

SAUGATUCK-DOUGLAS DISTRICT LIBRARY

BOARD MEETING AGENDA

September 18, 2024

- I. Call the Meeting to Order
- II. Approval of the Agenda
- III. Approval of the Minutes
- IV. Public Comment
- V. Bills
- VI. Financial Reports
 - A. Balance Sheet
 - B. Profit & Loss
- VII. Librarian's Report
- VIII. 10 Year Master Plan Report from HED
- IX. Committee Reports - None
- X. Old Business - None
- XI. New Business
 - A. Capital Fund Project Proposal: Commercial Record Digitization
 - B. Nomination of Officers – to be voted on at the October meeting
- XII. Guest: Friends of the Library representative
- XIII. Next Meeting: October 16, 2024 at 7:00 pm
- XIV. Adjournment

SAUGATUCK-DOUGLAS DISTRICT LIBRARY
BOARD MEETING
August 7, 2024
Unofficial Minutes

- I. Meeting Called to order at 7:01pm by Chairman David Blatt. The following were present: Library Director (ex officio) Ingrid Boyer, Janet Eder representing the Friends of the Library, Trustees: David Blatt, Demetrhea Terrien, Frank Aiello, Sara Nelson, Larry Blose, and Janice Krakowski.
- II. The Agenda (See Appendix) was passed by unanimous consent.
- III. The Minutes from the June 2024 meeting (See Appendix) were passed by unanimous consent.
- IV. No public comment
- V. Library bills were presented by Director Boyer (See Appendix). Janice Krakowski presented a motion to pay the bills, Larry Blose seconded the motion. The motion was passed with 6 members voting yes and 0 members voting no.
- VI. Financial Report
 - A. Balance sheet was presented by Director Boyer (see Appendix).
 - B. Profit and Loss Statement was presented by Director Boyer (see Appendix).
- VII. The Librarian's Report was presented by Director Boyer (see Appendix). Frank Aiello asked about the Lakeland Advisory Board position, Director Boyer explained she will set the agenda and run the meetings.
- VIII. Strategic Plan Update
 - Final construction projects are in progress, including landscaping, new display furniture, a proposal for outdoor benches and flagstone, and the possibility of playscape features in the backyard (Outdoor Discovery Center).
 - A staff training calendar will be developed. There will be time set aside at each staff meeting to identify knowledge gaps – this may be things like learning to use the new app, as well as furthering knowledge by attending in-person or online training sessions.
 - Ingrid, Marlee, and Sarah will be working on developing a Communication Plan. The first step will be to evaluate current methods of communication (website, newsletter, social media, etc.) so an action plan can be put into place.
 - *Objective 2.2: Create new programming opportunities for enrichment, learning, and fun.* and *2.3: Strengthen collaborative community partnerships.* will be ongoing, so the status will never be complete.
 - The Library of Things has a new deadline of January 1st, due to the busy summer with cataloging children's kits and the summer reading challenges.

- The Tween section is complete and the lobby got a facelift with new signage and displays.
- Ancestry was purchased. The History Center may have volunteers who are willing to do in-person programs.
- Digitizing the Commercial Record is something we will have to fund ourselves. We are working with the History Center to learn about cost and copyright issues. Frank Aiello is on the Tech Committee for the History Center, so he can answer any questions the board might have.

IX. Committee Reports - None

X. Old Business - None

XI. New Business - None

XII. Guest: Friends of the Library representative – Janet Eder

- The date for the Fall Fundraising Dinner is Tuesday, September 24. Dinner will be served at Wild Dog. (They can accommodate 80-100 people, so tickets should sell out.) Tickets will be \$75.
- The Silent Auction will run from November 7-21.
- This is the first year that the Friends have had a budget- it is nice to be able to tell people where the money is going.

XIII. Next Meeting: September 18, 2024 at 7:00pm

XIV. Adjournment by unanimous consent at 7:19pm.

Saugatuck-Douglas District Library

Expenses by Vendor Detail

August 6 through September 16, 2024

Type	Date	Memo	Account	Amount
ALA				
Check	08/27/2024	annual memberships	962 · Dues	-219.00
Total ALA				-219.00
All Surface Building Services LLC				
Check	08/23/2024	August cleaning	930 · Building Maintenance	-995.00
Total All Surface Building Services LLC				-995.00
Allegan County				
Check	09/04/2024	August 2024 tax chargebacks	964 · Tax Charge Backs	-41.09
Total Allegan County				-41.09
Amazon.com				
Check	08/06/2024	July invoices	729 · Custodial Supplies	-84.95
Check	08/06/2024	July invoices	727 · Office Supplies	-59.12
Check	08/06/2024	July invoices	959.210 · DVDs	-278.57
Check	08/06/2024	July invoices	880 · Programs	-124.21
Check	08/06/2024	July invoices	730 · Youth Services Supplies	-31.91
Check	08/06/2024	July invoices	959.110 · Print Books	-344.83
Check	08/06/2024	July invoices	728 · Collection Expenses	-60.84
Check	09/11/2024	Printer for staff workroom	976 · Technology	-319.00
Check	09/11/2024	August invoices	729 · Custodial Supplies	-164.97
Check	09/11/2024	August invoices	727 · Office Supplies	-29.14
Check	09/11/2024	August invoices	959.210 · DVDs	-181.57
Check	09/11/2024	August invoices	730 · Youth Services Supplies	-60.53
Total Amazon.com				-1,739.64
American Button Machines				
Check	08/07/2024	Button maker and supplies	730 · Youth Services Supplies	-355.75
Check	08/13/2024	Paper cutter and replacement part	730 · Youth Services Supplies	-227.43
Total American Button Machines				-583.18
Blue Star Storage				
Check	08/24/2024	September rent	930 · Building Maintenance	-60.00
Total Blue Star Storage				-60.00
BonAppetit				
Check	09/04/2024	3 years, expires February 2028	959.120 · Periodicals	-38.00
Total BonAppetit				-38.00
Booklist				
Check	08/06/2024	3 years	959.120 · Periodicals	-439.95
Total Booklist				-439.95
CENGAGE LEARNING/GALE				
Check	09/04/2024	Invoice # 84803996	959.110 · Print Books	-48.00
Check	09/12/2024	Invoice # 84928842	959.110 · Print Books	-15.50
Total CENGAGE LEARNING/GALE				-63.50
Citizens Insurance/Hanover Ins.				
Check	09/13/2024	WHI 7596621 19	965 · Insurance	-493.00
Total Citizens Insurance/Hanover Ins.				-493.00

Type	Date	Memo	Account	Amount
Comcast				
Check	08/27/2024	Phone, 8/10-9/9	850 · Phone & Internet	-137.54
Check	08/27/2024	August internet	850 · Phone & Internet	-219.90
Total Comcast				-357.44
Consumers Energy				
Check	08/12/2024	Electric bill	920 · Utilities	-1,406.98
Check	09/10/2024	Electric bill	920 · Utilities	-1,438.17
Total Consumers Energy				-2,845.15
Demco, Inc.				
Check	08/09/2024	Invoice #7512041, labels	728 · Collection Expenses	-128.91
Check	08/17/2024	Display tables and fixtures	975 · Furnishings	-4,259.70
Check	08/23/2024	Invoice #7517469, glue strips & bookma...	728 · Collection Expenses	-103.04
Check	09/13/2024	Stacking chairs and cart	975 · Furnishings	-2,966.01
Total Demco, Inc.				-7,457.66
Ebb and Phloem LLC				
Check	09/13/2024	Plant service, August	930 · Building Maintenance	-125.00
Total Ebb and Phloem LLC				-125.00
Ecogardens				
Check	08/23/2024	August maintenance	930 · Building Maintenance	-1,152.25
Check	09/05/2024	Drip irrigation for planter boxes	972 · Construction	-2,768.06
Total Ecogardens				-3,920.31
ELM USA, Inc.				
Check	08/27/2024	monthly disc cleaning	728 · Collection Expenses	-25.00
Total ELM USA, Inc.				-25.00
EPS				
Check	09/02/2024	Fire alarm, quarterly service	930 · Building Maintenance	-340.53
Check	09/02/2024	Video surveillance, quarterly service agre...	930 · Building Maintenance	-150.00
Check	09/05/2024	Card access, cloud hosted services	930 · Building Maintenance	-165.00
Total EPS				-655.53
Gatehouse Media				
Check	08/30/2024	monthly Holland Sentinel subscription	959.120 · Periodicals	-59.00
Total Gatehouse Media				-59.00
Google LLC				
Check	09/02/2024	Google Workspace	957 · Technology	-96.00
Total Google LLC				-96.00
Ingram Library Services				
Check	08/13/2024	July invoices	959.110 · Print Books	-2,104.89
Check	08/13/2024	July invoices	959.220 · Audio Books	-25.84
Check	09/13/2024	August invoices	959.110 · Print Books	-1,341.19
Total Ingram Library Services				-3,471.92

