

**CITY OF NEENAH
SPECIAL FINANCE AND PERSONNEL COMMITTEE MEETING
Wednesday, May 1, 2019 – 6:30 p.m.
Hauser Room, Neenah City Administration Building
211 Walnut Street, Neenah, Wisconsin**

NOTICE IS HEREBY GIVEN, pursuant to the requirements of Wis. Stats. Sec. 19.84, that a majority of the Neenah Common Council will be present at this meeting. Common Council members may be present to gather information about a subject over which they have decision-making responsibility. This constitutes a Meeting of the Neenah Common Council and must be noticed as such. The Council will follow the same agenda as the committee, but will not take any formal action at this meeting.

AGENDA

1. Public Appearances
2. Facility Capital Reserves Request – Neenah Public Library (attachment) G. Raab
3. Adjournment

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA), the City of Neenah will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities. If you need assistance, or reasonable accommodation in participating in this meeting or event due to a disability as defined under the ADA, please call the **Neenah Finance Department at (920) 886-6140** or the **City's ADA Coordinator at (920) 886-6106** or e-mail attorney@ci.Neenah.wi.us at least 48 hours prior to the scheduled meeting or event to request an accommodation.



Neenah Public Library

240 E. Wisconsin Ave., P.O. Box 569, Neenah, WI 54957-0569

Phone: 920-886-6315 Fax: 920-886-6324

Internet: www.neenahlibrary.org

MEMORANDUM

DATE: April 24, 2019

TO: Chairman Erickson and Members of the Finance & Personnel Committee

FROM: Gretchen Raab, Library Director

RE: Facility Capital Reserves Request – Neenah Public Library

The Library is requesting funds from the City's Facility Capital Reserves not to exceed \$20,000, to construct a wall/room where the Circulation Desk is now located. The request is currently part of a 2020 CIP Facilities request.

The Circulation Desk is being moved to the area facing the front doors to better welcome patrons as they enter and to assist guests in wayfinding. The self-checkout machines will then be moved to the area vacated by the Circulation Desk (on the right as you enter the Library). A wall is planned for that space with the checkout machines ultimately positioned against the new wall.

For efficiency, the Library Board and Director Raab, with input from City Building Custodian Fischer, recommend constructing the space in 2019. The requested funding will eliminate the need to install electrical and data lines a second time. (Under the current plan, the electrical and data work to accommodate the checkout machines would be done in 2019 and then re-done in 2020, when the new room/wall is currently scheduled to be constructed.) The reconfigured space will create new Circulation/Self-checkout/Volunteer spaces.

The area circled on the included plan indicates the location of the new wall/room.

This project is part of a larger study of library spaces conducted by Engberg-Anderson Architects in 2018.

4. RENOVATION LAYOUT AND IMAGES

What follows in this section are floor plan layouts and conceptual images designed to convey building renovation. Initial concepts were tested, presented and modified to address additional feedback from the design team and board. It is important to note however that these concepts are meant to advance the project through the planning stages, helping establish a budget and the viability of the project. They are not, however, final concepts.

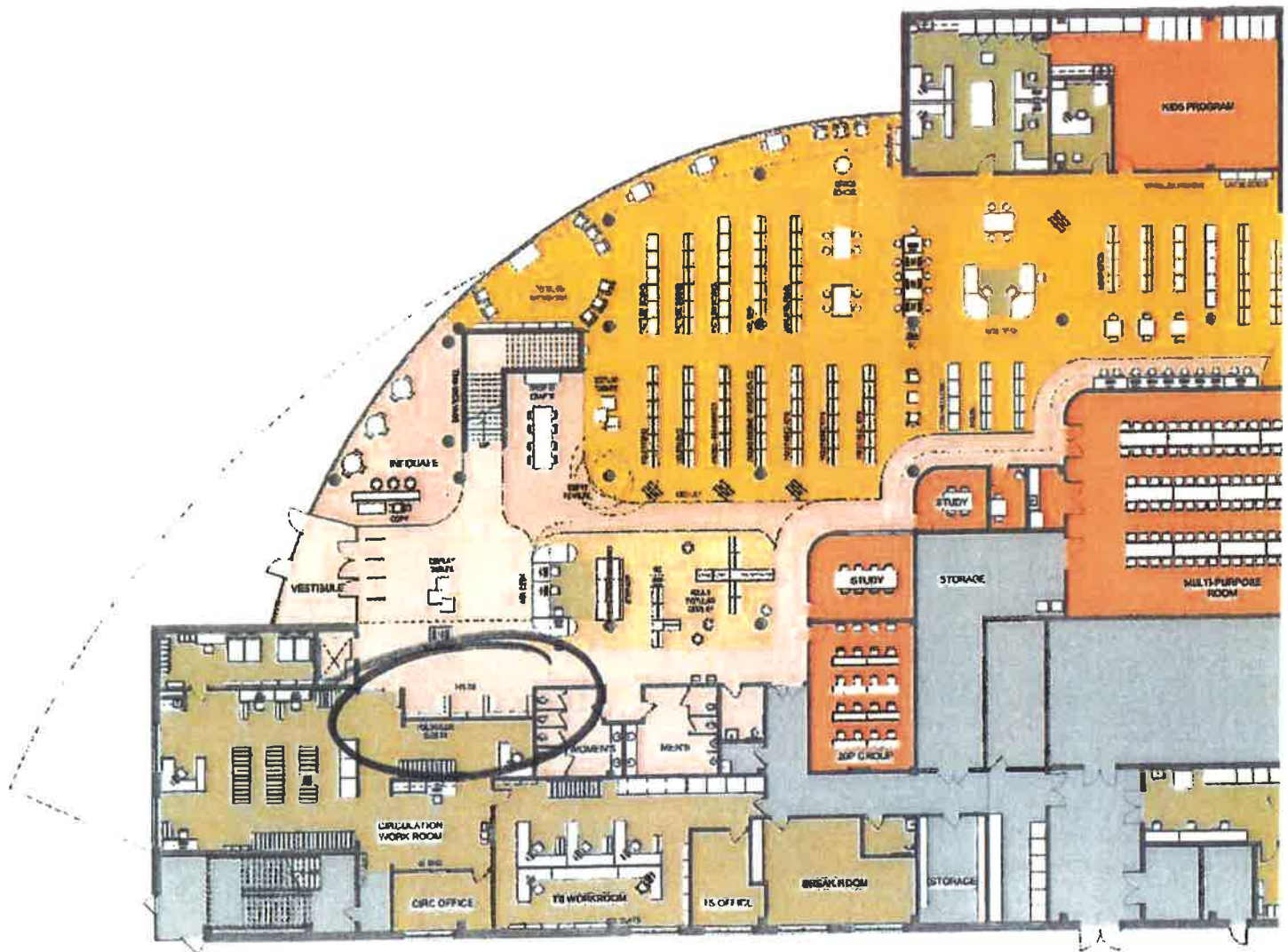


Figure 9: Proposed First Floor Plan

The final first floor plan includes the following improvements:

- The reimagined first floor plan begins with the relocation of the circulation desk. Previously, the desk was located in the back of the building. Now, the desk now faces the entry to welcome visitors and assist with wayfinding.