



To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 9/16/2027
Re: 2027 Closures

Upon further review of the adopted 2027 closures and important dates, the City handbook denotes that pending which weekend day the holiday falls on, we are either closed the Friday or Monday in relation to holiday pay. With Christmas Eve and Christmas Day falling on Friday and Saturday, that pushes the closure for the holiday pay to Thursday, which is now reflected in the updated dates.

The same rule applies to New Years Day being on a Saturday, which places the closure on Friday for holiday pay.

These dates have been amended in the packet for approval and align with City policy and have been confirmed with Mayor.

