



MEMO

Engineering Department

To: Board of Public Works
From: John Neumeier, Director of Public Works/City Engineer
Date: 2/3/2025
Re: **2e)** Authorization to seek bids for Project 6-25, Kaukauna Public Library Office Renovations

Background information:

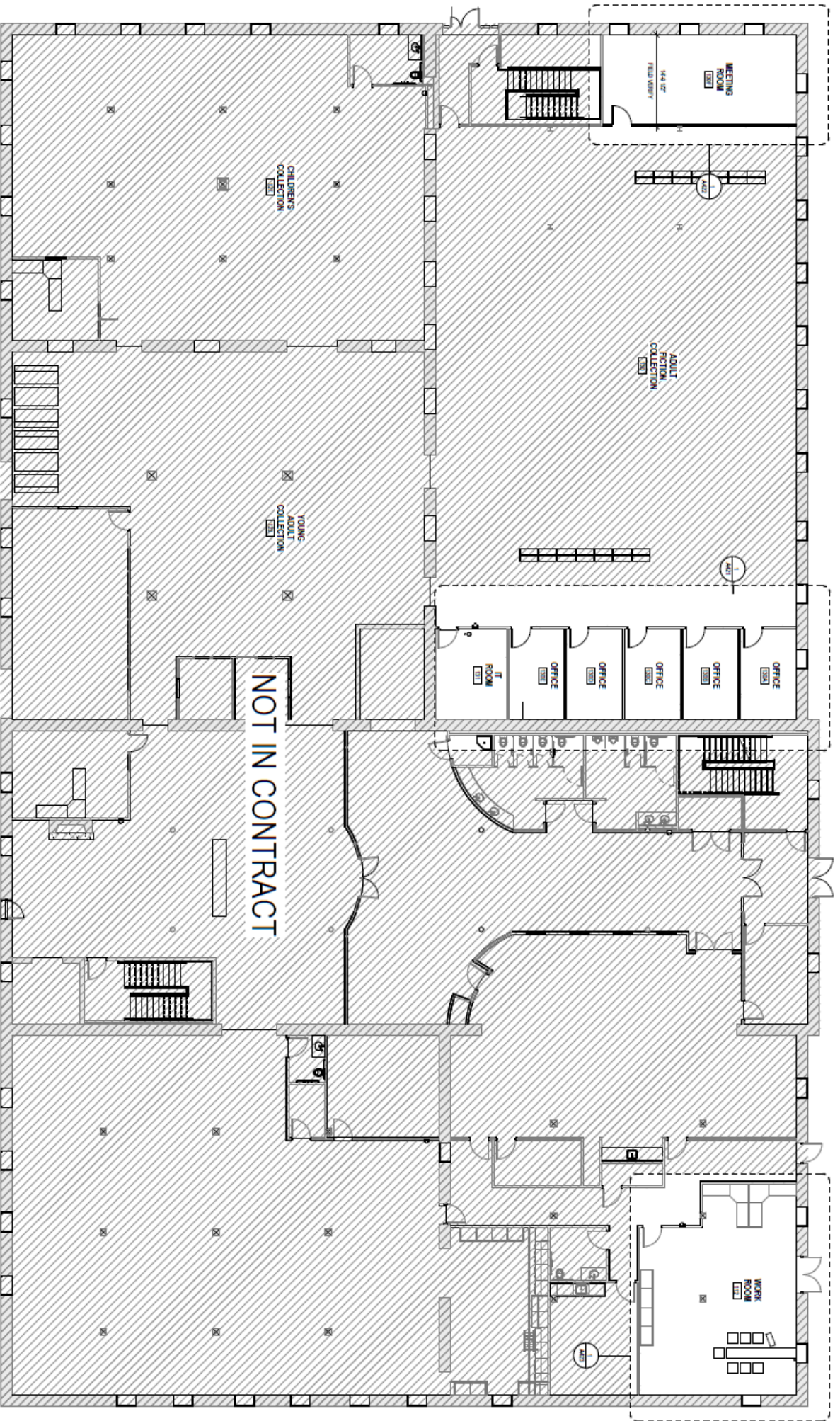
The library will be adding a new sorting machine as an innovative solution to help relieve some issues caused by staff shortages. To accommodate the installation of the sorting machine, several office/desk spaces will need to be relocated. In addition, the current office/desk space is less than what is needed when the library is fully staffed. Engineer/architectural services are at a 90% completion, and we are ready to seek bids for the project. The building owner and management team were consulted during the design process and have approved the renovations.

Strategic Plan: This combination of innovative improvements will help the library to complete more timely and error free work with the current staffing level. Innovation is one of the foundational elements in our Strategic Plan, as it offers a better way of checking in materials, and improves existing processes with a reduction in errors. It will also help improve workplace culture in offering staff proper places to complete their work. Further, the separate meeting room, if feasible, helps us in creating our community of choice, as gathering spaces are important to thriving communities for engagement.

Budget: Total for all phases was budgeted in in the 2024 Capital Improvement Plan for \$400,000. Estimated Office Renovation Construction budget is \$125,000.

Staff Recommended Action:

Authorize Director of Public Works to seek bids for Project 6-25, Kaukauna Public Library Office Renovations.



① FLOOR PLAN - LEVEL 1

