

# Board of Trustees

## 2019 Information Packet



Wednesday  
July 24, 2019  
6:30pm  
YDL-Michigan Avenue



**Ypsilanti District Library**  
**YDL Board Meeting, July 24, 2019 6:30 pm, YDL – Michigan Avenue**  
**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>Michigan Avenue welcome and update</b> : Joy Cichewicz, Branch Manager	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from June 26, 2019 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. June 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 checked="" 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 type="checkbox"/>	
E. Fundraising Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
F. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Director's Report</b>			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
<b>Old Business</b>			
A. Second reading/approval of revised By-Laws	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>New Business</b>			
A. Consideration of replacement of two exterior doors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Consideration of a proposal to investigate the Whittaker curtain wall window leaks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Discussion of possible Superior naming opportunities : Gillian Gainsley	<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, June 26, 2019 (Unapproved)

**CALL TO ORDER**

President Brian Steimel called the Regular Meeting to order at 6:33 p.m.

**Attendance**

Trustees Present: Kay Williams, Theresa M. Maddix, Bethany Kennedy, Jean Winborn, Patricia Horne McGee, Brian Steimel and Kristy Cooper (6:35 p.m.)

Trustees Absent: none

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith and Business Office Manager Monica Gower

**APPROVAL OF THE AGENDA**

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

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

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

**CONSENT AGENDA**

Trustee McGee moved to approve the consent agenda (May 22, 2019 Meeting minutes, and May 2019 Financials and Check Register) Trustee Kennedy supported this motion.

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

Nays: None

Motion passed.

**COMMUNICATION**

The auditors Layton & Richardson contacted us to let us know that they are merging with Clark Schaefer Hackett. They will be taking on a new name but we will work with the same people. The merger will take effect July 1, 2019.

**COMMITTEE REPORTS**

- Policy Committee:
  - The policy committee has a couple of items on the agenda tonight so they will wait until then.
- FOL Report:
  - Sales are down online and in the bookstore.
  - CD's are still selling fast
  - They have been able to sell some books online at higher price that wouldn't sell in the stores. Recently they sold online for \$50.00; "How to Rebuild the Big Block Chevy Engine".
  - Booksilanti is this coming Saturday 7/6/19 at the Freighthouse. The Friends will have a table there and they will be selling crates of books, memberships and kits.
- Fundraising Committee:
  - The committee is having its first meeting tomorrow morning.



Ypsilanti District Library  
Board of Trustees  
Minutes, June 26, 2019 (Unapproved)

- We think the people we put together will be a good group.
- We have an initial draft of a case for support that we are going to show.
- We have also been looking for grant opportunities.
- Superior Township planning:
  - Ken Schwartz had a meeting with the road commission yesterday. Superior and the road commission will enter into a road improvement agreement; the road commission is now okay with our driveway.

**REPORT OF THE LIBRARY DIRECTOR**

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

- Summer Reading is going well so far, lots of activity.
- Next Thursday morning is the parade. Mary put an invite in her board report. If you want to walk in the parade you can let me know.
- We interviewed a candidate to be our part-time building monitor. We are hoping to bring him onboard soon.
- Our in-service day and our public input sessions with KRM on the space utilization study went really well. I heard wonderful things from the staff about the in service. We had about 40-50 people at Whittaker and about 75-80 at Michigan Ave. for the public space utilization sessions.
- We have been having some issues with TALK. We have a short code that you text TALK To; to get information and get signed up. We share this short code with other organizations, not all are nonprofits. One of them sent a large text that the organization who monitors this thought was spam so they shut down the short code. That was a couple of weeks ago, the service has been restored to all service providers except Verizon.
- ALA was really exciting. I accepted our John Cotton Dana Award. Of the eight libraries who were nominated we were the smallest by far. I learned a ton, I am glad I got to go.

**OLD BUSINESS**

**A. Resolution to authorize a 2019 debt levy**

See attachment

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

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

**B. Consideration of a revision to Policy C2 - Naming Library Buildings and Spaces**

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-19

June 26, 2019

RESOLUTION TO REVISE

Ypsilanti District Library  
Board of Trustees  
Minutes, June 26, 2019 (Unapproved)

POLICY C2: NAMING LIBRARY BUILDINGS AND SPACES

---

Whereas, the Ypsilanti District Library's Policy C2 sets forth guidelines for naming library buildings and spaces, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, Policy C2 was last revised in February, 2006, and

Whereas, the Board Policy Committee has presented a revision in advance of the Superior building project, for which there could be interest in naming rights, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Policy C2: Naming Library Buildings and Spaces is approved.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

**NEW BUSINESS**

- A. Approval of 2019 L-4029 Tax Rate Request forms

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-20

June 26, 2019

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2019

---

Whereas the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and

Whereas L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes,

Now Therefore,

Ypsilanti District Library  
Board of Trustees  
Minutes, June 26, 2019 (Unapproved)

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2019 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Patricia Horne McGee

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

B. Request to use Capital Asset Replacement funds for Michigan Avenue concrete repair work

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-21

June 26, 2019

RESOLUTION TO AUTHORIZE CAPITAL ASSET REPLACEMENT FUND MONIES FOR  
CONCRETE REPAIR WORK AT MICHIGAN AVENUE

---

Whereas, the Library maintains a Capital Asset Replacement Fund to provide for higher-cost building maintenance and repairs necessary from time to time, and

Whereas, concrete repairs are needed in at Michigan Avenue in Library Plaza, along Adams Street, and in the parking lot, and

Whereas, the Board Finance Committee recommends waiving the competitive bid process to have “the river” in Library Plaza replaced by the lone decorative concrete company that expressed interest, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The contract for this work is awarded to Vento Decorative Concrete; and

BE IT FURTHER RESOLVED that:

\$5,650 from the Capital Asset Replacement Fund be used for the portion of concrete repair work not originally planned in the 2018-19 budget.

OFFERED BY: Jean Winborn

SUPPORTED BY: Kay Williams

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

Ypsilanti District Library  
Board of Trustees  
Minutes, June 26, 2019 (Unapproved)

C. Presentation of Draft By-Laws revision

- One of the goals of the strategic plan was to become 501c3.
- We decided to enlist the help of Jana Eveswell who is a volunteer senior advisory member who was our Millage campaign Treasurer to help us with this.
- Jana Eveswell, Jim Carey our accountant and Monica Gower our Business office Manager are all helping fill out the paperwork. When it is all filled out we will submit it to the attorney for a final review then turn it in.
- The attorney told us that once it is filed and showing 501c3 pending we can claim 501c3 status because it is retroactive to the day we filed. We can then start applying for foundation grants that require 501c3 status.
- In order to do this the bylaws need to be changed to include dissolution language which currently we do not have.
- I checked with the policy committee and our attorneys and no one had any recommendations for other changes to the by-laws.

**BOARD MEMBER COMMENTS**

Trustee	Comment
Kay	I just would suggest that anybody who wants to walk in the parade, they have a good time.
Kristy	I enjoyed the KRM session at Michigan Avenue last week. Congrats again to the staff who went to ALA to receive that awesome award.
Patricia	I have no comments.
Jean	I don't either
Theresa	I would just like to echo the congratulations for the Cotton award, I'm really glad that members of the team got the chance to go to Washington DC to receive it in person. It's great!
Bethany	I'm very excited that the summer challenge has kicked off. I'm working on getting my kids some prizes. Getting them excited about reading over the summer.
Lisa	I just would like to remind everybody before we adjourn here that next month's meeting is at Michigan Avenue.
Brian	I just want to thank all of the committees. Some really good work is coming out. It's showing and I think that things are going really nicely. I love the policy stuff. I really appreciate the hard work and stuff.

**Adjournment**

Trustee Williams moved to adjourn at 7:26 p.m. Trustee Winborn seconded this motion.

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

Nays: None

Motion passed.

**RESOLUTION AUTHORIZATION DEBT LEVY**  
**RESOLUTION NO. 2019-18**

**YPSILANTI DISTRICT LIBRARY**  
County of Washtenaw  
State of Michigan

---

Minutes of a regular meeting of the Board of Trustees of the Ypsilanti District Library, County of Washtenaw, State of Michigan (the "District Library"), held on the 26<sup>th</sup> day of June, 2019, at 6:30 p.m., prevailing Eastern time.

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

ABSENT: Trustees: none

The following preamble and resolution were offered by Trustee Kay Williams and supported by Trustee Patricia Horne McGee:

WHEREAS, the District Library issued its 1999 Building and Site Bonds (Unlimited Tax General Obligation) dated April 1, 1999 (the "1999 Bonds") pursuant to an election duly held on May 5, 1998; and

WHEREAS, Section 701 of the Revised Municipal Finance Act, Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), requires that if municipal securities such as the 1999 Bonds were approved by the electors of a municipality, then the municipality shall levy the full amount of taxes required for the payment of the municipal securities without limitation as to rate or amount and in addition to other taxes that the municipality may be authorized to levy; and

WHEREAS, the District Library is a municipality for purposes of Act 34; and

WHEREAS, the District Library determined that the tax levy for fiscal year 2018-2019 was inadequate to pay the debt service charges on the 1999 Bonds which required the District Library to advance funds to pay such debt service charges; and

WHEREAS, Section 701(d) of Act 34 authorizes a municipality to levy a tax to pay debt service charges on municipal securities such as the 1999 Bonds falling due in the immediately preceding fiscal year, to the extent that the tax levy in the preceding fiscal was inadequate to pay, when due, the debt service charges on municipal securities; and

WHEREAS, Section 701(d) of Act 34 further authorizes the proceeds of such tax levy to be used to reimburse the municipality for any advances of funds used for the purpose of paying debt service charges on municipal securities.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Trustees of the District Library determines that the District Library shall levy **0.0923 mills** to reimburse the District Library for advances made by the District Library to pay debt service on the 1999 Bonds in fiscal year 2018-2019.

2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded. Jean Winborn, Brian Steimel, Patricia Horne McGee, Kristy Cooper,  
AYES: Trustees: Kay Williams, Theresa M. Maddix, Bethany Kennedy

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

RESOLUTION DECLARED ADOPTED.

Patricia Horne McGee  
Secretary

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Ypsilanti District Library, County of Washtenaw, State of Michigan, at a regular meeting held on June 26, 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.

Patricia Horne McGee  
Secretary

33852779.1\099367-00010

# Financial Report



# Check Register Report

Date: 07/17/2019

Time: 10:35 am

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
71103	06/07/2019	Printed			AK	AK LAWNCARE	Whit 2 of 8 payments	530.00
71104	06/07/2019	Printed			ALER	ALERUS FINANCIAL	YDL contribut 5/31/19	25,563.49
71105	06/07/2019	Printed			AES	ALLIED EAGLE SUPPLY CO	facial tissue	736.37
71106	06/07/2019	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	brown renewal	62.00
71107	06/07/2019	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	MA men's restroom	379.00
71108	06/07/2019	Printed			BA	BLACKSTONE PUBLISHING	living a life you love	107.74
71109	06/07/2019	Printed			BOD	BODMAN PLC	April 2019 services	360.00
71110	06/07/2019	Printed			0000000089	BRODART CO.	new classification 10 rolls	63.85
71111	06/07/2019	Printed			CAMPINC	CAMPBELL, INC	Whit sprinkler	879.10
71112	06/07/2019	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	may 2019 grounds	81.68
71113	06/07/2019	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	may 2019 fuel/elec	99.70
71114	06/07/2019	Printed			ZECH	ZEAIRA CHESTANG	5/24/19 teen mental health eve	25.00
71115	06/07/2019	Printed			MARCOL	MARGARET COLE	4/23-5/21/19 services	1,500.00
71116	06/07/2019	Printed			COHECE	CORNER HEALTH CENTER	5/24/19 STEAM cafe	50.00
71117	06/07/2019	Printed			DOME	DOMESTIC VIOLENCE PROJEXT, INC	5/24/19 STEAM mental health	50.00
71118	06/07/2019	Printed			DTE ENERGY	DTE ENERGY	whit 4/23-5/22/19 service	9,907.40
71119	06/07/2019	Printed			DTE ENERGY	DTE ENERGY	whit street light may 2019	35.34
71120	06/07/2019	Printed			DTE ENERGY	DTE ENERGY	MA 4/30-5/29/19 service	1,370.10
71121	06/07/2019	Printed			ELLER	ARIANA ELLERSON	steam intern	156.75
71122	06/07/2019	Printed			FCL	FITNESS CHICK LLC	yoga storytime/fitness friday	150.00
71123	06/07/2019	Printed			GELD	LAURA GELDYS	fitness friday 6/21/19	100.00
71124	06/07/2019	Printed			GORDON	GORDON FOOD SERVICE, INC	outreach supplies	116.21
71125	06/07/2019	Printed			GRNG	GRAINGER	whit sprinkler reapi	122.63
71126	06/07/2019	Printed			JENHAN	JENNIFER HANNIBAL	shipping on Math Winder	41.56
71127	06/07/2019	Printed			HLD	HOWLETT LOCK & DOOR, INC.	whit front door	300.00
71128	06/07/2019	Printed			KAUF	ARON KAUFMAN	Fitness Friday 7/19/19 percuss	150.00
71129	06/07/2019	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	SMA youth computer chairs-10	3,290.00
71130	06/07/2019	Printed			0000000051	THE LIBRARY NETWORK	NCP entry client 3 year	6,852.49
71131	06/07/2019	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	MA 4/24-5/23/19	927.57
71132	06/07/2019	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	sexton renewal 8/31/20	85.00
71133	06/07/2019	Printed			MAAA	MID-AMERICA ARTS ALLIANCE	power of children	2,000.00
71134	06/07/2019	Printed			MIDWESTTA	MIDWEST TAPE	97424857/97425690/97425141	1,531.08
71135	06/07/2019	Printed			MIDWESTTA	MIDWEST TAPE	hoopla may 2019	5,496.11
71136	06/07/2019	Printed			JOHMIT	JOHNNAI MITCHELL	steam intern	228.00
71137	06/07/2019	Printed			KENMIT	KENTARIAH MITCHELL	steam intern	223.25
71138	06/07/2019	Printed			SUM	SAJJAD-UDDIN MUHAMMED	5/24/19 teen health event	25.00
71139	06/07/2019	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	June 2019	128.00
71140	06/07/2019	Printed			PATR	PATRON ACCOUNT	return-and then she fell	7.79
71141	06/07/2019	Printed			PATR	PATRON ACCOUNT	return-rules of spying	26.65
71142	06/07/2019	Printed			PATR	PATRON ACCOUNT	return-hip hop movement	48.99
71143	06/07/2019	Printed			PRH	PENGUIN RANDOM HOUSE LLC	The night diary	33.75
71144	06/07/2019	Printed			PW	PLANTWISE	whit prairie maint	725.00
71145	06/07/2019	Printed			PP	PROGRESSIVE PRINTING	reading logs flyers-7000	603.00
71146	06/07/2019	Printed			QM	Q+M	summer loop 2019 design	1,600.00
71147	06/07/2019	Printed			SARA	SAKINAN RAHMAN	5/24/19 teen health event	25.00
71148	06/07/2019	Printed			ZARA	ZAKIYYAH RAHMAN	5/24/19 teen health event	25.00
71149	06/07/2019	Printed			KESC	KELLY SCOTT	steam cafe candy supplies	101.42
71150	06/07/2019	Printed			SEIB	TESS SEIBERT	steam intern	71.25
71151	06/07/2019	Printed			STAPAD	STAPLES ADVANTAGE	statement 5/25/19	350.16
71152	06/07/2019	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	ma reapi	781.66
71153	06/07/2019	Printed			AMAZ	SYNCB AMAZON	statement 5/10/19	673.17
71154	06/07/2019	Printed			ISA	ISAIAH SYPHER	steam cafe speaker 5/24/19	50.00

