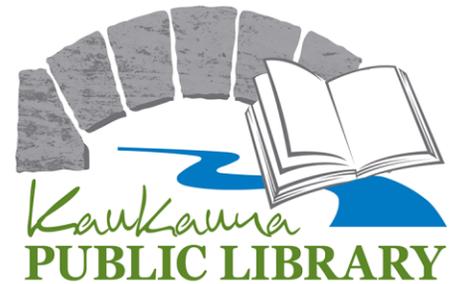


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, March 24, 2026 at 5:30 PM



AGENDA

In-Person and Remote Teleconference via Zoom

1. Call Meeting to Order
2. Roll Call of Membership
3. Public Participation and Communications
4. Consent Agenda
 - a. Meeting minutes of Tuesday, February 24, 2026
 - b. Bill Register February 2025
5. Information Items
 - a. Directors Report
 - b. Youth Services Librarian Report
 - c. Local Historian Report
 - d. Trustee Topic 6
 - e. Statistics
6. Adjournment

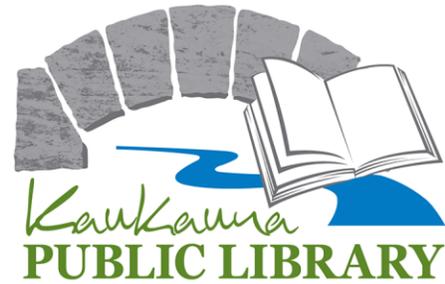
NOTICES

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

<https://us06web.zoom.us/j/83436123275?pwd=8L7RNJgi2yn7omH06CUiki23QMWedz.1>
Meeting ID: 834 3612 3275
Passcode: 54130

LIBRARY BOARD MEETING MINTUES

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



Tuesday, February 24, 2026 at 5:30 PM
 Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order at 5:52p by President Neumeier..
2. Roll call of membership
 - a. Present: A. Neumeier, D. Tatro, C. Van Boxtel, P. Davis & M.J. Kilgas
 - b. Excused: J. Van De Hey, J. Vondracek, C. Fallona and J. Lucas
 - c. Also present: A. Thiem-Menning
3. Public Participation and Communications
 - a. Director Thiem-Menning read a thank you card from Round House Manor: "Thank you to our amazing public library staff for bringing the community together to collect over 20 cases of incontinence supplies for RHM residents. Your outreach, generosity, and hearts for helping others make such a meaningful difference- we're incredibly grateful."
4. Consent Agenda
 - a. Meeting minutes of Tuesday, January 27, 2026
 - b. Bill Register January 2025
 - i. D. Tatro made a motion to approve the consent agenda, seconded by C. Van Boxtel. Motion carries; all in favor.
5. Action Items
 - a. Approve the 2025 DPI Report
 - i. P. Davis made a motion to approve the 2025 DPI Report, seconded by C. Van Boxtel. Motion carries; all in favor.
6. Information Items
 - a. Directors Report
 - i. A. Thiem-Menning gave a brief update on the hiring process for the Adult Services Librarian II position.
 - b. Assistant Director Report
 - c. Youth Services Librarian Report
 - d. Trustee Topic: Chapter 5
 - i. Topic for the month on basic legal requirements.
 - e. Statistics
 - i. A. Neumeier made a motion to receive and place the reports on file, seconded by D. Tatro.
7. Adjournment
 - a. D. Tatro made a motion to adjourn at 6:17p, seconded by C. Van Boxtel.

Minutes prepared by: A. Thiem-Menning

Kaukauna Public Library
2026 Revenue Report

	Library Revenue					County Allocation for Library Services					Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Winnebago County Appropriation	Total County Allocations		
January	\$ 1.28	\$ 410.07	\$ 69.25	\$ -	\$ 480.60						\$ 480.60	\$ 36.62
February	\$ 1.00	\$ 451.91	\$ 38.32	\$ 13.25	\$ 504.48						\$ 504.48	\$ 246.14
Totals	\$ 1.28	\$ 410.07	\$ 69.25	\$ 13.25	\$ 985.08	\$ -	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 985.08	\$ 427.90

As Financial Secretary I have reviewed and approved this report:

Joseph Lucas
Financial Secretary

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

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5000 - Personnel Services				
5001 - Wages & Salaries				
5101 - Regular Payroll	\$109,601.74	\$696,911.56	(\$587,309.82)	15.73%
5104 - Temporary Payroll	\$9,825.31	\$36,000.00	(\$26,174.69)	27.29%
Total - 5001 - Wages & Salaries	\$119,427.05	\$732,911.56	(\$613,484.51)	16.29%
5002 - Fringe Benefits				
5151 - Retirement Plan	\$6,506.06	\$42,565.18	(\$36,059.12)	15.28%
5152 - Residency	\$709.07	\$12,728.21	(\$12,019.14)	5.57%
5154 - Social Security	\$6,878.68	\$47,280.38	(\$40,401.70)	14.55%
5157 - Group Health Insurance	\$28,845.60	\$153,755.24	(\$124,909.64)	18.76%
5160 - Group Life Insurance	\$134.65	\$849.00	(\$714.35)	15.86%
5163 - Workers Compensation	\$253.80	\$1,173.07	(\$919.27)	21.64%
Total - 5002 - Fringe Benefits	\$43,327.86	\$258,351.08	(\$215,023.22)	16.77%
Total - 5000 - Personnel Services	\$162,754.91	\$991,262.64	(\$828,507.73)	16.42%
5003 - Non-Personnel Services				
5004 - Travel/Training				
5208 - Travel - City Business	\$1,457.77	\$6,708.00	(\$5,250.23)	21.73%
5211 - Education & Memberships	\$1,537.00	\$3,371.00	(\$1,834.00)	45.59%
Total - 5004 - Travel/Training	\$2,994.77	\$10,079.00	(\$7,084.23)	29.71%
5006 - Purchased Services				
5303 - Communications	\$134.82	\$960.00	(\$825.18)	14.04%
5306 - Heating Fuels	\$3,362.63	\$7,000.00	(\$3,637.37)	48.04%
5309 - Water Sewer & Electric	\$2,116.79	\$16,325.00	(\$14,208.21)	12.97%
5312 - Maintenance - Buildings	\$28,102.39	\$120,000.00	(\$91,897.61)	23.42%
5313 - Lease - Buildings	\$35,979.00	\$143,916.00	(\$107,937.00)	25.00%
5325 - Contractual Services	\$6,982.31	\$38,397.14	(\$31,414.83)	18.18%
5328 - Advertising	\$85.27	\$3,050.00	(\$2,964.73)	2.80%
5331 - General Insurance	\$8,456.00	\$8,456.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$129,613.00	\$129,613.00	\$0.00	100.00%
Total - 5006 - Purchased Services	\$214,832.21	\$467,717.14	(\$252,884.93)	45.93%
5007 - Supplies				
5401 - Office Supplies	\$2,798.53	\$7,500.00	(\$4,701.47)	37.31%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5422 - Data Processing Supplies	\$2,737.65	\$8,500.00	(\$5,762.35)	32.21%
5431 - Postage	\$1,718.81	\$2,250.00	(\$531.19)	76.39%
5441 - Library Materials	\$31,782.80	\$122,552.00	(\$90,769.20)	25.93%
5442 - Service Contracts	\$3,635.90	\$55,000.00	(\$51,364.10)	6.61%
5444 - Library Programs	\$670.12	\$8,000.00	(\$7,329.88)	8.38%
5499 - Miscellaneous	\$25.89	\$2,000.00	(\$1,974.11)	1.29%
Total - 5007 - Supplies	\$43,369.70	\$206,602.00	(\$163,232.30)	20.99%
Total - 5003 - Non-Personnel Services	\$261,196.68	\$684,398.14	(\$423,201.46)	38.16%
5008 - Outlay				
5804 - Equipment (including Office)	\$367.21	\$9,500.00	(\$9,132.79)	3.87%
Total - 5008 - Outlay	\$367.21	\$9,500.00	(\$9,132.79)	3.87%
Total - Expense	\$424,318.80	\$1,685,160.78	(\$1,260,841.98)	25.18%
Net Income	(\$424,318.80)	(\$1,685,160.78)	\$1,260,841.98	25.18%

