

HOWELL CARNEGIE DISTRICT LIBRARY  
BOARD OF TRUSTEES MEETING  
Agenda for March 10, 2026  
Meabon Room, Howell Carnegie District Library  
314 West Grand River Ave, Howell, MI 48843  
517-546-0720  
Enter through Clinton St Doors  
(Google Drive references)

7:00 Call to Order/Approval of Agenda

7:03 Attendance

7:05 In-Service Training Topic:  
Erin MacGregor, Superintendent, Howell Public Schools

7:25 **Consent Agenda:**

A. Minutes from February 10, 2026

B. Bills & Payrolls

7:30 Announcements & Comments from the public

7:35 President's Report

7:40 Treasurer's Report

7:45 Committee Reports - none

7:46 Director's Report

**Action Items:**

**Unfinished Business:**

7:50 None

**New Business:**

7:50 Request for a purchase agreement with MCD Architects for a Space Needs Assessment and Pre-design Services

**Discussion Items:**

8:00 Update on Replacement of 3 Compressor Units - Project with ThermalNetics

8:05 Update on handrails

8:10 Update on Bequest from the Jennifer Browning Trust

8:15 Review process of Annual Performance Appraisal of the Director

8:20 Set date for Nominating and Recruiting Committee to meet

8:25 Service Spotlight

8:30 Comments & Concerns of Board Members

8:35 Next Board Meeting - Tuesday, April 14, 2026

8:36 Adjourn

VISION: Inspire and connect

MISSION: Providing a welcoming hub for resources and experiences

**UNAPPROVED**  
**HOWELL CARNEGIE DISTRICT LIBRARY**  
**Board of Trustees Meeting**  
**Minutes of February 10, 2026**

President Kathryn Tuck called the regular meeting of the Howell Carnegie District Library to order at 7:00 pm.

Susan Pominville moved to approve the agenda as presented. Maria Stuart seconded, and a quorum of the board unanimously approved.

Members present: Susan Pominville, Jacob Schlittler, Maria Stuart, Kathryn Tuck, and Heather White. Library Director Holly Ward Lamb was also present. Two members of the public also attended the meeting.

Members absent: Jennifer Earl and Bob Ellis.

Maria Stuart moved to excuse the absences of Jennifer Earl and Bob Ellis. Jake Schlittler seconded, and a quorum of the board unanimously approved.

**IN-SERVICE TRAINING**

Kristin Angel, Senior Director, Investment Services - Team Lead, Michigan CLASS, provided an overview of Michigan CLASS.

Susan Pominville moved to approve the consent agenda as presented, including **(a) Minutes of January 13, 2026, and (b) Bills & Payrolls, including the payment register dated 01/01/2026 and 01/31/2026 for the amount of \$91, 847.06.** Heather White seconded, and a quorum of the board unanimously approved.

**Comments from the Public:** None.

**President Kathryn Tuck** reported that she met with Howell's mayor, Nikolas Hertrich, who is new to the role. It was a lovely discussion about board appointees and the importance of board cohesion. She noted that she will soon have a face-to-face meeting with Howell's new school board president, Christy Conn. She thanked the library trustees for calling to thank donors to our annual appeal.

**The treasurer's report** is part of the library board packet. In Treasurer Ellis's absence, Director Holly Ward Lamb briefly reviewed the report with the board. Since no action is required, the report is filed.

There were no **committee reports** in January.

**Director Holly Ward Lamb** had nothing to report beyond the written report included in the board packet.

### **ACTION ITEMS**

#### **UNFINISHED BUSINESS:**

None.

#### **NEW BUSINESS:**

- Director Lamb advised the board of a bequest received from the Jennifer Browning Trust. This bequest was created before Director Lamb was in her current role, and she believes it was completed with the help of the late Joyce Fisher in the Archives. Susan Pominville moved to allow Director Holly Ward Lamb to research available options regarding the bequeathed items and report back to the board. Maria Stuart supported, and a quorum of the board approved.

### **DISCUSSION**

- Holly Ward Lamb provided an update on the Request for Proposal for Space Needs Assessment and Predesign Services.
- Holly Ward Lamb provided an update on the replacement of three compressor units, a project with ThermalNetics.
- Service Spotlight: Ancestry.com

### **COMMENTS & CONCERNS OF BOARD MEMBERS**

Jake Schlitter commented that snow removal on the sidewalks surrounding the library's vacant property is not being done after snow events. Director Lamb advised that the library pays its snow removal service "per push" or "per shovel," and that cleaning the sidewalks around the library building itself is priority one. She stated that our snow removal service does not shovel the sidewalks around the vacant property until the snow has completely stopped falling. She also noted that when larger amounts of snow fall, currently the snow removal company piles the snow from the angled parking on Chestnut Street into the handicapped spots, which is not ideal. Going forward, if

necessary, the snow removal company will use a front-loader to remove the snow from Center Street and put it on the library's vacant lot.

Mr. Schlitter also advised that he is "looking at" approximately ten parking spots on Clinton Street heading toward Michigan Avenue. Clinton Street was redesigned in 2009, and he is unsure whether the parking spots on the south side of Clinton Street are even "allowed," given how close an open parked car door is to passing cars and how it may affect public safety.

Mr. Schlittler noted that Susan Pominville's concept for the downtown mural was presented at the City Council meeting on Monday evening. One member of the public requested that the painting feature football instead of baseball.

Without objection, Kathryn Tuck adjourned the meeting at 8:12 pm.

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Kathleen Murray, Recording Secretary



Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
<b>Bank Code: Fund 101-General Fund</b>						
3010	CENGAGE GROUP	02/04/2026	EFT	0.00	190.63	357
1074	EBSCO	02/04/2026	EFT	0.00	75.13	358
750	ENVISIONWARE INC.	02/04/2026	EFT	0.00	22.75	359
22	MIDWEST TAPE LLC	02/04/2026	EFT	0.00	657.02	360
01218	OOMA INC.	02/04/2026	EFT	0.00	578.02	361
939	OVERDRIVE	02/04/2026	EFT	0.00	3,416.74	362
TLN	THE LIBRARY NETWORK	02/04/2026	EFT	0.00	2,096.30	363
01240	TREVIPAY	02/04/2026	EFT	0.00	244.46	364
3010	CENGAGE GROUP	02/18/2026	EFT	0.00	22.54	365
1032	FIRE PROS INC.	02/18/2026	EFT	0.00	200.50	366
1194	HOOPLA-MIDWEST TAPE	02/18/2026	EFT	0.00	12,941.26	367
1469	KANOPY	02/18/2026	EFT	0.00	399.50	368
22	MIDWEST TAPE LLC	02/18/2026	EFT	0.00	1,226.67	369
01218	OOMA INC.	02/18/2026	EFT	0.00	288.83	370
939	OVERDRIVE	02/18/2026	EFT	0.00	3,725.23	371
8465	QUILL CORPORATION	02/18/2026	EFT	0.00	367.69	372
880	BREDERNITZ, WAGNER & CO., P.C.	02/03/2026	Regular	0.00	-7,200.00	4468
563	LEPPEK LANDSCAPES INC	02/03/2026	Regular	0.00	-3,115.00	4502
01247	JON MILAN	02/24/2026	Regular	0.00	-200.00	4514
XBS	XEROX CORP	02/04/2026	Regular	0.00	640.70	4540
880	BREDERNITZ, WAGNER & CO., P.C.	02/04/2026	Regular	0.00	7,200.00	4541
17	BRIGHTON DISTRICT LIBRARY	02/04/2026	Regular	0.00	200.00	4542
900	BRODART CO.	02/04/2026	Regular	0.00	888.36	4543
01186	BSB COMMUNICATIONS INC	02/04/2026	Regular	0.00	8,144.59	4544
01245	CHRISTINE PERUSKI	02/04/2026	Regular	0.00	25.00	4545
01196	COUGHLAN COMPANIES LLC	02/04/2026	Regular	0.00	2,087.18	4546
1307	ELECTRO-CYCLE	02/04/2026	Regular	0.00	90.00	4547
1345	PATRICIA FLEET	02/04/2026	Regular	0.00	129.00	4548
01246	FOLLETT CONTENT SOLUTIONS LLC	02/04/2026	Regular	0.00	180.17	4549
01236	INGRAM LIBRARY SERVICES	02/04/2026	Regular	0.00	618.97	4550
766	INNOVATIVE USERS GROUP	02/04/2026	Regular	0.00	137.50	4551
766	INNOVATIVE USERS GROUP	02/04/2026	Regular	0.00	-137.50	4551
563	LEPPEK LANDSCAPES INC	02/04/2026	Regular	0.00	3,115.00	4552
01184	MICHIGAN COMPANY	02/04/2026	Regular	0.00	395.34	4553
1080	MICHIGAN SCIENCE CENTER	02/04/2026	Regular	0.00	599.20	4554
01248	MIDWEST SCHOOL SHOWS LLC	02/04/2026	Regular	0.00	75.00	4555
588	KATHLEEN MURRAY	02/04/2026	Regular	0.00	63.05	4556
503	QUINN EVANS ARCHITECTS	02/04/2026	Regular	0.00	1,200.00	4557
01165	RAYHAVEN GROUP	02/04/2026	Regular	0.00	9,430.00	4558
01190	SARA HEMMEKE	02/04/2026	Regular	0.00	200.00	4559
1232	T-MOBILE	02/04/2026	Regular	0.00	584.22	4560
1199	W4 SIGNS	02/04/2026	Regular	0.00	145.00	4561
01064	WM CORPORATE SERVICES INC	02/04/2026	Regular	0.00	110.40	4562
01149	WORLD ARCHIVES	02/04/2026	Regular	0.00	8,676.00	4563
563	LEPPEK LANDSCAPES INC	02/04/2026	Regular	0.00	6,050.00	4564
01070	ANNA HOFFMAN	02/18/2026	Regular	0.00	138.04	4565
616	THE BOOK FARM LLC	02/18/2026	Regular	0.00	2,502.99	4566
900	BRODART CO.	02/18/2026	Regular	0.00	189.53	4567
1056	CAVENDISH SQUARE	02/18/2026	Regular	0.00	186.03	4568
1101	CHRISTMAN CONSTRUCTORS, INC	02/18/2026	Regular	0.00	153,672.30	4569
1164	DEE CRAMER	02/18/2026	Regular	0.00	1,066.25	4570
1549	DTE ENERGY	02/18/2026	Regular	0.00	5,232.53	4571
01246	FOLLETT CONTENT SOLUTIONS LLC	02/18/2026	Regular	0.00	458.08	4572
291	FOSTER, SWIFT, COLLING & SMITH P.C.	02/18/2026	Regular	0.00	854.40	4573

HCDL Payment Register

Date Range: 02/01/2026 - 02/28/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2850	FRIENDS OF THE LIBRARY	02/18/2026	Regular	0.00	237.75	4574
493	HI-TECH SAFE AND LOCK COMPANY	02/18/2026	Regular	0.00	499.00	4575
3796	HOWELL AREA CHAMBER OF COMMERCE	02/18/2026	Regular	0.00	210.00	4576
01223	HSC GROUP	02/18/2026	Regular	0.00	600.00	4577
01236	INGRAM LIBRARY SERVICES	02/18/2026	Regular	0.00	1,673.04	4578
01135	JESSICA BYRNS	02/18/2026	Regular	0.00	147.38	4579
1141	K & J ELECTRIC, INC.	02/18/2026	Regular	0.00	125.00	4580
484	LOWE'S	02/18/2026	Regular	0.00	331.18	4581
XBS	XEROX CORP	02/18/2026	Regular	0.00	1,445.77	4582
807	PLAYAWAY PRODUCTS, LLC	02/18/2026	Regular	0.00	4,260.89	4583
1096	JENNIFER RYAN	02/18/2026	Regular	0.00	27.32	4584
01190	SARA HEMMEKE	02/18/2026	Regular	0.00	50.00	4585
9390	SONITROL GREAT LAKES - MICHIGAN	02/18/2026	Regular	0.00	292.97	4586
1223	AT&T MOBILITY	02/23/2026	Regular	0.00	830.87	4587
1250	CONSUMERS ENERGY	02/13/2026	Bank Draft	0.00	1,242.76	DFT0000628
898	PRIORITY HEALTH	02/01/2026	Bank Draft	0.00	7,817.65	DFT0000633
1378	BANK OF ANN ARBOR - VISA	02/16/2026	Bank Draft	0.00	7,324.88	DFT0000636
1473	HEALTH EQUITY	02/05/2026	Bank Draft	0.00	6.00	DFT0000637
1473	HEALTH EQUITY	02/10/2026	Bank Draft	0.00	419.24	DFT0000638
19	MERS	02/11/2026	Bank Draft	0.00	3,900.04	DFT0000639
1197	AMAZON	02/13/2026	Bank Draft	0.00	3,182.26	DFT0000640
19	MERS	02/25/2026	Bank Draft	0.00	4,177.20	DFT0000642
19	MERS	02/24/2026	Bank Draft	0.00	8,698.82	DFT0000643
1473	HEALTH EQUITY	02/25/2026	Bank Draft	0.00	419.24	DFT0000644

Bank Code Fund 101 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	82	48	0.00	226,016.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-10,652.50
Bank Drafts	10	10	0.00	37,188.09
EFT's	38	16	0.00	26,453.27
	<b>130</b>	<b>78</b>	<b>0.00</b>	<b>279,004.86</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	82	48	0.00	226,016.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	-10,652.50
Bank Drafts	10	10	0.00	37,188.09
EFT's	38	16	0.00	26,453.27
	<b>130</b>	<b>78</b>	<b>0.00</b>	<b>279,004.86</b>

### Fund Summary

Fund	Name	Period	Amount
101	General Fund	2/2026	279,004.86
			<b>279,004.86</b>

Howell Carnegie District Library  
314 W. Grand River  
Howell, MI 48843

## Payroll

Approve Payrolls of:	In the Amounts of:
2/11/2026	\$51,185.98
2/25/2026	\$49,771.66
<b>TOTALS</b>	<b>\$100,957.64</b>



		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 101 - General Fund</b>							
<b>Revenue</b>							
<b>SubAccount: 010 - TAXES</b>							
<a href="#">101-000-410.000</a>	CURRENT PROPERTY TAXES	3,797,796.00	3,797,796.00	564,459.84	2,630,066.08	-1,167,729.92	69.25 %
<a href="#">101-000-412.000</a>	DELINQUENT PROPERTY TAXES	0.00	0.00	0.00	6,377.41	6,377.41	0.00 %
	<b>SubAccount: 010 - TAXES Total:</b>	<b>3,797,796.00</b>	<b>3,797,796.00</b>	<b>564,459.84</b>	<b>2,636,443.49</b>	<b>-1,161,352.51</b>	<b>69.42%</b>
<b>SubAccount: 030 - STATE GRANTS</b>							
<a href="#">101-000-540.000</a>	STATE AID	59,126.00	59,126.00	0.00	0.00	-59,126.00	0.00 %
<a href="#">101-000-573.000</a>	LOCAL COMMUNITY STABILIZATION	0.00	0.00	50,693.27	56,349.91	56,349.91	0.00 %
	<b>SubAccount: 030 - STATE GRANTS Total:</b>	<b>59,126.00</b>	<b>59,126.00</b>	<b>50,693.27</b>	<b>56,349.91</b>	<b>-2,776.09</b>	<b>95.30%</b>
<b>SubAccount: 040 - CHARGES FOR SERVICES</b>							
<a href="#">101-000-628.000</a>	COPY, PRINTING, FAX	8,000.00	8,000.00	1,173.90	9,394.15	1,394.15	117.43 %
<a href="#">101-000-629.000</a>	OUT OF AREA FEES	60.00	60.00	30.00	180.00	120.00	300.00 %
<a href="#">101-000-642.000</a>	SALES	150.00	150.00	68.00	584.00	434.00	389.33 %
<a href="#">101-000-651.000</a>	MEETING ROOM FEES	200.00	200.00	75.00	275.00	75.00	137.50 %
	<b>SubAccount: 040 - CHARGES FOR SERVICES Total:</b>	<b>8,410.00</b>	<b>8,410.00</b>	<b>1,346.90</b>	<b>10,433.15</b>	<b>2,023.15</b>	<b>124.06%</b>
<b>SubAccount: 050 - FINES &amp; FORFEITS</b>							
<a href="#">101-000-658.000</a>	OVERDUE FEES	200.00	200.00	50.00	472.25	272.25	236.13 %
<a href="#">101-000-658.004</a>	REPLACEMENT FEES	2,000.00	2,000.00	336.00	1,983.45	-16.55	99.17 %
<a href="#">101-000-659.000</a>	PENAL FINES	75,000.00	75,000.00	0.00	0.00	-75,000.00	0.00 %
	<b>SubAccount: 050 - FINES &amp; FORFEITS Total:</b>	<b>77,200.00</b>	<b>77,200.00</b>	<b>386.00</b>	<b>2,455.70</b>	<b>-74,744.30</b>	<b>3.18%</b>
<b>SubAccount: 060 - INVESTMENT &amp; INTEREST INCOME</b>							
<a href="#">101-000-665.000</a>	INTEREST INCOME	50,000.00	50,000.00	26,938.34	217,251.66	167,251.66	434.50 %
<a href="#">101-000-669.000</a>	UNREALIZED INVESTMENT GAIN/L	0.00	0.00	0.00	843.11	843.11	0.00 %
	<b>SubAccount: 060 - INVESTMENT &amp; INTEREST INCOME Total:</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>26,938.34</b>	<b>218,094.77</b>	<b>168,094.77</b>	<b>436.19%</b>
<b>SubAccount: 070 - OTHER REVENUE &amp; FINANCING SOURCES</b>							
<a href="#">101-000-675.000</a>	MISCELLANEOUS	0.00	0.00	0.00	2,006.00	2,006.00	0.00 %
<a href="#">101-000-676.000</a>	REIMBURSEMENTS	2,000.00	2,000.00	3,436.27	3,436.27	1,436.27	171.81 %
<a href="#">101-000-689.000</a>	CASH OVER/SHORT	0.00	0.00	0.00	-514.81	-514.81	0.00 %
	<b>SubAccount: 070 - OTHER REVENUE &amp; FINANCING SOURCES Total:</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>3,436.27</b>	<b>4,927.46</b>	<b>2,927.46</b>	<b>246.37%</b>
<b>SubAccount: 080 - OTHER FINANCING SOURCES</b>							
<a href="#">101-000-692.000</a>	PRIOR YEAR FUND BALANCE	50,000.00	50,000.00	0.00	0.00	-50,000.00	0.00 %
<a href="#">101-000-692.001</a>	PRIOR YEAR DESIGNATED FUND BA	689,425.00	689,425.00	0.00	0.00	-689,425.00	0.00 %
	<b>SubAccount: 080 - OTHER FINANCING SOURCES Total:</b>	<b>739,425.00</b>	<b>739,425.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-739,425.00</b>	<b>0.00%</b>
	<b>Revenue Total:</b>	<b>4,733,957.00</b>	<b>4,733,957.00</b>	<b>647,260.62</b>	<b>2,928,704.48</b>	<b>-1,805,252.52</b>	<b>61.87%</b>
<b>Expense</b>							
<b>SubAccount: 090 - PERSONNEL SERVICES</b>							
<a href="#">101-790-702.000</a>	SALARIES	1,415,000.00	1,415,000.00	102,261.61	859,140.41	555,859.59	60.72 %
<a href="#">101-790-716.000</a>	HEALTH INSURANCE	113,440.00	113,440.00	7,817.65	72,856.05	40,583.95	64.22 %
<a href="#">101-790-717.000</a>	LIFE INSURANCE	1,500.00	1,500.00	0.00	1,083.84	416.16	72.26 %
<a href="#">101-790-718.000</a>	WORKER'S COMPENSATION	6,000.00	6,000.00	0.00	2,655.00	3,345.00	44.25 %
<a href="#">101-790-719.000</a>	HEALTH CARE REIMBURSEMENT	9,875.00	9,875.00	685.03	685.03	9,189.97	6.94 %
<a href="#">101-790-719.001</a>	H.S.A.	17,625.00	17,625.00	142.28	11,419.24	6,205.76	64.79 %
<a href="#">101-790-719.003</a>	PEDIATRIC DENTAL	500.00	500.00	37.49	337.41	162.59	67.48 %
<a href="#">101-790-721.000</a>	BONUSES	11,794.00	11,794.00	0.00	7,625.00	4,169.00	64.65 %
<a href="#">101-790-722.000</a>	FICA	108,248.00	108,248.00	7,758.91	65,512.07	42,735.93	60.52 %
<a href="#">101-790-723.000</a>	SICK, VACATION, RETIREMENT	20,000.00	20,000.00	0.00	0.00	20,000.00	0.00 %
<a href="#">101-790-723.010</a>	M.E.R.S.	11,400.00	114,000.00	-4,638.93	78,216.41	35,783.59	68.61 %