# Check Register Report

Date: 07/17/2019

Time: 10:35 am

Page: 2

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>								
71155	06/07/2019	Printed			TDSM	TDS	5/22-6/21/19 service	1,216.91
71156	06/07/2019	Printed			TERM	TERMINIX	bed bug dog super/whit	850.00
71157	06/07/2019	Printed			TRALEA	TRAVEL LEADERS	Gainsley D.C. trip 5/22/19	726.20
71158	06/07/2019	Printed			TCCS	TRI COUNTY CLEANING SUPPLY	disf/deod	70.64
71159	06/07/2019	Printed			0000000030	VISION SERVICE PLAN - MI	june 2019 coverage	744.52
71160	06/07/2019	Printed			WCROD	WASHTENAW COUNTY	4/19 mmt/stc invoice	367.42
71161	06/07/2019	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	whit june 2019 service	452.78
71162	06/07/2019	Printed			0000000021	Y C U A	whit 4/22-5/22/19 service	652.24
71163	06/07/2019	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 5/31/19	1.99
71164	06/14/2019	Printed			BAA	BANK OF ANN ARBOR	statement 5/31/19 #4125	577.13
71165	06/14/2019	Printed			BAA	BANK OF ANN ARBOR	closing 5/31/19 #5906	831.12
71166	06/14/2019	Printed			BAA	BANK OF ANN ARBOR	closing 5/31/19 #5384	1,288.82
71167	06/14/2019	Printed			BASIC	BASIC	may 2019 admin fee	59.25
71168	06/14/2019	Printed			A15	BP PRODUCTS OF NORTH AMERICA	5/6-6/5/19 billing	447.76
71169	06/14/2019	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 6/30/19	1,731.63
71170	06/14/2019	Printed			FST	FIRST BOOK	whit youth sumer reading	1,300.44
71171	06/14/2019	Printed			LINC_NAT	LINCOLN NATIONAL LIFE	7/-7/31/19 coverage	1,343.60
71172	06/14/2019	Printed			XTR	XTREME PLAY N GO, LLC	2019 sum KO 6/15 house/sno kon	341.00
71173	06/27/2019	Printed			ADT	ADT SECURITY SERVICES, INC	superior 7/1-9/30/19 service	160.02
71174	06/27/2019	Printed			0000000025	AFLAC	due 6/1/19	163.48
71175	06/27/2019	Printed			AK	AK LAWNCARE	MA 3 of 8 payments	530.00
71176	06/27/2019	Printed			AES	ALLIED EAGLE SUPPLY CO	multifold towel	327.26
71177	06/27/2019	Printed			LOR	BAKER & TAYLOR	statement 5/31/19	314.38
71178	06/27/2019	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 5/31/19	377.27
71179	06/27/2019	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 5/31/19	310.08
71180	06/27/2019	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 5/31/19	633.18
71181	06/27/2019	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 5/31/19	449.15
71182	06/27/2019	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 5/31/19	86.03
71183	06/27/2019	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 5/31/19	48.57
71184	06/27/2019	Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 5/31/19	156.13
71185	06/27/2019	Printed			B55553	BAKER & TAYLOR, INC. 4055553	statement 5/31/19	88.54
71186	06/27/2019	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 5/31/19	3,475.71
71187	06/27/2019	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 5/31/19	3,289.99
71188	06/27/2019	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 5/31/19	3,539.26
71189	06/27/2019	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 5/31/19	2,047.20
71190	06/27/2019	Printed			BENCH	BENCHMARK DESIGN STUDIO	sum chall banner 2019	50.00
71191	06/27/2019	Printed			BA	BLACKSTONE PUBLISHING	the lesson	30.91
71192	06/27/2019	Printed			BCN	BLUE CARE NETWORK OF MI	7/1-7/31/19 coverage	41,145.21
71193	06/27/2019	Printed			LAB	LINDY ANN BOURNE	7/5/19 Bounce cls fitness frid	125.00
71194	06/27/2019	Printed			CAMPINC	CAMPBELL, INC	Whit 6/1-8/31/19 agreement	15,185.00
71195	06/27/2019	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	7/1-7/31/19 coverage	3,158.19
71196	06/27/2019	Printed			00000000398	DISCOUNT SCHOOL SUPPLY	whit supplies	18.32
71198	06/27/2019	Printed			DUR	DURHAM SCHOOL SERVICES	CH4104-1065 YCS estabrook	1,262.25
71199	06/27/2019	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH,PC	May 2019 billing	240.00
71200	06/27/2019	Printed			FRP	FRIENDS OF RUTHERFORD POOL	2019/2020 banner hang season	400.00
71201	06/27/2019	Printed			GORDON	GORDON FOOD SERVICE, INC	superior movie night	349.25
71202	06/27/2019	Printed			RACH GU	RACHELLE GUERNSEY	LNGO creat age payment #1	400.00
71203	06/27/2019	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 6/13/19	769.52
71204	06/27/2019	Printed			HSHV	HUMANE SOCIETY OF HURONACE VALLEY	program 7/16/19	75.00
71205	06/27/2019	Printed			JOCO	JOHNSON CONTROLS	whit 6/1/19-5/31/20 coverage	1,245.00
71206	06/27/2019	Printed			KRM	KRM ARCHITECTURE	vision engage analysis	12,186.00

# Check Register Report

Date: 07/17/2019

Time: 10:35 am

Page: 3

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>								
71207	06/27/2019	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	SACQ replacement chair	349.00
71208	06/27/2019	Printed			0000000051	THE LIBRARY NETWORK	consumer rpt 7/1/19-6/30/20	8,515.25
71209	06/27/2019	Printed			MAIL	MAILFINANCE	lease 4/14/19-7/13/19	237.00
71210	06/27/2019	Printed			MCDL	MASON COUNTY DISTRICT LIBRARY	lost ILL-Compass South	18.00
71211	06/27/2019	Printed			AFSCME	MICHIGAN AFSCME	deducted 6/13/19	766.65
71212	06/27/2019	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Smith renewal 7/31/20	85.00
71213	06/27/2019	Printed			DAMI	DARRYL MICKENS	tai chi series payment #1	100.00
71214	06/27/2019	Printed			MIDWESTTAPE	MIDWEST TAPE	97486717/97486970/97483077	1,320.01
71215	06/27/2019	Printed			OCLC	OCLC INC.	cataloging 5/31/19	451.90
71216	06/27/2019	Printed			OV	OVERDRIVE, INC.	7 items	1,455.84
71217	06/27/2019	Printed			PATR	PATRON ACCOUNT	return-Maggie & Abby's Neveren	18.99
71218	06/27/2019	Printed			PRH	PENGUIN RANDOM HOUSE LLC	the big kahuna	52.50
71219	06/27/2019	Printed			PINTER	PINTER'S FLOWERLAND INC.	primrose-volunteer lunch	190.16
71220	06/27/2019	Printed			PP	PROGRESSIVE PRINTING	LNGO summer 2019	449.00
71221	06/27/2019	Printed			KIRO	KIMBERLEY ROWE	herbs DIY outside prog 6/22/19	12.18
71222	06/27/2019	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	US labor stats 201	201.09
71223	06/27/2019	Printed			0000000465	STATE OF MICHIGAN	whit elevator inspect 4/24/19	125.00
71224	06/27/2019	Printed			AMAZ	SYNCB AMAZON	statement 6/10/19	2,336.76
71225	06/27/2019	Printed			TDSM	TDS	6/22-7/21/19 service	1,223.08
71226	06/27/2019	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	may 2019 placements	563.85
71227	06/27/2019	Printed			VERIZON	VERIZON WIRELESS	5/10-6/9/19 service	416.69
71228	06/27/2019	Printed			0000000030	VISION SERVICE PLAN - MI	july 2019 coverage	744.52
71229	06/27/2019	Printed			WPDL	WHITE PINE DISTRICT LIBRARY	lost ILL-case of Mr. Jekyll	8.99
71230	06/27/2019	Printed			YACF	YPSILANTI AREA COMMUNITY YDL FUND	Endow Fund donation	150.00
<b>Total Checks: 127</b>					<b>Checks Total (excluding void checks):</b>			<b>194,278.07</b>
<b>Total Payments: 127</b>					<b>Bank Total (excluding void checks):</b>			<b>194,278.07</b>
<b>Total Payments: 127</b>					<b>Grand Total (excluding void checks):</b>			<b>194,278.07</b>

**Ypsilanti District Library  
Balance Sheet  
June 30, 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 06/30/19</b>
<b>Assets:</b>						
Cash: Checking	558,972	343,352	435,833	325,888	30,254	287,533
Savings	2,593,271	2,276,388	2,191,873	2,414,562	2,311,968	2,429,464
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	2,752,489
Receivables & Other assets	49,271	37,821	17,384	36,272	49,282	50,459
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>2,802,947</u>
<b>Liabilities</b>	804,393	425,334	334,400	509,097	145,758	124,417
<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						1
Designated:						
Improvement Fund	1,102,434	1,102,434	1,102,434	1,102,434	1,102,434	352,434
Current YTD--net of revenues						-
Working Capital	1,000,000	1,000,000	500,000	500,000	500,000	500,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	447,178	294,835	658,408	736,990	696,080	272,195
Current YTD	(152,343)	(164,893)	78,581	(40,530)	(23,886)	1,547,292
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>2,678,530</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>2,802,947</b></u>

**Ypsilanti District Library**  
**Period Ending 06/30/2019 (58.3% 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 06/30/19 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,781,500	3,811,790	3,923,253	3,997,932	5,357,577	4,047,299	1,310,278	75.5%
<b>Expenditures</b>								
Dept 100 Administrative	1,781,039	1,882,645	1,996,604	2,074,121	2,173,262	1,357,326	815,936	62.5%
Dept 200 Michigan Ave.	536,933	531,308	560,975	567,512	593,971	333,619	260,352	56.2%
Dept 300 Outreach/bookmobile	77,977	105,512	85,794	87,152	87,211	46,125	41,086	52.9%
Dept 400 Outreach/Superior Township	152,313	152,354	151,311	153,941	149,334	93,135	56,200	62.4%
Dept 500 Whittaker Rd	1,084,812	1,099,239	1,096,935	1,113,538	1,152,662	647,041	505,621	56.1%
Dept 600 Donations	44,621	53,483	43,328	-	-	16,341	(16,341)	NA
Dept 700 Grants	25,595	27,778	12,190	-	-	6,421	(6,421)	
Total	3,703,288	3,852,319	3,947,139	3,996,264	4,156,440	2,500,007	1,656,433	60.1%
Net Revenue Over Expenditures	78,212	(40,530)	(23,886)	1,668	1,201,137	1,547,292		
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	3,483,733	2,679,888		

**Ypsilanti District Library  
General Fund  
Period Ending 06/30/2019  
(58.3% 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 06/30/19 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	871,500.00	757,111.95	86.9%
425.000	City of Ypsilanti Tax Levy	541,454.64	565,185.67	589,333.83	589,530.00	809,086.00	292,245.91	36.1%
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	3,293,093.00	2,817,045.46	85.5%
443.000	State Aid Direct	26,949.28	26,949.28	30,201.20	32,932.00	32,932.00	32,931.54	100.0%
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	10,888.88	24.2%
657.000	Fines/Misc.	81,897.24	73,097.49	67,077.43	66,120.00	66,120.00	36,109.59	54.6%
657.100	Smart Cards - Printing & Copies	44,808.22	42,288.92	40,841.10	43,000.00	43,000.00	21,555.50	50.1%
657.600	Guest Pass	3,110.00	2,416.80	1,745.20	2,000.00	2,000.00	698.95	34.9%
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	2,000.00	443.72	22.2%
662.100	Community room rentals	625.00	1,700.00	1,250.00	1,200.00	1,200.00	625.00	52.1%
679.000	Donations/Misc.	2,107.87	3,792.82	4,992.97	2,500.00	2,500.00	736.34	29.5%
681.000	Donations Designated						13,750.00	
681.080	Donations/Memorials	-	2,425.00	710.86	600.00	2,300.00	2,097.00	91.2%
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	3,900.00	2,760.03	70.8%
687.010	Interest/Savings	5,026.14	7,456.62	7,050.32	8,900.00	9,500.00	8,894.96	93.6%
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	0.50	25.0%
689.000	Dividends-MML	6,646.00	6,050.00	5,819.00	6,000.00	5,741.00	5,741.00	100.0%
690.000	Dividends-Endowmwnt	5,210.28	5,815.85	6,335.39	5,900.00	6,771.00	6,621.40	97.8%
<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>5,357,577.00</b>	<b>4,010,257.73</b>	<b>74.9%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 06/30/2019  
(58.3% 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 06/30/19 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	647,290.00	364,208.62	56.3%
702.050	Board Stipend	-	-	-	-	-	-	NA
702.100	Professional/Accounting	5,700.00	5,620.00	5,340.00	7,500.00	7,500.00	2,240.00	29.9%
702.150	Bank Fees	3,288.99	3,500.16	5,521.25	7,200.00	7,200.00	3,652.27	50.7%
702.180	Reversed Receivables	-	-	-	-	-	-	NA
702.900	Salary/Subs	8,274.41	18,578.26	11,313.95	18,750.00	18,750.00	8,892.99	47.4%
705.000	Employee Recognition Awards	375.16	764.98	472.18	750.00	750.00	229.82	30.6%
710.000	Paychex Payroll Service	5,947.70	6,794.20	8,927.33	7,750.00	10,000.00	7,814.33	78.1%
715.000	Employer Payroll Tax	142,801.97	144,002.37	141,452.80	150,754.00	153,832.00	84,101.01	54.7%
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	44,950.80	49.0%
719.000	FSA Admin Fee	-	-	583.25	760.00	760.00	406.85	53.5%
727.000	Office Supplies	30,036.75	31,341.56	28,244.65	32,400.00	32,400.00	11,035.83	34.1%
727.200	Supplies-Facility	20,211.00	21,858.47	15,581.83	23,700.00	23,700.00	9,780.89	41.3%
752.000	MML/Building Insurance	55,342.00	57,613.00	59,627.00	61,714.00	61,476.00	61,476.00	100.0%
753.000	MML/Workers Comp	10,557.00	9,609.00	9,016.00	9,190.00	9,190.00	4,750.00	51.7%
754.000	Health Insurance	328,847.22	350,013.22	361,244.10	370,268.00	370,268.00	218,515.79	59.0%
756.000	Delta Dental	39,679.47	36,157.97	37,615.76	37,123.00	37,123.00	23,907.94	64.4%
757.000	Employee Assistance Program	931.92	950.40	1,005.84	1,100.00	1,100.00	491.04	44.6%
758.000	Life Insurance	4,187.40	4,263.84	4,212.82	4,175.00	4,175.00	2,354.10	56.4%
759.000	Vision Service Plan	8,522.08	7,725.94	8,678.68	8,700.00	8,700.00	5,833.04	67.0%
762.000	STD/LTD (Disability Insurance)	9,333.35	9,644.04	10,542.49	12,010.00	12,010.00	7,051.10	58.7%
769.000	Printing & Publishing	7,020.81	12,538.00	19,299.95	5,600.00	8,600.00	2,954.11	34.4%
769.050	Classified Advertising	10.14	122.00	606.23	700.00	800.00	304.79	38.1%
774.050	Ebooks/Eaudio	19,997.30	17,243.99	22,298.48	22,000.00	30,000.00	9,492.83	31.6%
774.100	Data Bases	38,433.35	56,523.56	79,790.77	80,000.00	94,062.00	52,468.47	55.8%
774.800	System Wide DVDs	7,214.64	7,414.44	6,395.74	8,000.00	6,000.00	4,185.95	69.8%
774.900	All Materials Processing	26,923.11	25,723.67	30,750.18	28,000.00	30,000.00	16,373.09	54.6%
774.950	Play Kits	-	-	-	2,000.00	2,500.00	1,359.73	54.4%
801.000	Major Events	7,430.83	6,378.78	20,906.09	12,650.00	12,650.00	4,357.00	34.4%
801.500	Learning Never Gets Old	1,425.81	2,131.58	2,000.00	2,000.00	2,000.00	769.28	38.5%
802.000	Mileage/Travel Reimbursement	1,587.94	3,901.13	2,016.95	3,000.00	3,000.00	1,354.67	45.2%
804.000	Workshops/Training	1,190.48	2,956.87	2,361.10	3,500.00	3,500.00	974.60	27.8%
805.000	Memberships & Dues	4,902.14	4,987.57	5,454.57	5,500.00	5,500.00	3,870.44	70.4%
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	349.00	11.6%
850.000	Automation - Technology	192,107.64	121,656.78	181,162.39	172,000.00	186,500.00	34,447.08	18.5%
850.100	Telecommunications	118.44	14,070.38	12,787.73	11,812.00	11,812.00	138.23	1.2%
850.200	SirsiDynix	-	48,211.57	55,643.74	51,233.00	51,483.00	51,473.11	100.0%
850.500	Software Subscription	-	-	-	11,541.00	11,541.00	2,615.11	22.7%
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	14,766.00	8,511.00	57.6%
965.000	Auditing Service	11,800.00	7,125.00	7,275.00	7,425.00	7,425.00	7,425.00	100.0%
975.000	Legal	5,875.00	1,652.00	9,804.00	4,000.00	4,000.00	2,589.50	64.7%
975.500	Legal - Negotiations	-	-	-	13,500.00	13,500.00	12,764.50	94.6%
980.000	Professional/Contractual	42,815.65	57,564.51	91,120.86	40,197.00	73,597.00	21,465.40	29.2%
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	4,519.89	44.3%
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	342.76	8.6%
983.000	MTT Charge Back TWP	4,991.06	3,875.48	1,194.04	10,000.00	10,000.00	19.31	0.2%
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>2,173,262.00</b>	<b>1,357,325.92</b>	<b>62.5%</b>



