LIBRARY BOARD MEETING

City of Kaukauna
Kaukauna Public Library

207 Thilmany Rd STE 200, Kaukauna

Tuesday, November 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, October 27, 2026
   b. Bill Register October 2026

5. Action Items
   a. Adopt the 2027 Budget
   b. Update Library Appropriate Use Policy
   c. Approve the Strategic Plan 2027-2030

6. Information Items
   a. Directors Report
   b. Assistant Directors Report
   c. Adult Services Report
   d. Youth Services Librarian Report
   e. Communication Coordinator Report
   f. Programmer Report
   g. Trustee Topic: Chapter 13
   h. Statistics

7. Closed Session
   a. Adjourn to Closed Session Pursuant to State Statute 19.85(1)(a), 19.85(1)(b), and 19.85(1)(f) for review and consideration of Step Four grievance appeal regarding the termination of a Library employee, including review of the Independent Hearing Officer's decision and related grievance record
   b. Return to Open Session for possible action
   c. Adjourn to Closed Session Pursuant to State Statute 19.85(c) for the annual Library Director Performance Review
   d. Return to Open Session for possible action

Adjourn

NOTICES

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

Join Zoom Meeting

Meeting ID: 834-3612-2375

Passcode: 54130

LIBRARY BOARD MEETING MINUTES
City of Kaukauna
Kaukauna Public Library
207 Thilmany Rd STE 200, Kaukauna

Tuesday, October 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 5:36p.
2. Roll call of membership
    a. Present: A. Neumeier, D. Tatro, P. Davis, C. Van Boxtel, C. Fallona, J. Vondracek, M.J. Kilgas, J. Van De Hey, and J. Lucas
    b. Also Present: B. Shipps, A. Thiem-Menning, and J. Berven
3. Public Participation and Communications
    a. A heartfelt thank you to Jane Vondracek for serving on the library board for 19 years!
4. Consent Agenda
    a. Meeting minutes of Tuesday, September 22, 2026
    b. Bill Register September 2026
        i. M.J. Kilgas made a motion to approve the consent agenda, seconded by C. Fallona. Motion carried; all in favor.
5. Action Items
    a. Update 2027 Closures
        i. J. Van de Hey made a motion to update the 2027 closures, seconded by C. Van Boxtel. Motion carried; all in favor.
    b. Collection Development Policy Update
        i. J. Van de Hey made a motion to update the Collection Development Policy with the additional sentence to be added: “The library will not purchase entire works written by artificial intelligence. The library will due diligence to not purchase AI generated materials, however, it is increasingly more difficult to know when authors/publishers/illustrators are using artificial intelligence in their work.” Seconded by J. Lucas. Motion carried; all in favor.
6. Information Items
    a. Outagamie Waupaca Library System Presentation
        i. Director of the OWLS system, Bradley Shipps, gave information on the Wisconsin Inclusive Services Standards, as well as on the OWLS-NFLS merger.
    b. Strategic Plan 2027-2030 Draft
        i. The Board reviewed the draft plan. A recommendation was suggested to build quarterly staff check-ins into the plan.
    c. Directors Report
    d. Assistant Directors Report

e. Adult Services Report
f. Youth Services Librarian Report
g. Trustee Topic: Chapter 12
    i. The topic was library standards.
h. Statistics
    i. J. Vondracek made her final request to receive and place the reports on file, seconded by M.J. Kilgas. Motion carried; all in favor.

7. Adjournment
    i. M.J. Kilgas made a motion to adjourn at 7:00p, seconded by C. Van Boxtel. Motion carried; all in favor.

Minutes prepared by: A. Thiem-Menning

Kaukauna Public Library

2026 Revenue Report

						County Allocation for Library Services						
	Total Fines	Computer Printing/ Photocopies	Faxes	Laminating	**Total Library Generated Revenue**	Outagamie County Appropriation	Calumet County Appropriation	Brown County Appropriation	Winnebago County Appropriation	**Total County Allocations**	**Total Library Revenue to City**	**Lost/ Replacement/ Bills Transferred to Materials**
January	$ 1.28	$ 410.07	$ 69.25	$ -	$ 480.60						$ 480.60	$ 36.62
February	$ 1.00	$ 451.91	$ 38.32	$ 13.25	$ 504.48						$ 504.48	$ 246.14
March	$ 2.25	$ 636.97	$ 46.50	$ 4.00	$ 689.72	$ 106,810.00	$ 102,485.00	$ 20,159.00		$ 229,454.00	$ 230,143.72	$ 173.05
April	$ 0.27	$ 898.33	$ 42.00	$ 8.00	$ 948.60				$ 4,589.00	$ 4,589.00	$ 5,537.60	$ 281.23
May	$ 12.19	$ 534.41	$ 28.10	$ 29.00	$ 603.70						$ 603.70	$ 126.41
June	$ 6.10	$ 811.11	$ 43.00	$ 1.00	$ 861.21						$ 861.21	$ 180.62
July	$ 7.63	$ 445.43	$ 25.50	$ -	$ 478.56	$ 106,810.00					$ 478.56	$ 86.39
August	$ 14.13	$ 681.61	$ 59.70	$ 13.00	$ 768.44						$ 768.44	$ 75.73
September	$ 35.20	$ 681.61	$ 46.25	$ 2.25	$ 765.31						$ 765.31	$ 234.12
October	$ 20.09	$ 653.57	$ 48.10	$ -	$ 721.76						$ 721.76	$ 191.01
Totals	**$ 100.14**	**$ 6,205.02**	**$ 446.72**	**$ 70.50**	**$ 6,822.38**	**$ 106,810.00**	**$ 102,485.00**	**$ 20,159.00**	**$4,589.00**	**$234,043.00**	**$ 240,865.38**	**$ 455.81**

As Financial Secretary I have reviewed and approved this report:

Joseph Lucas
Financial Secretary

City of Kaukauna

City of Kaukauna

City - Budget vs. Actual (Years 2025+)

