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**APPLETON PUBLIC LIBRARY**  
225 North Oneida Street  
Appleton, WI 54911-4780  
(920) 832-6170 | FAX: (920) 832-6182

**TO: Members of the Appleton Public Library Board of Trustees**  
**FROM: Colleen Rortvedt, Library Director**  
**DATE: October 16, 2023**  
**RE: Recommendation to temporarily close the library to relocate from 2411 S. Kensington Dr. to 3000 E. College Ave. from November 22, 2023 to January 8, 2024, contingent upon approval of sublease agreement, approval of the moving contract, and approval of ARPA support to Thompson Center on Lourdes**

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To facilitate the move from our current temporary location on Kensington Drive to the new temporary location at 3000 E. College Avenue, we request approval for a temporary library closure. The proposed closure dates are from Wednesday, November 22, 2023, through no later than January 9, 2024.

This will allow for the relocation of physical materials, furniture, library network, and phones.

We will continue to staff the City of Appleton information line during standard business hours M-F throughout the closure, as well as respond to library phone calls and emails. Staff will be involved in various aspects of the moving process.

Upon approval by all parties of the following contingencies we will start to make changes to loan rules and communicate with patrons about how to access and manage materials during the closure. Additional contingencies are:

- Sublease terms approved via the library board and Thompson Center on Lourdes board approved per October 16, 2023 memo
- Approval of the move contract per October 16, 2023 memo
- Approval of the use of ARPA funds to support TCoL from the City of Appleton Common Council