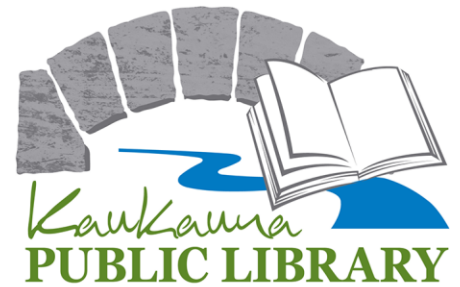


LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, March 25, 2025 at 5:30 PM



AGENDA

In-Person in Library Board Room and Remote Teleconference via Zoom

1. Call Meeting to Order
2. Roll Call of Membership
3. Reading and Approval Minutes
 - a. Tuesday, February 25, 2025 Meeting Minutes
 - b. Tuesday, February 25, 2025 Closed Session Meeting Minutes
 - c. Tuesday, February 25, 2025 Closed Session Meeting Minutes
4. Public Participation and Communications
5. Action Items
 - a. Bill Register February 2025
 - b. Artificial Intelligence Policy
6. Information Items
 - a. Directors Report
 - b. Adult Services Librarian Report
 - c. Youth Services Librarian Report
 - d. Trustee Topic 24
 - e. Statistics
7. Adjournment

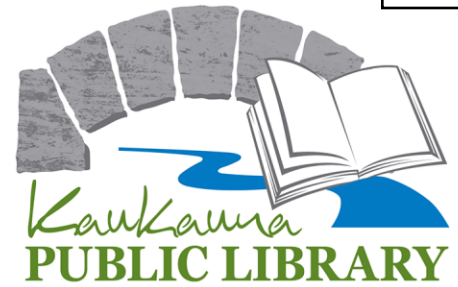
NOTICES

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/82343512027?pwd=DUneYtdgQn38Poko2fTxFSSuMx4igP.1>

Meeting ID: 82343512027



LIBRARY BOARD MEETING MINUTES

City of Kaukauna

Kaukauna Public Library

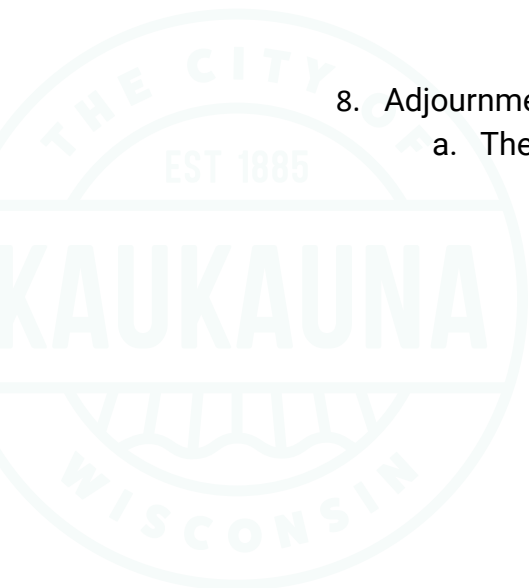
207 Thilmany Rd STE 200, Kaukauna

Tuesday, February 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 at 5:33p.
2. Roll call of membership
 - a. Present: M.J. Kilgas, A. Neumeier, J. Sager, J. Lucas, C. Van Boxtel, J. Vondracek, C. Fallona & J. Van De Hey
 - b. Also present: A. Thiem-Menning
3. Approval of minutes from previous meeting
 - a. Tuesday, January 28, 2024 Meeting Minutes
 - b. A. Neumeier made a motion to approve the Tuesday, January 28, 2024 Meeting Minutes seconded by J. Vondracek. Motion carries; all in favor.
4. Public Participation and Communications
 - a. None.
5. Action Items
 - a. Bill Register January 2025
 - i. C. Fallona made a motion to approve the Bill Register January 2025, seconded by C. Van Boxtel. Motion carries; all in favor.
 - b. Approve 2024 DPI Report
 - i. J. Sager made a motion to approve the 2024 DPI Report, seconded by C. Fallona. Motion carries; all in favor.
6. Information Items
 - a. Directors Report
 - i. A. Thiem-Menning gave updates on the capital improvement project.
 - b. Youth Services Librarian Report
 - c. Trustee Topic 23
 - i. Trustee topic was on book challenges.

- d. Statistics
 - i. J. Vondracek made a motion to place the reports on file, seconded by C. Van Boxtel. Motion carries; all in favor.
- 7. Closed Session
 - a. Adjourn to closed session pursuant to State Statute 19.85(1)f with respect to preliminary consideration of specific personnel problems-resignation of part-time employee.
 - i. At 6:20p, C. Fallona made a motion to adjourn to closed session pursuant to State Statute 19.85(1)f, seconded by J. Van De Hey.
 - 1. Return to open session for possible action.
 - a. At 6:32p J. Van De Hey made a motion to return to open session, seconded by C. Van Boxtel. Motion carries: all in favor.
 - b. Adjourn to closed session pursuant to State Statute 19.85(1)f with respect to preliminary consideration of specific personnel problems-resignation of part-time employee.
 - i. At 6:32p J. Van De Hey made a motion to adjourn to closed session pursuant to State Statute 19.85(1)f, seconded by C. Fallona. Motion carries; all in favor.
 - 1. Return to open session for possible action.
 - a. At 6:41p J. Van De Hey made a motion to return to open session, seconded by J. Sager. Motion carries; all in favor.
- 8. Adjournment
 - a. The meeting adjourned at 6:41p.



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	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
Totals	\$ 9.58	\$ 711.44	\$ 116.10	\$ 13.00	\$ 850.12	\$0.00	\$0.00	\$0.00	\$0.00	\$ 850.12	\$ 362.83

As Financial Secretary I have reviewed and approved this report:

Jane Vondracek
Financial Secretary

City of Kaukauna
City of Kaukauna
City - Budget vs. Actual (Years 2025+)
Jan 2025, Feb 2025

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5101 - Regular Payroll	\$75,947.03	\$571,094.00	(\$495,146.97)	13.30%
5104 - Temporary Payroll	\$7,030.87	\$36,000.00	(\$28,969.13)	19.53%
5151 - Retirement Plan	\$4,013.10	\$29,548.00	(\$25,534.90)	13.58%
5152 - Residency	\$712.05	\$1,378.00	(\$665.95)	51.67%
5154 - Social Security	\$4,598.15	\$35,163.00	(\$30,564.85)	13.08%
5157 - Group Health Insurance	\$21,253.00	\$111,519.00	(\$90,266.00)	19.06%
5160 - Group Life Insurance	\$86.12	\$513.00	(\$426.88)	16.79%
5163 - Workers Compensation	\$183.65	\$971.00	(\$787.35)	18.91%
5208 - Travel - City Business	\$756.58	\$3,820.00	(\$3,063.42)	19.81%
5211 - Education & Memberships	\$599.00	\$2,804.00	(\$2,205.00)	21.36%
5303 - Communications	\$108.64	\$700.00	(\$591.36)	15.52%
5306 - Heating Fuels	\$1,421.51	\$8,000.00	(\$6,578.49)	17.77%
5309 - Water Sewer & Electric	\$2,101.45	\$16,450.00	(\$14,348.55)	12.77%
5312 - Maintenance - Buildings	\$23,209.00	\$119,000.00	(\$95,791.00)	19.50%
5313 - Lease - Buildings	\$23,986.00	\$143,916.00	(\$119,930.00)	16.67%
5325 - Contractual Services	\$5,502.29	\$35,584.00	(\$30,081.71)	15.46%
5328 - Advertising	\$47.52	\$2,550.00	(\$2,502.48)	1.86%
5331 - General Insurance	\$0.00	\$8,421.00	(\$8,421.00)	0.00%
5332 - Shared Service Allocation	\$0.00	\$122,120.00	(\$122,120.00)	0.00%
5401 - Office Supplies	\$1,622.06	\$7,500.00	(\$5,877.94)	21.63%
5402 - Desktop Printer/Fax Expense	\$0.00	\$800.00	(\$800.00)	0.00%
5422 - Data Processing Supplies	\$4,317.37	\$7,500.00	(\$3,182.63)	57.56%
5431 - Postage	\$801.80	\$1,500.00	(\$698.20)	53.45%
5441 - Library Materials	\$22,566.02	\$107,552.00	(\$84,985.98)	20.98%
5442 - Service Contracts	\$18,303.72	\$69,784.00	(\$51,480.28)	26.23%
5444 - Library Programs	\$504.09	\$6,000.00	(\$5,495.91)	8.40%
5499 - Miscellaneous	\$67.79	\$1,500.00	(\$1,432.21)	4.52%
5801 - Land & Buildings	\$141.35	\$300,000.00	(\$299,858.65)	0.05%
5804 - Equipment (including Office)	\$2,335.11	\$9,420.00	(\$7,084.89)	24.79%
Total - Expense	\$222,215.27	\$1,761,107.00	(\$1,538,891.73)	12.62%
Net Income	(\$222,215.27)	(\$1,761,107.00)	\$1,538,891.73	12.62%

City of Kaukauna
City - Income Statement Detail
Feb 2025

Item 5.a.

