

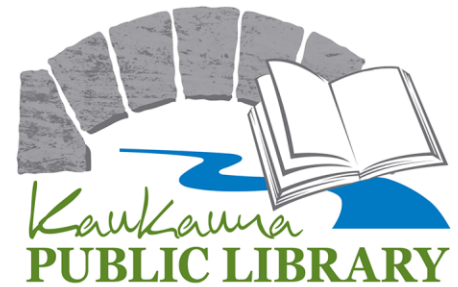
LIBRARY BOARD MEETING

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, September 22, 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, August 25, 2026
 - [b.](#) Bill Register August 2026
5. Action Items
 - [a.](#) Update 2027 Closures
6. Information Items
 - [a.](#) Directors Report
 - [b.](#) Assistant Directors Report
 - [c.](#) Adult Services Report
 - [d.](#) Youth Services Librarian Report
 - [e.](#) Trustee Topic: Chapter 11
 - [f.](#) Statistics
7. Adjournment

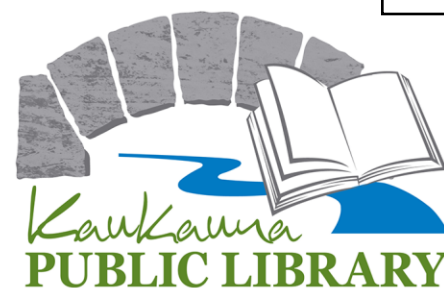
NOTICES

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, August 25, 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: M.J. Kilgas, C. Van Boxtel, C. Fallona, P. Davis, J. Lucas, A. Neumeier, J. Van De Hey, D. Tatro
 - b. Excused: J. Vondracek
 - c. Also present: A. Thiem-Menning, J. Berven
3. Public Participation and Communications
 - a. None.
4. Consent Agenda
 - a. Meeting minutes of Tuesday, June 23, 2026
 - b. Bill Register June 2026
 - c. Bill Register July 2026
 - i. C. Fallona made a motion to approve the consent agenda, seconded by C. Van Boxtel. Motion carries; all in favor.
5. Action Items
 - a. Update Study Room Policy
 - i. M.J. Kilgas made a motion to update the Study Room Policy, seconded by D. Tatro. Motion carries; all in favor.
 - b. Update 1:1 Staff Lesson and Technology Help Policy
 - i. D. Tatro made a motion to approve the 1:1 Staff Lesson and Technology Help Policy, seconded by C. Fallona. Motion carries; all in favor.
6. Information Items
 - a. Directors Report
 - i. A. Thiem-Menning noted that the software migration has gone very smoothly with staff. The most difficult part of the migration was the switch from Bibliocommons to Vega for the InfoSoup search catalog because the URL changed and many people have the old site bookmarked, which is still up, and in the process of being removed.
 - b. Assistant Directors Report
 - i. A. Thiem-Menning thanked Assistant Director Berven for his thorough work in creating our new training manual.
 - c. Adult Services Report
 - i. A. Thiem-Menning noted the great work that Adult Services Librarian Bethany has been doing with the volunteer program.

The staff are very grateful to have the extra assistance with programs.

- d. Youth Services Librarian Report
 - i. A. Thiem-Menning reported that this was the first time we have changed our Summer Reading Program format in more than a decade and the program that Youth Services Librarian Sarah put together went fabulously and patrons enjoyed it immensely.
 - e. Trustee Topic: Chapter 10
 - f. Statistics
 - i. J. Van De Hey made a motion to receive and place the reports on file, seconded by C. Van Boxtel. Motion carries; all in favor.
7. Adjournment
- i. J. Van De Hey made a motion to adjourn at 6:29p, seconded by P. Davis. Motion carries; all in favor.

Minutes prepared by: A. Thiem-Menning



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	\$425,977.63	\$696,911.56	(\$270,933.93)	61.12%
5104 - Temporary Payroll	\$34,310.68	\$36,000.00	(\$1,689.32)	95.31%
Total - 5001 - Wages & Salaries	\$460,288.31	\$732,911.56	(\$272,623.25)	62.80%
5002 - Fringe Benefits				
5151 - Retirement Plan	\$25,164.76	\$42,565.18	(\$17,400.42)	59.12%
5152 - Residency	\$1,479.71	\$12,728.21	(\$11,248.50)	11.63%
5154 - Social Security	\$26,962.98	\$47,280.38	(\$20,317.40)	57.03%
5157 - Group Health Insurance	\$84,035.52	\$153,755.24	(\$69,719.72)	54.66%
5160 - Group Life Insurance	\$434.18	\$849.00	(\$414.82)	51.14%
5163 - Workers Compensation	\$822.89	\$1,173.07	(\$350.18)	70.15%
Total - 5002 - Fringe Benefits	\$138,900.04	\$258,351.08	(\$119,451.04)	53.76%
Total - 5000 - Personnel Services	\$599,188.35	\$991,262.64	(\$392,074.29)	60.45%
5003 - Non-Personnel Services				
5004 - Travel/Training				
5208 - Travel - City Business	\$2,699.90	\$6,708.00	(\$4,008.10)	40.25%
5211 - Education & Memberships	\$1,572.00	\$3,371.00	(\$1,799.00)	46.63%
Total - 5004 - Travel/Training	\$4,271.90	\$10,079.00	(\$5,807.10)	42.38%
5005 - Center Maintenance				
5264 - Programs	\$18.59	\$0.00	\$18.59	0.00%
Total - 5005 - Center Maintenance	\$18.59	\$0.00	\$18.59	0.00%
5006 - Purchased Services				
5303 - Communications	\$616.91	\$960.00	(\$343.09)	64.26%
5306 - Heating Fuels	\$4,539.26	\$7,000.00	(\$2,460.74)	64.85%
5309 - Water Sewer & Electric	\$11,497.61	\$16,325.00	(\$4,827.39)	70.43%
5312 - Maintenance - Buildings	\$92,188.46	\$120,000.00	(\$27,811.54)	76.82%
5313 - Lease - Buildings	\$107,937.00	\$143,916.00	(\$35,979.00)	75.00%
5325 - Contractual Services	\$25,403.80	\$38,397.14	(\$12,993.34)	66.16%
5328 - Advertising	\$798.07	\$3,050.00	(\$2,251.93)	26.17%
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	\$381,050.11	\$467,717.14	(\$86,667.03)	81.47%
5007 - Supplies				
5401 - Office Supplies	\$4,021.85	\$7,500.00	(\$3,478.15)	53.62%
5402 - Desktop Printer/Fax Expense	\$480.99	\$800.00	(\$319.01)	60.12%
5422 - Data Processing Supplies	\$6,035.18	\$8,500.00	(\$2,464.82)	71.00%
5431 - Postage	\$2,118.08	\$2,250.00	(\$131.92)	94.14%
5441 - Library Materials	\$89,408.67	\$122,552.00	(\$33,143.33)	72.96%
5442 - Service Contracts	\$46,669.38	\$55,000.00	(\$8,330.62)	84.85%
5444 - Library Programs	\$6,406.47	\$8,000.00	(\$1,593.53)	80.08%
5499 - Miscellaneous	\$96.35	\$2,000.00	(\$1,903.65)	4.82%
Total - 5007 - Supplies	\$155,236.97	\$206,602.00	(\$51,365.03)	75.14%
Total - 5003 - Non-Personnel Services	\$540,577.57	\$684,398.14	(\$143,820.57)	78.99%
5008 - Outlay				

