



To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 4/15/22  
Re: RFP Update

I have been working with the Director of Public Works, John Neumeier, on the Request for Proposal (RFP) for our space needs study. The RFP will go out to bidders on 4/22/22. This RFP is in response to current space constraints in the staff workroom in regards to office space, the Local History Room for storage of archival materials, the conference room and the need for additional gathering spaces, space for our library of things (STEM kits, ukulele's, activity backpacks) as we have nowhere convenient to store them, and in the future, shelving space will also become an issue.

The RFP timeline:

April 22, 2022..... RFP Issued  
May 23, 2022 .....RFP Due at 4pm  
May 23-June 1, 2022 .....Committee Reviews Proposals/Interviews  
June 1, 2022 .....Committee Selection  
June 6-7, 2022.....Selected Proposal Presented for Approval at Board of  
Public Works and Common Council Meetings  
June 8, 2022..... Space Needs Study Begins  
August 24, 2022.....Study presentation/discussion to Library Board  
September 14, 2022 .....Study Completion - All deliverables due

The RFP will determine how much space the library actually needs and also explores how conducive the lower level is to expansion to serve the library for at least 20 years. Also, to ensure that we have the best information possible, the RFP will also focus on a tentative use of space if the library were to comprise the two lower floors, but also the entire building, or whether a new facility would better suit.