Financial R	Type	Date	Posting Period	Document Number	Name	Amount	Description
Expense							
5101 - Regular Payroll							
	Journal	2/13/2025	Feb 2025	JE657		\$21,075.28	Gross Earnings
	Journal	2/27/2025	Feb 2025	JE677		\$20,405.56	Gross Earnings
Total - 5101 - Regular Payroll						\$41,480.84	
5104 - Temporary Payroll							
	Journal	2/13/2025	Feb 2025	JE657		\$1,508.83	Seasonal
	Journal	2/27/2025	Feb 2025	JE677		\$1,990.19	Seasonal
Total - 5104 - Temporary Payroll						\$3,499.02	
5151 - Retirement Plan							
	Journal	2/13/2025	Feb 2025	JE657		\$1,116.30	ERWRSGen
	Journal	2/27/2025	Feb 2025	JE677		\$1,114.11	ERWRSGen
Total - 5151 - Retirement Plan						\$2,230.41	
5152 - Residency							
	Journal	2/13/2025	Feb 2025	JE657		\$199.37	401a
	Journal	2/27/2025	Feb 2025	JE677		\$197.11	401a
Total - 5152 - Residency						\$396.48	
5154 - Social Security							
	Journal	2/13/2025	Feb 2025	JE657		\$313.98	Employer Medicare Expense
	Journal	2/13/2025	Feb 2025	JE657		\$938.16	Employer Social Security Expense
	Journal	2/27/2025	Feb 2025	JE677		\$936.20	Employer Social Security Expense
	Journal	2/27/2025	Feb 2025	JE677		\$311.24	Employer Medicare Expense
Total - 5154 - Social Security						\$2,499.58	
5157 - Group Health Insurance							
	Journal	2/13/2025	Feb 2025	JE657		\$4,409.75	ER Health
	Journal	2/13/2025	Feb 2025	JE657		\$207.00	HRA Monthly
	Journal	2/27/2025	Feb 2025	JE677		\$4,409.75	ER Health
Total - 5157 - Group Health Insurance						\$9,026.50	
5160 - Group Life Insurance							
	Journal	2/13/2025	Feb 2025	JE657		\$21.53	ER Life
	Journal	2/27/2025	Feb 2025	JE677		\$21.53	ER Life
Total - 5160 - Group Life Insurance						\$43.06	
5163 - Workers Compensation							
	Journal	2/13/2025	Feb 2025	JE657		\$36.14	WC Admin
	Journal	2/27/2025	Feb 2025	JE677		\$35.84	WC Admin
Total - 5163 - Workers Compensation						\$71.98	
5208 - Travel - City Business							
	Credit Card	1/15/2025	Feb 2025	RAMP.2b8ef41e-2bd9-41ec	V1207 Miscellaneous Retail Vendor (Ramp)	\$314.19	Spencer Heise - 2 of 3 charges. Receipt is total of 3. Library travel.
	Credit Card	1/15/2025	Feb 2025	RAMP.02f5448b-e2a6-450f	V1207 Miscellaneous Retail Vendor (Ramp)	\$70.98	Spencer Heise - 3 of 3 charges. Receipt is total of 3. Library travel.
	Credit Card	1/15/2025	Feb 2025	RAMP.f20ea9cb-1be8-4ba7	V1207 Miscellaneous Retail Vendor (Ramp)	\$371.41	Spencer Heise - 1 of 3 charges. Receipt is total of the 3. Library travel.
Total - 5208 - Travel - City Business						\$756.58	
5303 - Communications							
	Credit Card	1/17/2025	Feb 2025	RAMP.fd22632d-200f-4247	V0755 T-Mobile	\$29.32	Spencer Heise - Library mobile communication services
	Credit Card	2/17/2025	Feb 2025	RAMP.21ac238f-c765-45f6	V0755 T-Mobile	\$29.32	Spencer Heise - Library mobile communication services
	Journal	2/27/2025	Feb 2025	JE677		\$25.00	Cell Reimb
Total - 5303 - Communications						\$83.64	
5306 - Heating Fuels							
	Vendor Invoice	1/29/2025	Feb 2025	5344634229	V0705 We Energies	\$1,421.51	Gas Service
Total - 5306 - Heating Fuels						\$1,421.51	
5309 - Water Sewer & Electric							
	Vendor Invoice	2/25/2025	Feb 2025	500114-01 022525	V0383 Kaukauna Utilities	\$1,078.43	Water, Sewer, & Electric
Total - 5309 - Water Sewer & Electric						\$1,078.43	
5312 - Maintenance - Buildings							
	Vendor Invoice	2/5/2025	Feb 2025	020525	V0016 Grand Kakalin LLC	\$8,683.00	February - Maintenance
Total - 5312 - Maintenance - Buildings						\$8,683.00	
5313 - Lease - Buildings							
	Vendor Invoice	2/5/2025	Feb 2025	020525	V0016 Grand Kakalin LLC	\$11,993.00	February - Rent
Total - 5313 - Lease - Buildings						\$11,993.00	
5325 - Contractual Services							
	Vendor Invoice	2/1/2025	Feb 2025	02-39213	V0003 Advanced Maintenance Solutions	\$2,277.40	Janitorial Service - February
Total - 5325 - Contractual Services						\$2,277.40	
5328 - Advertising							
	Credit Card	2/3/2025	Feb 2025	RAMP.495eaf1e-77ac-4ba7	V1404 Mailchimp	\$23.76	Ashley Thiem-Menning - Library newsletter email service
Total - 5328 - Advertising						\$23.76	
5401 - Office Supplies							
	Credit Card	1/15/2025	Feb 2025	RAMP.a8ad1f50-1294-490c	V1173 Amazon	\$81.48	Spencer Heise - Library office supplies
	Credit Card	1/15/2025	Feb 2025	RAMP.5668f3ab-f917-4900	V1173 Amazon	\$35.80	Spencer Heise - library office supplies
	Credit Card	1/24/2025	Feb 2025	RAMP.64807e76-c5d5-438	V1207 Miscellaneous Retail Vendor (Ramp)	\$391.36	Spencer Heise - library taxes
	Credit Card	1/29/2025	Feb 2025	RAMP.d0fbf2ec-6260-4cee	V1173 Amazon	\$17.32	Spencer Heise - library office supplies

Credit Card	2/4/2025	Feb 2025	RAMP.326c8e82-53c2-4b9 V1328 Premium Waters, Inc.	\$113.88	Spencer Heise - Water supplies - charged 2 months at once..both receipts attached.
Credit Card	2/13/2025	Feb 2025	RAMP.264fd88c-465b-47b V0006 Complete Office of Wisconsin	\$34.19	Spencer Heise - Library office supplies restocking
Credit Card	2/13/2025	Feb 2025	RAMP.f619de59-8f73-4443 V1173 Amazon	\$49.96	Spencer Heise - office supplies library
Credit Card	2/14/2025	Feb 2025	RAMP.78e52102-925b-402 V0006 Complete Office of Wisconsin	\$211.95	Spencer Heise - Library office supplies procurement
Credit Card	2/17/2025	Feb 2025	RAMP.629d3ee9-4b64-46fc V1173 Amazon	\$19.99	Spencer Heise - library office supplies
Credit Card	2/26/2025	Feb 2025	RAMP.418cacc7-8d20-4ab V1173 Amazon	\$25.99	Spencer Heise - library office supply
Total - 5401 - Office Supplies				\$981.92	

