



**APPLETON PUBLIC LIBRARY**  
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TO: APPLETON PUBLIC LIBRARY BOARD OF TRUSTEES  
 FROM: COLLEEN RORTVEDT, DIRECTOR – APPLETON PUBLIC LIBRARY  
 DATE: SEPTEMBER 10, 2019  
 RE: REQUEST TO UPDATE 2019 LIBRARY CLOSURE DATES

I am requesting the following modifications to the approved library closure dates for the remainder of 2019. The proposed changes are as follows:

- To open late in October for staff training on safety and security with the Appleton Police Department and Milwaukee Public Library Security Manager.
- Reinstate holiday weekend hours reduced in 2019 budget adoption process due to capacity in personnel budget due to vacancies throughout the year.

Below is the schedule for the remainder of 2019 with the proposed changes reflected in red:

October 4, 2019	11-6 (instead of 9-6)	Staff Safety and Security Training
November 30, 2019	<del>9-1 (instead of 9-5)</del> 9-5	Reinstate Holiday Weekend Hours (Saturday)
December 1, 2019	<del>Closed (instead of 12-5)</del> 12-5	Reinstate Holiday Weekend Hours (Sunday)
December 21, 2019	<del>9-1 (instead of 9-5)</del> 9-5	Reinstate Holiday Weekend Hours (Saturday)
December 22, 2019	<del>Closed (instead of 12-5)</del> 12-5	Reinstate Holiday Weekend Hours (Sunday)
December 24 & 25, 2019	Closed	Christmas Eve and Day (Tuesday & Wednesday)
December 28, 2019	<del>9-1 (instead of 9-5)</del> 9-5	Reinstate Holiday Weekend Hours (Saturday)
December 29, 2019	<del>Closed (instead of 12-5)</del> 12-5	Reinstate Holiday Weekend Hours (Sunday)
December 31, 2019	Closed	New Year's Eve (Tuesday)
January 1, 2020	Closed	New Year's Day (Wednesday)