



To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 1/12/23  
Re: Staff Training Day

The Library will be closed on 2/17 for staff training. Fox Valley Safety will be in for mandatory safety training including workplace ergonomics, walking work surfaces, and blood borne pathogen cleaning.

The City is also utilizing a new system called LocalGovU, which provides the City with the flexibility to offer some of our mandatory safety training online. We are allowed to group train for the online offerings, so staff will also receive the mandatory sexual harassment and blood borne pathogens training as a large group online.

While all this is all happening, we will also be having our carpets and the play mat cleaned.

Our 6/9 closure is set for A.L.I.C.E training with KPD, which will be a good opportunity to test out our new security upgrades.

The 9/15 closure will be the only opportunity we have this year to spend a considerable amount of time on building projects, including shifting work in the stacks, paint touch ups, and other general maintenance that is difficult to do when the building is open to the public. This is also an opportunity to bring vendors in for work, so that we do not have to pay the expensive weekend rates. Stanley Steamer will be back again to clean all the chairs and the play mat as well.

Our 12/1 closure will be CPR/AED and fire safety with KFD. The department is currently in the process of hiring a staff member to conduct trainings, so we are excited to receive this training in-house, which takes the entire day.