5422 - Data Processing Supplies

Vendor Invoice	8/28/2024	Feb 2025	7526895	V0191 Demco	\$673.20	Label Protector
Vendor Invoice	1/30/2025	Feb 2025	22129-25	V1133 Library Supply Solutions	\$1,946.00	Block Lite Tags & Sting Ray Box

Total - 5422 - Data Processing Supplies

\$2,619.20

5431 - Postage

Credit Card	1/24/2025	Feb 2025	RAMP.665dc350-0f74-462c V0680 U.S. Postal Service - Postmaster	\$31.77	Spencer Heise - Library postal materials
Credit Card	2/7/2025	Feb 2025	RAMP.2a4324d4-fe2e-4a1c V0680 U.S. Postal Service - Postmaster	\$16.43	Spencer Heise - library mail materials

Total - 5431 - Postage

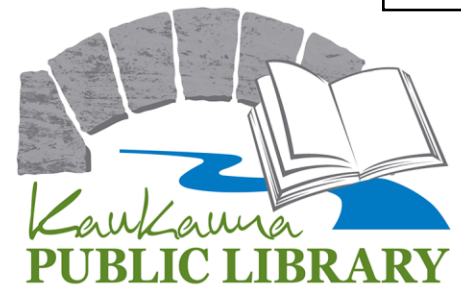
\$48.20

5441 - Library Materials

Vendor Invoice	12/10/2024	Feb 2025	85243892	V0323 Ingram	\$13.55	Books
Vendor Invoice	12/10/2024	Feb 2025	85243894	V0323 Ingram	\$22.57	Books
Vendor Invoice	12/10/2024	Feb 2025	85243890	V0323 Ingram	\$13.55	Books
Vendor Invoice	12/10/2024	Feb 2025	85243895	V0323 Ingram	\$16.00	Books
Vendor Invoice	12/10/2024	Feb 2025	85243891	V0323 Ingram	\$17.97	Books
Vendor Invoice	12/10/2024	Feb 2025	85243893	V0323 Ingram	\$50.76	Books
Vendor Invoice	12/10/2024	Feb 2025	85243899	V0323 Ingram	\$10.84	Books
Vendor Invoice	12/10/2024	Feb 2025	85243898	V0323 Ingram	\$15.04	Books
Vendor Invoice	12/10/2024	Feb 2025	85243900	V0323 Ingram	\$35.45	Books
Vendor Invoice	12/10/2024	Feb 2025	85243902	V0323 Ingram	\$6.60	Books
Vendor Invoice	12/10/2024	Feb 2025	85243897	V0323 Ingram	\$11.16	Books
Vendor Invoice	12/10/2024	Feb 2025	85243901	V0323 Ingram	\$43.97	Books
Vendor Invoice	12/10/2024	Feb 2025	85243896	V0323 Ingram	\$10.82	Books
Credit Card	1/17/2025	Feb 2025	RAMP.fd22632d-200f-4247 V0755 T-Mobile	\$345.18	Spencer Heise - Library mobile communication services	
Credit Card	1/21/2025	Feb 2025	RAMP.a8cbbbed5-370b-461 V1173 Amazon	\$67.85	James Berven - Library materials procurement	
Credit Card	1/22/2025	Feb 2025	RAMP.f8c2dd70-82ce-423f V1173 Amazon	\$9.78	James Berven - Library materials acquisition	
Credit Card	1/22/2025	Feb 2025	RAMP.bd9115f2-34d8-499 V1173 Amazon	\$20.55	James Berven - Library materials acquisition	
Credit Card	1/22/2025	Feb 2025	RAMP.c72dd3ee-46ff-4e86 V1173 Amazon	\$10.44	James Berven - Library materials acquisition	
Credit Card	1/22/2025	Feb 2025	RAMP.a570ecb2-949e-493 V1173 Amazon	\$81.92	James Berven - Library materials procurement	
Credit Card	1/22/2025	Feb 2025	RAMP.9c58bf7f-dcb5-404b V1173 Amazon	\$15.42	James Berven - Library materials acquisition	
Credit Card	1/22/2025	Feb 2025	RAMP.56e377aa-82d5-41d V1173 Amazon	\$158.81	James Berven - Library materials acquisition	
Credit Card	1/22/2025	Feb 2025	RAMP.3cc38045-cede-45e V1173 Amazon	\$36.00	James Berven - Library materials acquisition	
Credit Card	1/22/2025	Feb 2025	RAMP.95642570-4eb6-430 V1173 Amazon	\$19.99	James Berven - Library materials acquisition	
Vendor Invoice	1/23/2025	Feb 2025	86189096	V0323 Ingram	\$13.65	Books
Vendor Invoice	1/23/2025	Feb 2025	86189101	V0323 Ingram	\$65.48	Books
Vendor Invoice	1/23/2025	Feb 2025	86189102	V0323 Ingram	\$15.93	Books
Vendor Invoice	1/23/2025	Feb 2025	86189100	V0323 Ingram	\$11.78	Books
Vendor Invoice	1/23/2025	Feb 2025	86189103	V0323 Ingram	\$57.62	Books
Vendor Invoice	1/23/2025	Feb 2025	86189095	V0323 Ingram	\$9.62	Books
Vendor Invoice	1/23/2025	Feb 2025	86189104	V0323 Ingram	\$18.75	Books
Vendor Invoice	1/23/2025	Feb 2025	86189094	V0323 Ingram	\$17.99	Books
Vendor Invoice	1/23/2025	Feb 2025	86189099	V0323 Ingram	\$28.16	Books
Vendor Invoice	1/23/2025	Feb 2025	86189098	V0323 Ingram	\$8.10	Books
Vendor Invoice	1/23/2025	Feb 2025	86189097	V0323 Ingram	\$38.75	Books
Credit Card	1/24/2025	Feb 2025	RAMP.163a35b5-bb2d-484 V1173 Amazon	\$315.95	James Berven - Library materials procurement	
Vendor Invoice	1/24/2025	Feb 2025	86222475	V0323 Ingram	\$18.99	Books
Vendor Invoice	1/24/2025	Feb 2025	86222474	V0323 Ingram	\$11.93	Books
Vendor Invoice	1/24/2025	Feb 2025	86222473	V0323 Ingram	\$43.64	Books
Credit Card	1/25/2025	Feb 2025	RAMP.5f2be3bb-1dd7-429f V1173 Amazon	\$17.99	James Berven - Library materials acquisition	
Credit Card	1/26/2025	Feb 2025	RAMP.f278e724-d84a-443f V1173 Amazon	\$27.67	James Berven - Library materials procurement	
Credit Card	1/27/2025	Feb 2025	RAMP.6a1b87d0-bcb2-4f1 V1173 Amazon	\$62.85	Ashley Thiem-Menning - Library materials purchase	
Credit Card	1/28/2025	Feb 2025	RAMP.bc1dffab-7fa6-48e4 V1173 Amazon	\$45.38	Spencer Heise - library book acquisition	
Credit Card	1/28/2025	Feb 2025	RAMP.0394c22b-d11b-457 V0796 Baker & Taylor	\$179.84	Spencer Heise - Library materials procurement	
Credit Card	1/28/2025	Feb 2025	RAMP.d93d6f1e-6a39-457f V1173 Amazon	\$69.99	James Berven - Library materials acquisition	
Vendor Invoice	1/29/2025	Feb 2025	86316460	V0323 Ingram	\$17.52	Books
Vendor Invoice	1/29/2025	Feb 2025	86316463	V0323 Ingram	\$12.78	Books
Vendor Invoice	1/29/2025	Feb 2025	86316462	V0323 Ingram	\$12.27	Books
Vendor Invoice	1/29/2025	Feb 2025	86316464	V0323 Ingram	\$16.06	Books
Vendor Invoice	1/29/2025	Feb 2025	86316459	V0323 Ingram	\$111.58	Books
Vendor Invoice	1/29/2025	Feb 2025	86316461	V0323 Ingram	\$16.68	Books
Credit Card	1/30/2025	Feb 2025	RAMP.b775028d-74e5-498 V0796 Baker & Taylor	\$6.13	Spencer Heise - Library book acquisitions	
Credit Card	1/30/2025	Feb 2025	RAMP.e719d5da-90fc-4fd9 V0796 Baker & Taylor	\$334.67	Spencer Heise - Library book acquisitions	
Credit Card	1/30/2025	Feb 2025	RAMP.e65953c8-1da6-4d4 V1173 Amazon	\$16.99	Spencer Heise - library book acquisition	
Vendor Invoice	1/30/2025	Feb 2025	86345703	V0323 Ingram	\$35.35	Books
Vendor Invoice	1/30/2025	Feb 2025	86345706	V0323 Ingram	\$34.71	Books
Vendor Invoice	1/30/2025	Feb 2025	86345704	V0323 Ingram	\$16.67	Books
Vendor Invoice	1/30/2025	Feb 2025	86345707	V0323 Ingram	\$18.50	Books
Vendor Invoice	1/30/2025	Feb 2025	86345705	V0323 Ingram	\$12.33	Books
Vendor Invoice	1/31/2025	Feb 2025	86372625	V0323 Ingram	\$20.41	Books

