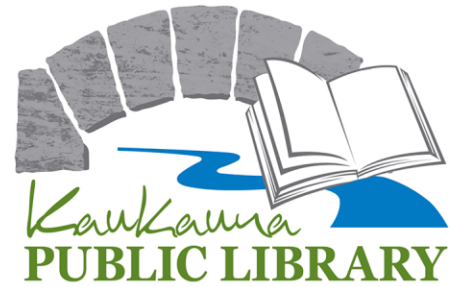


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 4/16/25
Re: Collection Management



Collection management has been a high priority for the Library, but given staffing limitations, we have not been able to spend quite as much time in the stacks as we would like and should. However, with the addition of hours with the new positions, we have been very lucky to find some extra time in our schedules to spend more time in the stacks lately.

Last year, James and Dafina were able to get through the entire Science Fiction/Fantasy collection and clean up series (order missing copies), weed, ensure spine labels are correct, and inventory the collection, so it accurately reflects our holdings with what is listed in InfoSoup. Recently, I was able to inventory the Inspirational Collection after Dafina had fixed all of the spine labels. I was able to clean up all of the series in the collection, so we anticipate even greater circulation from the collection now that it has complete series.

This process will take place throughout the building over roughly the next two to three years, because it is quite costly to clean up multiple collections. The goal is to complete this for all our fiction holdings, so in future, it will be just spot ordering as needed, and then inventories. The Inspirational collection, which is only one full stack, cost just under \$2,500 to re-order all the missing titles in it to complete series.

James will be actively working on a spreadsheet for the Mystery collection, while I work on the Romance collection, so we will be prepared for next budget cycle. Those collections are both quite large and will likely be all we can afford to do in 2026.

We currently budget how much per month, per collection that we want to spend on each different collection. Annually we sit down and look at what publishing and circulation trends are, which collections are lacking in size and need extra funds, and if there are new collections or materials we should be adding. We will utilize those spreadsheets in the meantime, to reorder needed books when there are funds left in the line, after we have already ordered the new titles for that collection for the month. The spreadsheet automatically adjusts monthly spending for the line if we go over or under the allocation. If a line goes over, we can adjust other lines as needed to accommodate the change.

Sarah will be starting this process in the Youth Department as well. This year she will be completing the series audit and inventory in our Early Chapter book collection, as a majority of that collection, more than three-fourths of it are series, many of which are not complete.