City of Kaukauna
City - Income Statement Detail
Feb 2026

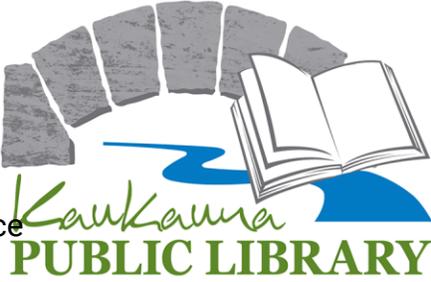
Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description	Fund
Expense								
5000 - Personnel Services								
5001 - Wages & Salaries								
5101 - Regular Payroll								
	Journal	2/12/2026	Feb 2026	JE1089		\$24,420.75	Gross Earnings	General Fund - 101
	Journal	2/26/2026	Feb 2026	JE1109		\$24,913.79	Gross Earnings	General Fund - 101
Total - 5101 - Regular Payroll						\$49,334.54		
5104 - Temporary Payroll								
	Journal	2/12/2026	Feb 2026	JE1089		\$2,402.71	Seasonal	General Fund - 101
	Journal	2/26/2026	Feb 2026	JE1109		\$2,190.68	Seasonal	General Fund - 101
Total - 5104 - Temporary Payroll						\$4,593.39		
Total - 5001 - Wages & Salaries						\$53,927.93		
5002 - Fringe Benefits								
5151 - Retirement Plan								
	Journal	2/12/2026	Feb 2026	JE1089		\$1,434.82	ERWRSGen	General Fund - 101
	Journal	2/26/2026	Feb 2026	JE1109		\$1,485.83	ERWRSGen	General Fund - 101
Total - 5151 - Retirement Plan						\$2,920.65		
5152 - Residency								
	Journal	2/12/2026	Feb 2026	JE1089		\$110.15	401a	General Fund - 101
	Journal	2/26/2026	Feb 2026	JE1109		\$107.67	401a	General Fund - 101
Total - 5152 - Residency						\$217.82		
5154 - Social Security								
	Journal	2/12/2026	Feb 2026	JE1089		\$1,153.53	Employer Social Security Expense	General Fund - 101
	Journal	2/12/2026	Feb 2026	JE1089		\$369.72	Employer Medicare Expense	General Fund - 101
	Journal	2/26/2026	Feb 2026	JE1109		\$373.78	Employer Medicare Expense	General Fund - 101
	Journal	2/26/2026	Feb 2026	JE1109		\$1,197.46	Employer Social Security Expense	General Fund - 101
Total - 5154 - Social Security						\$3,094.49		
5157 - Group Health Insurance								
	Journal	2/12/2026	Feb 2026	JE1089		\$4,917.72	ER Health	General Fund - 101
	Journal	2/12/2026	Feb 2026	JE1089		\$219.00	HRA Monthly	General Fund - 101
	Journal	2/26/2026	Feb 2026	JE1109		\$4,917.72	ER Health	General Fund - 101
Total - 5157 - Group Health Insurance						\$10,054.44		
5160 - Group Life Insurance								
	Journal	2/12/2026	Feb 2026	JE1089		\$26.93	ER Life	General Fund - 101
	Journal	2/26/2026	Feb 2026	JE1109		\$26.93	ER Life	General Fund - 101
Total - 5160 - Group Life Insurance						\$53.86		
5163 - Workers Compensation								
	Journal	2/12/2026	Feb 2026	JE1089		\$42.29	WC Admin	General Fund - 101
	Journal	2/12/2026	Feb 2026	JE1089		\$9.61	WC Field	General Fund - 101
	Journal	2/26/2026	Feb 2026	JE1109		\$42.74	WC Admin	General Fund - 101
	Journal	2/26/2026	Feb 2026	JE1109		\$9.61	WC Field	General Fund - 101
Total - 5163 - Workers Compensation						\$104.25		
Total - 5002 - Fringe Benefits						\$16,445.51		
Total - 5000 - Personnel Services						\$70,373.44		
5003 - Non-Personnel Services								
5004 - Travel/Training								
5208 - Travel - City Business								
	Vendor Invoice	2/25/2026	Feb 2026	021626	V1464 Sarah Wroblewski	\$261.29	Mileage 2/10 & 2/20/26	General Fund - 101
Total - 5208 - Travel - City Business						\$261.29		
Total - 5004 - Travel/Training						\$261.29		
5006 - Purchased Services								
5303 - Communications								
	Credit Card	2/17/2026	Feb 2026	RAMP.d407a0a4-1bf8-4ac V0755 T-Mobile		\$29.91	Library mobile communication services	General Fund - 101
	Journal	2/26/2026	Feb 2026	JE1109		\$50.00	Cell Reimb	General Fund - 101
Total - 5303 - Communications						\$79.91		
5306 - Heating Fuels								
	Vendor Invoice	1/29/2026	Feb 2026	5795400912	V0705 We Energies	\$1,825.97	Gas Service - January	General Fund - 101
Total - 5306 - Heating Fuels						\$1,825.97		
5309 - Water Sewer & Electric								
	Vendor Invoice	2/24/2026	Feb 2026	500114-01 2026-02-24	V0383 Kaukauna Utilities	\$1,074.46	Water, Sewer, & Electric	General Fund - 101
Total - 5309 - Water Sewer & Electric						\$1,074.46		
5312 - Maintenance - Buildings								
	Vendor Invoice	1/22/2026	Feb 2026	288653	V0129 Carstens Ace Hardware	\$8.07	Street/Library	General Fund - 101
	Vendor Invoice	1/22/2026	Feb 2026	288661	V0129 Carstens Ace Hardware	\$12.22	Library	General Fund - 101
	Vendor Credit	1/23/2026	Feb 2026	288688	V0129 Carstens Ace Hardware	(\$5.03)	Library - Credit	General Fund - 101
	Credit Card	1/27/2026	Feb 2026	RAMP.716da16c-fa6c-400 V1173 Amazon		\$23.75	Ashley Thiem-Menning - lock for lh cabinet	General Fund - 101
	Vendor Invoice	1/28/2026	Feb 2026	311102826071305	V0122 Capital One Commercial	\$111.80	Library Canoe	General Fund - 101
	Credit Card	1/29/2026	Feb 2026	RAMP.860043b7-5a4a-40 V0129 Carstens Ace Hardware		\$34.00	James Berven - Paint for building maintenance	General Fund - 101