Vendor Invoice	1/31/2025	Feb 2025	86372626	V0323 Ingram	\$20.41	Books
Vendor Invoice	1/31/2025	Feb 2025	506693434	V0472 Midwest Tape	\$1,249.69	Digital Library Materials - Jan 25
Vendor Invoice	1/31/2025	Feb 2025	86372627	V0323 Ingram	\$13.07	Books
Vendor Invoice	1/31/2025	Feb 2025	86372624	V0323 Ingram	\$10.97	Books
Credit Card	2/3/2025	Feb 2025	RAMP.0dec2ff3-a166-4635	V1173 Amazon	\$49.45	Ashley Thiem-Menning - Library materials acquisition
Vendor Invoice	2/3/2025	Feb 2025	86397906	V0323 Ingram	\$111.03	Books
Vendor Invoice	2/3/2025	Feb 2025	86397897	V0323 Ingram	\$12.82	Books
Vendor Invoice	2/3/2025	Feb 2025	86397898	V0323 Ingram	\$11.62	Books
Vendor Invoice	2/3/2025	Feb 2025	86397896	V0323 Ingram	\$16.71	Books
Vendor Invoice	2/3/2025	Feb 2025	86397912	V0323 Ingram	\$97.03	Books
Vendor Invoice	2/3/2025	Feb 2025	86397909	V0323 Ingram	\$10.76	Books
Vendor Invoice	2/3/2025	Feb 2025	86397902	V0323 Ingram	\$35.66	Books
Vendor Invoice	2/3/2025	Feb 2025	86397901	V0323 Ingram	\$108.38	Books
Vendor Invoice	2/3/2025	Feb 2025	86397900	V0323 Ingram	\$12.21	Books
Vendor Invoice	2/3/2025	Feb 2025	86397904	V0323 Ingram	\$138.39	Books
Vendor Invoice	2/3/2025	Feb 2025	86397903	V0323 Ingram	\$107.22	Books
Vendor Invoice	2/3/2025	Feb 2025	86397907	V0323 Ingram	\$35.64	Books
Vendor Invoice	2/3/2025	Feb 2025	86397895	V0323 Ingram	\$98.33	Books
Vendor Invoice	2/3/2025	Feb 2025	86397910	V0323 Ingram	\$304.85	Books
Vendor Invoice	2/3/2025	Feb 2025	86397915	V0323 Ingram	\$20.44	Books
Vendor Invoice	2/3/2025	Feb 2025	86397911	V0323 Ingram	\$38.86	Books
Vendor Invoice	2/3/2025	Feb 2025	86397905	V0323 Ingram	\$8.81	Books
Vendor Invoice	2/3/2025	Feb 2025	86397914	V0323 Ingram	\$183.18	Books
Vendor Invoice	2/3/2025	Feb 2025	86397899	V0323 Ingram	\$22.09	Books
Vendor Invoice	2/3/2025	Feb 2025	86397908	V0323 Ingram	\$124.76	Books
Vendor Invoice	2/3/2025	Feb 2025	86397913	V0323 Ingram	\$81.36	Books
Vendor Invoice	2/4/2025	Feb 2025	86423629	V0323 Ingram	\$22.20	Books
Vendor Invoice	2/4/2025	Feb 2025	86423628	V0323 Ingram	\$13.76	Books
Vendor Invoice	2/4/2025	Feb 2025	86423627	V0323 Ingram	\$8.16	Books
Vendor Invoice	2/4/2025	Feb 2025	86433867	V0323 Ingram	\$12.58	Books
Vendor Invoice	2/4/2025	Feb 2025	86433866	V0323 Ingram	\$18.67	Books
Vendor Invoice	2/4/2025	Feb 2025	86423626	V0323 Ingram	\$26.77	Books
Vendor Invoice	2/4/2025	Feb 2025	86423625	V0323 Ingram	\$54.76	Books
Vendor Invoice	2/4/2025	Feb 2025	86433865	V0323 Ingram	\$29.49	Books
Vendor Invoice	2/5/2025	Feb 2025	86457243	V0323 Ingram	\$51.96	Books
Vendor Invoice	2/5/2025	Feb 2025	86449134	V0323 Ingram	\$30.38	Books
Vendor Invoice	2/5/2025	Feb 2025	86457249	V0323 Ingram	\$75.16	Books
Vendor Invoice	2/5/2025	Feb 2025	86457241	V0323 Ingram	\$15.94	Books
Vendor Invoice	2/5/2025	Feb 2025	86457244	V0323 Ingram	\$30.35	Books
Vendor Invoice	2/5/2025	Feb 2025	86457253	V0323 Ingram	\$17.18	Books
Vendor Invoice	2/5/2025	Feb 2025	86449133	V0323 Ingram	\$13.50	Books
Vendor Invoice	2/5/2025	Feb 2025	86449135	V0323 Ingram	\$17.66	Books
Vendor Invoice	2/5/2025	Feb 2025	86457248	V0323 Ingram	\$19.00	Books
Vendor Invoice	2/5/2025	Feb 2025	86457242	V0323 Ingram	\$29.93	Books
Vendor Invoice	2/5/2025	Feb 2025	86457251	V0323 Ingram	\$94.48	Books
Vendor Invoice	2/5/2025	Feb 2025	86457246	V0323 Ingram	\$16.58	Books
Vendor Invoice	2/5/2025	Feb 2025	86457250	V0323 Ingram	\$25.65	Books
Vendor Invoice	2/5/2025	Feb 2025	86457245	V0323 Ingram	\$80.09	Books
Vendor Invoice	2/5/2025	Feb 2025	86457247	V0323 Ingram	\$35.39	Books
Vendor Invoice	2/5/2025	Feb 2025	86457252	V0323 Ingram	\$32.68	Books
Credit Card	2/6/2025	Feb 2025	RAMP.ba178208-3fc1-497c	V0651 The Wall Street Journal	\$41.13	Spencer Heise - Library news subscription
Credit Card	2/6/2025	Feb 2025	RAMP.53e010c0-31f9-45c8	V0796 Baker & Taylor	\$12.26	Spencer Heise - Library book acquisitions
Credit Card	2/7/2025	Feb 2025	RAMP.a89f499f-de6e-4f0c-	V0796 Baker & Taylor	\$93.48	Spencer Heise - Library book acquisitions
Credit Card	2/9/2025	Feb 2025	RAMP.1b31146c-5d01-4ab	V1173 Amazon	\$69.99	James Berven - Library materials acquisition
CCard Refund	2/10/2025	Feb 2025	RAMP.9a2806a3-f371-483c	V1173 Amazon	(\$0.09)	James Berven - Library materials acquisition
Credit Card	2/12/2025	Feb 2025	RAMP.3b8c6b90-2255-4db	V0796 Baker & Taylor	\$146.03	Spencer Heise - Library book acquisitions
Vendor Invoice	2/12/2025	Feb 2025	86567827	V0323 Ingram	\$163.24	Books
Vendor Invoice	2/12/2025	Feb 2025	86567833	V0323 Ingram	\$15.41	Books
Vendor Invoice	2/12/2025	Feb 2025	86567835	V0323 Ingram	\$46.63	Books
Vendor Invoice	2/12/2025	Feb 2025	490348	V1515 Playaway Products LLC	\$490.11	Wonderbooks from Playaway
Vendor Invoice	2/12/2025	Feb 2025	86567830	V0323 Ingram	\$14.16	Books
Vendor Invoice	2/12/2025	Feb 2025	86567839	V0323 Ingram	\$61.52	Books
Vendor Invoice	2/12/2025	Feb 2025	86567840	V0323 Ingram	\$35.01	Books
Vendor Invoice	2/12/2025	Feb 2025	86567829	V0323 Ingram	\$33.19	Books
Vendor Invoice	2/12/2025	Feb 2025	86567838	V0323 Ingram	\$10.71	Books
Vendor Invoice	2/12/2025	Feb 2025	86567836	V0323 Ingram	\$6.80	Books
Vendor Invoice	2/12/2025	Feb 2025	86567837	V0323 Ingram	\$11.48	Books
Vendor Invoice	2/12/2025	Feb 2025	490524	V1515 Playaway Products LLC	\$1,863.48	Wonderbooks from Playaway
Vendor Invoice	2/12/2025	Feb 2025	86567834	V0323 Ingram	\$16.94	Books
Vendor Invoice	2/12/2025	Feb 2025	86567832	V0323 Ingram	\$17.90	Books
Vendor Invoice	2/12/2025	Feb 2025	86567828	V0323 Ingram	\$11.46	Books
Vendor Invoice	2/12/2025	Feb 2025	86567831	V0323 Ingram	\$12.27	Books
Vendor Invoice	2/14/2025	Feb 2025	490920	V1515 Playaway Products LLC	\$1,269.25	Wonderbooks from Playaway
Credit Card	2/17/2025	Feb 2025	RAMP.21ac238f-c765-45f6	V0755 T-Mobile	\$373.80	Spencer Heise - Library mobile communication services
Credit Card	2/17/2025	Feb 2025	RAMP.9d6cb3e9-88ee-43d	V1173 Amazon	\$9.99	James Berven - Library materials acquisition

