



To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 2/19/25  
Re: CIP Updates

During the closure for staff training in January, the staff were able to tighten the stacks in adult fiction on the right side to open the space necessary for the office installation. Completing this task in house saved a significant amount of money.

The RFP for the facility improvements released on February 14. Proposals are due back on March 12.

The recommendation of award is scheduled for March 13, with the item going before the Board of Public Works on March 17 and then on to Council on March 18. Negotiations and contract work will occur around March 20, with completion of work listed as no later than August 2025.

I will be on vacation during some of this timeframe in March; however, Director Neumeier is currently the lead on this project and will continue to be throughout the process. I will be keeping in contact with Director Neumeier while I am out.

The RFP for the automated materials handling system and necessary accessories will be going out on February 19. Vendors must submit proposals by March 5.

