

# Board of Trustees

2020 Information Packet



Wednesday  
February 26, 2020  
6:30pm  
YDL-Whittaker



**Ypsilanti District Library**  
**YDL Board Meeting, February 26, 2020 6:30 pm, YDL – Whittaker Rd. Boardroom**  
**AGENDA**

<b>AGENDA ITEM</b>	<b>Information</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*Roll Call</b> Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
<b>Approval of the Agenda</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Comment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Introduction of new staff</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Audit Presentation:</b> Luke Downing, Clark Schaefer Hackett	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from January 22, 2020 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. January 2020 Financials & Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communication</b>			
A. Official Correspondence (Public)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Reports</b>			
A. Finance Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. FOL Library Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
F. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
G. Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Director's Report</b>			
A. Operational Update	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Performance Indicators	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Departmental Reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Significant Library News	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>New Business</b>			
A. Acceptance of FY2019 audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Resolution to authorize bank signers for YDL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Resolutions to open accounts with 5/3 Bank	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Resolution to contract with Terracon Consultants, Inc. for Whittaker curtain wall work	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Award of landscaping services contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Resolution to authorize heat exchanger repairs at Michigan Avenue	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Minutes  
of  
Previous  
Meeting**

Ypsilanti District Library  
Board of Trustees  
Minutes, January 22, 2020 (Unapproved)

**CALL TO ORDER**

Vice – President Jean Winborn called the Regular Meeting to order at 6:30 p.m.

**Attendance**

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

Trustees Absent: Brian Steimel and Patricia Horne McGee

Also present: Director Lisa Hoenig, Business Office Manager Monica Gower, Community Relations Coordinator Sam Killian, Youth Librarian Ulana Marino, Building Monitor David Bachman, Capital Campaign Coordinator Christina McMullen and community member Chris Tebbens

**APPROVAL OF THE AGENDA**

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

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

**INTRODUCTION OF NEW STAFF**

Lisa introduced new staff; Youth Librarian Ulana Marino, Building Monitor David Bachman, Capital Campaign Coordinator Christina McMullen and Community Relations Coordinator Sam Killian. Sam and Lisa showed the Superior “coming soon” sign to be posted on Harris Road.

**ANNUAL MEETING**

**Election of Officers:**

1. President

Trustee Kay Williams nominated Trustee Jean Winborn for YDL Board President for 2020. Trustee Teresa Maddix seconded this nomination. Trustee Winborn accepted the nomination.

Vote: Ayes: Winborn, Williams, Maddix, Cooper and Kennedy  
Nays: None  
Motion passed, Trustee Winborn elected President for 2020.

2. Vice-President

Trustee Kay Williams nominated Trustee Kristy Cooper YDL Board Vice-President for 2020. Trustee Teresa Maddix seconded this nomination. Trustee Cooper accepted the nomination.

Vote: Ayes: Winborn, Williams, Maddix, Cooper and Kennedy  
Nays: None  
Motion passed, Trustee Cooper elected Vice-President for 2020.

3. Treasurer

Trustee Kay Williams nominated Trustee Teresa Maddix for YDL Board Treasurer for 2020 and Trustee Cooper seconded this nomination.

Vote: Ayes: Winborn, Williams, Maddix, Cooper and Kennedy  
Nays: None  
Motion passed, Trustee Maddix elected Treasurer for 2020.

4. Secretary

Ypsilanti District Library  
Board of Trustees  
Minutes, January 22, 2020 (Unapproved)

Treasurer Kay Williams nominated Trustee Bethany Kennedy as YDL Board Secretary for 2020. Trustee Teresa Maddix seconded this motion.

Vote: Ayes: Winborn, Williams, Maddix, Cooper and Kennedy  
Nays: None  
Motion passed, Trustee Kennedy elected Secretary for 2020.

**Approval of 2020 Board Meeting Dates**

Trustee Williams moved to approve the 2020 Schedule of Library Board Meetings as presented. Trustee Kennedy seconded this motion. Notice enclosed.

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

**YDL 2020 Board Committees**

FINANCE

Theresa Maddix, Treasurer, Chair  
Kristy Cooper, Vice President  
Patricia Horne McGee, Trustee  
Lisa Hoenig, Library Director  
Jean Winborn – Ex-Officio

PERSONNEL

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

POLICY

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

FACILITIES

Kristy Cooper, Vice President, Chair  
Kay Williams, Trustee  
Theresa Maddix, Treasurer  
Lisa Hoenig, Library Director  
Jim Reed, Facilities Manager  
Jean Winborn – Ex-Officio

FUNDRAISING

Christina McMullen, Camp.Coord.  
Kay Williams, Trustee  
Bethany Kennedy, Secretary  
Theresa Maddix, Treasurer  
Lisa Hoenig, Library Director  
Julianne Smith, Assistant Director  
John Connaghan, Cust.Serv.Coord.  
Paula Drummond, Head, Adult Svcs  
Patty Gensemer Stein, FOL Rep.  
Ken Schwartz, Superior Supervisor  
Lynette Findley, Superior Clerk  
Brenda McKinney, Superior Treas.  
Ann Blakeslee, EMU Rep.  
Michelle Deatruck, Community Rep.  
Kerri Pepperman, Community Rep.  
David Rutledge, Community Rep.  
Kimberly Grover, Community Rep.

SUPERIOR BUILDING

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

FRIENDS OF THE LIBRARY LIASON

Brian Steimel

Ypsilanti District Library  
Board of Trustees  
Minutes, January 22, 2020 (Unapproved)

John Barr, Community Rep.  
Gillian Gainsley, Community Rep.  
Jean Winborn – Ex-Officio

Appointed by Board President, Jean Winborn.

**PUBLIC COMMENT**

NONE

**CONSENT AGENDA**

Trustee Cooper moved to approve the consent agenda (December 4, 2019 Meeting minutes and November and December 2019 Check Registers) Trustee Williams supported this motion.

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

**COMMUNICATION**

Lisa included the Audit letter from the Auditors in the packet. They asked that Lisa convey the letter to the board. The packet includes YDL's 501(c) (3) designation letter from the IRS. It is effective back to the library's filing date of August 2019. Email correspondence from Kathi Beal regarding the closing of Beezy's Café at the end of March 2020 is also included.

**COMMITTEE REPORTS**

- Fundraising Committee:
  - Committee met last week
  
- Superior Township Planning:
  - Yesterday Dan Whisler the library's architect and Ken Swartz from Superior Township attended the Washtenaw county road commissions meeting. They discovered although they were invited by the road commission to attend they were not on the agenda. Ken spoke at the meeting about the need for the project and what the library needs the road commission to do. The road commission assured Ken that they will be on the February agenda
  - Ken decided to go ahead with the Township resolution last night. Lisa, Kay and Chris attended. He encouraged the board to support the project by passing the resolution to pay for the engineering for the road portion of the project which is estimated to be about \$60,000. It was unanimous. Very appreciative of this gesture.
  - Lisa went out to talk to the homeowners who have a drain on their property that YDL will need access to for the new Superior construction. Our attorneys will work with them to draft an easement.
  
- Facilities Committee:
  - No report this month.

Ypsilanti District Library  
Board of Trustees  
Minutes, January 22, 2020 (Unapproved)

**REPORT OF THE LIBRARY DIRECTOR**

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

- YDL Superior was closed on Saturday because of snow. There were not enough staff available because of the snow and illness to cover all three locations. Staff scheduled at Superior worked elsewhere so we could be open.
- Superior was closed again yesterday because they are installing a new water main on that street. They told staff on Monday they would not have water. Superior is back open tonight and water is running clear.
- There have been some troubling incidents at Michigan Ave. YDL will be keeping an eye on things there and will be keeping their building monitor hours for the foreseeable future.
- Lisa saw the director of TheRide at the MLK luncheon at EMU she attended. TheRide is thinking about moving the bus stop that is southbound on Veterans drive up to the corner. Where it is currently located across from the bus shelter; there is no sidewalk. When there is snow people have to stand in the street to let the bus driver know they want to ride the bus.
- The TALK report for the quarter is included in the packet. The service grant ends at the end of March. We have had more problems with our service provider Trumpia. They again had a short code problem where regulators turned off the short code and would not let YDL send anything from it. Trumpia gave us a dedicated code for no charge for the remainder of our time. The issues lasted about a month.
- YDL has three EMU Capstone students that have applied to do their projects at YDL. Two of them will be helping with publicity and one will help make a summer reading video. YDL will also be interviewing shortly an EMU work study student for IT.
- There was an unfortunate shooting at Nancy Park. A 21 year old was killed. A vigil was held on Monday night. On Tuesday they asked people to come out in a show of unity and meet at the bookmobile stop at 4pm when the bookmobile was there. Lots of people attended. Most of the people who came out were school staff and families. They got to hang out in the park and show what the park was for.
- The performance dashboard in the packet is the end of the year performance dashboard. Lisa was very excited that the door count figures for the first time in some time were up this year.

**NEW BUSINESS**

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

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-2

January 22, 2020

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

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

Ypsilanti District Library  
Board of Trustees  
Minutes, January 22, 2020 (Unapproved)

Whereas, the Library maintains a Capital Projects Fund, and

Whereas, the Library is committed to building a new branch in Superior Township, and a Superior fund is a department of the Capital Projects Fund, and

Whereas, additional capital project expenses are anticipated in 2020, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$1,400,000 currently designated Unassigned are hereby designated as Committed funds for Capital Improvement.

IT IS FURTHER RESOLVED THAT:

\$1,150,000 of these Committed funds will be placed in the Superior department of the fund.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Kay Williams

YES: 5 NO: 0 ABSENT: 0 VOTE: 5-0

- B. Resolution to authorize new signers for Bank of Ann Arbor accounts  
(Attached)

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Teresa Maddix

YES: 5 NO: 0 ABSENT: 0 VOTE: 5-0

- C. Resolution to approve a revision to Policy E3: Gift Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-4

January 22, 2020

RESOLUTION TO REVISE POLICY E3: GIFT POLICY

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Whereas, the Ypsilanti District Library's Policy E3 sets forth guidelines for the acceptance of gifts, and

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



Ypsilanti District Library  
Board of Trustees  
Minutes, January 22, 2020 (Unapproved)

Whereas, Policy E3 was last revised in August 2019, and

Whereas, the Library was designated 501(c)(3) by the IRS since that time, a status that should be noted in the policy, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Policy E3: Gift Policy is approved.

OFFERED BY: Teresa Maddix

SUPPORTED BY: Bethany Kennedy

YES: 5 NO: 0 ABSENT: 0 VOTE: 5-0

D. Award of contract for Whittaker lighting control study

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-5

January 22, 2020

RESOLUTION TO AWARD A CONTRACT AND AUTHORIZE CAPITAL ASSET  
REPLACEMENT FUND MONIES FOR LIGHTING CONTROLS ENGINEERING SERVICES AT  
WHITTAKER ROAD

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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 lighting controls system is 18 years old and no longer supported by the manufacturer, and parts are no longer available except through eBay, and

Whereas, the Library Director solicited bids from two engineering firms to identify and specify replacement system requirements, obtain bids, and provide construction administration services, and

Whereas, Strategic Energy Solutions was the low bidder and will also be working on the Superior library project team with Daniels & Zermack, Architects, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The contract for this work is awarded to Strategic Energy Solutions; and

BE IT FURTHER RESOLVED that:

Ypsilanti District Library  
Board of Trustees  
Minutes, January 22, 2020 (Unapproved)

\$6,500 from the Capital Asset Replacement Fund be used for the portion of electrical engineering services not originally planned in the 2019-20 budget.

OFFERED BY: Kay Williams

SUPPORTED BY: Teresa Maddix

YES: 5 NO: 0 ABSENT: 0 VOTE: 5-0

E. Capital projects budget discussion, Director Hoenig touched on the following:

- Lisa talked briefly with Brian, he thought the space study might have to wait until after Superior.
- Board was in agreement that the Superior project takes priority.
- Newer Board members were filled in on the history of Whittaker parking lot issues.

**BOARD MEMBER COMMENTS**

Trustee	Comment
Jean	If you look in your Loop I'm going to be presenting on Feb 6 and Feb 10 at Superior. I have become a bit of a celebrity. I need to get a makeup person and a publicist. People have called. I did an interview with Michigan Public radio. We did one with Current magazine. We did a photo shoot inside Michigan Ave. We will also be in Black Magazine that you have here. I am speaking and the person who I do the interview with; we have been friends for 40 years and because of DNA testing found out we were cousins.
Bethany	Jean, I have to say. One of my coworkers in another department, I know she works on Genealogy. I asked her do you know Jean Winborn? She said, "Oh, I go to her workshops".  I can't wait to see that sign up at Superior. I am so excited to see the sign.
Kay	I just want to welcome again Chris. I think Chris is really going to help us and we need the help she is going to give. She came to the meeting last night for the township board and she sat there for two hours. Lisa did too. I am very glad that she is with us.
Kristy	No comments.
Brian	Absent
Pat	Absent
Lisa	Thank you all. I am looking forward to working with our new officers.

**Adjournment**

Trustee Williams moved to adjourn at 7:31 p.m. Trustee Cooper seconded this motion.

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

Nays: None

Motion passed.

## PUBLIC MEETING NOTICE

### YPSILANTI DISTRICT LIBRARY

#### NOTICE OF REGULAR MEETINGS FOR YEAR 2020

PLEASE TAKE NOTICE that the Board of Trustees of the Ypsilanti District Library will hold regular meetings for the year 2020 on the fourth Wednesday of each month, with the exception of the months of April and November as noted below. Meetings will take place at the Whittaker Road Ypsilanti District Library, 5577 Whittaker Road, Ypsilanti, MI, 48197 with the exception of the month of July as noted below. All interested citizens are encouraged to attend.

#### SCHEDULE OF LIBRARY BOARD MEETINGS YEAR 2020

Annual Meeting	Wednesday	January 22, 2020	6:30 PM
February	Wednesday	February 26, 2020	6:30 PM
March	Wednesday	March 25, 2020	6:30 PM
April	Wednesday	*April 29, 2020	6:30 PM
May	Wednesday	May 27, 2020	6:30 PM
June	Wednesday	June 24, 2020	6:30 PM
July	Wednesday	**July 22, 2020	6:30 PM
August	Wednesday	August 26, 2020	6:30 PM
September	Wednesday	September 23, 2020	6:30 PM
October	Wednesday	October 28, 2020	6:30 PM
November	Wednesday	*November 18, 2020	6:30 PM
December	Wednesday	No Meeting	6:30 PM

\*not fourth Wednesday

\*\*this meeting will take place at YDL – Michigan Avenue  
229 W. Michigan Ave.  
Ypsilanti, MI 48197

Any citizen requesting accommodation to attend these meetings, please contact the Library Director, 734-482-4110, at least five business days prior to the Meeting.