Vendor Invoice	1/29/2026	Feb 2026	288971	V0129 Carstens Ace Hardware	\$4.68	Library/Canoe	General Fund - 101
Vendor Invoice	1/29/2026	Feb 2026	288957	V0129 Carstens Ace Hardware	\$13.47	Library/Shop	General Fund - 101
Credit Card	1/30/2026	Feb 2026	RAMP.ccf36e1-b693-4f21	V1173 Amazon	\$89.00	Ashley Thiem-Menning - light bulbs	General Fund - 101
Vendor Invoice	2/10/2026	Feb 2026	021026	V0016 Grand Kakalin LLC	\$9,093.00	Maintenance - February	General Fund - 101
Vendor Invoice	2/11/2026	Feb 2026	021126	V0016 Grand Kakalin LLC	\$3,044.43	Library Maintenance Recon 2025	General Fund - 101
Total - 5312 - Maintenance - Buildings					\$12,429.39		
5313 - Lease - Buildings							
Vendor Invoice	2/10/2026	Feb 2026	021026	V0016 Grand Kakalin LLC	\$11,993.00	Rent - February	General Fund - 101
Total - 5313 - Lease - Buildings					\$11,993.00		
5325 - Contractual Services							
Vendor Invoice	2/1/2026	Feb 2026	02-43411	V0003 Advanced Maintenance Solutions	\$2,277.40	Monthly Contract Janitorial Services for the month of the invoice date Per contract effective 01/19/2024	General Fund - 101
Credit Card	2/17/2026	Feb 2026	RAMP.d20f96fe-0667-46c1	V1173 Amazon	\$47.02	Ashley Thiem-Menning - soap	General Fund - 101
Total - 5325 - Contractual Services					\$2,324.42		
5328 - Advertising							
Credit Card	1/25/2026	Feb 2026	RAMP.dd5adef3-7f76-4a6	V1173 Amazon	\$13.99	Ashley Thiem-Menning - microphone	General Fund - 101
Credit Card	2/3/2026	Feb 2026	RAMP.ea2e7898-01d7-4e	V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - Mailchimp Email Service	General Fund - 101
Total - 5328 - Advertising					\$37.75		
Total - 5006 - Purchased Services					\$29,764.90		
5007 - Supplies							
5401 - Office Supplies							
Credit Card	1/29/2026	Feb 2026	RAMP.94107b8f-26d5-485	V0723 Wis. Dept. of Revenue	\$361.16	Spencer Heise - Annual library tax payment	General Fund - 101
Credit Card	2/3/2026	Feb 2026	RAMP.e802cd62-2726-48f	V1328 Premium Waters, Inc.	\$76.92	Spencer Heise - Library water refill purchase.	General Fund - 101
Credit Card	2/10/2026	Feb 2026	RAMP.cadd7cd1-d95c-43f	V1207 Miscellaneous Retail Vendor (Ramp)	\$3.79	James Berven - General miscellaneous library supplies	General Fund - 101
Vendor Invoice	2/25/2026	Feb 2026	4777	V0528 Outagamie Waupaca Library System	\$1,420.00	Laptops	General Fund - 101
Total - 5401 - Office Supplies					\$1,861.87		
5422 - Data Processing Supplies							
Credit Card	1/28/2026	Feb 2026	RAMP.2b317540-5b5b-4b	V0191 Demco	\$296.91	Spencer Heise - new library cataloging materials	General Fund - 101
Credit Card	2/4/2026	Feb 2026	RAMP.8970a61d-8b7d-48	V1173 Amazon	\$10.70	James Berven - Book Label Stickers	General Fund - 101
Vendor Invoice	2/11/2026	Feb 2026	331596	V0754 Showcases	\$88.24	Blu-ray & DVD Cases and Sleeves	General Fund - 101
Credit Card	2/13/2026	Feb 2026	RAMP.744d44dd-3c60-4c1	V1173 Amazon	\$12.99	Spencer Heise - book processing supplies	General Fund - 101
Credit Card	2/17/2026	Feb 2026	RAMP.ac5c2ed2-9497-46f	V1173 Amazon	\$39.99	James Berven - Data Processing Supplies	General Fund - 101
Credit Card	2/23/2026	Feb 2026	RAMP.00dc2675-1b40-41f	V1207 Miscellaneous Retail Vendor (Ramp)	\$813.00	Spencer Heise - library cataloging materials RFID	General Fund - 101
Total - 5422 - Data Processing Supplies					\$1,261.83		
5431 - Postage							
Credit Card	1/28/2026	Feb 2026	RAMP.f58e3974-1a5e-43f	V0680 U.S. Postal Service - Postmaster	\$12.05	Spencer Heise - library mail	General Fund - 101
Credit Card	2/12/2026	Feb 2026	RAMP.a70ebe95-f5db-49c	V0680 U.S. Postal Service - Postmaster	\$7.65	Spencer Heise - Library mail postage	General Fund - 101
Credit Card	2/17/2026	Feb 2026	RAMP.31983c67-21cb-4c1	V0680 U.S. Postal Service - Postmaster	\$6.95	Spencer Heise - Library mail postage	General Fund - 101
Credit Card	2/23/2026	Feb 2026	RAMP.c9481b41-58fa-4bc	V0680 U.S. Postal Service - Postmaster	\$4.47	Spencer Heise - library mail	General Fund - 101
Total - 5431 - Postage					\$31.12		
5441 - Library Materials							
Vendor Invoice	11/21/2025	Feb 2026	92161771	V0323 Ingram	\$27.96	Books	General Fund - 101
Vendor Invoice	12/1/2025	Feb 2026	92373105	V0323 Ingram	\$18.48	Books	General Fund - 101
Vendor Invoice	12/1/2025	Feb 2026	92373103	V0323 Ingram	\$28.69	Books	General Fund - 101
Vendor Invoice	12/1/2025	Feb 2026	92373100	V0323 Ingram	\$17.63	Books	General Fund - 101
Vendor Invoice	12/1/2025	Feb 2026	92373101	V0323 Ingram	\$34.19	Books	General Fund - 101
Vendor Invoice	12/1/2025	Feb 2026	92373099	V0323 Ingram	\$48.12	Books	General Fund - 101
Vendor Invoice	12/1/2025	Feb 2026	92373104	V0323 Ingram	\$18.22	Books	General Fund - 101
Vendor Invoice	12/1/2025	Feb 2026	92373102	V0323 Ingram	\$13.19	Books	General Fund - 101
Credit Card	1/7/2026	Feb 2026	RAMP.134a5dd3-be5f-4bc	V1642 Target	\$924.83	James Berven - Library video game material purchases	General Fund - 101
Credit Card	1/27/2026	Feb 2026	RAMP.9904f9c2-d576-4c0	V1173 Amazon	\$25.00	Ashley Thiem-Menning - Library materials purchase	General Fund - 101
Credit Card	1/27/2026	Feb 2026	RAMP.bf9c79cf-739e-4b0f	V1173 Amazon	\$53.98	Ashley Thiem-Menning - Purchase of library books	General Fund - 101
Credit Card	1/27/2026	Feb 2026	RAMP.1f13aa66-be0b-4ef	V1173 Amazon	\$14.99	Spencer Heise - Library book purchases	General Fund - 101
Credit Card	1/29/2026	Feb 2026	RAMP.7b7d4282-7611-4b	V1642 Target	\$69.99	James Berven - Video game material purchase	General Fund - 101
Credit Card	1/29/2026	Feb 2026	RAMP.1a9da27e-7d9c-45	V1642 Target	\$59.99	James Berven - Library materials purchase	General Fund - 101
Credit Card	1/29/2026	Feb 2026	RAMP.bc510e93-0f6c-439	V1173 Amazon	\$9.99	Spencer Heise - Library book purchases	General Fund - 101
Vendor Invoice	1/30/2026	Feb 2026	94107373	V0323 Ingram	\$16.06	Books	General Fund - 101
Vendor Invoice	1/30/2026	Feb 2026	94107372	V0323 Ingram	\$23.57	Books	General Fund - 101
Vendor Invoice	1/30/2026	Feb 2026	94107369	V0323 Ingram	\$20.59	Books	General Fund - 101
Vendor Invoice	1/30/2026	Feb 2026	94107371	V0323 Ingram	\$13.19	Books	General Fund - 101
Vendor Invoice	1/30/2026	Feb 2026	94107370	V0323 Ingram	\$13.89	Books	General Fund - 101
Vendor Invoice	1/30/2026	Feb 2026	94107374	V0323 Ingram	\$25.79	Books	General Fund - 101
Vendor Invoice	2/2/2026	Feb 2026	94132638	V0323 Ingram	\$9.68	Books	General Fund - 101
Vendor Invoice	2/2/2026	Feb 2026	94132640	V0323 Ingram	\$13.65	Books	General Fund - 101
Vendor Invoice	2/2/2026	Feb 2026	94132635	V0323 Ingram	\$18.12	Books	General Fund - 101
Vendor Invoice	2/2/2026	Feb 2026	94132637	V0323 Ingram	\$41.45	Books	General Fund - 101
Vendor Invoice	2/2/2026	Feb 2026	94132630	V0323 Ingram	\$33.40	Books	General Fund - 101
Vendor Invoice	2/2/2026	Feb 2026	94132632	V0323 Ingram	\$19.97	Books	General Fund - 101
Vendor Invoice	2/2/2026	Feb 2026	94132641	V0323 Ingram	\$13.65	Books	General Fund - 101
Vendor Invoice	2/2/2026	Feb 2026	94132634	V0323 Ingram	\$26.43	Books	General Fund - 101
Vendor Invoice	2/2/2026	Feb 2026	94132639	V0323 Ingram	\$31.95	Books	General Fund - 101
Vendor Invoice	2/2/2026	Feb 2026	94132631	V0323 Ingram	\$5.88	Books	General Fund - 101
Vendor Invoice	2/2/2026	Feb 2026	94132633	V0323 Ingram	\$12.74	Books	General Fund - 101
Vendor Invoice	2/2/2026	Feb 2026	94132629	V0323 Ingram	\$17.52	Books	General Fund - 101

