



To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 8/18/23  
Re: Upcoming Staff Training 9/15

The library will be closed on September 15 for staff training. During the day, Stanley Steamer will be here to clean the playmat and to clean all the upholstered furniture. We also plan to repair the playmat to the best of our ability in-house, as the quote to fix the tree base and rocks was not within the budget. Staff also have another cabinet to build to house more of our "library of things" items.

All staff will be attending the City Paycor training in the morning at City Hall. We will also be practicing our fire drills and other emergency procedures, as well as having our annual fire extinguisher training.

There is also a significant amount of after summer clean up that needs to be done after a busy summer reading program.

