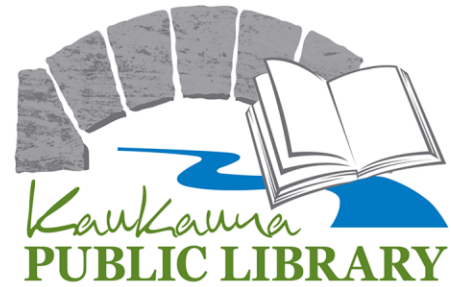


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/17/25
Re: Upcoming Notables



On 10/28, the day of our Board meeting, James, Sarah, and I will be leaving for the Wisconsin Library Association state conference in Middleton after the board meeting. The conference begins early in the morning on 10/29. We will be in Middleton until late Friday afternoon at the conference.

The Library will be closed for the final staff training day of the year on November 7. I will be on vacation during this closure, but our Adult Services Librarian will be running the day for me. The morning will be comprised of the last of the required City safety training for the year, which is an estimated 4-5 hours. After that training, staff will receive a condensed version of the mental health training that Jenny was just certified in.

Stanely Steamer will also be here for mat, chair, and carpet touch up cleaning.

In November, we are also hosting our fall book sale. Dates are November 21- 26. We are closed, like City Hall, November 27-29.