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

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Expense				
5000 - Personnel Services				
5001 - Wages & Salaries				
5101 - Regular Payroll	$553,868.50	$696,911.56	($143,043.06)	79.47%
5104 - Temporary Payroll	$47,689.02	$36,000.00	$11,689.02	132.47%
Total - 5001 - Wages & Salaries	$601,557.52	$732,911.56	($131,354.04)	82.08%
5002 - Fringe Benefits				
5151 - Retirement Plan	$32,995.15	$42,565.18	($9,570.03)	77.52%
5152 - Residency	$1,673.02	$12,728.21	($11,055.19)	13.14%
5154 - Social Security	$35,267.42	$47,280.38	($12,012.96)	74.59%
5157 - Group Health Insurance	$109,281.12	$153,755.24	($44,474.12)	71.07%
5160 - Group Life Insurance	$582.13	$849.00	($266.87)	68.57%
5163 - Workers Compensation	$1,048.86	$1,173.07	($124.21)	89.41%
Total - 5002 - Fringe Benefits	$180,847.70	$258,351.08	($77,503.38)	70.00%
Total - 5000 - Personnel Services	$782,405.22	$991,262.64	($208,857.42)	78.93%
5003 - Non-Personnel Services				
5004 - Travel/Training				
5208 - Travel - City Business	$4,077.36	$6,708.00	($2,630.64)	60.78%
5211 - Education & Memberships	$3,858.07	$3,371.00	$487.07	114.45%
Total - 5004 - Travel/Training	$7,935.43	$10,079.00	($2,143.57)	78.73%
5006 - Purchased Services				
5303 - Communications	$747.35	$960.00	($212.65)	77.85%
5306 - Heating Fuels	$4,598.61	$7,000.00	($2,401.39)	65.69%
5309 - Water Sewer & Electric	$15,575.43	$16,325.00	($749.57)	95.41%
5312 - Maintenance - Buildings	$111,737.54	$120,000.00	($8,262.46)	93.11%
5313 - Lease - Buildings	$131,923.00	$143,916.00	($11,993.00)	91.67%
5325 - Contractual Services	$30,937.88	$38,397.14	($7,459.26)	80.57%
5328 - Advertising	$1,561.78	$3,050.00	($1,488.22)	51.21%
5331 - General Insurance	$8,456.00	$8,456.00	$0.00	100.00%
5332 - Shared Service Allocation	$129,613.00	$129,613.00	$0.00	100.00%
Total - 5006 - Purchased Services	$435,150.59	$467,717.14	($32,566.55)	93.04%
5007 - Supplies				
5401 - Office Supplies	$4,406.00	$7,500.00	($3,094.00)	58.75%
5402 - Desktop Printer/Fax Expense	$480.99	$800.00	($319.01)	60.12%
5422 - Data Processing Supplies	$8,055.18	$8,500.00	($444.82)	94.77%
5431 - Postage	$2,130.82	$2,250.00	($119.18)	94.70%
5441 - Library Materials	$104,834.82	$122,552.00	($17,717.18)	85.54%
5442 - Service Contracts	$50,669.82	$55,000.00	($4,330.18)	92.13%
5444 - Library Programs	$7,233.86	$8,000.00	($766.14)	90.42%
5499 - Miscellaneous	$96.35	$2,000.00	($1,903.65)	4.82%
Total - 5007 - Supplies	$177,907.84	$206,602.00	($28,694.16)	86.11%
Total - 5003 - Non-Personnel Services	$620,993.86	$684,398.14	($63,404.28)	90.74%
5008 - Outlay				
5801 - Land & Buildings	$31,396.01	$0.00	$31,396.01	0.00%
5804 - Equipment (including Office)	$9,364.85	$9,500.00	($135.15)	98.58%
Total - 5008 - Outlay	$40,760.86	$9,500.00	$31,260.86	429.06%

Financial Row	Amount	Budget Amount	Amount Over Budget	% of Budget
Total - Expense	$1,444,159.94	$1,685,160.78	($241,000.84)	85.70%
Net Income	($1,444,159.94)	($1,685,160.78)	$241,000.84	85.70%

City of Kaukauna
City - Income Statement Detail
Oct 2026

Financial	Type	Date	Posting Period	Document Number	Name	Amount	Description	Fund
Expense								
5000 - Personnel Services								
5001 - Wages & Salaries								
5101 - Regular Payroll								
	Journal	10/8/2026	Oct 2026	JE1311		$25,841.83	Gross Earnings	General Fund - 101
	Journal	10/22/2026	Oct 2026	JE1314		$25,610.30	Gross Earnings	General Fund - 101
Total - 5101 - Regular Payroll						**$51,452.13**		
5104 - Temporary Payroll								
	Journal	10/8/2026	Oct 2026	JE1311		$2,983.86	Seasonal	General Fund - 101
	Journal	10/22/2026	Oct 2026	JE1314		$2,712.76	Seasonal	General Fund - 101
Total - 5104 - Temporary Payroll						**$5,696.62**		
Total - 5001 - Wages & Salaries						**$57,148.75**		
5002 - Fringe Benefits								
5151 - Retirement Plan								
	Journal	10/8/2026	Oct 2026	JE1311		$1,566.68	ERWRSGen	General Fund - 101
	Journal	10/22/2026	Oct 2026	JE1314		$1,566.15	ERWRSGen	General Fund - 101
Total - 5151 - Retirement Plan						**$3,132.83**		
5152 - Residency								
	Journal	10/8/2026	Oct 2026	JE1311		$50.96	401a	General Fund - 101
	Journal	10/22/2026	Oct 2026	JE1314		$45.55	401a	General Fund - 101
Total - 5152 - Residency						**$96.51**		
5154 - Social Security								
	Journal	10/8/2026	Oct 2026	JE1311		$399.54	Employer Medicare Expense	General Fund - 101
	Journal	10/8/2026	Oct 2026	JE1311		$1,270.20	Employer Social Security Expense	General Fund - 101
	Journal	10/22/2026	Oct 2026	JE1314		$392.24	Employer Medicare Expense	General Fund - 101
	Journal	10/22/2026	Oct 2026	JE1314		$1,269.72	Employer Social Security Expense	General Fund - 101
Total - 5154 - Social Security						**$3,331.70**		
5157 - Group Health Insurance								
	Journal	10/8/2026	Oct 2026	JE1311		$219.00	HRA Monthly	General Fund - 101
	Journal	10/8/2026	Oct 2026	JE1311		$4,917.72	ER Health	General Fund - 101
	Journal	10/22/2026	Oct 2026	JE1314		$4,917.72	ER Health	General Fund - 101
Total - 5157 - Group Health Insurance						**$10,054.44**		
5160 - Group Life Insurance								
	Journal	10/8/2026	Oct 2026	JE1311		$29.59	ER Life	General Fund - 101
	Journal	10/22/2026	Oct 2026	JE1314		$29.59	ER Life	General Fund - 101
Total - 5160 - Group Life Insurance						**$59.18**		
5163 - Workers Compensation								
	Journal	10/8/2026	Oct 2026	JE1311		$46.12	WC Admin	General Fund - 101
	Journal	10/22/2026	Oct 2026	JE1314		$45.28	WC Admin	General Fund - 101
Total - 5163 - Workers Compensation						**$91.40**		
Total - 5002 - Fringe Benefits						**$16,766.06**		
Total - 5000 - Personnel Services						**$73,914.81**		
5003 - Non-Personnel Services								
5004 - Travel/Training								
5208 - Travel - City Business								
	Credit Card Charge	9/24/2026	Oct 2026	RAMP.6c4a5295-058	V1207 Miscellaneous Retail Vendor (Ramp)	$494.40	Ashley Thiem-Menning - Library staff travel flight for professional development conference	General Fund - 101
	Vendor Invoice	9/30/2026	Oct 2026	093026	V0067 Ashley Thiem-Menning	$53.20	9/17 - 9/30/26 Mileage	General Fund - 101
	Vendor Invoice	9/30/2026	Oct 2026	093026	V1464 Sarah Lambries	$50.16	CHLIBS Meeting Mileage	General Fund - 101
Total - 5208 - Travel - City Business						**$597.76**		
5211 - Education & Memberships								
	Credit Card Charge	9/21/2026	Oct 2026	RAMP.d0d11ac0-957	V1207 Miscellaneous Retail Vendor (Ramp)	$490.00	Sarah Wroblewski - Conference Registration	General Fund - 101
	Credit Card Charge	9/21/2026	Oct 2026	RAMP.f7f7e43a-0523	V1207 Miscellaneous Retail Vendor (Ramp)	$96.00	Sarah Wroblewski - Professional membership dues	General Fund - 101
	Credit Card Charge	9/21/2026	Oct 2026	RAMP.46d00789-2f9	V1207 Miscellaneous Retail Vendor (Ramp)	$490.00	Bethany Neuman - 2026 WLA Conference for staff member Kim Cackowski	General Fund - 101
	Credit Card Charge	9/21/2026	Oct 2026	RAMP.90dc8471-d53	V1207 Miscellaneous Retail Vendor (Ramp)	$68.07	Sarah Wroblewski - Professional membership dues	General Fund - 1