Vendor Invoice	2/2/2026	Feb 2026	94132636	V0323 Ingram	\$20.73	Books	General Fund - 101
Credit Card	2/3/2026	Feb 2026	RAMP.ebda2da1-b529-49	V1173 Amazon	\$17.94	Ashley Thiem-Menning - dvd	General Fund - 101
Credit Card	2/3/2026	Feb 2026	RAMP.51e8183e-fb2a-45f	V1173 Amazon	\$144.27	Ashley Thiem-Menning - books	General Fund - 101
Credit Card	2/3/2026	Feb 2026	RAMP.4049a7ce-0f7d-46e	V1173 Amazon	\$54.25	Ashley Thiem-Menning - dvds	General Fund - 101
Credit Card	2/5/2026	Feb 2026	RAMP.0f7f7c99-7927-47e	V0651 The Wall Street Journal	\$68.56	Spencer Heise - newspaper subscription	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291991	V0323 Ingram	\$11.52	Books	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291988	V0323 Ingram	\$10.44	Books	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291989	V0323 Ingram	\$14.44	Books	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291982	V0323 Ingram	\$5.87	Books	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291980	V0323 Ingram	\$18.07	Books	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291985	V0323 Ingram	\$90.27	Books	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291979	V0323 Ingram	\$15.74	Books	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291983	V0323 Ingram	\$18.04	Books	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291984	V0323 Ingram	\$11.08	Books	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291987	V0323 Ingram	\$37.89	Books	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291993	V0323 Ingram	\$19.20	Books	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291992	V0323 Ingram	\$14.00	Books	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291986	V0323 Ingram	\$31.98	Books	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291990	V0323 Ingram	\$10.05	Books	General Fund - 101
Vendor Invoice	2/6/2026	Feb 2026	94291981	V0323 Ingram	\$33.84	Books	General Fund - 101
Credit Card	2/9/2026	Feb 2026	RAMP.5759719a-9ef6-4e3	V1642 Target	\$99.98	James Berven - Library materials purchase	General Fund - 101
Credit Card	2/9/2026	Feb 2026	RAMP.71598c44-4a0d-4cf	V1207 Miscellaneous Retail Vendor (Ramp)	\$252.94	James Berven - Library digital materials	General Fund - 101
Credit Card	2/9/2026	Feb 2026	RAMP.ab527582-648b-4a	V1642 Target	\$99.98	James Berven - Video Game Material Purchase	General Fund - 101
Vendor Invoice	2/9/2026	Feb 2026	94329625	V0323 Ingram	\$19.74	Books	General Fund - 101
Vendor Invoice	2/9/2026	Feb 2026	94329626	V0323 Ingram	\$12.67	Books	General Fund - 101
Credit Card	2/10/2026	Feb 2026	RAMP.4df0dbc3-c187-446	V1173 Amazon	\$9.99	Spencer Heise - Library book purchases	General Fund - 101
Vendor Invoice	2/10/2026	Feb 2026	94370826	V0323 Ingram	\$8.16	Books	General Fund - 101
Vendor Invoice	2/10/2026	Feb 2026	94370828	V0323 Ingram	\$5.90	Books	General Fund - 101
Vendor Invoice	2/10/2026	Feb 2026	94370829	V0323 Ingram	\$14.78	Books	General Fund - 101
Vendor Invoice	2/10/2026	Feb 2026	94370825	V0323 Ingram	\$36.20	Books	General Fund - 101
Vendor Invoice	2/10/2026	Feb 2026	94370832	V0323 Ingram	\$12.39	Books	General Fund - 101
Vendor Invoice	2/10/2026	Feb 2026	94370824	V0323 Ingram	\$18.10	Books	General Fund - 101
Vendor Invoice	2/10/2026	Feb 2026	94370827	V0323 Ingram	\$44.32	Books	General Fund - 101
Vendor Invoice	2/10/2026	Feb 2026	94370833	V0323 Ingram	\$12.74	Books	General Fund - 101
Vendor Invoice	2/10/2026	Feb 2026	94370834	V0323 Ingram	\$20.86	Books	General Fund - 101
Vendor Invoice	2/10/2026	Feb 2026	94370823	V0323 Ingram	\$19.79	Books	General Fund - 101
Vendor Invoice	2/10/2026	Feb 2026	508427955	V0472 Midwest Tape	\$51.73	Digital Library Materials	General Fund - 101
Vendor Invoice	2/10/2026	Feb 2026	94370831	V0323 Ingram	\$17.53	Books	General Fund - 101
Vendor Invoice	2/10/2026	Feb 2026	94370830	V0323 Ingram	\$14.78	Books	General Fund - 101
Credit Card	2/11/2026	Feb 2026	RAMP.5f867fef-d057-44c6	V1173 Amazon	\$13.50	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Vendor Invoice	2/11/2026	Feb 2026	0615098-IN	V0647 The Penworthy Company LLC	\$2,555.50	Books	General Fund - 101
Credit Card	2/12/2026	Feb 2026	RAMP.12468601-0112-40	V1173 Amazon	\$30.65	Spencer Heise - Library book purchases	General Fund - 101
Credit Card	2/12/2026	Feb 2026	RAMP.b5c231d9-213e-43f	V1173 Amazon	\$4.87	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Vendor Invoice	2/12/2026	Feb 2026	94437646	V0323 Ingram	\$19.73	Books	General Fund - 101
Vendor Invoice	2/12/2026	Feb 2026	94437645	V0323 Ingram	\$19.73	Books	General Fund - 101
Vendor Invoice	2/12/2026	Feb 2026	94437643	V0323 Ingram	\$18.60	Books	General Fund - 101
Vendor Invoice	2/12/2026	Feb 2026	94437644	V0323 Ingram	\$18.58	Books	General Fund - 101
Credit Card	2/17/2026	Feb 2026	RAMP.d250dc3b-c32c-41f	V1173 Amazon	\$22.70	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Credit Card	2/17/2026	Feb 2026	RAMP.d407a0a4-1bf8-4aa	V0755 T-Mobile	\$322.03	Library mobile communication services	General Fund - 101
Credit Card	2/17/2026	Feb 2026	RAMP.e78321f5-7d61-4ee	V1173 Amazon	\$53.39	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Credit Card	2/17/2026	Feb 2026	RAMP.f0acef5d-288f-45bt	V1173 Amazon	\$388.12	Ashley Thiem-Menning - Purchase of library books	General Fund - 101
Credit Card	2/17/2026	Feb 2026	RAMP.0e9d37db-497c-44f	V1173 Amazon	\$12.64	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Credit Card	2/17/2026	Feb 2026	RAMP.79b9b408-44f4-42f	V1173 Amazon	\$20.15	Ashley Thiem-Menning - Purchase of library books	General Fund - 101
Vendor Invoice	2/17/2026	Feb 2026	94540476	V0323 Ingram	\$16.46	Books	General Fund - 101
Vendor Invoice	2/17/2026	Feb 2026	94540478	V0323 Ingram	\$22.25	Books	General Fund - 101
Vendor Invoice	2/17/2026	Feb 2026	94540471	V0323 Ingram	\$16.87	Books	General Fund - 101
Vendor Invoice	2/17/2026	Feb 2026	94540470	V0323 Ingram	\$17.21	Books	General Fund - 101
Vendor Invoice	2/17/2026	Feb 2026	94540468	V0323 Ingram	\$18.10	Books	General Fund - 101
Vendor Invoice	2/17/2026	Feb 2026	94540474	V0323 Ingram	\$18.16	Books	General Fund - 101
Vendor Invoice	2/17/2026	Feb 2026	94540477	V0323 Ingram	\$12.56	Books	General Fund - 101
Vendor Invoice	2/17/2026	Feb 2026	94540475	V0323 Ingram	\$18.10	Books	General Fund - 101
Vendor Invoice	2/17/2026	Feb 2026	94540472	V0323 Ingram	\$18.10	Books	General Fund - 101
Vendor Invoice	2/17/2026	Feb 2026	94540473	V0323 Ingram	\$36.16	Books	General Fund - 101
Vendor Invoice	2/17/2026	Feb 2026	94540467	V0323 Ingram	\$18.10	Books	General Fund - 101
Vendor Invoice	2/17/2026	Feb 2026	508453448	V0472 Midwest Tape	\$23.24	Digital Library Materials	General Fund - 101
Vendor Invoice	2/17/2026	Feb 2026	94540469	V0323 Ingram	\$22.12	Books	General Fund - 101
Credit Card	2/19/2026	Feb 2026	RAMP.0657d4b6-f270-4bc	V1173 Amazon	\$10.37	James Berven - Books for library	General Fund - 101
Credit Card	2/19/2026	Feb 2026	RAMP.7a99e9a6-8c10-42f	V1173 Amazon	\$6.19	James Berven - Library materials purchase	General Fund - 101
Credit Card	2/19/2026	Feb 2026	RAMP.c3d23b5f-fc2b-4da	V1173 Amazon	\$5.92	James Berven - Library materials purchase	General Fund - 101
C Card Refund	2/20/2026	Feb 2026	RAMP.556d41d7-ac39-4bf	V1642 Target	(\$59.99)	James Berven - Refund for Library materials purchase	General Fund - 101
Credit Card	2/21/2026	Feb 2026	RAMP.9b35ef3d-1fd7-4d9	V1173 Amazon	\$31.05	James Berven - Library materials purchase	General Fund - 101
Credit Card	2/23/2026	Feb 2026	RAMP.08cf72d5-0505-47c	V1173 Amazon	\$8.99	Spencer Heise - Library book purchases	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718143	V0323 Ingram	\$19.34	Books	General Fund - 101