Type	Date	Memo	Account	Amount
Kanopy, Inc.				
Check	08/09/2024	Invoice # 409167	959.320 · Digital Content Databases	-133.45
Total Kanopy, Inc.				-133.45
KLSWA				
Check	08/27/2024	July water	920 · Utilities	-423.62
Total KLSWA				-423.62
Lakeland Library Cooperative				
Check	09/04/2024	Wowbrary subscription	900 · Publicity & Printing	-374.96
Total Lakeland Library Cooperative				-374.96
Library Design Associates, Inc.				
Check	08/17/2024	Steel shelves and wire book supports	975 · Furnishings	-3,888.00
Total Library Design Associates, Inc.				-3,888.00
Meijer				
Check	08/26/2024	handsoap	729 · Custodial Supplies	-29.35
Total Meijer				-29.35
Michigan Gas Utilities				
Check	08/26/2024	acct. #0504864801-00002	920 · Utilities	-13.25
Total Michigan Gas Utilities				-13.25
Michigan Library Association				
Check	09/06/2024	Membership and conference fee for Jenn...	962 · Dues	-85.00
Check	09/06/2024	Membership and conference fee for Jenn...	961 · Travel/Conference	-300.00
Check	09/06/2024	Conference fee for Marlee Alexander, inv...	961 · Travel/Conference	-300.00
Check	09/06/2024	Membership dues for Marlee Alexander, ...	962 · Dues	-85.00
Total Michigan Library Association				-770.00
Midwest Tape-HOOPLA				
Check	08/09/2024	Invoice #505841697	959.320 · Digital Content Databases	-1,614.58
Check	09/11/2024	Invoice #505983060	959.320 · Digital Content Databases	-1,627.81
Total Midwest Tape-HOOPLA				-3,242.39
Moeller, Sally				
Check	08/09/2024	July bookkeeping	801 · Professional Services	-180.00
Check	09/12/2024	August bookkeeping	801 · Professional Services	-135.00
Total Moeller, Sally				-315.00
Morgan, Veronica				
Check	09/11/2024	Beginning watercolor class, November 2	880 · Programs	-190.12
Total Morgan, Veronica				-190.12
New Dawn Linen Service				
Check	08/19/2024	July mat service	930 · Building Maintenance	-49.44
Total New Dawn Linen Service				-49.44
Office Max/Depot				
Check	09/13/2024	paper	727 · Office Supplies	-81.98
Total Office Max/Depot				-81.98

Type	Date	Memo	Account	Amount
OverDrive				
Check	09/04/2024	Invoice #01720CP24255963	959.320 · Digital Content Databases	-383.83
Check	09/04/2024	Invoice #01720SV24256644	959.320 · Digital Content Databases	-2.99
Check	09/04/2024	Invoice #01720MA24257244	959.310 · E-Books	-205.32
Total OverDrive				-592.14
Priority Health				
Check	09/03/2024	Aug premium	701.300 · Health Insurance Compe...	-286.90
Total Priority Health				-286.90
RICOH USA, INC (IL)				
Check	08/23/2024	Invoice #5069882865	941 · Copy Machine	-316.97
Total RICOH USA, INC (IL)				-316.97
Sailing Magazine				
Check	08/26/2024	12 months, 10 issues	959.120 · Periodicals	-28.00
Total Sailing Magazine				-28.00
T Mobile				
Check	09/06/2024	hotspots	959.320 · Digital Content Databases	-150.50
Total T Mobile				-150.50
Traf-Sys Inc.				
Check	09/05/2024	Upgraded people counter	976 · Technology	-561.00
Total Traf-Sys Inc.				-561.00
Unique Management Services, Inc.				
Check	08/23/2024	Collection fees, invoice #6129424	728 · Collection Expenses	-9.85
Total Unique Management Services, Inc.				-9.85
Wall Street Journal				
Check	08/22/2024	4 week subscription	959.120 · Periodicals	-38.99
Total Wall Street Journal				-38.99
TOTAL				-35,181.28

Balance Sheet

As of September 16, 2024

	<u>Sep 16, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
001 · Checking Regular 2041	75,780.87
003 · Square Macatawa 9464	1,273.35
010 · PettyCash	150.00
012 · Huntington Construct Chkg 8303	5,455.62
017 · Michigan CLASS	
017.01 · Michigan CLASS - General Fund	680,852.76
Total 017 · Michigan CLASS	<u>680,852.76</u>
018 · U.S. Bank SLGS	
018.01 · U.S. Bank Construction	102,204.05
018.02 · U.S. Bank Bond Payment	21,743.28
Total 018 · U.S. Bank SLGS	<u>123,947.33</u>
Total Checking/Savings	887,459.93
Other Current Assets	
022 · Accts Receivable	11,102.76
130 · Prepaid Expense	4,036.50
Total Other Current Assets	<u>15,139.26</u>
Total Current Assets	<u>902,599.19</u>
TOTAL ASSETS	<u>902,599.19</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
202 · Accts Payable	3,550.50
209 · Health Ins Payable	51.29
210 · Payroll Liabilities	4,481.41
220 · Accrued Payroll	8,174.72
223 · Due to F.O.L.	1,106.41
Total Other Current Liabilities	<u>17,364.33</u>
Total Current Liabilities	<u>17,364.33</u>
Total Liabilities	17,364.33
Equity	
390 · Fund Balance	148,565.63
392 · Restricted F.B. for New Bldg	172,882.84
394 · Restricted F.B. for Debt Serv	204,231.86
396 · Committed Capital Fund	650,000.00
Net Income	-290,445.47
Total Equity	<u>885,234.86</u>
TOTAL LIABILITIES & EQUITY	<u>902,599.19</u>

Saugatuck-Douglas District Library
Profit & Loss Budget vs. Actual - OPERATING
July 2024 through June 2025

	<u>Jul '24 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Income				
400 · Millage				
400.100 · COVODouglas	0.00	105,500.00	-105,500.00	0.0%
400.200 · City	0.00	99,500.00	-99,500.00	0.0%
400.300 · Twp	0.00	214,000.00	-214,000.00	0.0%
Total 400 · Millage	0.00	419,000.00	-419,000.00	0.0%
520 · USF	395.82	3,000.00	-2,604.18	13.2%
539 · State Aid	2,940.14	5,700.00	-2,759.86	51.6%
608 · Fines & Fees	2,246.87	5,000.00	-2,753.13	44.9%
655 · Penal Fines				
655.100 · Penal Fines Allegan County	6,265.70	24,000.00	-17,734.30	26.1%
655.200 · Herrick-LaketownFunds	3,470.08	12,500.00	-9,029.92	27.8%
Total 655 · Penal Fines	9,735.78	36,500.00	-26,764.22	26.7%
664 · Interest	199.70	1,000.00	-800.30	20.0%
665 · Investment Earnings	8,485.19	37,000.00	-28,514.81	22.9%
671 · Other Revenue	3,860.23	4,000.00	-139.77	96.5%
674.100 · General Donations	899.00	3,000.00	-2,101.00	30.0%
675 · FOL	1,559.00	10,000.00	-8,441.00	15.6%
Total Income	30,321.73	524,200.00	-493,878.27	5.8%
Gross Profit	30,321.73	524,200.00	-493,878.27	5.8%
Expense				
701 · Payroll Expenses	68,608.22	293,000.00	-224,391.78	23.4%
727 · Office Supplies	474.63	2,700.00	-2,225.37	17.6%
728 · Collection Expenses	456.56	2,500.00	-2,043.44	18.3%
729 · Custodial Supplies	341.31	2,100.00	-1,758.69	16.3%
730 · Youth Services Supplies	1,939.75	3,100.00	-1,160.25	62.6%
731 · Postage	12.76	700.00	-687.24	1.8%
801 · Professional Services	1,025.00	18,000.00	-16,975.00	5.7%
803 · Coop Services (LLC)	3,564.50	16,000.00	-12,435.50	22.3%
850 · Phone & Internet	714.35	4,500.00	-3,785.65	15.9%
880 · Programs	1,559.93	10,000.00	-8,440.07	15.6%
900 · Publicity & Printing	374.96	2,500.00	-2,125.04	15.0%
920 · Utilities	5,320.42	27,000.00	-21,679.58	19.7%
930 · Building Maintenance	6,473.35	40,000.00	-33,526.65	16.2%
941 · Copy Machine	992.75	3,600.00	-2,607.25	27.6%
956 · Lost materials	42.05	300.00	-257.95	14.0%
957 · Technology	894.10	8,000.00	-7,105.90	11.2%
959 · Materials				
959.100 · Print Materials				
959.110 · Print Books	5,583.61	27,500.00	-21,916.39	20.3%
959.120 · Periodicals	978.92	6,000.00	-5,021.08	16.3%
Total 959.100 · Print Materials	6,655.92	33,500.00	-26,844.08	19.9%

	<u>Jul '24 - Ju...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
959.200 · Other				
959.210 · DVDs	569.49	3,000.00	-2,430.51	19.0%
959.220 · Audio Books	123.16	400.00	-276.84	30.8%
Total 959.200 · Other	692.65	3,400.00	-2,707.35	20.4%
959.300 · Electronic				
959.310 · E-Books	1,106.26	6,000.00	-4,893.74	18.4%
959.320 · Digital Content Databases	4,439.58	32,500.00	-28,060.42	13.7%
Total 959.300 · Electronic	5,545.84	38,500.00	-32,954.16	14.4%
Total 959 · Materials	12,894.41	75,400.00	-62,505.59	17.1%
961 · Travel/Conference	600.00	3,000.00	-2,400.00	20.0%
962 · Dues	514.00	1,000.00	-486.00	51.4%
964 · Tax Charge Backs	41.09	500.00	-458.91	8.2%
965 · Insurance	4,338.50	7,800.00	-3,461.50	55.6%
970 · Capital Expenditures	0.00	2,500.00	-2,500.00	0.0%
Total Expense	111,182.64	524,200.00	-413,017.36	21.2%
Net Income	-80,860.91	0.00	-80,860.91	100.0%

Saugatuck-Douglas District Library
Profit & Loss Budget vs. Actual - CAPITAL
 July 2024 through June 2025

	<u>Jul '24 - Jun 25</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
405 · Bond Levy				
405.100 · COVODouglas	0.00	59,850.00	-59,850.00	0.0%
405.200 · City	0.00	56,350.00	-56,350.00	0.0%
405.300 · Twp	0.00	120,910.00	-120,910.00	0.0%
Total 405 · Bond Levy	0.00	237,110.00	-237,110.00	0.0%
665 · Investment Earnings	532.08			
Total Income	532.08	237,110.00	-236,577.92	0.2%
Gross Profit	532.08	237,110.00	-236,577.92	0.2%
Expense				
971 · New Library Building				
972 · Construction	4,634.22	0.00	4,634.22	100.0%
974 · Design	3,395.66	0.00	3,395.66	100.0%
975 · Furnishings	14,795.82	0.00	14,795.82	100.0%
976 · Technology	561.00	0.00	561.00	100.0%
971 · New Library Building - Other	0.00	75,000.00	-75,000.00	0.0%
Total 971 · New Library Building	23,386.70	75,000.00	-51,613.30	31.2%
991 · Debt Service - Principal	125,000.00	125,000.00	0.00	100.0%
992 · Debt Service - Interest	60,659.38	119,443.00	-58,783.62	50.8%
Total Expense	209,046.08	319,443.00	-110,396.92	65.4%
Net Income	<u>-208,514.00</u>	<u>-82,333.00</u>	<u>-126,181.00</u>	<u>253.3%</u>

