

# Board of Trustees

## 2019 Information Packet



Wednesday  
February 27, 2019  
6:30pm  
YDL-Whittaker



**Ypsilanti District Library**  
**YDL Board Meeting, February 27, 2019 6:30 pm, YDL – Whittaker Rd. Boardroom**  
**AGENDA**

<b>AGENDA ITEM</b>	<b>Information</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*Roll Call</b> Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
<b>Approval of the Agenda</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Comment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Introduction of new staff</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Audit Presentation:</b> Luke Downing, Layton & Richardson	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from January 23, 2019 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. January 2019 Financials & Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communication</b>			
A. Official Correspondence (Public)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Reports</b>			
A. Finance Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
E. Fundraising Committee	<input type="checkbox"/>	<input type="checkbox"/>	
F. Superior Township Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
G. Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Director's Report</b>			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
<b>Old Business</b>			
A. Resolution to restore Trustee Honorarium	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>New Business</b>			
A. Acceptance of the 2018 FY audit report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Resolution to award Geotechnical Engineering Services contract for Superior building project.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Resolution to authorize bank signers for YDL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Closed Session: Discuss Labor Negotiations</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Board Member Comments</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Adjournment</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# **Minutes of Previous Meeting**

Ypsilanti District Library  
Board of Trustees  
Minutes, January 23, 2019 (Unapproved)

**CALL TO ORDER**

President Brian Steimel called the Regular Meeting to order at 6:30 p.m.

**Attendance**

Trustees Present: Brian Steimel, Kay Williams, Jean Winborn, Patricia Horne McGee, Theresa M. Maddix, Bethany Kennedy, Kristy Cooper

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Communications and Development Coordinator Gillian Gainsley and Head of Outreach Services, Mary Garboden

**ELECTED TRUSTEE SWEARING IN**

President Steimel administered the oath of office to re-elected Trustee Patricia Horne McGee and newly elected Trustees Theresa M. Maddix, Bethany Kennedy and Kristy Cooper

**APPROVAL OF THE AGENDA**

Trustee Williams moved to approve the meeting agenda and Trustee Cooper supported this motion.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy  
Nays: None  
Motion passed.

**PUBLIC COMMENT**

NONE

**ANNUAL MEETING**

**Election of Officers:**

1. President

Trustee Kay Williams moved to retain Trustee Brian Steimel for YDL Board President for 2019. Trustee Winborn seconded this nomination. Trustee Steimel accepted the nomination.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy  
Nays: None  
Motion passed, Trustee Steimel elected President for 2019.

2. Vice-President

Trustee Kay Williams moved to retain Trustee Jean Winborn for YDL Board Vice-President for 2019. Trustee McGee seconded this nomination. Trustee Winborn accepted the nomination.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy  
Nays: None  
Motion passed, Trustee Winborn elected Vice-President for 2019.

3. Treasurer

Trustee Jean Winborn moved to retain Trustee Kay Williams for YDL Board Treasurer for 2019 and Trustee McGee seconded this nomination. Trustee Williams accepted the nomination.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy  
Nays: None  
Motion passed, Trustee Williams elected Treasurer for 2019

4. Secretary



Ypsilanti District Library  
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Trustee Kay Williams nominated Trustee Patricia Horne McGee for YDL Board Secretary for 2019. Trustee Winborn seconded this nomination. Trustee McGee accepted the nomination.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy  
Nays: None  
Motion passed, Trustee McGee elected Secretary for 2019.

**Approval of 2019 Board Meeting Dates**

Trustee Williams moved to approve the 2019 Schedule of Library Board Meetings as presented/attached and Trustee Winborn seconded this motion.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy  
Nays: None  
Motion passed

**YDL 2019 Board Committees**

FINANCE

Kay Williams, Treasurer, Chair  
Patricia Horne McGee, Secretary  
Kristy Cooper, Trustee  
Lisa Hoenig, Library Director  
Brian Steimel – Ex-Officio

PERSONNEL

Patricia Horne McGee, Secretary  
Jean Winborn, Vice President  
Bethany Kennedy, Trustee  
Lisa Hoenig, Library Director  
Brian Steimel – Ex-Officio

POLICY

Jean Winborn, Vice President  
Kristy Cooper, Trustee  
Bethany Kennedy, Trustee  
Lisa Hoenig, Library Director  
Brian Steimel – Ex-Officio

FACILITIES

Kay Williams, Treasurer  
Kristy Cooper, Trustee  
Theresa Maddix, Trustee  
Lisa Hoenig, Library Director  
Jim Reed, Facilities Manager  
Brian Steimel – Ex-Officio

FUNDRAISING

Gillian Gainsley, Comm/Dev.Coord.  
Kay Williams, Treasurer  
Bethany Kennedy, Trustee  
Theresa Maddix, Trustee  
Lisa Hoenig, Library Director  
Julianne Smith, Assistant Director  
John Connaghan, Cust.Serv.Coord.  
Paula Drummond, Head, Adult Svcs  
Patty Gensemer Stein, FOL Rep.  
Kimberly Grover, Community Rep.  
TBD, Community Rep.  
TBD, Community Rep.  
Brian Steimel – Ex-Officio

SUPERIOR PLANNING

Kay Williams, Treasurer  
Jean Winborn, Vice-President  
Lisa Hoenig, Library Director  
Julianne Smith, Assistant Director  
Mary Garboden, Head of Outreach Services  
Brian Steimel – Ex-Officio

Ypsilanti District Library  
Board of Trustees  
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**NEGOTIATION**

Brian Steimel, President  
Patricia Horne McGee, Secretary  
Lisa Hoenig, Library Director  
Julianne Smith, Assistant Director

**CONSENT AGENDA**

Trustee Williams moved to approve the consent agenda (December 12, 2018 Meeting minutes, and November and December 2018 Check Registers) Trustee McGee supported this motion.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy  
Nays: None  
Motion passed.

**COMMUNICATIONS**

Discussion of Correspondence regarding photography by the Ann Arbor symphony.

**COMMITTEE REPORTS**

- Fundraising Committee: Our collection to date on the annual appeal is \$7,295.
- Superior Township planning: Tonight, we will be talking about hiring a construction manager. The topographic survey, the boundary survey and wetlands delineation are all underway. They should all wrap up in a couple more weeks. We just heard that tonight the rezoning is before the Superior Township planning commission. We had the public input sessions there was lots of public there with good feedback. We have a staff committee as well (Superior workgroup). We will meet tomorrow and talk about all the public input and comments we have received. We will let the architects know what things we think are the most important from what we heard.
- Facilities: I would like to mention that we have put together an RFP for a space utilization study for this building and Michigan Avenue. It is something that was in our budget plan for 2019. We are hoping to receive proposals by the start of March. The committee will need to make a recommendation to select a consultant for the March meeting.

**REPORT OF THE LIBRARY DIRECTOR**

In addition to submitted Director's report, Director Hoenig relayed the following:

- Some of you heard me talking about the Power of Children exhibit which is being installed downstairs. The crew of staff that puts these things together are all incredibly exhausted. This exhibit weighs a ton. It is also an amazing exhibit. We are going to have some conversations with our schools in the next few weeks to get lots of classes to come see it.
- The Friends have their annual meeting on Monday at 4:00pm. I know that Brian and Theresa are planning to attend. Everyone is welcome. The Friends are a terrific group. I am going to give a presentation. I know that I am going to talk some about Superior and the input that we received. We had people at both public input sessions say, "what about the Friends? Are they going to be here?" I didn't want to speak for them. We will see what they say.
- The Youth Department here at Whittaker has been working on weeding for a year or two. They finally were able to do some rearranging in the department to make more space for active play. I think it looks terrific. I applaud them for the effort that they put in and the planning that they did to make this happen. Our facilities crew worked hard to help.

Ypsilanti District Library  
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Minutes, January 23, 2019 (Unapproved)

- Jessee Morgan who is part-time Para-pro at our Michigan Avenue location planned a few weekends ago a Beatles sing-along. It was really popular. People loved it. We live streamed it and it was the number one remarked on thing on our Facebook in a long time. They are planning to do another sing-along such event in the summer. It will be about soul music instead. I am proud of them.
- We have done a lot of work this last quarter on TALK to try to make the process of sending texts and lining up texts more automated. We know we are going to be losing our intern before too long because she is going to graduate. She is wonderful, she did a lot of this automating to sort of replace herself. The way we are sending the texts is a lot more targeted now. Instead of having three age clusters, it's tailored toward the child's birthday. The staff worked really hard to find a solution. They have been really attentive to the users' feedback. Our third party evaluator will be meeting with folks and getting some more feedback, via a focus group at Michigan Avenue.

**OLD BUSINESS**

None

**NEW BUSINESS**

- A. Resolution to designate fund balance for Superior building project

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-2

January 23, 2019

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS  
AND CREATE A FUND FOR THE SUPERIOR BUILDING PROJECT

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Whereas the Ypsilanti District Library Board of Trustees has the authority to designate portions of the Library Fund Balance for specific uses, and

Whereas, the Library maintains a Capital Projects Fund, and

Whereas, the Library is committed to building a new branch in Superior Township, and the YDL fund balance will be used to fund the building's construction, and

Whereas, a Superior fund will become a department of the Capital Projects Fund, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$1,150,000 are hereby designated as Committed funds for the Superior building project: \$400,000 of previously Unassigned Fund Balance and \$750,000 of funds previously Committed to Improvements.

OFFERED BY: Kay Williams

SUPPORTED BY: Jean Winborn

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

Ypsilanti District Library  
Board of Trustees  
Minutes, January 23, 2019 (Unapproved)

B. Award Construction Manager contract for Superior project

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-3

January 23, 2019

RESOLUTION TO AWARD THE CONTRACT FOR CONSTRUCTION MANAGER FOR THE  
SUPERIOR BUILDING PROJECT TO O'NEAL CONSTRUCTION, INC. AND AUTHORIZE THE  
LIBRARY DIRECTOR TO EXECUTE THE CONTRACT

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Whereas, the Ypsilanti District Library released a Request for Proposals for Construction Manager Services for the Superior building project, and

Whereas, four proposals were submitted by qualified firms, and

Whereas the Superior Building Committee carefully reviewed the proposals and identified two top candidates, and

Whereas, the finalists were interviewed by the Committee on January 10, and

Whereas the Committee made reference calls and verified the accuracy of figures in the proposals to ensure a fair comparison, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Construction Manager contract for the Superior building project be awarded to O'Neal Construction, Inc., and

IT IS FURTHER RESOLVED that:

Library Director Lisa Hoenig is authorized to execute the contract.

OFFERED BY: Jean Winborn

SUPPORTED BY: Patricia Horne McGee

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

C. Resolution to authorize new signers for Bank of Ann Arbor accounts

(Attached)

OFFERED BY: Patricia Horne McGee

SUPPORTED BY: Jean Winborn

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

Ypsilanti District Library  
Board of Trustees  
Minutes, January 23, 2019 (Unapproved)

D. Consideration of a resolution to pay off Bond Debt early

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-5

January 23, 2019

RESOLUTION TO AUTHORIZE SCHEDULING THE FINAL BOND PAYMENT FOR MARCH  
1, 2019

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Whereas, the Ypsilanti District Library's final payment on its Refunding Bonds is due May 1, 2019, and

Whereas, the Library will need to augment the tax revenues collected for the Debt Service payment with Fund Balance until delinquent tax revenues are received from Washtenaw County regardless, and

Whereas, US Bank, the Bond Agent, has provided a calculation for timing the payoff for March 1, 2019, and

Whereas, the Library can save approximately \$8,367 in interest by making the final payment early, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to proceed to make the final bond debt payment effective March 1, 2019, and

BE IT FURTHER RESOLVED that Fund Balance will be used to make up any shortfall in Debt Service tax revenues.

OFFERED BY: Kristiy Cooper

SUPPORTED BY: Kay Williams

YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

**BOARD MEMBER COMMENTS**

Trustee	Comment
Kay	I want to welcome the new members. It will be fun to have new members on board. The old ones were nice too but it will be fun to have new ones. Welcome!

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Board of Trustees  
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Kristy	Thank you for the welcome. I am excited to be here.
Patricia	Welcome!
Jean	Welcome and I just want to make a comment. A lot of people in my neighborhood got two copies of the Loop. I said some people aren't going to get one. My daughter got two, I got two, my niece got two. I am happy to have all of the new members here I hope you enjoy being on the library board as much as I have.
Theresa	I would just like to say what an honor it is to be on the board. I brought a quote. I spent a lot of time trying to think what I wanted to say. I found a quote from a book that I recently read. When I go to the Seattle I'll be able to hear by Eric Klinenberg which some of you may know. This is his quote."There's is a term you don't hear these days, one you used to hear all the time when the Carnegie branches opened: Palaces for the People. The library really is a palace. It bestows nobility on people who otherwise couldn't afford a shred of it. People need to have nobility and dignity in their lives. And you know, they need other people to recognize it in them to. I wanted to bring this because I think that it for me shares a lot of what we are working towards together. His book is called, Palaces for the People. I like his subtitle too; it's how social infrastructure can help fight inequality polarization and the decline of civic life.
Bethany	Thank you so much for the welcome. I'm really also very honored to have the opportunity to serve my community. I am so very excited for the Future of the Ypsilanti District Library.
Brian	I just want to thank everybody. I think we have a great board. I think that it's going to be a great year. Because right now I think we have everybody that has the best interest of the library at heart. I don't think that anybody has any weird agendas. I think everyone is just straight forward for the library and it's going to be a good year.

**Adjournment**

Trustee Williams moved to adjourn at 7:42 p.m. Trustee Winborn seconded this motion.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Maddix, Cooper, Kennedy

Nays: None

Meeting Adjourned.

# Ypsilanti District Library Resolution 2019-4

## Resolution of Lodge, Association or Other Similar Organization

BANK OF ANN ARBOR  
7 W MICHIGAN AVE  
YPSILANTI MI 48197

By: YPSILANTI DISTRICT LIBRARY  
ATTN ADMINISTRATIVE ASST.

5577 WHITTAKER RD  
YPSILANTI MI 48197-9752

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, Patricia J. Horne McGee, certify that I am Secretary (clerk) of the above named association organized under the laws of MICHIGAN, Federal Employer I.D. Number 38-2462745, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on January 24, 2019 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

**Agents.** Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

PRINT Name and Title or Position	Signature	Facsimile Signature (if used)
A. <u>Patricia J. Horne McGee</u>	<u>Patricia J. Horne McGee</u>	X
B. <u>Kay Williams</u>	<u>Kay Williams</u>	X
C. <u>Brian Steinel</u>	<u>Brian Steinel</u>	X
D. <u>Lisa Hoenig</u>	<u>Lisa Hoenig</u>	X
E. _____	_____	X
F. _____	_____	X



This Resolution Supersedes any previous as of  
FEBRUARY 8 2019

OVER →



**Powers Granted.** (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required TWO (YDL CONTROL)
A, B, C, D	(1) Exercise all of the powers listed in this resolution.	_____
_____	(2) Open any deposit or share account(s) in the name of the Association.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other:	_____

**Limitations on Powers.** The following are the Association's express limitations on the powers granted under this resolution.

## Resolutions

**The Association named on this resolution resolves that,**

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.



- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

**Pennsylvania.** The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

**Effect on Previous Resolutions.** This resolution supersedes resolution dated  
completed, all resolutions remain in effect.

03/25/2016

. If not

**Certification of Authority**

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☒ If checked, the Association is a non-profit lodge, association or similar organization.

> Patricia J. Home McGee  
(Secretary)

> Kay Williams  
(Attest by Other Officer)

> Brian Steiner  
(Attest by Other Officer)



This Resolution Supersedes any previous as of

FEBRUARY 8, 2019

**For Financial Institution Use Only**

Acknowledged and received on FEBRUARY 8, 2019 (date) by [Signature] (initials)

☒ This resolution is superseded by resolution dated 3/25/2016

Comments:

This Resolution Supersedes any previous as of

FEBRUARY 8, 2019



# Financial Report

# Check Register Report

Date: 02/21/2019

Time: 3:57 pm

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
70558	01/10/2019	Printed			0000000025	AFLAC	#1 & #2 12/2018	208.48
70559	01/10/2019	Printed			AK	AK LAWNCARE	whit 3 of 5 payments	2,900.00
70560	01/10/2019	Printed			ALER	ALERUS FINANCIAL	Employ 12/2018 contribut	16,519.23
70561	01/10/2019	Printed			AES	ALLIED EAGLE SUPPLY CO	multifold towel/glove	740.29
70562	01/10/2019	Printed			ARBORVACU	ARBOR VACUUM	Vacuum-simplicity freedom	346.89
70563	01/10/2019	Printed			RFID	ATLAS RFID SOLUTIONS STORE LLC	12,000 rfid paper tags	2,298.00
70564	01/10/2019	Printed			LOR	BAKER & TAYLOR	statement 12/31/18	259.72
70565	01/10/2019	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 12/31/18	511.90
70566	01/10/2019	Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 12/31/18	98.26
70567	01/10/2019	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 12/31/18	222.76
70568	01/10/2019	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 12/31/18	3,709.13
70569	01/10/2019	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 12/31/18	6,004.63
70570	01/10/2019	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 12/31/18	1,955.79
70571	01/10/2019	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 12/31/18	1,200.50
70572	01/10/2019	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 12/31/18	182.46
70573	01/10/2019	Printed			BAA	BANK OF ANN ARBOR	closing 12/31/18 #4125	577.68
70574	01/10/2019	Printed			BAA	BANK OF ANN ARBOR	closing 12/31/18 #5906	1,233.63
70575	01/10/2019	Printed			BA	BLACKSTONE PUBLISHING	modern loss/why we sleep	391.31
70576	01/10/2019	Printed			BCN	BLUE CARE NETWORK OF MI	February 2019 coverage	39,534.10
70577	01/10/2019	Printed			0000000089	BRODART CO.	class labels - NEW	64.91
70579	01/10/2019	Printed			0000000567	CENTER POINT PUBLISHING	rust & stardust/the ruin	496.74
70580	01/10/2019	Printed			0000000037	CONGDON'S ACE HARDWARE	closing 12/31/18	15.27
70581	01/10/2019	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	january 2019 coverage	2,964.25
70582	01/10/2019	Printed			DDL	DEXTER DISTRICT LIBRARY	Reading with Patrick-80	614.40
70583	01/10/2019	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	outreach supplies	148.39
70584	01/10/2019	Printed			DTE ENERGY	DTE ENERGY	11/21-12/21/18 coverage	10,264.27
70585	01/10/2019	Printed			DTE ENERGY	DTE ENERGY	whit street 12/2018	37.08
70586	01/10/2019	Printed			DUR	DURHAM SCHOOL SERVICES	12/4/18 YCS HS trip	697.95
70587	01/10/2019	Printed			ENV	ENVISIONWARE	2-deskpad RFID reader kit	1,263.31
70588	01/10/2019	Printed			FST	FIRST BOOK	Outreach	438.70
70589	01/10/2019	Printed			CFR	CYNTHIA FURLONG REYNOLDS	prime time scholar	880.00
70590	01/10/2019	Printed			GM	GROWING MINDS, LLC	new muzzy 2-2019/1-2020	1,700.00
70591	01/10/2019	Printed			0000000467	HISTORICAL SOCIETY OF MICHIGAN	2019 renewal	65.00
70592	01/10/2019	Printed			JOCO	JOHNSON CONTROLS	MA 1/1/19-12/31/19	1,300.79
70593	01/10/2019	Printed			0000000051	THE LIBRARY NETWORK	bookbilling- 11/2018	6,447.84
70594	01/10/2019	Printed			LINC_NAT	LINCOLN NATIONAL LIFE	01/01/19-03/31/19 coverage	249.48
70595	01/10/2019	Printed			MAIL	MAILFINANCE	10/14/18-01/13/19 lease	237.00
70596	01/10/2019	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	MA 11/24-12/23/18	852.72
70597	01/10/2019	Printed			MEF	MEDIA EDUCATION FOUNDATION	bystander moment	34.95
70598	01/10/2019	Printed			AFSCME	MICHIGAN AFSCME	deducted 12/13/18	660.20
70599	01/10/2019	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	conference-Hamilton	270.00
70600	01/10/2019	Printed			MWP	MICHIGAN WEB PRESS	loop jan-may 2019	2,857.77
70601	01/10/2019	Printed			MIDWESTAR	MIDWEST TAPE	96578172/96667334/96687338	4,704.63
70602	01/10/2019	Printed			MIDWESTAR	MIDWEST TAPE	hoopla 12/2018	4,877.87
70603	01/10/2019	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	January 2019	128.00
70604	01/10/2019	Printed			NEUZONE	NEUTRAL ZONE	YDS conf 2019-Krahnke/6 youth	40.00
70605	01/10/2019	Printed			OCLC	OCLC INC.	cataloging invoice 12/31/18	451.90
70606	01/10/2019	Printed			OV	OVERDRIVE, INC.	attacks/swing/to all the boys	1,404.20
70607	01/10/2019	Printed			PATR	PATRON ACCOUNT	return-what to expect when you	67.85
70608	01/10/2019	Printed			PATR	PATRON ACCOUNT	return-captain underpants	8.99
70609	01/10/2019	Printed			PATR	PATRON ACCOUNT	return-Pandas	18.94
70610	01/10/2019	Printed			PRH	PENGUIN RANDOM HOUSE LLC	lost title-Wild	156.50
70611	01/10/2019	Printed			QM	Q+M	loop-winter 2018-19 2of 2 inv	1,000.00

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
70612	01/10/2019	Printed			0000000048	RECORDED BOOKS	american west	196.98
70613	01/10/2019	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	proquest stat ab US 2019	403.02
70614	01/10/2019	Printed			KESC	KELLY SCOTT	ala & yalsa membership	134.00
70615	01/10/2019	Printed			STAPAD	STAPLES ADVANTAGE	statement 12/25/18	635.72
70616	01/10/2019	Printed			AMAZ	SYNCB AMAZON	statement 12/10/18	2,374.19
70617	01/10/2019	Printed			TDSM	TDS	12/22/18-1/21/19 service	1,217.72
70618	01/10/2019	Printed			TERM	TERMINIX	super 12/16/18	87.00
70619	01/10/2019	Printed			JE	JAMES E. TOLBERT	whit - 2nd fl lutron switch p	250.00
70620	01/10/2019	Printed			VALUE	VALUE LINE PUBLISHING, INC	elite online	6,745.00
70621	01/10/2019	Printed			0000000030	VISION SERVICE PLAN - MI	january 2019 coverage	724.00
70622	01/10/2019	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA - january 2019 service	438.92
70623	01/10/2019	Printed			ATWI	ALTHEA WILSON	prime time preeschool coord	600.00
70624	01/10/2019	Printed			WORLDBOOK	WORLD BOOK INC.	encyc 2019 22v	999.00
70625	01/10/2019	Printed			0000000021	Y C U A	MA 11/21/18-12/19/18	598.47
70626	01/17/2019	Printed			AES	ALLIED EAGLE SUPPLY CO	towel/brag box	449.70
70627	01/17/2019	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Connaghan renewal 2019	145.00
70628	01/17/2019	Printed			AASO	ANN ARBOR SYMPHONY ORCHESTRA	1/21/19 kinderConcerts	300.00
70629	01/17/2019	Printed			A15	BP PRODUCTS OF NORTH AMERICA	12/6/18-1/5/19 period	329.65
70630	01/17/2019	Printed			CASH	MADISON CASHMAN	anime club 2019	250.00
70631	01/17/2019	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	december 2018 grounds	81.68
70632	01/17/2019	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	december 2019 fuel/elec	175.31
70633	01/17/2019	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	2/1-2/28/19 coverage	2,964.25
70634	01/17/2019	Printed			DTE ENERGY	DTE ENERGY	MA 11/29-12/28/18 coverage	1,726.79
70635	01/17/2019	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH	12/2018 services	920.00
70636	01/17/2019	Printed			GASO	GAMER SOCIETY	deposit-4 minecraft 3/4-3/25/	125.00
70637	01/17/2019	Printed			GORDON	GORDON FOOD SERVICE, INC	outreach LNGO	53.83
70638	01/17/2019	Printed			GRNG	GRAINGER	tool repair	22.98
70639	01/17/2019	Printed			AJ	AKILI JACKSON	MLK day program 1/21/19	150.00
70640	01/17/2019	Printed			KENT	KENT DISTRICT LIBRARY	lost-ILL Ethical Slut	18.99
70641	01/17/2019	Printed			LSNC	LESLIE SCIENCE & NATURE CENTER	1/25/19 winter animals tinkerr	165.00
70642	01/17/2019	Printed			LINC_NAT	LINCOLN NATIONAL LIFE	February 2019 coverage	1,343.60
70643	01/17/2019	Printed			MIDWESTTAP	MIDWEST TAPE	top of the lake	567.18
70644	01/17/2019	Printed			CAL	CAL MUNSON	piano tune 1/15/19	135.00
70645	01/17/2019	Printed			NEUZONE	NEUTRAL ZONE	Youth Driven Space-4 attendees	25.00
70646	01/17/2019	Printed			WWP	WILLIE PAYNE	MLK Day-Undgrd RR 1/21/19	300.00
70647	01/17/2019	Printed			PCI	PHOENIX CONTRACTORS, INC	MA water damage rear entrance	7,142.00
70648	01/17/2019	Printed			PP	PROGRESSIVE PRINTING	BKM schedule 1/2019	288.00
70649	01/17/2019	Printed			JE	JAMES E. TOLBERT	whit rd. 1/16/19 service	552.50
70650	01/17/2019	Printed			U	ULINE	11x12 bubble bags	90.66
70651	01/17/2019	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	december 2018 placements	733.90
70652	01/17/2019	Printed			00000000529	UNIVERSITY OF MICHIGAN	3-extraord Places jan/feb/mar	150.00
70653	01/17/2019	Printed			YCC	YPSILANTI COMMUNITY CHOIR	christmas tree lighting 2018	100.00
70654	01/25/2019	Printed			BASIC	BASIC	January 2019 admin fee	59.25
70655	01/25/2019	Printed			BWB	BWB RESONABLE & RELIABLE	1/26/19 youth confer-detroit	180.00
70656	01/25/2019	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	invoice 1/10/19	1,877.70
70657	01/25/2019	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 1/13/19	60.47
70658	01/25/2019	Printed			MKIW	MY KID IS WELL	2/2/19 raising powerful childr	100.00
70659	01/25/2019	Printed			PESE	PERRY SEIBERT	1/31/19-Anne Frank Remembered	75.00
70660	01/25/2019	Printed			TDSM	TDS	1/22-2/21/19 service	1,222.07