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Budget Adjustments</b>							
<b>Number</b>	<b>Date</b>	<b>Description</b>		<b>Adjustment</b>			
RES 25-18	09/09/2025	AMEND MERS AND CONTINGIES		102,600.00			
<b>SubAccount: 090 - PERSONNEL SERVICES Total:</b>		<b>1,715,382.00</b>	<b>1,817,982.00</b>	<b>114,064.04</b>	<b>1,099,530.46</b>	<b>718,451.54</b>	<b>60.48%</b>
<b>SubAccount: 100 - LIBRARY SUPPLIES</b>							
<a href="#">101-790-727.000</a>		SUPPLIES	35,000.00	35,000.00	1,632.51	13,111.16	21,888.84 37.46 %
<a href="#">101-790-730.000</a>		POSTAGE	11,000.00	11,000.00	-78.09	282.80	10,717.20 2.57 %
<a href="#">101-790-745.000</a>		EQUIPMENT	1,000.00	1,000.00	0.00	0.00	1,000.00 0.00 %
<b>SubAccount: 100 - LIBRARY SUPPLIES Total:</b>		<b>47,000.00</b>	<b>47,000.00</b>	<b>1,554.42</b>	<b>13,393.96</b>	<b>33,606.04</b>	<b>28.50%</b>
<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES</b>							
<a href="#">101-790-860.000</a>		TRANSPORTATION	500.00	500.00	138.04	308.70	191.30 61.74 %
<a href="#">101-790-900.000</a>		MARKETING & ADVERTISING	25,000.00	25,000.00	239.16	2,871.02	22,128.98 11.48 %
<a href="#">101-790-940.000</a>		EQUIPMENT RENTAL	100.00	100.00	0.00	0.00	100.00 0.00 %
<a href="#">101-790-956.001</a>		MISCELLANEOUS	50.00	50.00	0.00	34.10	15.90 68.20 %
<a href="#">101-790-957.000</a>		EDUCATION: TRUSTEES	5,000.00	5,000.00	25.00	490.00	4,510.00 9.80 %
<a href="#">101-790-957.001</a>		EDUCATION: EMPLOYEES	35,000.00	35,000.00	3,661.62	13,605.89	21,394.11 38.87 %
<a href="#">101-790-957.002</a>		MEMBERSHIP BOARD & STAFF	4,500.00	4,500.00	0.00	3,345.82	1,154.18 74.35 %
<a href="#">101-790-960.000</a>		MEL-CAT REPLACEMENTS	2,000.00	2,000.00	0.00	92.90	1,907.10 4.65 %
<a href="#">101-790-963.000</a>		PROPERTY TAXES	20,000.00	20,000.00	0.00	17,403.79	2,596.21 87.02 %
<a href="#">101-790-964.000</a>		REFUNDS	500.00	500.00	0.00	0.00	500.00 0.00 %
<a href="#">101-790-964.001</a>		CHARGEBACKS	8,000.00	8,000.00	210.74	2,620.05	5,379.95 32.75 %
<a href="#">101-790-965.000</a>		FEES & ACCOUNT CHARGES	3,000.00	3,000.00	228.75	2,137.52	862.48 71.25 %
<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES Total:</b>		<b>103,650.00</b>	<b>103,650.00</b>	<b>4,503.31</b>	<b>42,909.79</b>	<b>60,740.21</b>	<b>41.40%</b>
<b>SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES</b>							
<a href="#">101-790-807.000</a>		AUDIT	7,500.00	7,500.00	0.00	7,200.00	300.00 96.00 %
<a href="#">101-790-818.001</a>		FINANCIAL ADVISORS	1,000.00	1,000.00	0.00	1,000.00	0.00 100.00 %
<a href="#">101-790-818.002</a>		LEGAL SERVICES	30,000.00	30,000.00	854.40	11,715.40	18,284.60 39.05 %
<a href="#">101-790-818.003</a>		PERSONNEL SERVICES	80,000.00	80,000.00	0.00	8,000.00	72,000.00 10.00 %
<a href="#">101-790-819.001</a>		PAYROLL SERVICES	10,000.00	10,000.00	727.72	7,681.64	2,318.36 76.82 %
<a href="#">101-790-820.000</a>		DELIVERY SERVICES	5,000.00	5,000.00	0.00	524.25	4,475.75 10.49 %
<b>SubAccount: 130 - PROFESSIONAL AND CONTRACTUAL SERVICES T</b>		<b>133,500.00</b>	<b>133,500.00</b>	<b>1,582.12</b>	<b>36,121.29</b>	<b>97,378.71</b>	<b>27.06%</b>
<b>SubAccount: 140 - BUILDING &amp; MAINTENANCE</b>							
<a href="#">101-790-775.000</a>		BUILDING & MAINT SUPPLIES	15,000.00	15,000.00	508.62	4,128.93	10,871.07 27.53 %
<a href="#">101-790-808.000</a>		BUILDING SECURITY SYSTEM	4,500.00	4,500.00	292.97	3,648.91	851.09 81.09 %
<a href="#">101-790-819.002</a>		GROUNDS MAINTENANCE	55,000.00	55,000.00	6,050.60	26,468.60	28,531.40 48.12 %
<a href="#">101-790-920.000</a>		PUBLIC UTILITIES	90,200.00	90,200.00	7,035.31	47,229.25	42,970.75 52.36 %
<a href="#">101-790-958.000</a>		BUILDING MAINTENANCE	95,000.00	95,000.00	2,487.89	33,625.34	61,374.66 35.40 %
<a href="#">101-790-969.000</a>		INSURANCE	47,974.00	47,974.00	0.00	43,243.00	4,731.00 90.14 %
<b>SubAccount: 140 - BUILDING &amp; MAINTENANCE Total:</b>		<b>307,674.00</b>	<b>307,674.00</b>	<b>16,375.39</b>	<b>158,344.03</b>	<b>149,329.97</b>	<b>51.46%</b>
<b>SubAccount: 150 - MATERIALS &amp; PROGRAMMING</b>							
<a href="#">101-790-782.000</a>		PERIODICALS	15,000.00	15,000.00	506.66	12,142.85	2,857.15 80.95 %
<a href="#">101-790-782.001</a>		ELECTRONIC MEDIA	196,000.00	196,000.00	18,584.50	191,988.25	4,011.75 97.95 %
<a href="#">101-790-782.002</a>		CIRCULATING HOTSPOTS	17,000.00	17,000.00	1,165.57	9,311.34	7,688.66 54.77 %
<a href="#">101-790-782.003</a>		DATABASES	43,220.00	43,220.00	0.00	12,456.64	30,763.36 28.82 %
<a href="#">101-790-782.004</a>		YS PROGRAMMING	46,000.00	46,000.00	5,044.21	20,972.53	25,027.47 45.59 %
<a href="#">101-790-782.005</a>		ADULT PROGRAMMING	23,500.00	23,500.00	1,059.13	11,608.40	11,891.60 49.40 %
<a href="#">101-790-782.006</a>		YOUTH DATABASES	16,000.00	16,000.00	0.00	6,147.67	9,852.33 38.42 %
<a href="#">101-790-782.007</a>		YS E-MEDIA	12,280.00	12,280.00	0.00	0.00	12,280.00 0.00 %
<a href="#">101-790-982.001</a>		ADULT BOOKS - PRINT	66,500.00	66,500.00	5,741.03	34,941.57	31,558.43 52.54 %
<a href="#">101-790-982.002</a>		LIBRARY OF THINGS	15,000.00	15,000.00	428.03	3,222.20	11,777.80 21.48 %
<a href="#">101-790-982.006</a>		ADULT AV	14,400.00	14,400.00	970.25	9,890.11	4,509.89 68.68 %
<a href="#">101-790-982.018</a>		YS BOOKS - PRINT	33,000.00	33,000.00	3,374.85	17,435.96	15,564.04 52.84 %
<a href="#">101-790-982.019</a>		KITS & LOT - YOUTH	16,000.00	16,000.00	477.74	4,462.14	11,537.86 27.89 %
<a href="#">101-790-982.024</a>		YS AV	10,000.00	10,000.00	4,260.89	5,452.65	4,547.35 54.53 %
<b>SubAccount: 150 - MATERIALS &amp; PROGRAMMING Total:</b>		<b>523,900.00</b>	<b>523,900.00</b>	<b>41,612.86</b>	<b>340,032.31</b>	<b>183,867.69</b>	<b>64.90%</b>

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>SubAccount: 160 - INFORMATION TECHNOLOGY</b>							
<a href="#">101-790-780.000</a>	TECH SUPPLIES	4,500.00	4,500.00	0.00	331.51	4,168.49	7.37 %
<a href="#">101-790-780.001</a>	TECHNOLOGY: SOFTWARE	1,500.00	1,500.00	607.92	5,889.22	-4,389.22	392.61 %
<a href="#">101-790-781.000</a>	TECHNOLOGY: HARDWARE/EQUIP	21,725.00	21,725.00	0.00	869.16	20,855.84	4.00 %
<a href="#">101-790-830.000</a>	PROFESSIONAL TECHNOLOGY SERV	33,000.00	33,000.00	0.00	0.00	33,000.00	0.00 %
<a href="#">101-790-850.000</a>	COMMUNICATIONS	12,500.00	12,500.00	288.83	5,638.49	6,861.51	45.11 %
<a href="#">101-790-850.002</a>	NON CIRCULATING HOTSPOTS	3,000.00	3,000.00	101.24	650.26	2,349.74	21.68 %
<a href="#">101-790-932.000</a>	AUTOMATED SYSTEM MAINT	161,661.00	161,661.00	723.78	107,208.56	54,452.44	66.32 %
<a href="#">101-790-934.000</a>	EQUIPMENT MAINTENANCE	2,000.00	2,000.00	0.00	551.76	1,448.24	27.59 %
<a href="#">101-790-972.000</a>	CAPITAL TECHNOLOGY PURCHASES	128,700.00	128,700.00	8,144.59	80,473.03	48,226.97	62.53 %
<b>SubAccount: 160 - INFORMATION TECHNOLOGY Total:</b>		<b>368,586.00</b>	<b>368,586.00</b>	<b>9,866.36</b>	<b>201,611.99</b>	<b>166,974.01</b>	<b>54.70%</b>
<b>SubAccount: 170 - CAPITAL OUTLAY</b>							
<a href="#">101-790-971.000</a>	CAPITAL IMPROVEMENT PROJECTS	500,000.00	500,000.00	154,872.30	737,370.70	-237,370.70	147.47 %
<b>SubAccount: 170 - CAPITAL OUTLAY Total:</b>		<b>500,000.00</b>	<b>500,000.00</b>	<b>154,872.30</b>	<b>737,370.70</b>	<b>-237,370.70</b>	<b>147.47%</b>
<b>SubAccount: 180 - OTHER LIBRARY FINANCING &amp; SPECIAL ITEMS</b>							
<a href="#">101-790-995.000</a>	TRANSFER OUT	217,150.00	217,150.00	0.00	0.00	217,150.00	0.00 %
<a href="#">101-790-995.002</a>	TRANSFER OUT - RESERVE	200,000.00	200,000.00	0.00	23,825.00	176,175.00	11.91 %
<a href="#">101-790-999.000</a>	CONTINGENCIES	617,079.00	515,079.00	0.00	0.00	515,079.00	0.00 %
<b>Budget Adjustments</b>							
<b>Number</b>	<b>Date</b>	<b>Description</b>		<b>Adjustment</b>			
RES 25-18	09/09/2025	AMEND MERS AND CONTINGIES		-102,000.00			
<b>SubAccount: 180 - OTHER LIBRARY FINANCING &amp; SPECIAL ITEMS T</b>		<b>1,034,229.00</b>	<b>932,229.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>908,404.00</b>	<b>2.56%</b>
<b>Expense Total:</b>		<b>4,733,921.00</b>	<b>4,734,521.00</b>	<b>344,430.80</b>	<b>2,653,139.53</b>	<b>2,081,381.47</b>	<b>56.04%</b>
<b>Total Revenues</b>		<b>4,733,957.00</b>	<b>4,733,957.00</b>	<b>647,260.62</b>	<b>2,928,704.48</b>	<b>-1,805,252.52</b>	<b>61.87%</b>
<b>Fund: 101 - General Fund Surplus (Deficit):</b>		<b>36.00</b>	<b>-564.00</b>	<b>302,829.82</b>	<b>275,564.95</b>	<b>276,128.95</b>	<b>48,859.03%</b>
<b>Fund: 272 - Special Revenue</b>							
<b>Revenue</b>							
<b>SubAccount: 060 - INVESTMENT &amp; INTEREST INCOME</b>							
<a href="#">272-000-665.000</a>	INTEREST	1,000.00	1,000.00	2,646.20	23,442.79	22,442.79	2,344.28 %
<a href="#">272-000-665.001</a>	INTEREST - ARCHIVES	100.00	100.00	0.00	0.00	-100.00	0.00 %
<b>SubAccount: 060 - INVESTMENT &amp; INTEREST INCOME Total:</b>		<b>1,100.00</b>	<b>1,100.00</b>	<b>2,646.20</b>	<b>23,442.79</b>	<b>22,342.79</b>	<b>2,131.16%</b>
<b>SubAccount: 070 - OTHER REVENUE &amp; FINANCING SOURCES</b>							
<a href="#">272-000-674.000</a>	DONATIONS/FUNDRAISING	25,000.00	25,000.00	10,550.00	25,701.72	701.72	102.81 %
<a href="#">272-000-674.387</a>	ARCHIVES DONATIONS	5,000.00	5,000.00	0.00	1,100.00	-3,900.00	22.00 %
<a href="#">272-000-675.000</a>	SPECIAL EVENTS REVENUE	1,000.00	1,000.00	0.00	0.00	-1,000.00	0.00 %
<a href="#">272-000-675.001</a>	REIMBURSED MATERIALS	3,000.00	3,000.00	0.00	0.00	-3,000.00	0.00 %
<a href="#">272-000-675.014</a>	FAMILY PLACE DONATION	2,000.00	2,000.00	144.72	861.42	-1,138.58	43.07 %
<a href="#">272-000-675.015</a>	FRIENDS DONATION	5,000.00	5,000.00	0.00	6,100.00	1,100.00	122.00 %
<a href="#">272-000-675.017</a>	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	167.25	1,223.51	-776.49	61.18 %
<b>SubAccount: 070 - OTHER REVENUE &amp; FINANCING SOURCES Total:</b>		<b>43,000.00</b>	<b>43,000.00</b>	<b>10,861.97</b>	<b>34,986.65</b>	<b>-8,013.35</b>	<b>81.36%</b>
<b>SubAccount: 080 - OTHER FINANCING SOURCES</b>							
<a href="#">272-000-692.002</a>	PRIOR YEAR TERRY FUND BALANCE	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00 %
<a href="#">272-000-692.387</a>	PRIOR YEAR ARCHIVES FUND BAL	15,000.00	15,000.00	0.00	0.00	-15,000.00	0.00 %
<b>SubAccount: 080 - OTHER FINANCING SOURCES Total:</b>		<b>17,000.00</b>	<b>17,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-17,000.00</b>	<b>0.00%</b>
<b>Revenue Total:</b>		<b>61,100.00</b>	<b>61,100.00</b>	<b>13,508.17</b>	<b>58,429.44</b>	<b>-2,670.56</b>	<b>95.63%</b>
<b>Expense</b>							
<b>SubAccount: 100 - LIBRARY SUPPLIES</b>							
<a href="#">272-790-760.000</a>	GENERAL DONATION PURCHASES	20,000.00	20,000.00	0.00	2,224.16	17,775.84	11.12 %
<a href="#">272-790-763.000</a>	ARCHIVES PURCHASES	10,000.00	10,000.00	0.00	8,829.11	1,170.89	88.29 %
<a href="#">272-790-765.000</a>	TERRY TRUST - MISC	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<a href="#">272-790-766.000</a>	REIMBURSED MATERIALS	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
<a href="#">272-790-767.000</a>	SPECIAL EVENTS EXPENDITURES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00 %
<b>SubAccount: 100 - LIBRARY SUPPLIES Total:</b>		<b>36,000.00</b>	<b>36,000.00</b>	<b>0.00</b>	<b>11,053.27</b>	<b>24,946.73</b>	<b>30.70%</b>

HCDL Budget Status Report

For Fiscal: 2025-2026 Period Ending: 02/28/2026

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES</b>							
<a href="#">272-790-965.000</a>	FEES & ACCOUNT CHARGES	100.00	100.00	0.00	0.00	100.00	0.00 %
<a href="#">272-790-983.000</a>	PILOT PROJECTS	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES Total:</b>		<b>2,100.00</b>	<b>2,100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,100.00</b>	<b>0.00%</b>
<b>SubAccount: 170 - CAPITAL OUTLAY</b>							
<a href="#">272-790-972.000</a>	CAPITAL IMPROVEMENT PROJECTS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00 %
<b>SubAccount: 170 - CAPITAL OUTLAY Total:</b>		<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,000.00</b>	<b>0.00%</b>
<b>SubAccount: 190 - FRIENDS OF THE LIBRARY</b>							
<a href="#">272-790-761.000</a>	FRIENDS DONATIONS-MISC.	5,000.00	5,000.00	75.00	6,802.84	-1,802.84	136.06 %
<a href="#">272-790-762.000</a>	FAMILY PLACE EXPENDITURES	2,000.00	2,000.00	0.00	861.42	1,138.58	43.07 %
<a href="#">272-790-955.000</a>	FRIENDS MDSE/SALES	0.00	0.00	237.75	1,056.26	-1,056.26	0.00 %
<a href="#">272-790-980.007</a>	FRIENDS MERCHANDISE SALES	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00 %
<b>SubAccount: 190 - FRIENDS OF THE LIBRARY Total:</b>		<b>9,000.00</b>	<b>9,000.00</b>	<b>312.75</b>	<b>8,720.52</b>	<b>279.48</b>	<b>96.89%</b>
<b>Expense Total:</b>		<b>52,100.00</b>	<b>52,100.00</b>	<b>312.75</b>	<b>19,773.79</b>	<b>32,326.21</b>	<b>37.95%</b>
<b>Total Revenues</b>		<b>61,100.00</b>	<b>61,100.00</b>	<b>13,508.17</b>	<b>58,429.44</b>	<b>-2,670.56</b>	<b>95.63%</b>
<b>Fund: 272 - Special Revenue Surplus (Deficit):</b>		<b>9,000.00</b>	<b>9,000.00</b>	<b>13,195.42</b>	<b>38,655.65</b>	<b>29,655.65</b>	<b>429.51%</b>
<b>Fund: 371 - Debt Service Fund</b>							
<b>Revenue</b>							
<b>SubAccount: 080 - OTHER FINANCING SOURCES</b>							
<a href="#">371-000-699.000</a>	TRANSFER IN	217,150.00	217,150.00	0.00	23,825.00	-193,325.00	10.97 %
<b>SubAccount: 080 - OTHER FINANCING SOURCES Total:</b>		<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>-193,325.00</b>	<b>10.97%</b>
<b>Revenue Total:</b>		<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>-193,325.00</b>	<b>10.97%</b>
<b>Expense</b>							
<b>SubAccount: 000 - N/A</b>							
<a href="#">371-790-991.000</a>	PRINCIPLE ON BONDS	170,000.00	170,000.00	0.00	0.00	170,000.00	0.00 %
<a href="#">371-790-993.000</a>	INTEREST ON BONDS	46,650.00	46,650.00	0.00	23,325.00	23,325.00	50.00 %
<b>SubAccount: 000 - N/A Total:</b>		<b>216,650.00</b>	<b>216,650.00</b>	<b>0.00</b>	<b>23,325.00</b>	<b>193,325.00</b>	<b>10.77%</b>
<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES</b>							
<a href="#">371-790-801.000</a>	PAYING AGENT FEES	500.00	500.00	0.00	500.00	0.00	100.00 %
<b>SubAccount: 120 - OTHER SERVICES &amp; CHARGES Total:</b>		<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Expense Total:</b>		<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>193,325.00</b>	<b>10.97%</b>
<b>Total Revenues</b>		<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>-193,325.00</b>	<b>10.97%</b>
<b>Fund: 371 - Debt Service Fund Surplus (Deficit):</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>		<b>9,036.00</b>	<b>8,436.00</b>	<b>316,025.24</b>	<b>314,220.60</b>	<b>305,784.60</b>	<b>3,724.76%</b>

