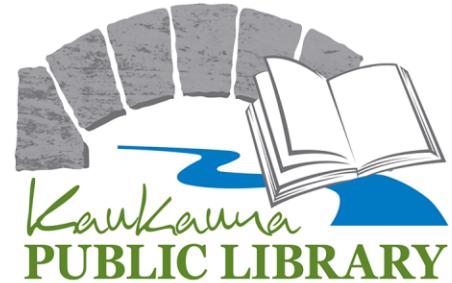


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, January 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, November 25, 2025
 - b. Special meeting minutes of Monday, January 19, 2026
 - c. Closed session meeting minutes of Monday, January 19, 2026
 - d. Bill Register November 2025
 - e. Bill Register December 2025
5. Action Items
 - a. Update Study Room Policy
6. Information Items
 - a. Directors Report
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Local Historian Report
 - e. Trustee Topic: Chapter 4
 - 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.

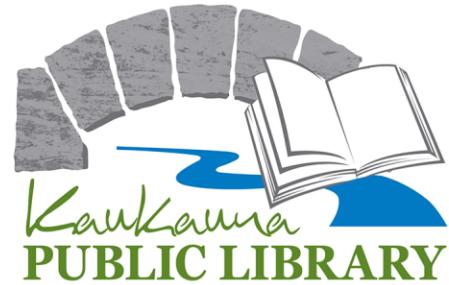
Join Zoom Meeting

<https://us06web.zoom.us/j/81092392071?pwd=38V7VuzzjecM6gwf4GijfsA24FdzmE.1>

Meeting ID: 810 9239 2071 Passcode: 372689

LIBRARY BOARD MEETING MINUTES**City of Kaukauna****Kaukauna Public Library**

207 Thilmany Rd STE 200, Kaukauna



Tuesday, November 25, 2025, at 5:30 PM

Library Board Room In-Person & Zoom Teleconference Hybrid Meeting

1. Call meeting to order
 - a. The meeting was called to order by Vice-President J. Van De Hey at 5:36p.
2. Roll call of membership
 - a. Present: J. Van De Hey, C. Fallona, M.J. Kilgas, C. Van Boxtel, J. Lucas, D. Tatro, A. Neumeier
 - b. Excused: P. Davis, J. Vondracek
 - c. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, October 28, 2025
 - i. C. Fallona made a motion to approve Tuesday, October 28, 2025, meeting minutes, seconded by M.J. Kilgas. Motion carried; all in favor.
4. Public Participation and Communications
 - a. Director Thiem-Menning noted a thank you note came from the American Legion Auxiliary for participating in their Trunk or Treat.
5. Action Items
 - a. Bill Register October 2025
 - i. M.J. Kilgas made a motion to approve the Bill Register October 2025, seconded by C. Van Boxtel. Motion carries; all in favor.
 - b. 2026 Budget Adoption
 - i. J. Lucas made a motion to approve the 2026 Budget, seconded by D. Tatro. Motion carried; all in favor.
6. Information Items
 - a. Directors Report
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Communications Coordinator Report
 - e. Local Historian Report
 - f. Trustee Topic: Chapter 3
 - g. Statistics

- i. M.J. Kilgas made a motion to place the reports on file, seconded by C. Van Boxtel. Motion carried: all in favor.
- 7. Adjournment
 - a. M.J. Kilgas made a motion to adjourn at 6:36p, seconded by C. Fallon. Motion carried; all in favor.

Minutes prepared by A. Thiem-Menning.

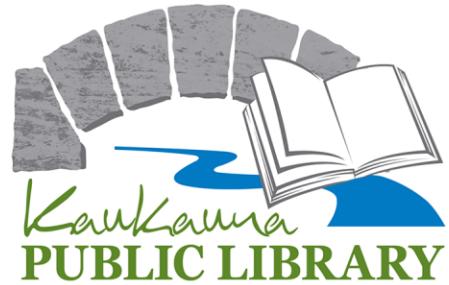


SPECIAL LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna



Monday, January 19, 2026 at 4:30 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 4:30p.
2. Roll call of membership
 - a. Present: A. Neumeier, D. Tatro, M.J. Kilgas, C. Van Boxtel P. Davis & J. Lucas
 - b. Excused: C. Fallon, J. Van De Hey, J. Vondracek
 - c. Also Present: A. Thiem-Menning
3. Public Participation and Communications
 - a. None.
4. Closed Session
 - a. Adjourn to closed session pursuant to §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.
 - i. At 4:31p, C. Van Boxtel made a motion to adjourn to closed session pursuant to §19.85(1)(c), seconded by M.J. Kilgas. Motion carried; all in favor.
 - b. Return to open session for possible action.
 - i. At 4:59p, M.J. Kilgas made a motion to return to open session, seconded by J. Lucas. Motion carried; all in favor.
 - ii. D. Tatro made a motion in open session to direct the Library Director to negotiate the Assistant Director salary within Step Grade 21, seconded by J. Lucas. Motion carried; all in favor.
5. Adjournment
 - a. At 5:01p M.J. Kilgas made a motion to adjourn, seconded by D. Tatro. Motion carried; all in favor.

Kaukauna Public Library

2025 Revenue Report

| | Total Fines | Computer Printing/ Photocopies | Faxes | Laminating | Total Library Generated Revenue | County Allocation for Library Services | | | | Total Library Revenue to City | Lost/ Replacement/ Bills Transferred to Materials | |
|---------------|-----------------|--------------------------------------|------------------|-----------------|---------------------------------------|--|---------------------------------|-------------------------------|--------------------------------------|----------------------------------|---|--------------------|
| | | | | | | Outagamie County Appropriation | Calumet County Appropriation | Brown County Appropriation | Winnebago County Appropriation | | | |
| 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 | |
| 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 | |
| September | \$ 10.07 | \$ 583.10 | \$ 71.70 | \$ - | \$ 664.87 | | | | | \$ 664.87 | \$ 28.00 | |
| October | \$ 3.35 | \$ 476.10 | \$ 66.00 | \$ 7.00 | \$ 552.45 | | | | | \$ 552.45 | \$ 277.10 | |
| November | \$ 3.02 | \$ 299.91 | \$ 26.00 | \$ 2.00 | \$ 330.93 | | | | | \$ 330.93 | \$ 111.94 | |
| Totals | \$ 91.73 | \$ 5,279.04 | \$ 604.92 | \$ 71.59 | \$ 6,047.28 | \$ 212,949.00 | \$ 90,540.00 | \$ 20,875.00 | \$ 2,342.00 | \$ 326,706.00 | \$ 332,753.28 | \$ 1,744.92 |

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 2025 to Nov 2025

| Financial Row | Amount | Budget Amount | Amount Over Budget | % of Budget |
|---------------------------------------|--------------|---------------|--------------------|-------------|
| Expense | | | | |
| 5000 - Personnel Services | | | | |
| 5001 - Wages & Salaries | | | | |
| 5101 - Regular Payroll | \$491,211.74 | \$620,644.00 | (\$129,432.26) | 79.15% |
| 5104 - Temporary Payroll | \$38,458.96 | \$36,000.00 | \$2,458.96 | 106.83% |
| 5107 - Overtime Pay | \$260.16 | \$0.00 | \$260.16 | 0.00% |
| Total - 5001 - Wages & Salaries | \$529,930.86 | \$656,644.00 | (\$126,713.14) | 80.70% |
| 5002 - Fringe Benefits | | | | |
| 5151 - Retirement Plan | \$28,412.11 | \$32,768.75 | (\$4,356.64) | 86.70% |
| 5152 - Residency | \$5,091.68 | \$4,351.00 | \$740.68 | 117.02% |
| 5154 - Social Security | \$31,596.40 | \$38,953.58 | (\$7,357.18) | 81.11% |
| 5157 - Group Health Insurance | \$106,706.54 | \$111,519.00 | (\$4,812.46) | 95.68% |
| 5160 - Group Life Insurance | \$549.73 | \$563.00 | (\$13.27) | 97.64% |
| 5163 - Workers Compensation | \$899.03 | \$2,843.99 | (\$1,944.96) | 31.61% |
| Total - 5002 - Fringe Benefits | \$173,255.49 | \$190,999.32 | (\$17,743.83) | 90.71% |
| Total - 5000 - Personnel Services | \$703,186.35 | \$847,643.32 | (\$144,456.97) | 82.96% |
| 5003 - Non-Personnel Services | | | | |
| 5004 - Travel/Training | | | | |
| 5208 - Travel - City Business | \$3,686.37 | \$3,820.00 | (\$133.63) | 96.50% |
| 5211 - Education & Memberships | \$2,627.97 | \$2,804.00 | (\$176.03) | 93.72% |
| Total - 5004 - Travel/Training | \$6,314.34 | \$6,624.00 | (\$309.66) | 95.33% |
| 5006 - Purchased Services | | | | |
| 5303 - Communications | \$621.18 | \$700.00 | (\$78.82) | 88.74% |
| 5306 - Heating Fuels | \$4,039.80 | \$8,000.00 | (\$3,960.20) | 50.50% |
| 5309 - Water Sewer & Electric | \$14,003.44 | \$16,450.00 | (\$2,446.56) | 85.13% |
| 5312 - Maintenance - Buildings | \$105,013.49 | \$119,000.00 | (\$13,986.51) | 88.25% |
| 5313 - Lease - Buildings | \$131,923.00 | \$143,916.00 | (\$11,993.00) | 91.67% |
| 5325 - Contractual Services | \$28,190.37 | \$35,584.00 | (\$7,393.63) | 79.22% |
| 5328 - Advertising | \$842.87 | \$2,550.00 | (\$1,707.13) | 33.05% |
| 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 | \$415,175.15 | \$456,741.00 | (\$41,565.85) | 90.90% |
| 5007 - Supplies | | | | |
| 5401 - Office Supplies | \$5,008.06 | \$7,500.00 | (\$2,491.94) | 66.77% |
| 5402 - Desktop Printer/Fax Expense | \$0.00 | \$800.00 | (\$800.00) | 0.00% |
| 5422 - Data Processing Supplies | \$6,723.44 | \$7,500.00 | (\$776.56) | 89.65% |
| 5431 - Postage | \$1,467.28 | \$1,500.00 | (\$32.72) | 97.82% |
| 5441 - Library Materials | \$115,163.69 | \$107,552.00 | \$7,611.69 | 107.08% |
| 5442 - Service Contracts | \$53,727.95 | \$69,784.00 | (\$16,056.05) | 76.99% |
| 5444 - Library Programs | \$4,530.97 | \$6,000.00 | (\$1,469.03) | 75.52% |
| 5499 - Miscellaneous | \$357.04 | \$1,500.00 | (\$1,142.96) | 23.80% |
| Total - 5007 - Supplies | \$186,978.43 | \$202,136.00 | (\$15,157.57) | 92.50% |
| Total - 5003 - Non-Personnel Services | \$608,467.92 | \$665,501.00 | (\$57,033.08) | 91.43% |
| 5008 - Outlay | | | | |
| 5801 - Land & Buildings | \$0.00 | \$300,000.00 | (\$300,000.00) | 0.00% |
| 5804 - Equipment (including Office) | \$7,894.81 | \$9,420.00 | (\$1,525.19) | 83.81% |

| Financial Row | Amount | Budget Amount | Amount Over Budget | % of Budget |
|-----------------------|------------------|------------------|--------------------|-------------|
| Total - 5008 - Outlay | \$7,894.81 | \$309,420.00 | (\$301,525.19) | 2.55% |
| Total - Expense | \$1,319,549.08 | \$1,822,564.32 | (\$503,015.24) | 72.40% |
| Net Income | (\$1,319,549.08) | (\$1,822,564.32) | \$503,015.24 | 72.40% |

