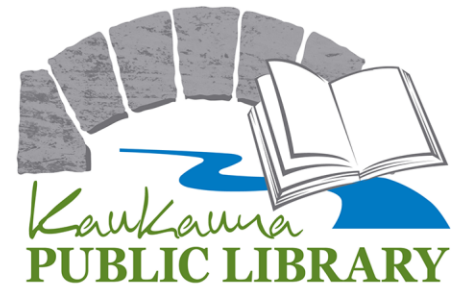


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, October 27, 2026 at 5:30 PM



AGENDA

Library Board Room In Person & Zoom Teleconference Hybrid Meeting

1. Call Meeting to Order
2. Roll Call of Membership
3. Public Participation and Communications
4. Consent Agenda
 - [a.](#) Meeting minutes of Tuesday, September 22, 2026
 - [b.](#) Bill Register September 2026
5. Action Items
 - [a.](#) Update 2027 Closures
 - [b.](#) Collection Development Policy Update
6. Information Items
 - [a.](#) Outagamie Waupaca Library System Presentation
 - [b.](#) Strategic Plan 2027-2030 Draft
 - [c.](#) Directors Report
 - [d.](#) Assistant Directors Report
 - [e.](#) Adult Services Report
 - [f.](#) Youth Services Librarian Report
 - [g.](#) Trustee Topic: Chapter 12
 - [h.](#) Statistics
7. Adjournment

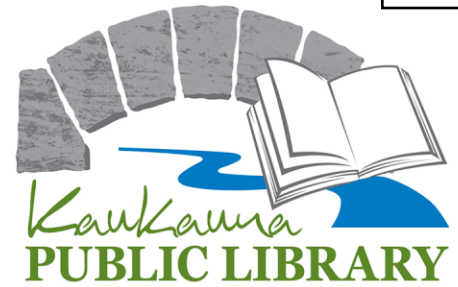
NOTICES

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

Join Zoom Meeting

Meeting ID: 834-3612-3275

Passcode: 54130



LIBRARY BOARD MEETING MINUTES

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

Tuesday, September 22, 2026 at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order by President Neumeier at 5:31p.
2. Roll call of membership
 - a. Present: A. Neumeier, J. Vondracek, C. Fallona, J. Lucas, M.J. Kilgas, P. Davis, D. Tatro, J. Van De Hey
 - b. Excused: C. Van Boxtel
 - c. Also present: A. Thiem-Menning
3. Public Participation and Communications
 - a. None.
4. Consent Agenda
 - a. Meeting minutes of Tuesday, August 25, 2026
 - b. Bill Register August 2026
 - i. C. Fallona made a motion to approve the consent agenda, seconded by J. Vondrecek. Motion carries; all in favor.
5. Action Items
 - a. Update 2027 Closures
 - i. M.J. Kilgas made a motion to update the 2027 Closures, seconded by C. Fallona. Motion carries; all in favor.
6. Information Items
 - a. Directors Report
 - i. A. Thiem-Menning noted that she has recently started the grant funded garden maintenance project.
 - b. Assistant Directors Report
 - i. A. Thiem-Menning noted that the self-checks would be installed on 9/23 at 10:00a.
 - c. Adult Services Report
 - d. Youth Services Librarian Report
 - e. Trustee Topic: Chapter 11
 - i. The topic was strategic planning, which the library is currently working on.
 - f. Statistics
 - i. A. Thiem-Menning noted that there was a drop in circulation for August because of transit being shut down due to migration. This was also very evident in the borrow-loan ratio for the month. It was also noted that in anticipation of migration, lots of data purging occurred.

- ii. J. Vondracek made a motion to receive and place the reports on file, seconded by D. Tatro. Motion carries: all in favor.

7. Adjournment

- a. J. Vondracek made a motion to adjourn at 6:20p, seconded by P. Davis. Motion carries; all in favor.



Kaukauna Public Library
2026 Revenue Report

						County Allocation for Library Services					Total Library Revenue to City	Lost/ Replacement/ Bills Transferred to Materials
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Winnebago County Appropriation	Total County Allocations		
January	\$ 1.28	\$ 410.07	\$ 69.25	\$ -	\$ 480.60						\$ 480.60	\$ 36.62
February	\$ 1.00	\$ 451.91	\$ 38.32	\$ 13.25	\$ 504.48						\$ 504.48	\$ 246.14
March	\$ 2.25	\$ 636.97	\$ 46.50	\$ 4.00	\$ 689.72	\$ 106,810.00	\$ 102,485.00	\$ 20,159.00		\$ 229,454.00	\$ 230,143.72	\$ 173.05
April	\$ 0.27	\$ 898.33	\$ 42.00	\$ 8.00	\$ 948.60				\$ 4,589.00	\$ 4,589.00	\$ 5,537.60	\$ 281.23
May	\$ 12.19	\$ 534.41	\$ 28.10	\$ 29.00	\$ 603.70						\$ 603.70	\$ 126.41
June	\$ 6.10	\$ 811.11	\$ 43.00	\$ 1.00	\$ 861.21						\$ 861.21	\$ 180.62
July	\$ 7.63	\$ 445.43	\$ 25.50	\$ -	\$ 478.56	\$ 106,810.00					\$ 478.56	\$ 86.39
August	\$ 14.13	\$ 681.61	\$ 59.70	\$ 13.00	\$ 768.44						\$ 768.44	\$ 75.73
September	\$ 35.20	\$ 681.61	\$ 46.25	\$ 2.25	\$ 765.31						\$ 765.31	\$ 234.12
Totals	\$ 80.05	\$ 5,551.45	\$ 398.62	\$ 70.50	\$ 6,100.62	\$ 106,810.00	\$ 102,485.00	\$ 20,159.00	\$4,589.00	\$234,043.00	\$ 240,143.62	\$ 455.81

As Financial Secretary I have reviewed and approved this report:

Joseph Lucas
Financial Secretary

City of Kaukauna

City of Kaukauna

City - Budget vs. Actual (Years 2025+)

From Jan 2026 to Adjust 2026 (12/31 - 12/31)

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5000 - Personnel Services				
5001 - Wages & Salaries				
5101 - Regular Payroll	\$502,336.64	\$696,911.56	(\$194,574.92)	72.08%
5104 - Temporary Payroll	\$42,690.06	\$36,000.00	\$6,690.06	118.58%
Total - 5001 - Wages & Salaries	\$545,026.70	\$732,911.56	(\$187,884.86)	74.36%
5002 - Fringe Benefits				
5151 - Retirement Plan	\$29,857.49	\$42,565.18	(\$12,707.69)	70.15%
5152 - Residency	\$1,576.22	\$12,728.21	(\$11,151.99)	12.38%
5154 - Social Security	\$31,940.56	\$47,280.38	(\$15,339.82)	67.56%
5157 - Group Health Insurance	\$99,226.68	\$153,755.24	(\$54,528.56)	64.54%
5160 - Group Life Insurance	\$522.95	\$849.00	(\$326.05)	61.60%
5163 - Workers Compensation	\$958.45	\$1,173.07	(\$214.62)	81.70%
Total - 5002 - Fringe Benefits	\$164,082.35	\$258,351.08	(\$94,268.73)	63.51%
Total - 5000 - Personnel Services	\$709,109.05	\$991,262.64	(\$282,153.59)	71.54%
5003 - Non-Personnel Services				
5004 - Travel/Training				
5208 - Travel - City Business	\$3,297.66	\$6,708.00	(\$3,410.34)	49.16%
5211 - Education & Memberships	\$3,858.07	\$3,371.00	\$487.07	114.45%
Total - 5004 - Travel/Training	\$7,155.73	\$10,079.00	(\$2,923.27)	71.00%
5006 - Purchased Services				
5303 - Communications	\$697.35	\$960.00	(\$262.65)	72.64%
5306 - Heating Fuels	\$4,567.96	\$7,000.00	(\$2,432.04)	65.26%
5309 - Water Sewer & Electric	\$13,994.11	\$16,325.00	(\$2,330.89)	85.72%
5312 - Maintenance - Buildings	\$101,829.54	\$120,000.00	(\$18,170.46)	84.86%
5313 - Lease - Buildings	\$119,930.00	\$143,916.00	(\$23,986.00)	83.33%
5325 - Contractual Services	\$27,965.24	\$38,397.14	(\$10,431.90)	72.83%
5328 - Advertising	\$1,561.78	\$3,050.00	(\$1,488.22)	51.21%
5331 - General Insurance	\$8,456.00	\$8,456.00	\$0.00	100.00%
5332 - Shared Service Allocation	\$129,613.00	\$129,613.00	\$0.00	100.00%
Total - 5006 - Purchased Services	\$408,614.98	\$467,717.14	(\$59,102.16)	87.36%
5007 - Supplies				
5401 - Office Supplies	\$4,406.00	\$7,500.00	(\$3,094.00)	58.75%
5402 - Desktop Printer/Fax Expense	\$480.99	\$800.00	(\$319.01)	60.12%
5422 - Data Processing Supplies	\$8,055.18	\$8,500.00	(\$444.82)	94.77%
5431 - Postage	\$2,130.82	\$2,250.00	(\$119.18)	94.70%
5441 - Library Materials	\$95,877.03	\$122,552.00	(\$26,674.97)	78.23%
5442 - Service Contracts	\$50,421.73	\$55,000.00	(\$4,578.27)	91.68%
5444 - Library Programs	\$7,233.86	\$8,000.00	(\$766.14)	90.42%
5499 - Miscellaneous	\$96.35	\$2,000.00	(\$1,903.65)	4.82%
Total - 5007 - Supplies	\$168,701.96	\$206,602.00	(\$37,900.04)	81.66%
Total - 5003 - Non-Personnel Services	\$584,472.67	\$684,398.14	(\$99,925.47)	85.40%
5008 - Outlay				
5804 - Equipment (including Office)	\$9,364.85	\$9,500.00	(\$135.15)	98.58%
Total - 5008 - Outlay	\$9,364.85	\$9,500.00	(\$135.15)	98.58%
Total - Expense	\$1,302,946.57	\$1,685,160.78	(\$382,214.21)	77.32%