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
5801 - Land & Buildings	(\$690.99)	\$0.00	(\$690.99)	0.00%
5804 - Equipment (including Office)	\$4,919.13	\$9,500.00	(\$4,580.87)	51.78%
Total - 5008 - Outlay	\$4,228.14	\$9,500.00	(\$5,271.86)	44.51%
Total - Expense	\$1,143,994.06	\$1,685,160.78	(\$541,166.72)	67.89%
Net Income	(\$1,143,994.06)	(\$1,685,160.78)	\$541,166.72	67.89%

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
April	\$ 0.27	\$ 898.33	\$ 42.00	\$ 8.00	\$ 948.60				\$ 4,589.00	\$ 4,589.00	\$ 5,537.60	\$ 281.23
May	\$ 12.19	\$ 534.41	\$ 28.10	\$ 29.00	\$ 603.70						\$ 603.70	\$ 126.41
June	\$ 6.10	\$ 811.11	\$ 43.00	\$ 1.00	\$ 861.21						\$ 861.21	\$ 180.62
July	\$ 7.63	\$ 445.43	\$ 25.50	\$ -	\$ 478.56	\$ 106,810.00					\$ 478.56	\$ 86.39
August	\$ 14.13	\$ 681.61	\$ 59.70	\$ 13.00	\$ 768.44						\$ 768.44	\$ 75.73
Totals	\$ 44.85	\$ 4,869.84	\$ 352.37	\$ 68.25	\$ 5,335.31	\$ 106,810.00	\$ 102,485.00	\$ 20,159.00	\$ 4,589.00	\$ 234,043.00	\$ 239,378.31	\$ 455.81

As Financial Secretary I have reviewed and approved this report:

Joseph Lucas
Financial Secretary

City of Kaukauna
City - Income Statement Detail
Aug 2026

Item 4.b.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description	Fund
Expense								
5000 - Personnel Services								
5001 - Wages & Salaries								
5101 - Regular Payroll								
	Journal	8/13/2026	Aug 2026	JE1252		\$26,621.90	Gross Earnings	General Fund - 101
	Journal	8/27/2026	Aug 2026	JE1261		\$26,103.00	Gross Earnings	General Fund - 101
Total - 5101 - Regular Payroll						\$52,724.90		
5104 - Temporary Payroll								
	Journal	8/13/2026	Aug 2026	JE1252		\$3,279.01	Seasonal	General Fund - 101
	Journal	8/27/2026	Aug 2026	JE1261		\$1,958.79	Seasonal	General Fund - 101
Total - 5104 - Temporary Payroll						\$5,237.80		
Total - 5001 - Wages & Salaries						\$57,962.70		
5002 - Fringe Benefits								
5151 - Retirement Plan								
	Journal	8/13/2026	Aug 2026	JE1252		\$1,571.39	ERWRSGen	General Fund - 101
	Journal	8/27/2026	Aug 2026	JE1261		\$1,570.73	ERWRSGen	General Fund - 101
Total - 5151 - Retirement Plan						\$3,142.12		
5154 - Social Security								
	Journal	8/13/2026	Aug 2026	JE1252		\$415.09	Employer Medicare Expense	General Fund - 101
	Journal	8/13/2026	Aug 2026	JE1252		\$1,274.26	Employer Social Security Expense	General Fund - 101
	Journal	8/27/2026	Aug 2026	JE1261		\$1,273.67	Employer Social Security Expense	General Fund - 101
	Journal	8/27/2026	Aug 2026	JE1261		\$388.41	Employer Medicare Expense	General Fund - 101
Total - 5154 - Social Security						\$3,351.43		
5157 - Group Health Insurance								
	Journal	8/13/2026	Aug 2026	JE1252		\$4,917.72	ER Health	General Fund - 101
	Journal	8/13/2026	Aug 2026	JE1252		\$219.00	HRA Monthly	General Fund - 101
	Journal	8/27/2026	Aug 2026	JE1261		\$4,917.72	ER Health	General Fund - 101
Total - 5157 - Group Health Insurance						\$10,054.44		
5160 - Group Life Insurance								
	Journal	8/13/2026	Aug 2026	JE1252		\$29.59	ER Life	General Fund - 101
	Journal	8/27/2026	Aug 2026	JE1261		\$29.59	ER Life	General Fund - 101
Total - 5160 - Group Life Insurance						\$59.18		
5163 - Workers Compensation								
	Journal	8/13/2026	Aug 2026	JE1252		\$47.83	WC Admin	General Fund - 101
	Journal	8/27/2026	Aug 2026	JE1261		\$44.89	WC Admin	General Fund - 101
Total - 5163 - Workers Compensation						\$92.72		
Total - 5002 - Fringe Benefits						\$16,699.89		
Total - 5000 - Personnel Services						\$74,662.59		
5003 - Non-Personnel Services								
5005 - Center Maintenance								
5264 - Programs								
	Credit Card Charge	7/13/2026	Aug 2026	RAMP.950ca8b5-ea27-406	V1207 Miscellaneous Retail Vendor (Ramp)	\$18.59	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Total - 5264 - Programs						\$18.59		
Total - 5005 - Center Maintenance						\$18.59		
5006 - Purchased Services								
5303 - Communications								
	Credit Card Charge	7/18/2026	Aug 2026	RAMP.792aa69a-4a4f-4c6c	V0755 T-Mobile	\$30.43	Spencer Heise - Library mobile communication services	General Fund - 101
	Journal	8/27/2026	Aug 2026	JE1261		\$50.00	Cell Reimb	General Fund - 101
Total - 5303 - Communications						\$80.43		
5306 - Heating Fuels								
	Vendor Invoice	7/29/2026	Aug 2026	6022118455	V0705 We Energies	\$29.59	Gas Service - July	General Fund - 101
Total - 5306 - Heating Fuels						\$29.59		
5312 - Maintenance - Buildings								
	Credit Card Charge	7/13/2026	Aug 2026	RAMP.623c674c-7135-444f	V1173 Amazon	\$178.00	Ashley Thiem-Menning - light bulbs	General Fund - 101
	Vendor Invoice	7/31/2026	Aug 2026	10167	V1220 Killian's Landscaping, Inc.	\$250.00	Monthly Lawn & Landscape Maintenance - August 2026	General Fund - 101
	Vendor Invoice	8/5/2026	Aug 2026	080526	V1791 TriKakalin Properties, LLC	\$9,138.00	August - Maintenance	General Fund - 101
	Credit Card Charge	8/6/2026	Aug 2026	RAMP.0740fde6-dcb0-4a9e	V1207 Miscellaneous Retail Vendor (Ramp)	\$190.55	James Berven - Spot treatment in the learning garden.	General Fund - 101
	Vendor Invoice	8/7/2026	Aug 2026	26300	V0385 Keith Petersen Plumbing Inc.	\$370.26	Faucet & Labor	General Fund - 101
Total - 5312 - Maintenance - Buildings						\$10,126.81		
5313 - Lease - Buildings								
	Vendor Invoice	8/5/2026	Aug 2026	080526	V1791 TriKakalin Properties, LLC	\$11,993.00	August - Rent	General Fund - 101
Total - 5313 - Lease - Buildings						\$11,993.00		