City of Kaukauna
City - Income Statement Detail
Nov 2025

| Financial Row | Type | Date | Posting Period | Document Number | Name | Amount | Description | Fund |
|---|------|------------|----------------|-------------------|--|--------------------|---|--------------------|
| Expense | | | | | | | | |
| 5000 - Personnel Services | | | | | | | | |
| 5001 - Wages & Salaries | | | | | | | | |
| 5101 - Regular Payroll | | | | | | | | |
| Journal | | 11/6/2025 | Nov 2025 | JE959 | | \$22,028.43 | Gross Earnings | General Fund - 101 |
| Journal | | 11/20/2025 | Nov 2025 | JE966 | | \$22,310.93 | Gross Earnings | General Fund - 101 |
| Total - 5101 - Regular Payroll | | | | | | \$44,339.36 | | |
| 5104 - Temporary Payroll | | | | | | | | |
| Journal | | 11/6/2025 | Nov 2025 | JE959 | | \$1,429.03 | Seasonal | General Fund - 101 |
| Journal | | 11/20/2025 | Nov 2025 | JE966 | | \$1,746.54 | Seasonal | General Fund - 101 |
| Total - 5104 - Temporary Payroll | | | | | | \$3,175.57 | | |
| Total - 5001 - Wages & Salaries | | | | | | \$47,514.93 | | |
| 5002 - Fringe Benefits | | | | | | | | |
| 5151 - Retirement Plan | | | | | | | | |
| Journal | | 11/6/2025 | Nov 2025 | JE959 | | \$1,295.35 | ERWRSGen | General Fund - 101 |
| Journal | | 11/20/2025 | Nov 2025 | JE966 | | \$1,303.41 | ERWRSGen | General Fund - 101 |
| Total - 5151 - Retirement Plan | | | | | | \$2,598.76 | | |
| 5152 - Residency | | | | | | | | |
| Journal | | 11/6/2025 | Nov 2025 | JE959 | | \$240.87 | 401a | General Fund - 101 |
| Journal | | 11/20/2025 | Nov 2025 | JE966 | | \$254.69 | 401a | General Fund - 101 |
| Total - 5152 - Residency | | | | | | \$495.56 | | |
| 5154 - Social Security | | | | | | | | |
| Journal | | 11/6/2025 | Nov 2025 | JE959 | | \$1,093.33 | Employer Social Security Expense | General Fund - 101 |
| Journal | | 11/6/2025 | Nov 2025 | JE959 | | \$325.58 | Employer Medicare Expense | General Fund - 101 |
| Journal | | 11/20/2025 | Nov 2025 | JE966 | | \$349.49 | Employer Medicare Expense | General Fund - 101 |
| Journal | | 11/20/2025 | Nov 2025 | JE966 | | \$1,165.62 | Employer Social Security Expense | General Fund - 101 |
| Total - 5154 - Social Security | | | | | | \$2,934.02 | | |
| 5157 - Group Health Insurance | | | | | | | | |
| Journal | | 11/6/2025 | Nov 2025 | JE959 | | \$4,882.13 | ER Health | General Fund - 101 |
| Journal | | 11/6/2025 | Nov 2025 | JE959 | | \$219.00 | HRA Monthly | General Fund - 101 |
| Journal | | 11/20/2025 | Nov 2025 | JE966 | | \$4,882.13 | ER Health | General Fund - 101 |
| Total - 5157 - Group Health Insurance | | | | | | \$9,983.26 | | |
| 5160 - Group Life Insurance | | | | | | | | |
| Journal | | 11/6/2025 | Nov 2025 | JE959 | | \$26.93 | ER Life | General Fund - 101 |
| Journal | | 11/20/2025 | Nov 2025 | JE966 | | \$26.93 | ER Life | General Fund - 101 |
| Total - 5160 - Group Life Insurance | | | | | | \$53.86 | | |
| 5163 - Workers Compensation | | | | | | | | |
| Journal | | 11/6/2025 | Nov 2025 | JE959 | | \$37.54 | WC Admin | General Fund - 101 |
| Journal | | 11/20/2025 | Nov 2025 | JE966 | | \$38.49 | WC Admin | General Fund - 101 |
| Total - 5163 - Workers Compensation | | | | | | \$76.03 | | |
| Total - 5002 - Fringe Benefits | | | | | | | | |
| Total - 5000 - Personnel Services | | | | | | \$16,141.49 | | |
| 5003 - Non-Personnel Services | | | | | | \$63,656.42 | | |
| 5004 - Travel/Training | | | | | | | | |
| 5208 - Travel - City Business | | | | | | | | |
| Vendor Invoice | | 11/3/2025 | Nov 2025 | 110325 | V1464 Sarah Wroblewski | \$184.80 | WLA Conference Mileage - 10/28-10/31/25 | General Fund - 101 |
| Vendor Invoice | | 11/3/2025 | Nov 2025 | 110325 | V1439 Jenny Schink | \$82.00 | Mental Health Training Mileage - 10/16 & 10/23/25 | General Fund - 101 |
| Vendor Invoice | | 11/5/2025 | Nov 2025 | 110525 | V0067 Ashley Thiem-Menning | \$184.80 | WLA Conference 10/28-10/31/25 - Mileage | General Fund - 101 |
| Total - 5208 - Travel - City Business | | | | | | \$451.60 | | |
| 5211 - Education & Memberships | | | | | | | | |
| Credit Card | | 10/31/2025 | Nov 2025 | RAMP.42baf45c-f85 | V1197 Miscellaneous Food Vendor (Ramp) | \$53.97 | James Berven - per diem dinner x 2, Sarah and I | General Fund - 101 |
| Total - 5211 - Education & Memberships | | | | | | \$53.97 | | |

Total - 5004 - Travel/Training

\$505.57

5006 - Purchased Services**5303 - Communications**

Credit Card 11/17/2025 Nov 2025 RAMP.c43fcde2-970 V0755 T-Mobile

\$29.91 Library mobile communication services

General Fund - 101

Journal 11/20/2025 Nov 2025 JE966

\$25.00 Cell Reimb

General Fund - 101

Total - 5303 - Communications

\$54.91

5306 - Heating Fuels

Vendor Invoice 10/27/2025 Nov 2025 5682456990

V0705 We Energies

\$27.14 Gas Service - October

General Fund - 101

Total - 5306 - Heating Fuels

\$27.14

5312 - Maintenance - Buildings

Vendor Invoice 9/22/2025 Nov 2025 283786

V0129 Carstens Ace Hardware

\$8.07 Library TV Hardware

General Fund - 101

Vendor Invoice 11/1/2025 Nov 2025 02-42345

V0003 Advanced Maintenance Solutions

\$2,277.40 Monthly Contract Janitorial Services for the month of the invoice date Per contract effective 01/19/2024

General Fund - 101

Vendor Invoice 11/6/2025 Nov 2025 110625

V0016 Grand Kakalin LLC

\$9,183.00 Maintenance - November

General Fund - 101

Vendor Invoice 11/12/2025 Nov 2025 9884

V1220 Killian's Lawnscapeing, Inc.

\$520.00 Fall Site Clean Up Per Contract 2025

General Fund - 101

Total - 5312 - Maintenance - Buildings

\$11,988.47

5313 - Lease - Buildings

Vendor Invoice 11/6/2025 Nov 2025 110625

V0016 Grand Kakalin LLC

\$11,993.00 Rent - November

General Fund - 101

Total - 5313 - Lease - Buildings

\$11,993.00

5325 - Contractual Services

Credit Card 11/3/2025 Nov 2025 RAMP.8f570a13-0b2 V1173 Amazon

\$38.60 Ashley Thiem-Menning - cleaning supplies

General Fund - 101

Total - 5325 - Contractual Services

\$38.60

5328 - Advertising

Credit Card 11/3/2025 Nov 2025 RAMP.7580d8c6-ca7 V1404 Mailchimp

\$23.76 Ashley Thiem-Menning - Library newsletter email service

General Fund - 101

Total - 5328 - Advertising

\$23.76

Total - 5006 - Purchased Services

\$24,125.88

5007 - Supplies**5401 - Office Supplies**

Credit Card 11/4/2025 Nov 2025 RAMP.ec2f29d6-689 V1328 Premium Waters, Inc.

\$66.93 Spencer Heise - Library water refill purchase.

General Fund - 101

Credit Card 11/13/2025 Nov 2025 RAMP.dc495185-9e1 V0006 Complete Office of Wisconsin

\$55.65 Spencer Heise - office supplies

General Fund - 101

Total - 5401 - Office Supplies

\$122.58

5422 - Data Processing Supplies

Credit Card 11/12/2025 Nov 2025 RAMP.938620e1-19 V0191 Demco

\$114.75 Spencer Heise - library processing supplies

General Fund - 101

Total - 5422 - Data Processing Supplies

\$114.75

5441 - Library Materials

Vendor Invoice 10/30/2025 Nov 2025 91608486 V0323 Ingram

\$21.06 Books

General Fund - 101

Vendor Invoice 10/31/2025 Nov 2025 507969775 V0472 Midwest Tape

\$749.41 Digital Library Materials

General Fund - 101

Vendor Invoice 11/3/2025 Nov 2025 91685987 V0323 Ingram

\$44.99 Books

General Fund - 101

Credit Card 11/4/2025 Nov 2025 RAMP.f86ed65f-fa8f V1207 Miscellaneous Retail Vendor (Ramp)

\$10.80 Ashley Thiem-Menning - kit part replacement

General Fund - 101

Vendor Invoice 11/4/2025 Nov 2025 91715334 V0323 Ingram

\$16.88 Books

General Fund - 101

Vendor Invoice 11/4/2025 Nov 2025 91715337 V0323 Ingram

\$18.95 Books

General Fund - 101

Vendor Invoice 11/4/2025 Nov 2025 91715327 V0323 Ingram

\$23.31 Books

General Fund - 101

Vendor Invoice 11/4/2025 Nov 2025 91715335 V0323 Ingram

\$17.98 Books

General Fund - 101

Vendor Invoice 11/4/2025 Nov 2025 91715338 V0323 Ingram

\$15.87 Books

General Fund - 101

Vendor Invoice 11/4/2025 Nov 2025 91715329 V0323 Ingram

\$21.92 Books

General Fund - 101

Vendor Invoice 11/4/2025 Nov 2025 91715328 V0323 Ingram

\$41.07 Books

General Fund - 101

Vendor Invoice 11/4/2025 Nov 2025 91715331 V0323 Ingram

\$14.75 Books

General Fund - 101

Vendor Invoice 11/4/2025 Nov 2025 91715332 V0323 Ingram

\$11.93 Books

General Fund - 101

Vendor Invoice 11/4/2025 Nov 2025 91715326 V0323 Ingram

\$23.83 Books

General Fund - 101

Vendor Invoice 11/4/2025 Nov 2025 91715336 V0323 Ingram

\$41.39 Books

General Fund - 101

Vendor Invoice 11/4/2025 Nov 2025 91715325 V0323 Ingram

\$19.15 Books

General Fund - 101

Vendor Invoice 11/4/2025 Nov 2025 91715330 V0323 Ingram

\$11.18 Books

General Fund - 101

Vendor Invoice 11/4/2025 Nov 2025 91715333 V0323 Ingram

\$20.80 Books

General Fund - 101

Credit Card 11/7/2025 Nov 2025 RAMP.7ff8c8f5-8815 V1207 Miscellaneous Retail Vendor (Ramp)

\$69.47 Ashley Thiem-Menning - Library materials purchase

General Fund - 101

Vendor Invoice 11/10/2025 Nov 2025 91840709 V0323 Ingram

\$14.43 Books

General Fund - 101

Vendor Invoice 11/11/2025 Nov 2025 91885399 V0323 Ingram

\$75.55 Books

General Fund - 101

Vendor Invoice 11/11/2025 Nov 2025 91885400 V0323 Ingram

\$37.78 Books

General Fund - 101

Vendor Invoice 11/11/2025 Nov 2025 91885402 V0323 Ingram

\$12.51 Books

General Fund - 101

Vendor Invoice 11/11/2025 Nov 2025 91885398 V0323 Ingram

\$19.16 Books

General Fund - 101

| | | | | | | | |
|----------------|------------|----------|-------------------|-------------------------------|----------|--|--------------------|
| Vendor Invoice | 11/11/2025 | Nov 2025 | 91885406 | V0323 Ingram | \$8.92 | Books | General |
| Vendor Invoice | 11/11/2025 | Nov 2025 | 91885407 | V0323 Ingram | \$21.96 | Books | General |
| Vendor Invoice | 11/11/2025 | Nov 2025 | 91885403 | V0323 Ingram | \$38.19 | Books | General |
| Vendor Invoice | 11/11/2025 | Nov 2025 | 91885405 | V0323 Ingram | \$14.16 | Books | General Fund - 101 |
| Vendor Invoice | 11/11/2025 | Nov 2025 | 91885397 | V0323 Ingram | \$34.36 | Books | General Fund - 101 |
| Vendor Invoice | 11/11/2025 | Nov 2025 | 91885396 | V0323 Ingram | \$18.06 | Books | General Fund - 101 |
| Vendor Invoice | 11/11/2025 | Nov 2025 | 91885401 | V0323 Ingram | \$11.49 | Books | General Fund - 101 |
| Vendor Invoice | 11/11/2025 | Nov 2025 | 91885404 | V0323 Ingram | \$17.49 | Books | General Fund - 101 |
| Credit Card | 11/13/2025 | Nov 2025 | RAMP.a5168a62-5a | V0651 The Wall Street Journal | \$68.56 | Spencer Heise - newspaper subscription | General Fund - 101 |
| Credit Card | 11/17/2025 | Nov 2025 | RAMP.c43fcde2-970 | V0755 T-Mobile | \$325.03 | Library mobile communication services | General Fund - 101 |
| Vendor Invoice | 11/19/2025 | Nov 2025 | 92092604 | V0323 Ingram | \$18.91 | Books | General Fund - 101 |
| Vendor Invoice | 11/19/2025 | Nov 2025 | 92092606 | V0323 Ingram | \$11.06 | Books | General Fund - 101 |
| Vendor Invoice | 11/19/2025 | Nov 2025 | 92092603 | V0323 Ingram | \$18.91 | Books | General Fund - 101 |
| Vendor Invoice | 11/19/2025 | Nov 2025 | 92092605 | V0323 Ingram | \$11.27 | Books | General Fund - 101 |
| Vendor Invoice | 11/20/2025 | Nov 2025 | 92119920 | V0323 Ingram | \$7.13 | Books | General Fund - 101 |
| Vendor Invoice | 11/20/2025 | Nov 2025 | 92119921 | V0323 Ingram | \$12.56 | Books | General Fund - 101 |
| Vendor Invoice | 11/20/2025 | Nov 2025 | 92119917 | V0323 Ingram | \$19.19 | Books | General Fund - 101 |
| Vendor Invoice | 11/20/2025 | Nov 2025 | 92119923 | V0323 Ingram | \$12.64 | Books | General Fund - 101 |
| Vendor Invoice | 11/20/2025 | Nov 2025 | 92119919 | V0323 Ingram | \$12.31 | Books | General Fund - 101 |
| Vendor Invoice | 11/20/2025 | Nov 2025 | 92119924 | V0323 Ingram | \$15.16 | Books | General Fund - 101 |
| Vendor Invoice | 11/20/2025 | Nov 2025 | 92119922 | V0323 Ingram | \$14.34 | Books | General Fund - 101 |
| Vendor Invoice | 11/20/2025 | Nov 2025 | 92119916 | V0323 Ingram | \$54.14 | Books | General Fund - 101 |
| Vendor Invoice | 11/20/2025 | Nov 2025 | 92119918 | V0323 Ingram | \$8.76 | Books | General Fund - 101 |

Total - 5441 - Library Materials

5442 - Service Contracts

| | | | | | | | |
|----------------|------------|----------|------------------|--|----------|--|--------------------|
| Vendor Invoice | 10/31/2025 | Nov 2025 | 40475275 | V0440 Marco | \$248.09 | Copier Service - Oct 25 | General Fund - 101 |
| CCard Refund | 11/7/2025 | Nov 2025 | RAMP.85703201-aa | V1207 Miscellaneous Retail Vendor (Ramp) | (\$0.13) | Spencer Heise - Refund for YouTube Premium for program | General Fund - 101 |

Total - 5442 - Service Contracts

5444 - Library Programs

| | | | | | | | |
|-------------|------------|----------|------------------|--|---------|---------------------------------------|--------------------|
| Credit Card | 11/11/2025 | Nov 2025 | RAMP.014b2a80-58 | V1197 Miscellaneous Food Vendor (Ramp) | \$20.78 | Ashley Thiem-Menning - program supply | General Fund - 101 |
|-------------|------------|----------|------------------|--|---------|---------------------------------------|--------------------|

Total - 5444 - Library Programs

Total - 5007 - Supplies

Total - 5003 - Non-Personnel Services

Total - Expense

Net Income

\$2,128.77

\$247.96

\$20.78

\$20.78

\$2,634.84

\$27,266.29

\$90,922.71

(\$90,922.71)

General
General
General

Item 4.d.

