



**LIBRARY BOARD OF TRUSTEES
MEETING
Mukwonago Community Library
511 Division Street, Mukwonago, WI 53149
May 21, 2026 at 6:00 PM**

AGENDA

- 1. Call to Order**
- 2. Roll Call and Introduction of Guests**
- 3. Approval of Minutes**
 - 3.1 Approval of February 26, 2026 Library Building & Ground Committee Minutes as prepared and distributed
- 4. Discussion/Action Items**
 - 4.1 Facility Updates - Discussion and possible action on updates regarding the facilities.
 - 4.2 Capital Plan - Discussion and possible action on the Capital Plan.
 - 4.3 Renovation Plans - Discussion and possible action on the renovation project.
 - 4.4 Capital Campaign Donor Recognition - Discussion and possible action on donor recognition signage.
- 5. Referral Items**
- 6. Confirm Next Meeting Date**

The next Building & Grounds Committee meeting is scheduled for Thursday, November 19, 2026 at 6:00pm.
- 7. Adjournment**

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 MUKWONAGO COMMUNITY LIBRARY
BOARD'S BUILDING AND GROUNDS COMMITTEE**
Thursday, February 26, 2026

Time: **6:00 pm**

Place: **Mukwonago Community Library, 511 Division Street, Mukwonago, WI,
53149 AND via Zoom**

1. Call to Order

Chairperson E. Brill called the meeting to order at 6:01 p.m.

2. Roll Call and Introduction of Guests

Board Members Present

E. Brill
H. Pringle
L. Spielman

Via Zoom

E. Pautz

Also Present

A. Armour, Library Director

3. Approval of Minutes

H. Pringle/L. Spielman motioned to approve the Building & Grounds Committee Meeting Minutes from November 17, 2025. Unanimously carried.

4. Discussion/Action Items

Facility Updates

Director Armour provided facility updates on several topics. Beginning in March, the Library will transition to the Village's cleaning company for weekend cleaning. The Village has rescheduled the water tower rehabilitation project to 2027; as a result, the Library will temporarily lose its Village intranet failover connection but will retain its fiber optic connection. The PA system has been intermittently malfunctioning; the Village IT contractor submitted a quote for replacement equipment, but the Committee opted to explore other options first.

Capital Plan

Discussion and possible action on the Capital Plan.
No updates and no action was taken.

Renovation Plans

Discussion and possible action on the design development of the renovation plans.

The Committee discussed construction timelines. Discussion included the Village's debt cycle, the bidding process duration, the architect-provided timeline from September, the impact on natural library cycles, and the need to balance proactive staff planning (as the Library will remain open during construction) with fiscal responsibility, given that fundraising is still in early stages.

The Committee agreed on a tentative timeline: begin the construction document process in September or October 2026, go out to bid in early January 2027, and begin construction in early summer 2027. E. Brill will consult with the Village on the debt process and gather additional timeline information prior to the May Committee meeting.

Capital Campaign Donor Recognition

Discussion and possible action on donor recognition signage.

The Committee discussed the need to develop donor recognition signage, as some donors have already requested this information. Discussion included aligning all signage with the renovation design, ensuring the donor wall is adaptable over time, incorporating digital elements, and maintaining tasteful and cohesive naming rights recognition throughout the Library. Regarding timeline, the architects would address signage during the construction document phase in early fall; in the interim, the Committee could engage a signage company to develop rough drafts to later refine with the architects.

The Committee directed Director Armour to contact local signage companies to request rough drafts of a donor wall and naming rights signage for the Board to consider at the March 12 meeting, at which time the Board will determine which company to move forward with.

Hose Bib Leaks

Discussion and possible action on the leaking hose bibs.

Director Armour reported two leaking hose bibs on the east side of the building, each causing significant efflorescence on the bricks, with one also causing basement leakage. The cause may be as minor as the bibs needing rebuilding, or may require opening the staff breakroom wall to address a leaking pipe. Repairs will be scheduled once weather permits. The Committee directed Director Armour to work with the plumbers to complete necessary repairs.

JACE End-of-Life

Discussion and possible action on the JACE 8100 end-of-life notification.

The Committee resumed discussion on this item, referred from the previous meeting. Director Armour shared findings from her and Business Manager Cathryn Kim's prior consultation with the IKM-Emcor technician: the JACE unit remains in satisfactory condition, but upgrading the Delta controllers on each HVAC component (air handlers, VAVs, and boilers) is a priority in order to eliminate the translation required between the two programming systems, the need for a specialty PC for the

technician, and specially trained technicians. These controller replacements are already included in the renovation project's design development documents.

The Committee decided to take no action on replacing the JACE at this time, and will ensure the controller upgrades are clearly addressed during the construction document phase of the renovation.

South Rain Garden

Discussion and possible action on design of rain garden in south stormwater retention pond for implementation in 2027.

The Committee approved Director Armour's proposal to install a story walk and "exploration station" in the rain garden, and authorized her to coordinate installation with the Village's Director of Public Works.

5. Referral Items – none

6. **Confirm Next Meeting Date** – The next Building and Grounds Committee meeting is scheduled for Thursday, May 21, 2026 @ 6:00pm.

