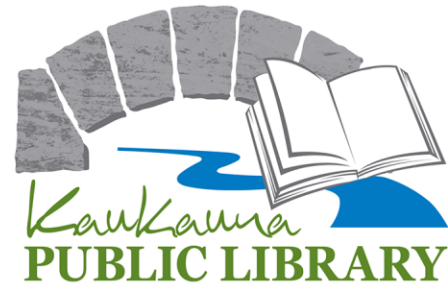
Join Zoom Meeting

Meeting ID: 834-3612-3275

Passcode: 54130

LIBRARY BOARD MEETING MINUTES

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



Tuesday, March 24, 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 5:30p.
2. Roll call of membership
 - a. Present: A. Neumeier, J. Vondracek, J. Van de Hey, C. Fallona, M.J. Kilgas, J. Lucas, C. Van Boxtel, & P. Davis
 - b. Excused: D. Tatro
 - c. Also present: A. Thiem-Menning & J. Berven
3. Public Participation and Communications
 - a. None.
4. Consent Agenda
 - a. Meeting minutes of Tuesday, February 24, 2026
 - b. Bill Register February 2026
 - i. C. Fallona made a motion to approve the consent agenda, seconded by M.L. Kilgas. Motion passed; all in favor.
5. Action Items
 - a. None.
6. Information Items
 - a. Directors Report
 - i. A. Thiem-Menning gave staffing updates.
 - ii. A. Thiem-Menning handed out the first draft of the public 2025 annual report for the Board to look at.
 - iii. J. Berven gave an update on the job pod.
 - b. Youth Services Librarian Report
 - c. Local Historian Report
 - d. Trustee Topic: Chapter 6
 - i. The topic this month was reviews.
 - e. Statistics
 - i. J. Vondracek made a motion to receive and place the reports on file. Seconded by C. Van Boxtel. Motion passed; all in favor.
7. Adjournment
 - a. J. Lucas made a motion to adjourn at 6:26p, seconded by J. Vondracek. Motion passed: all in favor.

Minutes prepared by: A. Thiem-Menning

Kaukauna Public Library

2026 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	\$ 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
Totals	\$ 4.53	\$ 1,498.95	\$ 154.07	\$ 17.25	\$ 1,674.80	\$ 106,810.00	\$ 102,485.00	\$ 20,159.00	\$ 0.00	\$ 229,454.00	\$ 231,128.80	\$ 455.81

As Financial Secretary I have reviewed and approved this report:

Joseph Lucas
Financial Secretary

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

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5000 - Personnel Services				
5001 - Wages & Salaries				
5101 - Regular Payroll	\$158,353.46	\$696,911.56	(\$538,558.10)	22.72%
5104 - Temporary Payroll	\$13,813.02	\$36,000.00	(\$22,186.98)	38.37%
Total - 5001 - Wages & Salaries	\$172,166.48	\$732,911.56	(\$560,745.08)	23.49%
5002 - Fringe Benefits				
5151 - Retirement Plan	\$9,401.44	\$42,565.18	(\$33,163.74)	22.09%
5152 - Residency	\$917.26	\$12,728.21	(\$11,810.95)	7.21%
5154 - Social Security	\$9,934.27	\$47,280.38	(\$37,346.11)	21.01%
5157 - Group Health Insurance	\$38,900.04	\$153,755.24	(\$114,855.20)	25.30%
5160 - Group Life Insurance	\$188.51	\$849.00	(\$660.49)	22.20%
5163 - Workers Compensation	\$343.51	\$1,173.07	(\$829.56)	29.28%
Total - 5002 - Fringe Benefits	\$59,685.03	\$258,351.08	(\$198,666.05)	23.10%
Total - 5000 - Personnel Services	\$231,851.51	\$991,262.64	(\$759,411.13)	23.39%
5003 - Non-Personnel Services				
5004 - Travel/Training				
5208 - Travel - City Business	\$1,457.77	\$6,708.00	(\$5,250.23)	21.73%
5211 - Education & Memberships	\$1,537.00	\$3,371.00	(\$1,834.00)	45.59%
Total - 5004 - Travel/Training	\$2,994.77	\$10,079.00	(\$7,084.23)	29.71%
5006 - Purchased Services				
5303 - Communications	\$184.82	\$960.00	(\$775.18)	19.25%
5306 - Heating Fuels	\$4,027.09	\$7,000.00	(\$2,972.91)	57.53%
5309 - Water Sewer & Electric	\$3,197.52	\$16,325.00	(\$13,127.48)	19.59%
5312 - Maintenance - Buildings	\$41,649.24	\$120,000.00	(\$78,350.76)	34.71%
5313 - Lease - Buildings	\$47,972.00	\$143,916.00	(\$95,944.00)	33.33%
5325 - Contractual Services	\$9,259.71	\$38,397.14	(\$29,137.43)	24.12%
5328 - Advertising	\$85.27	\$3,050.00	(\$2,964.73)	2.80%
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	\$244,444.65	\$467,717.14	(\$223,272.49)	52.26%
5007 - Supplies				
5401 - Office Supplies	\$2,885.23	\$7,500.00	(\$4,614.77)	38.47%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5422 - Data Processing Supplies	\$3,338.90	\$8,500.00	(\$5,161.10)	39.28%
5431 - Postage	\$1,724.03	\$2,250.00	(\$525.97)	76.62%
5441 - Library Materials	\$40,513.59	\$122,552.00	(\$82,038.41)	33.06%
5442 - Service Contracts	\$41,770.07	\$55,000.00	(\$13,229.93)	75.95%
5444 - Library Programs	\$1,661.74	\$8,000.00	(\$6,338.26)	20.77%
5499 - Miscellaneous	\$36.43	\$2,000.00	(\$1,963.57)	1.82%
Total - 5007 - Supplies	\$91,929.99	\$206,602.00	(\$114,672.01)	44.50%
Total - 5003 - Non-Personnel Services	\$339,369.41	\$684,398.14	(\$345,028.73)	49.59%
5008 - Outlay				
5801 - Land & Buildings	(\$8,135.70)	\$0.00	(\$8,135.70)	0.00%
5804 - Equipment (including Office)	\$1,219.88	\$9,500.00	(\$8,280.12)	12.84%
Total - 5008 - Outlay	(\$6,915.82)	\$9,500.00	(\$16,415.82)	-72.80%

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Total - Expense	\$564,305.10	\$1,685,160.78	(\$1,120,855.68)	33.49%
Net Income	(\$564,305.10)	(\$1,685,160.78)	\$1,120,855.68	33.49%

City of Kaukauna
City - Income Statement Detail
Mar 2026

Item 4.b.

Financial Ro Type	Date	Posting Period	Document Number	Name	Amount	Description	Fund
Expense							
5000 - Personnel Services							
5001 - Wages & Salaries							
5101 - Regular Payroll							
Journal	3/12/2026	Mar 2026	JE1122		\$24,276.92	Gross Earnings	General Fund - 101
Journal	3/26/2026	Mar 2026	JE1130		\$24,350.44	Gross Earnings	General Fund - 101
Total - 5101 - Regular Payroll					\$48,627.36		
5104 - Temporary Payroll							
Journal	3/12/2026	Mar 2026	JE1122		\$1,743.08	Seasonal	General Fund - 101
Journal	3/26/2026	Mar 2026	JE1130		\$1,781.20	Seasonal	General Fund - 101
Total - 5104 - Temporary Payroll					\$3,524.28		
Total - 5001 - Wages & Salaries					\$52,151.64		
5002 - Fringe Benefits							
5151 - Retirement Plan							
Journal	3/12/2026	Mar 2026	JE1122		\$1,443.20	ERWRSGen	General Fund - 101
Journal	3/26/2026	Mar 2026	JE1130		\$1,447.08	ERWRSGen	General Fund - 101
Total - 5151 - Retirement Plan					\$2,890.28		
5152 - Residency							
Journal	3/12/2026	Mar 2026	JE1122		\$107.23	401a	General Fund - 101
Journal	3/26/2026	Mar 2026	JE1130		\$101.50	401a	General Fund - 101
Total - 5152 - Residency					\$208.73		
5154 - Social Security							
Journal	3/12/2026	Mar 2026	JE1122		\$1,160.77	Employer Social Security Expense	General Fund - 101
Journal	3/12/2026	Mar 2026	JE1122		\$358.06	Employer Medicare Expense	General Fund - 101
Journal	3/26/2026	Mar 2026	JE1130		\$359.71	Employer Medicare Expense	General Fund - 101
Journal	3/26/2026	Mar 2026	JE1130		\$1,164.11	Employer Social Security Expense	General Fund - 101
Total - 5154 - Social Security					\$3,042.65		
5157 - Group Health Insurance							
Journal	3/12/2026	Mar 2026	JE1122		\$219.00	HRA Monthly	General Fund - 101
Journal	3/12/2026	Mar 2026	JE1122		\$4,917.72	ER Health	General Fund - 101
Journal	3/26/2026	Mar 2026	JE1130		\$4,917.72	ER Health	General Fund - 101
Total - 5157 - Group Health Insurance					\$10,054.44		
5160 - Group Life Insurance							
Journal	3/12/2026	Mar 2026	JE1122		\$26.93	ER Life	General Fund - 101
Journal	3/26/2026	Mar 2026	JE1130		\$26.93	ER Life	General Fund - 101
Total - 5160 - Group Life Insurance					\$53.86		
5163 - Workers Compensation							
Journal	3/12/2026	Mar 2026	JE1122		\$9.49	WC Field	General Fund - 101
Journal	3/12/2026	Mar 2026	JE1122		\$41.00	WC Admin	General Fund - 101
Journal	3/26/2026	Mar 2026	JE1130		\$3.80	WC Field	General Fund - 101
Journal	3/26/2026	Mar 2026	JE1130		\$41.56	WC Admin	General Fund - 101
Total - 5163 - Workers Compensation					\$95.85		
Total - 5002 - Fringe Benefits					\$16,345.81		
Total - 5000 - Personnel Services					\$68,497.45		
5003 - Non-Personnel Services							
5006 - Purchased Services							
5303 - Communications							
Journal	3/26/2026	Mar 2026	JE1130		\$50.00	Cell Reimb	General Fund - 101
Total - 5303 - Communications					\$50.00		
5306 - Heating Fuels							
Vendor Invoice	2/26/2026	Mar 2026	5834001544	V0705 We Energies	\$1,536.66	Gas Service - February	General Fund - 101
Total - 5306 - Heating Fuels					\$1,536.66		
5312 - Maintenance - Buildings							
Vendor Invoice	3/11/2026	Mar 2026	031126	V0016 Grand Kakalin LLC	\$9,138.00	Maintenance - March	General Fund - 101

