

# Board of Trustees

2019 Information Packet



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



**Ypsilanti District Library**  
**YDL Board Meeting, March 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Presentation:</b> Space Utilization Study proposal, KRM Architecture	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from February 27, 2019 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. February 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	
E. Fundraising Committee	<input type="checkbox"/>	<input type="checkbox"/>	
F. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
G. Negotiating Committee	<input type="checkbox"/>	<input type="checkbox"/>	
H. Facilities	<input 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>New Business</b>			
A. Award contract for left lane warrant analysis for Superior building project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Award contract for Space Utilization Study for Whittaker and Michigan Ave.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Closed Session to discuss collective bargaining negotiations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
D. Approve Collective Bargaining Agreement for 2019-2022	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# **Minutes of Previous Meeting**

Ypsilanti District Library  
Board of Trustees  
Minutes, February 27, 2019 (Unapproved)

**CALL TO ORDER**

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

**Attendance**

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

Trustees Absent: Kay Williams

Also present: Director Lisa Hoenig, Business Office Manager Monica Gower, Layton & Richardson Auditor, Luke Downing

**APPROVAL OF THE AGENDA**

Trustee Winborn moved to approve the meeting agenda with the following change. Trustee Cooper supported this motion.

- Move audit presentation to the point in the agenda when the auditor arrives.

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

**CONSENT AGENDA**

Trustee Winborn moved to approve the consent agenda (January 23, 2019 Meeting minutes, and January 2019 Financials and Check Register) Trustee McGee supported this motion.

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

Nays: None

Motion passed.

**Presentation: FY 2018 Audit by Luke Downing, Layton & Richardson**

**COMMITTEE REPORTS**

- Finance Committee:
  - Lisa e-mailed the finance committee about the audit contract. If there are no objections we will extend it for 5 years. They are very easy to work with and very helpful.
  - Also wanted to share that I had been talking with Jim Carey (our accountant) about our Chase bank account. We made the final payment to the debt and it left a smaller amount remaining in our Chase bank account than the minimum balance we need to avoid fees. Jim and I spoke and we decided that we would really like the Chase account to continue as the account we use for expenditures related to the construction project. We thought it would be good to keep that account separate and put money in there for the construction project as we go along. We had a money market account at TCF that was collecting extremely minimal interest. The Chase is a high yield savings and it was collecting more interest than the TCF account. Long story short, I looked at our investment policy and it says the Director and Treasurer will make decisions about investments. I messaged Kay who said go for it. I closed the account at TCF and put it in the Chase account. Now there

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enough money in the Chase account that we will not incur fees and it is gaining more interest than it would have otherwise.

- Our debt service payment was received and has been credited. We are done.
- FOL Library Report:
  - They had their annual meeting earlier this week. It was cancelled previously because of weather.
  - They elected a new slate of officers.
  - They expect to give a similar amount this year but slightly less because their revenues are not as high as they had been in previous years. (\$31,000)
  - One board member resigned, Jane Nye; she was in charge of the membership. She was the one who would send out emails about joining the FOL and the book sales. She will be missed.
  - They have a new volunteer coordinator, Eva Moore. She is going to revive their Facebook page which she identified as needing freshening up. It was approved at the meeting for her to do this on a regular basis.
- Superior Township Planning:
  - Since the report in the packet I learned that the Superior planning commission cancelled its February meeting. As far as I know the rezoning was not on the agenda of the Township board for February so we may be a little bit slowed down in that process. I don't think the hand-off from the planning commission to the Township board has occurred. We are waiting for rezoning to get the deed to take ownership of the property.
- Facilities:
  - We received seven proposals for the space utilization study. Julianne and I have been reviewing them. We plan to put together a matrix for comparison by the end of the week. Our staff workgroup will meet on March 7<sup>th</sup> to narrow it down a little bit. I would like to have either the facilities committee or the full board interview some finalists. Then I would like to bring the award to the next board meeting.

**REPORT OF THE LIBRARY DIRECTOR**

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

- Personnel wise, Jennitra Campbell resigned. She has another job and the job is expanding. I also accepted the resignation of our TALK intern Nicole Sype. She has been the TALK intern since we started with an intern. She has done lots of great things to get our texting platform working smoothly. She is graduating in May. She will be here through March 12<sup>th</sup>. We will look for another intern.
- We held a focus TALK group last week at MI Ave. The report I got was fascinating. One mother loved the links in the texts. Some of the other mothers did not know there were links in the texts. None of them knew there was a TALK website. It was quite interesting. They all really loved TALK and felt their children were benefiting from it.
- We have discovered a large stumbling block with our TALK program. They are discontinuing the kind of short code we operate on. There apparently has been some abuse of these short codes. We are going to have to make a decision about what to do. We could potentially migrate to a different platform, but we would still need to change our short code.
- The building monitor/custodian position posting closed also on Friday. We received 9 applications, we will be interviewing shortly.
- Our humidifiers here at Whittaker are broken. It is very dry in the library. It is about \$3400.00 to fix the two humidifiers. Should be repaired soon.

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**OLD BUSINESS**

- A. Resolution to restore Trustee Honorarium

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 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: Jean Winborn

SUPPORTED BY: Bethany Kennedy

YES: 0 NO: 6 ABSENT: 1 VOTE: 0-6

Ypsilanti District Library  
Board of Trustees  
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**NEW BUSINESS**

- A. Acceptance of the 2018 FY audit report

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: Patricia Horne McGee

SUPPORTED BY: Jean Winborn

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

- B. Resolution to award Geotechnical Engineering Services contract for Superior building project.

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

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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

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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: Jean Winborn

SUPPORTED BY: Patricia Horne McGee

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

C. Resolution to authorize bank signers for YDL

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: Kristy Cooper

SUPPORTED BY: Bethany Kennedy

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0



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**BOARD MEMBER COMMENTS**

Trustee	Comment
Bethany	I wanted to thank Lisa for all of her hard work and your staff. Thank you for keeping the doors open as much as you could.
Theresa	I had the opportunity after last meeting to go to American Library Association Midwinter conference. It was fantastic and I enjoyed it very much. I put together a sheet. I went to something called United for libraries. It was a day for the Association of Library Trustees, Advocates, Friends and Foundations. I put together some information that might be useful for folks here. I tried to cram a lot of information into one page. For some of you it might be information you already have. One of the things they really stressed was the notion of when you are presenting someone with advocacy for the library. There are some things you can do to make it more effective and easier. They also offer some phrases. I think of them as little like taglines. Hopefully they will stick in the memory. They have this thing called the E's of libraries that is marketing tool they like to use. There is also this Library Giving Day coming up in April. One of the things that surprised me was that the age group that donates the most to charities right now is Millennials. As we potentially go into raising money and doing more fundraising, I think that's something worth considering. I also wanted to share the American Libraries magazine. I thought that the reference for Ypsilanti District Library in this was pretty cool. Just because I like anytime we are showing that we got that 67%. I also like that on this chart it shows the size of our library service area versus the other library service areas at the bottom. It's just a little mention for us.
Jean	I love the library, I just love libraries. We had our African American read, we almost didn't have it. I was a facilitator. We didn't have a lot of people, we had about 14. It was really nice. People came and read some of the stuff that they wrote. I read a couple of things that I wrote too. It was nice.
Patricia	I'll say one thing. I did spend some time with the exhibit, if you haven't done so do it.
Kristy	I think the library and staff handled all of the weather and flooding situations very well.
Brian	No comments

**Adjourn to Closed session**

President Steimel called for a roll call vote to adjourn to closed session for the purpose of Discussing Labor Negotiations at 8:16 pm.

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

Nays: None

Motion passed.

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**Meeting Reconvened**

Trustee Cooper moved to adjourn the closed session and return to the regular meeting at 8:44 p.m. Vice-President Winborn seconded this motion.

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

Nays: None

Motion passed.

**Adjournment**

Trustee Cooper moved to adjourn at 8:45 p.m. Vice-President Winborn seconded this motion.

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

Nays: None

Motion passed.

# Financial Report

**Ypsilanti District Library  
Balance Sheet  
February 28, 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 02/28/19</b>
<b>Assets:</b>						
Cash: Checking	558,972	343,352	435,833	325,888	30,254	1,778,296
Savings	2,593,271	2,276,388	2,191,873	2,414,562	2,311,968	900,554
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	2,714,342
Receivables & Other assets	49,271	37,821	17,384	36,272	49,282	51,325
Total Assets	<u>3,208,271</u>	<u>2,664,319</u>	<u>2,680,432</u>	<u>2,814,600</u>	<u>2,426,996</u>	<u>2,765,667</u>
<b>Liabilities</b>	804,393	425,334	334,400	509,097	145,758	101,812
<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						<u>0</u>
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						<u>-</u>
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)	1,532,607
Total Fund Balance	<u>2,403,878</u>	<u>2,238,985</u>	<u>2,346,032</u>	<u>2,305,503</u>	<u>2,281,238</u>	<u>2,663,845</u>
<b>Total Liabilities &amp; Fund Balance</b>	<u><b>3,208,271</b></u>	<u><b>2,664,319</b></u>	<u><b>2,680,432</b></u>	<u><b>2,814,600</b></u>	<u><b>2,426,996</b></u>	<u><b>2,765,657</b></u>

**Ypsilanti District Library**  
**Period Ending 02/28/2019 (25% 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 02/28/19 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	2,687,460	2,655,232	67.2%
<b>Expenditures</b>								
Dept 100 Administrative	1,781,039	1,882,645	1,996,604	2,074,121	2,133,260	681,527	1,451,733	32.9%
Dept 200 Michigan Ave.	536,933	531,308	560,975	567,512	585,532	135,844	449,688	23.9%
Dept 300 Outreach/bookmobile	77,977	105,512	85,794	87,152	87,152	18,398	68,754	21.1%
Dept 400 Outreach/Superior Township	152,313	152,354	151,311	153,941	153,741	37,518	116,223	24.4%
Dept 500 Whittaker Rd	1,084,812	1,099,239	1,096,935	1,113,538	1,141,088	267,410	873,678	24.0%
Dept 600 Donations	44,621	53,483	43,328	-	-	11,522	(11,522)	NA
Dept 700 Grants	25,595	27,778	12,190	-	-	2,633	(2,633)	
Total	3,703,288	3,852,319	3,947,139	3,996,264	4,100,773	1,154,853	2,945,920	28.9%
Net Revenue Over Expenditures	78,212	(40,530)	(23,886)	1,668	1,241,919	1,532,607		
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	2,665,202		