7. Adjourn

H. Pringle/E. Pautz motioned to adjourn. Unanimously carried. Chairperson Brill adjourned the meeting at 7:33 pm.

Minutes submitted by Abby Armour

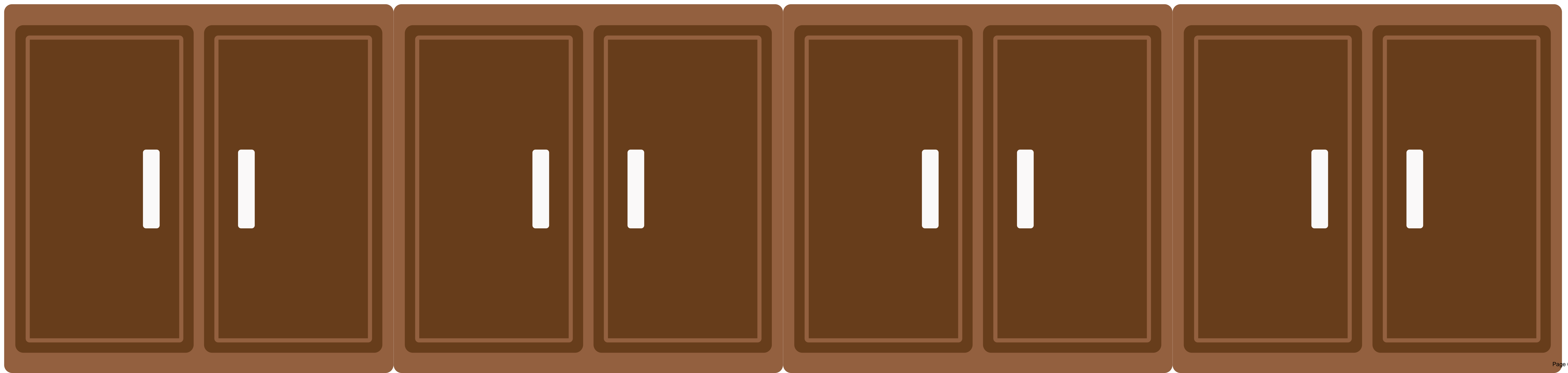
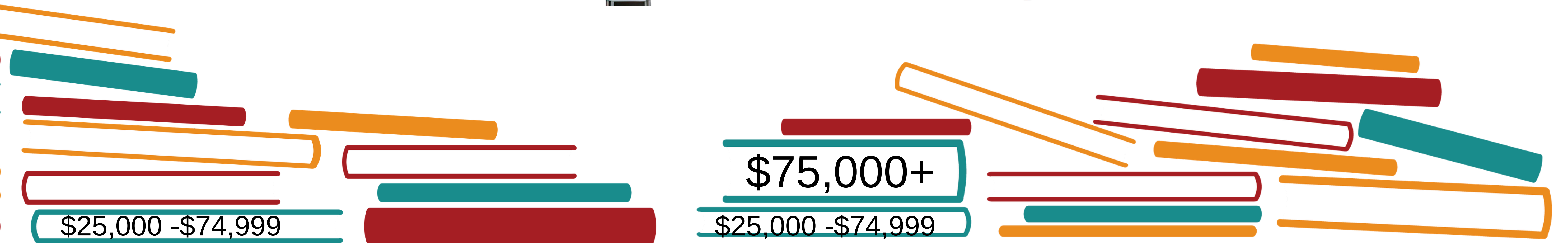
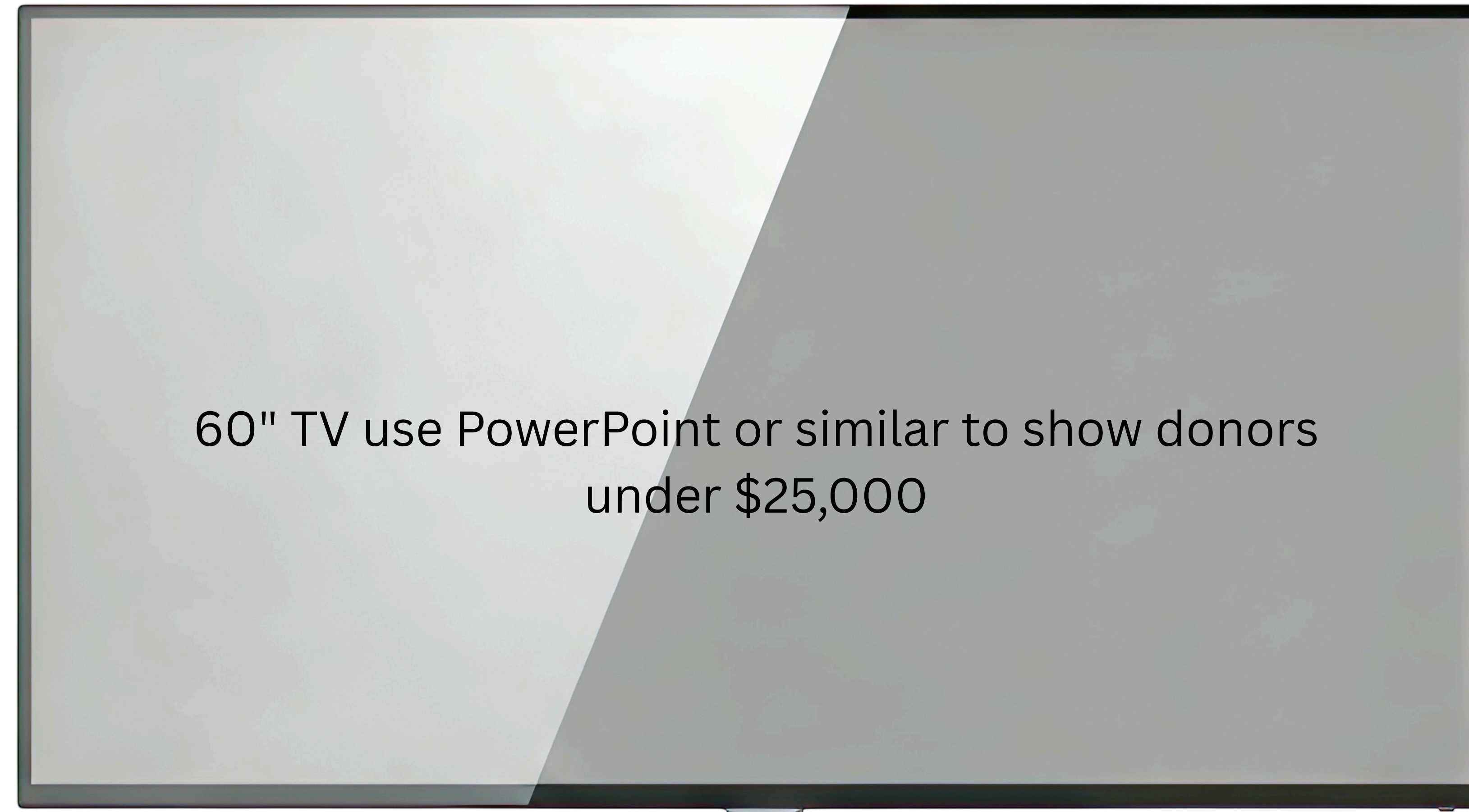
Mukwonago Community Library Capital Improvement Plan (CIP)												
								Current 5 Year CIP				
Item	Notes	originally installed	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
* indicates this item has been submitted to the Village's CIP												
* Renovation Plan - as of Sept. 2025 in two phases under one project bid									\$3,600,000			
Renovation Project Add Alternate: Furniture Allowance									\$570,000			
Renovation Project Add Alternate: Replace Lights Outside of Work Area									\$96,794			
Renovation Project Add Alternate: Replace Dry Sprinkler System									\$424,906			
Renovation Project Add Alternate: Replace HVAC Controls									\$25,103			
Automated Material Handler (AMH) for circulation workroom									\$150,000			
Airhandler 1 (Carrier)		1996										
_TACO pump		1996										
In line Pump P-5 Bell & Gosset		1996			\$3,578							
Airhandler 2 (Trane?)		2011										
_TACO pump		2011		\$1,285								
Boiler 1 (750,000 BTU EVCA-750)		2011										
In line Pump P-2 Bell & Gosset		2011										
Pump P-3 (Bell & Gosset 75 GPM)		2011										
Boiler 2 (750,000 BTU EVCA-750)		2011										
In line Pump P-1Bell & Gosset		2011										
Pump P-4 (Bell & Gosset 75 GPM)		2011										
Pump #8		2011		\$3,191								
Air Conditioning												
Condensing Unit 30 ton (38AKS034-600)	Carrier (Roof)-Daiken	2011	\$46,000									
Condensing Unit 30 ton (38AKS034)	Carrier (Roof) Daiken	2011										