Vendor Invoice	3/19/2026	Mar 2026	1305264	V0405 LaForce	\$3,466.10	Main Entry Auto Op Replacement	General Fund - 101
Total - 5312 - Maintenance - Buildings					\$12,604.10		
5313 - Lease - Buildings							
Vendor Invoice	3/11/2026	Mar 2026	031126	V0016 Grand Kakalin LLC	\$11,993.00	Rent - March	General Fund - 101
Total - 5313 - Lease - Buildings					\$11,993.00		
5325 - Contractual Services							
Vendor Invoice	3/1/2026	Mar 2026	02-43780	V0003 Advanced Maintenance Solutions	\$2,277.40	Monthly Contract Janitorial Services for the month of	General Fund - 101
Total - 5325 - Contractual Services					\$2,277.40		
5328 - Advertising							
Credit Card	3/3/2026	Mar 2026	RAMP.985a448c-8772-4e72-89 V1404 Mailchimp		\$23.76	Ashley Thiem-Menning - Mailchimp Email Service	General Fund - 101
Total - 5328 - Advertising					\$23.76		
Total - 5006 - Purchased Services					\$28,484.92		
5007 - Supplies							
5401 - Office Supplies							
Credit Card	3/3/2026	Mar 2026	RAMP.a71bbe48-29e3-4362-b1 V1328 Premium Waters, Inc.		\$66.93	Spencer Heise - Library water refill purchase.	General Fund - 101
Credit Card	3/4/2026	Mar 2026	RAMP.412c8dbc-2f96-4084-a4f V1207 Miscellaneous Retail Vendor (Ramp)		\$113.95	Spencer Heise - disc cleaner refill kit	General Fund - 101
Credit Card	3/6/2026	Mar 2026	RAMP.e4706d88-960b-4b68-ae V1173 Amazon		\$9.99	Spencer Heise - General library office supplies	General Fund - 101
Credit Card	3/7/2026	Mar 2026	RAMP.f845233f-6037-49d2-a41 V1173 Amazon		\$57.88	Spencer Heise - library office supplies	General Fund - 101
Total - 5401 - Office Supplies					\$248.75		
5422 - Data Processing Supplies							
Credit Card	2/25/2026	Mar 2026	RAMP.2660f1c5-d882-4d11-a1 V0191 Demco		\$275.72	Spencer Heise - library data processing supplies	General Fund - 101
Credit Card	2/27/2026	Mar 2026	RAMP.012452d2-8bd6-4d5f-b6 V0377 Kapco		\$983.10	Spencer Heise - library book processing supplies (le	General Fund - 101
Credit Card	3/6/2026	Mar 2026	RAMP.e92262cd-0b88-4751-8b V0377 Kapco		\$217.00	Spencer Heise - library book processing supplies	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	4786	V0528 Outagamie Waupaca Library System	\$601.25	OWLS Barcodes & Labels	General Fund - 101
Total - 5422 - Data Processing Supplies					\$2,077.07		
5431 - Postage							
Credit Card	3/5/2026	Mar 2026	RAMP.de92f170-a087-49fc-bc1 V0680 U.S. Postal Service - Postmaster		\$5.22	Spencer Heise - library mail	General Fund - 101
Total - 5431 - Postage					\$5.22		
5441 - Library Materials							
Credit Card	2/20/2026	Mar 2026	RAMP.57531fc3-2beb-40dd-a2f V1642 Target		\$69.99	James Berven - Material Purchase	General Fund - 101
Credit Card	2/20/2026	Mar 2026	RAMP.5fcbd8af-9ee3-45f1-b60 V1642 Target		\$69.99	James Berven - material purchase	General Fund - 101
Credit Card	2/24/2026	Mar 2026	RAMP.138f77ea-8c85-499a-b2 V1173 Amazon		\$9.99	James Berven - Library book purchases	General Fund - 101
Vendor Invoice	2/24/2026	Mar 2026	508491608	V0472 Midwest Tape	\$248.92	Digital Library Materials	General Fund - 101
Credit Card	2/26/2026	Mar 2026	RAMP.a264efff-9a62-4dfa-8c0b V1173 Amazon		\$9.97	James Berven - Books for library collection	General Fund - 101
Credit Card	2/26/2026	Mar 2026	RAMP.2e9ff5d0-7cd7-4f17-aa6i V1173 Amazon		\$7.79	James Berven - Supplies for library collection	General Fund - 101
Credit Card	2/26/2026	Mar 2026	RAMP.408b3068-8696-413a-bc V1173 Amazon		\$104.58	James Berven - Books for collection	General Fund - 101
Credit Card	2/26/2026	Mar 2026	RAMP.43f03e23-9142-4799-a5 V1173 Amazon		\$5.59	James Berven - Books for library collection	General Fund - 101
Credit Card	2/26/2026	Mar 2026	RAMP.2828e997-5d13-418b-b6 V1173 Amazon		\$11.70	James Berven - materials	General Fund - 101
Credit Card	2/26/2026	Mar 2026	RAMP.70bc172d-156d-4e04-93 V1173 Amazon		\$8.48	James Berven - Books for collection	General Fund - 101
Credit Card	2/26/2026	Mar 2026	RAMP.65b7d6b7-0457-4e97-82 V1173 Amazon		\$5.64	James Berven - Books for library collection	General Fund - 101
Credit Card	2/26/2026	Mar 2026	RAMP.01aa64c8-be08-426f-b1f V1173 Amazon		\$5.90	James Berven - library materials books	General Fund - 101
Credit Card	2/26/2026	Mar 2026	RAMP.56eeb77a-537f-46f0-b27 V1173 Amazon		\$6.65	James Berven - Library book purchase	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94783479	V0323 Ingram	\$11.29	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94799462	V0323 Ingram	\$13.62	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94783481	V0323 Ingram	\$23.97	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94783475	V0323 Ingram	\$23.66	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94783480	V0323 Ingram	\$10.44	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94799455	V0323 Ingram	\$28.57	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94783482	V0323 Ingram	\$18.81	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94783483	V0323 Ingram	\$18.81	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94783472	V0323 Ingram	\$11.54	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94799457	V0323 Ingram	\$12.76	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94783471	V0323 Ingram	\$22.05	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94799459	V0323 Ingram	\$10.36	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94783474	V0323 Ingram	\$36.36	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94799461	V0323 Ingram	\$12.14	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94783478	V0323 Ingram	\$12.10	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94799460	V0323 Ingram	\$8.43	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94783473	V0323 Ingram	\$12.97	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94783476	V0323 Ingram	\$8.98	Books	General Fund - 101

Item 4.b.

Vendor Invoice	2/26/2026	Mar 2026	94799458	V0323 Ingram	\$6.32	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94799456	V0323 Ingram	\$14.37	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94799464	V0323 Ingram	\$8.50	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94783477	V0323 Ingram	\$19.87	Books	General Fund - 101
Vendor Invoice	2/26/2026	Mar 2026	94799463	V0323 Ingram	\$18.69	Books	General Fund - 101
Vendor Invoice	2/28/2026	Mar 2026	508513698	V0472 Midwest Tape	\$1,301.26	Digital Library Materials	General Fund - 101
Credit Card	3/2/2026	Mar 2026	RAMP.dfde4ee5-f63d-4479-bf3c	V1173 Amazon	\$73.45	Spencer Heise - Library book purchases	General Fund - 101
Credit Card	3/2/2026	Mar 2026	RAMP.4813cdbc-bca5-4b75-aa	V1173 Amazon	\$12.00	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856256	V0323 Ingram	\$23.53	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856258	V0323 Ingram	\$9.09	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856261	V0323 Ingram	\$71.25	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856248	V0323 Ingram	\$13.09	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856259	V0323 Ingram	\$11.99	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856252	V0323 Ingram	\$42.21	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	508515361	V0472 Midwest Tape	\$72.50	Digital Library Materials	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856250	V0323 Ingram	\$27.61	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856262	V0323 Ingram	\$15.53	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856260	V0323 Ingram	\$25.18	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856257	V0323 Ingram	\$23.53	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856249	V0323 Ingram	\$18.16	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856255	V0323 Ingram	\$16.03	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856246	V0323 Ingram	\$37.35	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856253	V0323 Ingram	\$19.23	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856247	V0323 Ingram	\$12.96	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856251	V0323 Ingram	\$20.19	Books	General Fund - 101
Vendor Invoice	3/2/2026	Mar 2026	94856254	V0323 Ingram	\$19.81	Books	General Fund - 101
Credit Card	3/3/2026	Mar 2026	RAMP.92b0ac1d-fb18-4ab7-80c	V1642 Target	\$69.99	James Berven - Library Materials	General Fund - 101
Credit Card	3/3/2026	Mar 2026	RAMP.791c47a5-a320-4f2f-afaf	V1173 Amazon	\$16.95	James Berven - Books for library collection	General Fund - 101
Credit Card	3/3/2026	Mar 2026	RAMP.556e9bf5-2c03-44b6-baf	V1173 Amazon	\$6.39	James Berven - Library book for collection	General Fund - 101
Credit Card	3/3/2026	Mar 2026	RAMP.9f179779-83e1-457d-b6c	V1642 Target	\$69.99	James Berven - Library Materials	General Fund - 101
Credit Card	3/3/2026	Mar 2026	RAMP.13c2391f-2db0-4d93-a3f	V1642 Target	\$49.99	James Berven - Library materials	General Fund - 101
Credit Card	3/3/2026	Mar 2026	RAMP.837555d4-982e-4747-98	V1173 Amazon	\$5.85	James Berven - Books for library collection	General Fund - 101
Credit Card	3/4/2026	Mar 2026	RAMP.e7cd7f94-fcf8-4dbb-b09	V1173 Amazon	\$40.80	James Berven - Library book purchases	General Fund - 101
Credit Card	3/5/2026	Mar 2026	RAMP.0c6f48ad-47e0-414f-a38	V0651 The Wall Street Journal	\$68.56	Spencer Heise - newspaper subscription	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964123	V0323 Ingram	\$12.59	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964118	V0323 Ingram	\$52.31	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964126	V0323 Ingram	\$6.51	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964114	V0323 Ingram	\$47.66	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964111	V0323 Ingram	\$12.35	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964112	V0323 Ingram	\$10.89	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964120	V0323 Ingram	\$33.31	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964125	V0323 Ingram	\$15.38	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964122	V0323 Ingram	\$80.28	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964121	V0323 Ingram	\$19.45	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964119	V0323 Ingram	\$12.94	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964124	V0323 Ingram	\$23.88	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964116	V0323 Ingram	\$42.23	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964117	V0323 Ingram	\$22.56	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964109	V0323 Ingram	\$36.21	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964110	V0323 Ingram	\$34.54	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964113	V0323 Ingram	\$19.20	Books	General Fund - 101
Vendor Invoice	3/5/2026	Mar 2026	94964115	V0323 Ingram	\$60.89	Books	General Fund - 101
CARD Refund	3/6/2026	Mar 2026	RAMP.325a93f8-d6f1-4361-b48	V1173 Amazon	(\$6.91)	James Berven - Library book for collection	General Fund - 101
CARD Refund	3/6/2026	Mar 2026	RAMP.6df1dbe8-fcf0-433f-8414	V1173 Amazon	(\$4.79)	James Berven - Books for library collection	General Fund - 101
Credit Card	3/6/2026	Mar 2026	RAMP.87dd25ee-aa84-49b5-99	V1173 Amazon	\$9.80	James Berven - Miscellaneous library materials	General Fund - 101
Credit Card	3/6/2026	Mar 2026	RAMP.dfad10aa-3a46-461f-b97	V1173 Amazon	\$22.97	James Berven - Book for Collection	General Fund - 101
Credit Card	3/6/2026	Mar 2026	RAMP.081b1e76-f4f1-405d-91d	V1173 Amazon	\$11.84	James Berven - book for collection	General Fund - 101
Credit Card	3/6/2026	Mar 2026	RAMP.f7fc1bd3-f40f-4190-afca	V1173 Amazon	\$50.88	James Berven - Books for library collection	General Fund - 101
Credit Card	3/9/2026	Mar 2026	RAMP.fa40dafa-402a-48c2-b03	V1173 Amazon	\$5.96	Spencer Heise - Books for library collection	General Fund - 101
Vendor Invoice	3/9/2026	Mar 2026	95031740	V0323 Ingram	\$31.03	Books	General Fund - 101

Item 4.b.

Vendor Invoice	3/9/2026	Mar 2026	95031741	V0323 Ingram	\$14.13	Books	General Fund - 101
Vendor Invoice	3/9/2026	Mar 2026	95031738	V0323 Ingram	\$19.75	Books	General Fund - 101
Vendor Invoice	3/9/2026	Mar 2026	95031742	V0323 Ingram	\$13.33	Books	General Fund - 101
Vendor Invoice	3/9/2026	Mar 2026	95031739	V0323 Ingram	\$19.75	Books	General Fund - 101
Vendor Invoice	3/10/2026	Mar 2026	508556641	V0472 Midwest Tape	\$214.10	Digital Library Materials	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168513	V0323 Ingram	\$60.11	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168523	V0323 Ingram	\$42.26	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168537	V0323 Ingram	\$17.93	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168541	V0323 Ingram	\$26.02	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168504	V0323 Ingram	\$18.58	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168518	V0323 Ingram	\$13.51	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168536	V0323 Ingram	\$13.22	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168524	V0323 Ingram	\$166.53	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168528	V0323 Ingram	\$277.68	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168538	V0323 Ingram	\$16.69	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168507	V0323 Ingram	\$11.96	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168540	V0323 Ingram	\$11.55	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168512	V0323 Ingram	\$18.02	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168535	V0323 Ingram	\$17.93	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168506	V0323 Ingram	\$7.98	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168516	V0323 Ingram	\$211.64	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168526	V0323 Ingram	\$211.35	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168511	V0323 Ingram	\$20.77	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168533	V0323 Ingram	\$18.90	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168519	V0323 Ingram	\$40.84	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168520	V0323 Ingram	\$120.78	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168522	V0323 Ingram	\$46.47	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168517	V0323 Ingram	\$44.85	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168539	V0323 Ingram	\$11.79	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168529	V0323 Ingram	\$155.64	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168532	V0323 Ingram	\$19.21	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168510	V0323 Ingram	\$20.77	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168531	V0323 Ingram	\$64.36	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168508	V0323 Ingram	\$17.99	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168530	V0323 Ingram	\$40.52	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168502	V0323 Ingram	\$35.49	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168515	V0323 Ingram	\$12.91	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168534	V0323 Ingram	\$12.83	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168525	V0323 Ingram	\$242.74	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168503	V0323 Ingram	\$15.91	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168505	V0323 Ingram	\$13.61	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168521	V0323 Ingram	\$100.39	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168527	V0323 Ingram	\$433.82	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168509	V0323 Ingram	\$11.95	Books	General Fund - 101
Vendor Invoice	3/13/2026	Mar 2026	95168514	V0323 Ingram	\$62.13	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199244	V0323 Ingram	\$13.57	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199252	V0323 Ingram	\$35.61	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	508584644	V0472 Midwest Tape	\$31.73	Digital Library Materials	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199249	V0323 Ingram	\$12.57	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199243	V0323 Ingram	\$15.35	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199251	V0323 Ingram	\$35.04	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95216966	V0323 Ingram	\$12.77	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199258	V0323 Ingram	\$30.48	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95216968	V0323 Ingram	\$21.09	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199257	V0323 Ingram	\$32.28	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199260	V0323 Ingram	\$25.12	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199250	V0323 Ingram	\$36.31	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199262	V0323 Ingram	\$24.72	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199245	V0323 Ingram	\$21.42	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95216964	V0323 Ingram	\$15.41	Books	General Fund - 101

Item 4.b.

