



Ad Hoc Library Repair, Renovation, and Expansion Committee

AGENDA

CITY OF PLYMOUTH, WISCONSIN

March 20, 2025 9:00 AM

Plymouth Public Library

130 Division St.

Plymouth, WI 53073

- 1. Call to order and roll call**
- 2. Introductions**
- 3. Staff Summary of Planning to Date**
- 4. Tour of the Library**
- 5. Initial Feedback and Next Steps**
- 6. Adjourn**

Members Present:

____ Mayor Pohlman
(Chair)
____ Mike Penkwitz
(Council Member)
____ Matt Kaczkowski
(Library Board Member)
____ Larry Siegert
(Library Foundation
Member)
____ Susan Brown
(Member of General
Public)

Staff:

____ Tim Blakeslee
____ Leslie Jochman

Other:

It is likely a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City of Plymouth ADA Coordinator Leah Federwisch, located in the Plymouth Utilities office at 900 County Road PP, Plymouth, WI or call 920-893-3853.



DATE: March 17, 2025

TO: Ad-Hoc Library Committee

FROM: Tim Blakeslee, City Administrator/Utilities Manager
Leslie Jochman, Library Director

RE: Ad-Hoc Library Committee Meeting 1 – Introduction

Background:

The 2024 Budget allocated funding for the Plymouth Public Library to conduct a space needs analysis. Over the spring and summer of 2024, the Library partnered with their selected consultant, FEH, and a task force of citizen volunteers to assess necessary upgrades and updates to the current facility. This collaborative effort resulted in the development of initial concepts for improvement. The findings of the space needs analysis were presented to the Committee of the Whole during the summer of 2024. Based on the presentation, the Committee of the Whole recommended a phased approach to address immediate repairs and renovations while applying for a flexible facilities grant that did not require an additional matching contribution.

Unfortunately, in late 2024, staff was notified that the flexible facilities grant application was unsuccessful. In response, City staff and Library staff met with the Library Board to determine next steps. The consensus from these discussions was to establish an ad hoc committee to phase and prioritize the future needs of the Library. On January 28, the Common Council created the Ad Hoc Library Repair, Renovation, and Expansion Committee. The committee's purpose is to evaluate the following:

- **Immediate Needs:** ADA compliance improvements, better entrance design, tuckpointing and exterior trim repairs, Children's Pit safety enhancements, and sidewalk repairs at the front entrance.
- **Mid-term Needs:** Addition of study rooms, creation of a multipurpose meeting room, establishment of a shelter area for teens waiting for rides, and refurbishment or replacement of the elevator.
- **Long-term Needs:** Development of a makerspace/creative space and an outdoor programming area.

This phased approach will allow the City to address immediate and long-term needs in a thoughtful and methodical manner. The committee will provide a comprehensive plan to the Library Board by July 31, 2026, outlining recommended repairs, renovations, and expansion needs. Following approval by the Library Board the report will be forwarded to the Common Council for review. Interim recommendations may also be provided to expedite implementation of short-term priorities.

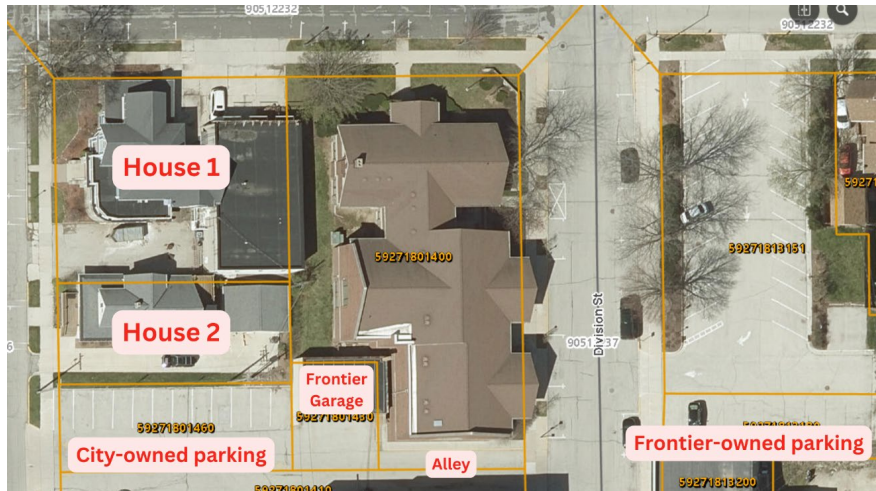
At the meeting today, the Ad-hoc Committee will conduct review of planning and data to-date, conduct a tour of the library to review immediate needs, and then discuss immediate feedback and next steps.