**Ypsilanti District Library  
General Fund  
Period Ending 06/30/2019  
(58.3% 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 06/30/19 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	398,364.00	231,615.69	58.1%
702.800	Salaries-Pages	6,881.93	6,715.66	7,422.95	9,523.00	9,523.00	4,384.58	46.0%
771.000	Adult Books & Processing	31,469.39	32,180.45	31,369.07	32,000.00	32,200.00	18,919.35	58.8%
772.000	Youth Books & Processing	19,258.16	17,990.02	18,216.42	18,500.00	19,050.00	11,622.34	61.0%
776.000	Periodicals - Adult	4,385.25	4,132.72	3,949.40	4,130.00	4,000.00	3,925.93	98.1%
776.050	Periodicals - Youth	248.31	172.35	236.18	250.00	200.00	206.31	103.2%
778.000	Adult Audio/Visual	12,221.78	12,880.35	13,143.30	14,000.00	13,300.00	6,754.03	50.8%
779.000	Youth Audio/Visual	4,517.07	5,989.36	5,328.89	5,400.00	5,050.00	3,436.98	68.1%
802.200	Parking	-	-	-	3,600.00	3,600.00	3,600.00	100.0%
810.000	Capital Outlay - Buildings			2,372.59	5,000.00	18,500.00	2,645.27	14.3%
812.000	Capital Outlay - Furnishings	4,431.30	2,760.00	-	2,000.00	7,000.00	3,290.00	47.0%
840.000	Repair & Maintenance - Building	24,277.93	6,627.81	28,500.67	20,000.00	20,000.00	8,913.51	44.6%
840.025	Campbell Maint Contract		17,761.00	17,761.00	17,761.00	17,761.00	13,320.75	75.0%
840.050	Snow Removal/ Lawn Care	10,140.95	9,216.95	6,125.02	10,880.00	10,880.00	4,499.40	41.4%
900.000	Programs-Adult	938.82	1,103.44	692.75	1,300.00	1,300.00	494.45	38.0%
901.000	Programs-Youth	1,495.30	1,037.96	1,299.50	1,300.00	1,300.00	971.99	74.8%
940.000	Phone	2,882.35	4,411.42	4,500.48	4,631.00	4,631.00	2,627.06	56.7%
943.000	DTE - Fuel	4,295.74	5,058.92	4,316.52	4,827.00	4,827.00	3,075.08	63.7%
947.000	DTE - Electric	14,888.34	16,154.99	16,431.62	17,189.00	17,189.00	7,365.77	42.9%
949.000	Ypsilanti Comm Utilities Auth	7,701.07	5,038.27	5,624.83	5,296.00	5,296.00	1,950.22	36.8%
<b>Total</b>		<b>536,932.68</b>	<b>531,307.66</b>	<b>560,975.31</b>	<b>567,512.00</b>	<b>593,971.00</b>	<b>333,618.71</b>	<b>56.2%</b>
<b>Dept 300 Outreach/bookmobile</b>								
702.000	Salaries	68,040.77	70,396.02	66,998.49	67,913.00	67,972.00	39,390.01	58.0%
775.000	Library Materials	4,840.68	5,369.87	4,930.18	5,000.00	5,000.00	3,238.89	64.8%
840.000	Repair & Maintenance	1,011.86	25,924.52	8,486.68	8,693.00	8,693.00	872.95	10.0%
901.000	Programs - Youth	-	-	-	-	-		NA
943.000	Fuel	4,083.29	3,821.92	5,378.78	5,546.00	5,546.00	2,623.00	47.3%
<b>Total</b>		<b>77,976.60</b>	<b>105,512.33</b>	<b>85,794.13</b>	<b>87,152.00</b>	<b>87,211.00</b>	<b>46,124.85</b>	<b>52.9%</b>
<b>Dept 400 Outreach/Superior Township</b>								
702.000	Salaries	139,263.56	139,330.94	136,948.76	139,439.00	135,032.00	84,114.21	62.3%
775.000	Library Materials	7,535.09	7,056.64	7,058.69	7,700.00	7,500.00	5,283.45	70.4%
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	867.20	86.7%
840.050	Snow Removal & Lawn Care	980.16	980.16	980.16	1,200.00	1,200.00	490.08	40.8%
900.000	Programs - adult	517.92	461.29	588.86	600.00	600.00	306.13	51.0%
901.000	Programs - Youth	371.41	758.53	555.53	600.00	600.00	331.58	55.3%
940.000	Phone	552.15	1,102.86	1,125.12	1,158.00	1,158.00	656.77	56.7%
943.000	DTE - Fuel	655.31	694.55	755.74	933.00	933.00	508.78	54.5%
947.000	DTE - Electric	977.56	900.77	993.27	1,047.00	1,047.00	532.74	50.9%
949.000	Ypsilanti Comm Utilities Auth	66.13	84.21	85.32	264.00	264.00	43.56	16.5%
<b>Total</b>		<b>152,313.43</b>	<b>152,354.33</b>	<b>151,311.16</b>	<b>153,941.00</b>	<b>149,334.00</b>	<b>93,134.50</b>	<b>62.4%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 06/30/2019  
(58.3% 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 06/30/19 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	692,719.00	408,867.22	59.0%
702.800	Salaries-Pages	32,316.80	34,074.19	37,919.77	41,228.00	41,228.00	19,184.73	46.5%
771.000	Adult Books	69,598.87	62,753.52	64,202.77	62,000.00	66,500.00	38,364.74	57.7%
772.000	Youth Books	32,963.64	32,889.61	32,149.70	32,000.00	41,400.00	19,688.97	47.6%
776.000	Periodicals - Adult	3,798.56	5,399.33	5,910.44	6,250.00	6,000.00	5,497.52	91.6%
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	11,915.93	50.7%
779.000	Youth Audio/Visual	11,622.47	9,328.01	7,978.62	8,600.00	8,500.00	3,235.08	38.1%
810.000	Cap Outlay Building				6,000.00	20,000.00	-	0.0%
810.100	Cap Outlay Improvements				-	-		
840.000	Repair & Maintenance - Building	51,891.72	19,383.67	25,445.14	20,400.00	20,400.00	19,155.18	93.9%
840.025	Campbell Maint Contract		42,979.00	42,979.00	42,979.00	42,979.00	32,234.35	75.0%
840.050	Snow Removal/Lawn Care	19,843.78	21,447.65	14,596.33	21,560.00	21,560.00	11,380.23	52.8%
900.000	Programs - Adult	3,183.25	2,807.60	3,324.79	4,200.00	4,200.00	1,435.47	34.2%
901.000	Programs - Youth	5,284.31	4,705.39	5,122.05	5,200.00	5,200.00	4,884.14	93.9%
903.000	Equipment Maintenance	1,119.16	-	82.98	1,500.00	3,000.00	1,773.37	59.1%
940.000	Phone	5,290.78	8,490.03	8,949.89	9,193.00	9,193.00	5,254.14	57.2%
943.000	DTE - Fuel	25,436.79	26,167.88	31,856.11	36,230.00	33,430.00	19,362.83	57.9%
947.000	DTE - Electric	99,973.15	100,296.77	101,664.27	106,299.00	106,299.00	41,994.96	39.5%
949.000	Ypsilanti Comm Utilities Auth	3,486.22	5,224.80	5,616.86	5,654.00	5,654.00	1,914.31	33.9%
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>1,152,662.00</b>	<b>647,041.42</b>	<b>56.1%</b>
<b>Dept 600 Donations</b>								
<b>Revenue:</b>								
	<b>Total Donated revenue</b>	59,469.64	56,523.34	71,011.19			28,701.74	NA
<b>Expenditures:</b>								
	<b>Total Expenditures</b>	<b>44,620.51</b>	<b>53,483.34</b>	<b>43,328.46</b>			<b>16,340.80</b>	<b>NA</b>
<b>Dept 700 Grants</b>								
<b>Revenue</b>								
	<b>Total Revenue</b>	33,614.21	32,089.00	16,914.00			8,340.00	NA
<b>Expenditures</b>								
	<b>Total Expenditures</b>	25,594.64	27,778.17	12,190.17			6,421.26	NA
<b>Total</b>	<b>Net -- restricted for future</b>	<b>8,019.57</b>	<b>4,310.83</b>	<b>4,723.83</b>			<b>1,918.74</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>5,357,577.00</b>	<b>4,047,299.47</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>4,156,440.00</b>	<b>2,500,007.46</b>	<b>60.1%</b>
	Net Revenue Over Expenditures	78,580.95	(40,529.53)	(23,885.57)	1,668.00	1,201,137.00	1,547,292.01	
	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>3,483,732.91</b>	<b>2,679,887.92</b>	

**Ypsilanti District Library  
Balance Sheet  
June 30, 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 06/30/19</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	93,733
<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>93,733</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>
<b>Fund Balance</b>						
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	93,078
<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>93,733</b>

Ypsilanti District Library  
Debt Service Fund  
Period Ending 06/30/2019 (58.3% of Year)

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	BUDGET 18--19**	YTD 06/30/19 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	32,008	(19,908)	264.5%
440.000	Ypsilanti Township Tax Levy	1,011,752	1,015,107	714,939	30,000	33,684	(3,684)	112.3%
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>316,085</b>	<b>(23,685)</b>	<b>135.1%</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	250	1,000	20.0%
991.000	Debt Retirement Principal	1,115,000	1,160,000	1,205,000	1,255,000	1,255,000	-	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>1,271,993</b>	<b>10,857</b>	
Total Revenue Over Expenditures		2,662	894	(386,532)	(1,048,950)	(955,908)	(93,042)	
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>93,082</b>		

**Ypsilanti District Library  
Balance Sheet  
June 30, 2019  
Capital Asset Replacement Fund**

**Assets:**

Cash  
Total Assets

**Liabilities**

Fund Balance  
**Total Liabilities & Fund Balance**

FY 2013-14 ACTUAL	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FYTD 06/30/19
900,000	611,746	594,787	417,120	399,522	1,503,940
900,000	611,746	594,787	417,120	399,522	1,503,940
-	-	-	-	-	-
900,000	611,746	594,787	417,120	399,522	1,505,747
900,000	611,746	594,787	417,120	399,522	1,505,747

Ypsilanti District Library  
Capital Expenses  
Period Ending 06/30/2019 (58.3% of Year)

ACCT #	ACCOUNT NAME	YTD 6/30/19
<b>Revenue</b>		
688.000	Interest	189
<b>Total</b>		<b>189</b>
Dept 400 Superior Construction		
<b>Expenditures</b>		
702.150	Bank Fees	-
910.000	Site Development	13,450
975.000	Legal/Attorney	18,475
981.000	Architect Fees	13,846
983.000	General Contractor	-
		-
<b>TOTAL</b>		<b>45,771</b>
Total Revenue Over Expenditures		(45,771)
Beginning Fund Balance		<b>1,150,000</b>
<b>Ending Fund Balance</b>		<b>1,104,229</b>

Current Board Assignment

# Communications



## MLA Advocacy - June 27, 2019



### Gov. Gretchen Whitmer Signs Narcan Bills Into Law

On Wednesday, June 26, 2019 at 1:41 p.m. Governor Gretchen Whitmer signed the Narcan bill package into law, with immediate effect. These bills will provide liability protection for libraries when providing the life-saving opioid antidote naloxone, common brand name Narcan, to an overdosing patron. This is a huge victory for our libraries and librarians.

"This legislation will be useful in combating the public health crisis of opioid overdoses and deaths affecting families across the state," Whitmer said in a statement. "With this bill package, Michigan is demonstrating our bipartisan commitment to reducing opioid deaths and abuse here in Michigan."

For the past year, MLA, the Library of Michigan, and the Michigan Department of Education have been working together to see this protection added for our libraries and library employees or agents to purchase, possess, distribute or administer in good faith an opioid antagonist without possible subject to criminal prosecution. The law will provide immunity to libraries similar to that provided to public schools.

To all that have worked diligently to make this a reality, a huge thank you. We extend our appreciation to Governor Whitmer for signing these bills into law, House Speaker Rep. Lee Chatfield (R-Levering) for requesting this year's redrafted Narcan bills and supporting this legislation, Sen. Stamas (R-Midland) for his continued leadership and support of libraries, bill sponsors Rep. Jason Sheppard (R-Lambertville), Sen. Paul Wojno (D-Warren), Sen. Curt Vanderwall (R-Ludington) and Sen. Peter Lucido (R-Shelby Twp.), and to the Michigan legislature for showing their support for our libraries.

And finally, thank you MLA members and library supporters. Without our collective efforts led by outstanding librarian leadership and a very dedicated MLA, this success would not have been possible.

The bills included in the package are:

HB 4367, sponsored by Rep. Jason Sheppard (R-Lambertville), will allow a trained public employee to administer naloxone to an individual suspected of experiencing an opioid-related overdose.

Covered under this bill are employees of municipal corporations, counties, county road commissions, school districts, community college districts, public libraries, port districts, metropolitan districts, and transportation authorities, as well as to State of Michigan departments, commissions, courts, boards, councils, and statutorily created task forces.

SB 0200, now PA 36, sponsored by Sen. Paul Wojno (D-Warren), allows a prescriber to dispense Narcan to a school board so its employees could administer the drug to someone suffering from an opioid overdose.

SB 0282, sponsored by Sen. Curt Vanderwall (R-Ludington), requires a medical control authority to establish written protocols that ensure timely dispatch based upon medical need, and otherwise ensure high quality service and compliance with the law, not only for life support agencies but also for "emergency medical services."

SB 0283, sponsored by Sen. Peter Lucido (R-Shelby Twp.), immunizes public school employees from civil and criminal liability for administering medication to remove the immunity for administration of opioid antagonists.

[Advocacy Update Home](#)

[Back to news](#)

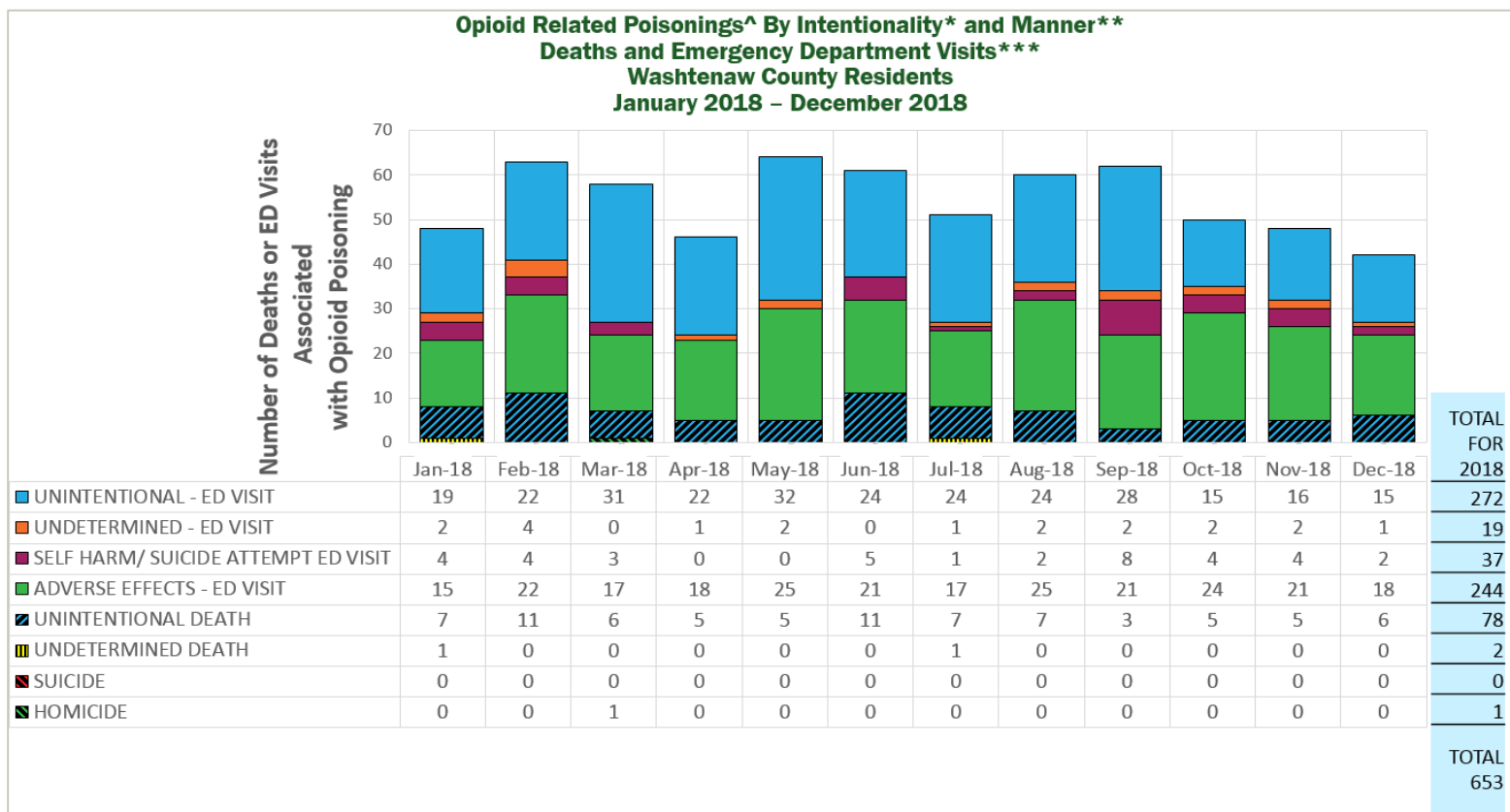
# Opioid Report

April 2019 | Volume 5 | Number 1

Washtenaw County  
Health Department

## New Groups, New Substances, Continued Harm

### The Opioid Epidemic in Washtenaw County 2018 Year In Review



## BENEATH THE NUMBERS

- 81 Deaths in 2018, the Highest Number of Deaths** in one year for Washtenaw County residents since tracking began in 2011.
- Deaths for Females Doubled** from 14 to 28 between 2017 to 2018. Deaths for males stayed stable from 55 to 53 during the same period.
- Deaths for Black/African American Washtenaw County Residents Doubled** in number and proportion between 2017 (8 deaths; 11% of total) to 2018 (18 deaths; 22% of total). Nearly all of these opioid related deaths involved both cocaine and Fentanyl.
- The Proportion of Opioid Related Deaths Involving Cocaine Increased** from 20% in 2017 to 44% in 2018.
- Opioid Related Poisonings Diagnosed as Resulting from 'Unintentional Poisoning' Increased** from 34% to 48% of opioid related emergency visits in 2018. During this same period, emergency visits for opioid poisonings coded as 'Adverse Effects' have decreased from 56% in 2016 to 43%. Those coded as 'Intentional' stayed steady at only 7%.
- The Proportion of Opioid Related Poisoning Deaths Associated with Synthetic Opioids like Fentanyl Increased** from 38% to 84% in from 2016 to 2018. However, during this same period, only 7% of opioid poisoning related emergency visits involved Fentanyl.
- The Proportion of Opioid Related Deaths for Persons under 25 Years Decreased** from 36% in 2016 to 10% in 2018. During the same period, the proportion of deaths among Washtenaw County residents 25-44 years increased from 33% in 2016 to 59% in 2018.
- Heroin Related Deaths Decreased** from 60% of all opioid related deaths in 2016 to 30% in 2018.
- Pharmaceutical Opioids were Involved in 42%** of opioid poisoning related emergency visits in 2018.
- Opioid Poisoning Rates by Zip Code** on Page 2 of this Opioid Report.

