



APPLETON PUBLIC LIBRARY
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TO: Members of the Appleton Public Library Board of Trustees
FROM: Dean Gazza, Director – Parks, Recreation and Facilities Management
Colleen Rortvedt, Library Director
DATE: February 16, 2021
RE: Library Request for Proposals February Status Update

The deadline for submissions to the City of Appleton’s Request for Proposals was Thursday, February 4, 2021. Eleven proposals were received and distributed to the review committee. This committee is composed of City staff as well as representatives of the Library Board of Trustees, Friends of Appleton Public Library and City of Appleton Common Council.

Proposals are currently being evaluated according to the terms in the Request for Proposals that was released on December 17, 2020.

Firms with the top proposals will be interviewed and the finalist will be presented for approval to the Library Board and Common Council in March. Dates for these meetings are as follows:

- Finance Committee Approval – 3/8/2021
- Library Board and City Council Approval – 3/16/2021 & 3/17/2021

The architect will work with a main Project Team, which will consist of members of the Appleton Public Library, the Mayor and the Director of Parks, Recreation and Facilities Management. In addition, a to-be-formed Advisory Committee composed of members of the public and select community organizations will be established to provide additional input during design. The architect will also be expected to work in conjunction with a simultaneous neighborhood-level planning process, which will have a separate Request for Proposals process in the near future to ensure that the library fits within the neighborhood and serves as an anchor for a comprehensive neighborhood redevelopment process.

The redesigned library is intended to reflect the priorities of a participatory 21st Century library. The goal of this project is to create an inspiring and flexible space that will satisfy the community’s needs for generations to come.

The City continues to prioritize public input in this process and invites the community to continue to provide feedback as we move forward with the design process pending Library Board and Common Council approval.