Credit Card Charge	9/21/2026	Oct 2026	RAMP.fdb1993a-5fc4	V1207 Miscellaneous Retail Vendor (Ramp)	$490.00	Bethany Neuman - 2026 WLA Conference for staff member Jenny Schink	General
Credit Card Charge	9/24/2026	Oct 2026	RAMP.faac086c-f2b6	V1207 Miscellaneous Retail Vendor (Ramp)	$550.00	Ashley Thiem-Menning - Conference registration fees	General
Total - 5211 - Education & Memberships					**$2,184.07**		
Total - 5004 - Travel/Training					**$2,781.83**		
5006 - Purchased Services							
5303 - Communications							
Journal	10/22/2026	Oct 2026	JE1314		$50.00	Cell Reimb	General Fund - 101
Total - 5303 - Communications					**$50.00**		
5306 - Heating Fuels							
Vendor Invoice	9/28/2026	Oct 2026	6098030170	V0705 We Energies	$28.70	Gas Service - September	General Fund - 101
Total - 5306 - Heating Fuels					**$28.70**		
5312 - Maintenance - Buildings							
Credit Card Charge	9/15/2026	Oct 2026	RAMP.50f7a476-030	V1207 Miscellaneous Retail Vendor (Ramp)	$221.74	Ashley Thiem-Menning - New parking signs - Order total less tax.	General Fund - 101
Credit Card Charge	9/29/2026	Oct 2026	RAMP.909a3d3b-235	V1173 Amazon	$31.34	Ashley Thiem-Menning - ballast	General Fund - 101
Vendor Invoice	10/1/2026	Oct 2026	10236	V1220 Killian's Lawnscaping, Inc.	$250.00	Monthly Lawn & Landscape Maintenance - October	General Fund - 101
Vendor Invoice	10/6/2026	Oct 2026	100926	V1791 TriKakalin Properties, LLC	$9,138.00	October - Maintenance	General Fund - 101
Vendor Invoice	10/23/2026	Oct 2026	10248	V1220 Killian's Lawnscaping, Inc.	$520.00	Fall 2026 Cleanup	General Fund - 101
Total - 5312 - Maintenance - Buildings					**$10,161.08**		
5313 - Lease - Buildings							
Vendor Invoice	10/6/2026	Oct 2026	100926	V1791 TriKakalin Properties, LLC	$11,993.00	October - Rent	General Fund - 101
Total - 5313 - Lease - Buildings					**$11,993.00**		
5325 - Contractual Services							
Vendor Invoice	9/30/2026	Oct 2026	SC100419640	V0604 Screening One, Inc.	$55.00	Volunteer Screenings for Library - September	General Fund - 101
Vendor Invoice	10/1/2026	Oct 2026	02-46524	V0003 Advanced Maintenance Solutions	$2,277.40	Janitorial Services for the month of October	General Fund - 101
Total - 5325 - Contractual Services					**$2,332.40**		
5328 - Advertising							
Credit Card Charge	10/3/2026	Oct 2026	RAMP.ee47b9d1-c9b	V1404 Mailchimp	$23.76	Ashley Thiem-Menning - Mailchimp Email Service	General Fund - 101
Vendor Invoice	10/12/2026	Oct 2026	6180	V0383 Kaukauna Utilities	$571.05	KU Fall 26 Insert	General Fund - 101
Total - 5328 - Advertising					**$594.81**		
Total - 5006 - Purchased Services					**$25,159.99**		
5007 - Supplies							
5401 - Office Supplies							
Credit Card Charge	9/15/2026	Oct 2026	RAMP.03eccd05-981	V1173 Amazon	$23.59	Ashley Thiem-Menning - Library office supplies	General Fund - 101
Credit Card Charge	9/22/2026	Oct 2026	RAMP.b507ed27-95a	V1173 Amazon	$62.68	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card Charge	9/25/2026	Oct 2026	RAMP.997b1ea9-675	V0006 Complete Office of Wisconsin	$49.58	Spencer Heise - General library office supplies	General Fund - 101
Credit Card Charge	9/25/2026	Oct 2026	RAMP.5d822a2b-574	V1173 Amazon	$32.99	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card Charge	9/27/2026	Oct 2026	RAMP.dbd12bce-9c7	V1173 Amazon	$39.99	Ashley Thiem-Menning - easel	General Fund - 101
Credit Card Charge	10/1/2026	Oct 2026	RAMP.882e5c9a-27b	V1328 Premium Waters, Inc.	$66.93	Spencer Heise - Library water refill purchase.	General Fund - 101
Credit Card Charge	10/5/2026	Oct 2026	RAMP.f5717ba5-262	V1173 Amazon	$9.88	Spencer Heise - office supplies	General Fund - 101
Credit Card Charge	10/6/2026	Oct 2026	RAMP.4f7a2a9e-5e1	V1173 Amazon	$9.00	Spencer Heise - office supplies	General Fund - 101
Total - 5401 - Office Supplies					**$294.64**		
5422 - Data Processing Supplies							
Credit Card Charge	10/1/2026	Oct 2026	RAMP.91fbc90c-2b4	V1207 Miscellaneous Retail Vendor (Ramp)	$2,865.00	Spencer Heise - RFID tags - book processing	General Fund - 101
Total - 5422 - Data Processing Supplies					**$2,865.00**		
5441 - Library Materials							
Vendor Invoice	9/18/2026	Oct 2026	509441252	V0472 Midwest Tape	$49.99	Digital Library Materials	General Fund - 101
Credit Card Charge	9/27/2026	Oct 2026	RAMP.3cfa0e75-09b	V1173 Amazon	$51.35	Ashley Thiem-Menning - Library book purchases	General Fund - 101
Vendor Invoice	9/29/2026	Oct 2026	99686384	V0323 Ingram	$24.90	Books	General Fund - 101
Vendor Invoice	9/30/2026	Oct 2026	509499932	V0472 Midwest Tape	$1,338.70	Digital Library Materials	General Fund - 101
Vendor Invoice	10/1/2026	Oct 2026	4896	V0528 Outagamie Waupaca Library System	$332.00	Swank Movie License from OWLS	General Fund - 101
Vendor Invoice	10/2/2026	Oct 2026	99795815	V0323 Ingram	$67.56	Books	General Fund - 101
Vendor Invoice	10/2/2026	Oct 2026	99795816	V0323 Ingram	$231.62	Books	General Fund - 101
Credit Card Charge	10/5/2026	Oct 2026	RAMP.7ffdae2d-09b2	V1207 Miscellaneous Retail Vendor (Ramp)	$289.16	Sarah Wroblewski - Books and materials for library programs	General Fund - 101
Credit Card Charge	10/7/2026	Oct 2026	RAMP.cff4664f-96a9-	V1173 Amazon	$19.27	James Berven - Library book	General Fund - 101
Vendor Invoice	10/8/2026	Oct 2026	99916510	V0323 Ingram	$385.66	Books	General Fund - 101
Vendor Invoice	10/8/2026	Oct 2026	99916513	V0323 Ingram	$38.99	Books	General Fund - 101
Vendor Invoice	10/8/2026	Oct 2026	99916512	V0323 Ingram	$677.94	Books	General Fund - 1
Vendor Invoice	10/8/2026	Oct 2026	99916511	V0323 Ingram	$74.37	Books	General Fund - 1