Kaukauna Public Library

2025 Revenue Report

| | Total Fines | Computer Printing/ Photocopies | Faxes | Laminating | Total Library Generated Revenue | County Allocation for Library Services | | | | | Total Library Revenue to City | Lost/ Replacement/ Bills Transferred to Materials |
|---------------|-----------------|--------------------------------------|------------------|-----------------|---------------------------------------|--|---------------------------------|-------------------------------|--------------------------------------|-----------------------------|----------------------------------|---|
| | | | | | | 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 |
| September | \$ 10.07 | \$ 583.10 | \$ 71.70 | \$ - | \$ 664.87 | | | | | | \$ 664.87 | \$ 28.00 |
| October | \$ 3.35 | \$ 476.10 | \$ 66.00 | \$ 7.00 | \$ 552.45 | | | | | | \$ 552.45 | \$ 277.10 |
| November | \$ 3.02 | \$ 299.91 | \$ 26.00 | \$ 2.00 | \$ 330.93 | | | | | | \$ 330.93 | \$ 111.94 |
| December | \$ 7.09 | \$ 584.56 | \$ 45.50 | \$ - | \$ 637.15 | | | | | | \$ 637.15 | \$ 146.98 |
| Totals | \$ 98.82 | \$ 5,863.60 | \$ 650.42 | \$ 71.59 | \$ 6,684.43 | \$ 212,949.00 | \$ 90,540.00 | \$ 20,875.00 | \$ 2,342.00 | \$ 326,706.00 | \$ 333,390.43 | \$ 1,891.90 |

As Financial Secretary I have reviewed and approved this report:

Joseph Lucas
Financial Secretary

City of Kaukauna
DRAFT City - Income Statement Detail DRAFT
Dec 2025, Adjust 2025 (12/31 - 12/31)

| Financial Row | Type | Date | Posting Period | Document Number | Name | Amount Description | Fund |
|--|-------------|------------|----------------|--|------|--|--------------------|
| Expense | | | | | | | |
| 5000 - Personnel Services | | | | | | | |
| 5001 - Wages & Salaries | | | | | | | |
| 5101 - Regular Payroll | | | | | | | |
| | Journal | 12/4/2025 | Dec 2025 | JE992 | | \$21,869.71 Gross Earnings | General Fund - 101 |
| | Journal | 12/18/2025 | Dec 2025 | JE994 | | \$75.12 Bereavement | General Fund - 101 |
| | Journal | 12/18/2025 | Dec 2025 | JE994 | | \$22,297.30 Gross Earnings | General Fund - 101 |
| | Journal | 12/31/2025 | Dec 2025 | JE995 | | \$22,698.77 Gross Earnings | General Fund - 101 |
| | Journal | 12/31/2025 | Dec 2025 | JE1026 | | \$12,256.58 Payroll Accrual @ 12/31/25 | General Fund - 101 |
| Total - 5101 - Regular Payroll | | | | | | \$79,197.48 | |
| 5104 - Temporary Payroll | | | | | | | |
| | Journal | 12/4/2025 | Dec 2025 | JE992 | | \$1,198.87 Seasonal | General Fund - 101 |
| | Journal | 12/18/2025 | Dec 2025 | JE994 | | \$1,709.63 Seasonal | General Fund - 101 |
| | Journal | 12/31/2025 | Dec 2025 | JE995 | | \$2,055.70 Seasonal | General Fund - 101 |
| | Journal | 12/31/2025 | Dec 2025 | JE1026 | | \$758.58 Payroll Accrual @ 12/31/25 | General Fund - 101 |
| Total - 5104 - Temporary Payroll | | | | | | \$5,722.78 | |
| 5119 - Longevity Pay | | | | | | | |
| | Journal | 12/31/2025 | Dec 2025 | JE995 | | \$1,550.80 Longevity | General Fund - 101 |
| Total - 5119 - Longevity Pay | | | | | | \$1,550.80 | |
| Total - 5001 - Wages & Salaries | | | | | | \$86,471.06 | |
| 5002 - Fringe Benefits | | | | | | | |
| 5151 - Retirement Plan | | | | | | | |
| | Journal | 12/4/2025 | Dec 2025 | JE992 | | \$1,286.31 ERWRSGen | General Fund - 101 |
| | Journal | 12/18/2025 | Dec 2025 | JE994 | | \$1,297.76 ERWRSGen | General Fund - 101 |
| | Journal | 12/31/2025 | Dec 2025 | JE995 | | \$1,397.56 ERWRSGen | General Fund - 101 |
| | Journal | 12/31/2025 | Dec 2025 | JE1026 | | \$730.38 Payroll Accrual @ 12/31/25 | General Fund - 101 |
| Total - 5151 - Retirement Plan | | | | | | \$4,712.01 | |
| 5152 - Residency | | | | | | | |
| | Journal | 12/4/2025 | Dec 2025 | JE992 | | \$240.49 401a | General Fund - 101 |
| | Journal | 12/18/2025 | Dec 2025 | JE994 | | \$243.06 401a | General Fund - 101 |
| | Journal | 12/31/2025 | Dec 2025 | JE1026 | | \$127.58 Payroll Accrual @ 12/31/25 | General Fund - 101 |
| | Journal | 12/31/2025 | Dec 2025 | JE995 | | \$265.86 401a | General Fund - 101 |
| Total - 5152 - Residency | | | | | | \$876.99 | |
| 5154 - Social Security | | | | | | | |
| | Journal | 12/4/2025 | Dec 2025 | JE992 | | \$1,144.60 Employer Social Security Expense | General Fund - 101 |
| | Journal | 12/4/2025 | Dec 2025 | JE992 | | \$333.80 Employer Medicare Expense | General Fund - 101 |
| | Journal | 12/18/2025 | Dec 2025 | JE994 | | \$351.39 Employer Medicare Expense | General Fund - 101 |
| | Journal | 12/18/2025 | Dec 2025 | JE994 | | \$1,167.20 Employer Social Security Expense | General Fund - 101 |
| | Journal | 12/31/2025 | Dec 2025 | JE1026 | | \$767.07 Payroll Accrual @ 12/31/25 | General Fund - 101 |
| | Journal | 12/31/2025 | Dec 2025 | JE995 | | \$390.03 Employer Medicare Expense | General Fund - 101 |
| | Journal | 12/31/2025 | Dec 2025 | JE995 | | \$1,283.54 Employer Social Security Expense | General Fund - 101 |
| Total - 5154 - Social Security | | | | | | \$5,437.63 | |
| 5157 - Group Health Insurance | | | | | | | |
| | Journal | 12/4/2025 | Dec 2025 | JE992 | | \$219.00 HRA Monthly | General Fund - 101 |
| Total - 5157 - Group Health Insurance | | | | | | \$219.00 | |
| 5163 - Workers Compensation | | | | | | | |
| | Journal | 12/4/2025 | Dec 2025 | JE992 | | \$36.92 WC Admin | General Fund - 101 |
| | Journal | 12/18/2025 | Dec 2025 | JE994 | | \$38.54 WC Admin | General Fund - 101 |
| | Journal | 12/31/2025 | Dec 2025 | JE995 | | \$13.11 WC Field | General Fund - 101 |
| | Journal | 12/31/2025 | Dec 2025 | JE995 | | \$41.24 WC Admin | General Fund - 101 |
| | Journal | 12/31/2025 | Dec 2025 | JE1037 | | (\$447.35) WC Adjustment @ 12/31 | General Fund - 101 |
| Total - 5163 - Workers Compensation | | | | | | (\$317.54) | |
| 5002 - Fringe Benefits | | | | | | \$10,928.09 | |
| Total - 5000 - Personnel Services | | | | | | \$97,399.15 | |
| 5003 - Non-Personnel Services | | | | | | | |
| 5004 - Travel/Training | | | | | | | |
| 5208 - Travel - City Business | | | | | | | |
| | Credit Card | 10/29/2025 | Dec 2025 | RAMP.d6f131ad-dd36-47b V1207 Miscellaneous Retail Vendor (Ramp) | | \$480.12 Ashley Thiem-Menning - travel | General Fund - 101 |
| | Credit Card | 10/29/2025 | Dec 2025 | RAMP.64deb9ce-72ec-43f1 V1207 Miscellaneous Retail Vendor (Ramp) | | \$480.12 Sarah Wroblewski - Library travel expenses. | General Fund - 101 |
| Total - 5208 - Travel - City Business | | | | | | \$960.24 | |
| Total - 5004 - Travel/Training | | | | | | \$960.24 | |
| 5006 - Purchased Services | | | | | | | |
| 5303 - Communications | | | | | | | |
| | Journal | 12/18/2025 | Dec 2025 | JE994 | | \$25.00 Cell Reimb | General Fund |

| | | | | | | | |
|--|------------|----------|--|--|---------------------------------------|--|--------------------|
| Credit Card | 12/19/2025 | Dec 2025 | RAMP.db800605-96bf-4f87 V0755 T-Mobile | \$29.91 | Library mobile communication services | General Fund - 101 | |
| Total - 5303 - Communications | | | | \$54.91 | | Item 4.e. | |
| 5306 - Heating Fuels | | | | | | | |
| Vendor Invoice | 12/30/2025 | Dec 2025 | 5758789731 | V0705 We Energies | \$1,861.36 | Gas Service - Nov & Dec | General Fund - 101 |
| Total - 5306 - Heating Fuels | | | | \$1,861.36 | | | |
| 5309 - Water Sewer & Electric | | | | | | | |
| Vendor Invoice | 11/25/2025 | Dec 2025 | 500114-01 2025-11-25 | V0383 Kaukauna Utilities | \$1,112.32 | Water, Sewer, & Electric | General Fund - 101 |
| Vendor Invoice | 12/23/2025 | Dec 2025 | 500114-01 2025-12-23 | V0383 Kaukauna Utilities | \$1,005.45 | Water, Sewer, & Electric | General Fund - 101 |
| Total - 5309 - Water Sewer & Electric | | | | \$2,117.77 | | | |
| 5312 - Maintenance - Buildings | | | | | | | |
| Vendor Invoice | 12/11/2025 | Dec 2025 | 121125 | V0016 Grand Kakalin LLC | \$9,183.00 | Maintenance - December 2025 | General Fund - 101 |
| Vendor Invoice | 12/15/2025 | Dec 2025 | LSPQ53202 | V0409 Lappen Security Products, Inc. | \$70.00 | Camera Adjustment | General Fund - 101 |
| Total - 5312 - Maintenance - Buildings | | | | \$9,253.00 | | | |
| 5313 - Lease - Buildings | | | | | | | |
| Vendor Invoice | 12/11/2025 | Dec 2025 | 121125 | V0016 Grand Kakalin LLC | \$11,993.00 | Rent - December 2025 | General Fund - 101 |
| Total - 5313 - Lease - Buildings | | | | \$11,993.00 | | | |
| 5325 - Contractual Services | | | | | | | |
| Credit Card | 11/25/2025 | Dec 2025 | RAMP.8e9d84a5-9379-4af | V1207 Miscellaneous Retail Vendor (Ramp) | \$19.99 | Ashley Thiem-Menning - subscription | General Fund - 101 |
| Vendor Invoice | 11/25/2025 | Dec 2025 | 430429 | V0632 Superior Chemical Corp. | \$166.99 | Cleaning/Maint. Supplies | General Fund - 101 |
| Vendor Invoice | 12/1/2025 | Dec 2025 | 02-42699 | V0003 Advanced Maintenance Solutions | \$2,277.40 | Monthly Contract Janitorial Services for the month of the invoice date Per contract effective 01/19/2024 | General Fund - 101 |
| Credit Card | 12/10/2025 | Dec 2025 | RAMP.3067c549-5db4-4ef | V1173 Amazon | \$25.32 | Spencer Heise - janitorial supplies | General Fund - 101 |
| Total - 5325 - Contractual Services | | | | \$2,489.70 | | | |
| 5328 - Advertising | | | | | | | |
| Credit Card | 12/3/2025 | Dec 2025 | RAMP.96ec8b9d-9512-41f | V1404 Mailchimp | \$23.76 | Ashley Thiem-Menning - Library newsletter email service | General Fund - 101 |
| Total - 5328 - Advertising | | | | \$23.76 | | | |
| Total - 5006 - Purchased Services | | | | \$27,793.50 | | | |
| 5007 - Supplies | | | | | | | |
| 5401 - Office Supplies | | | | | | | |
| Credit Card | 11/26/2025 | Dec 2025 | RAMP.d3316968-8ee7-46c | V0006 Complete Office of Wisconsin | \$165.96 | Spencer Heise - copy paper | General Fund - 101 |
| Credit Card | 12/2/2025 | Dec 2025 | RAMP.1f622184-f85a-49f7 | V1328 Premium Waters, Inc. | \$72.93 | Spencer Heise - Library water refill purchase. | General Fund - 101 |
| Credit Card | 12/10/2025 | Dec 2025 | RAMP.ca3a2047-abf4-426 | V1207 Miscellaneous Retail Vendor (Ramp) | \$15.59 | Spencer Heise - office supplies purchase | General Fund - 101 |
| Credit Card | 12/11/2025 | Dec 2025 | RAMP.7798da9d-9441-427 | V1173 Amazon | \$72.88 | Spencer Heise - Office supplies purchase | General Fund - 101 |
| Total - 5401 - Office Supplies | | | | \$327.36 | | | |
| 5431 - Postage | | | | | | | |
| Credit Card | 11/21/2025 | Dec 2025 | RAMP.f5d97f72-deef-4b8f- | V0680 U.S. Postal Service - Postmaster | \$4.47 | Spencer Heise - library mail | General Fund - 101 |
| Total - 5431 - Postage | | | | \$4.47 | | | |
| 5441 - Library Materials | | | | | | | |
| Vendor Invoice | 9/12/2025 | Dec 2025 | 90441168 | V0323 Ingram | \$17.88 | Books | General Fund - 101 |
| Vendor Invoice | 10/1/2025 | Dec 2025 | 90895764 | V0323 Ingram | \$21.41 | Books | General Fund - 101 |
| Vendor Invoice | 10/1/2025 | Dec 2025 | 90895762 | V0323 Ingram | \$17.78 | Books | General Fund - 101 |
| Vendor Invoice | 10/1/2025 | Dec 2025 | 90895758 | V0323 Ingram | \$19.03 | Books | General Fund - 101 |
| Vendor Invoice | 10/1/2025 | Dec 2025 | 90895766 | V0323 Ingram | \$10.75 | Books | General Fund - 101 |
| Vendor Invoice | 10/1/2025 | Dec 2025 | 90895760 | V0323 Ingram | \$40.61 | Books | General Fund - 101 |
| Vendor Invoice | 10/1/2025 | Dec 2025 | 90895768 | V0323 Ingram | \$102.19 | Books | General Fund - 101 |
| Vendor Invoice | 11/7/2025 | Dec 2025 | 508001662 | V0472 Midwest Tape | \$381.59 | Digital Library Materials | General Fund - 101 |
| Vendor Invoice | 11/18/2025 | Dec 2025 | 508050932 | V0472 Midwest Tape | \$64.23 | Digital Library Materials | General Fund - 101 |
| Vendor Invoice | 11/21/2025 | Dec 2025 | 508067648 | V0472 Midwest Tape | \$102.53 | Digital Library Materials | General Fund - 101 |
| Credit Card | 11/22/2025 | Dec 2025 | RAMP.d8b4381c-c975-46a | V1173 Amazon | \$6.68 | Spencer Heise - Library materials purchase | General Fund - 101 |
| Vendor Invoice | 11/24/2025 | Dec 2025 | 92211001 | V0323 Ingram | \$16.00 | Books | General Fund - 101 |
| Vendor Invoice | 11/24/2025 | Dec 2025 | 92211000 | V0323 Ingram | \$15.47 | Books | General Fund - 101 |
| Vendor Invoice | 11/26/2025 | Dec 2025 | 92275249 | V0323 Ingram | \$15.35 | Books | General Fund - 101 |
| Vendor Invoice | 11/30/2025 | Dec 2025 | 508110954 | V0472 Midwest Tape | \$749.51 | Digital Library Materials | General Fund - 101 |
| Vendor Invoice | 12/2/2025 | Dec 2025 | 92415416 | V0323 Ingram | \$18.16 | Books | General Fund - 101 |
| Vendor Invoice | 12/2/2025 | Dec 2025 | 92415417 | V0323 Ingram | \$44.16 | Books | General Fund - 101 |
| Vendor Invoice | 12/2/2025 | Dec 2025 | 92415415 | V0323 Ingram | \$13.59 | Books | General Fund - 101 |
| Vendor Invoice | 12/2/2025 | Dec 2025 | 92415420 | V0323 Ingram | \$10.11 | Books | General Fund - 101 |
| Vendor Invoice | 12/2/2025 | Dec 2025 | 92415418 | V0323 Ingram | \$13.21 | Books | General Fund - 101 |
| Vendor Invoice | 12/2/2025 | Dec 2025 | 92415419 | V0323 Ingram | \$52.85 | Books | General Fund - 101 |
| Vendor Invoice | 12/4/2025 | Dec 2025 | 92512488 | V0323 Ingram | \$22.16 | Books | General Fund - 101 |
| Vendor Invoice | 12/4/2025 | Dec 2025 | 92512489 | V0323 Ingram | \$24.10 | Books | General Fund - 101 |
| Vendor Invoice | 12/9/2025 | Dec 2025 | 508144481 | V0472 Midwest Tape | \$26.99 | Digital Library Materials | General Fund - 101 |
| Vendor Invoice | 12/9/2025 | Dec 2025 | 92639905 | V0323 Ingram | \$20.38 | Books | General Fund - 101 |
| Vendor Invoice | 12/9/2025 | Dec 2025 | 92639906 | V0323 Ingram | \$19.44 | Books | General Fund - 101 |
| Vendor Invoice | 12/10/2025 | Dec 2025 | 92682165 | V0323 Ingram | \$19.05 | Books | General Fund - 101 |
| Vendor Invoice | 12/10/2025 | Dec 2025 | 92682166 | V0323 Ingram | \$21.22 | Books | General Fund - 101 |
| Credit Card | 12/11/2025 | Dec 2025 | RAMP.2a38301e-5687-4cf | V0651 The Wall Street Journal | \$68.56 | Spencer Heise - newspaper subscription | General Fund - 101 |
| Vendor Invoice | 12/11/2025 | Dec 2025 | 92717198 | V0323 Ingram | \$10.75 | Books | General Fund - 101 |
| Vendor Invoice | 12/11/2025 | Dec 2025 | 92717196 | V0323 Ingram | \$16.86 | Books | General Fund - 101 |
| Vendor Invoice | 12/11/2025 | Dec 2025 | 92717201 | V0323 Ingram | \$78.11 | Books | General Fund - 101 |