Vendor Invoice	3/16/2026	Mar 2026	95199241	V0323 Ingram	\$19.60	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199263	V0323 Ingram	\$12.03	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199256	V0323 Ingram	\$24.50	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199253	V0323 Ingram	\$39.25	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95216965	V0323 Ingram	\$13.45	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199255	V0323 Ingram	\$23.68	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199254	V0323 Ingram	\$23.68	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199248	V0323 Ingram	\$19.92	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95216962	V0323 Ingram	\$38.79	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199246	V0323 Ingram	\$12.01	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95216967	V0323 Ingram	\$7.82	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199261	V0323 Ingram	\$24.24	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199242	V0323 Ingram	\$34.87	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95216963	V0323 Ingram	\$23.15	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199259	V0323 Ingram	\$52.73	Books	General Fund - 101
Vendor Invoice	3/16/2026	Mar 2026	95199247	V0323 Ingram	\$7.50	Books	General Fund - 101
Vendor Invoice	3/17/2026	Mar 2026	95235543	V0323 Ingram	\$12.17	Books	General Fund - 101
Vendor Invoice	3/17/2026	Mar 2026	95235547	V0323 Ingram	\$18.67	Books	General Fund - 101
Vendor Invoice	3/17/2026	Mar 2026	95235538	V0323 Ingram	\$22.67	Books	General Fund - 101
Vendor Invoice	3/17/2026	Mar 2026	95235549	V0323 Ingram	\$13.54	Books	General Fund - 101
Vendor Invoice	3/17/2026	Mar 2026	95235542	V0323 Ingram	\$23.33	Books	General Fund - 101
Vendor Invoice	3/17/2026	Mar 2026	95235539	V0323 Ingram	\$18.29	Books	General Fund - 101
Vendor Invoice	3/17/2026	Mar 2026	95235544	V0323 Ingram	\$10.59	Books	General Fund - 101
Vendor Invoice	3/17/2026	Mar 2026	95235548	V0323 Ingram	\$12.67	Books	General Fund - 101
Vendor Invoice	3/17/2026	Mar 2026	95235541	V0323 Ingram	\$23.33	Books	General Fund - 101
Vendor Invoice	3/17/2026	Mar 2026	95235536	V0323 Ingram	\$37.77	Books	General Fund - 101
Vendor Invoice	3/17/2026	Mar 2026	95235545	V0323 Ingram	\$12.76	Books	General Fund - 101
Vendor Invoice	3/17/2026	Mar 2026	95235537	V0323 Ingram	\$13.07	Books	General Fund - 101
Vendor Invoice	3/17/2026	Mar 2026	95235546	V0323 Ingram	\$12.26	Books	General Fund - 101
Vendor Invoice	3/17/2026	Mar 2026	95235540	V0323 Ingram	\$18.24	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295735	V0323 Ingram	\$18.26	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295741	V0323 Ingram	\$19.16	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295730	V0323 Ingram	\$12.13	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295731	V0323 Ingram	\$10.21	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295742	V0323 Ingram	\$23.73	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295734	V0323 Ingram	\$17.56	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295729	V0323 Ingram	\$9.10	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295737	V0323 Ingram	\$6.86	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295739	V0323 Ingram	\$11.00	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295728	V0323 Ingram	\$12.07	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295738	V0323 Ingram	\$24.25	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295727	V0323 Ingram	\$11.40	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295740	V0323 Ingram	\$12.10	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295736	V0323 Ingram	\$21.51	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295733	V0323 Ingram	\$12.40	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	95295732	V0323 Ingram	\$35.36	Books	General Fund - 101
Vendor Invoice	3/19/2026	Mar 2026	0283	V0443 Maris Associates	\$288.67	Maris Associates book vendor	General Fund - 101
Vendor Invoice	3/20/2026	Mar 2026	508606662	V0472 Midwest Tape	\$335.71	Midwest Tape	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363912	V0323 Ingram	\$18.24	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363902	V0323 Ingram	\$17.04	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363901	V0323 Ingram	\$12.08	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363898	V0323 Ingram	\$17.33	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363900	V0323 Ingram	\$12.11	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363907	V0323 Ingram	\$6.77	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363905	V0323 Ingram	\$17.64	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363909	V0323 Ingram	\$31.06	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363903	V0323 Ingram	\$17.09	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363896	V0323 Ingram	\$35.89	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363904	V0323 Ingram	\$18.22	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363906	V0323 Ingram	\$22.06	Books	General Fund - 101

Item 4.b.

Vendor Invoice	3/23/2026	Mar 2026	95363908	V0323 Ingram	\$11.73	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363911	V0323 Ingram	\$12.66	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363897	V0323 Ingram	\$6.77	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363910	V0323 Ingram	\$48.88	Books	General Fund - 101
Vendor Invoice	3/23/2026	Mar 2026	95363899	V0323 Ingram	\$8.29	Books	General Fund - 101
Vendor Invoice	3/25/2026	Mar 2026	95435552	V0323 Ingram	\$24.89	Books	General Fund - 101
Vendor Invoice	3/25/2026	Mar 2026	95435550	V0323 Ingram	\$20.12	Books	General Fund - 101
Vendor Invoice	3/25/2026	Mar 2026	95435551	V0323 Ingram	\$34.08	Books	General Fund - 101
Vendor Invoice	3/25/2026	Mar 2026	95435544	V0323 Ingram	\$8.30	Books	General Fund - 101
Vendor Invoice	3/25/2026	Mar 2026	95435546	V0323 Ingram	\$13.64	Books	General Fund - 101
Vendor Invoice	3/25/2026	Mar 2026	95435547	V0323 Ingram	\$18.20	Books	General Fund - 101
Vendor Invoice	3/25/2026	Mar 2026	95435554	V0323 Ingram	\$23.75	Books	General Fund - 101
Vendor Invoice	3/25/2026	Mar 2026	95435553	V0323 Ingram	\$15.50	Books	General Fund - 101
Vendor Invoice	3/25/2026	Mar 2026	95435545	V0323 Ingram	\$33.70	Books	General Fund - 101
Vendor Invoice	3/25/2026	Mar 2026	95435549	V0323 Ingram	\$12.16	Books	General Fund - 101
Vendor Invoice	3/25/2026	Mar 2026	95435548	V0323 Ingram	\$10.65	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478616	V0323 Ingram	\$136.31	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478614	V0323 Ingram	\$51.92	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478622	V0323 Ingram	\$48.01	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478623	V0323 Ingram	\$37.49	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478624	V0323 Ingram	\$97.06	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478629	V0323 Ingram	\$50.00	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478627	V0323 Ingram	\$138.52	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478619	V0323 Ingram	\$33.08	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478615	V0323 Ingram	\$342.25	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478630	V0323 Ingram	\$20.99	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478617	V0323 Ingram	\$50.72	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478625	V0323 Ingram	\$73.80	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478620	V0323 Ingram	\$67.47	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478618	V0323 Ingram	\$39.88	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478628	V0323 Ingram	\$27.55	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478631	V0323 Ingram	\$17.38	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478626	V0323 Ingram	\$31.48	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478613	V0323 Ingram	\$161.89	Books	General Fund - 101
Vendor Invoice	3/26/2026	Mar 2026	95478621	V0323 Ingram	\$62.34	Books	General Fund - 101
Vendor Invoice	3/27/2026	Mar 2026	95493068	V0323 Ingram	\$25.86	Books	General Fund - 101
Vendor Invoice	3/27/2026	Mar 2026	95493067	V0323 Ingram	\$13.03	Books	General Fund - 101
Vendor Invoice	3/27/2026	Mar 2026	95493070	V0323 Ingram	\$24.25	Books	General Fund - 101
Vendor Invoice	3/27/2026	Mar 2026	95493063	V0323 Ingram	\$19.80	Books	General Fund - 101
Vendor Invoice	3/27/2026	Mar 2026	95493073	V0323 Ingram	\$20.44	Books	General Fund - 101
Vendor Invoice	3/27/2026	Mar 2026	95493072	V0323 Ingram	\$37.26	Books	General Fund - 101
Vendor Invoice	3/27/2026	Mar 2026	95493064	V0323 Ingram	\$17.16	Books	General Fund - 101
Vendor Invoice	3/27/2026	Mar 2026	95493066	V0323 Ingram	\$18.16	Books	General Fund - 101
Vendor Invoice	3/27/2026	Mar 2026	95493071	V0323 Ingram	\$12.66	Books	General Fund - 101
Vendor Invoice	3/27/2026	Mar 2026	95493061	V0323 Ingram	\$17.70	Books	General Fund - 101
Vendor Invoice	3/27/2026	Mar 2026	95493069	V0323 Ingram	\$12.70	Books	General Fund - 101
Vendor Invoice	3/27/2026	Mar 2026	95493065	V0323 Ingram	\$14.61	Books	General Fund - 101
Vendor Invoice	3/27/2026	Mar 2026	95493062	V0323 Ingram	\$17.16	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526762	V0323 Ingram	\$145.31	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526765	V0323 Ingram	\$66.76	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526763	V0323 Ingram	\$37.68	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526757	V0323 Ingram	\$113.71	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526769	V0323 Ingram	\$244.67	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526761	V0323 Ingram	\$11.08	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526774	V0323 Ingram	\$13.59	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526758	V0323 Ingram	\$240.56	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526756	V0323 Ingram	\$19.13	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526771	V0323 Ingram	\$432.58	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526773	V0323 Ingram	\$158.50	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526759	V0323 Ingram	\$52.72	Books	General Fund - 101

Item 4.b.

Vendor Invoice	3/30/2026	Mar 2026	95526770	V0323 Ingram	\$155.57	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526768	V0323 Ingram	\$110.13	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526764	V0323 Ingram	\$119.30	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526767	V0323 Ingram	\$74.54	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526755	V0323 Ingram	\$19.13	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526760	V0323 Ingram	\$219.98	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526772	V0323 Ingram	\$161.34	Books	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	95526766	V0323 Ingram	\$83.88	Books	General Fund - 101
Total - 5441 - Library Materials					\$13,396.39		
5442 - Service Contracts							
Vendor Invoice	3/2/2026	Mar 2026	41394543	V0440 Marco	\$248.09	Library Copier	General Fund - 101
Vendor Invoice	3/30/2026	Mar 2026	4786	V0528 Outagamie Waupaca Library System	\$35,756.00	OWLS Membership Fee	General Fund - 101
Total - 5442 - Service Contracts					\$36,004.09		
5444 - Library Programs							
Credit Card	2/26/2026	Mar 2026	RAMP.c41e2903-87b7-426a-b9 V1173 Amazon	\$19.98	Sarah Wroblewski - Supplies for library programs	General Fund - 101	
Credit Card	2/27/2026	Mar 2026	RAMP.0a9c0c4f-dbc1-4d68-951 V1173 Amazon	\$45.18	Sarah Wroblewski - Supplies for library programs	General Fund - 101	
Credit Card	2/27/2026	Mar 2026	RAMP.0da88400-0ddb-4400-88 V1173 Amazon	\$9.99	James Berven - programming materials	General Fund - 101	
Credit Card	3/4/2026	Mar 2026	RAMP.eef25a6c-daab-47e1-99f V1173 Amazon	\$9.99	James Berven - Programming Materials	General Fund - 101	
Credit Card	3/19/2026	Mar 2026	RAMP.6b241bdf-9336-4ad4-94f V1207 Miscellaneous Retail Vendor (Ramp)	\$31.63	Sarah Wroblewski - supplies for library programs	General Fund - 101	
Total - 5444 - Library Programs					\$116.77		
Total - 5007 - Supplies					\$51,848.29		
Total - 5003 - Non-Personnel Services					\$80,333.21		
5008 - Outlay							
5804 - Equipment (including Office)							
Vendor Invoice	3/30/2026	Mar 2026	4786	V0528 Outagamie Waupaca Library System	\$757.68	OWLS Printer	General Fund - 101
Total - 5804 - Equipment (including Office)					\$757.68		
Total - 5008 - Outlay					\$757.68		
Total - Expense					\$149,588.34		
Net Income					(\$149,588.34)		

Item 4.b.

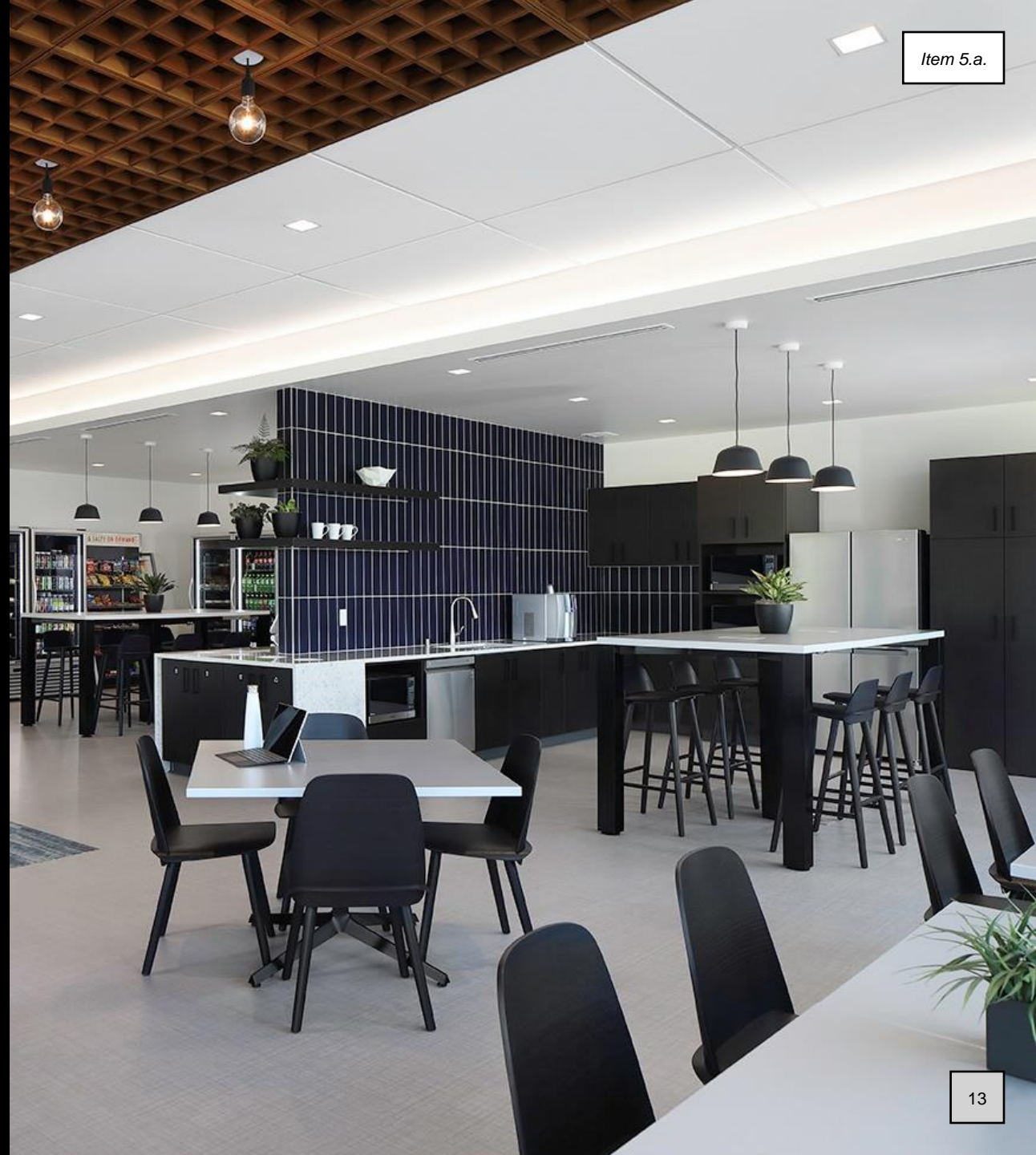
Kaukauna Public Library

“Job Pod Program”

