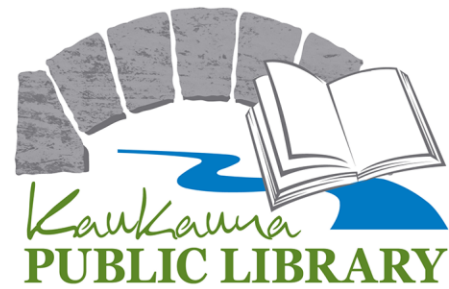


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 9/16/25
Re: Staff Training Day



The Library was closed on September 12 for Staff Training. We started our day with CPR/AED refresher training from the Kaukauna Fire Department. Several staff members have not had the opportunity to work with an AED before, so it was a critically important training. A big thank you to Heath for spending his morning with us!

We also used this opportunity to clean up things from the construction project. We had to shift back the following collections, which had to be moved due to proximity to the construction area to ensure access during the duration of the project: adult DVDs, inspirational, romance, mystery, and fiction. Science fiction and children's DVDs were also shifted that day.

Courtesy of Randy Stadtmueller, we were able to move three large storage cabinets up from the basement that he allowed us to have at no charge. The cabinets were items left at other properties the landlord owns that were no longer needed. Thanks also go to site supervisors, Connie and Sig, for helping us move the units into the Local History Room. All of the cabinets and drawers in the Local History Room are full, so we did require additional storage options if we want to continue to collect physical documents. While the cabinets do not look very nice in the room because they do not match, they will allow many new acquisitions to be stored in them, increasing storage in the room dramatically.

We also deep cleaned and removed broken toys in children's area, weeded board books, rearranged the play area, tightened and fixed several broken tables in the conference room, and spot treated the carpet in the conference room, where the highest concentration of stains are.

The next staff training is scheduled for November 7. This training will be 4-5 hours of mandatory City Safety training with Pat from MEUW to make up for the trainings we could not participate in during the year. Stanley Steamer will also be in that day for play mat cleaning and chair cleaning.