

MEMO

TO: Appleton Public Library Board of Trustees

FROM: Tasha Saecker, Assistant Director

DATE: 2/15/2021

SUBJECT: Continuity of Operations

As the case numbers, local burden and positive test rates continue to drop, we are working with the City of Appleton Health Department to assess the best time to resume public access to the building. Our first phase will include picking up holds, access to computers, and access to the copier and public fax machine. We are hopeful that this will happen in the next few weeks, as long as the rates continue to support this.

The library will require masks to be worn and social distancing to be respected. We will have security staffing the entry to speak with those not wearing masks as well as to keep a count of the number of people in the building, since we will be operating at 25% capacity.

We are also reworking our curbside service and will be implementing an app for patrons to use that we expect to streamline both the interface for the public and the internal process for staff. This should be up and running by the beginning of March.