

Village of Mukwonago
Notice of Meeting and Building & Grounds Committee Agenda

LIBRARY BOARD OF TRUSTEES MEETING
Thursday, March 9, 2023

Time: **5:30 pm**

Place: **Mukwonago Community Library, 511 Division St, Mukwonago, WI 53149 OR via Zoom**

Zoom login

<https://us02web.zoom.us/j/85380134120?pwd=bTVnM05JekVkSXZKQ0MvN2c2am05UT09>

Meeting ID: 853 8013 4120

Passcode: 925383

1. Call to Order

2. Roll Call and Introduction of Guests

3. Approval of Minutes

3.a Building & Grounds Committee Meeting Minutes from January 24, 2023

[Building and Grounds Committee Meeting Minutes 20230124_unapproved.pdf](#)

4. Discussion/Action Items

4.a Updates on Ongoing Projects

Library Director will provide updates on ongoing projects including landscaping, emergency repairs, and facility maintenance.

4.b Costs for Improvements Around the Library

Discussion and possible action on proposed costs for improvements to the facility as proposed at the last meeting.

[UPDATED Costs for Improvements Around the Library 20230309.pdf](#)

[Requests for Small Improvements Around the Library 20230124.pdf](#)

5. Referral Items

6. Confirm Next Meeting Date

7. Adjourn

It is possible that 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, upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through appropriate aids and services. For additional information or to request this service, contact the

Municipal Clerk's Office, (262) 363-6420.

Village of Mukwonago
**DRAFT MINUTES OF THE LIBRARY BOARD
BUILDING AND GROUNDS COMMITTEE MEETING
Tuesday, January 24, 2023**

Time: **5:30 pm**

Place: **Mukwonago Community Library, 511 Division St., Mukwonago, WI 53149**

1. Call to Order

The Committee Chairperson M. Penzkover called the meeting to order at 5:30pm.

2. Roll Call and Introduction of Guests

Board Members Present

M. Penzkover
E. Brill
J. Gasser
H. Pringle
S. Kaufman

Also Present

A. Armour, Library Director

3. Approval of Minutes

E. Brill/S. Kaufman motioned to approve the minutes of the Building & Grounds Committee Meeting from September 13, 2022. Unanimously carried.

4. Discussion/Action Items

4.a Replace Obsolete AED

A. Armour explained that the Library's AED is no longer produced and they cannot obtain child-size pads for it. Fire/EMS provided recommendation for unit appropriate to a public building and that would also work with their equipment for bulk pad purchase opportunities as well as streamlined service in an emergency. H. Pringle/M. Penzkover moved to recommend purchase of proposed AED using WCCF Capital Funds to the Library Board for approval. Unanimously carried.

4.b Sprinkler System Repair

A. Armour explained that the dry sprinkler system has lost pressure and is undergoing an emergency fix. The Committee directed her to bring final costs after the repair is complete to the Library Board to approve a resolution to use WCCF Capital Funds to pay for this expense.

4.c Sanitary Pipes

A. Armour shared that several areas of the sanitary pipes in the basement are showing signs of erosion and need to be considered for replacement as soon as possible. Discussion centered around how large the issue is and options for replacing failing areas

with PVC. The Committee directed her to gather quotes from local plumbers and bring them directly to the Library Board for consideration.

4.d AH-1 Pump Repair

4.e PUMP00-#5 Bearing Assembly Replacement

A. Armour explained that items 4.d and 4.e are related. The Committee decided to approve them together as they are for the pump on air handler 1 which is actively leaking.

S.Kaufmann/E. Brill motioned to recommend to the Library Board to approve the AH-1 Pump Repair and PUMP00-#5 Bearing Assembly Replacement quotes to be paid using WCCF Capital Funds. Unanimously carried.

4.f VAV2-001 Fan Motor Replacement

This VAV supplies heat to the adult nonfiction area and is currently nonfunctional. E. Brill/H. Pringle motioned to recommend to the Library Board to approve expenditures for quote VAV2-001 Fan Motor Replacement to be paid using WCCF Capital Funds. Unanimously carried.