5325 - Contractual Services							General Fund - 101
Vendor Invoice	7/31/2026	Aug 2026	SC100415264	V0604 Screening One, Inc.	\$44.00	Volunteer Screenings for the Library	
Vendor Invoice	8/1/2026	Aug 2026	02-45735	V0003 Advanced Maintenance Solutions	\$2,277.40	Janitorial Services	
Vendor Invoice	8/5/2026	Aug 2026	446833	V0632 Superior Chemical Corp.	\$197.60	Cleaning/Maint. Supplies	
Vendor Invoice	8/12/2026	Aug 2026	447294	V0632 Superior Chemical Corp.	\$55.93	Trash Can Liners	
Total - 5325 - Contractual Services					\$2,574.93		
5328 - Advertising							
Credit Card Charge	8/3/2026	Aug 2026	RAMP.4c52bc6c-8d97-4cfe	V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - Mailchimp Email Service	General Fund - 101
Total - 5328 - Advertising					\$23.76		
Total - 5006 - Purchased Services					\$24,828.52		
5007 - Supplies							
5401 - Office Supplies							
Credit Card Charge	7/17/2026	Aug 2026	RAMP.133d8221-b5ea-4ba	V1173 Amazon	\$24.60	James Berven - Laptop Security Cord	General Fund - 101
Credit Card Charge	7/21/2026	Aug 2026	RAMP.b28eecf6-a6a8-4162	V1207 Miscellaneous Retail Vendor (Ramp)	\$23.51	Spencer Heise - office supplies - paper	General Fund - 101
Credit Card Charge	7/23/2026	Aug 2026	RAMP.39fec7e9-49df-4d4b	V0006 Complete Office of Wisconsin	\$281.94	Spencer Heise - General library office supplies	General Fund - 101
Credit Card Charge	7/30/2026	Aug 2026	RAMP.f3582962-9048-4be1	V1173 Amazon	\$41.06	Spencer Heise - office supplies	General Fund - 101
Credit Card Charge	7/30/2026	Aug 2026	RAMP.5c8ea210-0fb2-4a53	V1173 Amazon	\$41.19	Spencer Heise - office supplies	General Fund - 101
Credit Card Charge	7/30/2026	Aug 2026	RAMP.54d1d780-c1aa-404	V1173 Amazon	\$8.09	Spencer Heise - office supplies	General Fund - 101
Credit Card Charge	8/3/2026	Aug 2026	RAMP.e8894009-afa9-4f78	V1328 Premium Waters, Inc.	\$76.92	Spencer Heise - Library water refill purchase.	General Fund - 101
Credit Card Charge	8/4/2026	Aug 2026	RAMP.69225a36-50a5-444	V1173 Amazon	\$19.98	Bethany Neuman - Library program event supplies/Thank you cards	General Fund - 101
Credit Card Charge	8/6/2026	Aug 2026	RAMP.540d17a4-2e5a-4c2	V1207 Miscellaneous Retail Vendor (Ramp)	\$73.85	James Berven - Custom promotional items for library staff	General Fund - 101
Credit Card Refund	8/8/2026	Aug 2026	RAMP.242bb499-45d5-4e8	V1207 Miscellaneous Retail Vendor (Ramp)	(\$3.85)	James Berven - Refund for tax on lanyard order. (No refund receipt was sent)	General Fund - 101
Total - 5401 - Office Supplies					\$587.29		
5422 - Data Processing Supplies							
Credit Card Charge	7/21/2026	Aug 2026	RAMP.9b3a19a9-93b1-45a	V0191 Demco	\$93.95	Spencer Heise - library data processing supplies - CD cases	General Fund - 101
Vendor Invoice	7/24/2026	Aug 2026	3238	V0577 RMC Imaging, Inc.	\$845.00	Annual Hardware & Software Support	General Fund - 101
Credit Card Charge	8/2/2026	Aug 2026	RAMP.aa96c45a-b320-46a	V1173 Amazon	\$8.98	Spencer Heise - cataloging supplies	General Fund - 101
Credit Card Charge	8/6/2026	Aug 2026	RAMP.049432ce-19c3-473	V0377 Kapco	\$418.00	Spencer Heise - library book processing supplies	General Fund - 101
Total - 5422 - Data Processing Supplies					\$1,365.93		
5431 - Postage							
Credit Card Charge	7/10/2026	Aug 2026	RAMP.6d973d90-3df2-4c5f	V0680 U.S. Postal Service - Postmaster	\$156.00	Ashley Thiem-Menning - Postage for library mail	General Fund - 101
Credit Card Charge	7/29/2026	Aug 2026	RAMP.8d4395c6-10a3-42a	V0680 U.S. Postal Service - Postmaster	\$13.94	Spencer Heise - Library mail postage	General Fund - 101
Total - 5431 - Postage					\$169.94		
5441 - Library Materials							
Vendor Invoice	3/8/2026	Aug 2026	98301586	V0323 Ingram	\$13.84	Books	General Fund - 101
Vendor Invoice	5/8/2026	Aug 2026	98361051	V0323 Ingram	\$39.41	Books	General Fund - 101