<sup>^</sup>Source: Washtenaw County Health Department, Washtenaw County Medical Examiner. Deaths and Emergency Department Admissions include unintentional, intentional, adverse effects and undetermined opioid related poisonings. Emergency Department Visits include opioid poisoning related admissions for Washtenaw County residents at Michigan Medicine and Saint Joseph Mercy Hospitals, Waller, A. WCHD Internal Communications.

\*Poisonings related to opioids reflect incorrect amount, frequency or administration. These may be intentional Or unintentional. 'Adverse effects' occur when therapeutic medication is prescribed correctly, administered properly, But the patient suffers a physical reaction such as tolerance, dependence, or respiratory depression.

\*\*Manner of Death describes circumstances of a death, as designated by the Washtenaw County Medical Examiner.

\*\*\*Persons who survived the poisoning and who refused or did not seek medical care are not included. Nearly all patients who are admitted to the ED for opioid related poisonings survive their overdose.

^^Washtenaw County Medical Examiner data are not complete for May/June. Provisional data will be finalized at year end.

Visit [washtenaw.org/opioids](http://washtenaw.org/opioids) for additional opioid reports and data.

Questions? Contact [Adreanne Waller](mailto:Adreanne.Waller@washtenaw.org), MPH, Epidemiologist, Washtenaw County Health Department.

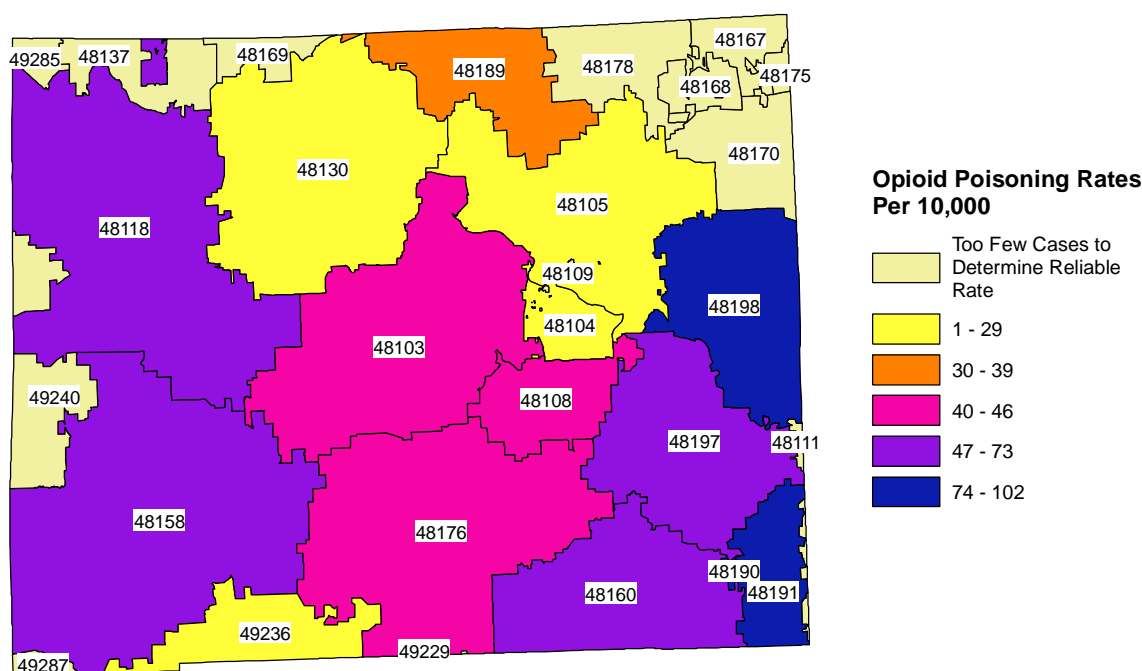
# Opioid Report

April 2019 | Volume 5 | Number 1



Washtenaw County  
Health Department

## Opioid Poisoning Related Deaths and Emergency Department Visits\* Rates Per 10,000\*\* Washtenaw County Residents Zip Code of Residence January 2016 - December 2018



\*Opioid Poisoning including unintentional, intentional self harm, adverse effects, assault or undetermined (ICD-10 - T40(0,1,2,3,4,6)X(1-5).

Source: Emergency department data provided by Washtenaw County Health Department, Michigan Medicine and Saint Joseph Mercy hospitals reporting Washtenaw County residents only.

These numbers do not include persons who survived their overdose and refused or did not seek or receive medical care.

\*\*Opioid Poisoning Rate =

(Number of Opioid Related Emergency Department Admissions Plus Opioid Related Deaths / Total Number of Residents in Zip Code)\*10,000

Visit [washtenaw.org/opioids](https://washtenaw.org/opioids) for additional opioid reports and data.

Questions? Contact [Adreanne Waller](#), MPH, Epidemiologist, Washtenaw County Health Department.

# Committee Reports

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 7/17/19

**Re:** Superior Planning Committee report

- Ken Schwartz reports that Superior Township and the Washtenaw County Road Commission will enter into a road improvement agreement to add an extended left turn lane on Harris Road. With this development, the WCRC will approve our desired driveway location. Ken is in continued discussions with them regarding the exit lane for the drive-up book return. If the exit lane is denied, it will likely mean setting the building further back from the street – not optimal for pedestrian traffic or for efficiency in using the site.
- The Geotechnical Investigation and Report that were approved at the February Board meeting were 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. G2 Consulting Group is currently scheduling work about 2 weeks out, so once we have a green light there should not be much further delay.
- Once the boundaries of the library site are known, next steps are to write a legal description and have a deed prepared. This will pave the way for transfer of ownership.

# **Director's Report**

**and attachments**



## **Library Director's Report**

### **July 24, 2019**

#### **Superior Capital Campaign Kick-off**

Our Capital Campaign Committee held its first meeting on 6/27. The group set a fundraising goal of \$2M and is eager to begin. Gillian Gainsley led the meeting, with Consultant Peggy Cole providing advice and suggestions throughout. A project timeline was distributed and small groups are now meeting to review the current prospect lists. Gillian is preparing a draft Case for Support for the Superior project, which will be a key element of any ask. The Committee as a whole plans to meet again in early September. Thanks in advance to everyone who has joined us in this undertaking – we are confident it can be done!

#### **Facilities:**

- The Michigan Avenue concrete work is expected to take place in September.
- As our next step in the space utilization study, we are taking field trips to a few other libraries with krM Architecture. We'll share what we like and don't like, bring back ideas, and get to planning.
- Michigan Avenue's Youth basement experienced some flooding the evening of 7/16, when the area was hit with torrential rain. Water came through a hole high in the wall and damaged some books and a bulletin board. We are still investigating the source of the leak and assessing extent of damage to the collection.

#### **Personnel:**

Jerry Craft is YDL's new Part-time Building Monitor. He's been learning the ropes since 7/2, and already has a good rapport with patrons and staff. Jerry will be working primarily at Michigan Avenue.

#### **Side Notes:**

- The Campbell County (KY) Public Library asked me to participate in a planning survey after identifying YDL as a top-performing peer library. They produced three fascinating reports which they recently shared with us. Julianne and I are analyzing the data and will compare notes soon. I plan to share further at the August meeting. The reports are lengthy but very interesting; please let me know if you would like to review them firsthand.
- Ypsilanti's Independence Day Parade was good fun! Thanks to everyone who came out to walk or ride with us. The bookmobile and Flex looked great, and there were tons of YDL fans in the crowd.
- I attended TLN's annual membership picnic meeting at the Commerce Township Library on 7/9.
- Paula Drummond and I watched a Narcan law webinar presented by the Library of Michigan's Library Law Specialist on 7/12.
- We have learned that TALK service for Verizon customers will be restored on 8/1. It has been an unreasonably long wait; we will take that into account as the texting platform's renewal approaches.
- Accountant Jim Carey, Monica, Volunteer Jan Eveswell and I have completed all we can of the 501(c)3 application. Our attorney will review and complete it for submission by month's end.
- Following this report you will find the latest quarterly Strategic Planning and TALK reports, and a quick-and-dirty write up of my experience at the American Library Association's 2019 Annual Conference. I was very proud to accept the John Cotton Dana Award for TALK on behalf of YDL!

**YDL Strategic Plan Progress Report: May - July 2019**  
**Lisa Hoenig, YDL Director**

**1. Generate and support greater staff diversity**

- A. Foster a workforce that reflects the community
- B. Facilitate community dialogue that builds relationships with all neighborhoods and people of all ethnicities and races
  - *We have assembled a new joint work group to further both of these objectives.*
  - *In May about a dozen staff virtually attended Kent District Library's all-day Equity, Diversity and Inclusion summit.*

**2. Maximize the effectiveness of Library programs**

- A. Develop a community-needs-based program proposal and evaluation process
  - *The Program proposal work group recruited small staff groups based on Early Literacy, School Age (K-8), Teen, Adult, and LINGO (55 years +) audiences. These sub-groups meet 3 times/year to brainstorm ideas that fit our strategic plan goals and have measurable outcomes. Some excellent synergy has developed from this groundwork. The larger group meets in September.*
- B. Reorganize, rebrand, and reintroduce the summer reading program
  - *Year three of The Summer Challenge is underway!*
  - *We purchased a 2-year sponsorship banner advertising the Summer Challenge at Rutherford Pool, one of our key partners.*
- C. Become a valued contributor to economic development, especially small businesses
  - *The Business and Economic Development work group completed a comprehensive inventory of local business support organizations to help staff make effective referrals and share with the public online. They are working to identify gaps that YDL can fill in preparation for creating a web portal for business support.*

**3. Improve the Library's fiscal health**

- A. Explore millage feasibility and voter education program
  - *Millage approved November 2018.*
- B. Expand fundraising capabilities
  - *501(c)3 application for the Library nearly complete.*
  - *D-SIP Intern's Capital Campaign projects are well underway.*
  - *Hired fundraising consultant to assist with newly-launched Superior Capital Campaign.*
- C. Explore workflow opportunities and efficiencies
  - *New ticketing system to report help desk issues to IT, Facilities and Communications departments launched.*

**4. Make the best use of Library facilities**

- A. Conduct facilities and space utilization studies of Michigan Avenue and Whittaker Road branches
  - *Space utilization study underway.*
- B. Improve service to Superior Township
  - *New Superior Library building project back on track after Road Commission delay.*
- C. Maximize visibility and use of the bookmobile
  - *Bookmobile work group exploring feasibility of installing signs at each of our 20 bookmobile route stops.*

**5. Market Library services more effectively**

- A. Examine newsletter usage, format, content, and frequency
  - *Summer 2019 issue of The Loop is our first "Community Edition."*
- B. Improve internal communications
  - *Much-needed new and improved staff Intranet is about to be unveiled.*
- C. Rebrand, develop messaging, upgrade website, and improve wayfinding
  - *Text notifications for holds, overdue, and pre-overdue launched.*



## TALK Early Literacy Report

July 17, 2019

### Current Statistics

- TALK is reaching **1081** children through **856** subscribers as of the end of June 2019.
- **149** children have aged out of the program since the program began in October 2017.
- **617** subscribers have opted out of the program and **110** were lost due to cell phone deactivation since the program was launched.

### TALK Program Updates

- From June 8th to June 13th, the TALK service was interrupted due to an issue with Trumpia, our text messaging service provider. At this time, service has been restored for all users except those who are Verizon customers. Verizon users cannot currently sign up for the service or receive content and Trumpia is actively working to correct this issue.
- Two thousand TALK flyers have been given to The Interrupters, a door-to-door community outreach program that targets underserved areas and distributes information packets to residents. They will distribute the flyers throughout Ypsilanti this summer.
- TALK outreach has been moved from the WIC office to a more visible location in the Washtenaw County Health Department building and outreach has been scheduled to coincide with food distribution services on the third Wednesday of each month.
- Texts have been scheduled to promote library and community events this summer for the Ypsilanti District Library and other libraries that participate in the TALK program.
- Users have been successfully signing up for the ReadyRosie educational video subscription service through TALK, with about one new user signing up through the text messaging system each week.
- The text messages for all age groups have been reviewed by High Scope and suggestions were incorporated for improved educational content.
- The new auto-campaigns have been updated and launched with the improved content, and text messages will no longer need to be manually scheduled.
- Updates have been made to the distribution schedule to ensure parents with two children will no longer receive more than three texts per week.

### TALK Internship Updates

- Nicole Sype left her internship position in April 2019 and Claire Myers will be the TALK Early Literacy Intern until April 2020.
- Claire has been trained on how to schedule auto-campaigns and event texts, and how to locate reports in Trumpia and collect user data.

Ann Arbor	207
Belleville	9
Chelsea	12
Clinton	1
Dexter	66
Gregory	6
Manchester	6
Milan	55
Northville	4
Pinckney	2
Plymouth	4
Saline	35
South Lyon	17
Whitmore Lake	20
Willis	4
Ypsilanti	403

A map of the Ann Arbor area in Michigan. The Ypsilanti Police Department's jurisdiction is highlighted in a dark blue color. Other labeled areas include Chelsea, Northfield, Scio, Pittsfield, Saline, Mooreville, and Ypsilanti. Major roads like I-194 and I-94 are also shown.

**Households Reached by Month**

Month	Households Reached
Oct 17	246
Nov 17	354
Dec 17	447
Jan 18	484
Feb 18	522
Mar 18	560
Apr 18	600
May 18	623
Jun 18	685
Jul 18	698
Aug 18	726
Sep 18	757
Oct 18	789
Nov 18	792
Dec 18	789
Jan 19	782
Feb 19	727
Mar 19	749
Apr 19	799
May 19	870
Jun 19	897

This data represents users who have successfully signed up. Data was not gathered from February to May 2019. The numbers for those months were estimated by adding users who are still signed up, users who deactivated, users who opted out, and users aged out each month.



## Lisa's ALA Conference Notes...

### Friday

Jason Reynolds Opening General Session was terrific. He talks a mile a minute, but very heartfelt. He's smart and real. Spoke about how architecture and narrative and life go together -- we have our own "building" inside us. First he talked about churches and religious structures, then libraries -- as places open to all.

Toured the opening of the exhibit hall until it closed, approx. 1-1/2 hours. Two best things:

Communico for Libraries -- our size service pop CAN do ala carte, and products looked good, easy to use, flexible. Clinton-Macomb is their first/only Michigan client. Larry Neal says they are still implementing but will give us feedback once up.

BayScan technologies -- very cool printers that do various kinds of labels, and receipt printers that will work with Horizon that print on removable sticker paper. Cool scanners you can use on a DL to auto-fill all of the fields of your ILS circulation module. He said DPL is a client of this and it saves them tons of time because no errors to correct.

### Saturday

Conversation with Justice Sonia Sotomayor -- Fascinating. She was brilliant, articulate, warm and appreciative of libraries. She is a diabetic and has written a book about "different" children called "Just Ask!" Loved the library as a child as an escape from home when her mother was grieving her father's death. Decided she loved the law after reading "Lord of the Flies," because she saw how laws could help people live together. She roamed around the room shaking hands and talking. I enjoyed all of her observations about libraries and about law... It will be her birthday in a few days and the whole crowd sang to her before the end. When she took questions she had the people who wrote the questions come up for a photo with her. Very cool!



Blockchain -- panel discussion about this technology which is expected to have an impact on daily life before long... But is it right for library applications? IMLS funded a project to try to find out. Still not clear but have identified a number of possible areas, including universal library cards and ILL. It's a protocol like TCPIP, so not something you will "see" or maybe even need to understand, but broad implications in the background.

*American Creed* -- documentary film about the divisions in our society but how we as Americans seem to have an underlying set of core values we can all identify with anyway. Encouraged to apply for micro-grants to host and have a discussion forum led by a scholar -- Joy has already said she will apply. Got a free DVD with public performance rights.



Carla Hayden & Eric Klinenberg had a fascinating conversation about his book *Palaces for the People* and the importance of social infrastructure, with libraries at the heart. I felt he was really preaching to the choir -- not telling us anything we don't know, but the best part is that word is finally getting out, and could start making a difference in the way libraries are regarded and funded. Also he talked about how other types of social infrastructure should be better supported so librarians don't have to be everything (social workers).

Civility in the Workplace -- some interesting thoughts here. A director from a county system with 20 branches who started out 20 years ago as their HR person was the speaker. She became director before getting her library degree. She spoke with her HR attorney about how incivility makes for inefficiency because people are unhappy and try to avoid the uncivil people. You need to lead by example and encourage staff to behave with civility to one another to make for less turnover and greater productivity. Had heard some of this before but a new context with good examples.

### Sunday

This was an exciting day. I met some great people and Gillian & I accepted the John Cotton Dana award.

Wholehearted Librarianship -- The prof who gave this talk is an outstanding presenter. He could make the phone book sound good. He lives in Michigan but works in CA. He travels the world and had a zillion interesting slides from all over the place with examples of libraries doing innovative things to help people live their lives. His message was that we are responsible for Life Literacies. He believes we are "hurtling toward what we do becoming part of the global classroom." We want our users to enter the library and find joy -- and to do that we need to take care of ourselves so that we also find joy through our work. Lots of really good stuff in my notes, plus he said he would put his slides online, plus the ALA Pres introduced him and said he has a webinar online somewhere that covers this topic. I would have bought his book but as I was leaving the room they were selling the last copy.

Change in a Volatile World -- from Change Management to Change Readiness. I went to this session to think about how to help staff accept IT changes better. Biggest takeaway: Each step in the change process requires a great deal of communication. Shift to more listening, asking more questions, finding better solutions. Sometimes the resistors can give you great ideas about what the change might bring, and help you plan. Get feedback and then be transparent -- let them know why we took their feedback or did not. Again, good stuff in my notes and their slides will be online.