4.g Landscaping

A. Armour shared that the Library received two large donations that she would like to use on landscaping. She noted that the seasonal landscaper does an excellent job of upkeep, but that the flower beds, edging around the building, and trees are too big for one person to handle and need a facelift. The Committee directed her to get quotes and compile a wishlist, then return to this Committee for next steps.

4.h Request for Small Improvements

A. Armour presented a list of smaller projects to improve aesthetics and accessibility. Discussion centered around contacting the McAdams family about possibly moving the family portrait closer to the front door and grouping projects under headings such as "Strategic Plan" and "Facilities." The Committee determined that all requested projects were worthwhile to pursue and requested she investigate costs and timelines and return to this Committee to prioritize next steps.

5. Referral Items

6. **Confirm Next Meeting Date** – Director Armour will poll the Committee about reconvening around the end of February 2023.

7. Adjourn

Meeting adjourned at 6:25pm by Chairperson Penzkover.

Minutes submitted by A. Armour

For: Library Board Building & Grounds Committee
Date: March 9, 2023
Subject: Costs for Improvements Around the Library
Submitted: Abby Armour

Purpose: This document provides costs and information about the previously proposed “List of Small improvements for the Library” at the January meeting. Recommended to use WCCF Capital Funds for these projects.

Priority	Task	Explanation	Other Info	Costs
High	#1: Patch and paint	Patching holes from sprinkler repair, removal of old data jacks, and items removed from walls. Fresh paint.	We have already begun this due to the two large holes in the ceiling from the sprinkler repair.	\$6,900 See “Quote 1: Painting” plus estimate for added jobs in entryway
High	#2: Create marketing area in entryway	Move McAdams photo, add white slatwall with silver inserts for marketing library programs, fresh paint in entryway	Strategic Priority: Explore options to utilize entryway for better communication of Library and community events and resources. Patch and paint for this project in Quote 1	\$1,000 See “Quote 2: Slatwall” (estimate includes shipping)
High	#3: Slatwall for MetaSpace	To mirror entryway signage, slatwall marketing for MetaSpace	Strategic Priority: We provide user-friendly and appealing ways to learn about the Library. Costs in other estimates.	
Medium	#4: Standing floor signs	Signage permanently dedicated to identifying where programs are. Includes brochure holders.	Strategic Priority: We provide user-friendly and appealing ways to learn about the Library.	\$750 See “Quote 3: Signage” (estimate includes shipping)
Medium	#5: Hearing Loops for Service Desks	Purchase additional portable hearing loops, receivers, and	Strategic Priority: We eliminate barriers to access in	\$1,350

		headphone stands for Circ Desk and Community Room.	order to provide engaging and accessible ways for users to find what they need.	See "Quote 4: Hearing Loops"
Medium	#6: Felt tiles for Teen Area	Add felt tiles for sound management, bulletin board options, and aesthetics.	Strategic Priority: Conduct noise evaluation and explore solutions	\$800
Medium	#7: Exterior power	Install exterior outlet for programs in the back yard. Proposal by our usual company, Roman Electric to provide maximum amount of options.	Strategic Priority: We focus on providing early literacy collections, services, and programs for our growing community.	\$13,248 See: "Quote 5: Festival Power"
Medium	#8: New activity centers for children's area	Add to and replace play area fixtures with emphasis on reading and learning.	Strategic Priority: Examine shelving, displays, and furniture for ease of use and age-appropriate accessibility	\$6,000 See: "Options for Children's Area"
			Total	\$30,048

Not being addressed at this time due to other considerations and/or opportunities:

- Rekeying several doors to be logical

Quote 1: Painting

1451 Dale Painting										
1451 Dale Painting										
Josh & Martin Dale										
204 Crestwood Dr										
Waukesha, WI 53188										
Cell: 262-366-8527										
email: 1451dalepainting@gmail.com										
Estimate/ Bid										
Catherine Kim										
C/O Mukwonago Library										
511 Division Street										
Mukwonago, WI 53149										
ckim@mukwonagolibrary.org										
Interior \$5,480 Sq. ft. color # Name Sheen										
Entry					X					
Patch and repair 3 outlet holes	walls only				X					
Patch around new outlet	walls only				X					
fill in holes where current picture hardware is	walls only				X					
Paint from orange wall on the north side to around column to best possible end near glass doors	walls only			15	X	16				
Community Room					X					
Patch 3 outlets on the east wall	walls only				X					
Repair holes at the top of the East wall	walls only				X					
Paint from Emergency door on the North wall to the whole East wall up to the green wall.	walls only			48	X	26				
Ceiling in main library entryway					X					
Patch hole in ceiling (3/4" drywall)	ceiling only		2	12	X	12				
fix spider cracks along the ceiling walls (settling cracks)	ceiling only		20		X					
Blend the paint over those areas (20' hi)	ceiling only		50		X	15				
Other					X					
scissor Lift rental for week					X	\$1,000				
2nd coat will be determine by color and Catherine										
all paints and supplies are included										
After the third wall color there will be an \$100 up charge for each color										
Catherine will provide colors										
One Coat										
sub total \$6,480										
Discount for repeat customer \$580										
Your total for all the work \$5,900										
Let us create some magic for you										

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Anchor™ Core board is 50% stronger
than standard fiberboard.

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SLATWALL PANELS

Turn your walls into merchandising display space.

- Strong panels of 3/4" **Anchor™** Core board.
- Channels spaced 3" apart on center.
- **Paint Ready** – Use as is or paint any color.
- **Colored or Wood Melamine** – Durable, no-maintenance finish.
- [Slatwall Accessories](#) sold separately.


SLATWALL PANELS

MODEL NO.	DESCRIPTION	PANEL SIZE H x W	PANELS/ PACK	LBS./ PACK	PRICE PER PACK			ADD TO CART
					1	3	5+	
H-4776	Paint Ready				\$225	\$215	\$210	<input type="text"/> ADD
H-4774*	Colored Melamine	4 x 8'	2	170	240	235	230	Specify Color
H-5060▲	Wood Melamine				245	240	235	Specify Color

* White, Black or Gray

▲ Birch or Cherry

SHIPS VIA MOTOR FREIGHT



SLATWALL TRIM

Gives your slatwall display a nice, clean finish.


- Strong PVC molding cuts easily to size.
- Slides on. Tapered edge hugs tight for secure fit.
- Compatible with 3/4" slatwall.
- Compatible with all [Uline Slatwall Panels](#).

SLATWALL TRIM

Black, White or Gray

MODEL NO.	DESCRIPTION	SIZE	QTY./ PACK	LBS./ PACK	PRICE PER PACK			ADD TO CART
					1	2	5+	
S-23525	Slatwall Trim	8'	4	5	\$35	\$34	\$32	Specify Color

SHIPS VIA MOTOR FREIGHT



SLATWALL INSERTS

Put the finishing touches on your slatwall display.

- Double slatwall weight capacity.
- Easy installation. Simply slide into channel from side of panel.
- Compatible with [Uline Slatwall Panels](#) only.

SLATWALL INSERTS

MODEL NO.	DESCRIPTION	QTY./ PACK	LBS./ PACK	PRICE PER PACK		ADD TO CART	
				1	2+		
H-5064	4' Aluminum Inserts	16	12	\$140	\$135	<input type="text" value="1"/>	ADD
H-4773	8' Aluminum Inserts	16	25	250	220	<input type="text" value="1"/>	ADD

■ SHIPS VIA MOTOR FREIGHT

Quote 3: Signage



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24x36 Poster Floor Stand, 4"/8.5"w, 3/5 Pockets, Double Sided, Wheels - Silver

SKU: 2436VPC5S

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[Restaurant Signage](#) >
[Menu Stands](#) >
[w/ Literature Pockets](#) >
2436VPC5S



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★★★★☆ 4 out of 5 | (1 Rating)

Media Size: 24" x 36"

Color: Silver

Number of Pockets: 5

- Oval Base with Wheels
- 5 Insert Holders
- Silver Sparkle Powdered Finish
- Double Sided with 2 Non Glare Lenses
- Top Loading Aluminum Frame

IN STOCK

⚠ Order soon! Only 4 units left.