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Net Income	(\$1,302,946.57)	(\$1,685,160.78)	\$382,214.21	77.32%

City of Kaukauna
City - Income Statement Detail
Sep 2026

Item 4.b.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount	Description	Fund
Expense								
5000 - Personnel Services								
5001 - Wages & Salaries								
5101 - Regular Payroll								
	Journal	9/10/2026	Sep 2026	JE1284		\$25,113.83	Gross Earnings	General Fund - 101
	Journal	9/24/2026	Sep 2026	JE1290		\$25,403.35	Gross Earnings	General Fund - 101
Total - 5101 - Regular Payroll						\$50,517.18		
5104 - Temporary Payroll								
	Vendor Invoice	9/1/2026	Sep 2026	4883	V0528 Outagamie Waupaca Library System	\$60.00	K Ramstak - Sub	General Fund - 101
	Journal	9/10/2026	Sep 2026	JE1284		\$3,166.35	Seasonal	General Fund - 101
	Journal	9/24/2026	Sep 2026	JE1290		\$2,229.17	Seasonal	General Fund - 101
Total - 5104 - Temporary Payroll						\$5,455.52		
Total - 5001 - Wages & Salaries						\$55,972.70		
5002 - Fringe Benefits								
5151 - Retirement Plan								
	Journal	9/10/2026	Sep 2026	JE1284		\$1,561.23	ERWRSGen	General Fund - 101
	Journal	9/24/2026	Sep 2026	JE1290		\$1,564.82	ERWRSGen	General Fund - 101
Total - 5151 - Retirement Plan						\$3,126.05		
5152 - Residency								
	Journal	9/24/2026	Sep 2026	JE1290		\$45.55	401a	General Fund - 101
Total - 5152 - Residency						\$45.55		
5154 - Social Security								
	Journal	9/10/2026	Sep 2026	JE1284		\$391.57	Employer Medicare Expense	General Fund - 101
	Journal	9/10/2026	Sep 2026	JE1284		\$1,265.50	Employer Social Security Expense	General Fund - 101
	Journal	9/24/2026	Sep 2026	JE1290		\$382.18	Employer Medicare Expense	General Fund - 101
	Journal	9/24/2026	Sep 2026	JE1290		\$1,268.59	Employer Social Security Expense	General Fund - 101
Total - 5154 - Social Security						\$3,307.84		
5157 - Group Health Insurance								
	Journal	9/10/2026	Sep 2026	JE1284		\$4,917.72	ER Health	General Fund - 101
	Journal	9/10/2026	Sep 2026	JE1284		\$219.00	HRA Monthly	General Fund - 101
	Journal	9/24/2026	Sep 2026	JE1290		\$4,917.72	ER Health	General Fund - 101
Total - 5157 - Group Health Insurance						\$10,054.44		
5160 - Group Life Insurance								
	Journal	9/10/2026	Sep 2026	JE1284		\$29.59	ER Life	General Fund - 101
	Journal	9/24/2026	Sep 2026	JE1290		\$29.59	ER Life	General Fund - 101
Total - 5160 - Group Life Insurance						\$59.18		
5163 - Workers Compensation								
	Journal	9/10/2026	Sep 2026	JE1284		\$45.24	WC Admin	General Fund - 101
	Journal	9/24/2026	Sep 2026	JE1290		\$44.20	WC Admin	General Fund - 101
Total - 5163 - Workers Compensation						\$89.44		
Total - 5002 - Fringe Benefits						\$16,682.50		
Total - 5000 - Personnel Services						\$72,655.20		
5003 - Non-Personnel Services								
5004 - Travel/Training								
5211 - Education & Memberships								
	Credit Card Charge	9/21/2026	Sep 2026	RAMP.09777c1e-074a-V1207	Miscellaneous Retail Vendor (Ramp)	\$102.00	Sarah Wroblewski - Annual organization membership dues	General Fund - 101
Total - 5211 - Education & Memberships						\$102.00		
Total - 5004 - Travel/Training						\$102.00		
5005 - Center Maintenance								
5264 - Programs								
	Journal	9/17/2026	Sep 2026	JE1285		(\$18.59)	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Total - 5264 - Programs						(\$18.59)		
Total - 5005 - Center Maintenance						(\$18.59)		
5006 - Purchased Services								
5303 - Communications								
	Credit Card Charge	8/17/2026	Sep 2026	RAMP.d9e3ff8a-e3d9-4 V0755	T-Mobile	\$30.44	Spencer Heise - Library mobile communication services	General Fund - 101
	Credit Card Charge	9/17/2026	Sep 2026	RAMP.d7f1b5b5-5f26-4 V0755	T-Mobile	\$30.44	Spencer Heise - Library mobile communication services	General Fund - 101
	Journal	9/24/2026	Sep 2026	JE1290		\$50.00	Cell Reimb	General Fund - 101
Total - 5303 - Communications						\$110.88		
5306 - Heating Fuels								
	Vendor Invoice	8/27/2026	Sep 2026	6061081884	V0705 We Energies	\$26.28	Gas Service - August	General Fund