Vendor Invoice	2/20/2025	Feb 2025	86704687	V0323 Ingram	\$12.27	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704682	V0323 Ingram	\$33.65	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704686	V0323 Ingram	\$23.40	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704697	V0323 Ingram	\$10.73	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704694	V0323 Ingram	\$14.37	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704696	V0323 Ingram	\$25.98	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704679	V0323 Ingram	\$30.85	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704688	V0323 Ingram	\$17.17	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704692	V0323 Ingram	\$20.73	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704684	V0323 Ingram	\$16.78	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704690	V0323 Ingram	\$17.98	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704683	V0323 Ingram	\$38.01	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704695	V0323 Ingram	\$22.05	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704680	V0323 Ingram	\$15.64	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704691	V0323 Ingram	\$20.73	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704693	V0323 Ingram	\$71.01	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704685	V0323 Ingram	\$10.59	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704698	V0323 Ingram	\$33.15	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704699	V0323 Ingram	\$14.36	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704681	V0323 Ingram	\$7.33	Books		
Vendor Invoice	2/20/2025	Feb 2025	86704689	V0323 Ingram	\$17.90	Books		
Credit Card	2/21/2025	Feb 2025	RAMP.c4730a53-4547-497	V0796 Baker & Taylor	\$35.98	Spencer Heise - library book acquisitions		
Credit Card	2/21/2025	Feb 2025	RAMP.9b3fc9c7-7211-408e	V0796 Baker & Taylor	\$21.59	Spencer Heise - Library book acquisitions		
Credit Card	2/21/2025	Feb 2025	RAMP.6b4d5102-1c1a-48c	V0796 Baker & Taylor	\$10.76	Spencer Heise - Library book acquisitions		
Vendor Invoice	2/24/2025	Feb 2025	86759343	V0323 Ingram	\$6.79	Books		
Vendor Invoice	2/24/2025	Feb 2025	86754580	V0323 Ingram	\$13.68	Books		
Vendor Invoice	2/24/2025	Feb 2025	86759339	V0323 Ingram	\$60.44	Books		
Vendor Invoice	2/24/2025	Feb 2025	86759338	V0323 Ingram	\$9.96	Books		
Vendor Invoice	2/24/2025	Feb 2025	86759345	V0323 Ingram	\$30.23	Books		
Vendor Invoice	2/24/2025	Feb 2025	86754582	V0323 Ingram	\$21.76	Books		
Vendor Invoice	2/24/2025	Feb 2025	86754583	V0323 Ingram	\$39.87	Books		
Vendor Invoice	2/24/2025	Feb 2025	86759341	V0323 Ingram	\$10.74	Books		
Vendor Invoice	2/24/2025	Feb 2025	86759344	V0323 Ingram	\$10.47	Books		
Vendor Invoice	2/24/2025	Feb 2025	86759346	V0323 Ingram	\$12.03	Books		
Vendor Invoice	2/24/2025	Feb 2025	86759342	V0323 Ingram	\$21.13	Books		
Vendor Invoice	2/24/2025	Feb 2025	86759340	V0323 Ingram	\$14.70	Books		
Vendor Invoice	2/24/2025	Feb 2025	86754579	V0323 Ingram	\$18.20	Books		
Vendor Invoice	2/24/2025	Feb 2025	86754581	V0323 Ingram	\$63.95	Books		
Credit Card	2/26/2025	Feb 2025	RAMP.b2daec57-916f-43bt	V1173 Amazon	\$49.99	James Berven - Library materials acquisition		
Total - 5441 - Library Materials					\$12,246.09			
5442 - Service Contracts								
Vendor Invoice	1/31/2025	Feb 2025	38452804	V0440 Marco	\$248.09	Copier - Jan 25		
Vendor Invoice	1/31/2025	Feb 2025	502545	V1501 WILS	\$711.90	Newspaper Archive		
Credit Card	2/2/2025	Feb 2025	RAMP.21cae3f7-26c8-45f0	V1173 Amazon	\$136.10	Spencer Heise - library digital subscription		
Vendor Invoice	2/5/2025	Feb 2025	25068	V0001 Amplitel Technologies LLC	\$240.00	Annual Priority Alarm		
Credit Card	2/8/2025	Feb 2025	RAMP.ee7085d0-fcb4b11	V1207 Miscellaneous Retail Vendor (Ramp)	\$99.50	Spencer Heise - digital library resource		
Credit Card	2/23/2025	Feb 2025	RAMP.67e9e6d6-213f-4bd1	V1207 Miscellaneous Retail Vendor (Ramp)	\$14.76	Spencer Heise - library media subscription		
Total - 5442 - Service Contracts					\$1,450.35			
5444 - Library Programs								
Credit Card	1/23/2025	Feb 2025	RAMP.ba001dd6-bdca-45c	V1207 Miscellaneous Retail Vendor (Ramp)	\$14.76	Spencer Heise - library media subscription		
Credit Card	1/24/2025	Feb 2025	RAMP.b1af9ab0-eea2-406t	V1173 Amazon	\$72.92	Sarah Wroblewski - Supplies for library programs		
Credit Card	1/29/2025	Feb 2025	RAMP.570e2232-c1d4-432	V1207 Miscellaneous Retail Vendor (Ramp)	\$37.10	Sarah Wroblewski - Supplies for library programs		
Credit Card	2/2/2025	Feb 2025	RAMP.cf416392-e4fd-4ab5	V1173 Amazon	\$17.98	Spencer Heise - library programming		
Credit Card	2/4/2025	Feb 2025	RAMP.209e9b88-5ba5-4bd	V1173 Amazon	\$35.96	Spencer Heise - library programs		
Credit Card	2/7/2025	Feb 2025	RAMP.7a85af0d-97df-4787	V1282 Walmart	\$26.02	Sarah Wroblewski - Supplies for library programs		
Credit Card	2/15/2025	Feb 2025	RAMP.07e64fee-b3bd-496c	V0825 Costco	\$13.99	James Berven - library programming		
Total - 5444 - Library Programs					\$218.73			
5499 - Miscellaneous								
Credit Card	2/16/2025	Feb 2025	RAMP.0d06f70a-f01c-4085	V1282 Walmart	\$7.32	Ashley Thiem-Menning - miscellaneous library expense		
Total - 5499 - Miscellaneous					\$7.32			
5801 - Land & Buildings								
Vendor Invoice	2/21/2025	Feb 2025	BE267743	V0503 Finger Publishing, Inc.	\$35.07	Project 7-25 Library AMHS - Ad	24-1330	Public Libr - No Class Buildings & Misc. Capital - 423
Vendor Invoice	2/21/2025	Feb 2025	BE267742	V0503 Finger Publishing, Inc.	\$106.28	6-25 - Library Office Renovation	24-1330	Public Libr - No Class Buildings & Misc. Capital - 423
Total - 5801 - Land & Buildings					\$141.35			
5804 - Equipment (including Office)								
Credit Card	1/30/2025	Feb 2025	RAMP.ef2f0eac-b264-4742	V1207 Miscellaneous Retail Vendor (Ramp)	\$390.26	James Berven - Library facility maintenance supplies		
Credit Card	1/31/2025	Feb 2025	RAMP.0b6bab7e-c6bb-4b5	V1207 Miscellaneous Retail Vendor (Ramp)	\$1,944.85	Spencer Heise - library supplies - disc cleaner		
Total - 5804 - Equipment (including Office)					\$2,335.11			
Total - Expense					\$105,613.46			
Net Income					(\$105,613.46)			



