

AGENDA

Henika District Library
Building & Grounds Committee Meeting
February 6th, 2022 at 4pm

I. Call to Order

- A. Members Present:
- B. Members Absent:
- C. Staff Present:
- D. Guests:

II. Approval of Agenda

III. Unfinished Business

IV. New Business

- A. Building Wants VS Needs List
- B. Jay Prosch-Jensen Proposal/ Metal Art
- C. Letter Signage

V. V. Around the Table

VI. VI. Adjournment

Goal 2:

Expand the current library building to meet community wants and needs. The library is roughly 3,400 sq. ft and is too small to sustain adequate service to the rapidly increasing population of the area. Staff is having a hard time placing new acquisitions and finding space to continue to grow in both collection and technological offerings. The library also lacks a dedicated programming space, which severely limits the amount of attendants allowed at programs, despite their increased popularity.

Objective 2.1:

Explore a building expansion plan and blueprint.

Action 1:

Building committee meets to develop a building Needs v.s. Wants List

- Expected Deadline: January 2023

Action 2:

Contact at least 2 architects for plans meeting our needs

- Expected Deadline: April 2023

Action 3:

Building Committee reviews draft blueprints for potential changes

- Expected Deadline: June 2023

Action 4:

Blueprint drafts are submitted for board approval

- Expected Deadline: July 2023

Objective 2.2:

Plan how to fund the building project.

Action 1:

Finance committee will meet to explore funding options through grants, loans, donations, millage, etc.

- Expected Deadline: August 2023

Action 2:

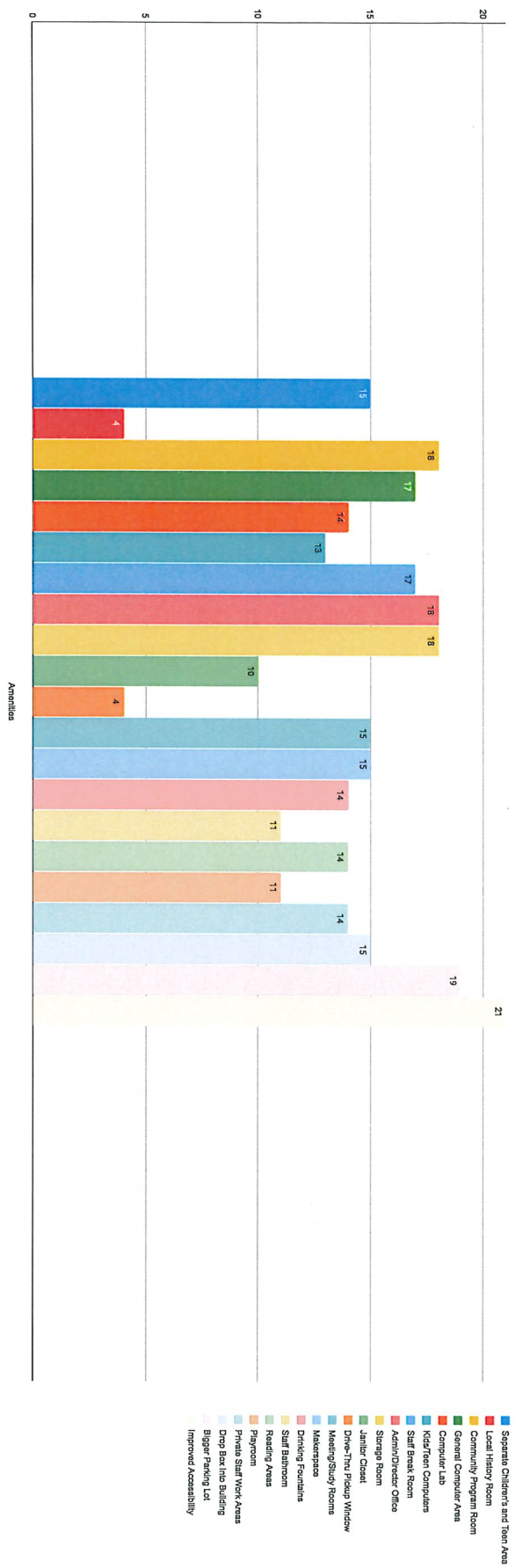
Finance committee presents funding plan for board approval

- Expected Deadline: December 2023

Objective 2.3:

Select a contractor to complete the project.