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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## ANN ARBOR Checks

70661	01/25/2019	Printed			VERIZON	VERIZON WIRELESS	10/12/18-1/19/19 service	496.50
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**Total Checks: 103**

**Checks Total (excluding void checks): 163,095.69**

**Total Payments: 103**

**Bank Total (excluding void checks): 163,095.69**

**Total Payments: 103**

**Grand Total (excluding void checks): 163,095.69**



**Ypsilanti District Library  
Balance Sheet  
January 31, 2019  
General Fund**

	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 ACTUAL</b>	<b>FY 2017-18 ACTUAL</b>	<b>FYTD 01/31/19</b>
<b>Assets:</b>						
Cash: Checking	558,972	343,352	435,833	325,888	30,254	1,343,975
Savings	2,593,271	2,276,388	2,191,873	2,414,562	2,311,968	864,415
CD's	-	-	-	-	-	-
Stocks	-	-	28,584	30,954	31,300	31,300
Memorials	6,401	6,402	6,402	6,403	3,368	3,368
Operational Cash	356	356	356	521	824	824
Total Cash	3,159,000	2,626,498	2,663,048	2,778,328	2,377,714	2,243,881
Receivables & Other assets	49,271	37,821	17,384	36,272	49,282	50,730
Total Assets	3,208,271	2,664,319	2,680,432	2,814,600	2,426,996	2,294,612
<b>Liabilities</b>	804,393	425,334	334,400	509,097	145,758	153,733
<b>Composition of Fund Balance</b>						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						-
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						0
Designated:						
Improvement Fund	1,102,434	1,102,434	1,102,434	1,102,434	1,102,434	352,434
Current YTD--net of revenues						-
Working Capital	1,000,000	1,000,000	500,000	500,000	500,000	500,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	447,178	294,835	658,408	736,990	696,080	272,195
Current YTD	(152,343)	(164,893)	78,581	(40,530)	(23,886)	1,009,641
Total Fund Balance	2,403,878	2,238,985	2,346,032	2,305,503	2,281,238	2,140,878
<b>Total Liabilities &amp; Fund Balance</b>	<b>3,208,271</b>	<b>2,664,319</b>	<b>2,680,432</b>	<b>2,814,600</b>	<b>2,426,996</b>	<b>2,294,612</b>

**Ypsilanti District Library**  
**Period Ending 01/31/2019 (16.7% of Year)**  
**General Fund**

ACCT #	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 01/31/19 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,781,500	3,811,790	3,923,253	3,997,932	5,342,692	1,604,367	3,738,325	40.1%
<b>Expenditures</b>								
Dept 100 Administrative	1,781,039	1,882,645	1,996,604	2,074,121	2,133,260	295,051	1,838,210	14.2%
Dept 200 Michigan Ave.	536,933	531,308	560,975	567,512	585,532	91,025	494,507	16.0%
Dept 300 Outreach/bookmobile	77,977	105,512	85,794	87,152	87,152	11,953	75,199	13.7%
Dept 400 Outreach/Superior Township	152,313	152,354	151,311	153,941	153,741	25,281	128,460	16.4%
Dept 500 Whittaker Rd	1,084,812	1,099,239	1,096,935	1,113,538	1,141,088	162,456	978,632	14.6%
Dept 600 Donations	44,621	53,483	43,328	-	-	6,759	(6,759)	NA
Dept 700 Grants	25,595	27,778	12,190	-	-	2,203	(2,203)	
Total	3,703,288	3,852,319	3,947,139	3,996,264	4,100,773	594,726	3,506,047	14.9%
Net Revenue Over Expenditures	78,212	(40,530)	(23,886)	1,668	1,241,919	1,009,641		
Sale of Assets	369	979	-			-		
Board Designation of Funds						(1,150,000)		
Fund balance - beginning of period	2,267,451	2,346,032	2,306,481	2,282,596	2,282,596	2,282,596		
Fund Balance - end of period	2,346,032	2,306,481	2,282,596	2,284,264	3,524,515	2,142,236		

**Ypsilanti District Library  
General Fund  
Period Ending 01/31/2019  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 01/31/19 ACTUAL	YTD AS A % OF BUDGET
<b>Revenue</b>								
403.000	Superior Township Tax Levy	598,098.11	609,928.75	619,558.00	642,865.00	874,947.00	329,395.05	37.6%
425.000	City of Ypsilanti Tax Levy	541,454.64	565,185.67	589,333.83	589,530.00	811,784.00	46,946.29	5.8%
425.075	PPT Reimbursement	60,411.59	10,996.12	20,104.94	12,000.00	12,000.00	-	0.0%
440.000	Ypsilanti Township Tax Levy	2,135,456.57	2,159,465.76	2,212,988.82	2,384,701.00	3,275,125.00	1,188,009.84	36.3%
443.000	State Aid Direct	26,949.28	26,949.28	30,201.20	32,932.00	32,932.00	-	0.0%
447.000	State Aid Indirect	27,309.06	27,323.82	30,645.60	32,932.00	32,932.00	-	0.0%
500.600	Grant SOM Talk	-	46,570.08	75,358.39	45,000.00	45,000.00	-	0.0%
657.000	Fines/Misc.	81,897.24	73,097.49	67,077.43	66,120.00	66,120.00	9,765.65	14.8%
657.100	Smart Cards - Printing & Copies	44,808.22	42,288.92	40,841.10	43,000.00	43,000.00	5,369.55	12.5%
657.600	Guest Pass	3,110.00	2,416.80	1,745.20	2,000.00	2,000.00	190.00	9.5%
661.000	Penal Fines County	140,886.41	124,204.50	116,084.15	116,000.00	116,000.00	-	0.0%
662.000	Coffee shop rent	3,850.00	5,500.00	3,500.00	4,500.00	4,500.00	-	0.0%
662.100	Community room rentals	625.00	1,700.00	1,250.00	1,200.00	1,200.00	375.00	31.3%
679.000	Donations/Misc.	2,107.87	3,792.82	4,992.97	2,500.00	2,500.00	23.25	0.9%
681.080	Donations/Memorials	-	2,425.00	710.86	600.00	600.00	720.00	120.0%
683.100	Trustee Party Revenue	3,421.00	-	-	-	-	-	NA
687.000	Interest/Checking	1,137.39	1,019.64	1,727.36	1,250.00	1,250.00	456.57	36.5%
687.010	Interest/Savings	5,026.14	7,456.62	7,050.32	8,900.00	8,900.00	1,881.34	21.1%
687.060	Interest/Yoder	10.64	10.63	2.68	-	-	-	0.0%
687.070	Interest/Yates Memorial	0.67	0.68	0.67	2.00	2.00	0.17	8.5%
689.000	Dividends-MML	6,646.00	6,050.00	5,819.00	6,000.00	6,000.00	-	0.0%
690.000	Dividends-Endowment	5,210.28	5,815.85	6,335.39	5,900.00	5,900.00	-	0.0%
<b>Total Revenue</b>		<b>3,688,416.11</b>	<b>3,722,198.43</b>	<b>3,835,327.91</b>	<b>3,997,932.00</b>	<b>5,342,692.00</b>	<b>1,583,132.71</b>	<b>29.6%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 01/31/2019  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 01/31/19 ACTUAL	YTD AS A % OF BUDGET
<b>Expenditures</b>								
<b>Dept 100 Administrative</b>								
702.000	Salary Wages	614,285.23	605,793.57	614,160.52	625,521.00	644,106.00	104,287.20	16.2%
702.050	Board Stipend	-	-	-	-	-	-	NA
702.100	Professional/Accounting	5,700.00	5,620.00	5,340.00	7,500.00	7,500.00	-	0.0%
702.150	Bank Fees	3,288.99	3,500.16	5,521.25	7,200.00	7,200.00	1,076.75	15.0%
702.180	Reversed Receivables	-	-	-	-	-	-	NA
702.900	Salary/Subs	8,274.41	18,578.26	11,313.95	18,750.00	18,750.00	1,270.12	6.8%
705.000	Employee Recognition Awards	375.16	764.98	472.18	750.00	750.00	-	0.0%
710.000	Paychex Payroll Service	5,947.70	6,794.20	8,927.33	7,750.00	7,750.00	2,213.31	28.6%
715.000	Employer Payroll Tax	142,801.97	144,002.37	141,452.80	150,754.00	152,176.00	24,089.62	15.8%
715.100	ACA Taxes Paid by employer	238.39	-	-	-	-	-	NA
718.000	MERS Defined Contribution	83,164.64	92,792.75	85,593.47	93,032.00	91,702.00	6,764.40	7.4%
719.000	FSA Admin Fee	-	-	583.25	760.00	760.00	114.55	15.1%
727.000	Office Supplies	30,036.75	31,341.56	28,244.65	32,400.00	32,400.00	2,219.76	6.9%
727.200	Supplies-Facility	20,211.00	21,858.47	15,581.83	23,700.00	23,700.00	1,788.19	7.5%
752.000	MML/Building Insurance	55,342.00	57,613.00	59,627.00	61,714.00	61,714.00	-	0.0%
753.000	MML/Workers Comp	10,557.00	9,609.00	9,016.00	9,190.00	9,190.00	-	0.0%
754.000	Health Insurance	328,847.22	350,013.22	361,244.10	370,268.00	370,268.00	61,866.54	16.7%
756.000	Delta Dental	39,679.47	36,157.97	37,615.76	37,123.00	37,123.00	8,892.75	24.0%
757.000	Employee Assistance Program	931.92	950.40	1,005.84	1,100.00	1,100.00	249.48	22.7%
758.000	Life Insurance	4,187.40	4,263.84	4,212.82	4,175.00	4,175.00	672.60	16.1%
759.000	Vision Service Plan	8,522.08	7,725.94	8,678.68	8,700.00	8,700.00	1,448.00	16.6%
762.000	STD/LTD (Disability Insurance)	9,333.35	9,644.04	10,542.49	12,010.00	12,010.00	2,014.60	16.8%
769.000	Printing & Publishing	7,020.81	12,538.00	19,299.95	5,600.00	8,100.00	256.25	3.2%
769.050	Classified Advertising	10.14	122.00	606.23	700.00	800.00	-	0.0%
774.050	Ebooks/Eaudio	19,997.30	17,243.99	22,298.48	22,000.00	30,000.00	1,404.20	4.7%
774.100	Data Bases	38,433.35	56,523.56	79,790.77	80,000.00	94,062.00	13,247.87	14.1%
774.800	System Wide DVDs	7,214.64	7,414.44	6,395.74	8,000.00	6,000.00	1,842.46	30.7%
774.900	All Materials Processing	26,923.11	25,723.67	30,750.18	28,000.00	30,000.00	4,663.20	15.5%
774.950	Play Kits	-	-	-	2,000.00	2,500.00	-	0.0%
801.000	Major Events	7,430.83	6,378.78	20,906.09	12,650.00	12,650.00	100.00	0.8%
801.500	Learning Never Gets Old	1,425.81	2,131.58	2,000.00	2,000.00	2,000.00	144.28	7.2%
802.000	Mileage/Travel Reimbursement	1,587.94	3,901.13	2,016.95	3,000.00	3,000.00	25.73	0.9%
804.000	Workshops/Training	1,190.48	2,956.87	2,361.10	3,500.00	3,500.00	270.00	7.7%
805.000	Memberships & Dues	4,902.14	4,987.57	5,454.57	5,500.00	5,500.00	474.00	8.6%
806.000	Talk Grant Expenses	-	-	-	45,000.00	45,000.00	-	0.0%
810.000	Capital Outlay - Buildings	525.00	4,880.40	-	2,000.00	2,000.00	-	0.0%
810.100	Capital Outlay - Improvements	-	13,800.82	3,062.00	10,000.00	12,400.00	-	0.0%
812.000	Capital Outlay - Furnishings	7,126.88	3,989.00	2,562.00	7,000.00	3,000.00	-	0.0%
850.000	Automation - Technology	192,107.64	121,656.78	181,162.39	172,000.00	186,500.00	59,369.15	31.8%
850.100	Telecommunications	118.44	14,070.38	12,787.73	11,812.00	11,812.00	(12,730.45)	-107.8%
850.200	SirsiDynix	-	48,211.57	55,643.74	51,233.00	51,233.00	-	0.0%
850.500	Software Subscription	-	-	-	11,541.00	11,541.00	-	0.0%
890.000	The Library Network	2,796.00	2,796.00	2,796.00	3,000.00	3,000.00	-	0.0%
928.000	Postage	10,265.12	8,236.90	13,873.50	13,366.00	13,366.00	2,863.77	21.4%
965.000	Auditing Service	11,800.00	7,125.00	7,275.00	7,425.00	7,425.00	-	0.0%
975.000	Legal	5,875.00	1,652.00	9,804.00	4,000.00	4,000.00	920.00	23.0%
975.500	Legal - Negotiations	-	-	-	13,500.00	13,500.00	-	0.0%
980.000	Professional/Contractual	42,815.65	57,564.51	91,120.86	40,197.00	42,597.00	1,842.90	4.3%
980.500	Rebranding Costs	-	22,654.36	2,414.76	2,500.00	2,500.00	508.65	20.3%
981.500	Lost Book Expense	13,195.05	12,889.61	10,552.58	10,200.00	10,200.00	880.62	8.6%
982.000	MTT Charge Back City	1,418.33	2,209.84	386.57	4,000.00	4,000.00	-	0.0%
983.000	MTT Charge Back TWP	4,991.06	3,875.48	1,194.04	10,000.00	10,000.00	-	0.0%
983.100	MTT Charge Back-Superior Twp	143.10	10,086.65	955.29	10,000.00	10,000.00	-	0.0%
984.050	Contributions/Endowment	-	-	-	-	-	-	NA
<b>Total</b>		<b>1,781,038.50</b>	<b>1,882,644.62</b>	<b>1,996,604.44</b>	<b>2,074,121.00</b>	<b>2,133,260.00</b>	<b>295,050.50</b>	<b>13.8%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 01/31/2019  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 01/31/19 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 200 Michigan Ave.</b>								
702.000	Salaries	386,898.99	382,075.99	393,684.12	389,925.00	389,925.00	66,762.41	17.1%
702.800	Salaries-Pages	6,881.93	6,715.66	7,422.95	9,523.00	9,523.00	1,324.05	13.9%
771.000	Adult Books & Processing	31,469.39	32,180.45	31,369.07	32,000.00	32,200.00	5,424.90	16.8%
772.000	Youth Books & Processing	19,258.16	17,990.02	18,216.42	18,500.00	19,050.00	1,288.61	6.8%
776.000	Periodicals - Adult	4,385.25	4,132.72	3,949.40	4,130.00	4,000.00	-	0.0%
776.050	Periodicals - Youth	248.31	172.35	236.18	250.00	200.00	-	0.0%
778.000	Adult Audio/Visual	12,221.78	12,880.35	13,143.30	14,000.00	13,300.00	827.79	6.2%
779.000	Youth Audio/Visual	4,517.07	5,989.36	5,328.89	5,400.00	5,050.00	258.38	5.1%
802.200	Parking	-	-	-	3,600.00	3,600.00	3,600.00	100.0%
810.000	Capital Outlay - Buildings			2,372.59	5,000.00	18,500.00	595.27	3.2%
812.000	Capital Outlay - Furnishings	4,431.30	2,760.00	-	2,000.00	7,000.00	-	0.0%
840.000	Repair & Maintenance - Building	24,277.93	6,627.81	28,500.67	20,000.00	20,000.00	1,509.03	7.5%
840.025	Campbell Maint Contract		17,761.00	17,761.00	17,761.00	17,761.00	4,440.25	25.0%
840.050	Snow Removal/ Lawn Care	10,140.95	9,216.95	6,125.02	10,880.00	10,880.00	1,800.00	16.5%
900.000	Programs-Adult	938.82	1,103.44	692.75	1,300.00	1,300.00	352.80	27.1%
901.000	Programs-Youth	1,495.30	1,037.96	1,299.50	1,300.00	1,300.00	61.98	4.8%
940.000	Phone	2,882.35	4,411.42	4,500.48	4,631.00	4,631.00	750.70	16.2%
943.000	DTE - Fuel	4,295.74	5,058.92	4,316.52	4,827.00	4,827.00	550.17	11.4%
947.000	DTE - Electric	14,888.34	16,154.99	16,431.62	17,189.00	17,189.00	1,176.62	6.8%
949.000	Ypsilanti Comm Utilities Auth	7,701.07	5,038.27	5,624.83	5,296.00	5,296.00	301.69	5.7%
<b>Total</b>		<b>536,932.68</b>	<b>531,307.66</b>	<b>560,975.31</b>	<b>567,512.00</b>	<b>585,532.00</b>	<b>91,024.65</b>	<b>15.5%</b>
<b>Dept 300 Outreach/bookmobile</b>								
702.000	Salaries	68,040.77	70,396.02	66,998.49	67,913.00	67,913.00	11,326.20	16.7%
775.000	Library Materials	4,840.68	5,369.87	4,930.18	5,000.00	5,000.00	297.01	5.9%
840.000	Repair & Maintenance	1,011.86	25,924.52	8,486.68	8,693.00	8,693.00	-	0.0%
901.000	Programs - Youth	-	-	-	-	-		NA
943.000	Fuel	4,083.29	3,821.92	5,378.78	5,546.00	5,546.00	329.65	5.9%
<b>Total</b>		<b>77,976.60</b>	<b>105,512.33</b>	<b>85,794.13</b>	<b>87,152.00</b>	<b>87,152.00</b>	<b>11,952.86</b>	<b>13.7%</b>
<b>Dept 400 Outreach/Superior Township</b>								
702.000	Salaries	139,263.56	139,330.94	136,948.76	139,439.00	139,439.00	23,871.56	17.1%
775.000	Library Materials	7,535.09	7,056.64	7,058.69	7,700.00	7,500.00	528.34	7.0%
810.000	Cap Outlay Building				-	-	-	
810.100	Cap Outlay Improvements				-	-	-	
840.000	Repair & Maintenance	1,394.14	984.38	2,219.71	1,000.00	1,000.00	246.81	24.7%
840.050	Snow Removal & Lawn Care	980.16	980.16	980.16	1,200.00	1,200.00	81.68	6.8%
900.000	Programs - adult	517.92	461.29	588.86	600.00	600.00	65.66	10.9%
901.000	Programs - Youth	371.41	758.53	555.53	600.00	600.00	124.29	20.7%
940.000	Phone	552.15	1,102.86	1,125.12	1,158.00	1,158.00	187.68	16.2%
943.000	DTE - Fuel	655.31	694.55	755.74	933.00	933.00	87.43	9.4%
947.000	DTE - Electric	977.56	900.77	993.27	1,047.00	1,047.00	87.88	8.4%
949.000	Ypsilanti Comm Utilities Auth	66.13	84.21	85.32	264.00	264.00	-	0.0%
<b>Total</b>		<b>152,313.43</b>	<b>152,354.33</b>	<b>151,311.16</b>	<b>153,941.00</b>	<b>153,741.00</b>	<b>25,281.33</b>	<b>16.4%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 01/31/2019  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 01/31/19 ACTUAL	YTD AS A % OF BUDGET
<b>DEPT 500 WHITTAKER RD</b>								
702.000	Salaries	691,546.62	696,324.55	684,699.05	678,345.00	678,345.00	116,338.96	17.2%
702.800	Salaries-Pages	32,316.80	34,074.19	37,919.77	41,228.00	41,228.00	5,637.21	13.7%
771.000	Adult Books	69,598.87	62,753.52	64,202.77	62,000.00	66,500.00	4,242.74	6.4%
772.000	Youth Books	32,963.64	32,889.61	32,149.70	32,000.00	41,400.00	2,985.32	7.2%
776.000	Periodicals - Adult	3,798.56	5,399.33	5,910.44	6,250.00	6,000.00	-	0.0%
776.050	Periodicals - Youth	699.92	847.92	851.91	900.00	900.00	-	0.0%
778.000	Adult Audio/Visual	26,755.61	26,118.99	23,585.32	25,000.00	23,500.00	1,801.18	7.7%
779.000	Youth Audio/Visual	11,622.47	9,328.01	7,978.62	8,600.00	8,500.00	467.70	5.5%
810.000	Cap Outlay Building				6,000.00	20,000.00	-	0.0%
810.100	Cap Outlay Improvements				-	-	-	0.0%
840.000	Repair & Maintenance - Building	51,891.72	19,383.67	25,445.14	20,400.00	20,400.00	2,071.94	10.2%
840.025	Campbell Maint Contract		42,979.00	42,979.00	42,979.00	42,979.00	10,744.75	25.0%
840.050	Snow Removal/Lawn Care	19,843.78	21,447.65	14,596.33	21,560.00	21,560.00	4,000.00	18.6%
900.000	Programs - Adult	3,183.25	2,807.60	3,324.79	4,200.00	4,200.00	-	0.0%
901.000	Programs - Youth	5,284.31	4,705.39	5,122.05	5,200.00	5,200.00	1,320.42	25.4%
903.000	Equipment Maintenance	1,119.16	-	82.98	1,500.00	3,000.00	746.00	24.9%
940.000	Phone	5,290.78	8,490.03	8,949.89	9,193.00	9,193.00	1,501.41	16.3%
943.000	DTE - Fuel	25,436.79	26,167.88	31,856.11	36,230.00	36,230.00	3,527.02	9.7%
947.000	DTE - Electric	99,973.15	100,296.77	101,664.27	106,299.00	106,299.00	6,774.33	6.4%
949.000	Ypsilanti Comm Utilities Auth	3,486.22	5,224.80	5,616.86	5,654.00	5,654.00	296.78	5.2%
980.000	Professional/Contractual	-	-	-	-	-		NA
<b>Total</b>		<b>1,084,811.65</b>	<b>1,099,238.91</b>	<b>1,096,935.00</b>	<b>1,113,538.00</b>	<b>1,141,088.00</b>	<b>162,455.76</b>	<b>14.2%</b>
<b>Dept 600 Donations</b>								
<b>Revenue:</b>								
	<b>Total Donated revenue</b>	<b>59,469.64</b>	<b>56,523.34</b>	<b>71,011.19</b>			<b>12,674.07</b>	<b>NA</b>
<b>Expenditures:</b>								
	<b>Total Expenditures</b>	<b>44,620.51</b>	<b>53,483.34</b>	<b>43,328.46</b>			<b>6,758.51</b>	<b>NA</b>
<b>Dept 700 Grants</b>								
<b>Revenue</b>								
	<b>Total Revenue</b>	<b>33,614.21</b>	<b>32,089.00</b>	<b>16,914.00</b>			<b>8,560.00</b>	<b>NA</b>
<b>Expenditures</b>								
	<b>Total Expenditures</b>	<b>25,594.64</b>	<b>27,778.17</b>	<b>12,190.17</b>			<b>2,202.65</b>	<b>NA</b>
<b>Total</b>	<b>Net -- restricted for future</b>	<b>8,019.57</b>	<b>4,310.83</b>	<b>4,723.83</b>			<b>6,357.35</b>	<b>NA</b>
<b>IMPROVEMENTS/Asset Sales</b>								
<b>Total Other Revenue</b>		<b>369.00</b>	<b>979.06</b>	<b>-</b>			<b>-</b>	<b>NA</b>
<b>Total Revenue</b>		<b>3,781,499.96</b>	<b>3,811,789.83</b>	<b>3,923,253.10</b>	<b>3,997,932.00</b>	<b>5,342,692.00</b>	<b>1,604,366.78</b>	
<b>Total Expenditures</b>		<b>3,702,919.01</b>	<b>3,852,319.36</b>	<b>3,947,138.67</b>	<b>3,996,264.00</b>	<b>4,100,773.00</b>	<b>594,726.26</b>	<b>14.5%</b>
	Net Revenue Over Expenditures	78,580.95	(40,529.53)	(23,885.57)	1,668.00	1,241,919.00	1,009,640.52	
	Fund Balance Beginning of Year	2,267,451.00	2,346,031.95	2,306,481.48	2,282,595.91	2,282,595.91	2,282,595.91	
	Board Designation				-	-	(1,150,000.00)	
<b>Ending Fund Balance</b>		<b>2,346,031.95</b>	<b>2,306,481.48</b>	<b>2,282,595.91</b>	<b>2,284,263.91</b>	<b>3,524,514.91</b>	<b>2,142,236.43</b>	