**Ypsilanti District Library  
General Fund  
Period Ending 02/28/2019  
(25% 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 02/28/19 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	680,644.84	77.8%
425.000	City of Ypsilanti Tax Levy	541,454.64	565,185.67	589,333.83	589,530.00	811,784.00	152,567.29	18.8%
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	1,803,604.98	55.1%
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	14,912.21	22.6%
657.100	Smart Cards - Printing & Copies	44,808.22	42,288.92	40,841.10	43,000.00	43,000.00	8,325.54	19.4%
657.600	Guest Pass	3,110.00	2,416.80	1,745.20	2,000.00	2,000.00	318.95	15.9%
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	23.75	1.0%
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	1,084.62	86.8%
687.010	Interest/Savings	5,026.14	7,456.62	7,050.32	8,900.00	8,900.00	2,773.19	31.2%
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-Endowmwnt	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>2,665,350.54</b>	<b>49.9%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 02/28/2019  
(25% 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 02/28/19 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	151,619.52	23.5%
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	1,617.51	22.5%
702.180	Reversed Receivables	-	-	-	-	-	-	NA
702.900	Salary/Subs	8,274.41	18,578.26	11,313.95	18,750.00	18,750.00	1,862.12	9.9%
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	2,999.26	38.7%
715.000	Employer Payroll Tax	142,801.97	144,002.37	141,452.80	150,754.00	152,176.00	34,839.57	22.9%
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	13,536.42	14.8%
719.000	FSA Admin Fee	-	-	583.25	760.00	760.00	173.80	22.9%
727.000	Office Supplies	30,036.75	31,341.56	28,244.65	32,400.00	32,400.00	3,583.33	11.1%
727.200	Supplies-Facility	20,211.00	21,858.47	15,581.83	23,700.00	23,700.00	3,034.09	12.8%
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	2,247.00	24.5%
754.000	Health Insurance	328,847.22	350,013.22	361,244.10	370,268.00	370,268.00	92,799.81	25.1%
756.000	Delta Dental	39,679.47	36,157.97	37,615.76	37,123.00	37,123.00	11,857.00	31.9%
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	1,008.90	24.2%
759.000	Vision Service Plan	8,522.08	7,725.94	8,678.68	8,700.00	8,700.00	2,896.00	33.3%
762.000	STD/LTD (Disability Insurance)	9,333.35	9,644.04	10,542.49	12,010.00	12,010.00	3,021.90	25.2%
769.000	Printing & Publishing	7,020.81	12,538.00	19,299.95	5,600.00	8,100.00	838.11	10.3%
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	2,904.88	9.7%
774.100	Data Bases	38,433.35	56,523.56	79,790.77	80,000.00	94,062.00	23,019.67	24.5%
774.800	System Wide DVDs	7,214.64	7,414.44	6,395.74	8,000.00	6,000.00	2,179.05	36.3%
774.900	All Materials Processing	26,923.11	25,723.67	30,750.18	28,000.00	30,000.00	7,496.37	25.0%
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	1,687.00	13.3%
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	51.67	1.7%
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	619.00	11.3%
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	14,765.04	7.9%
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	51,233.11	100.0%
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	2,890.54	21.6%
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	2,019.50	50.5%
975.500	Legal - Negotiations	-	-	-	13,500.00	13,500.00	906.50	6.7%
980.000	Professional/Contractual	42,815.65	57,564.51	91,120.86	40,197.00	42,597.00	3,422.80	8.0%
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	1,955.29	19.2%
990.000	Transfer Out	-	-	-	-	-	250,000.00	-
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>681,526.72</b>	<b>31.9%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 02/28/2019  
(25% 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 02/28/19 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	96,589.51	24.8%
702.800	Salaries-Pages	6,881.93	6,715.66	7,422.95	9,523.00	9,523.00	1,897.55	19.9%
771.000	Adult Books & Processing	31,469.39	32,180.45	31,369.07	32,000.00	32,200.00	8,466.00	26.3%
772.000	Youth Books & Processing	19,258.16	17,990.02	18,216.42	18,500.00	19,050.00	4,078.37	21.4%
776.000	Periodicals - Adult	4,385.25	4,132.72	3,949.40	4,130.00	4,000.00	552.78	13.8%
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	2,557.68	19.2%
779.000	Youth Audio/Visual	4,517.07	5,989.36	5,328.89	5,400.00	5,050.00	2,232.89	44.2%
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	1,983.95	9.9%
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	2,780.00	25.6%
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	291.61	22.4%
940.000	Phone	2,882.35	4,411.42	4,500.48	4,631.00	4,631.00	1,126.22	24.3%
943.000	DTE - Fuel	4,295.74	5,058.92	4,316.52	4,827.00	4,827.00	1,247.79	25.9%
947.000	DTE - Electric	14,888.34	16,154.99	16,431.62	17,189.00	17,189.00	2,398.35	14.0%
949.000	Ypsilanti Comm Utilities Auth	7,701.07	5,038.27	5,624.83	5,296.00	5,296.00	652.82	12.3%
<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>135,843.84</b>	<b>23.2%</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	16,441.26	24.2%
775.000	Library Materials	4,840.68	5,369.87	4,930.18	5,000.00	5,000.00	652.93	13.1%
840.000	Repair & Maintenance	1,011.86	25,924.52	8,486.68	8,693.00	8,693.00	628.98	7.2%
901.000	Programs - Youth	-	-	-	-	-		NA
943.000	Fuel	4,083.29	3,821.92	5,378.78	5,546.00	5,546.00	675.09	12.2%
<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>18,398.26</b>	<b>21.1%</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	34,621.88	24.8%
775.000	Library Materials	7,535.09	7,056.64	7,058.69	7,700.00	7,500.00	1,476.00	19.7%
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	360.81	36.1%
840.050	Snow Removal & Lawn Care	980.16	980.16	980.16	1,200.00	1,200.00	163.36	13.6%
900.000	Programs - adult	517.92	461.29	588.86	600.00	600.00	90.47	15.1%
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	281.56	24.3%
943.000	DTE - Fuel	655.31	694.55	755.74	933.00	933.00	190.37	20.4%
947.000	DTE - Electric	977.56	900.77	993.27	1,047.00	1,047.00	187.97	18.0%
949.000	Ypsilanti Comm Utilities Auth	66.13	84.21	85.32	264.00	264.00	21.78	8.3%
<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>37,518.49</b>	<b>24.4%</b>



**Ypsilanti District Library  
General Fund  
Period Ending 02/28/2019  
(25% 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 02/28/19 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	168,997.86	24.9%
702.800	Salaries-Pages	32,316.80	34,074.19	37,919.77	41,228.00	41,228.00	7,831.06	19.0%
771.000	Adult Books	69,598.87	62,753.52	64,202.77	62,000.00	66,500.00	12,952.42	19.5%
772.000	Youth Books	32,963.64	32,889.61	32,149.70	32,000.00	41,400.00	7,104.91	17.2%
776.000	Periodicals - Adult	3,798.56	5,399.33	5,910.44	6,250.00	6,000.00	86.00	1.4%
776.050	Periodicals - Youth	699.92	847.92	851.91	900.00	900.00	898.25	99.8%
778.000	Adult Audio/Visual	26,755.61	26,118.99	23,585.32	25,000.00	23,500.00	4,930.94	21.0%
779.000	Youth Audio/Visual	11,622.47	9,328.01	7,978.62	8,600.00	8,500.00	932.73	11.0%
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	7,806.29	38.3%
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	6,825.00	31.7%
900.000	Programs - Adult	3,183.25	2,807.60	3,324.79	4,200.00	4,200.00	147.00	3.5%
901.000	Programs - Youth	5,284.31	4,705.39	5,122.05	5,200.00	5,200.00	2,906.40	55.9%
903.000	Equipment Maintenance	1,119.16	-	82.98	1,500.00	3,000.00	1,492.00	49.7%
940.000	Phone	5,290.78	8,490.03	8,949.89	9,193.00	9,193.00	2,252.45	24.5%
943.000	DTE - Fuel	25,436.79	26,167.88	31,856.11	36,230.00	36,230.00	11,132.74	30.7%
947.000	DTE - Electric	99,973.15	100,296.77	101,664.27	106,299.00	106,299.00	19,764.14	18.6%
949.000	Ypsilanti Comm Utilities Auth	3,486.22	5,224.80	5,616.86	5,654.00	5,654.00	605.18	10.7%
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>267,410.12</b>	<b>23.4%</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>13,549.07</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>11,522.20</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>2,633.40</b>	<b>NA</b>
<b>IMPROVEMENTS/Asset Sales</b>								
685.000	Sale of assets	369.00	979.06				-	NA
810.100	Approved projects-Improvements fund							NA
850.100	Technology improvements							NA
<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>2,687,459.61</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>1,154,853.03</b>	<b>28.2%</b>
	Net Revenue Over Expenditures	78,580.95	(40,529.53)	(23,885.57)	1,668.00	1,241,919.00	1,532,606.58	
	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>2,665,202.49</b>	

**Ypsilanti District Library  
Balance Sheet  
February 28, 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 02/28/19</b>
<b>Assets:</b>						
Cash	856,860	1,225,052	1,232,141	994,885	964,266	-
Receivables	602,228	265,327	228,588	475,134	85,375	47,188
<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>47,188</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	46,533
<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>47,188</b>

Ypsilanti District Library  
Debt Service Fund  
Period Ending 02/28/2019 (25% of Year)

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	BUDGET 18--19**	YTD 02/28/19 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	1,161	10,939	9.6%
440.000	Ypsilanti Township Tax Levy	1,011,752	1,015,107	714,939	30,000	17,985	12,015	60.0%
699.000	transfer In				190,000	250,000		
688.000	Interest	489	794	1,174	300	393	(93)	131.1%
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>269,540</b>	<b>22,860</b>	<b>115.2%</b>
<b>Expenditures</b>								
702.150	Bank Fees	300	50	1,243	1,500	10	1,490	0.7%
980.000	Professional/Contractual	1,000	300	1,250	1,250	-	1,250	0.0%
991.000	Debt Retirement Principal	1,115,000	1,160,000	1,205,000	1,255,000	1,255,000	-	100.0%
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	16,733	8,367	66.7%
<b>TOTAL</b>		<b>1,286,054</b>	<b>1,284,058</b>	<b>1,281,793</b>	<b>1,282,850</b>	<b>1,271,743</b>	<b>11,107</b>	
Total Revenue Over Expenditures		2,662	894	(386,532)	(1,048,950)	(1,002,203)	(46,747)	
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>46,787</b>		

**Ypsilanti District Library  
Balance Sheet  
February 28, 2019  
Capital Asset Replacement Fund**

**Assets:**

Cash	900,000	611,746	594,787	417,120	399,522	1,520,081
Total Assets	900,000	611,746	594,787	417,120	399,522	1,520,081

**Liabilities**

	-	-	-	-	-	-
Fund Balance	900,000	611,746	594,787	417,120	399,522	1,520,081
<b>Total Liabilities &amp; Fund Balance</b>	900,000	611,746	594,787	417,120	399,522	1,520,081

Ypsilanti District Library  
Capital Expenses  
Period Ending 02/28/2019 (25% of Year)

ACCT #	ACCOUNT NAME	YTD 2/28/19
<b>Revenue</b>		
688.000	Interest	-
<b>Total</b>		-
Dept 400 Superior Construction		
<b>Expenditures</b>		
702.150	Bank Fees	-
910.000	Site Development	7,900
975.000	Legal/Attorney	15,235
981.000	Architect Fees	6,306
983.000	General Contractor	-
		-
<b>TOTAL</b>		<b>29,441</b>
Total Revenue Over Expenditures		(29,441)
Beginning Fund Balance		<b>1,150,000</b>
<b>Ending Fund Balance</b>		<b>1,120,559</b>

Current Board Assignment

# Check Register Report

Date: 03/22/2019

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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>								
70662	02/08/2019	Printed			0000000025	AFLAC	invoice 2/7/19	208.48
70663	02/08/2019	Printed			AK	AK LAWNCARE	MA #4 of #5 payments snow	2,900.00
70664	02/08/2019	Printed			AES	ALLIED EAGLE SUPPLY CO	brag box/scott jrt	464.05
70665	02/08/2019	Printed			BAA	BANK OF ANN ARBOR	closing 1/31/19 #5384	1,348.14
70666	02/08/2019	Printed			BAA	BANK OF ANN ARBOR	closing 1/31/19 #5906	265.77
70667	02/08/2019	Printed			BAA	BANK OF ANN ARBOR	closing 1/31/19 #4125	1,195.08
70668	02/08/2019	Printed			BENCH	BENCHMARK DESIGN STUDIO	power of children lettering	75.00
70670	02/08/2019	Printed			BA	BLACKSTONE PUBLISHING	this is how it always	361.14
70671	02/08/2019	Printed			BCN	BLUE CARE NETWORK OF MI	3/1-3/31/19 coverage	38,666.59
70672	02/08/2019	Printed			BOD	BODMAN PLC	superior project	15,235.00
70673	02/08/2019	Printed			CAD	CADILLAC-WEXFORD	lost-ILL Ms marvel	15.99
70674	02/08/2019	Printed			0000000567	CENTER POINT PUBLISHING	the amish quilter	496.74
70675	02/08/2019	Printed			CHEB	CHEBOYGAN AREA PUBLIC LIBRARY	lost-ILL books of faerie	19.95
70676	02/08/2019	Printed			CLHI	CLARK HILL	december 2018 services	759.50
70677	02/08/2019	Printed			0000000037	CONGDON'S ACE HARDWARE	closing 1/31/19	9.44
70678	02/08/2019	Printed			A59	CRABTREE PUBLISHING COMPANY	muhammad ali	69.85
70679	02/08/2019	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	superior project	2,730.71
70680	02/08/2019	Printed			DECK	DEKERVILLE PUBLIC LIBRARY	lost-ILL ms. marvel	15.99
70681	02/08/2019	Printed			0000000039	DEMCO, INC.	alpha labels-repair tape	72.75
70682	02/08/2019	Printed			DTE ENERGY	DTE ENERGY	whit 12/22/18-1/22/19 service	10,594.68
70683	02/08/2019	Printed			DTE ENERGY	DTE ENERGY	MA 12/29/18-1/28/19 service	1,919.35
70684	02/08/2019	Printed			FCL	FITNESS CHICK LLC	1/26/19 yoga storytime	50.00
70685	02/08/2019	Printed			GALEGRP	GALE-CENGAGE LEARNING	ladder to the sky	94.46
70686	02/08/2019	Printed			KAUF	ARON KAUFMAN	spring 2019 family reads-river	150.00
70687	02/08/2019	Printed			0000000051	THE LIBRARY NETWORK	Tumble 1/31/19-1/31/20	559.30
70688	02/08/2019	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	MA 12/24/18-1/23/19	947.19
70689	02/08/2019	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Jamex machine Q21793	2,552.70
70690	02/08/2019	Printed			AFSCME	MICHIGAN AFSCME	deduct 1/10/19	673.80
70691	02/08/2019	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/18-7/1/19	2,247.00
70692	02/08/2019	Printed			MTUVPO	MICHIGAN TECHNOLOGICAL LIBRARY	lost-ILL fear and trembling	88.02
70693	02/08/2019	Printed			MIDWESTTAP	MIDWEST TAP	statement 02/04/19	6,275.34
70694	02/08/2019	Printed			MIDWESTTAP	MIDWEST TAP	hoopla ending 1/31/19	5,401.89
70695	02/08/2019	Printed			A36	MONROE COUNTY LIBRARY SYSTEM	lost-ILL Titans	16.99
70696	02/08/2019	Printed			NEDER	NEDERVELD	superior alta survey	9,400.00
70697	02/08/2019	Printed			NEUZONE	NEUTRAL ZONE	1 staff/5 teens youth driven	40.00
70698	02/08/2019	Printed			OCLC	OCLC INC.	due 3/17/19	451.90
70699	02/08/2019	Printed			0000000078	OFFICE DEPOT	1099 forms	41.98
70700	02/08/2019	Printed			OV	OVERDRIVE, INC.	5 items, bridge of clay	1,500.68
70701	02/08/2019	Printed			PRH	PENGUIN RANDOM HOUSE LLC	wild	47.50
70702	02/08/2019	Printed			PDL	PLYMOUTH DISTRICT LIBRARY	lost-ILL old in art school	14.17
70703	02/08/2019	Printed			0000000318	PRINTING SYSTEMS	fundbalance laser checks	160.86
70704	02/08/2019	Printed			PP	PROGRESSIVE PRINTING	LNGO brochure/pow of children	958.00
70705	02/08/2019	Printed			QM	Q+M	2019 winter loop issue design	1,000.00
70706	02/08/2019	Printed			SARA	SAKINAN RAHMAN	Youth making change panel 2/23	100.00
70707	02/08/2019	Printed			ZARA	ZAKIYYAH RAHMAN	Youth making change panel 2/23	100.00
70708	02/08/2019	Printed			0000000048	RECORDED BOOKS	blood rites	61.87
70709	02/08/2019	Printed			SCS	SCS IMAGE GROUP	donor wall final payment	746.00
70710	02/08/2019	Printed			STAPAD	STAPLES ADVANTAGE	statement 1/25/19	239.48
70711	02/08/2019	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	10/16/18-1/15/19 service	21.78
70712	02/08/2019	Printed			TERM	TERMINIX	superior 1/10/19 service	114.00
70713	02/08/2019	Printed			THYSSENKRUPP	THYSSENKRUPP ELEVATOR	whit maintenance 2/1-4/30/19	1,215.00
70714	02/08/2019	Printed			VGK	VGKIDS	TAG shirts	228.76

