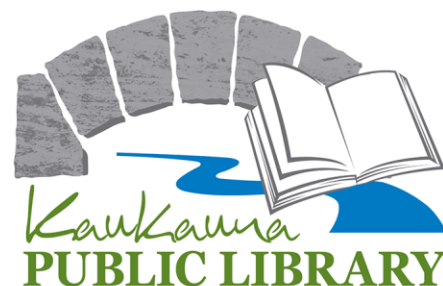


LIBRARY BOARD MEETING

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>

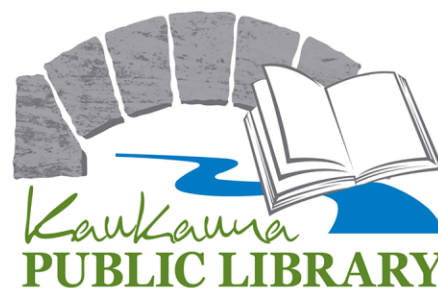
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LIBRARY BOARD MEETING MINUTES

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. Fallona. Motion carried; all in favor.

Minutes prepared by A. Thiem-Menning.

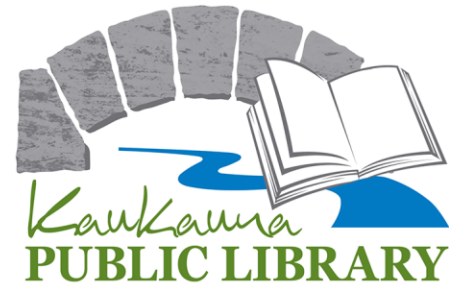


SPECIAL LIBRARY BOARD MEETING MINUTES

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. Fallona, 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

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

Item 4.d.

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						\$16,141.49		
Total - 5000 - Personnel Services						\$63,656.42		
5003 - Non-Personnel Services								
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		

8

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 Lawnscaoping, 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.8f570a13-0bε 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-ca' 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.ec2f29d6-68ε V1328 Premium Waters, Inc.		\$66.93	Spencer Heise - Library water refill purchase.	General Fund - 101
Credit Card	11/13/2025	Nov 2025	RAMP.dc495185-9ε 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

Item 4.d.

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					\$2,128.77		
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					\$247.96		
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					\$20.78		
Total - 5007 - Supplies					\$2,634.84		
Total - 5003 - Non-Personnel Services					\$27,266.29		
Total - Expense					\$90,922.71		
Net Income					(\$90,922.71)		

Item 4.d.

Kaukauna Public Library

2025 Revenue Report

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

Item 4.e.

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)		
Total - 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 - 101

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		
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-5687-4cd	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

Item 4.e.

Vendor Invoice	12/11/2025	Dec 2025	92717197	V0323 Ingram	\$20.04	Books	General Fund - 101
Vendor Invoice	12/11/2025	Dec 2025	92717200	V0323 Ingram	\$113.11	Books	General Fund - 101
Vendor Invoice	12/11/2025	Dec 2025	92717195	V0323 Ingram	\$17.42	Books	General Fund - 101
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-4f8j	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					\$3,620.49		
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					\$63.21		
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					\$35.96		
Total - 5007 - Supplies					\$4,051.49		
Total - 5003 - Non-Personnel Services					\$32,805.23		
Total - Expense					\$130,204.38		
Net Income					(\$130,204.38)		

Item 4.e.

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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%

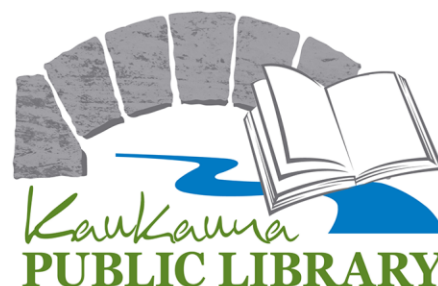
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Kaukauna Public Library Study Room Policy

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



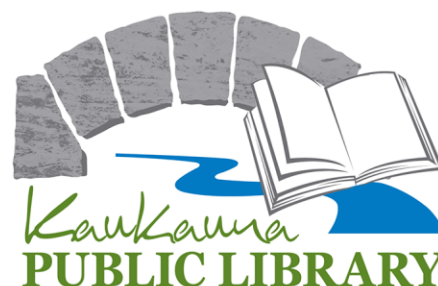
The City is closing the 2025 budget on January 31, 2026. We have been waiting to generate the December expenditure report for the last few remaining items that need to come from 2025. I will update at the meeting whether it is a draft or the actual for December.

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.

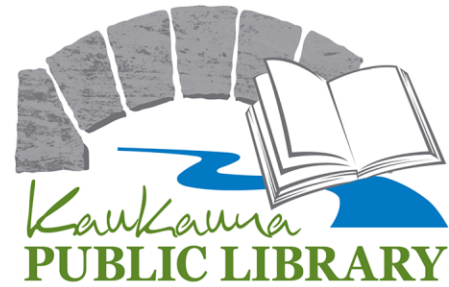
Kaukauna Dollar Tree also donated some small toys to the library, and we were able to make 56 small stocking stuffer bags for families in need with the donation.

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.

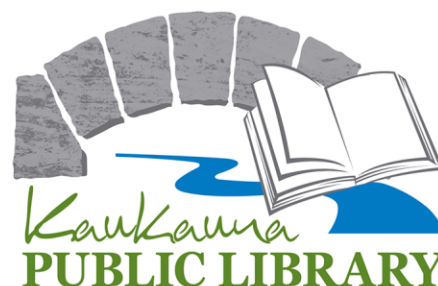
Bulk Crayon Pack
Activity Sensory Tray with Stand
Resin Specimen Bugs
STEM Angler Fish
STEM Math Link Builders
Art Bin Storage Box
Mancala
Washable Baby Doll Pajamas
Soft Touch Baby Dolls
3D Printer Stand
Canvas Boards
Mobile Charging Station
Lava Rock Beads
Dried Floral Stems
Foam Mats Interlocking
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.

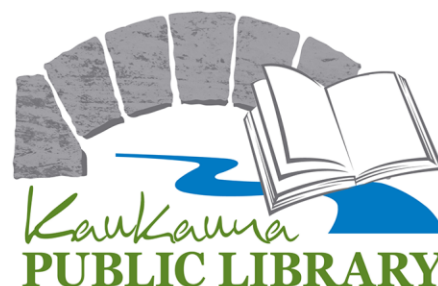
We ended the year with OverDrive increasing 14% and Hoopla increasing 6% in circulation. Roughly one fourth of our circulation was electronic material in 2025 and spending on electronic materials was only roughly 17%, which means we need to ensure moving forward that we are allocating closer to one fourth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

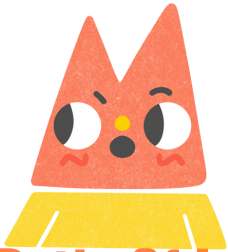
Holds Filled Subject/ Total Holds Filled



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)

Item 6.b.

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

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

2025 Statistics	2024 Statistics
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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	2,754	33,516	2,250	29,219	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	3,684	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	108,137	7,790	109,887	-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	258	265	355	332	376	348	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	15,634	-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	-16%
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	188	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	392	161%
Meeting Room Usage	58	74	91	70	60	66	125	55	60	84	85	67	895	64	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	97	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	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	% +/-
Website 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	70,604	70,991	70,837	70,808	159	67,099	3,709		
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	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	

2025 Statistics												2024 Statistics	
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Circulation	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	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	56%
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	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	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%