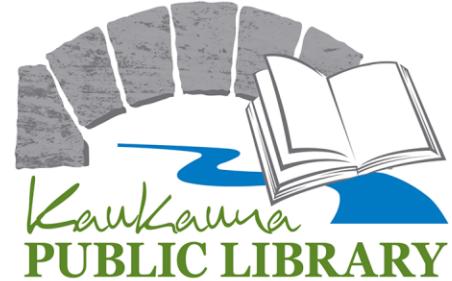


# LIBRARY BOARD MEETING

City of Kaukauna  
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna



Tuesday, February 24, 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, January 27, 2026
  - b. Bill Register January 2026
5. Action Items
  - a. Approve the 2025 DPI Report
6. Information Items
  - a. Directors Report
  - b. Assistant Director Report
  - c. Youth Services Librarian Report
  - d. Trustee Topic: Chapter 5
  - e. 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

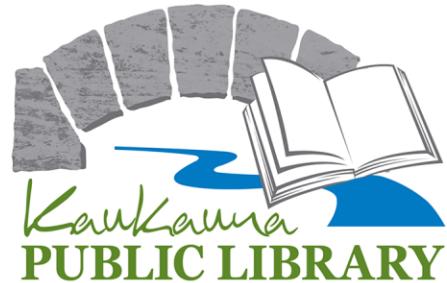
<https://us06web.zoom.us/j/83436123275>

Meeting ID: 834-3612-3275

Passcode: 54130

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

207 Thilmany Rd STE 200, Kaukauna



Tuesday, January 27, 2026 at 5:30 PM

**Library Board Room In-Person & Zoom Teleconference Hybrid Meeting**

1. Call meeting to order
  - a. The meeting was called to order by President Neumeier at 5:30p.
2. Roll call of membership
  - a. Present: A. Neumeier, J. Van De Hey, J. Vondracek, C. Fallon, M.J. Kilgas, C. Van Boxtel, J. Lucas, & P. Davis
  - b. Excused: D. Tatro
  - c. Also present: A. Thiem-Menning & J. Berven
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
    - i. M.J. Kilgas made a motion to approve the Consent Agenda, seconded by C. Fallon. Motion carried; all in favor.
5. Action Items
  - a. Update Study Room Policy
    - i. C. Van Boxtel made a motion to update the Study Room Policy, seconded by P. Davis. Motion carried: all in favor.
6. Information Items
  - a. Directors Report
  - b. Adult Services Librarian Report
    - i. The Board noted the 3% increase in circulation for the calendar year.
  - c. Youth Services Librarian Report
  - d. Local Historian Report
  - e. Trustee Topic: Chapter 4

- i. A. Thiem-Menning noted that DPI has not updated the Trustee Handbook, but when it is updated, the slides will change as they have been cycled through for new Board members since 2020.
- f. Statistics
  - i. J. Vondracek made a motion to place the reports on file, seconded by J. Van De Hey. Motion carried: all in favor.

7. Adjournment

- a. J. Van De Hey made a motion to adjourn at 6:50p, seconded by C. Fallon. Motion carried: all in favor.

Meeting Minutes prepared by: A. Thiem-Menning



**Kaukauna Public Library**  
*2026 Revenue Report*

Total Fines	Computer	Faxes	Laminating	Total Library Generated Revenue	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Winnebago County Appropriation	Total County Allocations	Total Library Revenue to City	Lost/Replacement Bills Transferred to Materials
	Printing/ Photocopies										
January	\$ 1.28	\$ 410.07	\$ 69.25	\$ -	\$ 480.60					\$ 480.60	\$ 36.62
<b>Totals</b>	<b>\$ 1.28</b>	<b>\$ 410.07</b>	<b>\$ 69.25</b>	<b>\$ -</b>	<b>\$ 480.60</b>					<b>\$ 0.00</b>	<b>\$ 36.62</b>

As Financial Secretary I have reviewed and approved this report:

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Joseph Lucas  
 Financial Secretary

**City of Kaukauna**  
**City - Income Statement Detail**  
**Jan 2026**

Item 4.b.

Financial Row	Type	Date	Posting Period	Document Number	Name	Amount Description	Fund
<b>Expense</b>							
5000 - Personnel Services							
5001 - Wages & Salaries							
5101 - Regular Payroll							
Journal	1/1/2026	Jan 2026		JE1027		(\$12,256.58) Payroll Accrual @ 12/31/25	General Fund - 101
Journal	1/15/2026	Jan 2026		JE1087		\$24,513.16 Gross Earnings	General Fur
Journal	1/29/2026	Jan 2026		JE1088		\$23,733.70 Gross Earnings	General Fur
<b>Total - 5101 - Regular Payroll</b>						<b>\$35,990.28</b>	
5104 - Temporary Payroll							
Journal	1/1/2026	Jan 2026		JE1027		(\$758.58) Payroll Accrual @ 12/31/25	General Fur
Journal	1/15/2026	Jan 2026		JE1087		\$1,517.15 Seasonal	General Fur
Journal	1/29/2026	Jan 2026		JE1088		\$2,730.27 Seasonal	General Fur
<b>Total - 5104 - Temporary Payroll</b>						<b>\$3,488.84</b>	
Total - 5001 - Wages & Salaries						<b>\$39,479.12</b>	
5002 - Fringe Benefits							
5151 - Retirement Plan							
Journal	1/1/2026	Jan 2026		JE1027		(\$730.38) Payroll Accrual @ 12/31/25	General Fur
Journal	1/15/2026	Jan 2026		JE1087		\$1,460.75 ERWRSGen	General Fur
Journal	1/29/2026	Jan 2026		JE1088		\$1,411.84 ERWRSGen	General Fur
<b>Total - 5151 - Retirement Plan</b>						<b>\$2,142.21</b>	
5152 - Residency							
Journal	1/1/2026	Jan 2026		JE1027		(\$127.58) Payroll Accrual @ 12/31/25	General Fur
Journal	1/15/2026	Jan 2026		JE1087		\$255.15 401a	General Fur
Journal	1/29/2026	Jan 2026		JE1088		\$256.45 401a	General Fur
<b>Total - 5152 - Residency</b>						<b>\$384.02</b>	
5154 - Social Security							
Journal	1/1/2026	Jan 2026		JE1027		(\$767.07) Payroll Accrual @ 12/31/25	General Fur
Journal	1/15/2026	Jan 2026		JE1087		\$1,175.87 Employer Social Security Expense	General Fur
Journal	1/15/2026	Jan 2026		JE1087		\$358.25 Employer Medicare Expense	General Fur
Journal	1/29/2026	Jan 2026		JE1088		\$364.55 Employer Medicare Expense	General Fur
Journal	1/29/2026	Jan 2026		JE1088		\$1,133.76 Employer Social Security Expense	General Fur
<b>Total - 5154 - Social Security</b>						<b>\$2,265.36</b>	
5157 - Group Health Insurance							
Journal	1/15/2026	Jan 2026		JE1087		\$4,917.72 ER Health	General Fur
Journal	1/15/2026	Jan 2026		JE1087		\$219.00 HRA Monthly	General Fur
Journal	1/29/2026	Jan 2026		JE1088		\$4,917.72 ER Health	General Fur
Journal	1/29/2026	Jan 2026		JE1088		\$3,600.00 HRA Annual	General Fur
<b>Total - 5157 - Group Health Insurance</b>						<b>\$13,654.44</b>	
5160 - Group Life Insurance							
Journal	1/15/2026	Jan 2026		JE1087		\$26.93 ER Life	General Fur
Journal	1/29/2026	Jan 2026		JE1088		\$26.93 ER Life	General Fur
<b>Total - 5160 - Group Life Insurance</b>						<b>\$53.86</b>	
5163 - Workers Compensation							
Journal	1/15/2026	Jan 2026		JE1087		\$5.69 WC Field	General Fur
Journal	1/15/2026	Jan 2026		JE1087		\$41.29 WC Admin	General Fur
Journal	1/29/2026	Jan 2026		JE1088		\$41.64 WC Admin	General Fur
Journal	1/29/2026	Jan 2026		JE1088		\$10.44 WC Field	General Fur
<b>Total - 5163 - Workers Compensation</b>						<b>\$99.06</b>	
Total - 5002 - Fringe Benefits						<b>\$18,598.95</b>	
Total - 5000 - Personnel Services						<b>\$58,078.07</b>	
5003 - Non-Personnel Services							
5004 - Travel/Training							
5208 - Travel - City Business							
Credit Card	1/8/2026	Jan 2026		RAMP.f1dfac28-24b8-4V1207 Miscellaneous Retail Vendor (Ramp)		\$598.24 Ashley Thiem-Menning - Hotel for library travel	General Fur
Credit Card	1/8/2026	Jan 2026		RAMP.7e3dd638-48dcV1207 Miscellaneous Retail Vendor (Ramp)		\$598.24 Ashley Thiem-Menning - Library staff travel lodging	General Fur
<b>Total - 5208 - Travel - City Business</b>						<b>\$1,196.48</b>	
5211 - Education & Memberships							