Condensing Unit 40 ton (RAUJC4)	Trane (Roof)	2011										
Condensing Unit 1 ton (PFC014)	Liebert (Roof)	2011										
Condensing Unit 1 ton (PUL12EK)	Mitsubishi (roof)	2011										
Computer Room Air Handling Unit (MMD12E)	Liebert (Server Room)	2011										
Ductless Split Type A/C Condensing Unit 1 ton (PUY-A12NHA4)	Mitsubishi (Elevator Room)	2011										
Ductless Air Handling Unit 1 ton (PKA-A12HA4)	Mitsubishi (Elevator Room)	2011										
Exhaust Fan	MetaSpace ceiling											
Safety:												
Annunciator panel	Front hall	2011		\$1,510								
Dry sprinkler system												
Wet sprinkler system												
Technology:												
self-checkout machines (Envisionware X11)	6 year EOL	2021	\$12,000						\$20,000			
Smart Lockers (Smiota)		2022 & 2024				\$7,347						
Computer Replacement Cycle	4 year EOL						\$5,000		\$5,000		\$5,000	
Server Replace/Upgrade	6 year EOL	2022		\$7,058							\$10,000	
Audio/Video System in Community Room		2022		\$24,955								
Hearing Loop in Community Room		2016			\$1,221							
Elevator												
Firewall (hardware)								\$3,000				
Water:												
Sump Pump replacements							\$4,865					
Water Softener												
Tankless water heaters under sinks		2025					\$7,680					
Water filtration system in staff kitchen (reverse osmosis)												
Exterior:												
* Parking Lot Replacement												\$232,510
* Roof Replacement - Full Facility												
Interior:												
carpeting		2011										
Security System Repair/ replace/Update		2018										
front door accessibility upgrade												
TOTAL FOR YEAR			\$58,000	\$37,999	\$4,799	\$7,347	\$17,545	\$3,000	\$4,891,803	\$0	\$15,000	\$232,510

approximately 120"