Contact: Lisa Hoenig, Library Director, 734-482-4110, x 1300

# Ypsilanti District Library Resolution 2020-3

## Resolution of Lodge, Association or Other Similar Organization

BANK OF ANN ARBOR

By: YPSILANTI DISTRICT LIBRARY  
ATTN ADMINISTRATIVE ASST.

7 W MICHIGAN AVE  
YPSILANTI MI 48197

5577 WHITTAKER RD  
YPSILANTI MI 48197-9752

*Referred to in this document as "Financial Institution"*

*Referred to in this document as "Association"*

I, BETHANY KENNEDY, certify that I am Secretary (clerk) of the above named association organized under the laws of MICHIGAN, Federal Employer I.D. Number 38-2462745, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on JANUARY 22, 2020 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

<b>Name and Title or Position</b>	<u>Signature</u>	<b>Facsimile Signature</b> <i>(if used)</i>	
A. <u>LISA N HOENIG, DIRECTOR</u>	> <input checked="" type="checkbox"/> <u><i>Lisa Hoening</i></u>	↓	X
B. <u>OMER JEAN WINBORN, PRESIDENT</u>	> <input checked="" type="checkbox"/> <u><i>Omer Jean Winborn</i></u>		X
C. <u>THERESA MADDIX, TREASURER</u>	> <input checked="" type="checkbox"/> <u><i>Theresa M Maddix</i></u>		X
D. <u>BETHANY ANN KENNEDY, SECRTRY</u>	> <input checked="" type="checkbox"/> <u><i>B Kennedy</i></u>		X
E. _____	X _____		X _____
F. _____	X _____		X _____



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

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

**Limitations on Powers.** The following are the Association's express limitations on the powers granted under this resolution. \*\* THE TWO (2) signature requirement on checks, withdrawals, transfers or other negotiable instruments is an internal control of Ypsilanti District Library (YDL) and will NOT be regularly monitored for compliance by Bank of Ann Arbor. \*\*

**Resolutions**

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

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



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

**Effect on Previous Resolutions.** This resolution supersedes resolution dated FEBRUARY, 2019 . If not completed, all resolutions remain in effect.

**Certification of Authority**

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

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

*Bethany Kennedy*  
 (Secretary)  
 BETHANY KENNEDY

*Lisa Hoenig*  
 (Attest by Other Officer)  
 LISA HOENIG

*Theresa M Maddix*  
 (Attest by Other Officer)  
 THERESA MADDIX

**For Financial Institution Use Only**

Acknowledged and received on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials)

This resolution is superseded by resolution dated \_\_\_\_\_

**Comments:**

# Financial Report

Check Register Report

Date: 02/21/2020

Time: 9:42 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>								
71873	01/09/2020	Printed			ADT	ADT SECURITY SERVICES, INC	Superior1/1/20-3/31/2020 cover	160.02
71874	01/09/2020	Printed			0000000025	AFLAC	December 2019 coverage	207.88
71875	01/09/2020	Printed			AK	AK LAWNCARE	MA 3 of 5 payments	2,900.00
71876	01/09/2020	Printed			AES	ALLIED EAGLE SUPPLY CO	tissue/multifold towel/liner	580.54
71877	01/09/2020	Printed			LOR	BAKER & TAYLOR	statement 12/31/19	628.28
71878	01/09/2020	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 12/31/19	20.79
71879	01/09/2020	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 12/31/19	23.83
71880	01/09/2020	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 12/31/19	71.89
71881	01/09/2020	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 12/31/19	337.83
71882	01/09/2020	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 12/31/19	80.84
71883	01/09/2020	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 12/31/19	59.88
71884	01/09/2020	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 12/31/19	3,258.96
71885	01/09/2020	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 12/31/19	1,255.97
71886	01/09/2020	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 12/31/19	315.09
71887	01/09/2020	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 12/31/19	143.73
71888	01/09/2020	Printed			BAA	BANK OF ANN ARBOR	closing 12/31/19 #5906	1,088.22
71889	01/09/2020	Printed			BAA	BANK OF ANN ARBOR	closing 12/31/19 #9394	691.64
71890	01/09/2020	Printed			BST	BAYSCAN TECHNOLOGIES LLC	Epson printer and paper	617.50
71891	01/09/2020	Printed			BA	BLACKSTONE PUBLISHING	twisted twenty six	395.37
71892	01/09/2020	Printed			BURN	BURNING INSPIRATIONS	Whit fireplace 12/4/19 repair	687.00
71893	01/09/2020	Printed			CUHL	CALVIN UNIVERSITY	lost ILL-who ate al the shinga	100.00
71894	01/09/2020	Printed			CDW	CDW GOVERNMENT, INC.	27 - HP 5YR 9x5xNBD DT only	4,513.48
71895	01/09/2020	Printed			0000000567	CENTER POINT PUBLISHING	synapse/white christmas	496.74
71896	01/09/2020	Printed			0000000017	CHARTER TOWNSHIP OF YPSILANTI	2018 summer/winter levy	7.79
71897	01/09/2020	Printed			CIRG	CIRQUE AMONGUS	deposit 2/21/2020 little ones	60.00
71898	01/09/2020	Printed			CONSTELL	CONSTELLATION NEWENERGY-	whit/ma november 2019 billing	2,934.86
71899	01/09/2020	Printed			0000000451	CRESTLINE SPECIALTIES CO	little grocery tote-100	222.25
71900	01/09/2020	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	1/1-1/31/2020 coverage	2,794.91
71901	01/09/2020	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	outreach supplies	77.26
71902	01/09/2020	Printed			SEDOB	SEAN DOBBINS	MLK Day Celebration	1,000.00
71903	01/09/2020	Printed			DTE ENERGY	DTE ENERGY	whit 11/22-12/20/19 elec servi	6,608.82
71904	01/09/2020	Printed			DTE ENERGY	DTE ENERGY	MA 11/28-12/27/19 elec service	1,454.27
71905	01/09/2020	Printed			DTE ENERGY	DTE ENERGY	whit 12/2019 street light	43.33
71906	01/09/2020	Printed			EMS	EMS SOFTWARE LLC	12/1/19-11/30/2020 coverage	2,915.41
71907	01/09/2020	Printed			FIND	FINDAWAY WORLD, LLC	dutch house/night fire	242.92
71908	01/09/2020	Printed			FST	FIRST BOOK	winter/spring 2020 fam reads	320.00
71909	01/09/2020	Printed			CFR	CYNTHIA FURLONG REYNOLDS	Stipend Prime Time scholar	900.00
71910	01/09/2020	Printed			G2	G2 CONSULTING GROUP, LLC	superior geotech eng services	8,100.00
71911	01/09/2020	Printed			GFEC	GALLAGHER FIRE EQUIPMENT CO.	server room inspection	325.00
71912	01/09/2020	Printed			GORDON	GORDON FOOD SERVICE, INC	superior supplies	195.41
71913	01/09/2020	Printed			GRNG	GRAINGER	Bkm fan	100.83
71914	01/09/2020	Printed			GM	GROWING MINDS, LLC	service/hosting 2/20-1/2021	1,700.00
71915	01/09/2020	Printed			0000000467	HISTORICAL SOCIETY OF MICHIGAN	membership renewal 2020	65.00
71916	01/09/2020	Printed			HLD	HOWLETT LOCK & DOOR, INC.	Whit service call 7/24/19	1,978.09
71917	01/09/2020	Printed			JOCO	JOHNSON CONTROLS	MA 1/1/20-12/31/20 coverage	668.79
71918	01/09/2020	Printed			0000000051	THE LIBRARY NETWORK	10/1/19-12/31/19 tellcommunica	6,451.29
71919	01/09/2020	Printed			MAL	MING LOUIE	MA 1/25/20 magician program	250.00
71920	01/09/2020	Printed			MEC	MADISON ELECTRIC COMPANY	freight charge	45.27
71921	01/09/2020	Printed			MANLAN	MANGO LANGUAGES	renewal 1/31/20-1/31/2021	4,001.15
71922	01/09/2020	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Super 11/24-12/23/19 billing	693.61
71923	01/09/2020	Printed			MIDWESTTAPE	MIDWEST TAPE	98299378/98299379/98286396	3,486.64
71924	01/09/2020	Printed			MIDWESTTAPE	MIDWEST TAPE	hoopla ending 12/31/19	6,193.55
71925	01/09/2020	Printed			MY FAVORIT	MY FAVORITE PLANT COMPAN	January 2020 lease	128.00



# Check Register Report

Date: 02/21/2020

Time: 9:42 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>								
71926	01/09/2020	C			ONE	O'NEAL CONSTRUCTION, INC.	Superior project	6,879.33
71927	01/09/2020	C			0000000491	OMNIGRAPHICS, INC.	USA headquarters 2020	202.23
71928	01/09/2020	C			OV	OVERDRIVE, INC.	bluest eye/olive kitteridge	2,069.67
71929	01/09/2020	C			PATR	PATRON ACCOUNT	envisionware print funds	21.50
71930	01/09/2020	C			PATR	PATRON ACCOUNT	return-DVD want i dog for chri	15.97
71931	01/09/2020	C			PP	PROGRESSIVE PRINTING	bkm schedule winter 19/20	256.00
71932	01/09/2020	C			QM	Q+M	winter 2019/20 loop design	1,622.00
71933	01/09/2020	C			RIVI	RIVISTAS SUBSCRIPTION SERVICES	taste of home/time	3,319.82
71934	01/09/2020	C			RLPG	ROWMAN LITTLEFIELD PUBLISHING	county & city extra 2019	417.41
71936	01/09/2020	C			STAPAD	STAPLES ADVANTAGE	statement 12/25/19	455.92
71937	01/09/2020	C			TERM	TERMINIX	superior 12/12/19 service	690.00
71938	01/09/2020	C			TCCS	TRI COUNTY CLEANING SUPPLY	pail pump dispense	6.44
71939	01/09/2020	C			UMSI	UNIQUE MANAGEMENT SERVICES,	december 2019 placements	680.20
71940	01/09/2020	C			VALUE	VALUE LINE PUBLISHING, INC	renewal 2/1/20-1/31/21	6,950.00
71941	01/09/2020	C			0000000030	VISION SERVICE PLAN - MI	january 2020 coverage	714.66
71942	01/09/2020	C			WCROD	WASHTENAW COUNTY	MTT/STC 12/2019	51.93
71943	01/09/2020	C			WCROD	WASHTENAW COUNTY	12/19 board review	164.49
71944	01/09/2020	C			A4	WASTE MANAGEMENT OF MICHIGAN	MA 01/2020 service	455.85
71945	01/09/2020	C			ATWI	ALTHEA WILSON	stipend prime time preschool	600.00
71946	01/09/2020	C			WSPUSA	WSP USA	5/11/19-12/31/19service FINAL	450.00
71947	01/09/2020	C			YCCLLC	YPSILANTI COMMERCE CENTER LLC	12 parking spots 1/1-12/31/20	3,600.00
71948	01/23/2020	C			ALER	ALERUS FINANCIAL	employ contribution 12/2019	16,984.80
71949	01/23/2020	C			AES	ALLIED EAGLE SUPPLY CO	tissue/towel/liner	393.55
71950	01/23/2020	C			ARBORVACU	ARBOR VACUUM	repair	88.89
71951	01/23/2020	C			BAA	BANK OF ANN ARBOR	closing 12/31/19 #5384	863.17
71952	01/23/2020	C			CHBA	CHARLES BARKER	1/29/2020 - Election issues	100.00
71953	01/23/2020	C			BA	BLACKSTONE PUBLISHING	catch and kill	61.90
71954	01/23/2020	C			BCN	BLUE CARE NETWORK OF MI	2/1-2/29/2020 coverage	37,655.89
71955	01/23/2020	C			BOUND	BOUND TREE MEDICAL, LLC	AED's replacement pads	209.13
71956	01/23/2020	C			A15	BP PRODUCTS OF NORTH AMERICA	12/6/19-1/5/20 billing	334.38
71957	01/23/2020	C			JCARY	JAMES CAREY	12/6/19-1/17/2020 services	1,380.00
71958	01/23/2020	C			CDW	CDW GOVERNMENT, INC.	10 headphones	139.00
71959	01/23/2020	C			0000000567	CENTER POINT PUBLISHING	memories of glass	496.74
71960	01/23/2020	C			CTS	CHARTER TOWNSHIP OF SUPERIOR	december 2019 grounds	81.68
71961	01/23/2020	C			CTS	CHARTER TOWNSHIP OF SUPERIOR	december 2019 fuel/elec	183.02
71962	01/23/2020	C			CIT	CIT TECHNOLOGY FIN SERV INC.	2019 prop tax / due 1/30/2020	2,372.00
71963	01/23/2020	C			CONSTELL	CONSTELLATION NEWENERGY-	december 2019 service	3,516.80
71964	01/23/2020	C			DBA	DICK BLICK	whit fall/winter supplies	88.59
71965	01/23/2020	C			FSCS	FOSTER,SWIFT,COLLINS&SMITH,PC	December 2019 services	60.00
71966	01/23/2020	C			G2	G2 CONSULTING GROUP, LLC	infiltration evaluation	2,500.00
71967	01/23/2020	C			HOME	HOME DEPOT CREDIT SERVICES	statement 1/13/2020	42.58
71968	01/23/2020	C			0000000051	THE LIBRARY NETWORK	Tumbleweed 1/3120-1/31/21	656.10
71969	01/23/2020	C			LSC	LIGHTING SUPPLY CO.	dimmable/medium bulbs	417.33
71970	01/23/2020	C			LINC_NAT	LINCOLN NATIONAL LIFE	EAP 1/1/20-3/31/2020	253.44
71971	01/23/2020	C			LINC_NAT	LINCOLN NATIONAL LIFE	2/1-2/29/2020 billing	1,343.74
71972	01/23/2020	C			AFSCME	MICHIGAN AFSCME	deducted 1/16/2020	764.00
71973	01/23/2020	C			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Cichewicz renewal 2020	85.00
71974	01/23/2020	C			MIDWESTTAR	MIDWEST TAPE	98428693/98430488/98441304	952.94