Total - 5306 - Heating Fuels					\$26.28		
5309 - Water Sewer & Electric							
Vendor Invoice	8/25/2026	Sep 2026	500114-01 2026-08-25 V0383 Kaukauna Utilities	\$2,579.32	Water, Sewer, & Electric	General Fund - 101	Item 4.b. General Fund - 101
Vendor Invoice	9/25/2026	Sep 2026	500114-01 2026-09-25 V0383 Kaukauna Utilities	\$2,496.50	Water, Sewer, & Electric	General Fund - 101	
Total - 5309 - Water Sewer & Electric					\$5,075.82		
5312 - Maintenance - Buildings							
Credit Card Charge	8/27/2026	Sep 2026	RAMP.889e077e-c06a- V0129 Carstens Ace Hardware	\$31.61	Ashley Thiem-Menning - glue	General Fund - 101	
Credit Card Charge	8/27/2026	Sep 2026	RAMP.5224285b-1d08- V1207 Miscellaneous Retail Vendor (Ramp)	\$17.25	Ashley Thiem-Menning - Library maintenance supplies	General Fund - 101	
Vendor Invoice	8/31/2026	Sep 2026	10203 V1220 Killian's Landscaping, Inc.	\$250.00	Monthly Lawn & Landscape Maintenance - September	General Fund - 101	
Vendor Invoice	9/8/2026	Sep 2026	LSPQ54085 V0409 Lappen Security Products, Inc.	\$156.25	Door Hinge Repair	General Fund - 101	
Vendor Invoice	9/9/2026	Sep 2026	090926 V1791 TriKakalin Properties, LLC	\$9,138.00	September - Maintenance	General Fund - 101	
Vendor Invoice	9/10/2026	Sep 2026	26421 V0385 Keith Petersen Plumbing Inc.	\$370.26	Replace Faucet	General Fund - 101	
Total - 5312 - Maintenance - Buildings					\$9,963.37		
5313 - Lease - Buildings							
Vendor Invoice	9/9/2026	Sep 2026	090926 V1791 TriKakalin Properties, LLC	\$11,993.00	September - Rent	General Fund - 101	
Total - 5313 - Lease - Buildings					\$11,993.00		
5325 - Contractual Services							
Credit Card Charge	8/28/2026	Sep 2026	RAMP.05956388-a8a8- V1207 Miscellaneous Retail Vendor (Ramp)	\$867.46	Ashley Thiem-Menning - Carpet cleaning library floors	General Fund - 101	
Vendor Invoice	8/31/2026	Sep 2026	SC100417457 V0604 Screening One, Inc.	\$33.00	Volunteer Screenings for Library	General Fund - 101	
Vendor Invoice	9/1/2026	Sep 2026	02-46140 V0003 Advanced Maintenance Solutions	\$2,277.40	September Janitorial Service	General Fund - 101	
Vendor Invoice	9/14/2026	Sep 2026	02-46424 V0003 Advanced Maintenance Solutions	\$35.00	Quarterly Cleaning of Refrigerator	General Fund - 101	
Vendor Invoice	9/16/2026	Sep 2026	449395 V0632 Superior Chemical Corp.	\$229.04	Maintenance Supplies	General Fund - 101	
Total - 5325 - Contractual Services					\$3,441.90		
5328 - Advertising							
Credit Card Charge	9/3/2026	Sep 2026	RAMP.db154f4c-5fc5-4 V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - Mailchimp Email Service	General Fund - 101	
Credit Card Charge	9/10/2026	Sep 2026	RAMP.0e3f8a84-5e29- V1173 Amazon	\$168.90	Ashley Thiem-Menning - mic and press	General Fund - 101	
Total - 5328 - Advertising					\$192.66		
Total - 5006 - Purchased Services					\$30,803.91		
5007 - Supplies							
5401 - Office Supplies							
Credit Card Charge	8/7/2026	Sep 2026	RAMP.b0cc18e1-70c1- V1173 Amazon	\$16.34	Spencer Heise - library office supplies	General Fund - 101	
Credit Card Charge	8/18/2026	Sep 2026	RAMP.9e01b5ac-756d- V1173 Amazon	\$40.46	Spencer Heise - Library office supplies for operations	General Fund - 101	
Credit Card Charge	8/19/2026	Sep 2026	RAMP.a384cc8a-8eb0- V1173 Amazon	\$9.98	Spencer Heise - Library office supplies for operations	General Fund - 101	
Credit Card Charge	8/19/2026	Sep 2026	RAMP.5d10d90c-5f3f-4 V1173 Amazon	\$61.53	Spencer Heise - Library office supplies for operations	General Fund - 101	
Credit Card Charge	8/22/2026	Sep 2026	RAMP.df64b33b-4bcb- V1173 Amazon	\$15.24	Spencer Heise - library office supplies	General Fund - 101	
Credit Card Charge	8/28/2026	Sep 2026	RAMP.de9bac2a-79b2- V1173 Amazon	\$27.75	James Berven - Coffee	General Fund - 101	
Credit Card Charge	9/1/2026	Sep 2026	RAMP.50ca26da-b220- V1173 Amazon	\$97.86	Ashley Thiem-Menning - laminating supplies	General Fund - 101	
Credit Card Charge	9/1/2026	Sep 2026	RAMP.0a91ed5f-63f1-4 V1328 Premium Waters, Inc.	\$76.92	Spencer Heise - Library water refill purchase.	General Fund - 101	
Credit Card Charge	9/18/2026	Sep 2026	RAMP.b27cce59-f5de- V1173 Amazon	\$12.59	Spencer Heise - general office supplies	General Fund - 101	
Total - 5401 - Office Supplies					\$358.67		
5422 - Data Processing Supplies							
Credit Card Charge	8/8/2026	Sep 2026	RAMP.4df2fc74-4554-4 V1173 Amazon	\$111.75	Spencer Heise - book processing supplies	General Fund - 101	
Credit Card Charge	8/19/2026	Sep 2026	RAMP.c859bc56-0f5a- V0377 Kapco	\$264.00	Spencer Heise - library book processing supplies	General Fund - 101	
Credit Card Charge	8/26/2026	Sep 2026	RAMP.c0793a54-6127- V1099 Little Chute Ace Hardware	\$13.70	James Berven - Razor Blades Book Repair	General Fund - 101	
Journal	9/30/2026	Sep 2026	JE1291	(\$845.00)	Annual Hardware & Software Support	General Fund - 101	
Total - 5422 - Data Processing Supplies					(\$455.55)		
5431 - Postage							
Credit Card Charge	8/18/2026	Sep 2026	RAMP.2b7f557f-6303-4 V0680 U.S. Postal Service - Postmaster	\$6.37	Ashley Thiem-Menning - Postage for library mail	General Fund - 101	
Credit Card Charge	8/21/2026	Sep 2026	RAMP.921efdf4-f843-4 V0680 U.S. Postal Service - Postmaster	\$9.07	Spencer Heise - Library mail postage	General Fund - 101	
Credit Card Charge	9/11/2026	Sep 2026	RAMP.30cc8ea4-6a58- V0680 U.S. Postal Service - Postmaster	\$12.74	Ashley Thiem-Menning - Postage for library mail	General Fund - 101	
Total - 5431 - Postage					\$28.18		
5441 - Library Materials							
Vendor Invoice	6/26/2026	Sep 2026	NA166386 V0644 The Child's World	\$487.95	Books	General Fund - 101	
Vendor Invoice	7/1/2026	Sep 2026	INV135034 V1609 FlutterBee Education Group	\$1,612.43	Books	General Fund - 101	
Credit Card Charge	8/13/2026	Sep 2026	RAMP.d34b3993-66e5- V1173 Amazon	\$8.09	Spencer Heise - library circ materials	General Fund - 101	
Credit Card Charge	8/17/2026	Sep 2026	RAMP.d9e3ff8a-e3d9-4 V0755 T-Mobile	\$321.70	Spencer Heise - Library mobile communication services	General Fund - 101	
Credit Card Charge	8/20/2026	Sep 2026	RAMP.7906be9d-08ef- V0651 The Wall Street Journal	\$68.56	Spencer Heise - newspaper subscription	General Fund - 101	
Credit Card Charge	8/24/2026	Sep 2026	RAMP.270bd1e3-99d4- V1207 Miscellaneous Retail Vendor (Ramp)	\$44.05	Ashley Thiem-Menning - kit replacement parts	General Fund - 101	
Credit Card Charge	8/27/2026	Sep 2026	RAMP.ff6c8716-fcb8-4 V1173 Amazon	\$14.70	Ashley Thiem-Menning - Library book purchases	General Fund - 101	
Credit Card Charge	8/31/2026	Sep 2026	RAMP.e0d9b8ed-a7f3- V1207 Miscellaneous Retail Vendor (Ramp)	\$21.10	Spencer Heise - Library periodical subscription for SI & SI Kids plus tax. \$21.10 each = \$42.20	General Fund - 101	
Credit Card Charge	8/31/2026	Sep 2026	RAMP.6f7919ef-ad45-4 V1207 Miscellaneous Retail Vendor (Ramp)	\$21.10	Spencer Heise - Library periodical subscription for SI & SI Kids plus tax. \$21.10 each = \$42.20 Library magazine subscription	General Fund - 101	
Credit Card Charge	8/31/2026	Sep 2026	RAMP.4ffb8675-1435-4 V1173 Amazon	\$51.96	Ashley Thiem-Menning - Library book purchases	General Fund - 101	
Vendor Invoice	8/31/2026	Sep 2026	CAL3576711 V0134 Cavendish Square	\$204.44	Library Materials	General Fund - 101	
Vendor Invoice	8/31/2026	Sep 2026	509361223 V0472 Midwest Tape	\$1,418.12	Digital Library Materials	General Fund - 101	
Credit Card Charge	9/1/2026	Sep 2026	RAMP.5cad8951-a186- V1173 Amazon	\$15.33	Ashley Thiem-Menning - Library book purchases	General Fund - 101	