Ships on **Monday, Mar 6** if ordered within the next **2 days 23 hrs 51 mins**.

Quantity	Price Each (USD)
1 - 4	\$340.99
5 - 15	\$332.99

[Need a Quote?](#)

Users That Viewed This Also Viewed



\$287.99

22x28 Poster Floor Sta...



\$406.99


24x36 Poster Floor Sta...

Quote 4: Hearing Loops

Window intercoms help people communicate during COVID!

 **BROWN AUDIO SERVICE** LLC

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Contacta Portable Hearing Loop

\$416.00

[ADD TO CART](#)


FREE SHIPPING ON THIS ITEM!

The Contacta portable induction hearing loop system answers the question, what if I want to take my hearing loop with me? Perfect for service counters or reception desks, it eases communication with hearing aid and implant users. It can also be used at meetings as a personal hearing loop.


The system consists of the main unit, stylishly constructed from robust ABS plastic, and a plug-in power adaptor for charging purposes. It has both a built in microphone, and a separate plug in table mic. The unit incorporates a rechargeable battery system to maintain performance at its peak. The battery will give a minimum of 8 hours use and is monitored at all times using standby mode, incorporating a two color display to show battery status.

The status LED display will flash with speech. The unit is fully operational at all times and may still be used when recharging becomes necessary. The portable loop system is easy to carry and can be simply set up for use in a matter of seconds.

Window intercoms help people communicate during COVID!

 **BROWN AUDIO SERVICE** LLC

[Store Home](#) [Catalog](#) [Brown Audio Service LLC](#)



Contacta RX20 Loop Listener Receiver


\$135.00

[ADD TO CART](#)

FREE SHIPPING ON THIS ITEM!

The Contacta RX20 headset loop listener receiver enables users to hear in a hearing loop signal without T-coil equipped hearing aids. Comes with headphones, lanyard, and 2 AAA batteries. It features a hum filter to reduce electromagnetic interference. Easy to use one knob operation.

Quote 5: Festival Power




ROMAN ELECTRIC CO., INC.
Since 1929

Outdoor Festival Power

Electrical Proposal

PREPARED FOR



511 Division Street
Mukwonago, WI 53149


Attn: Cathryn Kim Administrative Assistant - ckim@mukcom.lib.wi.us - (262) 363-6411 X4105

March 1, 2023

RE: Installation of Additional Power for Festival Season
Commercial Services-Electrical

Thank you for considering Roman Electric to service your electrical needs. We propose to furnish labor and material in first class workmanship according to our site visit and the following specifications:

- Provide and install raceway, wiring and terminations for the following components:
 - (1) 100A circuit breaker from existing Panel "D"
 - (1) weatherproof manual disconnecting safety switch on exterior of building
 - (1) weatherproof 50-amp receptacle for a quick connection to the outdoor power cabling for festival
 - Provide (2) 50' Type SO Cable for portable power box ("turtle")
 - Provide (1) 50-amp turtle with (6) GFCI protected duplex outlets for outdoor use in weather
 - 14 Ga. Steel Construction endures for years of use
 - Heavy-duty, impact & flame-resistant enclosure
 - GFCI Protection includes open neutral, reverse phasing, & 240V shut-off with indicator light
 - GFCI meets UL 943 requirements with 4-6 milliamp trip level
 - Rating: 50-Amp 125/250V 3 Pole 4 Wire, Power Inlet CS6375, Feed-Thru CS6369
 - cULus Listed, Type 3R Outdoor



For the above work, we quote the sum of**\$13,248.00**

Exclusions:

- Sales tax if applicable
- Permit fees if required
- Premium time, including weekends and national holidays.
- Correction of pre-existing building and/or additional electrical code violations.
- *****No electrical work on energized circuits. Required temporary power interruption. Duration and time of outage shall be coordinated with Owners prior to commencement of work.***

General Conditions:

- The contractor shall not be liable for unforeseen corrections sited by the Authority Having Jurisdiction (AHJ).