Vendor Invoice	2/24/2026	Feb 2026	94718138	V0323 Ingram	\$33.88	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718146	V0323 Ingram	\$34.70	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718154	V0323 Ingram	\$12.21	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718156	V0323 Ingram	\$18.02	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718141	V0323 Ingram	\$24.50	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718153	V0323 Ingram	\$29.65	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718142	V0323 Ingram	\$12.45	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718148	V0323 Ingram	\$15.19	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718149	V0323 Ingram	\$23.49	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718157	V0323 Ingram	\$10.85	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718155	V0323 Ingram	\$14.05	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718151	V0323 Ingram	\$8.93	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718150	V0323 Ingram	\$7.37	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718139	V0323 Ingram	\$18.92	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718158	V0323 Ingram	\$21.37	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718145	V0323 Ingram	\$12.83	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718136	V0323 Ingram	\$12.83	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718140	V0323 Ingram	\$34.36	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718137	V0323 Ingram	\$12.23	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718147	V0323 Ingram	\$21.88	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718144	V0323 Ingram	\$19.82	Books	General Fund - 101
Vendor Invoice	2/24/2026	Feb 2026	94718152	V0323 Ingram	\$12.47	Books	General Fund - 101
Vendor Invoice	2/25/2026	Feb 2026	ARK2202137	V1764 Knowbuddy Resources	\$96.68	Library Materials	General Fund - 101
Total - 5441 - Library Materials					\$7,431.71		
5442 - Service Contracts							
Credit Card	1/27/2026	Feb 2026	RAMP.716fb8f1-f54c-4fda- V1207	Miscellaneous Retail Vendor (Ramp)	\$278.39	Spencer Heise - Adobe digital software subscription	General Fund - 101
CARD Refund	1/28/2026	Feb 2026	RAMP.e87542ec-9a0f-447 V1207	Miscellaneous Retail Vendor (Ramp)	(\$70.77)	Spencer Heise - Refund for software subscription	General Fund - 101
Credit Card	2/2/2026	Feb 2026	RAMP.3c7c1802-7d96-4e V1173	Amazon	\$136.10	Spencer Heise - prime subscription	General Fund - 101
Vendor Invoice	2/2/2026	Feb 2026	41168067	V0440 Marco	\$248.09	Library Copier	General Fund - 101
Credit Card	2/8/2026	Feb 2026	RAMP.47957a88-1693-4ff V1207	Miscellaneous Retail Vendor (Ramp)	\$99.50	Spencer Heise - digital library resource	General Fund - 101
Credit Card	2/23/2026	Feb 2026	RAMP.cb2b6a2d-b21c-44 V1207	Miscellaneous Retail Vendor (Ramp)	\$13.99	Spencer Heise - YouTube Premium for programs	General Fund - 101
Vendor Invoice	2/23/2026	Feb 2026	36877	V1576 Zoobean, Inc	\$907.50	Annual Subscription	General Fund - 101
Total - 5442 - Service Contracts					\$1,612.80		
5444 - Library Programs							
Credit Card	2/3/2026	Feb 2026	RAMP.f2e23bf8-60d7-40a V1442	Dollar Tree	\$16.88	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card	2/8/2026	Feb 2026	RAMP.c9979cb3-008a-471 V1173	Amazon	\$7.59	Spencer Heise - Library program supplies	General Fund - 101
Credit Card	2/8/2026	Feb 2026	RAMP.ef500dd3-51dd-40c V1173	Amazon	\$33.99	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card	2/8/2026	Feb 2026	RAMP.f958aa6a-b57e-49f V1173	Amazon	\$24.49	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card	2/10/2026	Feb 2026	RAMP.b5f459b7-5799-4c8 V1198	Walgreens	\$28.25	Sarah Wroblewski - Supplies for library programs - icy Hot Back Patch wasn't purchased and was refunded.	General Fund - 101
Credit Card	2/11/2026	Feb 2026	RAMP.391a8b00-932c-4c V1173	Amazon	\$33.88	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card	2/12/2026	Feb 2026	RAMP.f13f1a2b-4330-48a V1173	Amazon	\$7.48	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card	2/16/2026	Feb 2026	RAMP.6168b111-66fc-442 V1173	Amazon	\$35.82	James Berven - Library programming materials	General Fund - 101
Credit Card	2/16/2026	Feb 2026	RAMP.948b15d7-0594-4f1 V1197	Miscellaneous Food Vendor (Ramp)	\$32.63	James Berven - Food for library programming	General Fund - 101
Credit Card	2/22/2026	Feb 2026	RAMP.2f8eff31-3db8-4e0c V1173	Amazon	\$47.66	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card	2/24/2026	Feb 2026	RAMP.e5223516-3d1e-4c V1173	Amazon	\$28.88	Sarah Wroblewski - Supplies for library programs	General Fund - 101
CARD Refund	2/26/2026	Feb 2026	RAMP.8ec48c25-4be9-4a V1198	Walgreens	(\$11.59)	Sarah Wroblewski - Refund for Supplies for library programs	General Fund - 101
Total - 5444 - Library Programs					\$285.96		
5499 - Miscellaneous							
Credit Card	2/20/2026	Feb 2026	RAMP.64185df5-edbf-48fe V1173	Amazon	\$19.99	James Berven - Ghost Supplies	General Fund - 101
Total - 5499 - Miscellaneous					\$19.99		
Total - 5007 - Supplies					\$12,505.28		
Total - 5003 - Non-Personnel Services					\$42,531.47		
5008 - Outlay							
5804 - Equipment (including Office)							
Credit Card	2/10/2026	Feb 2026	RAMP.70a60380-9249-4a V1173	Amazon	\$61.48	Spencer Heise - tech supplies	General Fund - 101
Total - 5804 - Equipment (including Office)					\$61.48		
Total - 5008 - Outlay					\$61.48		
Total - Expense					\$112,966.39		
Net Income					(\$112,966.39)		

