



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

We have made an offer for a Hispanic Outreach Coordinator. Ana Mejia will be joining our staff on 8/28. We also made an offer to another candidate for an on-call position; however, we are currently waiting to see if the onboarding process will begin.

Ana has a background in childcare and teaching, and has a degree in criminal justice.

The Finance Director and I have met with the landlord to go over the budget for 2024 for the building, as well as to discuss future expansion efforts. We are set to meet again in late August.

The roof continues to leak in adult fiction. We were told that the roof had been fixed and had placed materials back on the shelf in the area, only to find that the next two times it rained the roof was still leaking. The site supervisor has since dispatched repair, but we have yet to see if they found the issue.

The lower level door recently had to be repaired again, which will come out of the maintenance budget line.