# Check Register Report

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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>								
70715	02/08/2019	Printed			0000000030	VISION SERVICE PLAN - MI	february 2019 coverage	724.00
70716	02/08/2019	Printed			WISD	WASHTENAW INTERMEDIATE	donated Art Honor Soc-WiHi	150.00
70717	02/08/2019	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA 02/2019 service	494.75
70718	02/08/2019	Printed			WORLDBOOK	WORLD BOOK INC.	ayos awesome adventures	1,259.00
70719	02/08/2019	Printed			0000000021	Y C U A	whit 12/19/18-1/23/19 service	659.53
70720	02/08/2019	Printed			YPSIDEBT	YPSILANTI DISTRICT LIBRARY	02/01/2019	62,511.44
70721	02/08/2019	Printed			YPSIDEBT	YPSILANTI DISTRICT LIBRARY	final debt service payment	250,000.00
70722	02/20/2019	Printed			A15	BP PRODUCTS OF NORTH AMERICA	1/6-2/5/19 service	345.44
70723	02/20/2019	Printed			JOY	JOY CICHEWICZ	Prime time expenses 2018	187.15
70724	02/20/2019	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	invoice 2/8/19	1,731.63
70725	02/20/2019	Printed			DTE ENERGY	DTE ENERGY	whit street light - Jan 2019	33.16
70726	02/28/2019	Printed			ALER	ALERUS FINANCIAL	Employ contribution 1/2019	16,593.22
70727	02/28/2019	Printed			AES	ALLIED EAGLE SUPPLY CO	latex gloves/tissue/mop	137.43
70728	02/28/2019	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	2/28/19 renewal Wechter	145.00
70729	02/28/2019	Printed			0000000003	ANN ARBOR NEWS	MA through 2/22/20	390.80
70730	02/28/2019	Printed			BKTY	BAKER & TAYLOR	statement 1/31/19	25.34
70731	02/28/2019	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 1/31/19	365.30
70732	02/28/2019	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 01/31/19	48.14
70733	02/28/2019	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 01/31/19	657.98
70734	02/28/2019	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 01/31/19	111.37
70735	02/28/2019	Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 1/31/19	109.32
70736	02/28/2019	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 1/31/19	27.68
70737	02/28/2019	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 1/31/19	7,500.13
70738	02/28/2019	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 1/31/19	3,371.21
70739	02/28/2019	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 1/31/19	2,180.39
70740	02/28/2019	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 1/31/19	1,001.32
70741	02/28/2019	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 1/31/19	436.28
70742	02/28/2019	Printed			BASIC	BASIC	2/2019 admin fee	59.25
70743	02/28/2019	Printed			BEHA	RUTH BEHAR	3/18/19 Family Read-Riverside	1,000.00
70744	02/28/2019	Printed			BA	BLACKSTONE PUBLISHING	golden state	65.89
70745	02/28/2019	Printed			BSB	BSB COMMUNICATIONS INC.	1/29/19 remote service	145.00
70746	02/28/2019	Printed			0000000567	CENTER POINT PUBLISHING	with this pledge	906.60
70747	02/28/2019	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	january 2019 elec/fuel	203.03
70748	02/28/2019	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	january 2019 grounds	81.68
70749	02/28/2019	Printed			CLHI	CLARK HILL	1/2019 services	906.50
70750	02/28/2019	Printed			COU	COUGHLAN COMPANIES, LLC	benjamin banneker	380.82
70751	02/28/2019	Printed			0000000183	CUMMINS BRIDGEWAY,LLC	2/8/19 service	628.98
70752	02/28/2019	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	superior project	3,575.37
70753	02/28/2019	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	3/1-3/31/19 coverage	2,964.25
70754	02/28/2019	Printed			DTE ENERGY	DTE ENERGY	whit 1/23-2/20/19 service	9,967.69
70755	02/28/2019	Printed			ECC	ANELL ECCLESTON	2/23/19 youth making change	100.00
70756	02/28/2019	Printed			ECT	ENVIRONMENTAL CONSULTING &	superior project	2,400.00
70757	02/28/2019	Printed			FIND	FINDAWAY WORLD, LLC	dark sacred night	260.92
70758	02/28/2019	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH H,PC	january 2019 service	340.00
70759	02/28/2019	Printed			GASO	GAMER SOCIETY	minecraft-4 sessions	125.00
70760	02/28/2019	Printed			GELD	LAURA GELDYS	3/18/19 cha cha lessons	100.00
70761	02/28/2019	Printed			GSI	GEMELLARO SYSTEMS INTEGRATION	work order 10888	1,926.00
70762	02/28/2019	Printed			GORDON	GORDON FOOD SERVICE, INC	MA youth supplies	134.63
70763	02/28/2019	Printed			HEL	JENNIFER HELNER	4/4/19 adult crafters	147.00

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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>								
70764	02/28/2019	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 2/13/19	204.70
70765	02/28/2019	Printed			JOCO	JOHNSON CONTROLS	MA elevator 3/1/19-2/29/20	334.74
70766	02/28/2019	Printed			LIKA	LIDIA KAKU	tinkerlab 3/8/19	150.00
70767	02/28/2019	Printed			LSC	LIGHTING SUPPLY CO.	pulse start core & coil	430.28
70768	02/28/2019	Printed			LINC_NAT	LINCOLN NATIONAL LIFE	3/1-3/31/19 coverage	1,343.60
70769	02/28/2019	Printed			MANLAN	MANGO LANGUAGES	renewal 1/31/19-1/30/20	3,810.61
70770	02/28/2019	Printed			MIDWESTTAP	MIDWEST TAPE	97006990/97007000/97006632	2,014.29
70771	02/28/2019	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	February 2019 service	128.00
70772	02/28/2019	Printed			PATR	PATRON ACCOUNT	return-i'll teach my dog	4.99
70773	02/28/2019	Printed			PRH	PENGUIN RANDOM HOUSE LLC	the dreamers	63.75
70774	02/28/2019	Printed			PLS	PUBLIC LIBRARIES OF SAGINAW	lost ILL-Vampires like it hot	7.99
70775	02/28/2019	Printed			0000000048	RECORDED BOOKS	the 48 laws of power	226.30
70776	02/28/2019	Printed			RIVI	RIVISTAS, LLC	new moon girls	1,202.40
70777	02/28/2019	Printed			SANG	SANGEET U.S.A.	Holi festival/storytime 3/2/19	150.00
70778	02/28/2019	Printed			SAUN	THERESA SAUNDERS	Achievement gap program	250.00
70779	02/28/2019	Printed			SAWA	SAWA BOOKS	dance dance dance	151.97
70780	02/28/2019	Printed			SCHLIB	SCHOLASTIC LIBRARY PUBLISHING	whit/MA youth	1,412.45
70781	02/28/2019	Printed			SDT	SPINNING DOT THEATRE	3/30/19 performance	150.00
70782	02/28/2019	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	winterize - Whit	905.00
70783	02/28/2019	Printed			AMAZ	SYNCB AMAZON	statement 2/10/19	1,327.68
70784	02/28/2019	Printed			STGI	SYSTEMS TECHNOLOGY GROUP, INC.	Read Squared summer chall	1,995.00
70785	02/28/2019	Printed			TDSM	TDS	2/22-3/21/19 billing	1,220.44
70786	02/28/2019	Printed			THOM WEST	THOMSON REUTERS-WEST	1/5-2/4/19 billing	170.00
70787	02/28/2019	Printed			TSAI	TSAI FONG BOOKS, INC.	dang hu xi hua wei kong qi	129.33
70788	02/28/2019	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	january 2019 placements	912.90
70789	02/28/2019	Printed			VERIZON	VERIZON WIRELESS	1/10-2/9/19 service	432.80
70790	02/28/2019	Printed			VDL	VICKSBURG DISTRICT LIBRARY	lost ILL-tore out my heart	16.00
70791	02/28/2019	Printed			0000000030	VISION SERVICE PLAN - MI	march 2019	724.00
70792	02/28/2019	Printed			WBTP	WEST BLOOMFIELD TOWNSHIP	lost ILL-archangels	4.67
70793	02/28/2019	Printed			ZOL	ZOLMAN RESTORATION	Whit water break restoration	3,925.78

Total Checks: 131

Checks Total (excluding void checks):

514,338.16

Total Payments: 131

Bank Total (excluding void checks):

514,338.16

Total Payments: 131

Grand Total (excluding void checks):

514,338.16



# Communications

# **Committee Reports**

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 3/21/19

**Re:** Superior Planning Committee report

- On 3/18/19 the Superior Township Board had the first of two readings on the proposed rezoning of the property. After the second reading in April it will become official.
- As part of the site plan approval process, consultant Brian Barrick of Beckett and Raeder began a dialogue with the Washtenaw County Road Commission regarding our project. The initial feedback he received was a request to move the entry drive and to conduct a left lane warrant analysis on that stretch of Harris Road. As this is a topic of new business you will find much greater detail later in the Board packet.

Dan, Brian and I met with Ken Schwartz and Lynette Findlay from Superior Township on 3/20 regarding the hurdles presented by the driveway issue. Everyone present felt that common sense should prevail, keeping the driveway (and building) in the locations we've planned. Ken spoke to two of the three Road Commissioners later in the day but they could not really comment. We will have to convince the Road Commission before we can proceed with confidence on the site plan. Unfortunately, this will likely delay our groundbreaking.

- The Geotechnical Investigation and Report that were approved at the last Board meeting have been put on hold until questions from the WCRC are answered. It doesn't make sense to do the borings until we are sure of the building location.
- Daniels and Zermack is working with O'Neal Construction to further develop their budget estimate, which is coming in higher than expected. They plan to visit a similarly-sized building currently under construction to see what they can learn that might inform our project.
- Daniels and Zermack have been working on some design tweaks that respond to the public input we received. These include a reduction in the overall amount of window glass, the addition of two computers and an additional restroom in the youth area, and possible changes to the shape of the roof. Once the budget estimate is complete we'll be able to make informed decisions on these changes.
- We have identified a number of grant opportunities and an overall fundraising plan for the project is developing.

**Director's**  
**Report**  
**and attachments**

## Library Director's Report March 27, 2019

### Negotiations complete!

Thank you to Pat and Brian, our Board Negotiations Committee members, who attended a series of four lengthy meetings to reach a tentative agreement with our AFSCME union on a new Collective Bargaining Agreement. Once the Board ratifies the agreement, we will be able to recognize our staff for their dedication and effort during the rough economy of the past decade. This is possible, of course, due to the success of the millage. Attorney Chris Trebilcock will join us for a closed session to share details of the agreement prior to the vote.