Vendor Invoice	6/25/2026	Aug 2026	0619148-IN	V0647 The Penworthy Company LLC	\$272.00	Bags	General Fund - 101
Credit Card Charge	7/9/2026	Aug 2026	RAMP.4f5a543a-9798-431f	V1173 Amazon	\$119.98	James Berven - Library materials	General Fund - 101
Credit Card Charge	7/9/2026	Aug 2026	RAMP.189165d7-20a9-461	V1173 Amazon	\$139.97	James Berven - Library book and material purchases	General Fund - 101
Credit Card Charge	7/12/2026	Aug 2026	RAMP.2d7d5043-e888-41a	V1173 Amazon	\$41.78	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Credit Card Charge	7/13/2026	Aug 2026	RAMP.464b04f7-5d69-4d5c	V1173 Amazon	\$8.48	Bethany Neuman - Library Replacement Collection Materials	General Fund - 101
Credit Card Charge	7/13/2026	Aug 2026	RAMP.3afda9fa-198c-478f	V1173 Amazon	\$17.60	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Credit Card Charge	7/14/2026	Aug 2026	RAMP.d1fd824c-49fe-4c60	V1173 Amazon	\$16.65	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Credit Card Charge	7/18/2026	Aug 2026	RAMP.792aa69a-4a4f-4c6c	V0755 T-Mobile	\$303.63	Spencer Heise - Library mobile communication services	General Fund - 101
Credit Card Charge	7/18/2026	Aug 2026	RAMP.5359ec15-d663-4ff7	V1173 Amazon	\$6.20	Spencer Heise - Library book purchases	General Fund - 101
Credit Card Charge	7/21/2026	Aug 2026	RAMP.15716d03-f9ee-46ef	V1173 Amazon	\$8.45	Spencer Heise - library materials - kit supplies	General Fund - 101
Credit Card Charge	7/22/2026	Aug 2026	RAMP.63b69ae0-63bb-40a	V1173 Amazon	\$23.67	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	7/22/2026	Aug 2026	RAMP.9e30781e-63e0-428	V1173 Amazon	\$4.79	Spencer Heise - Library book purchases	General Fund - 101
Credit Card Charge	7/23/2026	Aug 2026	RAMP.eda09ba7-80d0-4dd	V0651 The Wall Street Journal	\$68.56	Spencer Heise - newspaper subscription	General Fund - 101
Credit Card Refund	7/23/2026	Aug 2026	RAMP.81528e82-8c25-457	V1173 Amazon	(\$39.99)	James Berven - Refund for Library book and material purchases	General Fund - 101
Vendor Invoice	7/24/2026	Aug 2026	509186800	V0472 Midwest Tape	\$23.24	Digital Library Materials	General Fund - 101
Credit Card Charge	7/27/2026	Aug 2026	RAMP.6671a860-0cd6-42c	V1173 Amazon	\$49.94	James Berven - Library book purchases	General Fund - 101
Credit Card Charge	7/27/2026	Aug 2026	RAMP.dc7367bf-0ceb-403c	V1207 Miscellaneous Retail Vendor (Ramp)	\$8.44	Ashley Thiem-Menning - Supplies for library program	General Fund - 101
Vendor Invoice	7/31/2026	Aug 2026	509221304	V0472 Midwest Tape	\$1,426.19	Digital Library Materials	General Fund - 101
Credit Card Charge	8/2/2026	Aug 2026	RAMP.475dc748-a0d1-406	V1173 Amazon	\$6.99	Spencer Heise - Ping Pong Balls	General Fund - 101
Vendor Invoice	8/3/2026	Aug 2026	509229420	V0472 Midwest Tape	\$72.72	Digital Library Materials	General Fund - 101
Vendor Invoice	8/3/2026	Aug 2026	98301587	V0323 Ingram	\$19.65	Books	General Fund - 101
Vendor Invoice	8/5/2026	Aug 2026	98361050	V0323 Ingram	\$12.44	Books	General Fund - 101
Vendor Invoice	8/5/2026	Aug 2026	98361049	V0323 Ingram	\$5.27	Books	General Fund - 101
Vendor Invoice	8/5/2026	Aug 2026	98361052	V0323 Ingram	\$20.45	Books	General Fund - 101
Vendor Invoice	8/5/2026	Aug 2026	98361038	V0323 Ingram	\$13.60	Books	General Fund - 101
Vendor Invoice	8/5/2026	Aug 2026	98361043	V0323 Ingram	\$37.94	Books	General Fund - 101
Vendor Invoice	8/5/2026	Aug 2026	98361045	V0323 Ingram	\$13.01	Books	General Fund - 101
Vendor Invoice	8/5/2026	Aug 2026	98361039	V0323 Ingram	\$13.81	Books	General Fund - 101
Vendor Invoice	8/5/2026	Aug 2026	98361037	V0323 Ingram	\$36.36	Books	General Fund - 101
Vendor Invoice	8/5/2026	Aug 2026	98361041	V0323 Ingram	\$6.02	Books	General Fund - 101
Vendor Invoice	8/5/2026	Aug 2026	98361042	V0323 Ingram	\$10.40	Books	General Fund - 101
Vendor Invoice	8/5/2026	Aug 2026	98361046	V0323 Ingram	\$57.01	Books	General Fund - 101