Social Workers in Public libraries -- this was a discussion panel. No slides. They were all interesting. More issues with this than I thought of. Some libraries partner with another municipal agency to get a social worker. Some are library employees, some are not. Most use "peer navigators," which is a very interesting concept. Homelessness seemed to be the biggest driver for everyone on the panel in bringing a SW in. Some contracted out for their SW, partially because of state certification requirements. MSW and librarians' codes of ethics have a lot in common, amongst them user privacy. Shift conversation from security/safety to meeting social service needs. If you have more services to help troubled people, you may need less security staff. NLM has \$\$ to fund social work programs in libraries... Talked to Denver SW presenter about youth & teens. She said they build relationships with them just like we do. Tries to work with school system or to see if the minor is willing to talk to their parent with them. If not enough space and wanting to blow off steam, take them outside and let them throw a ball around or something... Recommendation for information on "trauma-informed spaces" from the National Council on Trauma-Informed Care. \*\*Need to share that with KRM.

Saw Carla Hayden in the Exhibit Hall & she touched my arm. :)

Saw the PTDLF people and reintroduced myself -- the people I knew from my Patent & Trademark days (most prominently Martha Crockett Sneed) are no longer there.

Talked to 2 vendors of pick-up hold lockers.

Went to John Cotton Dana Awards and met many interesting people!!

President of LLAMA Lynn Hoffman, Director of Operations at Somerset County Library System of New Jersey, will talk to me about Communico. She said they have been wanting some fixes and their team has promised them, but she was surprised they are taking on an ILS instead.



Met a writer for *Info Today* who was there to cover the awards. She would like us to write an article about TALK. Gillian has her info.

Met two librarians from Queens Public Library: YA librarian Alisha Hasson and Branch Manager Jay Dela Cruz, who is an ALA Councilor.

George Needham (former State Librarian) was there -- he is Director of Delaware County library in Ohio now, and they won an award. He just passed his first millage! I shared some of my accomplishments since LL2000 with him (he was one of my leadership mentors).

John Szabo of the Los Angeles Public Library introduced himself to me and congratulated us on TALK. Very honored to meet him!

Librarian from Enoch Pratt was super-excited to learn about TALK and recommended a documentary that was just shown at ALA: *No Small Matter*, which is about early literacy.

Saline County (?) librarians and Spokane librarians were gracious and congratulatory also.



### Monday

Bookalicious breakfast. Wow, wonderful event. Really impressed with all five authors and with the LibraryReads.org national staff picks program. Loved hearing and meeting Alice Hoffman!

Talked to Madison Bolls and Chelsea Cole from IMLS about sustaining TALK at the suggestion of Teri DeVoe. Really nice, very supportive, loved hearing my story and Madison said I should email her for the

grant application opening announcement and a recap of our conversation. Chelsea said she & another colleague would be happy to help us navigate the process and that I could find her contact info on their website.

Opioids and Libraries -- IMLS-funded project of PLA and OCLC to learn more about how libraries could play a role in helping in this crisis. Denver PL Director and a staff member were there and discussed what they do. Denver has voluntary training for staff on using NARCAN -- very simple training. Combative reaction is less common than some say, but can happen. Part of the training is being aware of your own safety.

Federal funding is coming to states for NARCAN -- some insurance providers are starting to "co-provide" it (???).

AR tool you can use with a cell phone and Google cardboard to train staff.

**A NEW, FREE, VIRTUAL TOOL IN THE FIGHT AGAINST OPIOID OVERDOSE DEATHS**  
THIS IMMERSIVE, TEN MINUTE, CREATIVE COMMONS VIDEO CAN BE FREELY DISTRIBUTED AMONG YOUR STAFF AND PATRONS AND ADAPTED INTO YOUR OWN TRAINING MATERIALS

**THE PROBLEM**  
Opioid overdose rates have gone up 200% between 2000 and 2018. Naloxone (Narcan), a fast-acting opioid antagonist, can prevent death by reversing opioid OD when used appropriately. Twenty-four states currently allow anyone to purchase Naloxone without a prescription. Libraries are being called upon increasingly for education and resources related to this crisis.  
What's the best way to train people to administer this life saving medication?

**THE SOLUTION**  
Penn Nursing developed a High-Fidelity Simulation which involves training participants watching actors perform an opioid reversal using Narcan. High Fidelity Simulation is the gold standard of training for this type of intervention.

**THE TECHNICAL INNOVATION**  
High-Fidelity Simulation requires participants to wait until a training is offered and then physically go to it. Filming the actors each time was a staffing challenge for the nursing school. Filming the simulation in 360° immersive video allows for people to take the training regardless of location and at any time they'd like while still maintaining the 360 experience of the in-person training.  
Initial studies show that the immersive video is as effective as the in-person High Fidelity Simulation in teaching people to administer Narcan.  
The video was shot with an Insta360 Pro 3 camera borrowed from the Penn library and the distribution method is YouTube and an inexpensive Google Cardboard, helping to ensure the video can get to the most number of eyes with the least resistance.

**WHO WE ARE**  
A partnership between librarians, artists, health professionals, people in recovery, harm prevention non-profits and communications experts.

**Penn Nursing**  
University of Pennsylvania  
School of Nursing

**VIRTUALINNOVATION.ORG**

**Annenberg**  
UNIVERSITY OF PENNSYLVANIA  
COMMUNICATIONS

A collaboration between Penn Nursing, the Annenberg School for Communication, University of Pennsylvania, President Ford Philadelphia, Penn Libraries and The Penn Working Group on Virtual Reality Research by: Clara J. Whitney, MA, BA • Ann Marie Hoag-Bennett, MEd, BA • Spelling A. Anson, MPH, BA • Erika Brando • Nicholas A. Giordano, PhD, BA • Kyle Cassidy, MEd • Heather Verheul, JEd

\*\*

XR Programming in Libraries -- I attended this because I knew nothing about it. Interesting! They predict it will be the next big thing in education. Nevada is using it in libraries to help with workforce development. Example was dialysis technician certification. IMLS grant questions answered VERY positively by patrons who came to use the XR technology. 70+% said they would return to the library to use it again if they could.

CA libraries using it to teach kids how to help others learn it. Basically teen interns who they train. Some other examples. Not sure how we would use it but something to think about for the future.



# **YDL Dashboards**

# YDL Performance Dashboard - June 2019

% Change from last

	June-18		June-19		June		2018		2019 to date	
<b>Circulation</b>										
Whittaker Rd.		35,639		36,983		4%		430,619		205,924
Michigan Ave.		10,461		9,993		-4%		127,247		60,421
Superior		1,400		1,623		16%		18,306		8,618
Bookmobile		1,759		1,739		-1%		19,796		10,698
eProducts		5,847		7,371		26%		72,382		41,590
<b>TOTAL</b>		<b>55,106</b>		<b>57,709</b>		<b>5%</b>		<b>668,350</b>		<b>327,251</b>
<b>Self Check-Items</b>										
Whittaker Rd.		5,452		6,377		17%		68,376		34,011
Michigan Ave.		1,030		1,425		38%		12,379		7,632
Superior		N/A		5		0%		N/A		38
<b>TOTAL</b>		<b>6,482</b>		<b>7,807</b>		<b>20%</b>		<b>80,755</b>		<b>41,681</b>
<b>MeLCat Interlibrary Loans</b>										
Loaned		1,156		936		-19%		14,243		6,215
Borrowed		1,057		987		-7%		14,383		6,858
<b>Borrowers</b>										
Whittaker New Cards		248		212		-15%		2,614		1,182
Michigan New Cards		115		84		-27%		1,194		521
Superior New Cards		24		12		-50%		191		103
Bookmobile New Cards		3		2		-33%		118		83
<b>TOTAL New Cards</b>		<b>390</b>		<b>310</b>		<b>-21%</b>		<b>4,117</b>		<b>1,889</b>
<b>Total Borrowers</b>		<b>N/A</b>		<b>43,181</b>		<b>N/A</b>		<b>0</b>		<b>43,181</b>
<b>% of District Residents</b>		<b>N/A</b>		<b>91%</b>		<b>N/A</b>				
<b>Reference</b>										
Whittaker Rd.		5,753		6,818		19%		65,425		26,599
Michigan Ave.		4,378		4,247		-3%		50,873		23,431
Superior		713		865		21%		8,316		4,802
Bookmobile		234		154		-34%		2,418		1,192
<b>TOTAL</b>		<b>11,078</b>		<b>12,084</b>		<b>9%</b>		<b>127,032</b>		<b>56,024</b>
<b>Program Attendance</b>	<i>Programs</i>	<i>Attendees</i>	<i>Programs</i>	<i>Attendees</i>	<i>Programs</i>	<i>Attendees</i>	<i>Programs</i>	<i>Attendees</i>	<i>Programs</i>	<i>Attendees</i>
Whittaker Rd. - Adult	24	164	34	145	42%	-12%	448	3,035	220	998
Whittaker Rd. - Youth	64	2,513	45	1,777	-30%	-29%	617	17,740	301	8,622
Michigan Ave. - Adult	23	193	23	208	0%	8%	271	2,528	135	1,379
Michigan Ave. - Youth	56	849	38	711	-32%	-16%	435	6,698	193	2,304
Superior	9	196	12	249	33%	27%	86	738	91	600
Bookmobile	10	186	22	371	120%	99%	487	9,798	242	4,402
Offsite	32	761	24	636	-25%	-16%	255	3,859	91	1,097
General	0	0	0	0	0%	0%	4	1,566	0	0
<b>TOTAL</b>	<b>218</b>	<b>4,862</b>	<b>198</b>	<b>4,097</b>	<b>-9%</b>	<b>-16%</b>	<b>2,603</b>	<b>45,962</b>	<b>1,273</b>	<b>19,402</b>
<b>Computer Usage</b>	<i>Hours</i>	<i>Sessions</i>	<i>Hours</i>	<i>Sessions</i>	<i>Hours</i>	<i>Sessions</i>	<i>Hours</i>	<i>Sessions</i>	<i>Hours</i>	<i>Sessions</i>
Whittaker Rd.	N/A	N/A	3,128	3,533	N/A	N/A	63,392	63,530	16,322	18,689
Michigan Ave.	N/A	N/A	3,691	3,701	N/A	N/A	63,927	65,159	19,531	19,910
Superior	N/A	N/A	486	532	N/A	N/A	6,691	6,777	2,416	2,434
Wireless		2,308		2,493		8%		29,291	0	15,691
<b>TOTAL</b>	<b>0</b>	<b>N/A</b>	<b>7,305</b>	<b>10,259</b>	<b>0%</b>	<b>0%</b>	<b>134,010</b>	<b>164,757</b>	<b>38,269</b>	<b>56,724</b>
<b>Door Count</b>										
Whittaker Rd.		19,273		19,200		0%		220,696		108,493
Michigan Ave.		9,924		12,466		26%		116,849		60,486
Superior		2,426		3,266		35%		20,562		10,809
Bookmobile		695		802		15%		13,931		6,648
<b>TOTAL</b>		<b>32,318</b>		<b>35,734</b>		<b>11%</b>		<b>372,038</b>		<b>186,436</b>
<b>Collection</b>										
Physical Items Added		1,380		1,109		-20%		14,368		9,597
Ebooks/Eaudio added		423		532		26%		6,547		2,960
Items Cataloged		543		579		7%		6,404		3,677
<b>TOTAL Collection</b>		<b>274,526</b>		<b>266,285</b>		<b>-3%</b>		na		na
<b>Online Library Access</b>										
Website visits		186,317		172,907		-7%		2,128,948		1,027,095
App Users				549						549

**YPSILANTI DISTRICT LIBRARY**  
**FUND DEVELOPMENT DASHBOARD**  
**June 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	\$11,807	\$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		
In Memory of Mary Welzenbach					\$1,000	
Genealogical Society of Washtenaw County				\$300		
Sub-total	\$1,923	\$6,904	\$3,959	\$3,004	\$1,000	
<b>Additional Fundraising Activities</b>						\$4,500
Dining YDL \$\$ (Haab's)	\$273	\$294	\$276	\$306	\$256	
Dining YDL \$\$ (Aubrees)		\$307				
Dining YDL \$\$ (Corner Brewery)		\$51				
Annual Report Mailing			\$1,180		\$1,821	
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	\$2,077	
<b>Annual Giving Campaign</b>	\$4,054	\$3,582	\$9,712	\$7,745	\$7,604	\$7,000
John & Marlene Barr	\$1,000	\$1,000	\$1,000			
	\$5,054	\$4,582	\$10,712	\$7,745	\$7,604	
<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	\$400	
Theresa M. Maddix (Designated YDL-Superior)					\$1,000	
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	\$1,400	
<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	\$1,000	\$1,000	\$1,000		\$1,000	
Bank of Ann Arbor	\$1,500					
	\$2,500	\$3,500	\$4,900	\$0	\$1,000	
<b>YDL Endowment Fund</b>						\$2,500
Dietmar Wagner	\$1,500	\$2,500	\$2,500	\$5,000	\$2,500	
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	\$150	
	\$3,785	\$10,400	\$2,505	\$9,277	\$2,650	
<b>Total Donations</b>	\$71,333	\$73,819	\$68,072	\$61,831	\$27,538	\$52,500

# YPSILANTI DISTRICT LIBRARY FUND DEVELOPMENT DASHBOARD

June 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				
Gro More Good Grassroots Grant					\$500	
Kiwanis-Early Childhood Priority 1 Committee	\$1,612	\$1,600	\$1,600	\$1,080	\$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		\$1,000	
National Center for Family Learning			\$3,000			
LSTA - Talk, Early Literacy Texting			\$71,650	\$61,250	\$42,100	
LSTA - Public Library Services Grant					\$1,555	
MHC-Arts & Humanities Touring Grant			\$324			
YDL Endowment Fund Proceeds	\$4,198	\$5,210	\$5,816	\$6,335	\$6,621	
<b>Total Grants</b>	<b>\$27,360</b>	<b>\$57,956</b>	<b>\$86,360</b>	<b>\$79,465</b>	<b>\$62,856</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>\$159,748</b>	<b>\$143,297</b>	<b>\$90,394</b>	<b>\$132,500</b>

## Designated Fundraising to Date

YDL - Superior Improvement - \$13,845.22

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

\*\$1050 remaining, expenditures =4500

# Department Reports

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

Alas ... the water damage at Michigan Avenue on July 16 caused six boxes of picture books to be pulled from the collection for treatment, evaluation, and possible insurance reimbursement. I am told that the staff on duty that night scurried like mad to salvage what they could from the water pouring in. Their quick actions most likely saved a great many items. Today, Brenda and I are using the book cooker (originally purchased to treat any items suspected of bed bug exposure) to dry out what we can. This will be a long process, but so far I am feeling positive about our success. I would say at least half of the items treated so far we are able to salvage.

Speaking of the book cooker, our insect committee is finishing the documentation on identification and treatment of items exposed to pests. We will likely approach the policy committee for their preference on whether to amend a facilities/circulation policy about suspension of privileges or to create a new “pest policy” as some libraries are doing to deal with this issue. I am greatly relieved that YDL is being proactive with this issue and is not in the unfortunate circumstance of having to learn on the fly.

The Business Engagement workgroup has finished its inventory of local resources for entrepreneurs and is working toward filling gaps where would-be business owners need assistance.

The Staff Diversity/Community Engagement workgroup has reassembled and had our first meeting. We are deep diving into the issues and have begun work toward a Diversity Plan, which will have measurable objectives over a specified time period. In addition, Monique and I will attend a county-wide initiative called “Champions for Change” (Washtenaw Coordinated Funders) that is holding a series of six workshops for people of color and allies who are “standing up for equity.” They say it best: “By focusing on leaders from the community most impacted by the barriers of structural racism, and surrounding them with allies willing to leverage their power and privilege to champion equity initiatives, we are laying the groundwork for measurable change in the disparate outcomes and circumstances of people of color in Washtenaw County.”

A group of us are looking into possible training for the use of Narcan (opioid reverser) now that the State changed the law to protect librarians as “good Samaritans.” That would be a big decision made in conjunction with local police and EMT guidance, so we are early in the research phase.

- The collection budget is 71% encumbered;
- 579 items were cataloged;
- 1,641 items were added to the collection, including 532 e-items;
- The YDL app had 549 users in March;
- YDL borrowed 987 items from other libraries via Melcat;
- YDL loaned 936 items to other libraries via Melcat.

**Submitted by Julianne Smith, July 17, 2019**

# Communications & Development

Monthly report: July 2019

## Fundraising

- **The Superior Fundraising Committee** had our first meeting and set a fundraising goal of \$2M. Committee members have begun meeting to identify prospects who will contribute to the campaign.
- **To date, the campaign committee includes:** Kay Williams, Bethany Kennedy, Teresa Maddix, Ken Schwartz, Lynette Findley, Brenda McKinney, John Barr, Kerri Pepperman, Patty Gensemer Stein, Michelle Deatrick, and David Rutledge.
- We were thrilled to go to ALA in June to **accept the John Cotton Dana Award**. Lisa and Gillian accepted the award and the \$10,000 prize on behalf of YDL, and we were thrilled to be among many larger and better-funded libraries!
- We are actively seeking **funding for extending the TALK service**, and have met with High Scope, and will be meeting with the Library of Michigan as key partners.



## Community Relations

- The **second community edition of The Loop** will feature content from our partners once again. Partners include YCS and Lincoln schools, the city and townships, and the County Parks & Recreation and County Public Health departments, among others.
- The Summer Challenge has a new spot for advertising—**Rutherford Pool!** The library's banner is up on the fence at the pool, and will hang there for two years.

## Internal Communications

- **A New Staff Intranet** was prepared by our department and will be available to staff starting this summer. The intranet replaces our outdated system, and brings together our incident reporting system, staff schedules, and commonly needed forms. It will also feature a “knowledge base” where staff can record “how to” information for the various tasks we do at the library, which will be useful for onboarding staff and standardizing procedures.
- At ALA, staff explored new products that would better streamline our room reservations and events management. The promising tool we identified was unfortunately out of our price range, so the search continues for a tool with an improved user & staff experience.