Staff Wants/Needs



Library Name	Population Served	Square Feet	Separate Children's and Teen Area	Local History Room	Community /program room	General Computer Area	Kids/Teen Computers	Staff Break Room	Admin Office	Storage Room	Janitor Closet	Drive-Thru Pickup Window	Meeting/ Study Rooms	Makerspace	Drinking Fountains	Staff Bathroom	Reading Areas	Playroom	Staff Work Area in Back
Hennick District Library	7,978	-3,400	X	X	X	X	X	Closet?	Cubicle?	X	X	X	X	?	Water Cooler?	?	X	?	?
Hastings Public Library	13,514	18,000	X	?	X	X	?	?	?	X	?	?	X	?	?	?	?	?	?
Palousey District Library	17,000	25,000	X	?	X	X	?	?	?	?	?	?	X	?	?	?	?	?	?
Grand Lodge Area District Library	-11,000	15,000	X	?	X	X	?	?	?	?	?	?	?	?	?	?	X	?	?
Cedar Springs Public Library	10,123	10,000	X	?	X	X	?	X	?	?	?	?	X(4)	?	?	?	?	X	?
White Lake Community Library	12,200	12,000	X	X	X	X	?	X	X	X	?	?	X(3)	?	X	X	X	?	X
Gary Byker	12,000	16,800	X	X	X	X	?	X	X	X	?	?	?	?	X	X	X	?	X

Re: [Michlib-I] Building Wants vs Needs

From : EC Kamey Howe <cedkh@llcoop.org>
Subject : Re: [Michlib-I] Building Wants vs Needs
To : AW Cierra Bakovka <waycb@llcoop.org>

Thu, Dec 15, 2022 04:07 PM



Hi Cierra,

I was not the Director or on staff when Cedar Springs Public Library moved to the new location, five years ago. They moved from less than 2000 sq ft to 10000 sq ft. The building has three study rooms, a class room, a play room, a community room, small kitchenette, a mechanical room, small backroom and the rest of the space is for materials.

Here are few things I wish they would have considered:

Parking Lot size

The need for an increased budget for the following:

- Materials to fill the increased shelf space
- Heating
- Lighting
- Maintenance
- Janitorial
- Lawn Care/Snow removal

Best,
Kamey Krum-Howe
Cedar Springs Public Library Director
107 N Main St.
Cedar Springs, MI 49319
(616) 799-3292



From: "Michlib-I" <michlib-I@mcls.org>
To: "Michlib-I" <michlib-I@mcls.org>
Sent: Thursday, December 15, 2022 2:50:49 PM
Subject: [Michlib-I] Building Wants vs Needs

Hi Cierra,

Our building is 15 1/2 yrs. old. We're a small class for library. Here is information about building:

Building is 18,000 sq. ft.

Amenities:

- Children's area
- Teen area
- Local history room
- Community room/program room (we have many community groups who use this room)
- Computer in areas in the main part of the library, as well as the kids and teen rooms.
- Staff break room
- Administrative office
- Storage room and janitor closets
- Drive thru pick up window

I don't have square footage for each of the rooms or the parking lot. I invite you to bring your committee over to tour the building.

I hope this helps.

Peggy Hemerling
Library Director
Hastings Public Library
227 E. State St.
Hastings, MI 49058
(269) 945-4263

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From: AW Cierra Bakovka <waycb@llcoop.org>
Sent: Thursday, December 15, 2022 2:51 PM
To: michlib-l@mcls.org
Subject: [Michlib-l] Building Wants vs Needs

Hi all,

I did, thanks! How was yours?

