



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 5/16/23
Re: Staffing Updates

We did receive a resignation from the new Hispanic Outreach Coordinator. We have since reposted the position and have boosted the ad on Facebook as well as reached out to several local organizations asking for help in sharing the employment opportunity. If we cannot get an applicant within the next month, we will likely close the position, reopen for an Adult Programmer position, and try for the Hispanic Outreach Coordinator position again in the future.

In other exciting news, we are changing the title of Library Assistant: Programmer, Kim Cackowski, to Library Assistant: Native American Outreach & Engagement Coordinator. The programming that Kim will do at the library will focus on engagement with our Native American/Indigenous community members, as well as sharing the cultures with our community. The position description is as follows:

Under the supervision of the Library Director and/or Assistant Director, the Library Assistant: Native American Outreach & Engagement Coordinator performs outreach to our Native American/Indigenous community and shares their culture with the community. They also serve as a Library Assistant performing essential service desk functions such as checking in and out of materials, filling holds list, returning materials to the shelves, issuing new library cards, and assisting patrons with reference, directional and/or technological questions.

MAJOR POSITION DUTIES

1. Provide tours, assistance in setting up library accounts, assistance with age-appropriate book selection and library orientation to the library community. Market library materials, programs and services to Native American/Indigenous community members in the surrounding area, as well as provide information of resources offered by area Tribal Nations and other organizations.
2. Assist in acquisitions of Native American/Indigenous cultural-grounded resources.
3. Provide resources to area schools to support the fulfillment of Act 31 and Indigenous Education.
4. Plan, organize and conduct innovative culture-based programs to share with the community that fosters an understanding and connections.
5. Attend outreach events on behalf of the library.
6. Assist at service desk helping patrons, answering reference questions, issuing new library cards, filling and retrieving holds, and providing technical support for patrons at computer stations for the public.
7. Checking out and checking in library materials.
8. Assist patrons with technology questions including computer or eBook related questions.

9. Shelves materials.
10. Reads and maintains order of the section of shelves assigned.
11. Maintains patrons adhere to library policies.
12. Call patrons to alert them of holds.
13. Assist patrons in renewing and issuing new library cards.
14. Assist patrons with library card issues and concerns.
15. Periodic emptying of book drop.
16. Receive and record money.
17. Use cash register.
18. Assist patrons with copy machine, faxing, laminating and printing.
19. Help patrons find and retrieve materials.
20. Work with a diverse population.
21. Uphold confidentiality and privacy of patrons.
22. Adhere to the Library Bill of Rights.
23. Perform detailed services related to specific areas of service as well as other duties as assigned by supervisors.
24. Set up and take down programs.
25. Create partnerships with local organizations.
26. Explore creative and innovative approaches to programming.
27. Operate programs within budget.