In Partnership With Brown County
Library & Nicolet Federated Library

Framery Four Accessible Proposal

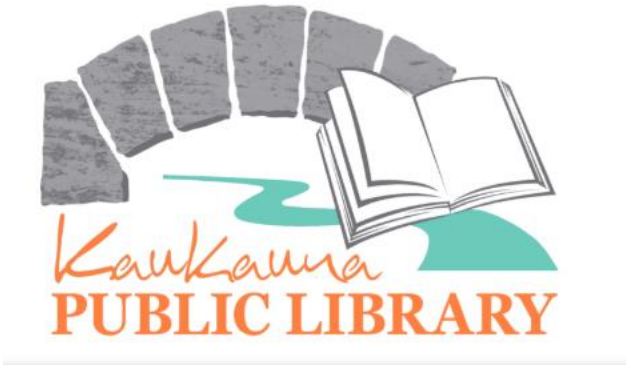
04.16.26



Agenda

- 01.** Kaukauna Public Library &
(Brown County Library Job Pod Program)
- 02.** Creative Overview
- 03.** Framery Four Accessible
- 04.** Proposal
- 05.** Q & A
- 06.** Next Steps

KAUKAUNA PUBLIC LIBRARY & (BROWN COUNTY LIBRARY JOB POD PROGRAM)



Job and Employment Resources

Welcome to the Kaukauna Public Library Job and Employment Resources page! Please click one of the following topics to find your desired resource.
We also offer one-on-one assistance for all of these topics! Call the library at 920-766-6340 to set up a time to meet with a library staff member.

 FIND A JOB	 CAREERS
 RESUMES, COVER PAGES, & INTERVIEW SKILLS	 UNEMPLOYMENT & DISABILITY BENEFITS



<https://jobpodwi.org/participatinglibraries>

Danielle Zeamer
JobPod Project Librarian
Brown County Library

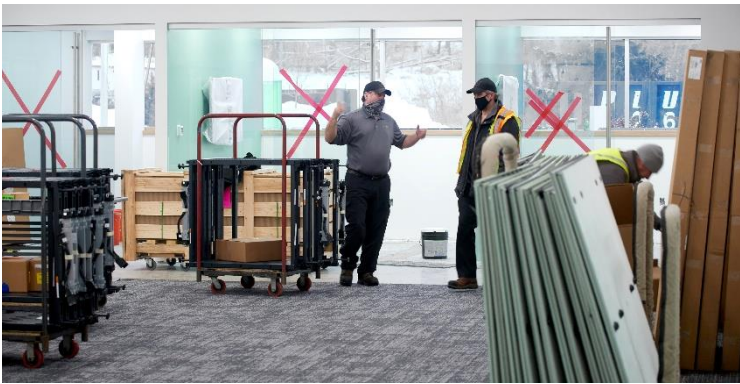
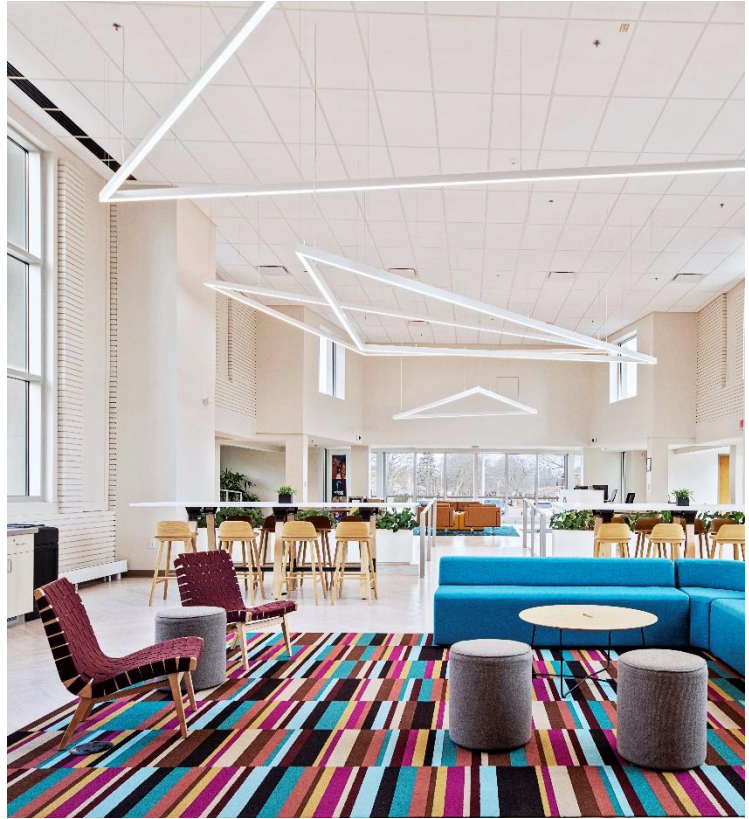
Creative Overview



CREATIVE OVERVIEW

At a Glance

Creative Business Interiors is a service provider for commercial spaces. Every step of our project process is in-house, from designing through building, furnishing, and maintaining.



30+

years of industry expertise



65,000+ sq ft

of experience center, office and warehousing space in Milwaukee, Madison and Green Bay



Service experts on-staff: carpenters, painters, and furniture installers

MillerKnoll CERTIFIED DEALER

Certified MillerKnoll commercial furnishings dealer in WI

OUR TEAM APPROACH

Experts at Work

Our holistic project process promises expert attention from a breadth of design-educated professionals, maintaining consistent outcomes and the distinguished Creative name. Your dedicated project team consists of:



Your Account Executive

Committed to listening to your goals, drivers, needs, and concerns. Highly-responsive and dedicated to follow-through, they reflect Creative's professionalism and capability.



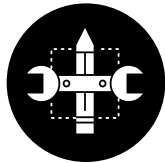
Dedicated Designers & Project Managers

Licensed Interior Designers, Furniture Designers, Project Managers and Coordinators who identify your project's objectives to create a custom solution—while managing logistics and project execution.



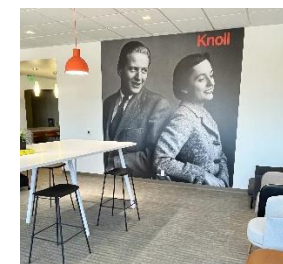
On-staff Installation & Service Technicians

Experienced Furniture Technicians who ensure your product is installed efficiently, with heightened awareness and attention to detail.



On-staff Trades

Backed by an average of over a decade of industry experience, our skilled Painters and Carpenters craft exceptionally finished spaces designed to make a lasting impression.



Framery Four Accessible



FRAMERY FOUR ACCESSIBLE



The door has a door opening ratio of 180° and sturdy black metal pull bar for opening and closing the door effortlessly.

***Will swing to the right when opening from the inside.**

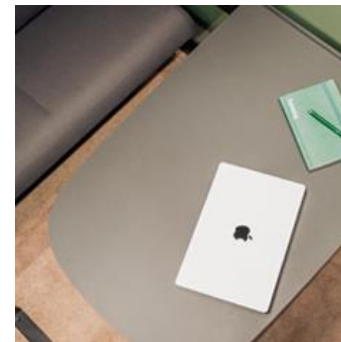
<https://framery.com/en/office-pods-and-booths/framery-four/tech-specs/>



The low threshold (1.27 cm/0.5 in) and the external platform makes it easy to access the pod with a wheelchair.

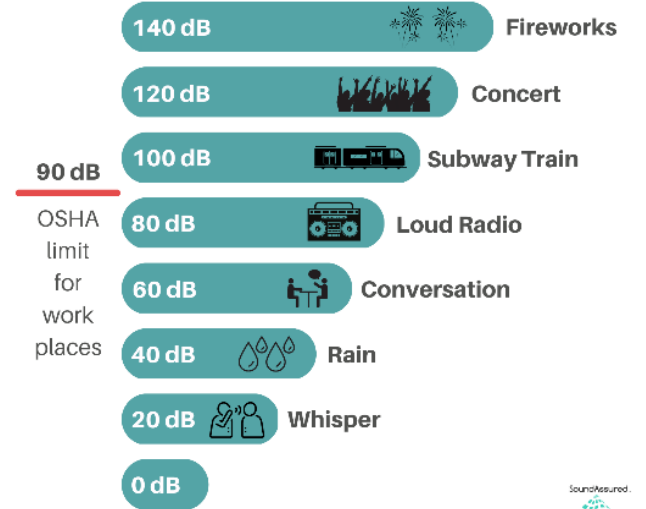


Outlets, charge ports, and an 8-inch touchscreen are embedded in a convenient accessory bar and placed within operative height.



The folding table serves as a functional work desk. The folding sofas have been designed without compromising the seating comfort.

Decibel Levels



Soundproofing: CLASS A 30 DS,A (dB) reduction

Speech level reduction DS,A (dB) is measured using ISO 23351-1.

***Pod can be placed next to workspaces without compromising privacy**

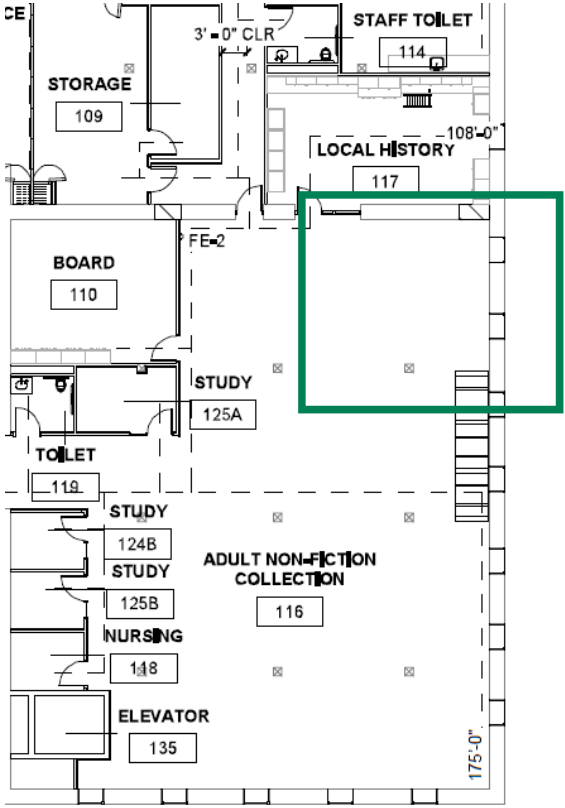
FRAMERY FOUR ACCESSIBLE

Framery Four Accessible

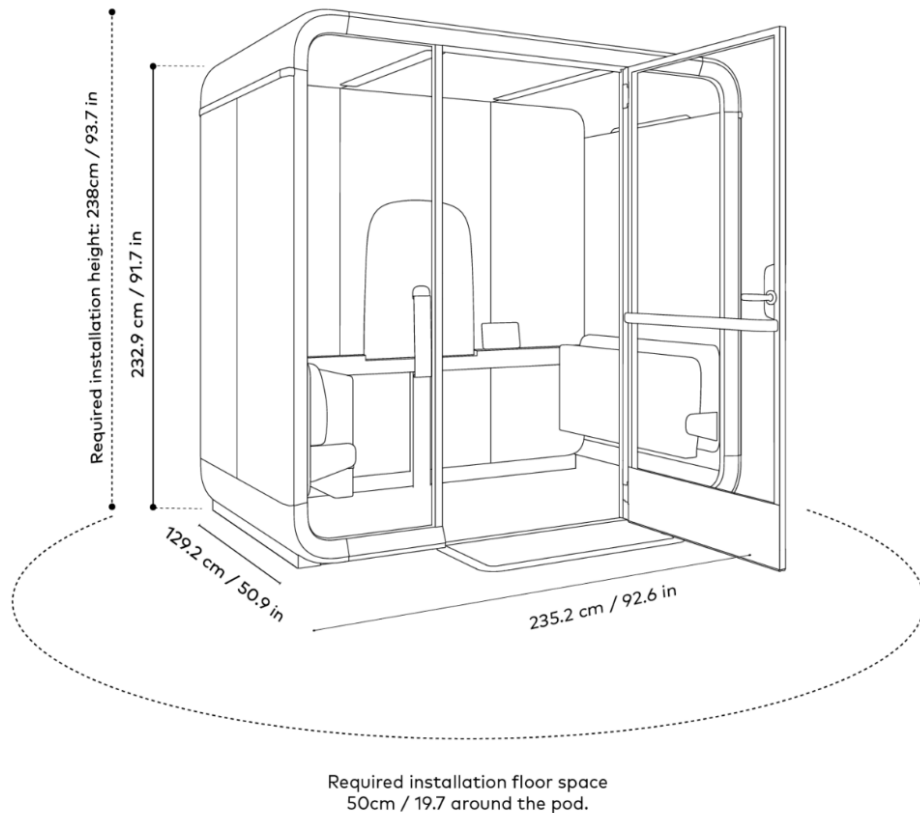
- Adjustable lighting with two pre-set lighting modes
- Adaptive ventilation (air flow volume & direction)
- Occupancy Lights
- 8" touch screen
- Built-in 4G module
- Framery Connect compatibility
- Automatic over-the-air software upgrades
- Framery office sound masking system
- Air filter
- Junction Box
- Two add-on rails embedded on the exterior walls for integrated gather zone functionality
- Standard outlets: (4) power outlets.