Mukwonago Community Library

Built By Many, Built For All

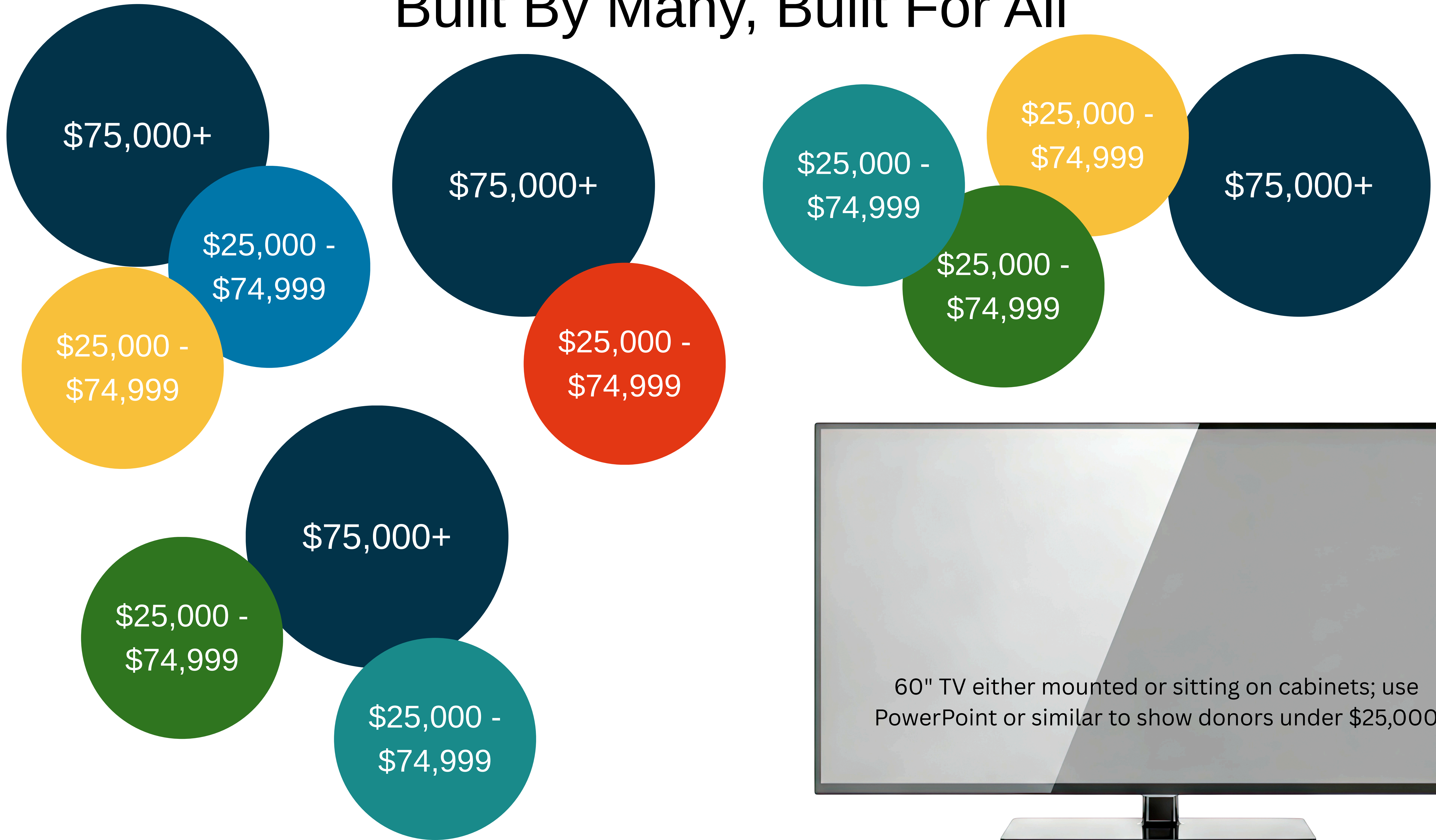
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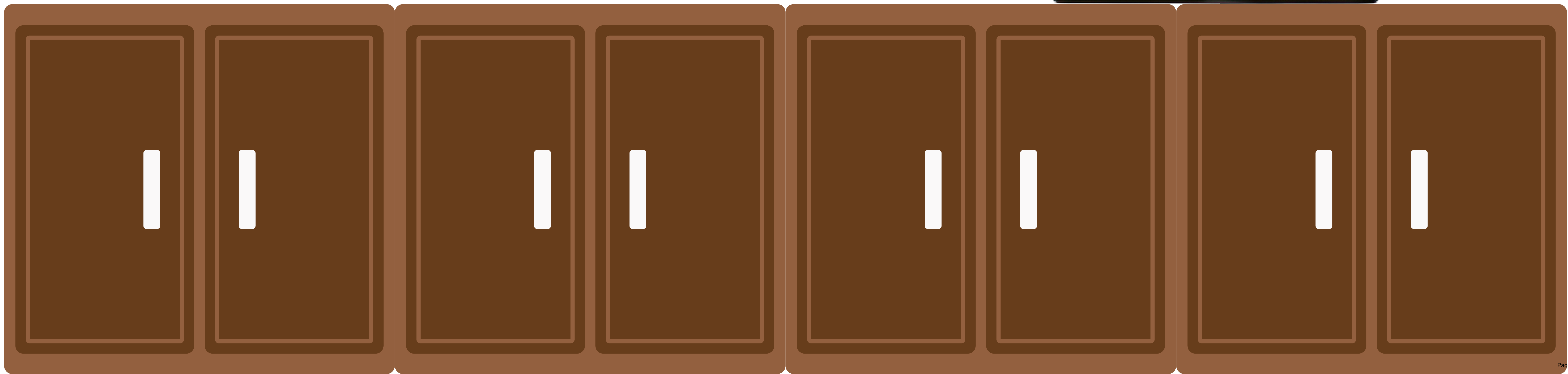
approximately 120"