LIBRARIAN'S REPORT

Submitted by Ingrid Steen Boyer
September 18, 2024

PROGRAMS

- Children & Youth:
 - Our first fall storytime is on September 17.
 - We are working with the same reindeer farm we used last year to do an all-ages event in December. We are hoping to once again partner with the Douglas Elementary School Parent Teacher Organization. The model train club will also be there. We are still finalizing the date. (SP 2.2, 2.3)
 - We have a volunteer who will be teaching an afterschool quilting class.
- Adult: We have a really great line-up for fall programs. The library will be BUSY. (SP 2.2, 2.3)
 - 6 week landscape painting class taught by Anne Corlett
 - Program on Handling Grief Over the Holidays presented by Hospice of Holland
 - Jack Ridl poetry reading/book release
 - Puzzle Competition
 - Cookbook Club resumes in December
 - Gelli Printmaking/Holiday card class
 - Family History 101 with the History Center, including introduction to Ancestry.com database
 - All of our weekly groups: Bridge, Mah Johngg, Open Studio Art, knitters/makers and book discussions

FINANCE & CONTRIBUTIONS:

- Our annual audit is scheduled for October 1, 2024.

BUILDINGS & GROUNDS:

- We will be discussing the Master Plan document prepared by HED at our meeting on September 18. (SP 1.1)

MARKETING

- Nothing to report.

COLLECTIONS:

- Weeding projects are ongoing. We are currently finishing up with the Juvenile Fiction section, aka "Chapter Books." As part of the project we are incorporating new shelving components that make materials more attractive and accessible to browsers. (SP 3.2)

HUMAN RESOURCES

- Marlee Alexander and Jennell Lehman will be attending the Michigan Library Association's annual meeting in Traverse City in October. (SP 1.2)
- At our staff meeting on September 10, a representative from the Municipal Employee Retirement System (MERS) spoke to us about retirement savings plans. All full-time employees currently participate in both a 457 and Defined Contribution plan. All staff are eligible to set-up

and contribute to a 457 plan.

TECHNOLOGY

- Nothing to report.

MEETINGS & PARTNERSHIPS

- August 8: Attended the LLC Board and Advisory meetings
- August 15: Attended the Allegan County Library Association
- September 9: I attended a STEM training at the Spring Lake District Library. This was an event I helped plan as part of the LLC Continuing Education Committee.
- September 11: Sarah Goy and I met with Barri Rosenthal to plan upcoming art programs. Barri is on the board of the Saugatuck-Douglas Art Club.

STATISTICS

- We are still waiting on a few reports. Statistics for July and August will be included in next month's report.



SAUGATUCK-DOUGLAS
DISTRICT LIBRARY

2024-2026 STRATEGIC PLAN

Master Plan & Construction Update
September 18, 2024

GOAL #1: Ensure Stability & Growth

Provide the foundation needed for long term success

Objective 1: Transparent financial stewardship

- Engage the services of a financial consultant
 - Set multi-year operating budget in alignment with strategic priorities and economic trends
 - **Set long-term goals for investment and capital development** (The Master Plan outlines options future building expansion, including costs.)
 - Explore debt repayment options
- **Close out the construction project and budget by exploring possible interior and exterior building improvements** (The options presented in the Master Plan have ramifications for space planning and what improvements can be implemented in the short-term.)
- **Prepare for future operating millage renewals** (If the board determines that building expansion is desirable in the next 15-20 years, a funding plan should be in place. The board would have to decide whether to allocate investment earnings to the operating budget or if some millage funds should be set aside for long-term capital improvements.)



GOAL #1: Ensure Stability & Growth

Provide the foundation needed for long term success

Objective 1: Transparent financial stewardship



- Engage the services of a financial consultant
 - Set multi-year operating budget in alignment with strategic priorities and economic trends
 - **Set long-term goals for investment and capital development** (The Master Plan outlines options future building expansion, including costs.)
 - Explore debt repayment options
- **Close out the construction project and budget by exploring possible interior and exterior building improvements** (The options presented in the Master Plan have ramifications for space planning and what improvements can be implemented in the short-term.)
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ANALYSIS / SITE+ZONING



BOUNDARY

 property line

BUILDING

 fully enclosed existing building
 overhead cover; not fully enclosed

NO-BUILD ZONES

 site setbacks per ordinance - no building allowed
 utility easements - no building allowed

DISCUSSION:

The library property is actually split on the Douglas zoning map (see current map in the report Appendix):

The front half is considered **C-1 Village Commercial District**

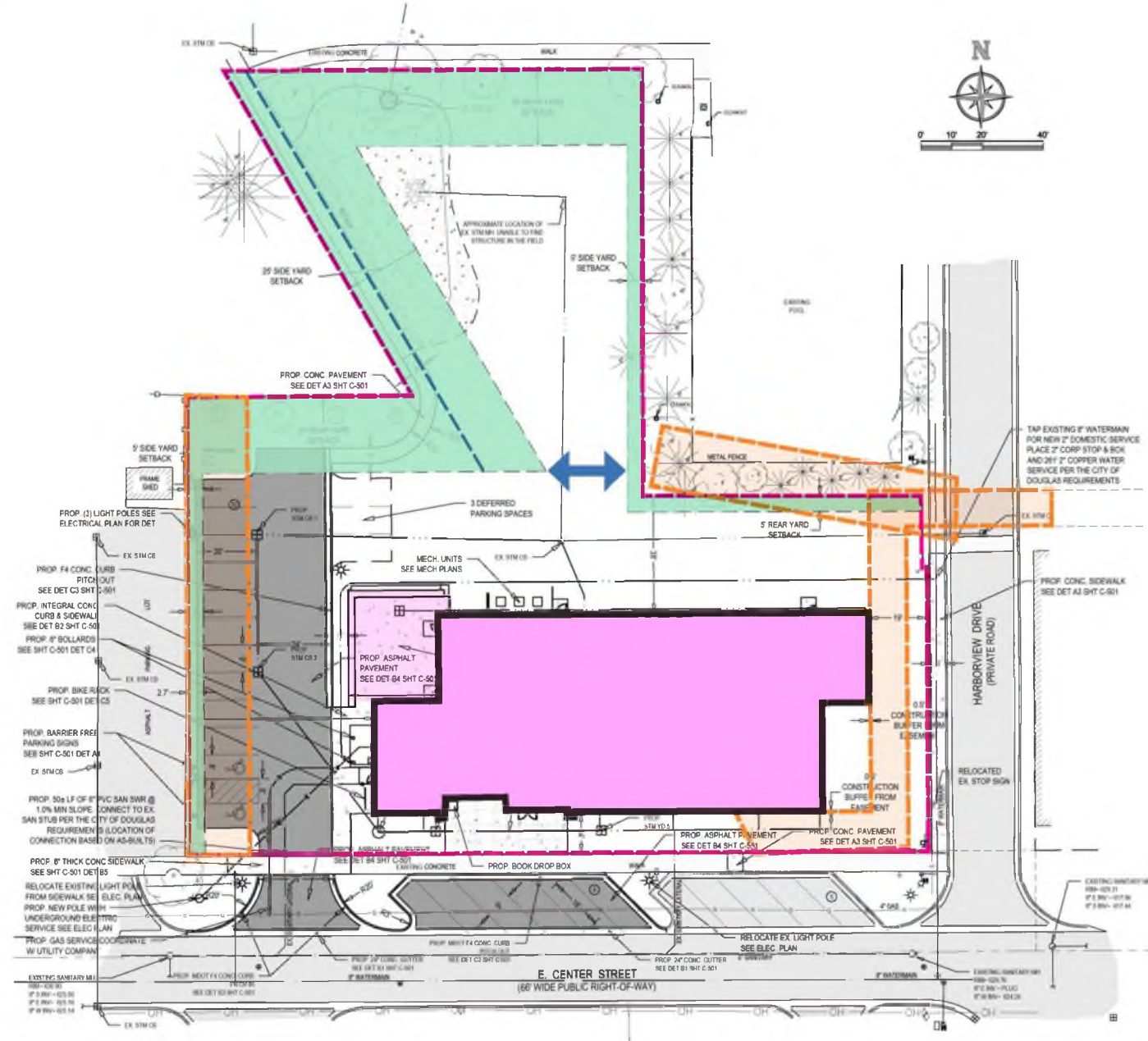
- Max lot coverage : 80%
- Setbacks: 0' front, 5' side (or zero for commercial bldg. on lot line), 25' rear

Back half (the triangle) is **C-2 General Commercial District**

- Max lot coverage: 50%
- Setbacks: 10' front, 5' side, 25' rear

Then there is a **C1-C2 PUD Overlay** and the site is within the **DDA boundary**.

The setbacks create a bottleneck condition (blue arrow) that challenges connection of built elements on the north and south ends of the site. With the support of neighboring landowners, it could be possible in the future to seek a **variance** on the setbacks that would allow the reduction of setback size on the angled side of the site to relieve this bottleneck (see impact of blue dashed line), but the analysis at the right assumes that the existing restrictions remain.