**Ypsilanti District Library  
Balance Sheet  
January 31, 2019  
Debt Service Fund**

	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 ACTUAL</b>	<b>FY 2017-18 ACTUAL</b>	<b>FYTD 01/31/19</b>
<b>Assets:</b>						
Cash	856,860	1,225,052	1,232,141	994,885	964,266	964,303
Receivables	602,228	265,327	228,588	475,134	85,375	98,508
<b>Total Assets</b>	<b>1,459,088</b>	<b>1,490,379</b>	<b>1,460,729</b>	<b>1,470,019</b>	<b>1,049,641</b>	<b>1,062,811</b>
<b>Liabilities</b>	<b>58,557</b>	<b>58,413</b>	<b>26,102</b>	<b>34,501</b>	<b>655</b>	<b>655</b>
Fund Balance						
Designated: MTT Settlement	14,000	15,000	15,000	9,500	10,000	-
Unreserved	1,386,531	1,416,966	1,419,627	1,426,018	1,038,986	1,062,156
<b>Total Liabilities &amp; Fund Balance</b>	<b>1,459,088</b>	<b>1,490,379</b>	<b>1,460,729</b>	<b>1,470,019</b>	<b>1,049,641</b>	<b>1,062,811</b>



Ypsilanti District Library  
Debt Service Fund  
Period Ending 01/31/2019 (16.7% of Year)

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	BUDGET 18--19**	YTD 01/31/19 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
<b>Revenue</b>								
425.000	City of Ypsilanti Tax Levy	269,995	269,051	179,148	12,100	1,143	10,957	9.4%
440.000	Ypsilanti Township Tax Levy	1,011,752	1,015,107	714,939	30,000	11,990	18,010	40.0%
699.000	transfer In				190,000			
688.000	Interest	489	794	1,174	300	287	13	95.7%
425.075	PPT Reimbursement	6,480	-	-	1,500			
<b>Total</b>		<b>1,288,716</b>	<b>1,284,952</b>	<b>895,261</b>	<b>233,900</b>	<b>13,420</b>	<b>28,980</b>	<b>5.7%</b>
<b>Expenditures</b>								
702.150	Bank Fees	300	50	1,243	1,500	-	1,500	0.0%
980.000	Professional/Contractual	1,000	300	1,250	1,250	250	1,000	20.0%
991.000	Debt Retirement Principal	1,115,000	1,160,000	1,205,000	1,255,000	-	1,255,000	0.0%
982.000	MTT Chargeback-City of Ypsilanti	470	594	-	-	-	-	0.0%
983.000	MTT Chargeback-Ypsilanti Towns	2,184	1,514	-	-	-	-	0.0%
995.000	Debt Retirement Interest	167,100	121,600	74,300	25,100	-	25,100	0.0%
<b>TOTAL</b>		<b>1,286,054</b>	<b>1,284,058</b>	<b>1,281,793</b>	<b>1,282,850</b>	<b>250</b>	<b>1,282,600</b>	
Total Revenue Over Expenditures		2,662	894	(386,532)	(1,048,950)	13,170	(1,062,120)	
Beginning Fund Balance		<b>1,431,966</b>	<b>1,434,628</b>	<b>1,435,522</b>	<b>1,048,990</b>	<b>1,048,990</b>		
<b>Ending Fund Balance</b>		<b>1,434,628</b>	<b>1,435,522</b>	<b>1,048,990</b>	<b>40</b>	<b>1,062,160</b>		

**Ypsilanti District Library  
Balance Sheet  
January 31, 2019  
Capital Asset Replacement Fund**

**Assets:**

Cash

Total Assets

**Liabilities**

Fund Balance

**Total Liabilities & Fund Balance**

	FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FYTD 01/31/19
Cash	900,000	611,746	594,787	417,120	399,522	1,549,522
Total Assets	900,000	611,746	594,787	417,120	399,522	1,549,522
	-	-	-	-	-	-
Fund Balance	900,000	611,746	594,787	417,120	399,522	1,549,522
Total Liabilities & Fund Balance	900,000	611,746	594,787	417,120	399,522	1,549,522

# Communications

# **Committee Reports**

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 2/21/19

**Re:** Superior Planning Committee report

- On 1/23/19 the Superior Township Planning Commission held a public hearing to consider rezoning the property. They sent it to the Township Board for approval; it will take two readings to make it official.
- An RFP for a Geotechnical Investigation and Report for the Superior project was posted on the library's website and directly shared with potential bidders. The resulting contract award is up for consideration on this Board agenda.
- The topographic and boundary survey is complete. Superior Township has reimbursed YDL for its portion.
- The wetland delineation is complete. No wetlands were found.
- The Superior Work Group reviewed all of the public input on the proposed design and made some recommendations to the architect. It is likely we will add two computers and an additional restroom in the youth area, and reduce the overall amount of window glass. There is a possibility we might change the shape of the roof to better accommodate solar panels – this last one is still a big budget question.
- I have shared public feedback regarding the desire for bus service with The Ride.
- On 2/14, Daniels and Zermack held a kick-off meeting with O'Neal Construction and the various engineers and consultants they plan to utilize for the project. O'Neal is working on their initial budget estimate and the team is getting to work on the schematic design phase.
- Julianne and I met with Supervisor Ken Schwartz on 2/15 to discuss the transfer of the land. He will recommend that the Township gift the land to the Library. We need a legal description of the portion that will be used for the library so we can obtain a deed. I am waiting for the project team to determine the final boundaries before moving on this.

# Director's Report and attachments

## **Library Director's Report**

### **February 27, 2019**

#### **Winter woes**

As you are all aware, Mother Nature has not been kind this winter. Weather and its effects resulted in an unusual number of closures this month:

- Monday, 1/28, YDL closed at 4:00 for heavy snow
- Wednesday, 1/30, and Thursday, 1/31, YDL closed for sub-zero temperatures brought by the Polar Vortex
- 1:30 on Friday, 2/1, through Sunday, 2/3, Whittaker closed following burst pipes
- YDL opened at 11:00 on Wednesday, 2/6, and at noon on Tuesday, 2/12, due to icy conditions

In addition, school closures caused cancellations of scheduled Task Force meetings and field trips. Weather conditions have definitely impacted library visit and program statistics – it will be interesting to see if eContent statistics are up.

The staff acted fast in the Whittaker Road water pipe crisis, and amazingly, we did not lose a single book! It could have been much worse. I am very thankful we were open at the time. I am also very glad we had Michigan Avenue's roof drains and gutters improved last year.

Beezy's Café reopened on 2/6, and the Power of Children exhibit reopened the following day. Fortunately, most of the damage was outside public areas. There are a number of areas where drywall has been removed from ceilings or walls. We are getting quotes for these repairs; hopefully we'll be "pretty" again in a month or so. One element of the exhibit was damaged, and the Youth department lost some supplies. Amazingly, a security camera and equipment on a TV cart that got drenched seem no worse for wear.

Thanks to everyone who helped, including the Sunday staff who opened Michigan Avenue instead of Whittaker on 2/3. This was great service that our patrons really appreciated. Thank you to the Michigan Avenue staff who picked up the slack on 2/2, along with Paula Drummond, who joined them. I understand it was very busy! Much appreciation to Jim Reed, who had taken the afternoon off but raced back to help mitigate the crisis. Thank you to Building Monitor Derek Humphrey for doing a fire watch at Whittaker the night of 2/1. When I called and asked if he could work at midnight, he immediately agreed to be there.

#### **Personnel:**

- Part-time Customer Services Clerk II at Michigan Avenue Jennitra Campbell is resigning her position effective 3/2. Although Jennitra has another job, she plans to stay on as a substitute Clerk for YDL. We posted the vacancy on 2/22.
- A full-time Building Monitor/Custodian position was posted on 2/8. We have received a number of applications and will begin a thorough review next week.

#### **Side Notes:**

- I attended EMU's Martin Luther King Jr. Day luncheon celebration on 1/21.
- The Ypsilanti Police Department has appointed a new Downtown Officer again. We held a meet and greet with Officer Taite and the Police Chief on 1/22, and are hopeful he will stay.
- Staff have implemented a number of exciting changes for TALK – see the one-year report later in this packet for details.
- We released an RFP for a Space Utilization Study for Whittaker and Michigan Avenue on 1/25. I conducted 5 facility tours to interested parties in the past few weeks, and expect to receive at least 7 proposals by the end of the day.
- We made the final debt service payment! Hooray!



**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/22/19  
**Re:** Changes to dashboards

The Administrative staff have been working on some changes to the Performance and Development Dashboards that appear in the monthly Board packet. Using feedback from the new Trustee orientation sessions and elsewhere, our goal is to make them more useful to you. Please review the drafts attached and let me know if there are other things you would like changed or would like to see. A few new statistics on the Performance dashboard will not be available until after the meeting, so February will be the first “official” report of this type.

See what you think!

# **YDL Dashboards**

# YDL Performance Dashboard - January 2019

% Change from last

	January-18		January-19		January		2018		2019 to date	
<b>Circulation</b>										
Whittaker Rd.		39,471		33,646		-15%		430,619		33,646
Michigan Ave.		11,780		9,676		-18%		127,247		9,676
Superior		1,534		1,588		4%		18,306		1,588
Bookmobile		1,527		1,322		-13%		19,796		1,322
eProducts		5,758		7,348		28%		72,382		7,348
<b>TOTAL</b>		<b>60,070</b>		<b>53,580</b>		<b>-11%</b>		<b>668,350</b>		<b>53,580</b>
<b>Self Check-Items</b>										
Whittaker Rd.		6,030		5,879		-3%		68,376		5,879
Michigan Ave.		1,633		1,278		-22%		12,379		1,278
Superior		N/A		1		0%		N/A		1
<b>TOTAL</b>		<b>7,663</b>		<b>7,158</b>		<b>-7%</b>		<b>80,755</b>		<b>7,158</b>
<b>MeLCat Interlibrary Loans</b>										
Loaned		1,101		1,121		2%		14,243		1,121
Borrowed		1,438		1,218		-15%		14,383		1,218
<b>Borrowers</b>										
Whittaker New Cards		271		196		-28%		2,614		196
Michigan New Cards		104		83		-20%		1,194		83
Superior New Cards		27		10		-63%		191		10
Bookmobile New Cards		4		3		-25%		118		3
<b>TOTAL New Cards</b>		<b>406</b>		<b>292</b>		<b>-28%</b>		<b>4,117</b>		<b>292</b>
<b>Total Borrowers</b>				<b>0</b>				<b>0</b>		<b>0</b>
<b>% of District Residents</b>										
<b>Reference</b>										
Whittaker Rd.		6,853		4,901		-28%		65,425		4,901
Michigan Ave.		4,446		3,701		-17%		50,873		3,701
Superior		604		646		7%		8,316		646
Bookmobile		152		130		-14%		2,418		130
<b>TOTAL</b>		<b>12,055</b>		<b>9,378</b>		<b>-22%</b>		<b>127,032</b>		<b>9,378</b>
<b>Program Attendance</b>	<i>Programs</i>	<i>Attendees</i>	<i>Programs</i>	<i>Attendees</i>	<i>Programs</i>	<i>Attendees</i>	<i>Programs</i>	<i>Attendees</i>	<i>Programs</i>	<i>Attendees</i>
Whittaker Rd. - Adult	27	381	31	108	15%	-72%	448	3,035	31	108
Whittaker Rd. - Youth	47	1,127	43	1,043	-9%	-7%	617	17,740	43	1,043
Michigan Ave. - Adult	23	159	24	291	4%	83%	271	2,528	24	291
Michigan Ave. - Youth	30	456	24	251	-20%	-45%	435	6,698	24	251
Superior	2	10	10	95	400%	850%	86	738	10	95
Bookmobile	35	596	31	487	-11%	-18%	487	9,798	31	487
Offsite	16	115	2	75	-88%	-35%	255	3,859	2	75
General	0	0	0	0	0%	0%	4	1,566	0	0
<b>TOTAL</b>	<b>180</b>	<b>2,844</b>	<b>165</b>	<b>2,350</b>	<b>-17%</b>	<b>17%</b>	<b>2,603</b>	<b>45,962</b>	<b>165</b>	<b>2,350</b>
<b>Computer Usage</b>	<i>Hours</i>	<i>Sessions</i>	<i>Hours</i>	<i>Sessions</i>	<i>Hours</i>	<i>Sessions</i>	<i>Hours</i>	<i>Sessions</i>	<i>Hours</i>	<i>Sessions</i>
Whittaker Rd.	N/A	N/A	2,528	2,891	N/A	N/A	63,392	63,530	2,528	2,891
Michigan Ave.	N/A	N/A	3,221	3,104	N/A	N/A	63,927	65,159	3,221	3,104
Superior	N/A	N/A	288	268	N/A	N/A	6,691	6,777	288	268
Wireless		2,543		2,654				29,291	0	2,654
<b>TOTAL</b>	<b>0</b>	<b>2,543</b>	<b>6,037</b>	<b>8,917</b>	<b>0%</b>	<b>0%</b>	<b>134,010</b>	<b>164,757</b>	<b>6,037</b>	<b>8,917</b>
<b>Door Count</b>										
Whittaker Rd.		21,140		17,522		-17%		220,696		17,522
Michigan Ave.		8,800		8,114		-8%		116,849		8,114
Superior		1,225		1,289		5%		20,562		1,289
Bookmobile		756		762		1%		13,931		762
<b>TOTAL</b>		<b>31,921</b>		<b>27,687</b>		<b>-13%</b>		<b>372,038</b>		<b>27,687</b>
<b>Collection</b>										
Physical Items Added		1,400		1,572		12%		14,368		1,572
Ebooks/Eaudio added		725		681		-6%		6,547		681
Items Cataloged		540		675		25%		6,404		675
<b>TOTAL Collection</b>										
<b>Online Library Access</b>										
Website visits		185,205		184,378		0%		2,128,948		184,378
App Users		N/A		225		N/A		N/A		225

**YPSILANTI DISTRICT LIBRARY**  
**FUND DEVELOPMENT DASHBOARD**  
**January 2019**

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD	2019 Goal
<b>Friends of YDL Annual Support</b>	\$46,316	\$43,360	\$36,050	\$36,000		\$31,000
<b>Small Gifts/Memorials</b>	\$1,923	\$953	\$1,264	\$443		\$2,500
In Memory of Marcia Peters			\$525	\$100		
In Memory of Xavier Small		\$5,951				
In Memory of Robert Warren			\$2,170	\$150		
In Memory of Ingrid Koch				\$1,011		
In Memory of Beatrice L. and Harman F. Sperry				\$1,000		
Genealogical Society of Washtenaw County				\$300		
Sub-total	\$1,923	\$6,904	\$3,959	\$3,004	\$0	
<b>Additional Fundraising Activities</b>						\$4,500
Dining YDL \$\$ (Haab's)	\$273	\$294	\$276	\$306		
Dining YDL \$\$ (Aubrees)		\$307				
Dining YDL \$\$ (Corner Brewery)		\$51				
Annual Report Mailing			\$1,180			
Trustee Party, Trustee John Barr	\$7,165	\$3,421	\$4,554	\$3,760		
Trustee Party, Trustee Kimberly Grover	\$1,466		\$935			
	\$8,904	\$4,073	\$6,945	\$4,066	\$0	
<b>Annual Giving Campaign</b>	\$4,054	\$3,582	\$7,280	\$200		\$7,000
John & Marlene Barr	\$1,000	\$1,000	\$1,000			
	\$5,054	\$4,582	\$8,280	\$200	\$0	
<b>Gala 150 year anniversary</b>				\$24,123		\$0
<b>Individual Donations</b>						\$2,000
Sylvus Tarn (Designated MI Ave)	\$900		\$1,000	\$1,000		
Hassan Mirshaw	\$750					
Kay Williams (Designated YDL-Superior)	\$450	\$500		\$439		
Donald Schoolmaster, <i>In memory of Jannette M. Gable</i>			\$2,000			
Gerry & Bert Kruse [designated adult fiction]	\$750	\$500		\$300		
Mary Krieger (Designated-Bookmobile)				\$1,000		
	\$2,850	\$1,000	\$3,000	\$1,739	\$0	
<b>Sponsorships</b>						\$3,000
EMU (Sponsorship of TEDx Talk, 4/13/17)		\$2,500	\$3,000			
Beal Investment-TedX Sponsor			\$900			
The Mosaic Foundation (Annual Report mailing)	\$1,000	\$1,000	\$1,000			
Bank of Ann Arbor	\$1,500					
	\$2,500	\$3,500	\$4,900	\$0	\$0	
<b>YDL Endowment Fund</b>						\$2,500
Dietmar Wagner	\$1,500	\$2,500	\$2,500	\$5,000		
YDL (Yoder Fund Transfer)				\$3,252		
Lucy Liggett				\$1,000		
Virginia Young		\$5,000				
Various Gifts to the Endowment	\$2,285	\$2,900	\$5	\$25		
	\$3,785	\$10,400	\$2,505	\$9,277	\$0	
<b>Total Donations</b>	\$71,333	\$73,819	\$65,640	\$54,286	\$0	\$52,500

**YPSILANTI DISTRICT LIBRARY**  
**FUND DEVELOPMENT DASHBOARD**  
**January 2019**

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD	2019 Goal
<b>Grants</b>						\$80,000
ALA-National Science Foundation, <i>Discover Tech, Engineers</i>	\$1,000					
ALA-PBS Great American Reads series				\$2,000		
ALSC Dia Turns 20 Mini Grant		\$2,000				
ALSC STEAM Strengthening Communities Grant					\$5,000	
Ann Arbor Farm & Garden		\$985				
Downtown Association of Ypsilanti [Direct]		\$1,700				
Ezra Jack Keats Minigrant, EJK Foundation		\$500				
Kiwanis-Early Childhood Priority 1 Committee	\$1,612	\$1,600	\$1,600	\$1,080		
MCACA-New Leaders Grant [Noise Permit]	\$2,850	\$3,200	\$2,970	\$2,800		
MCACA-Ypsi Song Fest	\$5,625	\$8,156				
MCLS-Harwood		\$690				
MHC-Prime Time Family Reading	\$8,075	\$3,000		\$3,000		
MHC-Ypsilanti African American Oral History Archive		\$24,350				
NEH- <i>Latino Americans: 500 Years of History</i>	\$3,000					
NEH-Wild Land Exhibit Programming Grant		\$1,000				
Teen Science Café Grant				\$3,000		
United Way Opportunity Grant					\$5,000	
YACF Early Literacy Outreach		\$2,565				
YACF Early Creative Youth Studio		\$3,000				
YALSA/DollarSummer Teen Intern Grant	\$1,000		\$1,000			
National Center for Family Learning			\$3,000			
LSTA - Talk, Early Literacy Texting			\$71,650	\$61,250		
MHC-Arts & Humanities Touring Grant			\$324			
YDL Endowment Fund Proceeds	\$4,198	\$5,210	\$5,816	\$6,025		
<b>Total Grants</b>	<b>\$27,360</b>	<b>\$57,956</b>	<b>\$86,360</b>	<b>\$79,155</b>	<b>\$10,000</b>	
<b>Vehicle Donation</b>						
Bank of Ann Arbor			\$2,000	\$2,000		
Gene Butman Ford			\$3,316			
sub-total			\$5,316	\$2,000		
<b>GRAND TOTALS</b>	<b>\$98,692</b>	<b>\$131,775</b>	<b>\$157,316</b>	<b>\$135,441</b>	<b>\$10,000</b>	<b>\$132,500</b>

**Designated Fundraising to Date**

YDL - Superior Improvement - \$7604

\* Whittaker Rd Teen Area Improvement -\$5,550

\*\$1050 remaining, expenditures =4500

\*\* LSTA - Talk, Early Literacy Texting 2019 grant amount is \$42,100

# Department Reports

**Acquisitions Department/Assistant Director**  
**Board Report: February 2019**

*The Power of Children* exhibit is up, although this was the most difficult installation I have done yet. If you see Jim, Lois, Karen, or John, please thank them for sacrificing life and limb. Unfortunately, due to weather, the exhibit has experienced its own set of woes, including water damage during the YDL flood of 2019 and decreased visitors due to field trip cancelations. Program attendance has been poor, as one might expect given the sub-zero temperatures.

That said, I am looking forward to hosting a program with author and Holocaust survivor Irene Butter on Wednesday (the night of the board meeting). Dr. Butter's publicist has been a pleasure to work with. Irene's biography (*Shores Beyond Shores*) has been flying off the shelf here, so I am hopeful that the weather will not ruin our plans again.

I have been doing a lot of back-end Acquisitions work in anticipation of the Superior branch expansion. In addition to new account creations and processing profiles, I am anticipating a late-year change from our serials vendor for all locations. We have been with the same vendor for several years now. While pricing is adequate, service has declined, much like the periodicals industry itself.

Our Horizon ILS and various related modules are scheduled for an upgrade this month (February 28). While briefly inconvenient, these upgrades are great for general bug fixes and enhancements that have been requested by customers. Following the upgrade, I will begin working with Sirsi to implement SMS messaging services for our patrons. You will soon be able to sign up at the check out desk to receive all library communications (pre-overdues, holds, etc.) via text.

Other projects this month include:

- ❖ Business engagement committee work.
- ❖ Superior building committee work.
- ❖ Union negotiation meetings.
- ❖ Volunteer potluck preparation.
- ❖ Delivery of staff donations to SOS.
- ❖ Summer Challenge committee work.
- ❖ Professional staff certification upgrades.