Vendor Invoice	10/9/2026	Oct 2026	99953442	V0323 Ingram	$48.24	Books	General
Vendor Invoice	10/9/2026	Oct 2026	99953447	V0323 Ingram	$9.49	Books	General
Vendor Invoice	10/9/2026	Oct 2026	99953448	V0323 Ingram	$40.52	Books	General
Vendor Invoice	10/9/2026	Oct 2026	99953445	V0323 Ingram	$12.03	Books	General Fund - 101
Vendor Invoice	10/9/2026	Oct 2026	99953452	V0323 Ingram	$15.86	Books	General Fund - 101
Vendor Invoice	10/9/2026	Oct 2026	99953449	V0323 Ingram	$23.19	Books	General Fund - 101
Vendor Invoice	10/9/2026	Oct 2026	99953451	V0323 Ingram	$39.34	Books	General Fund - 101
Vendor Invoice	10/9/2026	Oct 2026	99953440	V0323 Ingram	$40.26	Books	General Fund - 101
Vendor Invoice	10/9/2026	Oct 2026	99953439	V0323 Ingram	$53.50	Books	General Fund - 101
Vendor Invoice	10/9/2026	Oct 2026	99953441	V0323 Ingram	$30.56	Books	General Fund - 101
Vendor Invoice	10/9/2026	Oct 2026	99953450	V0323 Ingram	$15.45	Books	General Fund - 101
Vendor Invoice	10/9/2026	Oct 2026	99953444	V0323 Ingram	$14.31	Books	General Fund - 101
Vendor Invoice	10/9/2026	Oct 2026	99953446	V0323 Ingram	$10.44	Books	General Fund - 101
Vendor Invoice	10/9/2026	Oct 2026	99953443	V0323 Ingram	$12.85	Books	General Fund - 101
Vendor Invoice	10/13/2026	Oct 2026	509552870	V0472 Midwest Tape	$200.92	Digital Library Materials	General Fund - 101
Vendor Invoice	10/13/2026	Oct 2026	509552872	V0472 Midwest Tape	$107.96	Digital Library Materials	General Fund - 101
Vendor Invoice	10/20/2026	Oct 2026	509585552	V0472 Midwest Tape	$112.82	Digital Library Materials	General Fund - 101
Total - 5441 - Library Materials					**$4,369.25**		
5442 - Service Contracts							
Credit Card Charge	9/23/2026	Oct 2026	RAMP.eebc8e7a-1cd	V1207 Miscellaneous Retail Vendor (Ramp)	$15.99	Spencer Heise - YouTube Premium for programs	General Fund - 101
Credit Card Charge	9/30/2026	Oct 2026	RAMP.c8dbea25-325	V1207 Miscellaneous Retail Vendor (Ramp)	$556.00	Spencer Heise - Digital signage - yearly	General Fund - 101
Vendor Invoice	9/30/2026	Oct 2026	43144843	V0440 Marco	$2,335.36	Copier	General Fund - 101
Total - 5442 - Service Contracts					**$2,907.35**		
5444 - Library Programs							
Vendor Invoice	8/4/2026	Oct 2026	080426	V1952 Madeline Tautges	$10.09	Program Supply Reimbursement	General Fund - 101
Credit Card Charge	9/14/2026	Oct 2026	RAMP.92a48600-84c	V0310 Heart of The Valley Chamber Of Comm	$200.00	Ashley Thiem-Menning - programming prizes	General Fund - 101
Credit Card Charge	9/22/2026	Oct 2026	RAMP.aede4d4b-078	V1173 Amazon	$119.98	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Credit Card Refund	9/26/2026	Oct 2026	RAMP.fce3a5b6-9e0	V1173 Amazon	($59.99)	Sarah Wroblewski - Refund for Supplies for library programs	General Fund - 101
Credit Card Charge	10/4/2026	Oct 2026	RAMP.5a00d750-aaf	V1173 Amazon	$45.98	Sarah Wroblewski - Supplies for library programs	General Fund - 101
Total - 5444 - Library Programs					**$316.06**		
Total - 5007 - Supplies					**$10,752.30**		
Total - 5003 - Non-Personnel Services					**$38,694.12**		
5008 - Outlay							
5804 - Equipment (including Office)							
Credit Card Charge	10/2/2026	Oct 2026	RAMP.268381d5-715	V1207 Miscellaneous Retail Vendor (Ramp)	$1,818.02	Spencer Heise - PC Hardware	General Fund - 101
Credit Card Refund	10/2/2026	Oct 2026	RAMP.9218b458-ff6c	V1173 Amazon	($217.78)	James Berven - Refund for Book Repair Supplies	General Fund - 101
Credit Card Charge	10/3/2026	Oct 2026	RAMP.8f2721aa-e43	V1207 Miscellaneous Retail Vendor (Ramp)	$2,319.58	Spencer Heise - PC hardware	General Fund - 101
Credit Card Charge	10/6/2026	Oct 2026	RAMP.3ddb1fa0-b71	V1207 Miscellaneous Retail Vendor (Ramp)	$155.98	Spencer Heise - computing hardware purchase	General Fund - 101
Total - 5804 - Equipment (including Office)					**$4,075.80**		
Total - 5008 - Outlay					**$4,075.80**		
Total - Expense					**$116,684.73**		
Net Income					**($116,684.73)**		

Kaukauna PUBLIC LIBRARY

2027 BUDGET

FUND: 101 *DIVISION: COMMUNITY ENRICHMENT*
DEPT: 55110 *DEPARTMENT: LIBRARY*

OBJECT CODE	DESCRIPTION	2025 BUDGET	2025 ACTUAL	2026 BUDGET	2026 ESTIMATED ACTUAL	2027 BUDGET
	PERSONNEL SERVICES					
	Wages & Salaries					
5101	Regular Payroll	620,644	570,409	696,910	674,935	720,768
5104	Temporary Payroll	36,000	44,182	36,000	51,013	36,000
5107	Overtime Pay	0	260	0	0	0
5119	Longevity Pay	0	1,551	0	0	0
	Fringe Benefits					
5151	Retirement Plan	32,769	33,124	42,565	39,925	43,105
5152	Residency	4,351	5,969	12,728	2,290	2,467
5154	Social Security	38,954	37,034	47,280	43,720	47,835
5157	Group Health Insurance	111,519	106,926	153,755	124,253	131,782
5160	Group Life Insurance	563	550	848	671	746
5163	Workers Compensation	2,844	581	1,173	1,162	1,226
	TOTAL PERSONNEL SERVICES	847,643	800,586	991,259	937,969	983,929
	NON-PERSONNEL SERVICES					
	Travel/Training					
5208	Travel - City Business	3,820	4,647	6,708	6,600	5,094
5211	Education & Memberships	2,804	2,628	3,371	3,371	2,960
	Purchased Services					
5303	Communications	700	676	960	960	960
5306	Heating Fuels	8,000	5,901	7,000	6,500	7,000
5309	Water, Sewer & Electric	16,450	16,121	16,325	16,200	17,825
5312	Maintenance - Building	119,000	117,496	120,000	118,000	123,455
5313	Lease - Building	143,916	143,916	143,916	143,916	145,297
5325	Contractual Services	35,584	30,680	38,397	37,000	36,289
5328	Advertising	2,550	867	3,050	3,000	4,000
5331	General Insurance	8,421	8,421	8,456	8,456	9,397
5332	Shared Services	122,120	122,120	129,613	129,613	135,998
	Supplies					
5401	Office Supplies	7,500	5,335	7,500	7,300	8,000
5402	Desktop Printing Expense	800	0	800	750	800
5410	General Supplies	0	0	0	0	0
5422	Data Processing Supplies	7,500	6,723	8,500	8,500	9,000
5431	Postage	1,500	1,472	2,250	2,250	2,500
5441	Library Material	107,552	118,784	122,552	122,552	137,735
5442	Service Contracts	69,784	58,474	55,000	54,500	54,357
5444	Library Programs	6,000	4,567	8,000	7,500	10,000
5499	Miscellaneous	1,500	357	2,000	1,000	2,500
	TOTAL NON-PERSONNEL SERVICES	665,501	649,185	684,398	677,968	713,167
	OUTLAY					
5804	Office Equipment	9,420	7,895	9,500	15,683	3,217
	TOTAL OUTLAY	9,420	7,895	9,500	15,683	3,217
	TOTAL LIBRARY	1,522,564	1,457,666	1,685,157	1,631,620	1,700,313

