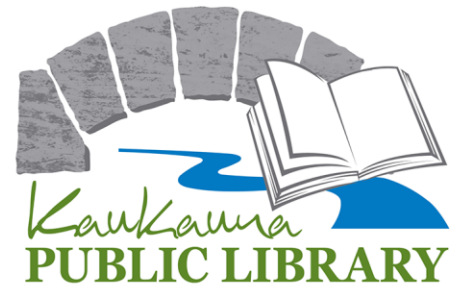


# LIBRARY BOARD MEETING

City of Kaukauna  
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, February 25, 2025 at 5:30 PM



## AGENDA

### In-Person and Remote Teleconference via Zoom

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
  - a. [Tuesday, January 28, 2024 Meeting Minutes](#)
4. Public Participation and Communications
5. Action Items
  - a. [Bill Register January 2025](#)
  - b. [Approve 2024 DPI Report](#)
6. Information Items
  - a. [Directors Report](#)
  - b. [Youth Services Librarian Report](#)
  - c. [Trustee Topic 23](#)
  - d. [Statistics](#)
7. Adjournment
  - a. Adjourn to closed session pursuant to State Statute 19.85(1)f with re-spect to preliminary consideration of specific personnel problems-resignation of part-time employee.
  - b. Return to open session for possible action
  - c. Adjourn to closed session pursuant to State Statute 19.85(1)f with re-spect to preliminary consideration of specific personnel problems-resignation of part-time employee
  - d. Return to open session for possible action
8. Adjournment

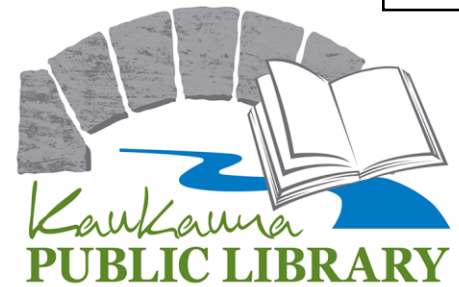
## NOTICES

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

In person meeting in Library Board room and via Zoom

Join Zoom Meeting Meeting ID: 82343512027

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



## LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, January 28, 2025 at 5:30 PM

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

1. Call meeting to order
  - a. The meeting was called to order by President Kilgas at 5:34p.
2. Roll call of membership
  - a. Present: C. Van Boxtel, M.J. Kilgas, J. Lucas, J. Vondracek, J. Van De Hey, C. Avanzi, & A. Neumeier
  - b. Excused: C. Fallona & J. Sager
  - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
  - a. Tuesday, November 26, 2024 Meeting Minutes
  - b. C. Van Boxtel made a motion to approve the Tuesday, November 26, 2024 Meeting Minutes, seconded by J. Van De Hey. Motion carries; all in favor.
4. Public Participation and Communications
  - a. None.
5. Action Items
  - a. Bill Register November 2024
    - i. J. Vondracek made a motion to approve the Bill Register November 2024, seconded by J. Lucas. Motion carries; all in favor.
  - b. Bill Register December 2024
    - i. J. Van De Hey made a motion to approve the Bill Register December 2024, seconded by J. Lucas. Motion carries; all in favor.
  - c. Update Circulation Policy
    - i. J. Lucas made a motion to approve the Circulation Policy, seconded by C. Van Boxtel. Motion carries; all in favor.
6. Information Items

- a. Directors Report
  - b. Adult Services Librarian Report
  - c. Youth Services Librarian Report
  - d. Communication Coordinator's Report
  - e. Local Historians Report
  - f. Trustee Topic 22
  - g. Statistics
    - i. J. Vondracek made a motion to place the reports on file, seconded by J. Van De Hey. Motion carries; all in favor.
7. Adjournment
- a. The meeting adjourned at 6:22p.



**Kaukauna Public Library**  
*2025 Revenue Report*

						County Allocation for Library Services				Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Total County Allocations		
January	\$ 4.59	\$ 319.23	\$ 71.60	\$ 7.00	\$ 402.42					\$ 402.42	\$ 262.18
<b>Totals</b>	<b>\$ 4.59</b>	<b>\$ 319.23</b>	<b>\$ 71.60</b>	<b>\$ 7.00</b>	<b>\$ 402.42</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$ 402.42</b>	<b>\$ 262.18</b>

As Financial Secretary I have reviewed and approved this report:

