



**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING PACKET
TUESDAY, MAY 17, 2022, 7:00 p.m.**

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**NOTICE OF LIBRARY BOARD MEETING
TUESDAY, MAY 17, 2022
7:00 p.m.**

**The Saline District Library Board will be holding its monthly meeting to
conduct regular business at this time.**

This meeting will be held in the Library's Brecon Room.

555 N. Maple Road, Saline, MI 48176

Public comment will be allowed at specified times during the meeting according to Policy 512: Public Discussion at Board of Trustees Meetings.

In advance of the meeting, you may contact the Library Board here:
salinelibrary.org/about/board-of-trustees/

For special accommodations, please contact Interim Library Director, Karrie Waarala:
karrie@salinelibrary.org

**SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING AGENDA
TUESDAY, MAY 17, 2022, 7:00 p.m.**

President Gray _____ Vice President Parsels _____ Secretary Saldaña _____ Treasurer Conn _____
Trustee Bieliauskas _____ Trustee Byron _____ Trustee TerHaar _____
Director Waarala _____ Administrative Assistant Pilarz _____ Friends President Duvall _____

- A. Call Meeting to Order at _____.
- B. Approval of Agenda
Move _____ Second _____ to approve the agenda as presented.
- C. Approval of Past Minutes
Move _____ Second _____ to approve the April 19, 2022 meeting minutes as written.
- D. Public Discussion
Citizens are encouraged to address their concerns and comments. Individuals will be given up to three minutes to address the Board at any one meeting. Trustees will not respond to public comments at meetings.
- E. President's Report
- F. Friends of the Library Report
- G. Financial Reports
Move _____ Second _____ to approve the April financial reports.
- H. Committee Reports
 - 1. Finance
 - 2. Arts
 - 3. Building & Grounds
 - 4. Library Services
 - 5. Staff Excellence

I. Library Director's Report

J. Old Business

1. Library Space Visioning Project

Move _____ Second _____ to move forward with contract negotiations with _____ architect firm for the library's Space Visioning Project.

K. New Business

1. 4th of July weekend

Move _____ Second _____ to close the library for Saturday, July 2 and Sunday, July 3, 2022.

L. Public Discussion

Citizens are encouraged to address their concerns and comments. Individuals will be given up to three minutes to address the Board at any one meeting. Trustees will not respond to public comments at meetings.

M. Adjournment

Move _____ Second _____ to adjourn the meeting at _____.

RECOMMENDED MOTIONS FOR MEETING on May 17, 2022

Move _____ Second _____ to approve the agenda as presented.

Move _____ Second _____ to approve the April 19, 2022 meeting minutes as written.

Move _____ Second _____ to approve the April financial reports.

Move _____ Second _____ to move forward with contract negotiations with _____ architect firm for the library's Space Visioning Project.

Move _____ Second _____ to close the library for Saturday, July 2 and Sunday, July 3, 2022.

Move _____ Second _____ to adjourn the meeting at _____.

DRAFT
SALINE DISTRICT LIBRARY BOARD OF TRUSTEES
BOARD MEETING MINUTES
TUESDAY, APRIL 19, 2022, 7:00 p.m.

Present: President Gray, Vice President Parsels, Secretary Saldaña, Treasurer Conn, Trustee Bieliauskas, Trustee Byron, Trustee TerHaar Director Waarala, Admin. Assistant Pilarz
Others present: Kelly Soerens

Absent: Friends President Duvall,

A. Call Meeting to Order at 6:58 PM.

B. Approval of Agenda

Move TerHaar, Second Gray to approve the agenda as presented. Carried.

C. Approval of Past Minutes

Move Conn, Second Parsels to approve the March 15, 2022 meeting minutes as written. Carried.

D. Public Discussion: The Board welcomed new Head of Youth Services Kelly Soerens.

E. President's Report: None

F. Friends of the Library Report: 1000 Books Before Kindergarten is off to a good start. Ordering new bags to sell in the bookstore.

G. Financial Reports

Move Conn, Second Byron to approve the March financial reports. Carried.

H. Committee Reports

1. Finance: New commercial credit account with cards for departments. Some minor differences came up between QuickBooks and bookkeeper numbers; nice attention to detail by staff in discovering this discrepancy. This is a good time to get bids for accounting services, including expended services like vacation tracking and such. Working on investment policy statement.

2. Arts: Didn't meet.

3. Building & Grounds: Four firms have made proposals to work with us on SDL's Space Visioning Project. We will invite them to a committee meeting for presentations to get a sense of who the committee would recommend to the board. The committee did rule out one of the firms as it was priced significantly above the others.

4. Library Services: Schrant grant proposal for a seed library is endorsed by the committee. Two policies reviewed for consideration later in the meeting.

5. Staff Excellence: Committee supports moving to a full-time Adult Services Librarian. New job descriptions considered.

I. Library Director's Report: Val Mann now leading the art class; Taylor Jacobson is missed. One of the librarians received a full scholarship for a continuing education program. Website redesign is going well, and the company is fantastic to work with.

J. Old Business: None

K. New Business

1. Policy Review

a. Policy 509: Displays & Exhibits

Move Parsels, Second Gray to approve Policy 509: Displays as presented. Carried.

b. Policy 515: Internet

Move Byron, Second Parsels to approve revised Policy 515: Internet. Carried.

c. Policy 602: Assistant Director Job Description

Move Gray, Second TerHaar to approve revised Policy 602: Assistant Director Job Description. Carried.

2. Schrandt Grant to establish a Seed Library at SDL

Move Saldaña, Second Gray to approve Schrandt Grant funding to establish a Seed Library at SDL. Carried.

3. Library Space Visioning Project: Two of the three firms have responded positively to present to the Building & Grounds Committee regarding their proposals for the project; the third firm hasn't responded yet.

L. Public Discussion: None

M. Adjournment

Move Gray, Second Parsels to adjourn the meeting at 7:31 PM. Carried.

CERTIFICATION OF MINUTES

I hereby certify that the foregoing is a true and complete copy of the minutes of a regular meeting of the Board of Trustees of Saline District Library, Washtenaw County, State of Michigan, held at 555 N. Maple Road, Saline, MI 48176 on April 19, 2022 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were approved by the Board of Trustees, were kept, and will be made available as required by said Act.

Secretary, SDL Board of Trustees

Date of Approval

Saline District Library
Bank Reconciliation
Key Bank - General
April 1, 2022 - April 30, 2022

Reference	Date	GL Account	Description	Amount
Bank Statement Summary				
			Beginning Bank Balance	370,630.69
			+ Cleared Deposits & Other Additions	160,373.78
			- Cleared Checks & Other Payments	388,926.89
			Ending Bank Balance	142,077.58
 Open Deposits & Additions				
			Total	0.00
Open Checks & Payments				
	04/29/22		EFTPS	12,612.54
23981	03/24/22	790-964.4	PINCKNEY COMM...	17.99
23987	04/12/22	790-957	ARTHUR ANDREWS	75.00
24003	04/12/22	790-750.1	CHAYA MILCHTEIN	1,200.00
24009	04/19/22	790-880	COLLABORATIVE SUM	213.00
24011	04/19/22	790-750.1	CHAYA MILCHTEIN	420.00
24012	04/19/22	790-750.1	PATTI SMITH	100.00
24014	04/19/22	790-750.1	GARY WENSTRUP	225.00
24015	04/19/22	790-750.1	VALERIE WILSON	200.00
			Total	15,063.53
			Reconciled Bank Balance	127,014.05
 Bank Transactions				
		000-017	TRANSFER TO SUB	(200,000.00)
		000-258	EFTPS	(12,612.54)
		000-258	EFTPS	(9,811.52)
		000-258	EFTPS	(9,514.86)
		790-723	ALERUS RETIRE XFERS	(9,169.73)
		790-920	DTE - ELECTRICITY	(3,522.49)
		000-258.1	5080 MI TAX PYMT	(2,940.98)
		000-008	ALERUS RETIRE XFERS	(2,780.00)
		790-921	DTE - GAS	(1,717.75)
		790-802	STROM CPA	(645.00)
		790-965	BK SERVICE CHRG	(264.26)
		790-965	MERCH FEE & DISC	(81.82)
		000-665.1	INTEREST	2.39
		000-017	TRANSFER FROM AGENCY SUB	150,000.00
			Total	(103,058.56)
			Adjusted General Ledger Balance	127,014.05

Saline District Library
Statement of Financial Position
As of April 30, 2022

Assets

Current Assets		
000-001	Key Bank - General	\$ 127,014.05
000-003	Old National CD 1	105,432.31
000-013	Agency Account (Schrandt)	2,685,058.31
000-013.1	Agency Account-Unrealized Gain	41,373.51
000-017	Agency Sub Account (Investment Account)	6,491,581.85
000-017.1	Agency Sub Account-Unrealized Gain	108,054.24
Total Current Assets		<u>9,558,514.27</u>
Property and Equipment		
Net Property and Equipment		<u>0.00</u>
Total Assets		<u>\$ 9,558,514.27</u>

Liabilities and Net Assets

Current Liabilities		
000-202	Accounts Payable	\$ 19,476.00
000-257	Accrued Payroll	44,466.98
000-258.1	State Payroll Taxes	4,872.84
000-275	MTT Liability	7,797.00
Total Current Liabilities		<u>76,612.82</u>
Long-Term Liabilities		
Total Long-Term Liabilities		<u>0.00</u>
Total Liabilities		<u>76,612.82</u>
Net Assets		
000-343	Reserve-Compensated Absences	50,000.00
000-370	Prepays	45,015.00
000-375	Reserve-Quasi Endowment	3,075,000.00
000-385	Reserve-Unassigned	284,707.00
000-386	Reserve-Building Improvement	1,000,000.00
000-386.1	Reserve-Parking Lot	200,000.00
000-387	Reserve-Equipment Replacement	400,000.00
000-387.1	Reserve-Technology & Internet	500,000.00
000-388	Reserve-Art Fund	77,669.00
000-389	Reserve-Library Development	1,436,597.00
000-389.1	Reserve-Future Developmeent	650,000.00
000-390	General Fund Balance	79,649.52
000-399	Net Position	1,683,263.93
Total Net Assets		<u>9,481,901.45</u>
Total Liabilities and Net Assets		<u>\$ 9,558,514.27</u>

Saline District Library Income Statement

		1 Month Ended April 30, 2022		Percent	5 Months Ended April 30, 2022		Percent
Revenue							
000-402.1	Saline-Real Tax	\$	0.00	0.00 %	\$	515,473.66	22.10 %
000-402.2	Bridgewater-Real Tax		284.27	4.81		21,966.25	0.94
000-402.3	Freedom-Real Tax		0.00	0.00		5,473.50	0.23
000-402.4	Lodi-Real Tax		500.00	8.46		433,090.63	18.57
000-402.5	Pittsfield-Real Tax		0.00	0.00		768,911.54	32.97
000-402.6	Saline Township-Real Tax		0.00	0.00		117,557.73	5.04
000-402.7	York Township-Real Tax		4,695.52	79.45		335,685.13	14.40
000-413	PPT Reimbursement		0.00	0.00		95,489.85	4.09
000-628	Printers-Revenue		161.10	2.73		1,256.80	0.05
000-628.1	Copy Machine-Revenue		6.70	0.11		332.25	0.01
000-629	Non-Resident Fee		175.00	2.96		1,480.00	0.06
000-658	Fines-Overdue Materials		695.40	11.77		4,236.17	0.18
000-658.1	Materials Replacement		529.82	8.97		2,382.58	0.10
000-658.2	Card Replacement Fees		14.00	0.24		108.80	0.00
000-665.1	General Account Interest		2.39	0.04		15.12	0.00
000-665.3	Sub-Agency Account Interest		(1,568.97)	(26.55)		4,823.51	0.21
000-674	Donations-Unrestricted		1.80	0.03		1,388.40	0.06
000-674.1	Donations-Restricted		0.00	0.00		50.00	0.00
000-674.2	Donations-Friends		412.78	6.98		8,820.83	0.38
000-680	Other Income		0.00	0.00		13,402.01	0.57
Total Revenue			5,909.81	100.00		2,331,944.76	100.00
Gross Profit			5,909.81	100.00		2,331,944.76	100.00
Operating Expenses							
790-702	Salaries		126,779.15	2,145.23		470,871.56	20.19
790-716	Employee Insurance/Benefits		2,142.89	36.26		17,681.46	0.76
790-719	Health Reimbursement		2,233.36	37.79		7,528.08	0.32
790-722	Employer FICA		9,589.84	162.27		35,605.75	1.53
790-723	Retirement		4,075.49	68.96		16,941.39	0.73
790-727	Office Supplies		461.46	7.81		2,532.35	0.11
790-727.3	Supplies-Youth		0.00	0.00		215.69	0.01
790-727.4	Cartridges		244.47	4.14		972.34	0.04
790-730	Postage		0.00	0.00		236.31	0.01
790-732	Cleaning Supplies		116.24	1.97		1,774.64	0.08
790-734	Processing Supplies		456.59	7.73		1,423.86	0.06
790-740	Equipment		0.00	0.00		704.62	0.03
790-750.1	Adult Programming		2,420.00	40.95		7,299.27	0.31
790-750.2	Teen Programming		0.00	0.00		2,282.27	0.10
790-750.3	Youth Programming		38.32	0.65		407.09	0.02
790-750.4	Programming funded by Friends		952.19	16.11		1,427.70	0.06
790-752.3	Summer Reading-Youth		0.00	0.00		1,796.21	0.08
790-760	Youth Toys/Realia		0.00	0.00		172.21	0.01
790-770	Periodicals		678.36	11.48		3,162.07	0.14
790-772.1	eLibrary-Adults		16,471.14	278.71		36,168.91	1.55
790-772.3	eLibrary-Youth		13.50	0.23		617.80	0.03
790-780	Software		257.00	4.35		7,136.63	0.31
790-785	Online Database		1,091.00	18.46		22,807.73	0.98
790-801	PS-Auditor		0.00	0.00		22,310.00	0.96
790-802	PS-Bookkeeping		645.00	10.91		3,225.00	0.14
790-803	PS-Attorney		0.00	0.00		189.00	0.01
790-804	PS-Consultants		164.00	2.78		6,238.00	0.27
790-805	PS--Computer Consultants		0.00	0.00		575.00	0.02
790-821	Melcat		0.00	0.00		18.00	0.00
790-850	Internet		297.50	5.03		1,430.10	0.06
790-851	Telephone		282.41	4.78		1,188.36	0.05
790-860	Travel/Lodging		0.00	0.00		122.75	0.01
790-880	Marketing		213.00	3.60		6,659.21	0.29

See Accountants' Compilation Report

Saline District Library Income Statement

		1 Month Ended April 30, 2022	Percent	5 Months Ended April 30, 2022	Percent
790-885	Misc Funded by Friends	0.00	0.00	476.65	0.02
790-920	Electricity	3,522.49	59.60	16,723.13	0.72
790-921	Gas	1,717.75	29.07	7,559.23	0.32
790-922	Water	932.13	15.77	1,730.66	0.07
790-930	Building Maintenance	2,707.13	45.81	7,633.15	0.33
790-932	Grounds Maintenance	0.00	0.00	30,350.99	1.30
790-934	Equipment Maintenance	338.05	5.72	5,268.44	0.23
790-956	Miscellaneous	97.80	1.65	347.10	0.01
790-956.1	Misc/Petty Cash	0.00	0.00	150.00	0.01
790-957	Continued Education	(1,917.45)	(32.45)	(199.04)	(0.01)
790-958	Dues	0.00	0.00	858.00	0.04
790-964	Tax Adjustment	0.00	0.00	4,508.02	0.19
790-964.4	MelCat Reimbursements	0.00	0.00	53.89	0.00
790-965	Bank Charges	346.08	5.86	1,574.98	0.07
790-969	Insurance	0.00	0.00	15,813.00	0.68
790-981	Books Funded by Friends	179.20	3.03	660.52	0.03
790-982.1	Adult Fiction	2,456.11	41.56	10,190.90	0.44
790-982.15	Large Print	588.82	9.96	2,663.14	0.11
790-982.2	Teen Fiction	911.71	15.43	2,986.72	0.13
790-982.3	Youth Fiction	1,446.71	24.48	5,999.55	0.26
790-983.1	Adult Nonfiction	2,724.76	46.11	10,981.56	0.47
790-983.15	Reference	0.00	0.00	421.65	0.02
790-983.2	Teen Nonfiction	298.89	5.06	579.76	0.02
790-983.3	Youth Nonfiction	394.69	6.68	2,569.37	0.11
790-984.1	Audiobooks-Adult	762.81	12.91	4,187.54	0.18
790-984.2	Audiobooks-Teen	603.84	10.22	1,428.84	0.06
790-984.3	Audiobooks-Youth	0.00	0.00	877.54	0.04
790-985.1	DVD/Blu Rays-Adult	1,219.79	20.64	7,394.11	0.32
790-985.3	DVD/Blu Rays-Youth	86.95	1.47	915.13	0.04
790-986.1	Music CDs-Adult	236.04	3.99	706.14	0.03
790-986.3	Music CDs-Youth	0.00	0.00	117.29	0.01
Total Operating Expenses		<u>189,277.21</u>	<u>3,202.76</u>	<u>827,249.32</u>	<u>35.47</u>
Operating Income (Loss)		<u>(183,367.40)</u>	<u>(3,102.76)</u>	<u>1,504,695.44</u>	<u>64.53</u>
Other Income (Expenses)					
000-665.4	Agency Account Interest	1,214.68	20.55	12,154.90	0.52
000-669	Sub-Agency Short Term Gain	0.00	0.00	1,813.37	0.08
000-670	Sub-Agency Change in Market Value	461,488.64	7,808.86	147,019.27	6.30
000-670.4	Agency Change in Market Value	190,287.68	3,219.86	22,282.54	0.96
000-965.4	Agency Admin Charges	(888.58)	(15.04)	(4,701.59)	(0.20)
Total Other Income (Expenses)		<u>652,102.42</u>	<u>11,034.24</u>	<u>178,568.49</u>	<u>7.66</u>
Net Income (Loss) Before Taxes		<u>468,735.02</u>	<u>7,931.47</u>	<u>1,683,263.93</u>	<u>72.18</u>
Net Income (Loss)		<u>\$ 468,735.02</u>	<u>7,931.47 %</u>	<u>\$ 1,683,263.93</u>	<u>72.18 %</u>

3:31 PM

05/05/22

Accrual Basis

Saline District Library Fund 101
monthly revenue
April 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
402 · Property Taxes Control Account								
402.2 · Bridgewater Township-Real Tax								
Deposit	04/07/2022			Ck # 11001		001 · Key Bank...	284.27	284.27
Total 402.2 · Bridgewater Township-Real Tax							284.27	284.27
402.4 · Lodi Township-Real Tax								
Deposit	04/22/2022			Ck # 6722		001 · Key Bank...	500.00	500.00
Total 402.4 · Lodi Township-Real Tax							500.00	500.00
402.7 · York Township-Real Tax								
Deposit	04/07/2022			Ck # 2504		001 · Key Bank...	4,695.52	4,695.52
Total 402.7 · York Township-Real Tax							4,695.52	4,695.52
Total 402 · Property Taxes Control Account							5,479.79	5,479.79
628 · Printers-Revenue								
Deposit	04/01/2022			Deposit		001 · Key Bank...	12.80	12.80
Deposit	04/04/2022			Deposit		001 · Key Bank...	5.40	18.20
Deposit	04/04/2022			Deposit		001 · Key Bank...	0.20	18.40
Deposit	04/05/2022			Deposit		001 · Key Bank...	3.10	21.50
Deposit	04/06/2022			Deposit		001 · Key Bank...	2.00	23.50
Deposit	04/07/2022			Deposit		001 · Key Bank...	8.30	31.80
Deposit	04/08/2022			Deposit		001 · Key Bank...	7.80	39.60
Deposit	04/09/2022			Deposit		001 · Key Bank...	5.30	44.90
Deposit	04/09/2022			Deposit		001 · Key Bank...	0.10	45.00
Deposit	04/12/2022			Deposit		001 · Key Bank...	8.20	53.20
Deposit	04/14/2022			Deposit		001 · Key Bank...	1.80	55.00
Deposit	04/14/2022			Deposit		001 · Key Bank...	5.30	60.30
Deposit	04/18/2022			Deposit		001 · Key Bank...	5.50	65.80
Deposit	04/19/2022			Deposit		001 · Key Bank...	0.10	65.90
Deposit	04/20/2022			Deposit		001 · Key Bank...	13.50	79.40
Deposit	04/21/2022			Deposit		001 · Key Bank...	2.40	81.80
Deposit	04/22/2022			Deposit		001 · Key Bank...	4.50	86.30
Deposit	04/23/2022			Deposit		001 · Key Bank...	29.50	115.80
Deposit	04/25/2022			Deposit		001 · Key Bank...	12.00	127.80
Deposit	04/25/2022			Deposit		001 · Key Bank...	4.60	132.40
Deposit	04/26/2022			Deposit		001 · Key Bank...	5.50	137.90
Deposit	04/27/2022			Deposit		001 · Key Bank...	0.20	138.10
Deposit	04/28/2022			Deposit		001 · Key Bank...	0.10	138.20
Deposit	04/29/2022			Deposit		001 · Key Bank...	22.90	161.10
Total 628 · Printers-Revenue							161.10	161.10
628.1 · Copy Machine-Revenue								
Deposit	04/18/2022			Deposit		001 · Key Bank...	6.70	6.70
Total 628.1 · Copy Machine-Revenue							6.70	6.70

