



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 1/22/25
Re: 2025 Staffing & CIP Update

Staffing

On January 6, a Committee of the Whole meeting was held to go over the strategic people plan, as well as present a recommendation on how to allocate for 2025 personnel expenditures.

The Library revised its request in December, offering two options to the committee: a full time Public Services Coordinator, or the start of a Library restructure, taking two part-time employees and moving them into fulltime positions at 31.5 hours a week. Council opted to move forward with the recommendation of the Library restructure at the next Council meeting.

Common Council met on January 21 to officially allocate the unallocated personnel funds for 2025, which included changing two part-time library positions from 20 hours a week to fulltime at 31.5 hours a week. Benefits are available for positions over 30 hours a week. Setting the schedule this way allows for a window in hours to still cover the occasional Saturday as well as being needed for a program outside of regular hours for example.

I met with Human Resources on January 14 to begin formulating a plan on how to disseminate this information to staff and to begin prepping for the internal interviews. A memo has been drafted and sent to HR, but has not been disseminated to staff as of today. Once HR has a plan for the internal application process, I will send a memo to staff outlining the opportunities and how the process will take place.

The restructure is to help with low staffing levels, as well as to slowly, over time, adjust the schedule to be more consistent. For example, current part-time staff may work the following shift: Monday 8a-12p, Tuesday 12p-4p, Wednesday 4-8p, Thursday 8a-12p and Friday 1-5p. As you can see, a schedule like this would make it very difficult to find a second job if necessary, because the times are so different. While the schedule is consistent at least by day, we attribute the high turnover for part-time positions to be schedule related, as well as benefit related, which is why we are moving towards the restructure.

The restructure will allow us to make shifts more consistent. For example, the future plan would still include part-time staff, however we would have staff consistently working the same shift, example Monday through Thursday 4-8p, with the exception of Fridays (as we aren't open the full twelve hours to keep that exact consistency). The new fulltime shifts would either be 8a-2:30p or 1:30-8p Monday through Thursday, and on Fridays it would be an eight-hour shift. This is the cleanest way to do the schedule and keep it as consistent as possible.

We did have a resignation recently by Dafina Hidri, a part time Library Assistant: Materials Processor, who took a fulltime position with the Door County Library System. We will not be posting this position until we have finished interviews for the positions, which will transition to fulltime. From there, we will evaluate the schedule to see how we can attempt to make the posting for the open part-time position fit within the scope of consistency we are looking for.

The overall plan will be to changeover at least three more part-time staff members to fulltime in the next few budget cycles. Our request for an Assistant Library Director has also been submitted to City for the 2026 budget cycle.

Capital Improvement Plan

The CAD plans for the Capital Improvement have been sent and reviewed. The architect is currently waiting on a few more estimates to get a sense of total cost before we release the project for bid. With the help of Adult Services Librarian, James Berven, we were able to get a draft request for proposal for the Automated Materials Handling System (AMHS).

During the recent staff training day, James and the staff were able to get the stacks closest to the future construction area moved to make room for the new offices. While the change is quite noticeable, the stacks are still ADA compliant, but certainly tighter than they were. We left the other side of the Adult Fiction area alone at this time, as the wall for an additional meeting room will only be possible if there are budget funds within the CIP to accommodate it while staying within the budget after the other elements of the improvement are complete.