**Group Summary**

SubAccount	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 101 - General Fund</b>						
<b>Revenue</b>						
010 - TAXES	3,797,796.00	3,797,796.00	564,459.84	2,636,443.49	-1,161,352.51	69.42%
030 - STATE GRANTS	59,126.00	59,126.00	50,693.27	56,349.91	-2,776.09	95.30%
040 - CHARGES FOR SERVICES	8,410.00	8,410.00	1,346.90	10,433.15	2,023.15	124.06%
050 - FINES & FORFEITS	77,200.00	77,200.00	386.00	2,455.70	-74,744.30	3.18%
060 - INVESTMENT & INTEREST INCOME	50,000.00	50,000.00	26,938.34	218,094.77	168,094.77	436.19%
070 - OTHER REVENUE & FINANCING SOURCES	2,000.00	2,000.00	3,436.27	4,927.46	2,927.46	246.37%
080 - OTHER FINANCING SOURCES	739,425.00	739,425.00	0.00	0.00	-739,425.00	0.00%
<b>Revenue Total:</b>	<b>4,733,957.00</b>	<b>4,733,957.00</b>	<b>647,260.62</b>	<b>2,928,704.48</b>	<b>-1,805,252.52</b>	<b>61.87%</b>
<b>Expense</b>						
090 - PERSONNEL SERVICES	1,715,382.00	1,817,982.00	114,064.04	1,099,530.46	718,451.54	60.48%
100 - LIBRARY SUPPLIES	47,000.00	47,000.00	1,554.42	13,393.96	33,606.04	28.50%
120 - OTHER SERVICES & CHARGES	103,650.00	103,650.00	4,503.31	42,909.79	60,740.21	41.40%
130 - PROFESSIONAL AND CONTRACTUAL SERVICES	133,500.00	133,500.00	1,582.12	36,121.29	97,378.71	27.06%
140 - BUILDING & MAINTENANCE	307,674.00	307,674.00	16,375.39	158,344.03	149,329.97	51.46%
150 - MATERIALS & PROGRAMMING	523,900.00	523,900.00	41,612.86	340,032.31	183,867.69	64.90%
160 - INFORMATION TECHNOLOGY	368,586.00	368,586.00	9,866.36	201,611.99	166,974.01	54.70%
170 - CAPITAL OUTLAY	500,000.00	500,000.00	154,872.30	737,370.70	-237,370.70	147.47%
180 - OTHER LIBRARY FINANCING & SPECIAL ITEMS	1,034,229.00	932,229.00	0.00	23,825.00	908,404.00	2.56%
<b>Expense Total:</b>	<b>4,733,921.00</b>	<b>4,734,521.00</b>	<b>344,430.80</b>	<b>2,653,139.53</b>	<b>2,081,381.47</b>	<b>56.04%</b>
<b>Total Revenues</b>	<b>4,733,957.00</b>	<b>4,733,957.00</b>	<b>647,260.62</b>	<b>2,928,704.48</b>	<b>-1,805,252.52</b>	<b>61.87%</b>
<b>Total Expenses</b>	<b>4,733,921.00</b>	<b>4,734,521.00</b>	<b>344,430.80</b>	<b>2,653,139.53</b>	<b>2,081,381.47</b>	<b>56.04%</b>
<b>Fund: 101 - General Fund Surplus (Deficit):</b>	<b>36.00</b>	<b>-564.00</b>	<b>302,829.82</b>	<b>275,564.95</b>	<b>276,128.95</b>	<b>48,859.03%</b>
<b>Fund: 272 - Special Revenue</b>						
<b>Revenue</b>						
060 - INVESTMENT & INTEREST INCOME	1,100.00	1,100.00	2,646.20	23,442.79	22,342.79	2,131.16%
070 - OTHER REVENUE & FINANCING SOURCES	43,000.00	43,000.00	10,861.97	34,986.65	-8,013.35	81.36%
080 - OTHER FINANCING SOURCES	17,000.00	17,000.00	0.00	0.00	-17,000.00	0.00%
<b>Revenue Total:</b>	<b>61,100.00</b>	<b>61,100.00</b>	<b>13,508.17</b>	<b>58,429.44</b>	<b>-2,670.56</b>	<b>95.63%</b>
<b>Expense</b>						
100 - LIBRARY SUPPLIES	36,000.00	36,000.00	0.00	11,053.27	24,946.73	30.70%
120 - OTHER SERVICES & CHARGES	2,100.00	2,100.00	0.00	0.00	2,100.00	0.00%
170 - CAPITAL OUTLAY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00%
190 - FRIENDS OF THE LIBRARY	9,000.00	9,000.00	312.75	8,720.52	279.48	96.89%
<b>Expense Total:</b>	<b>52,100.00</b>	<b>52,100.00</b>	<b>312.75</b>	<b>19,773.79</b>	<b>32,326.21</b>	<b>37.95%</b>
<b>Total Revenues</b>	<b>61,100.00</b>	<b>61,100.00</b>	<b>13,508.17</b>	<b>58,429.44</b>	<b>-2,670.56</b>	<b>95.63%</b>
<b>Total Expenses</b>	<b>52,100.00</b>	<b>52,100.00</b>	<b>312.75</b>	<b>19,773.79</b>	<b>32,326.21</b>	<b>37.95%</b>
<b>Fund: 272 - Special Revenue Surplus (Deficit):</b>	<b>9,000.00</b>	<b>9,000.00</b>	<b>13,195.42</b>	<b>38,655.65</b>	<b>29,655.65</b>	<b>429.51%</b>
<b>Fund: 371 - Debt Service Fund</b>						
<b>Revenue</b>						
080 - OTHER FINANCING SOURCES	217,150.00	217,150.00	0.00	23,825.00	-193,325.00	10.97%
<b>Revenue Total:</b>	<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>-193,325.00</b>	<b>10.97%</b>
<b>Expense</b>						
000 - N/A	216,650.00	216,650.00	0.00	23,325.00	193,325.00	10.77%
120 - OTHER SERVICES & CHARGES	500.00	500.00	0.00	500.00	0.00	100.00%
<b>Expense Total:</b>	<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>193,325.00</b>	<b>10.97%</b>
<b>Total Revenues</b>	<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>-193,325.00</b>	<b>10.97%</b>
<b>Total Expenses</b>	<b>217,150.00</b>	<b>217,150.00</b>	<b>0.00</b>	<b>23,825.00</b>	<b>193,325.00</b>	<b>10.97%</b>
<b>Fund: 371 - Debt Service Fund Surplus (Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Report Surplus (Deficit):</b>	<b>9,036.00</b>	<b>8,436.00</b>	<b>316,025.24</b>	<b>314,220.60</b>	<b>305,784.60</b>	<b>3,724.76%</b>

### Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
101 - General Fund	36.00	-564.00	302,829.82	275,564.95	276,128.95
272 - Special Revenue	9,000.00	9,000.00	13,195.42	38,655.65	29,655.65
371 - Debt Service Fund	0.00	0.00	0.00	0.00	0.00
<b>Report Surplus (Deficit):</b>	<b>9,036.00</b>	<b>8,436.00</b>	<b>316,025.24</b>	<b>314,220.60</b>	<b>305,784.60</b>



Account	Name	Balance
<b>Fund: 101 - General Fund</b>		
<b>Assets</b>		
<a href="#">101-000-001.000</a>	CASH - CHECKING.	-4,546.29
<a href="#">101-000-001.002</a>	CASH -CREDIT CHECKING	5,523.91
<a href="#">101-000-002.000</a>	BANK OF ANN ARBOR MONEY MARKET	7,397,844.29
<a href="#">101-000-002.001</a>	COMERICA MMKT	0.00
<a href="#">101-000-002.002</a>	COMERICA MMKT - CAPITAL RESERVE	0.00
<a href="#">101-000-002.003</a>	COMERICA - TECHNOLOGY RESERVE	0.00
<a href="#">101-000-002.004</a>	BANK OF ANN ARBOR MMKT-TECHNOLO	137,792.77
<a href="#">101-000-004.000</a>	PETTY CASH	225.00
<a href="#">101-000-004.001</a>	CASH ON HAND	0.00
<a href="#">101-000-007.000</a>	CASH-PAYROLL CHECKING	500.05
<a href="#">101-000-017.000</a>	MI CLASS - GENERAL	762,591.29
<a href="#">101-000-018.000</a>	MI CLASS - CAPITAL RESERVE	440,656.50
<a href="#">101-000-019.000</a>	MI CLASS - TECHNOLOGY RESERVE	105,785.90
<a href="#">101-000-040.000</a>	ACCOUNTS RECEIVABLE - GENERAL	0.00
<a href="#">101-000-056.000</a>	ACCRUED INTEREST	0.00
<a href="#">101-000-073.000</a>	DUE FROM LIBRARIES	0.00
<a href="#">101-000-073.001</a>	DUE FROM TLN	0.00
<a href="#">101-000-078.000</a>	PENAL FINES RECEIVABLE	0.00
<a href="#">101-000-078.001</a>	STATE AID RECEIVABLE	0.00
<a href="#">101-000-078.002</a>	DUE FROM STATE	0.00
<a href="#">101-000-079.000</a>	DUE FROM FEDERAL GOVERNMENT	0.00
<a href="#">101-000-081.730</a>	DUE FROM POST OFFICE	46.73
<a href="#">101-000-084.000</a>	DUE FROM OTHER FUNDS	0.00
<a href="#">101-000-084.155</a>	DUE FROM ENDOWMENT	0.00
<a href="#">101-000-084.272</a>	DUE FROM 272 SPECIAL REVENUE	0.00
<a href="#">101-000-084.371</a>	DUE FROM 371 DEBT SERVICE	0.00
<a href="#">101-000-084.702</a>	DUE FROM LB TRUST & AGENCY FD	0.00
<a href="#">101-000-084.727</a>	DUE FROM PENSION	0.00
<a href="#">101-000-084.900</a>	DUE FROM CAPITAL ASSET FUND	0.00
<a href="#">101-000-084.950</a>	DUE FROM LONG TERM DEBT	0.00
<a href="#">101-000-123.000</a>	PREPAID EXPENSE	128,831.48
<a href="#">101-000-123.001</a>	PREPAID EXPENSE - CONTROL.NET	12,474.00
<a href="#">101-000-159.000</a>	SUBSCRIPTION ASSETS	273,324.74
<a href="#">101-000-160.000</a>	ACC AMTZ - SUBSCRIPTION ASSETS	-92,037.45
	<b>Total Assets:</b>	<b>9,169,012.92</b>
		<b><u>9,169,012.92</u></b>
<b>Liability</b>		
<a href="#">101-000-202.000</a>	ACCOUNTS PAYABLE	55,185.21
<a href="#">101-000-209.000</a>	ACCRUED EXPENSES	25,558.80
<a href="#">101-000-214.000</a>	DUE TO OTHER FUNDS	0.00
<a href="#">101-000-214.272</a>	DUE TO SPECIAL REVENUE	0.00
<a href="#">101-000-214.371</a>	DUE TO DEBT SERVICE	0.00
<a href="#">101-000-231.001</a>	AFLAC PAYABLE	0.00
<a href="#">101-000-231.002</a>	EMPLOYEE H.S.A. PAYABLE	419.25
<a href="#">101-000-231.003</a>	457 PAYABLE	-0.01
<a href="#">101-000-257.000</a>	ACCRUED PAYROLL	0.00
<a href="#">101-000-258.000</a>	ACCRUED PAYROLL TAXES	0.00
<a href="#">101-000-260.000</a>	ACCRUED VACATION PAYABLE	0.00
<a href="#">101-000-261.000</a>	ACCRUED SICK LEAVE PAYABLE	0.00
<a href="#">101-000-301.000</a>	SUBSCRIPTION LIABILITIES	181,151.11
	<b>Total Liability:</b>	<b>262,314.36</b>
<b>Equity</b>		

**HCDL Balance Sheet**

**As Of 02/28/2026**

<b>Account</b>	<b>Name</b>	<b>Balance</b>
<a href="#">101-000-380.000</a>	RESERVE - CAPITAL EXPENDITURE	3,169,917.35
<a href="#">101-000-381.000</a>	SICK/VACATION/RETIREMENT RESERVE	194,798.39
<a href="#">101-000-382.000</a>	TECHNOLOGY RESERVE	182,038.44
<a href="#">101-000-390.000</a>	FUND BALANCE	5,084,972.29
<a href="#">101-000-390.001</a>	FUND BALANCE - GASB 34	-592.86
	<b>Total Beginning Equity:</b>	<b>8,631,133.61</b>
Total Revenue		2,928,704.48
Total Expense		2,653,139.53
<b>Revenues Over/Under Expenses</b>		<b>275,564.95</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>8,906,698.56</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u><u>9,169,012.92</u></u></b>

HCDL Balance Sheet

As Of 02/28/2026

Account	Name	Balance
<b>Fund: 155 - Endowment</b>		
<b>Assets</b>		
<a href="#">155-000-001.000</a>	CASH	0.00
<a href="#">155-000-001.002</a>	ONLINE CASH	0.00
<a href="#">155-000-082.101</a>	DUE FROM GENERAL FUND	0.00
<a href="#">155-000-082.272</a>	DUE FROM SPECIAL REVENUE	0.00
<a href="#">155-000-082.371</a>	DUE FROM DEBT SERVICE	0.00
<a href="#">155-000-082.472</a>	DUE FROM EQUIPMENT AND FURNISHING	0.00
<a href="#">155-000-084.000</a>	DUE FROM NON-EXPENDABLE	0.00
<a href="#">155-000-184.000</a>	BENEFICIAL INT IN ASSETS CFSEM	672,492.97
<a href="#">155-000-184.001</a>	BEN INT IN ASSETS-SONG LINE	54,967.93
<a href="#">155-000-184.002</a>	BEN INT IN ASSETS-ROSS	29,651.42
	<b>Total Assets:</b>	<b>757,112.32</b>
		<b><u>757,112.32</u></b>
<b>Liability</b>		
<a href="#">155-000-202.000</a>	ACCOUNTS PAYABLE	0.00
<a href="#">155-000-214.101</a>	DUE TO GENERAL FUNDS	0.00
<a href="#">155-000-214.272</a>	DUE TO SPECIAL REVENUE	0.00
	<b>Total Liability:</b>	<b>0.00</b>
<b>Equity</b>		
<a href="#">155-000-375.000</a>	FUND BALANCE - SONG LINE ENDOWMENT	54,967.93
<a href="#">155-000-376.000</a>	FUND BALANCE - J. ROSS	29,651.42
<a href="#">155-000-390.000</a>	FUND BALANCE	672,492.97
<a href="#">155-000-391.000</a>	FUND BALANCE - EXPENDABLE	0.00
<a href="#">155-100-391.000</a>	FUND BALANCE - EXPENDABLE	0.00
	<b>Total Beginning Equity:</b>	<b>757,112.32</b>
Total Revenue		0.00
Total Expense		0.00
<b>Revenues Over/Under Expenses</b>		<b>0.00</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>757,112.32</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>757,112.32</u></b>

HCDL Balance Sheet

As Of 02/28/2026

Account	Name	Balance
<b>Fund: 272 - Special Revenue</b>		
<b>Assets</b>		
<a href="#">272-000-001.000</a>	CASH	42,517.48
<a href="#">272-000-001.001</a>	BANK OF ANN ARBOR CHECKING	4,999.42
<a href="#">272-000-001.002</a>	CASH - CREDIT CHECKING	5,345.60
<a href="#">272-000-002.000</a>	BANK OF ANN ARBOR MONEY MARKET	513,835.82
<a href="#">272-000-017.000</a>	MI CLASS ACCOUNT	346,103.71
<a href="#">272-000-040.000</a>	ACCOUNTS RECEIVABLE - GENERAL	0.00
<a href="#">272-000-056.000</a>	ACCRUED INTEREST	0.00
<a href="#">272-000-082.000</a>	DUE FROM FRIENDS OF LIBRARY	0.00
<a href="#">272-000-082.101</a>	DUE FROM GENERAL FUND	0.00
<a href="#">272-000-082.155</a>	DUE FROM ENDOWMENT	0.00
<a href="#">272-000-082.371</a>	DUE FROM DEBT SERVICE	0.00
<a href="#">272-000-082.472</a>	DUE FROM EQUIPMENT AND FURNISHING	0.00
<a href="#">272-000-084.000</a>	DUE FROM OTHER FUNDS	0.00
	<b>Total Assets:</b>	<b>912,802.03</b>
		<b><u>912,802.03</u></b>
<b>Liability</b>		
<a href="#">272-000-202.000</a>	ACCOUNTS PAYABLE	870.00
<a href="#">272-000-214.101</a>	DUE TO GENERAL FUND	0.00
<a href="#">272-000-214.371</a>	DUE TO DEBT SERVICE	0.00
<a href="#">272-000-214.472</a>	DUE TO EQUIPMENT AND FURNISHING	0.00
	<b>Total Liability:</b>	<b>870.00</b>
<b>Equity</b>		
<a href="#">272-000-386.000</a>	TERRY RESERVE	549,508.36
<a href="#">272-000-387.000</a>	ARCHIVES FUND BALANCE	42,251.26
<a href="#">272-000-390.000</a>	FUND BALANCE	281,516.76
	<b>Total Beginning Equity:</b>	<b>873,276.38</b>
Total Revenue		58,429.44
Total Expense		19,773.79
<b>Revenues Over/Under Expenses</b>		<b>38,655.65</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>911,932.03</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<b><u>912,802.03</u></b>

HCDL Balance Sheet

As Of 02/28/2026

Account	Name	Balance
<b>Fund: 371 - Debt Service Fund</b>		
<b>Assets</b>		
<a href="#">371-000-001.000</a>	CASH	0.00
<a href="#">371-000-082.101</a>	DUE FROM GENERAL FUND	0.00
<a href="#">371-000-082.155</a>	DUE FROM ENDOWMENT	0.00
<a href="#">371-000-082.272</a>	DUE FROM SPECIAL REVENUE	0.00
<a href="#">371-000-082.472</a>	DUE FROM EQUIPMENT AND FURNISHING	0.00
	<b>Total Assets:</b>	<b>0.00</b>
		<u><u>0.00</u></u>
<b>Liability</b>		
<a href="#">371-000-202.000</a>	ACCOUNTS PAYABLE	0.00
<a href="#">371-000-214.101</a>	DUE TO GENERAL FUND	0.00
<a href="#">371-000-214.272</a>	DUE TO SPECIAL REVENUE	0.00
<a href="#">371-000-214.472</a>	DUE TO EQUIPMENT AND FURNISHING	0.00
<a href="#">371-000-251.000</a>	ACCRUED INTEREST PAYABLE	0.00
<a href="#">371-000-300.000</a>	BONDS PAYABLE	1,555,000.00
	<b>Total Liability:</b>	<b>1,555,000.00</b>
<b>Equity</b>		
<a href="#">371-000-390.000</a>	FUND BALANCE	0.00
<a href="#">371-000-390.001</a>	FUND BALANCE - EXPENDABLE	-1,555,000.00
	<b>Total Beginning Equity:</b>	<b>-1,555,000.00</b>
Total Revenue		23,825.00
Total Expense		23,825.00
<b>Revenues Over/Under Expenses</b>		<b>0.00</b>
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>-1,555,000.00</b>
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>	<u><u>0.00</u></u>



# February 2026 Treasurer's Report

Detail

Date Range: 02/01/2026 - 02/28/2026

Account	Name	Beginning Cash Balance	Net Change	Ending Balance
<b>101 - General Fund</b>				
101-000-001.000	CASH - CHECKING.	150826.97	(155,373.26)	(4,546.29)
101-000-001.002	CASH -CREDIT CHECKING	4827.09	696.82	5,523.91
101-000-002.000	BOAA MONEY MARKET	6979119.49	418,724.80	7,397,844.29
101-000-002.001	COMERICA MMKT	43900.73	(43,900.73)	-
101-000-002.002	COMERICA MMKT - CAPITAL RESERVE	46811.01	(46,811.01)	-
101-000-002.003	COMERICA - TECHNOLOGY RESERVE	11201.32	(11,201.32)	-
101-000-002.004	FNB MMKT-TECHNOLOGY	137792.77	-	137,792.77
101-000-007.000	CASH-PAYROLL CHECKING	500.05	-	500.05
101-000-017.000	MI CLASS - GENERAL	716476.85	46,114.44	762,591.29
101-000-018.000	MI CLASS - CAPITAL RESERVE	392602.14	48,054.36	440,656.50
101-000-019.000	MI CLASS - TECHNOLOGY RESERVE	94287.07	11,498.83	105,785.90
<b>Fund 101 - General Fund Total:</b>		<b>8,578,345.49</b>	<b>267,802.93</b>	<b>8,846,148.42</b>
<b>155 - Endowment</b>				
<b>Beginning Cash Balance</b>				
155-000-001.000	CASH	-	-	-
155-000-001.002	ONLINE CASH	-	-	-
<b>Total Beginning Cash Balance:</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>272 - Special Revenue</b>				
272-000-001.000	CASH	31,843.76	10,673.72	42,517.48
272-000-001.001	BOAA CHECKING	4,999.32	0.10	4,999.42
272-000-001.002	CASH - CREDIT CHECKING	5,325.10	20.50	5,345.60
272-000-002.000	BOAA MONEY MARKET	512,193.68	1,642.14	513,835.82
272-000-017.000	MI CLASS	345,099.75	1,003.96	346,103.71
<b>Fund 272 - Special Revenue Total:</b>		<b>899,461.61</b>	<b>13,340.42</b>	<b>912,802.03</b>
<b>371 - Debt Service Fund</b>				
<b>Beginning Cash Balance</b>				
371-000-001.000	CASH	-	-	-
<b>Fund 371 - Debt Service Fund Total:</b>		<b>-</b>	<b>-</b>	<b>-</b>
<b>Grand Total</b>		<b>9,477,807.10</b>	<b>281,143.35</b>	<b>9,758,950.45</b>

Howell Carnegie District Library Board of Trustees  
Director's Report for March 10, 2026

BOARD MEETING AGENDA

[A-March 10, 2026 Agenda](#)

CALL TO ORDER/APPROVAL OF AGENDA

ATTENDANCE

IN-SERVICE TRAINING TOPIC:

Erin MacGregor, Superintendent, Howell Public Schools

POTENTIAL MOTIONS FOR ACTION AND DISCUSSION ITEMS

- Potential motions are included in italics for each action item.