3:31 PM

05/05/22

Accrual Basis

Saline District Library Fund 101
monthly revenue
April 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
629 · Non-Resident Fees								
Deposit	04/01/2022			Deposit		001 · Key Bank...	150.00	150.00
Deposit	04/29/2022			Deposit		001 · Key Bank...	25.00	175.00
Total 629 · Non-Resident Fees							175.00	175.00
658 · Fines-Overdue Materials								
Deposit	04/04/2022			Deposit		001 · Key Bank...	20.80	20.80
Deposit	04/04/2022			Deposit		001 · Key Bank...	11.85	32.65
Deposit	04/04/2022			Deposit		001 · Key Bank...	12.65	45.30
Deposit	04/07/2022			Deposit		001 · Key Bank...	87.55	132.85
Deposit	04/07/2022			Deposit		001 · Key Bank...	48.85	181.70
Deposit	04/08/2022			Deposit		001 · Key Bank...	46.40	228.10
Deposit	04/09/2022			Deposit		001 · Key Bank...	17.60	245.70
Deposit	04/09/2022			Deposit		001 · Key Bank...	29.00	274.70
Deposit	04/09/2022			Deposit		001 · Key Bank...	12.35	287.05
Deposit	04/12/2022			Deposit		001 · Key Bank...	19.35	306.40
Deposit	04/13/2022			Deposit		001 · Key Bank...	32.80	339.20
Deposit	04/14/2022			Deposit		001 · Key Bank...	53.20	392.40
Deposit	04/14/2022			Deposit		001 · Key Bank...	10.10	402.50
Deposit	04/18/2022			Deposit		001 · Key Bank...	19.65	422.15
Deposit	04/19/2022			Deposit		001 · Key Bank...	11.75	433.90
Deposit	04/20/2022			Deposit		001 · Key Bank...	3.25	437.15
Deposit	04/21/2022			Deposit		001 · Key Bank...	41.65	478.80
Deposit	04/22/2022			Deposit		001 · Key Bank...	89.55	568.35
Deposit	04/23/2022			Deposit		001 · Key Bank...	23.20	591.55
Deposit	04/25/2022			Deposit		001 · Key Bank...	26.80	618.35
Deposit	04/25/2022			Deposit		001 · Key Bank...	20.20	638.55
Deposit	04/26/2022			Deposit		001 · Key Bank...	28.75	667.30
Deposit	04/27/2022			Deposit		001 · Key Bank...	0.50	667.80
Deposit	04/28/2022			Deposit		001 · Key Bank...	18.60	686.40
Deposit	04/29/2022			Deposit		001 · Key Bank...	9.00	695.40
Total 658 · Fines-Overdue Materials							695.40	695.40
658.1 · Materials Replacement Fees								
Deposit	04/01/2022			Deposit		001 · Key Bank...	8.85	8.85
Deposit	04/01/2022			Deposit		001 · Key Bank...	34.98	43.83
Deposit	04/04/2022			Deposit		001 · Key Bank...	44.69	88.52
Deposit	04/04/2022			Deposit		001 · Key Bank...	15.99	104.51
Deposit	04/07/2022			Deposit		001 · Key Bank...	33.00	137.51
Deposit	04/07/2022			Deposit		001 · Key Bank...	15.75	153.26
Deposit	04/08/2022			Deposit		001 · Key Bank...	96.76	250.02
Deposit	04/09/2022			Deposit		001 · Key Bank...	28.95	278.97
Deposit	04/12/2022			Deposit		001 · Key Bank...	60.99	339.96
Deposit	04/14/2022			Deposit		001 · Key Bank...	26.99	366.95
Deposit	04/14/2022			Deposit		001 · Key Bank...	46.98	413.93
Deposit	04/18/2022			Deposit		001 · Key Bank...	10.99	424.92
Deposit	04/21/2022			Deposit		001 · Key Bank...	28.00	452.92

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Accrual Basis

Saline District Library Fund 101
monthly revenue
April 2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Deposit	04/22/2022			Deposit		001 · Key Bank...	27.95	480.87
Deposit	04/25/2022			Deposit		001 · Key Bank...	43.95	524.82
Deposit	04/29/2022			Deposit		001 · Key Bank...	5.00	529.82
Total 658.1 · Materials Replacement Fees							529.82	529.82
658.2 · Card Replacement Fees								
Deposit	04/04/2022			Deposit		001 · Key Bank...	1.00	1.00
Deposit	04/07/2022			Deposit		001 · Key Bank...	4.00	5.00
Deposit	04/13/2022			Deposit		001 · Key Bank...	1.00	6.00
Deposit	04/14/2022			Deposit		001 · Key Bank...	5.00	11.00
Deposit	04/22/2022			Deposit		001 · Key Bank...	2.00	13.00
Deposit	04/29/2022			Deposit		001 · Key Bank...	1.00	14.00
Total 658.2 · Card Replacement Fees							14.00	14.00
665.1 · General Account Interest								
Deposit	04/29/2022			Deposit		001 · Key Bank...	2.39	2.39
Total 665.1 · General Account Interest							2.39	2.39
674 · Donations-Unrestricted								
Deposit	04/07/2022			Deposit		001 · Key Bank...	1.80	1.80
Total 674 · Donations-Unrestricted							1.80	1.80
674.2 · Donations-Friends								
Deposit	04/07/2022			Ck # 2250		001 · Key Bank...	412.78	412.78
Total 674.2 · Donations-Friends							412.78	412.78
699 · Transfer from Other Funds								
Deposit	04/05/2022			Deposit		001 · Key Bank...	150,000.00	150,000.00
Total 699 · Transfer from Other Funds							150,000.00	150,000.00
TOTAL							157,478.78	157,478.78

Saline District Library Fund 101
Bill List
April 2022

Type	Date	Num	Name	Memo	Amount
702 · Salaries					
Check	04/01/2022			Pay Period Ending 3/26/2022	27,280.58
Check	04/01/2022			MERS Pay Period ending 3/26/2022	1,443.91
Check	04/01/2022			MERS 457 Pay Period Ending 3/26/2022	1,060.00
Check	04/01/2022			MERS Staff Loan Pmt. pay period ending 3/26/2022	183.74
Check	04/01/2022			MERS Staff Loan Pmt. pay period ending 3/26/2022	88.19
Check	04/15/2022			Pay Period Ending 4/9/2022	28,526.29
Check	04/15/2022			MERS Pay Period ending 4/9/2022	1,476.61
Check	04/15/2022			MERS 457 Pay Period Ending 4/9/2022	1,060.00
Check	04/15/2022			MERS Staff Loan Pmt. pay period ending 4/9/2022	183.74
Check	04/15/2022			MERS Staff Loan Pmt. pay period ending 4/9/2022	88.19
Check	04/29/2022			Pay Period Ending 4/23/2022	34,455.03
Check	04/29/2022			MERS Pay Period ending 4/23/2022	1,256.45
Check	04/29/2022			MERS 457 Pay Period Ending 4/23/2022	660.00
Check	04/29/2022			MERS Staff Loan Pmt. pay period ending 4/23/2022	183.74
Check	04/29/2022			MERS Staff Loan Pmt. pay period ending 4/23/2022	88.19
Total 702 · Salaries					98,034.66
716 · Employee Insurances/Benefits					
Bill	04/19/2022	5/1-...	BLUE CRO...	5/1-5/31/2022	3,563.98
Total 716 · Employee Insurances/Benefits					3,563.98
719 · Health Reimbursement					
Bill	04/19/2022	ME...	EHIM		2,233.36
Total 719 · Health Reimbursement					2,233.36
723 · Retirement					
Check	04/01/2022			MERS Employer Cont. Pay Period Ending 3/26/2022	1,443.91
Check	04/15/2022			MERS Employer Cont. Pay Period Ending 4/9/2022	1,476.61
Check	04/29/2022			MERS Employer Cont. Pay Period Ending 4/23/2022	1,256.45
Total 723 · Retirement					4,176.97
727 · Office Supplies					
Bill	04/12/2022	710...	DEMCO INC		18.99
Bill	04/12/2022	710...	DEMCO INC	Caster for cart repair	16.24
Bill	04/12/2022	709...	DEMCO INC	Book ends and easel display	426.23
Total 727 · Office Supplies					461.46
727.4 · Cartridges					
Bill	04/12/2022	164...	STAPLES ...	Youth and public	244.47
Total 727.4 · Cartridges					244.47
732 · Cleaning Supplies					
Bill	04/12/2022	164...	STAPLES ...		116.24

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Accrual Basis

Saline District Library Fund 101

Bill List

April 2022

Type	Date	Num	Name	Memo	Amount
Total 732 · Cleaning Supplies					116.24
734 · Processing Supplies					
Bill	04/12/2022	599...	BRODART ...	Invoice # 3232018	38.81
Bill	04/12/2022	323...	SHOWCAS...		367.25
Bill	04/12/2022	710...	DEMCO INC		50.53
Total 734 · Processing Supplies					456.59
750.1 · Adult Programming					
Bill	04/12/2022	4/5/...	MILCHTEI...	2 Programs on Car Maintenance	1,200.00
Bill	04/19/2022	5243	MILCHTEI...	Be Prepared for Car Ownership 5/3/2022	420.00
Bill	04/19/2022	5245	WENSTRU...	History of Simon & Garfunkel 5/9/2021	225.00
Bill	04/19/2022	5244	CLAIRE EV...	Politics of Tea 4/25/2022	275.00
Bill	04/19/2022	5244	WILSON, V...	Virtual Cooking Class 4/28/2022	200.00
Bill	04/19/2022	5242	SMITH, PA...	Michigan Beer Program 4/21/2022	100.00
Total 750.1 · Adult Programming					2,420.00
750.3 · Youth Programming					
Bill	04/19/2022	3/1-...	BAKER & T...		38.32
Total 750.3 · Youth Programming					38.32
750.4 · Programming Funded by Friends					
Bill	04/12/2022	366...	SCHOLAS...	1000 Books before K	742.80
Bill	04/12/2022	368...	SCHOLAS...	I read signs	16.95
Bill	04/19/2022	3/1-...	BAKER & T...		192.44
Total 750.4 · Programming Funded by Friends					952.19
770 · Periodicals					
Bill	04/12/2022	S59...	BOOKPAGE	12 montly shipments	648.00
Bill	04/19/2022	361...	THE ANN ...	12 Weeks paid up thru 8/3/2022	30.36
Total 770 · Periodicals					678.36
772.1 · Ebooks-Adult					
Bill	04/12/2022	291...	KANOPY, I...	170 Credits	352.80
Bill	04/12/2022	501...	MIDWEST ...	Invoice # 501910446	4,047.66
Bill	04/12/2022	698...	THE LIBRA...	Overdrive Magazines April 23,2022- April 22, 2023	3,070.68
Bill	04/26/2022	CD...	OVERDRIV...	MARCH BILLING	3,000.00
Bill	04/26/2022	CD...	OVERDRIV...	FEB. BILLING	3,000.00
Bill	04/26/2022	CD...	OVERDRIV...	JAN. BILLING	3,000.00
Total 772.1 · Ebooks-Adult					16,471.14
772.3 · Ebooks-Youth					
Bill	04/12/2022	291...	KANOPY, I...	3 Credits	13.50
Total 772.3 · Ebooks-Youth					13.50

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Accrual Basis

Saline District Library Fund 101
Bill List
April 2022

Type	Date	Num	Name	Memo	Amount
780 · Software					
Bill	04/11/2022	4/1...	KEYBANK ...	Zoom and Tech Soup	257.00
Total 780 · Software					257.00
785 · Online Database					
Bill	04/12/2022	000...	WORLD B...	Online Advance Reference w/0 kids lib.	1,091.00
Total 785 · Online Database					1,091.00
802 · Professional Services-Bookkeep					
Check	04/11/2022			April Fee	645.00
Total 802 · Professional Services-Bookkeep					645.00
804 · Professional services-Consult					
Bill	04/26/2022	124...	PAYCHEX	Director Search for Background Check service	164.00
Total 804 · Professional services-Consult					164.00
850 · Internet					
Bill	04/12/2022	4/1...	T-MOBILE	Hot Spots	297.50
Total 850 · Internet					297.50
851 · Telephone					
Bill	04/12/2022	242...	TELNET W...	Invoice # 424906	282.41
Total 851 · Telephone					282.41
860 · Travel/Lodging					
Deposit	04/22/2022			State of Michigan Ck # 105355511	-902.55
Bill	04/26/2022	3/3...	PILARSKI, ...	Hotel and Transportation for PLA Conference	902.55
Total 860 · Travel/Lodging					0.00
880 · Marketing					
Bill	04/19/2022	212...	COLLABO...	Summer Reading T-shirts	213.00
Total 880 · Marketing					213.00
920 · Electricity					
Check	04/13/2022			DTE	3,522.49
Total 920 · Electricity					3,522.49
921 · Gas					
Check	04/13/2022			DTE	1,717.75
Total 921 · Gas					1,717.75
922 · Water					

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Accrual Basis

Saline District Library Fund 101

Bill List

April 2022

Type	Date	Num	Name	Memo	Amount
Bill	04/12/2022	12/...	SALINE CI...	Quarterly billing statement	932.13
Total 922 · Water					932.13
930 · Building Maintenance					
Bill	04/12/2022	7441	ALTECH	Bathroom exhaust fan, removal, installation, parts and ...	2,046.50
Bill	04/12/2022	481...	ASSA ABL...	Entrance door repair	312.50
Bill	04/12/2022	726...	ROTO-RO...	Staff Bathroom sink sludge removal	240.00
Bill	04/12/2022	853...	WASTE M...		108.13
Total 930 · Building Maintenance					2,707.13
934 · Equipment Maintenance					
Bill	04/12/2022	506...	RICOH US...		327.36
Bill	04/12/2022	506...	RICOH US...		10.69
Total 934 · Equipment Maintenance					338.05
956 · Miscellaneous					
Bill	04/11/2022	4/1...	KEYBANK ...	Notary Stamps	97.80
Total 956 · Miscellaneous					97.80
957 · Continuing Education					
Bill	04/12/2022	3/2...	ANDREWS...	IUG Registration	75.00
Deposit	04/22/2022			MLA Ck # 10349	-1,295.00
Deposit	04/22/2022			Stat of Michigan Ck # 105355511	-697.45
Total 957 · Continuing Education					-1,917.45
965 · Bank Charges					
Check	04/04/2022			KB Merch fee	50.94
Check	04/04/2022			KB Merch fee	30.88
Check	04/08/2022			March Analysis Fee	264.26
Total 965 · Bank Charges					346.08
981 · Books funded by friends					
Bill	04/12/2022	3/1-...	MIDWEST ...		71.22
Bill	04/19/2022	3/1-...	BAKER & T...		107.98
Total 981 · Books funded by friends					179.20
982.1 · Adult Fiction					
Bill	04/19/2022	3/1-...	BAKER & T...		2,456.11
Total 982.1 · Adult Fiction					2,456.11
982.15 · Large Print					
Bill	04/19/2022	3/1-...	BAKER & T...		588.82

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05/05/22

Accrual Basis

Saline District Library Fund 101
Bill List
April 2022

Type	Date	Num	Name	Memo	Amount
Total 982.15 · Large Print					588.82
982.2 · Teen Fiction					
Bill	04/19/2022	3/1-...	BAKER & T...		911.71
Total 982.2 · Teen Fiction					911.71
982.3 · Youth Fiction					
Bill	04/12/2022	ER...	BOOK FAR...		770.83
Bill	04/19/2022	3/1-...	BAKER & T...		675.88
Total 982.3 · Youth Fiction					1,446.71
983.1 · Adult Nonfiction					
Bill	04/19/2022	3/1-...	BAKER & T...		2,724.76
Total 983.1 · Adult Nonfiction					2,724.76
983.2 · Tenn Nonfiction					
Bill	04/19/2022	3/1-...	BAKER & T...		298.89
Total 983.2 · Tenn Nonfiction					298.89
983.3 · Youth Nonfiction					
Bill	04/19/2022	3/1-...	BAKER & T...		394.69
Total 983.3 · Youth Nonfiction					394.69
984.1 · Audiobooks-Adult					
Bill	04/12/2022	3/1-...	MIDWEST ...		762.81
Total 984.1 · Audiobooks-Adult					762.81
984.2 · Audiobooks-Teen					
Bill	04/12/2022	3/1-...	MIDWEST ...		603.84
Total 984.2 · Audiobooks-Teen					603.84
985.1 · DVDBlu Rays-Adult					
Bill	04/12/2022	3/1-...	MIDWEST ...		1,219.79
Total 985.1 · DVDBlu Rays-Adult					1,219.79
985.3 · DVD/Blu Rays-Youth					
Bill	04/12/2022	3/1-...	MIDWEST ...		86.95
Total 985.3 · DVD/Blu Rays-Youth					86.95
986.1 · Music CDs-Adult					
Bill	04/12/2022	3/1-...	MIDWEST ...		236.04
Total 986.1 · Music CDs-Adult					236.04

Saline District Library Fund 101
Bill List
April 2022

Type	Date	Num	Name	Memo	Amount
TOTAL					<u>152,465.45</u>

SALINE DISTRICT LIBRARY
May 10, 2022

Certificates of Deposit							
INSTITUTION	AMOUNT	ACCT #	INTEREST	APY	TERM	MATURITY	SIGNERS
Old National Bank CD 1	105,432.31	97095895	0.0170	1.70	36 months	4/4/2023	Conn, Pilarz
TOTAL	105,432.31						
Penalty charges:							
Old National Bank	based on the term of CD						



**Library Director's Report
May 17, 2022**

- The SDL Seed Library has launched! We are delighted to have this new service available to the public and look forward to promoting it at the Saline Farmers Market this summer. We appreciate the funding from the Carl F. Schrandt Endowment Fund and the hard work of SDL staff member Jessica Lash and volunteers Laura Foess-Wood and Leslie Parsels in getting the Seed Library started.
- We are pleased to once again be offering "Food for Fines" for the month of June to support Saline Area Social Service. For every food item donated, the library will waive \$1 of overdue fines. This year there will not be a limit on the number of overdue fines that may be waived with a donation in hopes that we can collect a significant amount of needed items in support of Saline Area Social Service.
- We have received our first State Aid payment for the year, and it was higher than anticipated. Our total State Aid revenue based on our new population figures will be \$27,610.88 as opposed to the budgeted amount of \$20,000.
- We continue to have several staffing updates this month:
 - The Assistant Director has been posted internally first. Two internal candidates applied and will be interviewed by a committee consisting of members of the Management Team on May 16-17. The committee will then decide if it is necessary to post the position externally.
 - We've received several applications for the Full-Time Adult Services Librarian position and will be conducting interviews the week of May 16.
 - Interviews are being conducted May 11-16 for the Adult Assistant and Youth Desk Aide positions. We hope to make offers for both by May 20.
 - We have hired two new pages, Marianna Lemley and Meghana Sennerikuppam, both already longtime library users.
- We will be upgrading our Polaris online catalog system the morning of Wednesday, May 18. During this upgrade, users will only be able to check out materials in-person at the library. This is a major upgrade, so the following will be unavailable: online catalog, placing holds or MeLCat requests, paying fines or fees, and OverDrive, Hoopla, or any

of our online resources that require library card authentication. We will be starting the upgrade very early in the morning and hope that it will be completed as soon as possible.

- The new art display in the library consists of pieces from the Meredith Bixby marionettes collection that is currently in storage at Saline City Hall.
- The rain garden plant exchange hosted by the Washtenaw County Resource Commissioner's Office on the library lawn on May 1 was a great success, and we look forward to partnering more with them in the future. The Stone & Thistle Garden Club will host their annual plant sale in the library parking lot on Saturday, May 21.
- The Library of Michigan has created an online training program for the [Michigan eLibrary](#) in which participants earn their "[MeL Maven Badge](#)" by learning about MeL's online resources. So far three Support Staff members have completed the training: Arlene Wall, Michael Claus, and Carol Sherry. Other staff members are continuing to work on the courses.
- I have completed my financial management program, and an online commencement was held on May 12. I am now certified in Library Financial Management by the University of Georgia Carl Vinson Institute of Government. To maintain this certification, I will be completing 12 hours of continuing education in financial management every two years.

Space Visioning Project Services for Saline District Library

Proposal from Quinn Evans
April 04, 2022

QUINN
EVANS



April 04, 2022



Karrie Waarala, Library Director
Saline District Library
555 N Maple Road
Saline, Michigan 48176
karrie@salinelibrary.org

RE: SPACE VISIONING PROJECT SERVICES FOR SALINE DISTRICT LIBRARY

Dear Ms. Waarala:

QE welcomes the opportunity to submit this proposal for planning services for renovations to the Saline District Library. Our firm excels at helping libraries replan their space to better meet current and projected future needs. We enjoy establishing long-term relationships with our library clients and spending the time to develop a deep understanding of the community at the very inception of a project. We understand that these projects evolve over time as the big ideas are formed, funding is found, design work developed, construction engaged, and finally, the community enjoys the new spaces.

To help you see the possibilities for your under-utilized spaces, our team brings:

Excellence in Library Renovation. Our extensive experience in library design allows us to bring examples of new ideas being implemented at other libraries and know the questions to ask to make sure our designs fit your community's needs. For example, in our current work at Grosse Pointe Public Library, on their three branches, we are adding study rooms, creating open café type lounge areas for tutoring and group study, and updating staff areas with workstations and wellness rooms. At Charlevoix Public Library, we are helping them reimagine their teen area and under-utilized computer lab to provide a creative commons area for project-based programs and teen/tween area for gaming and collaboration.

Library Interior Design. Library renovations focus on rethinking spaces for current library services. We evaluate your existing layouts and furnishings to make the best use of what you already have. Our design team can then recommend specific new furniture options that may better support the environment you are looking to enhance, be it learning, reading, collaborating, making, and other activities. As a public building, our designers use their product knowledge to focus on durable, low-maintenance solutions that will look great for a long time. Our extensive renovation of the Alpena County Library reimaged the 19,000 sf building shifting collection areas and providing new furniture and shelving throughout.

Local Cost Estimating. An engaging design brings excitement to a project, but ensuring you have the right budget enables the project to be funded and completed. Having recently completed a half dozen or more library expansion and renovations within the past five years, we understand the importance of the numbers. O'Neal Construction is a local contractor with library renovation and new construction experience. We have included them on our team because they understand the current volatility of construction costs and can provide the best numbers for the design options we propose. In addition to construction costs, Fatima Beacham FITWEL AMB has recently prepared and bid furniture package for five renovations, so she knows the current market and will provide furniture estimates to give a full picture of total project costs.



