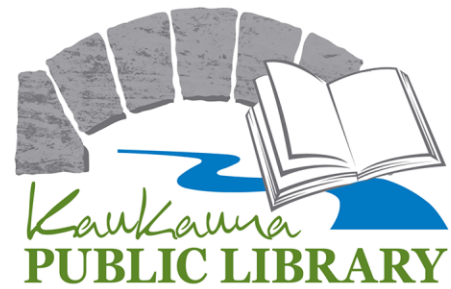


To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 10/18/25
Re: Staffing Update



We posted for a part-time Library Assistant with an emphasis in adult programming and for On-Call Library Assistants in October. We received over 30 applications for the part-time position. We interviewed over ten candidates for the positions. An offer was extended and accepted for the part-time position on 11/17.

We also made offers to three candidates for On-Call Library Assistant positions.

From here, HR will take over to finish the process, and then we can select a start date. Ideally, we are hoping that all four will be able to train together to save time.

As we have just started the onboarding process, I will save introductions to new staff members for the January board packet. But we will finish the year with a full staff!