CONSENT AGENDA:

*I move to approve the consent agenda.*

A. Minutes from February 10, 2026

[B-Consent Agenda A board\\_minutes\\_2-10-26](#)

B. Bills & Payrolls

[B-Consent Agenda B-Payment Register](#)

[B-Consent Agenda B-Payroll Bill](#)

FINANCE:

1. The year-to-date total, through January 2026, is \$278,694. This is up 16% from January 2025.
2. The monthly budgetary status report and balance sheet are attached.
3. Treasurer's Report  
[C-Financial Information A- Monthly Budgetary Status Report](#)  
[C-Financial Information B- Balance Sheet](#)  
[C-Treasurer's Report – February 2026 Monthly Summary](#)

COMMITTEE REPORTS - none

ACTION ITEMS

UNFINISHED BUSINESS: None

NEW BUSINESS:

- Request for a purchase agreement with MCD Architects for a Space Needs Assessment and Pre-design Services

## E-MCD Space Needs Assessment for HCDL

*I move to approve a purchase agreement with MCD Architects for a Space Needs Assessment and Pre-Design Services in the amount of \$28,000.*

The library received proposals from the following six firms: Daniels and Zermack; Kingscott; KrM Architecture; MCD Architects; Ply+; and Quinn Evans. Pricing ranged from \$28,000 to \$118,000. After reviewing the proposals, researching the firms, and checking references, I recommend that the library contract with MCD Architects. Discussion at the meeting.

### DISCUSSION ITEMS:

- Update on Replacement of 3 Compressor Units - Project with ThermalNetics

The units are in Michigan and ready to be installed. The challenge is the current Frost Law that is in effect. I should have more information at the meeting.

- Update on handrails

Hopefully, I'll have an update for the meeting.

- Update on Bequest from the Jennifer Browning Trust

There are no restrictions on the items. Ms. Browning hoped the items would be on display. Discussion at the meeting.

- Review the process of the Annual Performance Appraisal of the Director

[F-DraftDirector'sEvaluationApril2026](#)

In April, the board president will send a link to the annual performance appraisal (Google Form) and provide a date for each trustee to complete the review. The board will discuss the results at the May meeting, and the board president will review the results with the director between the May and June meetings.

Please review the draft evaluation.

- Set date for Nominating and Recruiting Committee to meet.

Susan, Maria, and Kathryn, please bring your calendars so we can set a date.

- Service Spotlight

I will highlight a library service, resource, or collection.

### MISCELLANEOUS FOLLOW-UPS AND UPDATES:

- Check out some of the website updates that Jeremy completed.

Some pages on the About->Library Cards menu have been restructured and combined into 3 pages, down from around 5-7 pages before.

- [Library Account, Renewals, Returning Items](#)
- [Holds, Recommendations and Pickup Locations](#)
- [Notices](#)

#### [Services->Technology](#)

#### [Services->Things to Borrow](#) (contains the loan restrictions)

- ATT cell boosters will be installed on March 11 at 8 am. The Howell Area Fire Department is "sponsoring" the library boosters. There is no cost to the library or the fire department. A huge thanks to the fire department. FYI - it was through the fire department that the library received its first AED years ago.
- Two additional vendors, Follett and Ingram, were added to the ACH list. They will be paid via an electronic fund transfer.
- The following are emails between the library and a patron. The patron requested that I pass on the exchange to the board. I have removed the patron's name/email because it is protected under the Michigan Library Privacy Act, as this is considered a library record.

First contact via Contact Us:

Comment/Question: Hi, I brought my son to the library Friday afternoon, only to discover the library closes at 4pm. I'm sure this is for budget reasons and that perhaps Friday late afternoon is not a population time. I wanted to let you know, though, that my son and I decided to hang out in our car in the side parking lot for a while afterward and counted five individuals/families arrive from 4:15-4:30, only to also be disappointed. I don't know what the normal patronage is in an hour, but it seemed significant enough to let you know, as I don't imagine staff or board members making the hours decisions are staking out the parking lot after hours much. I hope you will consider longer hours, especially on Fridays. Thanks for listening!

My response:

We are sorry you were disappointed to learn the library is closed on Fridays at 4:00 pm (<https://howelllibrary.org/location-hours/>). The truth of the matter is that we have a certain number of open hours throughout the week, and we have done our darndest to choose hours that best meet the needs of our community. If money weren't a factor, we would be open for everyone all the time.

Another popular option for people who cannot make it to the library during open hours is our 24/7 lockers. You can check out materials online, and we will place them in a locker in the back vestibule for you to pick up at your convenience, 24 hours a day, 7 days a week <https://howelllibrary.org/lockers/>. The only items we cannot place in a locker are Literacy/STEM Kits and Library of Things (LOT). If you need assistance using the 24/7

lockers, please get in touch with us at 517-546-0720 ext. 105 or stop by, and we will walk you through it.

We hope this is helpful, and that you and your son will visit the library during our regular hours or use the 24/7 pickup option. Thank you for contacting us.

Patron's response:

Hi, thank you for responding and shaping the locker information. Out of curiosity, what is the cost per hour for the library to be open?

Paton's Name

COO, Revalue  
Board Member, NC3  
Member, CfPA

My response:

Cost per hour isn't something that I normally compute. A "quick and dirty" calculation of total expenditures minus capital outlay divided by public service hours per year results in a cost per hour of \$895 using audited data from July 2024 - June 2025 fiscal year.

We reevaluated and adjusted our service hours during 2020-2021, looking at patron counts by hour in the years prior to March 2020 and considering requests we had received over the years.

Your comments are appreciated, heard and noted.

If there is anything else I can help with, please let me know.

Patron's response:

Thank you so much - this is super helpful.

So it looks like extending Friday to 7pm like the rest of the workweek would cost about \$135k annually. The February board meeting packet link was a dead link, but upon reviewing the January packet it looks like the library has cash reserves of about \$7.2m, so there awkward to be financial capacity, and it seems that extended hours could help meet strategic goals 1.2 and 1.3, for programming and reaching diverse audiences. For context, our family homeschools and I think there is a lot the library could be doing to help meet the needs of families like ours, especially since the homeschooling community is so strong in the Howell area.

If hours were last reviewed during Covid based on previous years' trends, then the library may be two eras overdue for a re-evaluation (covid, then post-covid). Also, related to the

outreach goals, I don't know if you all do a mailing to all homes, but I would greatly appreciate something in the mail showing upcoming events. We are far more likely to engage if we know it's happening and I often get overwhelmed in my personal inbox so I miss the email announcements.

If you could, please pass my notes along to the board for their consideration at the next meeting.

(Note, the link to the February packet is fixed.)

PERSONNEL:

- Nothing to report.

LIBRARY EVENTS:

- **Youth Services (family, children, and teens)** [calendar of events](#).



Spring Break Week special events



# Field Day

AT 242 COMMUNITY CENTER

MONDAY, MARCH 30, 1-3 PM  
AGES 5-12 WITH PARENTS/CAREGIVERS  
NO REGISTRATION REQUIRED



## Happy Little Painting

### KIDS EDITION

GRADES 1-5

TUESDAY, MARCH 31  
2:00-2:45 PM OR 6:00-6:45 PM

Registration begins March 17




## TEEN NERF WARS

GRADES 6-12  
WEDNESDAY, APRIL 1  
2:00-3:00 PM  
REGISTRATION BEGINS MARCH 18




## DRUMMUNITY

A family drum circle experience

THURSDAY, APRIL 2  
1:00-2:00PM OR 3:00-3:45 PM  
AGES 5-12 WITH PARENTS/CAREGIVERS  
NO REGISTRATION REQUIRED

- Reference or Adult Programming [calendar of events](#).



**Swap  
solve  
score**

**Puzzle & Game Exchange!**  
 Sunday, March 15  
 12-1:30 pm  
 No registration required




**Potty Training 101:**  
 a parenting class with  
**MSU Extension**




**THURSDAY, MARCH 17, 6:00-7:15 PM**  
**REGISTRATION BEGINS MARCH 3**



**affirmationyoga**  
 WITH LYNNE BONDY

**Thursday, March 19**  
 6:30-7:45 pm  
 Registration begins February 26





**Rescheduled**

**BOOK TALK**

**Monday, March 23**  
 6:00-7:00 pm  
 Registration begins January 29



# Plant Bingo!

WEDNESDAY, MARCH 25  
6:00-7:30 PM  
REGISTRATION BEGINS MARCH 4



HOWELL  
CARNEGIE  
DISTRICT LIBRARY

## TAX ASSISTANCE

with the Accounting Aid Society

- Saturdays, January 31 - April 11, 10 am - 2 pm.
- Eligibility for free assistance is based on annual income.



### COMMUNITY ENGAGEMENT:

- The library will be attending Walk for Warmth on Saturday, March 7.
- [View](#) the student artwork and the featured artists of the Livingston Fine Arts Association.

### TRUSTEE NOTEBOOK:

No additions this month.

Holly Ward Lamb 3/6/26

Space Needs Assessment and Pre-Design Services For

# Howell Carnegie District Library



**MCD**  
ARCHITECTS

# MCD Architects

Excellence in Design for over 90 Years

# CONTENT



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Fee Structure



33610 Grand River Avenue  
Farmington, Michigan 48335  
www.mcdarchitects.com  
248-374-0001

February 19, 2026

Holly Ward Lamb, Director  
Howell Carnegie District Library  
W Grand River Ave  
Howell, MI 48843

Dear Director,

On behalf of MCD Architects, we are pleased to submit our proposal to the Howell Carnegie District Library for Space Needs Assessment and Predesign Services. For more than 50 years, MCD has specialized in the planning and design of public libraries across Michigan, completing numerous space needs assessments, predesign studies, and master plans that position libraries to move forward with clarity and confidence. We understand that this process is about aligning facilities with mission, operations, community expectations, and long-term stewardship of public resources. Library planning is not a secondary service within our practice; it is a core discipline, supported by decades of library experience, analytical expertise, and a deep understanding of how libraries operate and evolve.

Our work with many dozens of libraries throughout the state has allowed us to develop highly refined proprietary tools and a proven process for comprehensive analysis, evaluation, and planning. This process, working in concert with HCDL's recently completed Strategic Plan will allow us to provide library leadership with a clear and actionable path forward. Our approach brings clarity and transparency to complex decisions, allowing the board to weigh options prudently and understand the operational, financial, and service implications of each project decision.

Libraries today must continually evolve to meet shifting patterns of use, emerging technologies, expanded programmatic demands, and heightened expectations for accessibility and flexibility. The Howell Carnegie District Library has long served as a cornerstone of its community. This study will provide the framework to thoughtfully assess current space and performance, identify gaps and inefficiencies, and define a practical roadmap for future investment. The outcome will not only clarify space requirements but also strengthen internal operations, support staff effectiveness, and introduce new opportunities to enhance the Library's ability to serve as a central gathering and learning environment for the community.

We acknowledge receipt and review of Addendum #1 and understand that this project is a "blank slate". The library, surrounding grounds, and library lot will be assessed in their entirety. Our proposed services, including a comprehensive Space Utilization Study and Master Plan, along with conceptual predesign services, are structured to deliver measurable results: clearly defined space plans, projected growth scenarios, prioritized capital recommendations, and cost-aligned implementation strategies. At the conclusion of this process, library leadership will have a credible, data-driven plan that can guide budgeting, communication, and future design decisions with confidence.

We build lasting relationships with libraries by serving as a steady, trusted advisor, guiding them from early assessment and planning through construction completion with expertise, intentionality, and accountability. We would be honored to bring that same approach to the Howell Carnegie District Library to help guide it into the next chapter of its evolution as it continues to serve its community now and into the future.

Thank you for the opportunity to submit this proposal. We look forward to partnering with the Howell Carnegie District Library on this important project.

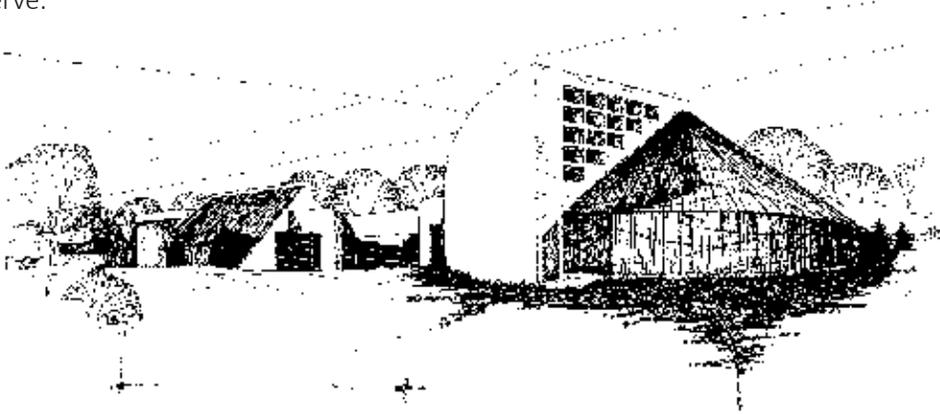
Sincerely,

A handwritten signature in black ink, appearing to read "Steven G. Schneemann".

Steven G. Schneemann, Principal Architect  
MCD Architects  
ss@mcdarchitects.com

# Who We Are

MCD Architects has been a cornerstone in Michigan’s architectural landscape since 1930, using architecture to add value to communities across the state. As a people-oriented organization, we work closely with our clients to assess their needs, analyze alternatives, and develop creative design solutions. Our projects range from minor renovations and additions to entirely new facilities, each receiving comprehensive design services tailored to our client’s specific needs. Personalized service is the hallmark of our practice, ensuring our client receives the attention and dedication they deserve.



**Our commitment to excellence is evident in our long-term relationships with Michigan public libraries. We invite you to review our extensive experience in advising and guiding these libraries, ensuring they remain at the cutting edge of library service delivery. Our approach is thorough, collaborative, and designed to ensure successful outcomes that align with the Library’s goals.**

**90+**

Years of Design Excellence

**1000+**

Design Projects

**40 +**

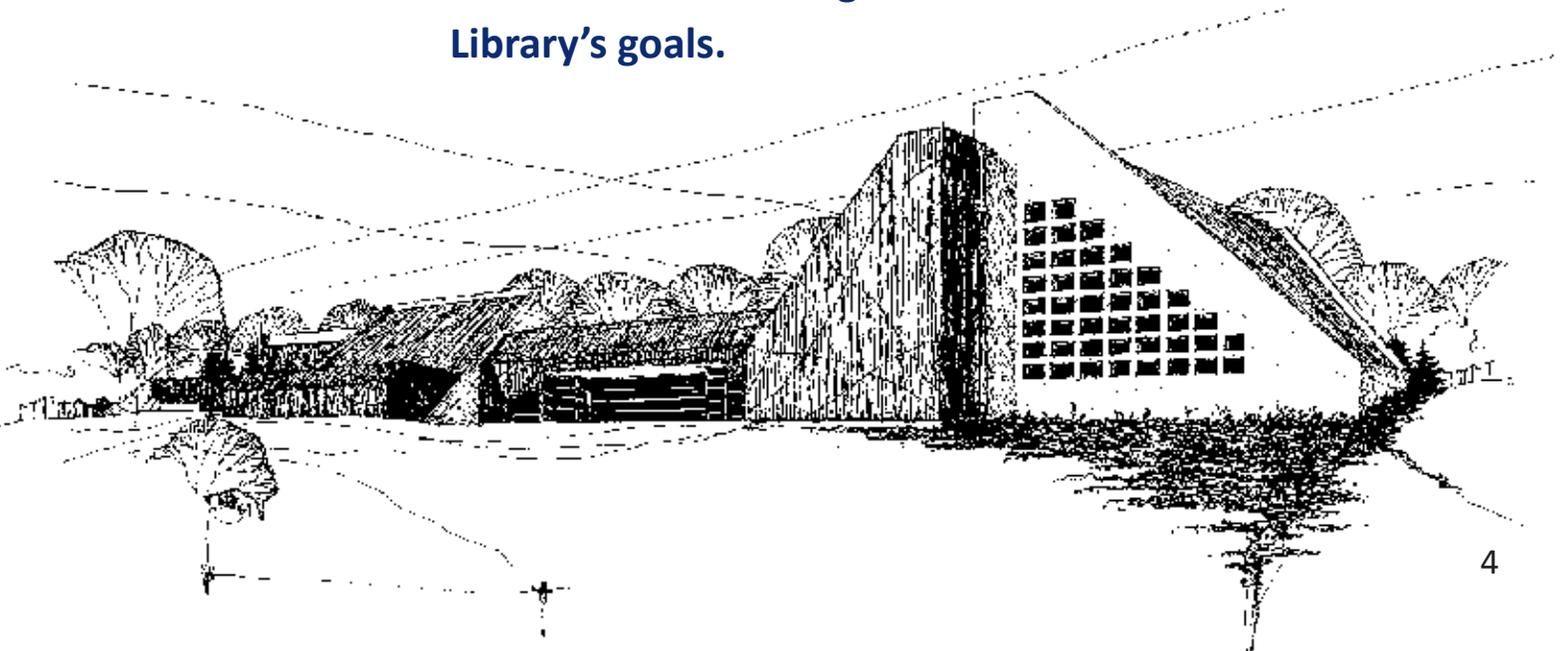
Library Clients

**100 +**

Public Library Design Projects

**130+**

Michigan Library Installations





## Qualifications

MCD Architects has over 90 years of experience in design and over 50 years in library planning and analysis throughout Michigan. Our firm has guided numerous public libraries through space utilization studies and master planning efforts that have directly led to successful capital improvements.

- **Disciplined Investigation & Structured analysis:** Every engagement begins with a thorough assessment of operations, workflow, community demographics, and long-term growth projections. We examine how spaces truly function, how staff work, how patrons move, where inefficiencies occur, and how services may evolve.
- **Proven Partnership With Public Libraries:** Our work with many other similar city library projects demonstrates our ability to collaborate closely with library leadership, staff, and the community they serve. These successful partnerships have given us direct experience navigating expectations, processes, and community priorities.
- **Holistic Planning and Problem-Solving:** Every MCD project begins with careful planning. We ensure additions and renovations integrate seamlessly with existing facilities and that every design decision supports future flexibility, efficiency, and growth. We will work closely with library leadership to align project scope with budget realities and operational goals.
- **Comprehensive Project Leadership:** From concept through construction, MCD remains actively engaged as both a guide and an advocate for our clients. We translate planning findings into actionable master plans, phased capital strategies, and eventually into design and construction documentation that maintains alignment with the original vision.





## Project Team

MCD Architects has assembled a dedicated team of architects, designers, and project managers with extensive experience in library planning, space needs assessments, and civic facility design. Our team has led numerous projects of similar scope and complexity, bringing technical knowledge, disciplined process management, and a clear understanding of how public institutions operate. Each member contributes focused expertise in analysis, programming, design coordination, and project leadership to ensure that the work is thorough, efficient, and aligned with the Library's goals.