Vendor Invoice	9/2/2026	Sep 2026	99004688	V0323 Ingram	\$21.70	Books	General Fund - 101
Vendor Invoice	9/2/2026	Sep 2026	99004689	V0323 Ingram	\$21.70	Books	General Fund - 101
Vendor Invoice	9/4/2026	Sep 2026	23304	V0576 Rivistas Subscription Services	\$1,778.35	2027 Rivistas Magazines	General Fund - 101
Credit Card Charge	9/10/2026	Sep 2026	RAMP.0169e964-e08c-	V1207 Miscellaneous Retail Vendor (Ramp)	\$88.40	Spencer Heise - library materials	General Fund - 101
Credit Card Charge	9/10/2026	Sep 2026	RAMP.75ebe051-1df8-	V1173 Amazon	\$12.59	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Credit Card Charge	9/10/2026	Sep 2026	RAMP.1f5d4216-fec4-	V1173 Amazon	\$56.53	Sarah Wroblewski - Library Materials	General Fund - 101
Credit Card Charge	9/17/2026	Sep 2026	RAMP.d7f1b5b5-5f26-	V0755 T-Mobile	\$381.21	Spencer Heise - Library mobile communication services	General Fund - 101
Credit Card Charge	9/17/2026	Sep 2026	RAMP.f775f7d2-1cd3-	V0651 The Wall Street Journal	\$68.56	Spencer Heise - newspaper subscription	General Fund - 101
Total - 5441 - Library Materials					\$6,718.57		
5442 - Service Contracts							
Credit Card Charge	8/23/2026	Sep 2026	RAMP.95433425-3df6-	V1207 Miscellaneous Retail Vendor (Ramp)	\$15.99	Spencer Heise - YouTube Premium for programs	General Fund - 101
Vendor Invoice	8/31/2026	Sep 2026	42886415	V0440 Marco	\$248.09	Copier	General Fund - 101
Journal	9/30/2026	Sep 2026	JE1291		\$845.00	Annual Hardware & Software Support	General Fund - 101
Total - 5442 - Service Contracts					\$1,109.08		
5444 - Library Programs							
Credit Card Charge	8/10/2026	Sep 2026	RAMP.7faf5e20-ae3d-	V1173 Amazon	\$19.99	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card Charge	8/10/2026	Sep 2026	RAMP.d3f4c02f-1e32-	V1173 Amazon	\$27.84	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card Charge	8/10/2026	Sep 2026	RAMP.6c247d88-cdb4-	V1197 Miscellaneous Food Vendor (Ramp)	\$9.98	Sarah Wroblewski - Programming	General Fund - 101
Credit Card Charge	8/11/2026	Sep 2026	RAMP.48bd38e2-7df9-	V1173 Amazon	\$19.48	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	8/15/2026	Sep 2026	RAMP.514a9c64-adfe-	V1173 Amazon	\$5.89	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	9/1/2026	Sep 2026	RAMP.ab2c3eea-3f60-	V1173 Amazon	\$13.99	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	9/3/2026	Sep 2026	RAMP.a7a4ca50-9fb2-	V1173 Amazon	\$191.57	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	9/3/2026	Sep 2026	RAMP.9bff609e-176b-	V1173 Amazon	\$16.99	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card Charge	9/3/2026	Sep 2026	RAMP.e53f5c1b-06b0-	V1173 Amazon	\$29.05	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	9/3/2026	Sep 2026	RAMP.3562d0af-c96c-	V1173 Amazon	\$20.42	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Vendor Invoice	9/4/2026	Sep 2026	2069	V1930 Manhattan Short Inc	\$600.00	MANHATTAN SHORT 2026 Film Festival	General Fund - 101
Vendor Invoice	9/4/2026	Sep 2026	090426	V1921 Shelby Siebers	\$350.00	Library Program Instruction and Supplies	General Fund - 101
Credit Card Charge	9/8/2026	Sep 2026	RAMP.daa5ac22-2487-	V1173 Amazon	\$15.00	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	9/8/2026	Sep 2026	RAMP.a37d73b2-87e9-	V1173 Amazon	\$38.45	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card Charge	9/10/2026	Sep 2026	RAMP.9c4be1d3-f88f-	V1173 Amazon	\$6.98	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card Charge	9/10/2026	Sep 2026	RAMP.f3694f86-37b3-	V0628 Stoneridge Piggly Wiggly	\$3.19	Sarah Wroblewski - Food for library programming	General Fund - 101
Credit Card Charge	9/10/2026	Sep 2026	RAMP.4bc95add-87c9-	V0628 Stoneridge Piggly Wiggly	\$258.76	Sarah Wroblewski - Food for library program	General Fund - 101
Credit Card Charge	9/10/2026	Sep 2026	RAMP.ca1b3876-c5ca-	V1173 Amazon	\$15.29	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	9/14/2026	Sep 2026	RAMP.ca39873a-9ec4-	V1173 Amazon	\$14.69	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	9/16/2026	Sep 2026	RAMP.bb25c7cb-0dfb-	V1173 Amazon	\$19.99	Bethany Neuman - Library program event supplies	General Fund - 101
Credit Card Charge	9/17/2026	Sep 2026	RAMP.cb50bac2-a4a6-	V1173 Amazon	\$18.99	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Journal	9/17/2026	Sep 2026	JE1285		\$18.59	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Vendor Invoice	9/29/2026	Sep 2026	11/21/2027	V1943 Saving Paws Animal Rescue, Inc.	\$50.00	Payment for Program "Tales and Tails" in Partnership with Saving Paws (this is a Pet Adoption and Education Event at and with the Library)	General Fund - 101
Total - 5444 - Library Programs					\$1,765.13		
Total - 5007 - Supplies					\$9,524.08		
Total - 5003 - Non-Personnel Services					\$40,411.40		
5008 - Outlay							
5804 - Equipment (including Office)							
Credit Card Charge	8/19/2026	Sep 2026	RAMP.ad192ac9-1769-	V1207 Miscellaneous Retail Vendor (Ramp)	\$90.08	Spencer Heise - computing hardware purchase	General Fund - 101
Credit Card Charge	8/31/2026	Sep 2026	RAMP.f06c9392-209f-	V1173 Amazon	\$380.24	James Berven - Book Repair Machine	General Fund - 101
Credit Card Charge	9/3/2026	Sep 2026	RAMP.12095987-0767-	V1173 Amazon	\$149.94	Sarah Wroblewski - Office Desk Chair	General Fund - 101
Credit Card Charge	9/7/2026	Sep 2026	RAMP.35cea2dd-d786-	V1173 Amazon	\$219.98	James Berven - Book Repair Supplies	General Fund - 101
Total - 5804 - Equipment (including Office)					\$840.24		
Total - 5008 - Outlay					\$840.24		
Total - Expense					\$113,906.84		
Net Income					(\$113,906.84)		

Item 4.b.

2027 Kaukauna Public Library Closed/Important Dates

Item 5.a.

Friday	January 1 – New Year’s Day
Saturday	January 2 - Saturday after New Year's Day
Friday	January 22 – <u>Staff Training</u>
Saturday	March 27 – Spring Break
Friday	May 7 – <u>Staff Training</u>
Saturday - Monday	May 29-31 – Memorial Day
Saturday - Monday	July 3-5 – Independence Day
Friday	August 27 – <u>Staff Training</u>
Saturday - Monday	September 4 - September 6 – Labor Day
Friday	November 5 – <u>Staff Training</u>
Thursday - Saturday	November 25 - 27 – Fall Break
Tuesday	December 7 – Close at 4 for City Holiday Parade
Thursday - Saturday	December 23-25 – Winter break
Friday	December 31

Board Meetings Tuesdays at 5:30p

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

Spring Book Sale (ABC)

April 24 - May 1
Setup 23, starts 24

SLP 10 weeks

June 7 - August 13

School Supply Drive (ABC)

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

Fairy Walk

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

Coat Drive (Garden Rm)

October 9 (Saturday)
Setup 8, starts 9

Garden Closes

November 15 (Monday)

Fall Book Sale (ABC)

November 20-24
Setup 19, sale starts 20

KU Library of Lights

December 2 (Monday)

Kaukauna Public Library Collection Development Policy

The Kaukauna Public Library selects materials and develops collections in many different formats in order to provide patrons with a wide range of informational, recreational, and educational resources. The library will acquire materials for all ages reflecting the full diversity of points of view on topics of interests to the public, congruent with the Library Bill of Rights and the American Library Association Freedom to Read Statement. Since it is not possible for any library to acquire all materials, it is necessary for every library to employ a policy of selectivity in acquisitions. The library advocates for broad and meaningful participation in the library, including the sustained use of materials. It does not promote all the ideas found in collections or the discussions those ideas may inspire, but provides the space and opportunities for those ideas and discussions.

Library collections are developed and maintained by professional librarians who focus on meeting the needs and interests of their patrons, and purchasing titles using professional tools including, but not limited to the following: trade journals, subject bibliographies, publishers' promotional materials, and reviews from reputable sources. The library also selects based on the mission, vision, and values of the library adopted by the Library Board of Trustees. Library staff is not able to read, watch, or listen to every item added to the collection. Librarians rely on the above stated professional tools when purchasing, however at times, such tools may be limited or unavailable for certain materials.

The selection of materials may be influenced by budgetary considerations, popular demand, relevance to community needs or current events, format, availability in other libraries, collection needs in subject area, languages spoken in the community, physical durability, reputation, disinformation, stereotyping, bias, treatment of subject intended for audience, and credible sourcing. Self-published works will be evaluated on a case-by-case basis; the library will not add unprofessionally bound items into the circulating collection. The selection of an item does not imply the library's endorsement of the opinions expressed by its creator, nor does the failure to purchase an item imply library disapproval of those opinions.

A balanced collection reflects a diversity of materials, not necessarily equal in number. The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue and foster a climate of intellectual freedom. Responsibility for borrowing lies solely with the borrower; library staff cannot act in loco parentis. Individuals may object to the inclusion of a specific title and may file a Reconsideration of Title form, *please see Reconsideration of Title Policy*.

The Library will not segregate or make inaccessible circulating materials based on content. The Library may at times safeguard circulating materials that are costly (i.e. laptops and hotspots), easily broken (i.e. ukuleles), or that have many pieces that could easily get lost while played with in the facility (i.e. STEM kits). The library will only mark materials with core learning concept (i.e. shapes, numbers, and alphabet), genre, reading level, or library specific location identification tags and stickers. The library does allow for memorial material donation nameplates within materials; please see *Gifts and Donations Policy*.

The library welcomes donations of materials with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. All donations of library materials are subject to the library's *Gifts and Donations Policy*. Library staff will not notify donors/authors as to whether their published work or donations of materials have been included in the collection. Library staff will not give feedback to donors/authors regarding why their published work or donations were not included in the

Updated 10/27/26

collection. Library staff will not set aside donated items to be picked up if they are not included in the collection.

