



To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 8/17/23  
Re: City Updates

The City of Kaukauna continues to work on our Strategic Plan. Department heads have been meeting every Monday afternoon to work together on the plan. We have currently identified our goals as well as the tactics necessary to meet the goals. As this is the City's first plan in many years, the plan may end up being shorter than the typical five year plan. We will also begin data collections in certain areas so that we can set key performance indicators for future goals.

The plan will be presented to Council this fall with action items to begin in 2024. It has been a great opportunity for department heads to work together on this plan. It has already increased cross department communications and helped us solve the best way to move forward with garden maintenance here for example.

We have defined our why, mission, vision, our foundation, values, and the following strategic objectives: develop a staff plan, create a community of choice, and enhance internal and external communication.

This fall there will be some bigger changes taking place at the City. First, our financial software has changed, which is reflected in the new monthly bill register you see in this report. In an effort to streamline the process more, City has moved from Springbrook to Net Suite. Soon, all our invoices will be emailed in and then sent to staff for approval and payment, which will begin a reduction in the amount of paper files kept as the software is cloud based.

Our HR and payroll software, Ascentis, is also changing this fall as the product has been bought out and will no longer be supported. City staff are required to attend a meeting in September to learn how to use the new software, called Paycor. As part of our staff training day, I will be sending all our staff to the September 15<sup>th</sup> training at City Hall. Going forward, Paycor will be used for employment, onboarding, staff benefits, and even reviews. We believe that Paycor will also give us the ability to post open on-call shifts for staff, where they would then receive a push notification on an app, and can then select if they would like to work the shift.