



MEMO

To: Finance and Personnel
From: Library Director
Date: April 4, 2022
Re: Library Space Need Study Request

The Kaukauna Public Library Strategic Plan (for years 2022-2026) will be on the agenda for approval by the Library Board at the April 2022 meeting. The plan has identified five goals for the Library which include, building collections, expanding access, increasing engagement, advocacy, and creating connections.

Increasing the size of the collections is the first goal in the plan. While there are still some library shelves with space for growth, the move to ADA compliant shelving does mean that greater floor space is required for collections for accessibility. Within the next five years, shelving space will become more necessary as we attempt to reach state compliance for collection sizes. While there has been an increase in the demand for and use of digital formats, physical materials continue to be used at a higher rate.

Another goal for the library is to increase our engagement with our community, which requires an increase in staffing. When we hired the new Adult Services Librarian this year, we used the last space available in our staff workroom for an office. The future personnel plan for the Library does include additional staff and at this time there is currently no space left for them without having to construct offices somewhere else on the floor.

Respondents in our community survey also indicated that there is a need for increased programming here. The current Library conference room does not offer an adequate space for large library programs, and use of library gathering spaces, like the conference room, board room, and study rooms continues to increase.

As part of the Strategic Plan, the Library lease agreement was also reviewed as it plays a key role in budgeting, space needs, and because tenancy is not infinite. Given this information, the Library feels that a Space Needs Assessment is in the best interests of the community.

Recommended Action

1. *Direct the Library Director in conjunction with DPW Director to send out a Request for Proposal (RFP) to perform a Space Needs Study of the Library. Report back to Finance and Personnel with a recommend vendor upon reviewing the RFPs.*