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| | | | | | | | |
|----------------|------------|----------|-------------------------|--------------------|----------|---------------------------------------|--------------------|
| Vendor Invoice | 12/11/2025 | Dec 2025 | 92717197 | V0323 Ingram | \$20.04 | Books | Gene |
| Vendor Invoice | 12/11/2025 | Dec 2025 | 92717200 | V0323 Ingram | \$113.11 | Books | Gene |
| Vendor Invoice | 12/11/2025 | Dec 2025 | 92717195 | V0323 Ingram | \$17.42 | Books | Gene |
| Vendor Invoice | 12/11/2025 | Dec 2025 | 92717199 | V0323 Ingram | \$35.70 | Books | General Fund - 101 |
| Vendor Invoice | 12/11/2025 | Dec 2025 | 92717205 | V0323 Ingram | \$21.89 | Books | General Fund - 101 |
| Vendor Invoice | 12/11/2025 | Dec 2025 | 92717203 | V0323 Ingram | \$37.06 | Books | General Fund - 101 |
| Vendor Invoice | 12/11/2025 | Dec 2025 | 92717204 | V0323 Ingram | \$32.58 | Books | General Fund - 101 |
| Vendor Invoice | 12/11/2025 | Dec 2025 | 92717202 | V0323 Ingram | \$85.94 | Books | General Fund - 101 |
| Vendor Invoice | 12/12/2025 | Dec 2025 | 92755392 | V0323 Ingram | \$19.36 | Books | General Fund - 101 |
| Vendor Invoice | 12/12/2025 | Dec 2025 | 92755391 | V0323 Ingram | \$19.36 | Books | General Fund - 101 |
| Credit Card | 12/13/2025 | Dec 2025 | RAMP.ebc61594-0e0c-478 | V1173 Amazon | \$7.19 | replacement | General Fund - 101 |
| Vendor Invoice | 12/18/2025 | Dec 2025 | 92938547 | V0323 Ingram | \$24.76 | Books | General Fund - 101 |
| Credit Card | 12/19/2025 | Dec 2025 | RAMP.db800605-96bf-4f87 | V0755 T-Mobile | \$337.91 | Library mobile communication services | General Fund - 101 |
| Vendor Invoice | 12/19/2025 | Dec 2025 | 92967198 | V0323 Ingram | \$19.33 | Books | General Fund - 101 |
| Vendor Invoice | 12/19/2025 | Dec 2025 | 92967197 | V0323 Ingram | \$18.29 | Books | General Fund - 101 |
| Vendor Invoice | 12/31/2025 | Dec 2025 | 508253260 | V0472 Midwest Tape | \$749.84 | Digital Library Materials - Hoopla | General Fund - 101 |

Total - 5441 - Library Materials

5442 - Service Contracts

| | | | | | | | |
|----------------|------------|----------|------------------------|--|------------|---|--------------------|
| Credit Card | 10/23/2025 | Dec 2025 | RAMP.1262737a-65f7-43b | V1207 Miscellaneous Retail Vendor (Ramp) | \$0.13 | Spencer Heise - YouTube Premium for programs | General Fund - 101 |
| Credit Card | 11/23/2025 | Dec 2025 | RAMP.b529819f-7033-481 | V1207 Miscellaneous Retail Vendor (Ramp) | \$13.99 | Spencer Heise - YouTube Premium for programs | General Fund - 101 |
| Vendor Invoice | 12/9/2025 | Dec 2025 | 40774644 | V0440 Marco | \$248.09 | November 2025 | General Fund - 101 |
| Journal | 12/31/2025 | Dec 2025 | JE1008 | | (\$199.00) | Wisconsin Library Services - Annual Subscription Fee paid by both KPL & OWLS. WiLS refunded KPL | General Fund - 101 |

Total - 5442 - Service Contracts

5444 - Library Programs

| | | | | | | | |
|-------------|------------|----------|------------------------|--------------|---------|---|--------------------|
| Credit Card | 12/12/2025 | Dec 2025 | RAMP.c8704db7-df2a-44a | V1173 Amazon | \$35.96 | Spencer Heise - Supplies for library programs | General Fund - 101 |
|-------------|------------|----------|------------------------|--------------|---------|---|--------------------|

Total - 5444 - Library Programs

Total - 5007 - Supplies

Total - 5003 - Non-Personnel Services

Total - Expense

Net Income

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

| Financial Row | Amount | Budget Amount | Amount Over Budget | % of Budget |
|---------------------------------------|--------------|---------------|--------------------|-------------|
| Expense | | | | |
| 5000 - Personnel Services | | | | |
| 5001 - Wages & Salaries | | | | |
| 5101 - Regular Payroll | \$570,409.22 | \$620,644.00 | (\$50,234.78) | 91.91% |
| 5104 - Temporary Payroll | \$44,181.74 | \$36,000.00 | \$8,181.74 | 122.73% |
| 5107 - Overtime Pay | \$260.16 | \$0.00 | \$260.16 | 0.00% |
| 5119 - Longevity Pay | \$1,550.80 | \$0.00 | \$1,550.80 | 0.00% |
| Total - 5001 - Wages & Salaries | \$616,401.92 | \$656,644.00 | (\$40,242.08) | 93.87% |
| 5002 - Fringe Benefits | | | | |
| 5151 - Retirement Plan | \$33,124.12 | \$32,768.75 | \$355.37 | 101.08% |
| 5152 - Residency | \$5,968.67 | \$4,351.00 | \$1,617.67 | 137.18% |
| 5154 - Social Security | \$37,034.03 | \$38,953.58 | (\$1,919.55) | 95.07% |
| 5157 - Group Health Insurance | \$106,925.54 | \$111,519.00 | (\$4,593.46) | 95.88% |
| 5160 - Group Life Insurance | \$549.73 | \$563.00 | (\$13.27) | 97.64% |
| 5163 - Workers Compensation | \$581.49 | \$2,843.99 | (\$2,262.50) | 20.45% |
| Total - 5002 - Fringe Benefits | \$184,183.58 | \$190,999.32 | (\$6,815.74) | 96.43% |
| Total - 5000 - Personnel Services | \$800,585.50 | \$847,643.32 | (\$47,057.82) | 94.45% |
| 5003 - Non-Personnel Services | | | | |
| 5004 - Travel/Training | | | | |
| 5208 - Travel - City Business | \$4,646.61 | \$3,820.00 | \$826.61 | 121.64% |
| 5211 - Education & Memberships | \$2,627.97 | \$2,804.00 | (\$176.03) | 93.72% |
| Total - 5004 - Travel/Training | \$7,274.58 | \$6,624.00 | \$650.58 | 109.82% |
| 5006 - Purchased Services | | | | |
| 5303 - Communications | \$676.09 | \$700.00 | (\$23.91) | 96.58% |
| 5306 - Heating Fuels | \$5,901.16 | \$8,000.00 | (\$2,098.84) | 73.76% |
| 5309 - Water Sewer & Electric | \$16,121.21 | \$16,450.00 | (\$328.79) | 98.00% |
| 5312 - Maintenance - Buildings | \$114,266.49 | \$119,000.00 | (\$4,733.51) | 96.02% |
| 5313 - Lease - Buildings | \$143,916.00 | \$143,916.00 | \$0.00 | 100.00% |
| 5325 - Contractual Services | \$30,680.07 | \$35,584.00 | (\$4,903.93) | 86.22% |
| 5328 - Advertising | \$866.63 | \$2,550.00 | (\$1,683.37) | 33.99% |
| 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 | \$442,968.65 | \$456,741.00 | (\$13,772.35) | 96.98% |
| 5007 - Supplies | | | | |
| 5401 - Office Supplies | \$5,335.42 | \$7,500.00 | (\$2,164.58) | 71.14% |
| 5402 - Desktop Printer/Fax Expense | \$0.00 | \$800.00 | (\$800.00) | 0.00% |
| 5422 - Data Processing Supplies | \$6,723.44 | \$7,500.00 | (\$776.56) | 89.65% |
| 5431 - Postage | \$1,471.75 | \$1,500.00 | (\$28.25) | 98.12% |
| 5441 - Library Materials | \$118,784.18 | \$107,552.00 | \$11,232.18 | 110.44% |
| 5442 - Service Contracts | \$53,791.16 | \$69,784.00 | (\$15,992.84) | 77.08% |
| 5444 - Library Programs | \$4,566.93 | \$6,000.00 | (\$1,433.07) | 76.12% |
| 5499 - Miscellaneous | \$357.04 | \$1,500.00 | (\$1,142.96) | 23.80% |
| Total - 5007 - Supplies | \$191,029.92 | \$202,136.00 | (\$11,106.08) | 94.51% |
| Total - 5003 - Non-Personnel Services | \$641,273.15 | \$665,501.00 | (\$24,227.85) | 96.36% |
| 5008 - Outlay | | | | |
| 5801 - Land & Buildings | \$0.00 | \$300,000.00 | (\$300,000.00) | 0.00% |

| Financial Row | Amount | Budget Amount | Amount Over Budget | % of Budget |
|-------------------------------------|------------------|------------------|--------------------|-------------|
| 5804 - Equipment (including Office) | \$7,894.81 | \$9,420.00 | (\$1,525.19) | 83.81% |
| Total - 5008 - Outlay | \$7,894.81 | \$309,420.00 | (\$301,525.19) | 2.55% |
| Total - Expense | \$1,449,753.46 | \$1,822,564.32 | (\$372,810.86) | 79.54% |
| Net Income | (\$1,449,753.46) | (\$1,822,564.32) | \$372,810.86 | 79.54% |

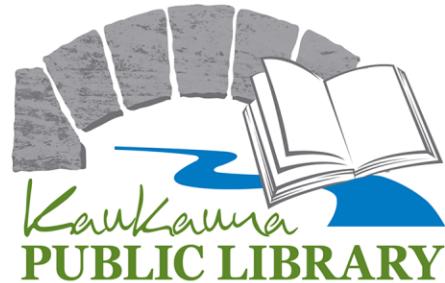
DRAFT

Kaukauna Public Library Study Room Policy

The Kaukauna Public Library has four study rooms that are available for individual and group use. To ensure equitable use of study rooms, the following rules apply:

- Study Rooms may be used for up to four (4) hours per day.
- Individuals or groups may use the Study Rooms once (1) per day.
- Reservations for the room may be made up to seven (7) days in advance; limited to one (1) booking a week.
- The Library will hold a Study Room reservation for fifteen (15) minutes; after fifteen (15) minutes have elapsed, the reservation will be canceled and the Study Room will be available for walk-in use unless the library is notified of a late arrival.
- Users of study rooms are expected to use the study room during booked times and remain in the study room during indicated time of use. If an individual leaves a study room they booked unoccupied for more than 15 minutes, the library reserves the right to offer the study room to another individual upon request. Any property left behind will remain at the circulation desk until the user returns.
- Individuals or groups using Study Rooms must follow the Library Appropriate Use Policy.
- **Students under the age of 15 may only use study rooms independently. Students under the age of 15 using a study room with a group need to have a parent present in the library.**
- When Study Rooms are not reserved, they are available on a first come, first serve basis.
- Priority is given to reservations, so users must vacate a Study Room promptly for the start of a reservation.
- Users must check in and out with Library Staff for room use.
- Users are responsible for their own personal property at all times while using the Study Rooms. The Library recommends that items not be left unattended. The Library is not liable for loss or damage of personal property.
- Study Room users must clean up after themselves and leave the room in good condition.
- Failure to comply with the Study Room Policy may result in a temporary or permanent loss of access to the Study Rooms.
- Library Administration reserves the right to use Study Rooms as necessary.

