



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/17/2024
Re: Staffing

I am pleased to report that as of October 21, we are fully staffed.

Recent hires include:

Amber Wolfinger as On-Call Library Assistant

Casey Woodward as Library Assistant: Programmer

Claire Dodge as On-Call Library Assistant

Emma Gordon as Library Assistant: African American Cultural Coordinator

Per City, I have also filled out the Staffing Request Form for position requests for the 2025 and 2026 budgets. We are requesting the Public Services Coordinator position back for 2025 and the Assistant Director back for 2026. Meetings for these requests are to be held October 14-23 with the Mayor, Council President Moore, Finance Director Van Rossum, and HR Director Hodge.

We also submitted our Phase II Summary to the City on October 15 as part of the City Strategic Plan, which included reviewing tasks by job description and the tools in which they use, how alignment could be adjusted to meet core duties, as well as how we can use technology to streamline current staff and core functions.