Kaukauna Public Library Appropriate Use Policy

The use of the Library is a privilege and not a right. Privilege is given upon compliance of this Appropriate Use Policy.

Everyone has the right to use the Library without disturbance. To ensure the comfort and safety of Library patrons and staff, violations of this policy can result in a discipline up to and including a loss of Library privileges.

Examples of disruptive or unacceptable behaviors include but are not limited to:

- Any illegal activity
- Loud & disruptive behavior, verbal, physical harassment or bullying, running, profanity or similar behaviors as determined by library staff
- Following staff or patrons around or staring with the intent to harass such that patrons or staff cannot perform their duties or use the library
- Eavesdropping on Library users or staff
- Prolonged or chronic sleeping or sleeping that disturbs others
- Panhandling, distributing, posting, or selling non-library approved materials
- Bodily hygiene that is an offensive nuisance to other library users
- Using another person's library card without permission
- Damaging or tampering with Library materials, property, equipment, or services
- Inappropriate use of public access computers
- Removing library materials from the library without checking them out
- Roller-skating, roller-blading or skateboarding in the library
- Possession, use, or being under the influence of illegal drugs or alcohol in the library
- Smoking or vaping in the Library
- Bathing, shaving or washing in library restrooms
- Moving furniture without permission or using it inappropriately
- Leaving garbage
- Drinking beverages near computers
- Entering staff only spaces
- Weapons of any kind, unless carried by an authorized law enforcement agent
- Bicycles or scooters parked in any area other than the bike rack
- Patrons that are not wearing shoes or those that are not appropriately attired as determined by library staff
- Cell phone conversations that are loud or inappropriate
- Animals in the building that are not service animals or for library programming
- Youth or individuals with disabilities that require care being left without a caregiver
- Refusing to leave the library at closing or upon request by library staff
- Loitering, which for the purposes of this document is defined as staying in such an area as restrooms, front lobby, lower level, entrance, service desks, or walkways, which disrupts others
- Ignoring Library signage
- Impeding the entrance or egress from the library by patrons
- Professional photography or videotaping within the library without approval

Violations of the Appropriate Use Policy may result in consequences such as the temporary removal or ban of the violator from the Library at the sole discretion of the Library.

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

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

Values:
Inclusion: our library is for everyone
Experience: free and equitable access to information and enrichment
Collaboration: building strong partnerships
Imagination: inspiring creativity
Stewardship: serving as a respected resource
Growth: fostering life-long learning opportunities
Intellectual Freedom: we support the freedom to read, learn, and explore
Innovation: seeking creative solutions to enhance library services

Goal One:
Build Collections

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

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

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

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

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

Goal Two:
Increase Engagement

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

Activities:
- Stabilize core staffing by increasing the ratio of regular staff to substitute staff.
- Continue to convert part-time positions into full-time positions.
- Explore the opportunity to add library pages.
- Review compensation to remain competitive within the Fox Cities.
- Redesign the performance plan to include quarterly check-ins.

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

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

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

Goal Three:
Broaden Outreach

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

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

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

Goal Four:
Build Connections

Objective:
Refresh library spaces to increase social connectedness for our community.

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

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

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

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

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

To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 11/17/2026
Re: 2026 Goals

2026 Goals

1. Create the next Library strategic plan for 2027-2031. The current strategic plan is for 2022-2026.

The next strategic plan is set to be adopted at this meeting. We feel that this is a very strong strategic plan that will serve us well over the course of the next three years.

2. Create content for the Library website including but not limited to: a social story for visiting the Library and a video of the Library to accompany the social story.

Communications Coordinator Schink met with a group to find out exactly what would best serve them for a social story and video. Jenny has an outline of her plan and will have a finished product by the end of the year, which will be posted on our website. The goal of social stories and videos is to help orient people before a trip to the library with what to expect and how to use it. This often helps people feel less anxious about a visit.

3. Revamp the Homebound Delivery program.

Adult Services Librarian Neuman has made significant headway in documentation for the program since her start at the library in April this year. The documentation and forms have all been created. Legal has also reviewed the plan and had some feedback as well. Given the timeframe left for the rest of the year and the current legal workload, this program will not be rolled out until we can work through some of legal's concerns, which will place this goal fulfillment in 2027.

2027 Goals
Goals for 2027 will be determined during two staff workshops in late November. We will introduce them at the January board meeting.

To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 11/17/2026
Re: Strategic Plan

After Board feedback at the last meeting, I did make an adjustment to the Strategic Plan. I added into the plan that we would be adding quarterly performance check ins. We have been discussing this for several years but given the amount of time that is spent on mid-year and end of year reviews, we were not able to begin the practice.

With the addition of the Assistant Director role this year and our ability to train Assistant Director Berven on the process, we are prepared to do quarterly check ins next year. We do not have a formal plan in place, but for the briefer, non-city required reviews, we agreed to split the staff in half and meet individually with them and then switch groups for the second check in. We may or may not continue to do mid-year and end of year reviews together; that will be decided at some point next year. We will take the next three years in the plan to really refine this process, so we are spending more time one-on-one with staff for check ins.

By the end of the year, we will also have Communications Coordinator Schink make an appealing full plan booklet, as well as a more simplified one-page document, very similar to our last plan, which will be shared with the community.

To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 11/17/2026
Re: Reviews

End of year reviews are currently being worked on. We are utilizing the city performance evaluation again through our HRIS software Paycor. Staff rate themselves in several areas including quality of work, communication, planning & organization, knowledge of job, and professional qualities using a 1-5 rating system.

Staff also have the opportunity to add comments to reach rating, as well as fill in sections regarding what energizes them about their position, what could be improved for their position, if there are tasks that they need additional training on, and then some of their accomplishments from the last six months.

Supervisors then also rank staff, with the ability to leave comments as well. At the end of the supervisor portion there are also comment sections for overall performance, employee strengths, and areas of necessary improvement. We will have meet with all core library staff for 30-60 minutes to go over their reviews by November 20.

Assistant Director Berven was able to train with me again on reviews. He participated in the mid-year reviews and will be present at all the end of year reviews as well.

As the Director, I also fill out a review for the Mayor, who will do the same for me. I used the same form for the Board to review me, which will be turned into HR after the November board meeting.

To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 11/17/2026
Re: Community Good

We recently received a food donation from Flow Chiropractic, as well as from the Kaukauna Lion's Club for the Little Free Pantry.