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Built By Many, Built For All



approximately 100"

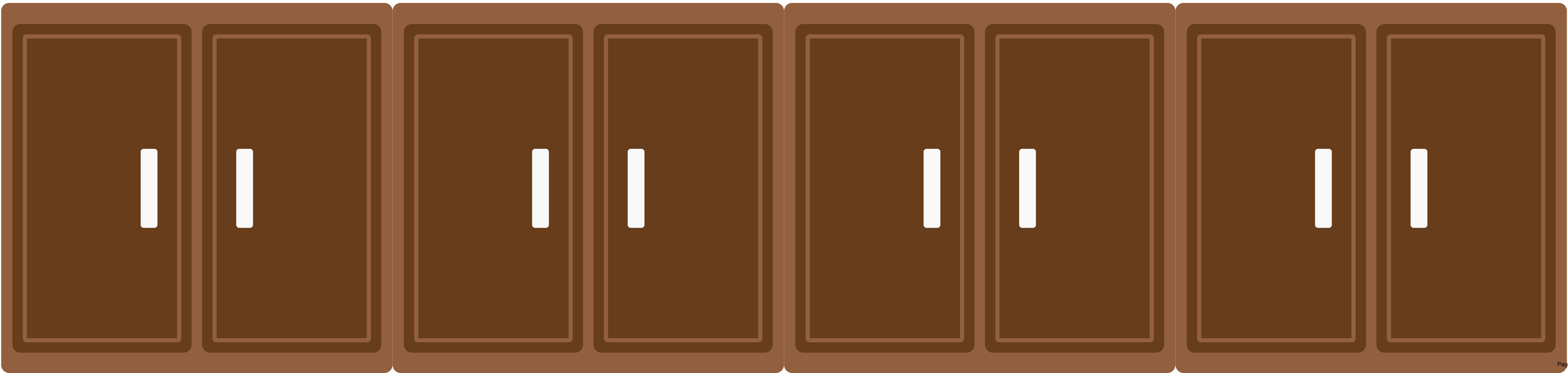
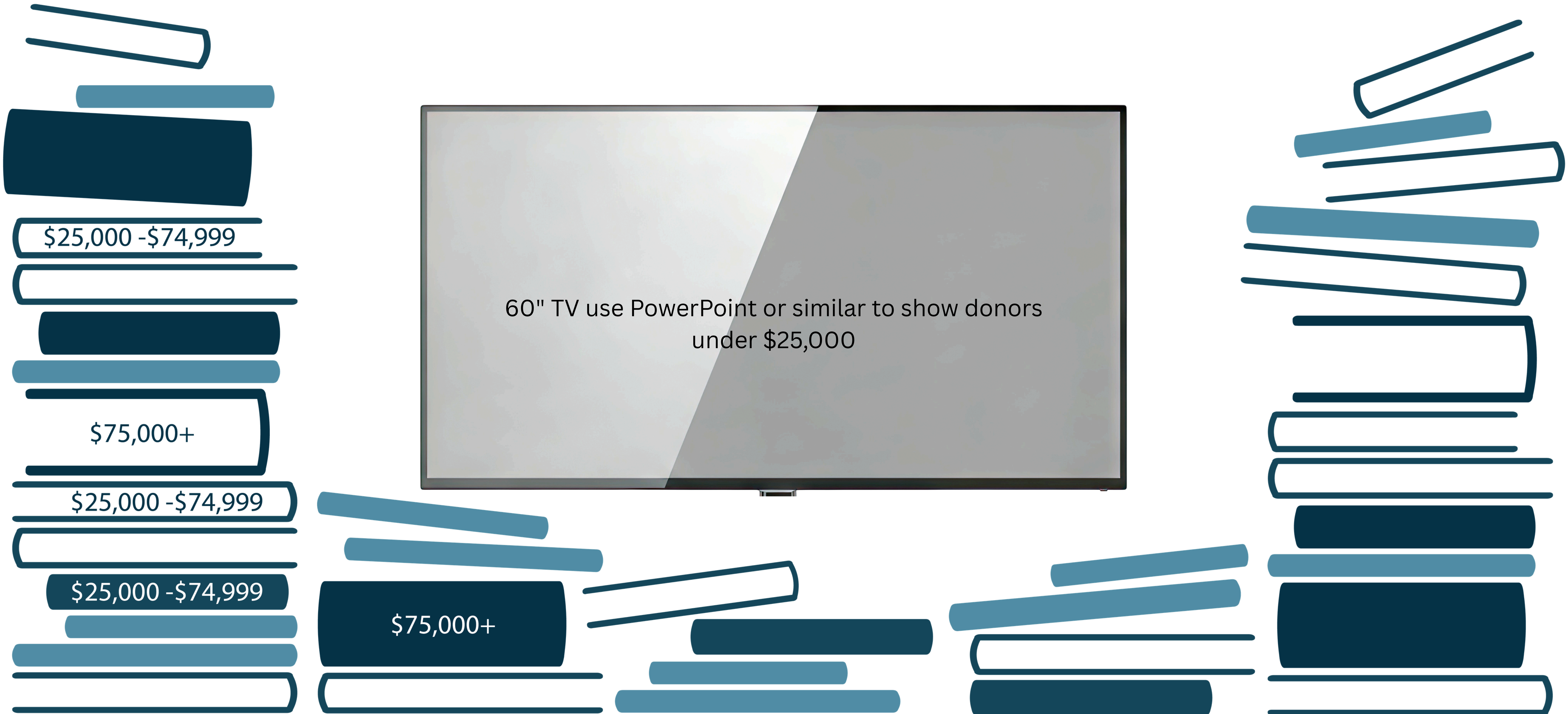