Credit Card	1/8/2026	Jan 2026	RAMP.f70074c1-04b3-V1207 Miscellaneous Retail Vendor (Ramp)	\$215.00 Sarah Wroblewski - Annual professional membership dues	General Fund - 101
Credit Card	1/9/2026	Jan 2026	RAMP.785bf37a-5240-V1207 Miscellaneous Retail Vendor (Ramp)	\$120.00 James Berven - Annual professional membership dues	General Fund
Credit Card	1/9/2026	Jan 2026	RAMP.910b3654-abb4-V1207 Miscellaneous Retail Vendor (Ramp)	\$364.00 Ashley Thiem-Menning - Conference registration fees	General Fund
Credit Card	1/9/2026	Jan 2026	RAMP.187cff51-ff06-4tV1207 Miscellaneous Retail Vendor (Ramp)	\$215.00 Ashley Thiem-Menning - Annual professional membership dues	General Fund
Credit Card	1/9/2026	Jan 2026	RAMP.88a3ca10-4222 V1207 Miscellaneous Retail Vendor (Ramp)	\$259.00 James Berven - Conference registration fee	General Fund
Credit Card	1/12/2026	Jan 2026	RAMP.d0c15136-7dc8-V1207 Miscellaneous Retail Vendor (Ramp)	\$364.00 Sarah Wroblewski - Library conference registration fee	General Fund
<b>Total - 5211 - Education &amp; Memberships</b>				<b>\$1,537.00</b>	
<b>Total - 5004 - Travel/Training</b>				<b>\$2,733.48</b>	
<b>5006 - Purchased Services</b>					
<b>5303 - Communications</b>					
Credit Card	1/11/2026	Jan 2026	RAMP.be48e011-0aca V0755 T-Mobile	\$29.91 Library mobile communication services	General Fund
Journal	1/29/2026	Jan 2026	JE1088	\$25.00 Cell Reimb	General Fund
<b>Total - 5303 - Communications</b>				<b>\$54.91</b>	
<b>5309 - Water Sewer &amp; Electric</b>					
Vendor Invoice	1/23/2026	Jan 2026	500114-01 2026-01-23 V0383 Kaukauna Utilities	\$1,042.33 Water, Sewer, & Electric	General Fund
<b>Total - 5309 - Water Sewer &amp; Electric</b>				<b>\$1,042.33</b>	
<b>5312 - Maintenance - Buildings</b>					
Vendor Invoice	1/15/2026	Jan 2026	26955	\$396.43 Boardroom - HDMI Extender & Labor	General Fund
Vendor Invoice	1/20/2026	Jan 2026	January 2026	\$9,183.00 Maintenance - Jan. 2026	General Fund
<b>Total - 5312 - Maintenance - Buildings</b>				<b>\$9,579.43</b>	
<b>5313 - Lease - Buildings</b>					
Vendor Invoice	1/20/2026	Jan 2026	January 2026	\$11,993.00 Rent - Jan. 2026	General Fund
<b>Total - 5313 - Lease - Buildings</b>				<b>\$11,993.00</b>	
<b>5325 - Contractual Services</b>					
Vendor Invoice	1/1/2026	Jan 2026	02-43067	\$2,277.40 Monthly Contract Janitorial Services for the month of the invoice date Per contract effective 01/19/2024	General Fund
Vendor Invoice	1/15/2026	Jan 2026	433348	\$103.09 Toilet Paper & Paper Towel	General Fund
<b>Total - 5325 - Contractual Services</b>				<b>\$2,380.49</b>	
<b>5328 - Advertising</b>					
Credit Card	1/3/2026	Jan 2026	RAMP.e58acd87-512e V1404 Mailchimp	\$23.76 Ashley Thiem-Menning - Library newsletter email service	General Fund
<b>Total - 5328 - Advertising</b>				<b>\$23.76</b>	
<b>Total - 5006 - Purchased Services</b>				<b>\$25,073.92</b>	
<b>5007 - Supplies</b>					
<b>5401 - Office Supplies</b>					
Credit Card	1/3/2026	Jan 2026	RAMP.38d3d5cd-a117 V1328 Premium Waters, Inc.	\$72.93 Spencer Heise - Library water refill purchase.	General Fund
Credit Card	1/6/2026	Jan 2026	RAMP.ece6d7bc-d523 V1207 Miscellaneous Retail Vendor (Ramp)	\$19.88 Spencer Heise - replacement cabinet keys	General Fund
Credit Card	1/7/2026	Jan 2026	RAMP.522b7a43-7af4-V0431 Lowe's	\$15.80 James Berven - Office Supplies	General Fund
Credit Card	1/14/2026	Jan 2026	RAMP.414bcb79-d040 V1173 Amazon	\$259.74 Spencer Heise - Office supplies purchase	General Fund
Credit Card	1/14/2026	Jan 2026	RAMP.d204de4e-4465 V1173 Amazon	\$36.61 Spencer Heise - Office supplies purchase	General Fund
Credit Card	1/14/2026	Jan 2026	RAMP.62799545-7a10 V0006 Complete Office of Wisconsin	\$70.73 Spencer Heise - General office supplies less tape core replacements	General Fund
Credit Card	1/15/2026	Jan 2026	RAMP.d564bfbc-6165-V0006 Complete Office of Wisconsin	\$2.24 Spencer Heise - from \$72.97 order...shipped separate	General Fund
Credit Card	1/19/2026	Jan 2026	RAMP.82353c74-41a2 V0006 Complete Office of Wisconsin	\$249.94 Spencer Heise - office supplies	General Fund
CCard Refund	1/20/2026	Jan 2026	RAMP.2c777f70-450c-V1173 Amazon	(\$39.96) Spencer Heise - Refund for Office supplies purchase	General Fund
<b>Total - 5401 - Office Supplies</b>				<b>\$687.91</b>	
<b>5431 - Postage</b>					
Credit Card	1/2/2026	Jan 2026	RAMP.d147a1c8-9c98 V0680 U.S. Postal Service - Postmaster	\$1,443.25 Spencer Heise - Bulk library mail postage	General Fund
Credit Card	1/7/2026	Jan 2026	RAMP.bfaa99bd-cb6f-4tV0680 U.S. Postal Service - Postmaster	\$234.00 Ashley Thiem-Menning - Postage for library mailing	General Fund
Credit Card	1/15/2026	Jan 2026	RAMP.ae8d442b-4330 V0680 U.S. Postal Service - Postmaster	\$5.22 Spencer Heise - library mail	General Fund
<b>Total - 5431 - Postage</b>				<b>\$1,682.47</b>	
<b>5441 - Library Materials</b>					
Credit Card	1/6/2026	Jan 2026	RAMP.598a8099-aa75 V1173 Amazon	\$26.95 Spencer Heise - Library book purchases	General Fund
Vendor Invoice	1/6/2026	Jan 2026	93451964	\$20.82 Books	General Fund
Vendor Invoice	1/6/2026	Jan 2026	93451967	\$15.26 Books	General Fund
Vendor Invoice	1/6/2026	Jan 2026	93451969	\$19.56 Books	General Fund
Vendor Invoice	1/6/2026	Jan 2026	93451966	\$42.01 Books	General Fund
Vendor Invoice	1/6/2026	Jan 2026	93451968	\$12.97 Books	General Fund
Vendor Invoice	1/6/2026	Jan 2026	93451965	\$12.41 Books	General Fund
Vendor Invoice	1/6/2026	Jan 2026	93451961	\$12.92 Books	General Fund
Vendor Invoice	1/6/2026	Jan 2026	93451960	\$36.19 Books	General Fund
Vendor Invoice	1/6/2026	Jan 2026	93451963	\$36.57 Books	General Fund
Vendor Invoice	1/6/2026	Jan 2026	93451962	\$10.82 Books	General Fund
Credit Card	1/7/2026	Jan 2026	RAMP.fe04d3bd-a5dd-V1642 Target	\$69.99 James Berven - Materials	General Fund
Vendor Invoice	1/7/2026	Jan 2026	4747	\$5,818.73 2026 WPLC Buying Pool & Office 365	General Fund

