

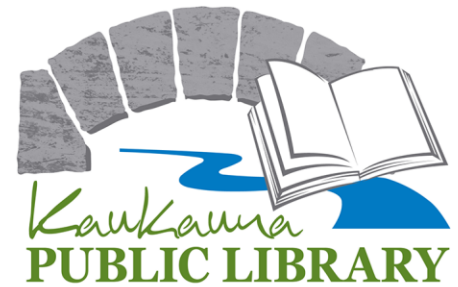
LIBRARY BOARD MEETING

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, September 23, 2025 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. Reading and Approval Minutes
 - a. Tuesday, August 26, 2025 Meeting Minutes
 - b. Closed Session meeting minutes Tuesday, August 26, 2025
4. Public Participation and Communications
5. Action Items
 - a. Bill Register June 2025
 - b. Bill Register July 2025
 - c. Bill Register August 2025
6. Information Items
 - a. Directors Report
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Local Historian Report
 - e. Trustee Topic: Chapter 1
 - 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: 810 9239 2071 Passcode: 372689

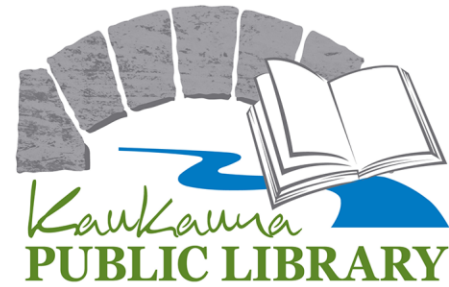
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LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna



Tuesday, August 26, 2025 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order at 5:30p by President M.J. Kilgas.
2. Roll call of membership
 - a. Introduction of new Board member Paula Davis.
 - b. Present: M.J. Kilgas, C. Fallona, C. Van Boxel, J. Lucas, J. Van De Hey, J. Vondracek, D. Tatro, P. Davis, & A. Neumeier
 - c. Also Present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, June 24, 2025 Meeting Minutes
 - i. J. Vondracek made a motion to approve the Tuesday, June 24, 2025 Meeting Minutes, seconded by C. Van Boxel. Motion carries; all in favor.
4. Public Participation and Communications
 - a. None.
5. Action Items
 - a. Bill Register June 2025
 - i. Incorrect reports attached. No action.
 - b. Bill Register July 2025
 - i. Incorrect reports attached. No action.
 - c. OWLS Membership Renewal Agreement
 - i. C. Fallona made a motion to approve the OWLS Membership Renewal Agreement. Seconded by A. Neumeier. Motion carries; all in favor.
 - d. 2026 Closed Dates
 - i. J. Lucas made a motion to approve the proposed 2026 closed dates. Seconded by D. Tatro. Motion carries; all in favor.
 - e. Election of Officers
 - i. J. Vondracek made a motion to appoint the following slate of officers President- A. Neumeier, Vice President- J. Van De Hey,

Treasurer- J. Lucas and Secretary C. Fallona. Motion seconded by D. Tatro. Motion carries; all in favor.

- f. Committee Assignments
 - i. J. Vondracek made a motion to place M.J. Kilgas, J. Vondracek, J. Van De Hey and J. Lucas on the Finance Committee, and C. Fallona, D. Tatro and P. Davis on the Policy & Personnel Committee. Motion seconded by A. Neumeier. Motion carries; all in favor.
- 6. Information Items
 - a. Directors Report
 - i. The Board discussed Hoopla at length.
 - ii. Director Thiem-Menning gave updates on the construction project.
 - iii. Director Thiem-Menning went over the Library Table of Organization as part of a discussion of staffing requests memo for 2026.
 - b. Adult Services Librarian Report
 - c. Communications Coordinator Report
 - d. Trustee Topic: Appendix A
 - e. Statistics
 - i. J. Vondracek made a motion to receive and place the reports on file. Seconded by A. Neumeier.
- 7. Closed Session
 - a. Adjourn to closed session pursuant to §19.85(1)(e) for deliberating or negotiating the purchase of public properties- Orange Cat, Inc.
 - i. At 7:07p, C. Fallona made a motion to adjourn to closed session, seconded by A. Neumeier.
 - b. Return to open session for possible action.
 - i. At 7:23p J. Vondracek made a motion to return to open session, seconded by Anna Neumeier.
 - ii. C. Van Boxtel made a motion for the Director to purchase two sculptures from Orange Cat, Inc., seconded by A. Neumeier. President M.J. Kilgas held a roll call vote.
 1. C. Van Boxtel Yes
 2. J. Lucas No
 3. J. Van De Hey Yes
 4. J. Vondracek Yes
 5. D. Tatro Yes
 6. P. Davis Yes
 7. A. Neumeier Yes
 8. C. Fallona Yes

9. M.J. Kilgas Yes

10. Motion carries; eight (8) in favor to one (1) opposed.

8. Adjournment

a. The meeting adjourned at 7:25p.



Kaukauna Public Library
2025 Revenue Report

						County Allocation for Library Services					Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Winnebago County Appropriation	Total County Allocations		
January	\$ 4.59	\$ 319.23	\$ 71.60	\$ 7.00	\$ 402.42						\$ 402.42	\$ 262.18
February	\$ 4.99	\$ 392.21	\$ 44.50	\$ 6.00	\$ 447.70						\$ 447.70	\$ 100.65
March	\$ 4.07	\$ 581.98	\$ 56.12	\$ 19.00	\$ 661.17						\$ 661.17	\$ 154.00
April	\$ 15.74	\$ 589.85	\$ 42.15	\$ 3.09	\$ 650.83	\$ 106,474.50	\$ 90,540.00	\$ 20,875.00	\$ 2,342.00	\$ 220,231.50	\$ 220,882.33	\$ 103.63
May	\$ 10.49	\$ 449.20	\$ 60.00	\$ 0.50	\$ 520.19						\$ 520.19	\$ 296.53
June	\$ 24.00	\$ 498.20	\$ 53.50	\$ 1.00	\$ 576.70						\$ 576.70	\$ 70.99
Totals	\$ 63.88	\$ 2,830.67	\$ 327.87	\$ 36.59	\$ 3,259.01	\$ 106,474.50	\$90,540.00	\$20,875.00	\$2,342.00	\$220,231.50	\$ 223,490.51	\$ 987.98

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

City of Kaukauna
City of Kaukauna
City - Budget vs. Actual (Years 2025+)
From Jan 2025 to Jun 2025

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5000 - Personnel Services				
5001 - Wages & Salaries				
5101 - Regular Payroll	\$250,534.31	\$620,644.00	(\$370,109.69)	40.37%
5104 - Temporary Payroll	\$22,384.92	\$36,000.00	(\$13,615.08)	62.18%
5107 - Overtime Pay	\$18.63	\$0.00	\$18.63	0.00%
Total - 5001 - Wages & Salaries	\$272,937.86	\$656,644.00	(\$383,706.14)	41.57%
5002 - Fringe Benefits				
5151 - Retirement Plan	\$14,270.18	\$32,768.75	(\$18,498.57)	43.55%
5152 - Residency	\$2,389.12	\$4,351.00	(\$1,961.88)	54.91%
5154 - Social Security	\$15,931.84	\$38,953.58	(\$23,021.74)	40.90%
5157 - Group Health Insurance	\$57,359.00	\$111,519.00	(\$54,160.00)	51.43%
5160 - Group Life Insurance	\$281.99	\$563.00	(\$281.01)	50.09%
5163 - Workers Compensation	\$487.80	\$2,843.99	(\$2,356.19)	17.15%
Total - 5002 - Fringe Benefits	\$90,719.93	\$190,999.32	(\$100,279.39)	47.50%
Total - 5000 - Personnel Services	\$363,657.79	\$847,643.32	(\$483,985.53)	42.90%
5003 - Non-Personnel Services				
5004 - Travel/Training				
5208 - Travel - City Business	\$2,348.90	\$3,820.00	(\$1,471.10)	61.49%
5211 - Education & Memberships	\$599.00	\$2,804.00	(\$2,205.00)	21.36%
Total - 5004 - Travel/Training	\$2,947.90	\$6,624.00	(\$3,676.10)	44.50%
5006 - Purchased Services				
5303 - Communications	\$296.64	\$700.00	(\$403.36)	42.38%
5306 - Heating Fuels	\$3,900.29	\$8,000.00	(\$4,099.71)	48.75%
5309 - Water Sewer & Electric	\$5,037.23	\$16,450.00	(\$11,412.77)	30.62%
5312 - Maintenance - Buildings	\$53,393.00	\$119,000.00	(\$65,607.00)	44.87%
5313 - Lease - Buildings	\$71,958.00	\$143,916.00	(\$71,958.00)	50.00%
5325 - Contractual Services	\$19,195.25	\$35,584.00	(\$16,388.75)	53.94%
5328 - Advertising	\$714.24	\$2,550.00	(\$1,835.76)	28.01%
5331 - General Insurance	\$8,421.00	\$8,421.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$122,120.00	\$122,120.00	\$0.00	100.00%
Total - 5006 - Purchased Services	\$285,035.65	\$456,741.00	(\$171,705.35)	62.41%
5007 - Supplies				
5401 - Office Supplies	\$2,883.67	\$7,500.00	(\$4,616.33)	38.45%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5410 - General Supplies	\$94.68	\$0.00	\$94.68	0.00%
5422 - Data Processing Supplies	\$5,151.52	\$7,500.00	(\$2,348.48)	68.69%
5431 - Postage	\$1,309.69	\$1,500.00	(\$190.31)	87.31%
5441 - Library Materials	\$72,434.90	\$107,552.00	(\$35,117.10)	67.35%
5442 - Service Contracts	\$49,378.99	\$69,784.00	(\$20,405.01)	70.76%
5444 - Library Programs	\$2,121.05	\$6,000.00	(\$3,878.95)	35.35%
5499 - Miscellaneous	\$1,531.49	\$1,500.00	\$31.49	102.10%
Total - 5007 - Supplies	\$134,905.99	\$202,136.00	(\$67,230.01)	66.74%
Total - 5003 - Non-Personnel Services	\$422,889.54	\$665,501.00	(\$242,611.46)	63.54%
5008 - Outlay				
5801 - Land & Buildings	\$180.00	\$0.00	\$180.00	0.00%

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
5804 - Equipment (including Office)	\$4,966.87	\$9,420.00	(\$4,453.13)	52.73%
Total - 5008 - Outlay	\$5,146.87	\$9,420.00	(\$4,273.13)	54.64%
Total - Expense	\$791,694.20	\$1,522,564.32	(\$730,870.12)	52.00%
Net Income	(\$791,694.20)	(\$1,522,564.32)	\$730,870.12	52.00%

City of Kaukauna
City - Income Statement Detail
Jun 2025

Item 5.a.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5000 - Personnel Services							
5001 - Wages & Salaries							
5101 - Regular Payroll							
	Journal	6/5/2025	Jun 2025	JE815		\$22,564.45	Gross Earnings
	Journal	6/18/2025	Jun 2025	JE825		\$21,709.85	Gross Earnings
Total - 5101 - Regular Payroll						\$44,274.30	
5104 - Temporary Payroll							
	Journal	6/5/2025	Jun 2025	JE815		\$1,544.68	Seasonal
	Journal	6/18/2025	Jun 2025	JE825		\$1,802.55	Seasonal
Total - 5104 - Temporary Payroll						\$3,347.23	
Total - 5001 - Wages & Salaries						\$47,621.53	
5002 - Fringe Benefits							
5151 - Retirement Plan							
	Journal	6/5/2025	Jun 2025	JE815		\$1,296.76	ERWRSGen
	Journal	6/18/2025	Jun 2025	JE825		\$1,223.43	ERWRSGen
Total - 5151 - Retirement Plan						\$2,520.19	
5152 - Residency							
	Journal	6/5/2025	Jun 2025	JE815		\$239.85	401a
	Journal	6/18/2025	Jun 2025	JE825		\$242.66	401a
Total - 5152 - Residency						\$482.51	
5154 - Social Security							
	Journal	6/5/2025	Jun 2025	JE815		\$335.93	Employer Medicare Expense
	Journal	6/5/2025	Jun 2025	JE815		\$1,098.76	Employer Social Security Expense
	Journal	6/18/2025	Jun 2025	JE825		\$1,033.35	Employer Social Security Expense
	Journal	6/18/2025	Jun 2025	JE825		\$327.33	Employer Medicare Expense
Total - 5154 - Social Security						\$2,795.37	
5157 - Group Health Insurance							
	Journal	6/5/2025	Jun 2025	JE815		\$207.00	HRA Monthly
	Journal	6/5/2025	Jun 2025	JE815		\$4,409.75	ER Health
	Journal	6/18/2025	Jun 2025	JE825		\$4,409.75	ER Health
Total - 5157 - Group Health Insurance						\$9,026.50	
5160 - Group Life Insurance							
	Journal	6/5/2025	Jun 2025	JE815		\$24.35	ER Life
	Journal	6/18/2025	Jun 2025	JE825		\$29.51	ER Life
Total - 5160 - Group Life Insurance						\$53.86	
5163 - Workers Compensation							
	Journal	6/5/2025	Jun 2025	JE815		\$38.57	WC Admin
	Journal	6/18/2025	Jun 2025	JE825		\$37.63	WC Admin
Total - 5163 - Workers Compensation						\$76.20	
Total - 5002 - Fringe Benefits						\$14,954.63	
Total - 5000 - Personnel Services						\$62,576.16	
5003 - Non-Personnel Services							
5006 - Purchased Services							
5303 - Communications							
	Credit Card	5/18/2025	Jun 2025	RAMP.13a09ac5-44cb-478a-a4c-V0755 T-Mobile		\$58.68	Spencer Heise - Library mobile communication services
	Journal	6/18/2025	Jun 2025	JE825		\$25.00	Cell Reimb
Total - 5303 - Communications						\$83.68	
5306 - Heating Fuels							
	Vendor Invoice	5/28/2025	Jun 2025	5494734048	V0705 We Energies	\$73.02	Gas Service - May
Total - 5306 - Heating Fuels						\$73.02	
5309 - Water Sewer & Electric							
	Vendor Invoice	5/27/2025	Jun 2025	500114-012025-05-27	V0383 Kaukauna Utilities	\$1,040.64	Water, Sewer, & Electric
Total - 5309 - Water Sewer & Electric						\$1,040.64	
5312 - Maintenance - Buildings							
	Vendor Invoice	5/31/2025	Jun 2025	9652	V1220 Killian's Lawnspring, Inc.	\$250.00	Monthly Lawn & Landscape Maintenance
	Vendor Invoice	6/10/2025	Jun 2025	061025	V0016 Grand Kakalin LLC	\$9,183.00	Maintenance - June 25
Total - 5312 - Maintenance - Buildings						\$9,433.00	
5313 - Lease - Buildings							
	Vendor Invoice	6/10/2025	Jun 2025	061025	V0016 Grand Kakalin LLC	\$11,993.00	Rent - June 25
Total - 5313 - Lease - Buildings						\$11,993.00	
5325 - Contractual Services							
	Credit Card	5/13/2025	Jun 2025	RAMP.50964e07-63f2-46b3-84e-V0006 Complete Office of Wisconsin		\$95.48	paper products
	Vendor Invoice	6/1/2025	Jun 2025	02-40524	V0003 Advanced Maintenance Solutions	\$2,277.40	Monthly Contract Janitorial Services for the month of the invoice date Per contract effective 01/19/202
	Credit Card	6/10/2025	Jun 2025	RAMP.03204456-f508-4743-bfd-V1173 Amazon		\$28.05	Ashley Thiem-Menning - cleaning supplies
Total - 5325 - Contractual Services						\$2,400.93	
5328 - Advertising							
	Credit Card	6/3/2025	Jun 2025	RAMP.b5e1d6c7-8c26-4099-bb-V1404 Mailchimp		\$23.76	Ashley Thiem-Menning - library newsletter email service - mailchimp
	Vendor Invoice	6/10/2025	Jun 2025	5894	V0383 Kaukauna Utilities	\$571.68	Summer 2025 Insert
Total - 5328 - Advertising						\$595.44	
Total - 5006 - Purchased Services						\$25,619.71	
5007 - Supplies							

