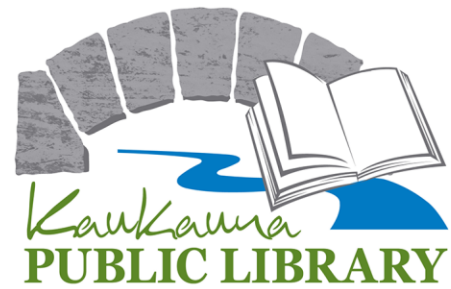


To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 5/19/2026
Re: July 24 Closure Recommendation



During the May 8 closure, staff received their first glimpse of training on the new ILS.

However, with the change of almost every system we use, including discovery layer, app, meeting room software and calendar software, we need more training. Further, our main trainers have not yet received all the training either.

We selected July 24 because it aligns with the trainer training schedules, as well as a date in which we could easily shift programs and block community bookings for the day to close.

Staff recommendation is for the Board to make a motion to close the library on July 24 for a full day of training on our new software systems.