- |  |
|--|
| <ul style="list-style-type: none"><li>• The collection budget is 45% encumbered;</li><li>• 675 items were cataloged;</li><li>• 2,253 items were added to the collection, including 681 e-items;</li><li>• The YDL app had 225 users;</li><li>• YDL borrowed 1,218 items from other libraries via Melcat;</li><li>• YDL loaned 1,121 items to other libraries via Melcat.</li></ul> |
|--|

**Submitted by Julianne Smith, February 22, 2019**

## Communications & Development

Monthly report: February 2019

### Media

- The Ypsi Family Read, featuring Lucky Broken Girl, was featured in an **article in Concentrate Media** and also an **interview on WEMU**. The article features great quotes and photos of library patrons who participated in the program! Media clips attached.

### Promotions

- We're doing a **promotional push for the YDL app**. We're ordering bookmarks (pictured) and will be promoting it with flyers, digital displays, email blast, and social media.
- **TALK: Text and Learn for Kindergarten** is holding a focus group next week and has collected ample user feedback that we're using to make significant changes to the program. We're planning a "relaunch" of that service with a promotional push during "March is Reading Month." Please see the attached TALK progress report.

### Fundraising

- Research and relationship building continues on the Superior Library. **We are compiling a database of corporate and foundation grant opportunities** and speaking to other nonprofits and libraries about their campaign strategies around new buildings.
- **Kelly at YDL-Michigan was awarded a \$1,000 grant** to support summer teen internships.
- **Molly at YDL-Whittaker applied for a \$1,000 grant** for the YDL-Whittaker garden.

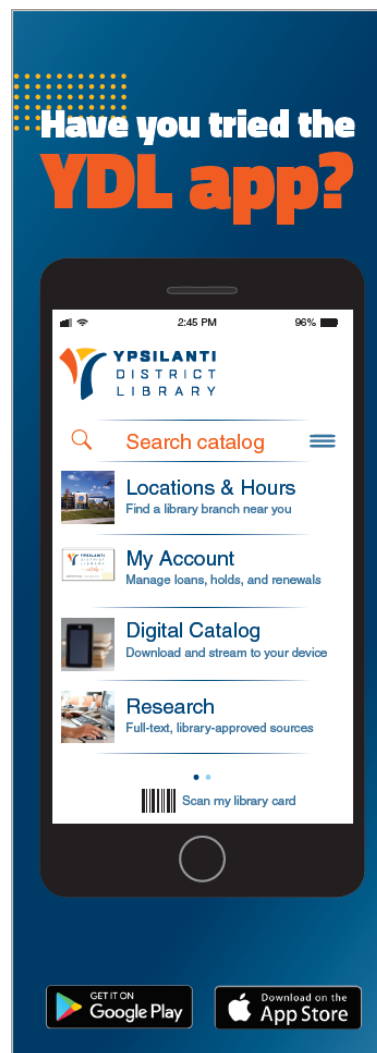
### Web and Social Media

- **Our polar vortex closing** wasn't fun for anyone, but it did drive a lot of social media engagement, with an average of 3,000 people seeing each closing-related Facebook post. Patrons looked for library closing information and shared it widely, and many expressed appreciation for the special opening of YDL-Michigan on Sunday, Feb. 3.

### Community Relations

- Several more partners have been brought in to The Loop expansion conversations, including **Ypsilanti Township, the Ypsilanti Farmer's Market (Growing Hope), Washtenaw County Administration, Washtenaw County Health Department, and WCC**. We are planning to launch the first 'Community Edition' of The Loop in June with the theme "Get Outside" that highlights summer outdoor learning and recreation opportunities from several partners in the Ypsilanti area.

*Submitted by Gillian Ream Gainsley on February 22, 2019*







Sena Waldsmith reading one of the follow up books in the Ypsi Family Read program

# Ypsilanti

SARAH RIGG | WEDNESDAY, FEBRUARY 13, 2019

Ypsi Family Read aims to involve entire community in family book discussions





*Matt Waldsmith and Elizabeth Gratch with son Sena Waldsmith*

The Ypsilanti District Library's (YDL) new Ypsi Family Read program has generated discussions about social issues ranging from domestic violence to disability in Ypsi resident Najma Treadwell's household.

"We talked about how the main character lived in a household with domestic violence, and what that meant, and living in a one-parent home. And one little girl's mom was in a wheelchair, so we talked about living with a family member with a difference," Treadwell says. Three of her five children participated in the inaugural Family Read, which centered on the book *Ghost* by Jason Reynolds.

That is exactly the kind of dialogue YDL librarians were hoping to generate through the program, which encourages local residents to read, and attend events related to, a different featured book three times a year.

"We hope people will read aloud and talk about the book as a family," says Jodi Krahinke, YDL's head of youth services. "We want to get everybody reading and parents modeling reading at home. It's supposed to be a fun time to get people to spend time together off screens."

## **Beyond the book club**

Modeled on the successful county-wide Washtenaw Reads program, YDL launched the Family Read program last fall. The program is now on its second book, *Lucky Broken Girl* by local author Ruth Behar.

"The idea behind it was that we wanted to encourage parents as reading role models," says YDL communications and development coordinator Gillian Ream Gainsley.

"Parents often read to little kids, and in upper elementary they sometimes stop, but it can be really valuable to read and discuss with older kids."

Krahinke says the library has traditionally run a number of monthly book clubs for kids, but they are time- and staff-intensive, and the discussions were frequently only about half full.

"That doesn't add up to many people we were reaching with reading and discussion every month," Krahinke says. "We thought it would reduce the load on staff if, instead of preparing for four different book discussions every month, we had one big event and we could work together as a team to attract readers."

Under the Family Read program, the library buys many copies of the chosen book so staff can get many patrons excited about reading it at the same time. A series of book discussions and related events are planned for each title, culminating in a fun final event.

*Ghost* is the first in a series about runners on a middle school track team, so the Family Read organizers created a track meet at Ypsi's Frog Island Park for its community celebration in October. It was a cold, rainy day, but Gainsley says more than 60 parents and kids still turned out.

Elizabeth Gratch says her son Sena Waldsmith, age 10, found out about the Family Read through a book club he participates in at YDL's Michigan Avenue branch. Gratch calls the combination of reading and running in that first Family Read program "kind of magical."

"Sena had actually been a struggling reader, but he's an amazing runner," she says.

Gratch talks with her son about finding out what you love in life by noticing when you feel a "warm hum" inside. Her son feels that "warm hum" when he runs, and she says she hopes to develop that same feeling with reading.

She calls the track meet a "beautiful" experience.

"They also had a poet come and read from the book to the kids, and read some of his own work. It just blew me away," Gratch says.

Treadwell says her whole family loved *Ghost* so much that they went on to complete the whole series of track and field stories by Reynolds.

"Even as a grown-up, I've never read an entire series, so they picked the perfect book," Treadwell says.

She notes that her family members are all athletic, so the theme was "close to home" for the Treadwells.

"My children were so engaged, they'd ask, 'Can we do two chapters today? Can we finish it?'" she says.

## **Picking up momentum**

The current Family Read book, *Lucky Broken Girl*, was written by an Ann Arbor resident. Krahnke discovered author Ruth Behar through Behar's appearance at the [Ann Arbor Jewish Film Festival](#).

*Lucky Broken Girl*'s protagonist is Ruthie, a Jewish-Cuban immigrant who lives in New York City.

"She is hit by a car, confined to her home, in bed with a whole body cast for a year, and it gives her time to reflect on issues of identity and forgiving the people who (caused the accident)," Gainsley says. "It's coming-of-age stuff combined with questions of identity."

Treadwell says she and her children just picked up *Lucky Broken Girl* and are curious to read it.

"I read a little about it, and it's a different perspective from people with a different background and nationality," Treadwell says. "We're an African-American family, and this will open up an avenue to learn and be educated about other people as well."

Because the book's main character identifies with the artist Frida Kahlo, who also was involved in a horrifying accident in her youth, one of the activities YDL organized around the book was a self-portrait art session on Feb. 9.

"We're looking for different ways we think kids might engage with the book," Gainsley says. "Maybe they've never heard of Kahlo, but they can explore her art and find out why Ruthie was inspired by her."

Future library events related to *Lucky Broken Girl* include a World Language Storytime about Cuba on Feb. 16 at 10:30 a.m., and Family Read Snack and Chat sessions from 6:30 p.m.-7:30 p.m. Feb. 28 and March 11. Those events will all be held at the YDL's Whittaker Road branch, 5577 Whittaker Rd. in Ypsi Township.

The final event for *Lucky Broken Girl* takes place March 18 at Riverside Arts Center, 76 N. Huron St. in Ypsi. Choosing a local author made it possible for YDL staff to invite Behar to the final event to talk with children about her book. The community celebration will also include hands-on Cuban drumming, cha-cha lessons, and a youth art exhibit.

More details on the current Family Read can be found [here](#).

**Sarah Rigg is a freelance writer and editor in Ypsilanti Township and the project manager of On the Ground Ypsilanti. She has served as innovation and jobs/development news writer for Concentrate since early 2017 and is an occasional contributor to Driven. You may reach her at [sarahrigg1@gmail.com](mailto:sarahrigg1@gmail.com).**

**All photos by Doug Coombe except photo of Sena Waldsmith by Gillian Ream Gainsley.**

REGIONS

SECOND WAVE - MICHIGAN

CAPITAL GAINS - LANSING

CATALYST MIDLAND

CONCENTRATE - ANN ARBOR/YPSI

EPICENTER - MOUNT PLEASANT

ROUTE BAY CITY

89.1 WEMU  
The Break[Win Tickets to Jazzistry Rent Party!](https://www.wemu.org/post/enter-win-tickets-jazzistry-rent-party) (<https://www.wemu.org/post/enter-win-tickets-jazzistry-rent-party>)

On the Ground Ypsi (</programs/ground-ypsi>), and Morning Edition (</programs/morning-edition>),  
and All Things Considered (</programs/all-things-considered>).

# #OTGYpsi: Bringing Ypsilanti Families Together With Books

By [PATRICK CAMPION](/PEOPLE/PATRICK-CAMPION) (</PEOPLE/PATRICK-CAMPION>), & SARAH RIGG • FEB 13, 2019

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(//www.wemu.org/sites/wemu/files/styles/x\_large/public/201902/matt-waldsmith-sena-waldsmith-elizabeth-gratch-01-750.jpg)

*Matt Waldsmith and Elizabeth Gratch with son Sena Waldsmith*

DOUG COOMBE / CONCENTRATE MEDIA

Many young people remember being read to by their parents, whether it's a bedtime story or just a daily activity. Of course, such an activity fades over time, but the Ypsilanti District Library believes that it shouldn't. In fact, it should evolve into a more in-depth experience. In this week's "On the Ground-Ypsi," WEMU's Patrick Campion and Concentrate Media's Sarah Rigg learn all about the "Ypsi Family Read" program from Ypsilanti librarians Jodi Krahne and Gilliam Ream Gainsley.



Listen

14:57

*On the Ground-Ypsi: 02/13/19*

### **Resources:**

Concentrate Ann Arbor (<http://www.secondwavemedia.com/concentrate/>)

Sarah Rigg's Feature Article: Ypsi Family Read aims to involve entire community in family book discussions (<http://www.secondwavemedia.com/concentrate/features/ypsifamilyread0490.aspx>)

Ypsilanti District Library (<https://www.ypsilibrary.org/>)

Ypsi Family Read (<https://www.ypsilibrary.org/2019/01/ypsi-family-read-lucky-broken-girl-by-ruth-behar/>)

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– Patrick Campion is the WEMU Program Director. You can contact Patrick at 734.487.3363 (<http://wemu.org/post/734.487.3363>), on twitter @WEMUPC (<http://twitter.com/WEMUPC>), or email him at [p](mailto:dfair@wemu.org) (<mailto:dfair@wemu.org>) [campion@emich.edu](mailto:campion@emich.edu) (<mailto:pcampion@emich.edu>)

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<url=http%3A%2F%2Fwww.tinyurl.com%2Fyybkcyu&text=%23OTGYpsi%3A%20Bringing%20Ypsilanti%20Families%20Together%20>

 [Share](#) (<http://facebook.com/sharer.php?>

<u=http%3A%2F%2Fwww.tinyurl.com%2Fyybkcyu&t=%23OTGYpsi%3A%20Bringing%20Ypsilanti%20Families%20Together%20With>

 [Google+](#) (<https://plus.google.com/share?url=http%3A%2F%2Fwww.tinyurl.com%2Fyybkcyu>).

 [Email](#) ([mailto:?](mailto:)

<subject=%23OTGYpsi%3A%20Bringing%20Ypsilanti%20Families%20Together%20With%20Books&body=http%3A%2F%2Fwww.tinyu>





# Year 1 Report

## TALK: Text and Learn for Kindergarten

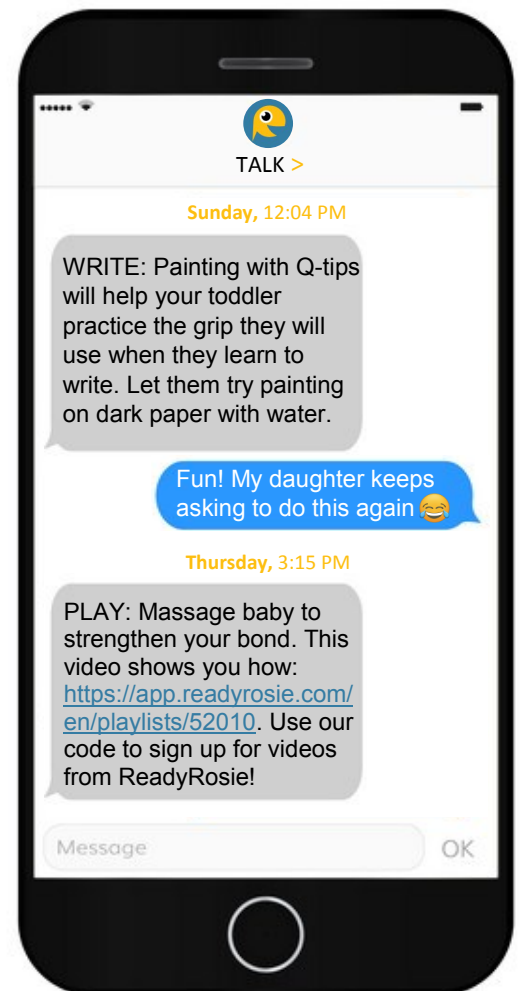
TALK is a free text messaging service that empowers parents and caregivers to prepare their child for school success!

### Why TALK?

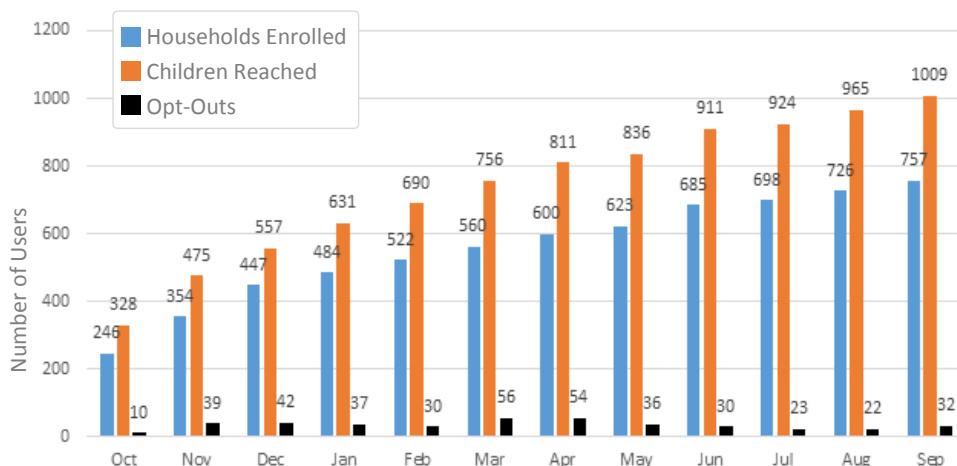
- Simple text messages increase parent-child interactions by encouraging parents to "Talk, Read, Sing, Write, and Play Every Day." These five actions have been shown to help kids be ready to read and succeed when they reach Kindergarten.
- Similar programs across the country have been proven to build pre-literacy skills for participating children.
- TALK offers age-specific messages from birth through age 5, which most other text messaging programs don't do.

### The First Year

- TALK launched on October 2017. It currently reaches more than 1,000 children in Washtenaw County.
- Youth librarians from five area libraries helped create text messages, which were vetted by Success by Six parents and Washtenaw Literacy for relevance and readability.
- Fingerplay images (see example on reverse) were created to show motions for rhymes and songs.
- The TALK website, [www.texttolearn.com](http://www.texttolearn.com), offers an easy sign-up option, plus book lists, song lyrics, and hands-on activities.



### TALK Enrollment: 2017-2018



*"TALK has been a wonderful and simple free resource for my family... having the short and clear descriptions from TALK offers me more articulate ways to explain activities to my children, and to talk about how these activities are helping them grow and prepare for continued education. We love TALK!"*  
 -TALK parent, via survey

TALK is supported by:



# Help TALK build early literacy in Washtenaw County!

In Year 2, we're making big changes to improve and grow the program based on user feedback. We're asking for your help raising awareness so TALK can reach more families.

## What's New?

- **More developmentally-appropriate content:** We're reconfiguring TALK to tightly match the child's age. Instead of getting a generic "baby" text for ages 0-18 months, parents of a 15-month-old will get a message tailored to their child's developmental milestones.
- **Video Content:** We're partnering with Ready Rosie to offer free access to a high-quality video library. Links to specific videos will be included in text messages.
- **More Events:** Parents have asked for more free local events for little ones, so we'll be sending 1-2 per month.
- **New Curriculum:** Partnering with High Scope, new messages will be added based on their widely-used curriculum.

## Marketing Efforts

Marketing will continue, with a big push this spring when the updated program rolls out. Our year 1 efforts have included:

- Distributed more than 20,000 posters and handouts to partners and local organizations, including a mailing to preschools, daycares, pediatricians, children's stores, and churches.
- Digital ads on Facebook and Instagram.
- 7 billboards posted in Ypsilanti, Ann Arbor, and Saline.
- Interior ads on buses in Ann Arbor and Ypsilanti.
- Direct mail postcards to 15,500 low- to moderate-income households with children in Washtenaw County (October 2018).

## Help promote TALK!

The most effective way to promote TALK is through referrals from other local organizations. Here's how you can participate:

- Display posters and handouts at your location
- Invite us to give a 5-10 minute overview at your staff meeting
- Promote the program directly to clients at your location, or invite our staff to help (TALK-branded toy giveaways may be available for promotional events.)

**Contact us!** [talk@ypsilibrary.org](mailto:talk@ypsilibrary.org) | 734-879-1303

**Make any time learning time**

**PLAY: "I spy" is a great game for learning colors and letters.**

**Try "I spy something that's red. Can you find it?" Or "I spy something that starts with B."**

**Text TALK to 77453** Get 2 texts every week with brain-building tips for kids 5 and under.



Washtenaw County Library

This project is funded in part with a Library Services and Technology Act grant from the Institute of Museum and Library Services administered by the Library of Michigan.

Available in Washtenaw County in partnership with:

- Ypsilanti District Library
- Ann Arbor Public Library
- Dearborn District Library
- Livonia District Library
- Northfield Township Area Library
- Washtenaw Intermediate School District

*TALK promotional posters have engaging tips parents can use right away.*

## Round & Round the Garden

Round and round the garden, like a Teddy Bear.



One step, two step



Tickle you under there!



*"Fingerplay" images show parents the motions to fun, interactive rhymes.*

## Facilities Department

### Board Report: February 2019

The Facilities Department has been very busy the last month dealing with a couple large projects that consumed most of our time recently.

Delivery of 25 crates (some extremely heavy) were delivered for The Power of Children exhibit. The logistics of unloading the truck, getting the crates inside the building was a huge undertaking. Then getting the crates inside the Community Room to empty the contents, remove them, and store in the mezzanine and garage.



After the crates were emptied – Putting up the exhibit was another huge undertaking. Helping Julie, John, and Karen, we assembled all the components to set up one of the largest exhibits to come to YDL.



Mother Nature decided to send some nasty weather our way, battling snow and ice on the sidewalks, and parking lot were the start of some issues the Facilities department had to deal with. The extreme sub-zero temperatures caused havoc to our fire suppression water lines. They froze, then thawing when the water came gushing out of the broken pipes caused by the freezing, creating a huge mess. Zolman Restoration came to take care of the clean-up, including removing some drywall which was saturated and could not be saved. Simplex Grinnell came out to repair the water lines that were split open due to pipes freezing. The fire suppression system is now working as designed. Zolman Restoration is working on estimates for repairs. We will submit them to the insurance company for approval and begin repairs as soon as possible.



This area is the fire escape stairwell – south end of the building.



Here is the cafe area that was damaged.

**Submitted by: Jim Reed, February 21, 2019**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

February 2019

## Status Report

- RFID Readers – We've had a few tag readers recently fail or develop systems indicating failure. We will be replacing a few of these shortly with any additional that may require replacement in the coming weeks.
- Patron Management System – We will be working to address any additional configuration issues in the coming months. We have been working to improve on some reporting issues as well.
- Michigan Avenue – We added a coin and bill acceptor to a print station to shore up access to print services in the adult area. We have had a few issues come up after a repair to the printing services caused additional configuration issues, we are still looking for assistance from EnvisionWare to resolve a few items. We will also be performing a repair to some power supply equipment that recently failed.
- Server Upgrades – We will be performing additional work on the staff intranet site in the next few weeks. We will also be upgrading Horizon on Feb 28<sup>th</sup>.
- Misc Equipment updates – We've installed roughly 90 new keyboards/mice to our public areas. We are working to acquire and install new barcode scanners at select locations to assist in scanning from personal devices such as phones. I will also be replacing a firewall that has reached its end of service. We will also be replacing some receipt printers that are experiencing performance degradation/failure.

## Overall System Status

- We are currently engaged in determining our 2019 project workload.

## New or Upcoming Items

- Windows 10 – We are currently testing this new OS for use in staff and patron systems. This will be an extended process but early indications are that most library systems will be compatible without immediate issue.
- Intranet Website Improvement Initiative – During the launch of our external facing website we paused development on our internal staff portal. We will begin developing that further in the near future.



## Michigan Avenue Board Report: February 2019

### Adult Programs

- Michael Hodge's presentation on Albert Kahn's Legacy in Detroit was very well attended with 28 people.
- African-American Genealogy had record attendance for their February program.
- On MLK Day Dr. Willie Payne presented a program on Michigan's Underground Railroad to a full house of 65 attendees.
- Kim and Charline had happy folks fighting the winter weather by making natural lotions and lip balms.
- AARP Tax Aide program has started! They are doing taxes every Tuesday and every other Wednesday. Every appointment is full through April.

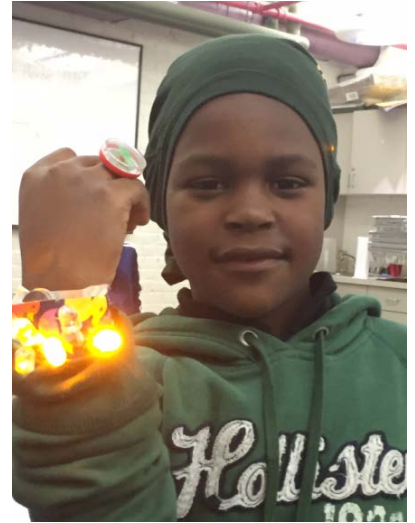
### Family/Youth/Teen Programs

- Scholarship 101 attendance was down due to very snowy weather.
- Michigan Maker's Family Night is fantastic. Kids are sewing, making lighted bracelets, box towns, and simple coding.
- Kelly had 19 teens decorating cupcakes and cards for her Stupid Cupid program.
- 826MI has mostly been cancelled due to bad weather so far this year. This week was the first full week of tutoring and parents were glad to get the kids back on track.