To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 3/18/2026
Re: Upcoming Public Library Association (PLA) Conference



The PLA Conference happens every two years. This year the conference will take place in Minneapolis, Minnesota.

The Youth Services Librarian, Assistant Director, and I will be in attendance. The conference takes place April 1-3.

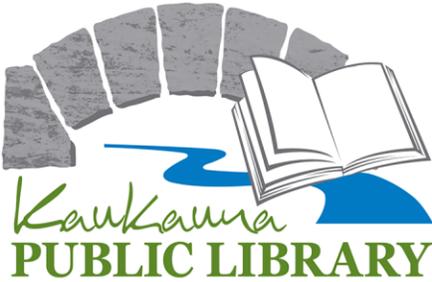
In my professional opinion, PLA is the best conference for public librarians to attend because it is specifically for public librarians. Other national conferences like ALA, are intended to have tracks for all fields of librarianship including school, public, academic, medical, law, and special libraries.

Due to being solely for public librarians, PLA goes more in depth because all the tracks presented target all areas of the public library including advocacy, fundraising, communications, collection, technical services, community engagement, partnerships, intellectual freedom, leadership, serving adults, serving teens, serving youth, space, places, and security, staff management, recruitment, and retention and technology.

Further, this is a national conference, which means some of the largest libraries in the nation present. This is important because library trends and practices are different geographically, and this gives us direct contact with these institutions. While our state conference is a great way to learn about state-wide practices and trends, it is nothing like attending a national conference.



To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 3/18/2026
Re: Personnel Updates



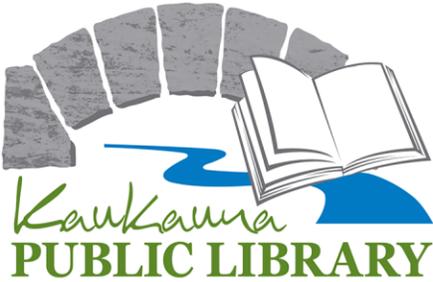
An offer was made to Bethany Neuman for the Adult Services Librarian II position. Bethany is currently the Assistant Supervisor of Materials Management at Appleton Public Library. Bethany has been working in libraries in Florida and Wisconsin since 2017 and has a wide array of experience including branch supervisor, librarian with the department of corrections, reference librarian, and materials management. Bethany is a nature enthusiast and is excited to be able to work with our local nature center on adult programming. Bethany will start on April 6.

On-Call Library Assistant Tyler Hodkiewicz has submitted his resignation. Tyler has accepted a position which involves more travel than he currently does and he would like to focus on his new position. His last day is March 18.

We will likely need to post for additional On-Call staff; however, I have not yet decided on the timeline for this as we have had a lot of staffing changes in the first quarter of this year. One On-Call staff member has let us know that they will be officially retiring when the new ILS software goes live, so we anticipate being two On-Call short before August.