To: Kaukauna Public Library Board of Trustee
 From: Library Director Ashley Thiem-Menning
 Date: 1/21/2026
 Re: Budget Updates



The City is closing the 2025 budget on January 31, 2026. We have been waiting to generate the December expenditure report for the last few remaining items that need to come from 2025. I will update at the meeting whether it is a draft or the actual for December.

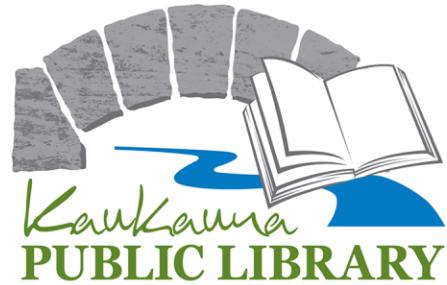
Anticipated county allocations for 2026 are \$340,853. That is an increase of \$66,578, since 2022 when we implemented our strategic plan.

In library vendor news, Baker & Taylor, one of the largest book vendors in the U.S. went bankrupt in late 2025. This has put a major strain on libraries. The good news is that we did not use them as a vendor heavily, the bad news is that our current vendor took on more clients than they were capable of because many public libraries used B&T as their predominant vendor.

We have heard that our primary vendor has hired hundreds of new employees to deal with the overload of customers and orders, but we are still seeing increasingly late shipments. We are going to be increasingly late getting materials out by release date because of order fulfillment and shipping times. We get varied discounts from vendors, so this change in major vendors will likely have an impact on the cost of materials due to supply and demand. Our vendor has a significant amount of demand now that we only have one major book vendor in the U.S. It appears that Amazon may be trying to make space for themselves as library vendors, however we have not yet had a chance to see what they are offering for discounts. OWLS is paying for membership for us to look at some smaller vendors for purchase, but we have not had the opportunity to do so yet.



To: Kaukauna Public Library Board of Trustee
 From: Library Director Ashley Thiem-Menning
 Date: 1/20/2026
 Re: Community Partners



The Library participated in the Annual City Parade in December, featuring the Bikinibottom Bookmobile, and library staff dressed as characters from Spongebob SquarePants. This is the first "float" the library has had in the last decade. Thanks to the Schink's for letting us use their truck and trailer for our entry.

On December 8, the Library of Lights turned on with the help of KU General Manager Michael Avanzi and a bunch of little friends! We used some magic wands to turn the lights on this year, as some of the areas were a little difficult to get to. The Youth Services Librarian also put together some fun activities for participants inside the library that evening including crafts and a singalong.

Thanks go to 4Imprint for sending us a volunteer to help with putting up the lights this year. Zander was very helpful and a big illumination enthusiast! Thanks also go to library husband, Sam Menning, for taking down almost all the lights.

Courtesy of Trim Hunger, we received a large donation of fresh bread from Wienke's Market in Algoma.

Ahlstrom donated 56 free turkey coupons, which we placed at random in the pantry between November and December.

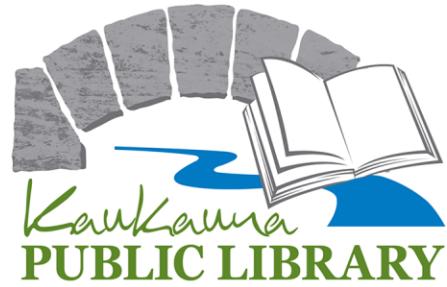
Kaukauna Dollar Tree also donated some small toys to the library, and we were able to make 56 small stocking stuffer bags for families in need with the donation.

We also received large donations for the Little Free Pantry from Associated Bank, Immanuel UCC Kaukauna, Little Caesars, The Estate Planning Group LLC, and Encounter Church.

We also recently heard that Round House Manor needed adult incontinence briefs. We posted and the community delivered! Roughly 25 boxes were donated.

The American Legion Auxiliary Unit 41 donated titles selected by the library to add to our collection as well!

To: Kaukauna Public Library Board of Trustee
 From: Library Director Ashley Thiem-Menning
 Date: 1/20/2026
 Re: Friends Update



The Friends had a very large book sale this fall with revenue reaching almost \$1,800. With the Friends' ability to accept credit and debit cards now, revenues from sales are increasing. The Friends will be switching from a wireless tap machine to a larger plug-in machine. We anticipate that it will be easier for volunteers to use the larger machine and staff will retain the tablet debit/credit option at the service desk for local history books and mug fundraisers.

This year Communications Coordinator Schink put up the Library Wishing Tree again, which is a list of items that staff wish to have mostly for library programming. Donors can select an item off the tree, donate the funds for the item, which is then purchased by the Friends. We had 34 of 39 items purchased this year, for a total gift of \$2,886.

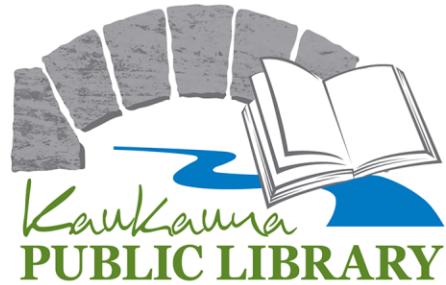
| |
|----------------------------------|
| Bulk Crayon Pack |
| Activity Sensory Tray with Stand |
| Resin Specimen Bugs |
| STEM Angler Fish |
| STEM Math Link Builders |
| Art Bin Storage Box |
| Mancala |
| Washable Baby Doll Pajamas |
| Soft Touch Baby Dolls |
| 3D Printer Stand |
| Canvas Boards |
| Mobile Charging Station |
| Lava Rock Beads |
| Dried Floral Stems |
| Foam Mats Interlocking |
| Play Food & Dishes |
| Wrist Jingle Bells |
| Alcohol Markers |
| Paint Palettes |

| |
|---------------------------------|
| Stretched Canvas |
| Sea glass |
| Bissel Sweeper |
| Fuse Beads |
| Battleship Game |
| Melissa & Dough Pretend Grocery |
| Library of Lights Decor |
| Program Snacks |
| Library of Lights Decor |
| Summer Prize Books |
| White Board Inserts |
| Lego Wall |
| Office Label Maker |
| Prize Machine |
| Wood Beads |

The Friends also sent out an end of year donation request for giving Tuesday. Donors graciously responded with donations reaching almost \$3,500 total.



To: Kaukauna Public Library Board of Trustee
 From: Library Director Ashley Thiem-Menning
 Date: 1/20/2026
 Re: OWLS Updates



On Friday, November 21, 2025 AAC voted to migrate to Polaris & Vega from TLC's CARLX product. Work for this transition has already begun. The timing of this is rather difficult as OWLS is also working to pull data for us for the 2025 DPI reports, which are required to be filled with the state prior to February 28. We have also started to see some work on our end as well in preparation for the migration. In December we were asked to go through our location codes and determine whether we want the code, and if we need any of the text in the location code changed. I went through the list and found a significant number of errors, which are a human byproduct of adding thousands of records over the years. I was able to clean up and transfer items back to their correct location, so that several codes could be deleted from our list because we do not use them.

One of the positive changes with Polaris is that each unique library login will now only display that libraries' location/collection codes. Currently, every single code used by all 49 libraries shows up when we catalog a book, which is why errors can occur. There are just shy of 300 codes total, which are just a string of letters meant to denote the location. Examples: ANONF, ANTVAC, ANTVAR, ANWRD, ANWTC. We also have several codes that we will be adding for migration, and then we will need to change items by hand into the new code. This is helpful for patrons when they are looking for items because the codes will be displayed properly in the catalog.

Between April and August, we will have circulation and cataloging onsite and online training. One person from each library will be selected to receive the in-person training and they will then teach their library staff the procedures. James, our Adult Services Librarian, has been selected as the staff member to receive this training for KPL. Training on acquisitions will begin in June. This procedure alone will be a big learning curve for KPL. Due to the current software being problematic, we opted not to order through our ILS. Simply put, some libraries place their vendor order through the ILS and then their items display as "on order" in the library catalog. When you don't place your order through the ILS, you don't see those items in the catalog until you manually scan them in and add them. This is helpful because it allows patrons to see what we have purchased and place a hold on it before it arrives, and it can influence high demand holds and how many copies of a title need to be purchased. We will be changing this practice when the new software goes live so that KPL items will display as on order in the catalog going forward when we purchase.

OWLS will begin testing in July. The final data extraction from CARL will be in August. The day selected will mean that most functions besides checking out materials will not be able to be completed and InfoSoup will be down. The current go live date for Polaris, Vega, Program, and Mobile software products is August 19. When we selected staff training dates in the fall of 2025, we did not have this timeline, as a vote had not yet gone through about migrating to new software. We do have a staff training day on May 8. We are hoping that

the day can be dedicated to learning the new ILS as a group. This will also be a new challenge because not all our on-call staff can attend these full-day trainings due to other work obligations. We will have to dedicate additional time to ensuring that they have time for training as well.

In terms of the go-live date, we are uncertain as to how that will be handled. The last time we transitioned software was the height of the pandemic and many libraries were open, but operating under service restrictions, so the flow of traffic was quite low compared to going live during the summer. Luckily, Summer Library Program is typically finished by the go-live date that has been selected.

On top of the ILS (software we use for circulation functions) we are also getting a new Discovery Layer, called Vega, which is what InfoSoup search catalog is now. It will still be InfoSoup and OWLS branded, but the data will be displayed using their Vega product, which is an improvement. We are also getting a new mobile app as well. Staff will also have to learn the new software calendar and have it embedded into the website, as well as embed and learn the new meeting room and study room software package. Lastly, Polaris has the capability to remote call patrons for holds, which we believe to be part of the software package. Staff currently must watch a screen and handwrite phone numbers and then make calls, so the error level shifting this to automated calls would be a real time-saver and should cut down on human error. This is going to be the largest learning curve I have seen in the OWLS system in the 18 years I have worked in it. But we are extremely grateful to OWLS for navigating this migration with us and are thrilled to have some of the new capabilities of the software selected.

Other OWLS news comes in the form of Overdrive/Libby. It is no secret that the waiting times in Libby are long. Library lingo to know: WPLC, Wisconsin Public Library Consortium, which is the entity that purchases, manages and provides access to digital content. We pay WPLC annually; every public library/system in the state pays for this service based on a funding formula, which is based on a three-year average of OverDrive usage and local collection expenditures. Overdrive is the vendor or digital library interface. Libby is the name of the app that OverDrive uses for its products, which are e-books, e-audio, and e-magazines. An Advantage Account is an account that a library system has within OverDrive that is exclusive and locally purchased, meaning only cardholders within that system have access to the extra Advantage copies purchased.

OWLS recently completed an audiobook pilot project where they put almost 50K into our OWLS OverDrive Advantage account. The goal was to see if the funds would cut down the current hold times. They were able to reduce the wait time from a high of 84 days to 72 days. As you can see, 50K was able to make a dent in the wait time but still leaves long waits. Since electronic media, specifically e-audiobooks, continues to grow at a rapid rate, OWLS has started discussions and formed a committee to investigate having member OWLS libraries match their WPLC purchasing pool requirement in a phased in multi-year approach to spend on Advantage Accounts. Adult Services Librarian James is currently serving on that committee to represent libraries that also offer Hoopla, as it plays a role in electronic resource funding.

While we did not exactly see the request for a match coming, we have been aware since we started our last Strategic Plan that we must start allocating additional funds to electronic materials due to their growth rate. This essentially means we begin to shift our purchasing to a better balance between print and electronic materials. Since the creation of the library strategic plan, we have been spending shy of \$100 a month on Advantage account titles. Staff run a report to see what items have the most Kaukauna holds and then we purchase an additional copy for the OWLS Advantage Account. Knowing that this increase is likely to come and is necessary to be more equitable to the libraries in our system that are already adding funds into our Advantage accounts, we plan to be more aggressive to shift our spending monthly, so that we are ready to shift our allocation to match in the future without feeling a major hit to our print material line.

KPL agrees that this does need to happen because the current practice is inequitable and hold times in Libby are very frustrating for patrons. Libraries per OWLS policy are not required to purchase any Advantage account items, but all OWLS cardholders technically benefit when we add titles to the Advantage account. Some libraries put a significant amount of money into the Advantage account, like Appleton, and we have been benefitting from it for years. We are credited back for some of the electronic circulations from our cardholders in the county allocation funding formula when we do spend this money on electronic titles in OverDrive. Further, there is clear patron demand for these electronic materials, so we are also meeting the needs of our patrons. This does have the potential to possibly slow Hoopla expenditure in the future if we are better at meeting the needs of patrons for electronic materials within the state consortium. We currently utilize Hoopla because it is an instant model versus a license-based model and patrons love it.