ANALYSIS / UTILITIES


BOUNDARY

 property line

EXISTING UTILITIES

-  domestic water line (from main on Harborview Drive)
-  gas service (from main on Center Street)
-  sanitary drain (exits building to Center Street main)
-  stormwater drainage (PUD drainage must be maintained onsite)

UTILITY EASEMENTS + OTHER

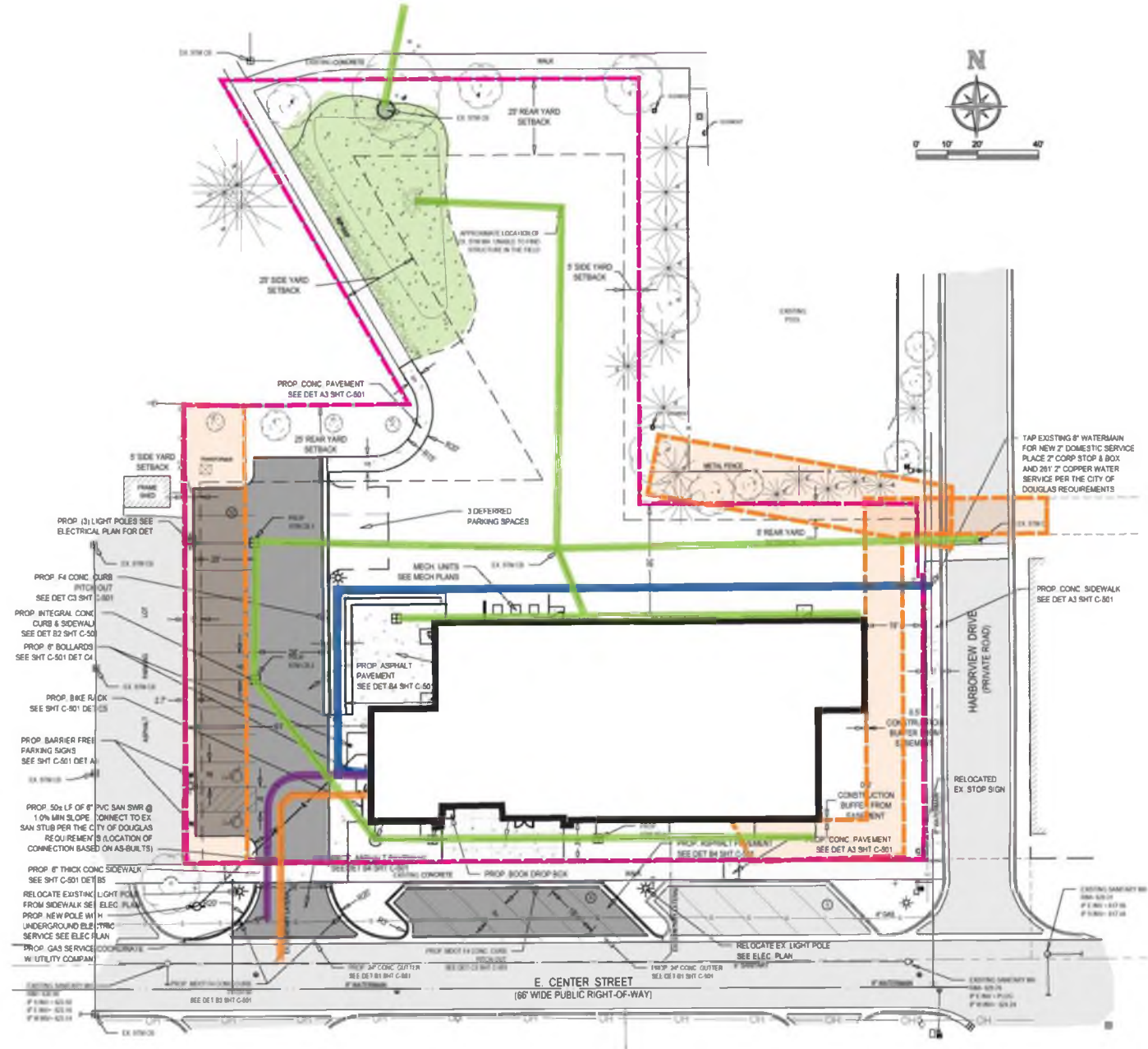
-  utility easements - no building allowed
-  stormwater basin for PUD

DISCUSSION:

As with zoning-based setbacks, **the placement of utilities will have some impact on the buildable opportunities onsite.**

Service entry for gas and water, and sanitary drain exit, occur on the West side of the building; changing this would require edits to the interior configuration of the Library.

Some alterations are possible to the routing for the incoming domestic water line and the stormwater drainage lines that surround the building; however, it should be noted that a condition of the PUD is that stormwater for the PUD will be internally managed within its boundaries. Stormwater for this site, the private Harborview drive, and the remaining portion of the PUD to the north is currently managed by the stormwater basin onsite. Making significant changes to this arrangement would require underground stormwater storage, which can be a costly endeavor.



CONCEPTS KEY

DISCUSSION:

The design team targeted five possible concepts for further exploration. Some offer greater potential than others, and each will be discussed in greater detail on the pages that follow. They are, briefly:

NOT VIABLE:

A // West: Create a connection out the west side of the building and place addition on that side.

MINIMALLY/SOMEWHAT VIABLE:

B // Infill Southeast Corner: Expand the southeast corner to fill the available area within the utility easements.

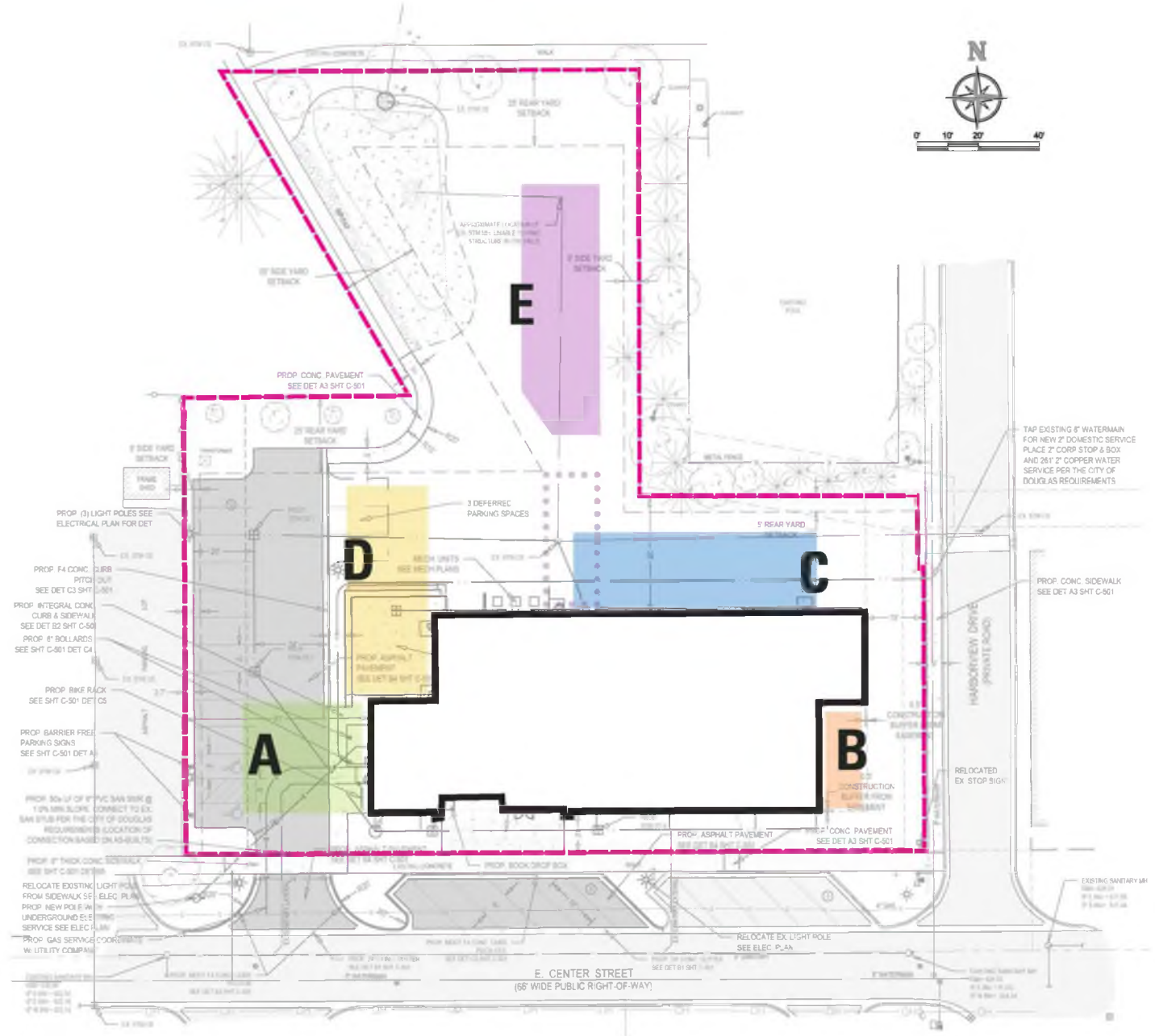
C // North: Add a long, skinny addition on the north side.

VIABLE:

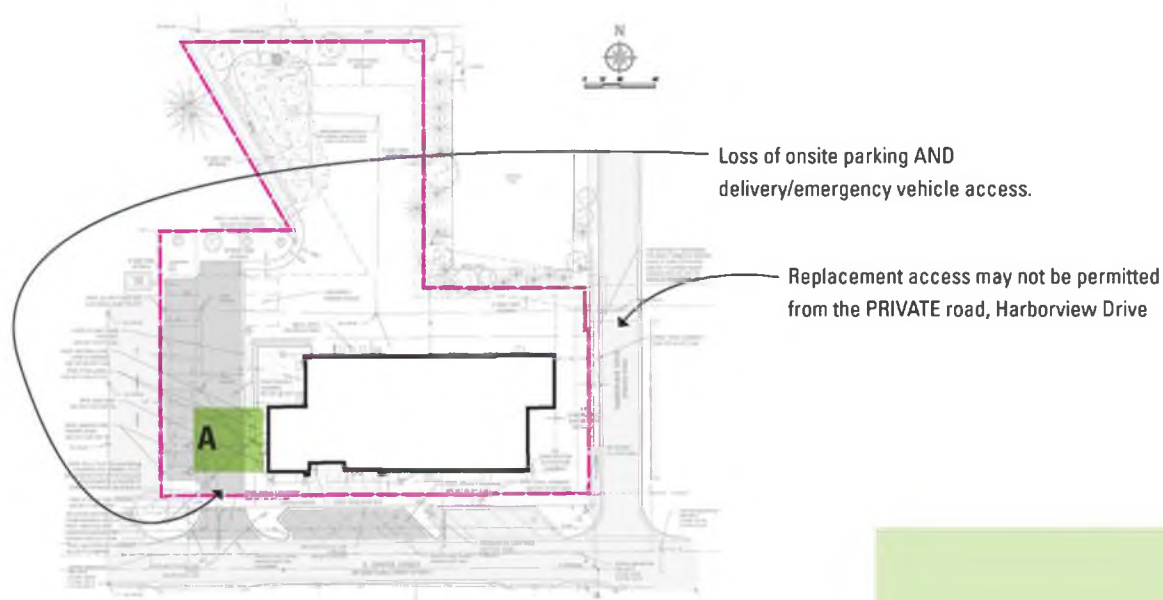
D // Reimagine Outdoor Covered Space: Enclose, expand, or demolish and reconstruct outdoor covered space. Note: the net gain of this option is lessened by the existing covered space being sacrificed.

