

MEMO

December 9, 2020

TO: The Appleton Public Library Board of Trustees

FROM: Tasha Saecker, Assistant Director

REOPENING PLANNING FOR 2021

As the pandemic continues, we are starting to see drops in cases locally, despite rising cases elsewhere in the country. If this trend continues and with the agreement of the City of Appleton Health Department, we plan to move from Curbside Only to Appointment/Walk-In Service in early 2021.

The plan would be to stay in Appointment/Walk-In just long enough to train security guards and staff on the new service model, then we would move to Browsing. Below is a reminder of what Browsing Status would look like for us:

- Returns taken
- Holds pick up in person
- Public allowed in building for computer usage, copier, fax and browsing
- No public seating offered
- Limited building capacity

Since we have yet to reopen to the Browsing status, we will be learning as we go, just as we did with Appointments and Curbside. This may mean that we implement browsing appointments, depending on how popular it is, simply to handle building capacity in a proactive and transparent way.

As with all of our status implementations, this status is not permanent, and if cases start to rise again or advice from the state or city health departments changes, we will respond by moving to a different status that reflects what is appropriate for the safety of our community and our staff.