Credit Card	1/8/2026	Jan 2026	RAMP.1cd38279-11e0V0651	The Wall Street Journal	\$68.56	Spencer Heise - newspaper subscription	General Fund - 101
Vendor Invoice	1/8/2026	Jan 2026	93529242	V0323 Ingram	\$10.35	Books	General Fur
Vendor Invoice	1/9/2026	Jan 2026	93576701	V0323 Ingram	\$16.49	Books	General Fur
Credit Card	1/11/2026	Jan 2026	RAMP.be48e011-0aca	V0755 T-Mobile	\$339.89	Library mobile communication services	Item 4.b.
Vendor Invoice	1/12/2026	Jan 2026	CAL354620I	V0134 Cavendish Square	\$119.61	Library Materials	General Fur
Vendor Invoice	1/15/2026	Jan 2026	2026 Subscription	V0700 Voyageur Magazine	\$25.00	Annual Subscription - 2026	General Fur
Vendor Invoice	1/15/2026	Jan 2026	PC0078034 2026	V0281 Gannett Wisconsin Media	\$772.94	02/01/26 - 01/31/27 Subscription	General Fur
Vendor Invoice	1/16/2026	Jan 2026	508313476	V0472 Midwest Tape	\$797.30	Digital Library Materials	General Fur
Vendor Invoice	1/16/2026	Jan 2026	508313477	V0472 Midwest Tape	\$131.97	Digital Library Materials	General Fur
Credit Card	1/18/2026	Jan 2026	RAMP.ccc05879-a1c4-V1642	Target	\$99.98	James Berven - Library materials purchase	General Fur
Vendor Invoice	1/20/2026	Jan 2026	93839066	V0323 Ingram	\$19.24	Books	General Fur
Vendor Invoice	1/20/2026	Jan 2026	93839063	V0323 Ingram	\$19.24	Books	General Fur
Vendor Invoice	1/20/2026	Jan 2026	93839064	V0323 Ingram	\$38.66	Books	General Fur
Vendor Invoice	1/20/2026	Jan 2026	93839065	V0323 Ingram	\$20.05	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879896	V0323 Ingram	\$41.90	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862792	V0323 Ingram	\$179.87	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879906	V0323 Ingram	\$63.75	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862790	V0323 Ingram	\$63.38	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862771	V0323 Ingram	\$155.20	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862794	V0323 Ingram	\$446.26	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862786	V0323 Ingram	\$52.05	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862788	V0323 Ingram	\$30.17	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879891	V0323 Ingram	\$17.38	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879903	V0323 Ingram	\$15.97	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862781	V0323 Ingram	\$783.86	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862787	V0323 Ingram	\$165.77	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879894	V0323 Ingram	\$107.04	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862774	V0323 Ingram	\$198.04	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862772	V0323 Ingram	\$25.52	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862795	V0323 Ingram	\$119.43	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862775	V0323 Ingram	\$31.51	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879899	V0323 Ingram	\$5.86	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879895	V0323 Ingram	\$19.40	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862791	V0323 Ingram	\$89.89	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862785	V0323 Ingram	\$79.69	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879893	V0323 Ingram	\$43.56	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862766	V0323 Ingram	\$12.76	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879900	V0323 Ingram	\$28.99	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879901	V0323 Ingram	\$13.22	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879904	V0323 Ingram	\$12.63	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862783	V0323 Ingram	\$109.26	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862789	V0323 Ingram	\$134.97	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879897	V0323 Ingram	\$55.74	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862784	V0323 Ingram	\$94.57	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862770	V0323 Ingram	\$22.87	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862782	V0323 Ingram	\$159.81	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862780	V0323 Ingram	\$300.03	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862779	V0323 Ingram	\$215.16	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862773	V0323 Ingram	\$139.17	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862769	V0323 Ingram	\$11.81	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879908	V0323 Ingram	\$17.74	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879902	V0323 Ingram	\$20.47	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862777	V0323 Ingram	\$32.26	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862793	V0323 Ingram	\$250.10	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879905	V0323 Ingram	\$66.17	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862768	V0323 Ingram	\$8.10	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862767	V0323 Ingram	\$26.74	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879892	V0323 Ingram	\$31.38	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862778	V0323 Ingram	\$88.74	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862776	V0323 Ingram	\$123.99	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93862796	V0323 Ingram	\$88.29	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879898	V0323 Ingram	\$157.17	Books	General Fur
Vendor Invoice	1/21/2026	Jan 2026	93879907	V0323 Ingram	\$12.79	Books	General Fur
Vendor Invoice	1/23/2026	Jan 2026	93947346	V0323 Ingram	\$5.87	Books	General Fur