**Ypsilanti District Library  
Balance Sheet  
January 31, 2020  
General Fund**

	<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>FY 2018-19 ACTUAL</b>	<b>FYTD 01/31/20</b>
<b>Assets:</b>						
Cash: Checking	343,352	435,833	325,888	30,254	243,356	2,137,331
Savings	2,276,388	2,191,873	2,414,562	2,311,968	2,318,328	901,686
CD's	-	-	-	-	-	-
Stocks	-	28,584	30,954	31,300	31,048	31,048
Memorials	6,402	6,402	6,403	3,368	3,368	3,368
Operational Cash	356	356	521	824	824	824
<b>Total Cash</b>	<b>2,626,498</b>	<b>2,663,048</b>	<b>2,778,328</b>	<b>2,377,714</b>	<b>2,596,924</b>	<b>3,074,257</b>
Receivables & Other assets	37,821	17,384	36,272	49,282	98,153	99,505
<b>Total Assets</b>	<b>2,664,319</b>	<b>2,680,432</b>	<b>2,814,600</b>	<b>2,426,996</b>	<b>2,695,077</b>	<b>3,173,763</b>
<b>Liabilities</b>	<b>425,334</b>	<b>334,400</b>	<b>509,097</b>	<b>145,758</b>	<b>85,577</b>	<b>64,763</b>
<b>Composition of Fund Balance</b>						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						-
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						0
Designated:						
Improvement Fund	1,102,434	1,102,434	1,102,434	1,102,434	352,434	352,434
Current YTD--net of revenues						-
Working Capital	1,000,000	500,000	500,000	500,000	500,000	500,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	294,835	658,408	736,990	696,080	272,195	353,090
Current YTD	(164,893)	78,581	(40,530)	(23,885)	1,478,262	1,896,867
<b>Total Fund Balance</b>	<b>2,238,985</b>	<b>2,346,032</b>	<b>2,305,503</b>	<b>2,281,238</b>	<b>2,609,500</b>	<b>3,109,000</b>
<b>Total Liabilities &amp; Fund Balance</b>	<b>2,664,319</b>	<b>2,680,432</b>	<b>2,814,600</b>	<b>2,426,996</b>	<b>2,695,077</b>	<b>3,173,763</b>

**Ypsilanti District Library**  
**Period Ending 01/31/2020 (16.7% of Year)**  
**General Fund**

ACCT #	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2018-2019 BUDGET	FY 2019-2020 BUDGET	YTD 01/31/20 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,810,812	3,924,231	5,506,660	3,997,932	5,706,999	2,538,548	3,168,451	44.5%
<b>Expenditures</b>								
Dept 100 Administrative	1,882,646	1,996,606	2,046,192	2,074,121	2,288,226	357,955	1,930,271	15.6%
Dept 200 Michigan Ave.	531,686	560,976	570,105	567,512	585,072	85,359	499,713	14.6%
Dept 300 Outreach/bookmobile	105,513	85,794	83,090	87,152	88,009	12,871	75,138	14.6%
Dept 400 Outreach/Superior Township	152,355	151,311	158,283	153,941	158,567	27,054	131,513	17.1%
Dept 500 Whittaker Rd	1,099,241	1,096,935	1,123,928	1,113,538	1,151,393	153,707	997,686	13.3%
Dept 600 Donations	53,483	43,328	31,845	-	-	1,507	(1,507)	NA
Dept 700 Grants	27,778	12,190	12,323	-	-	3,228	(3,228)	
Total	3,852,702	3,947,140	4,025,766	3,996,264	4,271,267	641,681	3,629,586	15.0%
Net Revenue Over Expenditures	(41,890)	(22,909)	1,480,895	1,668	1,435,732	1,896,867		
Sale of Assets	369	979	-			-		
Board Designation of Funds			(1,150,000)			-		
Fund balance - beginning of period	2,344,689	2,303,168	2,281,238	2,612,133	2,612,133	2,612,133		
Fund Balance - end of period	2,303,168	2,281,238	2,612,133	2,613,801	4,047,865	4,509,000		

**Ypsilanti District Library  
General Fund  
Period Ending 01/31/2020  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 01/31/20 ACTUAL	YTD AS A % OF BUDGET
<b>Revenue</b>							
403.000	Superior Township Tax Levy	609,929	619,558	896,999	905,226	498,256	55.0%
425.000	City of Ypsilanti Tax Levy	565,186	589,334	808,325	839,033	133,651	15.9%
425.075	PPT Reimbursement	10,996	20,105	18,247	12,000	0	0.0%
440.000	Ypsilanti Township Tax Levy	2,159,466	2,212,989	3,283,915	3,591,033	1,866,084	52.0%
441.000	Renaissance Zone Reimb			39,574	40,000	0	0.0%
443.000	State Aid Direct	26,949	30,201	32,932	33,141	0	0.0%
447.000	State Aid Indirect	27,324	30,646	33,574	33,141	0	0.0%
500.600	Grant SOM Talk	46,570	75,358	23,853	12,323	0	0.0%
657.000	Fines/Misc.	73,097	67,077	60,633	61,425	10,834	17.6%
657.100	Smart Cards - Printing & Copies	42,289	40,841	36,686	38,000	6,431	16.9%
657.600	Guest Pass	2,417	1,745	1,417	2,000	274	13.7%
661.000	Penal Fines County	124,205	116,084	111,395	105,925	0	0.0%
662.000	Coffee shop rent	5,500	3,500	1,296	1,500	0	0.0%
662.100	Community room rentals	1,700	1,250	1,850	1,750	225	12.9%
679.000	Donations/Misc.	3,793	4,993	1,152	2,500	292	11.7%
681.000	Donations Designated			18,850		0	
681.080	Donations/Memorials	2,425	711	2,629	600	2,026	337.7%
683.100	Trustee Party Revenue	0	0	0		0	NA
687.000	Interest/Checking	1,020	1,727	3,233	4,000	103	2.6%
687.010	Interest/Savings	7,457	7,050	15,331	11,500	1,989	17.3%
687.060	Interest/Yoder	11	3	0	0	0	0.0%
687.070	Interest/Yates Memorial	1	1	1	2	0	8.5%
689.000	Dividends-MML	6,050	5,819	5,741	6,000	0	0.0%
690.000	Dividends-Endowmwnt	5,816	6,335	6,771	5,900	0	0.0%
<b>Total Revenue</b>		<b>3,722,200</b>	<b>3,835,327</b>	<b>5,404,403</b>	<b>5,706,999</b>	<b>2,520,165</b>	<b>44.2%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 01/31/2020  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGET	YTD 01/31/20 ACTUAL	YTD AS A % OF BUDGET
<b>Expenditures</b>							
<b>Dept 100 Administrative</b>							
702.000	Salary Wages	605,794	614,161	625,703	736,710	111,051	15.1%
702.050	Board Stipend	0	0	0			NA
702.100	Professional/Accounting	5,620	5,340	6,500	7,500	1,380	18.4%
702.150	Bank Fees	3,500	5,521	5,829	6,840	772	11.3%
702.180	Reversed Receivables	0	0	0			NA
702.900	Salary/Subs	18,578	11,314	16,427	18,513	1,539	8.3%
705.000	Employee Recognition Awards	765	472	687	750	0	0.0%
710.000	Paychex Payroll Service	6,794	8,927	12,366	12,360	2,352	19.0%
715.000	Employer Payroll Tax	144,002	141,453	144,670	155,780	25,581	16.4%
715.100	ACA Taxes Paid by employer	0	0	247	352		NA
718.000	MERS Defined Contribution	92,793	85,593	91,373	100,752	7,110	7.1%
719.000	FSA Admin Fee		583	691	758	55	7.3%
727.000	Office Supplies	31,342	28,245	28,789	32,400	1,466	4.5%
727.200	Supplies-Facility	21,858	15,582	19,577	23,700	2,321	9.8%
752.000	MML/Building Insurance	57,613	59,627	61,476	63,628	0	0.0%
753.000	MML/Workers Comp	9,609	9,016	9,756	10,237	-426	-4.2%
754.000	Health Insurance	350,013	361,244	371,049	359,537	57,403	16.0%
756.000	Delta Dental	36,158	37,616	36,153	35,601	2,795	7.9%
757.000	Employee Assistance Program	950	1,006	974	1,100	253	23.0%
758.000	Life Insurance	4,264	4,213	4,036	4,121	970	23.5%
759.000	Vision Service Plan	7,726	8,679	8,811	8,940	1,381	15.5%
762.000	STD/LTD (Disability Insurance)	9,644	10,542	12,076	12,205	2,915	23.9%
769.000	Printing & Publishing	12,538	19,300	5,427	8,300	526	6.3%
769.050	Classified Advertising	122	606	993	800	0	0.0%
774.050	Digital Collection	17,244	22,298	31,726	196,685	8,273	4.2%
774.100	Data Bases	56,524	79,791	93,136	24,992	13,210	52.9%
774.800	System Wide DVDs	7,414	6,396	5,182	3,999	358	8.9%
774.900	All Materials Processing	25,724	30,750	25,838	23,992	1,327	5.5%
774.950	Play Kits	0	0	3,602	2,799	15	0.5%
774.975	Library of Things	0	0	0	3,999	0	0.0%
801.000	Major Events	6,379	20,906	10,978	17,225	2,811	16.3%
801.500	Learning Never Gets Old	2,132	2,000	1,962	2,000	151	7.6%
802.000	Mileage/Travel Reimbursement	3,901	2,017	2,883	5,000	62	1.2%
804.000	Workshops/Training	2,957	2,361	3,916	4,500	0	0.0%
805.000	Memberships & Dues	4,988	5,455	5,436	5,000	235	4.7%
806.000	Talk Grant Expenses	0	0	12,625	3,523	908	25.8%
810.000	Capital Outlay - Buildings	4,880	0	4,301	5,000	600	12.0%
810.100	Capital Outlay - Improvements	13,801	3,062	6,824	3,700	0	0.0%
812.000	Capital Outlay - Furnishings	3,989	2,562	3,949	5,000	0	0.0%
850.000	Automation - Technology	121,657	181,162	154,332	209,000	62,672	30.0%
850.100	Telecommunications	14,070	12,788	6,573	7,911	-19,587	-247.6%
850.200	SirsiDynix	48,212	55,644	51,473	62,230	56,943	91.5%
850.500	Software Subscription	0	0	7,926	14,355	2,278	15.9%
890.000	The Library Network	2,796	2,796	2,796	3,000	0	0.0%
928.000	Postage	8,237	13,874	13,085	16,455	3,000	18.2%
965.000	Auditing Service	7,125	7,275	7,425	7,650	0	0.0%
975.000	Legal	1,652	9,804	8,870	4,000	60	1.5%
975.500	Legal - Negotiations	0	0	12,765	0	0	0.0%
980.000	Professional/Contractual	57,565	91,121	83,193	32,427	3,175	9.8%
980.500	Branding Costs	22,654	2,415	2,561	2,500	222	8.9%
981.500	Lost Book Expense	12,890	10,553	8,546	10,200	1,571	15.4%
982.000	MTT Charge Back City	2,210	387	-140	1,200	199	16.6%
983.000	MTT Charge Back TWP	3,875	1,194	389	5,000	25	0.5%
983.100	MTT Charge Back-Superior Twp	10,087	955	10,430	4,000	0	0.0%
984.050	Contributions/Endowment	0	0	0			NA
<b>Total</b>		<b>1,882,646</b>	<b>1,996,606</b>	<b>2,046,192</b>	<b>2,288,226</b>	<b>357,955</b>	<b>15.6%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 01/31/2020  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 01/31/20 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 200 Michigan Ave.</b>							
702.000	Salaries	382,076	393,684	404,679	406,782	69,391	17.1%
702.800	Salaries-Pages	6,716	7,423	7,271	9,690	1,181	12.2%
771.000	Adult Books & Processing	32,180	31,369	31,227	25,191	1,160	4.6%
772.000	Youth Books & Processing	17,990	18,216	17,891	15,345	439	2.9%
776.000	Periodicals - Adult	4,133	3,949	4,244	4,199	2,108	50.2%
776.050	Periodicals - Youth	172	236	206	250	0	0.0%
778.000	Adult Audio/Visual	12,880	13,143	11,112	9,497	678	7.1%
779.000	Youth Audio/Visual	5,989	5,329	4,956	3,946	184	4.7%
802.200	Parking	0	0	3,600	3,600	3,600	100.0%
810.000	Capital Outlay - Buildings		2,373	7,952	18,500	0	0.0%
812.000	Capital Outlay - Furnishings	2,760	0	7,031	7,000	0	0.0%
840.000	Repair & Maintenance - Building	7,008	28,501	15,255	20,000	1,282	6.4%
840.025	Campbell Maint Contract	17,761	17,761	16,489	12,672	0	0.0%
840.050	Snow Removal/ Lawn Care	9,217	6,125	6,229	11,335	1,800	15.9%
900.000	Programs-Adult	1,103	693	1,493	1,700	0	0.0%
901.000	Programs-Youth	1,038	1,300	1,342	1,900	358	18.9%
940.000	Phone	4,411	4,500	4,514	4,631	386	8.3%
943.000	Natural Gas	5,059	4,317	3,359	4,030	969	24.1%
947.000	DTE - Electric	16,155	16,432	16,452	19,235	1,454	7.6%
949.000	Ypsilanti Comm Utilities Auth	5,038	5,625	4,802	5,569	368	6.6%
<b>Total</b>		<b>531,686</b>	<b>560,976</b>	<b>570,105</b>	<b>585,072</b>	<b>85,359</b>	<b>14.6%</b>
<b>Dept 300 Outreach/bookmobile</b>							
702.000	Salaries	70,396	66,998	68,078	68,658	11,630	16.9%
775.000	Library Materials	5,370	4,930	4,478	4,998	806	16.1%
840.000	Repair & Maintenance	25,925	8,487	5,109	8,693	101	1.2%
901.000	Programs - Youth	0	0	0	0		NA
943.000	Fuel	3,822	5,379	5,425	5,660	334	5.9%
<b>Total</b>		<b>105,513</b>	<b>85,794</b>	<b>83,090</b>	<b>88,009</b>	<b>12,871</b>	<b>14.6%</b>
<b>Dept 400 Outreach/Superior Township</b>							
702.000	Salaries	139,331	136,949	144,398	144,747	25,192	17.4%
775.000	Library Materials	7,057	7,059	7,609	6,998	708	10.1%
840.000	Repair & Maintenance	984	2,220	1,374	1,000	250	25.0%
840.050	Snow Removal & Lawn Care	980	980	898	1,200	163	13.6%
900.000	Programs - adult	461	589	601	600	228	38.0%
901.000	Programs - Youth	759	556	600	600	77	12.9%
940.000	Phone	1,103	1,125	1,129	1,158	96	8.3%
943.000	Natural Gas	695	756	573	844	182	21.6%
947.000	DTE - Electric	901	993	1,013	1,145	156	13.7%
949.000	Ypsilanti Comm Utilities Auth	84	84	88	275	0	0.0%
<b>Total</b>		<b>152,355</b>	<b>151,311</b>	<b>158,283</b>	<b>158,567</b>	<b>27,054</b>	<b>17.1%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 01/31/2020  
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 01/31/20 ACTUAL	YTD AS A % OF BUDGET
<b>DEPT 500 WHITTAKER RD</b>							
702.000	Salaries	696,325	684,699	696,339	699,097	118,534	17.0%
702.800	Salaries-Pages	34,074	37,920	34,553	42,024	5,258	12.5%
771.000	Adult Books	62,754	64,203	64,635	54,182	4,680	8.6%
772.000	Youth Books	32,890	32,150	38,784	35,988	353	1.0%
776.000	Periodicals - Adult	5,399	5,910	5,915	5,998	44	0.7%
776.050	Periodicals - Youth	848	852	898	900	759	84.4%
778.000	Adult Audio/Visual	26,119	23,585	21,217	17,794	2,771	15.6%
779.000	Youth Audio/Visual	9,328	7,979	7,300	6,598	194	2.9%
810.000	Cap Outlay Building			11,328	37,250	0	0.0%
810.100	Cap Outlay Improvements				0	0	
840.000	Repair & Maintenance - Building	19,384	25,445	23,842	20,400	3,338	16.4%
840.025	Campbell Maint Contract	42,979	42,979	42,934	42,797	0	0.0%
840.050	Snow Removal/Lawn Care	21,448	14,596	16,529	22,600	4,000	17.7%
900.000	Programs - Adult	2,808	3,325	3,765	4,200	100	2.4%
901.000	Programs - Youth	4,705	5,122	6,298	6,500	444	6.8%
903.000	Equipment Maintenance	0	83	6,336	3,000	0	0.0%
940.000	Phone	8,490	8,950	9,029	9,193	771	8.4%
943.000	Natural Gas	26,168	31,856	25,609	31,156	5,482	17.6%
947.000	DTE - Electric	100,297	101,664	103,549	105,406	6,652	6.3%
949.000	Ypsilanti Comm Utilities Auth	5,225	5,617	5,069	6,310	327	5.2%
980.000	Professional/Contractual	0	0	0	0		NA
<b>Total</b>		<b>1,099,241</b>	<b>1,096,935</b>	<b>1,123,928</b>	<b>1,151,393</b>	<b>153,707</b>	<b>13.3%</b>
<b>Dept 600 Donations</b>							
<b>Revenue:</b>							
	<b>Total Donated revenue</b>	56,523	71,011	87,817		9,803	NA
<b>Expenditures:</b>							
	<b>Total Expenditures</b>	53,483	43,328	31,845		1,507	NA
<b>Dept 700 Grants</b>							
<b>Revenue</b>							
	<b>Total Revenue</b>	32,089	16,914	14,441		8,580	NA
<b>Expenditures</b>							
	<b>Total Expenditures</b>	27,778	12,190	12,323		3,228	NA
<b>Total</b>	<b>Net -- restricted for future</b>	<b>4,311</b>	<b>4,724</b>	<b>2,118</b>		<b>5,352</b>	<b>NA</b>
<b>IMPROVEMENTS/Asset Sales</b>							
685.000	Sale of assets	369	979			0	NA
810.100	Approved projects-Improvements fund						
850.100	Technology improvements						NA
<b>Total Other Revenue</b>		<b>369</b>	<b>979</b>	<b>0</b>		<b>0</b>	<b>NA</b>
<b>Total Revenue</b>		<b>3,810,812</b>	<b>3,924,231</b>	<b>5,506,660</b>	<b>5,706,999</b>	<b>2,538,548</b>	
<b>Total Expenditures</b>		<b>3,852,333</b>	<b>3,947,140</b>	<b>4,025,766</b>	<b>4,271,267</b>	<b>641,681</b>	<b>15.0%</b>
	Net Revenue Over Expenditures	-41,521	-22,909	1,480,895	1,435,732	1,896,867	
	Fund Balance Beginning of Year	2,344,689	2,303,168	2,281,238	2,612,133	2,612,133	
	Board Designation			-1,150,000	0	0	
	<b>Ending Fund Balance</b>	<b>2,303,168</b>	<b>2,281,238</b>	<b>2,612,133</b>	<b>4,047,865</b>	<b>4,509,000</b>	



