



To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 2/19/25  
Re: Staffing Update

We have had three resignations since the last Board meeting, Emma Gordon, African American Cultural Coordinator, Yenny Rodriguez, Hispanic Outreach Coordinator, and Venn Peters, On-Call Library Assistant. We also currently have an existing opening for a part-time position, vacated in January, which has not yet been posted due to the staffing restructure.

Interviews for the two internal positions, which are being restructured from part-time to full-time, are in process. We had five candidates apply between the two open positions. All interviews will be concluded by February 20 with HR Director Hodge. We hope to get back to candidates the following week. Transition dates for each position, FT Library Assistant Programmer and FT Library Assistant Materials Processor are currently unknown.

Due to the transitions and number of open positions, we are also posting for additional On-Call Library Assistants, with a focus time of evenings and weekends. The posting went live February 19.

