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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: Dean Gazza, Director of Parks Recreation and Facilities Management**  
**Colleen Rortvedt, Library Director**  
**DATE: May 12, 2022**  
**RE: May Library Building Project Update**

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City staff continue to work with architects Skidmore, Owings and Merrill (SOM) on the library project. The past month has seen many important milestones and progress on both the move to the temporary library as well as the design for the new library. The following progress has been made in the past month:

#### **Closure of Oneida Street Library to prepare for move/construction**

The last day of service at the Oneida Street location prior to moving was April 12. There was extensive coverage by the media and many patrons came to stock up on materials prior to the closure. Patrons also stopped in to bid farewell to the building and take photos in their favorite space.

During the building closure, Public Services staff have been answering phone calls from a temporary office located in City Hall, responding to questions about the building process, closure, general reference, as well as serving as the information line for the City of Appleton.

#### **Property and items of special consideration update**

We continue to rehome items that will not be used in the temporary library or the new library. Please see the spotlight on this topic that is included this month.

#### **Temporary Library**

The temporary library on Kensington is coming together nicely. The physical move itself went smoothly and only ran over by two days. Staff worked hard to make sure the books were in order on the shelves before shelving the mountain of returns we received from the other libraries in OWLS. We estimate that about 8000 books were returned to us, checked in and then shelved the week of May 9th. The next steps include starting to pull for holds at other libraries and then turning on our location as a holds location and unfreezing APL patron holds. Additional work remains to set up the service desks, self-checks, public computers and public seating areas. We look forward to opening and greeting everyone in our smaller space.

## **Design Update**

Jason Fisher, Principal Architect with SOM, will present as part of an update to the City Council on Wednesday May 18.

## **Timeline**

Lead Times for products are impacting schedule dramatically and may require some flexibility in timing of approvals:

6/06/2022 – Anticipated Bid Date

6/24/2022 – Anticipated Bids Due

7/11/2022 – Finance Committee (request approval of construction contract)

7/20/2022 – Common Council (request approval of construction contract)

8/05/2022 – Construction Start\*

12/28/2023 – Anticipated Substantial Completion\*

## **Communication**

Our current external communications strategy focuses on sharing updates on the status of the temporary library through photos and short videos.

We are working on creating a building project display for the temporary library, as well as display staff can take with them to their outreach events. The display will include information about the project and updated building project renderings. The display is an opportunity to provide the same information we provide via our online channels.

Upcoming communication strategies include looking at opportunities to expand on some of our frequently asked questions – including parking, building façade, construction timeline and more.

## **Additional Site Assessment Updates**

Staff from the City, Library, AASD and Boldt met to discuss the AMFON fiber that runs through the east side of the library lot in anticipation of construction. This will require movement to the right of way.

Also, the soil management plan was submitted to the DNR. This plan addresses any contaminated soils to ensure proper handling and disposal.

## **Capital Campaign**

A naming opportunities approach has been drafted for the library board to approve. This approach was developed utilizing the policy that was approved in April to provide a variety of naming opportunities throughout the library space. Friends is identifying community leaders willing to serve on the Capital Campaign Committee to provide fundraising expertise and connect to local donors. Materials and activities

are being developed with guidance from K Rose Fund Development, a fundraising consultant with expertise in public library capital campaigns, as well as A2Z Design.

**Stay up to date on the library building project or sign up for email updates by visiting [apl.org/building](http://apl.org/building).**