To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 3/19/2026
Re: Building



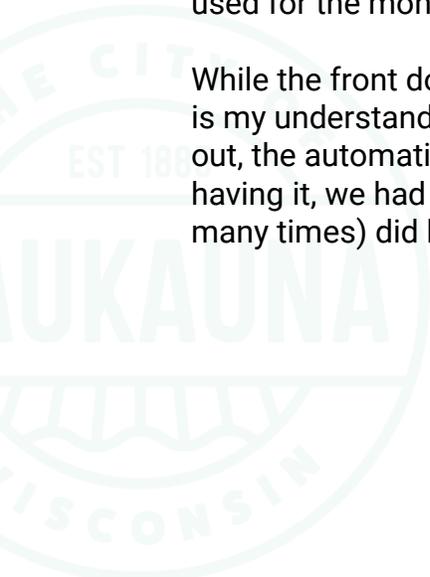
Randy Stadtmueller a.k.a. Grand KaKalin LLC, sold the property we are leasing the library space from on March 5, 2026. As of today, March 19, Kaukauna Public Library has received no formal notification as to who the new owner(s) is. Our lease does transfer to the new ownership, so our space here is protected for the duration of the lease.

With no formal information on ownership, we are continuing to operate as though Grand KaKalin LLC owns the building per our lease agreement. Rent and maintenance payments for the month of March were sent to Grand KaKalin. We continue to contact the Grand KaKalin site manager for building related issues and will do so until we are told otherwise.

The front door handicap automatic assist system went down in late February. We had a vendor look, and they said that it would be more cost effective to purchase a new unit, versus fixing the old unit, because the cost was so close. We did have a second vendor come look and the quote was roughly the same.

We did opt to replace the entire system, and it took several weeks for the parts to be delivered and then installed. We did have to call an electrician to come out separate of the install vendor, so we anticipate two bills for the work. This was a costly project, coming in just a little over \$4,000. This comes out of our maintenance line, which is also used for the monthly building operations owed to the landlord.

While the front door is not solely ours because there are other tenants in the building, it is my understanding (I was not the Director at the time) that when the building was built out, the automatic assist button was not a requirement, and as we felt strongly about having it, we had to pay for it. The good news is that the old system (while repaired many times) did last for a decade.



Youth Services at a Glance

February 2026

Teacher Packs- 3

Youth Programs- 32

Youth Attendance- 688

General Interest Programs- 12

General Interest Attendance- 589

Youth Highlights

Scavenger Hunts

One of the most popular and requested passive activities at the library are scavenger hunts. Each month we feature a new hunt for a small prize. One of our favorites was the mindful moments hunt for February. Each pose was simple enough for preschool friends to try or they could take 3 deep breaths to calm their bodies. Scavenger hunts get patrons to different spots throughout the youth department and occasionally throughout the library. Storytime friends look forward to their chance to find all the hidden pictures and many of our middle school students even participate!

Take Your Child to the Library Day

This February marked the 15th year of this special day. In an effort to bring families to the library and encourage literacy at home, we opted to participate and planned a variety of activities. A book display and several stations were scattered throughout the youth department with several grab and go options. Attendees could craft a bird's nest like Elephant and Piggie or design a pizza like Pete the Cat to share with friends. Next year, we plan to add more fun!

Library Lovers Month

February is National Library Lovers' Month and what a perfect time to celebrate our amazing patrons! All month long, patrons could enter to win a book bag filled with goodies for their age group. We featured one for preschool, one for school-age, and two for teens and adults. Winners were pulled and notified with a live drawing and a follow-up phone call.

Storytime at 313 Dodge

Something new and fun! After a successful December storytime, we were invited to host a monthly storytime at 313 Dodge Café and Lounge. We meet in the side room, with many

grownups grabbing some morning beverages. Families enjoy stories and songs together, and finish with a simple craft. Each family walks away with a coupon to use during a return visit.



Visitors at 313 Dodge taking turns creating bookmarks after the storytime.

Local History Report

March 2026

A few updates since my last report.

General Requests

I thought the board may be interested in requests I've filled so far in 2026. Some of the ones that stand out are helping the Kaukauna high school band celebrate 100 years; assisting in getting a downtown building marked as a registered historic property; looking into the origins of Little League in Kaukauna (coming up on 50 years); and helping a patron track down vital records to get Luxembourg citizenship.

While all requests are interesting, I'm especially fond of the ones that help us connect with new people in the area or allow me the opportunity to learn new skills. Waking up each day, one never knows the random things you'll learn thanks to inquisitive patrons!

Recollection Wisconsin

The Recollection Wisconsin Steering Committee met on March 10. As part of this group, I offer suggestions on the direction taken by the state and its content partners (libraries and universities) with handling digital archives.

Currently, RW is conducting a user experience study to make the website more in line with the needs of its users (assuming it's not already perfect). To me, this has great potential – the Wisconsin Historical Society has been updating *their* website, and the digital resources (particularly books and documents) have never been more accessible. For researchers tracking down source material, it is easier than ever.

Requests from institutions for digitization help come in at a faster rate than they can be handled. Currently, four paid intern students per semester are handling this. New models are being considered to increase the number of students without increasing the budget. (Currently, selected institutions are not charged. Asking 20% or 50% of cost could stretch the RW budget further by adding another student or two each semester.)

RW is still in talks to leave DPLA (the national hub). As of this report, those talks are ongoing, but it seems increasingly likely RW will be part of a new regional hub or pull out altogether. DPLA charges members (states, not local organizations) annually, and it appears increasingly that the benefits do not outweigh the costs. Any decision will affect KPL only in a tangential way but speaking as a researcher and not as an RW steering committee member, a regional hub seems to me the best way to get relevant information to the public.

Police Book

New events, hires and retirements continue to happen weekly making history an unfolding situation, but the Kaukauna Police Department book is finished. The only thing left is formatting,

which is new for me, but in speaking with Carol VB and our marketing guru Jenny, I'm confident I'll figure it out in no time.

Miscellaneous

- Newspaper Archive was unavailable in March. While they have not been completely transparent, they've been open and honest about this. It appears a third party has locked them out. This has been a setback and comes at a poor time when we are moving ahead and working with them again. However, I am assured they will get things sorted out and (absolute worst-case scenario), we do have copies of all the files. We have lost nothing except access.
- In the near future, I hope to launch the biggest written history project yet for Kaukauna. In my almost eight years at KPL, I have assembled dozens upon dozens of biographies of notable figures, organization histories, building histories for important properties, etc. These hundreds of pages currently sit in digital folder out of public view. With the help of assistant director Berven, I would like to get them online in a format that is both searchable and cross-referenced. (I have referred to this as being like a Kaukauna-specific Wikipedia, though in practice it may be quite different.)
- The three summer Focus on Local History programs have been set, and will again be Grignon-themed this year. Topics are Maggie Grignon (notable painter and a daughter of Charles), Paul Grignon (one of Appleton's earliest settlers), and the St. Paul Nursing Home (Edith Acker Grignon was the first resident there).

Trustee Handbook

Chapter Six: Evaluating the Director

Evaluating the Director

- There are several good reasons for carrying out a review of your library director:
- A review provides the director with formal feedback on his/her job performance.
- A review can be a tool for motivation, encouragement, and direction.
- A review can provide the board with valuable information about the operations and performance of the library.
- A review can help to establish a record of unsatisfactory performance if there is ever cause to discipline the director or terminate employment.
- A review can give the board and the director a formal opportunity to evaluate the job description and adjust it as necessary.

Who should carry out the review?

- Though it is the board as a whole that is responsible for oversight of library operations and the activities of the library director, often boards decide to delegate the task of developing a preliminary evaluation of the director to a personnel committee .
- The key here is consistency and deciding ahead of time who will take part. At any rate, the entire board should review, discuss, and approve the final written evaluation.