Courtesy of JJ Keller, and with the help of Feeding America, we will be receiving holiday food boxes again for our community members in need. The box is filled with a shelf stable holiday meal. We will be receiving 125 boxes again this year. Our sincerest thanks to JJ Keller.

Soon, we will also be receiving the donations collected by the Civic Engagement High School class from our community. The delivery is scheduled for November 24. We are very grateful to the high school students who created and dropped off flyers, and who coordinated pickups, sorted the food by expiration date, and helped get the items over to the library with the help of our wonderful Department of Public Works.

To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 11/17/2026
Re: WCAG Training, WPELRA Training, Civic Plus Training

Municode, the software that the city uses for meeting agenda/packet management was bought out by Civic Plus several years ago, who is slowly migrating customers to their management platform. Since our interface will be changing, I have attended four webinars on how to use the new software.

On 11/13 I attended Front Line Supervisor Training through Wisconsin Public Employer Labor Relations Association with several other City employees. The training was presented by Von Brissen. The six-hour training was about management rights, documentation, accommodations, collective bargaining, and public sector wage and hour issues. The training was accompanied by a 102-page training booklet.

On 11/17 several library staff members attended WCAG training at City Hall. This stands for Web Content Accessibility Guidelines (WCAG). A federal ruling has mandated two dates for municipalities to become WCAG complaint based on population size. A municipality the size of Kaukauna has until April 26, 2028. This means that our website, every public document we post, and all social media must be compliant. We had three separate sessions focusing on social media, creating accessible multimedia, digital content, and accessible documents.

Assistant Director Report November 2026

Polaris

Ongoing Performance Issues

I am happy to report that Polaris' performance issues have significantly reduced since the beginning of November. OWLS informed us that they are still searching for the root cause of the slowdowns and are currently using a band-aid solution which entails restarting the server at regular intervals.

Materials

Book Repair

The industrial grade paper cutter finally arrived after multiple emails back and forth with the manufacturer. It, in conjunction with the ThermoBind book repair machine, allowed me to repair over 25 books in the last two weeks that I otherwise would have had to order a replacement copy of. The two machines are on the path to quickly pay for themselves, and I plan to offer training to interested staff on their safe operation.

Series Cleanup

Director Thiem-Menning, Adult Services Library Neuman, and I have plans to finish cleaning up adult fiction, but due to the Polaris migration and new library hardware, we haven't made much progress on it. Adult Services Library Neuman was recently able to go through our Large Print collection and identify items what warrant removing due to condition. She also has been working with our volunteers to weed items that haven't circulated in accordance with our collection development policy.

I have also had time to ensure there are no series gaps in our children, teen, and adult graphic novels, as well as our science fiction/fantasy collections. I finished cleaning these up last year but need to stay on top of keeping them cleaned up by reviewing every title owned and checking if a new book has been released. There were close to 40 items in science fiction/fantasy alone that either were missed and came out since January, or are coming out in the next few months that continues well circulating series that we own. We continue to recognize the importance of having a clean collection and it will remain a priority for 2027.

Programming

Chad Lewis

We welcomed Chad Lewis back to the library the week of Halloween to give a terrifying presentation on Wisconsin's most haunted places. 30 patrons attended and thoroughly enjoyed the macabre destinations. The turnout was particularly impressive given that the event was the same night and time that the Brewers played their final game that won the World Series!

Library Hardware and Software

Automated Material Handling System and Gates

The gates and AMHS are due to arrive on December 8th. Currently DPW, Bibliotheca, and the library are all set to receive and install the machine pending its successful delivery. Director Thiem-Menning and I have a final meeting with Bibliotheca on Monday the 23rd. Unfortunately, I will be out of the library on December 8th and Director Thiem-Menning will be the one overseeing the process.

Web Content Accessibility Guidelines Training

On Tuesday, November 18th Director Thiem-Menning, Communications Coordinator Schink, and I attended a three-hour long training on WCAG 2.1 AA compliance. Basically, WCAG ensures that all digital content that we provide to the public exists in an accessible format so that all members of our community can access it. For example, any video that we record must have some form of captioning, and may need a transcript provided if there is information on the screen not reflected in the captioning. Every PDF that we create, including this very board report, will need to be built using a proper structure so that screen reading devices can read it in the correct order, and images in the PDF are properly described. Additionally, every page on our website will need to be reviewed to meet WCAG compliance. This all needs to be done by April 26th 2028 since we are a municipality that serves under 50,000 people. Those who serve over 50,000 must become fully compliant by April 2027. The training provided workflows that staff who work with our publicly available digital content can follow to ensure compliance with WCAG guidelines. We will of course, create our own best practices, templates, and training to ensure all staff are aware of this as we begin the process of reviewing our digital content.

Adult Services Librarian Report November 2026

Programming

Hear Me Out

We displayed an interactive “Hear Me Out” voting station that was a fun, Halloween-themed activity inspired by the popular social media trend featuring monsters, villains, and other fictional characters in books and movies in the library collections. The display was invited staff and patrons to participate by sharing and voting for their favorite unconventional character crushes.

The project was met with enthusiasm with a total of 308 votes from older teens and adults during the month of October. Votes were cast by using monster-themed or heart-shaped stickers as well as places to submit their own suggestions. Alongside the voting board and wall, books and movies these characters were featured in were displayed for check-out. The display provided a fun and engaging opportunity for staff and patrons to participate in a popular social media trend while encouraging browsing and discovery of library materials. It also created a welcoming space for community interaction and generated enthusiasm around a seasonal library activity.





Stories in Stone

We were joined by community members for a wonderful evening with the owners of Appleton Marble & Granite presenting on their shared knowledge and passion for the history, craftsmanship, symbolism, and stories behind cemetery headstones this past October prior to National Cemetery Walk Day. Together, attendees explored how inscriptions, symbols, and different types of stonework can offer fascinating glimpses into the lives, traditions, and legacies of those who came before us – all within the Fox Valley.

Attendees were very engaged, curious, and excited to learn throughout the presentation. The owners shared that they were truly honored to have been

invited to spend an evening with our Kaukauna community and share their expertise. We are grateful to Tony Knupfel and everyone who joined us for the evening of learning, local connections, and discovering the stories that history leaves behind.

Group Drumming Circle

The group drumming program offered attendees a joyful, interactive experience that brought people together through rhythm and sound. Guided by an enthusiastic presenter, participants explored simple, accessible rhythms and experienced the fun of making music as a group. Attendees especially enjoyed the physicality of the activity and the energy and enthusiasm of the presenter. This was an engaging opportunity to connect with others, relieve stress, and experience the sense of community and belonging.

Focus on Local History: Guest Speaker Anna Coussons

The library welcomed guest speaker Anna Ludke-Coussons of the Wrightstown Historical Society for an engaging presentation on the historic Nightingale Ballroom, affectionately known as “The Gale.” Through rare photographs, vintage advertisements, and stories from those who experienced it, attendees learned about the ballroom’s history and its significance as a popular Fox Valley gathering place before it was destroyed by fire in 1954. Attendees enjoyed having a knowledgeable guest speaker share her insights and appreciated Anna’s enthusiasm and willingness to welcome and answer questions throughout the presentation. The program offered a wonderful opportunity to connect with local history and learn more about an important piece of the community’s past.