...AND "STRETCH" OPTIONS:

E // Reach Northward: There are possible versions of using the north half of the property that range from completely independent to various degrees of physical connection.



NOT VIABLE: CONCEPT A



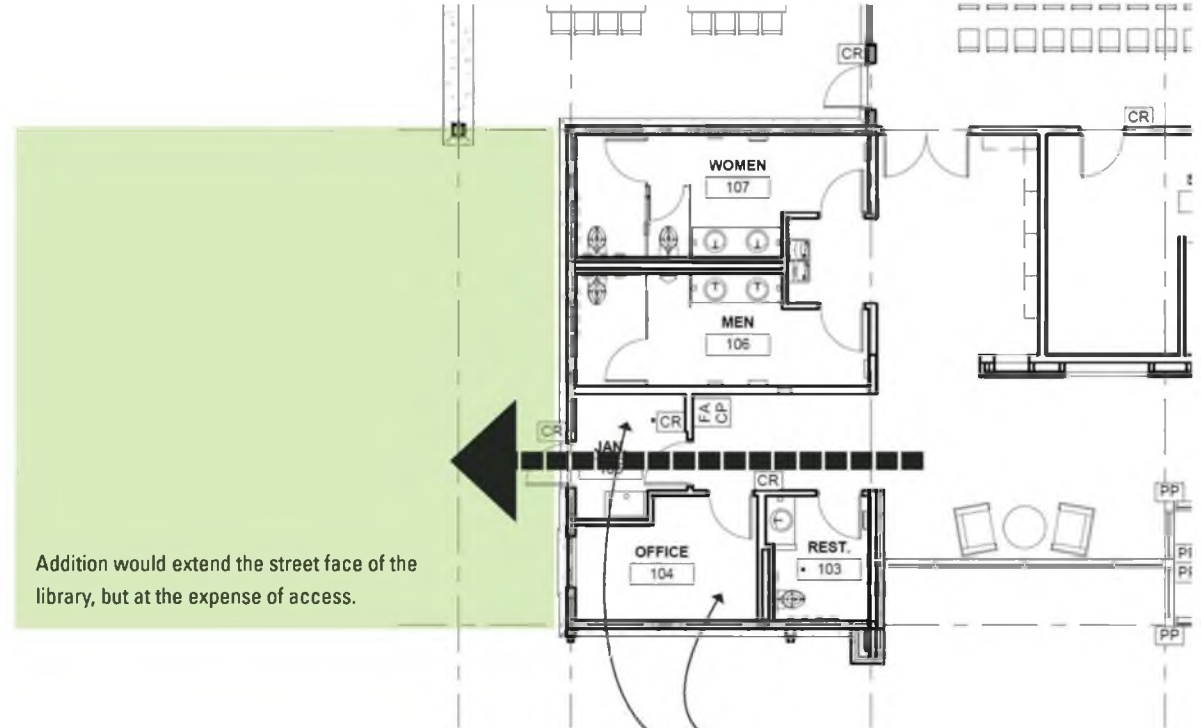
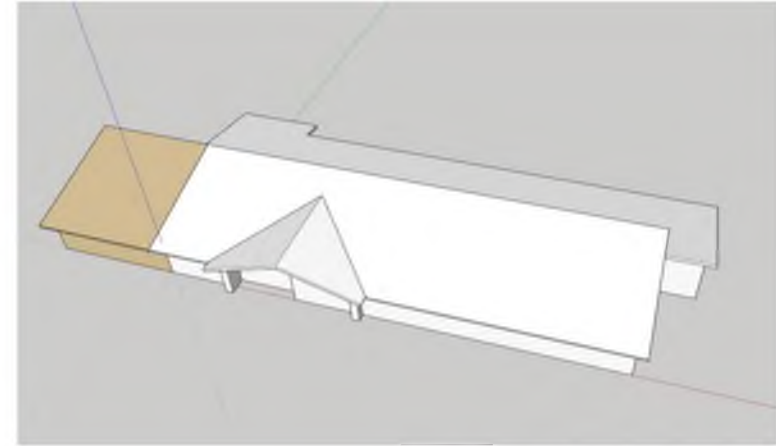
APPROX SF GAINED: 1300SF

DISCUSSION:

To the west, the length of an addition is limited by the existing easement and could extend only about 40' past the existing building wall. At this length, however, it would block any possibility of retaining the onsite parking existing on the site, and would deny access for fire trucks and other emergency vehicles, as well as for typical deliveries. The outdoor space could remain or even expand, but would be cut off from street life. Replacement drive access from private road Harborview Drive is unlikely to be allowed.

Additionally, to connect an addition in this location to the building, the Janitor's Closet (and its utilities) would need to be relocated, and there would be a significant increase in public traffic past the director's office.

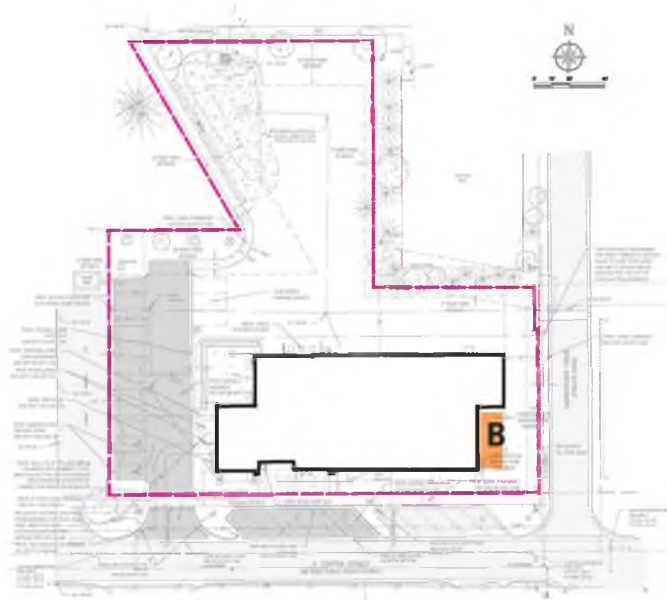
For all of these reasons, this option was determined to be not viable.



Addition would extend the street face of the library, but at the expense of access.

New connector would increase public traffic in front of director's office and require relocation of janitor's closet and utility items

MINIMALLY VIABLE: CONCEPT B

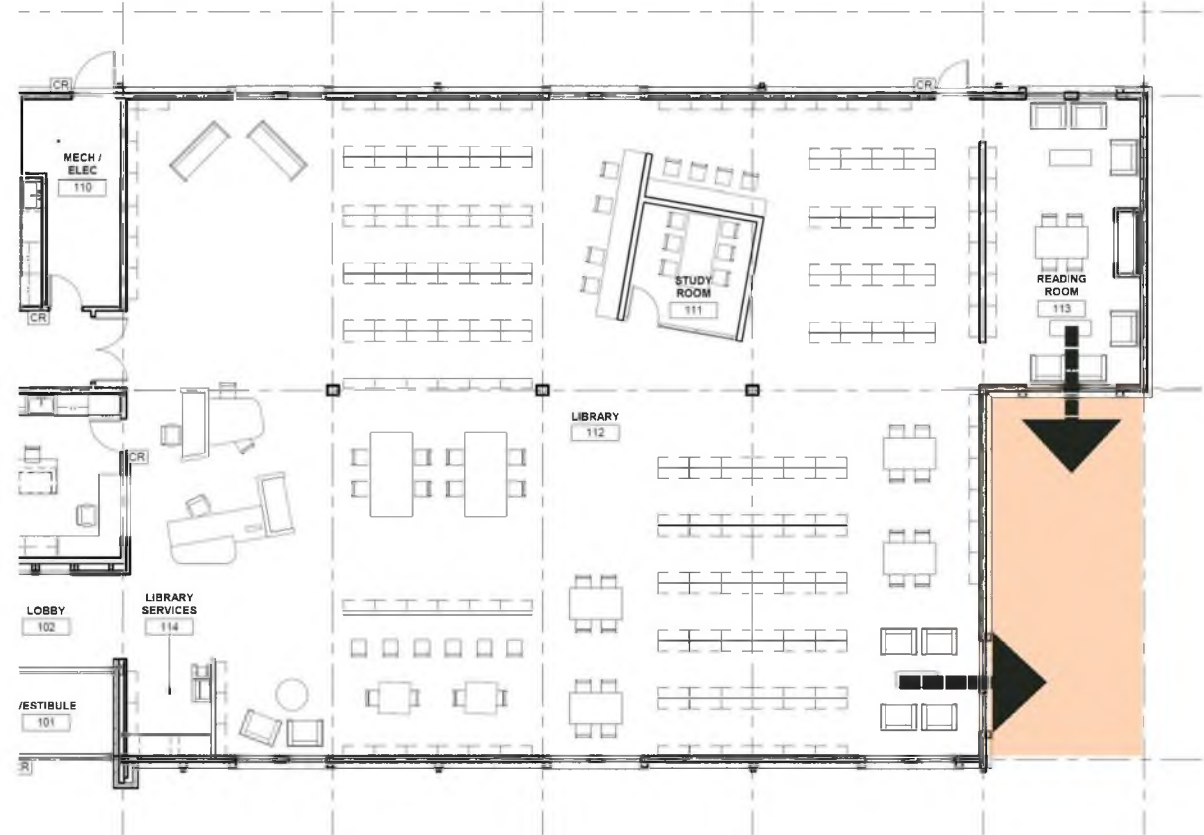
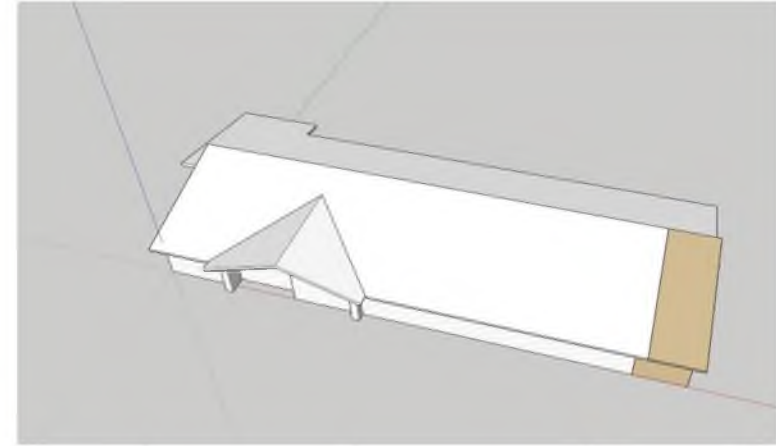


