



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 6/13/23
Re: Staffing Update

I am pleased to announce that Ursula Talavera has accepted the position of Hispanic Outreach Coordinator. Her first day will be June 19.

Ursula has been working in the HR field in bilingual onboarding and planning on some additional schooling. She has an Associate's Degree, a Bachelor's Degree, and is currently working on her payroll clerk certification. She was born in Peru, but has lived all over the world.

With the busy summer reading program season coming and the additional funds we have for materials, both Liz and I were taught how to add books into the system for processing. Spencer will continue to add all the new adult materials, Liz and I will work on youth materials, James will add all graphic novels and donated materials, and Sue and Dafina will continue to process them. This should increase the speed in which we get materials out on the shelf.