### Personnel:

- TALK Intern Nicole Sype, soon to graduate from UMSI, accepted a professional position at another nearby library. Her last day at YDL was 3/12. Nicole was instrumental in developing the new process for delivering TALK texts, and created all of the TALK reports that appeared in this packet, among other things. She will be missed! We have posted for a new TALK Intern, as well as the three Youth Internships we utilize over the summer.
- We received over 30 applications for the Part-time Customer Services Clerk vacancy at Michigan Avenue. Interviews are scheduled for the day of the Board meeting.
- A candidate has been identified for the full-time Building Monitor/Custodian position, awaiting a background check. I hope to make a hiring announcement soon.

### Side Notes:

- Our YCS-YDL Task Force met on 2/28. We shared information about the YDL app and our Family Read, hoping to engage teachers and get more classes to participate. Response so far has been very positive, and the *Lucky Broken Girl* event at Riverside on 3/18 was a hit. Our Benchmarking field trips continue.
- I gave a presentation on YDL news and highlights to the Ladies' Literary Club on 3/13.
- The Power of Children exhibit wrapped up on 3/16. After staff dismantled it, the 25 crates left for their next destination on 3/21. Our next major exhibit is scheduled for September 2020.
- Zolman Restoration is currently working on the Whittaker drywall repairs. Once complete we will submit a request for reimbursement for all elements of our insurance claim to MML.
- Patrons are taking advantage of the Scan & Go tax preparation service now offered at Superior. Given this response, we plan to train more staff on the process next year.
- A number of YDL Youth staff participated in a Mom Power Resilience Rally on 3/1. We have agreed to partner on this grant-funded project intended to support children and parents suffering from the effects of trauma.
- I attended a Detroit Suburban Librarians Roundtable (DSLRT) meeting in Rochester Hills on 3/15, networked with fellow directors and brought back new ideas for fundraising and team-building. Everyone with a building project reports construction costs much higher than expected.
- Please join us for our Annual Volunteer Potluck luncheon on Tuesday, April 9<sup>th</sup>! As usual we'll grill burgers and hot dogs, and staff will provide dishes to pass. Our thank you for your service to YDL!

# **YDL Dashboards**

# YDL Performance Dashboard - February 2019

% Change from last

		February-18		February-19		February		2018		2019 to date	
Circulation											
	Whittaker Rd.		33,575		32,027		-5%		430,619		65,673
	Michigan Ave.		10,312		10,096		-2%		127,247		19,772
	Superior		1,529		1,260		-18%		18,306		2,848
	Bookmobile		907		1,393		54%		19,796		2,715
	eProducts		5,436		4,446		-18%		72,382		11,794
	TOTAL		51,759		49,222		-5%		668,350		102,802
Self Check-Items											
	Whittaker Rd.		5,295		5,024		-5%		68,376		10,903
	Michigan Ave.		1,578		970		-39%		12,379		2,248
	Superior		N/A		0		0%		N/A		1
	TOTAL		6,873		5,994		-13%		80,755		13,152
MeLCat Interlibrary Loans											
	Loaned		1,005		1,116		11%		14,243		2,237
	Borrowed		1,212		1,223		1%		14,383		2,441
Borrowers											
	Whittaker New Cards		190		194		2%		2,614		390
	Michigan New Cards		87		75		-14%		1,194		158
	Superior New Cards		8		9		13%		191		19
	Bookmobile New Cards		0		1		0%		118		4
	TOTAL New Cards		285		279		-2%		4,117		571
	Total Borrowers								0		0
	% of District Residents										
Reference											
	Whittaker Rd.		4,919		3,647		-26%		65,425		8,548
	Michigan Ave.		3,579		3,684		3%		50,873		7,385
	Superior		581		667		15%		8,316		1,313
	Bookmobile		96		203		111%		2,418		333
	TOTAL		9,175		8,201		-11%		127,032		17,579
Program Attendance		Programs	Attendees	Programs	Attendees	Programs	Attendees	Programs	Attendees	Programs	Attendees
	Whittaker Rd. - Adult	41	220	41	169	0%	-23%	448	3,035	72	277
	Whittaker Rd. - Youth	65	1,254	53	1,381	-18%	10%	617	17,740	96	2,424
	Michigan Ave. - Adult	26	268	20	169	-23%	-37%	271	2,528	44	460
	Michigan Ave. - Youth	28	336	32	308	14%	-8%	435	6,698	56	559
	Superior	4	13	15	40	275%	208%	86	738	25	135
	Bookmobile	33	582	35	629	6%	8%	487	9,798	66	1,116
	Offsite	29	354	17	84	-41%	-76%	255	3,859	19	159
	General	1	500	0	0	0%	0%	4	1,566	0	0
	TOTAL	227	3,527	213	2,780	-21%	21%	2,603	45,962	378	5,130
Computer Usage		Hours	Sessions	Hours	Sessions	Hours	Sessions	Hours	Sessions	Hours	Sessions
	Whittaker Rd.	N/A	N/A	2,222	2,589	N/A	N/A	63,392	63,530	4,750	5,480
	Michigan Ave.	N/A	N/A	2,919	2,988	N/A	N/A	63,927	65,159	6,140	6,092
	Superior	N/A	N/A	308	300	N/A	N/A	6,691	6,777	596	568
	Wireless		2,032		2,315		14%		29,291	0	4,969
	TOTAL	0	2,032	5,449	8,192	0%	0%	134,010	164,757	5,449	17,109
Door Count											
	Whittaker Rd.		16,471		14,939		-9%		220,696		32,461
	Michigan Ave.		8,448		8,154		-3%		116,849		16,268
	Superior		1,114		1,154		4%		20,562		2,443
	Bookmobile		641		793		24%		13,931		1,555
	TOTAL		26,674		25,040		-6%		372,038		52,727
Collection											
	Physical Items Added		726		1,597		120%		14,368		3,169
	Ebooks/Eaudio added		367		419		14%		6,547		1,100
	Items Cataloged		461		644		40%		6,404		1,319
	TOTAL Collection		283,130		268,804		-5%		na		na
Online Library Access											
	Website visits		161,393		158,414		-2%		2,128,948		342,792
	App Users		N/A		226		N/A		N/A		451

Whittaker Rd closed 2 1/2 days for burst pipes

**YPSILANTI DISTRICT LIBRARY**  
**FUND DEVELOPMENT DASHBOARD**  
**February 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	\$1,000	
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	\$1,000	
<b>Total Donations</b>	\$71,333	\$73,819	\$65,640	\$54,286	\$1,000	\$52,500



**YPSILANTI DISTRICT LIBRARY**  
**FUND DEVELOPMENT DASHBOARD**  
**February 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>\$11,000</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: March 2019**

*The Power of Children* exhibit has been shipped to its next location. I owe many thanks to Jim, John, Karen, and Lois for their incredible help installing and deinstalling this beast. While attendance was lower than other exhibits due to the weather keeping people inside, the comments were very positive. Author and Holocaust survivor Irene Better was a huge hit. We somehow crammed over 100 people into the triangular bay to hear her amazing story of hope and humanity. Exhibit feedback in general was inspiring and appreciative. Here are some examples:

- “An amazing exhibit. The Rockwell painting [Ruby Bridges on her way to school] has long been a favorite of mine, but I never knew the story of the little girl in it. Thank you.”
- “Informative and educational. Lots to tell our future generations.”
- “Very moving. Made me feel for those still struggling to be accepted.”
- “Fantastic display with lots of information! Thank you for taking time to educate our kids and grown ups.”
- “A powerful and complex approach to the issues of civil rights and youth leadership.”
- “It was beautiful and sad. I learned about Ryan White.”
- “Wonderful! Well done – it kept my daughter’s attention. This display elicited a lot of questions and discussion with my daughter.”
- “Very educational and important. Brave and courageous kids.”
- “The exhibit introduced me to Ryan White, connected pieces of the Ruby Bridges story, and expanded my knowledge of Anne Frank.”
- “Incredible and heart-wrenching exhibit. Shows evil of hatred and discrimination.”
- “Great exhibit. Reminder that we’ve come a long way and have a long way to go.”
- “Thank you for making sure Ryan is not forgotten and raising awareness of HIV/AIDS.”
- “The exhibits at YDL are always so well done and impressive!”



My other projects this month include:

- The finalization of contract negotiations;
- The completion of the youth music reclassification project for Whittaker; Michigan Ave. is next;
- The beginning stages of SMS implementation;
- Early planning for the volunteer potluck – see your invitation and save the date;
- Final work on the new ticketing system recommended by the Workflow Efficiencies workgroup;
- Early planning on the 2019 Summer Challenge;
- Continuing work on the Business Development workgroup.

- The collection budget is 45% encumbered;
- 644 items were cataloged;
- 2,016 items were added to the collection, including 419 e-items;
- The YDL app had 226 users in February;
- YDL borrowed 1,212 items from other libraries via Melcat;
- YDL loaned 1,005 items to other libraries via Melcat.

**Submitted by Julianne Smith, March 21, 2019**

# Communications & Development

Monthly report: March 2019

## Fundraising

- **Dine to Donate at Haab's is April 7!** We hope to see you there. 10% of all meals purchased that day will be donated to YDL in honor of National Library Week.
- **Our new summer development intern, David Foster**, was hired through UM's Development Summer Internship Program (D-SIP). David will be working at YDL from May-August supporting fundraising efforts for the new Superior building. This internship is fully funded through D-SIP.
- **Molly at YDL-Whittaker was awarded a \$500 grant** for the YDL-Whittaker garden.

## TALK

- On April 1, we'll enter the third and final year of grant funding for **TALK: Text and Learn for Kindergarten**. YDL has been exploring options and partners for continuing this service and possibly expanding its reach, and we have a number of exciting potential partners!
- Jodi and Gillian met with **High Scope** about partnering on the TALK program. Their curriculum development experts are helping review the next set of toddler & preschooler text messages, and staff were enthusiastic about offering their research and evaluation expertise to the project if it expands to a state level.
- We launched another promotional push for "March is Reading Month." We sent out a large mailing to preschools, pediatricians, and children's stores in the county, and also re-posted the bus advertisements. Bus placements were donated by TheRide at no cost to YDL!
- **TALK intern Nicole Sype** is graduating from UMSI in April and has accepted a position at another library. Her last day was March 16. We're happy for her but will miss her and appreciate her contributions to building the program. This position has been posted.

## Promotions

- We've confirmed that TheRide will partner with YDL once again to offer **free weekend bus rides with your library card**. They're also donating space for interior bus ads during the Summer Challenge, and we'll have a special Summer Challenge code on the buses!

## Community Relations

- YDL was part of a conversation facilitated by UM's Ginsberg Center about improving the **local news landscape**. Most local news organizations were represented as well as libraries and community organizations, and The Loop was one example of collaboration.
- Board member Bethany Kennedy facilitated a conversation between YDL and **Washtenaw Community College** about co-promoting our events and news. YDL already partners with WCC on entrepreneurship programs, and will be sharing information on their skilled trades event, job fairs, and other major public happenings in The Loop.
- A survey was conducted in partnership with **EMU's Office of Campus and Community Writing** to explore opening a writing center. We received more than 80 responses.

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

## **Customer Services**

Monthly report: March 2019

### ***Unique Management Systems Update***

In January 2019 UMS recovered the following:

Materials Returned: \$2,787.29

Dollars Received: \$1,457.45

In February 2019 UMS recovered the following:

Materials Returned: \$1,669.92

Dollars Received: \$1,486.79

Since YDL began using UMS we have recovered the following:

Materials Returned: \$153,070.25

Dollars Received: \$96,577.36

*Submitted by John Connaghan on March 22, 2019*

## Facilities Department

### Board Report: March 2019

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

After the fire suppression lines burst, pipe repairs, drywall removal, and clean-up. Everything is getting put back together. Zolman Restoration has been working on replacing the drywall. Painting of the new drywall will happen in about a week.



I worked with the electrician to add circuits so Campbell Inc. could install vent fans to draw warm air into the ceiling cavity to help prevent water in the pipes from freezing in the future.



The exhibit came down and needed to be crated. We staged the crates in the lobby to prepare for the trucking company to pick up. Assisted in loading truck



Needed to repair lights in the Ladies Restroom at Whittaker Road. The emergency light ballast kept malfunctioning causing all the lights to go out. We removed that set-up and installed LED lights. Then installed a separate emergency light in case of a power loss. This style is easier, and less expensive to maintain.



Temporarily repaired the outside book return at Michigan Ave facility. Library Design came out to inspect and came up with a more secure fix, which they will do in the near future.



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

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

March 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 in the near future 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. I'm pursuing a detailed reporting feature to assist in cash handling and self-service statistics.
- Book Mobile – We will be replacing laptops, receipt printers, and patron devices on the bookmobile this month.
- Horizon Upgrade – This was successful and resolved a few things we had been experiencing. It has also allowed us to move forward with an SMS messaging trail for library notifications.
- Server Upgrades – We will be performing additional work on the staff intranet site in the next few weeks.
- Misc Equipment updates – We are working to acquire and install new barcode scanners at select locations to assist in scanning from personal devices such as phones. We will also be replacing some receipt printers that are experiencing performance degradation/failure.

## Overall System Status

- We've experienced a small uptick in malicious damage and/or loss in public use equipment. Hopefully, that is a trend that does not continue.

