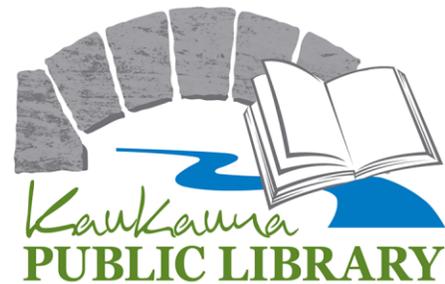


To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 2/12/2026
Re: Operations & Capital Update



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

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

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

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

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

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