Vendor Invoice 1/23/2026	Jan 2026	93947360	V0323 Ingram	\$35.38	Books	General Fund - 101
Vendor Invoice 1/23/2026	Jan 2026	93947348	V0323 Ingram	\$166.16	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947349	V0323 Ingram	\$14.04	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947358	V0323 Ingram	\$24.97	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947352	V0323 Ingram	\$9.33	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947357	V0323 Ingram	\$24.49	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947345	V0323 Ingram	\$12.65	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947355	V0323 Ingram	\$19.14	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947353	V0323 Ingram	\$47.16	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	508349406	V0472 Midwest Tape	\$417.26	Digital Library Materials	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947356	V0323 Ingram	\$42.88	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947344	V0323 Ingram	\$14.78	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947342	V0323 Ingram	\$12.93	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947343	V0323 Ingram	\$8.14	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947359	V0323 Ingram	\$63.71	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947354	V0323 Ingram	\$14.02	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947347	V0323 Ingram	\$15.19	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947351	V0323 Ingram	\$170.15	Books	General Fur
Vendor Invoice 1/23/2026	Jan 2026	93947350	V0323 Ingram	\$12.84	Books	General Fur
Vendor Invoice 1/27/2026	Jan 2026	93991788	V0323 Ingram	\$111.40	Books	General Fur
Vendor Invoice 1/27/2026	Jan 2026	93991790	V0323 Ingram	\$70.66	Books	General Fur
Vendor Invoice 1/27/2026	Jan 2026	CAL3548461	V0134 Cavendish Square	\$186.03	Library Materials	General Fur
Vendor Invoice 1/27/2026	Jan 2026	93991789	V0323 Ingram	\$174.67	Books	General Fur
Vendor Invoice 1/27/2026	Jan 2026	93991791	V0323 Ingram	\$14.55	Books	General Fur
Vendor Invoice 1/30/2026	Jan 2026	508376610	V0472 Midwest Tape	\$109.58	Digital Library Materials	General Fur
Vendor Invoice 1/30/2026	Jan 2026	508370958	V0472 Midwest Tape	\$179.96	Digital Library Materials	General Fur
Vendor Invoice 1/31/2026	Jan 2026	508387949	V0472 Midwest Tape	\$1,351.99	Digital Library Materials	General Fur
<b>Total - 5441 - Library Materials</b>				<b>\$16,914.84</b>		
<b>5442 - Service Contracts</b>						
Vendor Invoice 1/1/2026	Jan 2026	1759	V0663 TOG Development LLC	\$1,080.00	Local Hop 2026	General Fur
Credit Card	1/6/2026	RAMP.0fbdc30d-c510-V1173 Amazon		\$51.87	Spencer Heise - LH supplies	General Fur
Vendor Invoice 1/8/2026	Jan 2026	504801	V1501 WiLS	\$740.25	WiLS Newspaper Archive 2026	General Fur
Credit Card	1/21/2026	RAMP.897a5f81-f624-V1207 Miscellaneous Retail Vendor (Ramp)		\$136.99	James Berven - Library journal subscription materials	General Fur
Credit Card	1/23/2026	RAMP.38979a2e-7d6aV1207 Miscellaneous Retail Vendor (Ramp)		\$13.99	Spencer Heise - YouTube Premium for programs	General Fur
<b>Total - 5442 - Service Contracts</b>				<b>\$2,023.10</b>		
<b>5444 - Library Programs</b>						
Credit Card	1/2/2026	RAMP.db65d559-0ffa-V1173 Amazon		\$53.14	James Berven - Library programming event supplies	General Fur
Credit Card	1/7/2026	RAMP.f175600f-8ee8-V1173 Amazon		\$29.95	James Berven - Programming	General Fur
Credit Card	1/8/2026	RAMP.6503c2d9-c14e-V1173 Amazon		\$19.87	Sarah Wroblewski - Supplies for library programs	General Fur
Credit Card	1/8/2026	RAMP.43f8268d-d30b-V1173 Amazon		\$32.31	Sarah Wroblewski - Library program supplies	General Fur
Credit Card	1/13/2026	RAMP.6eccc83d-cee2-V1442 Dollar Tree		\$13.19	Sarah Wroblewski - Supplies for library programs	General Fur
Credit Card	1/15/2026	RAMP.02713846-8195V1173 Amazon		\$12.69	Sarah Wroblewski - Supplies for library programs	General Fur
Credit Card	1/16/2026	RAMP.26f25b7c-982e-V1173 Amazon		\$9.99	Sarah Wroblewski - Supplies for library programs	General Fur
Credit Card	1/18/2026	RAMP.508b76ec-eb2b-V1173 Amazon		\$67.11	Sarah Wroblewski - Supplies for library programs	General Fur
Credit Card	1/19/2026	RAMP.be995ac0-8e55V1173 Amazon		\$19.97	Sarah Wroblewski - Supplies for library programs	General Fur
Credit Card	1/20/2026	RAMP.1b5685f2-4840-V1173 Amazon		\$9.97	James Berven - Supplies for library programming	General Fur
Credit Card	1/21/2026	RAMP.477cf939-c932-V1173 Amazon		\$95.99	Sarah Wroblewski - Supplies for library programs	General Fur
<b>Total - 5444 - Library Programs</b>				<b>\$364.18</b>		
<b>5499 - Miscellaneous</b>						
Credit Card	1/23/2026	RAMP.d9c426be-eab1V1197 Miscellaneous Food Vendor (Ramp)		\$5.90	Ashley Thiem-Menning - staff training	General Fur
<b>Total - 5499 - Miscellaneous</b>				<b>\$5.90</b>		
<b>Total - 5007 - Supplies</b>				<b>\$21,678.40</b>		
<b>Total - 5003 - Non-Personnel Services</b>				<b>\$49,485.80</b>		
<b>5008 - Outlay</b>						
<b>5801 - Land &amp; Buildings</b>						
Journal	1/1/2026	Jan 2026	JE1072		(\$8,360.70) Contracts Payable 12-31-2025 (Project 24-1330)	Buildings & Misc. Capital - 423
<b>Total - 5801 - Land &amp; Buildings</b>				<b>(\$8,360.70)</b>		
<b>5804 - Equipment (including Office)</b>						
Credit Card	1/12/2026	Jan 2026	RAMP.25c56919-482f-V1207 Miscellaneous Retail Vendor (Ramp)	\$305.73	Sarah Wroblewski - Programming Easel	General Fur
<b>Total - 5804 - Equipment (including Office)</b>				<b>\$305.73</b>		
<b>Total - 5008 - Outlay</b>				<b>(\$8,054.97)</b>		
<b>Total - Expense</b>				<b>\$99,508.90</b>		
<b>Net Income</b>				<b>(\$99,508.90)</b>		

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

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
<b>Expense</b>				
5000 - Personnel Services				
5001 - Wages & Salaries				
5101 - Regular Payroll	\$60,411.03	\$696,911.56	(\$636,500.53)	8.67%
5104 - Temporary Payroll	\$5,891.55	\$36,000.00	(\$30,108.45)	16.37%
Total - 5001 - Wages & Salaries	\$66,302.58	\$732,911.56	(\$666,608.98)	9.05%
5002 - Fringe Benefits				
5151 - Retirement Plan	\$3,577.03	\$42,565.18	(\$38,988.15)	8.40%
5152 - Residency	\$494.17	\$12,728.21	(\$12,234.04)	3.88%
5154 - Social Security	\$3,788.61	\$47,280.38	(\$43,491.77)	8.01%
5157 - Group Health Insurance	\$18,791.16	\$153,755.24	(\$134,964.08)	12.22%
5160 - Group Life Insurance	\$80.79	\$849.00	(\$768.21)	9.52%
5163 - Workers Compensation	\$150.96	\$1,173.07	(\$1,022.11)	12.87%
Total - 5002 - Fringe Benefits	\$26,882.72	\$258,351.08	(\$231,468.36)	10.41%
Total - 5000 - Personnel Services	\$93,185.30	\$991,262.64	(\$898,077.34)	9.40%
5003 - Non-Personnel Services				
5004 - Travel/Training				
5208 - Travel - City Business	\$1,196.48	\$6,708.00	(\$5,511.52)	17.84%
5211 - Education & Memberships	\$1,537.00	\$3,371.00	(\$1,834.00)	45.59%
Total - 5004 - Travel/Training	\$2,733.48	\$10,079.00	(\$7,345.52)	27.12%
5006 - Purchased Services				
5303 - Communications	\$54.91	\$960.00	(\$905.09)	5.72%
5306 - Heating Fuels	\$1,825.97	\$7,000.00	(\$5,174.03)	26.09%
5309 - Water Sewer & Electric	\$1,042.33	\$16,325.00	(\$15,282.67)	6.38%
5312 - Maintenance - Buildings	\$18,819.18	\$120,000.00	(\$101,180.82)	15.68%
5313 - Lease - Buildings	\$23,986.00	\$143,916.00	(\$119,930.00)	16.67%
5325 - Contractual Services	\$4,657.89	\$38,397.14	(\$33,739.25)	12.13%
5328 - Advertising	\$61.51	\$3,050.00	(\$2,988.49)	2.02%
5331 - General Insurance	\$0.00	\$8,456.00	(\$8,456.00)	0.00%
5332 - Shared Service Allocation	\$0.00	\$129,613.00	(\$129,613.00)	0.00%
Total - 5006 - Purchased Services	\$50,447.79	\$467,717.14	(\$417,269.35)	10.79%
5007 - Supplies				
5401 - Office Supplies	\$1,125.99	\$7,500.00	(\$6,374.01)	15.01%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5422 - Data Processing Supplies	\$395.85	\$8,500.00	(\$8,104.15)	4.66%
5431 - Postage	\$1,694.52	\$2,250.00	(\$555.48)	75.31%
5441 - Library Materials	\$22,169.59	\$122,552.00	(\$100,382.41)	18.09%
5442 - Service Contracts	\$2,714.41	\$55,000.00	(\$52,285.59)	4.94%
5444 - Library Programs	\$1,056.06	\$8,000.00	(\$6,943.94)	13.20%
5499 - Miscellaneous	\$5.90	\$2,000.00	(\$1,994.10)	0.30%
Total - 5007 - Supplies	\$29,162.32	\$206,602.00	(\$177,439.68)	14.12%
Total - 5003 - Non-Personnel Services	\$82,343.59	\$684,398.14	(\$602,054.55)	12.03%
5008 - Outlay				
5801 - Land & Buildings	(\$8,360.70)	\$0.00	(\$8,360.70)	0.00%
5804 - Equipment (including Office)	\$305.73	\$9,500.00	(\$9,194.27)	3.22%
Total - 5008 - Outlay	(\$8,054.97)	\$9,500.00	(\$17,554.97)	-84.79%

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Total - Expense	\$167,473.92	\$1,685,160.78	(\$1,517,686.86)	9.94%
Net Income	(\$167,473.92)	(\$1,685,160.78)	\$1,517,686.86	9.94%



Wisconsin Department of Public Instruction  
**PUBLIC LIBRARY ANNUAL REPORT**  
PI-2401 (Rev. 11-25)  
S. 43.05(4) & 43.58(6)  
**FOR THE YEAR 2025**

**INSTRUCTIONS:** Complete and return electronic, signed copy of Item 5.a. and attachments to the library system. Confirm with the library system that printed, signed copies are required.

Board-approved, signed annual reports for 2025 are due to the DPI Division for Libraries and Technology no later than March 1, 2026.

