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**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:** Colleen Rortvedt, Library Director  
**DATE:** December 11, 2020  
**RE:** Library Request for Proposals Public Listening Session

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A virtual listening session was held on Wednesday, December 9 to allow the public an opportunity to provide input into the library project prior to the release of the Request for Proposals (RFP) next week.

City and Library representatives included Mayor Woodford, Director of Parks, Recreation and Facilities Management Dean Gazza, Library Board President Rebecca Kellner, Library Board Building and Equipment Chair Nancy Scheuerman and myself. Assistant Library Director Tasha Saecker, Marketing Coordinator Tina Krueger and City Senior Communications Specialist Sheng Riechers were present to help facilitate the meeting.

There were a total of four participants as well as a media representative. Another individual submitted thoughts in writing as they were unable to attend the listening session.

Director Gazza provided an overview of the RFP process for a public construction project and I provided a description of the unique distribution of oversight for Wisconsin public libraries, how it pertains to a building project and why it is important to ensure that the library board and city council receive regular and frequent communication on the status of this project.

The following is a summary of the themes and input we received:

#### **Sustainability**

- Use funds wisely.
- Consider all costs during process.
- Reuse and recycle when appropriate - use existing footprint/land area.
- Create energy efficient building.
- Provide creative, unique and flexible solutions.
- Focus on long-term functionality of the building.
- Design must support sustainability in operational needs.

#### **Community**

- Include community in the planning process.
- Utilize local talent.
- Focus on diverse populations and serving them well.
- Provide specially designed spaces for various populations (preschool, teens, etc.)
- Provide additional meeting space.
- Provide common areas for gathering.

- Multimodal and accessible parking options (cars, bikes, etc).
- Re-envision the entire neighborhood.
- Amenities: drive-up book drop, fireplace, terrace.

#### **Technology**

- Focus on technology of today and look toward the future.

#### **Public Art**

- Create space for art, local exhibits, local theater/auditorium

#### **Safety**

- Library seen as the focal point of the downtown area.
- Improve the link with neighborhood and downtown
- Library must be inviting but issues with the area north of College Avenue need to be addressed.
- Safety and security of staff and the public must be addressed in design (entrances, exits, space utilization, site lines)

As time permitted, City/Library representatives responded to the questions.

#### **What happens to all the work done in the previous processes?**

There have been several studies over the past twelve years resulting in short and long term recommendations for the library. Many of these have been implemented and have resulted in cost savings such as the addition of Radio Frequency Identification. Other studies allowed us to do a significant amount of preparatory work and discuss philosophical questions about the long-term vision of the library. These studies have served as building blocks to where we are today.

#### **How will the existing library structure, if reused, support technology going forward?**

This will be an important part of the design and engineering.

#### **What is the timeline for releasing the RFP?**

Timeline was provided and is detailed in the RFP

The RFP has been reviewed and updated since the listening session to incorporate this feedback.