



APPLETON PUBLIC LIBRARY
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TO: Appleton Public Library Board of Trustees

FROM: Colleen Rortvedt, Library Director

DATE: 7/10/2023

RE: Library Closure for Groundbreaking Tuesday, July 25, 2023, from 1-5 pm

The library's groundbreaking ceremony is Tuesday, July 25 at 2pm.

Given its importance, I request we close the temporary library Tuesday, July 25, 2023 between the hours of 1-5 pm.

This does mean some disruption for our patrons; however, this is a major milestone for the library, and I think it's crucial that our staff are there to support the event and celebrate.

As mentioned in our last board meeting, we have begun promoting it contingent upon your approval to ensure we minimize any inconvenience and ensure we are proactive about communication.

Please let me know if you have any questions.