**I. GENERAL INFORMATION**

1. Name of Library  Kaukauna Public Library		2. Public Library System  Outagamie Waupaca Library System		
3b. Head Librarian First Name  Ashley	3c. Head Librarian Last Name  Thiem-Menning	4a. Certification Grade  Grade 1	4b. Certification Type  Regular	5. Certification Expiration Date  3/31/2029
6a. Street Address  207 Thilmany Rd., Suite 200	6b. Mailing Address or PO Box	7. City / Village / Town  Kaukauna	8a. ZIP  54130	8b. ZIP4  2244
10. Library Phone Number  9207666340	11. Fax Number  (920)766-6343	12. Library E-mail Address of Director  athiem-menning@kaukauna.gov		
13. Library Website URL  www.kaukaunalibrary.org/		14. No. of Branches  0	15. No. of Bookmobiles Owned  0	16. No. of Other Public Service Outlets  0
17. Does your library operate a books-by-mail program?  <b>No</b>	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53?  <b>No</b>			
20. Square Footage of Public Library  26,600	21a. Did your library or a branch move to a new facility during the fiscal year?  <b>No</b>	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year?  <b>Yes</b>	22. UEI Number	

**HOURS OF OPERATION**

	Standard Service with No Restrictions on Building Access	Limited Service	Staff Only (No interior service for the public)
19a. Winter hours open per week	61	0	0
19b. Number of winter weeks	37	0	0
19c. Summer hours open per week	61	0	0
19d. Number of summer weeks	15	0	0
19e. Total weeks per year	52	0	0
19f. Total hours per year for this location	3,172	0	0

		II. LIBRARY COLLECTIONS			
			a. Number Owned / Leased	b. Number Added	
1. Books in Print			63,087	6,342	
2. Physical Subscriptions			50		
3. Physical Audio Materials			2,930	9	
4. Physical Video Materials			7,525	521	
5. Other Physical Materials			958		
6. Total Physical Items in Collection			74,500		
			Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State
7. E-books			Yes	Yes	No
8. E-serials			No	Yes	No
9. E-audio			Yes	Yes	No
10. E-video			Yes	No	No
11. Research Databases			Yes	Yes	Yes
12. Online Learning Platforms			No	Yes	Yes
		III. LIBRARY SERVICES			
1. Physical Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>	
155,357	85,160	4,222	41,279	44,552	
Method for Counting ILL Transactions Categorized ILL Transactions					
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)			40,791	44,232	
WISCAT			467	200	
Other (includes OCLC, manual tracking or other methods)			21	120	
3. Electronic Content Circulation Transactions					
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
14,189	2,808	21,874	232	2,303	39,103
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions	7. Library Visits
a. Resident	b. Nonresident	c. TOTAL	No	a. Method	b. Annual Count
6,807	3,178	9,985		Survey Week(s)	4,532
8. Uses of Public Internet Computers			c. Method	d. Annual Count	9. Uses of Public Wireless Internet
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access		Actual Count	4,520	a. Method
20	20				b. Annual Count
				Actual Count	15,856

**LIBRARY PROGRAMS AND ATTENDANCE****Total In-Person and Live, Virtual Statistics by Age**

	Young Child (0-5)	Child (6-11)	Young Adult (12-18)	Adult (19+)	General Interest (all ages)
Number of Programs	195	112	77	182	130
Total Attendance	5,265	2,736	1,190	1,560	5,391

**Total Program Statistics by Program Category**

	In-Person On-Site	In-Person Off-Site	Live, Virtual	Pre-recorded	
Number of Programs	548	148	0	0	
Total Attendance	10,415	5,727	0		
Total Program Views				0	

Describe the library's in-person programs:

Storytimes, craft programs, history programs, partner programs with our nature center, technology classes, performers, gaming, author visits, and book clubs.

---

Which platforms does the library use to host the library's live, virtual programs:

The Library is no longer offering live virtual programs.

---

Describe the library's live, virtual programs:

The Library did not have any live virtual programs in 2025.

---

Which platforms does the library use to host the library's pre-recorded programs:

---

Describe the library's pre-recorded programs:

## IV. LIBRARY GOVERNANCE

Library Board Members. List all members of the library board as of the date of this report. List the president first. Indicate vacancies. Report changes to the Division for Libraries and Technology as they occur. When reporting such changes, indicate the departing board members.

First Name	Last Name	City	Email Address
<b>PRESIDENT</b>			
1. Anna	Neumeier	Kaukauna	neumeieram@gmail.com
2. Dana	Tatro	Freedom	danatatro8@gmail.com
3. Paula	Davis	Appleton	pauladavis3001@gmail.com
4. Jim	Van De Hey	Kaukauna	James.VanDeHey@associatedbank.com
5. Joseph	Lucas	Kaukauna	j_lucas@yahoo.com
6. Carol	Van Boxtel	Kaukauna	vcarvb@new.rr.com
7. Mary Jo	Kilgas	Kaukauna	mdkilgas@gmail.com
8. Jane	Vondracek	Kaukauna	jvondracek2@new.rr.com
9. Cindy	Fallona	Kaukauna	cbfallona@hotmail.com
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			

No. of Library Board Members *Include vacancies in this count* 9

## **V. LIBRARY OPERATING REVENUE**

**OPERATING REVENUE**

1. Local Municipal Appropriations for Library Service Only Joint libraries report more than one municipality here

2. County

a. Home County Appropriation for Library Services

Subtotal 2a \$212,949

a. Other County Payments for Library Services

### 3. State Funds

a. Public Library System State Funds

a. Public Library System State Funds			
Description	Amount	Description	Amount
Bilingual books	\$250		
CE scholarship	\$185		
b. Funds Carried Forward from Previous Year	\$0	c. Other State Funded Program	0
		Subtotal 3	\$435

4. Federal Funds Name of program—for LSTA grant awards, grant number, and project title

Program or Project	Amount
	\$0
Subtotal 4	\$0

#### 5. Contract Income From other governmental units, libraries, agencies, library systems, etc.

6. Other Funds Carried Forward and Expended. Do not include state aid. Report state funds in 3b above.

\$0

## 7. All Other Operating Income

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§11.654

#### 8. Total Operating Income Add 1 through 7

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\$1 473 196

9. What is the current year annual appropriation provided by governing body(ies) for the public library?

§1.421.241

19. Was the library's municipality exempt from the county library tax for the report year? Wis. Stat. s. 43.64(2)

Yes

## **VI. LIBRARY OPERATING EXPENDITURES**

Report operating expenditures from all sources. Do not report capital expenditures here.

## **VII. LIBRARY CAPITAL REVENUE, EXPENDITURES, DEBT RETIREMENT, AND RENT**

## 1. Capital Income and Expenditures by Source of Income

*Do not report any expenditures reported above. Provide a brief description of any expenditures.*

Source	Brief Description of Expenditure	Revenue	Expenditure
a. Federal		\$0	\$0
b. State		\$0	\$0
c. Municipal	Construction/FFE for five offices and one meeting room	\$111,867	\$111,867
d. County		\$0	\$0
e. Other		\$0	\$0
2. Debt Retirement	3. Rent Paid to Municipality/County	Total Revenue	Total Expenditure
\$0	\$0	\$111,867	\$111,867

## **VIII. OTHER FUNDS HELD BY THE LIBRARY BOARD**

1. Total Amount of Other Funds at the End of Year	\$0
<b>IX. FUNDS PAID OR TRANSFERRED TO THE LIBRARY BOARD FINANCIAL SECRETARY</b>	
1. Total Amount of Section IX Funds at End of Year	\$0

## X. STAFF

1. Personnel Listing. Libraries with 15 or fewer employees may report all staff under 1a. Libraries with more than 15 employees, list head librarian, chief assistants, branch librarians, division heads, and other supervisory personnel in 1a. and all other positions in 1b.

a. Employees Holding the Title of Librarian. Indicate advanced degrees in Type of Staff.

