



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 11/20/2023
Re: Staffing Update

Carrie Marhefke is officially in South Carolina and On-Call staff member Yenny Rodriquez was offered her position and has been in the role since October.

Ana Meija, our Hispanic Outreach Coordinator, welcomed a son, Saul, on 11/18. Both mom and baby are doing well.

On-Call staff member Shannon Oasen accepted a full time position with her other employer and finished as an On-Call last month. Shannon will reach back out in the summer to see if we need help if she is interested in coming back.

Sarah Read was just offered a position with Oshkosh Public Library as their Reader's Advisory librarian. We are sad to see her go, but very excited for her new adventure. Her last day as a Library Assistant with us will be 12/2. Sarah will remain as an On-Call for programming though .

On 11/10 we held several interviews for On-Call Library Assistants. Four offers were made as our On-Call's have been reduced with Shannon resigning and Yenny moving to Library Assistant.

The internal application for Sarah's Library Assistant Programming position will open shortly. We are hoping that we can fill it with an On-Call, but will open up the position externally if necessary.

Paycor has been extremely helpful with hiring. In the Paycor software, I can see all the candidates that have applied. I can pass, ask for a phone screen, or schedule an interview. Once an applicant has been selected, I let HR know and they will make the offer. From there, even when the position is closed, I can see the applicant start date and where they are in terms of background check, paperwork, and pre-employment drug screen being completed. Typically, we don't know this until HR reaches out with a start date. I will report on the new hires in my next report when all onboarding is complete and all offers are official.