



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 3/18/25
Re: Staffing Update

We have successfully transitioned two part-time staff members to fulltime since the last Board meeting.

Part-time Library Assistant Kim Cackowski transitioned into the fulltime Programming position and On-Call staff member George Dodge-Mueller took the position of fulltime Materials Processing.

George began the role officially on February 28 and Kim on March 3. With an On-Call staff member filling a fulltime position, that did eliminate one of the three open part-time positions.

We also posted for On-Call Library Assistants in February and hired three. Owen Duescher was hired, who is actually a past employee, back from teaching in Japan for a year. We also hired Karla Hammond, who has experience working at two other local public libraries, as well as Rachel Hitt, who also has experience working as a Library Director.

On March 17, an internal posting for a part-time Library Assistant went out. If we cannot fill the position internally with existing On-Call staff, we will post the position externally.

We will still have one open part-time position, which will be posted soon.