Item 4.b.

Vendor Invoice	8/5/2026	Aug 2026	98361040	V0323 Ingram	\$17.25	Books	General Fund - 101
Vendor Invoice	8/5/2026	Aug 2026	98361048	V0323 Ingram	\$18.23	Books	General Fund - 101
Vendor Invoice	8/5/2026	Aug 2026	98361047	V0323 Ingram	\$18.23	Books	General Fund - 101
Vendor Invoice	8/5/2026	Aug 2026	98361044	V0323 Ingram	\$8.28	Books	General Fund - 101
Vendor Invoice	8/7/2026	Aug 2026	509246677	V0472 Midwest Tape	\$25.49	Digital Library Materials	General Fund - 101
Vendor Invoice	8/12/2026	Aug 2026	98508660	V0323 Ingram	\$18.60	Books	General Fund - 101
Vendor Invoice	8/12/2026	Aug 2026	98508655	V0323 Ingram	\$17.88	Books	General Fund - 101
Vendor Invoice	8/12/2026	Aug 2026	98508659	V0323 Ingram	\$19.61	Books	General Fund - 101
Vendor Invoice	8/12/2026	Aug 2026	98508656	V0323 Ingram	\$19.91	Books	General Fund - 101
Vendor Invoice	8/12/2026	Aug 2026	98508658	V0323 Ingram	\$8.95	Books	General Fund - 101
Vendor Invoice	8/12/2026	Aug 2026	98508657	V0323 Ingram	\$32.42	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536185	V0323 Ingram	\$41.73	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536181	V0323 Ingram	\$31.11	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536180	V0323 Ingram	\$19.25	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536179	V0323 Ingram	\$17.60	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536183	V0323 Ingram	\$13.81	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536193	V0323 Ingram	\$16.04	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536191	V0323 Ingram	\$38.59	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536194	V0323 Ingram	\$13.61	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536190	V0323 Ingram	\$12.98	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536184	V0323 Ingram	\$60.14	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536182	V0323 Ingram	\$27.21	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536188	V0323 Ingram	\$19.62	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536189	V0323 Ingram	\$40.72	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536192	V0323 Ingram	\$38.59	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536186	V0323 Ingram	\$47.42	Books	General Fund - 101
Vendor Invoice	8/13/2026	Aug 2026	98536187	V0323 Ingram	\$8.31	Books	General Fund - 101
Vendor Invoice	8/17/2026	Aug 2026	98613031	V0323 Ingram	\$25.47	Books	General Fund - 101
Vendor Invoice	8/17/2026	Aug 2026	509293860	V0472 Midwest Tape	\$26.99	Digital Library Materials	General Fund - 101
Vendor Invoice	8/18/2026	Aug 2026	CAL3573041	V0134 Cavendish Square	\$131.45	Library Materials	General Fund - 101
Vendor Invoice	8/19/2026	Aug 2026	98662019	V0323 Ingram	\$21.60	Books	General Fund - 101
Vendor Invoice	8/19/2026	Aug 2026	98662020	V0323 Ingram	\$21.60	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791158	V0323 Ingram	\$20.14	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791156	V0323 Ingram	\$8.70	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791147	V0323 Ingram	\$12.99	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791154	V0323 Ingram	\$15.96	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791155	V0323 Ingram	\$41.76	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791148	V0323 Ingram	\$37.05	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791159	V0323 Ingram	\$21.56	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791146	V0323 Ingram	\$28.89	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791157	V0323 Ingram	\$11.33	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791153	V0323 Ingram	\$18.20	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791149	V0323 Ingram	\$17.07	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791151	V0323 Ingram	\$20.37	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791145	V0323 Ingram	\$13.61	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791150	V0323 Ingram	\$19.61	Books	General Fund - 101
Vendor Invoice	8/25/2026	Aug 2026	98791152	V0323 Ingram	\$32.21	Books	General Fund - 101
Total - 5441 - Library Materials					\$4,076.64		
5442 - Service Contracts							
Credit Card Charge	7/23/2026	Aug 2026	RAMP.d1e87aa3-f92d-4df0	V1207 Miscellaneous Retail Vendor (Ramp)	\$15.99	Spencer Heise - YouTube Premium for programs	General Fund - 101
Vendor Invoice	7/31/2026	Aug 2026	42637002	V0440 Marco	\$248.09	Copier	General Fund - 101
Total - 5442 - Service Contracts					\$264.08		
5444 - Library Programs							
Credit Card Charge	7/8/2026	Aug 2026	RAMP.b72f4dc1-1c32-487c	V1207 Miscellaneous Retail Vendor (Ramp)	\$40.73	Sarah Wroblewski - Batteries & water for library outreach program	General Fund - 101
Credit Card Charge	7/8/2026	Aug 2026	RAMP.29b2e542-6de6-4dc	V1207 Miscellaneous Retail Vendor (Ramp)	\$63.94	Bethany Neuman - Library Program Supplies	General Fund - 101
Credit Card Charge	7/14/2026	Aug 2026	RAMP.56771b02-fcfd-4bd2	V1173 Amazon	\$25.76	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card Charge	7/15/2026	Aug 2026	RAMP.97cd6274-a958-438	V1173 Amazon	\$239.97	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	7/15/2026	Aug 2026	RAMP.f0def386-e59c-4abe	V1173 Amazon	\$156.24	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	7/17/2026	Aug 2026	RAMP.af0e8bbb-14f4-4fca	V1207 Miscellaneous Retail Vendor (Ramp)	\$5.00	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card Charge	7/20/2026	Aug 2026	RAMP.e9436ac2-4915-4ab	V0628 Stoneridge Piggly Wiggly	\$16.35	Sarah Wroblewski - Food for library programming	General Fund - 101
Credit Card Charge	7/22/2026	Aug 2026	RAMP.4698cf89-9554-4611	V1173 Amazon	\$36.85	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	7/22/2026	Aug 2026	RAMP.55f943ff-1410-4af3-l	V1173 Amazon	\$17.99	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	7/22/2026	Aug 2026	RAMP.d0b250cc-0a6c-430	V1173 Amazon	\$45.98	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	7/22/2026	Aug 2026	RAMP.3f33a368-7094-425	V1173 Amazon	\$40.86	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	7/26/2026	Aug 2026	RAMP.95421f6d-8d3d-41c	V1173 Amazon	\$111.93	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	7/27/2026	Aug 2026	RAMP.ce15bd49-26c7-48f	V1173 Amazon	\$53.58	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card Charge	7/27/2026	Aug 2026	RAMP.347c1a99-1984-45c	V1173 Amazon	\$15.24	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	7/27/2026	Aug 2026	RAMP.51823236-78a8-4af	V1207 Miscellaneous Retail Vendor (Ramp)	\$46.16	Sarah Wroblewski - Library program supplies	General Fund - 101

Item 4.b.

Credit Card Charge	7/27/2026	Aug 2026	RAMP.eeb33594-121f-475f V1173 Amazon	\$34.46	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card Charge	7/27/2026	Aug 2026	RAMP.25949b2a-32d3-47f5 V1173 Amazon	\$27.07	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	7/27/2026	Aug 2026	RAMP.71e4b58d-b1f2-4d5c V1173 Amazon	\$16.08	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card Charge	7/27/2026	Aug 2026	RAMP.f8a1bf55-cdc6-428b V1173 Amazon	\$6.59	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	7/29/2026	Aug 2026	RAMP.b62ee1a3-e627-42c V1207 Miscellaneous Retail Vendor (Ramp)	\$135.00	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	7/29/2026	Aug 2026	RAMP.a5daa802-4bc8-4ba V0628 Stoneridge Piggly Wiggly	\$12.98	Ashley Thiem-Menning - Supplies for library program	General Fund - 101
Credit Card Charge	7/30/2026	Aug 2026	RAMP.ac4d85fa-e9a0-402e V1207 Miscellaneous Retail Vendor (Ramp)	\$68.25	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card Charge	7/31/2026	Aug 2026	RAMP.e212309b-dc8e-4b5 V1207 Miscellaneous Retail Vendor (Ramp)	\$114.00	Sarah Wroblewski - Books for library programs	General Fund - 101
Credit Card Charge	8/3/2026	Aug 2026	RAMP.67f280ef-27d5-446e V1173 Amazon	\$11.39	Spencer Heise - programming supplies	General Fund - 101
Credit Card Charge	8/3/2026	Aug 2026	RAMP.4a10ce33-70f6-4b6f V1197 Miscellaneous Food Vendor (Ramp)	\$113.47	Ashley Thiem-Menning - focus group	General Fund - 101
Credit Card Charge	8/6/2026	Aug 2026	RAMP.f4c65fdd-32df-482a- V1173 Amazon	\$42.17	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Total - 5444 - Library Programs				\$1,498.04		
Total - 5007 - Supplies				\$7,961.92		
Total - 5003 - Non-Personnel Services				\$32,809.03		
Total - Expense				\$107,471.62		
Net Income				(\$107,471.62)		

Item 4.b.

2027 Kaukauna Public Library Closed/Important Dates

Item 5.a.