Collection Development

The Adult Services Librarian is currently conducting its annual weeding of adult collection materials that have not circulated. This ongoing process follows established library standards, professional best practices, and intentional collection development practices to ensure our collections remain current, relevant, accurate, and reflective of community needs and interests. Regular weeding also helps maintain an inviting, accessible collection while making room for new materials and emerging interests.

Volunteers

The library has been actively recruiting evening shelving volunteers to help provide additional support and relief for staff. This added assistance will allow staff more dedicated time to plan programs, complete shelf-reading and collection maintenance, and focus on various projects that support library services and operations. We appreciate the valuable contributions of our volunteers in helping us better serve our community.

Youth Services at a Glance

October 2026

Teacher Packs- 2

Youth Programs- 33

Youth Attendance- 1467

General Interest Programs- 13

General Interest Attendance- 1975

Youth Highlights

Storybook Walk

Each month the library prepares a new title for the 1000 Islands Environmental Center to display along the boardwalk. Titles are chosen based on the season or time of year, and occasionally just for the feel-good story. Community members are free to walk the path at their own pace and read along, enjoying the sounds and smells of our environment. Studies have shown that time spent in nature can have a direct impact on our mental, emotional, and physical wellbeing in a positive way and we feel that by providing an extra immersive experience, we are continuing to encourage literacy in all aspects of life and showing how connected our community is.

Fall Festivities

Spooky season brings costumes, candy, and fun to both the community and the library. Kicking off the seasonal fun is the annual Aurora Health Care Trunk-or-Treat, this year with a library scientist! We completed the look with dry ice and a skull in a jar and topped it off with a true mad scientist laugh. Over 1500 attendees visited the library trunk and chose from a variety of candy and trinkets; who knew Dad's Root Beer Barrels were still a fan favorite? Each year is more fun than the last and provides a perfect opportunity to connect with families outside of the library and promote our upcoming fall programs. I used this time to invite families to join library staff for the Spooky Stories Costume Parade for our youngest patrons, and the Haunted Trail for the teens and adults.



Right: Kaukauna Public Library's Trunk-or-Treat set up featuring Miss Sarah

Kim hosted the costume parade on a no-school day, providing an extra chance for over 100 of our young friends to wear their costumes. This year she had five stations set up with fruit snacks, craft bags, healthy snacks, and of course, candy! Participants followed the monster feet throughout the library and ended in the Learning Garden for spooky stories and outdoor fun. The Haunted Trail was a huge hit again this year! Casey collaborated with 1000 Islands Environmental Center to plan a circus themed walk-through, with just over 500 teens and adults walking the boardwalk. S'mores were restocked several times at the community fire, with many attendees staying to enjoy the ambiance of the evening. We look forward to this event each year, connecting literacy to our natural world and getting our older teens excited for library events.

Wisconsin Library Association Conference

The WLA is the state library conference held yearly in Middleton. This fall, three Kaukauna Public Library staff members were invited to present on various topics with the theme "*Rooted in Community"*. Youth Services Librarian Sarah Lambries, and Native American Outreach and Engagement Coordinator Kim Cackowski, presented on the continuing efforts of the traditional Three Sisters Garden, a community garden effort in collaboration with 1000 Islands Environmental Center. The idea began with a combined passion to share Indigenous knowledge and provide a space for a community garden, and blossomed into a myriad of youth, adult, and resource opportunities. Throughout our efforts we continually learn and bend with our environment and needs. In presenting this information at the state level, we were able to share our experiences and provide pathways for other libraries to begin their own adventures in Indigenous knowledge. There is a line, and often, we struggle to find where that line is; what we can appropriately share from both an Indigenous and non-Indigenous background, and how to find reputable resources. Walking through our process and giving that framework is beneficial to everyone. After all, what is good for the Indigenous peoples, is good for all peoples and in turn, good for our non-human relatives, our natural environment, our community, and our future.

Below from left to right: Kim and Sarah all set to present at the WLA. Four educational resources pack winners





Communication Coordinator Report November 2026

Facebook Monetization July – October

We continue to earn money by posting on social media as usual. Below are the monthly payouts:

July $30.45

August $62.59

September $44.01

October $23.31

Other fundraising opportunities:

Over the summer, I partnered with Nana's Apothecary in Appleton to produce a Kaukauna Public Library branded candle. Available for the holiday season, candles will be available for purchase for $10.



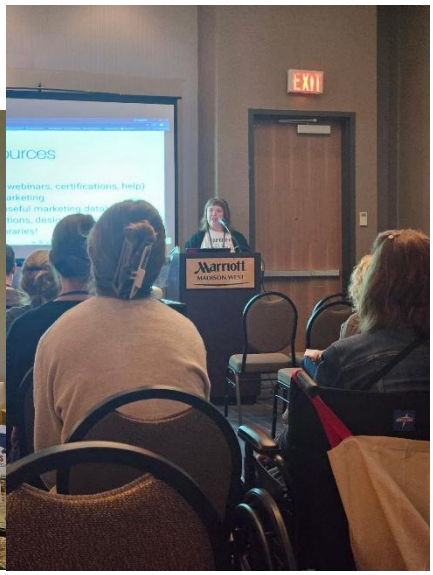
We continue to offer gift purchases to the community as it provides us passive income and folks can support the library while doing so. We will also be promoting our branded coffee mugs, branded book totes, local history books, library apparel through Bonfire, and Vande Walle's chocolate.

WLA & LMCC Library Conferences

In October, I spoke at the state Wisconsin Library Association conference. I was invited to join a panel with Elizabeth Tomev, Wisconsin Department of Public Instruction Bureau of Libraries, Deb Marett, Milwaukee County Federated Library System, and Chad Glamann, Outagamie Waupaca Library System. Our panel presented "Bringing Voices Together, Adapting a Statewide Library Campaign That Fits Your Community". This session was also presented at the National Conference, Library Marketing and Communications Conference in St. Louis.

I also presented solo at the WLA conference with a session titled "Library Marketing for Facebook and Beyond".







I am very grateful to have been able to attend both of these conferences to network with fellow library communicators and share ideas.

Some of the breakout sessions I attended:

- Giveaways: An Essential Part of an Effective Marketing Strategy
- Off the Shelf: Turning the Library's Strategic Plan into a Successful Communications Plan
- Library Besties: Sharing the Love through Email Marketing
- Beyond One-off Partnerships: Building a Strategic Community Engagement Framework for Libraries
- The Human Edge: What AI Can't Do for Your Library
- Levity at the Library: Using Humor and Unexpected Tactics to Promote your Library
- Beyond attendance: Turning Event Visitors into Long-Term Communcity Supporters
- Your Librarian Recommends: Building Your Brand with Books
- Adventures in Accessibility: Practical Lessons for Documents, Spreadsheets, Slides, and More
- Rooted in Tradition: Indigenous Community Garden Project (Supporting my co-workers)
- Notable Books (and More) Marathon
- Audit to Action: Practical Steps for Evaluating Native American Resources

Library Aware Trial and New Email Marketing System

Library director, Ashley Thiem-Menning and I met with Library Aware representative re: a library focused email marketing program.

Our current program, Mailchimp will need a new contract as our current one only supports up to 1500 email addresses. We are very close to hitting that threshold and may by year end 2026. The new program, Library Aware, has unlimited number of email addresses, unlimited emails can be sent without monetary penalty, and provides resources specific to libraries. The cost is comparable to the current program, Mailchimp/ We will be switching to the new program in January of 2027. The new program allows us to segment our patron population based on criteria they select in order to provide monthly reading recommendations based on their interests. This move is expected to directly increase circulation numbers.