**Ypsilanti District Library  
Balance Sheet  
January 31, 2020  
Debt Service Fund**

	<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>FY 2018-19 ACTUAL</b>	<b>FYTD 01/31/20</b>
<b>Assets:</b>						
Cash	1,225,052	1,232,141	994,885	994,885	-	-
Receivables	265,327	228,588	475,134	475,134	(15,553)	(11,442)
<b>Total Assets</b>	<b>1,490,379</b>	<b>1,460,729</b>	<b>1,470,019</b>	<b>1,470,019</b>	<b>(15,553)</b>	<b>(11,442)</b>
<b>Liabilities</b>						
	<b>58,413</b>	<b>26,102</b>	<b>34,501</b>	<b>34,501</b>	<b>5,100</b>	<b>5,100</b>
<b>Fund Balance</b>						
Designated: MTT Settlement	15,000	15,000	9,500	9,500	-	-
Unreserved	1,416,966	1,419,627	1,426,018	1,426,018	(20,653)	(16,542)
<b>Total Liabilities &amp; Fund Balance</b>	<b>1,490,379</b>	<b>1,460,729</b>	<b>1,470,019</b>	<b>1,470,019</b>	<b>(15,553)</b>	<b>(11,442)</b>

**Ypsilanti District Library  
Balance Sheet  
January 31, 2020  
Capital Asset Replacement Fund**

	<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>FY 2018-19 ACTUAL</b>	<b>FYTD 01/31/20</b>
<b>Assets:</b>						
Cash	611,746	594,787	417,120	417,120	1,481,745	2,906,940
Total Assets	611,746	594,787	417,120	417,120	1,481,745	2,906,940
<b>Liabilities</b>	-	-	-	-	-	-
Fund Balance	611,746	594,787	417,120	417,120	1,481,745	2,906,940
<b>Total Liabilities &amp; Fund Balance</b>	611,746	594,787	417,120	417,120	1,481,745	2,906,940

Ypsilanti District Library  
 Capital Expenses  
 Period Ending 01/31/2020 (16.7% of Year)

ACCT #	ACCOUNT NAME	YTD 12/31/19
<b>Revenue</b>		
683.800	Superior Library Designated	42,575
688.000	Interest	99
<b>Total</b>		<b>42,674</b>
Dept 400 Superior Construction		
<b>Expenditures</b>		
702.150	Bank Fees	-
910.000	Site Development	-
975.000	Legal/Attorney	-
981.000	Architect Fees	-
983.000	General Contractor	17,479
		-
<b>TOTAL</b>		<b>17,479</b>
Total Revenue Over Expenditures		25,194
Beginning Fund Balance		<b>2,881,745</b>
<b>Ending Fund Balance</b>		<b>2,906,940</b>

Current Board Assignment

# Communications

# Ypsilanti

## Ypsilanti District Library expands annual preschool and kindergarten resource fair

SARAH RIGG | WEDNESDAY, FEBRUARY 19, 2020



YDL

A child makes homemade clay at last year's preschool resource fair.

The Ypsilanti District Library (YDL) is expanding its preschool resource fair to include more information about local kindergartens. This year's event will take place from noon to 2 p.m. on Saturday, Feb. 29, at YDL's Whittaker Road branch, 5577 Whittaker Rd. in Ypsi Township.

Jodi Krahnke, YDL's head of youth services, says 2019 was the first year the YDL offered a preschool resource fair as a way to provide parents a bridge between an informal home daycare setting and a more structured preschool setting.

This year, Marlena Schuler, who has coordinated YDL's preschool storytimes for many years, offered to help organize the resource fair and mentioned that parents were asking for more information about kindergartens as well.

Krahnke says Schuler is "an expert in helping prepare kids for kindergarten through storytime and other activities," and some of those activities will be incorporated into four kindergarten readiness stations at the event.

"Parents can stop by and see hands-on ideas for what they can do at home to help kids with some of the things we're teaching in storytime, like hand strength for writing their letters or doing different early reading activities like reading out loud or sensory play to build vocabulary," Krahnke says.

The kindergartens participating in the event are East Arbor Charter Academy, Keystone Charter Academy, Lincoln Consolidated Schools, South Arbor Charter Academy, and Ypsilanti Community Schools.

Preschools confirmed to participate in the event include Dorothy's Discovery Daycare Center and Preschool, Elements Preschool, HighScope Demonstration Preschool, Kekere Freedom School, KC Childcare and Preschool, Lincoln Consolidated Schools, It's a Small World Daycare and Preschool, Teddy Bear Daycare and Learning Center, Ypsilanti Community Schools, Ypsilanti Cooperative Preschool, Foundations Preschool, and The Collaborative: Ypsilanti YMCA Child Development Center.

Krahnke says it's likely that at least two more preschools will be added to the list before the day of the event.

During the event, there will also be opportunities for parents to learn to use Michigan's Quality Rating System to find good options and for parents to talk to Success by 6 parent advisors to learn about Great Start Readiness, Head Start, and other resources for parents. Participants can take home a free tote bag with coloring supplies and a book.

The event is free and no registration is required. More information is available on the [YDL website](#).

**Sarah Rigg is a freelance writer and editor in Ypsilanti Township and the project manager of [On the Ground Ypsilanti](#). She joined [Concentrate](#) as a news writer in early 2017 and is an occasional contributor to other [Issue Media Group](#) publications. You may reach her at [sarahrigg1@gmail.com](mailto:sarahrigg1@gmail.com).**

**Photo courtesy of YDL.**

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February 3, 2020

**Application Number: LG-245100-OLS**

Dear Lisa Hoenig:

It gives me great pleasure to notify you that the proposal submitted by Ypsilanti District Library, "Connecting Families to Libraries with Text Messages for Early Learning" has been selected to advance to the second phase of the application process for the National Leadership Grants for Libraries Program (NLG).

If you choose to participate in the second phase of the review process, please plan to submit a full proposal and complete application addressing the reviewers' concerns by March 30, 2020, via Grants.gov. Please refer to the Notice of Funding Opportunity for additional information: <https://www.ims.gov/sites/default/files/fy20-ols-nlgl-nofo.pdf>

Attached you will find brief reviewer comments regarding your proposal, the guidance for assigning scores that was provided to reviewers, and a checklist of common full proposal missteps. Please review and consider these materials carefully while writing your full proposal. Jill Connors-Joyner ([jconnors-joyner@ims.gov](mailto:jconnors-joyner@ims.gov)) will be getting in contact with you to discuss your proposal further.

Please make sure that your SAM.gov registration is current and include your application number (LG-245100-OLS) in all correspondence with IMLS about your proposal.

We look forward to receiving and reviewing your full proposal.

Sincerely,

Cynthia Landrum  
Deputy Director  
Office of Library Services

cc: Jodi Krahnke  
Lisa Hoenig



# **Committee Reports**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/21/20  
**Re:** Superior Planning Committee report

- On 1/28/20 the design team and I met with engineers from OHM who have been engaged by Superior Township to design the road improvements. We discussed timing and other elements of the road and building projects that need to be closely coordinated.
- We also had a preliminary meeting with Ben Carlisle, Superior Township's planner, on 2/13/20 to discuss our site plan application. At the conclusion of the meeting he indicated on first glance everything appeared to be in order and he saw no red flags.
- The preliminary site plan was submitted to the Superior Township Planning Commission on 2/21/20, and we hope to be on their March agenda.
- Our construction attorneys drafted a storm drainage and temporary construction easement. I contacted the homeowners again, then mailed them the documents to look over. Once we have finalized drawings to attach we will present official copies to be signed and notarized.
- To allow our driveway placement, the Road Commission requires a revised road improvement agreement with the Township. We've been waiting for them to finalize this and decide on potential financing terms for YDL. The WCRC met on 1/21/20 and again on 2/18/20; disappointingly, we were not on either agenda. Ken Schwartz is setting up a one-on-one meeting with Mark McCullough at the WCRC to move things forward.

**Director's  
Report  
and attachments**

## **Library Director's Report** **February 26, 2020**

### **Fundraising focus**

Between working on the Superior capital campaign, bringing Chris McMullen aboard and learning from her expertise, and attending my executive coaching sessions, I'm really expanding my knowledge of fundraising. So far it's been mostly groundwork and planning, but I can clearly see how these efforts will yield more charitable donations for YDL. One of our remaining strategic plan goals is "Conduct training for Board and Library leadership on fundraising strategy in general and major gift and capital programs, in particular." I'll be exploring ways to involve you in some training soon.

In other fundraising news, Monica and I have revamped the Development Dashboard. Please look it over and let me know what you think of this format – hopefully it is more helpful. Finally, take notice of the Amazon Smile and Kroger rewards posters now hanging in the Whittaker lobby, and please direct your shopping rewards here!

### **Facilities:**

- Humidity controls were installed at Michigan Avenue. The work was completed on 1/17.
- A reckless driver hit one of the light poles in the circle drive in front of the Whittaker library the evening of 1/29. An insurance claim was submitted and a replacement pole is on order.
- Strategic Energy Solutions has begun researching the Whittaker lighting controls system.

### **Financial:**

Ann Arbor Farm & Garden awarded us a \$5,000 grant toward building an accessible learning garden at the new Superior library.

### **Personnel:**

Congratulations to Sarah Zawacki, who was promoted to Head of Acquisitions effective 1/17. Sarah began her YDL career in 2013 as an Adult Services Librarian at Whittaker. In 2016 she was transferred to the Acquisitions Department. She will train with Julianne Smith over the next year to fully learn her new role.