Ok, so before the 2020 Census we were about 200 people shy of being Class 4, and are about 200 people above Class 3. We have a beautiful building that was built 22 ago, when we became a district library. It's about 12,000 square feet, and it fits us now but we are not using it exactly as designed. What was supposed to be a story turned out to be much too small, and it is now our socially-distanced computer lab center. (3 desktops computers with plexiglass partitions on one wall, copier/printer machine and a work table on the opposite wall.) We have a fairly large public meet that has to double as our youth program space, which can make scheduling a little seats about 50 people and has a small kitchen area with a fridge, sink and microwave. We have three study rooms, but we converted one to a local history room a decade ago about to convert it into a podcast studio. (Any minute now, I swear!) Two study rooms quite enough, but we are able to supplement with a small meeting room that we use for free if it's available and the study rooms are full. The small meeting room was originally a screen porch, but our friends group provided the funds to glass it in and carpet and baseboard heat. That was a terrific move – you should come see it one day! Even without a lot of study spaces with doors, we can accommodate a lot of people wishing to use their own computers. We have tables tucked in every corner and by window, and we have a beautiful reading lounge with a fireplace. We added several portable, laptop tables and also added a bunch of tabletop outlets and charging ports so people can work pretty much anywhere.

Now for the things we lack: in addition to not having a dedicated space for story time and other youth programs, we also don't have a good teen space. There is technically a room for them, but it's right next to the children's corner with its toys and loft and mess. Not enough separation to make it feel like a space just for teens. We could use more study rooms, like I said, and we are working on adding more outdoor spaces with power too.

You asked for room dimensions, which I can't provide from memory. When I get to work in the morning I will see if I can find a building layout with dimensions to share with you.

Let me know what other questions you have, and if you'd like to talk by phone or come for a visit!

Thanks,

Virginia

Sent from [Mail](#) for Windows

From: [AW Cierra Bakovka](#)

Sent: Tuesday, January 3, 2023 5:30 PM

To: [CW Virginia DeMunster](#)

Hi Cierra! We were a class 3 and just went to class 4 with a service population of c 12,000.

Our expansion was 23 years ago – so nothing I have may be relevant anymore. But you some info:

We went from 5,600 square feet to 16,800.

We had a special children's program room but outgrew that when our story-times v over 25 kids and now use our carpeted lower level. We use it now for a craft or sn program room.

The carpeted lower level is a godsend for large programs. I believe it is about 9,000 feet? It has two family bathrooms and a kitchenette and two large storage rooms shelving. It was designed to be cut in half with wall partitions if we needed it and internet wiring, drop screen and ceiling projector. We could not live without it! We rent it out as we use it too much. We also have weekly fitness classes down there.

Make sure you have enough office spaces and work areas for staff. We only had tv for director and children's librarian, a long work counter with room for 4 computer the staff area, and a very large open room with a huge work table. The large room quickly sectioned off to make 3 smaller offices for my processors, my marketer, and programmer. As jobs specialize – they need their own space.

Our public computers are in the main area – but we had thought we'd do computer half of that basement area. We never really have.

We had absolutely no small private meeting rooms and that is something we really Now, people use our local history room, or some out of the way corners. Make sure enough small meeting rooms or tutoring/study rooms with internet access.

Consider space for used book selling, book donations, book sorting and storing for group, etc.

Local history – do you need a room, display case, storage?

Good luck!



Melissa Huisman
Library Director
Gary Byker Memorial Library of Hudsonville



Contact me:

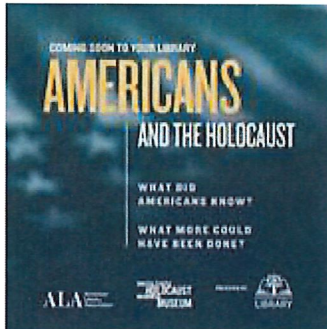
We are a middle sized class IV – population of 17,000.
We have 25,000 sq ft – building is 18 years old.