Purchase suggestions from library patrons are welcome and given serious consideration. Suggestions for purchase fall within the Collection Development Policy Guidelines in regards to whether or not they are purchased. The library does not have to justify the selection of or non-selection of materials recommended for purchase.

The library collection will be kept attractive and current by consistent repair, discard or replacement of items after consideration of physical condition, currency of information, lack of use, and availability of new editions or higher quality titles on the same subject.

The library currently offers the following collections:

Board Books: The board book collection features thick, durable books for babies and toddlers, focusing predominantly, but not wholly, on age's birth through age three. Board books are selected for developmental growth, however, some publishers may print picture books in board format only, which may be selected and placed in a board book collection based on its binding. Board books are also often recommended for preschool and school age children that are learning to read as they often feature the best text to image associations and few words.

Picture Books: The picture book collection is intended for ages birth to grade three. Picture books are traditionally enjoyed as a read aloud; however, picture books can also be appropriate for beginning readers in some circumstances as well as older readers.

Browser Bin: The library recognizes the role television, franchise, and movie characters play in the lives of young children. The library selects these high interest popular picture books and early readers, and collects them in a special browser bin for ease of selection.

Early Readers: The early reader collection includes books on the shelf as well as small paperback reader kits. This collection is intended for preschool through a second grade reading level. The collection includes guided reading levels A-M.

Early Chapter Books: The early chapter collection includes chapter books intended for those reading at a second through fourth grade reading level. The collection includes leveled readers L-S. The library bridges collections to ensure a smooth transition from one reading level to another.

Child Fiction: The child fiction collection is intended for those reading at a fourth through eighth grade reading level. The library bridges collections to ensure a smooth transition from one reading level to another.

Child Graphic Novels: This collection features both comic books and graphic novels for preschool through eighth grade. The collection includes both fiction and nonfiction titles.

Child Nonfiction: The child nonfiction collection is curated for children in preschool through an eighth grade reading level.

Teen Fiction: The teen fiction collection is intended for those reading at a sixth through twelfth grade level. The library bridges collections to ensure a smooth transition from one reading level to another.

Updated 10/27/26

Teen Graphic Novels: This collection features both comic books and graphic novels for sixth through twelfth grade. The collection includes both fiction and nonfiction titles.

Teen Nonfiction: The teen nonfiction collection features nonfiction texts for sixth through twelfth grade reading levels.

Children's Media: The library collects children's media in multiple formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames. These items are intended for youth preschool through eighth grade.

Teen Media: The library collects teen media in multiple formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames. These items are intended for youth in grades sixth through twelfth.

Child Kits: The library includes a wide variety of informational, recreational, and educational kits. They are intended for youth preschool through eighth grade.

Library of Things Collection: The library circulates a number of non-print or media items including laptops, hotspots, tablets, musical instruments, and other kits intended for adult and family use.

Adult Fiction: Adult Fiction Collections are organized into subgenre collections.

General Fiction - includes but not limited to, subgenres of humor, historical fiction, horror, literary fiction, sports fiction and realistic fiction

Mystery/Suspense

Romance

Inspirational

Fantasy/Science Fiction

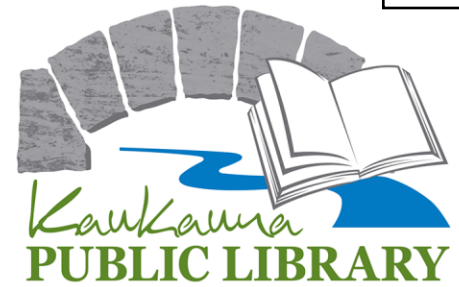
Western

Graphic Novel

Adult Nonfiction: This collection features adult directed works of nonfiction.

Adult Large Print: The adult large print collection includes all fiction genres as well as nonfiction titles.

Adult Media: The library collects adult media in formats including, but not limited to videos, audiobooks, playaways, music CDs, and videogames.



To: Kaukauna Public Library Board of Trustee
 From: Library Director Ashley Thiem-Menning
 Date: 10/15/2026
 Re: Strategic Plan Draft

Work on the next library strategic plan began in early 2026. During a staff training day, in small groups, staff members brainstormed on a few topics including services, programs, operations, and collections. While many of the ideas and recommendations are more immediate and not strategic, it was a great opportunity for staff to add ideas for how we can continue to improve Kaukauna Public Library.

In the summer, staff created questions for focus groups, as well as a general survey (print and electronic) for patrons. The library received 167 responses from the survey and hosted five focus groups. Later in the summer, the library recycled a prior City PULSE survey for staff. A PULSE survey is a short survey intended to track feedback on employment experience.

We also utilized 2025 DPI data to run our Wisconsin Public Library Standards tier compliance data. To have Tier I compliance, which is the basic level of service your library should offer to residents based on population, you must meet the benchmark in all nine categories. When we began the prior strategic plan, we only had compliance in one category.

We currently have compliance for hours and materials expenditures. Using 2026 data instead of 2025, we also have compliance for FTE. We are very close to compliance with public use computers. With the addition of one computer to the teen lab later this year, we will have reached compliance.

As the standards are currently based on statistics from 2016, we anticipate that DPI will be releasing new standards soon. The downside to this is that new standards will likely place us out of compliance again in most categories and will also likely make the gap in compliance greater in the areas we are struggling with.

However, we also expect the changes to reflect the digital age we live in now. If we look at our physical in-house periodical subscriptions, we are currently nowhere near compliance, however, if you count all the periodicals available on Libby, we would be compliant. We feel that this will be a category which undergoes significant change because many magazines are going out of business or are no longer physically being printed, making it extremely difficult to reach compliance.

The last three areas where we are not meeting the minimum expectations of service to residents are collection size, print volumes per capita, audio recordings, and video recordings. A portion of the strategic plan is written to address the largest gap in compliance, audio holdings.

Audio is a difficult collection because it is the most expensive to purchase and the least donated. The average audiobook is \$50 and public libraries receive little to no discounts on them from vendors. We are also seeing a much higher demand for audio equipment like Tonies, Yoto Cards and Wonderbooks, which can retail at \$100 per item. Over the course of the next three years, we do plan to allocate more to audio collections in each department, as well as increase our grant writing efforts for these materials. We believe this will get us closer to reaching compliance for the 2016 standards, but we are realistic in the notion that we will still not likely reach compliance during this strategic plan cycle.

The significant budget cuts in the material line for several years is the predominant factor for compliance. In 2010, our allocation for materials was \$110,725. When I took over in 2019, the budget set for materials in 2018 was \$60,000. If we had continued with the 2010 budgeted amount as a starting point, with just a modest 3% increase, our budget line for materials would have been projected out to \$177,681 today. 2027 is currently drafted with a budget of \$137,735.

With the support of the City, we have massively improved our position over the course of the last several budget cycles. It is to their credit that we are currently meeting compliance in the category of materials expenditure, which will help us continue our goals of reaching Tier I compliance in the future.



Mission:

The Kaukauna Public Library connects individuals and the community through collections, services, and programs that educate, inspire, and empower.

Vision:

The Kaukauna Public Library will be a welcoming and inclusive destination where all people can connect, explore, create, and grow. As a trusted cornerstone of the community, the library empowers lifelong learning, literacy, and imagination while contributing to the mental, emotional, social, and physical well-being of those it serves.

Values:

Inclusion: our library is for everyone

Experience: free and equitable access to information and enrichment

Collaboration: building strong partnerships

Imagination: inspiring creativity

Stewardship: serving as a respected resource

Growth: fostering life-long learning opportunities

Intellectual Freedom: we support the freedom to read, learn, and explore

Innovation: seeking creative solutions to enhance library services

Goal One:

Build Collections

Objective: The library strives to build Kaukauna Strong collections to meet the needs of our users. The library will advocate for increased municipal funding to improve the gap in basic level (Tier 1) standards for library audio and video collections.

Activities:

- Increase collection expenditure annually.
- Reallocate funding to increase expenditure on audio and video collections for all ages.
- Write grants to expand audio collections.
- Increase Overdrive allocations annually to match state mandated allocations by year three.
- Increase messaging about the realities of electronic resources and licensing fees for public libraries.

Background:

At the conclusion of the previous strategic plan, the Kaukauna Public Library achieved Tier I compliance with materials expenditures, meeting a key benchmark established by the Wisconsin Public Library Standards. Full Tier I compliance requires libraries to meet standards in all nine service categories. Currently, the library meets Tier I compliance in three of the nine categories.

One of the areas with the largest gap to compliance is audio recordings per capita. To meet Tier I standards, the library must increase its holdings from 0.16 audio recordings per capita to 0.34. Video recordings also require growth, increasing from 0.41 to 0.52 recordings per capita. While achieving full compliance in audio recordings may not be feasible within the timeframe of this strategic plan due to the size of the gap, the library is committed to making measurable progress and reducing disparity over the next three years.

