



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 2/18/22
Re: Annual Step Increases

As part of the City pay scale, employees receive step increases in six, nine, and 12 month increments until they max out at step seven over the course of employment.

This year the library has 14 step increases on the calendar. In an effort to streamline the process, the Library Board grants permission to approve these step increases at the discretion of the Library Director annually. Poor performance or written disciplinary action may result in a step increase being denied. So while these are not traditionally merit increases, we do have the authority to deny them if necessary and have done so in the past.

By approving these annually in one motion, they won't need to appear on Board packets on a regular basis, nor will payroll have to retro wages if they aren't approved on time.

A potential motion for the approval may be read as: I make a motion to approve the 2022 annual step increases at the discretion of the Library Director.

Of note, we would like to thank our staff for hitting these milestones in 2022:

Sue Meyer: 23 years
Spencer Heise: 11 years
Liz Fuller: 10 years
Ashley Thiem-Menning: 10 years
James Berven: 7 years
Sarah Read: 5 years
Carrie Marhefke: 5 years
Rachel Bock: 5 years
Jenny Schink: 4 years
Gavin Schmitt: 4 years
Angela Schneider: 3 years
Sarah Miller: 1 year
Bobbie Behnke: 1 year
Nancy Theiler: 1 year

Also, a big thanks to our On-Calls for all their years of service in 2022 as well!

Geri Rock: 6 years
Mary Eanes: 1 year
Jody Becker: 1 year
Mary Vander Sanden: 1 year