Expertise with Existing Buildings. Our deep knowledge of existing buildings allows us to craft solutions that may look radical but take advantage of the strengths of the building. Our team will assess your building to understand its structural and mechanical systems so that we can design solutions that work with the building in a cost-effective manner.

We look forward to discussing our qualifications and methodology in more detail. Please do not hesitate to contact me with any questions or if you need additional information..

Cordially,
Quinn Evans

A handwritten signature in blue ink, reading "Ann K. Dilcher".

Ann K. Dilcher AIA, LEED AP ,Principal

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1 Project Understanding



Project Understanding

The Saline District Library was built in 1995 and expanded in 2008 to better serve the library needs of those living in the district. Since 2008, rapid changes in technology and education have led to changes in library services. The biggest change has been the move to the near-ubiquitous adoption of personal devices such as smartphones, tablets, and laptops. Streaming services for books, audio, and video have impacted the need for physical media collections in all the libraries with whom we are currently working. The need for power for charging and the expectation that it will be provided within the library is the norm.

On the flip side, while personal technology may appear to isolate people, there has been a rise in the desire for programming in libraries that connects people and allows them to learn new skills. These programs and skills are often popular because they are an opportunity to disconnect from technology and make, play, and connect with others in their community. Or they allow people to come together and collaborate using technology (e.g., multi-person gaming, digital printing, a/v production) that they do not have at home. Libraries are busy rethinking the services they provide and rethinking how their buildings can adapt to support these new definitions of a library. This is exemplified in your own mission of building “community through resources, opportunities, and new ideas.”

Saline District Library (SDL) has clearly identified this need to optimize your spaces to support your programmatic mission in the recent strategic plan. To further the strategic plan, SDL is looking for professional design support to rethink key areas within and outside the building with a priority on teen/tween spaces, meeting space for public and programs, additional study rooms, and improved staff work areas. Renovation of these areas could be as small as new layouts of furnishings within the areas or as large as moving walls and engaging adjacent spaces. To make informed decisions about the direction to take, the library needs to see the design impact and the cost impacts of several levels of renovation.

Quinn Evans (QE) has been helping libraries look hard at the match or mismatch between what they want to accomplish and their facilities for the past decade. Our current work for Grosse Pointe Public Library helped them transform the interiors of their Ewald and Woods branches that were built in the mid-2000s. At these locations, circulation desk size and locations were changed, lounge areas were created to allow for snacking and louder group study, staff areas improved, and tween spaces improved. We have just started a similar process for Charlevoix Public Library, which was completed in 2006 to repurpose their original computer lab and another under-utilized space. We have also recently completed renovations and expansions at four other libraries in Michigan, which gives our team of architects and interior designers a wealth of best practice ideas to discuss and adapt to a unique solution that best supports the SDL community.



Grosse Pointe Woods Library

Project Understanding *continued*

Our team includes Ann Dilcher AIA, LEED AP, who leads QE Ann Arbor office and our library practice area in the midwest. Ann is an architect who enjoys working with library boards and librarians to help them define their goals, and then making creative spaces that help them to achieve these goals. Karin Neubauer AIA, FITWEL AMB is a project architect with deep library and interior design experience. She is currently leading our work for Grosse Pointe Public Library. Fatima Beacham FITWEL AMB is our interior designer who brings a wealth of knowledge on library furnishings that balances aesthetics, function, maintainability, and cost. Her deep industry connections help her procure sample furnishings for review by staff and patrons and valid concept level estimates for furniture. She creatively develops furniture bid packages that allow for complete pricing while maintaining quality expectations of the library.

While our QE team has the experience to excel in your project, we feel it is always to collaborate with a local construction firm on cost estimating to ensure the numbers we provide SDL and the community are solid. While many people balance design and cost, we know some will only look at numbers, and the first number they see is what will be remembered. O'Neal Construction is an Ann Arbor firm with a broad variety of library expertise. Matt Gudenau is their lead estimator and will use his knowledge of the current construction climate to provide cost numbers based on our concept designs.

In addition to our professional qualifications, we are the right cultural fit to engage in a design relationship that can span years from initial concepts through funding, design documentation, and construction. Our QE team works in a collaborative manner; we are responsive to your input and work to craft solutions that fit your needs while we keep durability, maintenance, and future adaptability at the forefront of our designs. We enjoy our work and think our clients enjoy working with us, which is seen by our many long-term client relationships.



Howell Carnegie Library

2 Project Approach & Schedule



Project Approach

Supporting your library services is the focus of our approach. We base our discussions with your stakeholders not around current space challenges, but around programs, people, collections, and what you see as community library needs. This service focus allows us to take a larger view in planning or replanning your building so that the spaces support your library uses. Our process helps us bring you not just isolated easy or quick fix options but a more holistic approach that presents larger changes that will best support your service goals.

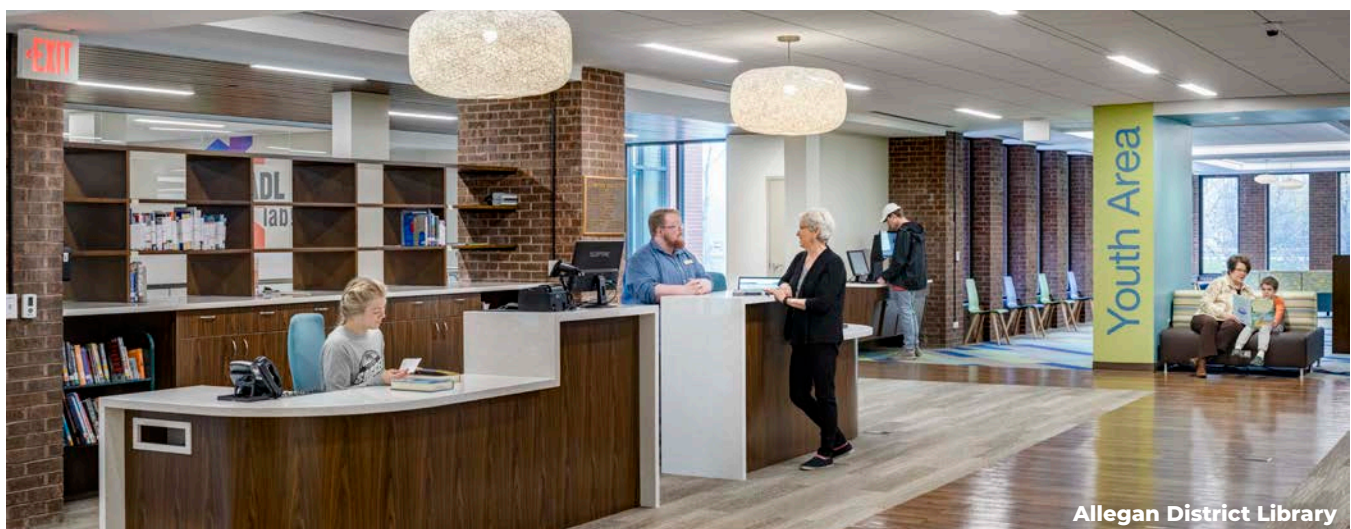
A kick-off meeting with your building and grounds committee starts the process and allows us to confirm goals, schedule, engagement participants, and decision process. Stakeholder engagement is structured as an interview or simple exercises which help us gain a deep understanding of the library activities that you already accommodate well, those that you wish you could accommodate better, and those you want to support but currently cannot do to space limitations within the building.

We then use our experience and expertise to develop concepts that show options for transforming your current space to best accommodate these new activities and better support your existing services.

The options will look at furniture layout as well as architectural changes. The designs will consider minor, moderate, and major cost options for each area and may range from rearranging current furnishings to reconfiguration of walls, power, and creation of new spatial connections. The initial concept work will be reviewed with library leadership to confirm our understanding and the priorities of what we are developing.

The draft options will be discussed with the buildings and grounds committee to get feedback and provide a progress update. This meeting will help our team narrow the options for refinement, identify rendering views, and define items for cost estimating. Incorporating your feedback, noted concept plans will be created for the selected options so that cost estimates can be created. Simultaneous with the estimating work, the QE team will prepare the rendered plan and views to help explain and build public support for the renovation. A final presentation will be made to the library board that recaps the process and presents the final design options and associated cost opinion for each of the main areas

Deliverables include: Plans including furniture layout for three target areas, Two Rendered Views, and Cost Opinion for each of the target areas, which includes construction costs and furniture costs.



Schedule

WEEK 1

- Kick-Off Meeting with Building and Grounds Committee
- Building Tour
- Review Existing Drawings

WEEK 2

- Stakeholder Interviews at the Library

WEEKS 3 - 6

- Develop Initial Concept Options and Example Images

WEEK 7

- Review Concept Options with Leadership

WEEK 8

- Revise Concepts Based on Feedback

WEEK 9

- Draft Concept Presentations to Building and Grounds Committee

WEEKS 10 - 11

- Revise Selected Concept
- Prepare Estimating Narrative
- Prepare Rendered Plans

WEEKS 12 - 14

- Prepare Cost Opinion
- Prepare Rendered Views

WEEK 15

- Submit Final Deliverables
- Meeting to Present Concept to Library Board

Examples of Rendered Concept Plans & Views

Grosse Pointe Public Library

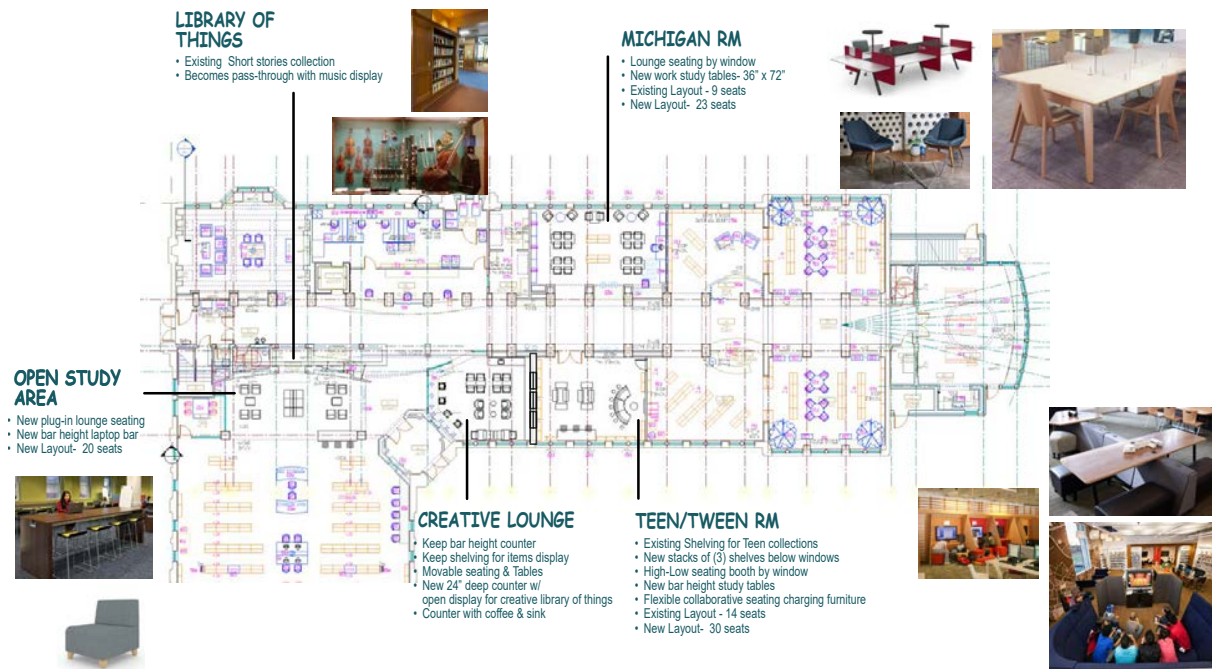


Woods Branch, Interior Renovation

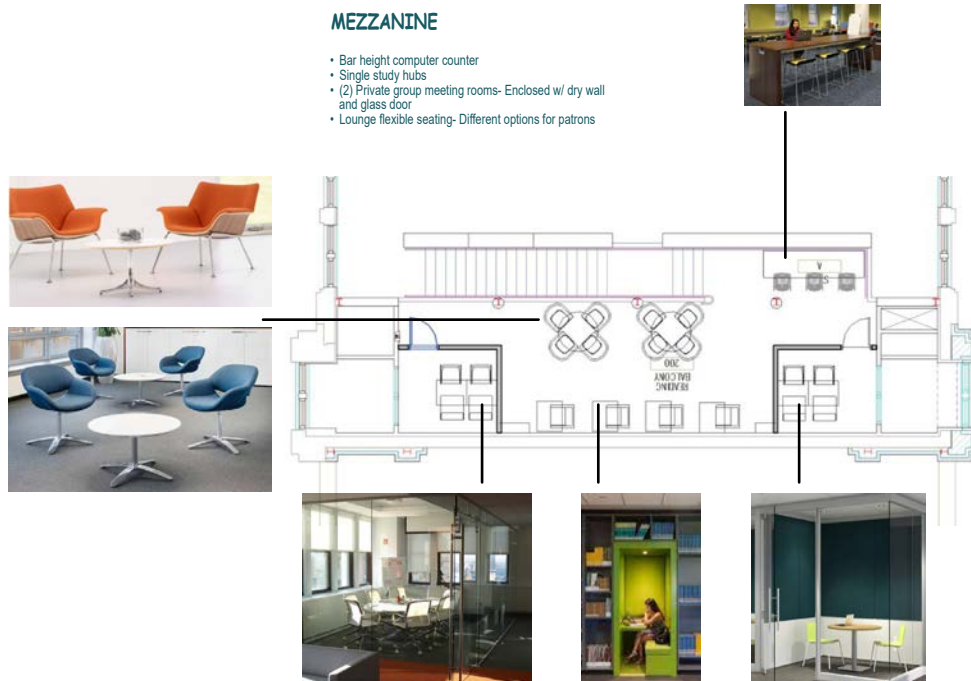


Central Branch, Interior Renovation (Youth Services Area)

Charlevoix Public Library



First Floor, Concept Design Option A



Mezzanine, Concept Design Option A

Alpena County George N. Fletcher Public Library

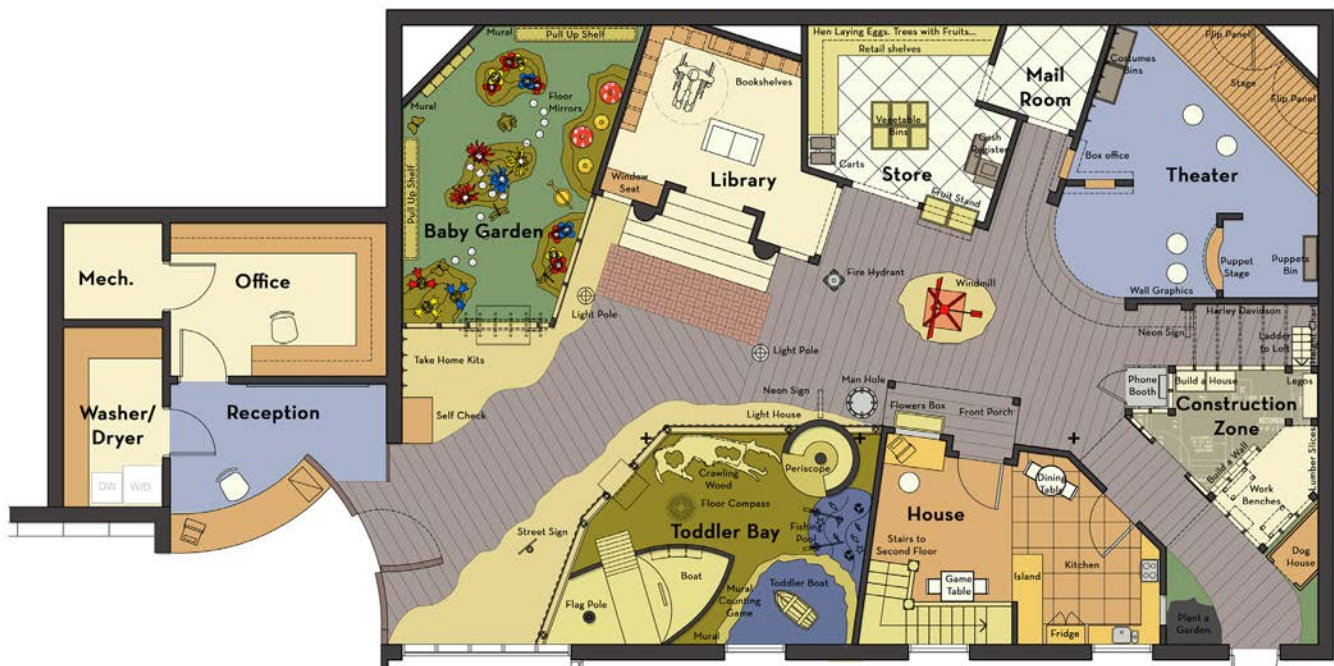
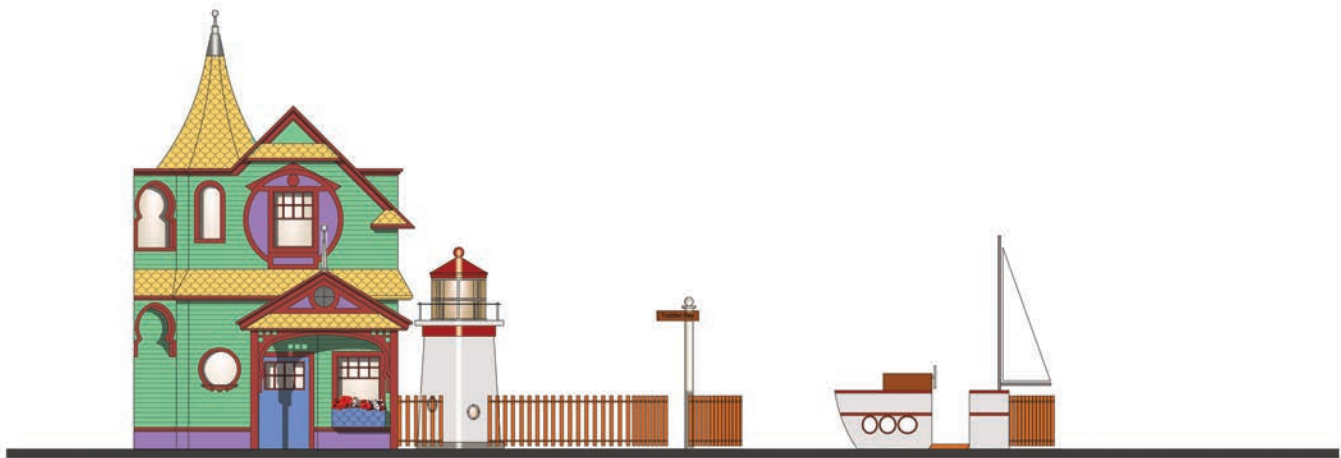


Interior Renovation (Adult Services Area)

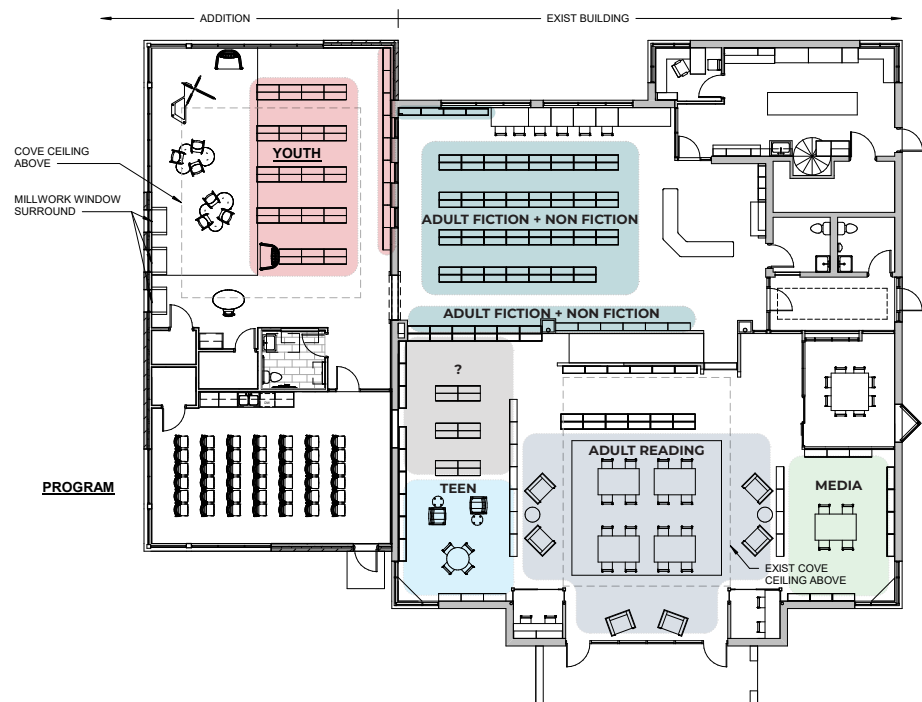


Interior Renovation (Second-Floor Children's Area)

