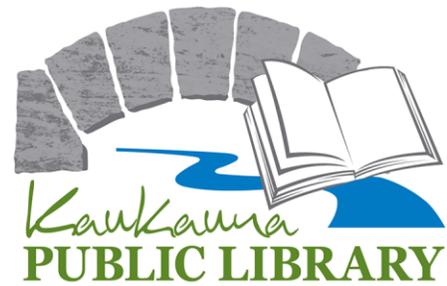


To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 2/12/2026
Re: January Staff Training Day



We had a prescheduled staff training day on January 23. Four hours of the day were intended to be our required City safety training; however, the safety trainer had to cancel the morning of for an emergency.

We pivoted and changed the morning events into an impromptu long range planning workshop. I went through the current plan with staff and talked about the success of our last plan. Then I broke staff up into four different groups and each group spent 15-20 minutes discussing each of the following areas: programs, services, collections, and operations. We had a lot of great ideas from staff, some of which are long range, and some of which are great ideas to be implemented now.

Since we were able to tackle most of our staff meeting items for the afternoon in the morning, we were able to find the time for some projects out on the floor. The rest of the holiday décor from the garden was brought downstairs, some cabinets were repaired, Kim put another patch on the soft playscape, child DVDs were shifted, shelving and check-in was completed, and staff finished some programming projects.

We will have to make the safety training up, however our May schedule will be fully dedicated to learning our new software system.

