



## **Ad Hoc Library Repair, Renovation, and Expansion Committee**

### **AGENDA**

**CITY OF PLYMOUTH, WISCONSIN**

**May 1, 2025 9:00 AM**

**Plymouth Public Library**

**130 Division St.**

**Plymouth, WI 53073**

#### **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:**

- 1. Call to order and roll call**
- 2. Approval of Minutes from March 20, 2025**
- 3. Short Term –**
  - a. Discussion on repair priorities for Budget Years 2026-2028**
- 4. Medium Term – Discussion regarding Study Rooms and other library needs.**
  - a. Potential for internal space review analysis, working with a contractor, etc.**
- 5. Long Term –**
  - a. Original 1915 Library Structure Discussion.**
  - b. Obtaining an ‘Option to Purchase’ on Nerby Properties.**
  - c. Potential Roadway Modifications.**
  - d. Other Opportunities.**
- 6. Adjourn**

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.

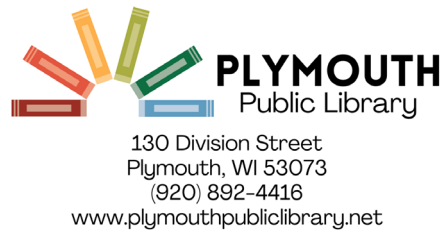
Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City of Plymouth ADA Coordinator Leah Federwisch, located in the Plymouth Utilities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



# **Ad Hoc Library Repair, Renovation, and Expansion Committee**

## **Unofficial Minutes** **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:** Mayor Pohlman called the meeting to order at 9:00 AM. On call of the roll, the following were present: Don Pohlman, Mike Penkwitz, Matt Kaczkowski, Larry Siegert, and Susan Brown. Also present were: Leslie Jochman – Library Director, Tim Blakeslee – City Administrator, Jack Johnston – Assistant City Administrator, Anna Voigt – City Clerk and John Binder
- 2. Introductions:** Everyone introduced themselves.
- 3. Staff Summary of Planning to Date:** Library Director Jochman went over the space needs analysis that was done by FEH. Based off a calculation done by FEH for future growth in the City the library is lacking 8,000 sq. ft. The Immediate needs indicated in the study include ADA compliance improvements, better entrance design, exterior trim repairs, Children’s pit safety enhancements, and sidewalk repairs at the front entrance. Mid-term needs include additional study rooms, creation of a multipurpose meeting room, and refurbishment or replacement of elevator. Long-term needs include development of makerspace/creative space and an outdoor programming area.
- 4. Tour of the Library:** Library Director Jochman gave a tour to the committee showing some areas referenced in the space need analysis.
- 5. Initial Feedback and Next Steps:** Mayor Pohlman and City Administrator Blakeslee went over some of the next steps. The committee will work towards providing 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 forwarded to the Common Council for review. Interim recommendation may also be provided to expedite implementation of short-term priorities.
- 6. Adjourn:** Motion was made by Brown/Penkowitz to adjourn the meeting. A unanimous aye vote was cast. Motion carried.



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Date: April 25, 2025

To: Ad Hoc Library Repair, Renovation, and Expansion Committee

From: Leslie Jochman, Library Director

Subject: Ad-Hoc Library Committee Meeting 2 - Discussion Materials

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Below is a narrowed list of items that should be considered for repair in 2026-2028 from the condition study done in Spring 2024. Please review this alongside the full condition study to discuss any other items that should be on the short or mid-term list.

Description	Cost	Repair by Year
Entry Sidewalk & Parking - Safety Repairs	\$18,000.00	2027
Tuckpointing - Retaining Walls & 1915 Façade	\$12,500.00	2026
Handrails at all Stairs/Ramps	\$8,000.00	2026
Exterior Trim/Moulding/Fascia Boards	\$6,500.00	2026
Roof - Gutter & Downspouts	\$5,000.00	2026
Waterproofing & Excavation & 1915 BLDG Corner	\$7,000.00	2027
Wood Windows	\$38,500.00	2026
Restrooms - Full Compliance & Code Renovations	\$150,000.00	2028
Pit area at Children's - Safety Renovation	\$56,250.00	2028
Ramp area at corridor - Safety Renovation	\$56,250.00	2027
Elevator	\$120,000.00	2028

WPPI has potential grants for Window Repair and/or an internal study. City Hall is also in need of tuckpointing, so a project could be combined.

At the Committee of the Whole meeting last June, discussion came up about safety renovations to the street to make it safer for families with young children to cross in front of the library. Below are some examples of safety bumps at the Sheboygan YMCA for the sake of discussion.



Other questions to consider:

1. Long term, should the original 1915 library structure be included in potential renovation or expansion, or due to its historic nature, should it be treated as off limits?
  - a. Please note: the library is not listed on any historic registry that would have any formal restrictions. It is listed as a local historic site by the Plymouth Historical Society.
2. Should the City/Library work with a contractor to do a space assessment of the current interior to consider adding study rooms, reconfiguring the entryway, redoing staff areas, etc. as a phase one?
3. Should we reapproach Frontier about the potential purchase of the garage behind the library?

Further Resources and Webinars:

- Wisconsin Libraries & Spaces Toolkit: <https://sewilibraries.org/library-buildings-spaces/>