Kaukauna Public Library Artificial Intelligence Policy

The Kaukauna Public Library is dedicated to staying up to date with the latest technology to provide our patrons with the most accurate information and outstanding customer service. The Library recognizes that Artificial Intelligence, more specifically Generative Artificial Intelligence (AI), has the potential to assist staff in realizing these goals. However, we also recognize the danger of the misuse of AI and the negative impact it could have on the information we provide to our patrons. This policy establishes best practices for utilizing AI in the Library, with a particular focus on information literacy and patron privacy.

Definitions

Generative Artificial Intelligence (AI) - Generative Artificial Intelligence is a type of artificial intelligence that can learn from and mimic large amounts of data to create content such as text, images, music, videos, code, and more, based on user-generated prompts.

Hallucinations – Due to the generative architecture of current AI systems, hallucinations are the AI system’s tendency to generate responses to queries that are inaccurate, misleading, or completely fabricated.

Query – The act of typing a prompt into an AI system or search engine to receive information.

Prompt – A question, statement, or demand issued to an AI system.

AI Systems

The Library is aware that current AI systems can hallucinate information in response to queries, as well as offer biased responses. This can result in answers to queries that are inaccurate. As such, AI use by Library staff has the following parameters:

- Staff *will not* use AI systems to answer patron reference questions or staff queries related to the execution of their jobs. This includes recognizing that some search engines display answers to queries with AI results at the top of the webpage.
- Staff *will not* use these to answer patron questions or staff queries related to the execution of their jobs.
- Staff *will not* use AI generated images in fundraising efforts unless certain that the AI system generates images that are authorized for commercial use.
- Staff *will* use AI in creative endeavors including helping with creative brainstorming, sentence rephrasing, and the creation of images for marketing and display purposes that are in alignment with the Kaukauna Public Library and City brand.
- Staff *may* at times use AI to begin the start of vague research requests, however, staff will not use the AI generated response to answer the vague patron reference questions or staff queries without cross referencing sources.

The Library is aware that bias is inherent in AI systems due to the datasets they learn from being susceptible to bias. Staff will generate queries and interpret their results with this bias in mind, constructing multiple queries if necessary, to limit the bias in the results.

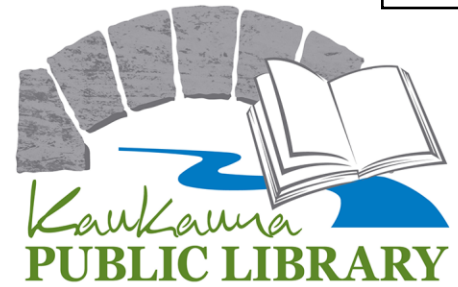
Patron Privacy

In addition to adherence to our Privacy Policy, the library prohibits the upload, or inclusion in queries, of confidential data (patron information, employee records, etc.) to AI systems that the library uses. This includes, but is not limited to, Name, Address, Telephone Number, Email, Date of Birth, Driver's License Number, the likeness of patrons from photos taken at library programs, and borrower history data.

Staff Training

The Library regularly schedules days to train staff throughout the year. However, AI technology is changing at such a rapid rate that it may supersede staff training or policy change.





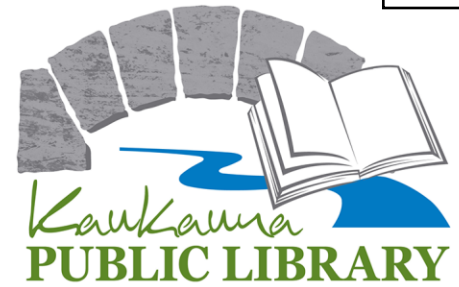
To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 3/18/25
Re: Community Partners

The Cougar Caring Project at Quinney Elementary School put together a bunch of birthday kits for the Little Free Pantry as a service project. The group put together 63 kits, some of which went to the Library and others to Loaves & Fishes. We are so lucky to have such caring students!

Trim Hunger will be making monthly scheduled food deliveries to the Library starting in April. I provided a list of the most needed items for the pantry and a volunteer shopper will be picking up items and delivering them to us. We are very thankful for their donations.

We were a donation site again this year for the Help for the Homeless campaign from February 23 to March 16.

We have been working with the Appleton and Neenah libraries on the promotion of the Fox Cities Reads 2025 author event. The event, held on March 13, was a major success at the newly renovated Appleton Public Library with 282 people present to see author Angeline Boulley! Several patrons of our Library reported having greatly enjoyed the event. The Fox Cities Book Festival, the fiscal agent of the Fox Cities Reads, did dissolve in 2024, so the current Fox Cities Reads is a partnership with varying levels of contribution of the six area public libraries. The Fox Cities Book Festival did gift what was left in their bank account to Appleton Public Library to use for future Reads author events. We have already selected an author for 2026 and are in talking with their agent.



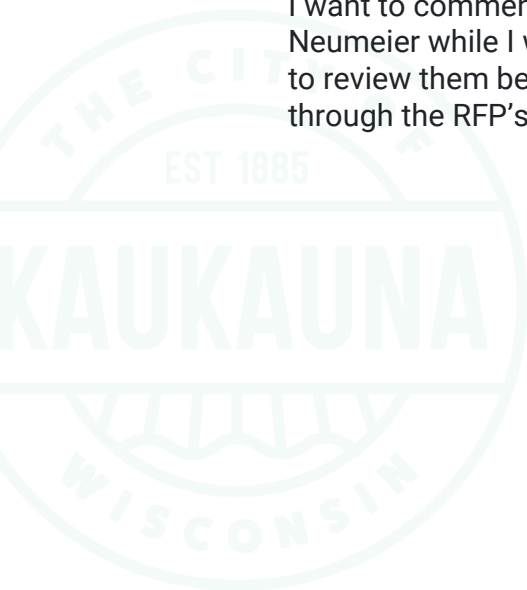
To: Kaukauna Public Library Board of Trustees
 From: Library Director Ashley Thiem-Menning
 Date: 2/18/25
 Re: Capital Improvement Project (CIP) Update

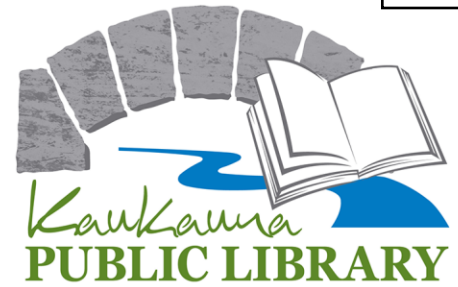
At the Board of Public Works Committee meeting on March 17, 2025, the bids for both our projects were awarded.

The construction was awarded to Milbach Construction, which happens to be the company responsible for the construction of our learning garden. The office improvements total base bid is \$73,082 and the option for adding the meeting room is \$10,525. Director Neumeier recommended awarding a contract of \$83,607 to Milbach Construction. Council approved the award. A second motion was also made to authorize Director Neumeier to amend the SEH agreement to include construction administration for an additional \$3,000. I do not currently have information on the timeline given the award was just made. Construction was set in the RFP to be finished by August. Further updates to follow.