APPROX SF GAINED: LESS THAN 500SF

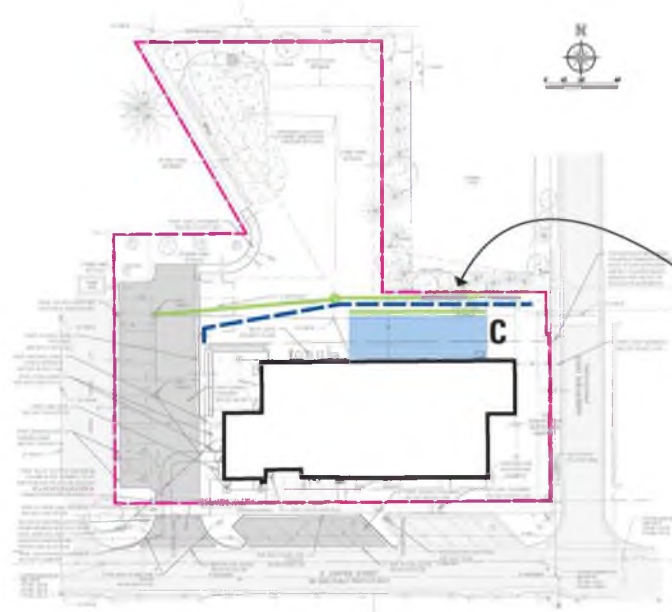
DISCUSSION:

As shown at right, entry to a new space could be achieved from either the west or north, and the space could offer either additional reading room space, a group room, or a small amount of collection expansion.

The indent at the corner was originally conceptualized as a way to relieve the long front massing of the building, bring south light into the casual Reading Room 113, and provide an opportunity to inject art into the site with a possible future sculpture plaza at the street corner. With a maximum footprint of less than 500SF possible within the easements and setbacks, this concept was considered a minimally viable option because the cost-to-benefit ratio would be low to add such a small amount of space, and it would go against the principle of these three original goals.

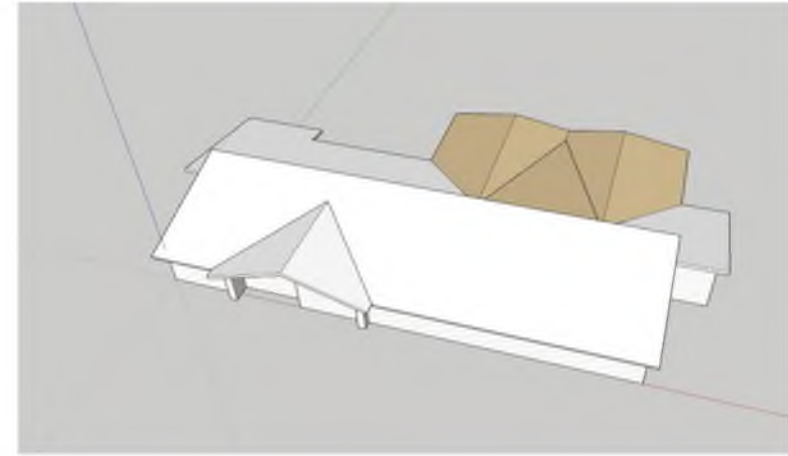


SOMEWHAT VIABLE: CONCEPT C



Stormwater line, catch basin and domestic water lines would need to be moved northward

Shown with limited length to maintain existing mechanical room access and onsite units

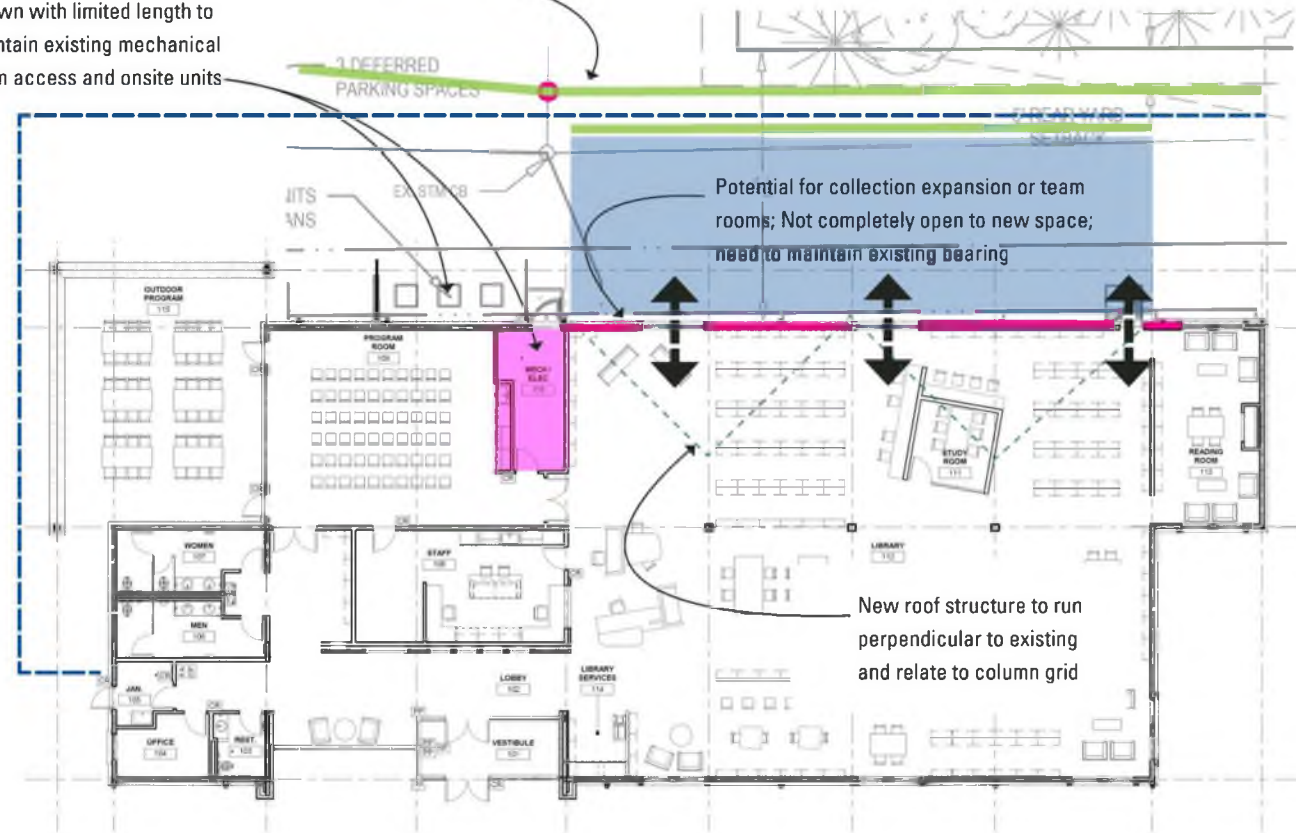


APPROX SF GAINED, AS SHOWN: 2000SF

DISCUSSION:

There is a potential to add space along the north side of the building, but achieving this extra space is not without challenges -- including cost to modify utilities and structure, and likely negative impact to the existing interior space from reduction of north daylight.

The existing catch basin, storm line and domestic water line would need to be moved out of the potential new footprint. The new roof structure would be complicated by the need to run perpendicular to the existing unless it was a flat roof, since the existing eave is not high enough to continue the roof line on its current slope. The existing roof bears on the north wall, so the new concept would need to keep this bearing support or rework structure entirely, so the new space would not be wide open to the existing collection space and would reduce existing daylight to the center of the plan.