Our team approaches every engagement with technical expertise as trusted advisors. We understand that planning decisions impact staff, leadership, and the broader community for decades to come. Our team is committed to listening carefully, communicating clearly, and guiding the process with transparency, excellence, and care. We value strong working relationships and strive to provide steady leadership that supports informed decision-making and long-term success.



# Steven G. Schneemann, RA, LEED

Principal Architect | MCD Architects



[ss@mcdarchitects.com](mailto:ss@mcdarchitects.com)

## Registration

State of Michigan, California,  
Florida, New York

NCARB Certified

## Education

Master of Architecture  
University of California at  
Berkeley

Bachelor of Science in  
Architecture  
Lawrence Technological  
University

Engineering  
Calvin University

Steven Schneemann is the Principal Architect of MCD Architects and a seasoned leader in public-sector architecture, known for blending design excellence with civic insight. Over his 30+ year career, Steven has worked on hundreds of projects across dozens of states and four continents spanning municipal, library, educational, institutional, and commercial facilities.

What sets Steven apart is his deep understanding of the public decision-making process. As a former Mayor and long-serving City Council member, Steven understands firsthand how communities plan, fund, and implement capital improvement projects. This perspective helps him support clients with not just architectural expertise but political and strategic foresight making him a trusted advisor and guide throughout every project phase.

In addition to his architectural work, Steven is a licensed builder and real estate developer, and taught design studios and professional practice at Lawrence Technological University for over 16 years, mentoring future architects while staying rooted in both academic theory and practical execution.

## Relevant Projects

### Orion Township Public Library/ Orion Township, MI

Performed Space Utilization Study & Masterplan and conceptual design.

Currently working on schematic design.

### Farmington Community Library / Farmington, MI

Performed Space Utilization Study & Masterplan and conceptual design.

Currently working on phase one design.

### Flat River Community Library/ Greenville, MI

Performed Space Utilization Study & Masterplan and conceptual design.

Currently working on phase one design.

### Plymouth District Library / Plymouth, MI

MCD designed the original building in the mid 1990s and has continued to provide design improvements and buildouts for many projects since then. MCD is the only architect to design for Plymouth District Library. Steven has led many of these projects.

### Redford Township District Library / Redford, MI

MCD designed the original building in the late 1990s and has continued to provide design improvements and buildouts for many projects since then. MCD is the only architect to design for Redford Township District Library. Steven has led many of these projects.

# Griffin Angeliu, NCARB

Architectural Designer | MCD Architects



[ga@mcdarchitects.com](mailto:ga@mcdarchitects.com)

## Affiliates

NCARB Certified

## Education

Master of Architecture  
Lawrence Technological  
University

Bachelor of Interior  
Architecture  
Lawrence Technological  
University

Griffin Angeliu holds a Master of Architecture Architecture degree from Lawrence Technological University. With a client-focused approach, Griffin ensures that every project is tailored to meet the unique needs of the client while enhancing the surrounding community and environment.

His experience spans a range of sectors, including municipal, commercial, and residential work, with projects extending throughout the metro Detroit region. As an excellent project lead, Griffin's expertise and leadership make him an invaluable team member, guiding clients seamlessly through the design process to achieve their vision.

## Relevant Projects

### Dearborn Public Library- Esper Branch / Dearborn, MI

Contributed to the master plan and design of a major branch renovation, including a new STEAM Center, children's discovery zones, and a welcoming café and reading lounge. Work supported the creation of flexible, engaging spaces that encourage exploration, learning, and community gathering.

### Dearborn Public Library- Bryant Branch / Dearborn, MI

Participated in the comprehensive renovation of a historic century-old library, balancing preservation goals with modern functionality. Responsibilities included enhancing public spaces, developing playful children's areas, and improving staff and building operations to better serve evolving community needs.

### Bacon Memorial District Library / Wyandotte, MI

Completed a master plan and interior renovations, creating updated, functional spaces to better serve the community.

# Leah Popyk

Interior Designer | MCD Architects



*lp@mcdarchitects.com*

## Education

Bachelor of Science in Interior  
Architecture  
Eastern Michigan University

Leah Popyk approaches each project as a collaborative partnership, listening carefully to clients to translate operational needs and values into spaces that are beautiful, highly functional, and thoughtfully designed. Her experience includes work with several municipalities, library's, and the University of Michigan's Architecture, Engineering, and Construction Department. In all of these projects she focused on creating functional, community-centered spaces to meet the needs of both the clients and the communities that they serve. Her skills include an emphasis on sustainability and ADA compliance.

Leah holds a Bachelor of Science in Interior Design from Eastern Michigan University, graduating summa cum laude and receiving the IDE Student of Excellence award.

## Relevant Projects

### Rochester Hills Public Library/ Rochester, MI

Currently providing Space Utilization Study and Masterplan and all phases of design

### Oakland Community College Library / Farmington Hills, MI

Contributed to planning and design enhancements for a campus library, including space reconfiguration, interior upgrades, and improved student study and collaboration areas. Work supported technology integration, accessibility, and user experience improvements within an active academic environment.

### Owosso Branch-Shiawassee District Library/ Owosso, MI

Conceptual design for the relocation of the library branch.

### Theodore A Cutler Memorial Library / St. Louis, MI

Assisted in developing the Space Utilization Study and Master Plan to refresh public spaces, improve interior functionality, and modernize service delivery. Work focused on evaluating existing conditions, prioritizing needs, and developing efficient, community-responsive design strategies.



## Relevant Experience

For more than 50 years, MCD Architects has focused extensively on public library planning and design throughout Michigan. Our experience includes a substantial number of space utilization studies, facility assessments, predesign services, and comprehensive master plans tailored specifically to libraries.

Many of our planning efforts have encompassed both interior and exterior design, ensuring that building performance, site circulation, accessibility, and long-term expansion potential are addressed holistically. Several projects have included evaluation of newly acquired land, parking lot redesign, site reconfiguration, and phased growth strategies aligned with future capital investment. This combination of library-specific expertise and comprehensive master planning experience directly aligns with the Howell Carnegie District Library's goals for an in-depth space needs assessment and predesign services grounded in research, precision, and long-term



# Farmington Community Library

Farmington, Michigan

**Services Provided:** *Space Utilization Study, Pre-design Services, Master Planning, Architectural Design, Interior Design, Cost Analysis, Construction Documents, Construction Administration*

The Farmington Community Library commissioned MCD Architects to develop a space utilization study and new master plan for its 77,000 SF main branch in Farmington Hills and its downtown branch (designed by MCD in the late 1960s) in Farmington.

The studies analyzed both the interiors and sites of both properties and proposed reorganization of existing spaces as well as additions to each building to accommodate needs specific to each location. A larger land-use plan was also developed to integrate the downtown branch more closely with Farmington's city hall, public safety department, public parking, and adjacent retail and restaurant uses.

This successful project demonstrates MCD Architects' experience guiding public clients through library planning and comprehensive analysis which eventually led to a phased renovation project, balancing operational requirements, existing building constraints, and municipal budgeting and needs while delivering durable, functional civic facilities that will continue serving the community for decades to come.

## Reference:

**Kelley Siegrist, Director (retired January 2026) Farmington, Michigan | (248) 496-3107 | [kssiegrist@gmail.com](mailto:kssiegrist@gmail.com)**



MCD  
ARCHITECTS

CONCEPT IMAGE OF MAIN  
BRANCH STUDY GARDEN

# Farmington Community Library

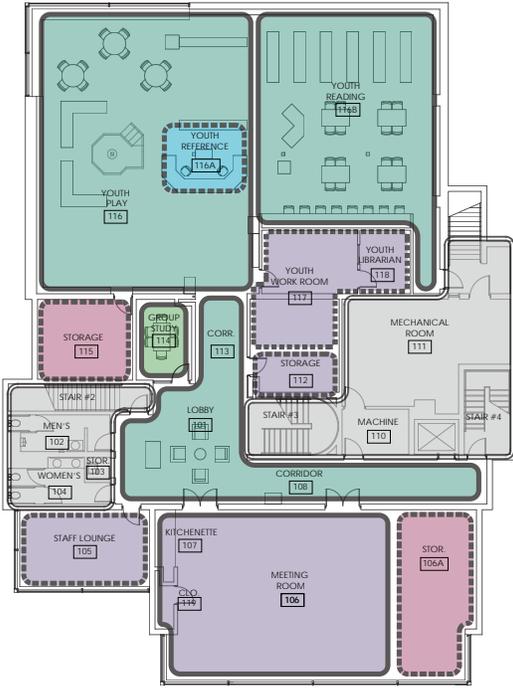
## Space Utilization Study

### USE OF SPACE

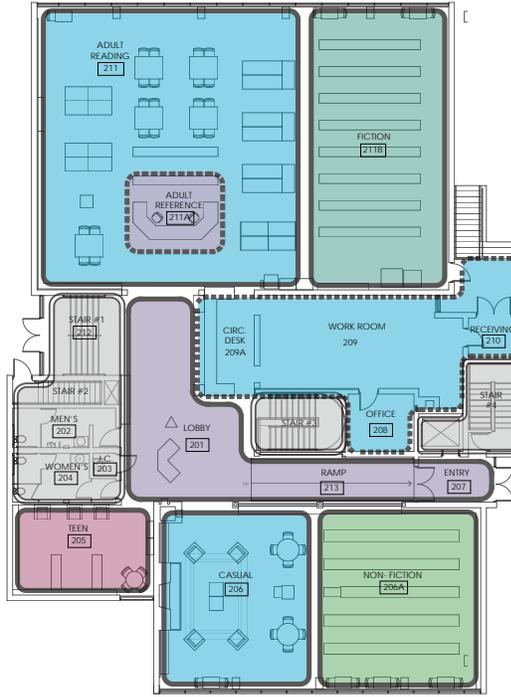
- PUBLIC USE
- STAFF ONLY/  
PRIVATE USE
- == UTILITY/  
INFRASTRUCTURE

### RANK

- 1 EXCELLENT
- 2 GOOD
- 3 FAIR/ ADEQUATE
- 4 UNDERPERFORMING/  
INADEQUATE
- 5 POOR/ NEEDS IMMEDIATE  
IMPROVEMENT



EXISTING LOWER LEVEL PLAN  
1/8" = 1'-0"



EXISTING MAIN LEVEL PLAN  
1/8" = 1'-0"

RM. #	RM. NAME	LOCATION PROXIMITY	SPATIAL USAGE	DESIGN INTENT	SUB-TOTAL	TOTAL
<b>Lower Level Plan</b>						
116	YOUTH PLAY	2	3	1	2	2
116A	YOUTH REF.	2	3	2	2	3
116B	YOUTH READING	1	3	3	2	2
117	YOUTH WK. RM.	2	5	5	4	4
118	YOUTH LIBRARIAN	2	4	4	3	3
112	STORAGE	3	5	5	4	4
111	MECHANICAL RM.	1	4	3	2	2
110	MACHINE RM.	1	3	3	2	2
106A	STAIR #4	2	1	1	1	1
106	STAIR #3	1	1	1	1	1
106A	STORAGE	4	4	5	4	4
106	MTC. RM.	2	5	5	4	4
119	CLOSET	1	5	5	3	3
107	KITCHENETTE	3	5	4	3	3
105	STAFF LOUNGE	2	5	5	4	4
103	STORAGE	5	5	5	5	5
104	WOMEN'S TOILET	2	3	4	3	3
102	MEN'S TOILET	2	3	4	3	3
115	STAIR #2	2	3	3	2	2
114	STORAGE/ L.C.	4	5	5	4	4
114	GROUP STUDY RM.	1	1	2	1	1
113	CORRIDOR	1	1	2	1	1
101	LOBBY	2	3	2	2	2
108	CORRIDOR	1	2	1	1	1
<b>Main Level Plan</b>						
211	ADULT READING	1	4	4	3	3
211A	ADULT REF.	2	5	4	3	3
211B	FICTION	2	2	2	2	2
209A	CIRCULATION	1	5	4	3	3
209	STAFF WK. RM.	3	5	4	4	4
210	RECEIVING	2	5	4	3	3
208	OFFICE	3	5	4	4	4
211	STAIR #3	1	1	1	1	1
211	STAIR #4	2	1	2	1	1
206A	NON-FICTION	2	1	1	1	1
206	CASUAL	1	4	3	2	2
205	TEEN	4	5	5	4	4
203	JANITOR	5	5	4	3	3
204	WOMEN'S TOILET	2	3	4	3	3
202	MEN'S TOILET	2	3	4	3	3
212	STAIR #1	1	1	3	1	1
201	LOBBY	2	5	5	4	4
213	RAMP	4	5	5	4	4
207	ENTRY	3	5	5	4	4

**NOTE:**  
1. LOCATION PROXIMITY: LEVEL OF CONVENIENCE, ADJACENCIES - VISIBILITY FOR USERS  
2. SPATIAL USAGE: INTENSITY AND EFFICIENCY OF USAGE PER SQUARE FOOT  
3. DESIGN INTENTIONALITY: IS THE SPACE BEING USED IN ACCORDANCE WITH IT'S INTENDED DESIGN?



33610 GRAND RIVER  
FARMINGTON, MI 48335  
www.mcdarchitects.com  
248-374-0001

SPACE UTILIZATION STUDY FOR:  
**FARMINGTON COMMUNITY LIBRARY**  
25500 LIBERTY ST  
FARMINGTON, MI 48335

DRAWN BY: DS  
APPROVED BY: SS

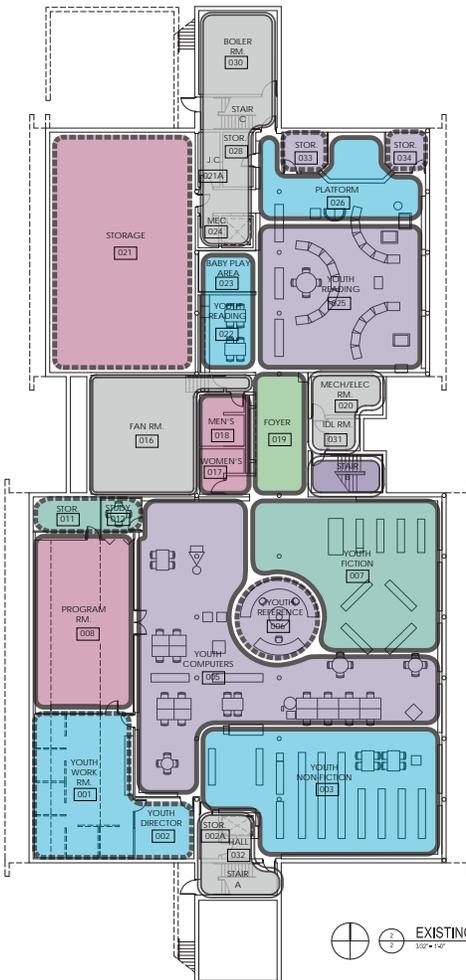
PROJECT NO. 22275  
SHEET NO. 1

### RANK

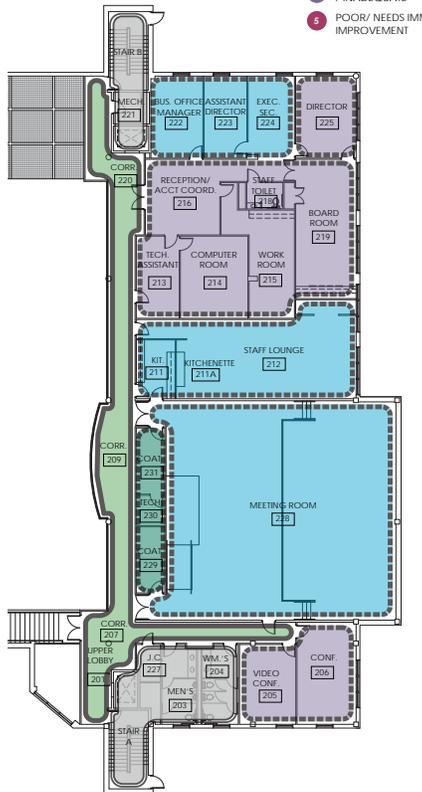
- 1 EXCELLENT
- 2 GOOD
- 3 FAIR/ ADEQUATE
- 4 UNDERPERFORMING/  
INADEQUATE
- 5 POOR/ NEEDS IMMEDIATE  
IMPROVEMENT

### USE OF SPACE

- PUBLIC USE
- == UTILITY/  
INFRASTRUCTURE
- STAFF ONLY/  
PRIVATE USE



EXISTING LOWER FLOOR PLAN  
3/32" = 1'-0"



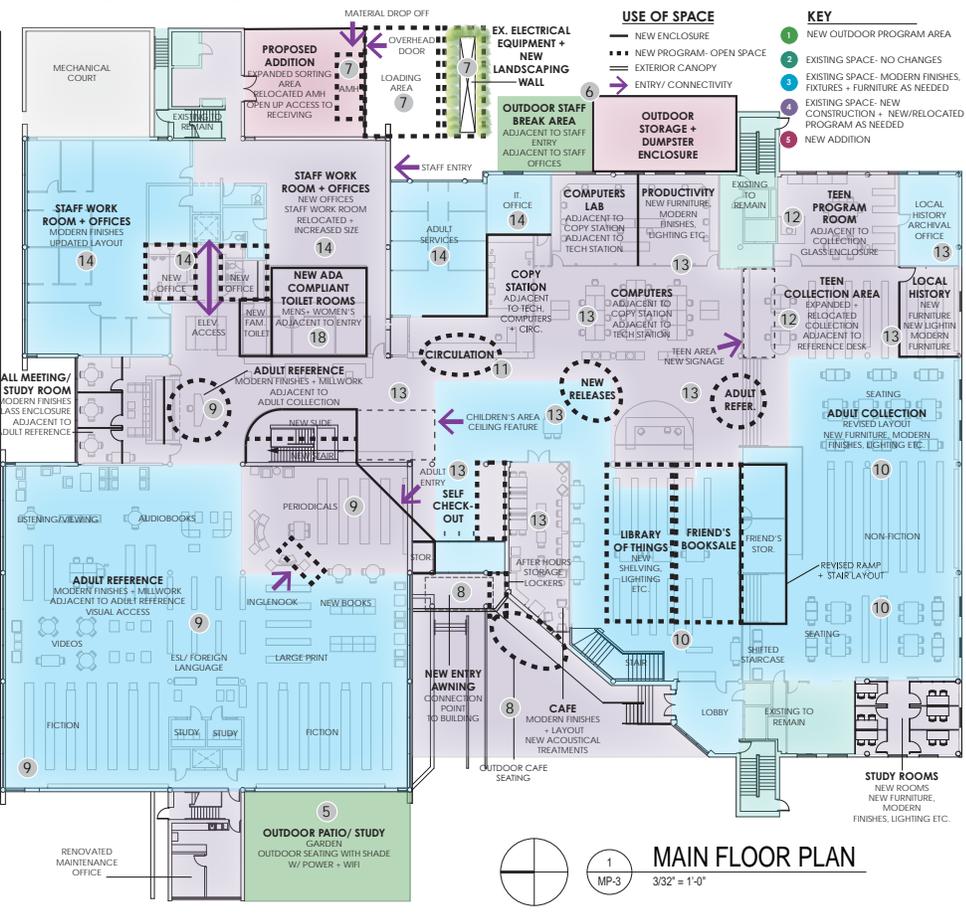
EXISTING UPPER FLOOR PLAN  
3/32" = 1'-0"

RM. #	RM. NAME	LOCATION PROXIMITY	SPATIAL USAGE	DESIGN INTENT	SUB-TOTAL	TOTAL
<b>Lower Level Plan</b>						
021	STORAGE	1	5	5	4	4
030	BOILER RM.	2	3	3	2	2
028	STAIR C	1	1	1	1	1
029	STORAGE	2	3	3	2	2
021A	J.C.	2	4	3	3	3
021A	J.C.	2	4	3	3	3
028	MECH.	2	1	2	2	2
033	STORAGE	1	1	1	1	1
034	STORAGE	3	3	3	2	2
022	YOUTH READING	3	5	4	3	3
023	YOUTH READING	3	5	4	3	3
024	YOUTH READING	1	3	3	2	2
022	INTERACTIVE PLAY	3	3	3	2	2
022	YOUTH READING	3	5	5	4	4
016	FAN RM.	1	3	3	2	2
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
019	FOYER	1	2	1	1	1
020	Mech/Elec. RM.	1	1	1	1	1
018	MEN RM.	1	2	2	1	1
017	WOMEN RM.	1	2	2	1	1
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2	3	3	2	2
016	FAN RM.	1	3	3	2	2
020	Mech/Elec. RM.	1	1	1	1	1
019	FOYER	1	2	1	1	1
018	MEN'S TOILET	2	3	3	2	2
017	WOMEN'S TOILET	2</				