### **TALK:**

- We received notification from IMLS that our proposal to expand TALK statewide has advanced to the second phase of the application process. The peer reviewer comments we received were very encouraging! In a conference call, our IMLS program officer told us they are very excited to have a public library's application advance to this stage, and they really like that our project originated from the state IMLS LSTA grant program. We have decided to move forward, and will submit the long application by the 3/30 deadline. Grant awards are to be announced in July.
- We have negotiated terms with our text messaging provider to allow TALK to continue on an 800 number until our credits run out. This should keep TALK up and running through June or July at least. It will be at no cost to us since we can no longer use our short code; new users will be directed to sign up through the TALK website portal.

### **Of Note:**

- I gave a brief presentation at the Friends of the Library's annual meeting on 1/27.
- We held productive Task Force meetings with our colleagues at Ypsilanti Community Schools (1/29) and Lincoln Consolidated Schools (2/14).
- Sam Killian and I attended the Washtenaw Community College President's Leadership Luncheon on 2/18; the speaker was urbanist Richard Florida.

# **YDL Dashboards**

# YDL Performance Dashboard - January 2020

% Change from last

	January-19		January-20		January		2019		2020 to date	
<b>Circulation</b>										
Whittaker Rd.		33,646		34,135		1%		416,401		34,135
Michigan Ave.		9,676		9,291		-4%		115,948		9,291
Superior		1,588		1,310		-18%		17,145		1,310
Bookmobile		1,322		1,499		13%		20,488		1,499
eProducts		7,348		8,178		11%		89,368		8,178
<b>TOTAL</b>		<b>53,580</b>		<b>54,413</b>		<b>2%</b>		<b>659,350</b>		<b>54,413</b>
<b>Self Check-Items</b>										
Whittaker Rd.		5,898		5,570		-6%		67,763		5,570
Michigan Ave.		1,278		980		-23%		14,145		980
Superior		1		13		1200%		192		13
<b>TOTAL</b>		<b>7,177</b>		<b>6,563</b>		<b>-9%</b>		<b>82,100</b>		<b>6,563</b>
<b>MeLCat Interlibrary Loans</b>										
Loaned		1,101		1,121		2%		12,310		1,121
Borrowed		1,438		1,218		-15%		14,265		1,218
<b>Borrowers</b>										
Whittaker New Cards		196		247		26%		2,360		247
Michigan New Cards		83		101		22%		1,092		101
Superior New Cards		10		47		370%		174		47
Bookmobile New Cards		3		3		0%		113		3
<b>TOTAL New Cards</b>		<b>292</b>		<b>398</b>		<b>36%</b>		<b>3,739</b>		<b>398</b>
<b>Total Borrowers</b>		<b>0</b>		<b>38,646</b>						<b>38,646</b>
<b>% of District Residents</b>				<b>47%</b>						
<b>Reference</b>										
Whittaker Rd.		4,901		4,839		-1%		58,284		4,839
Michigan Ave.		3,701		4,184		13%		46,713		4,184
Superior		646		715		11%		9,950		715
Bookmobile		130		197		52%		2,395		197
<b>TOTAL</b>		<b>9,378</b>		<b>9,935</b>		<b>6%</b>		<b>117,342</b>		<b>9,935</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	31	108	41	299	32%	177%	466	2,479	41	299
Whittaker Rd. - Youth	43	1,043	39	1,070	-9%	3%	588	16,775	39	1,070
Michigan Ave. - Adult	24	291	26	197	8%	-32%	281	2,638	26	197
Michigan Ave. - Youth	24	251	30	302	25%	20%	454	6,949	30	302
Superior	10	95	11	54	10%	-43%	188	1,145	11	54
Bookmobile	31	487	37	558	19%	15%	463	8,586	37	558
Offsite	2	75	19	148	850%	97%	219	4,208	19	148
General	0	0	0	0	0%	0%	1	800	0	0
<b>TOTAL</b>	<b>165</b>	<b>2,350</b>	<b>203</b>	<b>2,628</b>	<b>23%</b>	<b>12%</b>	<b>2,660</b>	<b>43,580</b>	<b>203</b>	<b>2,628</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.	2,528	2,891	2,704	3,214	7%	11%	32,583	37,585	2,704	3,214
Michigan Ave.	3,221	3,104	2,967	3,114	-8%	0%	39,536	39,596	2,967	3,114
Superior	288	268	366	374	27%	40%	5,069	5,319	366	374
Wireless		2,654		2,712		2%	0	31,205	0	2,712
<b>TOTAL</b>	<b>6,037</b>	<b>8,917</b>	<b>6,037</b>	<b>9,414</b>	<b>0%</b>	<b>6%</b>	<b>77,188</b>	<b>113,705</b>	<b>6,037</b>	<b>9,414</b>
<b>Door Count</b>										
Whittaker Rd.		17,522		19,173		9%		219,782		19,173
Michigan Ave.		8,114		9,858		21%		131,722		9,858
Superior		1,289		1,503		17%		26,035		1,503
Bookmobile		762		894		17%		14,245		894
<b>TOTAL</b>		<b>27,687</b>		<b>31,428</b>		<b>14%</b>		<b>391,784</b>		<b>31,428</b>
<b>Collection</b>										
Physical Items Added		1,572		1,282		-18%		15,268		1,282
Ebooks/Eaudio added		681		638		-6%		5,965		638
Items Cataloged		675		526		-22%		6,452		526
<b>TOTAL Collection</b>		<b>256,357</b>		<b>0</b>				<b>N/A</b>		
<b>Online Library Access</b>										
Website visits		184,378		168,464		-9%		2,013,290		168,464
App Users		225		802		256%		691		802

**YPSILANTI DISTRICT LIBRARY  
FUND DEVELOPMENT DASHBOARD  
January 2020**

Strategy	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2020 Goal
<b>Friends of YDL Annual Support</b>	\$43,360	\$36,050	\$36,000	\$31,000		\$31,000
<b>Memorial Gifts</b>						
In Memory of Marcia Peters		\$525	\$100			
In Memory of Xavier Small	\$5,951					
In Memory of Robert Warren		\$2,170	\$150	\$100		
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		
In Memory of Pete Murdock				\$1,500		
In Memory of Diane Horn				\$950		
In memory of Jannette M. Gable		\$2,000				
Sub-total	\$5,951	\$2,695	\$2,261	\$3,550	\$0	
<b>Annual Giving Campaign</b>	\$3,582	\$9,712	\$7,745	\$7,604	\$5,305	
<b>Additional fundraising activities</b>						
Gala 150 year anniversary			\$24,123			
Annual Report Mailing		\$1,180		\$1,971		
Dining for Dollars	\$652	\$276	\$306	\$256		
Trustee Parties	\$3,421	\$5,489	\$3,760			
Bank of Ann Arbor (Vehicle Donation)		\$2,000	\$2,000			
Gene Butman Ford (Vehicle Donation)		\$3,316				
Kroger Community Rewards						
Amazon Smile						
Sub-total	\$4,073	\$12,261	\$30,189	\$2,227	\$0	
<b>Sponsorships</b>						
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		
Sub-total	\$3,500	\$4,900	\$0	\$1,000	\$0	
<b>YDL Endowment Fund</b>						
General	\$10,400	\$2,505	\$6,025	\$5,350		
YDL (Yoder Fund Transfer)			\$3,252			
Superior				\$350		
Sub-total	\$10,400	\$2,505	\$9,277	\$5,700	\$0	
<b>Designated Donations</b>						
General Fund	\$450	\$620	\$1,229	\$1,037	\$101	
Michigan Ave		\$1,000	\$1,000	\$1,000		
Superior	\$500		\$7,584	\$45,900		
Adult Fiction	\$500		\$600	\$500		
Bookmobile			\$1,000			
Memorial Gifts	\$953	\$1,264	\$443	\$225		
MI Ave Plaza Lighting				\$1,000		
Programming				\$50		
Sub-total	\$2,403	\$2,884	\$11,856	\$49,712	\$101	
<b>Total Donations</b>	<b>\$73,269</b>	<b>\$71,008</b>	<b>\$97,328</b>	<b>\$100,793</b>	<b>\$5,406</b>	

**YPSILANTI DISTRICT LIBRARY  
FUND DEVELOPMENT DASHBOARD  
January 2020**

Strategy	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2020 Goal
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<b>Grants</b>						
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					
Blue Cross Complete of MI - Early Literacy Program				\$1,200		
Downtown Association of Ypsilanti [Direct]	\$1,700					
Ezra Jack Keats Minigrant, EJK Foundation	\$500					
Generations United				\$1,500		
Kiwanis-Early Childhood Priority 1 Committee	\$1,600	\$1,600	\$1,080	\$1,080		
MCACA-New Leaders Grant [Noise Permit]	\$3,200	\$2,970	\$2,800			
MCACA-Ypsi Song Fest	\$8,156					
MCACA- Capital Grant - Superior					\$42,500	
MCLS-Harwood	\$690					
MHC-Prime Time Family Reading	\$3,000		\$3,000	\$2,700		
MHC-Ypsilanti African American Oral History Archive	\$24,350					
NEH-Wild Land Exhibit Programming Grant	\$1,000					
Teen Science Café Grant			\$3,000			
United Way Opportunity Grant		\$5,000	\$3,000			
YACF Early Literacy Outreach	\$2,565					
YACF Early Creative Youth Studio	\$3,000					
YALSA/DollarSummer Teen Intern Grant		\$1,000		\$1,000		
National Center for Family Learning		\$3,000				
LSTA - Talk, Early Literacy Texting		\$71,650	\$61,250	\$42,100		
LSTA - Public Library Services Grant				\$1,555		
MHC-Arts & Humanities Touring Grant		\$324				
YDL Endowment Fund Proceeds	\$5,210	\$5,816	\$6,335	\$6,571		
<b>Total Grants</b>	\$57,956	\$91,360	\$82,465	\$63,206	\$42,500	

<b>GRAND TOTALS</b>	<b>\$131,225</b>	<b>\$162,368</b>	<b>\$179,793</b>	<b>\$163,999</b>	<b>\$47,906</b>	
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<b>Designated Fundraising to Date</b>
YDL - Superior Improvement - \$111,065.22
* Whittaker Rd Teen Area Improvement -\$5,550

\*\$1050 remaining, expenditures =4500



# Department Reports

## Assistant Director/Acquisitions Department Board Report: February 2020

I am pleased to report that Acquisitions librarian Sarah Zawacki is now the Acquisitions Manager! Sarah began her official duties on February 17. We have finished management orientation and have begun training in earnest. This particular role requires a long acclimation period because much of the work is cyclical, so Sarah gets to “be new” for at least one year. ☺ Congratulations, Sarah!

The BBC will have all-staff bed bug training in March, with two sessions at Whittaker Road, one session at Michigan Avenue, and possibly a make-up session. We are asking ALL staff to attend so that everyone knows what to look for, how to handle a suspicious incident, and what YDL’s policy and procedures are. While hardly a pleasant two hours spent, this proactive approach is meant to empower staff with real facts and solid tools. Many thanks to my fellow BBC members, who have done a great job throughout the course of our ad-hoc committee: Jerome Drummond, Jim Reed, John Connaghan, Mary Garboden, Monique Lopez-Geiman.

- I am currently finalizing the details for two of our annual events: The all-staff in-service (May 29) and the annual volunteer potluck (April 21).
- Plans are underway to order staff t-shirts for the Summer Challenge. They will feature the SC superhero “shield” that we use as the brand for the program, along with a “secret code” (#LIBSROCK) on the back that patrons can spot and then log to earn points toward a finishing prize.
- Although we had a long posting period, we received very few (3) applications for the sub librarian position. I will investigate other options.
- The database committee convened for the first time in 2020 to watch a vendor webinar and review new cooperative pricing and offerings for eContent from the rbDigital platform, organized by TLN. With our increased amount allocated to digital content this year, we are hoping to add a new product fairly soon in the year.
- I am working with IT and public service staff to iron out details related to the installation of Windows 10 on our public computers. There are always snags related to these changes, but we are hopeful to smooth out the kinks and provide the best experience possible for our patrons.
- I am nearly finished weeding the Large Print collection, which is the necessary first step to revamping the space in the triangular bay. Longer term changes to the space will be significant and will feature more comfortable seating, more programming options, and more flexibility.
- I am doing necessary research to estimate a price for the opening day collection at the new Superior branch. It is a combination of volumes, formats, average prices, state discounts, and existing items. Basically, lots of math. ☺

- |  |
|--|
| <ul style="list-style-type: none"><li>• The collection budget is 27% encumbered;</li><li>• 526 items were cataloged;</li><li>• 1,920 items were added to the collection, including 638 e-items;</li><li>• The YDL app had 802 users in December;</li><li>• YDL borrowed 1,218 items from other libraries via Melcat;</li><li>• YDL loaned 1,121 items to other libraries via Melcat.</li></ul> |
|--|

Submitted by Julianne Smith, February 20, 2020

## Communications & Development

Monthly report: February 2020

### Major print pieces produced:

Nothing major this month, but some smaller items to be aware of (though the next annual report and exhibits brochure are bubbling and should be coming soon!)

- 501(c)(3) bookmarks and posters
- New donation envelopes to include in our mailers/annual appeals/etc.
- Promotional pieces for Summer Challenge (to insert in FACE conference materials)
- Updated TALK promo pieces with updated phone info



### Grants and Fundraising

- Now that the bookmarks and posters are here, we will be coordinating with everyone to help spread the word about our 501(c)(3) opportunities. This will include a push on social media, posters at each location, engagement during the Summer Challenge program, and more.
- We've started looking into an MEDC/Patronicity matching grant opportunity to help with the Superior Capital Campaign. We intend to launch in the Fall but we've started working on copy and logistics, and we're communicating with a variety of people with ties to us and the program to make sure we are positioned well to be approved.

### Promotions

- Sam is coordinating work with EMU students on promoting our Summer Challenge and Family Reads programs. One student will create several videos to promote the Summer Challenge, so we're really excited to see how that turns out and how we might use it to distribute in schools/share on social media.
- Continuing work on soliciting donations for the Summer Challenge prizes. Since last update, we've secured donations from Aubree's, The Henry Ford Museum, Planet Rock and Rutherford Pool.
- LaDaisha worked with Sam to update the slideshows on our monitors, highlighting a variety of programs and resources.

### Community Relations

- We're starting a consistent presence at the Parkridge Community Center meetings. These gatherings allow access to a lot of important community connections, and we hadn't attended in a while. Sam started a calendar and meetings notes document, and many staff have been interested in participating regularly.
- Sam and Lisa attended the WCC President's Luncheon. The speaker talked about the importance of education and community colleges in developing and maintaining strong community ecosystems. We weren't seated with as many connections as we would have liked, but were able to touch base with a few key stakeholders.

