



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 5/20/22
Re: Mid-Year Reviews

Angela and I have prescheduled times for all staff members to be reviewed between June 1st-8th. The mid-year review this year will be a little different than our typical reviews. The Mayor shared a document with me that the City plans to use for end of year reviews. While this document may not be the exact document used at year end, it gives us a sense of what is to come. The Library will adopt the review and compensation plan that the City approves.

We have been using review documentation from previous HR Director, Vanderloop, which includes a mid-year and year end evaluation form. The current form for non-exempt staff allows them to comment on their skills in the different categories and allows administration to both comment and rank skills.

The new City form is an end of year form, which includes three goals for non-exempt staff. At our mid-year this year, we will show staff the new form, discuss with them the one to two goals that they can make for themselves prior to year-end for review. All staff at the 2021 year-end review were tasked with creating a reading list in Bibliocommons, which was to be completed prior to the mid-year review this year, which will be included as a goal.

We will document these mid-years informally on letterhead and will use the formal City form for the year-end reviews, which will be completed prior to November 30.

The past two years, the Library Board has forgone a mid-year review for the Library Director position. If you would like one for 2022, please let me know and I will add it to the agenda for June. Otherwise, closer to the fall, I will provide you with the exempt form the City is recommending for the Director review.

