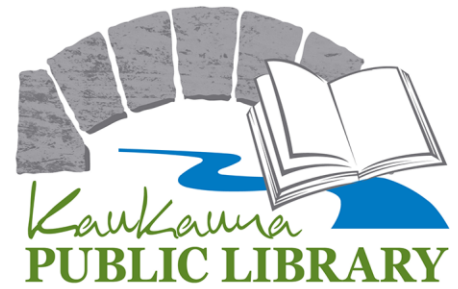


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 9/19/23
Re: Staff Training Day



During our closure on 9/15, we sent all the staff to City Hall for training on our new payroll and HR software, Paycor. After, the full time staff trained on topics like our new conference meeting room equipment, scan to print features on the copy machine, billing practices, among other topics, while I attended the first in-person AAC meeting since COVID. After lunch, we spent an hour going over the safety manual and the last two hours of the day on special projects.

Liz and James were able to build the second storage unit for our Library of Things, which are currently scattered around the building. We had staff start shifting projects as collections are getting very tight in certain areas and we also started weeding projects. We did run out of time and need to dedicate more than two hours of the day to projects of this nature during our next closure. Stanley Steamer was also present and they cleaned all the upholstered furniture, the playmat, and spot treated carpet stains. James also spent some time plastering holes in the wall and touching up paint.

We do have one more closure scheduled for this year on December 1.

