



**I. GENERAL INFORMATION**

1. Name of Library Kaukauna Public Library		2. Public Library System Outagamie Waupaca Library System			
3b. Head Librarian First Name Ashley	3c. Head Librarian Last Name Thiem-Menning	4a. Certification Grade Grade 1	4b. Certification Type Regular	5. Certification Expiration Date 3/31/2029	
6a. Street Address 207 Thilmany Rd., Suite 200	6b. Mailing Address or PO Box	7. City / Village / Town Kaukauna	8a. ZIP 54130	8b. ZIP4 2244	9. County Outagamie
10. Library Phone Number 9207666340	11. Fax Number (920)766-6343	12. Library E-mail Address of Director athiem-menning@kaukauna.gov			
13. Library Website URL www.kaukaunalibrary.org/		14. No. of Branches 0	15. No. of Bookmobiles Owned 0	16. No. of Other Public Service Outlets 0	
17. Does your library operate a books-by-mail program? No	18. Some public libraries are legally organized as joint libraries, with neighboring municipalities or a county and municipality joining to operate a library. Is your library such a joint library legally established under Wis. Stat. s. 43.53? No				
20. Square Footage of Public Library 26,600	21a. Did your library or a branch move to a new facility during the fiscal year? No	21b. Did your library or a branch renovate or expand an existing facility during the fiscal year? Yes		22. UEI Number	

**HOURS OF OPERATION**

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

II. LIBRARY COLLECTIONS					
			a. Number Owned / Leased	b. Number Added	
1. Books in Print			63,087	6,342	
2. Physical Subscriptions			50		
3. Physical Audio Materials			2,930	9	
4. Physical Video Materials			7,525	521	
5. Other Physical Materials			958		
6. Total Physical Items in Collection			74,500		
			Purchased solely by the Library	Purchased via a System, Consortium or Cooperative Agreement	Provided by the State
7. E-books			Yes	Yes	No
8. E-serials			No	Yes	No
9. E-audio			Yes	Yes	No
10. E-video			Yes	No	No
11. Research Databases			Yes	Yes	Yes
12. Online Learning Platforms			No	Yes	Yes
III. LIBRARY SERVICES					
1. Physical Circulation Transactions			2. Interlibrary Loans		
a. Total Circulation	b. Children's Materials	c. Other Physical Items	a. Items Loaned <i>Provided to</i>	b. Items Received <i>Received from</i>	
155,357	85,160	4,222	41,279	44,552	
			Method for Counting ILL Transactions Categorized ILL Transactions		
(Only Total will display when Total ILL Transactions is listed as the Method for Counting ILL Transactions)			Items Loaned to Other Libraries <i>Provided to</i>	Items Borrowed from Other Libraries <i>Received from</i>	
Integrated Library Systems (ILS)			40,791	44,232	
WISCAT			467	200	
Other (includes OCLC, manual tracking or other methods)			21	120	
3. Electronic Content Circulation Transactions					
a. E-books	b. E-serials	c. E-audio	d. E-video	e. Children's E-materials	f. Total E-materials
14,189	2,808	21,874	232	2,303	39,103
4. Number of Registered Users			5. Overdue Fines	6. Reference Transactions	
a. Resident	b. Nonresident	c. TOTAL		a. Method	b. Annual Count
6,807	3,178	9,985	No	Survey Week(s)	4,532
				a. Method	b. Annual Count
				Actual Count	108,137
8. Uses of Public Internet Computers				9. Uses of Public Wireless Internet	
a. Number of Public Use Computers	b. Number of Public Use Computers with internet access	c. Method	d. Annual Count	a. Method	b. Annual Count
20	20	Actual Count	4,520	Actual Count	15,856

**LIBRARY PROGRAMS AND ATTENDANCE**

**Total In-Person and Live, Virtual Statistics by Age**

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

**Total Program Statistics by Program Category**

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

Describe the library's in-person programs:

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

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

The Library is no longer offering live virtual programs.

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Describe the library's live, virtual programs:

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

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

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Describe the library's pre-recorded programs:

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**IV. LIBRARY GOVERNANCE**

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

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

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









**XI. PUBLIC LIBRARY LOANS OF MATERIAL TO NONRESIDENTS**

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

9. Circulation to Nonresidents Living in an Adjacent County Who Do Not Have a Local Public Library			
Name of County	Circulation	Name of County	Circulation
a. Calumet	18,742	f.	
b. Waupaca	193	g.	
c. Winnebago	419	h.	
d.	0	i.	
e.	0	j.	

**XII. TECHNOLOGY (Not included in 2025 Report)**

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

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

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

We assure the Public Library System of which this library is a member and the Division for Libraries and Technology, Department of Public Instruction that this public library is in compliance with the following requirements for public library system membership as listed in Wis. Stats.

A check (X) or a mark in the checkbox indicates compliance with the requirement.

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

**XV. CERTIFICATION**

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

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

**STATEMENT CONCERNING PUBLIC LIBRARY SYSTEM EFFECTIVENESS**

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

County  
  
Outagamie

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

- did provide effective leadership and adequately met the needs of the library.
  - did not provide effective leadership and did not adequately meet the needs of the library.
- Indicate with an X one of the above statements*

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

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

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

**XV. CERTIFICATION**

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

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

President, Library Board of Trustees Signature or designee	Name of President or Designee Print or type	Date Signed
	Anna Neumeier	

**COMMENTS**

SECTION\_III

9b., Wireless Internet Uses

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

SECTION\_VIII

Beginning Balance of Other Funds Under Library Board Control

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

SECTION\_X

Masters Degree from an ALA Accredited Program

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