



APPLETON PUBLIC LIBRARY
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TO: Members of the Appleton Public Library Board of Trustees
FROM: Colleen Rortvedt, Library Director
DATE: January 15, 2021
RE: Library Project Update

The draft of the RFP was presented to the Library Board of Trustees and City Council in December. The input we received from those meetings as well as from the public listening session was incorporated into the document and the RFP was released on Thursday, December 17. The RFP was posted to the City of Appleton's website and distributed.

A virtual Q and A session with firms that are interested in the project was held on Thursday, January 7. City and Library representatives included Mayor Woodford, Director of Parks, Recreation and Facilities Management Dean Gazza, Library Assistant Director Tasha Saecker, Library Marketing and Communications Coordinator Tina Krueger and me. There were 25 firms in attendance at the meeting indicating significant interest.

We are currently on schedule. The deadline for submitting proposals is 2 pm on Thursday, February 4. Interviews will be scheduled and the recommended proposal will be brought forward to the Library Board and City Council on March 16 and 17, respectively.