The AMHS was also awarded last night to mk-Solutions, in the amount of \$122,830 for an AHMS, three self-check machines, two sets of security gates, and six RFID pads. This is a change from our current vendors for the self-checks, gates, and pads, however the licensing/software/service package is significantly lower with mk-Solutions. The offices do need to be constructed first, so the installation of these pieces of equipment would not be until the fall or later of this year.

I want to commend James Berven for taking on the selection of the AMHS with Director Neumeier while I was on vacation. The bids came in on March 5, so I only had two days to review them before leaving for vacation. James spent considerable time going through the RFP's and calling references.





To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 3/18/25
Re: Staffing Update

We have successfully transitioned two part-time staff members to fulltime since the last Board meeting.

Part-time Library Assistant Kim Cackowski transitioned into the fulltime Programming position and On-Call staff member George Dodge-Mueller took the position of fulltime Materials Processing.

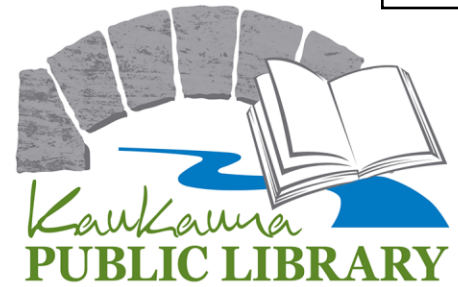
George began the role officially on February 28 and Kim on March 3. With an On-Call staff member filling a fulltime position, that did eliminate one of the three open part-time positions.

We also posted for On-Call Library Assistants in February and hired three. Owen Duescher was hired, who is actually a past employee, back from teaching in Japan for a year. We also hired Karla Hammond, who has experience working at two other local public libraries, as well as Rachel Hitt, who also has experience working as a Library Director.

On March 17, an internal posting for a part-time Library Assistant went out. If we cannot fill the position internally with existing On-Call staff, we will post the position externally.

We will still have one open part-time position, which will be posted soon.





To: Kaukauna Public Library Board of Trustees

From: Library Director Ashley Thiem-Menning

Date: 3/18/25

Re: Executive Order regarding Institute of Museums & Library Services

On March 14, the President of the United States issued an Executive Order regarding the Institute of Museum & Library Services (IMLS).

It is unclear at this time what the impact to libraries will be on a national and local level. I wanted to address this because patrons have been asking questions about what this means for their library at our service desk because they are hearing about it in the news.

OWLS Director Bradley Ships did reach out to OWLS Library Directors, stating that System Directors met with DPI to discuss the Executive Order. Their understanding from the meeting is that in the short term, there will be little impact to Wisconsin public libraries. DPI received word from IMLS that they expect to send Wisconsin's full annual award in April. The potentially serious impacts could be in the future. In October, Congress will vote on whether to re-authorize the IMLS, and if they do not, state grants to libraries would not come through in April 2026. Federal funding through IMLS is important to public libraries in Wisconsin in a variety of ways.

The Wisconsin Library Association released this information to us:

"While we wait for the IMLS to release its plan of compliance with the order, WLA leadership and its Library Development & Legislation (LD&L) Committee are communicating with our partners at the Wisconsin Department of Public Instruction, leaders within the 15 public library systems around the state, other state library associations, and the American Library Association. We will share more information as it becomes available to us."

I will keep you posted as we learn more about what this might mean to Wisconsin libraries. There is currently no direct impact to our library at this time. Historically, we have been (as a library system) awarded LSTA funds, which are federal and come from the IMLS under the Library Services and Technology Act (LSTA). The IMLS, Grants to States program, is the largest source of federal funding support for library services in the United States. LSTA grants are awarded for a variety of things in public libraries, including technology and early literacy efforts, which may not be fiscally feasible for libraries in their regular operating budget. There are few large-scale grants available to public libraries in the United States outside of the IMLS. Wisconsin receives roughly three million dollars annually for the Grants to States program.

Adult Services Librarian Report March 2025

Programming

Make and Mingle

In February Jenny taught patrons how to make a tiny embroidery project that can be used as a jewelry, keychain, or tiny accent. In March she showed them how to make wire dragonflies. Though both crafts required a fair bit of dexterity patrons did very well and enjoyed the crafts.



A patron focused on mini embroidery (left). Wire dragonfly making (right).

Easter Seals

Once a year in February I teach the Easter Seals the basics of Excel/Google Sheets spreadsheet software. 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.



James teaching the Easter Seals Google Sheets basics.

Games at the Library

In the last two months two of our recurring games programs have enjoyed standout attendance. Our bi-weekly Sheepshead program has grown to its largest attendance of 7 people and our Dungeons and Dragons club also saw a resurgence in attendance with 13 people attending on Monday March 17th.



Dungeons and Dragons club (left). Sheepshead (right).

AARP Tax Aide

Though not a library-sponsored event, the library is happy to host AARP Tax Aide again this year. The volunteer run organization provides tax assistance free of charge with a special focus on taxpayers who are over 50 and have low-to-moderate income. They use conference room ABC at 10a-5p on Thursdays from Feb 6th to April 10th.

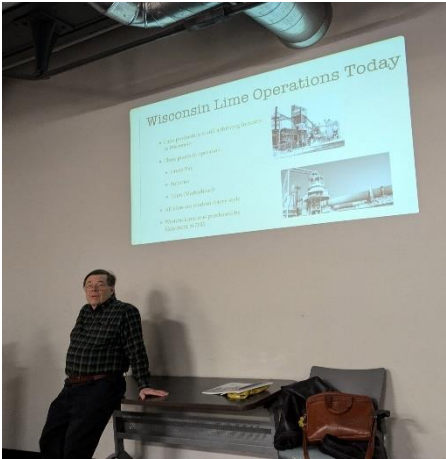
Boss Women: Empowering Local Entrepreneurs

Staff member Casey hosted a panel of four local businesswomen who gave their insights into running women owned businesses. The presenters were Stacey Hummel – Sweet Treats Candies and Sweets, Mamie Nickel – Kaukauna Coffee and Tea, Sydney Hummel – Wellness 360, and library staff member George Mueller – Arkana Books.



Patrons enjoying the Boss Women presentation.

Focus on Local History: Special Guest Daniel Seurer



Gavin hosted Daniel Seurer for his Focus on Local History program in February. Daniel is an expert on the topic of lime production in the area. He spoke about Wisconsin’s history producing lime, specifically focusing on the northern areas of lake Winnebago and the Fox Valley area. The presentation also related to the papermills in the area, as lime production facilities supplied the local paper mills with lime, which is an important material in paper production.

Archaeologist Daniel Seurer presenting.

AMHS and Accessories

I spent the second week of March researching and deciding between two of three vendors that replied to our RFP for an Automated Materials Handling System, Self Checks, RFID Pads, and Security Gates. The decision was between two vendors: MK Solutions and Bibliotheca. The full details of my recommendation are in the 3/17/25 Board of Public Works Packet available on the city’s website. I’ll briefly summarize the decision here.

I recommended we select MK Solutions as the vendor to supply our AMHS and accessories. They were not only the less expensive option, but the method that patrons use to return items in the outdoor book drop was more user friendly than Bibliotheca’s, in my opinion. Additionally, the machine is more than two feet shorter than Bibliotheca's, which is appreciated due to our limited space in the workroom. I spoke to 6 references for both vendors and they all gave glowing reviews regarding the support they have received from both vendors over the years. We hope that the purchase of this technology will improve our patron’s experience at the library and streamline staff workflow while handling materials.

Youth Services at a Glance

February 2025

Teacher Packs- 2

Youth Programs- 31

Youth Attendance- 889

General Interest Programs- 5

General Interest Attendance- 154

Program Highlights

Homeschool Heroes is a weekly offering for families to help expand their homeschool experience and provide high-quality and age-appropriate lessons. During this semester, our focus on STEAM skills has pulled in a large group of attendees. The students have explored coding, group collaboration, engineering, and so much more!



Above: Homeschool students complete the engineering challenge

During the school year, we offer several drop-in craft or activity days. The drop-in programs are planned in conjunction with KASD no-school and early release days. On those days, families often visit the library looking for extra things to do and students use the library as a waiting location. In February, patrons could create valentines to keep or give away. The self-led station was stocked with ribbons, doilies, paper hearts, markers, and crayons.