*Submitted by Gillian Ream Gainsley on July 18, 2019*

## Customer Services

Monthly report: July 2019

### *Unique Management Systems Update*

In June 2019 UMS recovered the following:

Materials Returned: \$2,908.01

Dollars Received: \$1,863.67

Since YDL began using UMS we have recovered the following:

Materials Returned: \$160,690.99

Dollars Received: \$101,955.33

The chart below shows the UMS account status as of June 2019. YDL has submitted 7,933 patron accounts to UMS since December 2013. As we have a “budget” neutral agreement with UMS, only 62% or 4,095 of those accounts have been activated, at a cost to YDL of \$8.99 per each activated account.

December 2013-June 2019	
Accounts Submitted: 7,933	Dollars Submitted: \$764,174.05
Incorrect Addresses: 1,321	Dollars in Skiptracing: \$125,278
Bankruptcies: 5	Dollars in Bankruptcy: \$460.11
Patron Disputes/Suspends: 16	Dollars in Dispute: \$2,791.71
Accounts in Process: 6,596	Dollars in Process: \$599,140.09
# of Accounts Activated: 4,095	Total Dollars Activated: \$381,746.00
% of Accounts Activated: 62%	% of Dollars Activated : 63.72%

Over the past few years we have seen a drop in the amount of revenue received for activated accounts sent to UMS. This is probably due to the fact that a patron’s library debt can no longer be submitted to their credit report. Based on the amount we have received at the six month mark, we will most likely see a 5% decrease in revenue for 2019.

2016	2017	2018	2019 YTD
\$45,453	\$44,441 (-2%)	\$43,085 (-3%)	\$20,382



## Facilities Department

### Board Report: July 2019

The Facilities Department is always busy with the daily operations of the department. Along with the Lunch & Listen program set-up and tear down to accommodate other functions in the program rooms at Whittaker Road and Michigan Ave made it a little extra hectic the last month. Here are a few of the highlights of the month.

Jim and Ron put up bunting along the roof at Michigan Ave before Independence Day.



The Flex, and Bookmobile were washed to look good in the parade on July 4<sup>th</sup>.

Flowers planted at both Michigan Ave, and Whittaker Road entrances.



The stage was put up for First Friday's program at Michigan Ave. Then taken down after to be stored at Whittaker Road until the next time it is needed.

The front door actuators that opens the door for handicap patrons failed at both Michigan Ave and Whittaker Road. Howlett Door came out to repair. They were able to fix them temporarily until parts come in to repair them properly.

Fire extinguishers were serviced to make sure they are working properly in case of an emergency. This was done at all three branches, and the bookmobile too.

**Submitted by: Jim Reed, July 17, 2019**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

July 2019

## Status Report

- Helpdesk Report – May Helpdesk Tickets Processed 74, 65 completed.
- RFID Readers – Initial reports are good for a portable RFID unit more suitable for our space constrained locations.
- PC Replacement – We've determined the appropriate model PC for our Patron PC replacement
- Microsoft system Licensing – Currently acquiring figures for the acquisition of new Microsoft licensing.
- 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've updated the patron devices but we're waiting to install the laptops after we discovered a need to slightly redesign the network access for the units.
- 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 trial for library notifications.
- YDL Filtering – In a shift in the way the majority of internet traffic is being presented in web browsers is affecting our current internet filter. We will be exploring options and coming up with a solution for future services.
- 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. As of late we have seen intentional and/or serious damage to printers, mice, and even brand new laptops.

## 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: July 2019

### Programs

Michigan Avenue youth seem to be participating in more of the “Learn” and “Explore” part of Summer Challenge than in previous years.

Lunch and Listen has been well-attended almost every day. We are grateful for help from Proquest volunteers on Mondays and Fridays. Music Mania, Library Lab and Thursday Makers, all tied to the lunches, have regular attendees who come every week, mainly to attend programs. Slime making has been a particularly heavily attended program.

Ypsi Sings with Soul was fantastic! The library plaza was full the music was great! Everyone was singing, many dancing.

Candy Land was well-organized and even though it was a very hot day, kids eagerly moved from the Gumdrops Mountains to the Lollipop Forest.

July's Teen STEAM Café was on the subject of LGBTQ+ and the importance of acceptance and support. The Teen Gaming Tournament was also heavily attended, bringing in kids from all over the district to play console games.

Parents as Teachers has picked up a few more parents of preschoolers and will continue on in the fall.

Senior Summer Camp has also added a few more seniors. The most popular activities have been digital photography along with book and jewelry making. The University of Michigan School of Information PhD student, Kayla Carucci, has volunteered to work with me to continue the program into fall at a level.

Scott's Comic and Cartooning program has tripled in size during the summer.

Kim and Charline's DIY bug spray and other outdoor concoctions had lower attendance than previous DIY programs this year. Library happy hour was happy even without booze in the mocktails.

Family Maker's Night Candy Science was a huge success! They made luscious candy dots, learned about edible inks and color swirls from candies, while Nicole Russell, summer intern, was invaluable, making caramels and hard candy.

Everyone is hard at work pulling together fall programs. This is always a challenging feat during our busiest time of the year.

### Other

Pat and Scott have both done storytimes at the Downtown Farmer's Market. Scott also helped with Kites and Rockets Day in Superior Township. Kelly did storytimes at Rutherford Pool and Depot Town Farmer's Market.

Y-Town Summer Without a Gun (S.W.A.G.) is a collaborative initiative to encourage keeping tweens and teens busy in positive activities such as making positive videos, participating in marches, adults keeping guns under lock and key, and reporting gang activity. Joy spoke a few words about the library's role as a safe spot and a place where youth have many things to do. Ironically the meeting was at Parkridge where, just a few days earlier and a few blocks away, two gunmen shot a man. The gunshots went through a resident's window, hit a parked car. The man who was hit is still alive.





We have a blind patron who regularly makes her way to the library. Shane fixed some kinks in the low-vision computer so that it works correctly for a no-vision person. She is grateful and has come in multiple times since then.

On Tuesday 7/16, muddy water streamed in behind the youth bulletin boards onto the picture books. Damage to books was minimized by quick action from Kelly, Jerry, Scott, and myself. Lisa came in to help mitigate the damage to the wet books, while Julianne, Brenda, and Kelly boxed up multiple boxes to get further drying. Jim is investigating how the water came in and how to resolve the leaking.

Joy Cichewicz,  
July 18, 2019



# Outreach Services Board Report

## July 2019

### Staff News

- Intern Nicole Russell is learning the ropes of working at Superior, on the Bookmobile and doing storytimes.

### Bookmobile News

- We began our daytime visits in mid-June. We revamped our bookmobile daytime service this summer, tying it to the Gold Star Partners program (more on that below).
- We had a fabulous (hot) time at the Independence Day parade. Thanks to trustees Kay & Theresa for joining us, staff for coming along, Nicole for leading cheers, and for the many community members who showed up to support the library.
- We have had various challenges relating to air conditioning and the generator. The AC and generator do not love these hot temperatures. Consequently, we've had to cancel a couple of our evening routes and do some daytime visits without the bookmobile. Pressing issues have been resolved, but it continues to be a bit warm on board during these 90+ degree days!



### Superior News

- Weekly series during the summer include Tween Reading Circle, Sprout Superior, and STEAM Saturdays. We are about to start getting weekly visits from the YMCA's Y on the Fly program every Monday.
- Our annual movie & BBQ was a lot of fun, drawing around 100 people total. We ran out of food just as we experienced a power outage inside the library. The party continued outside for some time, even though business operations were suspended inside the library.
- The Humane Society of Huron Valley presented a program about animal communication. The adoptable dog they brought along was a big hit.
- We continue to be full during summer days, and we often run a wait list for the computers. Full computers create a challenge for our internet & phone connectivity, often creating poor phone connections and long lags for checkouts and internet work at staff computers.

### Learning Never Gets Old News

- We delivered new large print books to Superior Woods and Cross Street Village.
- We hosted an AARP staff member to present their Smart Tek program. The program focused on newer safety technology in cars, such as lane change indicators, automatic braking, and back-up cameras.
- We had the first two sessions of our 4-week Tai Chi mini-series. Our instructor, Darryl Mickens, is a seasoned Tai Chi practitioner. He is helping participants work towards better balance through Tai Chi.
- We started our latest Creative Aging series, Designing Decorative Patterns. The series focuses on creating



artwork based on tiled and grid layouts. It's a simple concept with beautiful results. Watch for an exhibit of finished work to go up at the end of August. We have 8 participants enrolled.

## Outreach News

- With help from Michigan Ave Youth and Whittaker Youth departments, we were able to send staff to the following events: Ypsilanti Farmers Markets, Lincoln Schools Reading in the Park, WIC Food Distribution, Superior Township's Kite & Rocket Day, and various Community Storytimes.
- Our Gold Star Partners program is in its second year. The program engages local children at summer camps in daily reading activities by loaning books to sites, asking sites to commit to daily reading with their children, and awarding Summer Challenge prizes to all participants. We know that many children spend most of their summer days away from parents, so getting their day camps signed on to encourage daily reading makes a big difference. Sites who sign up receive three bookmobile visits over the course of the summer.
- I attended a kickoff meeting for Washtenaw County's Complete Count Committee. The library is part of the county's effort to make sure all residents of Washtenaw County are counted in the 2020 Census.

Submitted by Mary Garboden  
July 17, 2019

# Gold Star Partner

# READING LOG

READ, LEARN, EXPLORE

June 16-August 31, 2018

## READ

Fill in one circle each time you read aloud 20 minutes.

**WEEK 1** ☐ ☐ ☐ ☐ ☐

**WEEK 2** ☐ ☐ ☐ ☐ ☐

**WEEK 3** ☐ ☐ ☐ ☐ ☐

**WEEK 4** ☐ ☐ ☐ ☐ ☐

**WEEK 5** ☐ ☐ ☐ ☐ ☐

**WEEK 6** ☐ ☐ ☐ ☐ ☐

**WEEK 7** ☐ ☐ ☐ ☐ ☐

**WEEK 8** ☐ ☐ ☐ ☐ ☐

## LEARN

Visit a library program to learn something new. Call ahead to ensure we have plenty of supplies!

YDL-Whittaker 5577 Whittaker Rd.  
YDL-Michigan 229 W. Michigan Ave.  
YDL-Superior 8795 MacArthur Blvd.  
YDL-Bookmobile ypsilibrary.org/bookmobile

## EXPLORE

☐ Write a story or a poem and illustrate it.

☐ Paint a nice message on a rock. Hide it somewhere in Ypsi for someone to find!

☐ Find flower petals and other natural materials outside. Glue on paper to make a collage.

## WIN

At the end of the summer, campers get a book and Chipotle meal.

734-482-4110 ypsilibrary.org

**YPSILANTI**  
DISTRICT  
LIBRARY

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

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

- Gardening Chat (monthly event for gardening patrons)
- Writers Workgroup (2 meetings this month)
- Two book discussion groups (African American Authors Bk Discussion Grp, Mystery Lovers Book Group)
- Computer classes (16 classes scheduled)
- Mindfulness 101
- Summer Movie: Beach Blanket Bingo

This is our lightest programming month; we'll have more in August and have a nice selection of programs coming up in the fall. Staffing is still tight as a staff person remains on medical leave.

Here's a snapshot of some of the questions we've recently gotten from patrons: a man who said he doesn't read well wanted divorce forms but could not fill them out. Instead, staff used the Michigan Legal Help website divorce toolkit, which uses an interview process to generate filled-out forms. The patron walked out of the library with the filled out forms and the court address to begin the legal process. Another patron had never done a PowerPoint presentation in her life, but had to do one for a class in less than a weeks' time. She was very stressed out when she came in the first time. Several staff members helped her out over the course of a few days and she now has a completed presentation to take to class; she was very happy with the help she received. Another patron asked for proofreading help for a college admission statement; she's had a tough life and said this opportunity is critically important to her. Got it done and submitted, also thanked us when leaving. A patron came up to the ref desk right before I started this report and asked a staff person for help with a new phone from a new vendor. The vendor store she visited before coming to YDL provided little help to the patron, who is not tech savvy. The staff person called another vendor store, explained the situation, and was able to direct the patron to that store, where staff promised to help. None of this is extraordinary, but interactions like this illustrate the role YDL staff play in the lives of people in our community.

Paula has registered with Grow With Google; it's a new initiative with Google to provide courses, livestream events, and other resources to partners such as schools and libraries. Now we'll have to take some time to look over what they offer to see what we can use. The Business Development Work Group will likely discuss this at our next meeting.

We've been pleased to host several organizations here at Whit this month. We're hosting the Student Advocacy Center in our computer training lab for their work with students on credit recovery; the courses students are taking in the lab are key for the students to be able to graduate on time. At least one student was making good progress on the make-up work the last time I checked. Michigan Legal Help staff also set up at a table for a day this month and asked patrons if they would take a user survey to see if the product content needs improvements. They were very appreciative of the opportunity to speak with members of the general public.

-Submitted by Paula Drummond July 16, 2019



# Whittaker Youth Services Board Report July 2019

## Program Highlights

### Little Ones

- 495 parents and children attended 15 storytimes the second half of June.
- Early literacy outreach and community storytimes have taken place at both Farmers' Markets, Rutherford Pool, Cultivate, and WIC so far this summer. Advertised outreach is attracting more attendance than last year's attempt to "pop up" different places each week. Thanks to youth staff from all departments for staffing the events!

### Kids & Families: After lunch summer programs

- **Lunch and Listen** We are just over halfway through 8 weeks of lunch, listen, and learn. We have served 728 lunches and had 818 people attend after lunch programs.
- **Library Lab** Tuesday hands-on STEM activities are most popular. Themes included a visit from Leslie Science Center with live animals that helped teach about food chains, coding with Ozobots and Legos, and "satisfying science" stations developed by Liz with scented playdough, slime, and a station hosted by an EMU chemistry professor.
- **Get Creative** Wednesday writing workshops led by EMU Office of Campus and Community Writing volunteers with complementary art developed by Lauren, our summer intern, have focused on descriptive words, rhythm, and poetry. Students have gathered words and ideas inside and outside the library. One product was poetry weather mobiles!
- **Garden to Table** Thursday gardening activities have allowed kids to meet farm animals, eat salad they picked from the garden, and make rain gauges, in and around Molly's thriving garden.
- **Fitness Friday** have included a Black Men Read guest with a story and outdoor mural art featuring Basquiat, cardio drumming, salsa, and yoga.

### Teens

- Our intern Claire is putting her undergraduate expertise with media to work guiding the creation of the first TAG podcast, which is all about gaming. Teens are pairing up to debate traditional board games versus digital, and RPG versus FPS. They will include gaming options available at the library. So far they have learned how to write a rundown, resources for sound effects, and how to record. They will make the final recording next week, then work on editing. They plan to use their skills to make several podcasts with different themes throughout the year.
- A guest instructor taught ukulele to six students to kickoff circulation of the instruments. Patrons of all ages can now check out one of the three ukuleles originally purchased with grant money for in-house use. Thanks to Sarah and Julie for getting them ready to circulate.
- We have a great group of teen summer volunteers helping with Lunch and Listen and youth programs. See a few to the right.

## Summer Challenge

- 2,347 youth and 619 adults are participating in the Challenge so far this year (close to last year's 3,035). Players have completed 1,443 independent learning challenges and earned over 6,000 badges of all types.

## Other Work

- The MLA proposal Kristel submitted about the TALK project was accepted. Lisa, Gillian, Kristel, and I will present at the annual conference in October.
- Kristen's work at Mom Power is coming to a close at the end of the month and she is starting to consider how she can implement what she has learned at the library.
- I attended two Lincoln Schools Reading in the Park events, Kristel went to WIC, Liz went to Superior Rocket Day, and Kristen went to the Farmers' Market.
- Books are taken from displays so quickly in the summer, everyone in the department has pitched in to keep themes stocked and create new displays.



# **Old Business**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 7/17/19  
**Re:** Draft revision of By-Laws

The draft By-Laws revision attached was first presented at the June meeting. It appeared to be acceptable to the Board and is now up for approval, as the by-laws state:

*These by-laws may be amended at any regular meeting of the Board by a two-thirds vote of all members, provided the amendment was presented in writing at the previous regular meeting.*

This revision will allow us to request 501(c)3 status for the Library. The application is complete pending legal review. We hope to file by August 1<sup>st</sup>.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-22

July 24, 2019

RESOLUTION TO AMEND THE LIBRARY BOARD BY-LAWS

---

Whereas, the By-Laws of the Ypsilanti District Library Board of Trustees were last revised in 2016, and

Whereas, the IRS requires added language to permit the Library to apply for 501(c)3 status, and 501(c)3 status is desired, and

Whereas the draft revision currently before the Board was presented in writing at the meeting of June 26, 2019, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Board By-Laws as amended are adopted.

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

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

YES:      NO:      ABSENT:      VOTE:

# D1

## By-Laws

**Approved: 05/25/1995**

Revised 11/25/1999

Revised 09/23/2004

Revised 12/16/2004

Revised 03/24/2016

**DRAFT 6/19/2019**

### ARTICLE I

#### Name

The Ypsilanti District Library was established by resolution of the City of Ypsilanti and the Township of Ypsilanti in November 1983 and certified by a vote of the electorate on April 4, 1983. The Library was considered established under Section 6 of the District Library Establishment Act upon filing of the Organizational Plan dated June 22, 1989. Subsequently, the Library District was expanded to include the portions of Superior Charter Township that are not included in the Ann Arbor District Library district.