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Options for Children's Area



Demco® Mobile Build 'N' Write Board - Building Brick-Compatible And Markerboard Surfaces

\$988.99 ONLY AT DEMCO

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SELECT SIZE

Overall 61 3/4" X 59" X 29" Board 31" X 46 1/2" ▼

Demco Mobile Build 'N' Write Play Area 31" x 46-1/2"
Item #: W13789880

i This product ships directly from the manufacturer in approximately 30 working days.



Whitney Brothers® Kitchen Combo

\$849.99

★★★★★ (0) Write a review

Whitney Brothers Kitchen Combo 38-3/4Hx48-1/2Wx15D
Item #: W13823020

i This product ships directly from the manufacturer in approximately 28 working days.

1

Add to Cart

♥ ADD TO WISH LIST ➦ SHARE



Whitney Brothers® Nature Reading Haven With Floor Mat

\$1,241.99

★★★★★ 5.0 (1) [Write a review](#)

Whitney Brothers Nature Reading Haven w/Floor Mat
Item #: W13799180

This product ships directly from the manufacturer in approximately 28 working days.

1

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ADD TO WISH LIST SHARE



Whitney Brothers® Nature View Play Greenhouse

\$2,265.99

★★★★★ (0) [Write a review](#)

Whitney Brothers Nature View Greenhouse 60" x 60" x 60"
Item #: W13807970

This product ships directly from the manufacturer in approximately 12 working days.

1

Add to Cart

ADD TO WISH LIST SHARE

For: Library Board Building & Grounds Committee

Date: January 24, 2023

Subject: Requests for Small Improvements Around the Library

Submitted: Abby Armour

Purpose: This document provides a list of requested improvements in the Library. These are all small projects at a relatively low cost to either update the appearance of the Library or improve accessibility and communication. Costs of individual projects would likely not exceed \$3,000 and would be at lowest market value and using known vendors. Recommended to use WCCF Capital Funds for these projects.

Request 1: Patch and paint Community Room AV wall

The issue: Our new AV system uses a professional, automatic screen. There is a large painted square on the wall that was previously used for projection that needs to be painted over. Additionally, we need to patch the holes from the old speakers. As the paint in this room is well over 10 years old, we would paint this wall and the adjoining north wall where the closet doors are so there is not obvious paint changes.

Request 2: Remove and cover old data jacks

The issue: In the Community Room there are old data jacks at the front of the room that no longer work now that we have relocated our AV system to the kitchenette for security and aesthetic reasons. These jacks are confusing for customers who want to use our system.

Request 3: Patch and paint teen area north wall, add [felt tiles](#) for sound and marketing

The issue: After removing the teen TV that never gets used and repurposing it for a mobile video conferencing cart, the wall needs patching and a fresh coat of paint. For aesthetic and noise purposes, I would also like to purchase colorful felt tiles that help deaden noise (a complaint we frequently hear about this building) as well as provide a cool bulletin board for advertising programs to the teens.

Request 4: Relocate McAdams “welcome wall” to a more prominent position

The issue: The McAdams, who generously donated a lot of money to the Library, are featured in a portrait in the entryway, but it is not the first thing visitors see. I would like to relocate it the north side of the entryway above the heat register, have a new plaque made that says the same welcome message that is currently stenciled on the wall, and give a fresh coat of paint to that wall. This way the first thing visitors would see upon entering our building is the welcome message from the McAdams on their right and the glass wall of donors on their left.

Request 5: Repurpose McAdams “welcome wall” to a [slatwall](#) as a marketing space for library programs

The issue: Our current bulletin board to advertise library events and programs is cluttered, the cork is falling apart, and it is in an awkward place in a small hallway by the bathrooms; that area gets congested very easily when there are several people trying to read the board, go to the bathrooms, and get into the Community Room all at once. I want to remove that bulletin board,

Mukwonago Community Library

Requests for Small Improvements Around the Library

Presented to Building & Grounds Committee January 24, 2023

Page 1 of 3

patch, and repaint that wall to a lighter color so it isn't so dark walking to the Community Room. By relocating our messaging area to the current McAdams wall, we provide more space for customers to step out of the walkway and browse for information at their leisure as well as making our events and programs more prominent to visitors to the library. This aligns perfectly with Strategic Plan priority "Cultivate Connections: We provide user-friendly and appealing ways to learn about the Library." I'd like to get a large slatwall which would allow us to create a more interactive and 3D marketing area for the Library. A slatwall would enable us to not only put out 2D fliers, but to have hangers for business cards, pamphlets, handouts, and more. It would also provide flexibility in advertising as our needs change through the year.