Throughout the day, over 55 patrons of all ages stopped in the youth department to enjoy a bit of crafting love.

There was a zoo at the library in February! Well, it sure sounded like one during the Animal Actions Dance Party! Attendees unleashed their inner animals with themed songs and movements. Although Miss Casey loves to dance with her friends, she knows sometimes they need a break. With the help of a new dance party addition, patrons are invited to take a break at the craft table and make one of the themed crafts. This month's craft was animal masks!



Above: Dance party attendees enjoying the craft table and dancing!

Community Outreach & Collaboration

In an ongoing effort to encourage Kaukauna High School teens to visit the public library, we arranged to drop into a few English classrooms this February. Each class was asked an array of survey questions focusing on teen-specific programming. We were surprised by how many students were unaware of the multitude of resources and materials available, not to mention the events, at the Kaukauna Public Library. When asked what programs they would attend, many of the responses were related to programs that we have held in the past. As a team, we are exploring other options to market teen programs and capture their attention, hopefully resulting in higher participation numbers.

Kim Cackowski participated in the Kaukauna High School's Diversity Club's Multicultural Fair in February. The KPL table embraced Indigenous culture with various items and offered a self-led immersion into the Seven Grandfather Teachings. Attendees made bookmarks directly tied to one of the seven teachings and were invited to try a cup of freshly made strawberry drink. Many items were displayed for visual appreciation including corn husk flowers, a sweet grass braid, and a Ho Chunk-inspired black ash basket filled with packets of cedar for participants to take home.



We held the second annual Tanner Family Night at the library in February with the help of KHS NHS student volunteers. Families were invited to explore the library and participate in various stations. After visiting the conference room to enjoy a light refreshment, attendees could venture to the youth department where several large games were set up. While waiting for a turn, families could complete the Lego maker challenge or take a break in the mindful reading spot in adult fiction. Patrons then stopped at the bookmark creation station to craft a one-of-a-kind bookmark, many were put to use right away as families picked up library cards and checked out a few

favorite titles before heading home. We are already looking forward to next year!



Clockwise from bottom left: Families explore the maker challenge, a group enjoys giant checkers, friends creating bookmarks, Tanner the Tiger with a KHS volunteer.

Trustee Essentials

Chapter 24: Library Friends and Library Foundations

“Friends” Organizations

- Friends organizations are groups of citizens who join together to support, improve, and promote the library.
- As volunteers who actively support the library, Friends can be extremely helpful to the library in a number of ways. Friends often offer financial support for a special library program or service, advocate for the library budget or library capital project, and volunteer assistance with children’s summer reading programs and other services.

“Friends” Organizations

- While the library board and the Friends share a common vision, they are separate, autonomous bodies—each with a distinct role. The two groups work together most effectively if they respect the distinct role of each organization.

“Friends” Organizations

- Below are a few suggestions that may help create an effective working relationship:
- Friends recognize that they do not perform a decision-making role for the library.
- The library board values and encourages input and opinions from the Friends.
- The library board appoints a liaison to the Friends (often the library director or other library staff member).
- Friends decide how to spend their funds only after conferring with the library director and library board.
- The library board provides the Friends with a “wish list” of items not included in the budget, to aid the Friends in their fund-raising efforts.
- The Friends’ activities support library board strategic plans and policies.
- The library board expresses appreciation to the Friends for their support and service.
- The library board invites and welcomes Friends to library board meetings, especially when discussing issues that may be of interest to the Friends.

Library Foundations

- Individuals in some Wisconsin communities have created library foundations to solicit donations to support the library. Library foundations are independent nonprofit organizations established according to the relevant state and federal regulations.
- Because library foundations, like Friends groups, are autonomous organizations, many of the same suggestions discussed above for working with the Friends also apply to developing a positive working relationship with a library foundation. The primary distinction between a Friends of the Library group and a library foundation is that a library foundation will typically have a single purpose: to raise private funds for the support of the library, often including support for library building projects.

Community Foundations

- Like a library foundation, a community foundation is a charitable organization described in IRS 501(c)(3); however, a community foundation has a broader purpose for the betterment of the community at large and not just the library. This type of foundation is generally used in the absence of a library foundation to help raise funds or establish an endowment on behalf of the library and to invest those funds legally and effectively.

Financial Support from Friends and Library Foundations

- It is important that library donations, including financial and material support from the Friends and any library foundation, be used to enhance or enrich library services. The availability of Friends' support should never be the occasion for reducing or replacing the community's commitment to public funding. Donors will quit donating and volunteers will quit working if they see that their efforts are resulting in reduced public funding for the library instead of improved service.

Financial Support from Friends and Library Foundations

- Often, Friends groups will underwrite a pilot project for a year or two until the value of the new service is proven in the community. They might provide assistance in the furnishing and/or decorating of the library building beyond bare necessities. They might make special collection enrichment gifts to help the library keep pace with an unanticipated increase in the need for special materials (to better serve Spanish-language residents or day-care centers, for example). In addition, Friends groups often provide financial support for special programming

Financial Support from Friends and Library Foundations

- In many communities, the library donates withdrawn books to the local Friends organization for sale to the public. This practice probably falls within the authority of the library board; however, because public property is involved, special care should be taken. We recommend that the library board enter into a written agreement with the Friends that makes clear that all proceeds from sale of the books (and any other materials) be used to support the programs and services of the library.

Donations to the Library

- Under Wisconsin law, the library board itself may accept and manage donations on behalf of the library. Donations to a public library, like donations to any government organization, meet the IRS definition of a "charitable contribution" to a "qualified organization."

Discussion Questions

1. Discuss the pros and cons of using donations from the Friends, a foundation, or another outside source to fund existing library services.
2. How can the Friends/foundation and the library board be sure that Friends/foundation expenditures provide the greatest benefit to the library?
3. What are the pros and cons of the establishment of a library foundation?

2025 Statistics	2024 Statistics
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Circulation	January	February	2024 Y-T-D	February 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Total Circulation and Renewal	14,507	13,075	27,582	11,558	24,412	1,517	13%
Overdrive Usage	2,890	2,640	5,530	2,430	4,812	210	9%
Hoopla Usage	523	532	1,055	361	776	171	47%
Items Loaned	3,096	2,999	6,095	2,828	5,722	171	6%
Items Borrowed	4,593	3,918	8,511	3,220	7,194	698	22%
Teacher Packs	5	2	7	4	7	-2	-50%
Door Count	9,201	8,753	17,954	9,805	18,272	-1,052	-11%

Services	January	February	2024 Y-T-D	February 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Public Internet Usage/Hr.	329	286	615	375	678	-89	-24%
Wireless Usage by Session	1,271	1,258	2,529	1,282	2,507	-24	-2%
Youth Programs	17	31	48	28	52	3	11%
Youth Program Attendance	328	889	1,217	705	1,300	184	26%
Adult Programs	16	16	32	16	26	0	0%
Adult Program Attendance	139	110	249	169	260	-59	-35%
General Interest Programs	8	5	13	5	12	0	0%
General Interest Attendance	582	154	736	526	1,217	-372	-71%
Meeting Room Usage	58	74	132	80	141	-6	-8%
Study Room	135	190	325	146	274	44	30%
Volunteer Hours	102	98	200	87	187	11	13%
Local History Inquiries	18	12	30	18	28	-6	-33%
Technology Instruction 1:1	12	8	20	15	27	-7	-47%
Proctor	0	0	0	1	1	-1	-100%
Notary	2	2	4	2	2	0	0%

Social Statistics	January	February	2024 Y-T-D	February 2024	2024 Y-T-D	Monthly Difference from 2024	% +/-
Website Views	3,060	2,975	6,035	2,370	4,965	605	26%
Facebook Followers	8,691	8,710	17,401	68	114	8,642	12709%
TikTok Followers	744	743	1,487	203	290	540	266%
Instagram Followers	914	918	1,832	NEW	NEW	STATISTIC	

Items Held by Library	January	February	Month to Month # +/-	February 2024	# +/-
Total Titles Held by Library	67,633	67,951	534	62,813	5,138
Total Items Held by Library	72,130	72,510	599	67,356	5,154
Kaukauna Card Holding Patrons	10,943	10,943	0	10,211	732

Quarterly Report