Patron surveys and community feedback have consistently identified long wait times for digital materials through Libby and usage limits within Hoopla as areas of concern. Although member libraries of the Outagamie Waupaca Library System have committed additional funding to Libby in the coming years, significant reductions in waiting times are unlikely. Libraries across the country continue to face challenges associated with publisher licensing models for digital materials, which often result in substantially higher costs and access restrictions compared to physical collections. These industry-wide challenges are largely invisible to the public but have a direct impact on a library's ability to provide timely access to electronic resources.

Goal Two:

Increase Engagement

Objective:

To meet the growing needs and wants of our community, the library needs to have a core staff that reflects the size of the community it is serving.

Activities:

- Stabilize core staffing by increasing the ratio of regular staff to substitute staff.
- Continue to convert part-time positions into full-time positions.
- Explore the opportunity to add library pages.
- Review compensation to remain competitive within the Fox Cities.

Background:

Library staff participated in both a staff survey and a strategic planning session to identify workforce strengths and challenges. Staff identified limited opportunities for advancement, professional growth, and compensation progression as factors influencing recruitment and retention.

The current workforce is composed of approximately half regularly scheduled core staff and half on-call substitute staff. Employee turnover has been concentrated on part-time and on-call positions, with approximately 13 part-time or on-call staff departures occurring for every full-time staff departure over the past five years. This pattern highlights ongoing challenges in maintaining a stable and experienced frontline workforce.

Feedback from staff also indicated that the balance between regular and on-call staffing levels can affect both customer service quality and employee confidence at public service points. On-call staff reported that the volume of information, procedures, and ongoing operational changes associated with service desk responsibilities can be difficult to maintain when work schedules are infrequent. As a result, inconsistent staffing patterns may impact on staff readiness, knowledge retention, and the ability to provide consistently accurate and confident customer service.

Goal Three:

Broaden Outreach

Objective:

Extend programs, services, resources, and collections outside the physical walls of the library to build relationships, increase facility usage, build trust, and serve those in underserved areas.

Activities:

- Establish a regular connection with local licensed public childcare facilities.
- Increase outreach to ESL and ELL families in the district.
- Ensure accessibility at all off-site events sponsored by the library.
- Build relationships with local assisted living and residential facilities.

Background:

Outreach is essential to advancing equitable access to library services. Through outreach efforts, the library extends materials, technology, programs, and resources to individuals who may face physical, geographic, or socioeconomic barriers to visiting a library location. These efforts not only expand access, but also increase awareness of the library's offerings, encouraging community members to engage more fully with library services and spaces. Outreach provides valuable opportunities for staff to connect directly with residents, gather feedback, and better understand evolving community needs. By fostering these relationships, the library can ensure its programs, services, and collections remain relevant, responsive, and reflective of the communities it serves.

Goal Four:

Build Connections

Objective:

Refresh library spaces to increase social connectedness for our community.

Activities:

- Redesign the preschool play area.
- Create an area for tween imaginative play.
- Redesign the teen/tween computer lab.

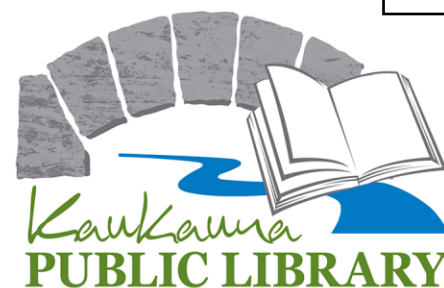
- Create an additional “living room” space for adults.

Background:

As Kaukauna Public Library enters its second decade in its current facility, the library continues to evaluate how its spaces support evolving community needs and usage patterns. In recent years, the importance of social connection and shared community spaces has become increasingly evident. Public libraries serve as important “third spaces,” providing welcoming environments where individuals can gather, engage with others, and build a sense of belonging regardless of social or economic status, with no expectation of funds changing hands.

Community feedback has highlighted opportunities to enhance library spaces to better serve users of all ages. In the most recent patron survey, residents identified the preschool play area as a priority for improvement, noting that furnishings and equipment are reaching the end of their useful life. At the same time, tweens have expressed interest in having a dedicated space that reflects their needs and encourages engagement, as existing youth spaces were designed primarily for younger children. Changes in technology and user behavior have also created opportunities to reimagine underutilized spaces. When the facility opened, access to computers was a primary need for many tweens and teens. Today, widespread access to personal devices has reduced demand for dedicated computer stations, creating an opportunity to transform portions of the tween/teen computer lab into a more flexible, welcoming environment. Such improvements would better support social interaction, collaborative activities, and address existing noise concerns.

The library has already witnessed the positive impact that intentionally designed gathering spaces can have on community connection. Following the addition of comfortable seating, a fireplace, and complimentary coffee service near the newspaper area, staff observed regular interactions among patrons that developed into lasting social relationships. Building on this success, the library seeks to create additional opportunities for informal gathering and conversation, further strengthening the library's role as a community hub and fostering social connection among adults.



To: Kaukauna Public Library Board of Trustee
 From: Library Director Ashley Thiem-Menning
 Date: 10/15/2026
 Re: Kaukauna Public Library Donation

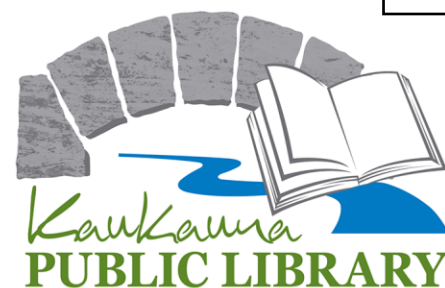
The library is being honored on October 20th with a check presentation at the library and at the Common Council meeting by the Retirement Housing Foundation.

Each year, the Retirement Housing Foundation selects a recipient for a Friends of the Elderly award. The award is given to an individual or organization making a substantial and/or unique contribution to the health, housing, social, psychological, or spiritual quality of older adults' lives.

In 2026, the City of Kaukauna was selected, marking the first time the Retirement Housing Foundation in California selected an entire City to honor instead of an individual. For 40 years, the City has been a close partner with Round House Manor. Most notably assisting in May 2023, when the tornado came through Kaukauna, tearing the roof off their facility, displacing residents.

Many years ago, the library reached out to Round House Manor to see how they could best assist residents with library services, which blossomed into a wonderful partnership. The library has offered on-site tech help to residents, offered an intergenerational storytime, and has even brought in speakers. Round House Manor has reciprocated with collections for some of our annual drives, like the school supply drive, as well as working with us on fun extras for our storytime friends, like our annual spring duck and egg hunt, as well as helping us prep our make and take kits for summer.

The library is extremely grateful to have been selected for a \$20,000 donation from the Retirement Housing Foundation. \$10,000 of the donation has been reserved for the large print collection. Large print books cost more than regular print books, so allocations to the collection do not go quite as far as they do in other collections. With an influx of funding this size, we now can go through the collection and add missing books in series, as well as add additional new titles. \$10,000 will also be unrestricted and may be used to support the upcoming 2027-2030 library strategic plan.



To: Kaukauna Public Library Board of Trustee

From: Library Director Ashley Thiem-Menning

Date: 10/15/2026

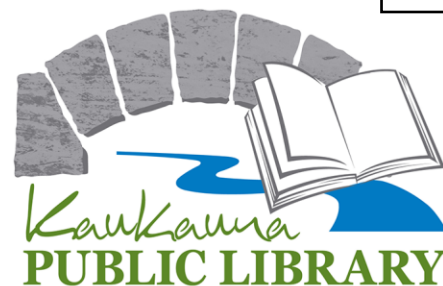
Re: Acquisition of Fox River Navigation System Authority Documents

Local History Room volunteer, Carol Van Boxel, worked with the Fox River Navigation System Authority on the acquisition of their historic documents for preservation in our Local History Room. Thanks go to Carol for securing this acquisition.

On October 13, 58 boxes made their way into the Local History Room. Carol and fellow volunteer, Mary, will be working through the boxes, creating a filing system for the documents, photos, and slides contained in the boxes, with future hopes of digitization.

This is a major acquisition for our library as the Fox Locks are among the most unique in the country. The Fox Locks are one of the only hand-operated locks systems in the nation, making the Fox River accessible to motorized and non-motorized boaters.





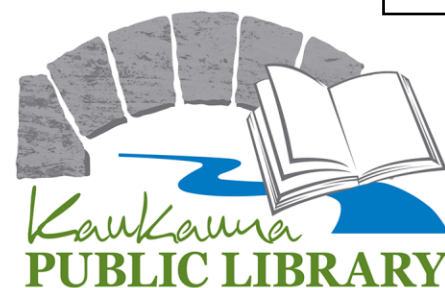
To: Kaukauna Public Library Board of Trustee
 From: Library Director Ashley Thiem-Menning
 Date: 10/15/2026
 Re: Friends of the Library Grant Award

The Friends of the Kaukauna Public Library received a \$10,000 grant in honor of the 40th anniversary of the Community Foundation for the Fox Valley Region. To mark the milestone, they hosted a Celebration of Giving and Partnership, where they granted a total of \$400,000 to 40 local nonprofits.

