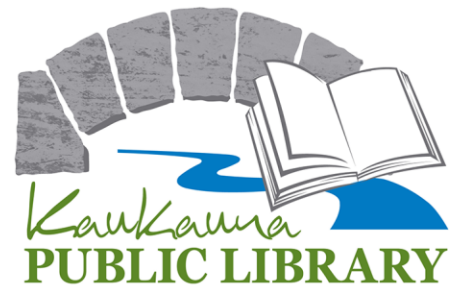


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/20/25
Re: Budget & Staffing



On 10/20 the Finance & Personnel Committee met to go over the personnel requests for the 2026 budget. The Assistant Director position request for the library remains in the priority list for that meeting. Our request for a Local Historian did not make the priority list for 2026. We have been keeping a part-time position open in case that position request changed priority, in an effort to reduce the total cost of the position if a portion of the pay came from a conversion.

We have already sent HR information for posting the open part-time position. This position is empty from a part-time staff member taking a vacated full-time position. We will be hiring for a part-time Adult Programmer position; hours 4-8p M-TH and F 1-5p, with rotational Saturdays.

At the same time, we will also be posting for On-Call Library Assistants. We hope to hire at least two On-Calls, hopefully more. We have been struggling to fill some of our schedule gaps, so we need to increase the pool of On-Calls with available hours aligning to the hardest to fill shifts, which include evenings and weekends.

There will be a committee of the whole budget meeting on November 10, with budget adoption scheduled for November 18.