\_\_\_\_\_

Jane Vondracek  
Financial Secretary

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

Item 5.a.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
<b>Expense</b>							
<b>5101 - Regular Payroll</b>							
	Journal	1/1/2025	Jan 2025	JE662		(\$8,672.36)	Payroll Accrual @ 12/31/24
	Journal	1/1/2025	Jan 2025	JE661		(\$20,914.27)	Payroll Accrual @ 12/25/24
	Journal	1/2/2025	Jan 2025	JE643		\$20,914.27	Gross Earnings
	Journal	1/16/2025	Jan 2025	JE644		\$21,680.91	Gross Earnings
	Journal	1/30/2025	Jan 2025	JE656		\$21,457.64	Gross Earnings
<b>Total - 5101 - Regular Payroll</b>						<b>\$34,466.19</b>	
<b>5104 - Temporary Payroll</b>							
	Journal	1/1/2025	Jan 2025	JE662		(\$592.21)	Payroll Accrual @ 12/31/24
	Journal	1/1/2025	Jan 2025	JE661		(\$1,621.72)	Payroll Accrual @ 12/25/24
	Journal	1/2/2025	Jan 2025	JE643		\$1,621.72	Seasonal
	Journal	1/16/2025	Jan 2025	JE644		\$1,480.52	Seasonal
	Journal	1/30/2025	Jan 2025	JE656		\$2,643.54	Seasonal
<b>Total - 5104 - Temporary Payroll</b>						<b>\$3,531.85</b>	
<b>5151 - Retirement Plan</b>							
	Journal	1/1/2025	Jan 2025	JE661		(\$1,075.54)	Payroll Accrual @ 12/25/24
	Journal	1/1/2025	Jan 2025	JE662		(\$443.76)	Payroll Accrual @ 12/31/24
	Journal	1/2/2025	Jan 2025	JE643		\$1,075.54	ERWRSGen
	Journal	1/16/2025	Jan 2025	JE644		\$1,109.40	ERWRSGen
	Journal	1/30/2025	Jan 2025	JE656		\$1,117.05	ERWRSGen
<b>Total - 5151 - Retirement Plan</b>						<b>\$1,782.69</b>	
<b>5152 - Residency</b>							
	Journal	1/1/2025	Jan 2025	JE661		(\$187.35)	Payroll Accrual @ 12/25/24
	Journal	1/1/2025	Jan 2025	JE662		(\$77.03)	Payroll Accrual @ 12/31/24
	Journal	1/2/2025	Jan 2025	JE643		\$187.35	401a
	Journal	1/16/2025	Jan 2025	JE644		\$192.58	401a
	Journal	1/30/2025	Jan 2025	JE656		\$200.02	401a
<b>Total - 5152 - Residency</b>						<b>\$315.57</b>	
<b>5154 - Social Security</b>							
	Journal	1/1/2025	Jan 2025	JE662		(\$501.74)	Payroll Accrual @ 12/31/24
	Journal	1/1/2025	Jan 2025	JE661		(\$1,215.10)	Payroll Accrual @ 12/25/24
	Journal	1/2/2025	Jan 2025	JE643		\$313.30	Employer Medicare Expense
	Journal	1/2/2025	Jan 2025	JE643		\$901.80	Employer Social Security Expense
	Journal	1/16/2025	Jan 2025	JE644		\$932.00	Employer Social Security Expense
	Journal	1/16/2025	Jan 2025	JE644		\$322.34	Employer Medicare Expense
	Journal	1/30/2025	Jan 2025	JE656		\$349.46	Employer Medicare Expense
	Journal	1/30/2025	Jan 2025	JE656		\$996.51	Employer Social Security Expense
<b>Total - 5154 - Social Security</b>						<b>\$2,098.57</b>	
<b>5157 - Group Health Insurance</b>							
	Journal	1/2/2025	Jan 2025	JE643		\$3,200.00	HRA Annual
	Journal	1/2/2025	Jan 2025	JE643		\$4,409.75	ER Health
	Journal	1/2/2025	Jan 2025	JE643		\$207.00	HRA Monthly
	Journal	1/16/2025	Jan 2025	JE644		\$4,409.75	ER Health
<b>Total - 5157 - Group Health Insurance</b>						<b>\$12,226.50</b>	
<b>5160 - Group Life Insurance</b>							
	Journal	1/2/2025	Jan 2025	JE643		\$21.53	ER Life
	Journal	1/16/2025	Jan 2025	JE644		\$21.53	ER Life
<b>Total - 5160 - Group Life Insurance</b>						<b>\$43.06</b>	
<b>5163 - Workers Compensation</b>							
	Journal	1/2/2025	Jan 2025	JE643		\$36.04	WC Admin
	Journal	1/16/2025	Jan 2025	JE644		\$37.06	WC Admin
	Journal	1/30/2025	Jan 2025	JE656		\$38.57	WC Admin
<b>Total - 5163 - Workers Compensation</b>						<b>\$111.67</b>	
<b>5211 - Education &amp; Memberships</b>							
	Credit Card	1/15/2025	Jan 2025	RAMP.3c6172f4-379f-4066-bbbb-f9338bef5cd4	V1207 Miscellaneous Retail Vendor (Ramp)	\$599.00	Spencer Heise - Conference admission - education
<b>Total - 5211 - Education &amp; Memberships</b>						<b>\$599.00</b>	
<b>5303 - Communications</b>							
	Journal	1/16/2025	Jan 2025	JE644		\$25.00	Cell Reimb
<b>Total - 5303 - Communications</b>						<b>\$25.00</b>	
<b>5309 - Water Sewer &amp; Electric</b>							
	Vendor Invoice	1/24/2025	Jan 2025	500114-01 012425	V0383 Kaukauna Utilities	\$1,023.02	Water, Sewer, & Electric
<b>Total - 5309 - Water Sewer &amp; Electric</b>						<b>\$1,023.02</b>	
<b>5312 - Maintenance - Buildings</b>							
	Vendor Invoice	1/10/2025	Jan 2025	011025	V0016 Grand Kakalin LLC	\$8,683.00	January -Maintenname
<b>Total - 5312 - Maintenance - Buildings</b>						<b>\$8,683.00</b>	
<b>5313 - Lease - Buildings</b>							
	Vendor Invoice	1/10/2025	Jan 2025	011025	V0016 Grand Kakalin LLC	\$11,993.00	January . - Rent
<b>Total - 5313 - Lease - Buildings</b>						<b>\$11,993.00</b>	

5325 - Contractual Services

Vendor Invoice	1/1/2025	Jan 2025	02-38899	V0003 Advanced Maintenance Solutions	\$2,277.40	Janitorial Service - Jan 2025
Credit Card	1/2/2025	Jan 2025	RAMP.8d6b70e7-25c2-4bdf-8167-fdbd2d095829	V0006 Complete Office of Wisconsin	\$287.49	Spencer Heise - Cleaning supplies
Credit Card	1/17/2025	Jan 2025	RAMP.fdb28329-012e-454e-9d9d-3fb310199231	V1207 Miscellaneous Retail Vendor (Ramp)	\$660.00	James Berven - Deep cleaning library facilities

Item 5.a.

**Total - 5325 - Contractual Services**

**\$3,224.89**

5328 - Advertising

Credit Card	1/3/2025	Jan 2025	RAMP.e7eb603b-dddd-4207-a8e4-8809b2be164c	V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - Library newsletter email service
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**\$23.76**

**Total - 5328 - Advertising**

5401 - Office Supplies

Credit Card	1/2/2025	Jan 2025	RAMP.2a34eb7e-88e2-405c-a104-fd580159fac8	V1328 Premium Waters, Inc.	\$56.94	Spencer Heise - Library water supply restocking
Vendor Invoice	1/17/2025	Jan 2025	4537	V0528 Outagamie Waupaca Library System	\$160.00	Receipt Paper - 2 Cases
Vendor Invoice	1/17/2025	Jan 2025	INV-US79081	V0096 Bibliotheca, LLC	\$423.20	Self-Check Paper - 2 Cases

**\$640.14**

**Total - 5401 - Office Supplies**

5422 - Data Processing Supplies

Credit Card	1/6/2025	Jan 2025	RAMP.8db353b6-1d37-4970-ae30-02a85a6861f6	V0377 Kapco	\$730.40	Spencer Heise - library book processing supplies
Credit Card	1/8/2025	Jan 2025	RAMP.697ca491-bb3d-440c-a4bb-8b31644028a1	V0191 Demco	\$847.77	Spencer Heise - Library processing materials
Vendor Invoice	1/17/2025	Jan 2025	4537	V0528 Outagamie Waupaca Library System	\$120.00	Spine Labels - 3 Rolls

**\$1,698.17**

**Total - 5422 - Data Processing Supplies**

5431 - Postage

Credit Card	1/2/2025	Jan 2025	RAMP.0b6f5f8b-7d72-4c1f-8fb4-a9fa2496ef64	V0628 Stoneridge Piggly Wiggly	\$4.63	Spencer Heise - library mail
Credit Card	1/2/2025	Jan 2025	RAMP.1c9afd87-6b72-440b-8bc3-805a98638a6d	V0680 U.S. Postal Service - Postmaster	\$748.97	Spencer Heise - Postal materials for library

