



To: Kaukauna Public Library Board of Trustees
From: Library Director A. Thiem-Menning
Date: 6/19/24
Re: Staffing Assessment Phase I & II

On June 7, our first staffing assessment was due to City.

The assessment asked the following questions:

1. What are the core services/duties that your department needs to provide?
Can you provide these core requirements with existing staff?
If not, why?
Are there core duties you believe you should be doing but you are not currently?
2. Who is your customer?
3. What are some non-core activities that your department is currently doing?
4. What are some non-core activities that your department is not currently doing that you would like to provide?
5. What are some duties or activities you wish your department could stop doing?

After the assessment, Department Heads met on June 12 to discuss the findings of their assessment and to discuss Phase II.

Phase II includes a job analysis questionnaire for different positions to fill out. I had all the regular staff here complete a questionnaire specific to their position, and was able to get three On-Call staff members to fill out the sheet as well. The analyses were due on June 18.

The next step will be a presentation to Council on the findings. With the resignation of the Human Resources Director, I am unsure if the timeline will continue as presented. The goal was to have this process and all staff reviews completed before budget planning fully begins. Please find my Phase I report attached to this memo.