# Farmington Community Library Master Plan

PROJECTED COST:	POTENTIAL PROJECTS (PHASING TO BE DETERMINED)
Entry - \$550K Rear - \$500K Paths - \$100K	1 Entry + Rear Parking Lot + Pavement/ Paths + New Medians + Layouts + Ped. Paths + Mill + Fill
\$1.3M	2 New Outdoor Children's Program + New Play Equipment + New Learning Garden + New Mechanical Courtyard + New Retaining Wall Structure
\$100K	3 Outdoor Program Area + + Outdoor Programming + Native Planting
\$250K	4 New Nature Walk + Outdoor Programming + Pocket Park + Improved Connectivity Between Green Space and Waterway + Native Planting
\$90K	5 New Outdoor Patio/ Study + New Garden/ Patio + Seating w/ Shade + WiFi
\$20K	6 Staff Outdoor Break Area
\$700K	7 East Addition + Expanded Sorting Area + New Loading Area + Landscaping Wall + Relocated AMH
\$1M	8 New ADA Entry + New Entry w/ Overhang + ADA Ramp + Stairs + Modified Vestibule + New After Hours Storage Lockers
\$1.5M	9 Renovated Adult Reference + New Entry Feature + Reference Desk + Stair + New Accent Fireplace + New Meeting/ Study Rooms
\$1.1M	10 Renovated Adult Collection + Revised Layout + Stair Layout + New Study Rooms
\$100K	11 New Circulation Desk + New Layout + Finishes + Lighting
\$250K	12 Renovated Teen Area + New Location + Signage + Storage Area + Expanded Collection
\$2.2M	13 Entrance + Main Paths of Circulation + Renovated Entry + Cafe + Relocated Self Checkout + Copy Stations + New Layout + Finishes + New Computer Lab + Stations + Designated Friends Booksale + Storage + Relocated Local History + New Library of Things + New Productivity Lab
\$975K	14 Renovated Staff Area + Renovated Staff Workroom + Offices + New Storage Room + F Office + Renovated Adult Services
\$1.7M	15 Renovated Children's Collection + Reference + Central Location/ New Millwork + Connected Collections/ Revised Layout + New Play Area + Storage Room + New Ceiling + Wall Treatments + Windows + New Study Rooms/ Glass Respite
\$800K	16 New Program Room + New Room Partitions + Storage + Platform + Operable Glass Doors/ Outdoor Access
\$325K	17 Relocated Children's Staff Room + New Location + New Offices
LL - \$240K UL - \$240K	18 New ADA Compliant Toilet Rooms + Men's + Women's + Family Toilet + Changing Stations + Modern Finishes + Equipment
\$180K	19 New Stair + Slide + New Signage + Layout
\$615K	20 Renovated Staff Area + New Offices + Suite + Emergency Exit Access + Renovated Staff Lounge + Meeting Room + Modern Furniture + Equipment + Lighting



**KEY**

- 1 NEW OUTDOOR PROGRAM AREA
- 2 EXISTING SPACE- NO CHANGES
- 3 EXISTING SPACE- MODERN FINISHES, FIXTURES + FURNITURE AS NEEDED
- 4 EXISTING SPACE- NEW CONSTRUCTION + NEW/RELOCATED PROGRAM AS NEEDED
- 5 NEW ADDITION

**ISSUED:**

FINAL	10/15/24
UPDATE	11/08/25

**MCD ARCHITECTS**

33610 GRAND RIVER  
FARMINGTON, MI 48335  
www.mcdarchitects.com  
248-374-0001

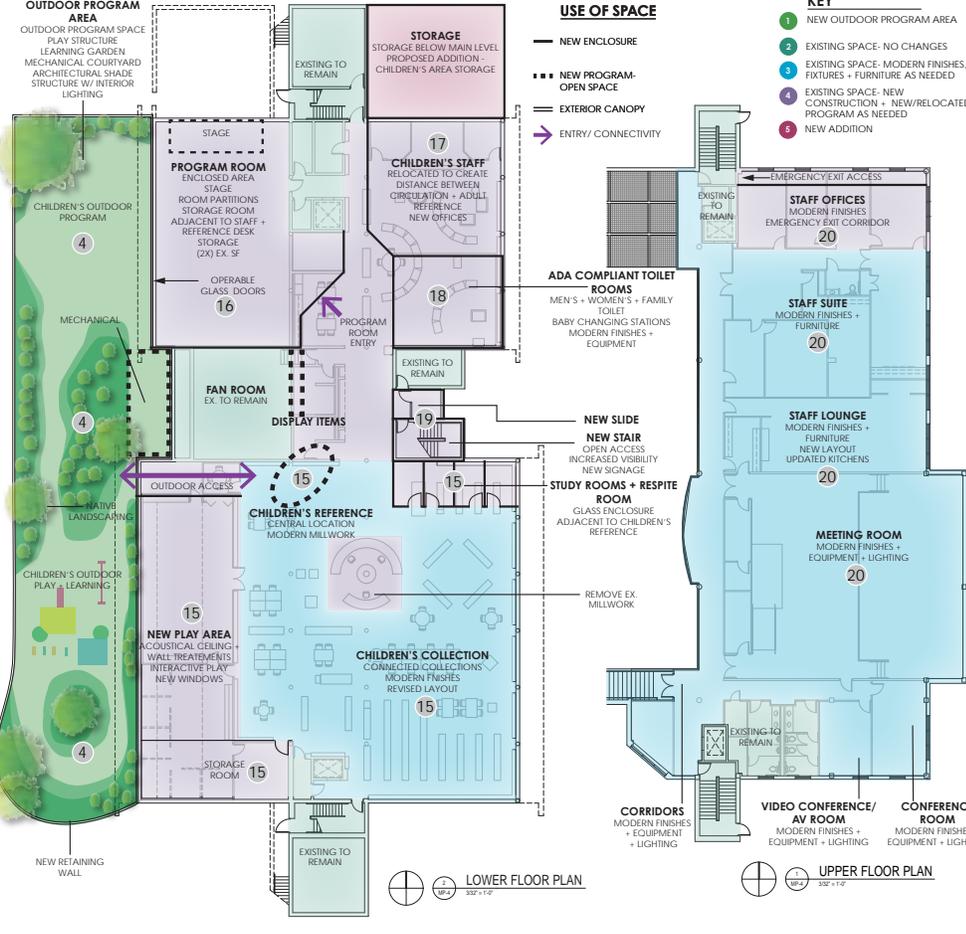
MASTER PLANNING FOR:  
**FARMINGTON COMMUNITY LIBRARY**  
32737 W 12 MILE RD.  
FARMINGTON HILLS, MI

MASTER PLAN  
MAIN FLOOR PLAN

DRAWN BY: DS  
APPROVED BY: SS

PROJECT NO: 22275 SHEET NO: MP-3

PROJECTED COST:	POTENTIAL PROJECTS (PHASING TO BE DETERMINED)
Entry - \$550K Rear - \$500K Paths - \$100K	1 Entry + Rear Parking Lot + Pavement/ Paths + New Medians + Layouts + Ped. Paths + Mill + Fill
\$1.3M	2 New Outdoor Children's Program + New Play Equipment + New Learning Garden + New Mechanical Courtyard + New Retaining Wall Structure
\$100K	3 Outdoor Program Area + + Outdoor Programming + Native Planting
\$250K	4 New Nature Walk + Outdoor Programming + Pocket Park + Improved Connectivity Between Green Space and Waterway + Native Planting
\$90K	5 New Outdoor Patio/ Study + New Garden/ Patio + Seating w/ Shade + WiFi
\$20K	6 Staff Outdoor Break Area
\$700K	7 East Addition + Expanded Sorting Area + New Loading Area + Landscaping Wall + Relocated AMH
\$1M	8 New ADA Entry + New Entry w/ Overhang + ADA Ramp + Stairs + Modified Vestibule + New After Hours Storage Lockers
\$1.5M	9 Renovated Adult Reference + New Entry Feature + Reference Desk + Stair + New Accent Fireplace + New Meeting/ Study Rooms
\$1.1M	10 Renovated Adult Collection + Revised Layout + Stair Layout + New Study Rooms
\$100K	11 New Circulation Desk + New Layout + Finishes + Lighting
\$250K	12 Renovated Teen Area + New Location + Signage + Storage Area + Expanded Collection
\$2.2M	13 Entrance + Main Paths of Circulation + Renovated Entry + Cafe + Relocated Self Checkout + Copy Stations + New Layout + Finishes + New Computer Lab + Stations + Designated Friends Booksale + Storage + Relocated Local History + New Library of Things + New Productivity Lab
\$975K	14 Renovated Staff Area + Renovated Staff Workroom + Offices + New Storage Room + F Office + Renovated Adult Services
\$1.7M	15 Renovated Children's Collection + Reference + Central Location/ New Millwork + Connected Collections/ Revised Layout + New Play Area + Storage Room + New Ceiling + Wall Treatments + Windows + New Study Rooms/ Glass Respite
\$800K	16 New Program Room + New Room Partitions + Storage + Platform + Operable Glass Doors/ Outdoor Access
\$325K	17 Relocated Children's Staff Room + New Location + New Offices
LL - \$240K UL - \$240K	18 New ADA Compliant Toilet Rooms + Men's + Women's + Family Toilet + Changing Stations + Modern Finishes + Equipment
\$180K	19 New Stair + Slide + New Signage + Layout
\$615K	20 Renovated Staff Area + New Offices + Suite + Emergency Exit Access + Renovated Staff Lounge + Meeting Room + Modern Furniture + Equipment + Lighting



**KEY**

- 1 NEW OUTDOOR PROGRAM AREA
- 2 EXISTING SPACE- NO CHANGES
- 3 EXISTING SPACE- MODERN FINISHES, FIXTURES + FURNITURE AS NEEDED
- 4 EXISTING SPACE- NEW CONSTRUCTION + NEW/RELOCATED PROGRAM AS NEEDED
- 5 NEW ADDITION

**ISSUED:**

FINAL	10/15/24
UPDATE	11/08/25

**MCD ARCHITECTS**

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FARMINGTON, MI 48335  
www.mcdarchitects.com  
248-374-0001

MASTER PLANNING FOR:  
**FARMINGTON COMMUNITY LIBRARY**  
32737 W 12 MILE RD.  
FARMINGTON HILLS, MI

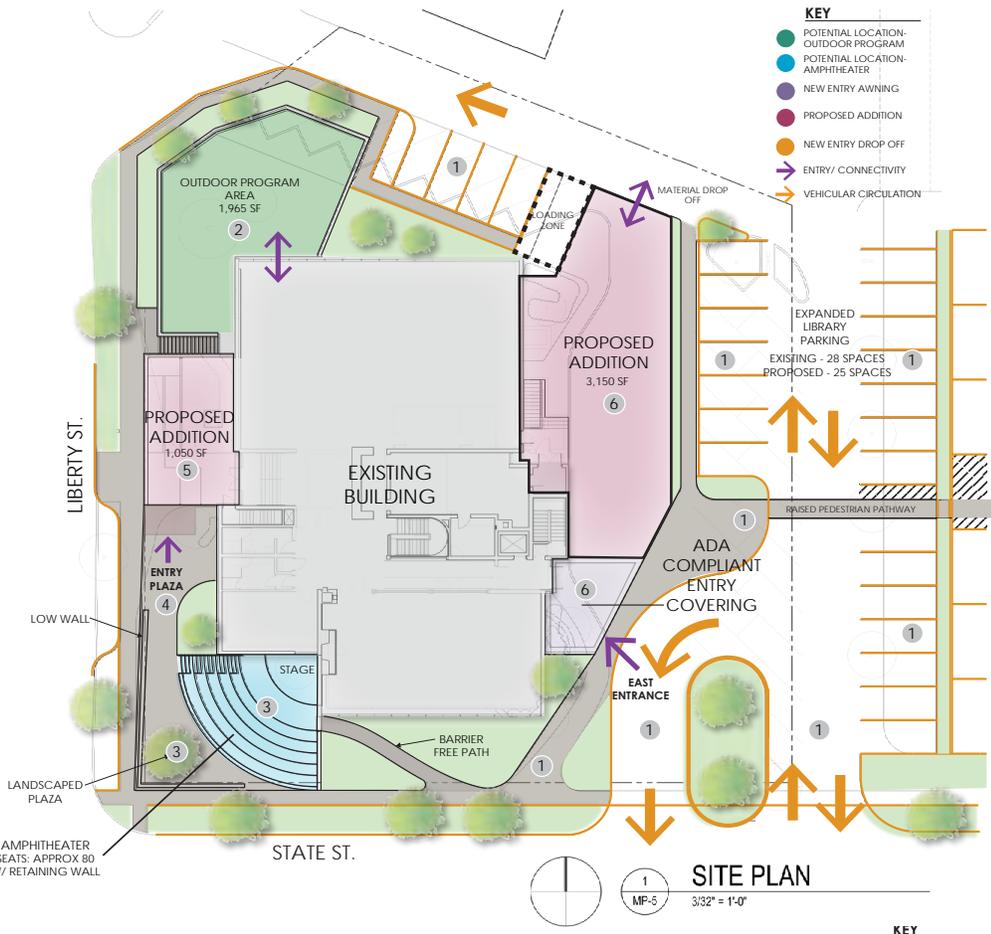
MASTER PLAN  
UPPER AND LOWER FLOOR PLAN

DRAWN BY: DS  
APPROVED BY: SS

PROJECT NO: 22275 SHEET NO: MP-4

# Farmington Community Library Site Plan

PROJECTED COST:	POTENTIAL PROJECTS (PHASING TO BE DETERMINED)
\$170K	1 Revised Parking Lot New Medians New Layout Updated Pedestrian Paths
\$360K	2 New Outdoor Program Area New Retaining Wall + Drainage
\$400K	3 New Amphitheater + Landscape Plaza
\$60K	4 New Entry Plaza
\$750K	5 West Side Addition New Stair/Ramp New Cafe/ Vending Area New Entry Renovated Ramp + Lobby
\$3.2M	6 East Side Addition New Staff Entry w/ ADA Overhang New Meeting Room New ADA Compliant Toilets New Vestibule/ Stair New Staff Workrooms/ Office New Storage Area
\$450K	7 Modifications to Primary Circulation Paths Renovated Entrance Designated Self-Checkout Stations Relocated Large Print Station Designated Friends Bookcase Designated Library of Things Relocated New Release Stand
\$60K	8 New Circulation Desk New Location + Layout Mirrors + Finishes
\$100K	9 Renovated Adult Study New Layout Relocated Reference Desk
\$70K	10 New Computer + Copy Stations New Computer Stations + Relocated New Copy Stations + Relocated
\$250K	11 New Teen Area New Location + Layout New Collection New Program Room
LL - \$75K UL - \$150K	12 New Meeting Rooms New Study Rooms New Meeting/ Program Room
LL - \$100K UL - \$100K	13 New Toilet Rooms New Fixtures + Equipment New Finishes
\$285K	14 Renovated Fiction Collection Renovated Collection New Seating + Furniture Layout + Finishes
\$195K	15 Renovated Non-fiction Collection Renovated Collection New Seating + Furniture Layout + Finishes
\$1.5M	16 Renovated Children's Area New/Relocated Children's Reference Updated Play Area Designated Storytime/ Program Renovated Collection + Seating Designated Computer Area Designated Stroller Parking Area
\$200K	17 Renovated Lower Level Circulation Updated Lobby New Finishes + Furniture + Signage
\$300K	18 Renovated Meeting Rooms New Partitions + Finishes
\$15K	19 Renovated Quiet Study New Furniture + Finishes



3310 GRAND RIVER  
 FARMINGTON, MI 48335  
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 248-374-0001

MASTER PLANNING FOR:  
**FARMINGTON COMMUNITY LIBRARY**  
 2323 LIBERTY ST.  
 FARMINGTON, MI

## SITE PLAN

DRAWN BY: DS  
 APPROVED BY: SS

PROJECT NO. SHEET NO.  
 22275 MP-5

PROJECTED COST:	POTENTIAL PROJECTS (PHASING TO BE DETERMINED)
Entry - \$550K Rear - \$500K Paths - \$100K	1 Entry + Rear Parking Lot + Pavement/ Paths New Medians + Layouts + Ped. Paths Walk + Bike
\$1.3M	2 New Outdoor Children's Program New Play Equipment New Learning Garden New Mechanical Courtyard New Retaining Wall Structure
\$100K	3 Outdoor Program Area Outdoor Programming + Native Planting
\$250K	4 New Nature Walk Outdoor Programming + Pocket Park Improved Connectivity Between Green Space and Waterway Native Planting
\$90K	5 New Outdoor Patio/ Study New Garden/ Patio + Seating w/ Shade + Walk
\$20K	6 Staff Outdoor Break Area
\$700K	7 East Addition Expanded Sorting Area New Loading Area + Landscaping Wall Relocated AVH
\$1M	8 New ADA Entry New Entry w/ Overhang + ADA Ramp + Stairs Modified Vestibule New After Hours Storage Lockers
\$1.5M	9 Renovated Adult Reference New Entry Feature + Reference Desk + Stair New Accent Reference New Meeting/ Study Rooms
\$1.1M	10 Renovated Adult Collection Revised Layout Revised Ramp + Stair Layout New Study Rooms
\$100K	11 New Circulation Desk New Layout + Finishes + Lighting
\$250K	12 Renovated Teen Area New Location + Signage + Storage Area Expanded Collection
\$2.2M	13 Entrance + Main Paths of Circulation Renovated Entry + Cafe Relocated Self-Checkout + Copy Stations New Layout + Finishes New Computer Lab + Stations Designated Friends Bookcase + Storage Relocated Local History New Library of Things New Productivity Lab
\$975K	14 Renovated Staff Area Renovated Staff Workroom + Offices New Storage Room + IT Office Renovated Adult Services
\$1.7M	15 Renovated Children's Collection + Reference Central Location/ New Millwork Connected Collection/ Revised Layout New Play Area + Storage Room New Coding + Wall Treatments + Windows New Study Rooms/ Glass Reception
\$800K	16 New Program Room New Room Partitions + Storage + Platform Operable Glass Doors/ Outdoor Access
\$325K	17 Relocated Children's Staff Room New Location New Offices
LL - \$240K UL - \$240K	18 New ADA Compliant Toilet Rooms Men's + Women's + Family Toilet Changing Stations Modern Finishes + Equipment
\$180K	19 New Stair + Slide New Signage + Layout
\$615K	20 Renovated Staff Area New Offices + Suite + Emergency Exit Access Renovated Staff Lounge + Meeting Room Modern Furniture + Equipment + Lighting



ISSUED:  
 FINAL 10/25/24  
 UPDATE 11/06/25



3310 GRAND RIVER  
 FARMINGTON, MI 48335  
 www.mcdarchitects.com  
 248-374-0001

SPACE UTILIZATION STUDY FOR:  
**FARMINGTON COMMUNITY LIBRARY**  
 3737 W 12 MILE RD.  
 FARMINGTON HILLS, MI

## SITE PLAN OPPORTUNITIES

DRAWN BY: DS  
 APPROVED BY: SS

PROJECT NO. SHEET NO.  
 22275 MP-6



**MCD ARCHITECTS**  
 CONCEPT IMAGE OF DOWNTOWN FARMINGTON OUTDOOR CHILDREN'S AREA

**MCD ARCHITECTS**  
 CONCEPT IMAGE OF FARMINGTON HILLS CHILDREN'S INTERACTIVE DISPLAY AREA



**MCD ARCHITECTS**  
 CONCEPT IMAGE OF FARMINGTON HILLS CHILDREN'S REFERENCE DESK AND SELF CHECKOUT



# Orion Township Public Library

Orion Township, Michigan

**Services Provided:** *Space Utilization Study, Pre-design Services, Master Planning, Architectural Design, Interior Design, Cost Analysis, Construction Documents, Construction Administration*

MCD Architects completed a comprehensive Space Utilization Study and Master Plan for the Orion Township Public Library. We were then asked to continue on with predesign services to translate strategic findings into actionable next steps. We are currently advancing the project through schematic design, ensuring that the strategic goals identified during the assessment phase are carried forward into thoughtful, buildable solutions that reinforce the Library's role as a vibrant and enduring community hub.

This project is a great example of our process and close partnership with libraries throughout the assessment process providing them with the clarity and tools to move forward to the next step with confidence and excitement.

