

Date: 8/19/25

To: Board of Trustees

From: City Librarian

Re: Staff Development Update

Staff continue to use the quarterly format for staff development (2 hours of instruction approximately every three months) versus a full day staff development. There are pros and cons to both Staff Dev planning methods.

Currently, the managers and I feel this is quarterly method is working well as a “short burst” learning mechanism. This method also facilitates last minute trainings when issues arise that allow us to pivot in a relatively short period of time needed in dealing with issue, such as number 6 in the list below.

One con though is it is difficult to get more hourly staff participation because we don’t require attendance and it would be difficult to do so.

Some topics and trainings we have done so this year:

1. ADA Building Issue Reporting
2. AI Overview and training by Cynthia Rider (Adult Svcs) and Sue Morgan (Childrens)
3. NARCAN use training
4. Life Moves Unhoused Outreach
5. Service Desk Training
6. Next up: Incident Report Writing by Asst City Attorney

Regards,

Brad McCulley