Request 5: Replace MetaSpace 511 bulletin board with slatwall

The issue: The bulletin board just outside the MetaSpace is looking old and tired. I have also extensively discussed with my leadership team about have consistent marketing throughout the library, and by changing how we market programs and events in the entryway (slatwall enabling more 3D interactions) I want to duplicate that near the MetaSpace. Nancy has noted that many people simply walk past all the things she posts out there, so a bright orange slatwall in conjunction with the TV will give her plenty of opportunities to communicate out and share all the great things that go on in there.

Request 6: Purchase two identical [floor stand signs](#) dedicated for advertising events

The issue: It's easy to walk right past the Community Room and not know if an event is happening. Additionally, many visitors are unaware the MetaSpace exists in that back corner. In an effort to improve communication and keep our messaging appealing and consistent, I would like to purchase two identical floor stand signs that would be solely used for pointing to either the Community Room or MetaSpace with a "now happening in..." message and attached literature racks with information on other programs they may enjoy in relation to the one currently going on.

Request 7: Install exterior outlet for programs in the back yard

The issue: During our SLP Kick-Off last year, I discovered that the only external outlet facing the park (it's behind the MetaSpace) is actually part of a circuit that includes most of the outlets inside the MetaSpace. Nancy says she is frequently playing find-the-right-outlet in the MetaSpace to avoid blowing a fuse and we had to drag extension cords to several outlets inside the library just to run the (extremely popular) inflatable obstacle course last year. In order to facilitate more outdoor programming (without blowing a fuse or propping open doors), I want to have a new outlet on its own circuit installed on the outside wall of the library by the children's area.

Request 8: Rekeying several doors to be logical

The issue: There are numerous doors in the library that aren't keyed in a way that makes sense to who should be accessing it. For example, my master key doesn't open one of the custodial closets when, logically, a master key (and a Library Director) should open every door. These weird variations have created a headache of extra keys which is compounded by the fact that those physical keys don't always align with access of the electronic swipe keys. The more

confusing a system is, the easier it is to make a mistake. I'd like to rekey some doors to create a logical hierarchy of access to align with the hierarchy of the staff.

Request 9: Purchase two more [portable hearing loops](#) and one more [hearing loop receiver](#)

The issue: During our Staff Development Day on January 20, Angela Meyers of the Bridges Library System presented to us about how hearing loops make library services and programs more accessible by allowing users with hearing devices to tap into the loop for pure, directed sound of whatever is being spoken through the microphone. We have one permanently installed in the Community Room and our new AV system allows users to hear video, music, and microphone input through their hearing device. We also have one in the MetaSpace which uses a microphone in the ceiling to gather all the sound in the room as opposed to specific input from a computer or mic pack. We have one portable hearing loop at the Info Desk, but the Circ staff requested ones for the two main computers at the Circulation Desk. Additionally, I want to purchase another hearing loop receiver, which allows people who don't have a hearing aid or cochlear implant to tap into the hearing loop with a pair of headphones. This way, I would have one set for the service desks and one set permanently available in the Community Room for programs. With this, I want to purchase some extra microphone covers and mic pack headsets for program staff to enforce my directive of having every program use a microphone starting in February. By having consistency of accessibility across all program spaces and service desks, I believe this is an excellent way to support the Strategic Plan priority of "Embrace Community: We eliminate barriers to access in order to provide engaging and accessible ways for users to find what they need."

Request 10: Purchase new [learn-n-play activity centers](#) for children's area

The issue: The children's area toys are looking very tired and dirty. One of the Lego tables was a donation. I would like to purchase a few interactive play centers that provide engagement and learning but don't contribute to the noise level in the Library. Items chosen would be not be fixed to the floor/wall and would have the ability to be re-usable and movable in future remodels.