



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 11/18/2022
Re: Operational Updates

With the changes in positions here, we have had to get creative in terms of staff workspace as we currently have no additional offices or desk areas for staff.

The old Assistant Director's office will become the Youth Services Librarian's office. As our full-time Communications Coordinator needs a space now, we have opted to turn Study Room A into an office. The Adult Services Librarian will move to Study Room A. That shift will open a cubicle space in the workroom, which will be for our Communications Coordinator then. At some point in the future, if the space does not need to be an office, it can easily go back to being a study room. BSI has been contacted regarding office signage, blinds and a desk. This is not the most ideal arrangement given how popular our study rooms are post-pandemic, but it is necessary because our staff needs to have appropriate space to work in.

In the future, when we add back the Assistant Director, there will be no existing office available for the position. At that time we will be forced to construct something. In terms of timing, this will actually work out quite well as we had planned to add an RFID sorting machine to our workroom as part of a capital improvement. However, sorting machines take up space, so full time staff members would have to be moved out of the space anyway. I am proposing a Capital Improvement now to build offices off of the IT Room in Adult Fiction combined with the sorting machine. We can remove two cases of books and relocated them to the open space by the garden in the adult fiction space to make room for them. In the future, if we wouldn't need the offices in that location as office space, they could easily be used as study rooms, which we can always use more of.

In an effort to increase our service hours to meet Tier 1 standards, we will also be opening M-F at 8:00a at the start of the New Year. This is the most cost-effective way to increase hours with little to no change to our work schedule and personnel budget line. At a Board level, we did discuss changing Saturday hours as well. We currently have a survey available on Facebook and our webpage asking patrons if they prefer 8:00a-12:00p or 9:00a-1:00p for school year Saturdays. While it is still early, 80% of participants are in favor of the current hours of 9:00a-1:00p.

While it may seem like an easy adjustment to shift to opening at 8:00a versus 9:00a, there are still a lot of unknowns in terms of opening at the same time staff are reporting in for work. We are unsure as to how much coverage we will need at the desks; will one need to be staffed or both? How will this work with opening the building paired with the other opening tasks and procedures?

We are also currently working with our On-Call staff to develop a schedule where staff only work one Saturday a month instead of the current schedule of every third Saturday. We hope to begin this new schedule in 2023.