VIABLE: CONCEPT D

Stormwater line and domestic water lines would need modification

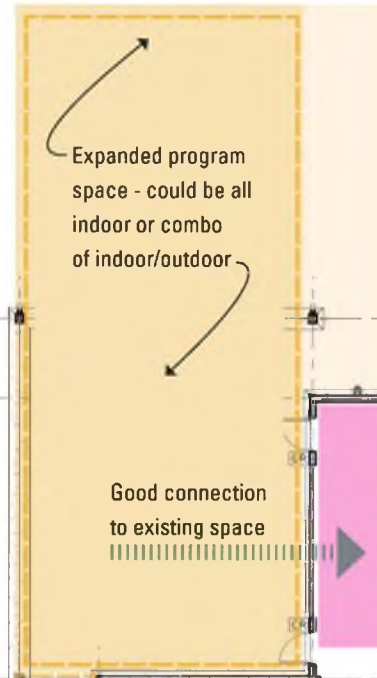


APPROX POSSIBLE ADDITION FOOTPRINT, AS SHOWN: 1600-2000SF
 *net gain is about half since total includes footprint of existing outdoor covered space

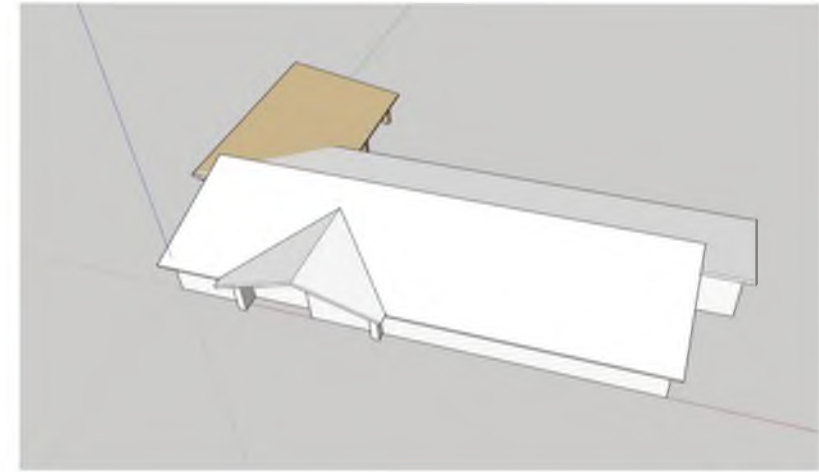
DISCUSSION:

Enclosing the outdoor program space for usable interior space is not as simple as building a wall under the roof; at minimum, new foundations would be needed, and it could prove simpler to demolish the canopy altogether to clear the way for a new addition.

Expansion could provide additional program space, while allowing for domino effects to moving Youth activities and creating some additional space within the main library for collection increase. Additionally, the diagram suggests it may be necessary to "bump out" the toilet rooms for additional fixture capacity in each, as program capacity grows and brings additional demand (and code requirement) for toilets.



Possible toilet count increase



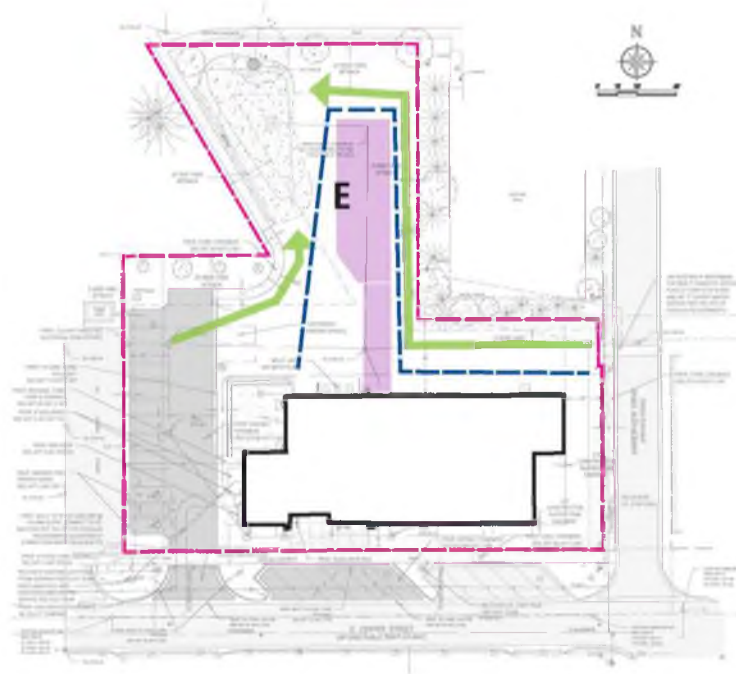
STRETCH OPTIONS: CONCEPT E



E.1 // LOWEST SITE IMPACT

DISCUSSION:

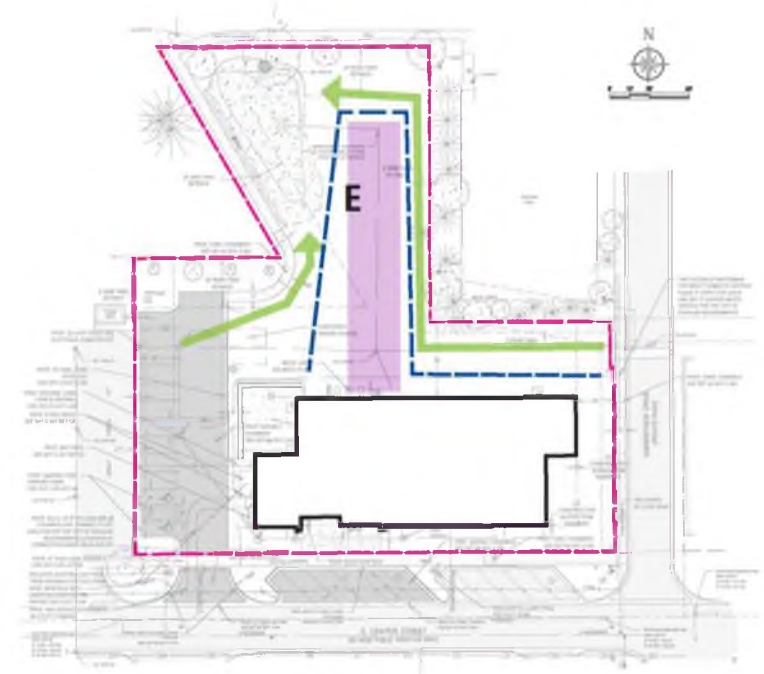
If the connection between the existing library and the newly built space is gardens and site space, existing domestic water lines and most stormwater lines can remain in place, with just the northern leg of the stormwater outlet requiring relocation. Since the building would be separate, it could be ideal for program space, but would need toilets and a water and sanitary connection.



E.2 // SIGNIFICANT SITE IMPACT

DISCUSSION:

If a physical connection between the existing library and the newly built space is necessary, existing domestic water lines and most stormwater lines will most likely need to be rerouted around the new construction.

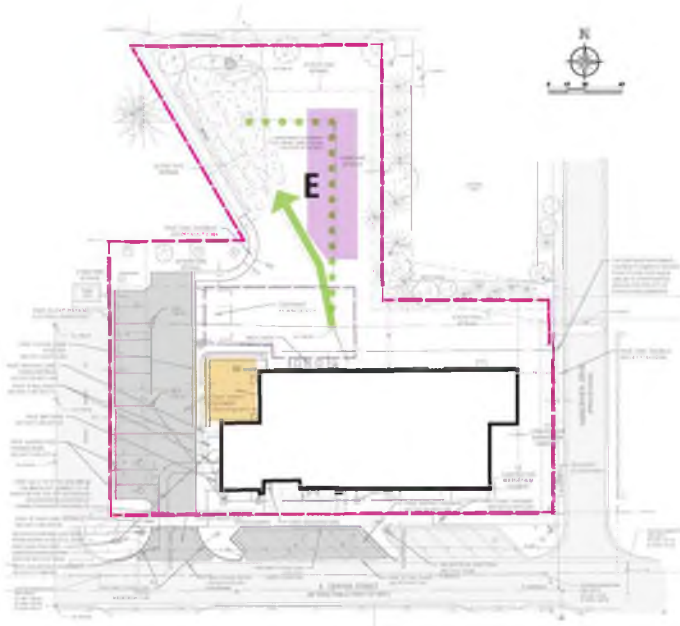


E.3 // WITH SETBACK VARIANCE

DISCUSSION:

The addition could potentially take a more rectangular form, but only if the Library chooses to pursue a zoning variance to relieve the impact of the diagonal setback.

a closer look at one version of CONCEPT E...

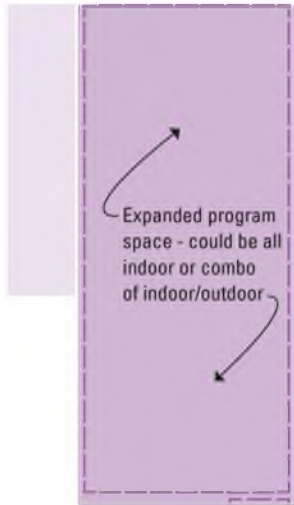


APPROX POSSIBLE ADDITION FOOTPRINT: maximum footprint would depend on additional detailed study of site utilities, but footprint shown approximately matches the size of Option D (2000SF) for comparison purposes.

DISCUSSION:

The sketch at right suggests the creation of a northern programming-focused building with its own toilet facilities, which raises the possibility of using this space on a different schedule than the main Library building, potentially for after-hours programming, or for separating the noise and energy of programs from spaces that would benefit from more quiet focus.

Although a placement of the addition at the rear of the lot introduces a larger number of variables and potential costs, it offers a significant benefit in the ability to retain the current covered outdoor space for the Library's use, perhaps as a youth-focused program and playspace. Site space between the existing and new could be thoughtfully developed for outdoor reading space and site amenities.



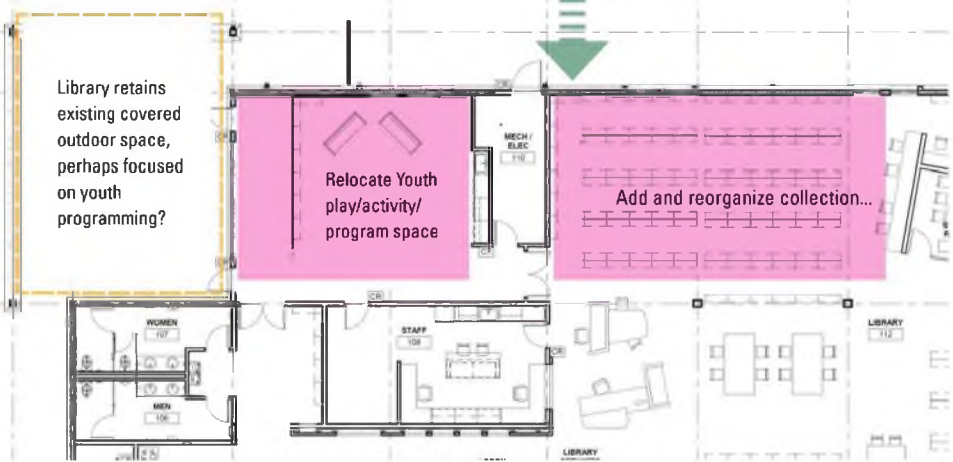
Expanded program space - could be all indoor or combo of indoor/outdoor

Entry area includes Toilets to serve detached building

Ability to develop connective site amenities between the two pieces



Assumed outdoor connection. A fully continuous covered walkway may be limited by subgrade utilities if they are not rerouted.