In 2026, our share of the WPLC buying pool is \$5807, up \$595 from the prior year. Within three years, we may be looking at a buying pool around \$7,592 based on the increase experienced from 2025 to 2026 and we would need to match that in Advantage Expenditures bringing our total expenditures with WPLC to roughly \$15,000. When that occurs, we will balance Hoopla expenditures with the WPLC expenditure based on collection use to spend more balanced between print and electronic usage.

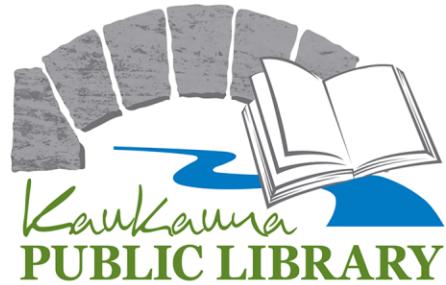
We ended the year with OverDrive increasing 14% and Hoopla increasing 6% in circulation. Roughly one fourth of our circulation was electronic material in 2025 and spending on electronic materials was only roughly 17%, which means we need to ensure moving forward that we are allocating closer to one fourth of the materials expenditure line on electronic materials.

Physical circulation was up 3%, which is actually pretty amazing considering the largest library in our system opened their brand new library this year. While they were closed for renovations, many of their patrons utilized our library, increasing our statistics over the course of the last two years. When large libraries open, the smaller area libraries typically see a drop in their statistics because of so many patrons going to the new larger library to see it. Luckily, we were able to end the year on a positive note with our physical circulation. This means that we should see another increase in county allocation revenue.

Lastly, OWLS has started a Substitute Library Assistant program. The pay would be \$18 an hour, and OWLS would charge the libraries \$15 an hour and cover the extra \$3 for mileage reimbursement over 10 miles. This is based on a successful Winnefox Library System program. Currently, OWLS employs two subs. In a scheduling emergency, this may be another option for us to consider.



To: Kaukauna Public Library Board of Trustee
 From: Library Director Ashley Thiem-Menning
 Date: 1/20/2026
 Re: Long Range Plan Review and Future Plan



Our 2022-2026 Library Strategic Plan is ending this year. While it is early in this calendar year to review it, I think a brief review is appropriate, given that we will likely take most of 2026 to put together our next plan. I do plan to dig deeper into the numbers for the next plan.

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 meet the basic level (Tier 1) standard for library collection funding as established by the Wisconsin Department of Public Instruction by 2026.

Objective Outcome: Based on the preliminary 2024 extended service area of 25,499 and our municipal population served, 18,250, we met our goal and became Tier I compliant with the 2026 materials allocation. When the 2025 figures are released, we may even be Tier II compliant in the category of Materials Expenditure, which means that we are offering above the basic level of service expected of a public library our size. Within the activities listed in the goal, we were able to offer digital services in the form of Hoopla, add Advantage titles in Overdrive, and add a very popular Lucky Day collection of books.

Goal Two: Expanded Access

Objective: The library is a needed resource in support of education, employment, technology access, and entertainment. We will increase open hours to meet the basic level (Tier I) standard for operating hours as established by the Wisconsin Department of Public Instruction. This will include five more hours of weekday service and additional weekend hours by 2024.

Objective Outcome: In 2023, the library utilized the morning hour that staff had previously used to prep the building. That hour became operational time, shifting hours from opening at 9:00a Monday through Friday, to opening at 8:00a Monday through Friday. This successfully added five operational hours at no extra cost to our municipality because staff were already in the building.

In 2024, the library was able to expand Saturday hours from seasonal to standard annually, now staying open through the summer months on Saturday's courtesy of an increase in the personnel line to cover the additional summer hours. The library is now open 61 hours a week in a standard schedule. 61 hours a week meets Tier I compliance in both the metric of municipal population and extended county population served. Saturday traffic in the summer remains even with other seasonal Saturdays.

Goal Three: Increase Engagement

Objective: In order to meet the growing needs and wants of our community the library needs to have a staff that reflects the size of the community it is serving, one which also meets the state established Tier I standards of 10.9 full-time equivalent (FTE) to ensure the success of all the goals and objectives in this strategic plan.

Objective Outcome: While the activities for this goal changed dramatically between 2022-2026, the library has met this goal, but with a different vision of staffing thanks to our municipality. As of 2025, the library was at 11.24 FTE, which included converting two part-time positions to full-time. The inclusion of a full-time Assistant Director in the 2026 budget extends the success of the plan. The library was able to convert two part-time positions to full-time in 2025, with plans to consider more conversions in the future to ensure staffing sustainability and reduce consistent turnover in part-time positions.

Goal Four: Advocacy

Objective: The library will develop a plan to bring more awareness of library programs, services, and resources to new and existing users, with the support of increased funding annually to meet growing print and digital advertising costs.

Objective Outcome:

In 2022, the library participated in the Wisconsin Marketing Mini-Grant project and used the grant funds for a postcard mailer campaign, inviting users who had lapsed library cards back to the library. Participation in that grant project resulted in a five-year marketing campaign. The Director meets with the Communications Coordinator annually to select a new focus area in marketing/advertising from a previously generated list.

We have also increased the operating budget for advertising by \$2,000 during this time. During the plan, we also converted a part-time Library Assistant into a full-time Communications Coordinator. Metrics that highlight the success in this goal in having focused advocacy, include the library Facebook page becoming monetized, library programming expanding from 10,983 participants in 2022, to 27,597 participants in 2025. Further, media mentions in the last few years have continued to increase to a point where we started to collect them. We began collecting statistics on print/radio/tv coverage in 2024, having 35 mentions each year since.

Goal Five: Create Connections

Objective: The library will build community partnerships and diverse programs and events that better meet the needs and wants of our community.

Objective Outcome: The library responded to results of a library programming survey to ensure that the library was offering programs the community were interested in participating in. Program attendance growth was 16,614 participants between 2022-2025. Further, the number of programs increased over that period from 424 to 687. The average

participation for programs is roughly 40 people. This increase is reflective of the library curating programs of interest to the community, which in turn help to fuel circulation rates, which influence county allocations positively.

I am enthusiastic to report that we have successfully reached all the goals set forth in our current strategic plan. For the last five years I have used this guide to make decisions regarding collections, programs, services and general operations. We have advocated for the fiscal opportunities to make this plan a success, which could not have been done without the support of the City of Kaukauna. I am extremely grateful for their assistance over the period this plan was in place.

Moving forward, one of our major goals for 2026 is to complete a new strategic plan. After having a five-year plan, I do think it would be beneficial to focus on a three-year plan this time around because so many changes can occur in a five-year period. I would also like to complete this plan in-house. Our last plan was facilitated through UW-Extension at no cost to us. I did not budget for a facilitator this time around because I feel confident that the last process prepared us to complete this task well without a facilitator. We plan to do a few things in anticipation of writing the new plan: patron survey, community focus group, staff workshop, and a Library Board workshop.



Adult Services Librarian Report January 2026

Programming

New Games Offerings

Beginning in January 2026, the library will be holding our monthly trivia events at 313 Dodge instead of at TAQ Brewing due to them sadly closing their doors at the end of December. Trivia will continue to be hosted by Gavin. The first event on January 8th went very well, with 17 people attending. My wife and I participated, though we were summarily defeated by an embarrassingly large margin.

We also added two more regular games hosted at the library. Last year we introduced sheepshead and scrabble. Starting in January we will also be offering cribbage and rummy. The library provides cards and/or boards and can teach new players how to play if needed. Additionally, though not an adult program, John also started offering an open chess night in the teen area once per month. It was modestly attended by two players this month.

Finally, the library is very happy to welcome Evan Read as the new regular dungeon master for our Dungeons and Dragons nights at the library. Evan used to come to Dungeons and Dragons nights in past years, regularly volunteering to run the program as dungeon master. However, lately we have had trouble finding people to serve as the dungeon master, making it difficult to gather a regular group of players. We have an agreement in place with him to serve as the regular dungeon master going forward.

Collection Development

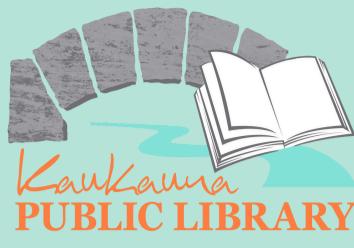
In early 2025, I was able to go through every title in our child, teen, and adult graphic novel collections as well as science fiction/fantasy to make sure we owned all the high-circulating series in full. I took the opportunity to discard items that hadn't circulated in three years as well. Ashley did the same with our inspirational collection. We call(ed) this our collection cleanup and placed orders on missing books throughout 2025. Some of these books were never fulfilled by our various vendors, others never returned by patrons, and many new books were about to come out in the first half of 2026, so I took some time at the beginning of January to go through the collections listed above another time and re-clean them. Ensuring we own complete series increases the usability of our collections and gives the potential for more circulation per collection.

Circulation Statistics 2025

The attached circulation statistics are an overview of the circulation of Kaukauna owned materials in 2025. This gives us an idea of how well each collection is circulating. It also gives data about the new items we are ordering, and which items should be ordered in the future. We can use this information to modify our collection budget allocations to best suit the interests of our patrons.

Circulation Statistics 2025 Observations

- Circulation continues to increase! Our physical collection circulation rate increased by 3%, Overdrive by 14% and Hoopla by 6%.
- Children's graphic novels have grown from our 13th most circulated collection to our 4th since 2022, the year I started keeping track of our collection circulation data. I have hand selected every graphic novel we have ordered since 2022 and am very happy to see this growth. Additionally, children's graphic novels have a 95% utilization rate, meaning people are checking out 95% of the books we have in this collection. This tells me that the budget is being allocated well for this collection and can continue to be aggressively expanded.
- The adult NEW collection circulation decreased overall by 17% this year. I'm not sure why as no data has stood out to me that could sufficiently explain it. This is a little confusing since our lucky day circulation increased, and adult NEW items made up the 5th highest collection that we sent out to patrons at other libraries.
- The following collection's utilization rates were under 50% and are due for weeding: teen nonfiction, adult nonfiction, teen audiobooks, and adult audiobooks.



2025 KPL MATERIAL CIRC STATS

In House Subject/ Total In House Circulation



Top 5 Circulating In House Collections

Child Picture Books - 12.2% (11366)
Bin Books - 10.3% (9501)
Child Nonfiction - 9.9% (9182)
Children Graphic Novels - 6.5% (6018)
Children Early Reader - 6.1% (5610)

In House Subject/ Total In House Circulation



Bottom 5 Circulating In House Collections

Teen Magazine - 0.0% (3)
Big Books - 0.0% (16)
Teen Audiobooks - 0.1% (69)
Children Magazines - 0.1% (47)
Children BluRay - 0.1% (112)

Holds Filled Subject / Total Holds Filled



Top 5 Holds Filled Collections

Adult Nonfiction - 10.5% (3236)
Adult DVD - 9.1% (2805)
Child Nonfiction - 8.6% (2655)
Child Picture Books - 7.3% (2265)
Adult NEW - 7.2% (2206)

Holds Filled Subject/ Total Holds Filled



Bottom 5 Holds Filled Collections

Teen/Children Magazines - 0% (3)
Big Books - 0.1% (25)
Child BluRay - 0.1% (25)
Adult Magazines - 0.1% (40)
Teen Audiobook - 0.1% (42)

(Absolute Value of In House - Holds) / In House + Holds



Largest Ratio Of In House/ Filled Holds Difference

Bin Books - 9501/271
Adult Magazines - 985/40
Early Readers - 5610/488
Board Books - 3203/345
Kits - 601/82

(Absolute Value of In House - Holds) / In House + Holds



Smallest Ratio Of In House/ Filled Holds Difference

Teen Audiobooks - 47/42
Adult Nonfiction - 3731/3236
Adult Science Fiction/Fantasy - 736/864
Adult Videogame - 175/147
Teen Graphic Novels - 2067/1677

Unique Checkouts /Total Subject



Top 5 Utilized Collections (Unique Checkouts)

Bin Book - 100%
Board Books - 100%
Child Graphic Novels - 95%
Kits - 91%
Child/Teen Videogames (Tied) - 87%

Unique Checkouts /Total Subject



Bottom 5 Utilized Collections (Unique Checkouts)

Teen Audiobooks - 44%
Adult Audiobooks - 46%
Adult BluRay - 50%
Teen Fiction - 51%
Child Nonfiction - 53%

2022 to 2025

Physical Collection Circulation Change

Adult

| | 2022 | 2023 | 2024 | 2025 | % Change from 24 |
|------------------------------|---------------|---------------|---------------|---------------|------------------|
| Fiction (All Genres*) | 10,281 | 12,093 | 13,667 | 16,753 | 23% |
| Nonfiction | 5,835 | 6,125 | 7,194 | 6,967 | -3% |
| Adult NEW | 2,833 | 4,554 | 4,344 | 3,617 | -17% |
| Graphic Novels | 248 | 336 | 488 | 615 | 26% |
| Video Games | 66 | 121 | 194 | 322 | 66% |
| DVD & BluRays | 5,292 | 5,314 | 6,459 | 7,661 | 19% |
| Audiobooks | 1,076 | 1,028 | 1,224 | 1,201 | -2% |
| Lucky Day | 522 | 868 | 1,364 | 1,588 | 16% |
| Magazines | 1,244 | 1,023 | 1,081 | 1,025 | -5% |

Child

| | | | | | |
|-----------------------|---------------|---------------|---------------|---------------|-------------|
| Picture Books | 13,311 | 13,636 | 13,964 | 13,631 | -2% |
| Nonfiction | 12,140 | 12,416 | 12,830 | 11,837 | -8% |
| Graphic Novels | 3,512 | 5,061 | 6,336 | 7,116 | 12% |
| Child NEW | 1,882 | 2,473 | 1,492 | 2,336 | 57% |
| Fiction | 3,843 | 4,572 | 4,873 | 4,725 | -3% |
| Early Reader | 6,289 | 6,301 | 6,171 | 6,098 | -1% |
| Early Chapter | 5,568 | 5,649 | 5,926 | 5,499 | -7% |
| Board Books | 4,575 | 4,324 | 4,367 | 3,548 | -19% |
| Bin Books | 6,696 | 8356 | 9,328 | 9,772 | 5% |
| Video Games | 742 | 914 | 1,237 | 1,299 | 5% |

Teen

| | | | | | |
|-----------------------|--------------|--------------|--------------|--------------|------------|
| Graphic Novels | 1,559 | 1,797 | 3,075 | 3,744 | 22% |
| Fiction | 2,088 | 2,450 | 2,539 | 2,712 | 7% |
| Nonfiction | 376 | 400 | 403 | 485 | 1% |

Total Circs

99,100 110,029 117,415 120,923

3%

(Some Small Collections Not Represented Above)

*See Next Page for Fiction Breakdown

Top 5 Collections by Circulation Change

| 2023 | 2024 | 2025 |
|-----------------------|--------------------------|--------------------------------|
| Adult Video Games 83% | Teen Graphic Novels 71% | Adult Video Games 66% |
| Lucky Day 66% | Adult Video Games 60% | Child NEW 57% |
| Adult NEW 61% | Adult Lucky Day 57% | Adult Graphic Novels 26% |
| Child Graphic 44% | Adult Graphic Novels 45% | Adult Fiction (all genres) 23% |
| Adult Graphic 35% | Child Video Games 35% | Teen Graphic Novels 22% |

Bottom 5 Collections by Circulation Change

| 2023 | 2024 | 2025 |
|---------------------------|-------------------------------------|-------------------------|
| Adult Magazines -17% | Child NEW -40% | Board Books -19% |
| Board Books -5% | Adult NEW -5% (Lucky Day Increased) | Adult NEW -17% |
| Adult Audiobooks -4% | Early Reader -2% | Child Early Chapter -8% |
| Early Reader 0.19% | Teen Nonfiction 1% | Early Reader -7% |
| Adult DVD's/BluRays 0.41% | Board Books 1% | Adult Magazines -5% |

2024-2025 Percentage Use By Collection

(Subject Checkouts/Total Checkouts)

Adult

| | 2024 | 2025 |
|-------------------------|------|------|
| Fiction | 3.3% | 3.5% |
| Mystery/Thriller | 4.0% | 4.8% |
| Romance | 2.5% | 2.8% |
| SciFi/Fantasy | 0.9% | 1.3% |
| Inspirational | 0.6% | 0.7% |
| Western | 0.2% | 0.3% |
| Large Print | 3.6% | 3.7% |
| Nonfiction | 6.1% | 5.6% |
| Adult NEW | 3.6% | 2.9% |
| Graphic Novels | 0.4% | 0.5% |
| Video Games | 0.2% | 0.3% |
| DVD | 5.1% | 5.6% |
| BluRay | 0.4% | 0.5% |
| Audiobooks | 1% | 1% |
| Lucky Day | 1.1% | 1.3% |
| Magazines | 0.9% | 0.8% |
| Music | 0.7% | 0.8% |

Child

| | | |
|-----------------------|-------|-------|
| Picture Books | 11.8% | 10.9% |
| Nonfiction | 10.8% | 9.5% |
| Graphic Novels | 5.3% | 5.7% |
| Child NEW | 1.3% | 1.9% |
| Fiction | 4.1% | 3.8% |
| Early Reader | 5.2% | 4.9% |
| Early Chapter | 5.0% | 4.4% |
| Board Books | 3.7% | 2.8% |
| Bin Books | 7.9% | 7.8% |
| Video Games | 1% | 1% |
| Kits | 0.7% | 0.5% |
| Magazines | 0% | 0.1% |
| DVD | 2.3% | 2.7% |
| BluRay | 0.1% | 0.1% |
| Music | 0.2% | 0.2% |

Teen

| | | |
|-----------------------|------|------|
| Graphic Novels | 2.6% | 3.0% |
| Fiction | 2.1% | 2.2% |
| Nonfiction | 0.3% | 0.4% |
| Teen NEW | 0.3% | 0.3% |
| Audiobook | 0.1% | 0.1% |
| Video Games | 0.2% | 0.3% |
| Magazines | 0% | 0% |
| DVD/BluRay | 0.2% | 0.3% |

2022 to 2025

E-Resource Circulation Change

| Overdrive | 2022 | 2023 | 2024 | 2025 | % Change from 24 |
|-----------------------------|-------|-------|--------|--------|------------------|
| Adult Fiction Audiobook | 7,950 | 8,262 | 10,003 | 13,537 | 35% |
| Adult Fiction E-book | 9,181 | 9,417 | 9,795 | 10,012 | 2% |
| Adult Non-Fiction Audiobook | 1,698 | 1,814 | 2,060 | 2,203 | 7% |
| Adult Non-Fiction E-book | 1,280 | 1,347 | 1,599 | 1,326 | -17% |
| Child Fiction Audiobook | 1,414 | 1,555 | 1,707 | 1,741 | 2% |
| Child Fiction E-Book | 1,462 | 1,642 | 1,673 | 1,713 | 2% |
| Child Non-Fiction Audiobook | 55 | 32 | 63 | 49 | -22% |
| Child Non-Fiction E-Book | 176 | 135 | 174 | 123 | -29% |

Hoopla

| | | | | | |
|-----------------------------|-------|-------|-------|-------|------|
| Adult Fiction Audiobook | 1,088 | 2,527 | 2,885 | 3,429 | 19% |
| Adult Fiction E-book | 564 | 790 | 782 | 685 | -12% |
| Adult Non-Fiction Audiobook | 397 | 610 | 588 | 601 | 2% |
| Adult Non-Fiction E-book | 145 | 238 | 211 | 167 | -21% |
| Child Fiction Audiobook | 157 | 227 | 320 | 298 | -7% |
| Child Fiction E-Book | 116 | 106 | 168 | 84 | -50% |
| Child Non-Fiction Audiobook | 11 | 21 | 20 | 16 | -20% |
| Child Non-Fiction E-Book | 14 | 14 | 13 | 9 | -31% |

Total Circs

(Children and Teen are combined)

| | | | | | |
|-----------|--------|--------|--------|--------|-----|
| Overdrive | 23,765 | 25,895 | 29,516 | 33,522 | 14% |
| Hoopla | 2,914 | 4,988 | 5,355 | 5,688 | 6% |

Top 5 Collections by Circulation Change

Overdrive Adult Fiction Audiobook 35%

Hoopla Adult Fiction Audiobook 19%

Overdrive Adult Nonfiction Audiobook 7%

Overdrive/Hoopla Adult/Child Fiction E-Book 2%

Overdrive Child Fiction Audiobook 2%

Bottom 5 Collections by Circulation Change

Hoopla Child Fiction E-book -50%

Hoopla Child Non-Fiction E-Book -31%

Overdrive Child Non-Fiction E-Book -29%

Overdrive Child Non-Fiction Audiobook -22%

Hoopla Adult Non-Fiction E-book -21%

Youth Services at a Glance

November & December 2025

Teacher Packs- 8

Youth Programs- 49

Youth Attendance- 997

General Interest Programs- 19

General Interest Attendance- 1314

Program Highlights

NovemBEAR

The youth department switched things up this November and celebrated all things bear! Bear hunts, bear facts, bear caves, and a giant bear drawing!

Polar Express Night

All aboard the KPL Express! Patrons had two opportunities to participate in this interactive showing of the popular Polar Express movie. Each registered child went home with a personalized gold train ticket and a sleigh bell to ring.

Stuffy Sleepover

Friends dropped off their favorite stuffies to spend the night at the library during the winter break and have some after-hours fun! All stuffies were picked up in the morning where we shared a bowl of cereal and watched some classic cartoons. Participants went home with pictures of their stuffed animals from the night before.

Noon Year's Eve Party

What a way to ring in the New Year! Over 100 patrons joined in the celebration at noon for refreshments, crafts, and a balloon drop!

All the stuffed animals cozied up together for a movie before bedtime.





Party-goers dancing in bubbles and crafting before the big drop!

Local History Report

January 2026

Gavin Schmitt

Not too much to report currently, but a few updates for the board:

1. The Kaukauna Police Department book, at long last, is in its final stages and should be completed by the end of January. Some minor edits and formatting will need to be done but expect it to be out relatively soon with proceeds benefiting the library.
2. On a related note, although I had only a very small part in the project, if you haven't picked up a copy of Carol VanBoxtel's latest book – the first Kaukauna history book geared towards children -- be sure to stop in the lobby and pick one up!
3. A few years ago, we contracted with Newspaper Archive to digitize Kaukauna newspapers 1880-1991, and I am very pleased with the results. I use this service daily. This year we are planning to move ahead with the remainder of the digitization, 1992-2018. As of this writing I am negotiating a quote but expect to move forward on this soon. My understanding is that there is an indefinite moratorium at the state level on microfilm creation, so the years 2019-current will remain unavailable. This is beyond our control.
4. In November and December, I transferred the bulk of the papers held by the Grignon Mansion to the local history room. Our dedicated volunteer staff has done an exceptional job sorting and organizing these files. This is a big achievement for the library, and a great benefit to the community. Records that are otherwise held at Green Bay and Madison (as well as many held nowhere else) can now be accessed locally.

Recent and upcoming Focus on Local History topics include:

1. Col. Henry Frambach: Civil War spy, Mormon wagon train leader, inventor, capitalist, Kaukauna's first mayor, gold prospector, and representative of the paper industry at the legendary 1893 World's Fair. (He deserves his own book.)
2. Sworth Newman: presented by Lawrence University professor emeritus Antoinette Powell, the story of a young lady who was celebrated both in Kaukauna and in Appleton's Old Third Ward.
3. Peter Reuter: Another early mayor, Reuter was active in banking and has the interesting distinction of being the father to an Appleton mayor.
4. Jacob Konkapot: America celebrates its 250th birthday this year, and Kaukauna is part of that story! Konkapot is one of two Revolutionary War veterans buried here. We'll explore his heroic battles, as well as how he came to find frontier Wisconsin home.

Trustee Training

Chapter 4

Effective Board Meetings and Trustee Participation

Preparation is Key

- To a great extent, the work done before each library board meeting will determine the effectiveness of the board.
- The board president and library director need to work together in preparing materials to be sent out to board members before each meeting.
- The board president is given the opportunity to add agenda items.
- Board members wishing to have an item brought before the board should contact their board president.
- The library director is usually delegated the responsibility for drafting the agenda and other materials to be included in the board mailing.

Follow the Law

- The Wisconsin open meetings law places specific requirements on the content and type of public notice to be made before every board or committee meeting.
- The law also requires that meetings be open to the public unless the board follows the legally required procedures to hold a closed session.

At Meetings

- Effective board meetings can begin with a quick review of the agenda to make sure there is adequate time to cover all items and to modify the order of business if necessary.
- Time for questions and full discussion is allowed, but the president makes sure discussion remains focused and decisions are reached.
- The president also needs to ensure In This Trustee Essential ☐ The keys to effective board meetings ☐ How individual trustees can contribute to the board and the library TE4-2 Trustee Essentials: A Handbook for Wisconsin Public Library Trustees that a few members do not dominate discussions, that all members have a chance to be heard, and that accountability for follow-through is assigned as needed.

Effective Decision-Making

- It is important to keep in mind that legal responsibility for overall library operations rests in the library board, not individual trustees.
- Board meetings are the place for you to raise questions and make requests of the library director and/or staff.
- Individual trustees should never make such requests or demands on their own—you are members of a governing body and must act as a body.
- A “public comment” period during the meeting is not required, but it can be a helpful way for the board to hear about particular public concerns or needs.

More Legal Requirements

- Wisconsin’s Public Records Law requires that written meeting minutes be kept and be made available to the public.
- At a minimum, meeting minutes must indicate board members present and all motions that were made and the result of any votes taken
- Except for votes on the election of board officers, any board member can request that a roll call vote be taken on any vote, with the vote of each member recorded in the minutes.

More Legal Requirements

- Only legally appointed library board members can vote on board matters. Some library boards may consider certain officials *ex officio* board members, such as the library director or city manager.

Discussion Questions

- Could our board better organize and use our meeting time? How?
- How can we encourage all board members to contribute to board discussions?
- Could we incorporate continuing education into our board meetings?
- Could the board use a “refresher” on certain issues? What issues?

| 2025 Statistics | | | | | | | | | | | | | | 2024 Statistics | | | |
|-------------------------------|---------|----------|--------|--------|--------|--------|--------|--------|-----------|---------|----------|----------|----------------------|-----------------|------------|------------------------------|---------|
| Circulation | January | February | March | April | May | June | July | August | September | October | November | December | 2025 Y-T-D | December 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 | 11,881 | 12,276 | 10,626 | 10,998 | 155,357 | 12,785 | 154,664 | -1,787 | -14% |
| Overdrive Usage | 2,890 | 2,640 | 2,967 | 2,778 | 2,578 | 2,728 | 2,886 | 2,865 | 2,756 | 2,850 | 2,824 | 2,764 | 33,516 | 2,250 | 28,219 | 504 | 22% |
| Hoopla Usage | 523 | 532 | 554 | 527 | 574 | 611 | 584 | 538 | 546 | 345 | 334 | 315 | 5,983 | 462 | 5,355 | -147 | -32% |
| Items Loaned | 3,096 | 2,999 | 3,084 | 3,486 | 3,102 | 3,142 | 3,681 | 3,626 | 3,652 | 3,790 | 3,288 | 3,255 | 40,801 | 2,483 | 34,267 | 772 | 31% |
| Items Borrowed | 4,593 | 3,918 | 3,914 | 3,841 | 3,374 | 3,383 | 3,742 | 3,651 | 3,446 | 3,811 | 3,162 | 3,397 | 44,232 | 3,906 | 43,245 | -509 | -13% |
| Teacher Packs | 5 | 2 | 4 | 3 | 1 | 1 | 0 | 0 | 2 | 2 | 6 | 2 | 28 | 2 | 28 | 0 | 0% |
| Door Count | 9,201 | 8,753 | 10,157 | 8,865 | 8,947 | 10,070 | 10,306 | 8,586 | 8,061 | 9,398 | 8,042 | 7,751 | 108,187 | 7,790 | 108,887 | -39 | -1% |
| Services | January | February | March | April | May | June | July | August | September | October | November | December | 2025 Y-T-D | December 2024 | 2024 Y-T-D | Monthly Difference from 2024 | % +/- |
| Public Internet Usage/Hr. | 329 | 286 | 320 | 268 | 265 | 355 | 332 | 376 | 346 | 405 | 155 | 243 | 3,672 | 231 | 3,581 | 12 | 5% |
| Wireless Usage by Session | 1,271 | 1,258 | 1,370 | 1,368 | 1,480 | 1,360 | 1,328 | 1,229 | 1,288 | 1,507 | 1,243 | 1,154 | 15,856 | 1,292 | 15,834 | -138 | -11% |
| Youth Programs | 17 | 31 | 35 | 26 | 92 | 42 | 19 | 17 | 20 | 34 | 22 | 27 | 382 | 23 | 385 | 4 | 17% |
| Youth Program Attendance | 328 | 889 | 936 | 521 | 2,408 | 2,156 | 511 | 1,750 | 388 | 1,596 | 542 | 455 | 12,480 | 544 | 13,606 | -89 | -18% |
| Adult Programs | 16 | 16 | 16 | 19 | 15 | 11 | 13 | 14 | 12 | 19 | 13 | 12 | 176 | 14 | 190 | -2 | -14% |
| Adult Program Attendance | 139 | 110 | 127 | 134 | 113 | 105 | 168 | 129 | 85 | 225 | 119 | 104 | 1,578 | 106 | 1,977 | -2 | -2% |
| General Interest Programs | 8 | 5 | 14 | 10 | 7 | 18 | 19 | 8 | 9 | 12 | 8 | 11 | 129 | 6 | 104 | 5 | 83% |
| General Interest Attendance | 582 | 154 | 2,948 | 1,005 | 406 | 1,494 | 1,931 | 569 | 961 | 2,175 | 678 | 636 | 13,539 | 244 | 9,927 | 382 | 161% |
| Meeting Room Usage | 58 | 74 | 91 | 70 | 80 | 68 | 125 | 55 | 60 | 84 | 85 | 67 | 895 | 84 | 808 | 3 | 5% |
| Study Room | 135 | 190 | 161 | 168 | 151 | 105 | 65 | 100 | 107 | 139 | 110 | 108 | 1,539 | 99 | 1,762 | 9 | 9% |
| Volunteer Hours | 102 | 98 | 107 | 87 | 88 | 99 | 106 | 106 | 112 | 124 | 80 | 87 | 1,206 | 79 | 1,042 | 18 | 23% |
| Local History Inquiries | 18 | 12 | 16 | 9 | 13 | 15 | 11 | 12 | 10 | 14 | 14 | 12 | 156 | 10 | 137 | 2 | 20% |
| Technology Instruction 1:1 | 12 | 8 | 5 | 10 | 13 | 16 | 10 | 12 | 11 | 14 | 7 | 4 | 122 | 15 | 125 | -11 | -73% |
| Proctor | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | 3 | 0 | 3 | 2 | 0% |
| Notary (service ended in May) | 2 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 2 | 18 | -2 | -100% | |
| Social Statistics | January | February | March | April | May | June | July | August | September | October | November | December | 2025 Y-T-D | December 2024 | 2024 Y-T-D | Monthly Difference from 2024 | % +/- |
| Websites Views | 3,060 | 2,975 | 2,795 | 2,413 | 2,588 | 3,651 | 2,854 | 2,670 | 2,604 | 2,751 | 3,392 | 3,428 | 35,181 | 2,584 | 33,639 | 844 | 33% |
| Facebook Followers | 8,691 | 8,710 | 8,788 | 8,802 | 8,871 | 8,955 | 9,021 | 9,090 | 9,175 | 9,340 | 9,431 | 9,684 | 108,558 | 52 | 441 | NEW STATISTIC | |
| TikTok Followers | 744 | 743 | 739 | 747 | 767 | 785 | 784 | 785 | 785 | 805 | 986 | 993 | 9,663 | -4 | 1,167 | 997 | -24925% |
| Instagram Followers | 914 | 918 | 927 | 929 | 929 | 933 | 929 | 932 | 935 | 942 | 945 | 949 | 11,182 | NEW | | STATISTIC | |
| Items Held by Library | January | February | March | April | May | June | July | August | September | October | November | December | Month to Month # +/- | December 2024 | # +/- | | |
| Total Titles Held by Library | 67,633 | 67,951 | 68,411 | 68,570 | 69,229 | 69,658 | 69,927 | 70,510 | 70,804 | 70,991 | 70,837 | 70,808 | 159 | 67,099 | 3,709 | | |
| Total Items Held by Library | 72,130 | 72,510 | 72,724 | 72,887 | 73,585 | 74,089 | 74,371 | 75,005 | 75,113 | 75,481 | 75,348 | 75,251 | 173 | 71,531 | 3,720 | | |
| Kaukauna Card Holding Patrons | 10,943 | 10,943 | 11,056 | 11,056 | 11,056 | 11,056 | 11,371 | 11,371 | 11,371 | 11,569 | 11,569 | 11,692 | 0 | 10,943 | 749 | Quarterly Report | |

| Circulation | 2025 Statistics | | | | | | | | | | | | 2024 Statistics | | | |
|-------------------------------|-----------------|----------|--------|--------|--------|--------|--------|--------|-----------|---------|----------|----------------------|-----------------|------------|------------------------------|-------|
| | January | February | March | April | May | June | July | August | September | October | November | 2025 Y-T-D | November 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 | 11,881 | 12,276 | 10,626 | 144,359 | 12,257 | 141,879 | -1,631 | -13% |
| Overdrive Usage | 2,890 | 2,640 | 2,967 | 2,778 | 2,578 | 2,728 | 2,886 | 2,865 | 2,756 | 2,850 | 2,824 | 30,762 | 2,342 | 26,969 | 482 | 21% |
| Hoopla Usage | 523 | 532 | 554 | 527 | 574 | 611 | 584 | 538 | 546 | 345 | 334 | 5,668 | 443 | 4,893 | -109 | -25% |
| Items Loaned | 3,096 | 2,999 | 3,684 | 3,486 | 3,102 | 3,142 | 3,681 | 3,626 | 3,652 | 3,790 | 3,288 | 37,546 | 2,958 | 31,784 | 330 | 11% |
| Items Borrowed | 4,593 | 3,918 | 3,914 | 3,841 | 3,374 | 3,383 | 3,742 | 3,651 | 3,446 | 3,811 | 3,162 | 40,835 | 3,709 | 39,339 | -547 | -15% |
| Teacher Packs | 5 | 2 | 4 | 3 | 1 | 1 | 0 | 0 | 2 | 2 | 6 | 26 | 4 | 26 | 2 | 50% |
| Door Count | 9,201 | 8,753 | 10,157 | 8,865 | 8,947 | 10,070 | 10,306 | 8,586 | 8,061 | 9,398 | 8,042 | 100,386 | 9,132 | 102,097 | -1,090 | -12% |
| Services | 2025 Statistics | | | | | | | | | | | | 2024 Statistics | | | |
| | January | February | March | April | May | June | July | August | September | October | November | 2025 Y-T-D | November 2024 | 2024 Y-T-D | Monthly Difference from 2024 | % +/- |
| Public Internet Usage/Hr. | 329 | 286 | 320 | 258 | 265 | 355 | 332 | 376 | 348 | 405 | 155 | 3,429 | 231 | 3,350 | -76 | -33% |
| Wireless Usage by Session | 1,271 | 1,258 | 1,370 | 1,368 | 1,480 | 1,360 | 1,328 | 1,229 | 1,288 | 1,507 | 1,243 | 14,702 | 1,357 | 14,342 | -114 | -8% |
| Youth Programs | 17 | 31 | 35 | 26 | 92 | 42 | 19 | 17 | 20 | 34 | 22 | 355 | 25 | 362 | -3 | -12% |
| Youth Program Attendance | 328 | 889 | 936 | 521 | 2,408 | 2,156 | 511 | 1,750 | 388 | 1,596 | 542 | 12,025 | 670 | 13,062 | -128 | -19% |
| Adult Programs | 16 | 16 | 16 | 19 | 15 | 11 | 13 | 14 | 12 | 19 | 13 | 164 | 18 | 176 | -5 | -28% |
| Adult Program Attendance | 139 | 110 | 127 | 134 | 113 | 105 | 188 | 129 | 85 | 225 | 119 | 1,474 | 160 | 1,871 | -41 | -26% |
| General Interest Programs | 8 | 5 | 14 | 10 | 7 | 18 | 19 | 8 | 9 | 12 | 8 | 118 | 11 | 98 | -3 | -27% |
| General Interest Attendance | 582 | 154 | 2,948 | 1,005 | 406 | 1,494 | 1,931 | 569 | 961 | 2,175 | 678 | 12,903 | 411 | 9,683 | 267 | 65% |
| Meeting Room Usage | 58 | 74 | 91 | 70 | 60 | 66 | 125 | 55 | 60 | 84 | 85 | 828 | 87 | 744 | -2 | -2% |
| Study Room | 135 | 190 | 161 | 168 | 151 | 105 | 65 | 100 | 107 | 139 | 110 | 1,431 | 146 | 1,663 | -36 | -25% |
| Volunteer Hours | 102 | 98 | 107 | 87 | 88 | 99 | 106 | 106 | 112 | 124 | 80 | 1,109 | 88 | 963 | -8 | -9% |
| Local History Inquiries | 18 | 12 | 16 | 9 | 13 | 15 | 11 | 12 | 10 | 14 | 14 | 144 | 9 | 127 | 5 | 58% |
| Technology Instruction 1:1 | 12 | 8 | 5 | 10 | 13 | 16 | 10 | 12 | 11 | 14 | 7 | 118 | 9 | 110 | -2 | -22% |
| Proctor | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 0 | 3 | 1 | 0% |
| Notary (service ended in May) | 2 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 6 | 3 | 16 | -3 | -100% |
| Social Statistics | 2025 Statistics | | | | | | | | | | | | 2024 Statistics | | | |
| | January | February | March | April | May | June | July | August | September | October | November | 2025 Y-T-D | November 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 | 2,604 | 2,751 | 3,392 | 31,753 | 2,481 | 31,055 | 911 | 37% |
| Facebook Followers | 8,691 | 8,710 | 8,788 | 8,802 | 8,871 | 8,955 | 9,021 | 9,090 | 9,175 | 9,340 | 9,431 | 98,874 | 70 | 1,115 | NEW STATISTIC | |
| TikTok Followers | 744 | 743 | 739 | 747 | 767 | 785 | 784 | 785 | 785 | 805 | 986 | 8,670 | 23 | 121 | 963 | 4187% |
| Instagram Followers | 914 | 918 | 927 | 929 | 929 | 933 | 929 | 932 | 935 | 942 | 945 | 10,233 | NEW | | STATISTIC | |
| Items Held by Library | 2025 Statistics | | | | | | | | | | | | 2024 Statistics | | | |
| | January | February | March | April | May | June | July | August | September | October | November | Month to Month # +/- | November 2024 | # +/- | | |
| Total Titles Held by Library | 67,633 | 67,951 | 68,411 | 68,570 | 69,229 | 69,658 | 69,927 | 70,510 | 70,604 | 70,991 | 70,837 | 159 | 67,066 | 3,771 | | |
| Total Items Held by Library | 72,130 | 72,510 | 72,724 | 72,897 | 73,585 | 74,089 | 74,371 | 75,005 | 75,113 | 75,481 | 75,348 | 173 | 71,511 | 3,837 | | |
| Kaukauna Card Holding Patrons | 10,943 | 10,943 | 11,056 | 11,056 | 11,056 | 11,056 | 11,371 | 11,371 | 11,371 | 11,569 | 11,569 | 0 | 10,943 | 626 | Quarterly Report | |

| | 2025 Statistics | 2024 Statistics | Comparing Year End |
|--------------------------------------|-----------------|-----------------|--------------------|
| Circulation | 2025 Y-T-D | 2024 Y-T-D | % +/- |
| Total Circulation and Renewal | 155,357 | 154,664 | 0.45% |
| Overdrive Usage | 33,516 | 29,219 | 14.71% |
| Hoopla Usage | 5,983 | 5,355 | 11.73% |
| Items Loaned | 40,801 | 34,267 | 19.07% |
| Items Borrowed | 44,232 | 43,245 | 2.28% |
| Teacher Packs | 28 | 28 | 0.00% |
| Door Count | 108,137 | 109,887 | -1.59% |

| Services | 2025 Y-T-D | 2024 Y-T-D | % +/- |
|-------------------------------|------------|------------|---------|
| Public Internet Usage/Hr. | 3,672 | 3,581 | 2.54% |
| Wireless Usage by Session | 15,856 | 15,634 | 1.42% |
| Youth Programs | 382 | 385 | -0.78% |
| Youth Program Attendance | 12,480 | 13,606 | -8.28% |
| Adult Programs | 176 | 190 | -7.37% |
| Adult Program Attendance | 1,578 | 1,977 | -20.18% |
| General Interest Programs | 129 | 104 | 24.04% |
| General Interest Attendance | 13,539 | 9,927 | 36.39% |
| Meeting Room Usage | 895 | 808 | 10.77% |
| Study Room | 1,539 | 1,762 | -12.66% |
| Volunteer Hours | 1,206 | 1,042 | 15.79% |
| Local History Inquiries | 156 | 137 | 13.87% |
| Technology Instruction 1:1 | 122 | 125 | -2.40% |
| Proctor | 3 | 3 | 0.00% |
| Notary (service ended in May) | 6 | 18 | -66.67% |

| Social Statistics | 2025 Y-T-D | 2024 Y-T-D | % +/- |
|---------------------|------------|------------|-----------|
| Website Views | 35,181 | 33,639 | 4.58% |
| Facebook Followers | 108,558 | 441 | 24516.33% |
| TikTok Followers | 9,663 | 1,167 | 728.02% |
| Instagram Followers | 11,182 | NEW | |

| Items Held by Library | Month to Month # +/- | # +/- | % +/- |
|-------------------------------|----------------------|-------|-------|
| Total Titles Held by Library | 159 | 3,709 | 6% |
| Total Items Held by Library | 173 | 3,720 | 5% |
| Kaukauna Card Holding Patrons | 0 | 749 | 7% |