



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 8/19/22
Re: City Updates

Department heads met with an IT consultant as part of a City/KU IT Current State Assessment to evaluate current services and build a framework for improved services. I brought our Technology Coordinator to the interview where we were asked to rate current IT services and identify areas of improvement. This was a very helpful exercise and Spencer has since been invited to the monthly IT cybersecurity meetings. I think this will help us be better partners in technology.

The City is currently working with outside HR consultants to go over compensation rates, the current pay scale, performance reviews, position classifications, and a rewrite of the City handbook. We do know that the City will have us using a unified performance review form by year-end, which will mean little change for the Library as we already complete annual reviews. All City staff attended a meeting with HR Director Swaney where she introduced these concepts to staff and offered a forum for questions. I have a meeting in September with HR Director Swaney to go over conducting the performance review. City would like all employees reviewed by year end. Our staff did receive mid-year reviews this year and the new form City provides will be used for our end of year reviews. The City will be reaching out to the Library Board President in regards to how they would like my performance review conducted.

City Council adopted the new City handbook on August 16. I am recommending the Library Board take action to adopt the City Handbook and dissolve the current Library Handbook. This is advantageous for several reasons. First, it reduces the number of handbooks that HR has to consult. Second, when updates occur, City will be in charge of maintaining the records of the updates. Third, any changes the previous Library Director had made from the City Handbook to the Library Handbook were made to ensure that §43 was addressed. To ensure that §43 is acknowledged within the City Handbook, there is a statement within it that now states "In addition to the policies outlined in this handbook, Library employees are also subject to State Statute 43." I recommend the following motion: To adopt the new City Handbook, approved by City Council on August 16, 2022, and dissolve the current Library Handbook.

ARPA funding meetings have finally concluded with a recommendation that was accepted by Council. The Library did not receive ARPA funds for the social worker position. I decided that this was not ideal to pursue now and will add it to a future personnel plan once we have enough personnel for general library operations.

We continue to work on the Capital Improvement Plan for 2023 to compliment the next budget cycle. The Library is currently on the plan for 15K to replace the AV equipment in the conference room, which has never properly worked.

The budget cycle will be starting shortly and our budgets are due to City on September 9. Between September 19 -23 we will be meeting as a group to go over budgets. On October 3 the non-personal lines will go to Finance/Personnel Committee and on October 17 the personnel items will go to Committee. October 20 will be the public hearing, with November 2 slated as the budget presentation to the Committee of the Whole, with official budget adoption on November 15. I will be sending out an email to our Board Finance Committee to meet prior to the September 9 budget due date. I will give a detailed overview of our proposed budget at the September 27 meeting and ask for an official approval from the Board.