**\$753.60**

**Total - 5431 - Postage**

5441 - Library Materials

Credit Card	1/5/2025	Jan 2025	RAMP.1ef27e92-ef44-46a5-9e0e-f00e449ea18d	V1173 Amazon	\$29.99	Spencer Heise - Library book acquisitions
Credit Card	1/6/2025	Jan 2025	RAMP.9498cba6-4691-4151-9669-fce925588363	V0796 Baker & Taylor	\$92.80	Spencer Heise - Library book purchases
Vendor Invoice	1/7/2025	Jan 2025	85809358	V0323 Ingram	\$38.93	Books
Vendor Invoice	1/7/2025	Jan 2025	85809355	V0323 Ingram	\$16.96	Books
Vendor Invoice	1/7/2025	Jan 2025	85809356	V0323 Ingram	\$14.59	Books
Vendor Invoice	1/7/2025	Jan 2025	85809359	V0323 Ingram	\$17.83	Books
Vendor Invoice	1/7/2025	Jan 2025	85809357	V0323 Ingram	\$11.72	Books
Credit Card	1/8/2025	Jan 2025	RAMP.f29b3b69-018b-4b97-867f-398d5eecbc74	V1173 Amazon	\$14.95	Spencer Heise - Library book acquisition
Credit Card	1/8/2025	Jan 2025	RAMP.809ac8a2-9056-43d8-9a74-28918c861243	V1173 Amazon	\$55.38	Spencer Heise - library book acquisition
Credit Card	1/8/2025	Jan 2025	RAMP.3d1a2a52-7bf6-4243-87c8-1463fcdcf75b	V1173 Amazon	\$24.24	Ashley Thiem-Menning - Library materials acquisition
Credit Card	1/8/2025	Jan 2025	RAMP.5ed10fa5-3964-42d0-983b-e8d87e8a3428	V1173 Amazon	\$77.40	Spencer Heise - Library book acquisitions
Credit Card	1/8/2025	Jan 2025	RAMP.16373a4b-4072-4407-a0d1-9d18418dc721	V1173 Amazon	\$96.04	Spencer Heise - Library book acquisitions
Credit Card	1/8/2025	Jan 2025	RAMP.9e5ef75e-6843-42e0-9b0e-91f16a9f2ad8	V1173 Amazon	\$11.59	Spencer Heise - Library book acquisition
Credit Card	1/8/2025	Jan 2025	RAMP.6c1ca67f-01dd-4e1b-8753-8f426b0a06f1	V1173 Amazon	\$8.94	Spencer Heise - Library book acquisition
Credit Card	1/8/2025	Jan 2025	RAMP.9d68fa46-8e2d-4ddd-83d9-9ff75429eca7	V1173 Amazon	\$237.61	Spencer Heise - Library book acquisitions
Credit Card	1/8/2025	Jan 2025	RAMP.4912248f-1c80-4b0a-ac2d-2b4e06c4a260	V1173 Amazon	\$35.35	Spencer Heise - Library book purchases
Credit Card	1/8/2025	Jan 2025	RAMP.9a9f81a2-6be5-428c-ba3b-84c38cef6d9b	V1173 Amazon	\$6.29	Ashley Thiem-Menning - Library materials acquisition
Credit Card	1/9/2025	Jan 2025	RAMP.87d2afe6-a7dc-4057-b871-1da736086901	V0651 The Wall Street Journal	\$41.13	Spencer Heise - Library news subscription
Credit Card	1/9/2025	Jan 2025	RAMP.203e7520-4009-4ff7-b4e5-5a1af5425902	V1173 Amazon	\$115.90	Ashley Thiem-Menning - Library materials acquisition
Credit Card	1/9/2025	Jan 2025	RAMP.4caff303-ee9f-4a13-9c55-fcbfe5138230	V1173 Amazon	\$93.50	Ashley Thiem-Menning - Library materials purchase
Vendor Invoice	1/9/2025	Jan 2025	85877995	V0323 Ingram	\$70.91	Books
Vendor Invoice	1/9/2025	Jan 2025	85877992	V0323 Ingram	\$17.60	Books
Vendor Invoice	1/9/2025	Jan 2025	85877994	V0323 Ingram	\$12.05	Books
Vendor Invoice	1/9/2025	Jan 2025	85877993	V0323 Ingram	\$9.44	Books
Credit Card	1/11/2025	Jan 2025	RAMP.0b9005f8-d445-4a12-8cc7-239dbfc50765	V1173 Amazon	\$38.54	Ashley Thiem-Menning - Library materials purchase
Credit Card	1/14/2025	Jan 2025	RAMP.5f1532ff-8914-4830-98fe-c24d96f153a1	V1173 Amazon	\$19.95	James Berven - Library materials acquisition
Credit Card	1/14/2025	Jan 2025	RAMP.366b0882-12cd-41ec-843c-67e20a50bd99	V0796 Baker & Taylor	\$123.07	Spencer Heise - Library book acquisitions
Credit Card	1/14/2025	Jan 2025	RAMP.843cb3d4-fca7-4ddb-90ae-ec1ed5d693a3	V1207 Miscellaneous Retail Vendor (Ramp)	\$210.24	James Berven - Materials
Vendor Invoice	1/14/2025	Jan 2025	85974653	V0323 Ingram	\$25.22	Books
Vendor Invoice	1/14/2025	Jan 2025	85974646	V0323 Ingram	\$27.74	Books
Vendor Invoice	1/14/2025	Jan 2025	85974643	V0323 Ingram	\$535.14	Books
Vendor Invoice	1/14/2025	Jan 2025	85974658	V0323 Ingram	\$26.95	Books
Vendor Invoice	1/14/2025	Jan 2025	85974644	V0323 Ingram	\$170.64	Books
Vendor Invoice	1/14/2025	Jan 2025	CAL3502021	V0134 Cavendish Square	\$186.03	Books
Vendor Invoice	1/14/2025	Jan 2025	85974640	V0323 Ingram	\$259.45	Books
Vendor Invoice	1/14/2025	Jan 2025	85974639	V0323 Ingram	\$54.33	Books
Vendor Invoice	1/14/2025	Jan 2025	85974648	V0323 Ingram	\$34.37	Books
Vendor Invoice	1/14/2025	Jan 2025	85974659	V0323 Ingram	\$92.29	Books
Vendor Invoice	1/14/2025	Jan 2025	85974641	V0323 Ingram	\$279.97	Books
Vendor Invoice	1/14/2025	Jan 2025	85974652	V0323 Ingram	\$149.13	Books
Vendor Invoice	1/14/2025	Jan 2025	85974633	V0323 Ingram	\$278.21	Books
Vendor Invoice	1/14/2025	Jan 2025	85974662	V0323 Ingram	\$219.72	Books
Vendor Invoice	1/14/2025	Jan 2025	85974632	V0323 Ingram	\$72.06	Books
Vendor Invoice	1/14/2025	Jan 2025	85974630	V0323 Ingram	\$41.76	Books
Vendor Invoice	1/14/2025	Jan 2025	85974634	V0323 Ingram	\$39.07	Books
Vendor Invoice	1/14/2025	Jan 2025	85974647	V0323 Ingram	\$91.85	Books
Vendor Invoice	1/14/2025	Jan 2025	85974649	V0323 Ingram	\$305.01	Books
Vendor Invoice	1/14/2025	Jan 2025	85974663	V0323 Ingram	\$16.24	Books
Vendor Invoice	1/14/2025	Jan 2025	85974635	V0323 Ingram	\$311.01	Books
Vendor Invoice	1/14/2025	Jan 2025	85974645	V0323 Ingram	\$292.45	Books
Vendor Invoice	1/14/2025	Jan 2025	85974636	V0323 Ingram	\$43.83	Books
Vendor Invoice	1/14/2025	Jan 2025	85974657	V0323 Ingram	\$469.72	Books

Item 5.a.