approximately 120"

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Built By Many, Built For All

approximately 100"

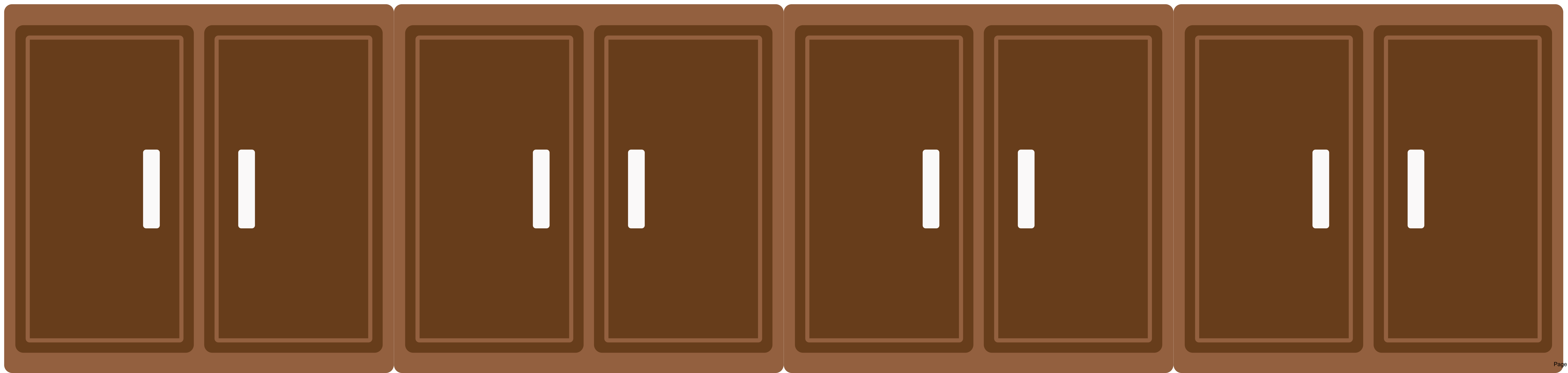
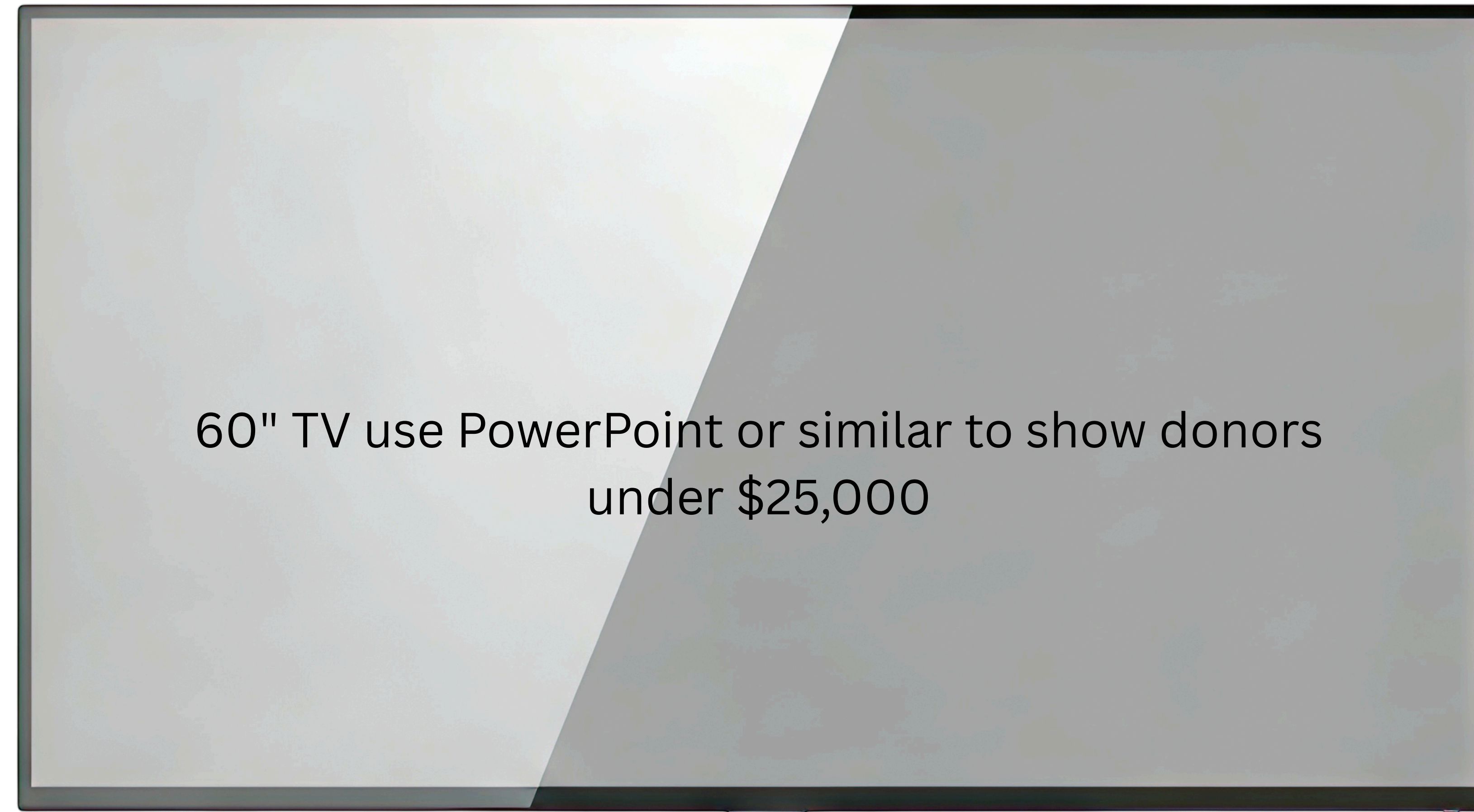