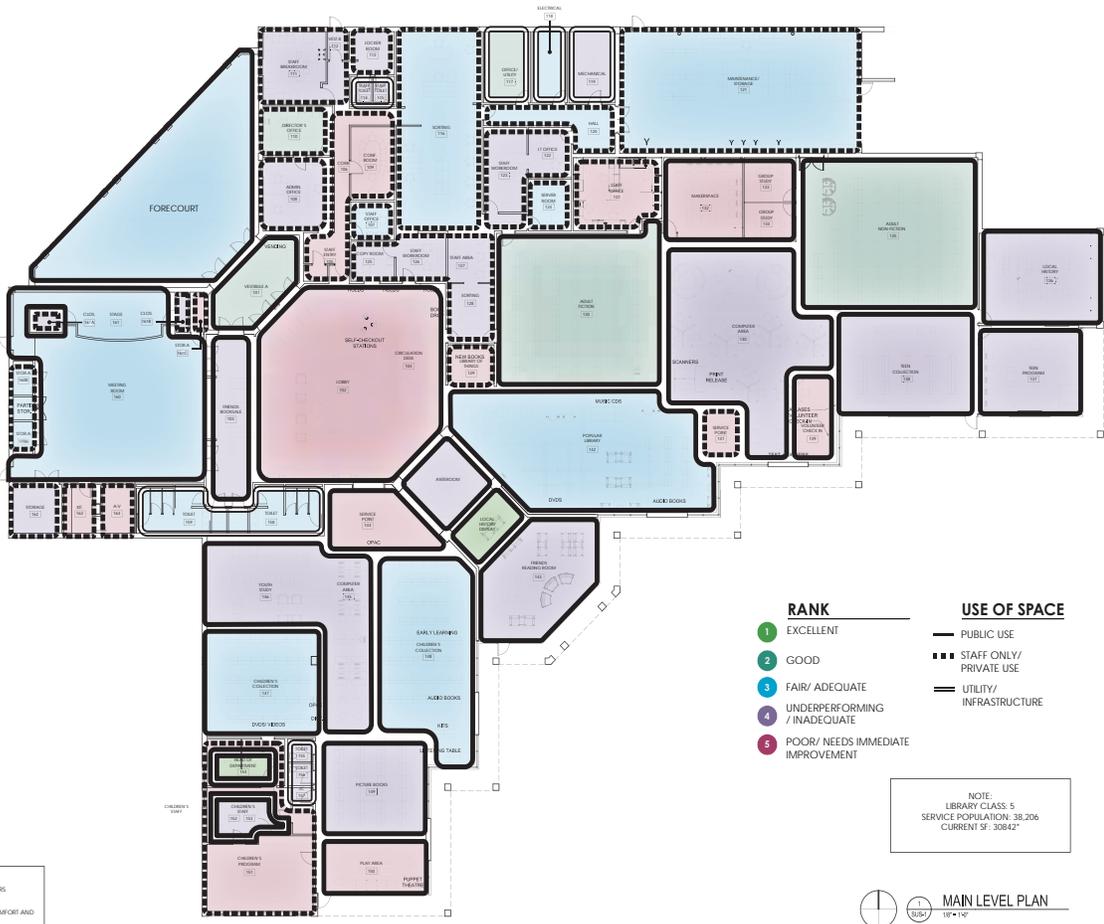
**Reference:**

**Chase McMunn, Library Manager, Orion Township Library | (248) 693-3000 | [cmcmunn@orionlibrary.org](mailto:cmcmunn@orionlibrary.org)**



# Orion Township Public Library Space Utilization Study

NO. #	RM NAME	LOCATION/SPACE	DESIGN	ISSUE	TOTAL
Main Level Plan					
101	DRIVE COOP	1	5	4	3.33
102	VEHICLE A	1	3	2	2.33
103	LIBRY	4	5	5	4.66
104	BOOKCASE	7	4	5	3.66
105	FOCUSATION	4	5	5	4.66
106	STAFF ENTRY	4	5	5	4.66
107	CONFERENCE	4	5	5	4.66
108	ADMAN OFFICE	3	5	4	4
109	CONFERENCE	4	5	5	4.66
110	DIRECTOR OFFICE	3	2	2	2.33
111	STAFF BREAKROOM	3	5	3	3.66
112	VEST	2	3	3	2.66
113	LOCKER ROOM	3	5	5	4.66
114	STAFF TOILET	3	5	5	4.66
115	STAFF TOILET	3	5	5	4.66
116	STORAGE	2	3	3	2.66
117	STORAGE	2	3	3	2.66
118	ELECTRICAL	2	4	3	3
119	MEDIA	2	3	3	2.66
120	HALL	2	3	3	2.66
121	MANAGEMENT OFFICE	2	4	3	3
122	E OFFICE	2	5	4	4
123	STAFF	3	4	4	3.66
124	STAFF BREAKROOM	3	5	5	4.66
125	COPY ROOM	3	5	5	4.66
126	STAFF BREAKROOM	4	5	4	4.33
127	STAFF AREA	4	5	4	4.33
128	STORAGE	4	5	4	4.33
129	LIBRARY SP	4	5	5	4.66
130	ADULT NON FIC	2	2	1	1.66
131	STAFF OFFICE	4	5	5	4.66
132	MANAGEMENT	5	5	4	4.66
133	GROUP STUDY	4	5	5	4.66
134	GROUP STUDY	4	5	5	4.66
135	ADULT FIC	2	3	2	2.66
136	LOCAL HISTORY	3	4	4	3.66
137	BOOK COLLECTION	4	5	4	4.33
138	BOOK COLLECTION	3	4	4	3.66
139	VOLUNTEER OFFICE	5	5	5	5
140	COMPUTER AREA	3	4	4	3.66
141	SERVICE POINT	5	5	5	5
142	POPULAR READING	3	4	3	3.33
143	POPULAR READING	3	4	5	4
144	ADULT HISTORY	3	5	5	4.33
145	ADULT HISTORY	1	2	1	1.33
146	SERVICE POINT	5	4	5	4.66
147	JUVENILE AREA	3	5	4	4
148	JUVENILE LIBRY	3	5	4	4
149	JUVENILE COLLECTION	2	3	3	2.66
150	JUVENILE COLLECTION	3	4	3	3.33
151	JUVENILE BOOKCASE	4	4	4	4
152	PLAY AREA	4	5	5	4.66
153	JUVENILE PROGRAM	5	5	4	4.66
154	JUVENILE STAFF	4	5	5	4.66
155	JUVENILE STAFF	4	5	5	4.66
156	JUVENILE TOILET	2	5	4	3.66
157	JUVENILE TOILET	2	5	4	3.66
158	JUVENILE TOILET	2	5	4	3.66
159	JUVENILE TOILET	2	5	4	3.66
160	MEETING ROOM	3	4	3	3.33
161	STORAGE	2	3	3	2.66
162	STORAGE	2	3	3	2.66
163	STORAGE	2	3	3	2.66
164	STORAGE	2	3	3	2.66
165	STORAGE	2	3	3	2.66
166	STORAGE	2	3	3	2.66
167	STORAGE	2	3	3	2.66
168	STORAGE	2	3	3	2.66
169	STORAGE	2	3	3	2.66
170	STORAGE	2	3	3	2.66
171	STORAGE	2	3	3	2.66
172	STORAGE	2	3	3	2.66
173	STORAGE	2	3	3	2.66
174	STORAGE	2	3	3	2.66
175	STORAGE	2	3	3	2.66
176	STORAGE	2	3	3	2.66
177	STORAGE	2	3	3	2.66
178	STORAGE	2	3	3	2.66
179	STORAGE	2	3	3	2.66
180	STORAGE	2	3	3	2.66
181	STORAGE	2	3	3	2.66
182	STORAGE	2	3	3	2.66
183	STORAGE	2	3	3	2.66
184	STORAGE	2	3	3	2.66
185	STORAGE	2	3	3	2.66
186	STORAGE	2	3	3	2.66
187	STORAGE	2	3	3	2.66
188	STORAGE	2	3	3	2.66
189	STORAGE	2	3	3	2.66
190	STORAGE	2	3	3	2.66
191	STORAGE	2	3	3	2.66
192	STORAGE	2	3	3	2.66
193	STORAGE	2	3	3	2.66
194	STORAGE	2	3	3	2.66
195	STORAGE	2	3	3	2.66
196	STORAGE	2	3	3	2.66
197	STORAGE	2	3	3	2.66
198	STORAGE	2	3	3	2.66
199	STORAGE	2	3	3	2.66
200	STORAGE	2	3	3	2.66



**RANK**

- 1 EXCELLENT
- 2 GOOD
- 3 FAIR/ ADEQUATE
- 4 UNDERPERFORMING / INADEQUATE
- 5 POOR/ NEEDS IMMEDIATE IMPROVEMENT

**USE OF SPACE**

- PUBLIC USE
- STAFF ONLY/ PRIVATE USE
- UTILITY/ INFRASTRUCTURE

NOTE:  
LIBRARY CLASS: 5  
SERVICE POPULATION: 38,206  
CURRENT SF: 30842\*

MAIN LEVEL PLAN  
1/8" = 1'-0"

**NOTE:**  
1. LOCATION/ PROXIMITY: LEVEL OF CONVENIENCE, ADJACENCIES, + VISIBILITY FOR USERS  
2. SPATIAL LEAD: INTENSITY AND EFFICIENCY OF USAGE PER SQUARE FOOT/COMFORT AND APPROPRIATENESS FOR DESIGN USE  
3. DESIGN INTENTIONALITY: IS THE SPACE BEING USED IN ACCORDANCE WITH ITS INTENDED ORIGINAL DESIGN AND/OR IS THE DESIGN INTENT STILL APPLICABLE?

ISSUED: 10/23/24  
REVIEW: 10/31/24

**MCD ARCHITECTS**

33410 GRAND RIVER  
FARMINGTON, MI 48335  
www.mcdarchitects.com  
248-374-0001

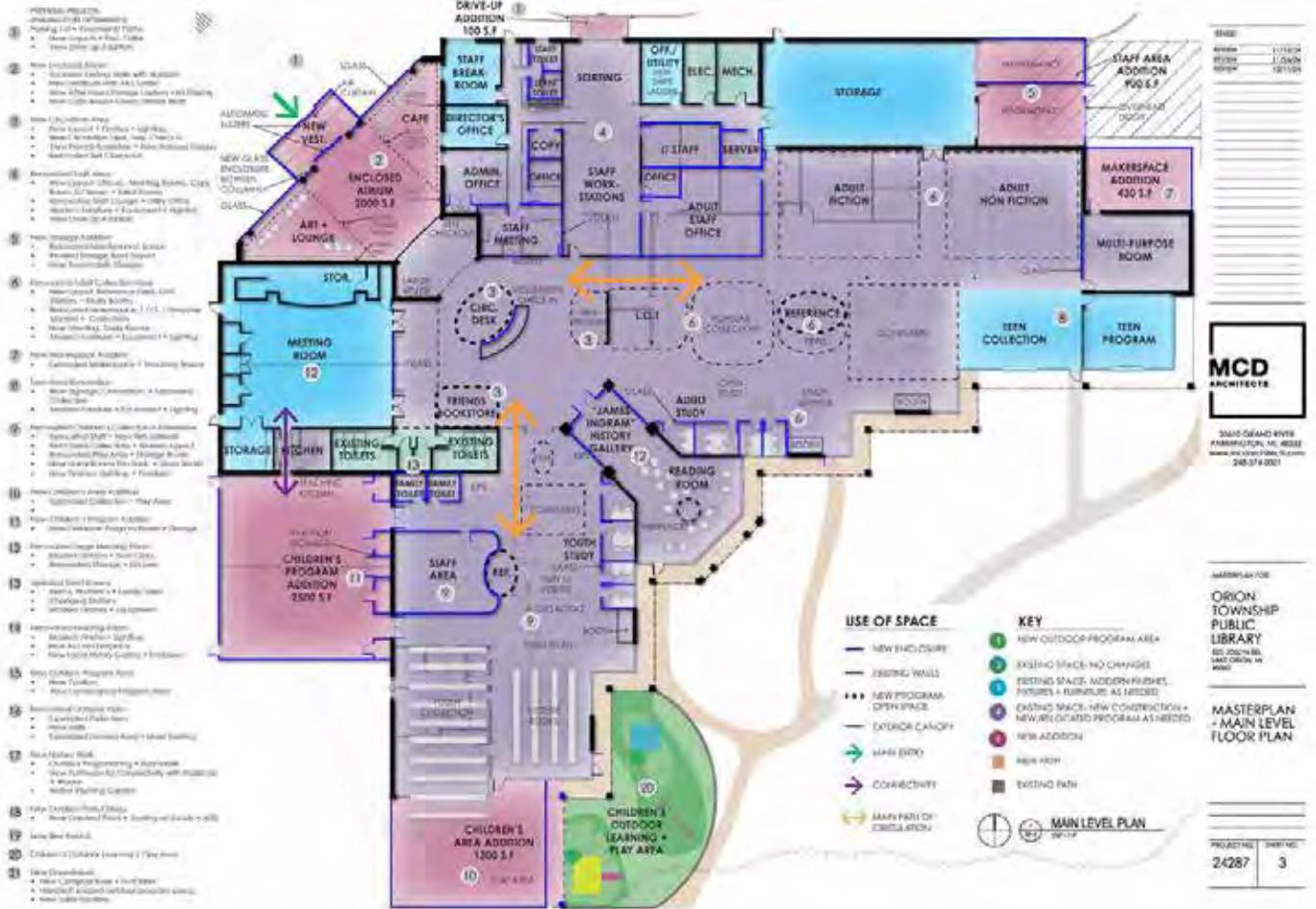
SPACE UTILIZATION STUDY FOR:  
**ORION TOWNSHIP PUBLIC LIBRARY**  
825 JOSEPH RD.  
LAKE ORION, MI 48362

SPACE UTILIZATION PLAN - MAIN LEVEL FLOOR PLAN

PROJECT NO: 24287  
SHEET NO: 1



# Orion Township Public Library Master Plan





# Flat River Community Library

Greenville, Michigan

**Services Provided:** Feasibility Study, Master Planning, Architectural Design, Space Planning, Schematic Design, Site Planning

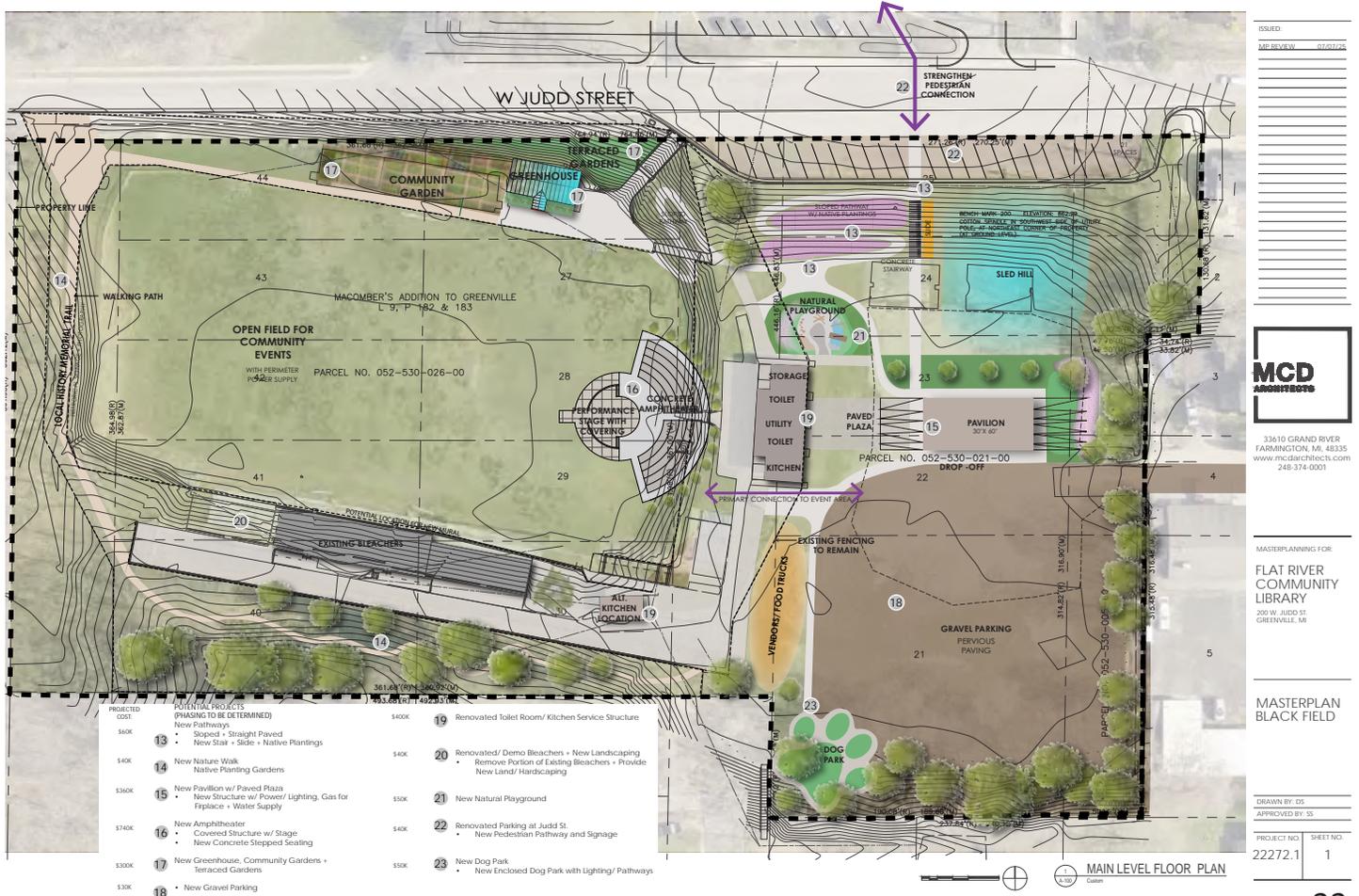
MCD Architects completed a comprehensive space utilization study and master plan for the Flat River Community Library, followed by predesign services to translate strategic recommendations into actionable next steps. Our work included detailed operational analysis, collection capacity modeling, stakeholder engagement, and evaluation of how existing spaces support both daily functions and long-term service goals. Through this process, we identified opportunities to improve adjacencies, increase flexibility, and better align the facility with evolving community expectations.

The resulting master plan established a clear roadmap to strengthen internal operations, enhance the user experience, and position the Library as a resilient and adaptable community hub. We are currently advancing the project through schematic design, ensuring that the strategic framework developed during the assessment phase is thoughtfully integrated into a cohesive and buildable design solution that supports the Library's longevity.

