



To: Kaukauna Public Library Board of Trustees
From: Library Director Ashley Thiem-Menning
Date: 5/20/22
Re: Space Needs RFP Update

I have given four facility tours to potential bidders and emailed with an additional company regarding the RFP. The RFP's are due back to City by May 23rd. At that time, I will meet with Director of Public Works Neumeier to review the bids. We will use this time to ask any additional questions of the bidders. Then a recommendation will go out at the Board of Public Works Committee Meeting on June 7, followed by approval at the Common Council meeting. The bid award will go out on June 8 and work on the study can then begin. If any Library Board members would like to be a part of this process, please reach out to me so that I can send you dates and times for meetings.

