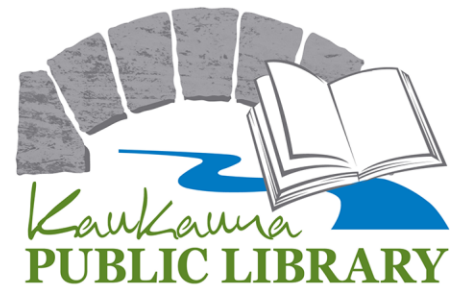


To: Kaukauna Public Library Board of Trustees
From: Library Director A. Thiem-Menning
Date: 8/18/25
Re: People & Operational Plan 2026



Submissions for 2026 personnel requests were due to City by the end of June. A standard form was available for Department Heads to fill out. Once requests were received, Department Heads had a meeting with the HR & Finance Directors to discuss the request(s). After the meeting, Department Heads wrote a two-page memo template for the requested positions. Submitted requests then met with the Mayor, Council President, HR & Finance Directors, to answer any questions in regards to position requests.

I submitted two requests for the 2026 budget cycle. Per the wishes of the Board, I requested the Assistant Director position filled. I also requested another part-time to fulltime conversion.

In 2024, I made the recommendation to Council that we convert five part-time positions to fulltime over the course of several budget cycles to assist with retention of Library Assistants. The first two conversions occurred in 2025 with the conversion of two Library Assistants, one with a focus area of programming and the other with a focus on materials processing. The conversion selected for this request was for a Local Historian.

After all meetings concluded, the Mayor and Council President ranked the positions requested across the City to give the recommendations by priority to the Finance & Personnel Committee. The Assistant Library Director ranked as number three in importance and the conversion near the bottom of the list of nine requests.

The full memo of all department requests will go to the City Finance & Personnel Committee on September 2, 2025.

The memos written for both positions have been included in this packet. Of note, the Local Historian position in the request is not a Library Assistant position. It was determined that the position requires more expertise than a traditional Library Assistant. As such, the position description was updated and is attached.

We currently have an open part-time position; we filled internally when a fulltime position resigned due to a family move down state, leaving the open evening shift position. We are holding off on posting the position. It is a place marker for the position to be converted in terms of funds if the request would move up on the recommended list when it goes to the Finance & Personnel Committee. If the converted position would

somehow move up, it will remain open. If the position remains low on the priority list for 2026, we will fill the position before budget adoption.

