



To: Library Board

Fr: Alanna Maddox, Circulation Supervisor

January 15, 2025

Re: Library closure for staff training on October 10, 2025

Purpose/Need

Library supervisors are planning to hold a staff training day on Friday, October 10, 2025. All full-time staff and most part-time staff will attend this training and the library will need to be closed for the day.

Background

A staff training day presents an opportunity to learn about topics that are relevant to all library staff. Library supervisors selected Friday, October 10 because Friday is the least disruptive day for the library to be closed.

Adult, Children's, and Circulation supervisors are planning the day, focusing on safety issues and partnering with CVMIC, the City's municipal insurer. CVMIC offers training on multiple topics with no cost to customers. They also provide lunch.

Recommendation

WPL staff recommends that the Library Board approve closing the library on Friday, October 10 for a staff training day.