### ARTICLE II

#### Membership

Section 1. In accordance with the District Library Establishment Act (MCL 397.171 at seq,) (hereafter, "the DLEA") and the Organizational Plan, the Board of Trustees of the Ypsilanti District Library shall consist of seven (7) members elected at large from the District. A candidate for election as a Trustee shall be a qualified elector of a participating municipality on the deadline for filing nominating petitions and a resident of the District. Trustees are elected for four year terms every two years, three terms at the Presidential election and four terms at the Governor's election. Terms of office begin on January 1 following the election.

Section 2. The office of a Trustee becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor pursuant to section 10 of article V of the state constitution of 1963, or ceases to be a resident of the Library district. A vacancy in the office of a Trustee shall be filled until the expiration of the vacating Trustee's term by appointment by majority vote of the remaining board members. If the vacancy occurs 140 or more days before the first regularly scheduled election of board members that follows the beginning of the term of the Trustee vacating office and that term is 4 years, all of the following apply:

- A. The vacancy shall be filled by appointment by majority vote of the remaining Trustees only until the next date on which the term of any Trustee expires.
- B. A Trustee shall be elected at the regularly scheduled election of Trustees next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the Trustee vacating office.

Section 3. The Board of Trustees may reimburse a Trustee for the actual and necessary expenses which the Trustee incurs in the performance of official duties. The Board may compensate Trustees for attending official meetings of the Board or committees of the Board and shall include the amount of compensation in the annual budget. Compensation shall not exceed \$30.00 per meeting and a Trustee shall not be compensated for attending more than 52 meetings per year.

### ARTICLE III

#### Powers of the Board of Trustees

Section 1. The Board of Trustees may exercise any and all of the powers granted to it in the DLEA, the District Library Financing Act or any other power granted by law. The Board may delegate such powers to the Officers of the Board and /or the Library Director as it deems necessary and as permitted by law.

Section 2. The Board of Trustees shall have the responsibility to hire/terminate the director. The Library Board delegates authority for the employment, direction and supervision of all other Library employees to the Library Director.

Section 3. The Board of Trustees shall have the responsibility to set policy.

Section 4. The Ypsilanti District Library Board shall prepare, approve and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, being Act No. 2 of the Public Laws of Michigan of 1968, as amended and have exclusive control over the budget.

### ARTICLE IV

#### Officers

Section 1. The Board of Trustees shall annually elect officers, who shall be the President, Vice-President, Treasurer and Secretary.

Section 2. The officers shall be elected for a term of one (1) year at the annual meeting of the Board.

Section 3. No officer shall serve more than two (2) consecutive terms in the same office. If an officer is appointed to fill a vacancy in an office for a period of 6 months or less, then that will not be considered a "term" for the purposes of this subsection.

Section 4. The Board shall appoint a transcribing secretary to assist the Secretary.

## ARTICLE V

### Duties of the Officers

Section 1. The President shall preside at all Board meetings, act as chief spokesperson for the Board, appoint committees, authorize calls for special meetings, serve as an ex- officio member of all committees and undertake such other assignments as may be requested by the Board.

Section 2. In the absence of the President, the Vice-President shall perform the duties of the President. In the case of a vacancy in the office of President of the President, the Vice-President shall assume the office for the unexpired term.

Section 3. The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meeting is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director.

Section 4. The Treasurer shall have charge of the funds of the Ypsilanti District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall review all expenditures from all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these by-laws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

## ARTICLE VI

### Meetings

Section 1. The regular meetings of the Ypsilanti District Library Board shall be held each month, the date and hour to be set by the Board at its annual meeting. Within ten (10) days following the annual meeting a notice shall be posted in a public place setting forth the days, times, and places of all regular meeting scheduled for the ensuing year. If there is a change in the schedule of regular meetings of a public body, there shall be posted within three (3) days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.

Section 2. The Annual Meeting of the Ypsilanti District Library Board shall be the first regular meeting of the calendar year, and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required.



Section 3. Special meetings may be called by the President or upon written request of two Trustees, provided 18 hours of notice is given in the format and in the manner provided by the Michigan Open Meetings Act, of the time, place and purpose for which the meeting is called. Trustees not present at the time of announcement of such a special meeting shall be notified by the Secretary.

Section 4. The proposed agenda shall be distributed by the Secretary to all members at least three (3) days before the meeting.

Section 5. The following items will be regularly included in the agenda for regular meetings:

- Call to Order and attendance
- Public Comment
- Approval of Consent Agenda (includes minutes of last meeting and Treasurer's Report)
- Director's Report
- Committee Reports
- Old Business
- New Business
- Adjournment

Section 6. Any Trustee wishing to place an item on the agenda must submit the item to the Director, in writing, 10 days prior to the meeting.

Section 7. A quorum for the transaction of business shall consist of the majority of Trustees elected and serving.

Section 8. Any board action must be approved at a Library Board meeting by a majority of the quorum of the Library Board, unless otherwise provided by law.

## ARTICLE VII

### Committees

Section 1. The Finance Committee is chaired by the Treasurer and appointed by the President.

Section 2. The Personnel, Policy, Facilities and Finance Committees are appointed by the President each year at the annual meeting.

Section 3. Special Committees may be appointed at the discretion of the Board President. The President shall provide specific purposes, duties and assignments to each Special Committee. The Special Committee shall be considered discharged upon completion of its assignment and a final report to the Board.



Section 4. The President shall appoint a Friends of the Library liaison each year at the annual meeting. The President shall provide specific purposes, duties and assignments to the liaison.

## ARTICLE VIII

### Record Keeping and Financial Accounting

Section 1. All records of the Ypsilanti District Library shall be maintained by the Library Director or the Director's designee.

Section 2. An audit of Ypsilanti District Library shall be performed each year by a qualified Independent Certified Public Accountant or firm of Certified Public Accountants licensed to practice public accounting in the State of Michigan. A copy of the audit shall be made available to the general public.

## ARTICLE IX

### Library Director

Section 1. The Library Director shall be appointed by the Library Board and shall be considered the executive officer of the Library.

Section 2. The Library Director shall be in charge of the administration of the Library under the direction and review of the Library Board. The Library Administrator shall be responsible for:

- A. Overseeing the care of the building and equipment;
- B. The employment, development, and direction of the staff;
- C. The Library's service to the community;
- D. The annual preparation of a budget proposal;
- E. The operation of the Library under the financial conditions set forth in the budget approved by the Board;
- F. The submission of the proposed budget to the Board by its regular September meeting;
- G. The written annual report of the library, including the financial statements, when they are made available; and
- H. Any other duty delegated by the Library Board.

Section 3. The Library Director or the Library Director's representative shall be expected to attend all meetings of the Library Board unless otherwise directed by the Library Board President.

## ARTICLE IX

### Amendments

Section 1. These by-laws may be amended at any regular meeting of the Board by a two-thirds vote of all members, provided the amendment was presented in writing at the previous regular meeting.

Adopted by the Ypsilanti District Library Board at its regular meeting on May 25, 1995.

## ARTICLE X

### Purpose

Section 1. The purpose of the Library will be to operate for educational and scientific purposes, including, for such purposes, supporting other educational or community organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any provision in these bylaws to the contrary, the Board of Directors shall at all times operate the Library in accordance with applicable Michigan law.

## ARTICLE XI

### Dissolution

Section 1. In the event of the dissolution of the Library, the remaining assets of the Library shall be disposed of in the following manner; after paying or making provisions for the payment of liabilities of the Library, the Board of Directors shall distribute the remaining assets of the Library (except assets held upon condition requiring return, transfer or other conveyance in the event of dissolution, which assets shall be returned, transferred or conveyed in accordance with those requirements) in the manner described in the Library's Organizational Plan, or if the Organizational Plan does not specify the manner of dissolution, to an organization or organizations exempt from federal income tax under Section 501(c)(3) or Section 501(c)(4) of the Code as designated by the Board of Directors. Any assets not so disposed of, for whatever reason, shall be disposed of by the order of the Circuit Court for the County of Washtenaw, State of Michigan, to such organization or organizations described in Section 501(c)(3) of the Code as the Court Selects.

25276:00001:4272861-1

# New Business

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 7/17/19  
**Re:** Consideration of replacement of two exterior doors

In this year's budget we planned to replace the problematic staff door at Michigan Avenue and the delivery door at Whittaker. In November 2017 we replaced the staff door at Whittaker for \$3,989. Although these doors are nearly identical, costs have gone up, putting the current quotes above the \$4,000 threshold at which I can approve purchases without Board approval.

Facilities Manager Jim Reed solicited two quotes for each door as follows:

	Michigan Avenue	Whittaker Road
Peterson Glass Company	\$4,693	\$5,222
Glasco Corporation	\$5,032	\$5,696

Detailed quotes are attached for your review. The Michigan Avenue door is a higher cost because it includes a peephole.

I recommend purchasing the doors from Peterson Glass Company for a savings of \$813 over the Glasco quotes. Peterson Glass installed the Whittaker staff door in 2017 and did satisfactory work. They anticipate a 6-week lead time to receive and install the doors.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-23

July 24, 2019

RESOLUTION TO APPROVE REPLACEMENT OF TWO EXTERIOR DOORS

---

Whereas the staff entrance door at the Michigan Avenue library and the delivery entrance door at the Whittaker Road Library are deteriorating; and

Whereas these doors were identified for replacement in the 2019 fiscal year budget; and

Whereas both doors are 17 years old; and

Whereas quotations to replace the doors were obtained from Peterson Glass Company and Glasco Corporation; Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The purchase of replacement doors for the Michigan Avenue staff entrance and Whittaker Road delivery entrance from Peterson Glass Company for a total cost of \$9,915 is approved.

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

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

YES:      NO:      ABSENT:      VOTE:

---

610 Livernois • Ferndale • MI • 48220

---



---

248.541.6800 • Fax 248.544.0572

---

June 11<sup>th</sup>, 2019

Ypsilanti Public Library  
5577 Whittaker Rd.  
Ypsilanti, Michigan 48197  
Attn: Jim Reed

Project:

Service Area Door

Scope:

- Remove existing hollow metal exterior door and frame.
- Furnish and install Special Lite SL17 FRP door with aluminum framing in dark bronze finish.
- Furnish new continuous hinge, surface mounted closer and threshold; reuse existing mortise lockset, lever and cylinder.
- Seal perimeter of frame at interior and exterior side of new frame installation.

Total: \$4,693.00

James Hickey  
Peterson Glass Company

---

610 Livernois • Ferndale • MI • 48220

---



---

248.541.6800 • Fax 248.544.0572

---

June 11<sup>th</sup>, 2019

Ypsilanti Public Library  
229 W. Michigan Ave  
Ypsilanti, Michigan 48197  
Attn: Jim Reed

Project:

Employee Entrance Door

Scope:

- Remove existing hollow metal exterior door and frame.
- Furnish and install Special Lite SL17 FRP door with aluminum framing in dark bronze finish.
- Furnish new continuous hinge, surface mounted closer and threshold; reuse existing rim panic, lever, cylinder, door monitor and electric strike.
- Quote includes one-way viewer (peep hole) in door.
- Seal perimeter of frame at interior and exterior side of new frame installation.

Total: \$5,222.00

James Hickey  
Peterson Glass Company



18205 Weaver  
Detroit, Michigan 48288  
Phone (313) 838-1040  
Fax (313) 838-2122

## Bid Proposal

To: Jim Reed	From: Steve Hohenshil
Company: Ypsilanti Public Library	Phone: (313) 838-1040
Department: Whittaker Road	Fax (313) 838-2122
Fax:	Date sent: 6/24/19
Phone:	No. of pages including cover: 1

---

### Project Name

### Service Door Replacement

---

**Includes:**

To remove & dispose of one hollow metal door and frame assembly & to supply a new fiberglass skin door and aluminum frame complete with hardware including manual surface closer, saddle threshold, & continuous hinge. Locking mechanism including cylinder to be reused.. Finish of aluminum and fiberglass face sheets shall be from manufacturers standard color selection. SL17 FRP

\$5,032 caulked

Based on normal working hours

**Quote Valid For 60 Days**

**Excludes unless listed above: Cleaning, Protection, Liquidated Damages, Mirrors, Demolition, Perimeter Caulking.**





18205 Weaver  
Detroit, Michigan 48288  
Phone (313) 838-1040  
Fax (313) 838-2122

## Bid Proposal

To: Jim Reed	From: Steve Hohenshil
Company: Ypsilanti Public Library	Phone: (313) 838-1040
Department: Michigan Ave	Fax (313) 838-2122
Fax:	Date sent: 6/24/19
Phone:	No. of pages including cover: 1

---

### Project Name

### Employee Door Replacement

---

To remove & dispose of one hollow metal entry door and frame & to supply a new fiberglass skin door and aluminum frame complete with hardware including manual surface closer, saddle threshold, & continuous hinge. Locking mechanism including cylinder & electric strike shall be reused. Finish of aluminum and fiberglass face sheets shall be from manufacturers standard color selection. SL17 FRP

\$5,696 caulked

Based on normal working hours

Quote Valid For 60 Days

Excludes unless listed above: Cleaning, Protection, Liquidated Damages, Mirrors, Demolition, Perimeter Caulking.

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 7/16/19

**Re:** Request for Capital Asset Replacement funds for Whittaker window leak mitigation investigations

I put a contingency in this year's budget to investigate the ongoing leaking of the Whittaker curtain wall windows. In my opinion, this is a serious problem that cannot be ignored any longer. The windows have leaked since the building opened, and the situation has gradually worsened. If we plan to pursue recommendations from the space utilization study or replace the carpet in a few years, we need everything to stay dry.

I consulted with Betsy Baird, an architect with O'Neal Construction who is an expert in curtain wall systems. She pulled together a team to look at the issue. They propose to focus on the most leak-prone bay for a week, with an investigator from Terracon putting it through a rigorous series of tests. Once they determine where it fails, a glazier from Glasco will implement fixes, then they'll retest to make sure the work resolved the leaks. The idea is that once this is complete, we'll have an approach that can be used on the other five bays next year. The cost to replicate the "fix" will not include the investigation work, and can be budgeted for.

The slope of the ground surface outside the windows, the slope of the windows themselves, and the height of the ceiling at Whittaker all create challenges that make this costly. My \$6,000 contingency in the budget isn't close to what has been proposed. However, we must keep safety in mind while determining the root cause of the problem. Betsy's cost proposal and individual subcontractor quotes follow this memo. Note that the specified lift is a unique piece of equipment with tank-like tracks on the bottom, required to handle the slope. The interior scaffolding is needed to reach the ceiling, but YDL's in-house lift could get them partway there. (If the scaffolding isn't needed it will save \$10,000.)

Depending on weather/duration of the project, what they find, and what the solution is, the estimated cost is \$34,800-\$46,800. Facilities Manager Jim Reed and I agree this would be money well spent. We see no other way to get to the bottom of this.

The Capital Asset Replacement fund currently holds just over \$400,000, aside from the funds allocated to build Superior. I recommend drawing up to \$41,000 from the fund for these investigations to augment the \$6,000 already in the budget.

To minimize the duration of equipment rental, and therefore cost, August would be the best time for the work, so a decision at this meeting would be appreciated. The Facilities Committee has seen the proposal but did not meet to discuss it.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-24

July 24, 2019

RESOLUTION TO AUTHORIZE CAPITAL ASSET REPLACEMENT FUND MONIES  
FOR WHITTAKER WINDOW LEAK MITIGATION INVESTIGATIONS

---

Whereas, the Library maintains a Capital Asset Replacement Fund to provide for higher-cost building maintenance and repairs necessary from time to time, and

Whereas, the Whittaker Road Library windows have leaked since the building opened, and despite the best efforts of staff, no solution has been found, and

Whereas, a consulting team assembled by Architect Betsy Baird has proposed an approach to investigate the cause and find a remedy to this problem, and

Whereas, time is of the essence given the potential impact of weather on the cost, and

Whereas, the architect, investigators, and glaziers were hand-selected for their professional knowledge of curtain wall systems, and

Whereas, the bids for equipment were solicited from vendors who have provided low bids to the architect in the past, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage O'Neal Construction to manage the leak mitigation investigation of the Whittaker curtain wall windows for a cost not to exceed \$47,000 as described in a proposal dated July 10, 2019.

IT IS ALSO RESOLVED that:

In addition to funds previously budgeted, \$41,000 from the Capital Asset Replacement Fund shall be allocated to this project.

