



To: Kaukauna Public Library Board of Trustee
From: Library Director Ashley Thiem-Menning
Date: 8/11/2026
Re: Upcoming Closure & 2027 Closures/Important Dates

The library had prescheduled the quarterly August 28, 2026 staff training date in August 2025. Although we were just closed on July 24 for new software training, we are keeping this closure so that we can utilize this time to go over functions in Polaris that are challenging staff or in which staff would like more clarity after having used the new software for two weeks. We also have not trained on the app at all. We also have carpet cleaning scheduled during the closure.

The recommendation for 2027 closures/important dates aligns with our typical closures.

Closures:

Friday, January 1
Saturday, January 2
Friday, January 15 (staff training)
Saturday, March 27
Friday, May 7 (staff training)
Saturday, May 29
Monday, May 31
Monday, July 5
Friday, August 27 (staff training)
Saturday, September 4
Monday, September 6
Friday, November 5 (staff training)
Thursday, November 25
Friday, November 26
Saturday, November 27
Tuesday, December 7 (closing at 4p)
Friday, December 24
Saturday, December 25
Friday, December 31 (closing at 4p)

Board Meetings:

January 26
February 23
March 23
April 27
May 25
June 22
August 24
September 28

October 26
November 23

Important Dates:

Spring Book Sale April 24-May 1
SLP June 7- August 13
School Supply Drive August 13
Fairy Walk August 16 (Rain Date August 23)
Coat Drive October 9
Garden Closure November 15
KU Library of Lights December 2