### Staff

- Kelly is married!
- Jennitra has resigned but will continue as a sub. She will be missed! We will be posting for a part-time clerk soon.
- Mich Ave staff had a meeting with Chief DiGiusti and Officer Taite, the new police officer partially funded by and assigned to the DDA districts. We are happy to have Officer Taite in the downtown area!
- Ozone House's Scott Phillips did a training session attended by most Mich Ave staff and some of Outreach's staff. It focused on engaging teens, deescalating situations, communicating with each other about issues, consistency among staff, and handling large groups of youth. The feedback from Mich Ave's staff was very positive.
- Joy will be out for 3-4 weeks recovering from bilateral hip replacement surgery.

Joy Cichewicz,  
February 22, 2019



# Outreach Services Board Report: February 2019

## Staff News

- Khi, Stacey, Ken, Monique, and Liz attended a training presented by Ozone House on working with teens. It was well-received and gave them some helpful information for positive engagement with teens.

## Bookmobile News

- The bookmobile was off the road the last week of January for inclement weather and a few other days in February.

## Superior News

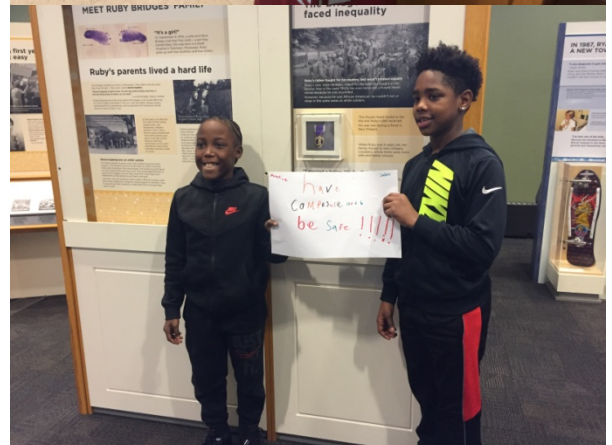
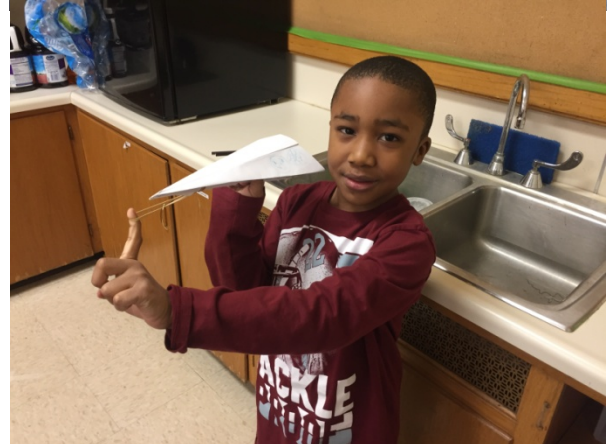
- Programs in the last month included Playgroup & Storytime, Edible Neurons, Black Men Read Kids Club, Wheel of Fortune, and Sewing Club.
- New this year, Superior is participating in local free tax preparation efforts through United Way's VITA Scan & Go program. This allows taxpayers to have their documents scanned and their taxes prepared by an offsite certified volunteer. Stacey and I are the two staff members providing this service this year. If it goes well, we could involve more staff next year.
- The Superior Strategic Plan staff work group met to review public input for the new building. Lisa relayed feedback to Dan Whisler, who is working on some alternations to the prior sketches he has done.

## Learning Never Gets Old News

- We delivered new large print books to Gilbert Residence and the Village at St. Joseph.
- I presented a Bi-Folkal workshop to the Foster Grandparents of Washtenaw County at their monthly in-service. The theme was African-American History & Memories. I was able to showcase the AP Marshall Oral History archives during the workshop.

## Outreach News

- Kristen Hamilton and I did a story corner at the St. Joseph Hospital Luminary Walk.
- I read stories and signed up families for library cards at Erickson's National African American Parent Involvement Day celebration.
- I did a Library Lab offsite at Bottles & Backpacks (an after-school care program). We learned about flight and tried folding and launching our own paper airplanes.
- Winter weather caused the rescheduling of some of our planned field trips. We hosted two fifth grade classes this week, our first including exhibit tours. Many more are scheduled for the coming month.





## **Whittaker Road-Adult Services Board Report: February 2019**

Here's a listing of this month's programs:

- Gardening Chat (monthly event for gardening patrons)
- Writers Workgroup (2 meetings this month)
- Three book discussion groups (African American Authors Bk Discussion Grp, Mystery Lovers Book Group, Thu Am Bk Grp)
- Computer classes (16 classes scheduled)
- Yarn Hooks and Needles Handicraft Program (4 meetings this month)
- YDL Film Club (2 meetings this month)
- Telling your Story: the power of words workshop (2 sessions) (in support of the Power of Children Exhibit and in partnership with EMU's Office of Campus and Community Writing)
- Resumes that Work!-Rescheduled (in partnership with EMU's Office of Campus and Community Writing)
- African American Read In
- Oscars Contest
- Anne Frank Remembered-Rescheduled (in support of the Power of Children exhibit)

The weather has been our biggest challenge this month for programs. Some January programs had to be rescheduled and some February programs have had lower attendance due to weather concerns. Hopefully the weather will cooperate during the remainder of winter. The presenters for both programs we did in partnership with EMU's Office of Campus and Community Writing were great to work with; we hope we can do more with them in the future. A patron who attended the Telling Your Story workshops commented afterwards that she had always wanted to write her story but didn't know where to start; not only did she get the tools she needed at the workshop, she also felt inspired by the presenters. I could not ask for a better reaction than that!

Several staff are meeting in workgroup sessions now on a regular basis: Business and Economic Development, Summer Challenge, Wayfinding, Superior and Internal Communications have all met recently or will meet soon. Sheila Konen has also joined an outside committee that is working on a 2020 Celebration of the Women's Right to Vote Amendment, comprised of interested parties from several communities and organizations in Washtenaw County. Christy continues to serve as YDL's representative for econtent material, and Paula continues to serve on the Ypsilanti Township 2040 Steering Committee.

Brigitte helps a great many senior citizens learn technology with one-on-one sessions. The sessions are customized to whatever the senior wants to learn. While she does this as a member of YDL's Learning Never Gets Old (LNGO) team, it deserves mention here; many seniors come in feeling like they are too old to learn; they leave not only having learned something, but also feeling that they can learn, a mark of a good teacher.

-Submitted by Paula Drummond February 20, 2019

# Whittaker Youth Services Board Report February 2019

## Program Highlights

### Little Ones

- 477 parents and children attended 16 storytimes in the second half of January, fewer than expected due to the weather. Kristen's first Rainbow Storytime (2nd Saturdays) and Marlena's Yoga Storytime co-led by Ypsi Studio owner Julia Collins were well attended. I was happy to be able to reschedule February's Cuban themed World Language Storytime that tied into our Family Read series when it was cancelled due to the water leaks. Darianna Capitel, a UM graduate student from Cuba, read a folk tale and taught a traditional song in Spanish.
- In mid-January, 188 adults and little ones enjoyed the music of the Ann Arbor Symphony Orchestra musicians featuring the French Horn.
- TinkerLab themes included a popular visit from Leslie Science Center with a story about winter animals and live animals; and salad spinner painting.
- On 3rd Fridays during the winter, the Triangular Bay becomes a popular indoor play space with mats, tunnels, a slide and balance beam for kids to play while their adults chat. 28 attended in January and 43 in February.

### Kids & Families

- Akili Jackson hosted a participatory spoken word program for kids and parents in celebration of Martin Luther King Jr. Day attended by 35.
- Kids learned the chemistry of bath bombs at Library Lab with Liz and made healthy snack bites and started lettuce seeds at Garden to Table with Moly.
- Art Explorations was hosted by WiHi honor society students who worked on a lesson plan with their instructor at taught kids how to make Frida Kahlo style self portraits which will be displayed at the Family Read Celebration in March.
- University of Michigan Natural History Museum has hosted 2 out of 3 sessions of Extraordinary Places, a family STEM and reading series on Sundays, thanks to a \$500 scholarship we were offered that makes the program more affordable.
- The resilience program Black Men Read planned had to be cancelled. Instead, we will screen the Ruby Bridges movie before the African American Read In next week.
- Most of the Family Read books are checked out and several YCS classes are reading it as a group. We look forward to the upcoming discussion groups Molly and Kristel will lead, and the main event in mid-March.

### Teens

- Liz and our page Ayah hosted a henna workshop attended by 9 teens.
- Of the teen led meetups TAG is piloting, Dungeons and Dragons, led two Sundays a month by Rasyid and Nelson, is proving most popular.
- 8 TAG members from YDL-Whittaker and YDL-Michigan attended the Youth Driven Spaces workshop in Detroit and the pitch they made for peer to peer mental health training earned \$850. They are in the process of planning the event, which will most likely be held in May.
- We ordered t-shirts for both advisories with the new TAG logo Liz and Gillian refined from teens' ideas and sketches.

### Other news

- Molly submitted a grant proposal requesting \$1,000 to improve the garden.
- Thanks to Kristen and her husband for getting free colorful posters of diverse Americans for the youth and teen department and having them laminated.
- Kristel and I have spent a lot of time creating, editing and leveling TALK texts. We now have a complete series from birth to age 6, leveled by an average child's cognitive, physical, and emotional development. Content now aligns with ages and stages, Common Core kindergarten skills, and High Scope's preschool curriculum. We've also added Ready Rosie videos and colorful images of action rhymes throughout. We are piloting the baby texts with the new system to see if the auto campaigns work as expected and will soon transition preschool and toddler texts.
- Summer Challenge planning begins today, with this year's committee that includes me, Gillian, Julie, Kelly, Jenny, Sheila, and Mary!

Submitted February 21, 2019 by Jodi Krahnke



# **Old Business**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/20/19  
**Re:** Resolution to restore Board stipends

Trustee Barr asked me to include the attached resolution on the November 2018 agenda. At that time it was tabled until February 2019 for the new Board's consideration.

If the proposed resolution is approved, I will account for the stipends in the next budget revision. I left the resolution unchanged; the Board may wish to change the effective date. What follows is the background information I provided in November.

\*\*

In March 2009, because the Library was using fund balance to operate, the Board voted to eliminate stipends they were paid for meeting attendance.

Michigan's District Library Establishment Act (397.182) states the following regarding compensation:

*A board may reimburse a board member for necessary expenses that the member incurs in the performance of official duties. A board may compensate board members for attending meetings of the board and shall include the amount of compensation in the annual budget. Compensation shall not exceed \$30.00 per board member per meeting. A board member shall not be compensated for attending more than 52 meetings per year.*

It appears that City, Township, and Village libraries are not permitted to provide Board compensation. To help inform your decision, I did a quick email survey of other District libraries in our region (attached), and in the process learned that our Cooperative's Board members (TLN) are paid \$30/meeting as well. The responding libraries' Boards are pretty evenly split on whether or not they take a stipend.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-28

November 28, 2018

RESOLUTION TO RESTORE TRUSTEE HONORARIUM

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD of Trustees that:

Whereas Ypsilanti District Library (YDL) Trustees serve on the Board of Trustees to oversee the operation and function of the YDL, hire the executive director and develop and institute YDL policy, approve a budget, approve contracts, and generally oversee the YDL operations, and

Whereas the work of the YDL Trustees requires many hours of time of the Trustees away from their family, work, rest and recreation, and

Whereas in the past the Trustees were compensated in small measure with an honorarium for their work, and

Whereas the YDL Trustees, at a time of financial strain of the YDL voluntarily stopped and gave up the honorariums, and

Whereas the voters of the YDL district have voted to approve a millage to help relieve the financial strain of YDL, and

Whereas it is in the public interest to have Trustees of various backgrounds and economic levels and an honorarium promotes that interest, and

Whereas a Trustee honorarium will provide incentive and reward for Trustee work, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The YDL Trustee honorarium is restored and Trustees shall receive an honorarium of \$30 per board meeting or committee meeting attended, beginning with the new board term commencing January 1, 2019.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:          NO:          ABSENT:          VOTE:

### Library Board Stipends Survey Responses

Library	No	Yes	Comments
Belleville DL	X		In short, we do not pay a board stipend. We had an outgoing board member who encouraged it before he left, and one other board member brought it up a few times after that. The board chair encouraged him to convene a bylaws committee meeting about the topic, but he never did, and the issue went away.
Brighton		X	Our Board recently began receiving a stipend again. Ours is \$30 based on the District Library Law maximum allowed compensation per meeting. My Board meets twice a month so they are getting paid the \$30 up to 24 times a year. We do not pay for committee meeting attendance.
Clarkston Independence DL		X	Our board voted to be non-compensated when we re-established as a District Library in 2012. There were some people in the community that did not want to see an additional level of "paid politicians" when our library board was created, so our board made that a non-issue with their decision. They can be reimbursed for mileage, registration fees, etc. for attending professional development. So when our millage passed in 2014, they decided to remain non-compensated to avoid the perception of "giving themselves raises" right afterward...I know, it's not like a board stipend would be very much. Every once in a while they revisit the idea and decide not to. You are not a recent District Library though so I would think your community would be receptive to your Library Board receiving a similar stipend to your local City Council members, School Board members, etc. It seems if you include that data, as well as other District libraries of similar class size as your Board has this discussion that the community wouldn't object to such a well-informed, data-driven decision, especially after having been non-compensated for over 9 years. I suspect the other councils and boards in your community did not forego their stipends during the economic downturn.
Clinton-Macomb	X		Mine do not. That said, we provide a meal before their board meetings and an annual trustee appreciation dinner. I have always felt comfortable in saying that they could pay themselves up to \$30 a meeting if they chose so this is our way of thanking them. I did have one board member who got paid quite a bit more for serving on the planning commission meetings at the township suggest this but the rest of my trustees were not interested.
Cromaine Hartland		X	My trustees are paid \$25 per meeting, board and committee. Of 7 trustees, four donate the entire quarterly stipend back to our unrestricted gift fund. Two more donate a portion, e.g., one committee per month, or all board meetings in the quarter.
Dexter	X		The Dexter Board has addressed this a couple of time in the past, but has voted to remain on a volunteer basis.
Ferndale	X		
Flint	X		
Grosse Pointe		X	Our board members get paid \$30 for each meeting they attend, including special meetings. I submit an attendance report to our bookkeeper once a quarter, and she cuts each trustee a check.

Lapeer		X	Our board voted several years ago (2012?) to forego the stipend as well, and I haven't budgeted for it. They did vote each year on whether to extend the decision. For 2018, they did vote to reinstate it but the language is this: b. Each Library Board member may receive \$30 per meeting as authorized by District Library Law. so that some members take the payment and most do not.
Oakland County Law Library		X	My board members receive \$35.00 per meeting, plus mileage.
Pinckney	X		
Plymouth	X		
Redford		X	We continue to pay \$20.00 per meeting over here. Paid annually after the June meeting.
Salem-South Lyon	X		
Saline	X		
Shelby Township		X	Our board is paid \$50 per meeting/10 meetings per year.
TLN Cooperative Board		X	\$30 per meeting

# **New Business**



YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-6

February 27, 2019

RESOLUTION TO ACCEPT THE FISCAL YEAR 2018 AUDIT

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2018 as presented are accepted.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:      NO:      ABSENT:      VOTE:

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 2/22/19

**Re:** Resolution to award a geotechnical engineering services contract for the Superior building project

Daniels & Zermack reviewed and summarized the four proposals we received in response to our RFP for a Geotechnical Investigation and Report for the Superior building project. They and O'Neal Construction both believe all four firms are capable of performing the work as requested, however, G2 Consulting Group, LLC and TEC, Inc. have offered the best timeframe and most competitive bids.

I reviewed the summary and submissions and discussed options with Kevin Kerwan of D&Z. Based on our conversation, I recommend the Board award this contract to G2 Consulting Group. Some factors behind this recommendation include:

- G2's main office is located in Troy, but they also have a local office in Ann Arbor and have extensive experience working in Washtenaw County.
- G2 was contracted for similar work for the Belleville library, and Matt Ratzow of O'Neal Construction reports that they have been very responsive.
- G2's proposal up front includes a bulldozer to clear enough land to get their drilling rig in position, while the other firms only provided a potential necessary cost after Kevin followed up. Kevin feels if a dozer is not employed it may take more work and time for the firms to complete the work. Assuming a bulldozer is necessary, G2 offers the most competitive bid.
- G2 offers a lower rate if infiltration testing is found to be unnecessary.

As an aside, Dan Whisler also shared with me that the firm hired to do this work is often the best choice to contract with for construction testing once a project gets underway. This ensures there will be no finger-pointing if anything does not pan out as the report indicates. In my mind this makes points 1 and 2 above even more significant and gives G2 the edge.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-7

February 27, 2019

RESOLUTION TO AWARD THE CONTRACT FOR GEOTECHNICAL  
INVESTIGATION FOR THE SUPERIOR BUILDING PROJECT TO G2 CONSULTING  
GROUP, LLC, AND AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE THE  
CONTRACT

---

Whereas, the Ypsilanti District Library released a Request for Proposals for geotechnical investigation and report for the Superior building project, and

Whereas, four proposals were submitted by qualified firms, and

Whereas the Architect and Construction Manager for the project carefully reviewed the proposals and identified two top candidates, and

Whereas, the Superior Building Committee believes timeline and cost are of great importance, and the Library Director has determined G2 Consulting Group, LLC's bid best meets these goals, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Geotechnical Investigation contract for the Superior building project be awarded to G2 Consulting Group, LLC, and

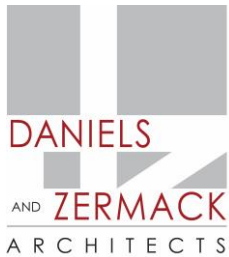
IT IS FURTHER RESOLVED that:

Library Director Lisa Hoenig is authorized to execute the contract.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:          NO:          ABSENT:          VOTE:



## Geotechnical Report Proposal Summary

---

February 21, 2019

Ms. Lisa Hoenig, Director  
Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, MI 48197

RE: **Proposals for Geotechnical Investigation and Report**  
New Superior Township Branch Library – Ypsilanti District Library  
Ypsilanti, Michigan

Dear Ms. Hoenig:

On behalf of the Ypsilanti District Library, we solicited a Request for Proposal for providing a Geotechnical Investigation and Report for the New Superior Township Branch Library. The RFP was sent to four geotechnical firms. Attached to this letter are proposal responses from the firms for consideration by the Library Board along with copies of the original RFP sent via email to each firm. The firms and a brief summary of their proposal are as follows:

Firm (Location)	Proposed Boring No./Depth	Investigation & Report Cost	Infiltration Testing (if required)	Proposal Total (incl. (4) infiltration tests)
<b>G2 Consulting Group, LLC (Troy)</b>	8 / 195 lf total	\$8,100.00*	\$3,900.00**	<b>\$12,000.00</b>
			\$2,500.00***	<b>\$10,600.00***</b>

\*Fee includes dozer to clear site paths, as well as ATV drill rig.

\*\*Fee includes backhoe and operator to perform test pit operations.

\*\*\*In the event that the soil conditions within the individual test locations do not warrant or require infiltration testing, no infiltration testing fee will be invoiced and only a \$1,400.00 baseline fee and a \$1,100.00 backhoe service fee (if applicable) will apply.

Report completed/delivered within **22 to 26 business days** after receiving authorization to proceed, provided there are no weather-related delays. This time frame includes 10 to 12 business days to mobilize, 2 days of fieldwork, and an additional 10 to 12 days for engineering reports.

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PSI, Inc. (Farmington Hills)	9 / 210 If total	\$10,250.00*	\$3,000.00**	<b>\$13,250.00</b>
		\$14,250.00***		<b>\$17,250.00***</b>

\*Fee includes ATV drill rig, but also assumes site will be accessible by truck.

\*\*Fee includes backhoe and operator to perform test pit operations.

\*\*\*In the event that tree clearance is required to clear pathways to the boring locations, assume an additional \$4,000.00, per day [per attached email, sent 02/21/19].

Report completed/delivered within **four weeks** after receiving authorization to proceed, provided there are no weather-related delays.

SME, Inc. (Plymouth)	8 / 195 If total	\$8,500.00*	\$5,500.00**	<b>\$14,000.00</b>
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Note: Fee proposal from SME was received as an informal email proposal. A formal proposal can be submitted upon request.

\*Fee includes ATV drill rig and required brush/tree clearing.

\*\*Fee includes backhoe and operator to perform test pit operations.

Anticipated mobilization the last week of March or first week of April. Report completed/delivered within **10 to 15 business days after mobilization** start date, provided there are no weather-related delays.

TEC, Inc. (Troy)	8 / 195 If total	\$6,605.00*	\$3,410.00**	<b>\$10,015.00</b>
		\$10,105.00***		<b>\$13,515.00***</b>

\*Fee includes ATV drill rig.

\*\*Fee includes backhoe and operator to perform test pit operations.

\*\*\*In the event that a dozer and operator are required to clear pathways to the boring locations, assume an additional \$3,500.00 [per attached email, sent 02/21/19].

Report completed/delivered within **five weeks** after receiving authorization to proceed, provided there are no weather-related delays. This time frame includes three weeks to mobilize, two days of fieldwork, and an additional two weeks for engineering reports. If time frame is not satisfactory, other arrangements can be made to meet specific scheduling needs. Time frame to mobilize could probably be reduced to two weeks [per attached email, sent 02/21/19]. Reduced cost possible if awarded Phase II Environmental Assessment.

In the Request for Proposal we provided a preliminary assumption for the proposed scope of subsurface investigation including potential boring locations and possible drilling depths. This information was provided to each firm with the caveat that they should confirm these preliminary assumptions or adjust the scope of investigation as they deemed necessary in order for them to provide a proper preliminary analysis of this potential site. All four firms have based their proposals on the original identified scope.

There are slight variations between each firm's proposed scope of analysis required for their development of the report and recommendations. The fee proposals are relatively close, thus, a review of each proposal relative to the scope may be beneficial vs. an award based solely on lowest cost. All four firms that we solicited for proposals have successfully provided similar services for owners on other projects that we or O'Neal Construction have worked on so we would recommend all four to be sufficiently capable.

It is our expectation that the Library will contract directly with the selected firm to provide this site related analysis.

Please contact us if you have any questions regarding the above.

Very truly yours,  
Daniels and Zermack Architects



Daniel, E. Whisler, AIA, LEED AP BD+C  
Principal

Copy: File

Enclosures: G2, LLC proposal dated February 13, 2019  
PSI, Inc. proposal dated February 17, 2019 + email backup dated February 21, 2019  
**SME, Inc. proposal dated February 15, 2019 – no formal proposal received**  
TEC, Inc. proposal dated February 14, 2019 + email backup dated February 21, 2019  
RFP dated February 08, 2019



February 13, 2019

Ms. Lisa Hoenig, Director  
Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, Michigan 48197

RE: Proposal for Geotechnical Engineering Services  
New Superior Township Branch Library – Ypsilanti District Library  
North Harris Road, north of MacArthur Boulevard  
Washtenaw County, Michigan  
G2 Proposal No. 193054

Dear Ms. Hoenig,

This letter will serve as our proposal and agreement to perform a geotechnical investigation for the proposed Superior Township Branch library to be located on the east side of North Harris Road in Washtenaw County, Michigan. The proposed project will include the construction of a new, slab-on-grade, single-story structure with a footprint of approximately 7,800 square feet in area. Associated pavements and utilities will be constructed in conjunction with this project. We anticipate an all-terrain vehicle (ATV) drill rig will be necessary to access the boring locations due to the undeveloped nature of the site. Given the project is located within the jurisdiction of the Washtenaw County Water Resources Commissioner (WCWRC), we understand a stormwater management area will be required to accommodate the increase in collected stormwater as a result of the new impervious areas.

The purpose of our exploration will be to determine and evaluate general subsurface conditions at the site and develop related recommendations for the support of the proposed structures and construction considerations as they relate to the proposed development. We prepared this proposal based on email correspondence, the provided RFP, and our experience with similar projects.

