



To: Kaukauna Public Library Board of Trustees
From: Library Director A. Thiem-Menning
Date: 8/20/24
Re: Personnel Updates

In July, I spent time assisting in the hire of the new City Human Resource Director. We are happy to welcome Elisa Hodge to the City August 19th. Thanks go to Will Van Rossum and Tyler Ault in Finance for acting as interim HR for our hiring. Both positions remain open at this time and we will continue to interview, however we did hire a second On-Call candidate out of the pool of applicants.

We had a meeting regarding Phase II of the City Staffing Assessment in late July. From the meeting we determined that we need to be blocking off more regular time for this effort as a group. Another meeting is scheduled in September, at which time we will discuss these questions:

1. What are staff currently doing? Consider not just the “what” but also the “how” (processes, procedures, tools, etc.).
2. How could staff alignment be adjusted to better meet core duties?
3. What technology could be utilized to better support staff and core functions?

This conversation will help with phase II findings, which leads into Phase III, which is requesting staff to address unmet core duties.

All annual reviews had to be completed this year by August 15 to be ready for budget season. All the Library reviews were completed on time. My review was also completed for the Mayor. We typically have my review on the agenda for October. While my review with the Mayor will likely come first, I will work with the new Human Resource Director to find a way, similar to last year, for you to do my review.

In 2025, we will shift our timeline for my review to meet City standards, which I hear may be earlier than August. With HR being out this year in the summer, I recommend that we continue with the review in October unless you would like for me to push for a September closed session.