Here's some wishes:

1. Meeting room space – we never have enough – for one/two people. I wish our meeting room was cut in two!
2. Flexible programming space – that the public can use possibly after hours for
3. Parking – we didn't have any until a year ago when we began a lease arrangement a lot a block away. Better than nothing. No parking was our #1 issue when as
4. Staffing – as few public service desks as possible – they built this building with public service desks so super expensive to run.
5. Computers are still heavily used
6. Makerspace – we have one, but not really one... it has turned into more of a (area. We wanted nicer equipment, but our ventilation in the area is not good
7. Better controls for the HVAC

Good luck

Valerie Meyerson (she/her), Library Director
Petoskey District Library
231.758.3120



From: Michlib-I <michlib-i-bounces@mcls.org> **On Behalf Of** AW Cierra Bakovka
Michlib-I
Sent: Thursday, December 15, 2022 2:51 PM
To: michlib-i@mcls.org
Subject: [Michlib-I] Building Wants vs Needs

Hi all,

As part of our strategic plan, our board is exploring a possible building expansion. The committee would like to hear from other larger class three and smaller class four libraries about their facilities such as square footage, amenities (computer lab, program room) their sizes, parking lots, and things they wished they had considered. Thanks for ar

Re: [Michlib-I] Building Wants vs Needs

From : Jean Fellows <progcoord@gladl.org>
Subject : Re: [Michlib-I] Building Wants vs Needs
To : AW Cierra Bakovka <waycb@llcoop.org>

Thu, Dec 15, 2022 03:46 PM



We got a great upgrade in 2016-- addressed many issues for our 1931 build and 1961 expanded library. A few things we addressed, and a few that would have been nice, but couldn't be done....

- **Power supply.** The more outlets you have, the more options you have. Inside and out-- all outside ones must be lockable (see Security, below) An outside outlet can make holiday lights a possibility for you.
- **Energy-efficiency:** Insulation, heat-pumps, furnace, LED's etc.
- **Accessibility.** Our second floor is our Community Room, so added an upstairs bathroom and an elevator-- HUGE bonus for patrons and presenters.
- **Storage,** storage, storage-- plan for more than you think you'll need. Have adjustable built-in shelves. Ideally in staff only areas-- or LOCKABLE closets/cabinets
- **Security, security, security:** cameras (that record) in and outside the library. We've experienced teens searching out areas (including our roof) to mess around where they can't be found. Make sure you have no hidden areas. Also under security: **Lockable** cabinets, fridges, supplies, etc. in any areas accessible to the public.
- **Bathrooms:** for patrons and ideally one reserved for staff.
- **Drinking Fountains:** Two, one at wheelchair/small child height, one regular with water bottle fill. Cuts down on supplying bottled water for all our events.
- **Fireplace** with comfy chairs-- ideal gathering spot in Michigan's cold and gray seasons...
- **Line of Sight:** from staff areas to collection areas.
- **Programmable Info Screens:** One is visible from our lobby, one just in children's. Allows us to run our events info, and override the one in Children's to use for children's activities like movies and games.
- **Reading areas:** Spaces for parents near children's area, and a general adult/teen area. Comfy, easy to clean single seating.
- Our staff workroom can't see the circ-- so we installed a **doorbell at circ**, so that we can be summoned for help when needed.

Whew! That got wordy-er than I expected!

On Thu, Dec 15, 2022 at 2:52 PM AW Cierra Bakovka via Michlib-I <michlib-l@mcls.org> wrote:

Hi all,

As part of our strategic plan, our board is exploring a possible building expansion. The committee would like to hear from other larger class three and smaller class four libraries about their facilities such as square footage, amenities (computer lab, program room, etc)

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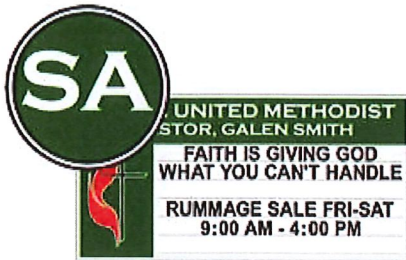
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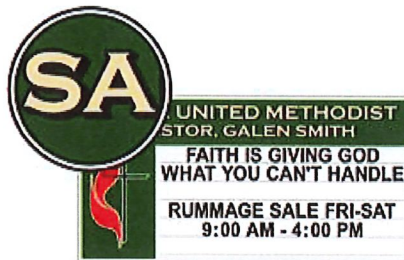
Choose a Design Style

Please select the sign style. This will affect your price, as indicated.