## 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 issues.
- 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: March 2019

### Adult Programs

- AARP Tax Aide volunteers have done nearly 300 tax returns so far! Many thanks go to Shoshanna and Kim for making the reminder phone calls while Joy was on medical leave.
- Kim and Charline's DIY Bath program was packed with adults making bath bombs and sugar scrubs.

### Family/Youth/Teen Programs

- Snow Storm Fun – Kids read books about snow, hydrated magic “instant snow”, had a ferocious “snowball fight” and, of course, they ate snowball donut holes.
- Pet Show Program – Pat read Ezra Jack Keat's “Pet Show,” afterward youth paraded with their stuffed animals, won awards, made blingy collars, and had them examined by a “vet”.
- Teen STEAM Café – Teen STEAM Café' is run by the teens and they did a great job. February was the first one and there was a full house of teens who came to hear a University of Michigan environmental studies PhD student talk about sewage analyses, including presenting maps of Ypsilanti indicating areas where the highest number of drugs are found in sewage.
- Family Maker Nights – they have continued with 10-20 people in attendance. One parent told me that his kids will not allow him to forget, they drag him out the door to attend.
- DHHS has moved their parenting class to the library to encourage literacy and youth staff are working on developing relationships with parents and staff.
- CompuGirl's has received an extension of their IMLS grant allowing them to reach out to rural and small libraries. They expect to add on 2-3 libraries and have submitted a call for library applicants. At this point, our library is the only one of the original three CompuGirl libraries that is continuing the program. Joy is playing an advisory role, while Kelly and Charline will be assisting in a virtual mentor/training role to new libraries.



### Staff

- Joy is back half time after getting new hips at the end of February.
- Pat attended the Early Lit Committee meeting and participated in the MomPower Resilience Rally
- Youth staff are starting to work on Summer Challenge tasks
- Jenny and Kelly have been helping with Whittaker Rd Field Trips. Many kudos to Jodi and Mary for organizing these.
- Since Kim is the chief union steward and Shoshanna is Mich Ave's steward, they spent quite a few hours working on the new contract. Many thanks to Mich Ave and other YDL staff who covered the reference desk.



Joy Cichewicz,  
March 22, 2019

# Outreach Services Board Report:

## March 2019

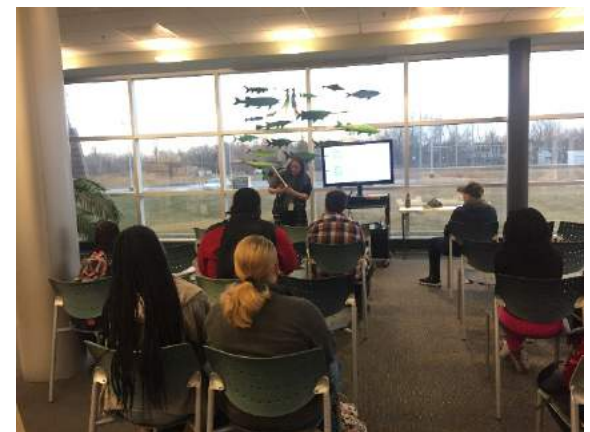
### Staff News

- Stacey and I attended a MeL database training at the Canton Public Library. We learned helpful tips about using the recently-acquired databases in the MeL collection. We also enjoyed walking through the space and getting design inspiration for the new library building.
- Liz G & Stacey attended the Mom Power Resilience Rally, a day-long program focused on providing tools to early childhood providers for building trauma resilience with children and their parents.



### Bookmobile News

- We were off the road one day due to a staffing shortage & tornado warning. Evening route attendance is starting to pick up with the later sunset time.
- The Bookmobile strategic plan workgroup will soon meet to discuss the route and permanent signage. Ken is chairing this committee and Ginger serves on it as well.



### Superior News

- Programs in the last month included Playgroup & Storytime, Black Men Read Kids Club, Tween Reading Circle, and Sewing Club.
- The new Scan and Go tax preparation program has been very popular so far. Through the library's partnership with United Way, we have assisted twelve people in getting their taxes prepared. All of our intake appointments are now full.

### Learning Never Gets Old News

- We delivered new large print books to Ypsilanti Township Senior Center and the City Senior Center.
- We hosted staff from AAATA/The Ride for a presentation about various ways senior citizens can take advantage of public transportation services. The program was well-attended.
- We are planning our summer programs – we are excited to feature a Tai Chi series and another round of Creative Aging.

### Outreach News

- Stacey, Liz, and I continue helping to lead and coordinate field trips for 2<sup>nd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> grade classes at Ypsilanti Community Schools.
- Stacey did a Library Lab offsite at YIES Bright Futures after-school program. Kids had a great time learning about flight science and launching paper airplanes.
- Liz & Stacey both represented YDL at evening events at local elementary schools.
- I gave a tour & library instruction to English as a Second Language students of WCC's Adult Transitions program. The tour ended a little unconventionally, as a tornado warning occurred just as we were wrapping up. The students were good sports and joined the other library patrons in the back hallway while we waited out the warning.

## **Whittaker Road-Adult Services Board Report: March 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)
- Living with HIV (in support of Power of Children exhibit)
- Bookkeeping 101 for Your Small Business
- Safely Talking About Race and Racism film/Discussion

The weather was again a challenge as the Living with HIV program was interrupted by a tornado warning! We are hoping for a good turnout for the Bookkeeping and Race/Racism programs. Paula reached out to everyone who has attended previous business related programs in the past year to invite them to attend; some have indicated they will do so. Staff are currently planning programs for the summer; those should all be in place by the beginning of April.

Paula is currently serving on the Steering Committee for Ypsilanti Township's 2040 Master Plan; it's been interesting to learn what residents want and helpful to see how resident wishes align with YDL's plans. While the Township Master Plan has not yet been officially approved, I'm pleased to report that YDL-Whittaker Road is recognized as a key component in its geographic area and that many of the ideas that have been expressed do line up well with YDL plans (support for small business, non-motorized transport, a desire for social/cultural/art events) and could lead to increased partnership with Ypsilanti Township down the road. We will be hosting the Master Plan Reveal program at Whittaker Road on the night of April 2<sup>nd</sup>.

We are proctoring many exams as we get into midterm and finals for distance learning classes. Those taking exams very much appreciate the new laptop we were given for exam takers; it runs much faster and the battery works so you don't have to keep it plugged in all the time. Thanks to Lisa for funding, and to Scott and Shane for setting up the laptop for use. So far, we have or will be proctoring 7 exams in the month of March and are already fielding inquiries for April.

Brigitte Vallion has also been scheduling a lot of LINGO technology one-on-one sessions this month, as many seniors struggle with the plethora of technology and devices available for use in today's world. They always appreciate her help! Currently, Brigitte has 10 sessions scheduled in March.

-Submitted by Paula Drummond March 19, 2019



# Whittaker Youth Services Board Report March 2019

## Program Highlights

### Little Ones

- 879 parents and children attended 24 storytimes in February.
- Kristen invited a tabla teacher and his students to perform traditional Indian music at the March Hindi/English World Language Storytime.
- Friday morning TinkerLab themes included fizzy bath bomb science and Cuban inspired bead art. We added one Tuesday evening TinkerLab each month for parents who work. This month kids made splatter art. The three sessions averaged about 30 people each.
- Marlena's book group is going strong, with eager emergent readers returning each month.

### Kids & Families

- Kids learned the science of candy making and taffy pulling at Library Lab with Liz, and made a healthy version of shamrock shakes at Garden to Table with Moly.
- 34 kids and parents used our Make-Do connectors to create with cardboard at this month's Family BUILD! I purchased a second classroom set of tools with STEM grant money so we have enough for large outreach events and library programs.
- Minecraft Coding sessions hosted by Gamer Society this month have been very popular, with a full computer lab each week.
- We had a small but very excited group of 40 people for the Family Read celebration at Riverside Arts Center. The author, Ruth Behar, did a great job speaking to kids and answering their questions. Kids made art, played percussion, and ended the evening by learning to dance the cha-cha on stage to bring the book to life. The book checked out 144 times and about 210 people attend one of the 7 supporting programs, including pre-author visit book chats hosted by Molly and Kristel. Several groups of students in YCS schools and Fortis Academy read the book and one teacher attended the event and collected Ruth's autograph for her students. We will take what we've learned and continue to use the Family Read as way to improve our work with schools and other youth-serving organizations to try to get more kids and parents to read at home!

### Teens

- TAG members are working on two upcoming events, an after-hours murder mystery in April, and the teen mental health day in May. They will use some of their pitch funding from the Neutral Zone to pay small stipends to teen presenters and so they are in the process of collecting information about which organizations and teens will participate.
- 24 people came to the Youth Making Change in Ypsi panel discussion facilitated by 4 TAG members. Three young activists in Ypsi answered questions posed by TAG members about how they became involved with their organizations and who inspired and supported them in their work.

### Other news

- Molly was award \$500 to improve the garden area by adding raised beds and she submitted another proposal for a Michigan LSTA Summer Quick Grant to pay for tables and other outdoor STEM supplies.
- The Kids and Teens Program Proposal Group met to talk about Summer Challenge activities and goals we'd like to accomplish over the next year. The Little Ones Program Proposal Group led by Kristel also met and discussed summer pop up storytime venues and programs.
- Now that TALK improvements are underway, Kristel set up a schedule for YDL to return to the WIC office twice a month to talk to parents about what the library offers Little Ones. Thanks to Joy and Mary for sending staff along, too.
- I met with professors at the EMU Office of Campus and Community Writing who will send volunteers to lead weekly youth writing programs at the library again this summer.
- About 220 kids, teachers, and parents from 10 classrooms or organizations have toured the library in the past two months. Thanks to youth staff from every location who have been leading field trips and tours and corresponding with teachers, and to circ and outreach staff who have processed library card applications.
- Kristen, Kristel, and Marlena represented our department at the Mom Power Rally sponsored by WISD Success by 6.
- Kristen, Kelly, and I have attended 826michigan family writing night events at the school with an Ozobot writing activity. I used STEM grant money to add four more robots to our stock for large outreach events and programs.

Submitted March 20, 2019 by Jodi Krahne



# **Old Business**

# **New Business**

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 3/22/19

**Re:** Resolution to award a contract for a left lane warrant analysis related to the Superior building project

As part of the site plan approval process, consultant Brian Barrick of Beckett and Raeder contacted the Washtenaw County Road Commission regarding our project. The initial feedback he received was advice to move the entry drive to the north, aligned with Barrington Drive, or to the south end of the parcel. (See attached sketch interpreting the WCRC direction on driveway location options.) Neither of these options makes sense once the property is divided between the Library and the Township.

The Road Commission would like us to conduct a left lane warrant analysis on that stretch of Harris Road. Ways in which this is likely to help:

1. We will gain a documented understanding of the amount of traffic on the road, and whether an extension of the left turn lane (from Geddes) is warranted.
2. We will get an evaluation of how the addition of the library and possible use by the Township of their portion of the site will impact traffic flow. The WCRC will use this to determine whether future expansion/improvement to Harris will be necessary. (Harris is a County primary road according to Supervisor Ken Schwartz, so the County would have funds to make the improvements.)
3. Harris Road between MacArthur and Geddes has no posted speed limit, so it is technically 55. Geddes is only 50, and MacArthur is 35. Changing it to 35 could help our case to keep the original driveway location, because a lower speed limit requires a shorter distance between driveway offsets. For this reason a speed study is also recommended.

Brian prepared an RFP for a left lane warrant analysis and forwarded it to two qualified firms. Originally no speed study was included, but after meeting with Superior Township and hearing further comments from the WCRC, we requested an additional quote to include that work.

	Left Lane Warrant Analysis cost	Approximate Speed Study cost	Total cost
Progressive AE	\$6,900	\$1,000	\$7,900
WSP Michigan, Inc.	\$4,500	No additional cost	\$4,500

I reviewed the two proposals (attached) and discussed them with Brian and Dan. The two firms cited a similar timeframe for completion. Brian indicated that Progressive AE took a lot of time asking questions before preparing their proposal. He believes their proposal demonstrates a more thorough approach to the project and variables (driveway locations and speed limit) that will better assist with WCRC discussions. However, it is difficult to justify the differential in cost when both firms are qualified.