<https://framery.com/en-us/office-pods-and-booths/framery-four/>

INSTALLATION



FRAMERY FOUR ACCESSIBLE



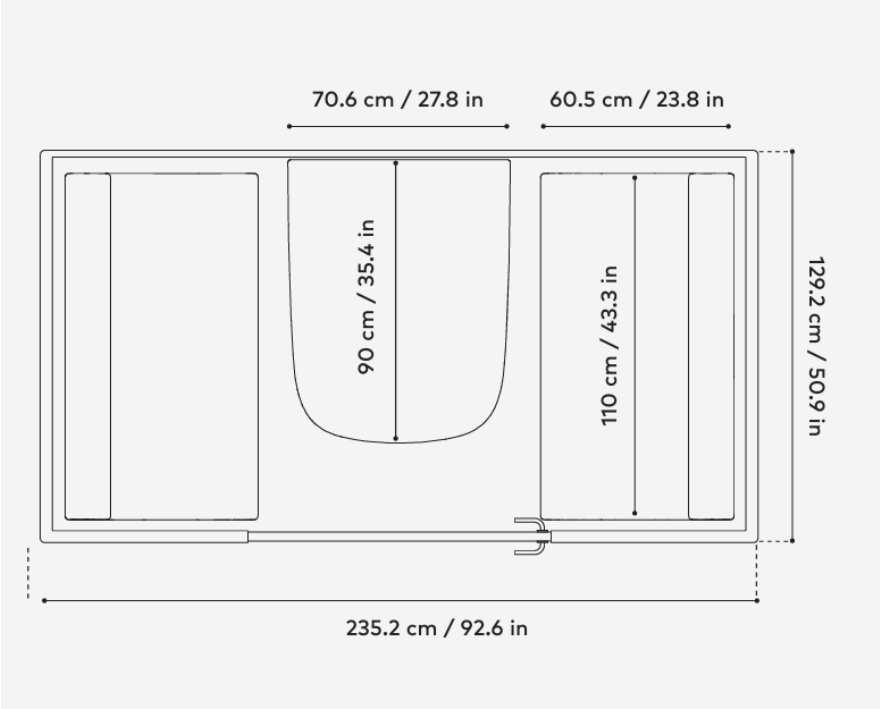
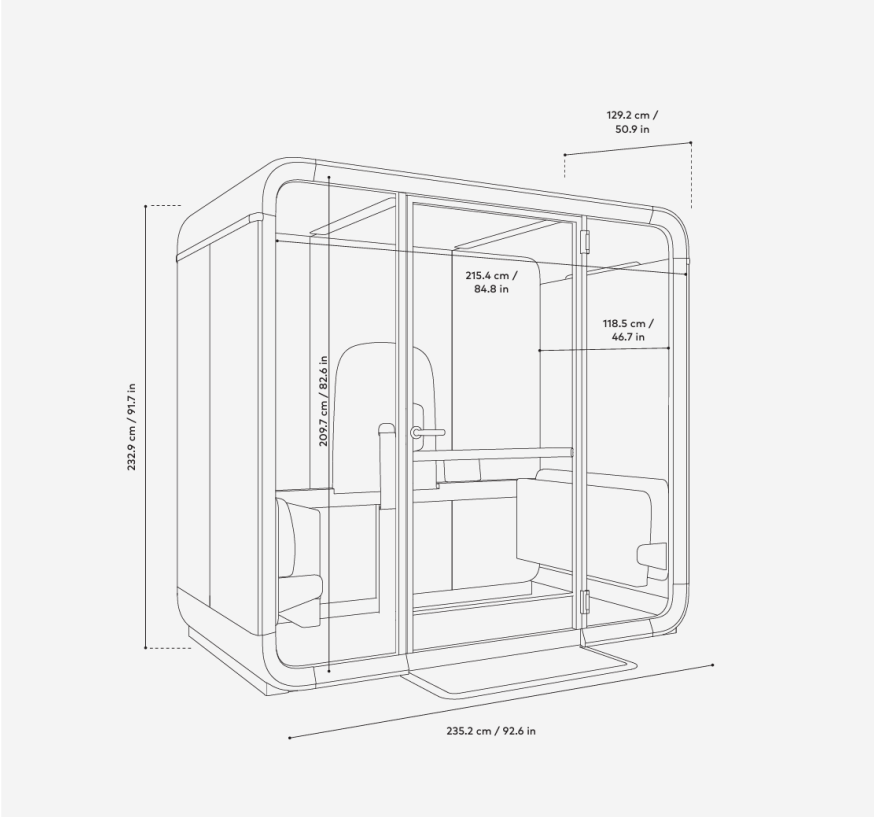
ACCESSIBLE

- The layout features folding furniture, pull bar on the door, an accessible threshold and platform.
- Installation requires 50 cm/19.7 in of free space around the pod.
- Room height requirement 238 cm/93.7 in.
- Framery Four Accessible pods can be placed next to each other.

<https://framery.com/en/office-pods-and-booths/framery-four/tech-specs/accessible-dimensions/>

FRAMERY FOUR ACCESSIBLE

Technical specifications



Performance
Speech level reduction: 30dB
Max airflow: 100 l/s
Low energy consumption: 52W

Accessibility
T-shaped turning space
Low threshold and external platform
Folding furniture

Connectivity
Built-in 4G connection
Automatic software updates
Framery Connect digital services

FRAMERY FOUR ACCESSIBLE



FRAMERY FOUR ACCESSIBLE POD

- 91.7"h x 92.6"w x 50.9"d
- Accessibility ramp
- Exterior: White
- Interior Panel Color: Pure Gray Tonal
- Carpet Color: Light Gray
- Sofa Color: Graphite
- (4) Power Outlets
- Includes moveability kit

Project Notes:

NOTE:
 - AS TRADE POLICIES SHIFT AND MATERIAL COSTS RISE, VENDORS MAY ADJUST PRICING OR APPLY SURCHARGES. PRICING REFLECTS CURRENT CONDITIONS, BUT UNEXPECTED INCREASES MAY OCCUR.

- Specific Inclusions:
- Terms: 50% deposit / net 15 days
 - Quoted price is the discounted cash price. Please inquire for standard pricing
 - No cancellations, returns, or changes upon final acceptance of proposal
 - Installation during regular working hours Monday through Friday 8:00 a.m. to 5:00 p.m.
 - Staging and uncartoning to be done in area(s) agreed upon by both parties
 - Prices includes delivery and installation
 - Access to installation areas must be clear of debris and other trades prior to start date
 - Area must be clear of any equipment and personal items
 - Final cleanup includes removal of packaging materials and wiping surfaces
 - Any changes or out-of-scope work will require client sign-off and will incur additional costs

- Specific Exclusions:
- Client responsible for moving personal items, supplies and equipment
 - Prices do not include vacuuming
 - Work does not include hookup of systems furniture to building electrical
 - Work does not include wiring, hook-up, and/or disconnection of data and communications
 - Creative Business Interiors, Inc. and its subcontractors will not be responsible for unknowable and unforeseeable conditions that may arise throughout work on this project.

Leasing / Financing Available:

Unit Price:	\$25,967.00
Shipping, Delivery & Installation:	<u>\$3,894.00</u>
Total investment:	\$29,861.00

DELIVERY + INSTALLATION

On-staff Certified Furniture Installers

Creative Business Interiors employs a field team of 18 professional furniture installers averaging ten years of industry experience.

A dedicated lead installer along with a consistent installation crew will be assigned to each project, ensuring site and project familiarity. Your project's dedicated Furniture Project Manager will manage the entire installation process. We have warehousing facilities in Milwaukee, Madison, and Green Bay where we receive, stage, store and deploy furniture as needed, based on the project schedule.

Milwaukee

1535 South 101st Street
Milwaukee, WI 53214
ph. 414.545.8500

Green Bay

416 George Street, Suite B1
De Pere, WI 54115
ph. 920.352.1870

Madison

201 Moravian Valley Road, Suite A
Wausau, WI 54981
ph. 608.249.0904



Let's Connect

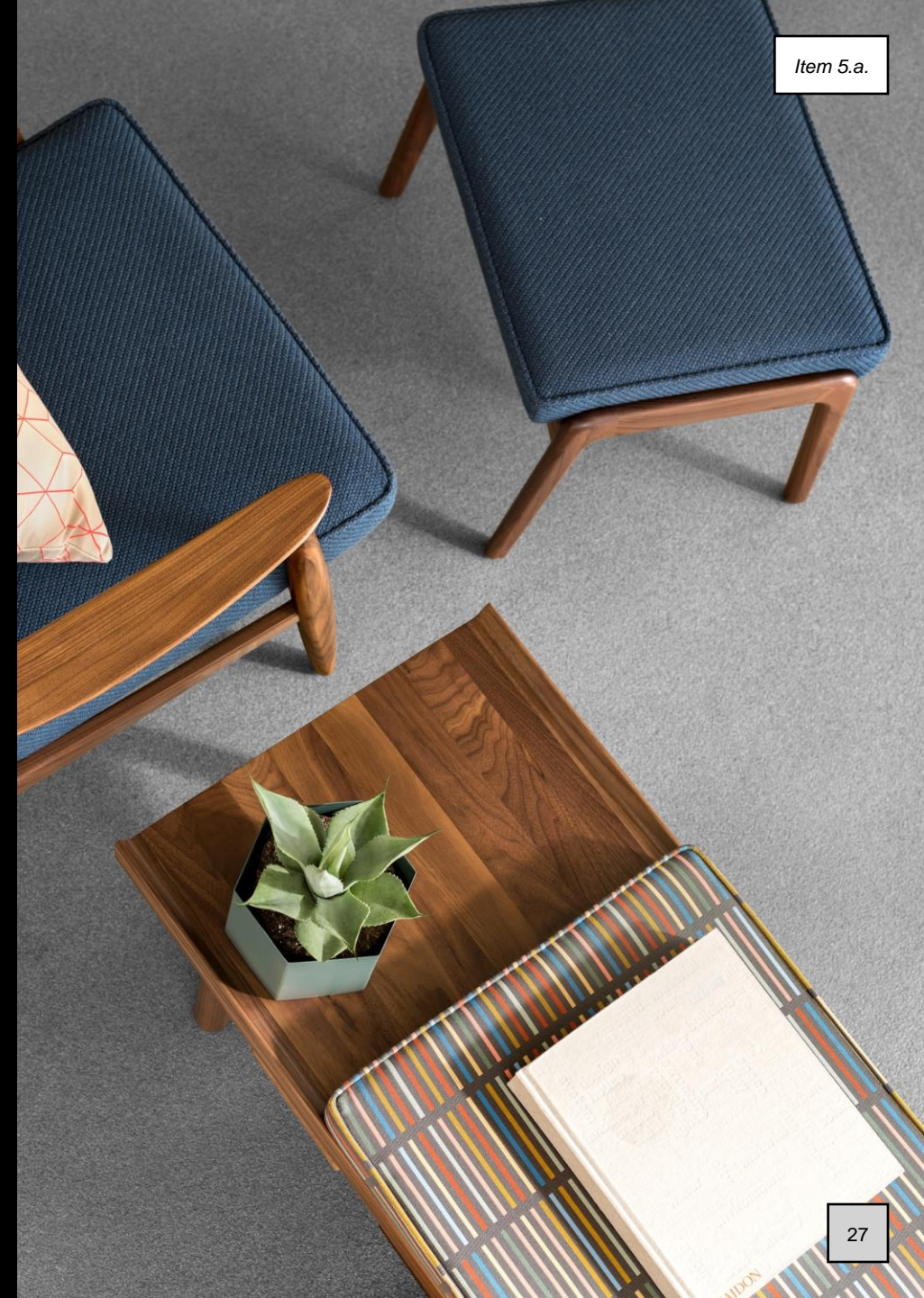


Hi, I'm Mag Miller, an Account Executive with Creative Business Interiors. In this role, I serve as your primary point of contact and advocate—whether you're embarking on a full design-build-furnish project or simply looking to make targeted updates to your space.

With a results-driven approach, I help clients transform their spaces into inspiring, functional, and efficient environments, that best support your goals.

Please feel free to reach out with any questions. I look forward to connecting with you soon!

Mag Miller, Account Executive
mag.miller@creativebusinessinteriors.com
ph. 414.301.7307





Creative Business Interiors, Inc.
 1535 S. 101st Street
 Milwaukee, WI 53214-4008
 Phone: 414-545-8500
 Fax: 414-545-8588
 Email/Web: www.creativebusinessinteriors.com

Project: 27863
Proj Desc: Kaukauna Public Library
Quote: 27863.001
Status: New
Print Date: 04/17/26

Sold To: 10434-00
 KAUKAUNA PUBLIC LIBRARY
 207 Thilmany Rd
 Suite 200
 Kaukauna, WI 54130

Bill To: 10245-00
 Nicolet Federated Library
 System
 1595 Allouez Ave #4
 Green Bay, WI 54311
 Attention: Accounts Payable

Ship To: 10434-00
 KAUKAUNA PUBLIC LIBRARY
 207 Thilmany Rd
 Suite 200
 Kaukauna, WI 54130

Exp Date	Date Entered	Customer PO	Salesperson	FOB	Terms
04/27/2026	04/10/2026		Mag Miller	D	RCPT

Line	Description	Order Qty	Unit Price	Extended
1	RE: KAUKAUNA PUBLIC LIBRARY FRAMERY POD REV 4.17.26 Creative Business Interiors, Inc. is pleased to submit this proposal for your project. We appreciate the opportunity to submit this proposal for your review and approval. We look forward to working with you on this project			
2	FRAMERY FOUR ACCESSIBLE POD - 91.7"h x 92.6"w x 50.9"d - Accessibility ramp - Exterior: White - Interior Panel Color: Pure Gray Tonal - Carpet Color: Light Gray - Sofa Color: Graphite - (4) Power Outlets	1	24,133.00	24,133.00
3	OPTIONAL MOVABILTIY KIT	1	1,834.00	1,834.00
4	SHIPPING, DELIVERY AND INSTALLATION	1	3,894.00	3,894.00

This Quote Expires On 04/27/2026

Tax: 0.00

TOTAL AMOUNT - USD 29,861.00

Project Notes:

NOTE:
 - AS TRADE POLICIES SHIFT AND MATERIAL COSTS RISE, VENDORS MAY ADJUST PRICING OR APPLY SURCHARGES. PRICING REFLECTS CURRENT CONDITIONS, BUT UNEXPECTED INCREASES MAY OCCUR.