Please find attached the following:

- Attachment 1: Summary of planning notes from Library Director Leslie Jochman for discussion with the Ad-Hoc Committee
- Attachment 2: FEH Consultant Summary of facility needs and estimated costs

Recommendation: Tour the library and discuss next steps.

Staff Intro Notes for Ad Hoc

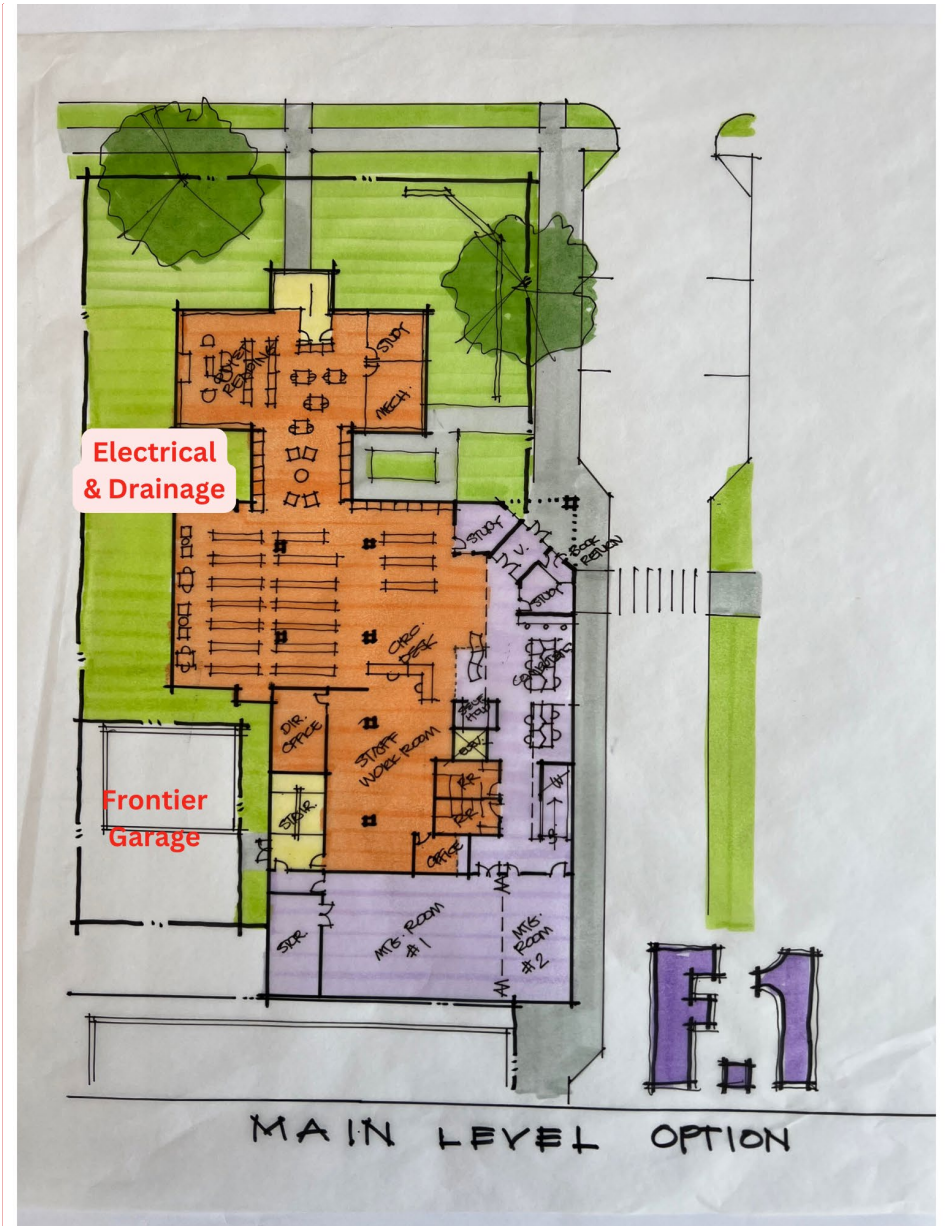


- House 1: Open to option to purchase longer term 8-10 years.
- House 2: Open to the idea of selling but more willing after several years.
- Frontier Garage: Their Real Estate Broker says that the garage is integral to their operations. They would be willing to sell the parking across the street.
- County land records appear to show that the alley is owned by the City, but more research and a survey may need to be completed to be sure.
- Feedback from the Advisory Task Force and the survey steered us away from changing the footprint of the original 1915 building.
- Collection spaces have crowded out “people” spaces. We are currently adding more seating upstairs because we are at capacity after school hours. Any plan without expansion will most likely require downsizing collections.
- The architect used a program to calculate needed space taking into account meeting spaces, collection spaces (based on state standards), people spaces, storage spaces, etc.
- Needed improvements include:
 - ADA improvements to restrooms and railing added to slope up towards restrooms.
 - Safety improvements to children’s pit area
 - The elevator is at end of life for certain parts. The timing of the door cannot be changed, or it may break the elevator. The timing is fast and those with walkers and wheelchairs sometimes have the door close on them. On 3/13/2025 we had an entrapment, and it took several days to

diagnose the problem, meaning the elevator was out of service for long stretches of time.

- Rearrangement of the stairs. There are no sight lines to the doorway. We have had children wander from their caregivers towards the entrance and stairway.
- Sidewalk repairs.
- Tuckpointing and exterior trim repair.
- There are signs of old water damage on the walls in the 1915 portion of the library. The old staircase in the original 1915 portion of the library has deteriorating plaster.
- Needed spaces include:
 - A larger multipurpose meeting room. Currently we schedule 2 performances per day during our summer reading program. Average attendance for those two shows was 228 in 2019 and 183 in 2024. Room capacity without tables and chairs is 150 per the Fire Department. We also do not have the ability for more than one group to meet, or to be flexible in the afternoon to shift teens into a room if they are getting loud/rambunctious.
 - Small group meeting spaces/quiet study space. Last year we had 84 questions asking us if we have study rooms. Our current open concept makes it impossible to guarantee quiet spaces.
 - Staff would like to have a designated area that community members can eat small snacks. Right now we do not allow snacks in the open library space, however, people sneak them in anyway. This leads to problems with ants and mice. We do allow food in our meeting room, but that space is not always available.

See next page for image of the potential floorplan that would not require purchasing surrounding properties. However, it would require closing the alley between the library and the Frontier building.



Commented [U1]: This was the last plan that was made which includes closing the alley way and removing parking spaces in front of the library.