Vendor Invoice	1/14/2025	Jan 2025	85974651	V0323 Ingram	\$104.91	Books
Vendor Invoice	1/14/2025	Jan 2025	85974638	V0323 Ingram	\$147.38	Books
Vendor Invoice	1/14/2025	Jan 2025	85974654	V0323 Ingram	\$51.27	Books
Vendor Invoice	1/14/2025	Jan 2025	85974660	V0323 Ingram	\$147.90	Books
Vendor Invoice	1/14/2025	Jan 2025	85974650	V0323 Ingram	\$132.17	Books
Vendor Invoice	1/14/2025	Jan 2025	85974656	V0323 Ingram	\$32.30	Books
Vendor Invoice	1/14/2025	Jan 2025	85974655	V0323 Ingram	\$29.97	Books
Vendor Invoice	1/14/2025	Jan 2025	85974631	V0323 Ingram	\$103.01	Books
Vendor Invoice	1/14/2025	Jan 2025	85974629	V0323 Ingram	\$204.27	Books
Vendor Invoice	1/14/2025	Jan 2025	85974661	V0323 Ingram	\$369.60	Books
Vendor Invoice	1/14/2025	Jan 2025	85974637	V0323 Ingram	\$43.14	Books
Vendor Invoice	1/14/2025	Jan 2025	85974642	V0323 Ingram	\$248.97	Books
Credit Card	1/15/2025	Jan 2025	RAMP.75c2669f-60d1-40fa-a4d2-faf6939222aa	V1173 Amazon	\$15.47	Ashley Thiem-Menning - Library materials acquisition
Vendor Invoice	1/15/2025	Jan 2025	86011194	V0323 Ingram	\$19.11	Books
Vendor Invoice	1/15/2025	Jan 2025	86011192	V0323 Ingram	\$18.93	Books
Vendor Invoice	1/15/2025	Jan 2025	86011193	V0323 Ingram	\$11.95	Books
Vendor Invoice	1/16/2025	Jan 2025	PC0078034 011625	V0281 Gannett Wisconsin Media	\$769.18	Post Crescent Annual
Vendor Invoice	1/17/2025	Jan 2025	86081224	V0323 Ingram	\$16.91	Books
Vendor Invoice	1/17/2025	Jan 2025	86081225	V0323 Ingram	\$59.08	Books
Vendor Invoice	1/17/2025	Jan 2025	86081227	V0323 Ingram	\$12.46	Books
Vendor Invoice	1/17/2025	Jan 2025	86081228	V0323 Ingram	\$37.60	Books
Vendor Invoice	1/17/2025	Jan 2025	86081229	V0323 Ingram	\$12.77	Books
Vendor Invoice	1/17/2025	Jan 2025	86081230	V0323 Ingram	\$12.27	Books
Vendor Invoice	1/17/2025	Jan 2025	86081226	V0323 Ingram	\$11.23	Books
Vendor Invoice	1/22/2025	Jan 2025	86169664	V0323 Ingram	\$8.83	Books
Vendor Invoice	1/22/2025	Jan 2025	86169670	V0323 Ingram	\$195.51	Books
Vendor Invoice	1/22/2025	Jan 2025	86169671	V0323 Ingram	\$13.88	Books
Vendor Invoice	1/22/2025	Jan 2025	86169676	V0323 Ingram	\$7.54	Books
Vendor Invoice	1/22/2025	Jan 2025	86169656	V0323 Ingram	\$124.22	Books
Vendor Invoice	1/22/2025	Jan 2025	86169660	V0323 Ingram	\$23.31	Books
Vendor Invoice	1/22/2025	Jan 2025	86169673	V0323 Ingram	\$100.61	Books
Vendor Invoice	1/22/2025	Jan 2025	86169663	V0323 Ingram	\$36.00	Books
Vendor Invoice	1/22/2025	Jan 2025	86169661	V0323 Ingram	\$73.03	Books
Vendor Invoice	1/22/2025	Jan 2025	86169659	V0323 Ingram	\$28.35	Books
Vendor Invoice	1/22/2025	Jan 2025	86169655	V0323 Ingram	\$11.68	Books
Vendor Invoice	1/22/2025	Jan 2025	86169668	V0323 Ingram	\$27.95	Books
Vendor Invoice	1/22/2025	Jan 2025	86169675	V0323 Ingram	\$82.77	Books
Vendor Invoice	1/22/2025	Jan 2025	86169677	V0323 Ingram	\$92.96	Books
Vendor Invoice	1/22/2025	Jan 2025	86169652	V0323 Ingram	\$75.99	Books
Vendor Invoice	1/22/2025	Jan 2025	86169672	V0323 Ingram	\$57.29	Books
Vendor Invoice	1/22/2025	Jan 2025	86169657	V0323 Ingram	\$45.50	Books
Vendor Invoice	1/22/2025	Jan 2025	86169680	V0323 Ingram	\$20.27	Books
Vendor Invoice	1/22/2025	Jan 2025	86169654	V0323 Ingram	\$30.17	Books
Vendor Invoice	1/22/2025	Jan 2025	86169666	V0323 Ingram	\$60.83	Books
Vendor Invoice	1/22/2025	Jan 2025	86169667	V0323 Ingram	\$27.72	Books
Vendor Invoice	1/22/2025	Jan 2025	86169682	V0323 Ingram	\$12.60	Books
Vendor Invoice	1/22/2025	Jan 2025	86169679	V0323 Ingram	\$10.00	Books
Vendor Invoice	1/22/2025	Jan 2025	86169678	V0323 Ingram	\$24.00	Books
Vendor Invoice	1/22/2025	Jan 2025	86169681	V0323 Ingram	\$442.28	Books
Vendor Invoice	1/22/2025	Jan 2025	86169658	V0323 Ingram	\$341.62	Books
Vendor Invoice	1/22/2025	Jan 2025	86169665	V0323 Ingram	\$27.29	Books
Vendor Invoice	1/22/2025	Jan 2025	86169669	V0323 Ingram	\$9.35	Books
Vendor Invoice	1/22/2025	Jan 2025	86169674	V0323 Ingram	\$9.27	Books
Vendor Invoice	1/22/2025	Jan 2025	86169653	V0323 Ingram	\$100.01	Books
Vendor Invoice	1/22/2025	Jan 2025	86169662	V0323 Ingram	\$22.12	Books
<b>Total - 5441 - Library Materials</b>					<b>\$10,319.93</b>	
<b>5442 - Service Contracts</b>						
Vendor Invoice	1/1/2025	Jan 2025	INV-US78760	V0096 Bibliotheca, LLC	\$11,378.90	Annual Renewal - 2025
Vendor Invoice	1/2/2025	Jan 2025	866	V0698 Volunteer Center of East Central Wisconsin, Inc.	\$350.00	Membership Renewal - January to December 2025
Vendor Invoice	1/17/2025	Jan 2025	4537	V0528 Outagamie Waupaca Library System	\$5,124.47	2025 WPLC Dig Buying Pool, Office 365 Jan - Jun 25
<b>Total - 5442 - Service Contracts</b>					<b>\$16,853.37</b>	
<b>5444 - Library Programs</b>						
Credit Card	1/5/2025	Jan 2025	RAMP.1ef27e92-eff4-46a5-9e0e-f00e449ea18d	V1173 Amazon	\$12.97	Spencer Heise - Library book acquisitions
Credit Card	1/7/2025	Jan 2025	RAMP.643cc5de-5c97-43bc-96cc-30e45c75fec7	V1173 Amazon	\$122.68	Sarah Wroblewski - Library program resource acquisition
Credit Card	1/8/2025	Jan 2025	RAMP.44032c94-f8fd-4ce7-8b21-2f7231a1aac5	V0628 Stoneridge Piggly Wiggly	\$27.68	James Berven - Library program ingredients
Credit Card	1/9/2025	Jan 2025	RAMP.ef5f0903-cf20-43bc-939e-9c8e39a2d114	V1173 Amazon	\$72.41	Sarah Wroblewski - Supplies for library programs
Credit Card	1/13/2025	Jan 2025	RAMP.f9ff2c30-b0ef-47a6-96eb-814ec7b3d329	V1197 Miscellaneous Food Vendor (Ramp)	\$2.49	Ashley Thiem-Menning - program
Credit Card	1/15/2025	Jan 2025	RAMP.2a96ccdd-8121-440b-b140-0e6ddb1fb5b6	V1282 Walmart	\$47.13	Ashley Thiem-Menning - program supplies
<b>Total - 5444 - Library Programs</b>					<b>\$285.36</b>	
<b>5499 - Miscellaneous</b>						
Credit Card	1/10/2025	Jan 2025	RAMP.0209c111-177a-43fd-a98f-f9f497793585	V1442 Dollar Tree	\$26.31	Ashley Thiem-Menning - Miscellaneous library expense
Credit Card	1/10/2025	Jan 2025	RAMP.39274fd1-d40a-419d-ad58-d01798aad418	V0628 Stoneridge Piggly Wiggly	\$34.16	Ashley Thiem-Menning - Miscellaneous library expense
<b>Total - 5499 - Miscellaneous</b>					<b>\$60.47</b>	
<b>Total - Expense</b>					<b>\$110,758.81</b>	
<b>Net Income</b>					<b>(\$110,758.81)</b>	