## Reference:

Stef Reed, Library Director, Flat River Community Library | (616) 437-0918 | [stefr@flatriverlibrary.org](mailto:stefr@flatriverlibrary.org)

## Flat River Community Library Master Plan (Black Field)



# Flat River Community Library Space Utilization Study

NO.	NO. NAME	LOCATION	SPATIAL	DESIGN	USE	RANK
101	VEHICLE	3	4	4	4	4
102	COMBODR	3	4	4	4	4
103	WASHROOM	3	3	3	3	3
104	WASHROOM	3	4	4	4	4
105	WASHROOM	3	4	4	4	4
106	ENR	2	4	3	3	3
107	CIRCULATION	4	5	5	5	5
108	FILE STORAGE	4	5	5	5	5
109	BOOKSTORE	3	3	3	3	3
110	STORAGE ROOM	3	3	3	3	3
111	DIRECTOR'S OFFICE	2	3	3	3	3
112	DAY LOUNGE	4	5	5	5	5
113	OPEN OFFICE	5	5	5	5	5
114	BOOKSHOP	2	3	4	3	3
115	SMK TOILET	3	3	3	3	3
116	WASHROOM	3	3	3	3	3
117	WASHROOM	3	3	3	3	3
118	WASHROOM	3	3	3	3	3
119	SERVER	3	5	4	4	4
120	SERVER	3	5	4	4	4
121	SERVER	3	5	4	4	4
122	SERVER	3	5	4	4	4
123	COMBODR	2	3	3	3	3
124	WASHROOM	2	3	3	3	3
125	WASHROOM	2	3	3	3	3
126	WASHROOM	2	3	3	3	3
127	WASHROOM	2	3	3	3	3
128	WASHROOM	2	3	3	3	3
129	COMBODR	2	3	3	3	3
130	WASHROOM	4	4	4	4	4
131	STUDY ROOM	3	3	3	3	3
132	ADULT REFERENCE	4	5	5	5	5
133	LARGE PRINT	2	4	3	3	3
134	ADULT REFERENCE	2	3	2	2	2
135	ADULT REFERENCE	4	5	5	5	5
136	ADULT REFERENCE	2	3	2	2	2
137	ADULT REFERENCE	3	4	4	4	4
138	ADULT REFERENCE	3	4	4	4	4
139	ADULT REFERENCE	3	4	4	4	4
140	ADULT REFERENCE	4	4	3	3	3
141	COPY ENR	5	3	3	3	3
142	COMPUTER	3	4	4	4	4
143	NEW RELEASES	4	5	5	5	5
144	WASHROOM	2	1	3	3	3
145	WASHROOM	1	1	3	3	3
146	WASHROOM	4	5	5	5	5
147	WASHROOM	3	4	4	4	4
148	WASHROOM	3	4	4	4	4
149	WASHROOM	2	3	4	3	3
150	WASHROOM	3	3	3	3	3
151	WASHROOM	3	3	3	3	3
152	WASHROOM	4	4	4	4	4
153	WASHROOM	4	4	4	4	4
154	WASHROOM	3	4	4	4	4
155	WASHROOM	3	4	4	4	4
156	WASHROOM	3	4	4	4	4
157	WASHROOM	3	4	4	4	4
158	WASHROOM	3	4	4	4	4
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161	WASHROOM	3	4	4	4	4
162	WASHROOM	3	4	4	4	4
163	WASHROOM	3	4	4	4	4
164	WASHROOM	3	4	4	4	4
165	WASHROOM	3	4	4	4	4
166	WASHROOM	3	4	4	4	4
167	WASHROOM	3	4	4	4	4
168	WASHROOM	3	4	4	4	4
169	WASHROOM	3	4	4	4	4
170	WASHROOM	3	4	4	4	4
171	WASHROOM	3	4	4	4	4
172	WASHROOM	3	4	4	4	4
173	WASHROOM	3	4	4	4	4
174	WASHROOM	3	4	4	4	4
175	WASHROOM	3	4	4	4	4
176	WASHROOM	3	4	4	4	4
177	WASHROOM	3	4	4	4	4
178	WASHROOM	3	4	4	4	4
179	WASHROOM	3	4	4	4	4
180	WASHROOM	3	4	4	4	4
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182	WASHROOM	3	4	4	4	4
183	WASHROOM	3	4	4	4	4
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185	WASHROOM	3	4	4	4	4
186	WASHROOM	3	4	4	4	4
187	WASHROOM	3	4	4	4	4
188	WASHROOM	3	4	4	4	4
189	WASHROOM	3	4	4	4	4
190	WASHROOM	3	4	4	4	4
191	WASHROOM	3	4	4	4	4
192	WASHROOM	3	4	4	4	4
193	WASHROOM	3	4	4	4	4
194	WASHROOM	3	4	4	4	4
195	WASHROOM	3	4	4	4	4
196	WASHROOM	3	4	4	4	4
197	WASHROOM	3	4	4	4	4
198	WASHROOM	3	4	4	4	4
199	WASHROOM	3	4	4	4	4
200	WASHROOM	3	4	4	4	4

- RANK**
- 1 EXCELLENT
  - 2 GOOD
  - 3 FAIR/ ADEQUATE
  - 4 UNDERPERFORMING / INADEQUATE
  - 5 POOR/ NEEDS IMMEDIATE IMPROVEMENT
- USE OF SPACE**
- PUBLIC USE
  - STAFF ONLY/ PRIVATE USE
  - == UTILITY/ INFRASTRUCTURE



**NOTE:**  
 1. LOCATION / PROMINENCY - LEVEL OF CONVENIENCE, ADJACENCIES + VISIBILITY FOR USERS  
 2. SPATIAL USAGE - INTENT AND EFFICIENCY OF USAGE PER SQUARE FOOT/COMFORT AND APPROPRIATENESS FOR DESIGN USE  
 3. DESIGN INTENTIONALITY - IS THE SPACE BEING USED IN ACCORDANCE WITH ITS INTENDED ORIGINAL DESIGN AND/OR IS THE DESIGN INTENT STILL APPLICABLE?

**NOTE:**  
 LIBRARY CLASS: 4  
 SERVICE POPULATION: 17,626  
 CURRENT SF: 20,719'

MAIN LEVEL FLOOR PLAN  
 1/8" = 1'-0"

ISSUED:  
 REVIEW 3/26/25



33610 GRAND RIVER  
 FARMINGTON, MI 48335  
 www.mcdarchitects.com  
 248-374-0001

SPACE UTILIZATION STUDY FOR:  
**FLAT RIVER COMMUNITY LIBRARY**  
 200 W. JUD ST.  
 GREENVILLE, MI

SPACE UTILIZATION STUDY- MAIN LEVEL FLOOR PLAN

DRAWN BY: DS  
 APPROVED BY: SS

PROJECT NO. 22272.1  
 SHEET NO. 1





# Redford Township District Library

Redford Township, Michigan

Twenty years after completing the new library facility, we were asked to develop a cost analysis for finishing the unfinished second floor area and other related 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 space to be used for events and programs.

When MCD Architects designed the original Redford Township District Library, we advised the library leadership to move forward with the construction of an area of the second floor of the library to be left unfinished, thereby reducing the project cost at the time, and allowing for less expensive expansion into future space. This decision proved to be quite prescient as the library is now, 20-years later, able to build-out that space for far lower cost than it would be to build it new in today's dollars.

The use of this space will be for a new and improved Children's Area that uses the "crossing of the Rouge River" or "Redford" as its design generator. Children of all ages will be able to enjoy vastly expanded library amenities throughout a series of curated spaces that support various functional and aesthetic environments.

## Reference:

*Garrett Hungerford, Library Director, Redford Township District Library | (313) 531-2640 | ghungerford@rtdl.org*









# Baldwin Public Library

Birmingham, Michigan

MCD Architects was selected to provide a design for a new main entry to the Baldwin Public Library in downtown Birmingham. Included in the project is a new cafe and gathering 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 more accessible and ADA compliant, a relocated and reconfigured circulation desk, and a reconfigured automatic sorting system that is visible to the public. We also included comprehensive interior renovations to blend modern with historic.

## Reference:

*Rebekah Craft, Library Director, Baldwin Public Library | (248) 554-4681 | [rebekah.craft@baldwinlib.org](mailto:rebekah.craft@baldwinlib.org)*







# Bryant Branch Library

Dearborn, Michigan

MCD Architects completed a comprehensive space utilization study and master plan for the Bryant Branch Library in Dearborn, Michigan. Our work included detailed analysis of space usage, operational workflow, collection needs, community programming demands, and the buildings history. Through these studies and collaboration with the board, we identified opportunities to improve functionality, optimize adjacencies, and better align the facility with current and future service goals.

The master plan established a clear strategy to address space deficiencies while honoring the building's historic character. The project is now moving into construction, implementing improvements that strengthen operations, meet evolving space needs, and restore the building's original architectural elegance ensuring the branch continues to serve the community effectively for years to come.





# Plymouth District Library

Plymouth, Michigan

**Services Provided:** *as-needed A/E services for over 30 years & sole design partner today.*

MCD Architects is currently working with the Plymouth District Library on an extensive interior renovation project that reimagines the library as a dynamic and engaging destination for the community. Key features include a magical children's interactive learning play area—complete with an infant and baby play spot—designed to foster early literacy and wonder. We are also renovating the library's grand hall, creating a sophisticated reading lounge and open study area with a dark academia theme that encourages exploration and quiet reflection.

This current project builds on a long-standing relationship with the Plymouth District Library, which began with the design of their new facility in downtown Plymouth. Originally housed in a 14,000 SF building with three separate additions, MCD Architects was engaged to conduct a needs assessment and determine the best approach to meet the library's long-term goals. The result was a new, two-story 23,000 SF per floor facility that reflects the historic character of the downtown area. Since the completion of the new building, MCD Architects has completed multiple additional projects for the Plymouth District Library, totaling over \$4 million.





# Process & Methodology

## Process, Methodology, and Timeline

Over many years of experience in Library Planning, MCD has developed proprietary tools that incorporate Space Needs Assessments and Pre-Design Services for libraries. Our Space Utilization Study, Masterplan, and Concept Design services include these analyses and more. Our objective is to provide the Howell Carnegie District Library with clear, data-driven, and strategic direction that supports informed decision-making and long-term stewardship.

### **Phase 1: Space Utilization Study (Space Needs Assessment ) (8-10 Weeks)**

#### Space Needs Assessment

- Detailed inventory of all existing spaces (net and gross square footage)
- Observation studies to measure how spaces are actually used
- Identification of underutilized, overburdened, or inefficient areas
- Workflow mapping and adjacency evaluation
- Evaluation of current collection size, shelving capacity, and growth trends
- Projection modeling for 10–20 year growth
- Specialized assessment of:
  - Library of Things collection and storage requirements
  - Proposed tool library
  - STEM kits, games, puzzles, and circulating “kits” (adult and youth)

#### Staff & Operational Needs Assessment

- Evaluation of staff workspaces and processing areas
- Storage capacity review (back-of-house and shared areas)
- Material handling and circulation flow analysis
- Identification of operational constraints and improvement opportunities

#### Site & Context Analysis

- Review of pedestrian and vehicular circulation patterns
- Evaluation of accessibility and entry experience
- Consideration of surrounding buildings and community context
- Long-term expansion potential
- Evaluation of meeting space quantity, flexibility, and technology support

### **Phase 2: Master Plan (6-8 Weeks)**

#### Program & Community Space Planning

- Proposed designs for:
  - Reconfigured and/or additional study rooms
  - Dedicated quiet areas

- Wellness room(s)
- Technology-integrated learning spaces
- Flexibility planning to accommodate evolving service models

#### Quantitative Space Programming

- Development of a detailed space program with recommended area allocations
- Functional adjacency diagrams
- Scenario comparisons (renovation, reconfiguration, or expansion strategies)

#### Vacant Lot Proposed Options

- Planning for dedicated staff parking
- Parking capacity analysis and traffic flow improvements
- Site reconfiguration opportunities
- Consideration of future land use and flexibility
- Options for patron programming/usage

#### Masterplan Finalization & Budget Alignment

- Development of conceptual floor plan options reflecting assessment findings
- Blocking diagrams and test fits for interior reconfiguration
- Preliminary cost alignment for conceptual scenarios
- Identification of phased implementation strategies
- Establish a long-term capital improvement roadmap
- Prioritize projects based on operational impact and budget alignment
- Integrate site development, parking strategy, and interior reconfiguration into a cohesive plan
- Provide a clear framework to support funding discussions and future design phases

### **Phase 3: Conceptual Design (4 Weeks)**

- Rendered conceptual site plans
- Rendered conceptual floor plans
- Up to (6) rendered 3-D images of proposed design improvements

Through disciplined analysis, collaborative engagement, and structured documentation, this process provides the Howell Carnegie District Library with clarity at every stage, ensuring that both interior and exterior spatial decisions are grounded in research, operational understanding, and Howell Carnegie District Library's mission to provide a welcoming hub for resources and experiences.

# Fee Structure

MCD Architects proposes to provide Space Needs Assessment, Masterplan, and Predesign services for Howell Carnegie District Library based on scope of work and the final deliverables of: Rendered proposed floor plans and site plans and up to 6 3-D rendered images (cost estimates for all of the conceptual design projects will be provided).

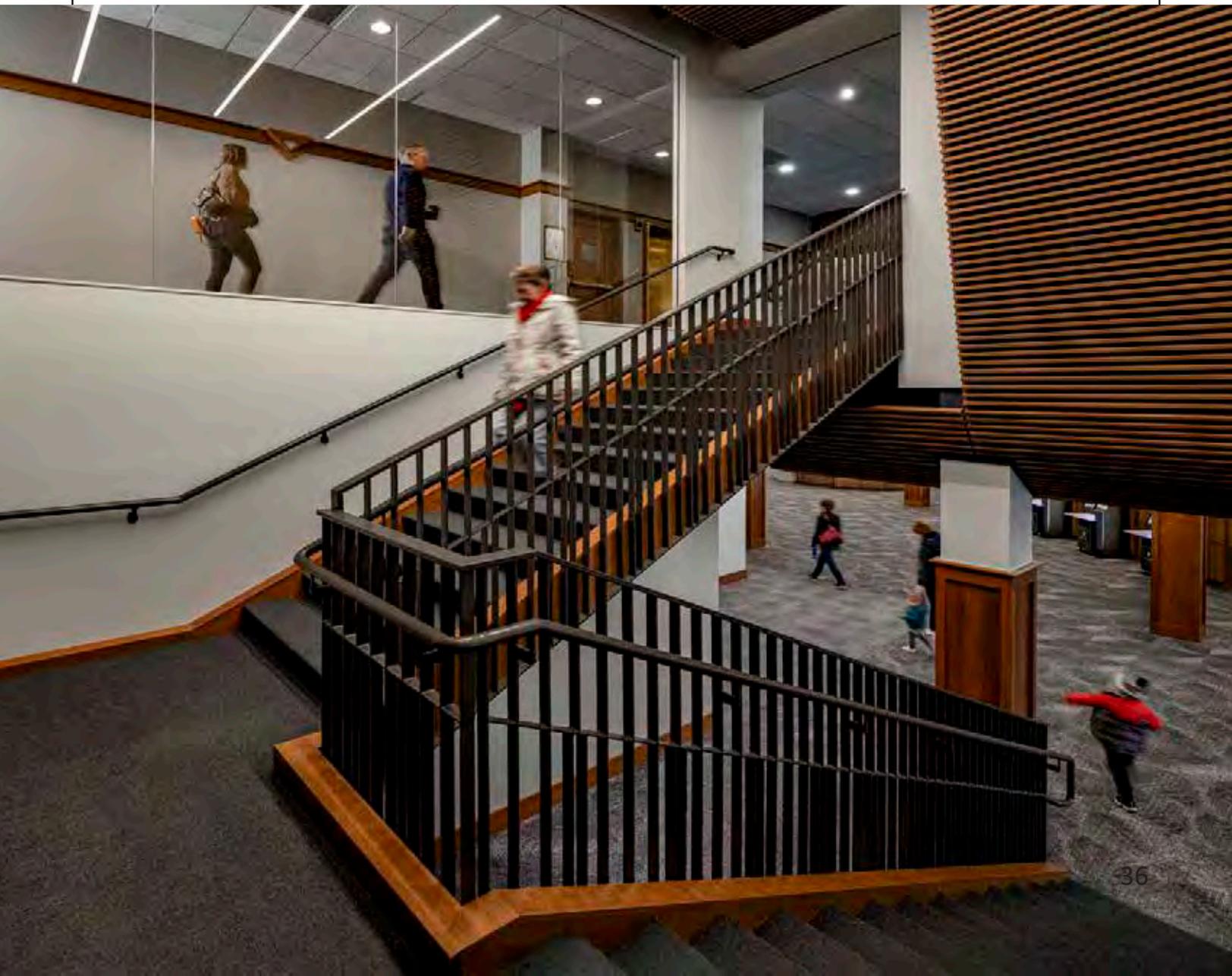
**Phase 1 (Space Utilization Study): \$14,000**

**Phase 2 (Masterplan): \$8,000**

**Phase 3 (Conceptual Design): \$6,000**

**Terms of Contract Acknowledgment:**

MCD Architects acknowledges that the final scope of services, terms, and compensation for this project will be negotiated with Howell Carnegie District Library and finalized through a professional services agreement prior to the commencement of design.



# Director Evaluation for the Howell Carnegie District Library

For each area, please review the criteria and then answer the following question -  
Does the Library Director:

- Meet expectations
- Need improvement

\* Indicates required question

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## 1. Email \*

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### A. Board Relationships

2. When considering **Board Relationship** does the Library Director **meet expectations**, \*  
choose all that apply:

*Check all that apply.*

- Recognizes that the board sets policy for the library.
- Provides monthly updates via the Librarian's Report to the full board.
- Offers professional advice with appropriate recommendations based on thorough study and analysis to the board on items requiring board action.
- Supports and executes board policy and intent to the public and staff.
- Seeks and accepts constructive criticism of work.
- None, the director needs improvement in all areas.

3. List the areas that the Library Director needs improvement

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4. Comments related to Board Relationships

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B. Staffing and Management

5. When considering **Staffing and Management** does the Library Director **meet expectations**, choose all that apply: \*

*Check all that apply.*

- Effectively manages the staff in accord with board policies.
- Ensures staff are trained for the work they are assigned and provides development opportunities where and when appropriate.
- Ensures that accurate job descriptions and performance reviews exist for each job class and employees know the work and behavior expected, as well as what is unacceptable.
- Efficiently recruits and fills vacancies with qualified employees.
- Leads by example: communicates clearly, is fair, honest, objective and consistent. Avoids behaviors that may be construed as favoritism and treats all with respect.
- Develops good staff morale and loyalty to the library.
- Delegates authority to staff appropriate to the position they hold.
- None, the director needs improvement in all areas.

6. List the areas that the Library Director needs improvement

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7. Comments related to Staffing and Management

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C. Accomplishments of Objectives set forth in the Library’s Strategic Plan

8. When considering **Accomplishments of Objectives set forth in the Library's Strategic Plan** does the Library Director **meet expectations**, choose all that apply:

*Check all that apply.*

- Works with the Board to implement a strategic planning process utilizing the three areas of focus: Community Connection, Optimizing Library Spaces and Evolve Capacity.
- Keeps the Board updated on implementation of library goals, objectives, and progress.
- Ensures all staff are aware of library goals and objectives and how they are embedded in their work expectations.
- None, the director needs improvement in all areas.

9. List the areas that the Library Director needs improvement

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10. Comments related to Accomplishments of Objectives set forth in the Library's Strategic Plan

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D. Financial Responsibility and Oversight

11. When considering **Financial Responsibility and Oversight** does the Library Director **meet expectations**, choose all that apply: \*

*Check all that apply.*

- Prepares (or revises as appropriate) a preliminary budget and presents it to the Board at the May board meeting.
- Continually evaluates financial needs of the library and makes timely recommendations for adequate financing.
- Keeps informed on the needs of the library: facilities, equipment and supplies.
- Determines that funds are wisely spent and within budget limitations.
- Provides ongoing communication regarding budget status through monthly Board packets.
- None, the director needs improvement in all areas.

12. List the areas that the Library Director needs improvement

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13. Comments related to Financial Responsibility and Oversight

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E. Overall Quality of Library Services

14. When considering **Overall Quality of Library Services** does the Library Director **meet expectations**, choose all that apply: \*

*Check all that apply.*

- Develops and maintains knowledge of all current library policies and procedures.
- Researches and reviews current library best practices and presents recommendations of change for current policies and practices to the board.
- Continually engages with staff, volunteers and board to assess feedback, use of media coverage, and needs and desires of community.
- Continually evaluates how -- the library is implementing core values and the strategic plan's goals and objectives to ensure high quality of services provided.
- Supervises all operations with the expectation of competent, efficient and user friendly performance.
- Maintains high standards of ethics, honesty, and integrity in all professional matters.
- None, the director needs improvement in all areas.

15. List the areas that the Library Director needs improvement

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16. Comments related to Overall Quality of Library Services

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F. Community Relations

17. When considering **Community Relations** does the Library Director **meet expectations**, choose all that apply: \*

*Check all that apply.*

- Engages in regular interaction with various civic organizations within the district. Works with the Board to prioritize outreach with critical organizations.
- Meets frequently with the Friends of the Library to establish and demonstrate rapport and commitment to that organization.
- Works to gain respect and support from the entire community for the library.
- Keeps current on local, state and national library issues.
- Participates in local, state and national library associations.
- None, the director needs improvement in all areas.

18. List the areas that the Library Director needs improvement

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19. Comments related to Community Relations

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G. Facilities Management

20. When considering **Facilities Management** does the Library Director **meet expectations**, choose all that apply: \*

*Check all that apply.*

- Ensures the library is clean and well maintained.
- Continually strives to ensure safety for staff and visitors at all times.
- Evaluates and acts appropriately to ensure that signage is evident to support access of services within the library.
- Maintains an inviting and comfortable exterior and interior of the facility.
- Ensures the facility is organized to meet the library's core values and strategic plan goals and objectives.
- None, the director needs improvement in all areas.

21. List the areas that the Library Director needs improvement

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22. Comments related to Facility Management

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23. What are the major strengths of the Director?

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24. Are there areas of improvement needed in the Director's performance?

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25. Since the Director's last evaluation, what difficult issues have faced the library and how did the Director bring them to resolution?

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26. In your opinion, what should the organizational and/or personal development goals be for the Director for the coming year?

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