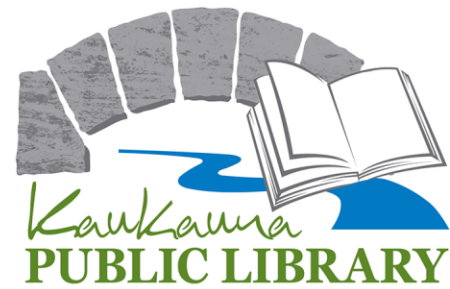


To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 10/17/25
Re: CIP Update



We received word that the furniture would be arriving for installation on 10/20. On 10/16 a rep from the company came over for a pre-installation chat. This was advantageous as we did find an issue with the design of the workroom space.

On 10/20 they will start with the office installation. That way, staff can move some of their items from the workroom to the offices when the offices are complete. However, as of the writing of this memo, we still do not have locks on any of the new doors. There is an issue with the specific core we need and the supply chain. There is a possibility of having temporary cores put in so that library and staff property will be safe in the interim. We are hoping to have the matching cores to the other doors in the library. If we go with the quicker option of new cores, it will add more keys to our already long list of types of keys for this building. Since the building does not have key fobs, there are many different keys that open a varying number of doors. I opted to wait for the old cores so that we do not have to add more keys to our keychains. If it continues to be an issue however, we may have to go with new cores.

Prepping the workroom for the second part of the installation process has required a significant amount of work. By close on 10/20 staff must have everything removed from the cubicles in the cubicle circle. We also had to remove everything near the circle because the circle is being dismantled and put together in a different configuration. This meant that we had to move just about anything that wasn't a cubicle in the workroom. The staff hallway and breakroom are filled with furniture!

We still need to have blinds installed, office nameplates, and when the AMHS machine comes in it may require some acoustic assistance in the form of sound dampening as staff members will still be working in that space.

The Communications Coordinator must also have everything out of her cubicle, because it is being removed (it was free from OWLS and was not in good condition) because the company is able to take the extra pieces from the current cubicle circle to re-create the cubicle Jenny was in with the better-quality cubicle materials leftover. Beyond the purchase of a chair, the entire workroom can be rearranged using furniture we already own to make room for the AMHS.

We did receive some bad news in regard to the AMHS. On October 1, the start of the month I expected delivery, the company emailed me noting that due to supply chain issues we would be looking at a December install instead of October. This doesn't have major ramifications, however, the support and licensing for the current self checks and

gates has ended, as we assumed we would have an October installation. If any equipment stops working before the new equipment arrives, we will not be able to fix it if it is beyond Spencer's capabilities. This is clearly not ideal, but we do have some workarounds as options if something would happen.