- Sam attended a quarterly On the Ground Ypsi editorial board meeting where community members shared information of note with Concentrate media writers. The focus was on community health and wellness so I shared information about our various health programs and the summer lunch programs. In the general interest portion, I also shared information about our SCORE programs coming up, and continued to put a bug in Sarah's ear about the Superior project for when we're ready to roll that out.

### **Notable Media Mentions/Partnerships**

- Concentrate had a story about the expanded Preschool/Kindergarten Resource Fair for On The Ground Ypsi.
- MLive and The Washtenaw Voice covered our Washtenaw Reads program when Jose Antonio Vargas came to speak.
- YpsiWrites was covered on the PBS program Under the Radar Michigan and again on MLive.

### **Notable Social Media activity**

- Our post about the progress with the new Superior Building (unveiling the sign we put out that advertises the Fall groundbreaking) reached almost 3,000 people, got around 170 likes, and a good amount of shares and comments.
- A post highlighting discounted tickets to shows at the Fisher Theater (and other opportunities on our Michigan Activities Pass page) reached over 1,200 people and generated a lot of engagement and shares.

*Submitted by Sam Killian on February 21, 2020*



## **Customer Services**

Monthly report: February 2020

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

In January 2020 UMS recovered the following:

Materials Returned: \$2,623.82

Dollars Received: \$1,472.82

Since YDL began using UMS we have recovered the following:

Materials Returned: \$176,686.16

Dollars Received: \$110,452.06

*Submitted by John Connaghan on February 21, 2020*

## Facilities Department Board Report: February 2020

The Facilities Department always has something happening. Here are some of the highlights of the last month.



Removed the old movie screen, and installed a larger screen for YDL programs in the main room upstairs at Michigan Ave. The new one is also motorized for easier set up for staff. We mounted the old screen on the wall downstairs in the program room for events being held in there.



We replaced the Defibrillation Pads in the AED devices at Whittaker Road and Michigan Ave. When they reach their expiration date, they need to be replaced so the AED works properly if needed.

We put up a new sign Sam designed to remind patrons where the new Superior branch will be located.

We removed the vending machines in the Whittaker Road employee lunchroom area. They broke down frequently, and staff didn't purchase many items from them. We repurposed the area by cleaning up the floors, re-painted the walls, added a table so staff can use to prepare their lunches.

Set up and tear down for the Friends of the Library book sale. After the sale, we boxed up some of the books to go to Better World Books for resale. The remainder were sent to be recycled.



Kelly purchased some magnet boards, and a dry erase board for the Michigan Ave Teen Zone. We hung them over the old corrugated metal wall. Now she can display books, and write messages for the teens to read.



Two separate incidents. A vehicle backed up over the curb knocking into the lamp post snapping it in half, and busting up the lamp on top. A.F. Smith Electric Co. came out to secure wiring so there is not a safety issue. They are going to replace it with a new lamp and post in the near future. Another driver ran over the curb and broke the handicap sign post. We acquired a new one and replaced it.

**Submitted by: Jim Reed, February 20, 2020**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

February 2020

## Status Report

- Intranet Website Improvement Initiative – Our internal staff portal has moved to a new site and has experienced a major overhaul, final steps for enabling it for staff access should be finished shortly.
- Helpdesk Report –Helpdesk tickets processed in October: 64, 48 completed.
- RFID Readers – We've performed some pre-configuration and are now planning the rollout
- PC Replacement/Windows 10 Update – We are working through a follow up list of items/issues pertaining to the patron rollout and the new operating system. We expect to get through the majority of these items this coming month.
- 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.
- Misc Equipment updates –New Barcode scanners at the circulation desks will be in place shortly, a new ID scan function will be available for the most current version of Michigan Drivers Licenses.
- 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.

## 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

- Superior Data Line- Over the last few months we've experienced various symptoms on our data connection at our Superior location. Most of which appear as a slowness in the performance. I've extensively looked into this issue and have yet to come up with a true source. We are making some recommended adjustments and hope to identify the culprit with some more powerful analytical tools.



## Michigan Avenue Board Report: February 2020

### Programs

Kim and Shania organized a mystery theater that was fun for all who attended. Many thanks to Ken MacGregor and Scott Marlowe for being one of the suspects and for Jesse Morgan for helping us to gather more. AARP Tax Aide program appointments at Mich Ave are almost completely full. We have had to cut back on the very last appointments this year to allow 826MI to do tutoring 4 days a week. It was a tough decision but it is balanced out a bit since Whittaker Rd is also offering tax support. The African American Genealogy programs have been very well attended, this month there were about 25 people in attendance! Charline facilitates the program to make sure they have everything they need. LINGO Crafternoons have been very well attended with 10-18 people coming every other week. The goal of this program is to exercise new brain muscles, help older folks to become less isolated and make it a fun time for all. The teens enjoyed the Stupid Cupid party, having an ugly cupcake contest and creating anti-valentines. Scott has developed a regular following for the comic/cartooning program. We made melt and pour soap at the past Family Maker Time, learning how to take the temperature of the soap, layer colors, and combine scents.

### Outreach

Staff have been very involved helping Outreach and youth. Jesse helped at Perry's family night. Kelly is helping with YCS' Family and Community Empowerment (F.A.C.E) event. Pat is helping with this Saturday's Preschool Fair. Joy went to Perry's NAAPID day. They are also very active on a whole variety of YDL committees.

### Building

Jim and Ron have been doing wonders at Mich Ave! They have hung a larger projector screen upstairs that is wide screen and high enough that it will be above the speaker's head when we have a presentation. They moved the old smaller projector screen to the program room. They also covered up the Teen Zone's corrugated metal wall backdrop based on Teen Advisory Group recommendations. Now it is more useful and will grab teens' attention. There are shelves for book displays, a black dry erase/magnet board, and a smooth magnetic steel backdrop that can be used for lots of purposes.

Joy Cichewicz

2/20/2020



# Outreach Services Board Report

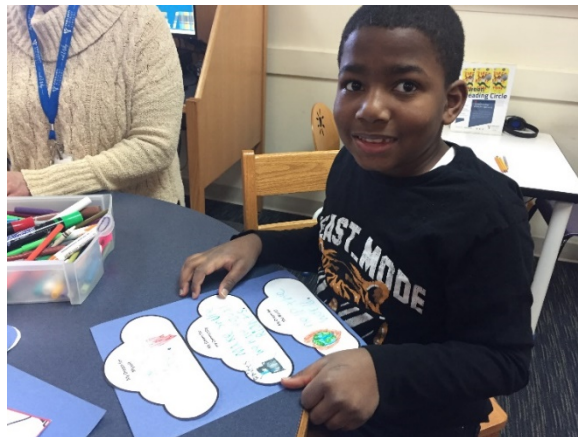
## February 2020

### Bookmobile News

- The bookmobile had some unexpected time off the road. The engine batteries died while we were at a school. The bookmobile had to be towed (to the fascination of preschool and kindergarten onlookers). It was off the road three days while we awaited replacement batteries. While it was at the shop, we had some more work done to the fuel and leveling systems.

### Superior News

- We hosted a program for Martin Luther King, Jr. Day. Participants watched footage of one of King's speeches and did writing/art activities inspired by his legacy. Pictured at right is one of our attendees writing out some of his dreams for himself and his community.
- The first in our new sensory series for toddlers and preschoolers unfortunately had nobody in attendance. The second one is this Saturday and we've been talking it up. We are hoping for a crowd.
- Stacey held a collage art program with school-aged participants.
- Ongoing programs included Storytime, Gaming Unplugged, Tween Reading Circle, Crafty Club, and Ypsi Writes.
- Tax season has begun with Scan & Go intake appointments at YDL-Superior.



### Learning Never Gets Old News

- We delivered new large print books to Gilbert Residence and the Village at St Joseph Mercy.

### Outreach News

- We continue to stay very busy coordinating and implementing our field trips with Ypsilanti Community Schools students.
- Nicole and I did a Library Lab program at YIES, a second installment of building cardboard creations using Make.Do tools.
- During the time the bookmobile was off the road for repair, we held in-class storytimes at Ford & Perry Elementary Schools.
- Young adults with disabilities from the WISD's various county programs came to the library for a hands-on workshop using the library's Ozobots (little robots that read color codes).
- Nicole attended a multicultural night at Lincoln Elementary and shared stories from around the globe with students in attendance.



## Whittaker Road-Adult Services Board Report: February 2020

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

- Gardening Chat (monthly event for gardening patrons)
- Writers Workgroup (2 meetings this month)
- Three book discussion groups (African American Authors Bk Discussion Grp, Mystery Lovers Book Group, Thursday AM Book Group)
- Computer classes (17 classes scheduled)
- Yarn, Hooks and Needles (4 sessions)
- YDL Film Club (2 sessions)
- Drop-In Writing Sessions (5 sessions, in partnership with EMU's Office of Campus and Community Writing)
- League of Women Voters Census Table (5 sessions)
- Free Writing Workshop (2 Sessions, in partnership with EMU's Office of Campus and Community Writing)
- Safely Talking Race and Racism
- African American Genealogy Through Story
- Ain't I a Womanist?
- AARP Tax Help (4 sessions)

This is the first year that we have had AARP tax help at Whittaker Road. It's going very well so far, with 24 appointments each of the first two weeks. Those who have gotten help have been very appreciative and pleased with the service. The AARP volunteers have been great to work with!

Susan Brown's Safely Talking Race and Racism programs in January and February were both well attended; one reason these draw a good audience is that YDL is a trusted community partner that offers a safe space for discussion of difficult topics.

Christy Havens is now on the TLN econtent Policy Committee along with selecting YDL advantage econtent that is for YDL patrons only. She has now trained Paula and Sheila on econtent advantage purchasing; they'll begin selecting fiction and mystery titles this month.

Paula went with Jodi to a Career Day at Washtenaw International High School where we told students about librarianship/information science as a career. She also attended the Adult Services Programming Committee Meeting and will participate in the new Internet Filtering Committee that will be meeting in late February.

We're working with IT to identify pc issues; things typically come up with new installs and this time around there are some that we hope to see fixed soon, notably pdf printing issues; patrons will be printing out a LOT of pdf tax forms in the coming months. Julie has been very helpful working with desk staff to prioritize issues for IT to work on.

-Submitted by Paula Drummond February 19, 2020

# Whittaker Youth Services Board Report February 2020

## Program Highlights

### Little Ones

- 624 parents and children attended 17 storytimes the second half of January. See Marlena in action in the photo to the right doing a STEM demonstration while reading.
- Marlena, Pat, and I are working on the Preschool and Kindergarten Resource Fair that will take place February 29. Both public school districts, 3 charter schools, and 10 preschools will have information tables. Success by 6 Trusted Parent Advisors will show parents how to register for Great Start Readiness and Head Start programs and Childcare Network will teach how to use their school quality rating system. Marlena and Pat will lead kindergarten skill stations, Ulana will help greet schools, and Claire will host the library welcome table with TALK and storytime information. Thanks to Sam for helping with publicity. I hope this can be an annual program that might rotate between locations.
- TinkerLabs included mixed media process art with me in January and valentine making with Marlena this month. Attendance averaged 40 kids and parents per session.
- Evening storytime attendance is picking up this season. Attendance averages 17 per session, lower than morning storytimes, but higher than the fall.

### Kids & Families

- Saturday STEM for kids and parents included a giant domino topple and hands-on science with UM FEMMES (Females Excelling More in Math, Engineering and Science).
- Black and Brown Theatre from Detroit performed The Frog Prince for 60 people, including a few girls in princess costumes who were thrilled to meet Princess Tiana.
- 20 people made valentines with YpsiWrites volunteers. Thanks to Liz for getting out the Cricut and helping kids design their own images on the computer for the machine to cut.
- Molly made healthy, silly snacks with 21 kids at Garden to Table.

### Teens

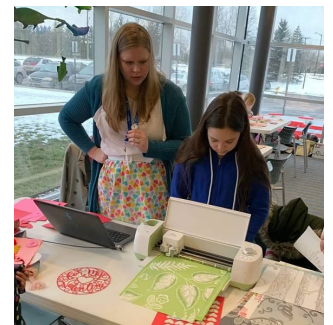
- Our SAT math volunteer has returned for 6 weeks of tutoring and averages several teens each session.
- I made ice cream mochi with 6 teens one Saturday.
- TAG continues to work on planning details for the Earth Day rally.

### Offsite

- Liz represented YDL on National African American Parent Involvement Day at Estabrook and Erickson.
- I took the Lego coding sets to Cultivate and close to 45 people spent the early afternoon hours learning through play. Most had never been to the library and were excited to learn about what we do.
- Paula and I were part of an extensive network of presenters at WiHi's Career Day. Students had the chance to learn about possible careers and career paths from an amazing variety of people including an FBI agent, former NFL player, art curator, midwife, engineer, medical researchers, musician, authors, and YDL information scientists.
- Mary lined up 3 opportunities for us to be part of 826michigan Family Writing Nights in YCS elementaries. Jesse joined me at the first at Perry this week where we took the Ozobots for kids to use to help retell stories they wrote.

### Other Work

- Kristen is in week 4 out of 10 Mom Power sessions. Each Thursday about 9 under-resourced moms experiencing stress due to the challenge of caring for their kids, and all their little ones, spend the afternoon at the library. They eat in the community room, then Moms go upstairs to the board room to work through lessons developed by UM psychiatry professors that teach a strengths-based, nurturing approach that promotes resilience to help strengthen their parenting skills. Kids play in the community room in a 1:1 ratio with childcare providers. Thanks to everyone who sets up spaces and is meeting in other locations to make the program possible, and to Lisa for initiating our involvement when first approached by WISD. Space is tight with tax prep on the same day, but both are very valuable services to provide underserved members of the community.