approximately 120"

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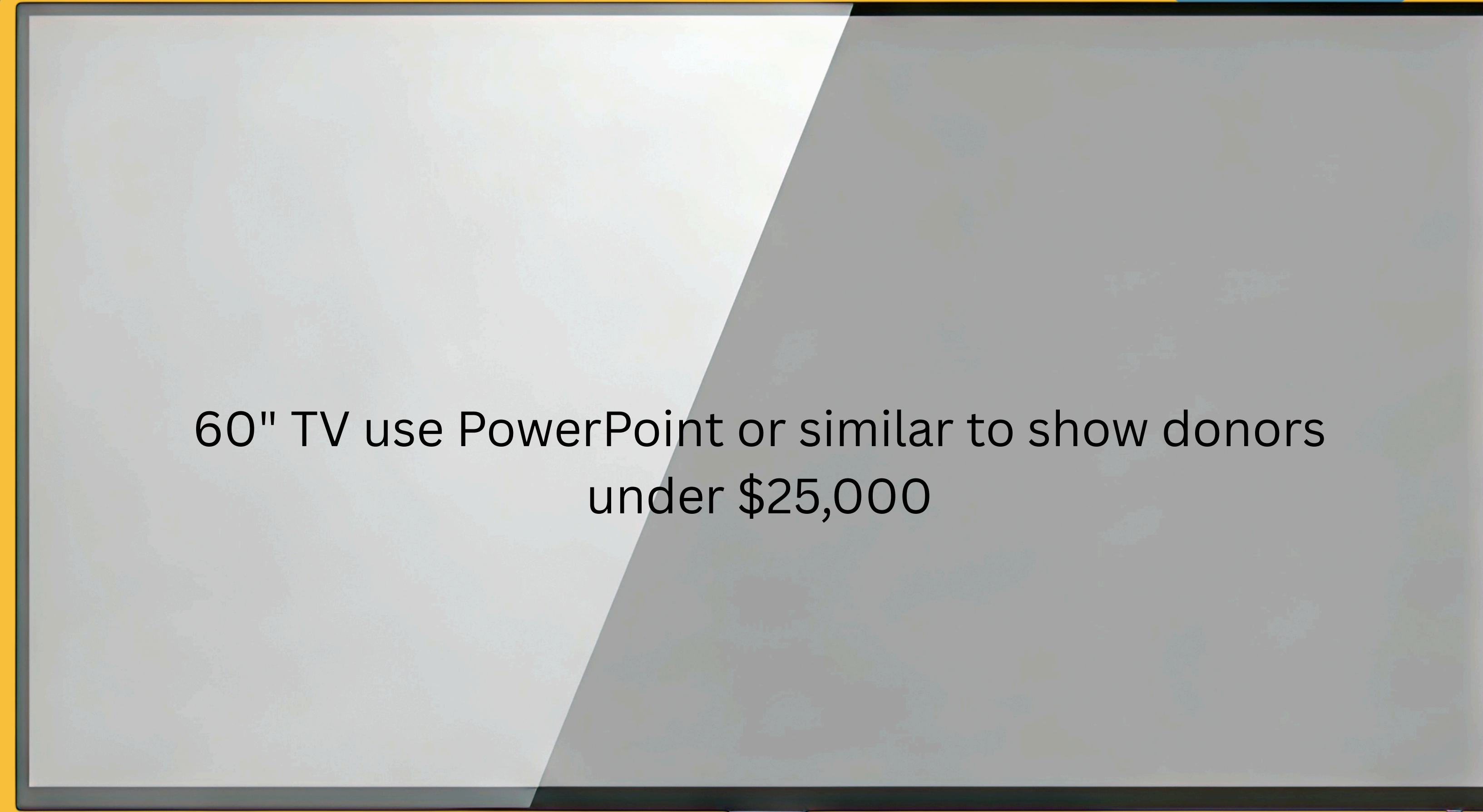
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approximately 120"