Specific Inclusions:

- Terms: 50% deposit / net 15 days
- Quoted price is the discounted cash price. Please inquire for standard pricing
- No cancellations, returns, or changes upon final acceptance of proposal
- Installation during regular working hours Monday through Friday 8:00 a.m. to 5:00 p.m.
- Staging and uncartoning to be done in area(s) agreed upon by both parties
- Prices includes delivery and installation
- Access to installation areas must be clear of debris and other trades prior to start date
- Area must be clear of any equipment and personal items
- Final cleanup includes removal of packaging materials and wiping surfaces
- Any changes or out-of-scope work will require client sign-off and will incur additional costs

Specific Exclusions:

- Client responsible for moving personal items, supplies and equipment
- Prices do not include vacuuming
- Work does not include hookup of systems furniture to building electrical
- Work does not include wiring, hook-up, and/or disconnection of data and communications
- Creative Business Interiors, Inc. and its subcontractors will not be responsible for unknowable and unforeseeable conditions that may arise throughout work on this project.



Creative Business Interiors, Inc.
1535 S. 101st Street
Milwaukee, WI 53214-4008
Phone: 414-545-8500
Fax: 414-545-8588
Email/Web: www.creativebusinessinteriors.com

Project: 27863
Proj Desc: Kaukauna Public Library

Quote: 27863.001

Status: New

Print Date: 04/17/26

Sold To: 10434-00
KAUKAUNA PUBLIC LIBRARY
207 Thilmany Rd
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Kaukauna, WI 54130

Bill To: 10245-00
Nicolet Federated Library
System
1595 Allouez Ave #4
Green Bay, WI 54311
Attention: Accounts Payable

Ship To: 10434-00
KAUKAUNA PUBLIC LIBRARY
207 Thilmany Rd
Suite 200
Kaukauna, WI 54130

Leasing / Financing Available:
- Please inquire for monthly leasing option

Signature

Title

Date



Creative Business Interiors, Inc.
1535 S. 101st Street
Milwaukee, WI 53214-4008
Phone: 414-545-8500
Fax: 414-545-8588
Email/Web: www.creativebusinessinteriors.com

Terms Page 1 of 2: Site Conditions Clause

Creative Business Interiors' (CBI) estimate for installation of furniture and materials is based upon the date of substantial completion and the project being ready for occupancy. Any change in or resequencing of the original schedule shall be mutually agreed to by the parties. CBI shall have no liability, responsibility, or obligation to comply with changes to the schedule made after the date of CBI's Estimate, except on CBI's written approval and acceptance. CBI shall not be liable to Customer or any third party for any failure or delay in the performance of CBI's obligation that arises out of, or is caused, directly or indirectly, by delays caused by Customer or any other third party. If CBI's performance is delayed through no fault of CBI by more than ten (10) days, CBI shall have the right: (1) to participate in creating a revised schedule and the right to approve any such schedule with a revised start date and completion date for CBI's performance; (2) to be reasonably compensated for any additional costs incurred, including changes in material pricing, storage and handling, and overtime; (3) to terminate the agreement upon seven (7) days written notice to Customer; and / or (4) to reprice the furniture and materials to current market pricing

Terms. All terms including the grant of the security interest in the goods to secure the purchase price shall be part of the contract upon acceptance by customer.

Payment for the Project. The project shall be payable by the Customer to Creative Business Interiors, Inc. as follows:

- Fifty percent (50%) of Project Cost payable upon execution of this contract.
- Progress payments and/or partial contract billings for work completed to date, due 15 days from invoice date.
- Balance of Project Cost payable within fifteen (15) days of notice to Customer by Creative Business Interiors, Inc. of substantial completion of Project.
- Service charge of one and one-half percent (1.5%) per month, or for any part thereof, on the unpaid balance of the Project Cost if not paid within thirty (30) days of the due date of any payment required hereunder.

The Project Cost does not include the costs resulting from a change in the project requested by the customer. All requests for changes by the Customer must be in writing and signed by the Customer and Creative Business Interiors, Inc. ("Change Order"). Any increases costs resulting from a Change Order shall be payable by the Customer to Creative Business Interiors, Inc. at the time of the Change Order.

Cancellation. Upon the acceptance of this Project by Creative Business Interiors, Inc., Customer may cancel the Project Services and/or Furniture order subject to the following cost assessments, which reflect the damages suffered by Creative Business Interiors, Inc. on such a cancellation and not a penalty:

- Project services – Actual cost incurred in performance of Project Services, including allocated overhead and time incurred based on hourly billing rates established by Creative Business Interiors, Inc. plus twenty (20%) of the Project Services cost as liquidated damages and not as a penalty.
- Furniture – Project Cost of all Furniture ordered for Customer unless the order can be cancelled, then the pro rata Project Cost of Furniture based on the manufacturer cost reduction to the regular manufacturer cost to Creative Business Interiors, Inc.

Patent, Trademark, Copyright, etc. All drawings, plans blueprints, descriptions and computer programs, images or printouts produced and developed by Creative Business Interiors, Inc. for use in conjunction with the Project are the exclusive property of Creative Business Interiors, Inc. and are not the property of the Customer. Any use, copy, transmission or reproduction is prohibited unless the prior written consent of Creative Business Interiors, Inc. is obtained.

Quality of Work. The quality of design and workmanship by Creative Business Interiors, Inc. in the design and construction of the Project shall be that of an interior design and construction company regularly engaged in the business of providing such services.

Warranty by Creative Business Interiors, Inc. Creative Business Interiors, Inc. shall warrant all work and materials provided by Creative Business Interiors, Inc. for construction of the project to be free of defects in workmanship, performance, and materials for a period of six (6) months from the date the Project is completed. Creative Business Interiors, Inc. does not warrant, and the Customer shall have no recourse against Creative Business Interiors, Inc. for the condition of workmanship of any of the furniture selected by the Customer in connection with the Project. Creative Business Interiors, Inc. specifically disclaims any warranty of merchantability of fitness for the particular purpose. Creative Business Interiors, Inc. shall assist Customer in resolving any disputes over or in relation to the furniture; however, the Customer's sole recourse in regard to any defects in such furniture shall be with the manufacturer and its warranty on such furniture. There are no other representations promises, warranties, agreements, or understandings not expressed herein.

Liability. The liability of Creative Business Interiors, Inc. under its warranty set forth in section above, or for any other reason in connection with the Project, shall be limited to (1) the Project Cost minus the Furniture cost of the Project Cost, or (2) correction by Creative Business Interiors, Inc. of any errors or defects in the Project; as Creative Business Interiors, Inc., in its sole discretion, shall determine. Under no circumstances shall the Customer be entitled to consequential or punitive damages.

Insurance. Creative Business Interiors, Inc. shall keep in effect until such time as the Project is complete: (1) worker's compensation insurance as required by law, (2) comprehensive general liability insurance in a minimum amount of \$1,000,000.00, and (3) automotive liability insurance coverage in a minimum amount of \$1,000,000.00. Upon request by Customer, Creative Business Interiors, Inc. shall provide the Customer with evidence of such coverage.

Compliance With Laws. Creative Business Interiors, Inc. shall comply with all applicable federal, state and local laws, orders, regulations and ordinances which govern, or relate to the Project. Without limiting the foregoing, Creative Business Interiors, Inc. shall comply with all safety and health requirements related to the Project.

Indemnification. Creative Business Interiors, Inc. shall indemnify and hold harm-less the Customer against any and all losses, claims or suits arising from the ser-vices provided by Creative Business Interiors, Inc. in connection with

the Project, for or on account of, any injury to or death of persons or destruction of property belonging to the Customer by reason of misconduct of Creative Business Interiors, Inc., it's officers, employees or agents in connection with the Project.

Notice Required Under Wisconsin Law.

Creative Business Interiors, Inc., as the prime contractor on the Project, provides the following notice required under Wisconsin law

As required by the Wisconsin Construction Lien Law, builder hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned builder, are those who contract directly with the owner or those who give the owner 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Builder agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claims are duly paid.

Creative Business Interiors, Inc., as the subcontractor on the Project, provides the following notice required under Wisconsin law:

As a part of your Construction Contract, your contractor or builder has already advised you that those who furnish labor or materials for the work will be notifying you. The undersigned first furnished labor or materials on

For the improvement now under construction at your real estate at

Please give your mortgage lender the extra copy of this notice within 10 days after you received this, so your lender, too, will know that the undersigned is included in this job.

Lien Waivers. Upon written notice by Customer, Creative Business Interiors, Inc. shall furnish the Customer with lien waivers in full from all subcontractor and material suppliers to the Project and a lien waiver by Creative Business Interiors, Inc. in the amount of the payment by the Customer to Creative Business Interiors, Inc.

Title to project Materials and Furniture. All rights titles and interest to all Project materials and furniture delivered to the site of the Project shall remain with Creative Business Interiors, Inc. until full payment is received by Creative Business Interiors, Inc. therefore, customer represents and warrants that it shall provide Creative Business Interiors, Inc. with a secure place for the storage of all project materials and furniture and shall hold harmless and indemnify Creative Business Interiors, Inc. for the contract value of any such loss suffered to the materials or furniture by theft, fire or other acts of man or God unless such loss is caused by the negligence or willful misconduct of Creative Business Interiors, Inc. This indemnify herein shall be payable to Creative Business Interiors, Inc. by Customer on demand.

Independent Contractors. The relationship between Creative Business Interiors, Inc. and the Customer is that of independent contractors. Nothing contained in this Agreement shall be construed to create a principal-agent or employer-employee relationship between the parties. Neither party shall represent to others that it is the agent of the other.

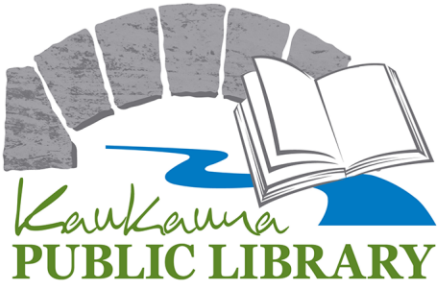
Assignment. This Agreement and the rights and responsibilities hereunder shall not be assignable by either party without prior written consent of the other party.

Entire Agreement. This agreement contains the final agreement of the parties, all prior oral or written agreements, quotations, understandings or representations having been merged into this writing.

Applicable law. The law to govern the conduct of the parties under this Agreement and to govern the interpretations of its terms shall be that of the State of Wisconsin.

Site Condition. Customer represents and warrants to Creative Business Interiors, Inc. that the Project site is free from all dangerous conditions or hazards, including, by way of illustration and not limitation, environmental, structural and mechanical. Upon discovery of any dangerous condition or hazard by Creative Business Interiors Inc., as determined by Creative Business Interiors, Inc. to be such, Creative Business Interiors, Inc. shall immediately cease work and notify Customer of the dangerous condition or hazard. Customer shall correct such dangerous condition of hazard or direct Creative Business Interiors, Inc. to do so under a Change Order. The Deadline for Completion shall be extended by the period of delay and any reasonable time period for Creative Business Interiors, Inc. to again commence the Project, as determined by Creative Business Interiors, Inc.

To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 4/20/2026
Re: Staffing Update



After 27 years with Kaukauna Public Library, Sue Meyer is retiring. Sue started in 1999 as fill staff and has since grown into the role of materials processor here. Her last day will be May 15. We wish Sue all the best in retirement and know she will enjoy even more time spent with her grandchildren and her traveling adventures.

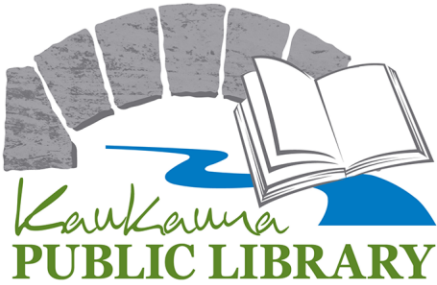
Geri Rock has also retired for the second time. Geri retired from the library shortly after we came to the new facility and has been our longest standing On-Call staff member. We sincerely thank Geri for her long-lasting dedication to KPL.

On-call staff member Karla Hammond has also put in her notice. Karla has been doing a fabulous job with the Serenitea yoga and tea program we host twice a month. We are sad to see her go, but she has offered to do some pop-up classes for us in the future!

We will be posting for all the open positions soon.



To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 4/20/2026
Re: Grant Submission



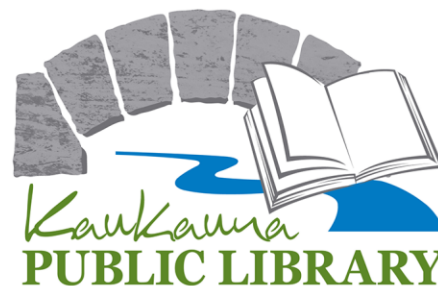
I was invited to submit a grant to the Community Foundation for the Fox Valley region, specifically the Rita and David Nelson Family Fund for the Interactive Learning Garden and Library Collections. The grant was submitted in March. The garden portion of the request is for some garden maintenance. The garden has been open since 2019 and is beginning to show signs of use. The grant request allows for the repair of some items and the addition of other items, like newer music equipment and more durable furniture pieces and toys.

The collections portion of the grant request was twofold. One portion of the grant focuses on decodable early readers to continue our alignment with the KASD reading curriculum. The grant would allow for a larger purchase of decodable readers for the collection from a school vendor. The second part of the request was for the enhancement of the audio collections in the youth, teen, and adult collections. Audio continues to be the most expensive standard library material to purchase, second only to special equipment (laptops, tablets). The average Playaway, which has come back in popularity, is \$79. The grant would allow for the purchase of Playaways, Playaway kits, the addition of more Wonderbooks, more books on CD, as well as some new audio products we are getting requests for like Tonies, WhaZoodles, and Launchpads.

Grant notification will be in shared in late June.



To: Kaukauna Public Library Board of Trustee
 From: Library Director Ashley Thiem-Menning
 Date: 4/2/2026
 Re: Public Library Association (PLA) Conference



The PLA conference was quite bountiful for the KPL. With the proximity of Minneapolis, combined with having our own vehicle, we were able to bring back 47 brand new adult books for the collection, worth a total of: \$1,064.14. Even greater, we were able to bring back 117 brand new children's books for the collection, worth a total of: \$2,630.90.

In total, we have added 164 new books to our collection from PLA worth \$3,695.04. At the end of the conference, the exhibit hall vendors often allow librarians to take the new display materials at their vendor stalls. We came prepared with suitcases and bins. We filled an entire tote bin, two large suitcases, two small suitcases, as well as vendor promo bags filled with books.

This does not even include the ARC's we got. ARC's are advanced reader copies, which means they have not yet been published, and it is the unedited version being prepped for the future publish date. The youth ARC's will go as Summer Reading Program prize books and the other ARCs were staff swag and book sale items. ARC's cannot be put into collections.

While I attended many sessions, the standout session for me was titled *Creating Inclusive Collections for Patrons with Disabilities*. This session was outstanding. It was presented by Plano Public Library System and Libraries for All, and it focused on creating adaptable books for people with other abilities. The founder of Libraries for All discussed her experiences as a school librarian working with students with severe disabilities. Her moment of change came when a parent sent a note to school asking that her child not be sent home with library books because they were too scared they were going to wreck them.

This impacted her greatly, because libraries and books are for everyone, so she began to think about ways in which she could develop a sturdier book that was appealing to her students, which is how adaptable books were born. Adaptable books are laminated and rebound with sensory items added to each page. Currently, Plano Library System is the only system in the nation with an entire adaptable book collection. This is a collection that we will eventually be starting at KPL.

While we can purchase some books at an elevated cost, it is possible to create these books in house. Essentially, we purchase a high interest picture book, cut it apart, laminate each page and then bind it with our spiral binder. Once the book is together and laminated, the sensory part comes in. Items like glitter, buttons, textured paper, stickers, yarn, fur, puffy paint, google eyes, and jewels are added for a heightened sensory experience. These books are circulated in clear bags so that if any pieces fall off, they can be left in the bag for staff to fi, with a clear expectation to parents that stuff will fall off, and we don't care!

If you want to tear up and maybe cry a little, like I did during the presentation in a room full of people, check out this video the group put together to announce their new collection: <https://www.youtube.com/watch?v=SmzU00Jj028>.

The second standout program for me was titled *Creating Library Safety Through Partnerships, Planning and Training*. This session was presented by two public libraries, Boulder, Colorado and Loudon County, Virginia. The session focused on some of the pretty intense incidents that had occurred at their libraries including a shut down from meth contamination and a fight involving teens with machetes. While I was relieved listening to the presentation to see that our library is doing extremely well in this part of being a public facility, I did have a few key takeaways. First, we need to begin documenting the amount of time we are spending on incident reporting, as this can sometimes take several hours. Larger incidents may involve speaking with law enforcement, writing an incident report, writing ban notices, camera footage review and exportation, or even at times meeting with the patrons to discuss the incident. If we begin to collect this data, we will have a better sense of how much time we are spending on incidents in the building.

They also focused heavily on incident reporting. We have been lucky that our incidents are often small and have not been violent unlike the presenting libraries. However, incidents do occur and are almost entirely documented by me. We do not currently have a specific form beyond the accident report form to use for incidents. Staff usually tell me in person, email, text or call me, and then I take over from there. If we begin to track these incidents, we will get a better sense of what is occurring throughout the course of the year in the building. The group specifically mentioned how helpful this is to notice trends.

The restrooms were among their highest locations for incidents, with both libraries noting that at one time they had an incident a day in their restrooms because they lack staff presence and exist as private spaces. While not a major issue here, we do tend to have a lot of vaping occurring in the restrooms here. Part of the discussion also included how facilities can be improved for safety physically. After one library had the meth contamination, which occurred in the bathroom, they completely redesigned the space to ensure that the spaces were still private, but more open, and they included systems to alarm for smoke or vapor.

The last takeaway I had from the session was in terms of safety training. While we do a lot of safety training, I liked the fact that they mentioned having an actual plan for the calendar year. While I am a part of the City Safety Committee and we complete all the required City safety training annually, much of that training does not focus on items like deescalation or even building specific items like tornado or fire drills. While we do practice these annually, we do not currently have anything in writing, which I will be adding to my list. Overall, it was an extremely good presentation, which I think helps libraries be more proactive with incidents versus reactive.

Most of the other sessions I attended had to do with leadership and strategic planning and intention. I did take a lot of notes and plan to incorporate some of it into our future strategic plan.

The conference had an app and from the app, I was able to email myself the slides and handouts from every session that had attached them. In total, I sent myself 96 pieces of content from the conference to be sifted through later.

Overall, the conference was pretty great and paid for itself based on the number of new titles we were able to add to the collection from it.

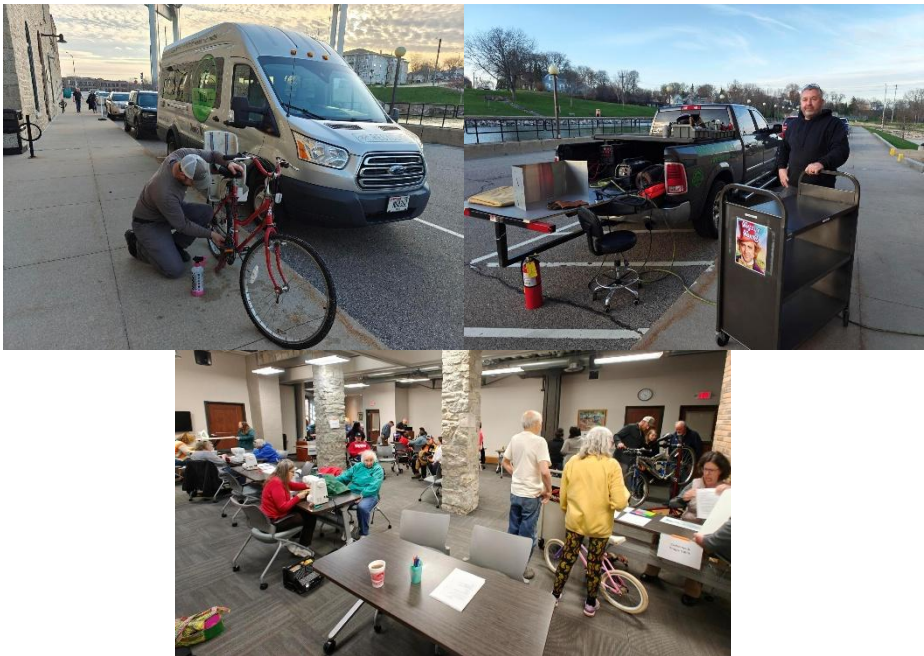


Assistant Director Report April 2026

Programming

Fix-It Clinic

Our second Fix-It Clinic was held on the evening of April 20th. At the Fix-It Clinic patrons can bring in their household items to have them fixed at no cost. Our volunteers can also talk them through the repair and/or troubleshooting process if requested. This time, our repair capabilities included small appliances, small furniture, sewing/mending clothes, computers, phones, electronics, 3d printing repairs, welding/fabrication, bicycles, and books! 76 people attended the event and 11 Volunteers helped fix 52 items in two hours! Recyclist Bicycle Co., Imagine Design Build, Heartwork Coaching & Workshop, and Crimson Repair all helped make the event a great success! Jon from Imagine Design Build even fixed one of our library carts that we overloaded and was about to collapse!



Recyclist showed up with their van and fixed 6 bikes (upper left). Jon from Imagine Build Design fixed our library cart “Wheely Wonka” and a metal yard spinner for a patron (upper right). Patrons getting various items fixed (bottom).

Make and Mingle

Madeline led our patrons through the process of creating seaglass shelves. Seaglass shelves are a kind of diorama that uses seaglass and other nautical items in combination with painting or drawing to create a dynamic work of art, with the nautical elements popping up off the canvas. Make and Mingle remains as popular as ever, our registration was full for this program!



Four different seaglass shelf creations from the program.

Puzzle Palooza

Saturday April 11th marked our 10th Puzzle Palooza event! Registration was full for this as well, with all 10 teams and 40 competitors signed up to see who can put together a 500 piece puzzle the fastest. Team Dissectologist won with a blistering speed of 29 minutes and 8 seconds. They were close to beating our all-time record of 26 minutes and 33 seconds!



The teams in fierce competition (left). Team Dissectologist proud of their victory (right)

Lego Speed Building Competition

Due to the continued success of our Puzzle Palooza programs we thought it would be fun to try the same thing but with Legos! Eight teams competed to see who could put together the same 500 piece Lego Technic set. Technic sets use smaller pieces and engineering concepts to make the Lego creation articulate in certain ways. In this case it was a garbage truck with a working bed, garbage can arm life, and steering. The first-place team completed it in a little more than an hour and a half!



The teams building their Lego Technic set (left). Carly Hammen and “Dad” celebrating their victory (right).

Junk Journaling

On April 14th Madeline debuted her first program she designed, other than the Make and Mingle classes she took over from Jenny. Junk journaling is the endeavor of using items that would otherwise be discarded to create a beautiful journal, like a repurposed scrapbook. Her first event was a great success, with 24 people attending. The great turnout has turned it into a recurring event!



A fantastic turnout, full of patrons finding creative uses for things that would otherwise be discarded.

Meet and Greet with Hagar the Comfort Dog

Hagar the comfort dog and her handlers visited us on April 10th. 18 people visited to pet Hagar and learn more about her job as a comfort dog for the Faith Lutheran Church. In addition, Kim put together an endearing stuffed animal adoption station. Children could pick out their favorite stuffed animal, name it, give it a collar, “wash it” and receive a certificate of adoption commemorating the event.



An adoption in progress (left). Hagar providing comfort (right).

Workforce Development

I have been working with Danielle Zeamer who runs JobPod, an organization based in Green Bay that provides both physical pods and resources to libraries for job seekers. I learned that they offer physical “JobPods” to libraries for job seekers to apply for jobs, interview, create resumes, or conduct any other job seeking endeavors in. Currently Oshkosh and Green Bay have a JobPod, but there is a large gap between the two cities that I thought Kaukauna could fill, especially since the Menasha Job Center closed recently. Many of our patrons ask for help with various aspects of job seeking and use our public computers to search for jobs and write their resumes. The JobPod can provide a dedicated space for them not only to do these activities, but also to take video interviews since the pod will be equipped with a laptop and webcam. This currently isn’t possible on our public computers.

I had a chance to visit the two suppliers offered as choices and view the features of their respective JobPod options. I ended up choosing Creative Business Interiors to create the JobPod. Their unit was more soundproof and plugs into an outlet instead of needing an electrician to hardwire the pod. The pod will be stationed in adult nonfiction near the corner of the local history room and the northeast facing wall. It also comes equipped with wheels, making moving it easy if the need ever arises in the future. These pods are grant funded

through JobPod and will be at no cost to us. I have attached the proposal and invoice to my report.

PLA Sessions

Ashley has summarized our trip to Minneapolis and the great success we had there via the materials we brought back with us, so I'll jump into my standout sessions.

The first session that was remarkable was *Protecting Patron' Privacy with Digital Vendors* presented by Dorothea Salo from UW Madison's Information School. I was reminded that libraries face escalating privacy threats from commercial surveillance services, data brokers, and the digital vendors we rely on, primarily Google and Facebook. Many libraries unintentionally expose patrons to tracking through website embeds, mobile apps, authentication systems, and vendor platforms. Specifically, 97% of Wisconsin libraries have web trackers or finger printers embedded on their homepage. Most of these are via Google or Facebook widgets or services.

This is an issue because we, as a library, prioritize our patron's privacy while they are using our services. When patrons are at the library and Google a book or log into their Infosoup account using services such as web browsers that have not been optimized for privacy, there is a real risk of that information being tracked and sold to data brokers. Dorothea noted that although this data is usually anonymous to comply with certain regulations and policies, the data brokers can resell this "anonymous" data to identify users via a process called reidentification.

She recommended not using Google Chrome as the library's web browser, or as the browser that we make available to our patrons on our public computers. Recently, Google changed Google Chrome so adblockers don't work that effectively anymore. She recommended Duck Duck Go or another browser that prioritizes privacy. Additionally, she recommended using an open sourced adblocker called Ublock Origin for our adblocking needs. This combination affords patrons the most privacy by means of blocking ads, trackers, and when using our digital services.

I will discuss the feasibility of making these changes with Spencer as time allows. Additionally, if these changes are made I would like to review our privacy policy and put these considerations in the policy in some capacity. I would also like to add a page, or at least some links to our resource page to instruct patron how to do this on their own devices.

The other standout session that I attended was *Boundary Building with Patrons* presented by Assistant Director Kait Matesich of Benzie Shores District Library. I am notorious for setting aside my boundaries to help our patrons to the best of my abilities. This often includes helping them for longer than I should without them making an appointment, indulging their non-library-related small talk for

extended periods of time, and assisting patrons with long technology requests outside of set appointment times. I have been working on this and attended this session to help myself maintain boundaries better.

This session explained how library workers, especially in smaller libraries in more rural locations, can maintain healthy, professional boundaries while still offering warm, effective service. Kate outlined the many types of boundaries staff navigate daily, including physical, emotional, time-based, and relational boundaries, and explains why these lines often blur. Factors include social conditioning to be helpful, the loneliness epidemic, gendered expectations, and the familiarity that tends to grow from repeated patron interactions.

The presentation also included scripts, or stock phrases for saying no, and a structured “boundary audit” that helps employees identify their default reactions and replace them with responses that are professional, yet retain their boundaries. She gave these in the form of a fillable spreadsheet along with a helpful graph to determine which kind of patrons staff might struggle with the most and how to tackle the issue. I would like to share these tools with staff after reading one of the following books that were recommended by Kait to better understand the topic. Excuse the profanity-laden titles, I’m not sure why so many of them are so aggressive!

- *Say the Thing: Boundary-Setting Scripts & Phrases to Communicate Directly & Speak Up with Kindness* by Kami Orange
- *F*ck No!: How to Stop Saying Yes When You Can't, You Shouldn't, or You Just Don't Want To* by Sarah Knight
- *Unf*ck Your Boundaries: Build Better Relationships Through Consent, Communication, and Expressing Your Needs* by Faith G. Harper
- *Unf*ck Your Boundaries Workbook* by Faith G. Harper & A. LPC-S
- *The Power of Saying No: The New Science of How to Say No That Puts You in Charge of Your Life* by Vanessa Patrick

Youth Services at a Glance

March 2026

Teacher Packs- 3

Youth Programs- 33

Youth Attendance- 652

General Interest Programs- 11

General Interest Attendance- 502

Youth Highlights

Seuss Week

Happy birthday Dr. Seuss! To celebrate the fun and silly side of reading, we invited patrons to stop in the youth department for a variety of activities the first week in March. Apple stacking, Truffula tree color matching, bookmark making, and fish crafting, combined with a scavenger hunt and take-home activity packets helped make the week stupendous!

Winter Reading

Our winter reading program wrapped up mid-March with over 50 participants. This is a self-led program, encouraging literacy throughout the winter months. Children through the age of 12 can earn small prizes and stickers for each milestone reached, with the opportunity for a larger prize once they complete the entire challenge. Next winter, we will add a grand prize drawing entry to see if we can increase participation.

Mini Golf

Spring break was a swinging good time at the library this year! Patrons were encouraged to stop in and try their best at our 6-hole mini golf course held in the conference room. Each hole was themed and had a variety of obstacles to putt through. Attendees went home with a custom “KPL Spring Break Mini Golf 2026” sticker and an appreciation for full-size putters.

PLA 2026 Session Highlights

Outside of the impressive \$3500+ books we brought back to add to our library collection, I was able to attend several key sessions each day of the Public Library Association Conference this year.

Building Joy-Centric Libraries: This interactive workshop focused on how libraries can intentionally design spaces, services, and staff practices to foster joy. By incorporating playful and creative elements libraries can spark curiosity and belonging. Joy is something that improves learning, engagement, and community connection. This discussion included the

importance of staff well-being and the connections to creating a joyful patron experience. Drawing from positive psychology frameworks, this session emphasized shifting from problem-solving models to ones that actively cultivate positive experiences.

Not Your Typical Makerspace: This session emphasized active, hands-on learning at its core, using art-integrated projects, digital media creations, STEAM camps, and clubs. Each of these highlighted programs were designed to let youth experiment, explore, and build skills. A key focus was aligning programs with 21st Century skills, collaboration, critical thinking, creativity, and communication, while also incorporating connected learning principles, helping to link youths' personal interests with peer interaction and real-world applications.

Beyond Storytime: Presenters focused on how to expand traditional storytimes into inclusive experiences. This session emphasized multi-sensory learning using music, movement, and hands-on play to promote early literacy and make programs accessible to a wider range of learning styles and abilities. Much of the information was affirming of the programming that we currently offer to our community and its learners.

Making Space for Teens at the Library: I attended several teen focused sessions this year, hoping to gain skills to inspire more teens to explore and enjoy our library space. This session highlighted the need for teens to feel ownership of library spaces and autonomy in library programs. Presenters explored topics like rethinking layout, reconsidering passive, in-person programming, and volunteer opportunities. Many libraries see increased teen participation by using digital communities like Discord or allowing teen representatives to attend board meetings and provide feedback to library staff. By making intentional changes we are hoping to see our own increase in teen attendance this summer and in the future.

Communications Coordinator Report Q1-2026

BookRiot Recognition

In an article on March 27, 2026, the Kaukauna Public Library was mentioned in a BookRiot article entitled “Carded for Coolness: Sweet Library Swag from Friends of the Library Groups”

<https://bookriot.com/friends-of-the-library-online-stores/>



“BookRiot is the largest independent editorial book site in North America and home to a host of media, from podcasts to newsletters to original content, all designed around diverse readers and across all genres.”

BookRiot has platforms across all of social media as well. It was a great surprise (and honor) to be featured in an article by a large voice like BookRiot, but also because we were not contacted for our story (BookRiot found us organically) and we (Kaukauna Public Library) were compared with the likes of SEATTLE PUBLIC LIBRARY!

Our Friends of the Library Merch Store on the platform Bonfire has been active since 2019. This site acts as a source of passive income as they manage all sales and shipping. We then receive a portion of the sales for the Friends. Since 2019, we have raised \$2,369.49. That is an average of about \$5.75 per item sold. With the launch of the BookRiot article, we have sold at least 30 more pieces of swag!

In a report ran for the 2 weeks following the article, we had orders from Wisconsin, Iowa, Illinois, Virginia, Ohio, Kentucky, and North Carolina. We can now capture those names and addresses from orders to add to potential donor lists.

Facebook

Our Facebook page has reached over 10K followers! This is more than any library in Northeast Wisconsin. We continue to grow by about 100 new followers per month.

Monetization

We continue to benefit from Facebook Monetization. This is passive income earned by posting original content on our page and by having many followers.

Jan \$74.79

Feb \$55.69

Mar \$50.71

Donor Recognition

In a response to a request to display donor names, we have set up one of the display screens in the lobby to do just that! One screen will remain in place for upcoming events and announcements, but the second screen will display all of the 2025 donors.



Trustee Topics: Chapter 7

The Library Board and Library Personnel

Role of Director/Role of Board

- It is the library director who hires and supervises all other library staff, but the library board has the legal responsibility for establishing the duties and compensation, as well as the personnel policies, for all library staff.
- The library director can and should recommend personnel policy changes, but can implement only policies officially approved by the board.
- The library director has the authority to hire staff to fill positions authorized by the library board and to supervise those staff, but should keep the library board informed of important personnel issues and consult with the board, if possible, before making significant personnel decisions.

Role of Director/Role of Board

- The library board's unsolicited intrusion into the director's responsibility to select and supervise staff can undermine the authority of the director and create discord and disorganization in library operations.
- While the library board has the legal responsibility for establishing staff duties and compensation, your library will run most effectively if the library board delegates to the director the responsibility for the day-to-day assignment of staff duties and supports the recommendations of the director for changes in staff compensation (within the policies established by the board).

Lines of Communication

- Trustees should direct staff members who have complaints about the director, policies, or materials to discuss the situation with their supervisor or the director. If that does not resolve the issue, the staff should be encouraged to follow the library's grievance or complaint procedure provided in the library's personnel policy. Only in extreme situations should staff complaints go directly to the board.
- Because the library board may want input from the staff on certain issues, the board should solicit such input through the director

Lines of Communication

- Except in unusual circumstances, communication between the library board and library staff about library business should be carried on through the library director. Going behind the director's back undermines the trust necessary for effective and orderly operation of the library.

Staff Compensation Levels

- The ability to attract and retain high-quality staff depends partially on competitive and fair wages and benefits for library staff. Compensation for library staff should be competitive with compensation provided by similar-sized libraries in Wisconsin and nationwide.

Personnel Policy

- It is the responsibility of the library board to approve a personnel policy for library staff that formally establishes compensation and benefit policies, rules and conditions of employment for library staff, etc.
- It is important for these policies to be gathered into a written personnel handbook available to all library staff. These written policies ensure that all staff are treated according to the same rules.

Personnel Policy

- Many state and federal laws govern the relationship between employer and employee, and it is essential that the library's personnel policy comply with these laws.
- To simplify maintenance of their personnel policies, many library boards adopt the personnel policy of their municipality as the library personnel policy, subject to those changes approved by the library board.

Personnel Policy

- The library board should also approve a salary schedule that covers all staff positions and written job descriptions that list the essential job duties of each staff position, any educational and experience requirements, the physical and mental requirements of the job, and the salary range.

Library Employee Unions

- The right to bargain collectively is guaranteed by federal and state law. The library board must not take actions that interfere with library employees' legal collective bargaining rights
- In Wisconsin, collective bargaining practices are subject to rulings of the Wisconsin Employment Relations Commission (WERC). The WERC has ruled on a number of occasions that the library board (and not the municipality) is considered the "employer" of library employees for collective bargaining purposes.

Library Personnel & Board Meetings

- Wisconsin's public records law provides special rules for the handling of staff personnel records, and Wisconsin's open meetings law has special rules for library board proceedings involving collective bargaining and other personnel issues.

Continuing Education for Library Staff

- Library staff members, regardless of their level of employment, should have the opportunity to continue to expand their knowledge of library practice, communication skills, and library technology related to their job responsibilities through participation in workshops, conferences, and other continuing education activities. It is recommended that the library adequately budget for staff continuing education and professional activities, including paid work time for attendance, registration fees, and travel costs. Wisconsin library directors must participate in continuing education as required by Wisconsin librarian certification and recertification rules.

Discussion Questions

1. How can the library board help attract and retain high-quality library staff?
2. How can the library board help promote the professional growth of library staff?
3. What is the library board's role in disciplinary action concerning a library staff member?
4. How can the library board promote orderly functioning of library operations?

2026 Statistics 2025 Statistics Comparing Year End

Circulation	2026 Statistics					2025 Statistics			Monthly Difference from 2025	% +/-	% +/-
	January	February	March	2026 Y-T-D	March 2025	March 2025	2025 Y-T-D				
Total Circulation and Renewal	10,970	11,351	13,412	35,733	13,936	41,518	-524	-4%	-13.93%		
Overdrive Usage	3,254	2,948	3,395	9,597	2,967	8,497	428	14%	12.95%		
Hoopla Usage	594	588	726	1,908	554	1,609	172	31%	18.58%		
Items Loaned	3,569	3,404	3,635	10,608	3,684	9,779	-49	-1%	8.48%		
Items Borrowed	3,493	3,238	3,492	10,223	3,914	12,425	-422	-11%	-17.72%		
Teacher Packs	2	3	3	8	4	11	-1	-25%	-27.27%		
Door Count	7,724	8,661	9,365	25,750	10,157	28,111	-792	-8%	-8.40%		

Services	2026 Statistics					2025 Statistics			Monthly Difference from 2025	% +/-	% +/-
	January	February	March	2026 Y-T-D	March 2025	March 2025	2025 Y-T-D				
Public Internet Usage/Hr.	288	287	279	854	320	935	-32	-10%	-8.66%		
Wireless Usage by Session	1,258	1,320	1,384	3,962	1,370	3,899	-112	-8%	1.62%		
Youth Programs	20	32	33	85	35	83	-15	-43%	2.41%		
Youth Program Attendance	503	688	652	1,843	936	2,153	-433	-46%	-14.40%		
Adult Programs	15	19	20	54	16	48	-1	-6%	12.50%		
Adult Program Attendance	128	152	175	455	127	376	1	1%	21.01%		
General Interest Programs	6	12	11	29	14	27	-8	-57%	7.41%		
General Interest Attendance	170	589	502	1,261	2,948	3,684	-2,778	-94%	-65.77%		
Meeting Room Usage	71	92	118	281	91	223	-20	-22%	26.01%		
Study Room	139	156	171	466	161	486	-22	-14%	-4.12%		
Volunteer Hours	83	106	98	287	107	307	-24	-22%	-6.51%		
Local History Inquiries	15	12	13	40	16	46	-1	-6%	-13.04%		
Technology Instruction 1:1	13	10	6	29	5	25	8	160%	16.00%		
Proctor	1	0	1	2	0	0	1	0%	0.00%		

Social Statistics	2026 Statistics					2025 Statistics			Monthly Difference from 2025	% +/-	% +/-
	January	February	March	2026 Y-T-D	March 2025	March 2025	2025 Y-T-D				
Website Views	5,040	3,319	3,244	11,603	2,795	8,830	2,245	80%	31.40%		
Facebook Followers	9,869	211	10,158	20,238	8,788	26,189	1,081	12%	-22.72%		
TikTok Followers	1,002	15	1,035	2,052	739	2,226	263	36%	-7.82%		
Instagram Followers	954	16	974	1,944	927	2,759	27	3%	-29.54%		

Items Held by Library	2026 Statistics			Month to Month # +/-	March 2025	# +/-
	January	February	March			
Total Titles Held by Library	71,280	71,993	72,436	472	68,411	4,025
Total Items Held by Library	75,744	76,406	76,978	493	72,724	4,254
Kaukauna Card Holding Patrons	11,692	11,692	11,846	0	11,056	790

Quarterly Report