## QUALIFICATIONS

G2 has provided geotechnical engineering services and special inspections for numerous library projects in southeast Michigan. These projects include the Belleville Area District Library, Clinton-Macomb Township North Branch Library, Inkster Public Library, Chesterfield Township Public Library, and the Detroit Douglas Branch Public Library. G2 provides a broad range of services related to geotechnical, environmental, and construction engineering services for projects throughout the Midwest. The G2 staff has significant experience in providing high-quality and cost-effective geotechnical, environmental, and construction engineering services for construction projects through timely response and sensible project solutions. Our personnel have participated in numerous institutional, governmental, and commercial projects with respect to geotechnical and environmental engineering as well as quality control monitoring and testing services.



## SCOPE OF SERVICES

### Geotechnical Investigation

A licensed professional engineer acting as a Project Manager will direct the investigation. Our scope of services will consist of the following:

1. We will field locate the proposed soil boring locations by use of GPS assisted mobile technology in conjunction with conventional taping methods from existing site features.
2. G2 Consulting Group, LLC will contact the local utility locating company "MISS DIG". MISS DIG requires a minimum of 72 hours to locate utilities. Private utilities are not located by "MISS DIG"; therefore, any information you have pertaining to private utilities should be forwarded to us prior to drilling operations. We will use reasonable care to avoid underground utilities, however, G2 will not be responsible for any damage to utilities not marked or incorrectly marked. Any special access issues regarding the site should be provided to G2 prior to commencement of our on-site work.
3. We will subcontract a bulldozer and equipment operator for use in clearing access paths to the proposed soil boring locations and infiltration test location.
4. As directed, we will perform a total of eight (8) borings at locations designated by the client. Soil borings B-1 through B-5 will be performed within the footprint of the proposed structure to a depth of 30 feet each. Soil borings B-6 through B-8 will be performed within the proposed pavement areas to a depth of 15 feet each. Our proposal is based on a total vertical drilling depth of 195 feet. We will obtain soil samples at regular intervals by the Standard Penetration Test Method. The soil borings will be backfilled with on-site soils upon completion of the drilling operations. It should be understood that some settlement of the borehole backfill may occur and no future maintenance of the holes is included in our fee.
5. We will perform laboratory testing to determine the physical characteristics of the subsurface soils. The testing program may be expected to include determination of the unconfined compressive strength, dry density, natural moisture content, grain-size analyses, Atterberg limits, organic matter content (loss-on-ignition), and soil classification in general accordance with the Unified Soil Classification System.
6. We will prepare an engineering report summarizing our findings and presenting evaluations, conclusions, and recommendations about the following items:
  - Soil and groundwater conditions
  - Estimated infiltration rates for any existing granular soils within the proposed pavement areas based on particle size analyses
  - Foundation type(s) for the proposed structure
  - Allowable soil bearing pressures for different soil strata
  - Estimates of settlement associated with foundations
  - Subgrade preparation for support of floor slabs
  - Groundwater control in construction excavations
  - Lateral earth pressures, as applicable
  - Design pavement cross-section using AASHTO design procedures
  - Site seismicity, including site class and seismic coefficients
  - Recommendations for utility design and construction
  - Earthwork operations to prepare the site for development, including requirements for excavation support and for fill materials and placement
  - Other subsurface conditions which may impact design and construction of the proposed development





## **Infiltration Evaluation**

The infiltration evaluation will be conducted in general accordance with the Washtenaw County Water Resource (WCWRC) "Rules and Guidelines – Procedures & Design Criteria for Stormwater Management Systems" revised October 17, 2016.

1. G2 will retain a contractor to provide a backhoe and operator to perform test pit operations.
2. We will perform one (1) test pit excavation within the proposed stormwater management area. If necessary, we will also perform three (3) additional test pit excavations near proposed soil borings B-4 through B-6 if a suitable layer of granular soils is present, as determined by the geotechnical investigation. The test pits will be excavated to an approximate depth of 10 feet below existing grade. The resulting excavations will be backfilled with excavated soils. We will not be responsible for damage to the landscape or compaction of the backfill; however, we will use reasonable care to minimize the impacts to the surround surface grade while performing our work.
3. We will perform infiltration testing in accordance with the Falling Head Permeability Test as presented within the WCWRC guidelines to measure the infiltration rate of the near surface soils within the test pit excavations.
4. We will perform laboratory testing to determine the physical characteristics of the subsurface soils. The testing program may include determination of the unconfined compressive strength, natural moisture content, organic matter content, grain-size analyses, and soil classifications in accordance with the G2 General Notes Terminology.
5. We will prepare an engineering letter report summarizing our findings and presenting evaluations, conclusions, and recommendations about the following items:
  - Subsurface soil and groundwater conditions
  - Estimated infiltration rates for the existing soils
  - Estimated groundwater table elevation
  - Suitability of in-situ soils for on-site infiltration
  - Other subsurface conditions which may impact design and construction of the proposed stormwater management system

## **PROFESSIONAL FEES**

### **Geotechnical Investigation**

We propose to perform the geotechnical investigation services outlined in this proposal for a lump sum fee of **\$8,100**. Please note this lump sum fee includes the use of dozer to clear paths to the borings, and the use of an ATV drill rig for two days of drilling. If additional drilling is required due to poor soils such as peat, marl, very loose granular soils, or soft clay, we will charge an additional **\$30** per foot. Should you or field conditions require additional work beyond the scope outlined in this proposal, we would contact your office with an estimate and obtain your permission prior to performing such services. Charges for additional services will be based on the attached Fee and Rate Schedule.



## Infiltration Evaluation

We propose to perform the infiltration evaluation services outlined in this proposal as presented below:

Infiltration Evaluation: Backhoe and Operator	\$	1,100
Infiltration Evaluation: Set Up and Letter Report	\$	1,400
Falling Head Permeability Test Per Pit: Field and Lab Testing (4 x \$350)	\$	1,400
<b>Total Lump Sum →</b>	<b>\$</b>	<b>3,900</b>

If in the event that the soil conditions within the individual test locations do not warrant or require infiltration testing, no infiltration testing fee will be invoiced and only the baseline fee of \$1,400 and the backhoe service fee (if applicable) of \$1,100 will apply. The WCWRC representative may require that further infiltration test pits be conducted to further identify areas where suitable soils for infiltration may be present. Additional test pit excavations and infiltration testing beyond that which has been outlined in this scope will require additional fees depending on the scope of additional services requested by the WCWRC. Should you or field conditions require additional work beyond that which has been outlined within our scope of services, we would contact your office with an estimate and obtain your permission prior to performing such services. Charges for additional services will be based on the attached Fee and Rate Schedule.

## PROJECT SCHEDULE

Fieldwork operations can be scheduled 10 to 12 business days following notice to proceed from client, staking of the test pit and soil boring locations, and utility clearance through the MISS DIG network. Fieldwork is expected to take two days, provided weather and site conditions permit. Our engineering reports will be available 10 to 12 business days upon completion of fieldwork operations. However, preliminary verbal recommendations should be available a few days after completion of drilling operations. We will provide electric copy (pdf) of the engineering report.

## TERMS AND CONDITIONS

General conditions relating to the performance of our services are presented in the attached General Conditions and are made part of this proposal. As authorization to proceed, please have one copy of this proposal executed by an authorized representative of the party responsible for payment of services and return it to G2 Consulting Group, LLC. A signed copy of this proposal must be received before work is initiated. If you prefer to issue a separate purchase order or other written authorization, please reference this proposal as part of the contract documents. The prices discussed in this proposal remain valid for a period of 60 days from the date of this proposal. After 60 days, we reserve the right to revise our prices.

We appreciate the opportunity to be of service to you and look forward to working with you on this project. If you have any questions regarding our proposed scope of services or any other matter pertaining to the project, please do not hesitate to call.

Sincerely,

**G2 Consulting Group, LLC**



Jeffrey D. Crow, P.E.  
Project Engineer



Jason B. Stoops, P.E.  
Associate / Project Manager

JDC/JBS/jbs

Encl: Fee Schedule  
General Conditions

**ACCEPTED FOR YPSILANTI PUBLIC LIBRARY:**

BY: \_\_\_\_\_

DATE: \_\_\_\_\_



## FEE AND RATE SCHEDULE PROFESSIONAL SERVICES

### PERSONNEL

Fees for our services will be based upon the time worked on the project by professional, technical, and clerical personnel according to the following schedule:

PER HOUR		
Principal	.....	\$160.00
Project Consultant	.....	\$150.00
Project Manager	.....	\$140.00
Project Engineer	.....	\$115.00
Senior Environmental Scientist	.....	\$110.00
Senior Staff Engineer	.....	\$105.00
Staff Engineer	.....	\$85.00
Senior Technician	.....	\$80.00
Technician II*	.....	\$72.00
Technician I*	.....	\$60.00
Word Processor*	.....	\$55.00

\*For these personnel, overtime work will be charged at a rate equal to 1.5 times the Standard Rate.

A premium of 50 percent will be added to hourly rates for expert testimony and depositions.

G2 Consulting Group technicians include Engineering, Environmental, and Construction Materials technical specialists.

G2 operates on a strong project management system, and a Project Manager is appointed for each project.

### EXPENSES

The following expenses, when incurred in direct connection with the project, will be charged at the rate shown:

Transportation, Lodging, and Subsistence for Out of Town Travel ..... Cost + 15%

Printing, Reproduction, Photographs, Long Distance Telephone and  
Telecopier Charges, Shipping Charges and Material Purchases ..... Cost + 15%  
Vehicle Travel for Projects ..... \$0.80/Mile

### SUBCONTRACTORS/SUBCONSULTANTS

On projects requiring subcontractors or subconsultants, we will obtain the services of reputable contractors or consultants to perform such work. The fees of these contractors or consultants plus a 15 % service charge will be added to our invoices.

### INVOICES

Progress invoices will be submitted to the client monthly and a final bill will be submitted upon completion of our services. Invoices will show charges for different personnel and expense classifications. Each invoice is due on presentation and is past due thirty (30) days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1.5%) per month on past due accounts.

We reserve the right to suspend or terminate work under our agreement upon failure of the client to pay invoices when due.

[g2consultinggroup.com](http://g2consultinggroup.com)

<b>Headquarters</b>	1866 Woodslee St	Troy, MI 48083	<b>P</b> 248.680.0400	<b>F</b> 248.680.9745
<b>Ann Arbor</b>	1595 Eisenhower Pl	Ann Arbor, MI 48108	<b>P</b> 734.390.9330	<b>F</b> 734.390.9331
<b>Chicagoland</b>	1186 Heather Dr	Lake Zurich, IL 60047	<b>P</b> 847.353.8740	<b>F</b> 847.353.8742



## GENERAL CONDITIONS

### PUBLIC LIABILITY INSURANCE

We represent and warrant that we and our agents, staff and consultants employed by us are protected by worker's compensation insurance and that we have coverage under public liability and property damage insurance policies which we deem to be adequate. Certificates for all such policies of insurance can be provided to the client upon request. Within the limits and conditions of such insurance, we agree to indemnify and save clients harmless from and against any loss, damage or liability arising from any negligent acts by us, our agents, staff or consultants employed by us. We shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. We shall not be responsible for any loss, damage or liability arising from any negligent acts by our client, its agents, staff and other consultants employed by client.

### LIMITATION OF PROFESSIONAL LIABILITY

In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by members of our profession. No warranty, express or implied, is made or intended by our proposal for consulting services, by our furnishing oral or written reports, or by our observation of work. Client recognizes that actual conditions may vary from those encountered at the location where borings, surveys or explorations are made by us or provided by others, and that our data, interpretations and recommendations are based solely on the information available to the client. We will be responsible for those data, interpretations and recommendations, but shall not be responsible for the interpretation by others of the information developed. Client also recognizes that monitoring of construction by a qualified engineer is essential to verify that designs are appropriate for actual site conditions.

Should we or any of our professional employees be found to have been negligent in the performance of professional services or to have made and breached any expressed or implied warranty, the client agrees that the maximum aggregate amount of our liability and/or that of said professional employees shall be limited to \$25,000.00 or the amount of the fee paid us for professional services on this project, whichever amount is greater.

### WAIVER OF LIMITATION OF PROFESSIONAL LIABILITY

In the event the client is unwilling or unable to limit liability in accordance with the provisions set forth in the paragraph hereinbefore, we agree to waive this limitation upon written notice from the client received within ten (10) days after date of contract, and client agrees to pay us a sum equivalent to ten (10) percent additional of the total fee to be charged for the professional services, said sum to be called "Waiver of Limitation of Liability Charge". This charge will in no way be construed as being a charge for insurance of any type, but will be increased consideration for the greater risk involved in performing work in which there is no limitation of liability.

### RIGHT OF ENTRY

The client will provide for right of our entry and all necessary equipment, in order for us to complete the work. While we will take reasonable precautions to minimize any damage to the property, it is understood by client that in the normal course of work some damage may occur, the correction of which is not part of this agreement.

### DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS

Client represents that client has made a reasonable effort to evaluate if hazardous materials including gases are on or near the project site, and that client has informed us of client's findings relative to the possible presence of such materials.

Hazardous materials may exist at a site where there is no reason to believe they could or should be present. We and client agree that the discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work or termination of services. We and client also agree that the discovery of unanticipated hazardous materials may make it necessary for us to take immediate measures to protect health and safety. Client agrees to compensate us for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous materials.

We agree to notify client when unanticipated hazardous materials or suspected hazardous materials are encountered. Client agrees to make any disclosures required by law to the appropriate governing agencies. Client also agrees to hold us harmless for any and all consequences of disclosures made by us which are required by governing law. In the event the project site is not owned by client, client recognizes that it is client's responsibility to inform the property owner of the discovery of unanticipated hazardous materials or suspected hazardous materials.



Notwithstanding any other provisions of the agreement, client waives any claim against us and, to the maximum extent permitted by law, agrees to defend, indemnify, and save us harmless from any claim, liability, and/or defense costs for injury or loss arising from our discovery of unanticipated hazardous materials or suspected hazardous materials, including, but not limited to, any costs created by delays of the project and any cost associated with possible reduction of the property's value. Client will be responsible for ultimate disposal of any samples secured by us which are found to be contaminated.

#### UTILITIES

In the prosecution of the work, we will take reasonable precaution to avoid damage or injury to subterranean structures or utilities. The client agrees to hold us harmless for any damages to subterranean structures which are not called to our attention and correctly shown or described on the documents furnished.

#### OWNERSHIP OF DOCUMENTS

All reports, drawings, plans, specifications, field data, field notes, calculations, estimates and other documents we prepare, as instruments of service, shall remain our property. Client agrees that all reports and other work furnished to the client or his agents, which is not paid for, will be returned upon demand and will not be used by the client for any purpose whatever. We will retain pertinent records relating to the services performed for a period of five (5) years following submission of the report, during which period the records will be made available to the client at reasonable times for a reasonable fee.

#### RESOLUTION OF DISPUTES

All claims, disputes and other matters in controversy arising out of or in any way related to this agreement will be submitted to Alternative Dispute Resolution (ADR) before and as a condition precedent to other remedies provided by law. If and to the extent we have agreed on methods for resolving such disputes, then such methods will be set forth in the "Alternate Dispute Resolution Agreement" which, if attached, is incorporated into and made a part of this agreement. If no specific ADR procedures are set forth in the agreement, then it shall be understood that the parties shall submit disputes to mediation as a condition precedent to litigation.

If a dispute at law arises from matters related to the services provided under this agreement and that dispute requires litigation instead of ADR as provided above, then:

- (1) the claim will be brought and tried in the judicial jurisdiction of the court where our principal place of business is located and the client waives the right to remove the action to any other judicial jurisdiction, and
- (2) the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees, and other claim-related expenses.

#### TERMINATION

This agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, we shall be paid for services performed to the termination notice date plus reasonable termination expenses.

In the event of termination, or suspension for more than three (3) months, prior to completion of all reports contemplated by this agreement, we may complete such analyses and records as are necessary to complete our files and may also complete a report on the services performed to the date of notice of termination or suspension. The expenses of termination or suspension shall include all our direct costs in completing such analyses, records and reports.

#### ASSIGNS

Neither the client nor our firm may delegate, assign, sublet or transfer its duties or interest in this agreement without the written consent of the party.



## Representative Client Services

### Geotechnical Engineering

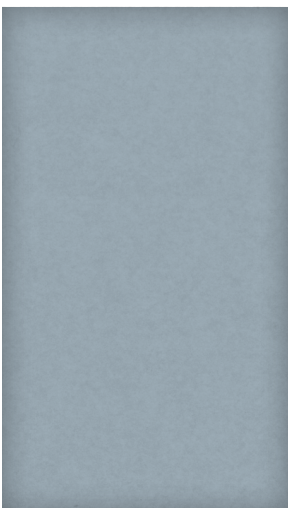
- Soil investigations, including soil borings and test pits
- Design recommendations for foundations, pavements, underground construction and earthwork
- Design of dewatering systems
- Soil dynamic studies, vibrations monitoring and evaluation
- Pile load tests, static and dynamic pile analyses
- Investigation of soil related failures
- Soil and foundation instrumentation
- Laboratory testing of soils

### Geoenvironmental Engineering

- Phase I/II Environmental Site Assessment (ESA)
- Baseline Environmental Assessments (BEA)
- National Environmental Policy Act (NEPA) compliance
- Due Care Plan
- Wetland determination/delineation
- Floodplain and wetland permitting
- Hazardous materials evaluations
- Comprehensive asbestos surveys
- Lead based paint evaluations
- Brownfield studies
- Environmental drilling and sampling
- Groundwater monitoring
- Indoor air quality studies
- Water Intrusion/mold evaluations

### Construction Engineering

- Field observation and testing
- Earthwork operations
- Foundation construction
- Concrete materials and placement
- Bituminous paving materials and placement
- Masonry
- Laboratory testing of aggregates, concrete, bituminous and masonry
- Construction material evaluation
- AASHTO Accredited Laboratory
- AASHTO R18
- ASTM C1077



Earth Retention Wall Design and Construction



Road Infrastructure Design & Construction



**Professional Service Industries, Inc.**

37483 Interchange Drive,  
Farmington Hills, Michigan 48335  
Phone: (248) 957-9911  
Fax: (248) 957-9909

February 17, 2019

Ms. Lisa Hoenig, Director  
Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, MI 48197

C/O Mr. Kevin Kerwan  
Daniels and Zermack Architects  
2080 South State Street,  
Ann Arbor, MI 48104-4696

Office: (734) 761 2090  
Fax: (734) 761 6607

**RE:** Proposal for Geotechnical Exploration and Engineering Report  
Proposed Ypsilanti District Library – N. Harris Road  
Superior Township, Washtenaw County, Michigan  
PSI Proposal No.: **381-19012**

Dear Ms. Hoenig:

In accordance with your request, Professional Service Industries, Inc. (PSI) is pleased to submit this proposal to conduct a geotechnical soil exploration for the above-referenced project. Presented below is a review of furnished project information, along with our proposed scope of services, schedule and fee information.

**PROJECT INFORMATION**

PSI obtained project information from the following sources:

- A Request for Proposal (RFP) via email from Mr. Kevin Kerwan of Daniels and Zermack Architects dated February 8, 2019.
- A Conceptual Site Plan prepared by Daniels and Zermack Architects, dated February 8, 2019 depicting the proposed development and requested boring locations.



Based on the information identified above, PSI understands that the proposed project includes the construction of a new approximately 7,800 square foot light Superior Township Branch Library on an undeveloped 12-acre parcel of land located on the east side of N. Harris Road, north of MacArthur Boulevard in Superior Township, Washtenaw County, Michigan. The proposed building will be a one-story building with slab-on-grade first floor construction. Floor loading will accommodate 150 psf library stack loading. Floor loads due to compact shelving is not anticipated at this time. Parking areas will accommodate normal traffic loads including potential school bus and/or waste management vehicle loading along the north and east sides of the proposed building. Main drive lanes should also accommodate semi-truck traffic. In addition, PSI understands that infiltration testing is required at the proposed stormwater detention/retention basin and below the proposed parking lot.

Should any of the above information or assumptions made by PSI be inconsistent with the existing conditions and planned construction, we request that you contact us immediately to allow us to make any necessary modifications to this proposal.

## **SCOPE OF SERVICES**

Based upon your request and our current understanding of the project, we have outlined below a scope of services to provide a geotechnical study. The primary purpose of the study is to develop geotechnical design criteria for support and construction of the proposed development.

As requested, PSI proposes to drill a total of nine (9) soil borings. Five (5) borings will be drilled within the proposed building footprint to a planned depth of approximately 30 feet below the existing grade. Three (3) borings will be drilled within the proposed access roadway, proposed vehicle parking lots to a depth of approximately 15 feet below the existing ground surface. In addition, one (1) boring will be drilled within the proposed stormwater detention/retention pond to a depth of approximately 15 feet below the existing ground surface. Based on the requested scope, we have included a total of 210 feet of soil drilling and sampling in our estimate.

The borings will be terminated if auger refusal is encountered at shallower depths. If uncontrolled fill, soft or incompetent soil is encountered to the termination depth, the boring may be extended to competent soil. The borings will include soil sampling using the Standard Penetration Test Method, in general accordance with ASTM Standard D1586 at maximum intervals of 5 feet. Where soft to firm cohesive soils are encountered, a representative number of thin walled Shelby tube samples may be obtained in general accordance with ASTM Standard D1587 for the purposes of performing strength and consolidation testing in the laboratory.

Water levels will be measured in the borings during and immediately after drilling is completed. If the borings cave-in after the withdrawal of hollow stem augers, further water level readings cannot be taken.

Representative soil samples obtained during the field exploration program will be returned to the laboratory for classification and a limited number of engineering properties tests. The nature and extent of this laboratory testing program will be dependent upon the subsurface conditions encountered during the field exploration program and may include testing of selected samples to evaluate the soils' moisture content, organic content, plasticity, grain size, and relative strength characteristics.

PSI understands that infiltration testing is required at the proposed stormwater detention/retention basin and below the proposed parking lot. Please note that testing may be dependent on the depth and time of season. Surficial testing should not be completed during periods of freezing temperatures or when frozen soils may affect test results.

PSI will retain the unused soil samples for 60 days after the submission of the report. However, if requested in writing, unused samples for this project shall be retained for an additional time period for an additional cost.

## **ANALYSIS AND REPORT**

At the conclusion of our field and laboratory work, the data will be analyzed by one of our experienced and licensed geotechnical engineers and a report will be prepared following project requirements. The report will include the following:

- A discussion of subsurface soil and groundwater conditions encountered.
- An evaluation of the data as it relates to the proposed building structure.
- Recommendations for site preparation and earthwork, including excavation as well as placement and compaction of fill soils.
- Recommendations for foundation type, allowable bearing capacity, depth of foundation, and estimated settlement.
- Recommended site seismic classification.
- Recommendation for slab-on-grade floor and pavement subgrade modulus, preparation and support.
- Flexible and Rigid pavement design based on AASHTO 1993 Pavement Design Methodology.
- Recommendations for risk remediation where poor soils are encountered
- A site location map, a boring location plan, soil boring logs and laboratory test results will be appended to the report.

The report will be addressed to Ms. Lisa Hoenig, Director of Ypsilanti District Library. PSI will provide one electronic copy of the report in PDF format and up to two hard copies (if requested).

## SPECIAL INSTRUCTIONS

Upon project start-up, PSI will contact you or your designated owner representative regarding site access permission as well as project coordination. Prior to initiating the fieldwork, the client should provide either staked boring locations in the field, GPS coordinates of the requested boring locations, or detailed site plans and survey points indicating site boundaries and reference points to facilitate staking of the boring locations by PSI.

The client should provide a detailed topographic survey of the site to aid in boring layout as well as estimating the ground surface elevation of the boring locations performed. Determining the ground surface elevations of the borings performed utilizing conventional surveying methods is not included in PSI's scope of services.