I recommend we award the bid to WSP with the understanding there may be further expense later if the WCRC requests more detail.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-9

March 27, 2019

RESOLUTION TO AWARD A CONTRACT FOR A LEFT LANE WARRANT  
ANALYSIS AND SPEED STUDY FOR HARRIS ROAD RELATED TO THE  
SUPERIOR BUILDING PROJECT

---

Whereas, the Ypsilanti District Library released a Request for Proposals for a left lane warrant analysis on Harris Road between MacArthur Boulevard and Geddes Road related to the Superior building project, and

Whereas, two proposals were submitted by qualified firms, and

Whereas the Architect and Engineering Consultant for the project carefully reviewed and vetted the proposals, and

Whereas, the Washtenaw County Road Commission advised that a speed study should also be conducted, and informal bids to add this service have been provided, Now Therefore,

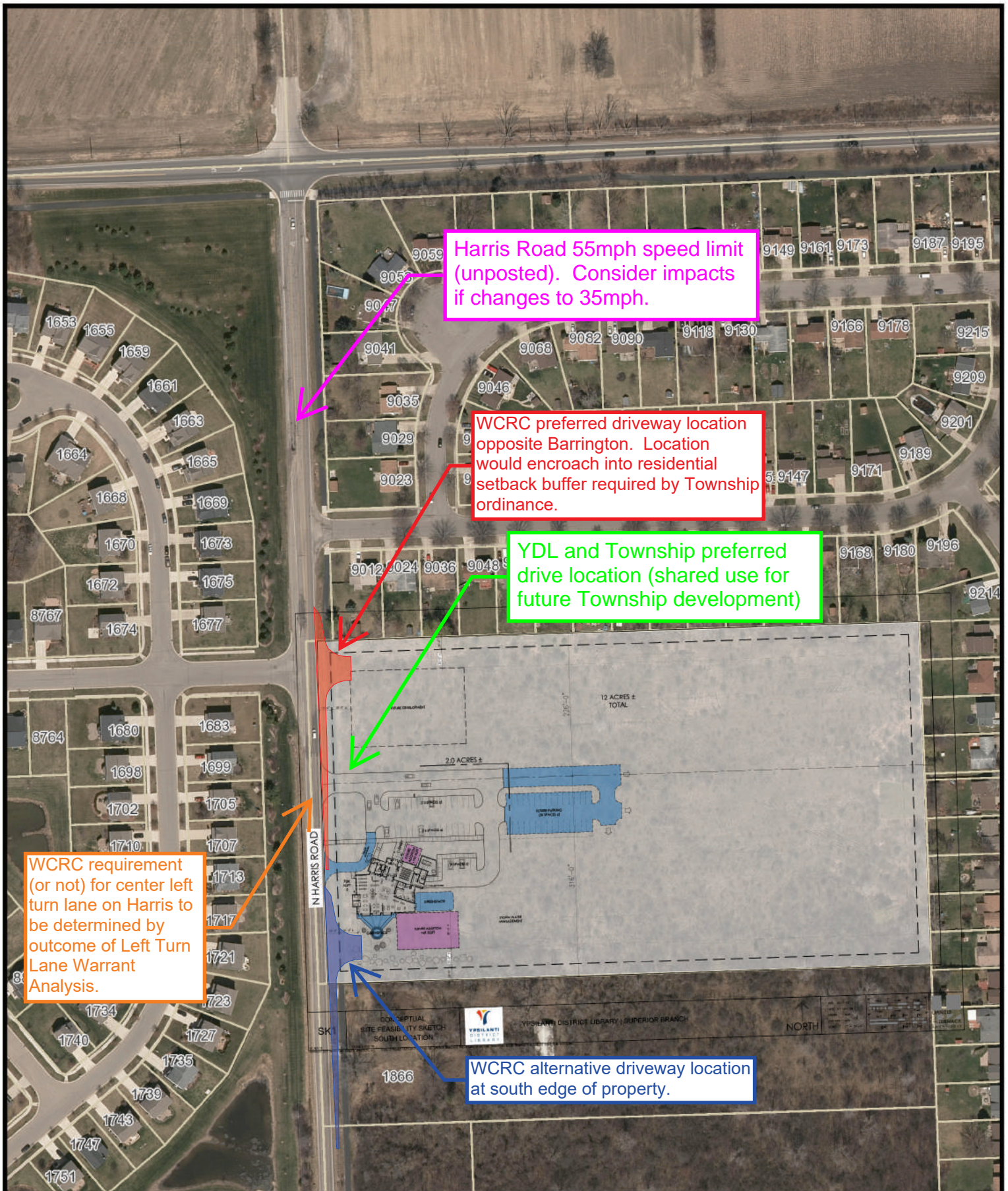
IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the left lane warrant analysis and speed study contract for the Superior building project be awarded to the low bidder, WSP Michigan, Inc. for \$4,500.

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

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

YES:          NO:          ABSENT:          VOTE:





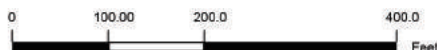
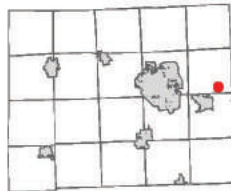
Harris Road 55mph speed limit (unposted). Consider impacts if changes to 35mph.

WCRC preferred driveway location opposite Barrington. Location would encroach into residential setback buffer required by Township ordinance.

YDL and Township preferred drive location (shared use for future Township development)

WCRC requirement (or not) for center left turn lane on Harris to be determined by outcome of Left Turn Lane Warrant Analysis.

WCRC alternative driveway location at south edge of property.



1: 2,400

2/20/2019



**NOTE: Parcels may not be to scale.**  
The information contained in this cadastral map is used to locate, identify and inventory parcels of land in Washtenaw County for appraisal and taxing purposes only and is not to be construed as a "survey description". The information is provided with the understanding that the conclusions drawn from such information are solely the responsibility of the user. Any assumption of legal status of this data is hereby disclaimed.

THIS MAP REPRESENTS PARCELS AT THE TIME OF PRINTING. THE OFFICIAL PARCEL TAX MAPS ARE MAINTAINED SOLELY BY THE WASHTENAW COUNTY EQUALIZATION DEPARTMENT AND CAN BE OBTAINED BY CONTACTING THAT OFFICE AT 734-222-6882.





March 19, 2019

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

Re: Proposal for Turn Lane Warrant and Driveway Location Analysis  
Proposed Library Relocation in Ypsilanti, Michigan

Dear Ms. Hoenig:

Progressive AE is pleased to submit this proposal for professional transportation engineering services related to the turn-lane warrant and driveway location analysis associated with the proposed relocation of the Ypsilanti District Library in Superior Township, Michigan. Our understanding of the requested services is based upon the information provided by Beckett & Raeder, Inc.

#### **UNDERSTANDING OF THE STUDY**

The site is located on the east side of Harris Road between Geddes and Mac Arthur in Superior Township, Washtenaw County. Per the YDP Driveway Diagram provided, dated 3-7-19, the proposed site calls for the development of a 7,800-square-foot library with the potential to add another 6,750-square-feet for future additions on approximately 2.0 acres. This project is a portion of a 12-acre site that is intended to serve future township recreational activities. As proposed, the library site will be served by two access driveways, both to Harris Road. Discussions to date indicate that the northern proposed driveway to Harris Road will be full access, with the intention of shared access for the balance of the site, and the southern proposed driveway to Harris Road will be one way out to serve book returns. For the purposes of this study the development is assumed to be completed and fully operational by 2020.

Washtenaw County Road Commission (WCRC) has suggested driveway locations opposite Barrington Drive, near the north property line, and one located near the south property line. Harris Road is currently an unposted 55 mph county road. Ypsilanti District Library is considering a petition to lower the speed limit to 35 mph.

Two scenarios for the proposed access driveway(s) location(s) will be considered in the left-turn lane analysis in accordance with WCRC requirements and standards. Queuing and spacing impacts will be analyzed to assist with driveway location selection.



## **SCOPE OF BASIC SERVICES**

Based upon the above understanding Progressive AE will provide the following scope of services.

### **Task 1: Data Collection**

#### ***Traffic Data***

The study area for the traffic analysis will include the Harris Road/Barrington Drive/Site Drive intersection and the proposed access site driveways for the Ypsilanti District Library (two scenarios). Progressive AE will collect existing morning and afternoon peak-hour turning-movement counts at the Harris Road/Barrington Drive intersection on a typical weekday per impact study standards. Since the site is currently vacant no counts will be done at the proposed site driveways.

#### ***Roadway System Reconnaissance***

Progressive AE will complete an on-site review of the current study area roadway system to confirm pertinent information at/near the study area intersection including:

1. Intersection lane configuration
2. Intersection control devices and related information
3. Speed limits

#### ***Site/Other Data***

Any additional, recently completed traffic data, or reports/plans involving the study area intersections will be obtained through WCRC and/or the township. An applicable background growth rate will also be confirmed by WCRC. These will be incorporated into the base traffic model.

### **Task 2: Existing Conditions Analysis**

Using the data collected in Task 1, Progressive AE will develop the base traffic model and complete queue and capacity calculations at the Harris Road/Barrington Drive intersection; this will define how well the intersection is operating under current weekday morning and afternoon peak-hour conditions. Results will provide a basis for the reviewing agencies to compare with the future conditions results. Synchro® software, based upon Highway Capacity Manual criteria, will be used for these and subsequent capacity analyses.

### **Task 3: Future Conditions Analyses**

This set of analyses will help define the anticipated capacity and queue lengths for existing and future traffic impacts of the proposed development at the study area intersection and site access points. These future conditions analyses will include several key sub-tasks that will fully assess expected weekday morning and afternoon peak-hour conditions.

Future conditions analyses will be completed by analyzing two driveway scenarios; one with the proposed shared driveway location and one with the two WCRC recommended driveway locations.

#### ***Trip Generation and Trip Distribution***

The number of trips that are expected to be generated by the proposed library will be identified and distributed onto the adjacent street system as applicable based upon current patterns.

#### ***Queue Analysis and Two-Way Left-Turn Lane Evaluation***

Using the existing traffic data and the anticipated trips generated by the proposed site, WCRC turn-lane criteria will be applied for both driveway location scenarios. A queue analysis will be performed for both driveway scenarios and at the Barrington Drive/Harris Road intersection to evaluate driveway location and proximity to other access points. This will help inform the two-way left-turn lane evaluation, potential layout and driveway spacing requirements. The impact of reducing the posted speed limit to 35 mph will also be evaluated for both scenarios.

#### ***Capacity Analyses and Model Simulations:***

*Unmitigated Conditions:* Future conditions capacity analyses will be completed at the Barrington Drive/Harris Road intersection and the proposed site access driveways to identify predicted specific impacts. These analyses will be completed for the morning and afternoon peak-hours.

*Mitigation:* A subsequent set of capacity analyses will be completed that test and identify appropriate roadway system improvement measures, if applicable, that will allow the above locations to accommodate the expected project traffic in an acceptable manner during peak hours. If applicable, this assessment will define what type of improvement(s) may be needed; additional/new turn lanes and their lengths, revised/new traffic control devices, etc.

#### **Task 4: Summary Report**

Data collection efforts, analyses findings, and resulting recommendations will be summarized in text and graphic form. Graphics will include the standard impact study illustrations including existing and projected future traffic volumes, site traffic distribution, and level-of-service for each intersection movement.

A draft report will be submitted initially to Ypsilanti District Library for review and comment prior to submittal to WCRC and/or the township. Upon receipt of comments, an electronic copy of the final report will be submitted for use and dispersal to the applicable entities for their review. Synchro® model simulation data will also be provided for agency review, if requested.



#### **CLARIFICATIONS**

Tasks 1 through 4 outlined herein will be completed based upon base traffic data collected, land use and access assumptions provided by Beckett & Raeder, Inc., and one overall set of analyses. If those land-use assumptions change after the trip generation analyses have started to a level that would change the analyses outcome, then additional fees will need to be authorized.

The scope of services outlined herein does not include an evaluation of the future development of the remaining site acreage (potential township park, etc.).

A speed study along Harris Road is not included in the scope of work.

Progressive AE could add services such as additional analyses or attendance at meetings if they become necessary, upon written approval, and will bill for the additional services in accordance with the attached Schedule of Invoice Rates.

#### **SCHEDULE**

The schedule for completing Task 1 through the draft report in Task 4 will be completed within four to five weeks of written authorization to proceed. The final report will be completed within two to three business days of receipt of Ypsilanti District Library review comments on the draft report.

#### **PROFESSIONAL COMPENSATION**

Based upon the identified scope of services herein, Progressive AE proposes professional compensation to complete Task 1 through Task 4 for a stipulated sum of \$6,900 (six thousand nine hundred dollars). Reimbursable expenses, estimated to be \$0 (zero dollars), are in addition to the stipulated sum and will be billed in accordance with the attached Schedule of Invoice Rates. Progressive AE will provide additional services upon written request, such as meeting/presentation attendance, etc., on a time and expense basis to be billed in accordance with the attached Schedule of Invoice Rates.

Per corporate policy for new clients, Progressive AE will require payment of a retainer in the amount of 50% of the overall fee. This retainer needs to be paid within one week of signed authorization to proceed.

The terms of this proposal defining project understanding, scope, schedule, clarifications and professional compensation are incorporated into the Standard Agreement Provisions for Professional Services which are attached. The terms and conditions as identified in the Standard Agreement Provisions will be valid unless superseded by an AIA Standard Form of Agreement.

Progressive AE has prepared this proposal for the Ypsilanti District Library only and request that it is treated as confidential and not copied or distributed for any reason other than evaluation for our hire.

If this proposal meets with your approval, please sign below and return a copy of the signed proposal. Your signature will be our authorization to begin the work and place the project in the firm's schedule.

