



APPLETON PUBLIC LIBRARY
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**TO: Members of the Appleton Public Library Board of Trustees
Members of the City of Appleton Common Council**
**FROM: Dean Gazza, Director of Parks Recreation and Facilities Management
Colleen Rortvedt, Library Director**
DATE: February 16, 2022
RE: February Library Building Project Update

City staff continue to work with architects Skidmore, Owings and Merrill (SOM) on the library project. This is a time of intensive, highly detailed work as we plan both the newly renovated library as well as the temporary library. The following progress has been made in the past month:

Design Update

SOM continues to work with staff on finalizing the design. They completed workshops with staff at the end of January on collection, children's area and public floor layouts. The Library Building Project Advisory Committee met virtually last month to get a design update and provide feedback.

The next phase includes more intensive work on technology, AV and finishes. SOM is hosting numerous virtual and in person meetings with staff, members of the SOM team and consultants that have expertise in each of these areas to work through the details of how each space will function so we can incorporate the appropriate capabilities into each area.

Timeline

Schedule is another area we are diligently coordinating. At the current time we have established the following schedule which is subject to change.

- April 13th – Close current library
- May 23rd – Open temporary library
- May – Bidding for construction
- June – Bids Due and Issue contract for construction
- July – Construction begins

Communication

Our external building project communications focuses on sharing our message about moving to a temporary space. Library staff are working on sharing this information in their networks and on the service desks. The next step will be to communicate about our closed dates, information on available services during our closure and services available at the temporary location. The timeline for communicating about this is TBD. As soon as we have firm moving dates, we will make this information available.

We're also working on the sign package for the temporary space. Exterior signage is complete and interior signage work is next. Some of the interior signage we'll be creating ourselves and some will be created through our signage vendor.

Additional Site Assessment Updates

During the week of February 14th, we performed a test well to determine the opportunities and/or challenges with the installation of a geothermal well field below the library parking lot. The test well will reach a depth of 400 – 500 feet. We are eager to obtain the results which will guide our decision making regarding geo-thermal design.

Parking

The City of Appleton hired Walker Parking Consultants to help us address parking concerns related to the new Library Project. Recommendations included pedestrian improvements between the Library and Yellow Ramp, Yellow Ramp operational enhancements, and Library Lot operational enhancements. The following two recommendations go to the Municipal Services Committee on February 21st:

1. Ordinance modification that overnight parking in the Yellow Ramp is permitted only on levels 6 and 7, effective January 1, 2023.
2. Policy modification that City employees park in the 12-hour on-street meters or in the Yellow Ramp, not the Library Parking Lot.

Interim library needs

SOM is finishing the final floorplans for the temporary location. The location will need to have carpet replaced in some sections and new spaces created with partial walls for staff, materials returns and a janitorial closet. The library's lease at the Kensington location begins in March and work will be done to by early April. The RFP for the moving company has been released with responses due on March 1st. Additional consultants will help with moving the library's network and the installation and move of our security system and security cameras.

Our RFP process for an auctioneer has closed and the review and interview process has begun. Staff will have a recommendation for the library board in March. All revenue earned from city property goes to the City's general fund revenue per our Procurement and Financial Policies.

A Library Board Building and Equipment Committee meeting was held last week providing a review of the Procurement and Contract Management Policy that guides appropriate methods of disposal of city property. They also discussed the process for relocating items of local significance that will be re-homed with other city departments or local non-profits. While some of these are not of significant financial value, they represent important aspects of local heritage and history.

The transition plan with the Outagamie Waupaca Library System is proceeding according to schedule.

College Avenue North Neighborhood Planning

We continue to work with RDG, Internal Review Team and Steering Committee on the annotated map showing community and stakeholder input, suggestions and professional experience on development concepts.

RDG is working on the draft market study which will also include a housing study.

The next Steering Committee/Internal Review Team meeting will be scheduled for March.

Funding

The State's Neighborhood Investment Fund grants are scheduled to be announced the week of February 21.

Results of the Friends of Appleton Public Library Feasibility study will be shared when it is finalized.

We remain confident that we will be able to assemble a diverse funding package for this project.

Stay up to date on the library project at apl.org/planning and sign up for email updates at apl.org/email and select "Building Process Updates."