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**APPLETON PUBLIC LIBRARY**  
225 North Oneida Street  
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(920) 832-6170 | FAX: (920) 832-6182

**TO: Members of the Appleton Public Library Building and Equipment Committee and the Board of Trustees**  
**FROM: Colleen Rortvedt, Library Director**  
**DATE: February 9, 2022**  
**RE: Temporary relocation of piano to Neenah Public Library**

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The Appleton Public Library has been the proud owner of a Yamaha C6 grand piano thanks to the generous fundraising efforts of the Fox Valley Music Teachers Association (FVMTA) and Heid Music. This instrument is an important part of library programming and recitals that occur in our meeting rooms and has been an important element in planning for activities that will happen in the new library's meeting room.

FVMTA helped identify possible temporary locations for the piano and identified Neenah Public Library as an option.

Neenah Public Library has agreed to be the temporary caretaker of this instrument during the construction of the new library.

We have identified a skilled mover recommended by Heid Music to move piano to Neenah and return it when construction is complete.

Neenah has a grand piano, understands the caretaking required for the instrument, utilizes the same piano tuner, has a comparable piano policy for the public and is enthusiastic about the opportunity to have access to this instrument for the period of construction.

Our insurance covers the instrument regardless of where it is held.

This requires approval of the Appleton Public Library and Neenah Public Library Boards of Trustees.

**I request approval for the temporary relocation of the piano to Neenah Public Library for the period of construction. Moving will be provided by A-1 Moving & Storage at a cost of \$855.00 (The return charge in 2023 will be \$650.00).**