On September 30th, we visited the Community Foundation for a luncheon to celebrate with the other nonprofits being honored.

We are extremely grateful for this grant and to be honored among the many wonderful nonprofits in our region.





To: Kaukauna Public Library Board of Trustee
 From: Library Director Ashley Thiem-Menning
 Date: 10/15/2026
 Re: OWLS Turns 50!

2026 marks the 50-year anniversary of the Outagamie Waupaca Library System. OWLS celebrated on October 8 at the Crystal Falls in New London.

Past and present OWLS staff, as well as some past and present OWLS member library staff were present at the event.

Each library was encouraged to make a display board featuring their library.

There were many fantastic speakers and it was very interesting to learn about the early advancements of the OWLS system and their resource sharing model.



Past and present OWLS Directors



Past and present OWLS Staff

Assistant Director Report October 2026

Polaris

Ongoing Performance Issues

We have been experiencing regular Polaris slowdowns and outages since going live in August. They most commonly occur early in the morning and between 2 and 4pm. They are usually resolved in an hour or two. OWLS has informed us that their implementation team has addressed the issue in the following ways.

1. Implemented geofencing to block international bots. This made an immediate difference in performance.
2. Added more server memory.
3. Cleaned up background processes.
4. Updated their servers to the newest version of Vector monitoring. The team found that Vector has sometimes been using significant server resources and believes this may be contributing to the slowness.

However, despite this we are still experiencing frequent slowdowns and outages. OWLS noted that the other library system nearest us, Winding Rivers, who also uses Polaris does not experience issues like this, so they are confident they can narrow down the issue to Polaris's installation on OWLS library servers.

Staffing

New Hire Trainings

Alan Voss and Crystal Thiel, our two newest On-Call library assistants have been fully trained. This means they are capable of working our service desks solo, are able to pick up open shifts, and are working one day every other week as well as Saturdays every few months.

Materials

Book Repair

Last month I reported that we were planning on ordering a Thermobind book repair machine in addition to a paper cutter that allows us to trim the edges of a damaged book even so that they may be glued more effectively. The Thermobind book machine works exactly as advertised and we are quite happy with the results. Unfortunately, the paper cutter broke within the first week of use, so I ordered a much heavier duty one. It has taken longer than expected to ship, though it is expected to ship later this month.

RHF Donation

Ashley gave a great summary of the RHF donation we received this month that will support our large print collection and other functions that align with our 2027-2030 strategic plan. I want to provide an update on specifically what we are choosing to do with the \$10,000 doing towards our large print collection. I have been in communication with Cengage/Thorndike to see if we could purchase such a large number of items at a cheaper price than our normal vendors. I was happy to discover that the \$10,000 does qualify us to purchase the books at a discounted rate that is higher than we could get elsewhere. In addition, they support EDI ordering, which is the new ordering process that we are utilizing with Polaris. Currently, Spencer is working with them to set it up with Polaris. In the meantime, I am working on going through our large print collection to identify series with gaps in them, items that may need weeding to make room for the new items and selecting new items that would make a welcome addition to our collection. Once I finish this and Spencer confirms EDI ordering is set up, I will place the order.

Library Hardware

Self-Checks, RFID Pads, and Gates

The self-checks have arrived and are working perfectly. We even discovered we can include marketing on our screens featuring any library programs we'd like to promote. The RFID pads were also delivered, and Spencer is working on setting them up. If they are ready on time, he will train staff on how to use them during our staff training day on November 6th.

The gates and AMHS are due to arrive on December 8th. Pete Nelson from DPW and I met two weeks ago to look over the schematics that Bibliotheca provided and verified that the hole that our current bookdrop occupies can be modified to accommodate the new AMHS. We determined that the existing hole thankfully needs only minor alterations. However, the width of the wall underneath the bookdrop is wider than the width suggested by Bibliotheca. Because of this, a representative from Bibliotheca is going to meet Pete and I on October 26th to see if the width will cause a problem, and if so, see if we can do anything creative to make it work out without cutting into the stone.

Adult Services Librarian Report October 2026

Programming

Ladder Stitch Earrings

Kim, our Native American Outreach & Engagement Coordinator, celebrated through Ladder Stitch beadwork this intergenerational program led by Shelby Siebers (Tyelihwaye-líts), an Onedia beadwork artist and community advocate from the Oneida Nation. This workshop provided a welcoming and safe space for participants of all ages and experience levels to learn, ask questions, share experiences, and develop new skills. Through hands-on instruction, attendees explore the patience care, and creativity involved in beadwork while gaining an appreciation for the cultural significance and meaning behind the art.

Shelby emphasized the importance of approaching beadwork with intention, a good mind, and a good heart, highlighting how the practice can express love, cultural pride, connection, and healing. Participants were encouraged to be mindful of the meaning behind their work and the care put into each creation.

This intergenerational program fostered community connection, cultural learning, and creative expression.



Pumpkin Painting

Staff member Casey provided a space for our community to enjoy the fall season through pumpkin painting. Apple cider was provided to attendees, as well as the pumpkins and art supplies. During the program, the movie *Halloweentown* was shown, adding to the festive fall spirit as attendees painted and decorated.

Attendees enjoyed the de-stressing and community building art activity which provided an opportunity to unwind, explore their creativity, and express themselves through art – all while creating a fall decoration to take home!

Pumpkins were generously provided by Mulberry Lane Farm in Hilbert, Wi.

Adult Storytime: Statesburg Apartments

The Adult Services Librarian provided adult Storytime at Statesburg Apartments centered on the theme of: Dogs! Three advanced pictures books were read, giving attendees an opportunity to enjoy storytelling while discussing the illustrations and artistic elements of each book.

Following the readings and conversations, a hands-on craft was provided for making dog toys to take to the Humane Society. This activity provided a fun, personal, and engaging way for residents to practice and support their fine motor skills while encouraging social interactions.

The Librarian also brought, with permission and screening, their dog, Daphne, to provide residents with an opportunity to interact with a pet. For residents, many cannot have their own pet, making spending time with Daphne a meaningful opportunity for companionship and comfort.

This program not only combined literacy with art conversations but it also gave social and emotional connections through conversations and animal interaction. By bringing library services directly to residents, the library helped foster community connections and provided an enjoyable and accessible experience tailored to the interest and needs of older adults.



Flameo, Hotman

The event invited fans of the *Avatar: The Last Airbender* TV Show to connect over their shared love through nostalgic conversations, favorite character ranking boards, favorite quotes posted, a three round trivia, a haiku competition inspired by the show and watching three fan favorite episodes.

Adults and youths attending enjoyed the program and had the opportunity to share their enthusiasm for the series. Participants talked with one another about their favorite aspects of the show, was welcoming to each other and they introduced an attendee new to the show to what all there is to love about the series. Several books and the DVD collection were checked out after the program.

Collection Development

N/A

Volunteers

Kaukauna celebrated and recognized our volunteers this fall with an appreciation gift of Wisconsin honey to acknowledge their hard work and dedication. Our volunteer program has been growing, and we are grateful that they generously share their time, energy and talents to now support our programs, pantry, and their continued support of shelving, Fix-It Clinics, Local History Projects and plant care. This small gift allowed us to show them that we are bee-yond grateful to have them and their support.