**X. STAFF (cont'd.)**

**b. Other Paid Staff See *Instructions***

2. Library Staff Full-Time Equivalents (FTEs). Divide the total hours worked per week for each category by 40 to determine full-time equivalents.

a. Persons Holding the Title of Librarian	b. All Other Paid Staff (FTE)
Master's Degree from an ALA Accredited Program (FTE) 1.88	Other Persons Holding the Title of Librarian (FTE) 0.94 Subtotal 2a 2.82 Include maintenance, plant operations, and security 8.68 c. Total Library Staff (FTE) 11.50

## XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS

1. Of the total circulation reported for the library from Section III, item 1, what was the total circulation to nonresidents <i>See instructions for definition of nonresident</i>			87,528
Divide nonresident circulation among the following categories. The total of 2 through 6 below should not be greater than the number reported in item 1 above.	a. Those with a Library	b. Those without a Library	c. Subtotal
2. Circulation to Nonresidents Living in the Library's County	29,613	27,214	56,827
3. Circulation to Nonresidents Living in Another County in the Library System	88	193	281
4. Circulation to Nonresidents Living in an Adjacent County Not in the Library System	10,181	19,161	29,342
5. Circulation to All Other Wisconsin Residents	1,078	6. Circulation to Persons from Out of the State	0
7. Are the answers to items 1 through 6 based on actual count or survey/sample?	8a. Does the library deny access to any residents of adjacent public library systems on the basis of Wis. Stat. s. 43.17(11)(b)?  Actual No	8b. If yes, does the library allow residents in adjacent systems to purchase library cards?	
9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Calumet	18,742	f.	
b. Waupaca	193	g.	
c. Winnebago	419	h.	
d.	0	i.	
e.	0	j.	
XII.TECHNOLOGY (Not included in 2025 Report)			

## XIII. SELF-DIRECTED ACTIVITIES, STAFF SERVING YOUTH / ADULTS

1. Self-directed Activities: <i>Planned, independent activities available for a definite time period which introduce participants to any of the broad range of library services or activities that directly provide information to participants.</i>			
	a. Children (0-5)	b. Children (6-11)	c. Young Adult (12-18)
Number of Self-Directed Activities	7	3	4
Total Self-Directed Activity Participation	2,053	624	601
	d. Adult (19+)	e. General Interest (all ages)	f. Total
Number of Self-Directed Activities	4	65	83
Total Self-Directed Activity Participation	239	7,390	10,907
2. Name and email address of primary staff person who serves as the children, youth, or teen librarian. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
Sarah	Wroblewski	swroblewski@kaukauna.gov	
3. Name and email address of primary staff person who serves as the librarian for adults. Only the primary person is displayed here.			
a. First Name	b. Last Name	c. Email Address	
James	Berven	jberven@kaukauna.gov	

#### XIV. PUBLIC LIBRARY ASSURANCE OF COMPLIANCE WITH SYSTEM MEMBERSHIP REQUIREMENTS

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats. A check (X) or a mark in the checkbox indicates compliance with the requirement.

- The library is established under s. 43.52 (municipalities), s. 43.53 (joint libraries), or s. 43.57 (consolidated county libraries and county library services) of the Wisconsin Statutes [s. 43.15(4)(c)1].
- The library is free for the use of the inhabitants of the municipality by which it is established and maintained [s. 43.52(2), 73 Op. Atty. Gen. 86(1984), and OAG 30-89].
- The library's board membership complies with statutory requirements regarding appointment, length of term, number of members and composition. [s. 43.54 (municipal and joint libraries), s. 43.57(4) & (5) (consolidated and county library services), and s. 43.60(3) (library extension and interchange)].
- The library board has exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund [s. 43.58(1)].
- The library director is present in the library at least 10 hours a week while library is open to the public, less leave time [s. 43.15(4)(c)6]
- The library board supervises the administration of the library, appoints the librarian, who appoints such other assistants and employees as the library board deems necessary, and prescribes their duties and compensation [s. 43.58(4)].
- The library is authorized by the municipal governing board to participate in the public library system [s. 43.15(4)(c)3].
- The library has entered into a written agreement with the public library system board to participate in the system and its activities, to participate in interlibrary loan of materials with other system libraries, and to provide, to any resident of the system area, the same library services, on the same terms, that are provided to the residents of the municipality or county that established the member library. This shall not prohibit a municipal, county, or joint public library from giving preference to its residents in library group programs held for children or adults if the library limits the number of persons who may participate in the group program, or from providing remote access to a library's online resources only to its residents. [s. 43.15(4)(c)4].
- The library's head librarian holds the appropriate grade level of public librarian certification from the Department of Public Instruction [s. 43.15(4)(c)6 and Administrative Code Rules PI 6.03].
- The library annually is open to the public an average of at least 20 hours each week except that for a library in existence on June 3, 2006, annually is open to the public an average of at least 20 hours or the number of hours each week that the library was open to the public in 2005, whichever is fewer [s. 43.15(4)(c)7].
- The library annually spends at least \$2,500 on library materials. [s. 43.15(4)(c)8].

#### XV. CERTIFICATION

I CERTIFY THAT, to the best of my knowledge, the information provided in this annual report and any attachments are true and accurate and the library board has reviewed and approved this report.

President, Library Board of Trustees Signature or designee  ➤	Name of President or Designee Print or type  Anna Neumeier	Date Signed
Library Director / Head Librarian Signature  ➤	Library Director / Head Librarian Print or type  Ashley Thiem-Menning	Date Signed

## STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS

As required by Wis. Stat. s. 43.58(6)(c), the following statement that the library system either did or did not provide effective leadership and adequately meet the needs of the library must be completed and approved by the library board. The response should be made in the context of the public library system's statutory responsibilities and the funding which it has available to meet those responsibilities.

County

Outagamie

The Kaukauna Public Library Board of Trustees hereby states that in 2025 the Outagamie Waupaca Library System

*Name of Public Library**Name of Public Library System / Service*

did provide effective leadership and adequately met the needs of the library.

did not provide effective leadership and did not adequately meet the needs of the library.

*Indicate with an X one of the above statements*

Explanation of library board's response. *Attach additional sheets if necessary.*

Note: With the approval of the library board of trustees, this statement may be submitted separately from the Annual Report form that is sent to the library system, as an e-mail attachment to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov).

The Kaukauna Public Library Board of Trustees is satisfied with the Outagamie Waupaca Library System.

## XV. CERTIFICATION

The preceding statement was approved by the Public Library Board of Trustees.

Division staff will compile the statements received for each library system and, as required by Wis. Stat. s. 43.05(14), conduct a review of a public library system if at least 30 percent of the libraries in participating municipalities that include at least 30 percent of the population of all participating municipalities report that the public library system did not adequately meet the needs of the library. This statement may be provided to the public library system.

President, Library Board of Trustees Signature or designee

Name of President or Designee Print or type

Date Signed



Anna

Neumeier

## COMMENTS

## SECTION\_III

9b. Wireless Internet Uses

10 day data loss in November 2025--2026-01-20

## SECTION\_VIII

Beginning Balance of Other Funds Under Library Board Control

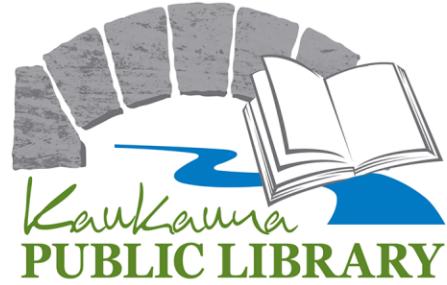
An addendum was filed on 2/28/2024 denoting that the balance should have been \$0. The Kaukauna Public Library Board of Trustees do not currently hold any funds outside of the municipality.--2026-02-09

## SECTION\_X

Masters Degree from an ALA Accredited Program

FTEs are based on a 37.5 hour week or 1950 hour year.--2026-02-12

2/24/2026



RE: DPI Annual Report Section VIII. Other Funds Held by the Library Board and Section IX. Funds Paid or Transferred to the Library Board Financial Secretary

To Whom It May Concern,

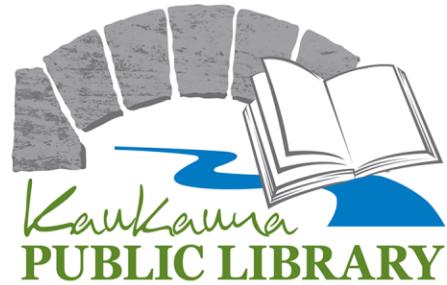
The Kaukauna Public Library Board of Trustees did not hold any funds outside of the municipality in the year 2025.

Sincerely,

Joseph Lucas  
Kaukauna Public Library Board of Trustees, Treasurer



To: Kaukauna Public Library Board of Trustee  
 From: Library Director Ashley Thiem-Menning  
 Date: 2/12/2026  
 Re: Operations & Capital Update



We have more firm dates from OWLS on our migration to Polaris and the system has been prepping as much in advance as possible. Recently we determined what our new hold slips will print like and where internet options will be listed in patron accounts. We have also started to provide tech information on self-checks to begin preparation.

