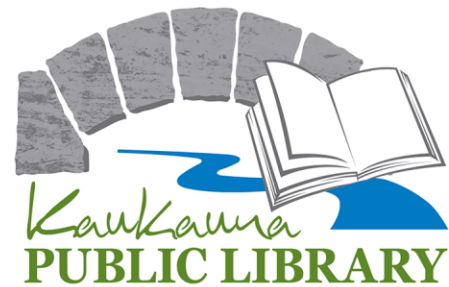


To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 5/19/2026
Re: Staffing Updates



Sue Meyer's last day was May 15. We thank Sue for her many years of service to the City and the Library.

During her City Council retirement announcement, the following was read:
Sue Meyer began her career at the Kaukauna Public Library in 1998 as summer fill staff at the Carnegie Library. She began her permanent career with the library in 1999, hired as a part-time general Library Assistant. Her love of organization and order helped her to gravitate towards materials processing. Sue trained for two years on processing duties and took over materials processing right before the move to the new library. For the last decade, Sue has been responsible for adding the call number and all the spine labels to almost every item added into library collections. On top of being a materials processor, Sue has served patrons at both service desks for the last 27 years, making wonderful community connections. When the library started the Little Free Pantry, Sue's love of helping people in need combined with her love for the library. Sue keeps the library pantry organized and all items are stacked as neatly as you would find at the grocery store. Staff at the library will tell you that Sue's humor, sarcasm, and smiles are among her finest qualities. She works tirelessly from the start of her shift to the end, always with the goal of getting every task that needs to be done that day accomplished. While she will be greatly missed at the library, Sue will be doing what she loves most in retirement, which is spending time with her family. As a grandma to eight grandchildren, she will be spending more time babysitting, attending sporting events, and school concerts with those she loves the most. We congratulate her on 27 years of service with the City of Kaukauna and wish her the best in her retirement.

We have posted and closed for the Part-Time Library Assistant position with a focus on Materials Processing, as well as for On-Call Library Assistants. Interviews for both the position types began on May 13, set to conclude on May 20. Our goal is to make offers or have second interviews ready to be scheduled by May 22. We had 44 applicants for the part-time position and 20 for the On-Call position. In total, this round of interviews, we will have met with 14 applicants.