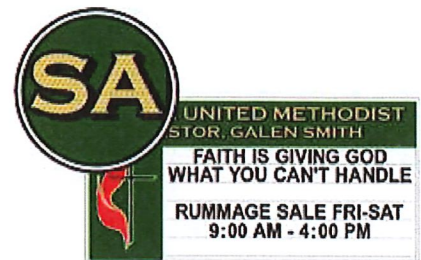
Standard

White text with your choice of background colors.
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Graphic Type: None	

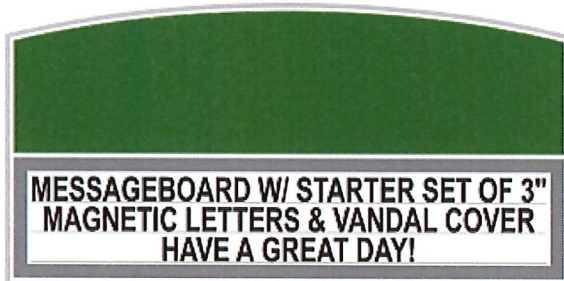
Choose a Sign Layout

Please choose one option below for the layout of your sign.

Squire Layout A



Andover



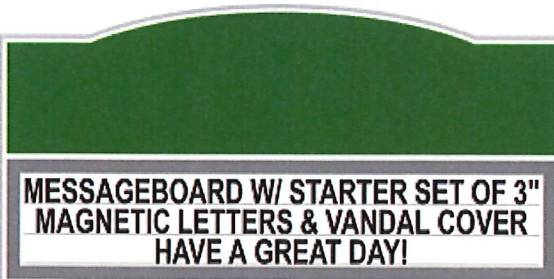
Squire Layout B



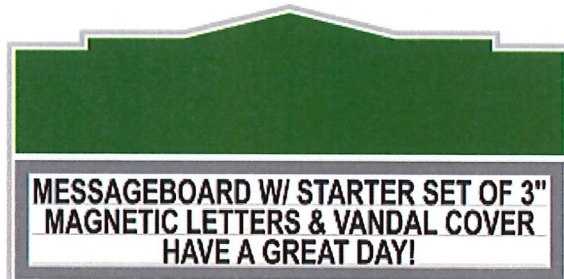
Squire Layout C



Somerset



Cumberland



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Security Vandal Cover: Included (2 sided)	
Graphic Type: None	
Layout: Somerset	

Choose the Color for the Background / Border

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- | | | | | | | | |
|--|-------------------------------------|-----------------------------------|----------------------------|------------------------------------|----------------------------------|----------------------------------|-----------------------------------|
| <input checked="" type="radio"/> Navy Blue | <input type="radio"/> Sapphire Blue | <input type="radio"/> Medium Blue | <input type="radio"/> Teal | <input type="radio"/> Medium Green | <input type="radio"/> Dark Green | <input type="radio"/> Gold | <input type="radio"/> Yellow Gold |
| <input type="radio"/> Yellow | <input type="radio"/> Barn Red | <input type="radio"/> Burgundy | <input type="radio"/> Red | <input type="radio"/> Magenta | <input type="radio"/> Purple | <input type="radio"/> Light Gray | <input type="radio"/> Beige |
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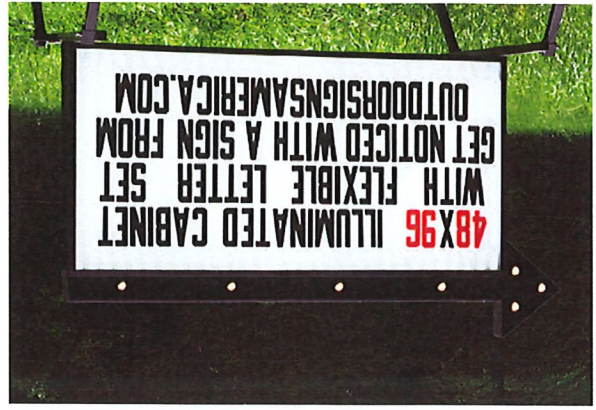
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