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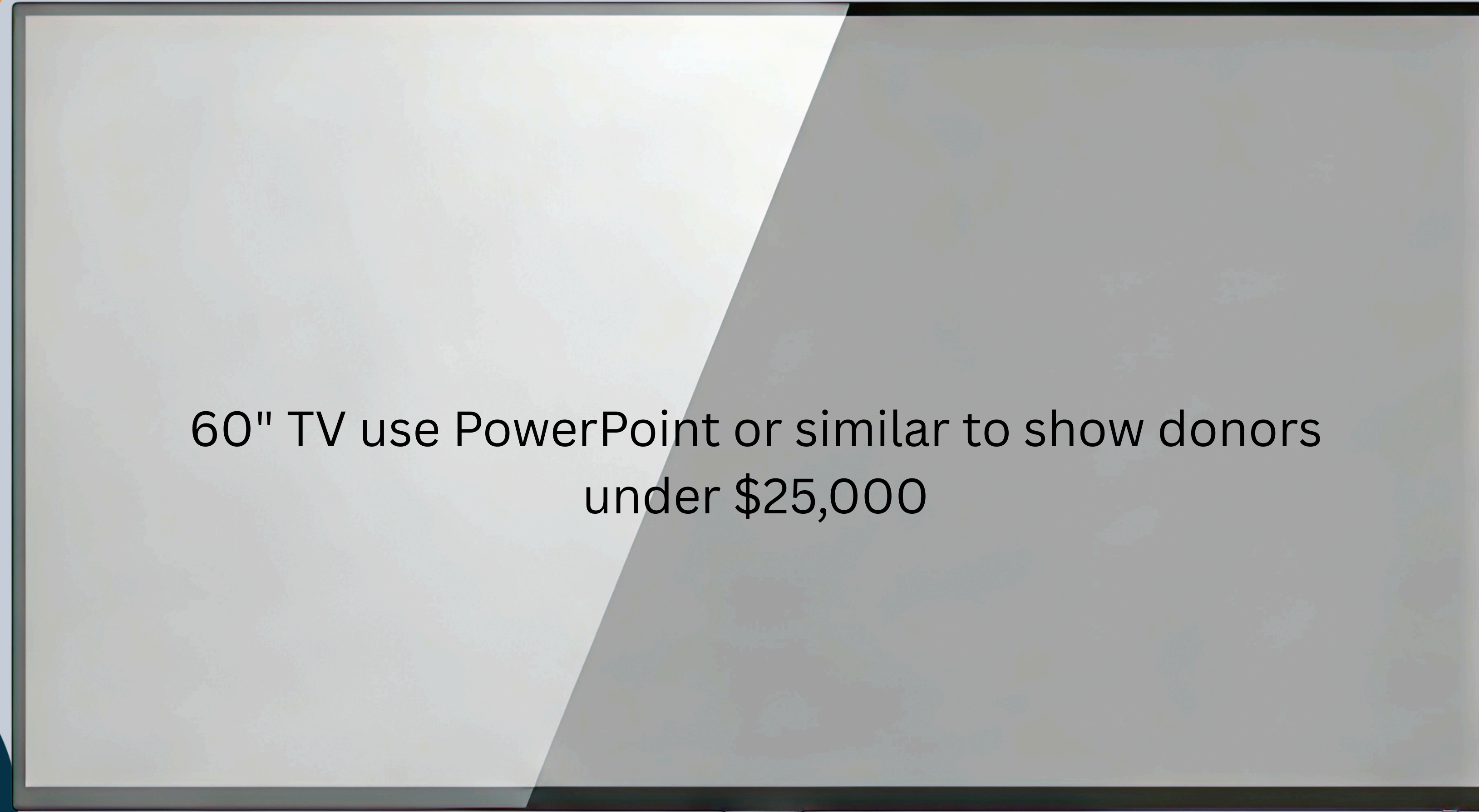
approximately 100"

approximately 120"

Mukwonago Community Library

Built By Many, Built For All

approximately 100"



\$75,000+

\$25,000 - \$74,999