Muskegon District Library, Storyville



Benzie Shores District Library



Finish & Furniture Overview with Book Zones



Exterior

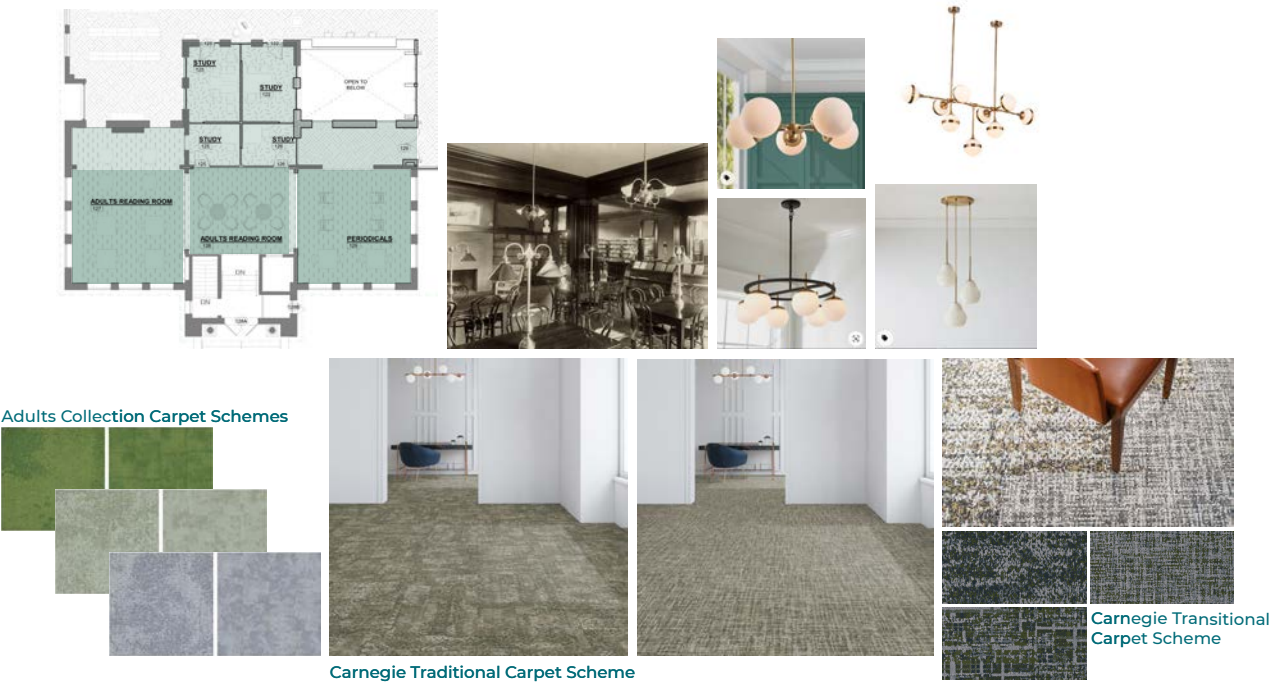
Baraboo Public Library



BARABOO PUBLIC LIBRARY CARNEGIE-SCHADDE MEMORIAL LIBRARY EXPANSION & REMODEL

THE FOREST FLOOR/ TREETOPS/ INSPIRED BY HISTORY

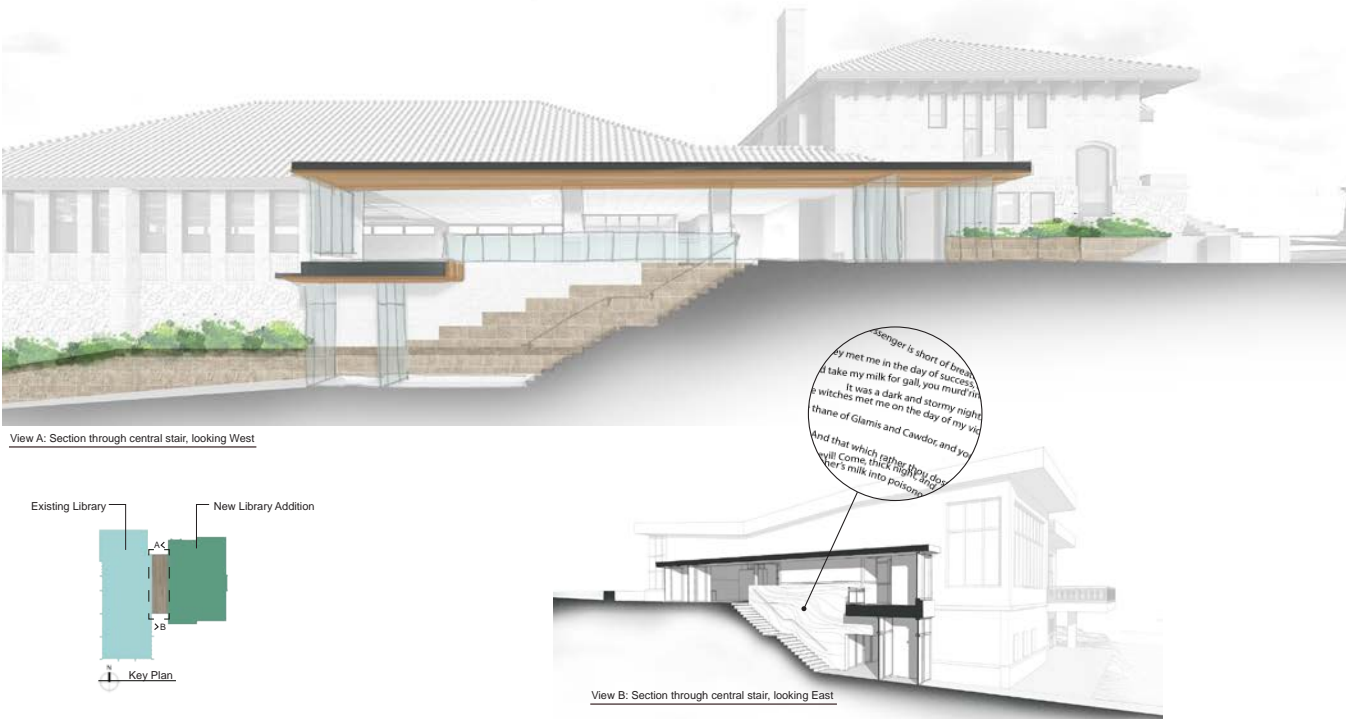
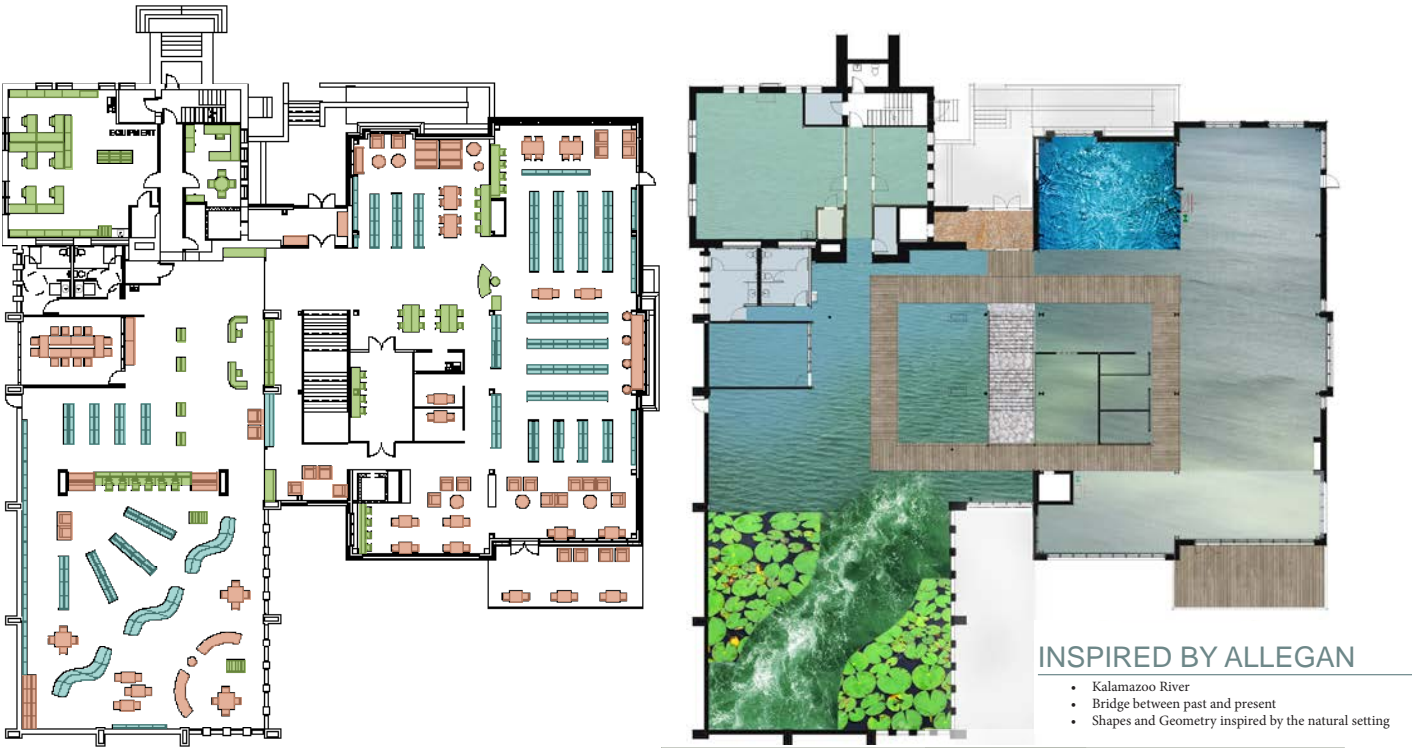
Palette of Adult Collection, Reading, + Historic Carnegie



Carnegie Traditional Carpet Scheme

BARABOO PUBLIC LIBRARY CARNEGIE-SCHADDE MEMORIAL LIBRARY EXPANSION & REMODEL

Allegan District Library



Allegan District Library

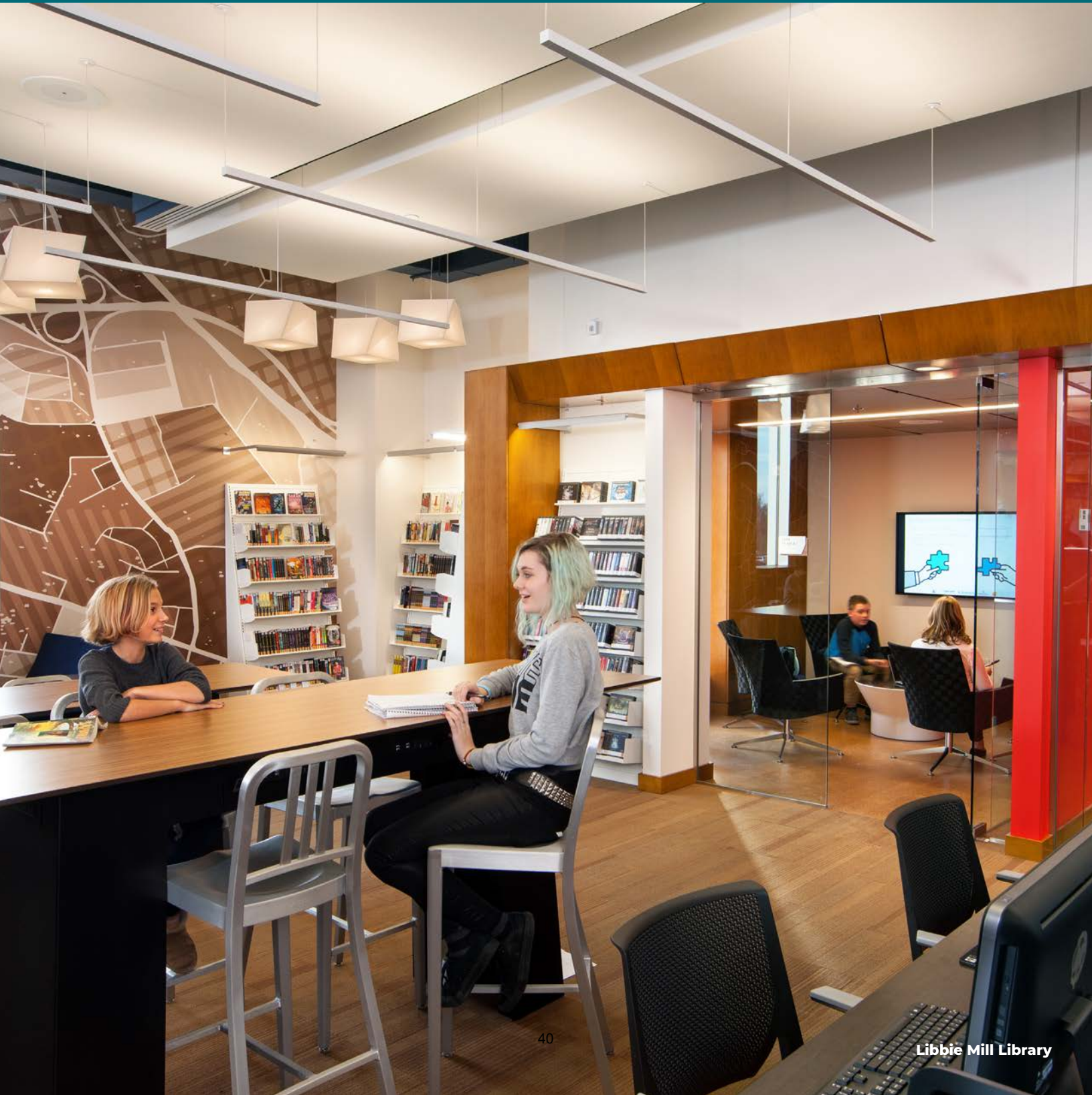


Interior Renovation (Youth Services Area)



Interior Renovation (Teen Area)

3 Project Team



Project Team

In order to deliver on the promise of the library's interior renovation, we have assembled an expert team familiar with the technical requirements specific to public libraries. Our team can best deliver the most effective combination of project management, collaborative skills, and expertise in the design to create new library spaces that exemplify your values and helps you reach a greater part of the Saline community.

QUINN EVANS

Ann K. Dilcher AIA, LEED AP will be the Principal in Charge and oversee all phases of the project. She will ensure that client needs are fully addressed and actively participate, bringing her depth of experience in aligning resources and achieving project goals. Ann is ultimately responsible for assuring that the project team fulfills project commitments and meets all milestones agreed upon with SDL leadership.

Ann is committed to expanding the design possibilities within the project constraints to deliver a welcoming, collaborative place to engage both your staff and the public seeking resources, enhancing the possibilities of sustainable building, and providing the flexible programming spaces that will strengthen and differentiate Saline District Library.

Karin Neubauer AIA, FITWEL AMB is an experienced architect with a strong portfolio in educational and sustainable design. She will develop work under the direction of the leadership team and provide design solutions and construction documentation. Karin will be responsible for assuring project planning and design complies with all code/life safety and accessibility regulations in force by local, county, and state authorities having jurisdiction. She will also lead coordination between all disciplines throughout the design and documentation process. Karin will interface with SDL as required through coordination meetings and presentation of design progress.

Fatima Beacham FITWEL AMB will be the interior designer, shaping the user experience of SDL's spaces. Through a collaborative approach, she creates beautiful library interiors with creative cost-effective solutions that combine new and existing furniture.

In selecting our consultant team, we favored both specific expertise and our long history of working together on projects. Our consultant team will add depth to the quality of the interior renovation effort.

We include:

O'Neal Construction, Inc. for Cost Estimating. This firm is based in Ann Arbor, and has a broad variety of library expertise. **Matt Gudenau** is their lead estimator and will use his knowledge of the current construction climate to provide cost numbers based on our concept designs.



Ann K. Dilcher

AIA, LEED AP \ PRINCIPAL IN CHARGE

Ann K. Dilcher focuses on community-building projects such as libraries, museums, and art centers. Her work often centers around adaptive reuse or renovation of existing buildings, usually historic buildings which are valued by the community. She is known for her ability to communicate with large groups of diverse stakeholders and create inclusive design solutions. Ann's attention to detail and coordination of expertise provided by specialty consultants exercises her mature understanding of technically demanding projects.

Charlevoix Public Library Charlevoix, Michigan

Principal in Charge of the concept planning for the future interior renovation of select spaces within the Charlevoix Public Library. This project includes development of a preliminary concept design, setting a budget for future design services, and planning for construction funding.

Allegan District Library Allegan, Michigan

Guided planning and design for renovation and expansion of an existing Carnegie Library on a difficult downtown site to create a successful millage campaign. Assisted with documentation for a low-interest USDA loan. Ann led the QE team to design and document a 8,000-sf addition and complete renovation to allow the library to expand its programming, support teen STEM-focused learning, and improve accessibility.

Howell Carnegie District Library Howell, Michigan

Project Manager for a library renewal study that was successfully leveraged into a public vote for funding, which the library used to update and upgrade the building to serve the community for the next twenty years. Ann managed the design and construction of this work which included exterior building envelope upgrades, new mechanical system, interior space planning changes, and updated interior finishes.

North Branch, Clinton-Macomb Public Library Clinton Township, Michigan

Principal for a new library which will enhance the community's civic center. The team is designing a library that bridges the formal public square with natural characteristics of the site. The new 25,000-SF building will support a community of 180,000 residents focused on inspiring lifelong learning.

Grosse Pointe Public Library System Grosse Pointe, Michigan

Principal for a phased renovation of three GPPL branches. The project goals are to expand learning, inspire creativity, and increase visitorship.



Registration & Certification

Registered Architect
NCARB Certified
LEED Accredited Professional

Education

Masters of Architecture, Certificate in Historic Preservation, Texas A&M University, 1996
Bachelors of Arts in Art History & Economics, Magna Cum Laude, Georgetown University, 1991

Professional Affiliations

American Library Association
Association for Preservation Technology International
APT Eastern Great Lakes Chapter
National Trust for Historic Preservation

Selected Activities

Association for Preservation Technology Conference, 2009, 2010, 2012
Michigan Historic Preservation Network Conference, 2010, 2012, 2014, 2016
National Park Service Mid-Century Modern Materials and Preservation

Karin Neubauer

AIA, FITWEL AMB \ PROJECT ARCHITECT

Karin Neubauer has over ten years of experience in all facets and stages of design, documentation, and construction. She enjoys the challenge of engaging with multiple stakeholders on projects with a strong cultural impact to create beautiful, functional, and meaningful spaces. Informed by an interest in the decorative arts and an appreciation for timeless design, her attention to detail and collaborative approach has contributed to projects ranging from historic preservation to library interiors.

Howell Carnegie District Library Howell, Michigan

QE has collaborated for over twenty-three years with the Howell Library in the ongoing stewardship of its historic Carnegie Library, beginning with a comprehensive interior and exterior restoration of materials and decorative details of the original library structure in 1991. With growing demand for new library services and the advent of changing technology, as an Architectural Designer, Karin and the QE team conducted a feasibility study for the library's proposed expansion in 2006.

Grosse Pointe Public Library Grosse Pointe, Michigan

Project Architect for the interior and exterior renovation of all three branches of the Grosse Pointe Public Library, including the 1953 Central Library. QE worked with the library to provide renderings for use in fundraising and with the CM to ensure cost estimates were accurate for bond sales used to fund much of the work.

New Buffalo Township Public Library New Buffalo, Michigan

Architectural Designer for the space planning, furnishings, and interior design services for the New Buffalo Township Public Library. This new 18,000 sf, \$5 million library became approximately twice the size of its predecessor, offering enhanced space, services, and parking to its patrons. It is designed to reflect materials and style responsive to the Lake Michigan shoreline.

Manistee County Library Manistee, Michigan

Architectural Designer for a Library Space Planning Study and a Mechanical System Replacement Project. Design for the replacement of 40 year old mechanical system created the opportunity to develop a plan for changes within the interior to improve library operations.



Registration & Certification

Registered Architect
Fitwel Ambassador

Education

Master of Architecture, University of Michigan, 2017
Bachelor of Science, University of Michigan, 2006

Professional Affiliations

American Institute of Architects

Fatima Beacham

FITWEL AMB \ \ SENIOR INTERIOR DESIGNER

Fatima Beacham is an experienced designer who is committed to a collaborative approach through creating innovative strategies that meet the goals and objectives of her clients. She utilizes her unique leadership skills to deliver outstanding solutions and design inspiration, and encourages opportunities that effect positive change for her clients. Clients recognize her for her integrity, business and financial judgment, and exceptional organization and implementation skills.

Charlevoix Public Library Charlevoix, Michigan

Interior Designer for concept planning the future interior renovation of select spaces within the Charlevoix Public Library. This project includes development of a preliminary concept design, setting a budget for future design services, and planning for construction funding.

Allegan District Library Allegan, Michigan

Interior Designer for the new 12,000-sf addition and renovation of the 8,500-sf existing Carnegie Library and its 1970s addition. The interior design played off the adjacent river to create STREAM (science, technology, reading, art, and math) areas for teens and youth.

Grosse Pointe Public Library Grosse Pointe, Michigan

Interior Designer for a phased renovation of three branches of the Grosse Pointe Library system. The goals of the renovation are to expand learning, inspire creativity, and increase visitorship of the library system. In addition, the projects will preserve the historical value of the Central Branch, while continuing to re-imagine the space in all three branches to best meet the community's needs.

Glen Lake Community Library Empire, Michigan

Interior Designer for a new addition and complete renovation of the existing library. The design reflects the lakeside community's connection to Lake Michigan, pulling themes from the area's deep links to nature. The project is programmed to care for full-time residents, and expand use and footprint for the seasonal influx of summer tourists.

Alpena County George N. Fletcher Public Library Alpena, Michigan

Interior Designer for the renovation of this 18,000-sf existing main library building. The design completely reorganizes the library, creating youth and teen areas on the second floor and combining all adult services on the first floor. The building is opened up for daylight and views while a new entry, main stair, and elevator improve visitor experience. The renovation will also include a full mechanical system replacement.



Registration & Certification

Fitwel Ambassador

Education

Bachelor of Sciences in Industrial Design, The Ohio State University, 1997

Matthew Gudenau

LEED GREEN ASSOC \ \ COST ESTIMATOR

Matt Gudenau leads the O'Neal Construction pre-construction services department. He manages project bidding, conceptual estimating, and budget pricing. Matt's construction career started in the field as a rough carpenter. He also worked as a field engineer, providing layouts for commercial concrete. His experience at O'Neal Construction includes roles as Project Engineer, Project Superintendent, and Project Manager.

IHA Chelsea Chelsea,

New state-of-the-art health center providing a wide spectrum of care under one roof. \$6.4M. 18,000 sf.

Mark Jefferson, Eastern Michigan University Ypsilanti,

Renovation of 5th floor: science classrooms and laboratories. \$1.8M. 11,600 sf.

Concordia PA Ann Arbor,

Renovation of Physician's Assistant classrooms and laboratories. \$1.6M. 11,000 sf.

Belleville Library Belleville,

New library including site development. \$10.3M. 31,400 sf.

Zoller USA Headquarters Ann Arbor,

New office, warehouse, & showroom including site development. \$9.6M. 44,000 sf.

Residence Inn Ann Arbor,

New six-story extended-stay hotel. \$21M. 91,000 sf.