PSI will contact "Miss Dig" for public utility clearance. It is our experience that this service does not mark the locations of privately-owned utilities. Our proposal assumes that private utility lines and other subsurface appurtenances will be located in the field by others prior to our mobilization. If requested, PSI will retain a utility locator and charge the client at cost plus 25%. Some damage to the existing ground surfaces may result from the drilling operations near the work areas and along ingress/egress pathways. We will attempt to minimize such damage or damage to any private easements. However, no restoration other than backfilling the soil borings and patching existing pavement with bituminous cold patch material is included in our fee estimate.

## FEES

It is proposed that the fee for performance of the outlined scope of services be determined on a unit rate basis. Based on the scope of services outlined above, we estimate the itemized fee as follows:

Boring layout, utility clearance and project coordination, Lump Sum	\$ 500.00
Initial Mobilization and De-mobilization of ATV drill rig, Lump Sum	\$ 750.00
Drilling 9 borings with SPT sampling, 210 lineal feet	
Usage of Drill Rig and Support Truck, up to 2 days @ \$3,000.00/day	\$ 6,000.00
Laboratory testing, (general index testing including natural moisture content, organic content, unconfined compression, Atterberg limits, sieve analysis, Lump Sum	\$ 1,000.00
Infiltration Testing and Excavator rental \$3,000.00/Day, Estimated 1 day	\$ 3,000.00
<u>Boring Log and Report Preparation, Lump sum</u>	<u>\$ 2,500.00</u>
<b>Estimated Total:</b>	<b>\$ 13,250.00</b>

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. This estimated fee assumes that adequate bearing materials will be encountered within the proposed boring depths on which to support the proposed building on shallow

spread footing foundations. Should conditions be encountered which require deeper borings or additional investigation, we will notify you to discuss modifying the outlined scope of work. PSI also assumes that the project site will be accessible to our truck or track-mounted drill rig.

PSI is available to review earthwork and foundation related portions of the project drawings and specifications, and to confer with the design team after submittal of our report. Additional follow-up services are beyond the scope of this proposal, will be invoiced on a unit rate basis. PSI will obtain your specific authorization prior to providing any additional services, for which we would be pleased to provide a cost estimate at your request.

## **SCHEDULE**

Based upon your project requirements, PSI proposes to initiate work on this project immediately after written authorization. The mandatory Miss Dig underground utility clearance will be available after three working days. Assuming favorable weather conditions, we anticipate approximately ten to fourteen working days will be required to complete the fieldwork and laboratory activities. PSI proposes to deliver the final report within four weeks from the day we receive authorization to proceed, provided there are no access or weather-related delays.

## **AUTHORIZATION**

If this proposal is acceptable to you, PSI will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this proposal. Please complete the "Project Information" part of the attached "Proposal Acceptance" form, sign the "Proposal Acceptance" as authorization to proceed and return one copy of this proposal intact to our office. PSI will start the project after receipt of a signed copy of the proposal intact.

The services proposed herein are conventional in nature and do not include any special services that may lessen the risk of conditions that can contribute to moisture, mold or other microbial contaminate amplification in buildings. You may be aware that mold is abundant throughout nature and is comprised of a wide variety of microscopic fungi. Due to its nature, the potential for mold infestations cannot be completely eliminated. However, PSI offers a wide array of professional Moisture, Waterproofing, Roofing and Indoor Air Quality/Mold Consulting services that can help minimize the likelihood of future occurrences. PSI is interested in discussing these service options with you to suit your specific needs and project objectives. If requested, PSI will submit a proposal for these additional services under a separate cover for your review and authorization.

We appreciate the opportunity to offer our geotechnical services to your project and look forward to working with you. PSI provides additional consulting services, which include Environmental Services, Construction Materials Testing and Inspection Services, Roof Consulting and Inspection Services, Pavement and Asphalt Testing Services and Specialty

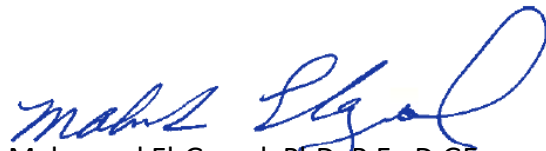
Engineering and Testing. The PSI Michigan offices and full-service laboratories are located in Detroit, Troy, Farmington Hills, Kalamazoo, Lansing, Grand Rapids and Saginaw. If you have any questions, please call us at (248) 957-9911 to discuss this proposal or any of the services listed above.

Respectfully submitted,

**PROFESSIONAL SERVICE INDUSTRIES, INC.**



Kevin Dubnicki, P.E.  
Project Manager



Mahmoud El-Gamal, PhD, P.E., D.GE  
Regional Vice President

Attachments: Proposal Acceptance – Project Information  
PSI General Conditions

**PROPOSAL ACCEPTANCE:**

AGREED TO, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

BY (please print): \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**AUTHORIZE ADDITIONAL SERVICES:**

- Field Engineer \_\_\_\_\_
- Project Drawing & Specification Review \_\_\_\_\_

**PROJECT INFORMATION:**

1. Project Name: \_\_\_\_\_

2. Project Location: \_\_\_\_\_

3. Your Job No: \_\_\_\_\_ Purchase Order No.: \_\_\_\_\_

4. Project Manager: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

5. Site Contact: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

6. Number and Distribution of Reports:

( ) Copies to: \_\_\_\_\_ ( ) Copies to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attn: \_\_\_\_\_ Attn: \_\_\_\_\_

7. Invoicing Address: \_\_\_\_\_

\_\_\_\_\_

Attn: \_\_\_\_\_

8. Previous Subsurface Information (Circle One)      Available      Not Available

Topographic Survey Drawing (Circle One)      Available      Not Available

9. Other Pertinent Information : (Type of Structure, Column/Wall Loads, Finished Grade)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## GENERAL CONDITIONS

1. **PARTIES AND SCOPE OF WORK:** Professional Service Industries Inc. ("PSI") shall include said company or its particular division, subsidiary or affiliate performing the work. "Work" means the specific service to be performed by PSI as set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. Additional work ordered by Client shall also be subject to these General Conditions. "Client" refers to the person or business entity ordering the work to be done by PSI. If Client is ordering the work on behalf of another, Client represents and warrants that it is the duly authorized agent of said party for the purpose of ordering and directing said work. Unless otherwise stated in writing, Client assumes sole responsibility for determining whether the quantity and the nature of the work ordered by the client is adequate and sufficient for Client's intended purpose. Client shall communicate these General Conditions to each and every third party to whom Client transmits any part of PSI's work. PSI shall have no duty or obligation to any third party greater than that set forth in PSI's proposal, Client's acceptance thereof and these General Conditions. The ordering of work from PSI, or the reliance on any of PSI's work, shall constitute acceptance of the terms of PSI's proposal and these General Conditions, regardless of the terms of any subsequently issued document.
2. **TESTS AND INSPECTIONS:** Client shall cause all tests and inspections of the site, materials and work performed by PSI or others to be timely and properly performed in accordance with the plans, specifications and contract documents and PSI's recommendations. No claims for loss, damage or injury shall be brought against PSI by Client or any third party unless all tests and inspections have been so performed and unless PSI's recommendations have been followed. Client agrees to indemnify, defend and hold PSI, its officers, employees and agents harmless from any and all claims, suits, losses, costs and expenses, including, but not limited to, court costs and reasonable attorney's fees in the event that all such tests and inspections are not so performed or PSI's recommendations are not so followed.
3. **PREVAILING WAGES:** This proposal specifically excludes compliance with any project labor agreement, labor agreement, or other union or apprenticeship requirements. In addition, unless explicitly agreed to in the body of this proposal, this proposal specifically excludes compliance with any state or federal prevailing wage law or associated requirements, including the Davis Bacon Act. It is agreed that no applicable prevailing wage classification or wage rate has been provided to PSI, and that all wages and cost estimates contained herein are based solely upon standard, non-prevailing wage rates. Should it later be determined by the Owner or any applicable agency that in fact prevailing wage applies, then it is agreed that the contract value of this agreement shall be equitably adjusted to account for such changed circumstance. Client will reimburse, defend, indemnify and hold harmless PSI from and against any liability resulting from a subsequent determination that prevailing wage regulations cover the Project, including all costs, fines and attorney's fees.
4. **SCHEDULING OF WORK:** The services set forth in PSI's proposal and Client's acceptance will be accomplished by PSI personnel at the prices quoted. If PSI is required to delay commencement of the work or if, upon embarking upon its work, PSI is required to stop or interrupt the progress of its work as a result of changes in the scope of the work requested by Client, to fulfill the requirements of third parties, interruptions in the progress of construction, or other causes beyond the direct reasonable control of PSI, additional charges will be applicable and payable by Client.
5. **ACCESS TO SITE:** Client will arrange and provide such access to the site and work as is necessary for PSI to perform the work. PSI shall take reasonable measures and precautions to minimize damage to the site and any improvements located thereon as the result of its work or the use of its equipment.
6. **CLIENT'S DUTY TO NOTIFY ENGINEER:** Client warrants that it has advised PSI of any known or suspected hazardous materials, utility lines and pollutants at any site at which PSI is to do work, and unless PSI has assumed in writing the responsibility of locating subsurface objects, structures, lines or conduits, Client agrees to defend, indemnify and save PSI harmless from all claims, suits, losses, costs and expenses, including reasonable attorney's fees as a result of personal injury, death or property damage occurring with respect to PSI's performance of its work and resulting to or caused by contact with subsurface or latent objects, structures, lines or conduits where the actual or potential presence and location thereof were not revealed to PSI by Client.
7. **RESPONSIBILITY:** PSI's work shall not include determining, supervising or implementing the means, methods, techniques, sequences or procedures of construction. PSI shall not be responsible for evaluating, reporting or affecting job conditions concerning health, safety or welfare. PSI's work or failure to perform same shall not in any way excuse any contractor, subcontractor or supplier from performance of its work in accordance with the contract documents. Client agrees that it shall require subrogation to be waived against PSI and for PSI to be added as an Additional Insured on all policies of insurance, including any policies required of Client's contractors or subcontractors, covering any construction or development activities to be performed on the project site. PSI has no right or duty to stop the contractor's work.
8. **SAMPLE DISPOSAL:** Test specimens will be disposed immediately upon completion of the test. All drilling samples will be disposed sixty (60) days after submission of PSI's report.
9. **PAYMENT:** The quantities and fees provided in this proposal are PSI's estimate based on information provided by Client and PSI's experience on similar projects. The actual total amount due to PSI shall be based on the actual final quantities provided by PSI at the unit rates provided herein. Where Client directs or requests additional work beyond the contract price it will be deemed a change order and PSI will be paid according to the fee schedule. Client shall be invoiced once each month for work performed during the preceding period. Client agrees to pay each invoice within thirty (30) days of its receipt. Client further agrees to pay interest on all amounts invoiced and not paid or objected to for valid cause in writing within said thirty (30) day period at the rate of eighteen (18) percent per annum (or the maximum interest rate permitted under applicable law), until paid. Client agrees to pay PSI's cost of collection of all amounts due and unpaid after thirty (30) days, including court costs and reasonable attorney's fees. PSI shall not be bound by any provision or agreement requiring or providing for arbitration of disputes or controversies arising out of this agreement, any provision wherein PSI waives any rights to a mechanics' lien, or any provision conditioning PSI's right to receive payment for its work upon payment to Client by any third party. These General Conditions are notice, where required, that PSI shall file a lien whenever necessary to collect past due amounts. Failure to make payment within 30 days of invoice shall constitute a release of PSI from any and all claims which Client may have, whether in tort, contract or otherwise, and whether known or unknown at the time.

## GENERAL CONDITIONS

10. **ALLOCATION OF RISK:** CLIENT AGREES THAT PSI'S SERVICES WILL NOT SUBJECT PSI'S INDIVIDUAL EMPLOYEES, OFFICERS OR DIRECTORS TO ANY PERSONAL LIABILITY, AND THAT NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, CLIENT AGREES THAT ITS SOLE AND EXCLUSIVE REMEDY SHALL BE TO DIRECT OR ASSERT ANY CLAIM, DEMAND, OR SUIT ONLY AGAINST PSI.

SHOULD PSI OR ANY OF ITS EMPLOYEES BE FOUND TO HAVE BEEN NEGLIGENT IN THE PERFORMANCE OF ITS WORK, OR TO HAVE MADE AND BREACHED ANY EXPRESS OR IMPLIED WARRANTY, REPRESENTATION OR CONTRACT, CLIENT, ALL PARTIES CLAIMING THROUGH CLIENT AND ALL PARTIES CLAIMING TO HAVE IN ANY WAY RELIED UPON PSI'S WORK AGREE THAT THE MAXIMUM AGGREGATE AMOUNT OF THE LIABILITY OF PSI, ITS OFFICERS, EMPLOYEES AND AGENTS SHALL BE LIMITED TO \$25,000.00 OR THE TOTAL AMOUNT OF THE FEE PAID TO PSI FOR ITS WORK PERFORMED ON THE PROJECT, WHICHEVER AMOUNT IS GREATER. IN THE EVENT CLIENT IS UNWILLING OR UNABLE TO LIMIT PSI'S LIABILITY IN ACCORDANCE WITH THE PROVISIONS SET FORTH IN THIS PARAGRAPH, CLIENT MAY, UPON WRITTEN REQUEST OF CLIENT RECEIVED WITHIN FIVE DAYS OF CLIENT'S ACCEPTANCE HEREOF, INCREASE THE LIMIT OF PSI'S LIABILITY TO \$250,000.00 OR THE AMOUNT OF PSI'S FEE PAID TO PSI FOR ITS WORK ON THE PROJECT, WHICHEVER IS THE GREATER, BY AGREEING TO PAY PSI A SUM EQUIVALENT TO AN ADDITIONAL AMOUNT OF 5% OF THE TOTAL FEE TO BE CHARGED FOR PSI'S SERVICES. THIS CHARGE IS NOT TO BE CONSTRUED AS BEING A CHARGE FOR INSURANCE OF ANY TYPE, BUT IS INCREASED CONSIDERATION FOR THE GREATER LIABILITY INVOLVED. IN ANY EVENT, ATTORNEY'S FEES EXPENDED BY PSI IN CONNECTION WITH ANY CLAIM SHALL REDUCE THE AMOUNT AVAILABLE, AND ONLY ONE SUCH AMOUNT WILL APPLY TO ANY PROJECT.

NEITHER PARTY SHALL BE LIABLE TO THE OTHER IN CONTRACT, TORT (INCLUDING NEGLIGENCE AND BREACH OF STATUTORY DUTY) OR OTHERWISE FOR LOSS OF PROFIT (WHETHER DIRECT OR INDIRECT) OR FOR ANY INDIRECT, CONSEQUENTIAL, PUNITIVE, OR SPECIAL LOSS OR DAMAGE, INCLUDING WITHOUT LIMITATION LOSS OF PROFITS, REVENUE, BUSINESS, OR ANTICIPATED SAVINGS (EVEN WHEN ADVISED OF THEIR POSSIBILITY).

NO ACTION OR CLAIM, WHETHER IN TORT, CONTRACT, OR OTHERWISE, MAY BE BROUGHT AGAINST PSI, ARISING FROM OR RELATED TO PSI'S WORK, MORE THAN TWO YEARS AFTER THE CESSATION OF PSI'S WORK HEREUNDER, REGARDLESS OF THE DATE OF DISCOVERY OF SUCH CLAIM.

11. **INDEMNITY:** Subject to the above limitations, PSI agrees not to defend but to indemnify and hold Client harmless from and against any and all claims, suits, costs and expenses including reasonable attorney's fees and court costs to the extent arising out of PSI's negligence as finally determined by a court of law. Client shall provide the same protection to the extent of its negligence. In the event that Client or Client's principal shall bring any suit, cause of action, claim or counterclaim against PSI, the Client and the party initiating such action shall pay to PSI the costs and expenses incurred by PSI to investigate, answer and defend it, including reasonable attorney's and witness fees and court costs to the extent that PSI shall prevail in such suit.
12. **TERMINATION:** This Agreement may be terminated by either party upon seven days' prior written notice. In the event of termination, PSI shall be compensated by Client for all services performed up to and including the termination date, including reimbursable expenses.
13. **EMPLOYEES/WITNESS FEES:** PSI's employees shall not be retained as expert witnesses except by separate, written agreement. Client agrees to pay PSI's legal expenses, administrative costs and fees pursuant to PSI's then current fee schedule for PSI to respond to any subpoena. For a period of one year after the completion of any work performed under this agreement, Client agrees not to solicit, recruit, or hire any PSI employee or person who has been employed by PSI within the previous twelve months. In the event Client desires to hire such an individual, Client agrees that it shall seek the written consent of PSI, and shall pay PSI an amount equal to one-half of the employee's annualized salary, without PSI waiving other remedies it may have.
14. **FIDUCIARY:** PSI is not a financial advisor, does not provide financial advice or analysis of any kind, and nothing in our reports can create a fiduciary relationship between PSI and any other party.
15. **RECORDING:** Photographs or video recordings of the Client's own project may be taken by and used for the Client's own internal purposes. Photographs or video recordings may not be used for marketing or publicity, or distributed to a third party or otherwise published without PSI's prior review and consent in writing. Taking photographs of other Clients' samples, test setups, or facilities, or recording in any manner any test specimen other than the test specimen related to the Client's project is prohibited; and the Client agrees to hold in strict confidence and not use any proprietary information disclosed either advertently or inadvertently. The Client shall defend, hold harmless, and indemnify PSI for any breach of this clause.
16. **CHOICE OF LAW AND EXCLUSIVE VENUE:** All claims or disputes arising or relating to this agreement shall be governed by, construed, and enforced in accordance with the laws of Illinois. The exclusive venue for all actions or proceedings arising in connection with this agreement shall be either the Circuit Court in Cook County, Illinois, or the Federal Court for the Northern District of Illinois.
17. **PROVISIONS SEVERABLE:** The parties have entered into this agreement in good faith, and it is the specific intent of the parties that the terms of these General Conditions be enforced as written. In the event any of the provisions of these General Conditions should be found to be unenforceable, it shall be stricken and the remaining provisions shall be enforceable.
18. **ENTIRE AGREEMENT:** This agreement constitutes the entire understanding of the parties, and there are no representations, warranties or undertakings made other than as set forth herein. This agreement may be amended, modified or terminated only in writing, signed by each of the parties hereto.



## Kevin Kerwan

---

**From:** Kevin Dubnicki <kevin.dubnicki@intertek.com>  
**Sent:** Thursday, February 21, 2019 1:28 PM  
**To:** Kevin Kerwan  
**Cc:** Kevin Dubnicki  
**Subject:** Proposed Ypsilanti District Library – N. Harris Road

Hello Kevin,

Based on our conversation, please see the attached additional unit rates for the project.

**Additional Unit Prices (if needed):**

Tree Clearance, per day	\$ 4,000.00
Overtime/Weekend Coring and Drilling Surcharge, per day	\$ 1,000.00
Drill Rig/Drill Crew Stand by Time, per hour	\$ 250.00
Project Engineer, per hour	\$ 125.00
Principal Consultant, per hour	\$ 175.00

Best Regards,

**Kevin Dubnicki, P.E.**

**Geotechnical Project Manager / Principal Consultant Vibration Monitoring  
Building & Construction  
Intertek-PSI**



Office (248) 957-9911 ext 116  
Fax (248) 957-9909  
Mobile (734) 564-3576  
Email [kevin.dubnicki@psiusa.com](mailto:kevin.dubnicki@psiusa.com)  
[www.intertek.com/building](http://www.intertek.com/building)

37483 Interchange Drive  
Farmington Hills, Michigan 48335

Total Quality. Assured.

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<http://www.intertek.com>



## Testing Engineers & Consultants, Inc.

1343 Rochester Road • PO Box 249 • Troy, Michigan 48099-0249  
(248) 588-6200 or (313) T-E-S-T-I-N-G • Fax (248) 588-6232  
[www.testingengineers.com](http://www.testingengineers.com)

*Engineering Client Success*

TEC Proposal: 060-19-045

Date Issued: February 14, 2019

Ms. Lisa Hoenig, Director  
Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, Michigan 48197

Re: Geotechnical Investigation  
New Superior Township Public Library  
Harris Road North of MacArthur Boulevard  
Superior Township, Washtenaw County, Michigan

Dear Ms. Hoenig:

In response to the request by Mr. Kevin Kerwan with Daniels and Zermack Architects, Testing Engineers & Consultants, Inc. (TEC) is pleased to submit our proposal for a Geotechnical Investigation of the above referenced project. We have enclosed a scope of work and fee schedule for the requested services.

TEC looks forward to working with you on this project. We will contact you soon to discuss how we may be of assistance.

Respectfully submitted,  
TESTING ENGINEERS & CONSULTANTS, INC.

A handwritten signature in blue ink, appearing to read "Gary E. Putt".

Gary E. Putt, P.E.  
Senior Project Engineer

A handwritten signature in blue ink, appearing to read "Carey J. Suhan".

Carey J. Suhan, P.E.  
Vice President, Geotechnical  
& Environmental Services

GEP/CJS/ln

cc: Daniels and Zermack Architects, Attn: Mr. Kevin Kerwan  
cc: Daniels and Zermack Architects, Attn: Mr. Daniel Whisler

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All services undertaken are subject to the following policy. Reports are submitted for exclusive use of the clients to whom they are addressed. Their significance is subject to the adequacy and representative character of the samples and the comprehensiveness of the tests, examinations and surveys made. No quotation from reports or use of TEC's name is permitted except as expressly authorized by TEC in writing.

CONSULTING ENGINEERS & FULL-SERVICE PROFESSIONAL TESTING AND INSPECTION  
OFFICES IN ANN ARBOR, DETROIT, AND TROY  
FOUNDED IN 1966



## Testing Engineers & Consultants, Inc.

Ms. Lisa Hoenig  
Ypsilanti District Library  
February 14, 2019

TEC Proposal: 060-19-045

### **PROPOSAL FOR A GEOTECHNICAL INVESTIGATION**

#### **A. INTRODUCTION**

This investigation will provide geotechnical design parameters for the proposed development.

Based on information provided, we understand that the project will consist of the construction of a single story, slab on grade branch library building. The footprint area of the proposed building is 7,800 square feet. Floor loading will accommodate 150 psf library stack loading. Floor loads due to compact shelving is not anticipated at this time. Parking areas should accommodate normal traffic loads including potential school bus and/or waste management vehicle loading. Main drive lanes should also accommodate semi-truck traffic.

Infiltration testing will also be required at the location of the proposed storm water detention basin and at three boring locations in the area of the proposed parking lot with testing depth and location to be determined based on encountered soil conditions in the test borings.

The site is heavily wooded and a drill rig mounted on an all-terrain vehicle (ATV) will be required to access the site.

Our recommendations will be based upon the preceding project characteristics (some of which have been assumed by us). We should be advised of any differences because they might affect the recommendations to be included in our report.

#### **B. SCOPE OF WORK**

##### Geotechnical

1. Mobilize and demobilize an ATV mounted drill rig.
2. TEC will stake boring locations in the field from a plan provided by Daniels and Zermack Architects and will contact Miss Dig for utility clearance with respect to the boring locations.
3. As directed by the client, perform explorations consisting of eight borings with sampling at least 5 feet into satisfactory support materials. It is estimated that five borings will be to 30-foot depth and three borings will be to 15-foot depth.

## **Testing Engineers & Consultants, Inc.**

Ms. Lisa Hoenig  
Ypsilanti District Library  
February 14, 2019

TEC Proposal: 060-19-045

4. Perform a laboratory investigation to determine the strength, compressibility and physical characteristics of the soils encountered.
5. Analyze the results of the field and laboratory investigation.
6. Document our analysis in a report of the recommended geotechnical design parameters including:
  - A. Bearing capacity and estimated settlements;
  - B. Foundation types or alternates, if possible, where problem support conditions are encountered;
  - C. Floor slab support parameters;
  - D. Stabilization requirements for subgrade materials, if needed;
  - E. Alternate pavement types and thicknesses;
  - F. Evaluation of ground water conditions and its effect on construction and the design of the structure;
  - G. Recommended seismic site class;
  - H. Parameters affecting site grading and drainage;
  - I. Parameters for excavation slope design;
  - J. Geotechnical factors affecting construction of the project;
  - K. Gradation analysis for evaluation of soils for preliminary permeability considerations for infiltration;

The geotechnical design parameters will be implemented into design by other professionals.

