

Assistant Director Report February 2026

Programming

Make and Mingle

Welcome to programming Madeline! Madeline shadowed Jenny during January's Make and Mingle and has since taken over the program starting on February 11th. Madeline led patrons in creating dried stems on canvas, a creative way to make floral art. Madeline will also plan some one-off craft events this summer, with Make and Mingles picking up again in September.



The finished product (left). Patrons enjoying the creative process (right).

Look Back in History

Gavin welcomed back Antoinette Powell from Lawrence University as a guest presenter for Look Back In History. Last year, she showcased how she used genealogy to trace Charley Newman from Haiti to Kaukauna. This year she discussed Newman's daughter Sworth and her connections to the prominent families of Appleton's Third Ward.

Easter Seals Excel Education

During February's board meeting, though in a separate room, I will be teaching the Easter Seals my annual Basics of Excel/Google Sheets class. Attendees are used to doing their accounting by hand and manually adding figures throughout the year. They are always excited to see how much time they can save with these tools.

Collection Development

The library received a substantial donation of romance and mystery paperbacks. Ashley and I have begun the process of checking to see which books fill gaps in our series and adding them to the collection if needed. Here is the garden room during our sorting process. We have such generous patrons!



Ashley and I deciding which donated books to add to the collection.

Workforce Development

I spoke with Danielle who runs JobPod, an organization based in Green Bay that provides both physical pods and resources to libraries for job seekers. I learned that they offer physical "JobPods" to libraries for job seekers to apply for jobs, interview, create resumes, or conduct any other job seeking endeavors in. Currently Oshkosh and Green Bay have a JobPod, but there is a large gap between the two cities that I thought Kaukauna could fill, especially since the Menasha Job Center closed recently. We have a choice between two pods, and I am hoping to visit locations currently using each type of pod to determine which will best fit our needs. Depending on the company's correspondence I'd like to visit them by the end of the month at the latest. These pods are grant funded through JobPod and will be at no cost to us. It also comes with a dedicated laptop for job seeking purposes, as well as training from Danielle so staff know how to connect job seekers with resources after it is installed.

Automatic Material Handler System (AMHS) Update

Ashley and I spoke with Rachel from MK Solutions on 2/13/26. A spreadsheet for the configuration of our current self-checks, RFID pads, and gates was emailed to us and I am filling it out as quickly as possible with input from Spencer. The sooner it is completed the quicker we can get some of the technology we ordered last year. We were told we may be able to get the security gates, self-checks, and our RFID pads before the AMHS arrives. This does mean reconfiguring the technology a second time when we migrate to Polaris this summer, but we'd like the opportunity to get used to our new equipment before the migration if possible.