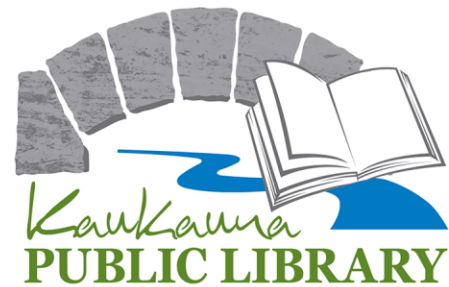


To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 5/20/2026
Re: Staff Training Day



As Assistant Director Berven noted in his report, we did have a trainer for the Job Pod visit during staff training day. A lot of great resources were given to staff, who were very engaged with it.

We also spent some time as staff going over a bunch of general items and answered questions about policies and procedures out on the floor.

The summer reading program crew was also able to meet as a group to go over décor and programs. We anticipate some neat art again this year, courtesy of Madeline, Casey, Amber, Kim, Jenny and Sarah.

The last portion of the day was spent training at the computers on our future software program Polaris. Special thanks go to Assistant Director Berven for putting together a 180-page training manual complete with step-by-step photos for all our circulation functions.

For the first time ever, we had the grout in all the restrooms cleaned, as well as all the interior glass by our cleaning service AMS. Our interior glass is spot cleaned, but mostly only on doors and room windows. Every glass surface in the building was cleaned that day as well, which was much needed.

We also had Stanely Steamer in at the same time. They cleaned the carpet in the conference room and adult fiction. This year we are trying to do something new where we are cleaning the carpet (in total) over three visits instead of in one visit. At times, when we do the entire carpet and all the furniture at the same time, the Stanley crew is here from 8a-6p. So, to make it more efficient, we will have them clean the carpet in the youth and teen area next time, then on our last closure for the year, we will have them clean adult nonfiction. Furniture and the playmat were also cleaned on this visit as well. Of note, we do ask them to spot-clean carpet if it is needed in spaces outside of the selected area and the furniture is cleaned every visit as well.