Occupational Education, Washtenaw Community College Ann Arbor,

Phased renovation of occupied education building. \$11.7M. 120,000 sf.



Registration & Certification

LEED Green Associate

OSHA - 30 Hour Safety Training

Education

Bachelor of Science in Construction Management, Eastern Michigan University

4 Experience





Sustain Renew Reimagine

219 1/2 N Main Street
Ann Arbor, MI 48104
734.663.5888

2121 Ward Place NW, 4th Floor
Washington, DC 20037
202.298.6700

100 N Charles Street, 14th Floor
Baltimore, MD 21201
410.576.0440

4219 Woodward Avenue, #301
Detroit, MI 48201
313.462.2550

1037 Sherman Avenue
Madison, WI 53703
608.260.8020

1840 W Broad Street, #400
Richmond, VA 23220
804.788.4774

We see **limitless possibilities** in the interplay between quality of place and character of community. It is our promise to empower people and places to thrive and our commitment to deliver solutions with **powerful, resilient, and lasting** impact. Our work is informed and guided by our roots in preservation—with a respect for heritage and history as well as an awareness of context, along with the belief in the power of sustainability in the delivery of high-performance projects. Our award-winning portfolio touches on many aspects of life: **living, learning, culture, and heritage.**

Since our founding in 1984, Quinn Evans has innovated forward. Today, the firm is 200 strong with six office locations—Washington, DC; Ann Arbor and Detroit, Michigan; Baltimore, Maryland; Madison, Wisconsin; and Richmond, Virginia. Our inspired solutions evolve from diverse expertise in **architecture, preservation planning and design, interior design, and landscape architecture.**

Library Experience

QE's portfolio comprises a diverse mix of library projects, including new construction, renovation, and historically significant existing buildings. Our expert team offers services in design, planning, and interior integration to elevate the way these spaces support valuable community services.

SELECT PROJECTS

Allegan District Library

Allegan, Michigan

Alpena County George N. Fletcher Public Library

Alpena, Michigan

Baldwin Public Library

Birmingham, Michigan

Bloomfield Township Public Library

Bloomfield Township, Michigan

Capac Public Library

Capac, Michigan

Charlevoix Public Library

Charlevoix, Michigan

Duluth Public Library

Duluth, Minnesota

Fairfield Library

Henrico County, Virginia

Gayton Library

Henrico County, Virginia

George Peabody Library

Baltimore, Maryland

Grosse Pointe Central Library

Grosse Pointe Woods, Michigan

Grosse Pointe Ewald Library

Grosse Pointe Woods, Michigan

Grosse Pointe Woods Library

Grosse Pointe Woods, Michigan

Hall-Fowler Memorial Library

Ionia, Michigan

Howell Carnegie District Library

Howell, Michigan

Ladies' Library Association

Kalamazoo, Michigan

Leland Township Public Library

Leland, Michigan

Libbie Mill Library

Richmond, Virginia

Lyon Township Public Library

South Lyon, Michigan

Manistee County Library

Manistee, Michigan

Mardigian Library, University of Michigan, Dearborn

Dearborn, Michigan

McGregor Library

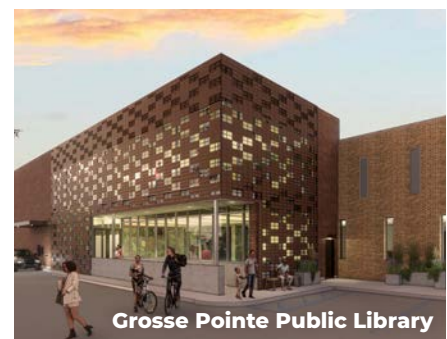
Detroit, Michigan

Monroe Masonic Temple Library Study

Monroe, Michigan

Mott College Library

Flint, Michigan



Muskegon District Library

Montague / Muskegon Heights / Norton Shores, Michigan

New Buffalo Township Public Library

New Buffalo, Michigan

North Branch, Clinton-Macomb Public Library

Clinton Township, Michigan

Northside Community Library

North Muskegon, Michigan

Rochester Hills Public Library

Rochester Hills, Michigan

St. Clair County Library System Main Library Study

Port Huron, Michigan

St. Clair Shores Public Library

St. Clair Shores, Michigan

Stockwell Library and Mudd Learning Center, Albion College

Albion, Michigan

Talbot County Free Library

Easton, Maryland

Traverse Area District Library

Traverse City, Michigan

Varina Library

Henrico County, Virginia

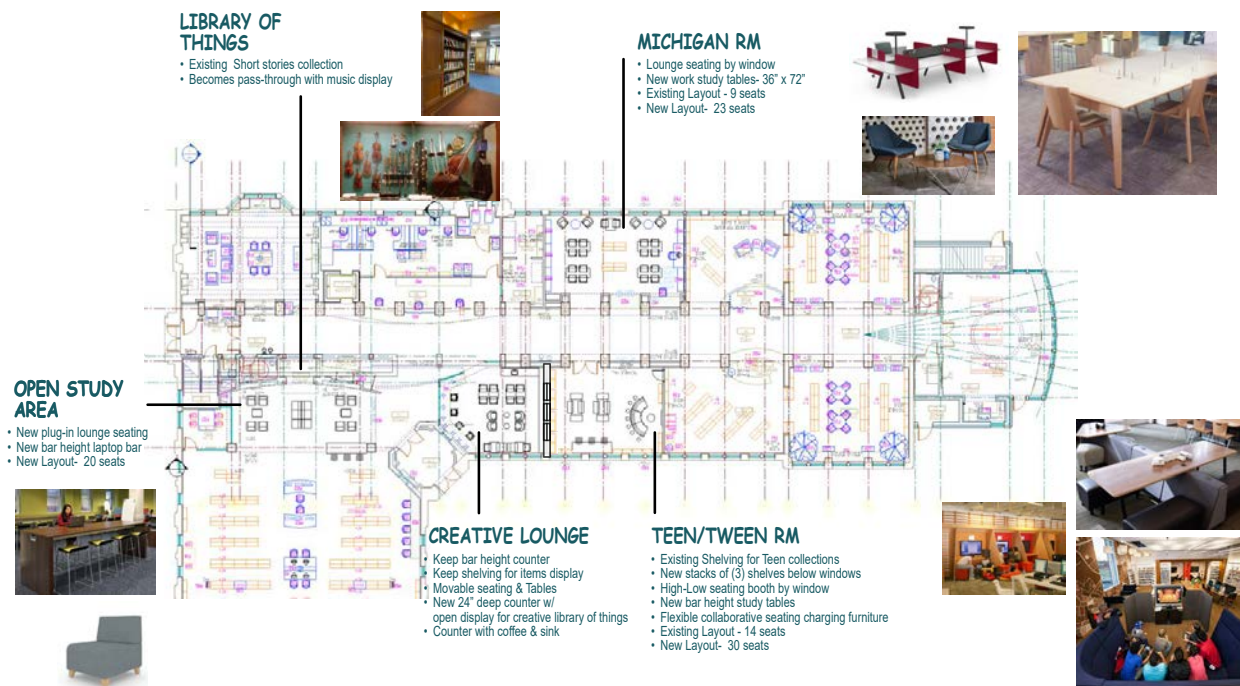
Washington and Lee Law Library

Lexington, Washington

Waynesboro Public Library

Waynesboro, Virginia





Charlevoix Public Library

CHARLEVOIX, MICHIGAN

Project Details

Former 1927 high school building
Plan for targeted renovations

Client

Charlevoix Public Library

Reference

Ryan Deery, Library Director
231.547.2651
rdeery@charlevoixlibrary.org

A community library in a historic 1927 former school building in the heart of downtown Charlevoix to cater to the city's permanent residents and thriving summer population.

While much of the library continues to function well, updates in select spaces will enhance the staff's ability to serve the needs of today's patrons. Concept planning for future interior renovations will address the balcony overlooking the main adult stacks and reading room, computer lab (and potential changes to the adjacent youth and teen areas), and furniture layouts within the staff areas. This project includes development of a preliminary concept design, setting a budget for future design services, and planning for construction funding.



Alpena County George N. Fletcher Public Library

ALPENA, MICHIGAN

Project Details

18,000 sf renovation
MEP systems upgrades
Master planning

Client

Alpena County George N.
Fletcher Public Library

Reference

Eric Magness-Eubanks,
Director
989.356.6188 x11
emeacl@alpenalibrary.org

Our team is helping the library impact a larger segment of its community with greater accessibility for people with disabilities and more functional programming space.

Initially, the team collaborated with library stakeholders to conduct a building assessment and library master planning exercise. This planning work and articulated vision led to the community passing bond funding for a full renovation of their aging 1970s building.

The design includes programming and layout updates such as providing more daylighting and views, creating a teen area, and consolidating adult services on a single floor. The project also focuses on improving inclusive circulation with a new main stair and elevator. In addition, the renovations to the Great Lakes Maritime and the Northeast Michigan Oral History and Historic Photo Archives, located at the library, will significantly improve secure storage space and a new public reading room for researching the collection.

Our team guided the Library Board through master planning, design, cost estimating, bidding, and construction for this 19,000 sf renovation of the two-story 1970s building. The renovation completely reorganized the library to support current services. Stripped to the concrete structure, all new finishes, furniture, main stair, elevator, and restrooms greatly improve patron experience. The renovated library opened in fall of 2021.



Howell Carnegie District Library

HOWELL, MICHIGAN

Project Details

Renovation of 7,000 sf
Renewal study for interior, exterior and MEP upgrades
Exterior, MEP, & interior renewal

Client

Howell Carnegie District Library

Reference

Holly Ward-Lamb, Library Director
517.546.0720
ward@howelllibrary.org

Careful stewardship of the stately Howell Carnegie Library, which opened in 1906, has restored and preserved the historic structure while renewing and expanding the library for efficient, technology-rich 21st-century use.

Quinn Evans has collaborated for over 23 years with the Howell Library in the ongoing stewardship of its historic Carnegie Library, beginning with a comprehensive interior and exterior restoration of materials and decorative details of the original library structure in 1991. With growing demand for new library services and the advent of changing technology, QE led an interior renovation to renew the library.

Twenty years later, the library came back to QE as it was time to update the library interior to meet current technology, make interior changes to support today's library services, replace the aged mechanical system, and complete other energy efficiency upgrades. Our 2013 renewal study helped them determine priorities and secure funding. The renovations completed in 2015 include a new mechanical system with automated controls, exterior envelope upgrades, and selected roofing replacement. A new interior plan addresses new shelving layouts, technology enhancements, and new finishes, circulation desk, and furniture.



Allegan District Library

ALLEGAN, MICHIGAN

Project Details

8,500 sf renovation

12,000 sf addition

Expansion to original Carnegie Library in historic district

Public engagement supported successful millage campaign

Guidance through local and state preservation reviews

Cost modeling

Client

Allegan District Library

Reference

Ryan Deery*, Library Director

231.547.2651

rdeery@charlevoixlibrary.org

**Allegan District Library Director during QE's project. Now working as Charlevoix Public Library Director.*

Challenged to expand a circa-1914 Carnegie Library and its 1970s addition, we began with a resourceful plan to optimize the steep downtown site, acquiring adjacent property and reworking vehicular access.

Our design was inspired by the Kalamazoo River running along the back of the property, with an organizational flow that doubles program areas and resolves accessibility issues by cascading down the hill from the street entry to the main level and onto the lower level, parking, and the river. An inventive STREAM concept (science, technology, reading, art, and math) informs the new spaces for teens and children, while expansive windows provide river views and a new reading deck overlooks the water. Strategically set back from the historic building line, the addition complements and extends the library's presence along the street without overshadowing the iconic original structure.



North Branch, Clinton-Macomb Public Library

CLINTON TOWNSHIP, MICHIGAN

Project Details

28,000 sf

New construction

Completion: 2021

Client

Clinton-Macomb Public
Library

Reference

Larry Neal, Library Director

586.226.5011

lneal@cmpl.org

Scan for a virtual tour
of this project



This new 28,000 sf branch library was built as an anchor of the township center.

On a seven-acre parcel, which completes the third side of the public square, the library is across from city hall and adjacent to the recreation building. Township guidelines dictate architectural compatibility with adjacent buildings and should embrace characteristics of turn-of-the-20th-century architecture.

The library has embraced its role as a forward-thinking institution, offering library programming and a technology infrastructure on the leading edge of library design. Both the site and building is designed as the educational and community gathering point of interest. Sustainable design and environmental management are actively demonstrated, making the site and building another format type to facilitate learning.

In response to the architectural guidelines, QE is imagining the organization structure well established by Carnegie Libraries, but infused new technologies and experiences. The center community commons is covered by a dome. Indoor and outdoor program rooms, collections, and staff areas radiate off the central space.



Junior Achievement Park, Libbie Mill Library

RICHMOND, VIRGINIA

Project Details

Youth space within library

Client

Junior Achievement of
Central Virginia

As part of its ongoing mission “to empower young people to own their economic success and succeed in a global economy”, one of Junior Achievement of Central Virginia’s (JACV) major initiatives has been its JA Finance Park.

In partnership with the school systems of central Virginia, middle and high school students receive in-school curriculum that introduces them to personal financial planning and career exploration. At the culmination of the program, students visit the Finance Park to put into practice what they have learned. Having outgrown its former location, JACV partnered with Henrico County to design a new Finance Park on the third floor of the County’s Libbie Mill Library.

The design goal of the new Finance Park was to connect students with the seriousness and importance of financial literacy. The design team sought to create a dynamic and interactive project-based learning environment outfitted with a simple, yet sophisticated, palette of materials and colors. The space was intentionally designed to be more business-like than school-like.

A primary design element within the Finance Park is a design element referred to as the “thread”, which serves as an organizing element within the mostly open space. It defines the edge of the central meeting and orientation space that serves as the locus for students when they start their day at the park.



Glen Lake Community Library

EMPIRE, MICHIGAN

Project Details

3,400 sf renovation

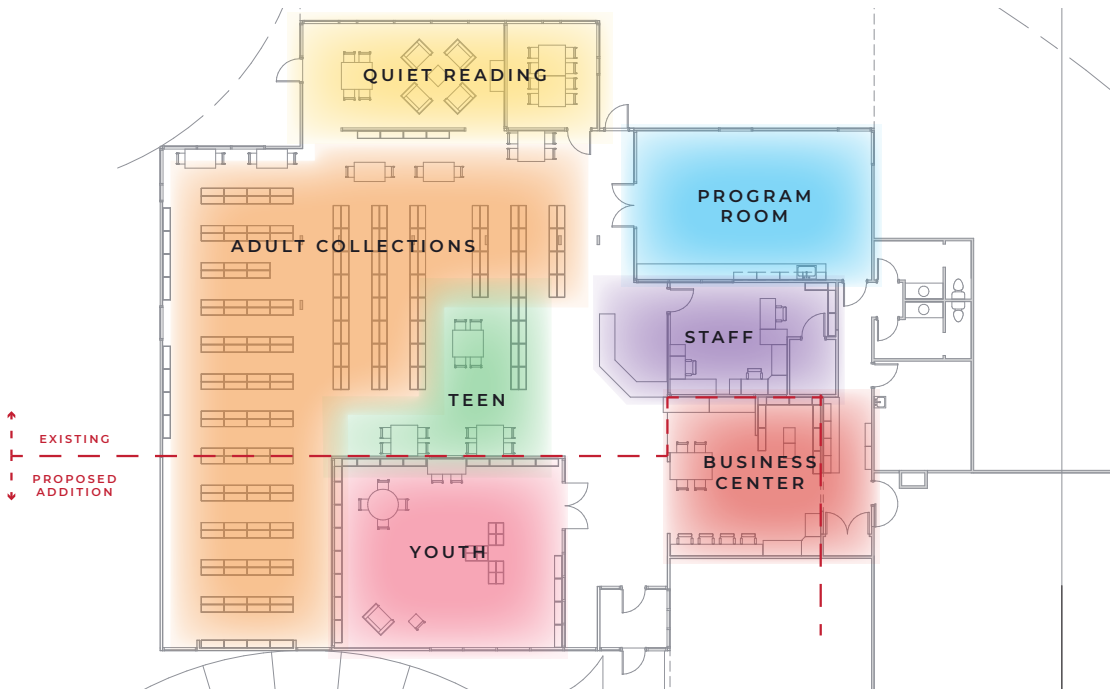
2,400 sf addition

Client

Glen Lake Community Library

The revitalization and addition to this seasonal community library invites locals and vacationers to engage in this northern lakeside downtown. The library is designed to adapt to the dramatic changes in season, pulling patrons outside in the warmer months and providing space for community gathering in the winter.

The district is rural, but during the summer, the area experiences an influx of semi-permanent residents and seasonal visitors. This shift in population dramatically changes the number of people utilizing the library throughout the year. Our design accommodates this change by providing a generous outdoor plaza and active indoor spaces for community youth. The new entry link allows a single supervision point for interior youth and adult areas and connects the front plaza and the rear program lawn on the exterior. The scale of the addition raises the street presence of the library, allowing people to recognize it as a civic building while still fitting in with the residential downtown street.



Leland Township Library

LELAND, MICHIGAN

Project Details

2,150 sf proposed addition

4,700 sf renovation

Renewal & expansion planning

Client

Leland Township Library

The library sits on a bend of the Leland River, adjacent to the Leelanau Community Cultural Center and connected to the Leelanau Historic Society Museum. Together these buildings form the cultural campus of Leland.

The library renewal plan considers the overall ambiance and functionality of the building – Does the library offer the types of environments and services to sufficiently address community needs? With a large seasonal visitor constituency and many rich programming offerings (and more desired), the library is in need of dedicated programming space, which it currently shares with the neighboring Historic Society Museum. An expansion will help address the seasonal need, as well as provide space for regular year-round children’s programming currently lacking in its own space.

The proposed 2,150 sf addition and renovation includes a program room, quiet reading area with fireplace, meeting room, and dedicated business, teen, and larger youth area. Bringing the exterior façade of the building south creates a more direct connection to the frequently used shared programming space while maintaining access for all patrons.



Grosse Pointe Public Library

GROSSE POINTE, MICHIGAN

Project Details

Ewald Branch: 15,000 sf renovation, 2021

Woods Branch: 27,000 sf renovation, 2022

Central Branch: Plaza, 2021 // 18,500 sf renovation & addition, 2023

Client

Grosse Pointe Public Library

Reference

Jessica Keyser, Library Director

313.343.2325

jkeyser@grossepointelibrary.org

Our team's strategic designs expand learning, inspire creativity, and increase visitorship of three branches of this library system.

Ewald & Woods Branch Libraries: The design strategy refreshed two of the large branch libraries to provide more casual study areas, move main desks to improve service and sight-lines. Exterior plazas were redesigned to provide more active, welcoming outdoor space for patrons and programs. Staff areas were redesigned to be more secure, improve workstation layouts, and provide a wellness room. At both branches, furniture and finishes were updated to bring a lighter lakeside environment to the Ewald Branch and a forest inspiration to Woods Branch. Youth areas were transformed to better control acoustics and to accommodate the tweens. Additional flexible seating was added into adult areas, along with more space for personal computers with a reorganization of public computing.

Central Branch: The first project at the historic mid-century modern Central Branch was the renovation of the exterior plaza. A cascading stair was added to connect the upper entry plaza with a lower street level area for more seating and larger programs. The bluestone was reintroduced at the upper plaza as a "carpet" for their large sculpture. New ramping makes this plaza and the main entrance accessible for the first time ever. Finally, new larger bicycle parking anchors the end of the new site work. Design work continues on a 4,000 sf addition to Central Branch to create a new youth area, a program room, drive-up book window, and provide an elevator to the staff areas on the second floor.