Financial or lending institutions may require an environmental assessment of the site before funding the purchase or construction. Should a Phase II environmental assessment of the site (consisting of borings, chemical laboratory tests, data analysis

## Testing Engineers & Consultants, Inc.

Ms. Lisa Hoenig  
Ypsilanti District Library  
February 14, 2019

TEC Proposal: 060-19-045

and report of possible on-site hazardous wastes) be required, it can be performed in conjunction with the geotechnical investigation at considerable savings. Please call if you desire to add this service to our scope of work.

### Soil Infiltration Testing

TEC will observe four test pits and will attempt (depending upon soil conditions) to perform double ring infiltrometer tests at the test pits to be designated by the client. Three test pits will be located at the three parking lot borings and one test pit will be located at the proposed storm water detention basin. The test pit will be up to 7 feet deep. The excavator/backhoe and operator will be provided by TEC.

The testing methodology to be used is the double ring infiltrometer test outlined in the Low Impact Design Manual for Michigan and the Washtenaw County Water Resources Commission (WCWRC) guidelines. The testing is expected to take one day. TEC will provide a certified soil testing report and evaluation.

## **C. FEE SCHEDULE**

The following estimate is based upon information available at this time. Our services will end with the submission of the report as outlined in the scope of work. In the unlikely event that unusual or unforeseen subsurface conditions are encountered or if there is a necessary change in the scope of work, you will be notified before additional services are performed. Additional services will not be performed without first obtaining your approval of the additional costs in excess of 10% of the estimated cost. Additional services and meetings will be at the rates in our current fee schedule. Any variations in work from this estimate will be adjusted accordingly using the unit rates below:

### Geotechnical

1.	Mobilization	\$ 650.00
2.	All-Terrain Vehicle Charge 2 days at \$350.00/day	\$ 700.00
3.	Boring Layout and Utility Clearance 4 hours at \$95.00/hour	\$ 380.00

## Testing Engineers & Consultants, Inc.

Ms. Lisa Hoenig  
Ypsilanti District Library  
February 14, 2019

TEC Proposal: 060-19-045

4.	Drilling and Sampling 0' – 25' Depth: 170' at \$13.00/foot 26' – 50' Depth: 25' at \$16.00/foot	\$2,210.00 \$ 400.00
5.	Laboratory Analysis	
A.	Moisture, Density, Unconfined 55 samples at \$11.00 each	\$ 605.00
B.	Sieve Analysis 1 sample at \$75.00 each	\$ 75.00
C.	Atterberg Limits Determination 1 sample at \$85.00 each	\$ 85.00
6.	Geotechnical Analysis and Engineering Report	<u>\$1,500.00</u>

**Estimated Total \$6,605.00**

### Soil Infiltration Testing

1.	Field Engineer 10 hours at \$95.00/hour	\$ 950.00
2.	Travel	\$ 60.00
3.	Backhoe and Operator 1 day at \$1,500.00/day	\$1,500.00
4.	Report and Project Management	<u>\$ 600.00</u>

**Estimated Total \$3,410.00**

## **D. TIME FRAME**

The following represents our tentative schedule. If the time frame outlined below does not satisfy your scheduling requirements, we will be happy to make other arrangements to meet your specific time schedule. We plan to begin these studies

## Testing Engineers & Consultants, Inc.

Ms. Lisa Hoenig  
Ypsilanti District Library  
February 14, 2019

TEC Proposal: 060-19-045

about three weeks after receipt of written notice-to-proceed. It is estimated that the borings will require approximately two days to complete; the laboratory tests plus engineering analysis and report will require an additional two weeks. If requested, a verbal report of our recommendations will be given to you, then followed with a written report.

### **E. TERMS AND CONDITIONS**

1. The client will provide direction to the site, permission to enter the site, and access throughout the site for single-drive axle, truck-mounted equipment.
2. Downtime not caused by TEC will be charged at \$195.00 per hour. For difficult access sites, a surcharge of \$350.00 per day will be charged for an All-Terrain Vehicle drill rig.
3. Rates for Saturday, Sunday, holidays, or shift work will be quoted upon request.
4. Laboratory work that needs immediate attention will be billed at 1.5 times the standard test rate. This applies to work required to be performed on Saturdays or after 5:00 p.m. on weekdays. Work required to be performed on a Sunday or Holiday will be billed at 2.0 times the standard test rate.
5. The invoice will be based upon the actual work performed and at the quoted rates. Unless otherwise stated, invoices are due 30 days from the invoice date. An administrative fee of 1.5% per month will be added to all delinquent accounts. It is agreed that the client is liable for all costs and expenses of collection, including reasonable attorney's fees, whether or not legal proceedings are instituted. Disputes of invoiced amounts must be submitted in writing within 30 days of invoice date.
6. Unless otherwise stated, local transportation costs will be invoiced at \$0.60 per mile, portal-to-portal from TEC facilities. Lodging, subsistence and transportation for out-of-town services are invoiced at cost plus 20%.
7. The TEC fee for depositions, court appearance, expert witness, legal assistance, litigation, preparation, or other legal work is \$250.00 per hour plus expenses.

## **Testing Engineers & Consultants, Inc.**

Ms. Lisa Hoenig  
Ypsilanti District Library  
February 14, 2019

TEC Proposal: 060-19-045

8. Unless otherwise stated, two (2) copies of the report will be distributed per client instruction. There may be additional charges for extra copies of reports.
9. TEC will not be responsible for work performed on materials furnished by others not controlled by TEC.
10. Except for circumstances caused by the willful misconduct of TEC, all claims for damages asserted against TEC by a client or third party, including claims against TEC directors, officers, shareholders, employees and agents, are limited to the lesser amount of \$25,000 or the total dollar value of this contract.
11. All reports, plans, specifications, computer files, field data, notes and other documents prepared by TEC as instruments of service shall remain the property of TEC. TEC shall retain all common law, statutory and other reserved rights, including the copyright thereto. The client shall not reuse or make any modifications to reports, plans, specifications, computer files or other documents without the prior written authorization of TEC.
12. In an effort to resolve any conflicts that arise during this project or following the completion of this project, the client and TEC agree that all disputes between them arising out of or relating to this project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.
13. This proposal is valid if authorized within 90 days of date issued.



**Testing Engineers & Consultants, Inc.**

Ms. Lisa Hoenig  
Ypsilanti District Library  
February 14, 2019

TEC Proposal: 060-19-045

**F. AUTHORIZATION**

If this proposal meets with your approval, please sign in the spaces provided below and return an executed copy for our files. We will consider this a legal contract and written authorization to proceed.

Accepted By:

---

Firm

---

Federal ID No.

---

Authorized Signature

---

Typed or Printed Name

---

Title

---

Date

## Kevin Kerwan

---

**From:** Gary Putt <gputt@tectest.com>  
**Sent:** Thursday, February 21, 2019 12:15 PM  
**To:** Kevin Kerwan  
**Subject:** Geotechnical Investigation Proposal For New Superior Township Branch Library

Kevin,

If a dozer and operator are needed to clear paths for us to get to the boring locations, the cost for a dozer and operator would be \$3,500.00 per day. The paths can be cleared in one day. Also, we can probably work out moving the drilling schedule up one week if it is necessary. That would put us two weeks after authorization to proceed.

Regards,

**Gary E. Putt, PE**

Senior Project Engineer  
Geotechnical Services  
Testing Engineers & Consultants, Inc.  
1343 Rochester Road  
PO Box 249  
Troy, MI 48099-0249  
248.588.6200 ext.111" (office) 248.588.6232 (fax)  
[www.testingengineers.com](http://www.testingengineers.com)

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February 08, 2019

[Firm Name]

[Firm Address]

Re: **Request for Proposal for Geotechnical Investigation and Report**  
New Superior Township Branch Library – Ypsilanti District Library  
Ypsilanti, Michigan

Dear [Firm Contact]:

On behalf of the Ypsilanti District Library, we invite you to respond to this request for proposal for providing a Geotechnical Investigation and Report for the New Superior Township Branch Library. The site consists of an approximate 12-acre undeveloped parcel, located along North Harris Road, north of MacArthur Boulevard.

The Library is seeking a geotechnical investigation for use in the development of the building and site design. The attached sketches represent the proposed conceptual design for this site.

Enclosed please find a draft conceptual site plan with a suggested preliminary soil boring layout indicated. Based on initial discussions, boring depths are assumed as follows, as needed to be a depth consistent with local conditions and standard practice, or as determined by geotechnical or structural consultants: At locations SB1, SB2, SB3, SB4, and SB5, within the building footprint, extend to a depth of 30 feet. At locations SB6, SB7, and SB8, in the area of a parking lot, extend to a depth of 15 feet. Contingent on the results of the initial borings, and at geotechnical consultant's discretion, SB6, SB7, and SB8 may also require infiltration testing, with testing depth to be determined by geotechnical consultant based on encountered soil conditions deemed most suitable for infiltration, but assumed minimum depth of 5' below existing grade for potential underground storm detention/retention. Infiltration testing will also be required at the location of the proposed storm water detention basin (IT1), with testing depth and location to be determined by geotechnical consultant based on encountered soil conditions deemed most suitable for infiltration. Infiltration testing is to be per Washtenaw County Water Resources Commissioner requirements and procedures. Also enclosed, please find the preliminary site survey for your information and use in preparing your proposal.

Report shall include Geotechnical Engineer recommendations for:

- Support of the proposed building and its foundations and slabs, including allowable bearing pressures, and anticipated long-term and short-term and differential settlement.
- Design of foundations to resist lateral forces (earth, wind, seismic, etc.) including passive and active lateral design pressures, sliding resistance values for cohesion and friction
- Subgrade modulus and seismic site classification.
- Undercut and fill for any unsuitable native soils

- Standard Duty HMA Pavements
- Heavy Duty HMA Pavements
- Standard Duty Concrete Pavements (pedestrian)
- Heavy Duty Concrete Pavements (service vehicles)
- Infiltration rates for stormwater management design

Please provide a proposal for providing a Geotechnical Investigation and Report for building and site design purposes. Please provide your recommendations, if different from those indicated, for final soil boring and infiltration testing locations, number of borings, depth of investigation, and associated sampling and testing as required in order to provide the library with sufficient recommendations as to site and subsurface condition suitability for the proposed project. Please include the scope of your proposed investigation, all costs and anticipated schedule to complete the report.

The New Superior Township Branch Library project scope is anticipated to be a 7,800 square foot, one story building with slab on grade first floor construction. Floor loading will accommodate 150 psf library stack loading. Floor loads due to compact shelving is not anticipated at this time. Parking areas should accommodate normal traffic loads including potential school bus and/or waste management vehicle loading. Main drive lanes should also accommodate semi-truck traffic.

Please return your proposal via email to **Daniels and Zermack Architects** ([dwhisler@danielsandzermack.com](mailto:dwhisler@danielsandzermack.com) and [kkerwan@danielsandzermack.com](mailto:kkerwan@danielsandzermack.com)), addressed to:

Ms. Lisa Hoenig, Director  
Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, MI 48197

The Library will contract directly with the Geotechnical Engineering firm selected to provide the services requested.

Please respond on or before **Monday, February 18, 2019**. Please contact our office if you have any questions regarding this request.

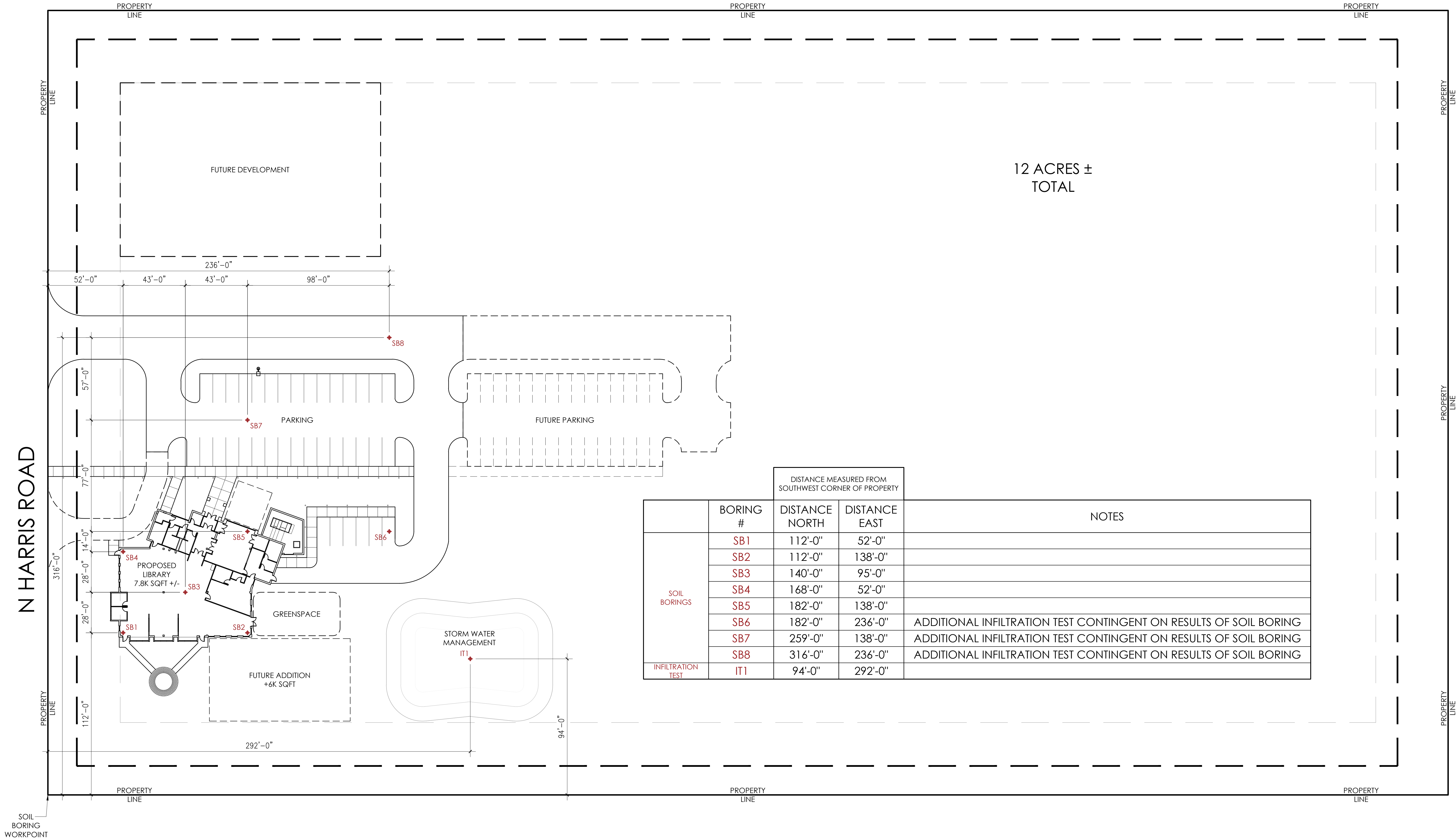
Very Truly Yours,

Daniels and Zermack Architects



Daniel E. Whisler, AIA, LEED AP BD+C  
Principal

Attachments:            Conceptual Site Plan w/ Suggested Preliminary Soil Boring Locations  
                                 Site Survey





## ZONING INFORMATION

Zoning of property: J-10-35-200-01  
CURRENT ZONING REQUIREMENTS  
A-2 Rural Residential Zoning Requirements  
A) Minimum Lot Area = 43,560 SQ.FT.  
B) Minimum Lot Width = 150 FT.  
C) Maximum Building Height = 35 FT OR 2.5 STORIES  
D) Maximum Lot Coverage = 15%  
Setbacks  
A) Front Yard = 50 FT.  
B) Side Yard = 15 FT. ONE SIDE, 50 FT. TOTAL OF TWO  
C) Rear Yard = 50 FT.

SOURCE OF ZONING INFORMATION: ARTICLE 3 DIMENSIONAL STANDARDS SECTION 3.101

NOTE: This may not be a complete compilation of the zoning regulations governing the subject property, and the SUPERIOR TOWNSHIP BUILDING/ZONING DEPT should be consulted for the accuracy and completeness of the information shown herein.

## DESCRIPTION

The land situated in the State of Michigan, County of Washtenaw, Township of Superior, part of the Northwest 1/4 Section of 35, Town 2 South, Range 7 East.

\*OLD SID - J 10-035-007-00 SU 35-5B COM AT NW COR OF SEC 35, TH S 1-47-15 E 753.28 FT ON W/L OF SEC TO POB, TH N 88-27-45 E 968 FT, TH S 1-47-15 E 541.81 FT TH S 88-27-45 W 968 FT, TH N 1-47-15 W 541.81 FT TO POB PART NW 1/4 SEC 35 T2S R7E 12.04 AC

## LEGEND

- Benchmark
- Catch Basin - Round
- Catch Basin - Square
- Cable Riser
- Deciduous Tree
- Evergreen Tree
- Gas Riser
- Hydrant
- Iron - Set
- Iron - Found
- Light Pole
- Phone Riser
- Sign
- Stop Sign
- Sanitary Sewer Manhole
- Transformer
- Utility Pole
- Water Manhole
- Water Valve
- Gas
- Overhead Utility
- Fence
- Sanitary
- Storm
- Underground Telephone
- Watermain
- Cable TV
- Underground Electric
- Zoning Setback
- Asphalt
- Concrete
- Building



UTILITY LOCATIONS ARE DERIVED FROM ACTUAL MEASUREMENTS OR AVAILABLE RECORDS. THEY SHOULD NOT BE INTERPRETED TO BE EXACT LOCATIONS NOR SHOULD IT BE ASSUMED THAT THEY ARE THE ONLY UTILITIES IN THIS AREA.  
NOTE: EXISTING UTILITIES AND SERVICE LINES IDENTIFIED AS "PLANS" WERE OBTAINED FROM AVAILABLE CITY AS-BUILT RECORD DRAWINGS. THE CONTRACTOR SHALL VERIFY THE LOCATION, DEPTH AND STATUS OF ALL UTILITIES AND SERVICE LINES PRIOR TO NEW CONNECTIONS.

## SURVEYOR'S NOTES

- ALTA TABLE "A" ITEM NO. 3 - Flood Zone Classification: An examination of the National Flood Insurance Program's Flood Insurance Rate Map Index Map Number 26161CIND0A, with an Effective Date of April 3, 2012, shows for Community Number 26161C, Panel Number 0290E, that the Panel was not printed. No field surveying was performed to determine this zone.
- ALTA TABLE "A" ITEM NO. 4 - Gross Land Area: 524,467 Square Feet / 12.0 Acres
- ALTA TABLE "A" ITEM NO. 6(a) - Zoning Classification - A-2 Rural Agricultural District, per Superior Township Building and Zoning Dept.
- ALTA TABLE "A" ITEM NO. 7(b)(1) - No buildings observed.
- ALTA TABLE "A" ITEM NO. 7(c) - No buildings observed.
- ALTA TABLE "A" ITEM NO. 9 - Parking Information - No parking spaces observed.
- ALTA TABLE "A" ITEM NO. 16 - Evidence of recent earth moving work, building construction or building additions observed in the process of conducting the fieldwork. None observed at time of survey.
- ALTA TABLE "A" ITEM NO. 17 - Proposed changes in street right of way lines, if such information is made available to the surveyor by the controlling jurisdiction. Evidence of recent street or sidewalk construction or repairs observed in the process of conducting the fieldwork. None observed at time of survey.
- Easement for Watermain recorded Liber 1761, Page 417, Washtenaw County Records. The easement described in this document is shown on this survey.
- Easement for Utilities recorded on Geddes Ridge Subdivision and Geddes Ridge Subdivision No.2, Washtenaw County Records. The easement described in this document is shown on this survey.
- Basis of Bearing: Michigan State Plane Coordinates, South Zone 2113.
- Note to the client, insurer, and lender - With regard to Table A, Item 11, source information from plans and markings will be combined with observed evidence of utilities pursuant to Section 5.E.iv. to develop a view of the underground utilities. However, lacking excavation, the exact location of underground features cannot be accurately, completely, and reliably depicted. In addition, in some jurisdictions, 811 or other similar utility locate requests from surveyors may be ignored or result in an incomplete response. Where additional or more detailed information is required, the client is advised that excavation and/or a private utility locate request may be necessary.
- NOTE TO CONTRACTORS: 3 (THREE) WORKING DAYS BEFORE YOU DIG, CALL MISS DIG AT TOLL FREE 1-800-482-7171 FOR UTILITY LOCATIONS ON THE GROUND.
- This topographic survey was performed during a period of snow and ice covering. While every effort was made to locate all features, snow and/or ice may have prevented all features from being visible.

## BENCHMARKS

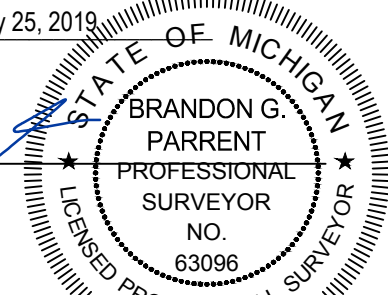
**BENCHMARK #261** ELEV. = 767.03 (NAVD 88)  
Top of East bolt on hydrant, located 8'± East of edge of asphalt & 156'± North of centerline of Barrington Drive.

**BENCHMARK #263** ELEV. = 764.31 (NAVD 88)  
Top of Southeast bolt on hydrant, located 14'± East of edge of asphalt & 84'± of Southerly property line of our property.

## SURVEYOR'S SIGNATURE

Date of Plat or Map: January 25, 2019

Brandon G. Parrent  
Professional Surveyor No. 63096  
Nederveld, Inc.  
bparrent@nederveld.com



LOCATION MAP  
NOT TO SCALE

**NEDERVELD**  
www.nederveld.com  
800.222.1868  
**ANN ARBOR**  
3037 Miller Rd.  
Ann Arbor, MI 48103  
Phone: 734.929.6963  
**CHICAGO**  
**COLUMBUS**  
**GRAND RAPIDS**  
**HOLLAND**  
**INDIANAPOLIS**  
**ST. LOUIS**

## PREPARED FOR:

Ypsilanti District Library  
Lisa Hoenig

5577 Whittaker Road  
Ypsilanti, MI 48197

## CREATED:

Drawn: ED

Date: 01.07.19

## REVISIONS:

Rev: 1

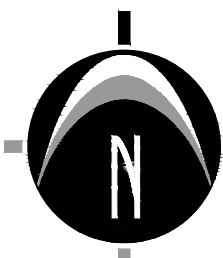
Drawn: BP

Date: 02.06.19

# Superior Township Branch Library

## Topographic Survey

HARRIS ROAD  
PART OF THE NORTHWEST 1/4 OF SECTION 35 T2S R7E,  
SUPERIOR TOWNSHIP, WASHTENAW COUNTY, MICHIGAN



0' 20' 40' 80'  
SCALE: 1" = 40'

PROJECT NO:  
18500132

SHEET NO:  
**TO.1**

SHEET: 1 OF 1



**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 2/20/19

**Re:** Resolution to authorize bank signers for YDL

The attached resolution authorizes YDL to proceed in changing bank signers with the remaining banks where we keep accounts. As we go through this process, if a bank requires we adopt a specific resolution, it will be presented at a future meeting.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-8

February 27, 2019

RESOLUTION TO AUTHORIZE PERSONS AUTHORIZED TO SIGN CHECKS AND  
OTHER FINANCIAL INSTRUMENTS WITH FINANCIAL INSTITUTIONS

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The following persons are authorized to sign signature cards with financial institutions for deposit or expenditure of YDL funds, including disbursements, sales and transfers of YDL funds:

1. YDL Director: Lisa Hoenig
2. YDL Board of Trustees Treasurer: Kay Williams
3. YDL Board of Trustees President: Brian Steimel
4. YDL Board of Trustees Secretary: Patricia J. Horne McGee

Two signatures are required for any financial transaction. Signature may be by facsimile.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:      NO:      ABSENT:      VOTE: