



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

All regular staff have had their reviews conducted, which have also been sent over to HR. I plan to do a check in with our On-Call staff during regular shifts prior to yearend to ensure that they too feel confident in skills and procedures. I felt that the new City form made the review process simpler for me and I was able to block thirty minutes to meet with each staff member. Prior to yearend, staff will also be setting a developmental goal for themselves for next year and I will be setting a group technology goal.

The City is very close to finishing their compensation plan and I have met with HR to discuss individual issues for our department as a result of the compensation study. When that information is more readily available, I will share it with staff and the Board. The City has also selected December 8th as a time for staff to attend a meeting regarding this topic.

I also met with C. Fallona and President J. Lucas on 11/11 to go over my review. I want to thank you all for your flexibility in our changing the process yet again. I hope that you found it to be a bit easier. Thank you also to C. Fallona for compiling all the reviews into one document and submitting it to HR for Mayoral review. Thank you all for your kind remarks. C. Fallona brought me a list of comments from Board members and I certainly appreciate you recognizing how much I enjoy being your Library Director.