Friday	January 1 – New Year's Day
Saturday	January 2 - Saturday after New Year's Day
Friday	January 22 – <u>Staff Training</u>
Saturday	March 27 – Spring Break
Friday	May 7 – <u>Staff Training</u>
Saturday - Monday	May 29-31 – Memorial Day
Monday	July 5 – Independence Day
Friday	August 27 – <u>Staff Training</u>
Saturday - Monday	September 4 - September 6 – Labor Day
Friday	November 5 – <u>Staff Training</u>
Thursday - Saturday	November 25 - 27 – Fall Break
Tuesday	December 7 – Close at 4 for City Holiday Parade
Thursday - Saturday	December 23-25 – Winter break
Friday	December 31

Board Meetings Tuesdays at 5:30p

January	26th
February	23rd
March	23rd
April	27th
May	25th
June	22nd
July	NO MEETING
August	24th
September	28th
October	26th
November	23rd
December	NO MEETING

Spring Book Sale (ABC)

April 24 - May 1
Setup 23, starts 24

SLP 10 weeks

June 7 - August 13

School Supply Drive (ABC)

August 13(8:15am-9am)
Setup 12, starts 13

Fairy Walk

August 16 (Monday) 5-8
Rain date August 23

Coat Drive (Garden Rm)

October 9 (Saturday)
Setup 8, starts 9

Garden Closes

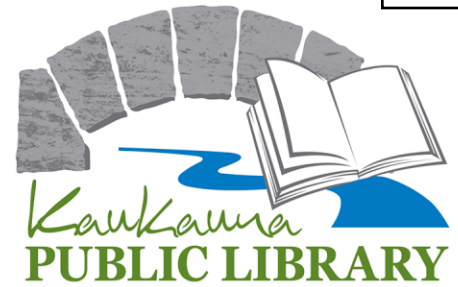
November 15 (Monday)

Fall Book Sale (ABC)

November 20-24
Setup 19, sale starts 20

KU Library of Lights

December 2 (Monday)



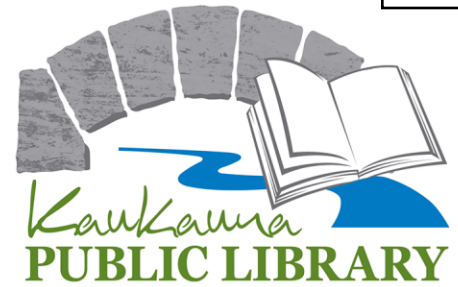
To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 9/16/2027
Re: 2027 Closures

Upon further review of the adopted 2027 closures and important dates, the City handbook denotes that pending which weekend day the holiday falls on, we are either closed the Friday or Monday in relation to holiday pay. With Christmas Eve and Christmas Day falling on Friday and Saturday, that pushes the closure for the holiday pay to Thursday, which is now reflected in the updated dates.

The same rule applies to New Years Day being on a Saturday, which places the closure on Friday for holiday pay.

These dates have been amended in the packet for approval and align with City policy and have been confirmed with Mayor.





To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 9/16/2027
Re: 2027 Budget

On September 3, the Library Board Finance Committee met to review the 2027 budget before submittal to the City on September 8. We reviewed budgetary items line by line. No amendments were made during the meeting. The budget was submitted on time.

On September 14, City Department Heads met for the first budget roundtable discussion. Based on the submitted budgets, the total group amount was over budgeted with no personnel increases accounted for. At the time of the meeting, there were still two large variables for accounting needed for further decision making, that the Finance Director is waiting for.

On September 15, the Finance Director and Mayor requested a list from each department noting one-time expenses, new expenses, expenses which could be pulled from 2026, and non-essential items with a short description, dollar impact, operational risk if deferred or reduced, due back by September 16.

The Finance Director should have one more vital piece of accounting information in advance of the second roundtable budget discussion scheduled for September 18.

It will be a tight fiscal year. I anticipate that the budget submitted on September 8, included in this memo, will not be the budget presented in October or adopted in November.



2027 Non-Personnel Budgeted Items	2026FY Budgeted	2027FY Budgeted
o-----Expense-----o		
5205 - Seminar Expenses		
5208 - Travel - City Business	\$6,708	\$5,094
5211 - Education & Memberships	\$3,371	\$2,960
5303 - Communications	\$960	\$960
5306 - Heating Fuels	\$7,000	\$7,000
5309 - Water Sewer & Electric	\$16,325	\$16,325
5312 - Maintenance - Buildings	\$120,000	\$123,455
5313 - Lease - Buildings	\$143,916	\$145,297
5325 - Contractual Services	\$38,397	\$36,289
5328 - Advertising	\$3,050	\$4,000
5331 - General Insurance	\$8,456	TBD
5332 - Shared Service Allocation	\$129,613	TBD
5401 - Office Supplies	\$7,500	\$8,000
5402 - Desktop Printer/Fax Expense	\$800	\$800
5422 - Data Processing Supplies	\$8,500	\$9,000
5431 - Postage	\$2,250	\$2,500
5441 - Library Materials	\$122,552	\$137,735
5442 - Service Contracts	\$55,000	\$54,357
5444 - Library Programs	\$8,000	\$10,000
5499 - Miscellaneous	\$2,000	\$2,500
5804 - Equipment (including Office)	\$9,500	\$9,500
Total Non-Personnel Services	\$693,898	\$575,772

Assistant Director Report September 2026

Polaris

First Month

The first month of Polaris has gone stunningly well regarding our staff and the new software. Staff that only work at the library 3 to 5 times per month were able to pick it up within their first day on desk without frequent calls for help or the need for a full-time staff member to accompany them. Despite some initial reservations about using the software, every single staff member impressed me with the speed at which they took to the software. They are all to be commended for maintaining a positive attitude during this tumultuous time!

This isn't to say there hasn't been any issue with the new software. Largely it has been a success but there have been a few issues, the most notable of which are listed here:

- Infosoup is greyed out and unusable until users accept or close out of a small cookie notification at the bottom of the screen. This affects the catalog computers in the library too. This causes frequent questions from patrons who think the website is unusable.
- There is currently a delay between the status of an item in Infosoup and in Polaris Leap. Only staff can see the up-to-date Polaris Leap information, so patrons are viewing incorrect item statuses (ex. an item might be sent out to a library, but its status is still on shelf).
- There is general confusion about account blocks in the software. Nearly every notice that pops up for staff to read about an account is called a block in Polaris Leap, despite only certain kinds of notices actually blocking accounts.

Clarivate is aware of these issues and is working on fixing the delay issue. They have been made aware of the problems the other two issues are causing, and they may address them in the future. However, if these are the only major issues we have with migrating to a new system then I think we can consider it a success!

Staffing

Library Assistant – Circulation Position

We offered the position of Library Assistant – Circulation to current On Call library staff member Samantha Kestler! She began the new position in the first week of September.

New Hire Trainings

Additionally, we hired two new On Call Library Assistants. Alan Voss retired from Waukesha County after serving as a police officer and detective for 28 years and Crystal Thiel comes to us with teaching experience in La Crosse and Hilbert WI. Training began on September 8th and we welcome them to the library.

Strategic Plan

Surveys and Focus Groups

The surveys and focus groups have concluded. Again, I extend a special thank you to board members who participated in the focus groups! I have summarized the data from the surveys and focus groups and indicated which suggestions have already been implemented this year. Staff met on September 15th and began the process of reviewing the data. We reviewed our old strategic plan, discussing what we have accomplished, and looked through about half of the survey and focus group data to decide what to focus on for the next three years. There will be many more meetings on the topic through the end of the year.