Who should carry out the review?

- Those charged with carrying out the evaluation should avoid relying on chance comments from library employees. Comments solicited from employees with the knowledge of the director can be helpful when solicited in a formal, organized fashion.
- Board members should bear in mind that the director is hired to manage the daily operations of the library on behalf of the board and community. The chain of communications should always flow from library employees through the director to the board.

Basis for Review

- The performance review should be based on three factors:
- 1. The director's performance as it relates to a written job description (see attached sample form, which incorporates points from the sample job description furnished with Trustee Essential #5).
- 2. A list of objectives for the preceding year jointly written and agreed upon by the director and the board.
- 3. The success of the library in carrying out service programs, as well as the director's contribution to that success.

Basis for Review

- The director's job description should be kept up to date and be a realistic statement of the work that needs to be done. The director needs to know what is expected.
- A director should not be faulted for failing to do something that was never officially decided at the time of hire or at a later board meeting.
- Including a discussion of the director's job description at the time of hire and during the annual performance review provides an opportunity to change the job description as the needs of the organization change. Job descriptions need to change as technology and environmental factors affect them.

Basis for Review

- The library director is the resident authority on what is new at the library and how tasks change in light of new priorities. Board members can learn a lot about the library by discussing changes in staff job descriptions with the director.
- Establishing a list of objectives for the director is important to assure continued growth for the director as an individual as well as for the organization. Some objectives may be project oriented, such as completing a weeding of the collection in the coming year, or upgrading the automation system.

Basis for Review

- Though the director should be the one primarily responsible for suggesting his or her objectives for the coming year, they should be discussed and agreed upon by the board.
- The objectives of the director should be closely related to the strategic plan of the library. Establishing objectives can be an exercise in creativity in searching for new ways to improve the library.

Basis for Review

- Failure to attain some objectives does not necessarily indicate poor job performance. Many times, outside factors may have prevented success or a director may simply have been too ambitious in the number of projects planned for a year.
- Some objectives may not be reached because they were experimental in nature.
- The important factors to remember when evaluating objectives are progress, initiative, and the willingness of the director to expand the limits of his or her work and understanding. A director who accomplishes all of his/her objectives may be an exceptional employee or may simply have been quite conservative in what he or she set out to do.

Basis for Review

- Library board members are continually viewing the library from the outside, since they do not participate in the daily management of the organization. Good board members are library users who experience library services first hand.
- As community leaders, they are aware of the image of the library within the community. The library board needs to be able to examine the resources of the library and the resourcefulness of the director and see how these have been utilized to manage library services successfully.

How to Conduct a Review

- When conducting the annual formal performance review, it is very helpful to have the director fill out review forms as a self-assessment. The board, or review committee, should fill out a second set of forms. By comparing assessments, the director and board can easily establish areas of agreement and work to resolve disagreements.
- The director's self-assessments may or may not be considered part of the permanent record; however, the director should have the opportunity to respond in writing to reviews placed in his or her permanent file.

How to Conduct a Review

- No performance review should ever be placed in a personnel file without the knowledge of the director. The director should sign the review indicating that he or she has been given the opportunity to read and discuss the evaluation. Signing a review should not be construed as agreement.
- The basis of the evaluation should be the up-to-date job description and the annual performance objectives agreed to by the director and board.

Key Questions

- How well has the director utilized the resources available to him/her? Is library service provided efficiently and effectively at your public library?
- Does the community like and respect the director? Is he/she accessible? Do people enjoy coming to the library?
- Is the library in good financial shape? Does the director stay within the budget and provide clear and timely reports to the board? Does the annual budget, as initially drafted by the director, adequately reflect the needs for library service in the community? Is the director successful in obtaining necessary funding (with the help and involvement of the board)?

Key Questions

- Does the director communicate effectively to staff? Is he/she a good supervisor?
- Is use of the library increasing? If not, why not? (Success is not strictly the responsibility of the director, but of course he/she has much direct influence.)
- Is the director creative, willing to try new things, and does he or she give considerable effort to making programs work?

Key Questions

- Does the director accurately and fully provide the board with the information you need to do your job? Does the director provide the board with well-considered advice?
- Has the director put appropriate effort into achievement of the annual objectives agreed to between the board and director? Is the director striving to accomplish the goals and objectives of the library's strategic plan?

Trustee Handbook

- <https://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Circulation	2026 Statistics			2025 Statistics			Comparing Year End		
	January	February	2026 Y-T-D	January 2025	February 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-	% +/-
Total Circulation and Renewal	10,970	11,351	22,321	14,507	13,075	27,582	-3,537	-24%	-19.07%
Overdrive Usage	3,254	2,948	6,202	2,890	2,640	5,530	364	13%	12.15%
Hoopla Usage	594	588	1,182	523	532	1,055	71	14%	12.04%
Items Loaned	3,569	3,404	6,973	3,096	2,999	6,095	473	15%	14.41%
Items Borrowed	3,493	3,238	6,731	4,593	3,918	8,511	-1,100	-24%	-20.91%
Teacher Packs	2	3	5	5	2	7	-3	-60%	-28.57%
Door Count	7,724	8,661	16,385	9,201	8,753	17,954	-1,477	-16%	-8.74%

Services	January	February	2026 Y-T-D	January 2025	February 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-	% +/-
Public Internet Usage/Hr.	288	287	575	329	286	615	-41	-12%	-6.50%
Wireless Usage by Session	1,258	1,320	2,578	1,271	1,258	2,529	-13	-1%	1.94%
Youth Programs	20	32	52	17	31	48	3	18%	8.33%
Youth Program Attendance	503	688	1,191	328	899	1,227	175	53%	-2.93%
Adult Programs	15	19	34	16	16	32	-1	-6%	6.25%
Adult Program Attendance	128	152	280	139	110	249	-11	-8%	12.45%
General Interest Programs	6	12	18	8	5	13	-2	-25%	38.46%
General Interest Attendance	170	589	759	582	154	736	-412	-71%	3.13%
Meeting Room Usage	71	92	163	58	74	132	13	22%	23.48%
Study Room	139	156	295	135	190	325	4	3%	-9.23%
Volunteer Hours	83	106	189	102	98	200	-19	-19%	-5.50%
Local History Inquiries	15	12	27	18	12	30	-3	-17%	-10.00%
Technology Instruction 1:1	13	10	23	12	8	20	1	8%	15.00%
Proctor	1	0	1	0	0	0	1	0%	

Social Statistics	January	February	2026 Y-T-D	January 2025	February 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-	% +/-
Website Views	5,040	3,319	8,359	3,060	2,975	6,035	1,980	65%	38.51%
Facebook Followers	9,869	211	10,080	8,691	8,710	17,401	1,178	14%	-42.07%
TikTok Followers	1,002	15	1,017	744	743	1,487	258	35%	-31.61%
Instagram Followers	954	16	970	914	918	1,832	40	4%	-47.05%

Items Held by Library	January	February	Month to Month # +/-	January 2025	February 2025	# +/-	% +/-
Total Titles Held by Library	71,280	71,993	713	67,633	67,951	3,647	6%
Total Items Held by Library	75,744	76,406	662	72,180	72,510	3,564	5%
Kaukauna Card Holding Patrons	11,692	11,692	0	10,943	10,943	749	7%

Quarterly Report