URGENT (SAFETY/CODE)	REQUIRED (LIFE/SANITARIAN)	RECOMMENDED (FUNCTIONAL/ESTHETIC)
X1	X2	X3

DESCRIPTION	LIFESPAN (YEARS)	YEAR REPLACED	QUANTITY	#/UNIT	COST	PHOTO REFERENCE	URGENT (SAFETY/CODE)	REQUIRED (LIFE/SANITARIAN)	RECOMMENDED (FUNCTIONAL/ESTHETIC)
03 CONCRETE									
ENTRY SIDEWALK & PARKING - SAFETY REPAIRS	25		1,200 SF	15	\$18,000	3A	X1		
PATCHING OF PRE-CAST BLDG SILLS & BANDING	N/A		500 SF	30	\$15,000	3B		X2	
04 MASONRY									
TUCKPOINTING - RETAINING WALLS & 1915 FACADE	25		2,500 SF	5	\$12,500	4A		X2	
MORTAR JOINTS - CHIMNEY	25	2 (2022)							
05 METALS									
HANDRAILS AT ALL STAIRS/RAMPS	N/A		100 LF	80	\$8,000	5A	X1		
06 WOOD, PLASTICS & COMPOSITES									
EXTERIOR TRIM/MOULDING/FASCIA BOARDS	25-75		500 LF	13	\$6,500	6A		X2	
07 THERMAL AND MOISTURE PROTECTION									
ROOF - COMPOSITE SHINGLE	15	15 (2009)	9,500 SF	5	\$47,500	7A		X2	
ROOF - GUTTER & DOWNSPOUTS	20		500 LF	10	\$5,000	7B	X1		
GENERAL CAULK & SEALANT REPLACEMENT	8		500 LF	8	\$4,000	7C		X2	
WATERPROOFING & EXCAVATION & 1915 BLDG CORNER	N/A		1,000 LF	7	\$7,000	7D	X1		
08 OPENINGS									
WOOD WINDOWS	30		70 EA	550	\$38,500	8A	X1		
INTERIOR WOOD DOORS - HARDWARE	30		30 EA	450	\$13,500	8B	X1		
09 FINISHES									
FLOORING - CARPET	10	10 (2014)	15,000 SF	5	\$75,000	9A		X2	
FLOORING - TILE	35		500 SF	20	\$10,000	9B		X2	
INTERIOR PAINT - WALLS	10		16,790 SF	3	\$50,370	9C		X2	
INTERIOR STAIN - TRIM	5		16,790 SF	0.5	\$8,395	9D		X2	
CEILING - ACOUSTIC TILE	25		16,790 SF	10.0	\$167,900	9E		X2	
LAMINATE COUNTERTOPS & CABINETS	20		120 LF	250.0	\$30,000	9F		X2	
WALK-OFF MAT - ENTRY VESTIBULE	10		40 SF	14.0	\$560	9G		X2	
EXTERIOR PAINT - STEEL GATES, GAS MANIFOLD	10		500 SF	3	\$1,500	9H		X2	
EXTERIOR PAINT - RAKES/FASCIAS/SOFFITS	10		1,000 SF	3	\$3,000	9I		X2	
GYPSONUM BOARD - WALL REPAIR AT CHILDREN'S AREA	N/A		64 SF	50	\$3,200	9K		X2	
10 SPECIAL TIES									
RESTROOMS - FULL COMPLIANCE & CODE RENOVATION	20		500 SF	300	\$150,000	10A	X1		
PIT AREA AT CHILDREN'S - SAFETY RENOVATION	N/A		375 SF	150	\$56,250	10B	X1		