Materials

Book Repair

Sarah and I attended a book repair clinic organized by Angela Schneider, hosted by Demco, and held at the New London Public Library on August 24th. This was the second book repair clinic I attended, the other being about three or so years ago. In both clinics I learned of the benefits of the library having a book re-binder to repair books that can't be glued or taped. After the first clinic I wanted to gauge how many books can't be fixed with glue or tape before justifying the purchase. There were enough books over the years that couldn't be fixed that I determined a book re-binder to be a wise purchase for the library. This is due in part to the frequency in which our children's graphic novels binding's fail. This is our fourth most circulated collection and a significant number of them simply fall apart, sometimes after only a few circulations. This machine will un-bind, then rebind any book with new glue. I expect it to pay for itself within the first year of use.

Library Hardware

Self-Checks, RFID Pads, and Gates

We were expecting to receive our new self-checks and RFID pads on Monday August 24th. Unfortunately, the shipment was delayed, and they were delivered on Monday August 31st. Even more unfortunately, the delivery was severely smashed during shipping and we refused the delivery due to poor condition. We informed Bibliotheca and they sent out another shipment which was delivered in good condition on Friday, September 11th. We have requested a new installation date and are currently waiting on word from Bibliotheca. We are still expecting the automated material handling system (AMHS) towards the end of this year.

Adult Services Librarian Report September 2026

Programming

Summer Art Series: Paper Roses

Madeline led six adults in a summer art workshop focused on creating paper roses using old books. Participants learned how to showcase their own creativity and practice fine motor skills, attention to detail, and most importantly using old book pages to learn how to upcycle and repurpose things into something decorative and joy bringing. Through her guidance and welcoming approach, Madeline fostered an inclusive environment where both experienced artists and beginners felt comfortable exploring their artistic talents and connecting with fellow artists.



Flourishing Series – Kick Off

Flourishing Together is a welcoming community series hosted by Becky McMarrow, with many professional licensing, focused on building meaningful connections while supporting personal well-being. The series invites community members to connect, share ideas, and learn from one another as they explore what it means for individuals and communities to flourish.

Sessions offer a variety of opportunities for connection and personal growth, including communal drumming, community letter writing, and Qi Gong, a gentle movement practice similar to Tai Chi. Additional sessions encourage

meaningful conversation and collaboration around ways to build healthy, sustainable connections with ourselves and others.

The variety of activities makes the series accessible to people with different interests and comfort levels, while creating opportunities for participants to meet new people, learn something new, and strengthen their connection to the community. Participants are welcome to attend individual sessions or take part in the full series.

JobPod Ribbon Cutting Ceremony, Panel and Job Fair

The JobPod community event and job fair was a successful evening that brought together local employers, job seekers, community partners, and library supporters. The event highlighted the important role the JobPod and library play in connecting community members with employment opportunities and resources.

County Executive Tom Nelson and Mayor Tony Penterman both spoke during the event, offering words of support for the JobPod and the library and recognizing the value these services provide to the community. A special thank you goes to Library Board member Cindy for speaking and representing the Library Board, as well as James, the Assistant Library Director. We are also grateful to Danielle Zeamer, our JobPod staff member, for her support and work in helping make the event successful.

The panelists were welcoming and engaging, answered many questions from attendees, and continued conversations with individuals following the panel. Several local businesses participating in the job fair reported having multiple viable applicants from the evening, demonstrating the event's direct impact in connecting local employers with potential employees.

Several local news outlets were also in attendance and expressed enthusiasm about covering the event and featuring JobPod and this event in their segments. Their interest provided an additional opportunity to raise awareness of the JobPod and the resources available through the library.

The success of this event reflects the strong partnerships between the library, JobPod, local government, businesses, media, and the community. We look forward to continuing to build on these connections and provide opportunities that support workforce development and economic well-being in our community.



Collection Development

Collection development will continue to be a key area of focus for the Adult Services Librarian as the library works to make full use of our new collection management software. The new system provides more nuanced tools and data to support thoughtful curation, ongoing collection maintenance, and the development of an even more robust and well-balanced collection. It will allow us to make more informed decisions about what to add, retain, weed, and evaluate based on the needs and interests of our community.

As staff become more familiar with the new software and its capabilities, we will also continue building expertise in specific collection areas. This combination of stronger tools and staff knowledge will support a more intentional approach to collection development and help ensure that the library's collections remain relevant, diverse, responsive, and valuable to the community.

Volunteers

An additional volunteer position has been added to support the Little Free Pantry, with two new volunteers joining the effort to help maintain this valuable community resource. Volunteers assist with sorting community donations,

checking expiration dates, keeping the shelves stocked and welcoming, and helping ensure that food safety practices are followed.

The Little Free Pantry continues to be a great example of community members coming together to support one another. The addition of dedicated volunteers helps ensure that the pantry remains organized, accessible, and a welcoming resource for those who need it, while also allowing the library to better manage the ongoing community donations.

Youth Services at a Glance

August 2026

Teacher Packs- 0

Youth Programs- 17

Youth Attendance- 1560

General Interest Programs- 13

General Interest Attendance- 1272

Youth Highlights

Fairy Walk

This August our annual Fairy Walk event was a truly magical evening! With beautiful weather and a wonderful turnout, families enjoyed exploring 1000 Islands outdoor spaces while celebrating imagination, creativity, and the natural world. We had 16 fabulous fairy house submissions, and all attendees were invited to place their voting stones in the jar for their favorite. The grounds held several craft stations this year including the popular flower crown table and a special station led by nature center staff, plus many other enchanting activities for all ages. We set up large games in the yard, but the inflatable obstacle course was the place to be. Tinkerbell joined the fun reading stories to participants and stopping for pictures. This event is not only a great way to create family and community connections but also for the library to raise funds for future community events. We are grateful to our community for joining us and helping make this beloved annual tradition such a success!



Above: A few of the fairy house submissions for Fairy Walk 2026

Wild West Escape Room

Summer is a great time to explore other programs for library staff. This year, Casey brought adventure, teamwork, and a little bit of the frontier to the library with a wild west themed escape room! Participants stepped into the role of outlaws and adventurers, working together to solve puzzles, uncover clues, and complete challenges before their time ran out. This immersive theme created an exciting experience that encouraged problem-solving, communication, and creativity. It was a rootin' tootin' good time for all!

Summer Library Program

The numbers are in! This summer we had an increase in both the preschool and teen participants for SLP. The new format filled the mission to reduce the summer slide and keep students reading all summer long. All ages enjoyed collecting coupons and redeeming for exciting prizes along the way and had more chances to win the grand prizes. The library's summer reading program was a tremendous success this year, bringing families together and encouraging literacy skills. Strong attendance and enthusiastic participation reflected the community's continued support and excitement for library programming. Beyond the numbers, the summer program created meaningful opportunities for children, teens, and families to build memories, discover new interests, and develop a lasting connection with the library. We look forward to continuing to grow and improve SLP each summer.

Below: Some very happy SLP grand prize winners!



Trustee Topic 11

Planning for the Library's Future

Why plan?

- Planning for libraries is a process of envisioning the future of both the community and the library and setting a direction for library movement toward a chosen future vision.
- Planning helps the staff and board understand the situation of their community, set priorities, and establish methods for achieving those priorities.
- The planning document provides a record of the decisions made during that process.
- The document also becomes a guide for decision-making and action by staff and the board.

