



To: Kaukauna Public Library Board of Trustees  
From: Library Director Ashley Thiem-Menning  
Date: 8/19/22  
Re: RFP Update

In June and July, FEH conducted focus groups with library staff on site and via Zoom. All regular staff members had the opportunity to share space concerns with the consultants. Angela or I were present during each of the three sessions to ensure that we were aware of more than just our own concerns with space and to identify any issues that could be addressed more timely without costly financial obligations.

During our on-site visit with FEH we also sat down with their staff librarian to go through a detailed needs list in the form of their space tool. We looked at what shelving space is required to meet Tier I standards, also considering the growth and decline of certain formats, as well as the recommendation that some shelving be lower to the ground (picture books, which are now recommended at a 2' height). We also discussed our issues with staff space, local history room space, collection space, gathering space, missing services, and the renewed demand for study room space, which continues to increase.

FEH did provide me with three floor plan options in early August. I did not gravitate to any of the three options presented and worked with Assistant Director Schneider to make a list of concerns with each of the plans, which were sent back to FEH to adjust.

I had a second layout meeting with FEH on August 18<sup>th</sup> and they produced much improved floor plans per our feedback, however, we will have to compromise on some of our needs and wants if expansion into the existing facility is considered in the future. One of the major compromises consistent to most of the plans presented to date is for the large gathering space we so desperately need. With that not being reflected in most of the plans, due largely in part to the infrastructure of the existing facility layout (placement of load bearing walls and columns), it is of concern to me.

While this may be a simple layout exercise to test feasibility of expansion at the current site, it offers us important information on which floors in the facility offer the best space for our needs, what will actually fit in the existing space, and what can't be offered in the existing space from our needs list.