Post-Conference Summary Report by Kim Cackowski

Name of Event: WLA

Date of Event: October 20-23rd, 2026

Conference Summary: We were able to present at this conference and represent the community. The theme of the conference was libraries being rooted in the community. The sessions provided connections, and new opportunities to learn about library services in Wisconsin. We were able to bring back ideas and resources for the library and community which include books, program materials, and supplies.

Conference Highlights:

- Sarah and I share the journey from soil study to seed saving, highlighting our experiences with Three Sisters companion gardening and how we integrated Indigenous knowledge through the process. The presentation highlighted educational resources from Wisconsin Tribal Nations, to respectfully incorporate Indigenous knowledge into library programming.
- Phenomenal Programming Powers, Itty Bitty Activity Space: Presenter provided Ideas for programs and delivery of services when space is occupied or is not available.
- Self-Censorship: This session talked about how librarians avoid certain materials out of caution and reflection of self-bias. The session talked about professional guidance on intellectual freedom. The session talked about how fear, discomfort, and community pressure are in these decisions of what to provide or keep on the shelves.
- Tween and Teen programming. The presenter talked about the advantages of blurring the age limits for ‘Tween and Teen programs, and the benefit of age overlap. It lets the kids choose where they are most comfortable and makes transitioning to teen programming more seamless.
- Selecting authentic Native American sources: presenter talked about how to have commitment to accuracy and respect for Tribal Sovereignty. This session provided a framework for choosing resources. Which we use at Kaukauna Public Library. The presenter talked about how to evaluate current holdings, identify gaps, and confidently select new titles.
- Small budget program ideas for under 10 dollars. We learned what a small library with limited funds and staff can do with little to no budget. She talked about partnerships with area businesses for speakers, using free resources for reoccurring programs like lecture series.

Trustee Essentials

Chapter 13 Library Advocacy

Advocacy

- One of your major responsibilities as a public library trustee is to act as an advocate for the library.
- Your primary function as a library advocate will be to provide clear, accurate, and timely information on library issues to people who need it in order to make sound decisions on those issues.
- Libraries need their trustees to act as advocates for several reasons. Pressures on local, county, and state budgets makes it harder than ever for libraries to obtain adequate funding.

Advocacy

- Because public libraries have a unique place in local government, their needs may not be as readily understood by government officials as those of other units of government, and a greater effort is needed to tell the library story.

Establish Priorities

- Early each year, the library board acting as a whole should decide which of its goals or positions to advocate most strenuously.
- Your goal as an advocate is to shape the local decision-making process, which requires an understanding of how decisions are made in the community and who must be influenced in order to achieve favorable outcomes.

Ways to Act as an Advocate

- speaking to civic groups about library needs and issues
- talking to friends about the library, its role in the community, and its needs.
- writing letters to the editor of the local newspaper.
- testifying at local and state budget hearings.
- talking and writing to state and federal legislators about the needs of the library.
- contributing to a library newsletter that is sent to decision-makers

Discussion Questions

- How is library advocacy different from other basic trustee duties?
- What are some issues being faced by your library on which library board members can exercise influence through advocacy?
- How does the advocacy role of an individual board member differ from the role of the board as whole?

	2026 Statistics											2025 Statistics			
Circulation	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**2026 Y-T-D**	**October 2025**	**2025 Y-T-D**	**Monthly Difference from 2025**	**% +/-**
Total Circulation and Renewal	10,970	11,351	13,412	11,996	10,878	15,921	16,090	11,916	12,264	12,217	127,015	12,276	133,733	-59	0%
Overdrive Usage	3,254	2,948	3,395	2,983	3,160	3,264	3,325	2,596	2,836	2,903	30,664	2,850	27,938	53	2%
Hoopla Usage	594	588	726	611	591	614	597	592	577	580	6,070	345	5,334	235	68%
Items Loaned	3,569	3,404	3,635	3,818	3,392	3,606	3,748	44	3,047	3,359	31,622	3,790	34,258	-431	-11%
Items Borrowed	3,493	3,238	3,492	3,212	3,065	3,027	3,665	275	3,102	3,393	29,962	3,811	37,673	-418	-11%
Teacher Packs	2	3	3	6	2	0	0	0	2	2	20	2	20	0	0%
Door Count	7,724	8,661	9,365	10,113	9,278	10,589	10,384	8,446	8,312	8,360	91,232	9,398	92,344	-1,038	-11%

Services	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**2026 Y-T-D**	**October 2025**	**2025 Y-T-D**	**Monthly Difference from 2025**	**% +/-**
Public Internet Usage/Hr.	288	287	279	288	320	282	324	315	219	286	2,888	405	3,274	-119	-29%
Wireless Usage by Session	1,258	1,320	1,384	1,489	1,512	1,524	1,526	1,301	1,384	1,516	14,214	1,507	13,459	9	1%
Youth Programs	20	32	33	28	354	17	20	17	20	33	574	34	333	-1	-3%
Youth Program Attendance	503	688	652	1,752	3,064	454	444	1,560	461	1,467	11,045	1,596	11,483	-129	-8%
Adult Programs	15	19	20	20	19	19	21	23	18	27	201	19	151	8	42%
Adult Program Attendance	128	152	175	254	149	149	181	314	157	224	1,883	225	1,355	-1	0%
General Interest Programs	6	12	11	10	9	19	18	13	7	13	118	12	110	1	8%
General Interest Attendance	170	589	502	459	258	1,505	2,484	1,272	238	1,957	9,434	2,175	12,225	-218	-10%
Meeting Room Usage	71	92	118	90	75	70	75	83	66	89	829	84	743	5	6%
Study Room	139	156	171	158	155	128	174	108	143	144	1,476	139	1,321	5	4%
Volunteer Hours	83	106	98	87	78	78	129	116	95	108	978	124	1,029	-16	-13%
Local History Inquiries	15	12	13	11	15	18	10	4	9	3	110	14	130	-11	-79%
Technology Instruction 1:1	13	10	6	6	7	7	13	10	13	18	103	14	111	4	29%
Proctor	1	0	1	1	1	1	2	0	1	2	10	0	0	2	0%

Social Statistics	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**2026 Y-T-D**	**October 2025**	**2025 Y-T-D**	**Monthly Difference from 2025**	**% +/-**
Website Views	5,040	3,319	3,244	3,219	3,868	4,396	5,795	3,542	3,364	3,369	39,156	2,751	28,361	618	22%
Facebook Followers	9,869	10,080	10,158	10,314	10,374	10,458	10,665	10,724	10,740	10,800	104,182	9,340	89,443	1,460	16%
TikTok Followers	1,002	1,017	1,035	1,062	1,071	1,081	1,090	1,095	1,099	1,107	10,659	805	7,684	302	38%
Instagram Followers	954	970	974	986	983	986	992	996	997	994	9,832	942	9,288	52	6%

Items Held by Library	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**Month to Month # +/-**	**October 2025**	**# +/-**	
Total Titles Held by Library	71,280	71,993	72,436	73,245	73,445	74,187	74,714	74,826	71,570	75,915	4,345	70,991	4,924	
Total Items Held by Library	75,744	76,406	76,978	77,903	78,206	79,081	79,678	79,808	75,846	80,942	5,096	75,481	5,461	
Kaukauna Card Holding Patrons	11,692	11,692	11,846	11,846	11,846	11,017	11,017	11,017	11,147	11,147	0	11,569	-422	Quarterly Report