Youth Services at a Glance

September 2026

Teacher Packs- 2

Youth Programs- 20

Youth Attendance- 461

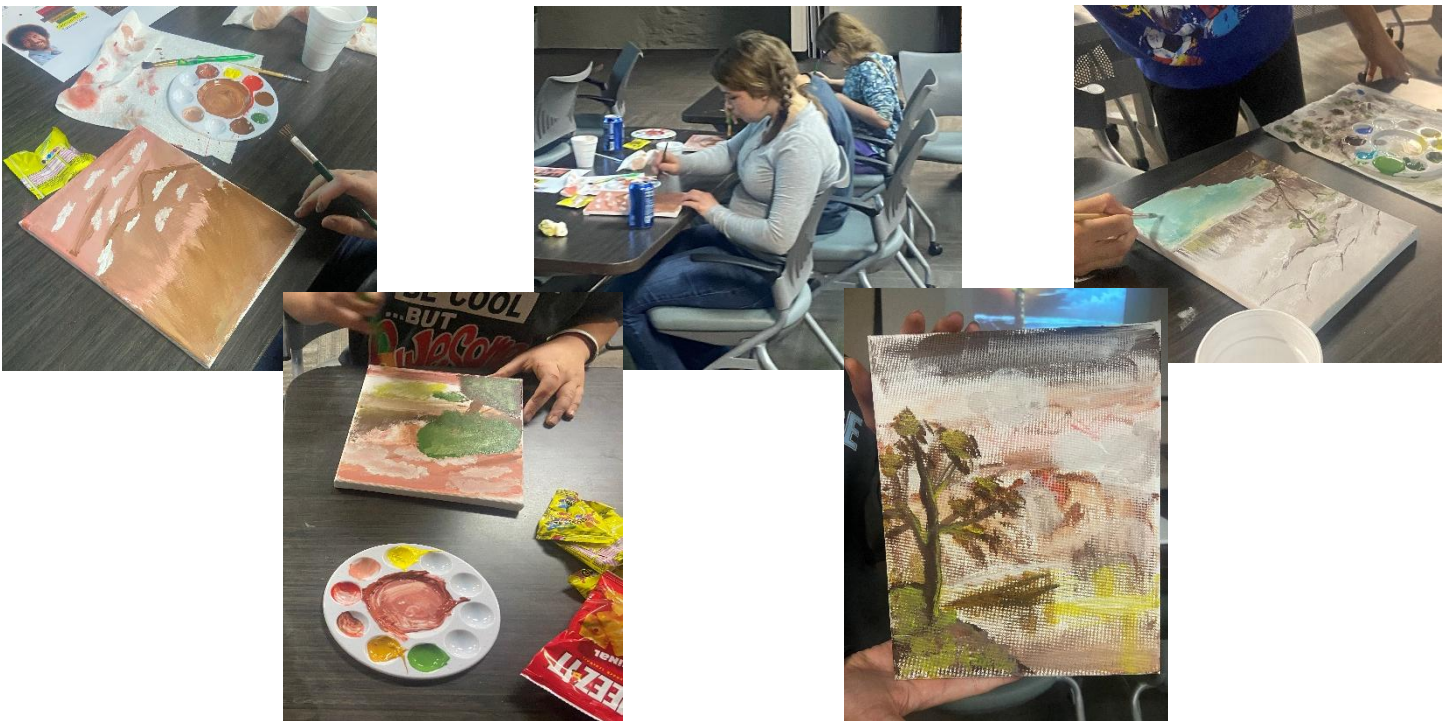
General Interest Programs- 7

General Interest Attendance- 238

Youth Highlights

Teens

This September we introduced a monthly teen newsletter that is currently distributed at both the high school and the middle school. Our intention is to engage with teens aged 12 and up and hopefully encourage and increase attendance at our teen events. Each month a new newsletter is sent to the Library Media Specialists at both schools and highlights the upcoming teen event. Casey takes the time to add book recommendations and a little blurb about her role or the library itself. We include a puzzle, other monthly programs that welcome teens, and a tiny hidden toad that teens can find and redeem for a prize. As of now, we are seeing a slight increase in teen program attendance!



Above: Teen masterpieces from their Bob Ross inspired paint night, featuring Gushers

STEAM Storytimes

Beginning this fall, our Thursday storytimes are focused on hands-on learning and exploration in all areas of STEAM. Kim alternates between Little Learners, which keeps the focus on science, technology, and engineering, and Creative Kids, which switches gears to art and media. Both offerings are marketed for our preschool-aged library friends, often attended by homeschool families as well. Program plans have been modified and adapted to fit multiple ages and abilities and are often used during school field trips and summer programs. Each week a new skill is highlighted and paired with books and learning resources to take home and further their exploration.

Survival Skills

As we kick off the third year of teaching survival skills, we are reminded that this program draws in attendees of all ages and skill levels. This series is in collaboration with the 1000 Islands Environmental Center with the Scouts helping to develop, and often lead groups, alongside library programmer John. These sessions are valuable in many ways, not just for those in attendance, but for the Scouts to take what they learn and present to others, gaining skills in communication, partnership, and problem-solving. Families with children of all ages, single patrons, and groups of friends have frequented our Survival Skills sessions and walk away with tools that they can carry with them throughout their lives. Each month features a different skill that focuses on surviving in all weather conditions and utilizing what you bring with you and what you can find while in the natural environment. Recommended reading lists and resources are shared, with many participants returning to the library to seek out additional information. We look forward to expanding our offerings and continuing this valuable community collaborative program!

Below: A few successful fire-builders



Trustee Essentials

Chapter 12: Library Standards

Library Standards

- All Wisconsin residents need and deserve at least a basic level of library service. The standards provide a way to measure a basic level of quality for public library service and also provide a pathway to excellence in library service.
- Today's library staff must master not only the skills and knowledge necessary to provide traditional library services, but also the new and constantly changing skills and knowledge required to utilize the latest in information technologies. Challenges also face the trustees and other government officials responsible for securing the funding and other resources necessary to provide library service that meets current needs and expectations.

Library Standards

- WPLS attempts to cover the services, resources, and other requirements for basic library service that should be available to all residents of the state, including those who face physical or other barriers to their use of public libraries. Wisconsin's public library standards are entirely voluntary, but every library in Wisconsin is encouraged to meet the standards covered by the checklists in the Standards publication.

How to Use the Standards

- If your library does not meet certain standards, you can work with your library director to develop a plan to work toward achieving those standards in the future.
- Quantitative standards are provided for a number of library service parameters, such as hours open, staffing levels, collection size, and collection expenditures. Quantitative standards are established at four levels of effort: basic, moderate, enhanced, and excellent.

Library Planning and the Standards

- In the context of a local planning process, your planning committee can use the checklists to gather information about the library and the community during the information-gathering phase of the planning process. The Standards can also help the planning committee establish objectives for the plan.

Discussion Questions

1. Why should our library be concerned about state standards when those standards are voluntary?
2. Do new technologies reduce the need for your library to provide traditional library services? Why or why not?

2026 Statistics										2025 Statistics			
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Circulation	January	February	March	April	May	June	July	August	September	2026 Y-T-D	September 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-
Total Circulation and Renewal	10,970	11,351	13,412	11,996	10,878	15,921	16,090	11,916	12,264	114,798	11,881	121,457	383	3%
Overdrive Usage	3,254	2,948	3,395	2,983	3,160	3,264	3,325	2,596	2,836	27,761	2,756	25,088	80	3%
Hoopla Usage	594	588	726	611	591	614	597	592	577	5,490	546	4,989	31	6%
Items Loaned	3,569	3,404	3,635	3,818	3,392	3,606	3,748	44	3,047	28,263	3,652	30,468	-605	-17%
Items Borrowed	3,493	3,238	3,492	3,212	3,065	3,027	3,665	275	3,102	26,569	3,446	33,662	-344	-10%
Teacher Packs	2	3	3	6	2	0	0	0	2	18	2	18	0	0%
Door Count	7,724	8,661	9,365	10,113	9,278	10,589	10,384	8,446	8,312	82,872	8,061	82,946	251	3%

Services	January	February	March	April	May	June	July	August	September	2026 Y-T-D	September 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-
Public Internet Usage/Hr.	288	287	279	288	320	282	324	315	219	2,602	348	2,869	-129	-37%
Wireless Usage by Session	1,258	1,320	1,384	1,489	1,512	1,524	1,526	1,301	1,384	12,698	1,288	11,952	96	7%
Youth Programs	20	32	33	28	354	17	20	17	20	541	20	299	0	0%
Youth Program Attendance	503	688	652	1,752	3,064	454	444	1,560	461	9,578	388	9,887	73	19%
Adult Programs	15	19	20	20	19	19	21	23	18	174	12	132	6	50%
Adult Program Attendance	128	152	175	254	149	149	181	314	157	1,659	85	1,130	72	85%
General Interest Programs	6	12	11	10	9	19	18	13	7	105	9	98	-2	-22%
General Interest Attendance	170	589	502	459	258	1,505	2,484	1,272	238	7,477	961	10,050	-723	-75%
Meeting Room Usage	71	92	118	90	75	70	75	83	66	740	60	659	6	10%
Study Room	139	156	171	158	155	128	174	108	143	1,332	107	1,182	36	34%
Volunteer Hours	83	106	98	87	78	78	129	116	95	870	112	905	-17	-15%
Local History Inquiries	15	12	13	11	15	18	10	4	5	103	10	116	-5	-50%
Technology Instruction 1:1	13	10	6	6	7	7	13	10	7	79	11	97	-4	-36%
Proctor	1	0	1	1	1	1	2	0	1	8	0	0	1	0%

Social Statistics	January	February	March	April	May	June	July	August	September	2026 Y-T-D	September 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-
Website Views	5,040	3,319	3,244	3,219	3,868	4,396	5,795	3,542	3,364	35,787	2,604	25,610	760	29%
Facebook Followers	9,869	10,080	10,158	10,314	10,374	10,458	10,665	10,724	10,740	93,382	9,175	80,103	1,565	17%
TikTok Followers	1,002	1,017	1,035	1,062	1,071	1,081	1,090	1,095	1,099	9,552	785	6,879	314	40%
Instagram Followers	954	970	974	986	983	986	992	996	997	8,838	935	8,346	62	7%

Items Held by Library	January	February	March	April	May	June	July	August	September	Month to Month # +/-	September 2025	# +/-
Total Titles Held by Library	71,280	71,993	72,436	73,245	73,445	74,187	74,714	74,826	71,570	-3,256	70,604	966
Total Items Held by Library	75,744	76,406	76,978	77,903	78,206	79,081	79,678	79,808	75,846	-3,962	75,113	733
Kaukauna Card Holding Patrons	11,692	11,692	11,846	11,846	11,846	11,017	11,017	11,017	11,147	130	11,371	-224

Quarterly Report