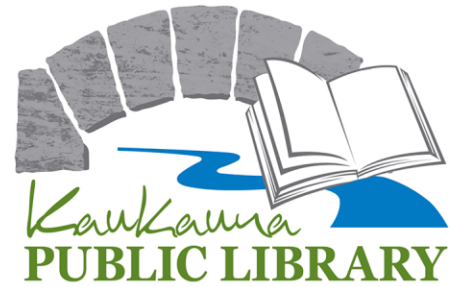


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 4/16/25
Re: Staffing Update



We still had two open part-time positions at the Library in early April, and were able to fill them internally this month. On-Call staff member, Owen Duescher, started as a part-time Library Assistant on April 9. On-Call staff member, Amber Wolfinger, will start as a part-time Library Assistant on May 1. Both Owen and Amber will be helping with Circulation reports as their emphasis area.

OWLS recently released a list of the reports that they are able to generate for us and we realized that it would be helpful to utilize our open positions to reflect our need for collection management help. Several fulltime staff members are also assigned daily and monthly reports to reconcile, so this is also an opportunity to take a few things off their plate by reassigning.

As two On-Call staff members did move into regular positions, we are short On-Call staff again. James is currently finishing the training of two other On-Call staff members and once they are in the pool, we will consider posting for On-Call staff again.