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

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

YES:          NO:          ABSENT:          VOTE:

Project name & location:	Ypsilanti District Library	Ypsilanti, MI
Bldg. size & description:	1	Sq. Ft Leak Mitigation Investigation
Bid date: & estimator:	7/3/2019	Bbaird
Revision 1	7/10/2019	Bbaird

#	Category Name:	Pricing Source:	Total	Notes
1	General Conditions	O'Neal Construction	\$ 8,860	See separate Estimate
2	Design Services	Architect	\$ -	NA
3	Hazardous Material Survey & Abatement	Owner	\$ -	NA
4	Glazing Manpower	Glasco	\$ 7,000	See separate Estimate
5	Investigation & Testing	Terracon	\$ 13,800	See separate Estimate
6	Interior Scaffolding	Seaway	\$ 9,907	See separate Estimate
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18	Sub-Total:		\$ 39,567	
19				
20	Building Permit (\$50-\$100k)		\$ -	Included with project
21				
22	Contingency		\$ 2,374	6.0%
23	OCI OH&P: %		\$ 4,748	12.0%
24				
25	<b>TOTAL BUDGET COST SUMMARY</b>		<b>\$ 46,689</b>	



Project name & location:	<b>Ypsilanti District Library</b>	<b>Ypsilanti, MI</b>
Bldg. size & description:	<b>1 Sq. Ft</b>	<b>Leak Mitigation Investigation</b>
Bid date: & estimator:	<b>07/10/19</b>	<b>Bbaird</b>

Estimated const duration (in months):	0.5
Approximate Construction Budget:	\$ 40,000

PERSONNEL COSTS		Quantity	Unit	Total Months	Total Hours	Rate	Total
01300	Project Manager	20	Hrs/Wk	0.5	43.5	85 \$	3,698
01010	Site Superintendent	0	Hrs/Wk	0.5	0	80 \$	-
01160	Main office support staff	4	Hrs/Wk	0.5	9	47 \$	409
01270	Misc laborers	20	Hrs/Wk	0.5	44	58 \$	2,523
01303	Safety plan & inspections	4	Hrs/Wk	0.5	9	52 \$	452

#### PROJECT INSURANCES & BONDS

01080	Insurances (general & umbrella liability)	-	-	N/A	N/A	- \$	111	Based on Approx Construction Budget
-------	---	---	---	-----	-----	------	-----	-------------------------------------

#### TEMPORARY CONST FACILITIES, UTILITIES & EQUIPMENT

01340	Site computers	1	Site Staff	N/A	N/A	205 \$	103	Incs 1 x 115/mo
01440	Misc equipment	1	LS	N/A	N/A	500 \$	500	Tools/Wood/boxes

#### PROJECT SAFETY, SECURITY & MAINTENANCE

01524	First aid equipment	1	EA	N/A	N/A	100 \$	100	Incs 1 first aid kit
01304	Safety Equipment	1	Months	N/A	N/A	125 \$	125	Incs \$125/mo
01525	Fire extinguishers	0	Each	N/A	N/A	65 \$	-	New x \$65/ea
01360	Temporary partitions & enclosures	0.25	LS	N/A	N/A	2756 \$	689	Incs 2Mx16hrs + \$900 matl
01390	Meter bags	0	Bag/Day	N/A	N/A	25 \$	-	10 days
01410	Dumpsters	0	Dumpsters	N/A	N/A	463 \$	-	Incs .75 dumpster/wk for unidenifiable only
01420	Final cleaning	0	SF	N/A	N/A	0.5 \$	-	Incs \$.50 per SF
01440	Temporary floor protection	0	Rolls	N/A	N/A	350 \$	-	Covergaurd floor protection by Colony

#### MISCELLANEOUS PROJECT COSTS

01140	Parking	0	Days	N/A	N/A	15 \$	-	Assume available
01174	Printing costs: bid & const documents	0.25	LS	N/A	N/A	500 \$	125	
01150	Shipping & mailing	0.50	Months	N/A	N/A	50 \$	25	Incs \$50/mo average

<b>TOTAL GENERAL CONDITIONS:</b>	<b>\$ 8,860</b>
----------------------------------	-----------------



June 28, 2019

O'Neal Construction  
525 W. William  
525 W. William

Attn: Ms. Betsy Baird  
T: (734) 769-0770  
E: bbaird@onealconstruction.com

**Re: Proposal for Limited Building Enclosure Consulting Services**  
Water Infiltration Investigation  
5577 Whittaker Rd. Ypsilanti, MI 48197  
Terracon Proposal Number: PFR196081

Dear Ms. Baird:

Terracon Consultants, Inc. (Consultant) is pleased to submit our proposal to provide Building Enclosure consulting services to O'Neal Construction (Client) for the Ypsilanti District Library located at 5577 Whittaker Rd. Ypsilanti, MI 48197. In this proposal we will present an outline of our project understanding, based on our meeting on site May 23, 2019 and our phone discussion on June 13, 2019, including our proposed scope of services and the fee for those services.

## 1.0 PROJECT INFORMATION

We understand that the building was built approximately 20 years ago and has experienced water infiltration since it was completed. The infiltration is observed at glazed assemblies located on the east elevation of the building.

Terracon has been asked to prepare a proposal to assess the likely extent of the infiltration and evaluate if the source of water includes the transition to the roof assembly above the curtain wall system in addition to glazed assemblies. We understand that visual observations, water testing, and intrusive probes are expected. A report of the existing conditions and recommendations of corrective action are required to assist in developing a remediation approach and to define the scope of work so that the bid documents can be prepared during a later phase of the project.



## 2.0 SCOPE OF SERVICES

Terracon proposes to provide the following scope of services:

### 2.1 Investigation

- One (1) Senior Architect/Engineer on-site for up to two (2) 8-hour days to perform testing and observe test openings. Logistical support on the interior or exterior of the building necessary to administer the tests will be provided by the Client. We will make visual observations to document existing conditions on-site, at the interior and exterior of the structure, with an emphasis on areas of reported water infiltration. Terracon will supplement our observations with digital photographs, some of which may be included in our written report.
- We anticipate performing water penetration diagnostic testing in general accordance with ASTM E 2128 *Standard Guide for Evaluating Water Leakage of Building Walls* and AAMA 501.2 *Quality Assurance and Diagnostic Water Leakage Field Check of Installed Storefronts, Curtain Walls, and Sloped Glazing Systems*. This testing will be applied to locations coordinated with a building manager that has authority and permission to access occupied units. The specific location and number of tests will be limited to interior and exterior site access and Terracon's time on site.
  1. On-site, Day One: Perform spray testing and visually observe for water intrusion, for up to one (1) day, and document the observed water intrusion pathways when practical. Terracon may also utilize an infrared camera, borescope, or moisture meter to assist in observing water intrusion. This work may include the partial removal of sealant joints, drilling holes to utilize a borescope, and the removal of curtain wall, cladding, and accessories (by others).
  2. On-site, Day Two: Observed exterior openings for up to one (1) day, and document likely intrusion pathways when practical. These exterior test openings should be anticipated to document the curtain wall and metal panel assembly along the top of the curtain wall on the east elevation. The fee herein assumes that the exterior test openings will be performed and repaired by the Client, these opening are expected to include:
    - Removal of several sections of snap cover and pressure bar.
    - Removal of a portion of the metal panel system located along the top of the curtain walls on the east elevation.
    - Removal of perimeter sealant joints, exterior weather-proofing joints, and interior structural sealant joints.
- Interior Test Openings: this proposal does **not** include services at this time.
- This proposal does **not** include the services or expertise of an environmental hygienist or other professional services appropriate for the analysis of, or recommendations for, biological growth that may be identified during the evaluation.

Please note that the extent and nature of water infiltration may require additional water testing after implementation of recommended remedial actions due to the possibility of multiple sources of water entry contributing to the same interior leak(s). Such additional testing, if required and if authorized by the Client, will increase the scope of work of this proposal and will incur additional fees and expenses. Additional testing will not be performed without the Client's authorization.

## **2.2 Investigation Report**

After completion of the field activities, Terracon will review our initial findings with the Client in a 1-hour conference call. After the call, a report will be generated and will generally include the following:

- A description of the building and exterior wall assemblies investigated.
- Detailed description of conditions observed during the investigation.
- Photographs of selected components as required to illustrate the conditions identified that require repair or maintenance identified during the evaluation.
- Summary of findings of the investigation, including general recommendations for corrective action and additional study. These recommendations will be limited to work considered necessary to repair the existing system if economically feasible, or to provide an appropriate replacement system if repair is not feasible. Although the report may include key details, it will not include specifications and will not be suitable as scoping documents to contract repair work.

## **2.3 Verification Testing**

Upon completion of limited remediation work by Client, Terracon will perform field testing to verify that the remedial approach is effective.

- Visit the site for one (1) person for up to one (1) 8-hour day on site to perform testing. Support on the interior or exterior of the building necessary to administer the test will be provided by the Client.
- The locations and procedures will be re-tested using the same equipment and procedure as utilized during the investigation.
- Perform spray testing and visually observe for water intrusion inside the building and document the observed water intrusion pathways when practical.
- Attend a 1-hour conference call to discuss Terracon's comments.
- Provide a test report that indicates the location or testing, testing method(s), and summary of findings. This report will **not** provide additional evaluation of the installed remediation work that was tested or provide additional recommendations.



## **2.4 Additional Consulting**

Hours have been included in the proposed scope to enable us to effectively address scope that is not identified in this proposal. These hours will be applied to additional site visits, meetings with the Client, as well as the development of additional recommendations. If services are required beyond the Additional Consulting hours included, a Supplement to Agreement for Services will be required prior to performing the work.

## **3.0 INCIDENT AND INJURY FREE (IIF) POLICY**

As part of Terracon's focus on employee well-being and in accordance with Terracon's safety rules and practices, Terracon personnel will utilize/wear Personal Protective Equipment (PPE) while on the project site, including areas inside and outside the building(s). PPE will include, at a minimum: high visibility safety vests, steel toed footwear, gloves and safety glasses. As necessary for the project type PPE may also include hearing protection and safety headwear (hard hats).

Terracon personnel will not access roofs where the slope of the roof is perceived by the Terracon employee to be unsafe for any reason OR when the slope of the roof exceeds or appears to exceed 6 inches per foot without the provision of appropriate fall protection. For purposes of this proposal it is assumed that roof systems are safely accessible, or Client will provide safe access as recommended by OSHA. Additionally, when personnel do access roof systems (deemed reasonably safe and with slopes less than 6/12) and no appropriate means of fall protection is available Terracon personnel will not work in areas within 6 feet of any roof edge.

## **4.0 CLIENT RESPONSIBILITIES**

- Client will provide information pertinent to the project including previous reports, repair history, and other data relative to design and construction of the project.
- Provide personnel lifting devices (boom lift, mobile scaffolding scissor lift, etc.) to facilitate personnel access to all portions of the interior and exterior of the test specimens to facilitate the scope of services defined herein.
- Client to provide any additional site-specific safety requirements which will be applicable to our services.
- Client to provide a safe work place for Terracon staff at all times.
- Client to perform and repair test openings as required to facilitate the scope of services defined herein.
- Client will designate in writing a person to act as Client's representative with respect to the work to be performed under this proposal. Such person shall have complete authority to

**Proposal for Limited Building Enclosure Consulting Services**

Ypsilanti District Library Water Investigation ■ Ypsilanti, MI  
June 29, 2019 ■ Terracon Proposal No. PFR196091



transmit instructions, receive information, interpret and define Client's policies, and make decisions with respect to matters pertaining to Consultant's services.

- Client will provide access to and make provisions for Consultant to enter upon public and private property as required for Consultant to perform the scope of services defined herein.
- Provide a source of pressurized potable water (10 gpm at 60 psi minimum) within 100 feet of the work area.
- Client will bear costs incurred directly or indirectly pursuant to compliance with this section.

## **5.0 COMPENSATION**

Client shall pay Consultant for services rendered under Scope of Services inclusive as follows:

<b>Investigation (Lump Sum)</b> .....	\$5,800
<b>Report (Lump Sum)</b> .....	\$2,000
<b>Verification Testing (Lump Sum)</b> .....	\$3,400
<b>Report (Lump Sum)</b> .....	\$600
<b>Additional Consulting (Hourly Not-to-Exceed)</b> .....	<u>\$2,000</u>
<b>Total:</b>	<b>\$13,800</b>

The above fee includes mileage, reproduction, and shipping expenses. Fees for additional services, if requested, will be separately proposed.

Please recognize that these fees can be impacted by many factors. If additional services are required due to conditions such as scheduling, inclement weather, or the possible necessity for additional testing, the proposed fee may be exceeded. If it becomes apparent to Terracon that the requested services cannot be performed with the proposed fee and observation quantities, we will submit a written request for a Supplemental Task Order.

**Proposal for Limited Building Enclosure Consulting Services**

Ypsilanti District Library Water Investigation ■ Ypsilanti, MI  
June 29, 2019 ■ Terracon Proposal No. PFR196091



**6.0 AUTHORIZATION**

If this Scope of Services and fee proposal meets with your approval, please authorize the Agreement for Services. The Agreement for Services shall constitute the exclusive terms and conditions and services to be performed for this project.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please do not hesitate to contact the undersigned.

Respectfully,

The Terracon logo, featuring the word "Terracon" in a bold, dark red, sans-serif font. The letter "T" is stylized with a horizontal bar that extends to the right.

Jared Lawrence, AIA  
Senior Architect  
Facilities Services

For:

Brian DuChene  
Principal  
Facilities Services

## AGREEMENT FOR SERVICES

This **AGREEMENT** is between O'Neal Construction Inc ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Ypsilanti Area Library project ("Project"), as described in Consultant's Proposal dated 05/28/2019 ("Proposal"), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

- 1. Scope of Services.** The scope of Consultant's services is described in the Proposal, including but not limited to the Scope of Services section ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
- 2. Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
- 3. Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
- 5. Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
- 6. LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$25,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
- 7. Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
- 8. Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
- 9. Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii)

commercial general liability insurance (\$1,000,000 occ / \$2,000,000 agg); (iii) automobile liability insurance (\$1,000,000 B.I. and P.D. combined single limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

- 10. CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**
- 11. Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
- 12. Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
- 14. Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- 15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- 16. Utilities.** Unless otherwise stated in the Proposal, Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
- 17. Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site.

Consultant: **Terracon Consultants, Inc.**  
 By: \_\_\_\_\_ for Date: **6/28/2019**  
 Name/Title: **Brian J. DuChene / Principal**  
 Address: **611 Lunken Park Dr**  
**Cincinnati, OH 45226-1813**  
 Phone: **(513) 321-5816** Fax: **(513) 321-0294**  
 Email: **Brian.Duchene@terracon.com**

Client: **O'Neal Construction Inc**  
 By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name/Title: **Betsy Baird / VP Quality**  
 Address: **525 W. William**  
**Ann Arbor, MI 48103**  
 Phone: **(734) 769-0770** Fax: **(734) 769-1736**  
 Email: **bbaird@Onealconstruction.com**

## Betsy Baird

---

**From:** Dwayne McCartt <dmccartt@glascocorp.com>  
**Sent:** Friday, May 31, 2019 7:25 AM  
**To:** Betsy Baird  
**Subject:** Ypsilanti Library Curtainwall Leaks

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hey Betsy,

Below are the tentative costs to go to the Library and perform various tests and minor sealant in an attempt to define the location of the leaks on the rear curtainwalls. Let me know if you have any questions.

Lift for 1 week	\$2500.00
1 Man for 1 Week	\$4000.00
Misc Items/ Sealant	\$ 500.00

I have included matts to get the lift back to the curtainwalls but with only 1 person he will not be able to move them so please include help to move these matts to mobilize the lift and to demobilize the lift.

I am not sure if you want to put in a provision for not being responsible for possible damage to ground while moving the lift around but I don't think we should take that responsibility. I trust your judgement on this part. It just seems as though the ground was very soft back there and I don't have a provision to fix it if there is something unforeseen.

I think this should cover us to get to the bottom of their issues. Let me know if you need anything else.

Best Regards,

Dwayne McCartt  
Superintendent



Phone (313) 838-1040  
Fax (313) 838-2122  
[www.glascocorp.com](http://www.glascocorp.com)



6860 Wales Rd, Northwood, Ohio 43619  
Office (419) 666-3336 (800) 678-3336 (419) 666-4280

Date: #NAME?

Prepared for: Betsy Baird  
O'Neal Construction  
525 West Williams St  
Ann Arbor, MI

Office: 734-769-0770  
Mobile: 734-216-4047  
E-mail: [bbaird@onealconstruction.com](mailto:bbaird@onealconstruction.com)

Prepared by: Doug Kauffman  
Typed By: Erika

Mobile: 419-572-0412  
E-mail: [dkauffman@haulotte.com](mailto:dkauffman@haulotte.com)

Project Name: Ypsilanti District Library Curtainwall  
Project Location: Ypsilanti District Library  
5577 Whittaker Rd  
Ypsilanti, MI

<b>*Base Rate:</b>	\$	<b>9,510.00</b>
<b>Tax:</b>	\$	<b>397.35</b>
<b>Total:</b>	\$	<b>9,907.35</b>
<b>**Additional Rental per day:</b>	\$	<b>35.00</b>
<b>Tax:</b>	\$	<b>2.10</b>

\*Base Rate includes labor to install, dismantle, rental (28 days) and cartage.  
\*\* Additional Rental is pro-rated after the first 28 days (Per Calendar Day).

**Specifications \*\*\*Please note that all stated dimensions are approximate.**

SEAWAY SCAFFOLD will provide the materials and labor to erect and dismantle a scaffold tower for curtain wall inspection in the Ypsilanti District Library. We will land the top deck 6' below the drop ceiling and three levels every 6'7" below. Perimeter guard rail, swing gates, and toe boards will provide fall protection. Climbing ladders will provide access to each deck level. We assume the build and dismantle will start on a Friday evening.

If the above total price, scope of work, specification and conditions are acceptable, sign below indicating your acceptance and authorization for SEAWAY SCAFFOLD to proceed with the work described in this quotation. Upon signature and payment in accordance with this quote, SEAWAY SCAFFOLD will proceed with the work. Terms are Net 30.

Please reference **19480** on all purchase orders. Sign and return this quote before the start date of the above mentioned project and email to [cydornan@seawayscaffold.com](mailto:cydornan@seawayscaffold.com). Work will not begin until authorized with a signature and / or purchase order number.

This quote expires in 60 days.

ACCEPTED: \_\_\_\_\_

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

PURCHASE ORDER: \_\_\_\_\_

SEAWAY SCAFFOLD & EQUIPMENT CO., INC.

DATE: 7/10/2019

SW/SD: 19480

FILE: one.ypsillantidistrictlibrarycurtainwall.19480.2019

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 7/17/19  
**Re:** Discussion of naming opportunities for Superior

Following last month's revision of Policy C2: Naming Library Buildings and Spaces, my next task is to develop a list of naming opportunities for the new Superior library for your approval. We are currently preparing a Case for Support for the Capital Campaign, and want to include naming and sponsorship options in that document.

Communications and Development Coordinator Gillian Gainsley will join us to present some ideas and solicit your feedback.