**City of Kaukauna**  
**Jan 2025**

Financial Row	Amount	Budget Amount	Amount Over Budget	of Budget
<b>Expense</b>				
5101 - Regular Payroll	\$34,466.19	\$571,094.00	(\$536,627.81)	6.04%
5104 - Temporary Payroll	\$3,531.85	\$36,000.00	(\$32,468.15)	9.81%
5151 - Retirement Plan	\$1,782.69	\$29,548.00	(\$27,765.31)	6.03%
5152 - Residency	\$315.57	\$1,378.00	(\$1,062.43)	22.90%
5154 - Social Security	\$2,098.57	\$35,163.00	(\$33,064.43)	5.97%
5157 - Group Health Insurance	\$12,226.50	\$111,519.00	(\$99,292.50)	10.96%
5160 - Group Life Insurance	\$43.06	\$513.00	(\$469.94)	8.39%
5163 - Workers Compensation	\$111.67	\$971.00	(\$859.33)	11.50%
5208 - Travel - City Business	\$0.00	\$3,820.00	(\$3,820.00)	0.00%
5211 - Education & Memberships	\$599.00	\$2,804.00	(\$2,205.00)	21.36%
5303 - Communications	\$25.00	\$700.00	(\$675.00)	3.57%
5306 - Heating Fuels	\$0.00	\$8,000.00	(\$8,000.00)	0.00%
5309 - Water Sewer & Electric	\$1,023.02	\$16,450.00	(\$15,426.98)	6.22%
5312 - Maintenance - Buildings	\$8,683.00	\$119,000.00	(\$110,317.00)	7.30%
5313 - Lease - Buildings	\$11,993.00	\$143,916.00	(\$131,923.00)	8.33%
5325 - Contractual Services	\$3,224.89	\$35,584.00	(\$32,359.11)	9.06%
5328 - Advertising	\$23.76	\$2,550.00	(\$2,526.24)	0.93%
5331 - General Insurance	\$0.00	\$8,421.00	(\$8,421.00)	0.00%
5332 - Shared Service Allocation	\$0.00	\$122,120.00	(\$122,120.00)	0.00%
5401 - Office Supplies	\$640.14	\$7,500.00	(\$6,859.86)	8.54%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5422 - Data Processing Supplies	\$1,698.17	\$7,500.00	(\$5,801.83)	22.64%
5431 - Postage	\$753.60	\$1,500.00	(\$746.40)	50.24%
5441 - Library Materials	\$10,319.93	\$107,552.00	(\$97,232.07)	9.60%
5442 - Service Contracts	\$16,853.37	\$69,784.00	(\$52,930.63)	24.15%
5444 - Library Programs	\$285.36	\$6,000.00	(\$5,714.64)	4.76%
5499 - Miscellaneous	\$60.47	\$1,500.00	(\$1,439.53)	4.03%
5804 - Equipment (including Office)	\$0.00	\$9,420.00	(\$9,420.00)	0.00%
<b>Total - Expense</b>	<b>\$110,758.81</b>	<b>\$1,461,107.00</b>	<b>(\$1,350,348.19)</b>	<b>7.58%</b>
<b>Net Income</b>	<b>(\$110,758.81)</b>	<b>(\$1,461,107.00)</b>	<b>\$1,350,348.19</b>	<b>7.58%</b>





**I. GENERAL INFORMATION**

1. Name of Library <b>Kaukauna Public Library</b>		2. Public Library System <b>Outagamie Waupaca Library System</b>			
3b. Head Librarian First Name <b>Ashley</b>	3c. Head Librarian Last Name <b>Thiem-Menning</b>	4a. Certification Grade <b>Grade 1</b>	4b. Certification Type <b>Regular</b>	5. Certification Expiration Date <b>3/31/2029</b>	
6a. Street Address <b>207 Thilmany Rd., Suite 200</b>	6b. Mailing Address or PO Box <b>207 Thilmany Rd., Suite 200</b>	7. City / Village / Town <b>Kaukauna</b>	8a. ZIP <b>54130</b>	8b. ZIP4 <b>2244</b>	9. County <b>Outagamie</b>
10. Library Phone Number <b>9207666340</b>	11. Fax Number <b>(920)766-6343</b>	12. Library E-mail Address of Director <b>athiem-menning@kaukauna.gov</b>			
13. Library Website URL <b>www.kaukaunalibrary.org/</b>		14. No. of Branches <b>0</b>	15. No. of Bookmobiles Owned <b>0</b>	16. No. of Other Public Service Outlets <b>0</b>	
17. Does your library operate a books-by-mail program? <b>No</b>	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? <b>No</b>				
20. Square Footage of Public Library <b>26,600</b>	21a. Did your library or a branch move to a new facility during the fiscal year? <b>No</b>	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? <b>No</b>		22. UEI Number	

**HOURS OF OPERATION**

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	61	0	0
19b. Number of winter weeks	37	0	0
19c. Summer hours open per week	61	0	0
19d. Number of summer weeks	15	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,172	0	0

II. LIBRARY COLLECTIONS												
				a. Number Owned / Leased	b. Number Added							
1. Books in Print				59,604	5,209							
2. Physical Subscriptions				50								
3. Physical Audio Materials				2,935	226							
4. Physical Video Materials				7,166	1,186							
5. Other Physical Materials				878								
6. Total Physical Items in Collection				70,583								
				Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State						
7. E-books				Yes	Yes	No						
8. E-serials				No	Yes	No						
9. E-audio				Yes	Yes	No						
10. E-video				Yes	No	No						
11. Research Databases				Yes	Yes	Yes						
12. Online Learning Platforms				No	No	Yes						
III. LIBRARY SERVICES												
1. Physical Circulation Transactions			2. Interlibrary Loans									
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>		b. Items Received <i>Received from</i>							
154,664	85,483	4,211	34,724		43,786							
				Method for Counting ILL Transactions				Categorized ILL Transactions				
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)				Items Loaned to Other Libraries <i>Provided to</i>				Items Borrowed from Other Libraries <i>Received from</i>				
Integrated Library Systems (ILS)				34,267				43,245				
WISCAT				427				289				
Other (includes OCLC, manual tracking or other methods)				30				252				
3. Electronic Content Circulation Transactions												
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials							
14,193	2,435	17,367	221	2,284	34,216							
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions		7. Library Visits						
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count	a. Method	b. Annual Count					
6,582	2,895	9,477	No	Survey Week(s)	4,562	Actual Count	109,887					
8. Uses of Public Internet Computers						9. Uses of Public Wireless Internet						
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		c. Method	d. Annual Count	a. Method		b. Annual Count					
20	20		Actual Count	4,687	Actual Count		15,694					

**LIBRARY PROGRAMS AND ATTENDANCE**

**Total In-Person and Live, Virtual Statistics by Age**

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	213	102	72	194	31
Total Attendance	5,971	2,651	1,008	1,834	222

**Total Program Statistics by Program Category**

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	484	128	0	0	
Total Attendance	9,001	2,685	0		
Total Program Views				0	

Describe the library's in-person programs:

Storytimes, craft programs, history programs, partner programs with our nature center, technology classes, performers, gaming, author visits, and book clubs.

---

Which platforms does the library use to host the library's live, virtual programs:

---

Describe the library's live, virtual programs:

---

Which platforms does the library use to host the library's pre-recorded programs:

---

Describe the library's pre-recorded programs:

**IV. LIBRARY GOVERNANCE**

Library Board Members. *List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.*

First Name	Last Name	Street Address	City	ZIP+4	Email Address
<b>PRESIDENT</b>					
1. Mary Jo	Kilgas	5 Ash Grove Place	Kaukauna	54130	mdkilgas@gmail.com
2. Channy	Avanzi	146 Spring Ridge Dr	Kaukauna	54130	channy.eung123@yahoo.co
3. Janet	Sager	1313 Sullivan Ave	Kaukauna	54130	janetsager@gmail.com
4. Jim	Van De Hey	2420 Southerland Cr	Kaukauna	54130	James.VanDeHey@associa
5. Joseph	Lucas	1115 Haen Dr	Kaukauna	54130	j_lucas@yahoo.com
6. Carol	Van Boxtel	117 West 15th	Kaukauna	54130	vcarvb@new.rr.com
7. Anna	Neumeier	305 Eden Ave	Kaukauna	54130	neumeieram@gmail.com
8. Jane	Vondracek	1900 Parkwood Drive	Kaukauna	54130	jvondracek2@new.rr.com
9. Cindy	Fallona	301 W Morningstar Dr	Kaukauna	54130	cbfallona@hotmail.com
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					

No. of Library Board Members  
*Include vacancies in this count*

9











**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			85,374
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	29,099	26,087	55,186
3. Circulation to Nonresidents Living in Another County in the Library System	358	117	475
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	10,052	18,362	28,414
5. Circulation to All Other Wisconsin Residents	1,297	6. Circulation to Persons from Out of the State	2
7. Are the answers to items 1 through 6 based on actual count or survey/sample?  Actual	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?  No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Calumet	17,632	f.	
b. Waupaca	117	g.	
c. Winnebago	730	h.	
d.		i.	
e.		j.	

**XII. TECHNOLOGY (Not included in 2024 Report)**

**XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS**

1. Self-directed Activities: *Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.*

	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	14	4	6
Total Self-Directed Activity Participation	3,413	1,237	191
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	1	42	67
Total Self-Directed Activity Participation	70	6,698	11,609

2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
Sarah	Wroblewski	swroblewski@kaukauna.gov

3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.

a. First Name	b. Last Name	c. Email Address
James	Berven	jberven@kaukauna.gov

**XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS**

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and country library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

**XV. CERTIFICATION**

**I CERTIFY THAT**, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
➤	Mary Jo Kilgas	
Library Director / Head Librarian Signature	Library Director / Head Librarian Print or type	Date Signed
➤	Ashley Thiem-Menning	

	<b>STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS</b>	
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As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.	County  Outagamie
--	-------------------------

The Kaukauna Public Library Board of Trustees hereby states that in 2024 the Outagamie Waupaca Library System  
*Name of Public Library* *Name of Public Library System / Service*

- did provide effective leadership and adequately met the needs of the library.
- did not provide effective leadership and did not adequately meet the needs of the library.
- Indicate with an X one of the above statements*

Explanation of library board's response. *Attach additional sheets if necessary.*  
 Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

We are very satisfied with the Outagamie Waupaca Library System.

	<b>XV. CERTIFICATION</b>	
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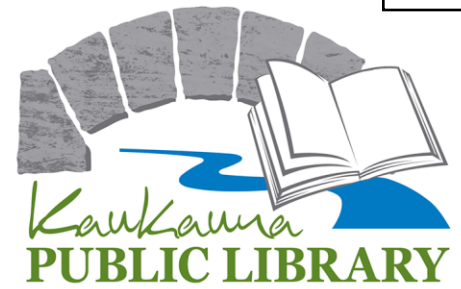
The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee  	Name of President or Designee Print or type  Mary Jo Kilgas	Date Signed
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**COMMENTS**

SECTION IX  
Beginning Balance of Section IX Funds  
An addendum was filed 2/28/24 that Section IX Trsut Funds 1. should have a \$0 balance.--2025-02-11



2/25/2025

Re: DPI Annual Report Section VII. Other Funds Held by the Library Board and Section IX. Trust Funds

To Whom It May Concern,

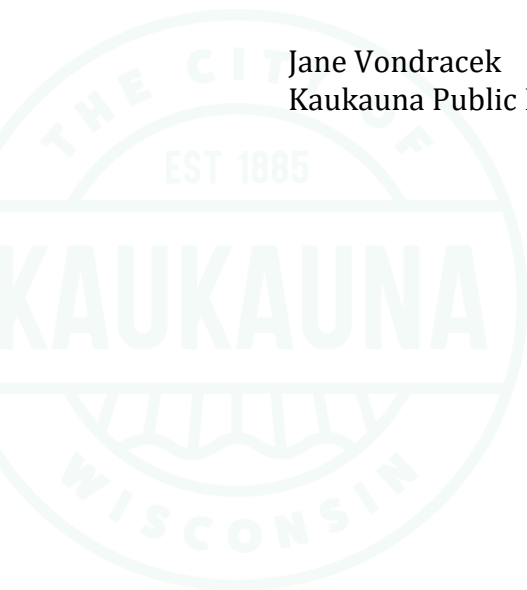
In 2023, the Library Board turned over an investment endowment fund to the Friends of the Kaukauna Public Library through the Community Foundation for the Fox Valley Region.

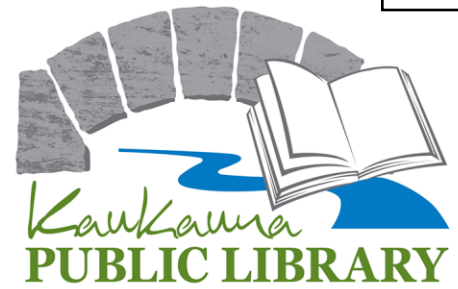
An addendum was filed on 2/28/2024 with our annual report denoting that the balance should have been \$0.

The Kaukauna Public Library Board of Trustees do not currently hold any funds outside of the municipality, nor did during the 2024 calendar year.

Sincerely,

Jane Vondracek  
Kaukauna Public Library Board of Trustees, Treasurer





To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 2/19/25  
Re: CIP Updates

During the closure for staff training in January, the staff were able to tighten the stacks in adult fiction on the right side to open the space necessary for the office installation. Completing this task in house saved a significant amount of money.

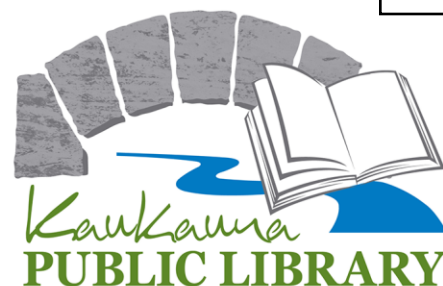
The RFP for the facility improvements released on February 14. Proposals are due back on March 12.

The recommendation of award is scheduled for March 13, with the item going before the Board of Public Works on March 17 and then on to Council on March 18. Negotiations and contract work will occur around March 20, with completion of work listed as no later than August 2025.

I will be on vacation during some of this timeframe in March; however, Director Neumeier is currently the lead on this project and will continue to be throughout the process. I will be keeping in contact with Director Neumeier while I am out.

The RFP for the automated materials handling system and necessary accessories will be going out on February 19. Vendors must submit proposals by March 5.





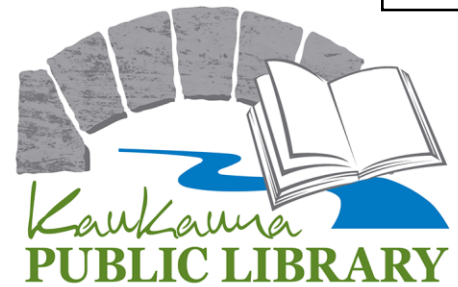
To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 2/19/25  
Re: Staffing Update

We have had three resignations since the last Board meeting, Emma Gordon, African American Cultural Coordinator, Yenny Rodriguez, Hispanic Outreach Coordinator, and Venn Peters, On-Call Library Assistant. We also currently have an existing opening for a part-time position, vacated in January, which has not yet been posted due to the staffing restructure.

Interviews for the two internal positions, which are being restructured from part-time to full-time, are in process. We had five candidates apply between the two open positions. All interviews will be concluded by February 20 with HR Director Hodge. We hope to get back to candidates the following week. Transition dates for each position, FT Library Assistant Programmer and FT Library Assistant Materials Processor are currently unknown.

Due to the transitions and number of open positions, we are also posting for additional On-Call Library Assistants, with a focus time of evenings and weekends. The posting went live February 19.





To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 2/19/25  
Re: DPI Report

A significant amount of time this month has been spent filling out the annual DPI report. The report site opened officially on January 22 and is due to the state no later than February 28.

Some of the data continues to be painstaking to compile, such as the distinction of what is spent on print, electronic, audiovisual, and other material as that is not fully distinguished in the general ledger, especially if we purchase multiple items from one vendor, like Amazon, which requires going through expenditures by hand. As several staff order materials on their credit cards from many different vendors, it requires staff to go through expenditures throughout the entire year to differentiate between the item types. To streamline this for next year we have added another spreadsheet for staff to fill out after they purchase using their credit card.

There were several changes to the report this year, the largest coming in the areas of finances and electronic offerings.





# Youth Services at a Glance

January 2025

Teacher Packs- 5

Youth Programs- 17

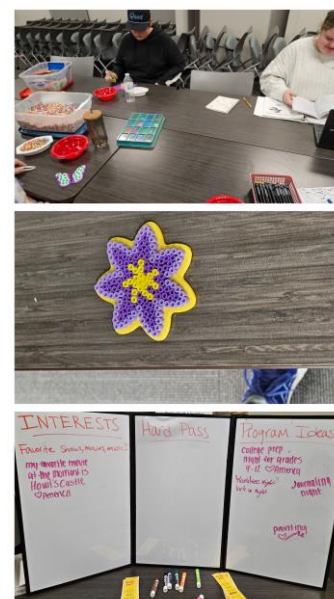
Youth Attendance- 328

General Interest Programs- 8

General Interest Attendance- 582

## Program Highlights

Library Assistant Programmer Casey Woodward is taking on the teens! Figuratively of course. The Teen Advisory Board spent time brainstorming potential program ideas in January. Snacks and 80's jams paired with mindful activities cured the cold weather blues for the evening. The group hopes to boost teen interest in all library programs, but chose to focus on the Teen Write Club as their first mission with a writing contest! Teens are encouraged to join one of the Teen Write Club meetings for ideas and editing. The submission deadline for the Young Adult Writing Contest is April 13th and the winner will have their entry published in the Times Villager.



Mindful Teens (above)

January means Lunar New Year drop-in crafts! The station included printed banners on red cardstock with traditional Chinese character phrases and gold markers to decorate the banners. Red and gold symbolize good fortune, joy, and wealth, and are displayed on and around the front door during Lunar New Year. We also provided books specific to this cultural celebration. Encouraging families to continue the educational learning in the library or at home. Library patrons can find our KASD no-school day drop-in crafts and activities in the youth department during operational hours.

Homeschool Heroes caught the chemistry buzz, gathering one of the biggest crowds yet! Little hands learned how to measure and mix to create the perfect bath bomb for bathtime. Problem solving skills and teamwork were on the agenda, but fun was the outcome! Will there be more chemistry in our homeschool future? Ion positive! (A little chemistry joke for you)

### **Community Outreach & Collaboration**

Once again, we participated in the annual Eagle Days celebration at 1000 Islands Environmental Center. This year, we chose to keep our portion of the day at the nature center. This helped cut down on any location questions and helped to increase our participation numbers. The library provided the pages for *On Eagle Cove* by Jane Yolen for the Storybook Walk along the boardwalk trail, and all the materials needed for attendees to craft a pinecone eaglet. Native American Outreach Librarian Kim Cackowski presented on the significance of eagles and the traditions behind becoming an eagle feather holder. Patrons were able to walk through the process at their own speed with presentation boards and follow up with questions afterward.

## Chapter 23

Dealing with Challenges to Materials and Policies

### The Challenge Policy

- The policy should be written so that it calls for at least the initial steps of the process to be handled by staff; and in many, if not most, instances the issue can be resolved at that level. However, there may be times when the library board becomes involved more directly.
- Regardless of the level of board involvement, it is important for you as a trustee to be committed to the principles of freedom of expression and inquiry that are fundamental to the role of public libraries. The entire community benefits collectively when democratic institutions uphold the right of access to information.

### The Challenge Policy

- Public libraries are for everyone and for every inquiry, and as such must include materials with varying points of view and a wide range of subjects. However, throughout history there have always been those who seek to limit what others may read, see, or listen to, and when this occurs in a public library setting it must be addressed thoughtfully and carefully by those ultimately responsible for all library operations, i.e., the library board.

### The Challenge Policy

- When you became a library trustee, you may already have had considerable knowledge about intellectual freedom and censorship. However, many trustees need to learn more about these issues so that if an objection is raised they will be prepared. There are many resources; one of the most complete is the Intellectual Freedom Manual published by the Office for Intellectual Freedom of the American Library Association.

### Trustee Role in Dealing with Challenges

- In many communities (especially smaller ones) you may receive the complaint personally through a phone call or a face-to-face conversation rather than as an item of business at the next board meeting. If this happens, you will be better able to respond appropriately if there is a policy and procedure already in place.
- An important first step is to communicate with the library director about the complaint, since you and your fellow trustees have, no doubt, delegated to the director the responsibility for selecting materials. This means that you should not express your own personal views to an individual citizen, but should instead refer the complaint to the director promptly

### Trustee Role in Dealing with Challenges

- Inform the citizen that there is a policy for handling objections, and explain that you are not individually responsible for deciding what will be done. Make sure the objector understands there is a process, and that he/she has the right to use that process.
- In other instances, the complaint may be made directly to the library director, either orally or in writing. In both cases, the objection may become a formal challenge if it cannot be resolved through informal dialog. You and your fellow trustees should be informed by the director that a challenge has been received and kept informed of the steps in its resolution. Or the trustees may receive a challenge as a formal item of business, and the process will start from that point.

## Trustee Role in Dealing with Challenges

- If a formal challenge has been received, it may become known to the general public, sometimes generating debate in the media and among other public officials. This can create great stress for library trustees, for you may be contacted for your opinion by members of the public or by the media, or even by members of the municipal board which confirmed your appointment. Again, it is your responsibility not to engage in public debate as an individual. Your library's policy for dealing with challenges should specify that all deliberations involving trustees will be made at open board meetings; it should also specify that there is an official spokesperson (often the library director, sometimes the board president) through whom all information will be given out, especially to the media.

## Public Hearings

- Most challenges are resolved before they become issues of public debate. Depending on your challenge policy, occasionally the library board may decide to hold a public hearing at which testimony is taken. This process must be carefully and thoroughly crafted to allow both sides of the issue to be heard, and to prevent (as much as possible) undue sensationalism.
- If a hearing is held, it is important for trustees to listen as carefully as possible and not to participate in the debate. They should also defer any decision on the challenge until a later meeting.

## Public Hearing

- Regardless of how the challenge ultimately arrives before the trustees, it is probable that you will eventually make your views known through a vote that will decide the outcome. This is the time to make a public statement giving the reasons for your vote. Such a statement is not obligatory, but it gives trustees a forum to reiterate the principles of intellectual freedom, and why you do (or do not) support them in this instance. Once the board has decided the outcome, there is usually no further recourse for action by the challenger except a court case.

## Discussion Questions

1. Why is it important for a library to have a policy for dealing with challenges to library materials and policies?
2. Does your library have an adequate policy and procedure for handling challenges? Are there any ways your policy and procedure could be improved?

<b>2025 Statistics</b>	<b>2024 Statistics</b>
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Circulation	January	2024 Y-T-D	January 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Total Circulation and Renewal	14,507	14,507	12,854	12,854	1,653	13%
Overdrive Usage	2,890	2,890	2,382	2,382	508	21%
Hoopla Usage	523	523	415	415	108	26%
Items Loaned	3,096	3,096	2,894	2,894	202	7%
Items Borrowed	4,593	4,593	3,974	3,974	619	16%
Teacher Packs	5	5	3	3	2	67%
Door Count	9,201	9,201	8,467	8,467	734	9%

Services	January	2024 Y-T-D	January 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Public Internet Usage/Hr.	329	329	303	303	26	9%
Wireless Usage by Session	1,271	1,271	1,225	1,225	46	4%
Youth Programs	17	17	24	24	-7	-29%
Youth Program Attendance	328	328	595	595	-267	-45%
Adult Programs	16	16	10	10	6	60%
Adult Program Attendance	139	139	91	91	48	53%
General Interest Programs	8	8	7	7	1	14%
General Interest Attendance	582	582	691	691	-109	-16%
Meeting Room Usage	58	58	61	61	-3	-5%
Study Room	135	135	128	128	7	5%
Volunteer Hours	102	102	100	100	2	2%
Local History Inquiries	18	18	10	10	8	80%
Technology Instruction 1:1	12	12	12	12	0	0%
Proctor	0	0	0	0	0	0%
Notary	2	2	0	0	2	0%

Social Statistics	January	2024 Y-T-D	January 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Website Views	3,060	3,060	2,595	2,595	465	18%
Facebook Followers	8,691	8,691	87	87	8,604	9890%
TikTok Followers	744	744	11	11	733	6664%
Instagram Followers	1,148	1,148	NEW		STATISTIC	

Items Held by Library	January	Month to Month # +/-	January 2024	# +/-
Total Titles Held by Library	67,633	534	62,678	4,955
Total Items Held by Library	72,130	599	67,250	4,880
Kaukauna Card Holding Patrons	10,943	0	10,211	732

Quarterly Report