- YDL was invited by YCS to lead the academic portion of their upcoming Family Empowerment Conference (FACE). Kelly and I are coordinating presenters who will focus on academic support. We have a great lineup of community providers ready to share information to help parents better help their children succeed in school. Topics include STEM, reading, writing, and understanding IEPs. Several presenters will use YDL materials such as kits and books to show how the library can be used in many ways. Kelly is preparing a college readiness presentation with a librarian from WCC and Kristen and I will offer a school readiness presentation for parents of little ones. Mary and Stacey are in charge of the vendor table where parents can learn about library services. Thanks to Julie and Sam for helping prep materials. 500 participants have registered so far and YCS is taking a waiting list for more. Parents are motivated to attend by the opportunity to meet DJ Envy and because childcare, transportation, and kids' activities are provided. We are looking forward to letting more people know what the library does.
- 14 2nd and 5th grade classes have visited the library so far this academic year, with more to come. Mary firm'd up 3 dates in April for 10th graders to visit to work on a research project. We frequently have to adapt plans to accommodate bus delays and early arrivals. In the photo to the right, see Pat reading aloud to students this week. Several weeks ago Liz Getty taught the song The More We Get Together in sign language. Everyone sang it faster and faster until Scott Marlowe took over and did it in ultra slow motion to the students' and teacher' delight. Thanks to all the staff who have helped give trips, make cards, greet students from their work stations, and more.
- We are excited, though slightly overwhelmed, by the invitation and encouragement from IMLS to submit a full proposal to extend TALK to libraries throughout Michigan. Lisa and I have been working to firm up partnerships and Claire is analyzing successful proposals in preparation to complete the grant application by mid-March. Lisa negotiated a free extension of our service with Trumpia using an 800 number instead of our original short code. Users won't be able to sign up by texting TALK to a phone number, but they can still sign up through the website, so Sam edited the information card document and we will print them in-house so we can continue to promote the service at the upcoming Preschool/Kindergarten Fair and at WIC.



**Submitted by Jodi Krahnke February 20, 2020**

# **New Business**

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-6

February 26, 2020

RESOLUTION TO ACCEPT THE FISCAL YEAR 2019 AUDIT

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2019 as presented are accepted.

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

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

YES:      NO:      ABSENT:      VOTE:

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 2/19/2020

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

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



YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-7

February 26, 2020

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

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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

1. YDL Director: Lisa Hoenig
2. YDL Board of Trustees Treasurer: Theresa M. Maddix
3. YDL Board of Trustees President: Jean Winborn
4. YDL Board of Trustees Secretary: Bethany Kennedy

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

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

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

YES:      NO:      ABSENT:      VOTE:

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/21/2020  
**Re:** Resolutions to open accounts with Fifth Third Bank

The attached resolutions authorize Fifth Third Bank to open two accounts for YDL:

- 1) a Business Checking account which we will use exclusively to pay Superior building project expenses, and
- 2) a Money Market account which will earn better interest than our accounts elsewhere, and will hold the bulk of the money we have designated for Superior.

I consulted with the Finance Committee before placing this on the agenda. The gist of my initial email to them is below; they recommend we move ahead.

\*\*

Over the past year I have become quite unhappy with the service and communication from Chase. We have an account there which I intended to use for the Superior building project funds. Currently we don't do too many transactions there, but as the project gets rolling we would write checks directly from the account and have a lot more activity.

For the past few months I've been shopping for a new bank, and have decided I would like to open an account with 5/3. Past Boards have preferred banking with institutions that have branches within our District, and 5/3 has a branch on Whittaker. Their Business Relationship Manager is very customer-focused and has proposed a creative solution to meet our needs. I've run this by Accountant Jim Carey, and he agrees it sounds like a good move. The interest rate offered by the money market account is even better than our ICS account at Bank of Ann Arbor, which is currently where most of our money is invested.

Here is the offer from 5/3:

**1. Business Elite Checking:**

**Combined monthly average of \$25,000 across checking, savings and CDs OR a Business Loan or Line of Credit with a balance OR \$500 in combined credit card spends on a Business Rewards MasterCard PLUS one of the following: Electronic Deposit Manager or Fifth Third Direct Prior Day. (For Non-Profit Organization will be waived). Cash Deposit per month: \$25,000 at no charge, Excess cash deposits are charged \$0.003 per \$1. Transactions per month: 650 at no charge. Paper Statement Fees: \$3 per month, Fee is not charged if the average daily balance is greater than \$3000.**

**2. Business Money Market**

**Interest bearing account with check writing capabilities. By federal regulations, savings accounts are limited to a combined total of six of following transactions per calendar month: checks and pre-authorized withdrawals/transfers (online and telephone transfers, bill payments, and automatic debits are examples of these). However you may make an unlimited number of teller withdrawals and payments.**

If we open an account at 5/3, we would close the Chase account (currently has a little more than the FDIC insured \$250K), move some funds from our Huntington accounts (usually we would move excess from these to Bank of Ann Arbor), and transfer enough from the Bank of Ann Arbor ICS to make \$1M in the Business Money Market. If 5/3 performs as we hope, we would move additional funds there over time.

# Ypsilanti District Library Resolution 2020-8



FIFTH THIRD BANK

## DEPOSIT ACCOUNT RESOLUTION (Retail, Business Banking & Private Bank Use Only)



ACCOUNT NAME YPSILANTI DISTRICT LIBRARY ACCOUNT NUMBER \_\_\_\_\_ TIN: 38-2462745

**Check One:**

- Corporation / Non-Profit Corporation
- Unincorporated Association / Organization
- Partnership / Limited Liability Partnership
- Non-Profit Organization
- Sole Proprietorship
- Limited Liability Company
- Disregarded Entity
- Corporation
- Partnership

RESOLVED, that Fifth Third Bank, National Association ("Bank") is designated a depository of the Company, with full authority to accept deposits made at any time, by any person, and in any form to the credit of this Company in accounts with Bank, in accordance with the written or verbal instructions of the person(s) presenting the funds for deposit or of any document accompanying said deposits and subject to the rules and regulations of Bank.

RESOLVED FURTHER, that Bank is authorized to pay or otherwise honor or apply without inquiry and without regard to the application of the proceeds all checks, drafts, and other orders for the payment, transfer and withdrawal of money from any and all accounts maintained by this Company with Bank, including those drawn to the individual order of a signer, when signed, accepted or endorsed by any of the following officers or employees of this Company:

**FOR ALL BUSINESSES:**

PRINTED OR TYPED NAME	TITLE	SIGNATURE
LISA N HOENIG	LIBRARY DIRECTOR	_____
THERESA MADDIX	BOARD MEMBER	_____
BETHANY A KENNEDY	BOARD MEMBER	_____
OMER J WINBORN	BOARD MEMBER	_____

RESOLVED FURTHER, that any of the above named officer(s), person(s), member(s), or partner(s) is/are hereby authorized on behalf of this Company to (i) execute the necessary documents to conduct, if applicable, wire transfer services, automated clearing house transactions, electronic data interchange, sweep services, deposit management services, and lockbox services; and (ii) authorize outgoing wire transfer requests and transfer to and from the accounts of this Company using the funds transfer system of the automated clearing house.

RESOLVED FURTHER, that any of the above named officer(s), person(s), member(s), or partner(s) is/are hereby authorized on behalf of this Company to delegate to another person or persons, as evidenced in a form provided by Bank and executed by any of the above named officer(s), person(s), member(s), or partner(s), the authority to (i) serve as a Channel Administrator as that term is defined under the Bank's Online Channel Access Agreement that governs *Channel Services*, such as Fifth Third Direct; and (ii) initiate electronic funds transfers through use of a Channel Service or through Direct Send File Transfer.

RESOLVED FURTHER, that a facsimile signature of any or all of the above-named signers shall constitute the signature of said signer, regardless of by whom or by what means the actual or purported facsimile signature may have been affixed, if such facsimile signature resembles the facsimile specimen(s) (if any) filed with Bank by the secretary or other officer of this Company.

RESOLVED FURTHER, that the Bank is authorized to rely upon the foregoing resolution until receipt by Bank of written notice of any change or revocation.

**FOR CORPORATIONS:**

The undersigned certifies that they are the Secretary of YPSILANTI DISTRICT LIBRARY  
(Name of corporation)

("Company") and at a meeting of the Board of Directors held on the \_\_\_\_\_ day of \_\_\_\_\_, yr \_\_\_\_\_ at which a quorum was present these resolutions were duly adopted. The undersigned certifies that the foregoing is a true copy of the resolutions so adopted; that such resolutions are still in full force and effect and unrevoked as of this date; and that such resolutions do not violate any charter or bylaw provision of this Company.

IN WITNESS WHEREOF the undersigned has set his/her hand on the \_\_\_\_\_ day of \_\_\_\_\_, yr \_\_\_\_\_.

\_\_\_\_\_  
Secretary Signature

**FOR ALL OTHER BUSINESSES:**

The undersigned certify(ies) that \_\_\_\_\_  
(Name of company)

("Company") is the name used in the conduct of an unincorporated business and in order to establish a deposit account in the name of the company, the undersigned adopts these resolutions.

The undersigned agree(s) to notify Bank promptly in writing should any change of ownership or change in authority to transact occur, should other persons become interested in said business as partners, should the business become incorporated or should the relationship of the undersigned be altered in any manner.

\_\_\_\_\_  
Owner, Partner or Member Signature

\_\_\_\_\_  
Date

# Ypsilanti District Library Resolution 2020-9



FIFTH THIRD BANK

## DEPOSIT ACCOUNT RESOLUTION (Retail, Business Banking & Private Bank Use Only)



ACCOUNT NAME YPSILANTI DISTRICT LIBRARY ACCOUNT NUMBER \_\_\_\_\_ TIN: 38-2462745

**Check One:**

- Corporation / Non-Profit Corporation
- Unincorporated Association / Organization
- Partnership / Limited Liability Partnership
- Non-Profit Organization
- Sole Proprietorship
- Limited Liability Company
- Disregarded Entity
- Corporation
- Partnership

RESOLVED, that Fifth Third Bank, National Association ("Bank") is designated a depository of the Company, with full authority to accept deposits made at any time, by any person, and in any form to the credit of this Company in accounts with Bank, in accordance with the written or verbal instructions of the person(s) presenting the funds for deposit or of any document accompanying said deposits and subject to the rules and regulations of Bank.

RESOLVED FURTHER, that Bank is authorized to pay or otherwise honor or apply without inquiry and without regard to the application of the proceeds all checks, drafts, and other orders for the payment, transfer and withdrawal of money from any and all accounts maintained by this Company with Bank, including those drawn to the individual order of a signer, when signed, accepted or endorsed by any of the following officers or employees of this Company:

**FOR ALL BUSINESSES:**

PRINTED OR TYPED NAME	TITLE	SIGNATURE
LISA N HOENIG	LIBRARY DIRECTOR	_____
THERESA MADDIX	BOARD MEMBER	_____
BETHANY A KENNEDY	BOARD MEMBER	_____
OMER J WINBORN	BOARD MEMBER	_____

RESOLVED FURTHER, that any of the above named officer(s), person(s), member(s), or partner(s) is/are hereby authorized on behalf of this Company to (i) execute the necessary documents to conduct, if applicable, wire transfer services, automated clearing house transactions, electronic data interchange, sweep services, deposit management services, and lockbox services; and (ii) authorize outgoing wire transfer requests and transfer to and from the accounts of this Company using the funds transfer system of the automated clearing house.

RESOLVED FURTHER, that any of the above named officer(s), person(s), member(s), or partner(s) is/are hereby authorized on behalf of this Company to delegate to another person or persons, as evidenced in a form provided by Bank and executed by any of the above named officer(s), person(s), member(s), or partner(s), the authority to (i) serve as a Channel Administrator as that term is defined under the Bank's Online Channel Access Agreement that governs *Channel Services*, such as Fifth Third Direct; and (ii) initiate electronic funds transfers through use of a Channel Service or through Direct Send File Transfer.

RESOLVED FURTHER, that a facsimile signature of any or all of the above-named signers shall constitute the signature of said signer, regardless of by whom or by what means the actual or purported facsimile signature may have been affixed, if such facsimile signature resembles the facsimile specimen(s) (if any) filed with Bank by the secretary or other officer of this Company.

RESOLVED FURTHER, that the Bank is authorized to rely upon the foregoing resolution until receipt by Bank of written notice of any change or revocation.

**FOR CORPORATIONS:**

The undersigned certifies that they are the Secretary of YPSILANTI DISTRICT LIBRARY  
(Name of corporation)

("Company") and at a meeting of the Board of Directors held on the \_\_\_\_\_ day of \_\_\_\_\_, yr \_\_\_\_\_ at which a quorum was present these resolutions were duly adopted. The undersigned certifies that the foregoing is a true copy of the resolutions so adopted; that such resolutions are still in full force and effect and unrevoked as of this date; and that such resolutions do not violate any charter or bylaw provision of this Company.

IN WITNESS WHEREOF the undersigned has set his/her hand on the \_\_\_\_\_ day of \_\_\_\_\_, yr \_\_\_\_\_.

\_\_\_\_\_  
Secretary Signature

**FOR ALL OTHER BUSINESSES:**

The undersigned certify(ies) that \_\_\_\_\_  
(Name of company)

("Company") is the name used in the conduct of an unincorporated business and in order to establish a deposit account in the name of the company, the undersigned adopts these resolutions.

The undersigned agree(s) to notify Bank promptly in writing should any change of ownership or change in authority to transact occur, should other persons become interested in said business as partners, should the business become incorporated or should the relationship of the undersigned be altered in any manner.

\_\_\_\_\_  
Owner, Partner or Member Signature

\_\_\_\_\_  
Date

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 2/20/2020

**Re:** Resolution to contract with Terracon Consultants, Inc. for Whittaker curtain wall work

At a December 2019 special meeting the Board heard a report from consultant Betsy Baird of O'Neal construction describing the findings of the curtain wall window investigations conducted earlier. She outlined a number of options for tackling the issues, and following her presentation the Board took a straw poll on a desired course of action.

The unanimous consensus of that unofficial vote was to undertake repairs in phases, with the first phase being construction of an access road, and replacement of the head and sill of the curtain wall. Later phases would include sealing of the glass, with timing to be determined.

Terracon Consultants, Inc. conducted the initial remediation investigations under Betsy's direction. They already know the project and, like Betsy, are uniquely qualified in the area of curtain wall window mitigation.

Following this memo you will find a proposal from Terracon to perform design work for all phases of this project, including the preparation of specifications for construction bidding. If we award the contract for this work now, we will be on track to undertake phase one of repairs this summer.