Training will be held in April for our training representative, James, and then we hope to train staff in May and beyond so that we are ready for August. It is highly likely that we will have to add a closed training day this summer with the software migration. The day the migration goes live, the only thing available will be the check out function and nothing else. We may utilize that day as a closed day to transition to the new software. We will likely make this decision in June, when we have more information about the migration and also have a better grasp on whether or not the staff are prepared for the software change.

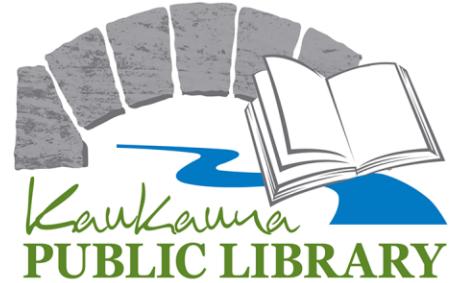
Our last correspondence from mK Solutions, the company we signed a contract with for the self-checks, gates, and new AMHS machine, came in late January.

On January 1, the US branch of mK Solutions was acquired by Lyngsoe Systems, a Danish company with a North American branch. mK Solutions cited ongoing global supply chain challenges, tariffs, and staffing as a part of the delay in fulfilling our contract.

The representative assigned to us reached out in February. We had a meeting scheduled on 2/13 to go over where we are in the process. We are hopeful that equipment will ship out by the second quarter of the year. No promises were made on behalf of the company on shipment date, but we finally have a contact again for the project.

Tables for the new garden room will arrive on March 5. Windows were measured for blinds for the new room on February 12, after receiving complaints about the glare on the screen in the room, which is almost unusable on extremely sunny days. The room does continue to be extremely cold, even with keeping the door open all the time. We may need to add some vents into the drywall to help circulate air in the room.

To: Kaukauna Public Library Board of Trustee  
From: Library Director Ashley Thiem-Menning  
Date: 2/12/2026  
Re: January Staff Training Day



We had a prescheduled staff training day on January 23. Four hours of the day were intended to be our required City safety training; however, the safety trainer had to cancel the morning of for an emergency.

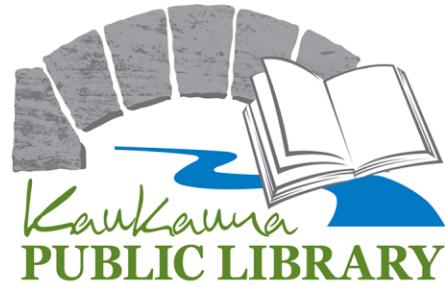
We pivoted and changed the morning events into an impromptu long range planning workshop. I went through the current plan with staff and talked about the success of our last plan. Then I broke staff up into four different groups and each group spent 15-20 minutes discussing each of the following areas: programs, services, collections, and operations. We had a lot of great ideas from staff, some of which are long range, and some of which are great ideas to be implemented now.

Since we were able to tackle most of our staff meeting items for the afternoon in the morning, we were able to find the time for some projects out on the floor. The rest of the holiday décor from the garden was brought downstairs, some cabinets were repaired, Kim put another patch on the soft playscape, child DVDs were shifted, shelving and check-in was completed, and staff finished some programming projects.

We will have to make the safety training up, however our May schedule will be fully dedicated to learning our new software system.



To: Kaukauna Public Library Board of Trustee  
From: Library Director Ashley Thiem-Menning  
Date: 2/12/2026  
Re: Personnel Updates



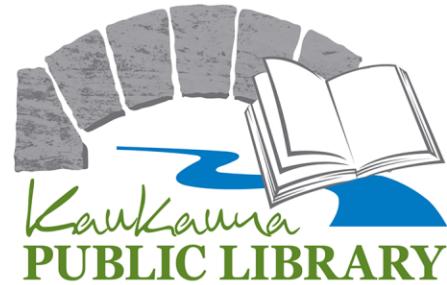
James Berven has accepted the Assistant Director position and started in the role in late January. His acceptance of the position opened the Adult Services Librarian position. The open position was posted in early February and requires an MLIS degree. We will accept applications until mid-February and then conduct interviews in the last week in February and first week in March. Typically, librarians give four weeks' notice, so we would not realistically anticipate having anyone in the position until April. We currently have eight interviews scheduled.

It will take some time for staff duties to shift as James will be training in his new role while also training the new Adult Services Librarian. During this time, James will continue to provide Adult Services, while also learning the more crucial elements of my position, like payroll.

As James trains the future hire for Adult Services, we will also be transitioning the staff desk schedule from the Administrative Coordinator to the Directors. We will also be shifting meeting rooms from the Adult Services Librarian to the Administrative Coordinator.



To: Kaukauna Public Library Board of Trustee  
 From: Library Director Ashley Thiem-Menning  
 Date: 2/12/2026  
 Re: Carnegie Donation



We were notified in late 2025 that we were eligible to receive an unrestricted donation from the Carnegie Corporation in 2026 for being an original Carnegie library in operation. While we are no longer in the Carnegie building, we were still eligible for the donation.

We received the donation on February 10. It was quite serendipitous, because I had just asked the local historian to get me a quote to see how much it would cost for us to finish the microfilm digitization project. The project quote came back much higher than we anticipated because we had more reels to send than we had originally thought.

However, the funds from the Carnegie will cover almost 75% of the cost to finish the entire project. The Friends of the Library will cover the outstanding portion, so that we can complete it in two phases instead of three or more.

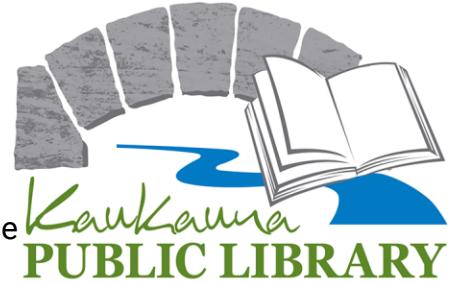
This is a major milestone in digital preservation. Until we sent our first batch of reels in, there were no records of the three Kaukauna papers available online or as searchable.

Since we are using NewspaperArchive as a host for the files, we purchased access originally just for library staff to utilize the records and then expanded access to cardholders last year. Anyone with a Kaukauna Library card can use it in house or remotely to search the Kaukauna newspapers or any other digitized Wisconsin newspapers. Without this resource, we would have had to go through the reels by hand to find the requested articles.

Once the entire collection is available online, all our reels (that we have the rights to) will be searchable and accessible for anyone with access to NewspaperArchive. We are extremely excited to be offering this to our community and for the preservation of our local documents. Our sincerest thanks go to the Carnegie Corporation of New York.

A press release was sent out to media on February 12, 2026. Fox 11 came and filmed, however, we do not believe the story has run yet.

To: Kaukauna Public Library Board of Trustee  
 From: Library Director Ashley Thiem-Menning  
 Date: 2/19/2026  
 Re: Grant from Heart of the Valley Chamber of Commerce



President Neumeier brought a local grant from the Heart of the Valley Chamber of Commerce to my attention in January.

I applied for the grant and found out that our request had been granted. We are very excited to announce that the Library will be getting our very first Playaway Launchpads, a new material that we have been interested in procuring for a number of years. Launchpads are preloaded educational tablets, which do not require internet to operate. The product, because it is a tablet, is quite expensive, which is why we have not yet been able to introduce them into the collection.

However, with help from the Chamber, we will be adding two, specifically for learning phonics and pre-reading skills. With the state-wide reading curriculum change in Wisconsin, we need to be adding more decodable readers and phonics-based learning opportunities to our collection for the community. Without this grant, we likely would not have added any Launchpads into the collection this year. Launchpads cost between \$125-\$199 each. The libraries that currently circulate Launchpads report that they are rarely available on the shelf due to popularity.

Eventually, we would like to have more Launchpads. Playaway has added a significant amount of Launchpads since we last viewed them. They now have Launchpads for adults, specifically brain games to help seniors, and even launchpads that teach math for teenagers. We hope to continue to build these offerings in the future.



# Assistant Director Report February 2026

## Programming

### Make and Mingle

Welcome to programming Madeline! Madeline shadowed Jenny during January's Make and Mingle and has since taken over the program starting on February 11<sup>th</sup>. Madeline led patrons in creating dried stems on canvas, a creative way to make floral art. Madeline will also plan some one-off craft events this summer, with Make and Mingles picking up again in September.