RAMP AREA AT CORRIDOR - SAFETY RENOVATION	N/A		375 SF	150	\$56,250	10C	X1		
EGRESS STAIR TREADS AT 1915 BLDG	N/A		100 SF	100	\$10,000	10D	X1		
12 FURNISHINGS									
FURNITURE - STAFF AREAS	10		2,725 SF	30	\$81,750	12A		X2	
FURNITURE - COLLECTIONS/READING AREAS	10	3 (2021)	9,195 SF	30	\$275,850	12B			X3
FURNITURE - MEETING ROOM	10		1,135 SF	30	\$34,050	12C			X3
14 CONVEYING EQUIPMENT									
ELEVATOR	25		1 EA	120,000	\$120,000	14A	X1		
22 PLUMBING									
LIFE SAFETY - SPRINKLER SYSTEM	35		6,000 SF	6.0	\$36,000	22A	X1		
WATER HEATER	10	7 (2017)	1 EA	3,000.0	\$3,000	22B			X3
PENDING FURTHER REVIEW									
23 HVAC									
A/C CONDENSER UNITS	15	19 (2005)	1 EA	1,000	\$1,000	23A		X2	
FURNACE 1 & 2	18	11 (2013)							
FURNACE 3 & 4	18	3 (2021)							
FURNACE 5, 6, 7	18	10 (2014)							
PENDING FURTHER REVIEW									
26 ELECTRICAL									
LIGHTING - FLUORESCENT CANS/LINEARS	20		16,790 SF	10.0	\$167,900	26A		X2	
LIGHTING - LED PENDANTS UPPER FLOOR	20	2 (2022)				26B			
LIGHTING - LED PARTIAL RETROFIT	20	13 (2011)				26C			
LIFE SAFETY - EMERGENCY/EXIT LIGHTING	10				\$5,000	26D	X1		
LIFE SAFETY - FIRE ALARM	10		1 EA	13,000.0	\$13,000	26E	X1		
PENDING FURTHER REVIEW									
28 ELECTRONIC SAFETY & SECURITY									
PENDING FURTHER REVIEW									
32 EXTERIOR IMPROVEMENTS									
PARKING LOT, WALKS, HC STALLS, RAMPS, CROSSWALK	20		16,790 SF	15.0	\$251,850	32A	X1		
DRAINAGE REGRADING AT RE-ENTRANT BLDG CORNERS	N/A		1,000 SF	15.0	\$15,000	32B	X1		
DOWNSPOUTS TO STORM SEWER & EXCAVATION	N/A		1,000 SF	15.0	\$15,000	32C	X1		
SIGNAGE - EXTERIOR RETAINING WALL	N/A		1 EA	5,000.0	\$5,000	32D			X3
LIGHT POLES	20		1 EA	5,000.0	\$5,000	32E			X3
FURNISHINGS - BENCHES, MAILBOX, SEATING, DECOR	N/A		5 EA	3,000.0	\$15,000	32F			X3
LANDSCAPING/HARDSCAPING UPDATES	N/A		9,300 SF	15.0	\$139,500	32G		X2	
EXTERIOR EGRESS & SAFETY LIGHTING	N/A		500 SF	10.0	\$5,000	32H	X1		
TOTAL ESTIMATED COST					\$1,986,825		\$829,350	\$825,575	\$337,900