We are looking forward to working with Beckett & Raeder, Inc., and the Ypsilanti District Library on the completion of this transportation analysis effort. Please do not hesitate to contact us if you have any questions.

Sincerely,



Christopher E. Zull, PE  
Transportation Practice Leader

Accepted By: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

PCL:smg  
Enclosures  
P:\86990001\01 ADMIN\A1 CONTRACTS\A Working Proposals\2019 3 19 Ypsilanti Library BR Turn Lane proposal.docx

The parties to this agreement, Progressive AE, Grand Rapids, Michigan, USA, hereinafter called the ENGINEER and Ypsilanti District Library, Ypsilanti, Michigan, USA, hereinafter called the OWNER, hereby agree to the following conditions:

1. Limit of Scope: The services provided by the ENGINEER shall be limited to those described in the proposal dated March 19, 2019. The parties agree that the terms of the proposal are incorporated herein by reference, and are part of this agreement as if fully set forth herein. If any terms set forth in the proposal are expressly in conflict with the terms hereof, the terms of the proposal shall govern.
2. Changed Conditions: If, during the term of this Agreement, the ENGINEER becomes aware of any circumstances or conditions that were not originally contemplated by or known to the ENGINEER, then to the extent that they affect the scope of services, compensations, schedule, allocation of risks or other material terms of this Agreement, the ENGINEER may call for re-negotiation of appropriate portions of the Agreement. The ENGINEER shall notify the OWNER of the changed conditions necessitating re-negotiation, and the ENGINEER and the OWNER shall promptly and in good faith enter into re-negotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement.
3. Additional Services: Additional services not specifically identified in the Scope of Services shall be paid for by the OWNER in addition to the fees previously stated, provided the OWNER authorizes such additional services in writing. Special services will be billed monthly as work progresses and invoices are due upon receipt. If services covered by this agreement have not been completed within six months of the date of this agreement, through no fault of the ENGINEER, extension of the ENGINEER's services beyond that time shall be compensated as additional services.
4. Standard of Care: Professional Services provided by the ENGINEER will be conducted in a manner consistent with that level of care ordinarily and normally exercised by licensed architects and engineers practicing in the State of Michigan. The OWNER and ENGINEER agree that a contingency in the amount of three percent (3%) of the cost of the work be established, as required, for changes that may be required because of possible omissions, ambiguities, or inconsistencies in plans and specifications.
5. Hazardous Materials: The ENGINEER shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site. The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.
6. Opinions of Probable Construction Cost: In providing opinions of probable construction cost, the OWNER understands that the ENGINEER has no control over the cost or availability of labor, equipment or materials, or over market conditions or the Contractor's method of pricing, and that the ENGINEER's opinions of probable construction costs are made on the basis of the ENGINEER's professional judgment and experience. The ENGINEER makes no warranty, express or implied that the bids or the negotiated cost of the Work will not vary from the ENGINEER's opinion of probable construction cost.
7. Schedule for Rendering Services: The ENGINEER shall prepare and submit for OWNER approval a schedule for the performance of the ENGINEER's services. This schedule shall include reasonable allowances for review and approval times required by the OWNER, performance of services by the OWNER's engineers, and review and approval times required by public authorities having jurisdiction over the project. This schedule shall be equitably adjusted as the project progresses, allowing for changes in scope, character or



size of the project requested by the OWNER, or for delays or other causes beyond the ENGINEER's reasonable control.

8. Ownership of Reports, Drawings and Other Materials: The OWNER agrees that all reports, drawings, letters, work sheets, plans, preliminary material tables, supportive data, documents and other materials produced by the ENGINEER in the course of and for the purpose of meeting this contract are the property of the ENGINEER, shall remain in the possession of the ENGINEER and the ENGINEER has and retains all copyrights in such material. Upon execution of this Agreement, the ENGINEER grants to the Owner a nonexclusive license to reproduce the ENGINEER's Instrument of Service solely for the purposes of constructing, using and maintaining the Project provided that the Owner shall comply with all obligations including the prompt payment of all sums when due, under this Agreement.
9. Alteration and Reuse of CAD Information: Because computer aided design/drafting (CAD) information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications, the ENGINEER reserves the right to remove all indications of its ownership and/or involvement in the material from each electronic medium not held in its possession. The OWNER may retain copies of the work performed by the ENGINEER in CAD form. Release of electronic media will be by execution of the ENGINEER's Release of Electronic Media Request Form. Copies shall be for information and used by the OWNER for the specific purpose for which the ENGINEER was engaged. Said material shall not be used by the OWNER, or transferred to any other party, for use in other projects, additions to the current project, or any other purpose for which the material was not strictly intended without the ENGINEER's express written permission. Any unauthorized modification or reuse of the materials shall be at the OWNER's sole risk, and the OWNER agrees to defend, indemnify, and hold the ENGINEER harmless, from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of the unauthorized use or modification of all Project documentation.
10. Payment Terms: Invoices will be submitted by the ENGINEER monthly, are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the date of invoice. Invoices past due shall accrue interest at one percent (1%) per month from the original invoice date.
11. Disputed Invoices: If the OWNER objects to any portion of an invoice, the OWNER shall so notify the ENGINEER in writing within ten (10) calendar days of receipt of the invoice. The OWNER shall identify in writing the specific cause of the disagreement and the amount in dispute and shall pay that portion of the invoice not in dispute in accordance with other payment terms of this Agreement. Any dispute over invoiced amounts due which cannot be resolved within ten (10) calendar days after presentation of invoice by direct negotiation between the parties shall be resolved within thirty (30) calendar days in accordance with the Dispute Resolution provision of this Agreement. Interest at one percent (1%) per month shall be paid by the OWNER on all disputed invoice amounts that are subsequently resolved in the ENGINEER's favor and shall be calculated on the unpaid balance from the due date of the invoice.
12. Abandonment of Work: If any work is abandoned or suspended, the ENGINEER shall be paid for services performed prior to receipt of written notice from the OWNER of abandonment or suspension.
13. Professional Liability Insurance and Limitation of Liability: The ENGINEER maintains professional liability insurance as part of its normal business practice. The OWNER agrees to limit the ENGINEER 's liability to the OWNER and to all Construction Contractors and Subcontractors on the project due to the ENGINEER 's negligent acts, errors, or omissions,

such that the total aggregate liability of the ENGINEER to all those named shall not exceed the amount of the ENGINEER's compensation for the Project.

14. Indemnification: Subject to the limitation in paragraph 13 above, the ENGINEER agrees to the fullest extent permitted by law, to indemnify and hold harmless the OWNER against damages, liabilities and costs arising from the negligent acts of the ENGINEER in the performance of professional services under this Agreement, to the extent that the ENGINEER is responsible for such damages, liabilities and costs. The ENGINEER shall not be obligated to indemnify the OWNER for the OWNER's own negligence.
15. Consequential Damages: Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the OWNER nor the ENGINEER, their respective officers, directors, partners, employees, contractors or sub-ENGINEERs shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the project or to this Agreement. This mutual waiver of incidental, indirect and consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the OWNER and the ENGINEER shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.
16. Dispute Resolution: In an effort to resolve any conflict, the duly authorized representatives of each party will meet together in good faith in an attempt to resolve the conflict. If this attempted resolution fails to resolve the claim or dispute, the parties agree that all claims, disputes, and other matters in question between the parties arising out of or relating to this Agreement or breach thereof first shall be submitted for non-binding mediation to any one of the following, as agreed to by the parties: American Arbitration Association, American Intermediation Service, Americord, Dispute Resolution, Inc., Endispute, or Judicate. The parties hereto agree to fully cooperate and participate in good faith to resolve the dispute(s). The cost of mediation shall be shared equally by the parties hereto. Any time expended in mediation shall not be included in calculating the time for filing arbitration.

If mediation fails to resolve the claim or dispute, the matter shall be submitted to arbitration with the American Arbitration Association under the Construction Industry rules, unless the parties agree otherwise or unless a plaintiff not a party hereto institutes litigation in a court of competent jurisdiction and said court takes personal jurisdiction over one of the parties hereto regarding the same subject matter as in dispute between the parties hereto.

No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder, or in any other manner, any additional person not a party to this Agreement except by written consent of the parties and such consent to arbitration involving an additional person(s) shall not constitute consent to arbitration of any dispute not described therein. This Agreement to arbitrate and any agreement to arbitrate with an additional person(s) shall be specifically enforceable under the prevailing arbitration law.

The demand for arbitration shall be made within one (1) year of the date the claimant knew or should have known of the existence of the claim, dispute, or other matter but in no event later than 3 years after the date of substantial completion of the project. If the demand for arbitration is not effectuated within such times, the claim, dispute, or other matter shall be forever barred.

The decision rendered by the arbitrators shall be final, and judgement may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. In the event either party makes a claim or brings an arbitration action or lawsuit against the other party



for any act arising out of the performance of the services hereunder, and the claimant fails to prove such claim or action, then the claimant shall pay all legal and other costs (including attorneys' fees) incurred by the other party in defense of such claim or action.

17. Hiring of Personnel: OWNER may not directly hire any employee of the ENGINEER. OWNER agrees that it shall not, directly or indirectly solicit any employee of the ENGINEER from accepting employment with OWNER, affiliate companies, or competitors of ENGINEER.
18. Site Signage: The ENGINEER shall be permitted to install on the project premises an exterior sign of not more than 60 square feet for promotional purposes. The location of the sign shall be mutually agreed upon by OWNER and ENGINEER, not to be unreasonably withheld by either.
19. Means and Methods: The ENGINEER shall not have control over, charge of, or responsibility for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, nor shall the ENGINEER be responsible for the constructors failure to perform work in accordance with the contract documents.
20. Evaluation of Work: The ENGINEER shall have authority to reject work that does not conform to the contract documents, however, the ENGINEER does not have authority to stop work at any time.
21. Buried Utilities: The OWNER will be responsible for furnishing the ENGINEER information identifying the type of all underground utilities and verifying their specific locations. The ENGINEER (or their subconsultant) will rely on this information and prepare a plan that shows the locations intended for connections with respect to assumed locations of underground utilities provided by the OWNER. The OWNER will approve of all locations of subsurface penetrations prior to them being made. The OWNER agrees to waive all claims and causes of action against the ENGINEER for damages to underground improvements. The OWNER further agrees to indemnify and hold the ENGINEER harmless from any damage, liability or cost, including reasonable attorney's fees and defense costs for any property damage, injury or economic loss arising or allegedly arising from subsurface penetrations.

## Schedule of Invoice Rates - 2019

### Hourly Staff Charges

Class 9 Personnel:	Principals	\$215/hour
Class 8 Personnel:	Principals and Senior Project Managers	\$180/hour
Class 7 Personnel:	Senior Project Managers, Architects, Engineers, Landscape Architects, Environmental Analysts and Construction Administrators	\$150/hour
Class 6 Personnel:	Senior Project Managers, Architects, Engineers, Landscape Architects, Environmental Analysts and Construction Administrators	\$125/hour
Class 5 Personnel:	Project Managers, Architects, Engineers, Landscape Architects, Environmental Analysts, Construction Administrators, Designers and Surveyors	\$110/hour
Class 4 Personnel:	Project Managers, Intermediate Architects, Engineers, Designers, Landscape Architects, Environmental Analysts, Construction Administrators and Surveyors	\$95/hour
Class 3 Personnel:	Graduate Architects, Engineers, Designers, Environmental Analysts, Construction Administrators, Technicians, Project Assistants and Surveyors	\$80/hour
Class 2 Personnel:	Technicians, Project Assistants, Graduate Architects and Surveyors	\$65/hour
Class 1 Personnel:	Project Assistants and Technicians	\$50/hour

### Reimbursable Expenses

1. Fees for Program, Financial or Procurement Management services when the Owner has engaged a supplier and Architect is subject to a fee.
2. Fees for securing permits and approvals of authorities having jurisdiction over projects at cost.
3. Outside services, consultants, travel and lodging at cost plus 10%.
4. Copies, telephone, cell phone voice and data charges and office supplies will be charged through a \$25 per month Misc. Office Expense charge. This charge will not be applied to invoices under \$1,000.
5. CAD black/white plotting at 15¢ per square foot; CAD color plotting at 25¢ per square foot; CAD low density color images at 30¢ each; CAD high density color images at 50¢ each; large-format color plotting at \$9 per square foot. Postage, shipping, and lab tests at cost. Files written to CD will be minimum \$100 per drawing or \$500 maximum. Passenger vehicle mileage on projects at the IRS Standard Rate (currently 58¢ per mile). Lodging, meals, and airfare at cost. Machine rental GPS at \$250 per day. Traffic Counters at \$60 per count. Surveying supplies at 50¢ per stake.
6. Overtime expenses requiring higher than normal rates if authorized by owner.

#### Notes:

1. Invoices are due upon receipt. Unpaid invoices shall bear interest at a rate of 1 percent per month if not paid within 30 days of the date of the invoice.
2. Special media requests may be at higher rate.
3. Hourly staff charges and expenses subject to change annually.