5 References



References

Charlevoix Public Library

Ryan Deery*, Library Director
220 West Clinton Street
Charlevoix, Michigan 49720
231.547.2651
rdeery@charlevoixlibrary.org

**Allegan District Library Director during
Quinn Evan's expansion & renovation project*



Grosse Pointe Public Library

Jessica Keyser, Library Director
10 Kercheval Avenue
Grosse Pointe Farms, Michigan 48236
313.343.2325
jkeyser@grossepointelibrary.org



North Branch, Clinton-Macomb Public Library

Larry Neal, Library Director
40900 Romeo Plank Road
Clinton Township, Michigan 48038
586.226.5011
lneal@cmpl.org



6 Fee



Proposed Fee

Phase	Cost
Space Visioning	\$ 25,450
Renderings, two (2) views	\$ 4,400
Total Lump Sum Fee	\$ 29,850

Reimbursable Expenses (estimated) **\$ 150**

Additional Deliverables *(if desired)*

Renderings (each) **\$ 2,000**



Teens Area, Fairfield Library

219 1/2 N Main Street
Ann Arbor, MI 48104
734.663.5888

2121 Ward Place NW, 4th Floor
Washington, DC 20037
202.298.6700

100 N Charles Street, 14th Floor
Baltimore, MD 21201
410.576.0440

4129 Woodward Avenue, #301
Detroit, MI 48201
313.462.2550

1037 Sherman Avenue
Madison, WI 53703
608.260.8020

1840 W Broad Street, #400
Richmond, VA 23220
804.788.4774

**QUINN
EVANS**

Space Visioning

SALINE DISTRICT LIBRARY

May 05, 2022

QUINN
EVANS



38

Years in Business



6

Office Locations



208

Total Staff



51.5%

Women-Owned



14%

Minority
Representation



110

Registered
Architects



8

Interior Designers



52

LEED-Certified
Projects



500+

Design Awards



#4

Architecture Firm
for Public Libraries

*Building Design
& Construction Giants, 2021*

By the Numbers

Agenda

- Teen & Flex Spaces
- Study Rooms
- Program / Public Meeting Spaces
- Staff Work Areas
- Outdoor / Indoor-Outdoor Spaces
- Design Process & Timeline

Before



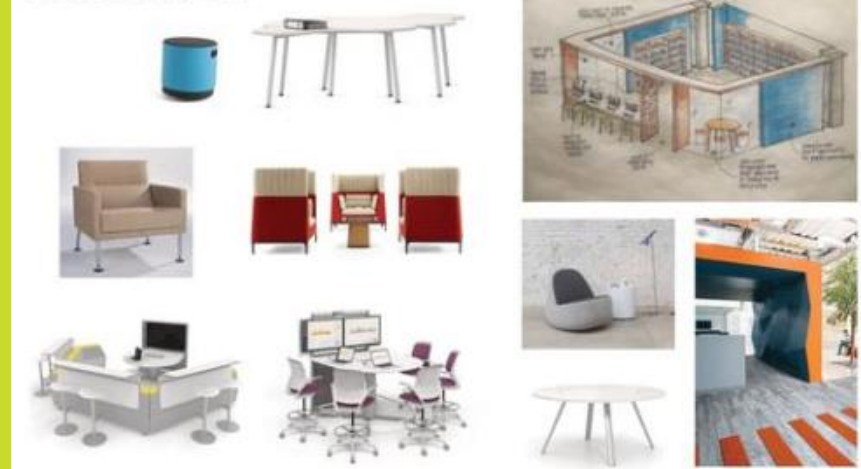
Alpena County George N. Fletcher Public Library

November 27 at 10:00 AM · 🌐

The new Teen space is going to be out of this world with your help! Visit www.cfnem.org on December 1st to support new technology and seating for the teen space. #givingtuesdaynemi

TEEN AREA

FURNITURE INSPIRATION IMAGE



Teen & Flex Spaces

Alpena County George N. Fletcher Public Library Alpena, Michigan

After



Teen & Flex Spaces

Alpena County George N. Fletcher Public Library Alpena, Michigan





Teen & Flex Spaces

Allegan District Library *Allegan, Michigan*⁶⁹



Teen & Flex Spaces

Allegan District Library *Allegan, Michigan*



Study Rooms

Howell Carnegie District Library *Howell⁷¹, Michigan*



Study Rooms

Allegan District Library *Allegan, Michigan*⁷²



Study Rooms

Allegan District Library

Allegan, Michigan



Study Rooms

North Branch, Clinton-Macomb Public Library⁷⁴ Macomb, Michigan

Before

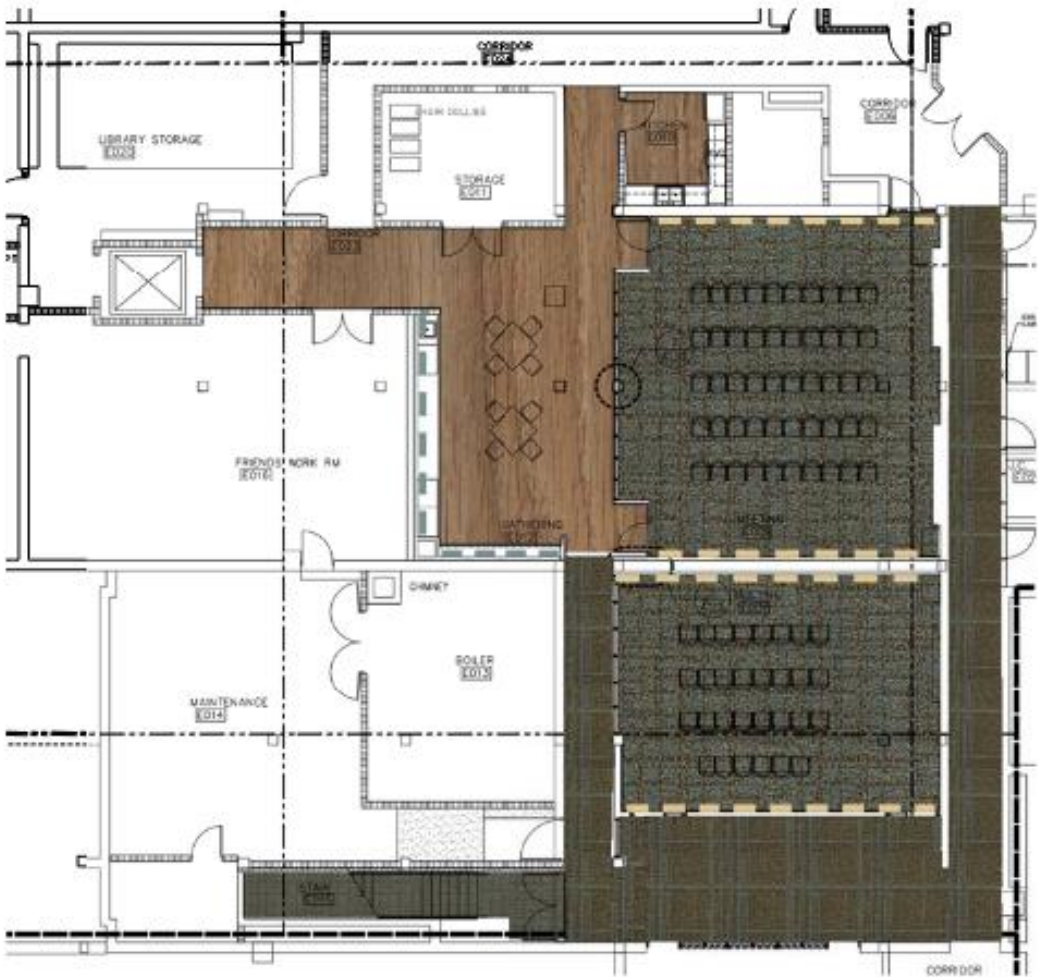


Program / Public Meeting Spaces

Allegan District Library *Allegan, Michigan*⁷⁵

Lower Level Finish Plan

OPTION-A BROADLOOM



WALL PAINT



FIELD PAINT



ACCENT PAINT

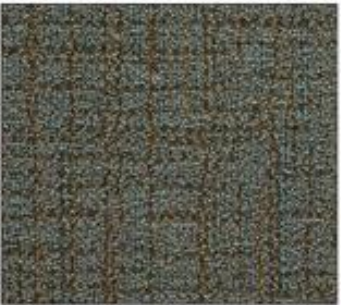


TRIM PAINT



ACCENT PAINT

FLOOR FINISHES



Program / Public Meeting Spaces

Bloomfield Township Public Library ⁷⁶ Bloomfield Township, Michigan



Program / Public Meeting Spaces

Fairfield Library *Henrico County, Virginia*⁷⁷



Program / Public Meeting Spaces

North Branch, Clinton-Macomb Public Library⁷⁸ Macomb, Michigan

Before



Staff Work Areas

Ewald Branch, Grosse Pointe Public Library⁷⁹ Grosse Pointe Park, Michigan

Before



Staff Work Areas

Allegan District Library *Allegan, Michigan*⁸⁰



Outdoor / Indoor-Outdoor Spaces

North Branch, Clinton-Macomb Public Library⁸¹ Macomb, Michigan



Outdoor / Indoor-Outdoor Spaces

North Branch, Clinton-Macomb Public Library⁸² Macomb, Michigan



Outdoor / Indoor-Outdoor Spaces

Allegan District Library *Allegan, Michigan*⁸³

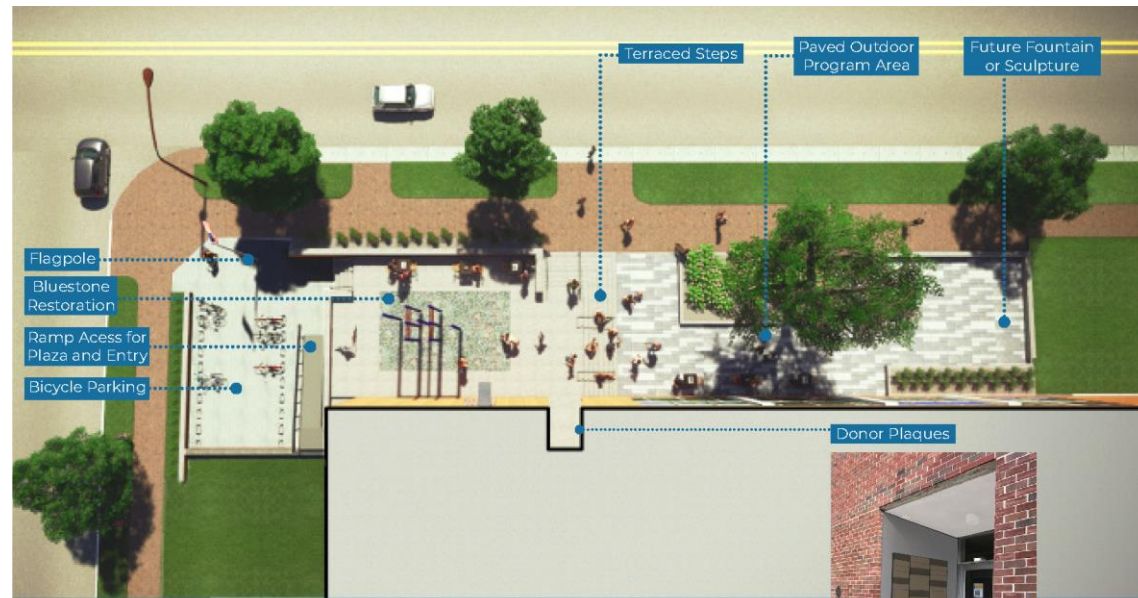


Outdoor / Indoor-Outdoor Spaces

Central Branch, Grosse Pointe Public Library⁸⁴ *Grosse Pointe Farms, Michigan*

SUPPORT THE CENTRAL PLAZA

1. Opportunity 1
2. Opportunity 2
3. Opportunity 3
4. Opportunity 4
5. Opportunity 5



LIBRARY FOR THE FUTURE

Grosse Pointe Public Library, built by Bauhaus-trained architect Marcel Breuer in 1953, is one of the architect's first major public commissions in the United States—and the only one of his buildings in the Detroit area. Signifying a shift in American architecture, when modernism was preferred over traditional styles to show the progress and ingenuity of a post-war nation, the library stands as an important piece of American architectural and social history.

The building is a two-story box-like structure with an unadorned brick façade, in keeping with the materials and aesthetic that were common in the neighborhood at the time of construction. The building's floor-to-ceiling windows and exposed structural elements reflect modernist design ideals such as transparency, enhanced public access, and community enjoyment.



Outdoor / Indoor-Outdoor Spaces

Central Branch, Grosse Pointe Public Library⁸⁵ Grosse Pointe Farms, Michigan

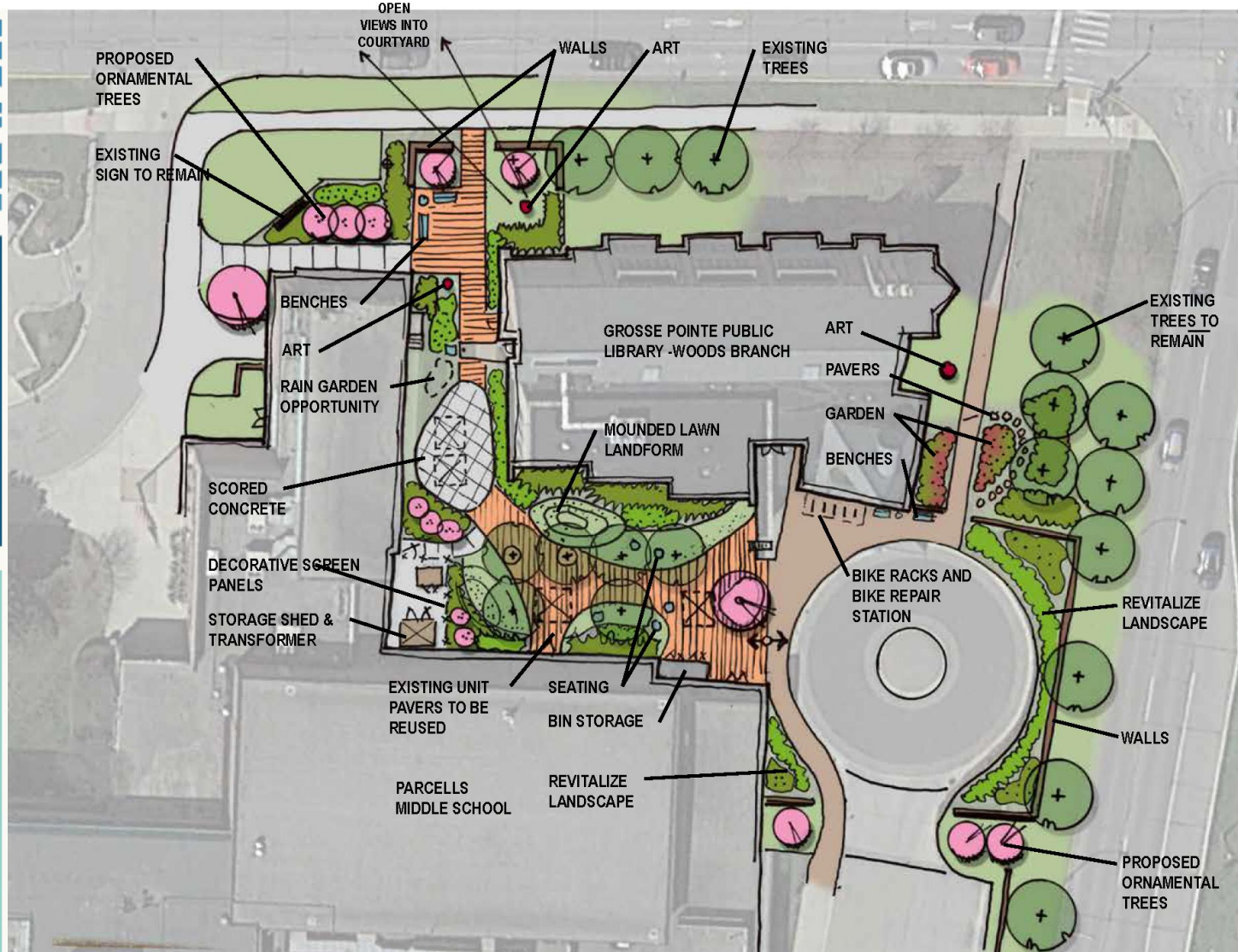


Outdoor / Indoor-Outdoor Spaces

Central Branch, Grosse Pointe Public Library⁸⁶ *Grosse Pointe Farms, Michigan*



GROSSE
POINTE
PUBLIC
LIBRARY



Outdoor / Indoor-Outdoor Spaces

Woods Branch, Grosse Pointe Public Library⁸⁷ Grosse Pointe Woods, Michigan

Before



Outdoor / Indoor-Outdoor Spaces

Glen Lake Community Library *Empire, Michigan*



Design Process & Timeline

Weeks
1 – 2

3 – 6

7 – 11

12 – 15

Information Gathering & Concept Development

Design Review & Refinement

Establishing Budget & Finalizing Graphics

Week 1

- Kick-Off Meeting with Building and Grounds Committee
- Building Tour
- Review Existing Drawings

Week 2

- Stakeholder Interviews at the Library

Weeks 3 - 6

- Develop Initial Concept Options and Example Images



Proposed Schedule

Design Process & Timeline

Weeks

1 – 2

3 – 6

7 – 11

12 – 15

Information Gathering & Concept Development

Design Review & Refinement

Establishing Budget
& Finalizing Graphics

Week 7

- Review Concept Options with Leadership

Week 8

- Revise Concepts Based on Feedback

Week 9

- Draft Concept Presentations to Building and Grounds Committee

Weeks 10 - 11

- Revise Selected Concept
- Prepare Estimating Narrative
- Prepare Rendered Plans



INSPIRED BY ALLEGAN

- Kalamazoo River
- Bridge between past and present
- Shapes and Geometry inspired by the natural setting

Proposed Schedule

Design Process & Timeline



Information Gathering & Concept Development

Design Review & Refinement

Establishing Budget
& Finalizing Graphics

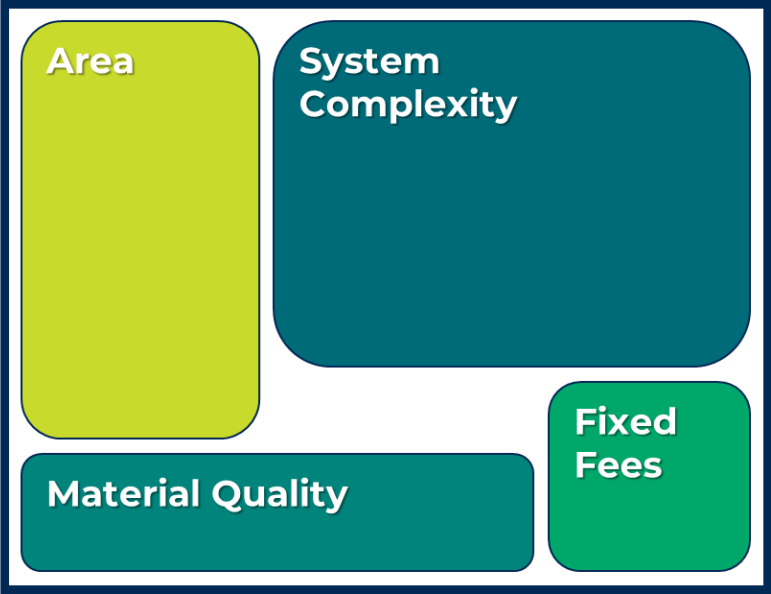
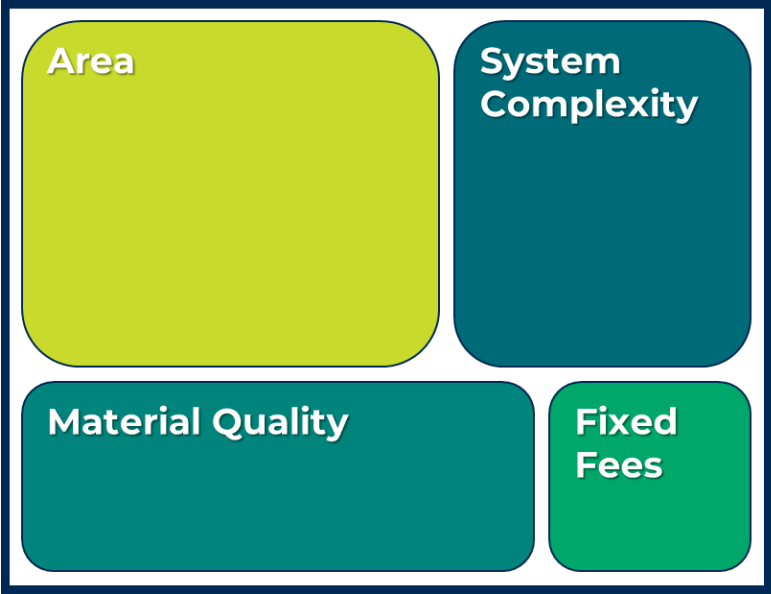
Weeks 12 - 14

- Prepare Cost Opinion
- Prepare Rendered Views

Week 15

- Submit Final Deliverables
- Meeting to Present Concept to Library Board

Budget Box





**QUINN
EVANS**

QUINN
EVANS

MEMORANDUM

From: Ann K. Dilcher, AIA, LEED AP

To: Karrie Waarala, Library Director

RE: **Saline Public Library
Space Visioning Project**

Subject: **Professional Services Fee Break Down**

Quinn Evans is pleased to provide the following break down of the lump sum fee that was included in our RFP response dated April 4, 2022. The fee for planning projects such as yours is based on our assumption of the scope of work required from our understanding of the project. We find it is often useful to have a discussion related to goals and deliverables from our team that will best help you reach those goals. If the library has a budget in mind, we can also provide a break down of how we would structure a scope of work within that budget that results in a useful product for the library.

Space Planning Fee: \$25,450 Estimated hours listed in parenthesis: (180)

Base Plan Creation \$1,008 (8)

Kick Off Meeting and Building/Furniture Survey \$1,512 (12)

Stakeholder Interviews \$2,520 (20)

Concept Creation, Multiple Options for 3 Main Areas \$9,072 (72)

Concept Review with Library \$756 (6)

Concept Revisions \$2,268 (18)

Concept Presentation \$756 (6)

Concept Revisions, Rendered Plan, and Final Report \$2,520 (20)

Cost Estimating \$1,512 (12) plus O'Neal Construction estimating at \$2,500

Final Presentation \$756 (6)

Rendered Views first two \$2,200 each, additional renderings \$2,000

Assumptions that we have included in the fees:

- Stakeholder Interviews will include 4 two hour sessions with groups defined in conversation with library
- Concept Options include furniture layouts
- Cost Estimating section includes estimating for furniture
- Kick off meeting, stakeholder interviews, concept review and two presentations will be in-person

END OF MEMORANDUM

Space Visioning Project for the

Saline District Library

Merritt Cieslak Design

Specializing in Library Facility Design for over 50 Years



Table of Contents

3	Cover Letter
4	Firm Profile
5	Design Team and Resumes
7	Representative Projects
22	Other Notable Projects
23	References
24	Project Fee
26	Project Schedule



April 4th, 2022

Saline District Library
555 N Maple Rd.
Saline, MI 48176

Dear Director Waarala,

Merritt Cieslak Design (MCD) is delighted to submit to you our proposal for professional design services for the Saline District Library Space Visioning Project. As the first of the four strategic focus areas from your recently completed 2022-2026 Strategic Plan, the work to “Optimize Spaces” at the library’s facility will yield benefits for the patrons of the Saline District Library for generations to come.

MCD’s 50-plus years of experience in the design of public library facilities has made it a trusted advisor to libraries around the state of Michigan and make it the ideal partner to help the Saline District Library in this effort. We have shepherded many libraries through this process, with tremendous results. In fact, we are currently working with the Romulus Public Library on a phased, multi-year project that started with a study of how the library was utilizing its existing space. Much to the surprise and delight of the library and city leadership, MCD was able to identify underutilized space within the existing footprint of the library to introduce sorely needed new spaces such as meeting rooms, study rooms, and storage spaces.

It is this experience, expertise, care, and love of public libraries that MCD Architects offers to the Saline District Library for this all-important component of its Strategic Plan. During my walk through with you several weeks ago, I was filled with excitement about all of the potential that your facility (inside and out) has for its patrons. You have a beautiful site and building that has tremendous untapped capacity to fulfill the goals of providing universally accessible spaces, becoming a more experiential and interactive learning environment, and making indoor and outdoor spaces as inviting and inspiring as they are functional.

We invite you to review our extensive experience in coming alongside and guiding public libraries, talk to our references about our services, and review our proposed project approach and schedule. Thank you for your consideration of Merritt Cieslak Design to be your partner in this important project in the life of the Saline District Library.

Sincerely,

Steven G. Schneemann, Principal Architect



Merritt Cieslak Design, PLC

Merritt Cieslak Design

The experienced team at Merritt Cieslak Design is committed to the creation of thoughtful and inspiring design solutions that serve our clients and enhance the built environment.

Merritt Cieslak Design (MCD) is a full service architectural design firm located in Farmington, Michigan. Our firm has been serving Michigan communities since 1930 and in that time has specialized in institutional design. We have been privileged to serve community libraries throughout the state of Michigan from Mackinac to Grand Rapids to Metro Detroit.

Our creative and sensitive design solutions have ranged from the renovation and re-purposing of existing and significant structures to entirely new free-standing libraries. Our approach to design focuses on designing facilities which are sensitive to the character and values of the community they serve. For that reason, it is important in our design process to have a foundational understanding of the community, and to respond with innovative library design solutions which provide for the needs of its patrons.

Because of our experience in library facility design, we understand the important role that libraries play in the community and how that role has changed due to technology and changing learning methodologies. Our response to these changes is to create exciting and flexible library facilities which inspire life-long learning and enhance the community.

Relationships are foundational to our practice.

As a result, our relationships with many of our library clients span several decades. With over nine decades of experience, MCD's professionals have repeatedly exhibited the ability to address the needs of our clients with innovative, creative, and thoughtful design solutions that are sensitive to the communities they serve.



Steven G. Schneemann, RA, LEED

Merritt Cieslak Design, PLC - Principal

Steve has worked on hundreds of projects in dozens of states and on 4 continents. His extensive experience includes secondary and higher education, commercial, institutional, retail and corporate work, as well as single and multi-family residential projects.

In addition to his role as principal architect at MCD, Steve has taught architectural design and theory at Lawrence Technological University for 16 years and has also served in local government on the downtown development authority, city council, and as mayor.

Registration

State of Michigan , California, Florida, Mississippi, New York, New Jersey, Connecticut

NCARB Certified

Education

1988 Engineering- **Calvin College**

1993 Bachelor of Science in Architecture- **Lawrence Technological University**

1998 Master of Architecture **University of California at Berkeley**



Relevant Projects

**Ferris State University
(with Neumann Smith)**

Inkster Public Library

Romulus Public Library

Plymouth Public Library

Baldwin Public Library

Ronald A. Cieslak, RA

Merritt Cieslak Design, PLC - Senior Advisor

During his 44 year design career, Ron has been involved in over 70 library planning and design projects. His extensive experience in the design of library facilities has allowed him to stay up to date on the current and changing role that libraries play in the community and an understanding of their needs. Ron's approach to design is centered around helping client's to clearly define their needs and helping them achieve those needs through creative design solutions.

Registration

State of Michigan

NCARB Certified

Education

1976 Bachelor of Arts in Architecture- **Lawrence Technological University**

1977 Bachelor of Architecture **Lawrence Technological University**

2019 Masters of Art In Religion **Reformed Theological Seminary**



Relevant Projects

Plymouth District Library

Pinckney Community Library

Redford Township District Library

Salem-South Lyon

District Library



Dianne Schurg, Allied ASID

Merritt Cieslak Design, PLC - Interior Designer

Dianne received her Bachelor's of Interior Architecture from Lawrence Technological University in Southfield, Michigan. She is an allied member of ASID, and is currently studying for her National Council for Interior Design Qualification (NCIDQ) certification.

Dianne's professional work has included space planning, furniture specifications, and finish selections for private sector projects as well as public sector projects including numerous public libraries. In addition to her work as an interior designer, Dianne also provides architectural design for Merritt Cieslak Design projects.

Education

2019 Bachelor of Interior Architecture - **Lawrence Technological University**

Affiliates

American Society of Interior Designers (ASID)



Relevant Projects

Romulus Public Library

Redford Township District Library

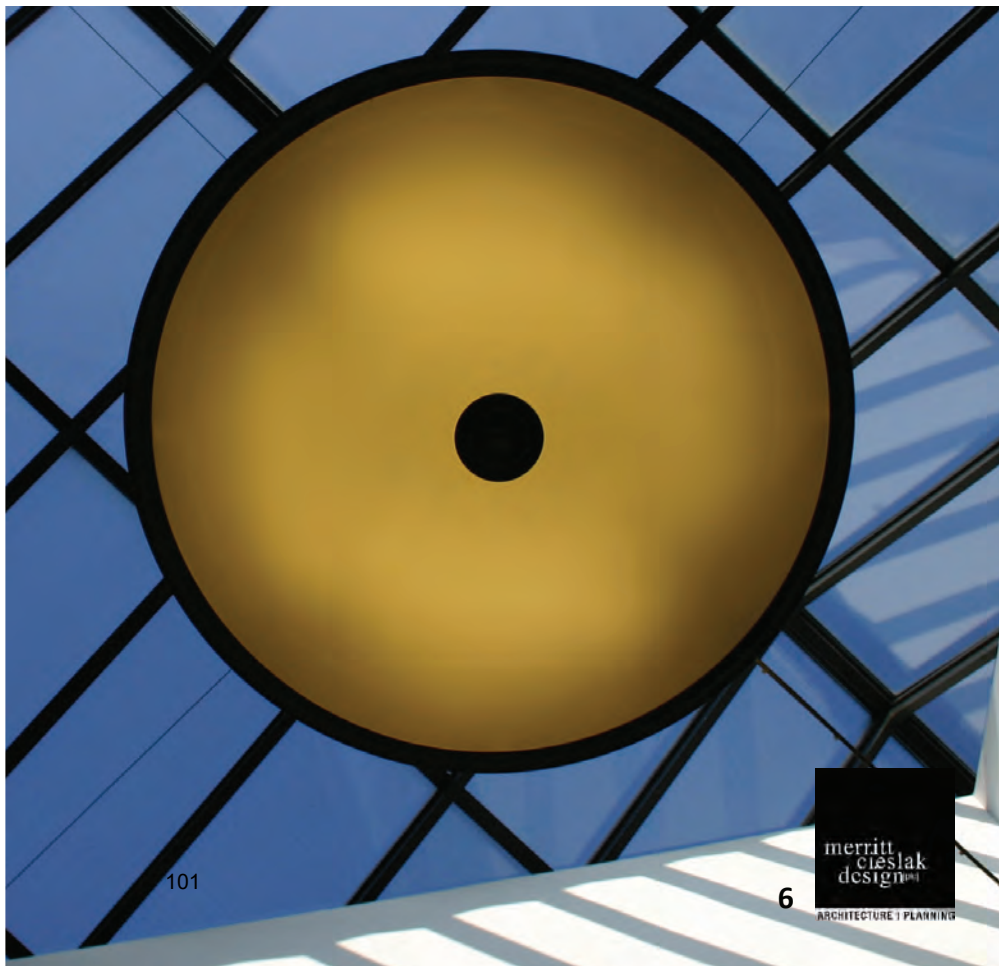
Royal Oak Public Library

Inkster Public Library

Baldwin Public Library

Shiawassee Public Library

A good design is never the result of an individual effort, but is the natural outcome of a coordinated effort of committed professionals working closely to meet their client's needs.



Representative Projects

Over the past 50 years, Merritt Cieslak Design has specialized in public library design. Because of our experience in library facility design, we understand the important role that libraries play in the community and how new technologies and evolving learning methodologies are changing that role.

Our response to these changes is to create dynamic, flexible, and multi-functional library facilities which inspire life-long learning and exploration and provide a strong sense of community. The following is a collection of several completed and in-progress projects that illustrate Merritt Cieslak Design's library work.



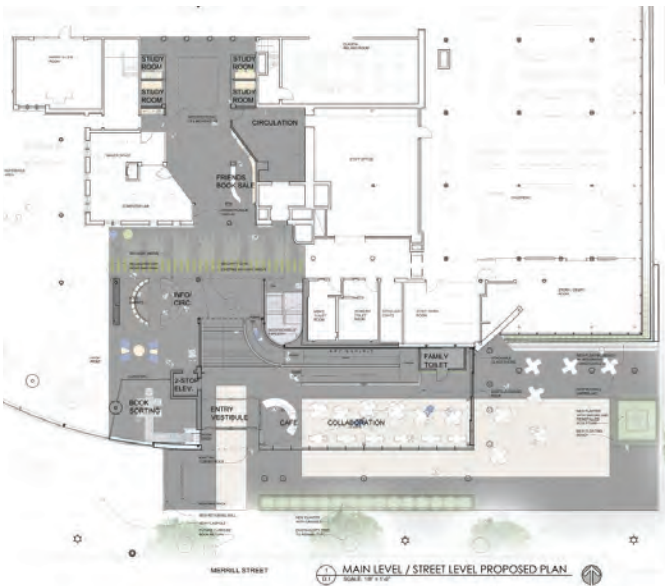
Baldwin Public Library

Birmingham, Michigan

Merritt Cieslak Design was selected to provide a schematic design for a new main entry to the Baldwin Public Library in downtown Birmingham. Included in the project is a new cafe and collaboration space with large glass doors that open the cafe to a redesigned plaza space. Interior design changes also include a new elevator and ramp to make the library easily accessible to people of all abilities, a relocated and reconfigured circulation desk, and a reconfigured automatic sorting system that is visible to the public. Construction is anticipated to begin in 2023.

Project Information:

5,200 SF Interior Renovation and Building Addition | Proposed Cost \$3.26 M | To be completed in 2022-2023



Inkster Public Library

Inkster, Michigan

Merritt Cieslak Design (MCD) was selected to develop a new needs assessment for the Inkster Public Library in Inkster, Michigan. Upon completion of the study, the library purchased an existing 7,000 square foot building for the development of the new library.

MCD was then directed to develop the design of a new 10,000 square foot library with related site improvements. The new library incorporates several functions which were not previously available to Inkster residents. These include a Career Resource Center, group study rooms, and a dedicated young adult area. The new design creates an innovative new architectural vocabulary for the addition and the existing building.

Project Information:

3,000 SF New- 7,000 SF Renovation | Construction Cost- 2.1M | Completed 2020



Plymouth District Library

Plymouth, Michigan

The Plymouth District Library was originally housed in an approximately 14,000 SF facility in downtown Plymouth. A needs assessment was done for the library at which time it was determined that, to serve the Plymouth community for the next twenty years, a library facility of approximately 40,000 SF should be constructed. Due to the fact that the existing library facility consisted of three separate building additions, it was determined that the existing facility could not be expanded in such a way as to result in an efficient library and, as such, a new building was designed to be constructed in its place.

Merritt Cieslak Design was selected to evaluate possible site alternatives and to design the new library facility. After studying several alternative sites within Plymouth, it was determined that the library was best located in the downtown area. The new library design resulted in a two-story facility of approximately 23,000 SF per floor. The exterior building design was developed in a character which is consistent with the downtown Plymouth area and surrounding historic buildings. MCD has completed multiple additional projects since the library completion totaling over \$ 4M.

Project Information:

54,000 SF New | Construction Cost- 28.0M | Completed 1998



Romulus Public Library

Romulus, Michigan

The Romulus Public Library commissioned Merritt Cieslak Design to develop a **Space Utilization Study** and new master plan for their existing facility. The result of the study indicated that there was valuable space available with some minor reorganization of interior elements.

MCD then developed a plan which expanded the existing program room, a new centrally located help desk, and an improved location and expansion of the computer services area. Future phases of the master plan will include a new teen area, the renovation of the existing youth area, an exterior program/reading area, and an expansion of the building.

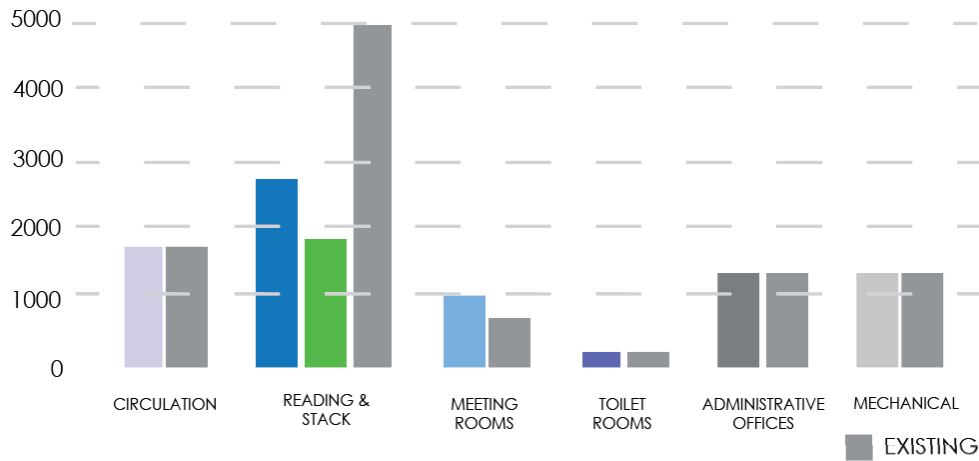
Project Information:

2,000 SF Renovation | Project Costs. \$ 450K- Currently Being Bid | Scheduled Completion 2022

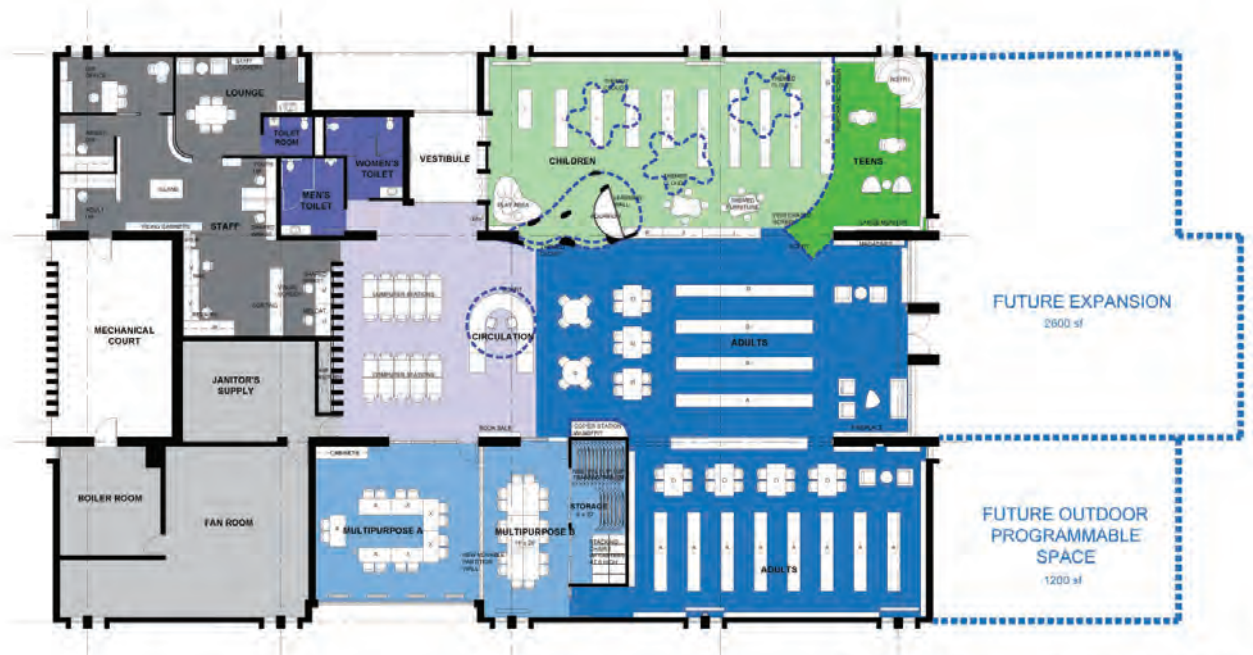


Romulus Public Library

Romulus, Michigan



A space utilization study collects and analyzes room use data, then compares it to industry standards and to other institutions. This allows you to make decisions about how to **creatively reuse existing space** and reduce the need for expensive new space.



PROPOSED SPACE UTILIZATION STUDY PLAN
SCALE: 1/8" = 1'-0"

- FUTURE EXPANSION:**
- 2500 sq ft addition & addition of outdoor programmable space
 - PROPOSED INDIVIDUAL & GROUP STUDY ROOMS & MAKER SPACE IN FUTURE EXPANSION
 - PROPOSED CAFE/VENDING MACHINES IN FUTURE EXPANSION

- FUTURE OUTDOOR PROGRAMMABLE SPACE:**
- LEARNING GARDEN
 - CHILDREN'S LEARNING TACTILE & PLAY
 - OUTDOOR READING ROOM
 - OUTDOOR GROUP ACTIVITY ZONE

- STAFF AREA UPDATES:**
- EXPANDED STAFF LOUNGE
 - ENCLOSED ASSISTANT DIRECTOR'S OFFICE
 - RELOCATED WORK STATIONS
 - VISUAL SCREEN FOR PRIVACY
 - ADA COMPLIANT STAFF TOILET ROOM
 - ADDITION OF NEW WORK STATIONS

- UNAFFECTED AREAS:**
- FAN ROOM, BOILER ROOM, AND JANITOR'S SUPPLY TO REMAIN

- MULTIPURPOSE ROOMS UPDATE:**
- NEW FURNITURE
 - ADDITION OF STORAGE ROOM
 - ADDITION OF NEW SMALLER MEETING ROOM
 - ADDITION OF MOVABLE PARTITION WALL

- ADULT READING AREA UPDATES:**
- NEW LOUNGE FURNITURE
 - ADDITION OF FIREPLACE
 - ADDITION OF MAGAZINE/READING NOOK
 - REARRANGE STUDY AREA

- KID'S READING AREA UPDATES:**
- THEMED ENVIRONMENT
 - NEW UNDERSEA THEMED FURNITURE
 - ADDITION OF AQUARIUM
 - ADDITION OF THEMED ENTRY FACADE
 - NEW THEMED PLAY AREA
 - NEW FLOATING CLOUDS TO SUPPORT THEME

- TEEN THEMED AREA UPDATES:**
- NEW THEMED FURNITURE
 - ADDITION OF CORNER BOOTH
 - ADDITION OF GAMING MONITORS
 - ADDITION OF FLOATING CLOUDS
 - PERFORATED SCREEN TO PROVIDE LIMITED SEPARATION

- CIRCULATION UPDATES:**
- NEW CIRCULATION DESK
 - INCREASE COMPUTER STATIONS
 - RELOCATE SALE BOOKS
 - RELOCATE/UPDATE COPIER STATION

- TOILET ROOM UPDATES:**
- ADA COMPLIANT MEN'S ROOM
 - ADA COMPLIANT WOMEN'S ROOM

Redford Township District Library

Redford Township, Michigan

Merritt Cieslak Design was selected to design a new 65,000 SF library facility for the Redford Township District Library. The Redford community had long ago outgrown its 14,000 SF facility constructed in 1962.

Due to a small site, the new building is designed to have a 32,500 square foot first floor and second floor. The library will initially occupy only the first floor and a portion of the second floor, while the rest of the second floor will be used for future expansion.

The new facility has been designed to complement the surrounding residential community and the adjacent retirement community that it abuts. It is also designed to expand and thus serve the residents of Redford Township for many years to come.

Project Information:

65,000 SF New | Construction cost \$ 8.4M | Completed 2004



Redford Township District Library Additions

Redford Township, Michigan

Twenty years after completing the new library facility, Merritt Cieslak Design was called upon to develop a cost analysis for the finishing of the unfinished second floor area and related other interior renovations.

We then developed the first phase of the renovation which included the design for a new covered drive-through service point and an exterior public gathering/program area on the north side of the existing building. This portion of the project has been bid and construction will begin in September of 2021.

Project Information:

Renovation Plan- 47,000 SF Renovation | Project Estimate- \$ 7.5M- Pending
Phase 1: Project Costs- \$ 1.0M | Construction to begin Fall 2021



Salem South Lyon District Library

South Lyon, Michigan

Merritt Cieslak Design was selected to program and design a new 14,000 square foot library facility for the Salem/South Lyon District Library. Due to the rural character of the surrounding farming community, the building was designed to be reflective of the many surrounding family farms.

Though traditional in character, the building will incorporate the latest in technology and infrastructure which anticipates future electronic needs, and will be easily adaptable as new technologies are available. The building has been designed so that an additional 10,000 square feet can be added as the need for library services increases.

The new building is a tribute to the value placed on providing high quality library services to the Salem/South Lyon Community.

Project Information:

14,000 SF New | Construction Cost \$ 2.4M | Completed 1998



Salem South Lyon District Library Expansion

South Lyon, Michigan

Merritt Cieslak Design (MCD) was selected to design a new expansion and renovation for the existing Salem South Lyon District Library. Merritt Cieslak Design had designed the original library facility. The goal of this project was to fulfill a promise made to the community to expand and improve children's services. A new program room, "tween area", restroom facilities, and a new entrance for after hour use was added. This was complemented by a total renovation of the existing children's area including furnishings, finishes, and lighting. The completed project provides a new exciting area for youth to enhance learning.

Project Information:

2,000 SF New- 3,000 SF Renovation | Construction Cost- \$ 950 K | Completed 2019



Trenton Veterans Memorial Library

Trenton, Michigan

Merritt Cieslak Design was selected to design a new library facility for the Trenton Veterans Memorial Library. The original library was constructed in the late 1950's and the 6,000 SF building could no longer meet the needs of the Trenton Community.

Our firm provided programming and full design services for the proposed 22,000 SF building. The new library is located on the same site as the original library. The design of the building incorporates materials and forms which present the building as the major institutional foundation that it is. The new facility represents a new and revitalized commitment to library services for the City of Trenton.



Project Information:

22,000 SF New | Construction Cost- 3.0M | Completed 2000



Riverview Public Library

Riverview, Michigan

Merritt Cieslak Design was selected to design a new building addition to the existing Riverview Public Library. The original library facility was designed in 1965 and had not been added to or modified since that time. Our firm worked with the Library Director to develop a building program which resulted in the need for an 8,700 SF building addition. The project also included the total renovation of the existing 6,000 SF facility.

The final design resulted in an “L-shaped” building which essentially consumed the existing facility. The new building design was developed such that it takes advantage of the view of the pond to the southeast and introduced an updated, contemporary image to the community.

Project Information:

8,700 SF New- 6,000 SF Renovation | Project Costs- 2.5M | Completed 1996



Canton Public Library

Canton Township, Michigan

Merritt Cieslak Design was selected to participate in the renovation of the Canton Public Library. The project included a total renovation of the public areas, youth services, young adult, and staff areas. To maintain operations, the project included four phases over four years.

Phase 1- Lobby/Toilet Rooms

Phase 2- Youth Area Renovation

Phase 3- YA Area Renovation

Phase 4- Staff Area Renovation

The response by the library users has been overwhelmingly positive and stands as a testimony to the value placed on quality library services by the Canton Community.

Project Information:

4,500 SF YA Area Renovation | Construction Cost \$.500K | Completed 2017

14,400 SF Staff Area Renovation | Construction Cost 1.4M | Completed 2018

10,500 SF Youth Area Renovation | Construction Cost \$ 850K | Completed 2016



Pinckney Community Public Library

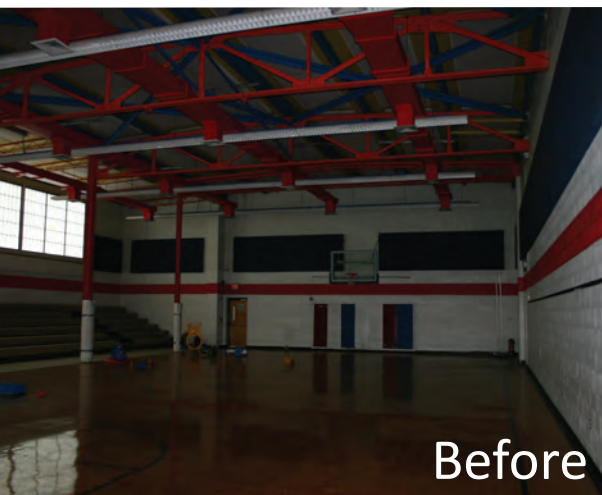
Pinckney, Michigan

Merritt Cieslak Design (MCD) was selected to provide a feasibility study for the re-purposing of a historic school into the new Pinckney Community Public Library. Upon completing the feasibility study and confirming the usefulness of the existing school building, we then moved on to developing a master plan and schematic design for the facility.

The design was developed so as to have a historical connection to the 1880's high school originally located on the site and to provide the services needed in a modern public library. The new 14,200 square foot facility adapts several large areas within the existing building to provide the major service areas. The new library has entirely new mechanical, electrical, and technology systems. Due to limited staffing, the space was organized to provide maximum operational efficiencies.

Project Information:

12,200 SF Renovation- 2,000 SF New | Construction cost- \$ 2.2 M | Completed 2013



Before



After

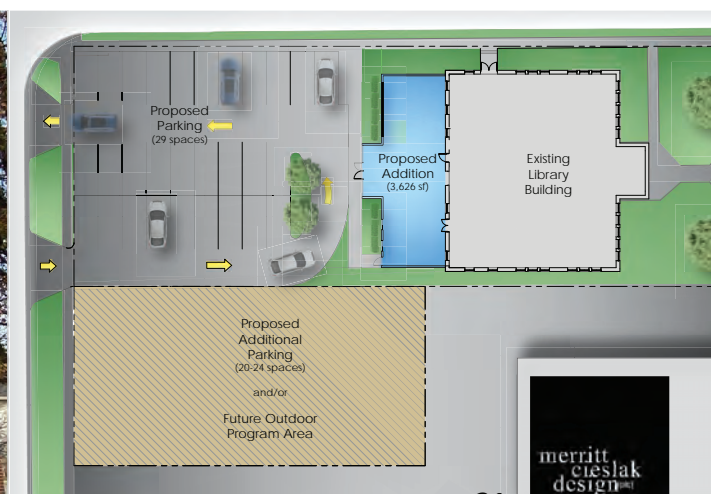
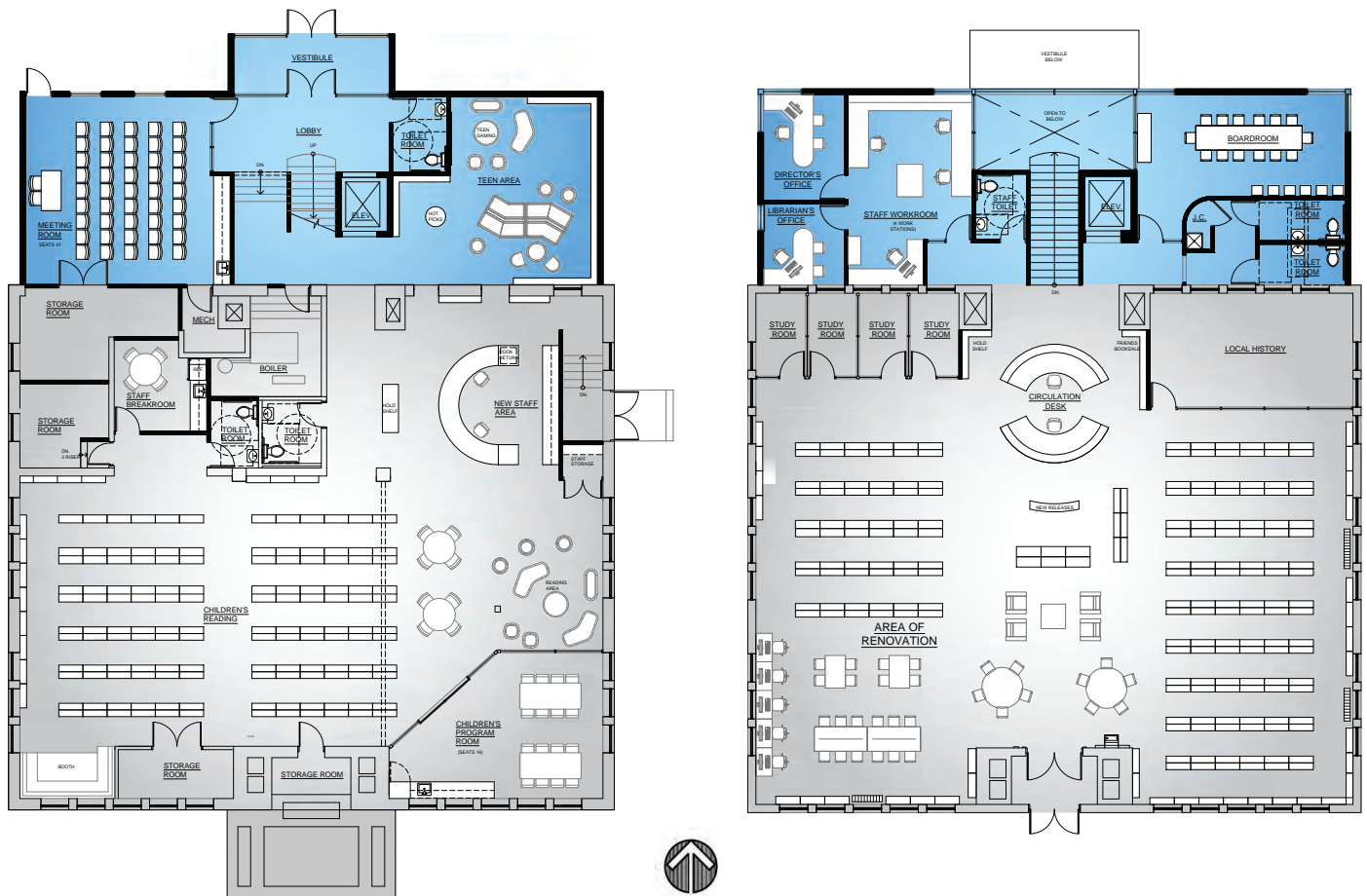
Shiawassee District Library (Owosso Branch)

Owosso, Michigan

Merritt Cieslak Design was selected to provide Master Planning services for the Shiawassee District Library. It was determined that in order to better serve the community and provide more **universal accessibility**, a library addition of approximately 3,600 SF should be constructed to accommodate many of the associated modern infrastructural improvements. Interior renovations proposed work with the architectural language of the original **1914 Carnegie Library** in order to maintain and restore the original design elements of grandeur. MCD also proposed the addition of an **outdoor program area** that will allow the library to provide outdoor events and activities for its patrons, for the first time ever on the property.

Project Information:

3,626 SF New | Construction Cost- \$ 3M | Construction Anticipated in 2024-25



Other Notable Projects

Our history of re-purposing and renovating older spaces or creating new spaces that inspire are represented in the following partial list of projects.



- Armada Free Public Library (Armada)
- Bullard Sanford Memorial Library (Vassar)
- Canton Public Library – Young Adult Renovation (Canton)
- Canton Public Library – Youth Renovation (Canton)
- Canton Public Library- Staff Area Renovation (Canton)
- Cromaine Library (Hartland)
- Devereaux Memorial Library (Grayling)
- Indian River Area Library (Indian River)

- **Farmington Community Library** (Farmington, Downtown Branch)
- **Farmington Community Library** (Farmington Hills Branch)
- Flat Rock Public Library (Flat Rock)
- Fowlerville District Library – (Fowlerville)
- Frederic Community Library (Frederic)
- Grosse Isle District Library (Grosse Isle)
- Jordan Valley District Library (East Jordan)
- Lyon Township Library (New Hudson)
- Milan Public Library (Milan)
- Millington Library (Millington)
- Northville District Library – (Northville)
- Oscoda County Library (Mio)
- Pinckney Community Public Library (Pinckney)
- Plymouth District Library (Plymouth)
- Lenox Township Library (New Haven)
- Briggs District Library (St. Johns)
- Riverview Public Library (Riverview)
- Romeo Public Library Addition (Romeo)
- North Adams Library Feasibility Study (North Adams)
- Salem/South Lyon District Library (Salem Township)
- Salem/South Lyon District Library – New Master Plan
- Taylor Public Library (Taylor)
- Trenton Veterans Memorial Library (Trenton)
- Inkster Public Library
- Romulus Public Library
- Vicksburg Community Library (Vicksburg)
- William P. Faust Public Library Feasibility Study (Westland)
- Pentwater Township Library (Pentwater)
- Redford Township District Library Renovation (Redford Twp.)
- Saint Clair County Library (Port Huron)

References

Patricia Braden

Library Director

[Romulus Public Library](#)

(734) 955-4516

pbraden@romuluslibrary.org

Garrett Hungerford

Library Director

[Redford Township District Library](#)

(313) 531-2640

ghungerford@rtdl.org

Rebekah Craft

Library Director

[Baldwin Public Library](#)

(248) 554-4681

rebekah.craft@baldwinlib.org

Kimberly White

Library Director

[Shiawassee District library](#)

(989) 725-5134

kimberly.white@sdl.lib.mi.us

Project Fee



April 4, 2022

Karrie Waarala, Director
Saline District Library
555 N. Maple Road
Saline, MI 48176

Dear Director Waarala,

Please find following our proposal for the Space Visioning Project for the Saline District Library.

I. Project Approach

Merritt Cieslak Design (MCD) shall provide Space Visioning services as follows:

- A. Conduct a thorough analysis of the current utilization of spaces and layouts within the library building, and provide both immediate and longer-term design solutions that will help the library optimize its facilities to meet the current and future needs of the community.
- B. Evaluate the property surrounding the library to determine opportunities for programming and accessibility. Proposed connectivity between interior and exterior spaces, both functionally and experientially will be an important component of this aspect of the study.

II. Existing Conditions

MCD will develop the base CAD files based on existing drawings provided by SDL.

III. Design

Based on the information gathered in paragraph I above, MCD will propose a phased, preliminary conceptual design and budget for proposed renovations and facilities' engagements to achieve the Space Visioning goals

IV. Fee

MCD proposes to provide the services outlined above for a lump sum fee of \$14,800.

V. Reimbursable Expenses

The following expenses are not included in this proposal and will be invoiced at cost plus 15%:

- A. Reproduction costs.

We anticipate that reimbursable expenses for this project would be less than \$500.

VI. Extra Services

The following services are not included in this proposal but can be, upon written agreement, provided for additional fee.

- Work beyond the scope outlined above

Merritt Cieslak Design's standard hourly rates are as follows:

Principal	\$195.00
Designer	\$135.00
CAD Operator	\$95.00
Intern	\$75.00
Clerical	\$45.00

VII. Schedule


Please refer to the Work Scope outlined in our proposed Project Schedule for proposed project tasks and durations.

VIII. Payment

Our fee, plus reimbursable expenses and any extra services as requested will be invoiced on a monthly basis based on the percentage of work complete or at the completion of the work scope, whichever comes first.

We trust that this proposal meets with your approval. Thank you again for this opportunity and if you have any questions, please do not hesitate to contact us.

Sincerely,
Merritt Cieslak Design, PLC



Steven G. Schneemann, Firm Principal

Accepted By:

Saline District Library

Project Schedule

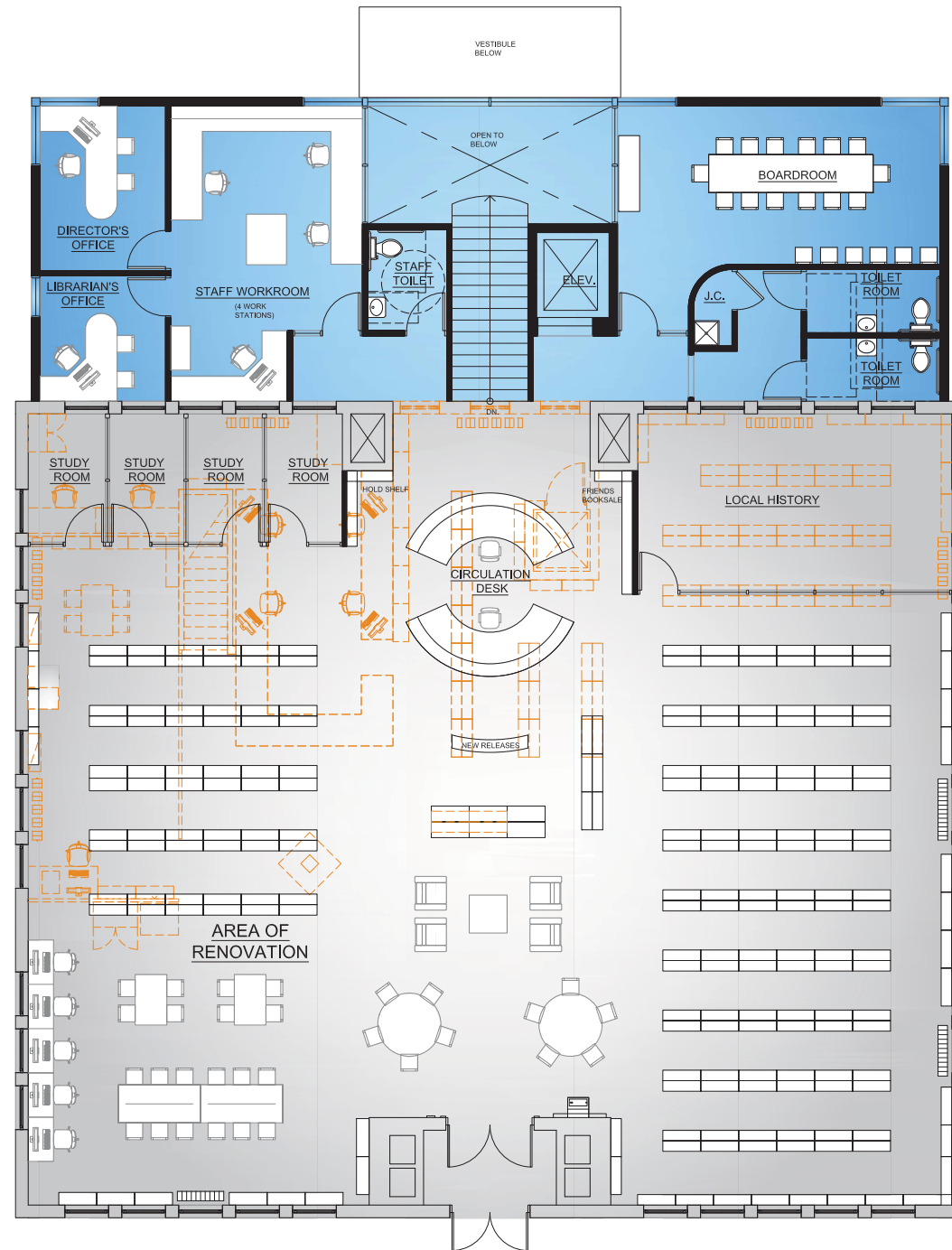
	Tasks	Target Dates/ Durations	
		From	To
1	Project Kick-Off Meeting: Review Project Scope and Existing Documentation	05/02/22	05/09/22
2	Draw Existing Conditions Plan in CAD format	05/09/22	05/30/22
3	Interview project stakeholders: Select library staff, the library Board of Trustees, and the Friends of the Library	05/09/22	05/30/22
4	Develop 3 concepts for each renovation area that show options for minor, moderate, and major renovations, with associated costs	05/30/22	07/25/22
5	Review proposed conceptual designs with stakeholders	07/25/22	08/01/22
6	Revise concepts based on stakeholder input	08/01/22	08/15/22
7	Develop Estimate of Probable Costs for each concept	08/15/22	08/22/22
8	Present Final Space Visioning Project, including rendered floor plans with furniture, two rendered views, and opinion of costs, to stakeholders	08/22/22	08/29/22

Note: Design and construction dates and durations are estimated and may vary depending on project-related conditions



merritt
cieslak
design^[plc]

ARCHITECTURE | PLANNING

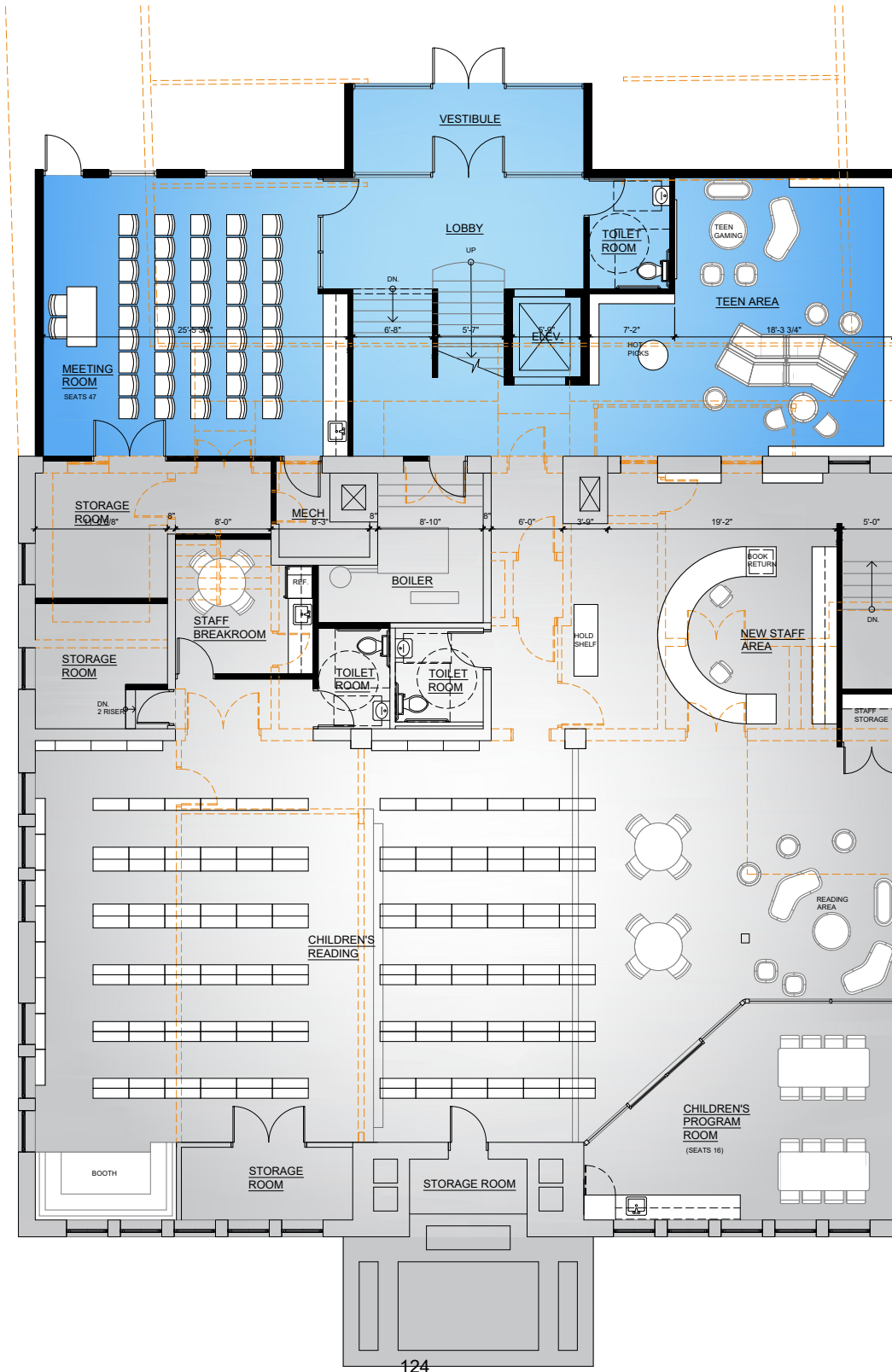


KEY:	
	EXISTING CONSTRUCTION TO BE REMOVED
	NEW WALL CONSTRUCTION



Existing Upper Level:
4,915 SF

Proposed Additional:
1,418 SF

Proposed Upper Level Plan



KEY:

-  EXISTING CONSTRUCTION TO BE REMOVED
-  NEW WALL CONSTRUCTION

Existing Lower Level:
4,915 SF

Proposed Additional:
1,887 SF

Proposed Lower Level Plan