The finished product (left). Patrons enjoying the creative process (right).

### Look Back in History

Gavin welcomed back Antoinette Powell from Lawrence University as a guest presenter for Look Back In History. Last year, she showcased how she used genealogy to trace Charley Newman from Haiti to Kaukauna. This year she discussed Newman's daughter Sworth and her connections to the prominent families of Appleton's Third Ward.

### Easter Seals Excel Education

During February's board meeting, though in a separate room, I will be teaching the Easter Seals my annual Basics of Excel/Google Sheets class. Attendees are used to doing their accounting by hand and manually adding figures throughout the year. They are always excited to see how much time they can save with these tools.

## Collection Development

The library received a substantial donation of romance and mystery paperbacks. Ashley and I have begun the process of checking to see which books fill gaps in our series and adding them to the collection if needed. Here is the garden room during our sorting process. We have such generous patrons!



Ashley and I deciding which donated books to add to the collection.

## Workforce Development

I spoke with Danielle who runs JobPod, an organization based in Green Bay that provides both physical pods and resources to libraries for job seekers. I learned that they offer physical "JobPods" to libraries for job seekers to apply for jobs, interview, create resumes, or conduct any other job seeking endeavors in. Currently Oshkosh and Green Bay have a JobPod, but there is a large gap between the two cities that I thought Kaukauna could fill, especially since the Menasha Job Center closed recently. We have a choice between two pods, and I am hoping to visit locations currently using each type of pod to determine which will best fit our needs. Depending on the company's correspondence I'd like to visit them by the end of the month at the latest. These pods are grant funded through JobPod and will be at no cost to us. It also comes with a dedicated laptop for job seeking purposes, as well as training from Danielle so staff know how to connect job seekers with resources after it is installed.

## Automatic Material Handler System (AMHS) Update

Ashley and I spoke with Rachel from MK Solutions on 2/13/26. A spreadsheet for the configuration of our current self-checks, RFID pads, and gates was emailed to us and I am filling it out as quickly as possible with input from Spencer. The sooner it is completed the quicker we can get some of the technology we ordered last year. We were told we may be able to get the security gates, self-checks, and our RFID pads before the AMHS arrives. This does mean reconfiguring the technology a second time when we migrate to Polaris this summer, but we'd like the opportunity to get used to our new equipment before the migration if possible.

# Youth Services at a Glance

January 2026

Teacher Packs- 2

Youth Programs- 20

Youth Attendance- 503

General Interest Programs- 6

General Interest Attendance- 170

## **Youth Highlights**

### **Haen Outreach**

In January, Victor Haen Elementary held an open house for their new 4K classrooms, opening for the 2026-2027 school year. Library staff was able to engage with each family as they completed the school scavenger hunt and meet the newest Haen Hawks! The very next week was the Haen Family Night, and again library staff brought some fun with a giant bookmark station complete with lamination. We are so grateful for outreach events that provide an excellent opportunity to promote upcoming library programs and connect with our amazing community members.

### **Art Club**

A big welcome to library assistant Madeline as she steps in to lead Art Club! We are excited for a new friendly face to help guide participants through some amazing art creations this spring! She has already showcased her skills through a variety of library projects and brings an unmatched joy and enthusiasm to this program.

### **Dance Night**

Dance classes at the library started this month with Allison from DanzArte. This is a free opportunity for all ages to experience the joy of dance and movement while learning the steps to a variety of dance styles. Participants learned the Merengue, and next up is the Bachata. Allison brings years of expertise and an ease of learning without pressure. Be sure to join in the fun on the first Wednesday each month from 6:30 to 7:30 - hope to see you there!

### **Play Area Switcheroo**

The play area is one of the most popular stops at the library. We see hundreds of little friends each month enjoying this space. As youth staff, we know how important dramatic play is for social and emotional growth. We have dedicated some time to plan a few changes every 3-4 months to keep this area fresh and exciting, while promoting imaginative play. In January, we

opted to transform the play area to become a post office and grocery store, complete with a checkout station, shopping bags, shipping boxes, letters, and stamps! We have noticed an increase in parallel play and many friends exploring with invitations to play with new friends. This excitement has also inspired many grownups to join in the fun too. Changes with intention create play with intention and as libraries continue to evolve as community spaces, our efforts in play areas are necessary to highlight the importance of play as a learning opportunity.



*Attendees at the Haen Family Night taking some time to color a custom giant bookmark*

## Trustee Topics 5

Hiring a Library Director

### Basic Legal Requirements

- Under Wisconsin law, library boards have the authority to hire, supervise, and, if necessary, fire the library director.
- The library director, in turn, has responsibility for the hiring and supervision of all other persons in library staff positions (provided the library board has authorized those positions).
- The library board also has the legal authority and responsibility for determining the compensation and general duties of the director (as well as of all other library positions).

### Basic Legal Requirements

- Wisconsin statutes and administrative code rules require that all public library directors be properly certified by the Division for Libraries and Technology.
- Our library requires a Regular Grade 1 Certification.
- The educational requirements for initial grade I certification are a bachelor's degree from a college or university approved by an accrediting association of more than statewide standing and a master's degree from a library school program accredited by the American Library Association.

### Basic Legal Requirements

- Individuals certified at Grade I must participate in 100 contact hours of continuing education in the five-year period prior to recertification.
- Our certification is valid until 3/2024.
- OWLS manages the contact hours for CE.
- At the end of each year, Directors must send in their CE hours for system accreditation.

### ADA Compliance

- The ADA requires reasonable accommodations in three areas of the employment process. The first involves the job application process. People with disabilities may only be asked questions asked of all applicants.
- The second area requires reasonable modification or adjustments to the work environment or job procedures and rules, to allow a qualified person with a disability to do the work.
- The third area requires equal access to whatever insurance and benefits are offered to other employees.

### What to look for in a new Director

- Experience working with library boards and governing bodies
- Knowledge of budget preparation, policy development, administration, and employee supervision
- Library experience in the following areas: public service, technical services, public relations, and automation experience
- Demonstrated leadership ability and dependability

2026 Statistics		2025 Statistics	
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Circulation	January	2026 Y-T-D	January 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-
<b>Total Circulation and Renewal</b>	<b>10,970</b>	<b>10,970</b>	<b>14,507</b>	<b>14,507</b>	<b>-3,537</b>	<b>-24%</b>
Overdrive Usage	3,254	3,254	2,890	2,890	364	13%
Hoopla Usage	594	594	523	523	71	14%
Items Loaned	3,569	3,569	3,096	3,096	473	15%
Items Borrowed	3,493	3,493	4,593	4,593	-1,100	-24%
Teacher Packs	2	2	5	5	-3	-60%
Door Count	7,724	7,724	9,201	9,201	-1,477	-16%

Services	January	2026 Y-T-D	January 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-
Public Internet Usage/Hr.	288	288	329	329	-41	-12%
Wireless Usage by Session	1,258	1,258	1,271	1,271	-13	-1%
Youth Programs	20	20	17	17	3	18%
Youth Program Attendance	503	503	328	328	175	53%
Adult Programs	15	15	16	16	-1	-6%
Adult Program Attendance	128	128	139	139	-11	-8%
General Interest Programs	6	6	8	8	-2	-25%
General Interest Attendance	170	170	582	582	-412	-71%
Meeting Room Usage	71	71	58	58	13	22%
Study Room	139	139	135	135	4	3%
Volunteer Hours	83	83	102	102	-19	-19%
Local History Inquiries	15	15	18	18	-3	-17%
Technology Instruction 1:1	13	13	12	12	1	8%
Proctor	1	1	0	0	1	0%

Social Statistics	January	2026 Y-T-D	January 2025	2025 Y-T-D	Monthly Difference from 2025	% +/-
Website Views	5,040	5,040	3,060	3,060	1,980	65%
Facebook Followers	9,869	9,869	8,691	8,691	1,178	14%
TikTok Followers	1,002	1,002	744	744	258	35%
Instagram Followers	954	954	914	914	40	4%

Items Held by Library	January	Month to Month # +/-	January 2025	# +/-
Total Titles Held by Library	71,280	472	67,633	3,647
Total Items Held by Library	75,744	493	72,130	3,614
Kaukauna Card Holding Patrons	11,692	0	10,943	749