March 14, 2019

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

**Subject: Ypsilanti District Library – Left Turn Warrant & Driveway Analysis**

Dear Lisa:

WSP Michigan Inc. (“WSP”) is pleased to submit this proposal following our correspondence last week. This letter outlines our proposed scope of services, schedule and fee to perform the left turn lane warrant and driveway analysis in conjunction with the Ypsilanti District Library (“YDL”) new site on Harris Road in Superior Twp. This proposal is valid for 30 days from the date listed above. Should you not indicate your acceptance within that time, WSP reserves the right to make changes to the proposed scope, schedule and compensation.

**Proposed Scope of Services**

The following tasks are being proposed in as part of the YDL site development project:

1. Project Management & Meetings – WSP will attend one meeting, as determined by the project owner, to assist in the delivery study findings.

*Deliverables: progress reports distributed by email*

2. Data Collection – As part of this task, existing 24-hour traffic counts (on Tuesday, Wednesday, or Thursday of a non-holiday week) will be collected by WSP’s subconsultant (Traffic Data Collection, LLC) at the following locations:

- NB Harris Rd at Barrington
- SB Harris Rd at Barrington
- EB Barrington at Harris Rd

This data is necessary to understand the traffic within the study area.

WSP USA  
Guardian Building, Suite 2600  
500 Griswold Street  
Detroit, MI 48226

Tel.: +1 313 963-5760  
Fax: +1 313 963-6910  
wsp.com



*Deliverables: electronic copies of the traffic data collected*

3. Review of Future Traffic Impacts - This task will focus on evaluating the future traffic impacts of a development that YDL has proposed along Harris Rd. WSP will conduct an estimate of left turn traffic generated (from southbound Harris Rd to the proposed site) using the Library land use from the ITE Trip Generation Manual and any data available for the existing library site (as provided by YDL). WSP will perform a Left-turn Lane Warrant analysis using guidance from MDOT Note 605a.

Three different driveway locations have been proposed for access along Harris Rd. All analyses will reflect these locations and their impacts. Evaluation of the proposed speed limit change from 55mph to 35mph, in relation to left turn lane and proposed driveway locations, will be provided.

*Deliverables: left turn warrant and driveway analysis included in memo.*

4. Memorandum - A draft memorandum will be prepared for review by the client and stakeholders. The memo will include the following components:
  - Background Information
  - Existing Traffic Data Summary
  - Future Traffic Impacts
  - Conclusion

Following our receipt of a consolidated single set of comments on the draft memo, WSP will make revisions and submit final documentation within one week.

*Deliverables: one electronic version of the draft memo followed by one electronic version of the final memo.*

### **Schedule**

A proposed schedule is outlined below upon receipt of NTP

#### Phase 1

Week 1, Data Collection

Week 2, Complete Analysis

Week 3, Submit Draft Memorandum

Final Memo - Within one week of receiving comments on Draft

### **Compensation**

The Client shall compensate WSP for the performance of the services hereunder the fixed price amount of: **Four Thousand, five hundred dollars (\$4,500.00)**. Invoices will be submitted by WSP monthly on WSP's standard form. Each invoice shall be prepared to request payment of the portion of the fixed price amount in proportion to the percentage of services rendered during the invoice period to the total of services to be provided hereunder. Such invoices shall be paid to WSP by the Client within thirty (30) days of presentation to the Client.



Client maintains the right to make changes to the services, in which event an equitable adjustment, mutually agreed and documented by both parties, will be made to the contract amount. Upon receipt of the modification to this agreement, WSP will perform the additional services. WSP may also request such change notification upon identifying a condition which may change the services.

This Agreement may be terminated by either party for its convenience upon three (3) days written notice to the other party. In the event of termination, WSP shall be compensated for all services performed and costs incurred up to the effective date of termination for which WSP has not been previously compensated, plus termination expenses reasonably incurred.

WSP's liability shall not exceed the total compensation received by WSP hereunder. WSP shall in no event be liable in contract, tort, or otherwise, for any indirect, special or consequential damages by our own doing or that of our subconsultant(s), including but not limited to loss of estimated profits, loss of use, loss of revenue, loss of capital, loss of good will, or similar damages arising out of its performance of the services hereunder.



### Summary

WSP would be happy to provide any additional information regarding our qualifications, traffic engineering services, or other questions you may have. WSP's Project Manager, Lauren Warren, may be reached via phone at **(313) 202-1166**, or email at **Lauren.Warren@wsp.com**. We look forward to hearing from you.

Please acknowledge your acceptance of the terms of this Agreement by signing both copies and returning one to the undersigned. WSP's receipt of a signed copy constitutes its Notice to Proceed.

Kind regards,

Scott Shogan, P.E., PTOE  
Michigan Area Manager

A handwritten signature in black ink, appearing to read 'S. Shogan'.

**AGREED AND ACCEPTED**  
**Authorized to sign for the Ypsilanti District Library**

---

Printed Name and Title

---

Signature

---

Date

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 3/22/19

**Re:** Resolution to award a contract for a Space Utilization Study

The 2017-2022 YDL Strategic Plan identified a need for a Space Utilization Study of the Whittaker Road and Michigan Avenue facilities. As the building layouts are now 17 years old, this will ensure our space effectively meets the community's current and future usage needs. Our focus for capital projects in the next year and a half will be the Superior building, but this study will help us plan a phased approach to future improvements at our existing facilities, and avoid counterproductive stop-gap changes.

The Library released an RFP for the Space Utilization Study on 1/25/19. It was sent directly to 10 firms and posted on the Library's website. I conducted five tours upon request, and we received 7 proposals by the 2/22/19 deadline. Julianne and I reviewed them and narrowed the field to four top contenders. These we shared with our Staff Wayfinding Work Group. My hope was to come out of the 3/7/19 meeting with a recommendation for two or three top firms to interview. The team surprised itself. Everyone was unanimous in their top choice. To quote, "I don't know if we've ever seen this much consensus." Everyone agreed for the same reasons.

Interestingly, the top choice is the median proposal in price. (My placeholder in the budget for this project was \$25,000. This was obviously way off the mark, but we can find other places in the budget to trim, or we can explore ways to modify the selected proposal.)

The Work Group felt there were two secondary choices that were more-or-less on par with one another, but neither stood out as an obvious second. I sent an 11x17 spreadsheet summary of all proposals (attached), and the three top selections to the Board Facilities Committee for review. Given the staff response and the strength of their proposal, the Committee decided to invite krM Architecture to present to the Board. They will give a 15-20 minute overview, then answer your questions about their proposal.

I spoke with Jessica Keyser, Director of the Grosse Pointe District Library, who recently had krM conduct a similar study for their three-branch system. She was an enthusiastic and positive reference for krM's work and personnel.

We hope to award this contract now so the firm will have time to prepare for meaningful interactions with staff at our 5/31/19 In-Service Day.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-10

March 27, 2019

RESOLUTION TO AWARD A CONTRACT FOR A SPACE UTILIZATION STUDY  
FOR THE WHITTAKER AND MICHIGAN AVENUE LIBRARIES

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Whereas, one of the goals identified in the Library's strategic plan is to undertake facilities and space utilization studies of the Michigan Avenue and Whittaker Road buildings, and

Whereas the Ypsilanti District Library released a Request for Proposals for such a space utilization study on January 25, and

Whereas, seven proposals were submitted by qualified firms, and

Whereas the staff Wayfinding Committee carefully reviewed the proposals and unanimously identified a top candidate, and

Whereas, the Board Facilities Committee reviewed the three best proposals and agreed with the staff's assessment that krM Architecture is the desired choice, and

Whereas the Director made reference calls and arranged for krM Architecture to present its proposal to the Library Board as a whole, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the contract for the space utilization study be awarded to krM Architecture for an amount not to exceed \$52,000 plus expenses.

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

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

YES:      NO:      ABSENT:      VOTE:



<u>Proposer</u>	<u>Address</u>	<u>Contact Person</u>	<u>Price</u>	<u>Exclusions</u>	<u>Total cost est</u>	<u>Timeline</u>	<u>Local Projects</u>	<u>Comments</u>
krM Architecture	444 Second Avenue Detroit MI 48107	Kyle Keaffaber, Architect/Project Director	\$52,000 base proposal; could eliminate community engagement saving \$2,000.	Reimbursable expenses cost +5%	\$52,625	4-5 months	Grosse Pointe Public Library facilities study for 3 branches	Lots of awards. Focus on community. Grosse Pointe project much like ours/3 branches, with 5-10 year phased implementation plan. Would probably do a very nice job at In-Service day. Personable, friendly and creative. Unanimous first choice of staff work group. "Design aesthetics are smart and interesting" Group liked use of elevation and height in solutions (see p. 31-32).
C2AE Architecture	106 West Allegan Street Suite 500, Lansing, MI 48933	Dennis Jensen, Lead Architect/Library Planner	\$38,000	Reimbursable expenses \$2,500	\$40,500	5 months	East Lansing renovation; Portage	Award for East Lansing work. Collaborative focus with client and team. Lead Architect asked good questions and made insightful comments on tour but did not visit Michigan Avenue. Staff work group liked their signage and the "navigable" section on p. 34. Felt a runner-up to krM.
Kimberly Bolan & Associates, LLC	10917 Valley Forge Circle, Carmel, IN 46032	Kimberly Bolan Cullin, Principal Consultant/President	\$22,400-\$34,500	Expenses \$3,000- \$6,000	\$25,400-\$40,500	6 months	Orion Township Public Library	Librarian consulting with an Architecture firm. Not local. Did not tour. Some large, nationally-known libraries on project list. "Understanding the community and the library is our process." Staff work group was interested in knowing more about them but did not feel their proposal showed their strengths off very well. Pictures not great and some material fuzzy. A second runner-up.
Library Planning Associates, Inc.	P.O. Box 406 Normal, IL 61761	Anders Dahlgren, President	\$47,010	Expenses \$8,815 (mostly travel)	\$55,825	5 months	Worked on Whittaker when designed	Another librarian consultant working with an Architect. Knows our building but has not visited since opening. Service-first approach. Got Whittaker and Michigan Avenue building names mixed up. Staff work group was unimpressed.
Fishbeck, Thompson, Carr & Huber, Inc.	1515 Arboretum Drive, SE Grand Rapids, MI 49546	Adam Nelson, Senior Architectural Designer	\$63,015	Estimated expenses \$750	\$63,765	12-16 weeks	Many KDL branches	Lots of library experience but very conceptual; not very many concrete details of their work plan provided. Expensive and shortest time-frame. Julianne and Lisa eliminated.
Merritt Cieslak Design	33610 Grand River Avenue Farmington, MI 48335	Ronald Cieslak, Firm Principal	\$41,750	none	\$41,750	24 weeks	Redford Township and many others	Lots of library experience; mostly new construction, not much space planning alone. Focus seemed to be on working with the Board rather than staff or community. Not a lot of detail on the methodology. Julianne and Lisa eliminated.
Quinn Evans Architects	219-1/2 North Main Street Ann Arbor, MI 48103	Ann Dilcher, Principal	\$74,350	none	74,350	6 months	Bloomfield Twp, Howell, more	Large firm with 6 regional offices in US. Many awards. Lots of library experience. Most expensive proposal. Julianne and Lisa eliminated.

**BOARD OF TRUSTEES OF THE  
YPSILANTI DISTRICT LIBRARY  
RESOLUTION NO. 2019-11**

**RESOLUTION RATIFYING COLLECTIVE BARGAINING AGREEMENT**

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Minutes of a meeting of the Board of Trustees of the Ypsilanti District Library, County of Washtenaw, State of Michigan, held in the Library on the 27<sup>th</sup> day of March, 2019 at 6:30 o'clock, p.m., prevailing Eastern Time.

PRESENT: Trustees \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Trustees \_\_\_\_\_

The following preamble and resolution were offered by Trustee \_\_\_\_\_  
and supported by Trustee \_\_\_\_\_:

WHEREAS, on or around March 12, 2019 representatives of the Board and AFSCME reached a tentative agreement on the terms and conditions for a new collective bargaining agreement effective April 1, 2019 through May 31, 2022;

WHEREAS, on or around March 18, 2019 members of AFSCME met to vote and by a majority vote ratified the tentative agreement;

WHEREAS, the Board having been provided a summary of the terms and conditions of the new collective bargaining agreement has determined that the terms and conditions are satisfactory and will help maintain the long-term financial health of the Library; and

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby resolves that the new collective bargaining agreement effective April 1, 2019 through May 31, 2022 be ratified and that the President of the Board and the Secretary of the Board are authorized to execute the agreement on behalf of the Board.

AYES: Trustees \_\_\_\_\_  
\_\_\_\_\_

NAYS: Trustees \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Secretary, Board of Trustees  
Ypsilanti District Library  
County of Washtenaw, Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of Ypsilanti District Library, County of Washtenaw, Michigan, at a meeting held on the 27<sup>th</sup> day of March, 2019, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

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Secretary, Board of Trustees  
Ypsilanti District Library  
County of Washtenaw, Michigan