5401 - Office Supplies							
	Credit Card	5/13/2025	Jun 2025	RAMP.50964e07-63f2-46b3-84e V0006 Complete Office of Wisconsin	\$34.84	paper products	
	Credit Card	6/1/2025	Jun 2025	RAMP.766c957b-2e79-4b76-b4f V1173 Amazon	\$15.51	Spencer Heise - Purchase of library office supplies.	
	Credit Card	6/3/2025	Jun 2025	RAMP.15aa0de2-ec5-45c6-88f V1328 Premium Waters, Inc.	\$66.93	Spencer Heise - library water refill	
	Credit Card	6/7/2025	Jun 2025	RAMP.c7b424f4-ec84-444f-a23f V1173 Amazon	\$41.99	Spencer Heise - office supplies	
	Credit Card	6/9/2025	Jun 2025	RAMP.529b682f-18a3-4bf8-aae V1173 Amazon	\$33.88	Spencer Heise - office supplies	
Total - 5401 - Office Supplies						\$193.15	
5422 - Data Processing Supplies							
	Credit Card	5/11/2025	Jun 2025	RAMP.3b5b7077-976a-4f70-97e V1173 Amazon	\$152.94	Spencer Heise - processing supplies	
Total - 5422 - Data Processing Supplies						\$152.94	
5431 - Postage							
	Credit Card	6/5/2025	Jun 2025	RAMP.b529bed8-5442-4957-87f V0680 U.S. Postal Service - Postmaster	\$455.30	Spencer Heise - envelopes	
	Credit Card	6/6/2025	Jun 2025	RAMP.7f9c7d69-7c36-40c6-a34 V0680 U.S. Postal Service - Postmaster	\$14.40	Spencer Heise - library mail	
Total - 5431 - Postage						\$469.70	
5441 - Library Materials							
	Credit Card	5/8/2025	Jun 2025	RAMP.c21b8dba-ba71-499d-a8f V0796 Baker & Taylor	\$120.15	Spencer Heise - Library book acquisitions	
	Credit Card	5/8/2025	Jun 2025	RAMP.c668547d-5831-491c-9ef V0796 Baker & Taylor	\$6.29	Spencer Heise - Library book acquisitions	
	Credit Card	5/13/2025	Jun 2025	RAMP.c7ac5ef7-f739-4930-802f V1207 Miscellaneous Retail Vendor (Ramp)	\$189.20	James Berven - Library materials acquisition - OverDrive	
	Credit Card	5/14/2025	Jun 2025	RAMP.ad5c8adf-8559-4847-b13 V1173 Amazon	\$69.00	James Berven - Library materials acquisition	
	Credit Card	5/15/2025	Jun 2025	RAMP.ede737ae-bfe7-48a0-a6ff V1173 Amazon	\$15.87	James Berven - Materials for library collection	
	Credit Card	5/15/2025	Jun 2025	RAMP.464a69e0-7075-4060-a1f V1173 Amazon	\$18.99	James Berven - Materials for library collection	
	Credit Card	5/18/2025	Jun 2025	RAMP.13a09ac5-44cb-478a-adf V0755 T-Mobile	\$761.31	Spencer Heise - Library mobile communication services	
	Credit Card	5/19/2025	Jun 2025	RAMP.0020cfc9-ede3-4409-a50 V0796 Baker & Taylor	\$47.50	Spencer Heise - library book acquisitions	
	Credit Card	5/19/2025	Jun 2025	RAMP.ef4e7975-014e-4993-bbc V0796 Baker & Taylor	\$17.84	Spencer Heise - Library book acquisitions	
	Credit Card	5/19/2025	Jun 2025	RAMP.66115018-d99f-470c-904 V0796 Baker & Taylor	\$56.13	Spencer Heise - library book acquisitions	
	Credit Card	5/19/2025	Jun 2025	RAMP.198e2ebe-edbc-4829-88f V0796 Baker & Taylor	\$33.07	Spencer Heise - library book acquisitions	
	Credit Card	5/21/2025	Jun 2025	RAMP.b3d15f7b-ad22-4155-a9c V1173 Amazon	\$51.97	Ashley Thiem-Menning - library materials acquisition	
	Credit Card	5/27/2025	Jun 2025	RAMP.94499e08-bec5-41e5-9ef V0796 Baker & Taylor	\$126.64	Spencer Heise - Library book acquisitions	
	Credit Card	5/28/2025	Jun 2025	RAMP.437bd8c5-d816-4504-bff V1173 Amazon	\$41.99	James Berven - Library materials acquisition	
	Credit Card	5/29/2025	Jun 2025	RAMP.a180cc9f-91aa-41fc-b7ef V0651 The Wall Street Journal	\$41.13	Spencer Heise - newspaper subscription	
	Credit Card	5/29/2025	Jun 2025	RAMP.499e3a85-40e3-4200-99f V1207 Miscellaneous Retail Vendor (Ramp)	\$28.46	James Berven - Library materials purchase	
	Credit Card	5/29/2025	Jun 2025	RAMP.9384de9e-3cf3-49e2-a4b V1207 Miscellaneous Retail Vendor (Ramp)	\$566.21	James Berven - Miscellaneous library materials purchase	
	Vendor Invoice	5/29/2025	Jun 2025	88390002 V0323 Ingram	\$19.03	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88395891 V0323 Ingram	\$25.33	Books	
	Vendor Invoice	5/29/2025	Jun 2025	CAL3521101 V0134 Cavendish Square	\$186.03	Library Materials	
	Vendor Invoice	5/29/2025	Jun 2025	88395896 V0323 Ingram	\$9.26	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88390001 V0323 Ingram	\$36.28	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88395901 V0323 Ingram	\$15.88	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88395897 V0323 Ingram	\$30.57	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88390004 V0323 Ingram	\$27.64	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88390003 V0323 Ingram	\$13.40	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88395899 V0323 Ingram	\$22.29	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88395898 V0323 Ingram	\$10.48	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88389999 V0323 Ingram	\$18.06	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88390000 V0323 Ingram	\$34.09	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88395900 V0323 Ingram	\$9.26	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88395888 V0323 Ingram	\$12.25	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88395892 V0323 Ingram	\$120.17	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88395889 V0323 Ingram	\$1,165.65	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88395887 V0323 Ingram	\$14.32	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88389998 V0323 Ingram	\$9.69	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88395895 V0323 Ingram	\$24.01	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88395894 V0323 Ingram	\$196.70	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88395890 V0323 Ingram	\$12.87	Books	
	Vendor Invoice	5/29/2025	Jun 2025	88395893 V0323 Ingram	\$65.99	Books	
	Credit Card	5/30/2025	Jun 2025	RAMP.37412902-b143-474b-9f1 V1173 Amazon	\$15.99	James Berven - Library materials acquisition	
	Vendor Invoice	5/31/2025	Jun 2025	507258938 V0472 Midwest Tape	\$1,249.26	Digital Library Materials	
	Vendor Invoice	6/3/2025	Jun 2025	88474554 V0323 Ingram	\$16.74	Books	
	Vendor Invoice	6/3/2025	Jun 2025	88474560 V0323 Ingram	\$16.95	Books	
	Vendor Invoice	6/3/2025	Jun 2025	88474557 V0323 Ingram	\$8.65	Books	
	Vendor Invoice	6/3/2025	Jun 2025	88474558 V0323 Ingram	\$16.71	Books	
	Vendor Invoice	6/3/2025	Jun 2025	88474556 V0323 Ingram	\$12.43	Books	
	Vendor Invoice	6/3/2025	Jun 2025	88474553 V0323 Ingram	\$21.61	Books	
	Vendor Invoice	6/3/2025	Jun 2025	88474559 V0323 Ingram	\$17.94	Books	
	Vendor Invoice	6/3/2025	Jun 2025	88474552 V0323 Ingram	\$9.67	Books	
	Vendor Invoice	6/3/2025	Jun 2025	88474555 V0323 Ingram	\$23.57	Books	
	CCard Refund	6/4/2025	Jun 2025	RAMP.9abe6231-8763-4372-9bf V1173 Amazon	(\$22.90)	Ashley Thiem-Menning - Refund for library materials acquisition	
	Credit Card	6/4/2025	Jun 2025	RAMP.cbf5487-394d-4254-8a7 V0796 Baker & Taylor	\$562.50	Spencer Heise - library book acquisitions	
	Vendor Credit	6/4/2025	Jun 2025	CR07019524L V0323 Ingram	(\$42.86)	Books	
	Vendor Invoice	6/4/2025	Jun 2025	88498968 V0323 Ingram	\$47.36	Books	
	Vendor Invoice	6/4/2025	Jun 2025	88498952 V0323 Ingram	\$56.40	Books	
	Vendor Invoice	6/4/2025	Jun 2025	88498971 V0323 Ingram	\$16.54	Books	
	Vendor Invoice	6/4/2025	Jun 2025	88498960 V0323 Ingram	\$18.62	Books	
	Vendor Invoice	6/4/2025	Jun 2025	88498965 V0323 Ingram	\$62.77	Books	
	Vendor Invoice	6/4/2025	Jun 2025	88498970 V0323 Ingram	\$14.06	Books	
	Vendor Invoice	6/4/2025	Jun 2025	88498961 V0323 Ingram	\$309.66	Books	
	Vendor Invoice	6/4/2025	Jun 2025	88498955 V0323 Ingram	\$77.20	Books	
	Vendor Invoice	6/4/2025	Jun 2025	88498959 V0323 Ingram	\$177.46	Books	

Item 5.a.

Vendor Invoice	6/4/2025	Jun 2025	88498950	V0323 Ingram	\$13.47	Books
Vendor Invoice	6/4/2025	Jun 2025	88498957	V0323 Ingram	\$208.83	Books
Vendor Invoice	6/4/2025	Jun 2025	88498951	V0323 Ingram	\$22.90	Books
Vendor Invoice	6/4/2025	Jun 2025	88498963	V0323 Ingram	\$7.31	Books
Vendor Invoice	6/4/2025	Jun 2025	88498974	V0323 Ingram	\$11.95	Books
Vendor Invoice	6/4/2025	Jun 2025	88498962	V0323 Ingram	\$46.17	Books
Vendor Invoice	6/4/2025	Jun 2025	88498972	V0323 Ingram	\$15.40	Books
Vendor Invoice	6/4/2025	Jun 2025	88498969	V0323 Ingram	\$61.44	Books
Vendor Invoice	6/4/2025	Jun 2025	88498966	V0323 Ingram	\$118.34	Books
Vendor Invoice	6/4/2025	Jun 2025	88498967	V0323 Ingram	\$240.38	Books
Vendor Invoice	6/4/2025	Jun 2025	88498954	V0323 Ingram	\$268.78	Books
Vendor Invoice	6/4/2025	Jun 2025	88498958	V0323 Ingram	\$31.86	Books
Vendor Invoice	6/4/2025	Jun 2025	88498975	V0323 Ingram	\$37.89	Books
Vendor Invoice	6/4/2025	Jun 2025	88498956	V0323 Ingram	\$49.54	Books
Vendor Invoice	6/4/2025	Jun 2025	88498953	V0323 Ingram	\$127.97	Books
Vendor Invoice	6/4/2025	Jun 2025	88498964	V0323 Ingram	\$21.79	Books
Vendor Invoice	6/4/2025	Jun 2025	88498973	V0323 Ingram	\$13.08	Books
Credit Card	6/5/2025	Jun 2025	RAMP.bcfe0bfb-3468-4c3f-996f-V0796 Baker & Taylor		\$53.21	Spencer Heise - library book acquisitions
Credit Card	6/5/2025	Jun 2025	RAMP.e6b3835a-ec2a-480c-93-V0796 Baker & Taylor		\$50.39	Spencer Heise - library book acquisitions
Credit Card	6/5/2025	Jun 2025	RAMP.927fb585-bd91-46bf-84e1-V0796 Baker & Taylor		\$35.94	Spencer Heise - library book acquisitions
Vendor Invoice	6/5/2025	Jun 2025	88520938	V0323 Ingram	\$22.64	Books
Vendor Invoice	6/5/2025	Jun 2025	88526319	V0323 Ingram	\$13.65	Books
Vendor Invoice	6/5/2025	Jun 2025	88520939	V0323 Ingram	\$14.20	Books
Vendor Invoice	6/5/2025	Jun 2025	88520949	V0323 Ingram	\$11.51	Books
Vendor Invoice	6/5/2025	Jun 2025	88520946	V0323 Ingram	\$15.34	Books
Vendor Invoice	6/5/2025	Jun 2025	88520940	V0323 Ingram	\$6.57	Books
Vendor Invoice	6/5/2025	Jun 2025	88520936	V0323 Ingram	\$27.08	Books
Vendor Invoice	6/5/2025	Jun 2025	88520950	V0323 Ingram	\$11.47	Books
Vendor Invoice	6/5/2025	Jun 2025	88520935	V0323 Ingram	\$36.44	Books
Vendor Invoice	6/5/2025	Jun 2025	88520943	V0323 Ingram	\$27.08	Books
Vendor Invoice	6/5/2025	Jun 2025	88520937	V0323 Ingram	\$41.43	Books
Vendor Invoice	6/5/2025	Jun 2025	88520947	V0323 Ingram	\$54.76	Books
Vendor Invoice	6/5/2025	Jun 2025	88520948	V0323 Ingram	\$13.52	Books
Vendor Invoice	6/5/2025	Jun 2025	88520945	V0323 Ingram	\$10.55	Books
Vendor Invoice	6/5/2025	Jun 2025	88526320	V0323 Ingram	\$17.41	Books
Vendor Invoice	6/5/2025	Jun 2025	88520941	V0323 Ingram	\$24.81	Books
Vendor Invoice	6/5/2025	Jun 2025	88520942	V0323 Ingram	\$11.54	Books
Vendor Invoice	6/5/2025	Jun 2025	88520944	V0323 Ingram	\$19.56	Books
Credit Card	6/6/2025	Jun 2025	RAMP.3dfd25e1-deb4-4268-9fcd-V1173 Amazon		\$27.40	James Berven - Library materials acquisition
Credit Card	6/6/2025	Jun 2025	RAMP.a877804d-92aa-4984-99f1-V1173 Amazon		\$39.88	James Berven - Library materials acquisition
Credit Card	6/9/2025	Jun 2025	RAMP.87d9e5aa-e05e-497a-a5f1-V0796 Baker & Taylor		\$11.59	Spencer Heise - Library book acquisitions
Vendor Invoice	6/10/2025	Jun 2025	502643	V1515 Playaway Products LLC	\$273.55	Library Materials
Vendor Invoice	6/11/2025	Jun 2025	88614412	V0323 Ingram	\$7.35	Books
Vendor Invoice	6/11/2025	Jun 2025	88614406	V0323 Ingram	\$17.74	Books
Vendor Invoice	6/11/2025	Jun 2025	88614409	V0323 Ingram	\$22.23	Books
Vendor Invoice	6/11/2025	Jun 2025	88614415	V0323 Ingram	\$35.06	Books
Vendor Invoice	6/11/2025	Jun 2025	88614410	V0323 Ingram	\$20.58	Books
Vendor Invoice	6/11/2025	Jun 2025	88614405	V0323 Ingram	\$17.66	Books
Vendor Invoice	6/11/2025	Jun 2025	88614413	V0323 Ingram	\$44.64	Books
Vendor Invoice	6/11/2025	Jun 2025	88614408	V0323 Ingram	\$24.82	Books
Vendor Invoice	6/11/2025	Jun 2025	88614403	V0323 Ingram	\$51.34	Books
Vendor Invoice	6/11/2025	Jun 2025	88614411	V0323 Ingram	\$31.57	Books
Vendor Invoice	6/11/2025	Jun 2025	88614404	V0323 Ingram	\$17.11	Books
Vendor Invoice	6/11/2025	Jun 2025	88614414	V0323 Ingram	\$18.21	Books
Vendor Invoice	6/11/2025	Jun 2025	88614407	V0323 Ingram	\$10.39	Books
Vendor Invoice	6/13/2025	Jun 2025	88660627	V0323 Ingram	\$18.05	Books
Vendor Invoice	6/13/2025	Jun 2025	88660631	V0323 Ingram	\$23.23	Books
Vendor Invoice	6/13/2025	Jun 2025	88660630	V0323 Ingram	\$11.22	Books
Vendor Invoice	6/13/2025	Jun 2025	88660629	V0323 Ingram	\$11.60	Books
Vendor Invoice	6/13/2025	Jun 2025	88660624	V0323 Ingram	\$8.64	Books
Vendor Invoice	6/13/2025	Jun 2025	88660621	V0323 Ingram	\$17.72	Books
Vendor Invoice	6/13/2025	Jun 2025	88660622	V0323 Ingram	\$17.86	Books
Vendor Invoice	6/13/2025	Jun 2025	88660623	V0323 Ingram	\$17.86	Books
Vendor Invoice	6/13/2025	Jun 2025	88660628	V0323 Ingram	\$9.01	Books
Vendor Invoice	6/13/2025	Jun 2025	88660625	V0323 Ingram	\$12.20	Books
Vendor Invoice	6/13/2025	Jun 2025	88660626	V0323 Ingram	\$10.80	Books
Vendor Invoice	6/18/2025	Jun 2025	88743286	V0323 Ingram	\$15.38	Books
Vendor Invoice	6/18/2025	Jun 2025	88743279	V0323 Ingram	\$34.47	Books
Vendor Invoice	6/18/2025	Jun 2025	88743280	V0323 Ingram	\$16.83	Books
Vendor Invoice	6/18/2025	Jun 2025	88743288	V0323 Ingram	\$12.26	Books
Vendor Invoice	6/18/2025	Jun 2025	88743282	V0323 Ingram	\$11.92	Books
Vendor Invoice	6/18/2025	Jun 2025	88743284	V0323 Ingram	\$11.14	Books
Vendor Invoice	6/18/2025	Jun 2025	88743285	V0323 Ingram	\$18.82	Books
Vendor Invoice	6/18/2025	Jun 2025	88743283	V0323 Ingram	\$13.35	Books
Vendor Invoice	6/18/2025	Jun 2025	88743281	V0323 Ingram	\$18.85	Books
Vendor Invoice	6/18/2025	Jun 2025	88743278	V0323 Ingram	\$33.75	Books
Vendor Invoice	6/18/2025	Jun 2025	88743287	V0323 Ingram	\$22.38	Books
Vendor Invoice	6/23/2025	Jun 2025	88804131	V0323 Ingram	\$9.00	Books

	Vendor Invoice	6/23/2025	Jun 2025	88804132	V0323 Ingram	\$14.76	Books
	Vendor Invoice	6/23/2025	Jun 2025	88804130	V0323 Ingram	\$36.42	Books
	Vendor Invoice	6/23/2025	Jun 2025	88804128	V0323 Ingram	\$33.37	Books
	Vendor Invoice	6/23/2025	Jun 2025	88804129	V0323 Ingram	\$19.51	Books
	Vendor Invoice	6/24/2025	Jun 2025	88828935	V0323 Ingram	\$52.19	Books
	Vendor Invoice	6/24/2025	Jun 2025	88828936	V0323 Ingram	\$13.62	Books
	Vendor Invoice	6/24/2025	Jun 2025	88828941	V0323 Ingram	\$10.77	Books
	Vendor Invoice	6/24/2025	Jun 2025	88828943	V0323 Ingram	\$11.22	Books
	Vendor Invoice	6/24/2025	Jun 2025	88828944	V0323 Ingram	\$13.04	Books
	Vendor Invoice	6/24/2025	Jun 2025	88828939	V0323 Ingram	\$7.38	Books
	Vendor Invoice	6/24/2025	Jun 2025	88828942	V0323 Ingram	\$16.93	Books
	Vendor Invoice	6/24/2025	Jun 2025	88828938	V0323 Ingram	\$23.26	Books
	Vendor Invoice	6/24/2025	Jun 2025	88828937	V0323 Ingram	\$19.49	Books
	Vendor Invoice	6/24/2025	Jun 2025	88828940	V0323 Ingram	\$23.29	Books
	Vendor Invoice	6/26/2025	Jun 2025	88879434	V0323 Ingram	\$12.23	Books
	Vendor Invoice	6/26/2025	Jun 2025	88879426	V0323 Ingram	\$35.60	Books
	Vendor Invoice	6/26/2025	Jun 2025	88879432	V0323 Ingram	\$10.97	Books
	Vendor Invoice	6/26/2025	Jun 2025	88879435	V0323 Ingram	\$21.25	Books
	Vendor Invoice	6/26/2025	Jun 2025	88879429	V0323 Ingram	\$27.92	Books
	Vendor Invoice	6/26/2025	Jun 2025	88879424	V0323 Ingram	\$9.63	Books
	Vendor Invoice	6/26/2025	Jun 2025	88879428	V0323 Ingram	\$15.86	Books
	Vendor Invoice	6/26/2025	Jun 2025	88879427	V0323 Ingram	\$110.13	Books
	Vendor Invoice	6/26/2025	Jun 2025	88879430	V0323 Ingram	\$11.06	Books
	Vendor Invoice	6/26/2025	Jun 2025	88879425	V0323 Ingram	\$18.79	Books
	Vendor Invoice	6/26/2025	Jun 2025	88879431	V0323 Ingram	\$19.16	Books
	Vendor Invoice	6/26/2025	Jun 2025	88879433	V0323 Ingram	\$51.96	Books
	Vendor Invoice	6/27/2025	Jun 2025	88895377	V0323 Ingram	\$22.74	Books
	Vendor Invoice	6/27/2025	Jun 2025	88895374	V0323 Ingram	\$37.20	Books
	Vendor Invoice	6/27/2025	Jun 2025	88895375	V0323 Ingram	\$32.03	Books
	Vendor Invoice	6/27/2025	Jun 2025	88895376	V0323 Ingram	\$42.55	Books
	Vendor Invoice	6/30/2025	Jun 2025	88928047	V0323 Ingram	\$39.03	Books
	Vendor Invoice	6/30/2025	Jun 2025	88928048	V0323 Ingram	\$85.07	Books
	Vendor Invoice	6/30/2025	Jun 2025	88928049	V0323 Ingram	\$102.66	Books
Total - 5441 - Library Materials						\$10,822.08	
5442 - Service Contracts							
	Credit Card	5/23/2025	Jun 2025	RAMP.c4257af7-312f-4e60-91a-	V1207 Miscellaneous Retail Vendor (Ramp)	\$13.99	Spencer Heise - youtube premium for programs
	Vendor Invoice	6/2/2025	Jun 2025	39347745	V0440 Marco	\$248.09	Copier - Less Late Charge & Tariff Fees
Total - 5442 - Service Contracts						\$262.08	
5444 - Library Programs							
	Credit Card	5/14/2025	Jun 2025	RAMP.a535964b-6c60-48c2-a4-	V1282 Walmart	\$24.23	Sarah Wroblewski - Misc - Supplies for library programs.
	Credit Card	5/18/2025	Jun 2025	RAMP.a2d60212-a82f-4849-82t-	V1173 Amazon	\$125.27	Sarah Wroblewski - Supplies for Library - Amazon
	Credit Card	5/26/2025	Jun 2025	RAMP.4f051d2f-d6e5-4abf-aa54-	V1173 Amazon	\$24.89	Sarah Wroblewski - Materials for Library Programs
	Credit Card	6/4/2025	Jun 2025	RAMP.11df70d9-0e51-4eeb-acd-	V1173 Amazon	\$67.47	Sarah Wroblewski - Supplies for Library - Amazon
	Credit Card	6/6/2025	Jun 2025	RAMP.a473dc30-6769-4b8b-b0-	V1442 Dollar Tree	\$18.46	Sarah Wroblewski - Miscellaneous supplies for library programming.
	Credit Card	6/7/2025	Jun 2025	RAMP.bc7de98b-84c4-4a0c-83t-	V0628 Stoneridge Piggly Wiggly	\$14.97	James Berven - programming snacks
	Credit Card	6/9/2025	Jun 2025	RAMP.7f3e62ab-d6d9-44b1-ba2-	V1207 Miscellaneous Retail Vendor (Ramp)	\$30.98	James Berven - Library program prize. Also, this is another example of Target being off. The
Total - 5444 - Library Programs						\$306.27	
5499 - Miscellaneous							
	Credit Card	5/14/2025	Jun 2025	RAMP.fca5592c-7362-49fc-8d4-	V1442 Dollar Tree	\$45.93	Sarah Wroblewski - Miscellaneous supplies for library programming.
	Credit Card	5/26/2025	Jun 2025	RAMP.1199b40d-57f5-4c68-9fb-	V1282 Walmart	\$8.94	Ashley Thiem-Menning - library misc
	Credit Card	6/5/2025	Jun 2025	RAMP.de6a8b71-f4fe-4d29-9ec-	V0129 Carstens Ace Hardware	\$13.27	Sarah Wroblewski - Library Supplies - Ace Hardware
	Credit Card	6/6/2025	Jun 2025	RAMP.e71ef27f-933b-4547-a93-	V1207 Miscellaneous Retail Vendor (Ramp)	\$765.00	Sarah Wroblewski - Performer for library programs
Total - 5499 - Miscellaneous						\$833.14	
Total - 5007 - Supplies						\$13,039.36	
Total - 5003 - Non-Personnel Services						\$38,659.07	
5008 - Outlay							
5801 - Land & Buildings							
	Vendor Invoice	5/23/2025	Jun 2025	LSPQ52541	V0409 Lappen Security Products, Inc.	\$180.00	Remove Camera for Remodel
Total - 5801 - Land & Buildings						\$180.00	
5804 - Equipment (including Office)							
	Credit Card	5/28/2025	Jun 2025	RAMP.aead208d-2cb1-436b-a9-	V1207 Miscellaneous Retail Vendor (Ramp)	\$1,476.19	Spencer Heise - library computers
Total - 5804 - Equipment (including Office)						\$1,476.19	
Total - 5008 - Outlay						\$1,656.19	
Total - Expense						\$102,891.42	
Net Income						(\$102,891.42)	

Kaukauna Public Library
2025 Revenue Report

						County Allocation for Library Services					Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Winnebago County Appropriation	Total County Allocations		
January	\$ 4.59	\$ 319.23	\$ 71.60	\$ 7.00	\$ 402.42						\$ 402.42	\$ 262.18
February	\$ 4.99	\$ 392.21	\$ 44.50	\$ 6.00	\$ 447.70						\$ 447.70	\$ 100.65
March	\$ 4.07	\$ 581.98	\$ 56.12	\$ 19.00	\$ 661.17						\$ 661.17	\$ 154.00
April	\$ 15.74	\$ 589.85	\$ 42.15	\$ 3.09	\$ 650.83	\$ 106,474.50	\$ 90,540.00	\$ 20,875.00	\$ 2,342.00	\$ 220,231.50	\$ 220,882.33	\$ 103.63
May	\$ 10.49	\$ 449.20	\$ 60.00	\$ 0.50	\$ 520.19						\$ 520.19	\$ 296.53
June	\$ 24.00	\$ 498.20	\$ 53.50	\$ 1.00	\$ 576.70						\$ 576.70	\$ 70.99
July	\$ 9.21	\$ 466.52	\$ 51.00	\$ 23.00	\$ 549.73	\$ 106,474.50				\$ 106,474.50	\$ 107,024.23	\$ 140.71
Totals	\$ 73.09	\$ 3,297.19	\$ 378.87	\$ 59.59	\$ 3,808.74	\$ 212,949.00	\$90,540.00	\$20,875.00	\$2,342.00	\$326,706.00	\$ 330,514.74	\$ 1,128.69

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

City of Kaukauna
City of Kaukauna
City - Budget vs. Actual (Years 2025+)
From Jan 2025 to Jul 2025

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5000 - Personnel Services				
5001 - Wages & Salaries				
5101 - Regular Payroll	\$315,399.75	\$620,644.00	(\$305,244.25)	50.82%
5104 - Temporary Payroll	\$26,295.45	\$36,000.00	(\$9,704.55)	73.04%
5107 - Overtime Pay	\$18.63	\$0.00	\$18.63	0.00%
Total - 5001 - Wages & Salaries	\$341,713.83	\$656,644.00	(\$314,930.17)	52.04%
5002 - Fringe Benefits				
5151 - Retirement Plan	\$18,042.53	\$32,768.75	(\$14,726.22)	55.06%
5152 - Residency	\$3,130.35	\$4,351.00	(\$1,220.65)	71.95%
5154 - Social Security	\$20,150.76	\$38,953.58	(\$18,802.82)	51.73%
5157 - Group Health Insurance	\$66,385.50	\$111,519.00	(\$45,133.50)	59.53%
5160 - Group Life Insurance	\$334.29	\$563.00	(\$228.71)	59.38%
5163 - Workers Compensation	\$597.85	\$2,843.99	(\$2,246.14)	21.02%
Total - 5002 - Fringe Benefits	\$108,641.28	\$190,999.32	(\$82,358.04)	56.88%
Total - 5000 - Personnel Services	\$450,355.11	\$847,643.32	(\$397,288.21)	53.13%
5003 - Non-Personnel Services				
5004 - Travel/Training				
5208 - Travel - City Business	\$2,348.90	\$3,820.00	(\$1,471.10)	61.49%
5211 - Education & Memberships	\$921.00	\$2,804.00	(\$1,883.00)	32.85%
Total - 5004 - Travel/Training	\$3,269.90	\$6,624.00	(\$3,354.10)	49.36%
5006 - Purchased Services				
5303 - Communications	\$401.57	\$700.00	(\$298.43)	57.37%
5306 - Heating Fuels	\$3,927.20	\$8,000.00	(\$4,072.80)	49.09%
5309 - Water Sewer & Electric	\$6,222.73	\$16,450.00	(\$10,227.27)	37.83%
5312 - Maintenance - Buildings	\$63,138.73	\$119,000.00	(\$55,861.27)	53.06%
5313 - Lease - Buildings	\$83,951.00	\$143,916.00	(\$59,965.00)	58.33%
5325 - Contractual Services	\$21,856.48	\$35,584.00	(\$13,727.52)	61.42%
5328 - Advertising	\$738.00	\$2,550.00	(\$1,812.00)	28.94%
5331 - General Insurance	\$8,421.00	\$8,421.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$122,120.00	\$122,120.00	\$0.00	100.00%
Total - 5006 - Purchased Services	\$310,776.71	\$456,741.00	(\$145,964.29)	68.04%
5007 - Supplies				
5401 - Office Supplies	\$3,907.18	\$7,500.00	(\$3,592.82)	52.10%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5410 - General Supplies	\$94.68	\$0.00	\$94.68	0.00%
5422 - Data Processing Supplies	\$5,486.61	\$7,500.00	(\$2,013.39)	73.15%
5431 - Postage	\$1,386.17	\$1,500.00	(\$113.83)	92.41%
5441 - Library Materials	\$88,326.70	\$107,552.00	(\$19,225.30)	82.12%
5442 - Service Contracts	\$50,613.97	\$69,784.00	(\$19,170.03)	72.53%
5444 - Library Programs	\$2,668.19	\$6,000.00	(\$3,331.81)	44.47%
5499 - Miscellaneous	\$1,601.92	\$1,500.00	\$101.92	106.79%
Total - 5007 - Supplies	\$154,085.42	\$202,136.00	(\$48,050.58)	76.23%
Total - 5003 - Non-Personnel Services	\$468,132.03	\$665,501.00	(\$197,368.97)	70.34%
5008 - Outlay				
5801 - Land & Buildings	\$180.00	\$0.00	\$180.00	0.00%

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
5804 - Equipment (including Office)	\$8,285.07	\$9,420.00	(\$1,134.93)	87.95%
Total - 5008 - Outlay	\$8,465.07	\$9,420.00	(\$954.93)	89.86%
Total - Expense	\$926,952.21	\$1,522,564.32	(\$595,612.11)	60.88%
Net Income	(\$926,952.21)	(\$1,522,564.32)	\$595,612.11	60.88%

City of Kaukauna
City - Income Statement Detail
Jul 2025

Item 5.b.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5000 - Personnel Services							
5001 - Wages & Salaries							
5101 - Regular Payroll							
	Journal	7/3/2025	Jul 2025	JE849		\$21,564.46	Gross Earnings
	Journal	7/17/2025	Jul 2025	JE852		\$21,383.40	Gross Earnings
	Journal	7/31/2025	Jul 2025	JE856		\$21,917.58	Gross Earnings
Total - 5101 - Regular Payroll						\$64,865.44	
5104 - Temporary Payroll							
	Journal	7/3/2025	Jul 2025	JE849		\$1,249.96	Seasonal
	Journal	7/17/2025	Jul 2025	JE852		\$1,393.06	Seasonal
	Journal	7/31/2025	Jul 2025	JE856		\$1,267.51	Seasonal
Total - 5104 - Temporary Payroll						\$3,910.53	
Total - 5001 - Wages & Salaries						\$68,775.97	
5002 - Fringe Benefits							
5151 - Retirement Plan							
	Journal	7/3/2025	Jul 2025	JE849		\$1,213.07	ERWRSGen
	Journal	7/17/2025	Jul 2025	JE852		\$1,269.59	ERWRSGen
	Journal	7/31/2025	Jul 2025	JE856		\$1,289.69	ERWRSGen
Total - 5151 - Retirement Plan						\$3,772.35	
5152 - Residency							
	Journal	7/3/2025	Jul 2025	JE849		\$249.06	401a
	Journal	7/17/2025	Jul 2025	JE852		\$247.34	401a
	Journal	7/31/2025	Jul 2025	JE856		\$244.83	401a
Total - 5152 - Residency						\$741.23	
5154 - Social Security							
	Journal	7/3/2025	Jul 2025	JE849		\$1,024.09	Employer Social Security Expense
	Journal	7/3/2025	Jul 2025	JE849		\$317.18	Employer Medicare Expense
	Journal	7/17/2025	Jul 2025	JE852		\$316.63	Employer Medicare Expense
	Journal	7/17/2025	Jul 2025	JE852		\$1,074.33	Employer Social Security Expense
	Journal	7/31/2025	Jul 2025	JE856		\$336.17	Employer Medicare Expense
	Journal	7/31/2025	Jul 2025	JE856		\$1,150.52	Employer Social Security Expense
Total - 5154 - Social Security						\$4,218.92	
5157 - Group Health Insurance							
	Journal	7/3/2025	Jul 2025	JE849		\$207.00	HRA Monthly
	Journal	7/3/2025	Jul 2025	JE849		\$4,409.75	ER Health
	Journal	7/17/2025	Jul 2025	JE852		\$4,409.75	ER Health
Total - 5157 - Group Health Insurance						\$9,026.50	
5160 - Group Life Insurance							
	Journal	7/3/2025	Jul 2025	JE849		\$26.15	ER Life
	Journal	7/17/2025	Jul 2025	JE852		\$26.15	ER Life
Total - 5160 - Group Life Insurance						\$52.30	
5163 - Workers Compensation							
	Journal	7/3/2025	Jul 2025	JE849		\$36.51	WC Admin
	Journal	7/17/2025	Jul 2025	JE852		\$36.45	WC Admin
	Journal	7/31/2025	Jul 2025	JE856		\$37.09	WC Admin
Total - 5163 - Workers Compensation						\$110.05	
Total - 5002 - Fringe Benefits						\$17,921.35	
Total - 5000 - Personnel Services						\$86,697.32	
5003 - Non-Personnel Services							
5004 - Travel/Training							
5211 - Education & Memberships							
	Credit Card	7/2/2025	Jul 2025	RAMP.5f658cf3-7d78-4c47-b69c-cac75	V1207 Miscellaneous Retail Vendor (Ramp)	\$322.00	Spencer Heise - local history subscription
Total - 5211 - Education & Memberships						\$322.00	
Total - 5004 - Travel/Training						\$322.00	
5006 - Purchased Services							
5303 - Communications							
	Credit Card	6/17/2025	Jul 2025	RAMP.6bed70fd-c257-4bd6-8769-e4dcl	V0755 T-Mobile	\$50.03	Spencer Heise - Library mobile communication services
	Journal	7/17/2025	Jul 2025	JE852		\$25.00	Cell Reimb
	Credit Card	7/18/2025	Jul 2025	RAMP.5bcb02e0-01ab-4a07-8c2a-a0e3	V0755 T-Mobile	\$29.90	Spencer Heise - Library mobile communication services
Total - 5303 - Communications						\$104.93	
5306 - Heating Fuels							
	Vendor Invoice	6/27/2025	Jul 2025	5532342772	V0705 We Energies	\$26.91	Gas Service - June
Total - 5306 - Heating Fuels						\$26.91	
5309 - Water Sewer & Electric							
	Vendor Invoice	6/25/2025	Jul 2025	500114-012025-06-25	V0383 Kaukauna Utilities	\$1,185.50	Water, Sewer, & Electric
Total - 5309 - Water Sewer & Electric						\$1,185.50	
5312 - Maintenance - Buildings							
	Credit Card	6/23/2025	Jul 2025	RAMP.1029813a-b8cc-4d51-8a23-d1c9	V1173 Amazon	\$103.62	Ashley Thiem-Menning - light bulbs
	Vendor Invoice	6/30/2025	Jul 2025	9697	V1220 Killian's Landscaping, Inc.	\$250.00	Monthly Lawn & Landscape Maintenance - July
	Vendor Invoice	7/7/2025	Jul 2025	070125	V0016 Grand Kakalin LLC	\$9,183.00	Maintenance - July
	Credit Card	7/14/2025	Jul 2025	RAMP.7c58cec1-1bf3-4c6c-85b6-ce122	V1207 Miscellaneous Retail Vendor (Ramp)	\$209.11	Spencer Heise - library equipment maintenance
Total - 5312 - Maintenance - Buildings						\$9,745.73	

5313 - Lease - Buildings		Vendor Invoice	7/7/2025	Jul 2025	070125	V0016 Grand Kakalin LLC	\$11,993.00	Rent - July	Item 5.b.
Total - 5313 - Lease - Buildings							\$11,993.00		
5325 - Contractual Services		Credit Card	6/16/2025	Jul 2025	RAMP.fc057de3-84cd-4e17-b770-20ec	V0006 Complete Office of Wisconsin	\$166.91	Spencer Heise - paper supplies	
		Vendor Invoice	7/1/2025	Jul 2025	02-40834	V0003 Advanced Maintenance Solutions	\$2,277.40	Monthly Contract Janitorial Services for the month of the invoice date Per	
		Credit Card	7/18/2025	Jul 2025	RAMP.36f8b5bb-690b-46af-9ce0-4dc32	V0006 Complete Office of Wisconsin	\$216.92	Spencer Heise - paper supplies	
Total - 5325 - Contractual Services							\$2,661.23		
5328 - Advertising		Credit Card	7/3/2025	Jul 2025	RAMP.e9a7275d-799e-497a-86e9-e9dc	V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - Library newsletter email service	
Total - 5328 - Advertising							\$23.76		
Total - 5006 - Purchased Services							\$25,741.06		
5007 - Supplies									
5401 - Office Supplies		Credit Card	6/19/2025	Jul 2025	RAMP.825c7fb1-2596-45bf-8fc0-12d0e	V1173 Amazon	\$53.20	Spencer Heise - office supplies purchase	
		Credit Card	6/20/2025	Jul 2025	RAMP.a7f91e1b-cb42-4919-b954-73a7	V0006 Complete Office of Wisconsin	\$165.96	Spencer Heise - office supplies	
		Credit Card	7/2/2025	Jul 2025	RAMP.2635d726-cc1c-4ff7-8405-22cae	V1328 Premium Waters, Inc.	\$62.94	Spencer Heise - library water refill	
		Credit Card	7/2/2025	Jul 2025	RAMP.3dfb4efd-a26f-4b8c-9aeb-f21fe	V0006 Complete Office of Wisconsin	\$33.79	Spencer Heise - office supplies	
		Vendor Invoice	7/3/2025	Jul 2025	4637	V0528 Outagamie Waupaca Library System	\$160.00	Receipt Paper	
		Credit Card	7/15/2025	Jul 2025	RAMP.69c2070d-a998-4da4-968a-8675	V0006 Complete Office of Wisconsin	\$125.35	Spencer Heise - office supplies	
		Vendor Invoice	7/23/2025	Jul 2025	4657	V0528 Outagamie Waupaca Library System	\$368.11	Receipt Printer	
		Credit Card	7/25/2025	Jul 2025	RAMP.0468f424-3a1d-4cb0-b7f9-c9eb6	V0006 Complete Office of Wisconsin	\$54.16	Spencer Heise - General expenses for office supplies.	
Total - 5401 - Office Supplies							\$1,023.51		
5422 - Data Processing Supplies		Credit Card	6/13/2025	Jul 2025	RAMP.b411e868-2b40-465a-b20f-8029	V1515 Playaway Products LLC	\$31.15	Spencer Heise - processing supplies	
		Vendor Invoice	7/3/2025	Jul 2025	4637	V0528 Outagamie Waupaca Library System	\$120.00	Spine Labels	
		Vendor Invoice	7/3/2025	Jul 2025	330690	V0754 Showcases	\$110.16	CD Cases	
		Credit Card	7/22/2025	Jul 2025	RAMP.92f3de66-766a-43b5-b259-55a6	V0006 Complete Office of Wisconsin	\$73.78	Spencer Heise - processing supplies	
Total - 5422 - Data Processing Supplies							\$335.09		
5431 - Postage		Credit Card	7/1/2025	Jul 2025	RAMP.31eff925-8f9b-4714-82cf-32785e	V0680 U.S. Postal Service - Postmaster	\$48.42	Spencer Heise - Library mail	
		Credit Card	7/3/2025	Jul 2025	RAMP.c1a8cec2-bfa7-4c7f-9adc-e6d2d	V0680 U.S. Postal Service - Postmaster	\$5.38	Spencer Heise - library mail	
		Credit Card	7/15/2025	Jul 2025	RAMP.2953b8c7-cae6-441d-8318-5d8d	V0680 U.S. Postal Service - Postmaster	\$5.22	Spencer Heise - library mail	
		Credit Card	7/24/2025	Jul 2025	RAMP.041bd151-c709-44b4-93f0-3493	V0680 U.S. Postal Service - Postmaster	\$17.46	Spencer Heise - Library mail	
Total - 5431 - Postage							\$76.48		
5441 - Library Materials		Vendor Invoice	3/31/2025	Jul 2025	ARG2000058	V1626 Smart Apple Media	\$1,050.41	Library Materials	
		Vendor Invoice	4/4/2025	Jul 2025	ARP2500103	V1625 Lakeview Books	\$831.02	Books	
		Vendor Invoice	4/15/2025	Jul 2025	AR12100111	V0970 Broad Reach	\$654.38	Library Materials	
		Vendor Invoice	4/25/2025	Jul 2025	NA163068	V0644 The Child's World	\$1,514.70	Books	
		Vendor Invoice	4/28/2025	Jul 2025	87837503	V0323 Ingram	\$48.34	Books	
		Vendor Invoice	4/28/2025	Jul 2025	87837502a	V0323 Ingram	\$73.30	Books	
		Vendor Invoice	5/1/2025	Jul 2025	INV112808	V1609 FlutterBee Education Group	\$2,614.61	Library Materials	
		Credit Card	6/5/2025	Jul 2025	RAMP.457d26fe-faf8-47a2-9ee8-8320f6	V1207 Miscellaneous Retail Vendor (Ramp)	\$492.90	James Berven - Miscellaneous library materials purchase.	
		Credit Card	6/10/2025	Jul 2025	RAMP.825abde3-89e2-4780-a849-6fb0	V0422 Library Journal	\$169.00	James Berven - Library materials acquisition - Library Journal	
		Credit Card	6/11/2025	Jul 2025	RAMP.e07b9866-3e65-43a7-bc33-a81d	V1173 Amazon	\$30.69	Ashley Thiem-Menning - library books	
		Credit Card	6/11/2025	Jul 2025	RAMP.d759f2f7-38dd-446e-a1b8-d1824	V1173 Amazon	\$25.70	Ashley Thiem-Menning - books	
		Credit Card	6/13/2025	Jul 2025	RAMP.2eca0656-29c6-4048-bb49-e3c0	V0796 Baker & Taylor	\$16.55	Spencer Heise - Library book acquisitions	
		CCard Refund	6/14/2025	Jul 2025	RAMP.ec4b77c3-3799-479d-a426-4402	V1207 Miscellaneous Retail Vendor (Ramp)	(\$69.99)	James Berven - Refund for Miscellaneous library materials purchase.	
		Credit Card	6/14/2025	Jul 2025	RAMP.9d7eb9f7-dcfe-4df0-82f6-3567f9	V1173 Amazon	\$44.39	Ashley Thiem-Menning - library books	
		Credit Card	6/17/2025	Jul 2025	RAMP.6bed70fd-c257-4bd6-8769-e4dc	V0755 T-Mobile	\$388.55	Spencer Heise - Library mobile communication services	
		Credit Card	6/18/2025	Jul 2025	RAMP.bb495759-963f-4cef-8bf3-bd49b	V1173 Amazon	\$41.99	Ashley Thiem-Menning - library books	
		Credit Card	6/20/2025	Jul 2025	RAMP.302eccc6-95d0-424a-8789-131f	V1207 Miscellaneous Retail Vendor (Ramp)	\$49.67	James Berven - Miscellaneous library materials purchase.	
		Credit Card	6/20/2025	Jul 2025	RAMP.0aeb5e46-fda0-4e05-960f-dd5f2	V0796 Baker & Taylor	\$115.10	Spencer Heise - Library book acquisitions	
		Credit Card	6/23/2025	Jul 2025	RAMP.560114e1-c59a-44e0-8101-45e4	V1173 Amazon	\$21.84	Ashley Thiem-Menning - Library book purchases	
		Credit Card	6/23/2025	Jul 2025	RAMP.2688a187-0cec-4fb7-8199-8c70	V1173 Amazon	\$28.71	Ashley Thiem-Menning - Library book purchases	
		Credit Card	6/23/2025	Jul 2025	RAMP.610d526f-e20b-48c1-9028-e78b	V1173 Amazon	\$104.29	Ashley Thiem-Menning - Library materials purchase	
		Credit Card	6/24/2025	Jul 2025	RAMP.d9402c39-3269-4be9-a070-9eb8	V1173 Amazon	\$8.36	Ashley Thiem-Menning - Library programs	
		Credit Card	6/24/2025	Jul 2025	RAMP.6f8796cc-824a-4a0d-b5db-ab33	V1173 Amazon	\$15.85	Ashley Thiem-Menning - Library book purchases	
		Credit Card	6/24/2025	Jul 2025	RAMP.2b6b59c5-b023-44cf-913a-a98a	V1173 Amazon	\$19.99	Ashley Thiem-Menning - Library book purchases	
		Credit Card	6/24/2025	Jul 2025	RAMP.4033d7ff-71b3-42ff-bb02-36abb	V1173 Amazon	\$43.08	Ashley Thiem-Menning - Library book purchases	
		Credit Card	6/24/2025	Jul 2025	RAMP.9e119eaa-5368-4062-8e23-b54c	V1173 Amazon	\$31.98	Ashley Thiem-Menning - Library book purchases	
		Credit Card	6/24/2025	Jul 2025	RAMP.fad09fc8-3a46-475b-b21b-610c3	V1173 Amazon	\$49.37	Ashley Thiem-Menning - Library book purchases	
		Credit Card	6/26/2025	Jul 2025	RAMP.285d6839-67ee-4149-b80b-681c	V0651 The Wall Street Journal	\$41.13	Spencer Heise - newspaper subscription	
		CCard Refund	6/27/2025	Jul 2025	RAMP.dcf8c97a-c216-47dd-a8b2-5e96	V1173 Amazon	(\$7.99)	Ashley Thiem-Menning - Refund for Library book purchases	
		Credit Card	6/27/2025	Jul 2025	RAMP.951ce988-28b2-488d-bf1a-6675	V0796 Baker & Taylor	\$39.58	Spencer Heise - library book acquisitions	
		Credit Card	6/27/2025	Jul 2025	RAMP.84ab20f7-17d2-4194-94b6-bb2b	V0796 Baker & Taylor	\$18.71	Spencer Heise - Library book acquisitions	
		Vendor Invoice	6/27/2025	Jul 2025	88895379	V0323 Ingram	\$7.43	Books	
		Vendor Invoice	6/27/2025	Jul 2025	88895378	V0323 Ingram	\$6.92	Books	
		Credit Card	6/30/2025	Jul 2025	RAMP.5fa461ca-f014-45e4-ac21-a89f5	V1173 Amazon	\$54.03	Ashley Thiem-Menning - Library book purchases	
		Credit Card	6/30/2025	Jul 2025	RAMP.5db16dc8-df19-415a-b164-54c5	V1173 Amazon	\$28.41	Ashley Thiem-Menning - Library book purchases	
		Credit Card	6/30/2025	Jul 2025	RAMP.85d7a5f2-13ef-4b45-83f1-8fe517	V1207 Miscellaneous Retail Vendor (Ramp)	\$137.95	James Berven - Library materials acquisition - OverDrive	
		Vendor Invoice	6/30/2025	Jul 2025	88928046	V0323 Ingram	\$13.59	Books	
		Vendor Invoice	6/30/2025	Jul 2025	507399043	V0472 Midwest Tape	\$1,249.87	Digital Library Materials	
		Credit Card	7/1/2025	Jul 2025	RAMP.976a9d5c-da30-4d44-ba02-264a	V1173 Amazon	\$29.98	Spencer Heise - library materials	
		Vendor Invoice	7/1/2025	Jul 2025	88948008	V0323 Ingram	\$11.70	Books	
		Vendor Invoice	7/1/2025	Jul 2025	88948007	V0323 Ingram	\$35.64	Books	
		Vendor Invoice	7/1/2025	Jul 2025	88948006	V0323 Ingram	\$16.77	Books	

Vendor Invoice	7/1/2025	Jul 2025	88948004	V0323 Ingram	\$48.67	Books
Vendor Invoice	7/1/2025	Jul 2025	88948003	V0323 Ingram	\$17.30	Books
Vendor Invoice	7/1/2025	Jul 2025	88948005	V0323 Ingram	\$35.07	Books
Credit Card	7/3/2025	Jul 2025	RAMP.0d4db3b5-5f38-4c3a-9f5c-cb736	V0796 Baker & Taylor	\$328.19	Spencer Heise - Library book acquisitions
Vendor Invoice	7/3/2025	Jul 2025	88994305	V0323 Ingram	\$46.71	Books
Vendor Invoice	7/3/2025	Jul 2025	88994296	V0323 Ingram	\$12.87	Books
Vendor Invoice	7/3/2025	Jul 2025	88994293	V0323 Ingram	\$13.09	Books
Vendor Invoice	7/3/2025	Jul 2025	88994313	V0323 Ingram	\$34.38	Books
Vendor Invoice	7/3/2025	Jul 2025	88994306	V0323 Ingram	\$82.75	Books
Vendor Invoice	7/3/2025	Jul 2025	88994315	V0323 Ingram	\$71.01	Books
Vendor Invoice	7/3/2025	Jul 2025	88994297	V0323 Ingram	\$12.86	Books
Vendor Invoice	7/3/2025	Jul 2025	88994300	V0323 Ingram	\$13.47	Books
Vendor Invoice	7/3/2025	Jul 2025	88994311	V0323 Ingram	\$195.51	Books
Vendor Invoice	7/3/2025	Jul 2025	88994294	V0323 Ingram	\$32.93	Books
Vendor Invoice	7/3/2025	Jul 2025	88994302	V0323 Ingram	\$131.26	Books
Vendor Invoice	7/3/2025	Jul 2025	88994301	V0323 Ingram	\$113.29	Books
Vendor Invoice	7/3/2025	Jul 2025	88994308	V0323 Ingram	\$312.63	Books
Vendor Invoice	7/3/2025	Jul 2025	88994299	V0323 Ingram	\$77.74	Books
Vendor Invoice	7/3/2025	Jul 2025	88994316	V0323 Ingram	\$109.44	Books
Vendor Invoice	7/3/2025	Jul 2025	88994314	V0323 Ingram	\$165.74	Books
Vendor Invoice	7/3/2025	Jul 2025	88994307	V0323 Ingram	\$43.77	Books
Vendor Invoice	7/3/2025	Jul 2025	88994295	V0323 Ingram	\$16.48	Books
Vendor Invoice	7/3/2025	Jul 2025	88994298	V0323 Ingram	\$9.25	Books
Vendor Invoice	7/3/2025	Jul 2025	88994310	V0323 Ingram	\$22.33	Books
Vendor Invoice	7/3/2025	Jul 2025	88994309	V0323 Ingram	\$17.68	Books
Vendor Invoice	7/3/2025	Jul 2025	88994304	V0323 Ingram	\$31.69	Books
Vendor Invoice	7/3/2025	Jul 2025	88994312	V0323 Ingram	\$91.37	Books
Vendor Invoice	7/3/2025	Jul 2025	88994303	V0323 Ingram	\$150.62	Books
Vendor Invoice	7/3/2025	Jul 2025	88994317	V0323 Ingram	\$13.48	Books
Vendor Invoice	7/3/2025	Jul 2025	88994292	V0323 Ingram	\$12.86	Books
Vendor Invoice	7/7/2025	Jul 2025	89030816	V0323 Ingram	\$41.71	Books
Vendor Invoice	7/7/2025	Jul 2025	89030817	V0323 Ingram	\$11.68	Books
Vendor Invoice	7/10/2025	Jul 2025	505531	V1515 Playaway Products LLC	\$183.32	Books
Credit Card	7/11/2025	Jul 2025	RAMP.bec3e13e-7cb2-40d8-a8b2-7edc	V0796 Baker & Taylor	\$17.99	Spencer Heise - Library book acquisitions
Vendor Invoice	7/11/2025	Jul 2025	89134091	V0323 Ingram	\$19.47	Books
Vendor Invoice	7/11/2025	Jul 2025	89134093	V0323 Ingram	\$30.69	Books
Vendor Invoice	7/11/2025	Jul 2025	89134092	V0323 Ingram	\$36.94	Books
Vendor Invoice	7/11/2025	Jul 2025	89134089	V0323 Ingram	\$17.64	Books
Vendor Invoice	7/11/2025	Jul 2025	89134095	V0323 Ingram	\$40.97	Books
Vendor Invoice	7/11/2025	Jul 2025	89134088	V0323 Ingram	\$18.09	Books
Vendor Invoice	7/11/2025	Jul 2025	89134090	V0323 Ingram	\$31.81	Books
Vendor Invoice	7/11/2025	Jul 2025	89134096	V0323 Ingram	\$11.93	Books
Vendor Invoice	7/11/2025	Jul 2025	89134094	V0323 Ingram	\$24.39	Books
Credit Card	7/13/2025	Jul 2025	RAMP.29637e79-2d67-4e68-9f98-cf5c1	V1173 Amazon	\$213.19	Ashley Thiem-Menning - Library materials purchase
Credit Card	7/15/2025	Jul 2025	RAMP.c0edc280-ee62-4d68-8dac-fcd1	V1173 Amazon	\$9.91	Ashley Thiem-Menning - Library book purchases
CCard Refund	7/16/2025	Jul 2025	RAMP.d7d5f6f5-d602-4442-8c53-80e6f	V1173 Amazon	(\$14.99)	Spencer Heise - Refund for library materials
Vendor Invoice	7/16/2025	Jul 2025	89224721	V0323 Ingram	\$13.04	Books
Vendor Invoice	7/16/2025	Jul 2025	89218981	V0323 Ingram	\$16.98	Books
Vendor Invoice	7/16/2025	Jul 2025	89218970	V0323 Ingram	\$16.50	Books
Vendor Invoice	7/16/2025	Jul 2025	89224720	V0323 Ingram	\$10.14	Books
Vendor Invoice	7/16/2025	Jul 2025	89218982	V0323 Ingram	\$8.88	Books
Vendor Invoice	7/16/2025	Jul 2025	89218971	V0323 Ingram	\$17.65	Books
Vendor Invoice	7/16/2025	Jul 2025	89218976	V0323 Ingram	\$16.53	Books
Vendor Invoice	7/16/2025	Jul 2025	89218979	V0323 Ingram	\$14.42	Books
Vendor Invoice	7/16/2025	Jul 2025	89218980	V0323 Ingram	\$121.59	Books
Vendor Invoice	7/16/2025	Jul 2025	89218975	V0323 Ingram	\$12.12	Books
Vendor Invoice	7/16/2025	Jul 2025	89218973	V0323 Ingram	\$17.65	Books
Vendor Invoice	7/16/2025	Jul 2025	89218977	V0323 Ingram	\$12.90	Books
Vendor Invoice	7/16/2025	Jul 2025	89218978	V0323 Ingram	\$51.13	Books
Vendor Invoice	7/16/2025	Jul 2025	89218969	V0323 Ingram	\$16.50	Books
Vendor Invoice	7/16/2025	Jul 2025	89224722	V0323 Ingram	\$12.43	Books
Vendor Invoice	7/16/2025	Jul 2025	89218972	V0323 Ingram	\$14.18	Books
Vendor Invoice	7/16/2025	Jul 2025	89218974	V0323 Ingram	\$8.54	Books
Credit Card	7/17/2025	Jul 2025	RAMP.2b8685c0-c3f8-47a4-8d05-6ad3	V1173 Amazon	\$39.84	James Berven - Library materials acquisition
Vendor Invoice	7/17/2025	Jul 2025	89246498	V0323 Ingram	\$21.08	Books
Vendor Invoice	7/17/2025	Jul 2025	89246500	V0323 Ingram	\$23.03	Books
Vendor Invoice	7/17/2025	Jul 2025	89246495	V0323 Ingram	\$10.45	Books
Vendor Invoice	7/17/2025	Jul 2025	89246499	V0323 Ingram	\$18.63	Books
Vendor Invoice	7/17/2025	Jul 2025	89246497	V0323 Ingram	\$52.18	Books
Vendor Invoice	7/17/2025	Jul 2025	89246496	V0323 Ingram	\$22.73	Books
Vendor Invoice	7/17/2025	Jul 2025	89246501	V0323 Ingram	\$15.24	Books
Credit Card	7/18/2025	Jul 2025	RAMP.5bcb02e0-01ab-4a07-8c2a-a0e3	V0755 T-Mobile	\$367.95	Spencer Heise - Library mobile communication services
Credit Card	7/18/2025	Jul 2025	RAMP.fa4a9d05-7670-4b37-b86f-b755e	V1173 Amazon	\$12.64	James Berven - Library materials acquisition
Vendor Invoice	7/21/2025	Jul 2025	89297976	V0323 Ingram	\$15.41	Books
Vendor Invoice	7/21/2025	Jul 2025	89297970	V0323 Ingram	\$17.65	Books
Vendor Invoice	7/21/2025	Jul 2025	89297978	V0323 Ingram	\$5.28	Books
Vendor Invoice	7/21/2025	Jul 2025	89297973	V0323 Ingram	\$52.20	Books
Vendor Invoice	7/21/2025	Jul 2025	89297977	V0323 Ingram	\$14.11	Books

	Vendor Invoice	7/21/2025	Jul 2025	89297972	V0323 Ingram	\$40.99	Books
	Vendor Invoice	7/21/2025	Jul 2025	89297975	V0323 Ingram	\$15.41	Books
	Vendor Invoice	7/21/2025	Jul 2025	89297969	V0323 Ingram	\$53.10	Books
	Vendor Invoice	7/21/2025	Jul 2025	89297971	V0323 Ingram	\$34.26	Books
	Vendor Invoice	7/21/2025	Jul 2025	89297968	V0323 Ingram	\$17.69	Books
	Vendor Invoice	7/21/2025	Jul 2025	89297974	V0323 Ingram	\$23.82	Books
	Credit Card	7/23/2025	Jul 2025	RAMP.e4639ed3-ceaa-4987-ba5b-667c	V0796 Baker & Taylor	\$114.42	Spencer Heise - Library book acquisitions
	Credit Card	7/23/2025	Jul 2025	RAMP.8ec163a5-1635-4045-aa8d-501f	V0796 Baker & Taylor	\$222.32	Spencer Heise - Library book acquisitions
	Credit Card	7/23/2025	Jul 2025	RAMP.7c8893ae-99a1-4fe1-bdf4-34bda	V1207 Miscellaneous Retail Vendor (Ramp)	\$10.80	Ashley Thiem-Menning - kit replacement pieces
	Credit Card	7/24/2025	Jul 2025	RAMP.cab9ffd3-c122-4531-9d31-85336	V0651 The Wall Street Journal	\$41.13	Spencer Heise - newspaper subscription
	Vendor Invoice	7/24/2025	Jul 2025	89375467	V0323 Ingram	\$10.90	Books
	Vendor Invoice	7/24/2025	Jul 2025	89375465	V0323 Ingram	\$33.85	Books
	Vendor Invoice	7/24/2025	Jul 2025	89375466	V0323 Ingram	\$21.91	Books
	Vendor Invoice	7/24/2025	Jul 2025	89375469	V0323 Ingram	\$9.18	Books
	Vendor Invoice	7/24/2025	Jul 2025	89375470	V0323 Ingram	\$11.60	Books
	Vendor Invoice	7/24/2025	Jul 2025	89375468	V0323 Ingram	\$27.16	Books
	CCard Refund	7/25/2025	Jul 2025	RAMP.93c156e7-45ad-4033-84de-9dd6	V1173 Amazon	(\$6.61)	Ashley Thiem-Menning - Refund for Library book purchases
	Vendor Invoice	7/25/2025	Jul 2025	89396390	V0323 Ingram	\$12.05	Books
	Vendor Invoice	7/25/2025	Jul 2025	89396389	V0323 Ingram	\$8.19	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433848	V0323 Ingram	\$32.28	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433857	V0323 Ingram	\$87.51	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433866	V0323 Ingram	\$12.29	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433856	V0323 Ingram	\$20.70	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433861	V0323 Ingram	\$40.82	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433852	V0323 Ingram	\$112.40	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433862	V0323 Ingram	\$9.57	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433853	V0323 Ingram	\$8.82	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433860	V0323 Ingram	\$20.28	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433855	V0323 Ingram	\$20.70	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433851	V0323 Ingram	\$425.06	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433859	V0323 Ingram	\$79.67	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433865	V0323 Ingram	\$32.40	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433847	V0323 Ingram	\$32.15	Books
	Vendor Invoice	7/28/2025	Jul 2025	89433858	V0323 Ingram	\$27.77	Books
	Vendor Invoice	7/29/2025	Jul 2025	89456976	V0323 Ingram	\$43.42	Books
	Vendor Invoice	7/29/2025	Jul 2025	89456977	V0323 Ingram	\$27.21	Books
	Vendor Invoice	7/29/2025	Jul 2025	89456979	V0323 Ingram	\$15.61	Books
	Vendor Invoice	7/29/2025	Jul 2025	89456974	V0323 Ingram	\$13.69	Books
Total - 5441 - Library Materials						\$15,891.80	
5442 - Service Contracts							
	Credit Card	6/23/2025	Jul 2025	RAMP.174ac4b7-17ec-4c6c-ac8c-85a2	V1207 Miscellaneous Retail Vendor (Ramp)	\$13.99	Spencer Heise - youtube premium for programs
	Vendor Invoice	6/30/2025	Jul 2025	39563139	V0440 Marco	\$37.50	Copier
	Credit Card	7/2/2025	Jul 2025	RAMP.30732739-07bf-42fb-a76c-762d7	V1207 Miscellaneous Retail Vendor (Ramp)	\$996.00	Spencer Heise - local history software subscription
	Vendor Invoice	7/3/2025	Jul 2025	4637	V0528 Outagamie Waupaca Library System	\$12.00	Office 365 License
	Vendor Invoice	7/8/2025	Jul 2025	503402	V1501 WILS	\$199.00	Annual Subscription Fee
	Credit Card	7/23/2025	Jul 2025	RAMP.85579ec0-52de-4bb8-82ac-6a2c	V1207 Miscellaneous Retail Vendor (Ramp)	\$13.99	Spencer Heise - youtube premium for programs
	Journal	7/31/2025	Jul 2025	JE869		(\$37.50)	Marco Transfer Fee
Total - 5442 - Service Contracts						\$1,234.98	
5444 - Library Programs							
	Vendor Invoice	5/12/2025	Jul 2025	051225	V1610 Waupaca Library	\$21.00	Waupaca Billed Book - Firefighter by D. Bradley
	Credit Card	6/12/2025	Jul 2025	RAMP.8145d206-0a12-44a1-9d6c-874f	V1173 Amazon	\$39.49	Spencer Heise - programming supplies
	Credit Card	6/14/2025	Jul 2025	RAMP.d7c0b90a-61f2-432b-9c89-63a9f	V1173 Amazon	\$89.23	Sarah Wroblewski - Supplies for Library - Amazon
	Credit Card	6/14/2025	Jul 2025	RAMP.00ce6724-d5be-41a8-b494-bcdd	V1173 Amazon	\$16.98	Spencer Heise - programming supplies
	Credit Card	6/17/2025	Jul 2025	RAMP.597773e7-5696-4e7d-ae16-822c	V1173 Amazon	\$18.75	Sarah Wroblewski - Supplies for Library - Amazon
	Credit Card	6/28/2025	Jul 2025	RAMP.90de6b1c-31e2-4091-bbe5-97e0	V1173 Amazon	\$11.99	Sarah Wroblewski - Supplies for Library - Amazon
	Credit Card	7/3/2025	Jul 2025	RAMP.6c8a0e37-e1f3-4038-91cc-51a1c	V0825 Costco	\$75.54	James Berven - programming snacks
	Credit Card	7/9/2025	Jul 2025	RAMP.0b7c3cd2-eaa1-4607-a15a-7891	V1173 Amazon	\$35.47	James Berven - Programming
	Credit Card	7/14/2025	Jul 2025	RAMP.52c8587d-8025-41be-a737-5c56	V1173 Amazon	\$8.81	James Berven - Library programming acquisition
	Credit Card	7/18/2025	Jul 2025	RAMP.2a61c8e3-bff4-47f2-95cb-35c7f6	V1173 Amazon	\$146.16	Spencer Heise - programming supplies
	Credit Card	7/22/2025	Jul 2025	RAMP.b7361fac-8e60-4b7c-aa98-fead5	V1173 Amazon	\$58.41	Spencer Heise - programming supplies
	Credit Card	7/30/2025	Jul 2025	RAMP.59d0e934-5eda-43a6-ae37-4295	V1207 Miscellaneous Retail Vendor (Ramp)	\$25.31	Ashley Thiem-Menning - Library programs supplies
Total - 5444 - Library Programs						\$547.14	
5499 - Miscellaneous							
	Credit Card	6/10/2025	Jul 2025	RAMP.3dc010fc-a2b1-4882-8fe1-00a4b	V0129 Carstens Ace Hardware	\$11.79	Sarah Wroblewski - Library Supplies - Ace Hardware
	Credit Card	6/19/2025	Jul 2025	RAMP.b156a42a-6de8-4f50-a173-8a68	V1173 Amazon	\$39.28	Sarah Wroblewski - Supplies for Library - Amazon
	Credit Card	7/18/2025	Jul 2025	RAMP.5ddc688c-622a-4120-b85d-c6ff4	V0129 Carstens Ace Hardware	\$9.68	Sarah Wroblewski - Programming Supplies
	Credit Card	7/20/2025	Jul 2025	RAMP.fc1b5ff6-fccc-44f2-9700-49f55c6	V0129 Carstens Ace Hardware	\$9.68	Sarah Wroblewski - Programming Supplies
Total - 5499 - Miscellaneous						\$70.43	
Total - 5007 - Supplies						\$19,179.43	
Total - 5003 - Non-Personnel Services						\$45,242.49	
5008 - Outlay							
5804 - Equipment (including Office)							
	Credit Card	6/20/2025	Jul 2025	RAMP.26c49f96-0101-4ce5-92c4-07df1	V1207 Miscellaneous Retail Vendor (Ramp)	\$751.92	Spencer Heise - library computers
	Credit Card	6/21/2025	Jul 2025	RAMP.1a018b98-c9e6-4d6e-b9a3-7957	V1207 Miscellaneous Retail Vendor (Ramp)	\$2,566.28	Spencer Heise - library computers
Total - 5804 - Equipment (including Office)						\$3,318.20	
Total - 5008 - Outlay						\$3,318.20	
Total - Expense						\$135,258.01	
Net Income						(\$135,258.01)	

Kaukauna Public Library
2025 Revenue Report

						County Allocation for Library Services					Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Winnebago County Appropriation	Total County Allocations		
January	\$ 4.59	\$ 319.23	\$ 71.60	\$ 7.00	\$ 402.42						\$ 402.42	\$ 262.18
February	\$ 4.99	\$ 392.21	\$ 44.50	\$ 6.00	\$ 447.70						\$ 447.70	\$ 100.65
March	\$ 4.07	\$ 581.98	\$ 56.12	\$ 19.00	\$ 661.17						\$ 661.17	\$ 154.00
April	\$ 15.74	\$ 589.85	\$ 42.15	\$ 3.09	\$ 650.83	\$ 106,474.50	\$ 90,540.00	\$ 20,875.00	\$ 2,342.00	\$ 220,231.50	\$ 220,882.33	\$ 103.63
May	\$ 10.49	\$ 449.20	\$ 60.00	\$ 0.50	\$ 520.19						\$ 520.19	\$ 296.53
June	\$ 24.00	\$ 498.20	\$ 53.50	\$ 1.00	\$ 576.70						\$ 576.70	\$ 70.99
July	\$ 9.21	\$ 466.52	\$ 51.00	\$ 23.00	\$ 549.73	\$ 106,474.50				\$ 106,474.50	\$ 107,024.23	\$ 140.71
August	\$ 2.20	\$ 622.74	\$ 62.35	\$ 3.00	\$ 690.29						\$ 690.29	\$ 199.19
Totals	\$ 75.29	\$ 3,919.93	\$ 441.22	\$ 62.59	\$ 4,499.03	\$ 212,949.00	\$90,540.00	\$20,875.00	\$2,342.00	\$326,706.00	\$ 331,205.03	\$ 1,327.88

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

City of Kaukauna
City of Kaukauna
City - Budget vs. Actual (Years 2025+)
From Jan 2025 to Aug 2025

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5000 - Personnel Services				
5001 - Wages & Salaries				
5101 - Regular Payroll	\$359,204.04	\$620,644.00	(\$261,439.96)	57.88%
5104 - Temporary Payroll	\$29,264.26	\$36,000.00	(\$6,735.74)	81.29%
5107 - Overtime Pay	\$18.63	\$0.00	\$18.63	0.00%
Total - 5001 - Wages & Salaries	\$388,486.93	\$656,644.00	(\$268,157.07)	59.16%
5002 - Fringe Benefits				
5151 - Retirement Plan	\$20,634.21	\$32,768.75	(\$12,134.54)	62.97%
5152 - Residency	\$3,615.98	\$4,351.00	(\$735.02)	83.11%
5154 - Social Security	\$22,987.38	\$38,953.58	(\$15,966.20)	59.01%
5157 - Group Health Insurance	\$76,356.76	\$111,519.00	(\$35,162.24)	68.47%
5160 - Group Life Insurance	\$388.15	\$563.00	(\$174.85)	68.94%
5163 - Workers Compensation	\$672.69	\$2,843.99	(\$2,171.30)	23.65%
Total - 5002 - Fringe Benefits	\$124,655.17	\$190,999.32	(\$66,344.15)	65.26%
Total - 5000 - Personnel Services	\$513,142.10	\$847,643.32	(\$334,501.22)	60.54%
5003 - Non-Personnel Services				
5004 - Travel/Training				
5208 - Travel - City Business	\$2,348.90	\$3,820.00	(\$1,471.10)	61.49%
5211 - Education & Memberships	\$921.00	\$2,804.00	(\$1,883.00)	32.85%
Total - 5004 - Travel/Training	\$3,269.90	\$6,624.00	(\$3,354.10)	49.36%
5005 - Center Maintenance				
5264 - Programs	\$19.95	\$0.00	\$19.95	0.00%
Total - 5005 - Center Maintenance	\$19.95	\$0.00	\$19.95	0.00%
5006 - Purchased Services				
5303 - Communications	\$456.47	\$700.00	(\$243.53)	65.21%
5306 - Heating Fuels	\$3,956.79	\$8,000.00	(\$4,043.21)	49.46%
5309 - Water Sewer & Electric	\$10,712.04	\$16,450.00	(\$5,737.96)	65.12%
5312 - Maintenance - Buildings	\$72,821.73	\$119,000.00	(\$46,178.27)	61.19%
5313 - Lease - Buildings	\$95,944.00	\$143,916.00	(\$47,972.00)	66.67%
5325 - Contractual Services	\$24,248.73	\$35,584.00	(\$11,335.27)	68.15%
5328 - Advertising	\$761.76	\$2,550.00	(\$1,788.24)	29.87%
5331 - General Insurance	\$8,421.00	\$8,421.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$122,120.00	\$122,120.00	\$0.00	100.00%
Total - 5006 - Purchased Services	\$339,442.52	\$456,741.00	(\$117,298.48)	74.32%
5007 - Supplies				
5401 - Office Supplies	\$3,992.51	\$7,500.00	(\$3,507.49)	53.23%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5410 - General Supplies	\$94.68	\$0.00	\$94.68	0.00%
5422 - Data Processing Supplies	\$6,331.61	\$7,500.00	(\$1,168.39)	84.42%
5431 - Postage	\$1,408.44	\$1,500.00	(\$91.56)	93.90%
5441 - Library Materials	\$97,843.45	\$107,552.00	(\$9,708.55)	90.97%
5442 - Service Contracts	\$50,862.06	\$69,784.00	(\$18,921.94)	72.88%
5444 - Library Programs	\$2,883.38	\$6,000.00	(\$3,116.62)	48.06%
5499 - Miscellaneous	\$1,662.00	\$1,500.00	\$162.00	110.80%
Total - 5007 - Supplies	\$165,078.13	\$202,136.00	(\$37,057.87)	81.67%

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Total - 5003 - Non-Personnel Services	\$507,810.50	\$665,501.00	(\$157,690.50)	76.30%
5008 - Outlay				
5801 - Land & Buildings	\$180.00	\$0.00	\$180.00	0.00%
5804 - Equipment (including Office)	\$8,285.07	\$9,420.00	(\$1,134.93)	87.95%
Total - 5008 - Outlay	\$8,465.07	\$9,420.00	(\$954.93)	89.86%
Total - Expense	\$1,029,417.67	\$1,522,564.32	(\$493,146.65)	67.61%
Net Income	(\$1,029,417.67)	(\$1,522,564.32)	\$493,146.65	67.61%

City of Kaukauna
City - Income Statement Detail
Aug 2025

Item 5.c.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5000 - Personnel Services							
5001 - Wages & Salaries							
5101 - Regular Payroll							
	Journal	8/14/2025	Aug 2025	JE874		\$21,988.29	Gross Earnings
	Journal	8/28/2025	Aug 2025	JE878		\$21,816.00	Gross Earnings
Total - 5101 - Regular Payroll						\$43,804.29	
5104 - Temporary Payroll							
	Journal	8/14/2025	Aug 2025	JE874		\$1,429.48	Seasonal
	Journal	8/28/2025	Aug 2025	JE878		\$1,539.33	Seasonal
Total - 5104 - Temporary Payroll						\$2,968.81	
Total - 5001 - Wages & Salaries						\$46,773.10	
5002 - Fringe Benefits							
5151 - Retirement Plan							
	Journal	8/14/2025	Aug 2025	JE874		\$1,298.53	ERWRSGen
	Journal	8/28/2025	Aug 2025	JE878		\$1,293.15	ERWRSGen
Total - 5151 - Retirement Plan						\$2,591.68	
5152 - Residency							
	Journal	8/14/2025	Aug 2025	JE874		\$241.19	401a
	Journal	8/28/2025	Aug 2025	JE878		\$244.44	401a
Total - 5152 - Residency						\$485.63	
5154 - Social Security							
	Journal	8/14/2025	Aug 2025	JE874		\$1,096.17	Employer Social Security Expense
	Journal	8/14/2025	Aug 2025	JE874		\$325.00	Employer Medicare Expense
	Journal	8/28/2025	Aug 2025	JE878		\$1,091.36	Employer Social Security Expense
	Journal	8/28/2025	Aug 2025	JE878		\$324.09	Employer Medicare Expense
Total - 5154 - Social Security						\$2,836.62	
5157 - Group Health Insurance							
	Journal	8/14/2025	Aug 2025	JE874		\$207.00	HRA Monthly
	Journal	8/14/2025	Aug 2025	JE874		\$4,882.13	ER Health
	Journal	8/28/2025	Aug 2025	JE878		\$4,882.13	ER Health
Total - 5157 - Group Health Insurance						\$9,971.26	
5160 - Group Life Insurance							
	Journal	8/14/2025	Aug 2025	JE874		\$26.15	ER Life
	Journal	8/28/2025	Aug 2025	JE878		\$27.71	ER Life
Total - 5160 - Group Life Insurance						\$53.86	
5163 - Workers Compensation							
	Journal	8/14/2025	Aug 2025	JE874		\$37.47	WC Admin
	Journal	8/28/2025	Aug 2025	JE878		\$37.37	WC Admin
Total - 5163 - Workers Compensation						\$74.84	
Total - 5002 - Fringe Benefits						\$16,013.89	
Total - 5000 - Personnel Services						\$62,786.99	
5003 - Non-Personnel Services							
5005 - Center Maintenance							
5264 - Programs							
	Credit Card	7/27/2025	Aug 2025	RAMP.c965ea3d-7b34-4289-b2 V1207	Miscellaneous Retail Vendor (Ramp)	\$19.95	Sarah Wroblewski - Miscellaneous supplies for library programming.
Total - 5264 - Programs						\$19.95	
Total - 5005 - Center Maintenance						\$19.95	
5006 - Purchased Services							
5303 - Communications							
	Credit Card	8/17/2025	Aug 2025	RAMP.3bb62210-6041-4687-a1 V0755	T-Mobile	\$29.90	Spencer Heise - Library mobile communication services
	Journal	8/28/2025	Aug 2025	JE878		\$25.00	Cell Reimb
Total - 5303 - Communications						\$54.90	
5306 - Heating Fuels							
	Vendor Invoice	7/30/2025	Aug 2025	5570403301	V0705 We Energies	\$29.59	Gas Service - July
Total - 5306 - Heating Fuels						\$29.59	
5309 - Water Sewer & Electric							
	Vendor Invoice	7/25/2025	Aug 2025	500114-012025-07-25	V0383 Kaukauna Utilities	\$2,143.46	Water, Sewer, & Electric
	Vendor Invoice	8/25/2025	Aug 2025	500114-012025-08-25	V0383 Kaukauna Utilities	\$2,345.85	Water, Sewer, & Electric
Total - 5309 - Water Sewer & Electric						\$4,489.31	
5312 - Maintenance - Buildings							
	Vendor Invoice	7/31/2025	Aug 2025	9740	V1220 Killian's Lawnsclaping, Inc.	\$250.00	Monthly Lawn & Landscape Maintenance - August
	Vendor Invoice	8/13/2025	Aug 2025	080125	V0016 Grand Kakalin LLC	\$9,183.00	Maintenance - August 2025

Vendor Invoice	8/29/2025	Aug 2025	9777	V1220 Killian's Lawnscape, Inc.	\$250.00	Monthly Lawn & Landscape Maintenance
Total - 5312 - Maintenance - Buildings					\$9,683.00	
5313 - Lease - Buildings	Vendor Invoice	8/13/2025	Aug 2025	080125	V0016 Grand Kakalin LLC	\$11,993.00 Rent - August 2025
Total - 5313 - Lease - Buildings					\$11,993.00	
5325 - Contractual Services	Credit Card	7/25/2025	Aug 2025	RAMP.9a48e80d-4774-4f5d-b8	V0006 Complete Office of Wisconsin	\$72.13 paper supplies for janitor
	Vendor Invoice	8/1/2025	Aug 2025	02-41195	V0003 Advanced Maintenance Solutions	Monthly Contract Janitorial Services for the month of the invoice date Per contract effective 01/19/2024
	Credit Card	8/13/2025	Aug 2025	RAMP.09720ec0-32e1-449e-a4	V1173 Amazon	\$42.72 Ashley Thiem-Menning - cleaning product
Total - 5325 - Contractual Services					\$2,392.25	
5328 - Advertising	Credit Card	8/3/2025	Aug 2025	RAMP.4eb4cb0f-a4cc-4c4d-a4	V1404 Mailchimp	\$23.76 Ashley Thiem-Menning - Library newsletter email service
Total - 5328 - Advertising					\$23.76	
Total - 5006 - Purchased Services					\$28,665.81	
5007 - Supplies	Credit Card	7/25/2025	Aug 2025	RAMP.9a48e80d-4774-4f5d-b8	V0006 Complete Office of Wisconsin	\$27.80 office supplies
	Credit Card	8/4/2025	Aug 2025	RAMP.dfe39094-9573-4e24-91	V1328 Premium Waters, Inc.	\$50.94 Spencer Heise - library water refill
	Credit Card	8/13/2025	Aug 2025	RAMP.192e8c5f-1f27-4a3b-af51	V1173 Amazon	\$6.59 Spencer Heise - office supplies purchase
Total - 5401 - Office Supplies					\$85.33	
5422 - Data Processing Supplies	Vendor Invoice	7/31/2025	Aug 2025	3106	V0577 RMC Imaging, Inc.	\$845.00 Annual Hardware & Software Support
Total - 5422 - Data Processing Supplies					\$845.00	
5431 - Postage	Credit Card	8/19/2025	Aug 2025	RAMP.ad795e73-87d2-4071-bt	V0680 U.S. Postal Service - Postmaster	\$22.27 Spencer Heise - Library mail
Total - 5431 - Postage					\$22.27	
5441 - Library Materials	Vendor Invoice	5/8/2025	Aug 2025	89590641	V0323 Ingram	\$19.01 Books
	Vendor Invoice	5/8/2025	Aug 2025	89590661	V0323 Ingram	\$11.99 Books
	Vendor Invoice	6/8/2025	Aug 2025	89621959	V0323 Ingram	\$8.73 Books
	Vendor Invoice	6/12/2025	Aug 2025	061225	V1646 Muehl Public Library	\$10.99 Missing Book Payment - Firefighters
	Credit Card	7/9/2025	Aug 2025	RAMP.a26980ce-952e-4e3c-ba	V1207 Miscellaneous Retail Vendor (Ramp)	\$379.89 James Berven - Miscellaneous library materials purchase.
	Credit Card	7/12/2025	Aug 2025	RAMP.9c7ae7db-99a5-49b2-86	V1207 Miscellaneous Retail Vendor (Ramp)	\$69.54 James Berven - Miscellaneous library materials purchase.
	Credit Card	7/12/2025	Aug 2025	RAMP.ddda8b0c-3e0c-4baf-b6f	V1207 Miscellaneous Retail Vendor (Ramp)	\$79.46 James Berven - Materials
	Credit Card	7/20/2025	Aug 2025	RAMP.674b5156-4cf2-4cbf-a01	V1642 Target	\$49.99 James Berven - Miscellaneous library materials purchase.
	Credit Card	7/28/2025	Aug 2025	RAMP.bb94d795-2e6c-45a0-82	V0796 Baker & Taylor	\$405.15 Spencer Heise - Library book acquisitions
	Vendor Invoice	7/28/2025	Aug 2025	89433864	V0323 Ingram	\$57.53 Books
	Vendor Invoice	7/28/2025	Aug 2025	89433849	V0323 Ingram	\$35.21 Books
	Vendor Invoice	7/28/2025	Aug 2025	89433850	V0323 Ingram	\$59.14 Books
	Vendor Invoice	7/28/2025	Aug 2025	89433854	V0323 Ingram	\$18.67 Books
	Vendor Invoice	7/28/2025	Aug 2025	89433863	V0323 Ingram	\$27.75 Books
	Vendor Invoice	7/29/2025	Aug 2025	89456978	V0323 Ingram	\$16.88 Books
	Vendor Invoice	7/29/2025	Aug 2025	89456975	V0323 Ingram	\$36.62 Books
	Credit Card	7/31/2025	Aug 2025	RAMP.797e766b-06e8-491f-98	V1173 Amazon	\$7.61 Ashley Thiem-Menning - Library book purchases
	Vendor Invoice	7/31/2025	Aug 2025	89506743	V0323 Ingram	\$17.33 Books
	Vendor Invoice	7/31/2025	Aug 2025	89506747	V0323 Ingram	\$11.55 Books
	Vendor Invoice	7/31/2025	Aug 2025	89506745	V0323 Ingram	\$11.11 Books
	Vendor Invoice	7/31/2025	Aug 2025	89506739	V0323 Ingram	\$17.77 Books
	Vendor Invoice	7/31/2025	Aug 2025	89506742	V0323 Ingram	\$18.96 Books
	Vendor Invoice	7/31/2025	Aug 2025	507537585	V0472 Midwest Tape	\$1,249.34 Digital Library Materials
	Vendor Invoice	7/31/2025	Aug 2025	89506746	V0323 Ingram	\$8.60 Books
	Vendor Invoice	7/31/2025	Aug 2025	89506744	V0323 Ingram	\$19.18 Books
	Vendor Invoice	7/31/2025	Aug 2025	89506741	V0323 Ingram	\$18.04 Books
	Vendor Invoice	7/31/2025	Aug 2025	89506740	V0323 Ingram	\$17.33 Books
	Credit Card	8/1/2025	Aug 2025	RAMP.67c9463e-4ab5-4c46-bc	V1173 Amazon	\$8.96 Ashley Thiem-Menning - library materials
	Vendor Invoice	8/1/2025	Aug 2025	89528976	V0323 Ingram	\$7.39 Books
	Vendor Invoice	8/1/2025	Aug 2025	89528970	V0323 Ingram	\$16.78 Books
	Vendor Invoice	8/1/2025	Aug 2025	89528978	V0323 Ingram	\$10.57 Books
	Vendor Invoice	8/1/2025	Aug 2025	89528979	V0323 Ingram	\$11.49 Books
	Vendor Invoice	8/1/2025	Aug 2025	89528977	V0323 Ingram	\$20.09 Books
	Vendor Invoice	8/1/2025	Aug 2025	89528973	V0323 Ingram	\$21.58 Books
	Vendor Invoice	8/1/2025	Aug 2025	89528974	V0323 Ingram	\$11.81 Books
	Vendor Invoice	8/1/2025	Aug 2025	89528972	V0323 Ingram	\$40.63 Books
	Vendor Invoice	8/1/2025	Aug 2025	89528975	V0323 Ingram	\$16.80 Books
	Vendor Invoice	8/1/2025	Aug 2025	89528971	V0323 Ingram	\$6.31 Books
	Vendor Invoice	8/4/2025	Aug 2025	89558311	V0323 Ingram	\$12.53 Books
	Vendor Invoice	8/4/2025	Aug 2025	89558313	V0323 Ingram	\$11.60 Books

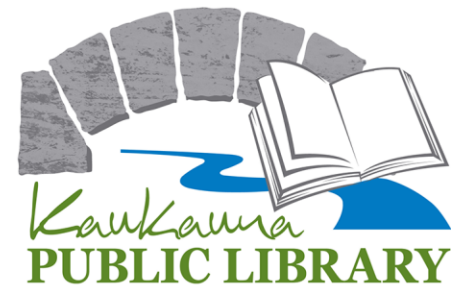
Item 5.c.

Vendor Invoice	8/4/2025	Aug 2025	89558314	V0323 Ingram	\$8.28	Books
Vendor Invoice	8/4/2025	Aug 2025	89558309	V0323 Ingram	\$12.35	Books
Vendor Invoice	8/4/2025	Aug 2025	89558310	V0323 Ingram	\$12.54	Books
Vendor Invoice	8/4/2025	Aug 2025	89558312	V0323 Ingram	\$17.16	Books
Vendor Invoice	8/4/2025	Aug 2025	89558308	V0323 Ingram	\$16.97	Books
Credit Card	8/5/2025	Aug 2025	RAMP.c56b8467-18e0-4f83-bd-V0796 Baker & Taylor		\$165.58	Spencer Heise - Library book acquisitions
Credit Card	8/5/2025	Aug 2025	RAMP.b59d807d-6c19-4bbd-bt-V0796 Baker & Taylor		\$17.99	Spencer Heise - Library book acquisitions
Credit Card	8/5/2025	Aug 2025	RAMP.f25454e0-f815-4604-87c-V1173 Amazon		\$9.47	Ashley Thiem-Menning - Library book purchases
Credit Card	8/5/2025	Aug 2025	RAMP.6513c0ca-95cd-46c5-88-V1173 Amazon		\$11.39	Spencer Heise - library materials
Credit Card	8/5/2025	Aug 2025	RAMP.31979e81-a359-45ed-ac-V1173 Amazon		\$17.98	Spencer Heise - library materials
Vendor Invoice	8/5/2025	Aug 2025	89590660	V0323 Ingram	\$80.82	Books
Vendor Invoice	8/5/2025	Aug 2025	89590649	V0323 Ingram	\$222.35	Books
Vendor Invoice	8/5/2025	Aug 2025	89590643	V0323 Ingram	\$35.82	Books
Vendor Invoice	8/5/2025	Aug 2025	89590654	V0323 Ingram	\$417.37	Books
Vendor Invoice	8/5/2025	Aug 2025	89590650	V0323 Ingram	\$51.52	Books
Vendor Invoice	8/5/2025	Aug 2025	89590658	V0323 Ingram	\$408.51	Books
Vendor Invoice	8/5/2025	Aug 2025	89590659	V0323 Ingram	\$54.83	Books
Vendor Invoice	8/5/2025	Aug 2025	89590663	V0323 Ingram	\$276.25	Books
Vendor Invoice	8/5/2025	Aug 2025	89590647	V0323 Ingram	\$76.59	Books
Vendor Invoice	8/5/2025	Aug 2025	89590665	V0323 Ingram	\$105.80	Books
Vendor Invoice	8/5/2025	Aug 2025	89590652	V0323 Ingram	\$17.51	Books
Vendor Invoice	8/5/2025	Aug 2025	89590657	V0323 Ingram	\$131.92	Books
Vendor Invoice	8/5/2025	Aug 2025	89590640	V0323 Ingram	\$40.62	Books
Vendor Invoice	8/5/2025	Aug 2025	89590651	V0323 Ingram	\$234.36	Books
Vendor Invoice	8/5/2025	Aug 2025	89590645	V0323 Ingram	\$67.87	Books
Vendor Invoice	8/5/2025	Aug 2025	89590648	V0323 Ingram	\$65.54	Books
Vendor Invoice	8/5/2025	Aug 2025	89590656	V0323 Ingram	\$102.52	Books
Vendor Invoice	8/5/2025	Aug 2025	89590653	V0323 Ingram	\$41.95	Books
Vendor Invoice	8/5/2025	Aug 2025	89590644	V0323 Ingram	\$13.44	Books
Vendor Invoice	8/5/2025	Aug 2025	89590655	V0323 Ingram	\$24.55	Books
Vendor Invoice	8/5/2025	Aug 2025	89590642	V0323 Ingram	\$11.43	Books
Vendor Invoice	8/5/2025	Aug 2025	89590646	V0323 Ingram	\$17.37	Books
Vendor Invoice	8/5/2025	Aug 2025	89590662	V0323 Ingram	\$317.13	Books
Vendor Invoice	8/5/2025	Aug 2025	89590664	V0323 Ingram	\$237.87	Books
Credit Card	8/6/2025	Aug 2025	RAMP.dab9c0e6-c561-45f2-96-V1173 Amazon		\$33.49	Spencer Heise - library materials purchase
Vendor Invoice	8/6/2025	Aug 2025	89621962	V0323 Ingram	\$8.68	Books
Vendor Invoice	8/6/2025	Aug 2025	89621960	V0323 Ingram	\$9.77	Books
Vendor Invoice	8/6/2025	Aug 2025	89621963	V0323 Ingram	\$18.70	Books
Vendor Invoice	8/6/2025	Aug 2025	89621958	V0323 Ingram	\$22.60	Books
Vendor Invoice	8/6/2025	Aug 2025	89621957	V0323 Ingram	\$38.06	Books
Vendor Invoice	8/6/2025	Aug 2025	89621961	V0323 Ingram	\$16.76	Books
Credit Card	8/8/2025	Aug 2025	RAMP.4ed4560c-a395-441e-b5-V1173 Amazon		\$23.84	Sarah Wroblewski - Library Materials Purchase - Amazon
Vendor Invoice	8/8/2025	Aug 2025	89669951	V0323 Ingram	\$12.92	Books
Vendor Invoice	8/8/2025	Aug 2025	89669955	V0323 Ingram	\$17.04	Books
Vendor Invoice	8/8/2025	Aug 2025	89669943	V0323 Ingram	\$22.31	Books
Vendor Invoice	8/8/2025	Aug 2025	89669963	V0323 Ingram	\$10.69	Books
Vendor Invoice	8/8/2025	Aug 2025	89669948	V0323 Ingram	\$20.29	Books
Vendor Invoice	8/8/2025	Aug 2025	89669961	V0323 Ingram	\$30.30	Books
Vendor Invoice	8/8/2025	Aug 2025	89669952	V0323 Ingram	\$9.60	Books
Vendor Invoice	8/8/2025	Aug 2025	89669950	V0323 Ingram	\$13.19	Books
Vendor Invoice	8/8/2025	Aug 2025	89669945	V0323 Ingram	\$14.17	Books
Vendor Invoice	8/8/2025	Aug 2025	89669949	V0323 Ingram	\$44.71	Books
Vendor Invoice	8/8/2025	Aug 2025	89669959	V0323 Ingram	\$7.33	Books
Vendor Invoice	8/8/2025	Aug 2025	89669940	V0323 Ingram	\$11.49	Books
Vendor Invoice	8/8/2025	Aug 2025	89669958	V0323 Ingram	\$8.56	Books
Vendor Invoice	8/8/2025	Aug 2025	89669942	V0323 Ingram	\$17.65	Books
Vendor Invoice	8/8/2025	Aug 2025	89669944	V0323 Ingram	\$17.59	Books
Vendor Invoice	8/8/2025	Aug 2025	89669956	V0323 Ingram	\$52.78	Books
Vendor Invoice	8/8/2025	Aug 2025	89669960	V0323 Ingram	\$14.48	Books
Vendor Invoice	8/8/2025	Aug 2025	89669962	V0323 Ingram	\$10.53	Books
Vendor Invoice	8/8/2025	Aug 2025	89669946	V0323 Ingram	\$17.58	Books
Vendor Invoice	8/8/2025	Aug 2025	89669954	V0323 Ingram	\$29.35	Books
Vendor Invoice	8/8/2025	Aug 2025	89669941	V0323 Ingram	\$17.59	Books
Vendor Invoice	8/8/2025	Aug 2025	89669947	V0323 Ingram	\$17.03	Books
Vendor Invoice	8/8/2025	Aug 2025	89669953	V0323 Ingram	\$34.62	Books
Vendor Invoice	8/8/2025	Aug 2025	89669957	V0323 Ingram	\$17.03	Books
Credit Card	8/11/2025	Aug 2025	RAMP.248c17de-d750-481f-b6l-V1642 Target		\$139.98	James Berven - Miscellaneous library materials purchase.
Vendor Invoice	8/12/2025	Aug 2025	89741820	V0323 Ingram	\$14.74	Books

Vendor Invoice	8/12/2025	Aug 2025	89741824	V0323 Ingram	\$7.95	Books
Vendor Invoice	8/12/2025	Aug 2025	89741823	V0323 Ingram	\$10.20	Books
Vendor Invoice	8/12/2025	Aug 2025	89733106	V0323 Ingram	\$35.51	Books
Vendor Invoice	8/12/2025	Aug 2025	89733101	V0323 Ingram	\$18.90	Books
Vendor Invoice	8/12/2025	Aug 2025	89733104	V0323 Ingram	\$11.62	Books
Vendor Invoice	8/12/2025	Aug 2025	89741822	V0323 Ingram	\$20.38	Books
Vendor Invoice	8/12/2025	Aug 2025	89741821	V0323 Ingram	\$33.98	Books
Vendor Invoice	8/12/2025	Aug 2025	89733100	V0323 Ingram	\$21.52	Books
Vendor Invoice	8/12/2025	Aug 2025	89733107	V0323 Ingram	\$10.81	Books
Vendor Invoice	8/12/2025	Aug 2025	89741825	V0323 Ingram	\$10.11	Books
Vendor Invoice	8/12/2025	Aug 2025	89733102	V0323 Ingram	\$19.58	Books
Vendor Invoice	8/12/2025	Aug 2025	89733103	V0323 Ingram	\$20.30	Books
Vendor Invoice	8/12/2025	Aug 2025	89733105	V0323 Ingram	\$17.75	Books
Vendor Credit	8/13/2025	Aug 2025	89433853	V0323 Ingram	(\$8.80)	Books
Vendor Credit	8/13/2025	Aug 2025	87837493	V0323 Ingram	(\$22.91)	Books
Vendor Credit	8/13/2025	Aug 2025	89433851	V0323 Ingram	(\$31.11)	Books
Vendor Credit	8/13/2025	Aug 2025	88235324	V0323 Ingram	(\$46.36)	Books
Vendor Credit	8/13/2025	Aug 2025	89433852	V0323 Ingram	(\$14.05)	Books
Vendor Invoice	8/13/2025	Aug 2025	89761310	V0323 Ingram	\$16.62	Books
Vendor Invoice	8/13/2025	Aug 2025	89761309	V0323 Ingram	\$29.02	Books
Vendor Invoice	8/13/2025	Aug 2025	89761311	V0323 Ingram	\$17.12	Books
Vendor Invoice	8/13/2025	Aug 2025	89761315	V0323 Ingram	\$24.85	Books
Vendor Invoice	8/13/2025	Aug 2025	89761314	V0323 Ingram	\$20.32	Books
Vendor Invoice	8/13/2025	Aug 2025	89761308	V0323 Ingram	\$30.76	Books
Vendor Invoice	8/13/2025	Aug 2025	89761307	V0323 Ingram	\$30.70	Books
Vendor Invoice	8/13/2025	Aug 2025	89761306	V0323 Ingram	\$21.41	Books
Vendor Invoice	8/13/2025	Aug 2025	89761305	V0323 Ingram	\$21.41	Books
Vendor Invoice	8/13/2025	Aug 2025	89761312	V0323 Ingram	\$18.85	Books
Vendor Invoice	8/13/2025	Aug 2025	89761316	V0323 Ingram	\$9.89	Books
Vendor Invoice	8/13/2025	Aug 2025	89761317	V0323 Ingram	\$25.20	Books
Vendor Invoice	8/13/2025	Aug 2025	89761313	V0323 Ingram	\$30.89	Books
Credit Card	8/14/2025	Aug 2025	RAMP.c8e5ba2c-40c0-426b-ac	V0796 Baker & Taylor	\$40.30	Spencer Heise - Library book acquisitions
Vendor Invoice	8/14/2025	Aug 2025	89786219	V0323 Ingram	\$18.14	Books
Vendor Invoice	8/14/2025	Aug 2025	89786220	V0323 Ingram	\$33.86	Books
Credit Card	8/15/2025	Aug 2025	RAMP.3029191d-b291-4634-bf	V1173 Amazon	\$18.00	Ashley Thiem-Menning - Library book purchases
Vendor Invoice	8/15/2025	Aug 2025	89809838	V0323 Ingram	\$21.60	Books
Vendor Invoice	8/15/2025	Aug 2025	89809836	V0323 Ingram	\$17.15	Books
Vendor Invoice	8/15/2025	Aug 2025	89809841	V0323 Ingram	\$28.15	Books
Vendor Invoice	8/15/2025	Aug 2025	89809837	V0323 Ingram	\$27.92	Books
Vendor Invoice	8/15/2025	Aug 2025	89809840	V0323 Ingram	\$17.25	Books
Vendor Invoice	8/15/2025	Aug 2025	89809835	V0323 Ingram	\$21.49	Books
Vendor Invoice	8/15/2025	Aug 2025	CAL3529811	V0134 Cavendish Square	\$186.03	Library Materials
Vendor Invoice	8/15/2025	Aug 2025	89809842	V0323 Ingram	\$10.74	Books
Vendor Invoice	8/15/2025	Aug 2025	89809839	V0323 Ingram	\$17.25	Books
Vendor Invoice	8/15/2025	Aug 2025	89809834	V0323 Ingram	\$17.82	Books
Credit Card	8/17/2025	Aug 2025	RAMP.2c6ab909-8206-4666-b4	V1642 Target	\$39.99	James Berven - Library materials purchase
Credit Card	8/17/2025	Aug 2025	RAMP.3bb62210-6041-4687-a1	V0755 T-Mobile	\$339.53	Spencer Heise - Library mobile communication services
CCard Refund	8/19/2025	Aug 2025	RAMP.024c8131-521b-4c91-89	V1173 Amazon	(\$9.47)	Ashley Thiem-Menning - Refund for Library book purchases
Credit Card	8/20/2025	Aug 2025	RAMP.67c95eb5-cab4-451a-99	V0796 Baker & Taylor	\$75.85	Spencer Heise - Library book acquisitions
Credit Card	8/20/2025	Aug 2025	RAMP.83724af5-6510-46c9-b4:	V0796 Baker & Taylor	\$13.37	Spencer Heise - Library book acquisitions
Vendor Invoice	8/20/2025	Aug 2025	89906572	V0323 Ingram	\$12.97	Books
Vendor Invoice	8/20/2025	Aug 2025	89906568	V0323 Ingram	\$20.79	Books
Vendor Invoice	8/20/2025	Aug 2025	89914550	V0323 Ingram	\$8.69	Books
Vendor Invoice	8/20/2025	Aug 2025	89906564	V0323 Ingram	\$10.76	Books
Vendor Invoice	8/20/2025	Aug 2025	89914548	V0323 Ingram	\$10.79	Books
Vendor Invoice	8/20/2025	Aug 2025	89906562	V0323 Ingram	\$31.27	Books
Vendor Invoice	8/20/2025	Aug 2025	89906570	V0323 Ingram	\$4.55	Books
Vendor Invoice	8/20/2025	Aug 2025	89906563	V0323 Ingram	\$11.14	Books
Vendor Invoice	8/20/2025	Aug 2025	89906556	V0323 Ingram	\$17.11	Books
Vendor Invoice	8/20/2025	Aug 2025	89906565	V0323 Ingram	\$17.56	Books
Vendor Invoice	8/20/2025	Aug 2025	89906558	V0323 Ingram	\$39.70	Books
Vendor Invoice	8/20/2025	Aug 2025	89906561	V0323 Ingram	\$23.90	Books
Vendor Invoice	8/20/2025	Aug 2025	89914551	V0323 Ingram	\$14.58	Books
Vendor Invoice	8/20/2025	Aug 2025	89906569	V0323 Ingram	\$15.40	Books
Vendor Invoice	8/20/2025	Aug 2025	89906566	V0323 Ingram	\$15.51	Books
Vendor Invoice	8/20/2025	Aug 2025	89906557	V0323 Ingram	\$20.59	Books
Vendor Invoice	8/20/2025	Aug 2025	89906567	V0323 Ingram	\$20.79	Books
Vendor Invoice	8/20/2025	Aug 2025	89906559	V0323 Ingram	\$17.09	Books

Vendor Invoice	8/20/2025	Aug 2025	89914549	V0323 Ingram	\$18.30	Books
Vendor Invoice	8/20/2025	Aug 2025	89914546	V0323 Ingram	\$9.44	Books
Vendor Invoice	8/20/2025	Aug 2025	89906571	V0323 Ingram	\$6.07	Books
Vendor Invoice	8/20/2025	Aug 2025	89914547	V0323 Ingram	\$10.19	Books
Vendor Invoice	8/20/2025	Aug 2025	89906560	V0323 Ingram	\$39.70	Books
Vendor Invoice	8/22/2025	Aug 2025	89968315	V0323 Ingram	\$13.73	Books
Vendor Invoice	8/22/2025	Aug 2025	89984753	V0323 Ingram	\$21.39	Books
Vendor Invoice	8/22/2025	Aug 2025	89984750	V0323 Ingram	\$27.87	Books
Vendor Invoice	8/22/2025	Aug 2025	89984749	V0323 Ingram	\$19.25	Books
Vendor Invoice	8/22/2025	Aug 2025	89984742	V0323 Ingram	\$29.99	Books
Vendor Invoice	8/22/2025	Aug 2025	89984744	V0323 Ingram	\$174.88	Books
Vendor Invoice	8/22/2025	Aug 2025	89984741	V0323 Ingram	\$34.26	Books
Vendor Invoice	8/22/2025	Aug 2025	89984752	V0323 Ingram	\$25.53	Books
Vendor Invoice	8/22/2025	Aug 2025	89984743	V0323 Ingram	\$87.02	Books
Vendor Invoice	8/22/2025	Aug 2025	89968317	V0323 Ingram	\$10.98	Books
Vendor Invoice	8/22/2025	Aug 2025	89984748	V0323 Ingram	\$33.71	Books
Vendor Invoice	8/22/2025	Aug 2025	89968312	V0323 Ingram	\$11.48	Books
Vendor Invoice	8/22/2025	Aug 2025	89968316	V0323 Ingram	\$8.49	Books
Vendor Invoice	8/22/2025	Aug 2025	89984746	V0323 Ingram	\$35.85	Books
Vendor Invoice	8/22/2025	Aug 2025	89968313	V0323 Ingram	\$19.48	Books
Vendor Invoice	8/22/2025	Aug 2025	89984745	V0323 Ingram	\$119.66	Books
Vendor Invoice	8/22/2025	Aug 2025	89984754	V0323 Ingram	\$11.68	Books
Vendor Invoice	8/22/2025	Aug 2025	89984751	V0323 Ingram	\$28.71	Books
Vendor Invoice	8/22/2025	Aug 2025	89984747	V0323 Ingram	\$5.82	Books
Vendor Invoice	8/22/2025	Aug 2025	89968314	V0323 Ingram	\$33.68	Books
Total - 5441 - Library Materials					\$9,516.75	
5442 - Service Contracts						
Vendor Invoice	7/31/2025	Aug 2025	39794430	V0440 Marco	\$248.09	Copier
Total - 5442 - Service Contracts					\$248.09	
5444 - Library Programs						
Credit Card	7/18/2025	Aug 2025	RAMP.806e76aa-b118-49ce-82 V1173 Amazon		\$145.18	Sarah Wroblewski - Programming supplies
Credit Card	7/28/2025	Aug 2025	RAMP.1321a976-d691-4601-b5 V1173 Amazon		\$15.18	Sarah Wroblewski - Supplies for Library - Amazon
Credit Card	8/9/2025	Aug 2025	RAMP.a2ee7e93-e0ae-4a09-8c V1173 Amazon		\$22.15	James Berven - programming
Credit Card	8/10/2025	Aug 2025	RAMP.70ec7cfd-d3cc-4a56-a1c V1173 Amazon		\$32.68	Sarah Wroblewski - Library Programs
Total - 5444 - Library Programs					\$215.19	
5499 - Miscellaneous						
Credit Card	7/18/2025	Aug 2025	RAMP.eaa999f1-6e1a-46a9-bcl V1173 Amazon		\$49.90	Sarah Wroblewski - Supplies for Library - Amazon
Credit Card	8/17/2025	Aug 2025	RAMP.63542013-3f9e-4fe4-8b2 V1282 Walmart		\$10.18	Ashley Thiem-Menning - Miscellaneous library expense
Total - 5499 - Miscellaneous					\$60.08	
Total - 5007 - Supplies					\$10,992.71	
Total - 5003 - Non-Personnel Services					\$39,678.47	
Total - Expense					\$102,465.46	
Net Income					(\$102,465.46)	

To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 9/17/25
 Re: ILS RFI



In 2020, we migrated our ILS (Integrated Library System), our primary software, from Sierra to CarlX. This was an OWLS AAC (Administrative Advisory Council) vote, based on a committee recommendation. Unfortunately, regardless of how difficult and time-consuming a migration of patron data and records can be, the software selected has not been serving us well. We were promised a fully cloud-based software within the five year contract, and five years later, the company cannot give us any estimated date for which their product will be fully operational in that cloud-based format. James, our Adult Services Librarian, is an official member of the newest software search committee, as we wanted to ensure that we had a staff member participating.

Our current product, CARLX requires us to utilize both of their products day to day. Products include the actual software, which we call Carl Client, and the cloud-based site, called Carl Connect. Both products are not fully functional, so we must train staff to use both products. This can be confusing because some things can only be done on one product and not on the other, but also because we have strong preferences of why things need to be done in one software versus the other. This can be difficult in terms of training, because you may be able to complete a function in both pieces of the product, just not to the same level of detail.

We no longer allow items to be checked in using the cloud-based software; the error rate is too high. Further, both products are so inaccurate in the check in process that combined with human error (as we hand check-in) we have to scan every item that comes in three times to ensure it is being removed from accounts. This equates to more than 380,000 unnecessary scans a year. This software has been so difficult to work with that OWLS has had to dedicate a fulltime staff member to training on the products.

As we have been complaining about the software steadily since it was launched, there have been efforts to move away from it. The first attempt to search for new software did not pass an AAC vote. It was not until we were back to in-person AAC meetings that we could have in person dialogue about the challenges of the software we are using and what it is costing us/the library system to continue using it. The second time the vote to search for a new ILS came up it did pass.

Demos for new products started this September. We are currently demoing apps, discovery layers (search catalogs), as well as the ILS software itself. In total, we will have spent roughly 18 hours in demos this month, which is not a small commitment.

To date, we had an online demo with Bibliocommons for their app, which is currently the discovery layer (search catalog) we are using. Kaukauna's position on Bibliocommons as our discovery layer is not positive. We do not like how items that are long tenured, like *Charlotte's Web* for example, (which has over 10 book ISBNs alone associated with it) displays. You can only see one record at a time and have to click through multiple records, if you are trying to find a specific copy. Further, patrons may end up inadvertently putting a hold on the copy that is the furthest away, which will take the longest to arrive because they did not click through 10 different records to see which is closest. While the app itself was much more attractive than the current app we have, which seems almost prehistoric in its simplicity, I am concerned that the lack of usability of the discovery layer may also translate into the app.

Sarah, the Youth Services Librarian, and I attended a full day demo of ILS software at Appleton Public Library on 9/10. That day we learned that Polaris, a product of Clarivate/Innovative, has an entire package, which includes an app, discovery layer, and the ILS. This is very attractive to me. Further, there are optional package adds like their programming calendar, which works directly with their app, as well as text notice service, and even more exciting, automated phone calls for holds. Currently, staff must watch the screen for a letter C in a pop-up window to note that the item requires a phone call. Then, staff must go to the patron's account to get the phone number, write it down, and then stop what they are doing to go over and make a phone call. It would be more efficient and have fewer errors if the system would allow for automated calls. This is something we have been asking OWLS to consider for several years for efficiency and accuracy.

The Polaris software presented to us was so user friendly in core functions (check in & check out) that if someone put it on my computer today, without training, I could probably successfully manage the entire account side of a patron record. While we did not get to play with the software hands-on, that would be a coming step if we get closer to selecting them. Sarah and I left feeling very enthused at the prospect of this vendor and their product.

We do have several more demos scheduled for this month, but so far, things are looking more promising. We had a discovery layer demo with Aspen this afternoon. The product does seem to have a better layout for records; however, it does not look as visually appealing as some of the other products.

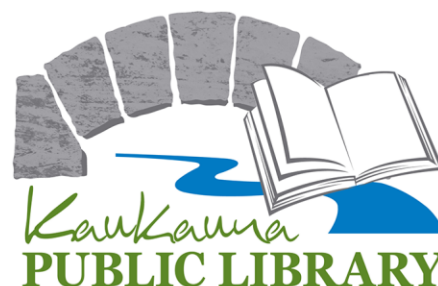
We also have another full day demo on 9/24 for another ILS software, Symphony, from SirsiDynix, a company that we have worked with before, when we used their product Sierra. While we felt many years ago that Sierra was not serving our needs, it was still a better product, in my opinion, than our current software.

This has been a very labor-intensive process. However, this time around, I feel it is critical to ensure that the software selected does what public facing staff need it to do.

A migration could be happening as soon as next year. From Kaukauna's perspective that cannot come soon enough and that is in full understanding of the work required in re-training an entire staff and the public on new products. However, it will be well worth it based on the quality of the current product we have.



To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 9/16/25
 Re: Budget



Our first 2026 draft budget was due to City on 9/8/25. I met with the Library Board Finance committee the week before it was due to go over the lines.

Department Heads met on 9/15 to go over the preliminary requests. Unfortunately, total expenses increased beyond anticipated revenues, so additional meetings and revisions will take place to close the gap. The current budget does include five of the nine requested positions across the City. It is possible that not all of the five position requests will be in the proposed budget if we cannot cut from the non-personnel side of the budget.

When you remove the shared service allocation from our budget, it is a 3% increase from last year, which we felt was on par with current inflation rates for goods and services. We are seeing increases between 2-6% on the goods and services we purchase.

Department Heads have been asked to identify the following items in budgets after the first roundtable: items that are nice to have, but not essential, one-time expenses, new items not on last year's budget, and a closer look at what is in our Contracted Services line.

Our department has sent those items to Finance, who will be compiling data for a second Department Head budget roundtable discussion on 9/19.

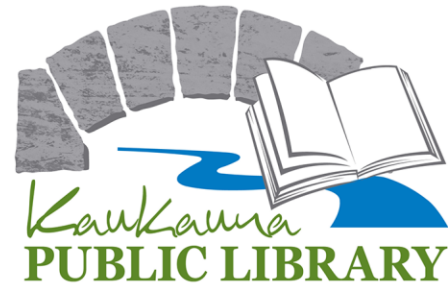
The next step in the process will be on October 6, when the non-personnel items and tax rate go to the City Finance & Personnel Committee.

Following that meeting, on October 20, the personnel items will go to the City Finance & Personnel Committee.

2026 Non-Personnel Budgeted Items	Budget	Forecast
	FY25	FY26
	2025FY	2026FY
	Budgeted	Budgeted
5208 - Travel - City Business	\$3,820	\$6,708
5211 - Education & Memberships	\$2,804	\$3,371
5303 - Communications	\$700	\$960
5306 - Heating Fuels	\$8,000	\$7,000
5309 - Water Sewer & Electric	\$16,450	\$16,325
5312 - Maintenance - Buildings	\$119,000	\$120,000
5313 - Lease - Buildings	\$143,916	\$143,916
5325 - Contractual Services	\$35,584	\$38,397
5328 - Advertising	\$2,550	\$3,050
5331 - General Insurance	\$8,421	\$8,880
5332 - Shared Service Allocation	\$122,120	\$134,176
5401 - Office Supplies	\$7,500	\$7,500
5402 - Desktop Printer/Fax Expense	\$800	\$800
5422 - Data Processing Supplies	\$7,500	\$8,500
5431 - Postage	\$1,500	\$2,250
5441 - Library Materials	\$107,552	\$127,552
5442 - Service Contracts	\$69,784	\$55,000
5444 - Library Programs	\$6,000	\$8,000
5499 - Miscellaneous	\$1,500	\$2,000
5804 - Equipment (including Office)	\$9,420	\$9,500
Total Non-Personnel Services	\$674,921	\$703,885



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 9/16/25
Re: Staff Training Day



The Library was closed on September 12 for Staff Training. We started our day with CPR/AED refresher training from the Kaukauna Fire Department. Several staff members have not had the opportunity to work with an AED before, so it was a critically important training. A big thank you to Heath for spending his morning with us!

We also used this opportunity to clean up things from the construction project. We had to shift back the following collections, which had to be moved due to proximity to the construction area to ensure access during the duration of the project: adult DVDs, inspirational, romance, mystery, and fiction. Science fiction and children's DVDs were also shifted that day.

Courtesy of Randy Stadtmueller, we were able to move three large storage cabinets up from the basement that he allowed us to have at no charge. The cabinets were items left at other properties the landlord owns that were no longer needed. Thanks also go to site supervisors, Connie and Sig, for helping us move the units into the Local History Room. All of the cabinets and drawers in the Local History Room are full, so we did require additional storage options if we want to continue to collect physical documents. While the cabinets do not look very nice in the room because they do not match, they will allow many new acquisitions to be stored in them, increasing storage in the room dramatically.

We also deep cleaned and removed broken toys in children's area, weeded board books, rearranged the play area, tightened and fixed several broken tables in the conference room, and spot treated the carpet in the conference room, where the highest concentration of stains are.

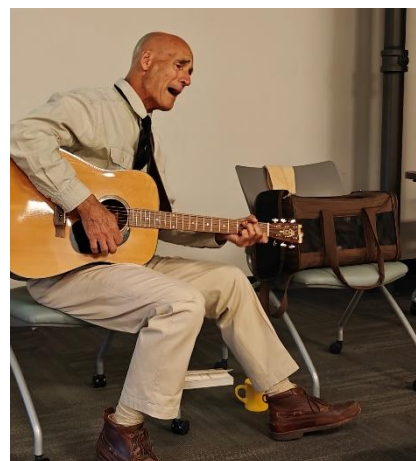
The next staff training is scheduled for November 7. This training will be 4-5 hours of mandatory City Safety training with Pat from MEUW to make up for the trainings we could not participate in during the year. Stanley Steamer will also be in that day for play mat cleaning and chair cleaning.

Adult Services Librarian Report September 2025

Programming

Bill Jamerson

Bill Jamerson stopped by to tell stories and sing songs about the Civilian Conservation Corps, an initiative started by FDR in 1933. The CCC planted trees, built roads, cleared forest brush, built state parks, and much more in the nearly 10 years they were operational. Bill collected stories from CCC members over the years and wrote a book and a music CD about their experiences. He shared them with us on 9/16. The turnout was modest, but attendees were very invested and enjoyed the history!



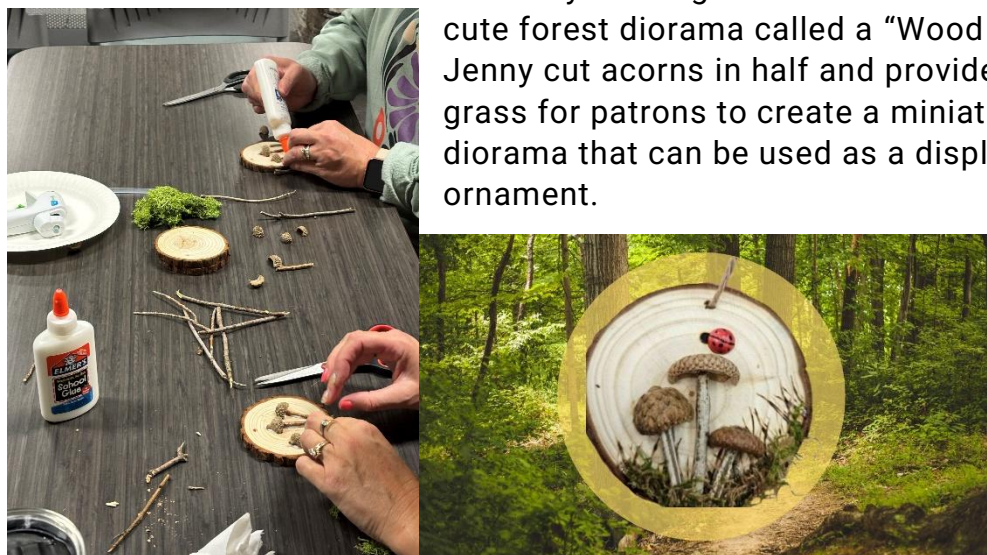
Bill Jamerson singing about life as a CCC member.

Listening Lounge

On September 2nd Amber started her first program here at the library! The listening lounge is like a book club for music. The first album the group listened to was Born in the USA by Bruce Springsteen. Prior to the program, Amber repurposed our Summer Learning Program Prize Drawing Board to provide patrons an opportunity to let her know which music genres they might be interested in discussing. The first program was a great success, with 7 people attending. Conversation continued flowing as people left the program and walked to their vehicles. We are hopeful that we can continue the program with such a positive attendance.

Make and Mingle

On September 10th Jenny returned to her regularly held Make and Mingle craft event on the second Wednesday evening of the month. This month was a cute forest diorama called a “Wood Slice Forest”. Jenny cut acorns in half and provided twigs and grass for patrons to create a miniature forest diorama that can be used as a display piece or an ornament.



Acorns, twigs, and grass being glued to wooden circles (left). The finished product (right).

Meeting Rooms

Our new offices and meeting rooms were completed in August 2025. I’ve received lot of positive feedback after opening the new room for public booking at the beginning of the month. It is much easier for patrons to find meeting space that meets the needs of their groups. There have been far less instances of being forced to book a larger group in the boardroom if conference room ABC is already in use. For bookings ranging from September to December 2025, I’ve so far not had to make a single concession, which was commonplace previously.

ILS Committee

Things are beginning to move quickly in the search for a new Integrated Library System (ILS). This would replace CARL and potentially Infosoup as well. The month of September is full of reference interviews and demos for various ILS systems and discovery layers (a new coat of paint for Infosoup). The ILS committee is still collecting everything we are learning from these demos and reference interviews into a single spreadsheet to help us make the most informed decision on which software system will best serve our library system. A formal proposal will be made later this year.

Youth Services at a Glance

June-July-August 2025 Summer Wrap

Teacher Packs- 1

Youth Programs- 78

Youth Attendance- 4417

General Interest Programs- 45

General Interest Attendance- 3989

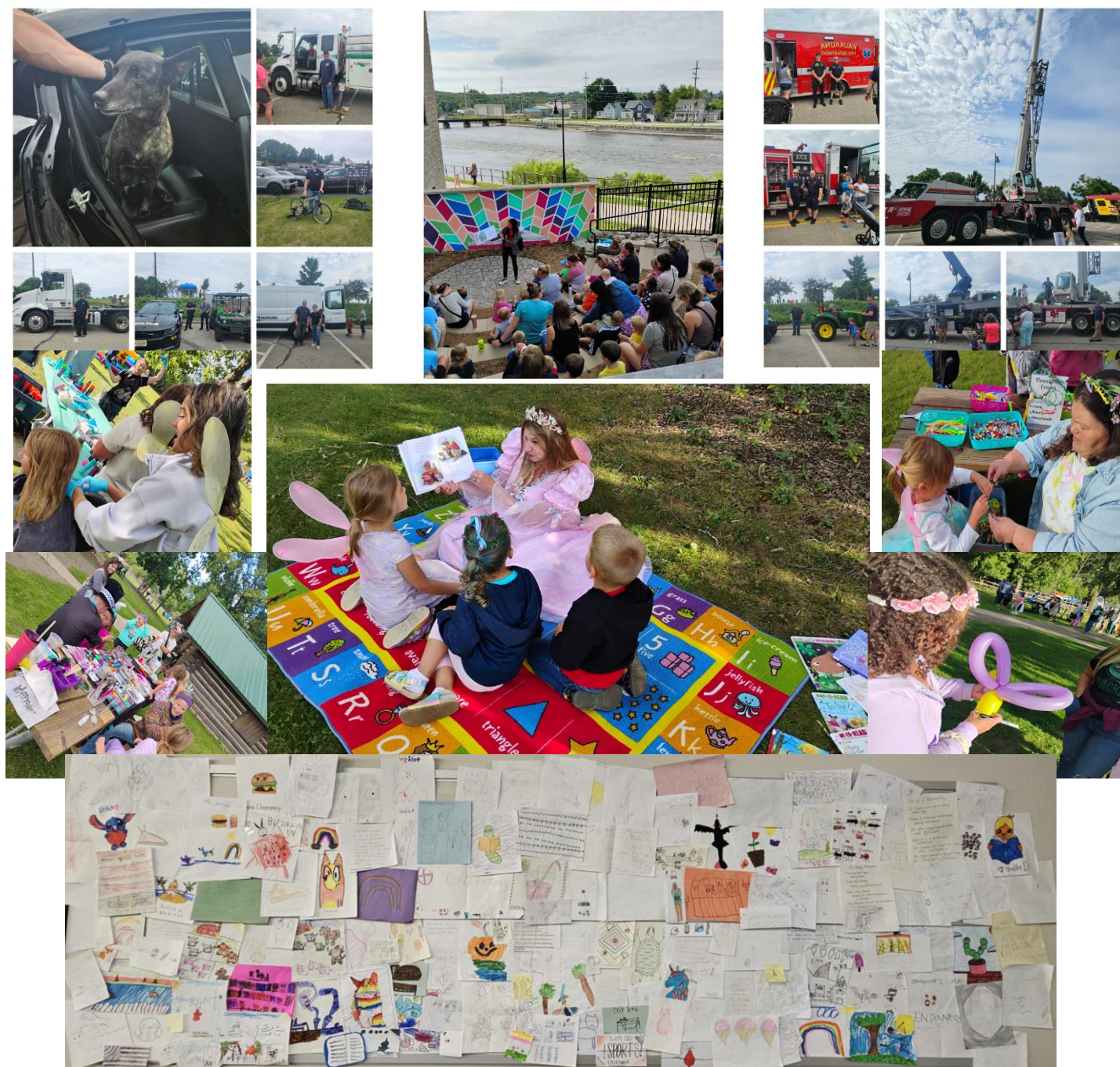
Program Highlights

From book fairs, bubbles, and candles to movies, gardens, and wizards, the fun never ends at Kaukauna Public Library! Check out some of our favorite summer programming moments below.



Community Outreach & Collaboration

Touch-a-Truck, Fairy Walk, and Garden Storytime, oh my!



Play Make Learn 2025

This year, I was awarded a scholarship through OWLS to attend the Play Make Learn conference in Madison. The theme was Breaking and Mending: Exploring Messiness, Creativity, and Transformation in Education. The sessions focused on various areas of STEAM education for all ages, in both formal and informal settings. The goal of this conference is to help build confidence in allowing playful experimentations that lead to human-centered learning environments, and how to adapt this to a library setting.

Wednesday, August 20

Wisconsin Makerspace Summit: This time was about self-led hands-on exploration. The room was filled with dozens of educators and leaders providing the tools to experience 3D printers, coding tools, and various robotic technologies. This was an excellent opportunity to connect with peers and experts and walk away with new program ideas and innovative ways to integrate STEAM into library spaces.

Communities of Belonging: During this session, we were given the opportunity to tour the Madison Children's Museum and evaluate the space for inclusivity and equity. It was interesting to see how each space was used to maximize adaptive exhibits and reduce barriers. Every space was welcoming and had modified additions to create meaningful experiences for all. The art area was magnificent, featuring sensory-friendly zones and multilingual signs. My favorite takeaway was the marker holder; I am hoping to replicate their design in the coming year.

Thursday, August 21

Drawing Insights From the Intersection of Art and Science in Informal Learning Environments: This session brought the worlds of art and science together to identify the similarities and how blending the two can deepen learning and engagement. Educators from the Adler Planetarium led the session, walking participants through one of their most popular programs, which explores solar eclipses. The addition of art helps to make STEAM concepts more approachable, and science adds depth and context to artistic expression.

Discovery Storytime: When the Library is a Laboratory: Presenter Rob Polivka led a packed room through the magic of library science and the methods that have worked best. Using nonfiction titles as the base for each program and pairing simple science activities to enhance learning and build literacy alongside critical thinking. We often use a similar model during our Little Learners storytime and will continue to branch out and explore other ways to spark curiosity with our youngest patrons.

Imagined Plants: Connecting Imagination with Literacy, Art, and Science at Any Grade Level: Educators from the Paine Art Center and Gardens led this session on incorporating non-traditional craft supplies to integrate art standards through science. Each participant was given time to design and create a plant using the materials provided. We then detailed the plant parts and identified how these could be used in nature to support photosynthesis, pollination, and other plant-based needs. This session reminds us how simple it is to pivot based on ages and skill levels in attendance, and to nurture scientific thinking through storytelling and artistic expression.

Breaking Cycles of Stress, Mending Through Creativity: Art-Based Mindfulness for Educators:

This session focused on self-care and mental health. As many others in service-based careers, librarians are constantly giving. Presenters shared practices that can be used on a professional and personal level to support wellness and resilience. Using art-based strategies to promote emotional balance is an easy and mindful way to allow for that pause throughout our day.

Friday, August 22

PLIX Data Gems: Early Data Literacy Through Creative Learning: With the help of the MIT PLIX presenters, we learned how to make science data entry fun using wearable data trackers. The MIT PLIX (Public Library Innovation Exchange) team uses research designed for public libraries to develop STEAM learning experiences. To quote directly from PLIX, “PLIX programs support learners as Designers – rather than consumers – of technology, Creators – rather than recipients – of knowledge, Scientists and artists – rather than one or the other.” To best convey this outlook, each table was provided with various beads and cord to create a personal pocket-sized data collector. This activity outlined how to integrate data literacy into programs to enhance skills and concepts, including collecting and interpreting data, data representations, and analysis for decision-making.

Breaking, Mending, and Learning: Playful Experimentation with PBS Kids: During this session, we gained new perspectives on how to utilize library programs to help foster deeper engagement and empower our youngest patrons. The idea is to let go and allow children to make mistakes and learn through hands-on exploration. A big takeaway was the absence of examples when leading youth programs. While many children will use a displayed example simply as a guide, others may see this as the way it must be done, down to the exact color and shape. This feeling is exacerbated if their outcome is different than the example, creating a feeling of being unsafe and anxious. We can see this in action by using the process or product model in early childhood. One way we avoid this in our library programs is to provide multiple examples of varying skills to display. We often save creations left behind for this exact reason.

Art as Praxis: The Liberating Potential of Art Divorced From Aesthetics Across Research, Design, and Education: In this session, we examined art through an educational and philosophical lens. Through group discussions, we explored how art can empower individuality. Drawing on the Marxist humanist approach, we shift focus from art expectations to art as a liberating experience. Much of this session focused on the panelists’ examples and experiences in their own art and how we could duplicate this model to transform the world for future generations.

Local History Report Summer 2025

Summer is always the busy season around here, so it's been a few months since my last report. Some highlights:

Paper Discovery Center

The Paper Discovery Center, a museum in the flats of Appleton, closed its doors for the last time in June. I was invited to salvage items related to Thilmany/Kaukauna. There were surprisingly few things that weren't bulky (and therefore not appropriate for our collection), but I was able to pull a few items. Other local organizations saved what they could – Appleton Historical Society was able to take multiple truckloads. The Paper Hall of Fame, previously housed in Appleton, was moved to UW-Stevens Point.

Two of the most common things I hear are, „I used to work here“ and „what did this building used to be?“ Building on Kaukauna's rich paper history is important, even as its impact seems to fade.

Dementia Cohort

Between May and August, I was part of a group organized by Kristin Laufenberg of OWLS discussing the connection between vulnerable adults (primarily dementia) and the library. We discussed items for checkout, programming and policies. Kaukauna Public Library does a good job approaching dementia needs with our memory kits and hosting Memory Cafe. I was able to pass on further ideas to our adult services librarian for consideration.

Things popular at other libraries we do not currently offer include: (a) Mystery Craft Kit. People donate leftover craft supplies and they randomly go in brown bags. This is also popular with teens. (b) Bingo. This requires a staff member or outside guest, but is an engaging social activity with few parts and little cost. (c) Matinee. Many libraries show an afternoon movie once or twice a month. There are countless movies in the public domain or included in our license. The biggest risk is blocking out a room for a program that may have no one show up and thus losing the space for others. However, if a slot is chosen in a time that has consistently been empty, I see this risk as very low. No staff time is needed other than pushing play, so a no-show would be a minor inconvenience compared to low attendance programs that often do require staff time for planning, etc.

If time permitted, it also seems taking local history programming to the community rather than relying on them to come to us would be of benefit. I have given talks to Roundhouse Manor and Statesburgh in the past with positive results. I have not been to St. Paul. These are not necessarily vulnerable adults, but they are a target audience for the programs I offer and many of the residents are not very mobile, especially after dark.

Yearbooks

The school district donated hundreds of yearbooks from 1999-2020. Retail on these books is in the \$50 range and we have been offering them for \$5. Sales were strong at first but have slowed down considerably. Remaining books will be part of the next Friends book sale. Because we received the books for free, any proceeds are welcome.

Grignon Mansion

This summer, my local history topics were Grignon-related. The purpose of this was cross-promotion, as I also serve as chair of the Mansion board. This promotion was successful, at least on the library end. Attendance of local history programs was higher than average during the Grignon-themed months. August in particular was well-attended with 15 (which sounds low, but any history program with 10+ is strong). The cross-promotion will likely be repeated next summer, as the links between the Grignon family and Kaukauna history are virtually endless and it appears this remains an area of focus that the community cares about.

Police Book

Throughout 2025, I've been working on the history of the Kaukauna Police Department, with forthcoming book sales supporting the library. Research is typically done at the library, and writing is done at home. I grossly underestimated how busy I would be this year and how little free time I would have. The project moves forward a little each day and will likely be out by year's end, but earlier projections were far too optimistic. Years covered are approximately 1880-1985.

Kaukauna Historical Society

Lyle Hansen, former publisher of the Kaukauna Times, has acquired the defunct Kaukauna Historical Society and hopes to revive it. Along with another person or two, I have met with Lyle a few times to discuss and advise on this. These meetings have not been on work time, but should something come to pass, it seems likely there will be some overlap between this group and my role at the library, even if not on work time.

Frankly, I don't know that a historical society is viable. The library already serves that purpose in all but name. There also exists a Town of Kaukauna Historical Society, making such an organization redundant. Further still, the Grignon Mansion has occasionally raised the idea of erecting a second building for the purpose of displaying artifacts and Kaukauna history. What need does a new historical society fill that isn't being met? And where would volunteers be drawn from, when the existing organizations are often struggling to find volunteers? All that being said, IF such an organization comes to pass, it makes sense for me/KPL to have a seat at the table rather than not.

The website is <https://kaukaunahistory.com/> -- at this time, it serves primarily as a link to Hansen's Time Machine blog.

Trustee Training

Chapter 1

What is a trustee?

- Participate as a member of a team (the library board) to protect and advance the interests of the broader community by effectively governing the operations and promoting the development of the local public library.

Principle Activities

1. Prepare for and attend regular board meetings.

While you and your fellow trustees are busy people, it is important that the full board meet on a monthly basis to conduct business. You can contribute to the library by encouraging regular meetings and assuring that the meetings are properly noticed in accordance with Wisconsin's open meetings law.

Principle Activities

2. Work with the municipal governing body to obtain adequate library funding. Assist in the review and approval of the annual budget and monthly expenditures as presented by the library director.

As a trustee, your focus should be on those services and what is required to provide them to the public in the most beneficial manner. Trustees should attend the governing body meetings when budget requests are presented so that they can answer questions about need and account for how previous appropriations benefited the citizens and the community. By law, only the library board has the authority to approve expenditures made by the library.

Principle Activities

3. Participate in the development and approval of library policies. Review policies on a regular, systematic schedule.

Each trustee acts as a contact with other members of the community and has the chance to hear about concerns or desires relating to the library. The comments you receive from the public can help you and the other members of the board address the community standards through thoughtful and fair policies. It can be helpful for the board to establish a routine procedure for reviewing policies to be sure that they remain current.

Principle Activities

4. Help determine and advocate for reasonable staff salaries and benefits.

By providing The Trustee Job Description TE1-3 adequate compensation for staff, the library board will help local officials and the public generally to understand the importance of the library and the complexity of the tasks involved with providing good library services.

Principle Activities

5. Assist in the hiring, supervising, and evaluating of the library director.

If this is required, deciding how the process is conducted and who is finally selected will be among the most important decisions a library board will ever make. A library director can be around for many years and have a significant impact on the tone and quality of library service.

Finally, in order to assure that you do not have to go through this process unnecessarily, the library board needs to establish a regular procedure and schedule for assessing the performance of the director and providing suggestions for improvements.

Principle Activities

6. Study the needs and interests of the community and see that they are addressed, as appropriate, by the library.

As a community liaison, you are in a unique position to survey the community, learn of its needs and wants, and include those interests in discussions relating to library development.

Principle Activities

7. Act as an advocate for the library through contacts with civic groups and public officials.

It has been written that the core of effective politics is the building of rapport. Since local politics are personal, your contacts on behalf of the library with public officials from the municipality, the county, and the state will advance the cause of your institution.

Principle Activities

8. Become familiar with principles and issues relating to intellectual freedom and equitable provision of public library services.

It is a responsibility of your library board, and each member of that board, to make a commitment to the community's freedom of inquiry and expression, and to be prepared to address calmly and respectfully the challenges that may come before you.

Principle Activities

9. Assist in the formulation and adoption of a strategic plan for the library. Periodically review and revise strategic plan.

Trustees, as the citizen representatives with detailed information about how the library functions, are in an ideal position to assist with planning. Your important role in planning will be to investigate, along with the library director, different planning options and then decide on the most appropriate process for your library.

Principle Activities

10. Attend Wisconsin Library Association conferences, regional The Trustee Job Description TE1-5 system workshops, and other training opportunities in order to expand knowledge of effective leadership, and consider membership in the Wisconsin Library Trustees and Friends (WLTF).

One way to maintain energy and enthusiasm, as well as to increase understanding of trusteeship, is to participate in the various opportunities for education that are available to trustees.

Analysis of Activities

- What activities are trustees good at already?
- What activities could be improved upon?

2025 Statistics	2024 Statistics
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Circulation	January	February	March	April	May	June	July	August	2025 Y-T-D	August 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Total Circulation and Renewal	14,507	13,075	13,936	12,842	11,795	14,861	15,436	13,124	109,576	14,290	105,752	-1,166	-8%
Overdrive Usage	2,890	2,640	2,967	2,778	2,578	2,728	2,886	2,865	22,332	2,505	19,817	360	14%
Hoopla Usage	523	532	554	527	574	611	584	538	4,443	463	3,537	75	16%
Items Loaned	3,096	2,999	3,684	3,486	3,102	3,142	3,681	3,626	26,816	2,882	22,938	744	26%
Items Borrowed	4,593	3,918	3,914	3,841	3,374	3,383	3,742	3,651	30,416	3,723	28,432	-72	-2%
Teacher Packs	5	2	4	3	1	1	0	0	16	4	17	-4	-100%
Door Count	9,201	8,753	10,157	8,865	8,947	10,070	10,306	8,586	74,885	10,027	75,409	-1,441	-14%

Services	January	February	March	April	May	June	July	August	2025 Y-T-D	August 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Public Internet Usage/Hr.	329	286	320	258	265	355	332	376	2,521	338	2,598	38	11%
Wireless Usage by Session	1,271	1,258	1,370	1,368	1,480	1,360	1,328	1,229	10,664	1,277	10,236	-48	-4%
Youth Programs	17	31	35	26	92	42	19	17	279	11	281	6	55%
Youth Program Attendance	328	889	936	521	2,408	2,156	511	1,750	9,499	1,613	10,871	137	8%
Adult Programs	16	16	16	19	15	11	13	14	120	12	118	2	17%
Adult Program Attendance	139	110	127	134	113	105	188	129	1,045	187	1,285	-58	-31%
General Interest Programs	8	5	14	10	7	18	19	8	89	11	75	-3	-27%
General Interest Attendance	582	154	2,948	1,005	406	1,494	1,931	569	9,089	2,211	7,996	-1,642	-74%
Meeting Room Usage	58	74	91	70	60	66	125	55	599	55	517	0	0%
Study Room	135	190	161	168	151	105	65	100	1,075	168	1,178	-68	-40%
Volunteer Hours	102	98	107	87	88	99	106	106	793	80	712	26	33%
Local History Inquiries	18	12	16	9	13	15	11	12	106	13	96	-1	-8%
Technology Instruction 1:1	12	8	5	10	13	16	10	12	86	7	81	5	71%
Proctor	0	0	0	0	0	0	0	0	0	0	3	0	0%
Notary (service ended in May)	2	2	1	1	0	0	0	0	6	3	9	-3	-100%

Social Statistics	January	February	March	April	May	June	July	August	2025 Y-T-D	August 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Website Views	3,060	2,975	2,795	2,413	2,588	3,651	2,854	2,670	23,006	3,597	23,177	-927	-26%
Facebook Followers	8,691	8,710	8,788	8,802	8,871	8,955	9,021	9,090	70,928	28	406	NEW	STATISTIC
TikTok Followers	744	743	739	747	767	785	784	785	6,094	63	918	722	1146%
Instagram Followers	914	918	927	929	929	933	929	932	7,411	NEW	NEW	NEW	STATISTIC

Items Held by Library	January	February	March	April	May	June	July	August	Month to Month # +/-	August 2024	# +/-
Total Titles Held by Library	67,633	67,951	68,411	68,570	69,229	69,658	69,927	70,510	159	65,872	4,638
Total Items Held by Library	72,130	72,510	72,724	72,897	73,585	74,089	74,371	75,005	173	70,268	4,737
Kaukauna Card Holding Patrons	10,943	10,943	11,056	11,056	11,056	11,056	11,371	11,371	0	10,658	713

Quarterly Report