



To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 5/20/22  
Re: June 3rd Closure

Last year the Library Board approved a third closure for staff training. This is very helpful because safety training this June will take all day now. We will be closed on June 3<sup>rd</sup> for CRP, AED, and First Aid training. It is extremely important to me that our staff continue to be certified because as a public building we do have to make emergency calls and wait for EMS to arrive.

This is not all of the safety training required of us however for the year. We have also had City/safety training as a party of our February closure and we will also have additional safety training in September during our last training closure. In total, City/safety training encompasses almost two full days for us, giving us only one day for library training.

Next year we will be looking at adding a potential fourth closure for staff training. We need time in the building to complete projects that can't be completed when the public is in the building, and we also need time to train on staff software and tasks.

Our original plan for June 3 was CPR training in the morning and then a full afternoon training on our Summer Reading Program Beanstack software, reviewing specific tasks with our new ILS software, and lots of small housekeeping things. Now that safety training will span the entire day, we will be taking a working lunch now to fit in our Summer Reading Program training before the program starts June 6.