Planning Essentials-Getting Started

- What information to gather?
 - What services are currently being offered? How have usage patterns been changing? What is the composition of the collection? What is the age of the collection?
- What statistics to be included?
 - Population size broken down by age, gender, race etc. Large or growing groups to the area or newcomers to the community. Economic factors such as household incomes and sources of payroll. Educational profile.
- Who should be involved?
 - The strategic plan for the library benefits from input from multiple individuals.

Stakeholders

- Mayor and City Council
- Municipal employees
- Representatives from the school or PTA
- Representatives of active service groups
- Representatives of the religious community
- Current library users
- Those not currently using the library

How do you gather information?

- The real purpose of consulting all of these community representatives is to find out about them—what they are doing and what is important in their lives and work.
- It is up to the experts to be creative in proposing new services or changes in services to meet emerging needs.
- If you ask someone what the library should be like, they will answer based on their preconceptions about what a library is. Instead, inquire about community needs and then apply library resources to fashion the services to help the community fill those needs.

How do you gather information?

- One of the simplest but most effective is simply to invite them to the library or a neutral site and talk to them. Find someone who is experienced in conducting focus group interviews.
- Construct one or more groups built around particular interests, such as the needs of children in the community or the needs of TE11-4
Trustee Essentials: A Handbook for Wisconsin Public Library Trustees immigrants.

Survey's

- What is the specific question you are trying to answer? What hypothesis are you testing?
- Don't ask questions simply for the sake of asking. If you ask whether the respondent went to college, for example, how will having the information affect your investigation? How will you use the information?
- Will your survey reach the target audience? Surveys done in the library are useless for learning the needs and opinions of nonusers. Current library users do not necessarily represent a cross section of the community. ☹ How will your survey be distributed?
- How will your survey be tabulated?
- Do a pretest. Make sure that your respondents have the same understanding of the questions you do.

Plan Outline

- Introduction
 - Who are you? What are your library and community like? How did you find this out? Who did you consult? How did you consult? What did you find?
- Mission Statement
 - Which vision of the community are you are trying to support? What is the library's role in supporting that vision? What is the reason the library exists?

Plan Outline

- Service Responses
 - What are the specific services you will offer and, why?
- Activities
 - Under each service, list the particular activities that will be carried out and what you intend to accomplish. How do these activities relate to the mission of the library?
- Evaluation
 - How will you measure the impact these services are having on the target population? How do you know if you are doing it right? What are your alternatives if you are not?

Discussion Questions

1. Has your library had a plan before? What did it deal with? When was it done?
2. Who should be involved on the ground floor? Which staff members? Which board members? Who is available with the necessary expertise, including outside volunteers that might be able to help with the plan?
3. What resources does your library system have to assist you with planning?
4. Are there any other plans out there that you might consult (e.g., a comprehensive development plan written for the municipality; a comprehensive plan written for the school system; any plan written by the chamber of commerce)

Discussion Questions

5. What do you hope to accomplish? What will you do with the plan once it is written?
6. How does your library compare with other libraries in similar communities? Do you meet or exceed recommended state standards?
7. Can your library system obtain samples of other strategic plans for your committee to look at? After examining them, ask, What was good about them? What didn't you like?

2026 Statistics										2025 Statistics			
Circulation	January	February	March	April	May	June	July	August	2026 Y-T-D	August 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-
Total Circulation and Renewal	10,970	11,351	13,412	11,996	10,878	15,921	16,090	11,916	102,534	13,124	109,576	-1,208	-9%
Overdrive Usage	3,254	2,948	3,395	2,983	3,160	3,264	3,325	2,596	24,925	2,865	22,332	-269	-9%
Hoopla Usage	594	588	726	611	591	614	597	592	4,913	538	4,443	54	10%
Items Loaned	3,569	3,404	3,635	3,818	3,392	3,606	3,748	44	25,216	3,626	26,816	-3,582	-99%
Items Borrowed	3,493	3,238	3,492	3,212	3,065	3,027	3,665	275	23,467	3,651	30,416	-3,376	-92%
Teacher Packs	2	3	3	6	2	0	0	0	16	0	16	0	0%
Door Count	7,724	8,661	9,365	10,113	9,278	10,589	10,384	8,446	74,560	8,586	74,885	-140	-2%
Services	January	February	March	April	May	June	July	August	2026 Y-T-D	August 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-
Public Internet Usage/Hr.	288	287	279	288	320	282	324	315	2,383	376	2,521	-61	-16%
Wireless Usage by Session	1,258	1,320	1,384	1,489	1,512	1,524	1,526	1,301	11,314	1,229	10,664	72	6%
Youth Programs	20	32	33	28	354	17	20	17	521	17	279	0	0%
Youth Program Attendance	503	688	652	1,752	3,064	454	444	1,560	9,117	1,750	9,499	-190	-11%
Adult Programs	15	19	20	20	19	19	21	23	156	14	120	9	64%
Adult Program Attendance	128	152	175	254	149	149	181	314	1,502	129	1,045	185	143%
General Interest Programs	6	12	11	10	9	19	18	13	98	8	89	5	63%
General Interest Attendance	170	589	502	459	258	1,505	2,484	1,272	7,239	569	9,089	703	124%
Meeting Room Usage	71	92	118	90	75	70	75	83	674	55	599	28	51%
Study Room	139	156	171	158	155	128	174	108	1,189	100	1,075	8	8%
Volunteer Hours	83	106	98	87	78	78	129	116	775	106	793	10	9%
Local History Inquiries	15	12	13	11	15	18	10	4	98	12	106	-8	-67%
Technology Instruction 1:1	13	10	6	6	7	7	13	10	72	12	86	-2	-17%
Proctor	1	0	1	1	1	1	2	0	7	0	0	0	0%
Social Statistics	January	February	March	April	May	June	July	August	2026 Y-T-D	August 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-
Website Views	5,040	3,319	3,244	3,219	3,868	4,396	5,795		28,881	2,670	23,006	-2,670	-100%
Facebook Followers	9,869	10,080	10,158	10,314	10,374	10,458	10,665	10,724	82,642	9,090	70,928	1,634	18%
TikTok Followers	1,002	1,017	1,035	1,062	1,071	1,081	1,090	1,095	8,453	785	6,094	310	39%
Instagram Followers	954	970	974	986	983	986	992	996	7,841	932	7,411	64	7%
Items Held by Library	January	February	March	April	May	June	July	August	Month to Month # +/-	August 2025	# +/-		
Total Titles Held by Library	71,280	71,993	72,436	73,245	73,445	74,187	74,714	74,826	112	70,510	4,316		
Total Items Held by Library	75,744	76,406	76,978	77,903	78,206	79,081	79,678	79,808	130	75,005	4,803		
Kaukauna Card Holding Patrons	11,692	11,692	11,846	11,846	11,846	11,017	11,017	11,017	0	11,371	-354	Quarterly Report	