Library retains existing covered outdoor space, perhaps focused on youth programming?

Relocate Youth play/activity/program space

Add and reorganize collection...

WOMEN 707
MEN 106

STAFF 108

MECH / ELEC 110

LIBRARY 112

LIBRARY

Construction Budget Status

- The 2024-2026 Strategic Plan was approved in January of 2024. At that time, we had approximately **\$172,000** remaining in the construction budget
- We currently have approximately **\$102,000**
- 2024 Construction Expenses (to date)
 - HED Site Study and Master Plan document
 - Legal and financial fees related to setting up tax compliant accounts (SLGS)
 - Furniture (nesting display tables, stacking children's chairs, shelving components)
 - New card access system
 - Landscaping improvements
 - Technology purchases (new computers, monitors, printers, wireless microphones for program room, people counter)



QUESTION: How do we spend the remaining \$102,000?

- Natural playscape features in the backyard
- Formal, hardscaped reading nook on the southeast corner
- Sculptural screen for west side of the patio
- Reconfigured cabinetry at service desks
- Additional Learning Panels for the Children's Section
- Others???



Option #1: Natural Playscape

- The number and type of features would be limited by the footprint of potential building expansions
- I have spoken to the Outdoor Discovery Center and they are interested in working with us.
- Maximum Cost: \$85,000 (This would be *if* we utilized the entire lot. The project is scalable depending on what features we would like to include.)
- We could include some raised beds to add community garden features. I saw an example of this at the Leighton Township Library. The Herrick North Branch also had a few raised beds in their layout. Ours would have to be *very* deer proof.









Option #2: Hardscaped Reading Nook/Patio

- This is an option only if we determine the Master Plan's Concept A is not viable
- We have a proposal from Ecogardens that includes stone pavers, a fountain and stone benches. This proposal can be scaled down with lower cost materials.
- Maximum Cost: \$71,545.46
 - Patio and Fountain = \$49,780 (Savings of \$10,000 if we opted for gravel instead of pavers. Additional savings if we opted for a more simple water feature.)
 - Benches = \$21,764.58 (These are *super* high-end stone benches. We could select something less expensive.)
- This would require ongoing maintenance \$\$







GFRC - Lightweight
Concrete

[View GFRC - Lightweight Concrete Textures & Order Samples](#)







Option #3: Sculptural Screen for Patio

- Master Plan Concept D is not compatible with this project *unless* the artwork is designed so that it could be relocated to another area of the property.
- This project was suggested by Tracy Sweeney from HED. It would add interest and serve as shade and wind block. This would make the space more functional and conducive to outdoor programs.
- Cost: ???
- I have not explored this option except to brainstorm local artists who we might consult. We would likely need guidance on how best to commission a piece like this.
- If Concept D is the most likely expansion option, we could look into simpler, cheaper screening options.



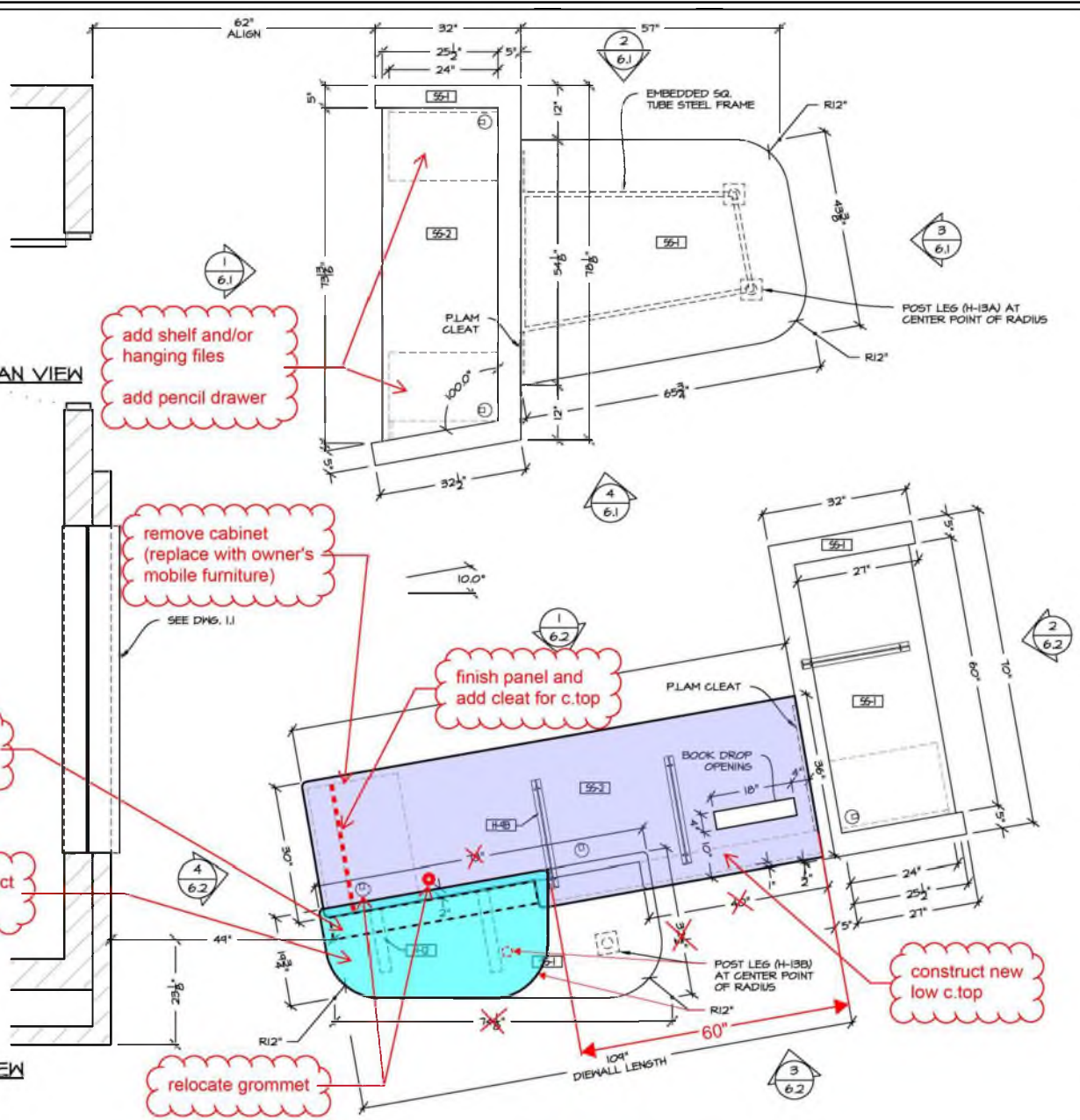
Option #4: Service Desk Cabinetry Revisions

- The circulation and reference desks casework were designed with cabinets to accommodate large CPUs. Our desktop computers are actually quite small. The current cabinets are not very functional. We would replace existing cabinets with versions that have pencil drawers, box drawers and hanging files or shelves.
- We began this discussion with our HED team prior to building completion, but it was dropped. I don't recall why.
- Cost: Based on my imperfect memory, estimated cost was \$8,000. We would not need all of the adjustments that were proposed.
- I made some attempts to connect with the vendor. I need to be more persistent.



1
6.0
112 LIBRARY RESOURCE DESK PLAN VIEW
1/2"=1'-0" ARCH REF: A-101

2
6.0
112 LIBRARY CIRC DESK PLAN VIEW
1/2"=1'-0" ARCH REF: A-101



add shelf and/or hanging files
add pencil drawer

remove cabinet (replace with owner's mobile furniture)

finish panel and add cleat for c.top

modify / reduce length of tall diewall

modify or construct new high c.top

construct new low c.top

relocate grommet

Britten
WOODWORKS

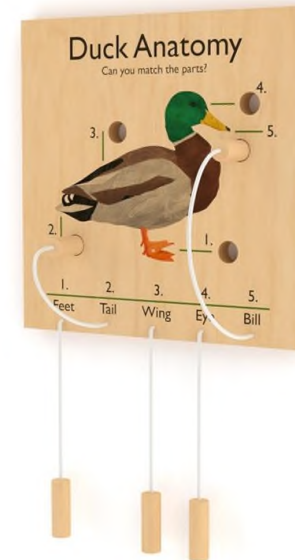
DRAWING INFORMATION

DESCRIPTION	PROJECT	CUSTOMER
	SAUGATUCK - DOUGLAS DISTRICT LIBRARY	A16 CONSTRUCTION
DRAWING SET		
SUBMITTAL		
SCALE		
NONE		
DRAWN BY:		
DAN SANDERSON		
DATE:		
5/17/19		
JOB NUMBER		
19075		
SHEET NUMBER		
6.0		

C:\Users\Dan.sanderson\OneDrive\Documents\112 Library\112 Library.dwg 16.01 - May 22, 2019 2:33pm - dan.sanderson

Option #5: Learning Panels for Children's Area

- At the time of construction, we installed 8 interactive endcap panels for the Children's Room. Purchasing additional panels would allow us to rotate them on a regular schedule. It would keep the space fresh, especially for those families and children who visit often.
- Cost: \$3000 to \$6000 depending on how many we purchase. Includes delivery and installation.



Next Steps

- Determine which, if any, of the Concepts presented in the Master Plan are viable.
- Based on those determinations, decide which of the optional construction projects are viable. Prioritize which one(s) we should follow-up on.
- Create an ad hoc committee to advise the director and library staff as they pursue different options and evaluate costs.
- Follow-up with full board for approvals
- Revisit long-term financial considerations as part of ongoing budget and millage planning.