I request your authorization to waive the bid process and accept the Terracon proposal for design services for \$34,800. This amount is unchanged from the budget estimates Betsy prepared for the overall project.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-10

February 26, 2020

RESOLUTION TO CONTRACT WITH TERRACON CONSULTANTS, INC. AND  
AUTHORIZE THE USE OF CAPITAL ASSET REPLACEMENT FUND MONIES FOR  
WHITTAKER CURTAIN WALL WINDOW REMEDIATION DESIGN WORK

---

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

Whereas, a consulting team assembled by Architect Betsy Baird of O’Neal Construction investigated the cause in 2019 and proposed several options to remedy this problem, and

Whereas, the YDL Board considered options and preferred a phased approach to repairs, and

Whereas, time is of the essence given the desire to proceed with phase one this summer, and

Whereas, Terracon Consultants, Inc. conducted the initial investigations and were hand-selected for their professional knowledge of curtain wall systems, and

Whereas, Terracon has provided a proposal for design services for the project that has been vetted by O’Neal Construction, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage Terracon Consultants, Inc. for design services and preparation of construction specifications for curtain wall window remediation work at Whittaker Road as described in a proposal dated February 20, 2020.

BE IT FURTHER RESOLVED that

\$34,800 from the Capital Asset Replacement Fund shall be allocated to this project.

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

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

YES:        NO:        ABSENT:        VOTE:



February 20, 2020

Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, Michigan 48197

Attn: Ms. Lisa Hoenig, Director  
T: (734) 879-1300  
E: [lisa@ypsilibrary.org](mailto:lisa@ypsilibrary.org)>

**Re: Proposal for Limited Building Enclosure Consulting Services, Revision 1**  
Water Infiltration Investigation  
5577 Whittaker Rd. Ypsilanti, MI 48197  
Terracon Number: PFR206032

Dear Ms. Baird:

Terracon Consultants, Inc. (Consultant) is pleased to submit our proposal to provide building enclosure consulting services to Ypsilanti District Library (Client) for the building located at 5577 Whittaker Rd. Ypsilanti, MI 48197. We will present an outline of our project understanding based on our communications with O'Neal Construction since September 23, 2019, our proposed scope of services, and the fee for those services.

## 1.0 PROJECT INFORMATION

Terracon has been asked to prepare a proposal to provide additional investigation of the masonry fins, and to provide design and administrative services for the remediation of the curtain wall systems located on the east elevation of the Ypsilanti District Library facility referenced above. These services are based on the recommendations of the Terracon investigation report dated September 13, 2019 (Report, project number FR196081). A proposal with similar scope to this proposal, dated October 7, 2019, was previously provided to O'Neal Construction. The scope below is based on that proposal with some modifications based on subsequent conversations with Nicole Wallace of O'Neal Construction the week of February 10, 2020. Clarifications are provided in this revised proposal to address question raised by Client in an email February 19, 2020. This proposal reflects Terracon's understanding of the desired scope for the above referenced project.

## 2.0 SCOPE OF SERVICES

The following identifies general limits of the scope of services:

### 2.1 INVESTIGATION

Terracon has included the following scope to verify possible water infiltration path at one (1) masonry fin, located above the standing seam roof, on the east elevation as indicated in the "Additional Study" section of the Report.

Terracon Consultants, Inc. 611 Lunken Park Drive Cincinnati, Ohio 45226  
P [513] 321 5816 F [513] 321 0294 [terracon.com](http://terracon.com)

- Terracon will provide one (1) person, up to one (1) day, up to eight (8) hours on site, to conduct testing and investigation to identify the likely water path for infiltration identified in the Report. The Client will supply personnel to assist Terracon in the investigation either on the roof and/or on the interior as required, Terracon understands that this personnel and assistance will be provided by O'Neal Construction as part of a separate agreement. No investigation on the interior is anticipated as part of this scope beyond that required observed water infiltration testing.
- Terracon will document our observations in a letter-form summary report including digital photographs and provide recommendations for remediation.
- Client will provide specialized restoration masonry services, including personnel and equipment, suitable to provide localized removal of material for intrusive probes.
- Client will provide site access including aerial platform(s), scaffold, and ladders as required to provide direct visual access to the full height of the building exterior in a safe manner. This scope of work will be conducted during normal business hours (Monday- Friday 8am to 5pm) unless specifically identified otherwise. Off-hour work will result in additional fees and expenses.

## **2.2 DOCUMENTS**

- Using the original project documents (scanned), Terracon will develop a set of remediation documents, including technical drawings and technical specification sections suitable to acquiring bids from local contractors for the repair recommendation based on the Over-sealing approach (either preformed silicone or wet sealing as identified in the Report). The scope of the remediation documents is expected to include:
  - Remediation of the head and sill condition of the curtain wall system.
  - Installation of a cap-seal remediation approach to the field of the curtain wall system.
  - The documents will address the six (6) bays of curtain wall along the east elevation and include a reasonable effort to identify a phased approach to the construction.
    - The scope of the phases will be coordinated with the Client and project team later.
    - The different phases will be identified within the document set.
- Terracon will provide a design for a temporary access road along the east elevation.
  - Site Plan indicating the approximate extents of the gravel road.
  - Cross-sections showing typical details.
  - Specification information.
- Up to one remote review meeting (e.g. conference call) with the client, up to one (1) hour long, at approximately 90% document completion.
- This scope is limited to technical design only. Aesthetic considerations, including graphic



representations (e.g. renderings or presentation boards), and color selection for the design are **not** included in this scope.

- Neither the evaluation nor analysis of the structural silicone joint of the curtain wall system nor evaluation of the wood blocking located below the curtain wall (indicated under the “Additional Study” portion of the Report) are included in this scope.

## **2.3 LIMITED CONTRACT ADMINISTRATION (CA)**

Terracon will provide Contract Administration (CA) and site observations indicated below.

- Attend up to one (1) Pre-construction meeting onsite.
- Provide up to one (1) review of each product submittal, four 4 hours have been included for this effort. Time to review additional or revised submittals, or time spend in addition to the four hours included will be considered Additional Consulting and will be billed accordingly.
- Conduct up to three (3) site visits throughout the course of construction, onsite for up to two (2) hours each visit. Provide field observation report for each visit.

## **2.4 ADDITIONAL CONSULTING**

Terracon has included up to ten (10) hours of additional consulting for use when services requested by the Client are beyond the identified scope. The additional consulting is anticipated to include conference calls, Client requested communication, additional review of submittals, and development of sketches or other graphics not indicated above.

## **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.
- Provide a source of pressurized potable water (10 gpm at 60 psi minimum) within 100 feet of the work area.
- 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 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.
- 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>2.1</b>	<b>Investigation with Report (Lump Sum)</b> .....	<b>\$ 3,500</b>
<b>2.2</b>	<b>Documents (Lump Sum)</b> .....	<b>\$16,900</b>
<b>2.3</b>	<b>Limited Contract Administration (Lump Sum)</b> .....	<b>\$12,400</b>
<b>2.4</b>	<b>Additional Consulting (Hourly Not-to-Exceed)</b> .....	<b><u>\$ 2,000</u></b>
	<b>Total:</b>	<b>\$34,800</b>

- Additional site visits, per Limited Contract Administration (CA) subsection above, can be provided at the request of Client for a lump sum rate of \$1,800 per trip. Additional onsite time and 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 consent of the Client.

The above fees include anticipated 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.

Additional consulting will be provided for an hourly rate based on the following project titles.

Principal/Authorized Project Reviewer .....	\$250
Senior Architect/Engineer .....	\$200
Project Manager.....	\$180
Staff Architect/Engineer .....	\$150
CAD Technician.....	\$100
Administrative/Clerical.....	\$75

### 6.0 AUTHORIZATION

If this Scope of Services and fee proposal meets with your approval, please sign and return the attached 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,



Jared Lawrence, AIA  
Senior Architect  
Facilities Services

*Christine M. Quigley*  
Christine Quigley, P.E. (NC)  
Regional Manager  
Facilities Services

Attachment: Agreement for Services

## AGREEMENT FOR SERVICES

This **AGREEMENT** is between Ypsilanti District Library ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Ypsilanti District Library project ("Project"), as described in Consultant's Proposal dated 02/20/2020 ("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 \$50,000 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: Christine M. Quigley Date: 2/20/2020  
Name/Title: **Christine M. Quigley / Regional Manager**  
Address: **611 Lunken Park Dr**  
**Cincinnati, OH 45226-1813**  
Phone: **(513) 321-5816** Fax: **(513) 321-0294**  
Email: **Christine.Quigley@terracon.com**

Client: **Ypsilanti District Library**  
By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name/Title: **Lisa Hoening / Director**  
Address: **5577 Whittaker Road**  
**Ypsilanti, MI 48197**  
Phone: **(734) 879-1300** Fax: \_\_\_\_\_  
Email: **lisa@ypsilibrary.org**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/20/2020  
**Re:** Award of landscaping services contract

The Library released the attached Request for Quotation for landscaping services on January 31. We received 5 bids from qualified contractors by the February 17 deadline. The low bidder is our current contractor, A.K. Lawncare, which has a three-year track record of acceptable performance, good communication, and accountability when issues arise. I recommend awarding the 2020-2022 contract to A.K. Lawncare.

**Ypsilanti District Library Landscaping Services Bids**

**2020-2022 Seasons**

	<b>Michigan Avenue 2020 Price*</b>	<b>Whittaker Road 2020 Price*</b>
A&H Lawn Service, Inc. 9323 W. Michigan Avenue Saline, MI 48176	\$2,155	\$10,412
A.K. Lawncare 305 W. Main Street Milan, MI 48160	\$1,680	\$3,200
RNA Facilities Management 717 W. Ellsworth Road Ann Arbor, MI 48108	\$1,720	\$5,824
Salient Landscaping 10302 Whittaker Rd. Suite 200 Ypsilanti, MI 48197	\$6,093	\$18,608
Superior Lawn Care 4197 Carpenter Rd. Ypsilanti, MI 48197	\$6,995	\$29,545

\* 2021-22 prices incrementally higher for A&H, RNA, and Superior Lawn Care.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-10

February 26, 2020

RESOLUTION TO AWARD A LANDSCAPING CONTRACT

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Whereas, the Ypsilanti District Library released a Request for Quotation for Landscaping Services, and

Whereas, five bids were received before the deadline from qualified contractors, and

Whereas, the low bidder was the current contractor, whose service has been acceptable for the past three year contract, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that a new three-year landscaping contract is awarded to the low bidder, AK Lawncare, Inc.

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

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

YES:      NO:      ABSENT:      VOTE:

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 2/21/2020  
**Re:** Resolution to authorize heat exchanger repairs at Michigan Avenue

Our HVAC contractor, Campbell, Inc., has provided the attached quote for repairs to a rooftop heating unit at Michigan Avenue. The unit heats the staff workroom and branch manager's office on the main floor. Its heat exchanger has failed. Heat exchanger replacement is not included under our HVAC maintenance contract.

Replacement of this heat exchanger is complicated because sometime after installation of the unit, a stairway was added (see photos below). This blocks the unit's access doors such that Campbell must make some creative modifications to the stair, the unit, or both to do the work. Because this is such an unusual situation the quote is nearly \$5,000.

Facilities Manager Jim Reed will be on hand at the meeting to answer any questions you may have about the project.

I request your authorization to undertake the heat exchanger repairs using monies from the Capital Asset Replacement Fund.





YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-12

February 26, 2020

RESOLUTION TO AUTHORIZE THE USE OF CAPITAL ASSET REPLACEMENT  
FUND MONIES FOR MICHIGAN AVENUE HEAT EXCHANGER REPLACEMENT

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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 heat exchanger on a rooftop HVAC unit at Michigan Avenue has failed, and

Whereas, YDL has an HVAC maintenance contract with Campbell, Inc., but the heat exchanger is not included, and access to the unit to perform the repair has been compromised, and

Whereas, Campbell, Inc. has provided a time and materials cost estimate to work around the obstructions to replace the heat exchanger, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage Campbell, Inc. to perform the necessary work to replace the heat exchanger.

BE IT FURTHER RESOLVED that

An amount not to exceed \$5,500 from the Capital Asset Replacement Fund shall be allocated for this project.

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

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

YES:        NO:        ABSENT:        VOTE:



Phone: (419) 476-4444 Fax: (419) 476-9352

## WORK AUTHORIZATION AGREEMENT

<b>Customer:</b> <u>Ypsilanti District Library</u>	<b>Project Name:</b> <u>Trane RTU Heat Exchanger</u>
<b>Site Contact:</b> <u>Jim Reed</u>	<b>Contact:</b> <u>Lisa Hoenig</u>
<b>Project</b>	<b>Invoice</b>
<b>Address:</b> <u>229 W Michigan Ave</u>	<b>Address:</b> <u>229 W Michigan Ave</u>
<b>City:</b> <u>Ypsilanti</u>	<b>City:</b> <u>Ypsilanti</u>
<b>State/Zip:</b> <u>MI 48197</u>	<b>State/Zip:</b> <u>MI 48197</u>
<b>Phone #:</b> <u>(734) 482-4110</u>	<b>Email:</b> <u>lisa@ypsilibrary.org</u>

The undersigned CUSTOMER, hereby authorized and directs CONTRACTOR, to perform the following work:

**Proposal#** PP11544

Subject: The Trane RTU has a failed heat exchanger that requires replacement. Stairwell does not allow for typical repair due to clearance issues. Below is a T&M estimate to replace Heat X

Per your request I have prepared this proposal  
Campbell, Inc. will provide all labor and material to complete the scope of work listed below.

Scope of work:

- Remove and replace heat exchanger, modify stairs and or unit to allow repair to take place
- Start and test, verify proper operation

Approximate price based on Time and Material: \$4,919

The total agreement price for this work to be: \_\_\_\_\_  
 Approximate price based on Time and Material: \_\_\_\_\_

**Exclusions:** overtime work, natural gas service, repair or additional work not included in this scope.

**We reserve the right to withdraw this proposal if not accepted within 30 days.**

**TERMS:** 50% at signing and 50% on completion with invoices due and payable within 10 days of receipt.  
Additional terms and conditions on the second page.

**CONTRACTOR:**  
Campbell, Inc.

**CUSTOMER:**

Scott A. Hurst                      2/7/2020  
 \_\_\_\_\_  
 Scott A. Hurst                      (DATE)

(SIGNATURE) \_\_\_\_\_  
 \_\_\_\_\_  
 (PRINT NAME)                      (DATE)



## TERMS & CONDITIONS

1. Customer shall permit contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during contractor's normal working hours.
2. Contractor warrants that the workmanship hereunder shall be free from defects for ninety (90) days from date of installation. If any replacement part or item or equipment proves defective, Contractor will extend Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates then in effect.
3. Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
5. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
6. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
7. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, or loss expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
10. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's hazard Communication Standard Regulations.
11. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility of third parties, arising out of or in connection with the Contractor's work under this agreement.
12. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes or material are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
13. UNDER NO CIRCUMSTANCE, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATION OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.