



YPSILANTI  
DISTRICT  
LIBRARY

# Board of Trustees



Wednesday  
January 27, 2021  
6:30pm  
YDL-Virtual



# Ypsilanti District Library

YDL Board Meeting, January 27, 2021 6:30 pm, YDL – Virtual Meeting

## AGENDA

AGENDA ITEM	Information	Discussion	Action
<b>Call to Order</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*Roll Call</b> Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
<b>Approval of the Agenda</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Comment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Introduction of new staff</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Annual Meeting</b>			
A. Election of Officers: President, Vice-President, Secretary, Treasurer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of 2021 Board Meeting Dates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Committee Appointments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from December 9, 2020 Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. November & December 2020 Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Quarterly Fund Balance Projection	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Reports</b>			
A. Fundraising Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Director's Report</b>			
A. Monthly Report	<input checked="" type="checkbox"/>		
B. Quarterly Reports	<input checked="" type="checkbox"/>		
C. Dashboards	<input checked="" type="checkbox"/>		
D. Departmental Reports	<input checked="" type="checkbox"/>		
<b>Old Business</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>New Business</b>			
A. Resolution to designate fund balance for Superior building project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Consideration of a proposal for Water Infiltration Investigation Consulting for 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/18/21  
**Re:** Election of Officers

The Board's Bylaws state that a President, Vice-President, Secretary and Treasurer shall be elected for a term of one year at the annual meeting. According to the Bylaws, no officer shall serve more than two consecutive terms in the same office. President Jean Winborn, Vice President Kristy Cooper, Treasurer Theresa Maddix and Secretary Bethany Kennedy have each held office for one year.

My email inquiry regarding officer elections and committee assignments yielded only a few responses, but those suggested sticking with the status quo. Additional nominations are welcome at the meeting.

Article V of the Bylaws describe the duties of the officers as follows:

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

**Section 2:** In the absence of the President, the Vice President shall perform the duties of the President. In the case of the resignation, removal, disability, or death of the President, the Vice President shall assume the office for the unexpired term.

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

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

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/18/21  
**Re:** Board meeting schedule for 2021

Attached for your review is a draft schedule of Board meetings for 2021. It follows the current practice of holding meetings at 6:30 on the fourth Wednesday of each month, with two exceptions.

- I hope to attend an event and be out of town April, though it may not happen. I have proposed the fifth Wednesday in April; if that doesn't work, a good alternative date would be the third Wednesday.
- The fourth Wednesday of November is the day before Thanksgiving, and YDL will close at 5:00 that day. I have proposed the third Wednesday, but this is rather early for drafting our year-end budget amendment accurately, so another alternative would be Tuesday, November 23<sup>rd</sup>.

Meetings must be held virtually at least until our buildings are open without capacity restrictions. Currently, virtual meetings have been authorized by the state through 3/31/21.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-1

January 27, 2021

RESOLUTION TO ESTABLISH A SCHEDULE  
OF LIBRARY BOARD MEETINGS FOR 2021

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached draft 2021 Board meeting schedule as revised through discussion be adopted.

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

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

YES:      NO:      ABSENT:      VOTE:

## Board Meetings 2021 – DRAFT

Fourth Wednesday of the month with exceptions as noted. No meeting in December.

Date	Day	Time	Notes
1/27/21	Wednesday	6:30 p.m.	Annual meeting
2/24/21	Wednesday	6:30 p.m.	
3/24/21	Wednesday	6:30 p.m.	
4/28/21	Wednesday	6:30 p.m.	Fifth Wednesday; ALTERNATE: Wednesday, 4/14
5/26/21	Wednesday	6:30 p.m.	
6/23/21	Wednesday	6:30 p.m.	
7/28/21	Wednesday	6:30 p.m.	
8/25/21	Wednesday	6:30 p.m.	
9/22/21	Wednesday	6:30 p.m.	
10/27/21	Wednesday	6:30 p.m.	Third Wednesday; ALTERNATE: Tuesday, 11/23
11/17/21	Wednesday	6:30 p.m.	

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/18/21  
**Re:** Committee appointments by President

The Board's Bylaws state that the Board shall have four standing committees whose members are appointed by the President at the Annual Meeting: Personnel, Policy, Finance and Facilities. According to the Bylaws the Finance Committee is chaired by the Treasurer.

The Bylaws also provide that special committees may be appointed at the discretion of the Board President. I would like to retain the Fundraising and Superior Planning committees.

Should the slate of officers remain the same, I drafted a potential Committee Roster, unchanged in Board membership, attached. (There have been some external changes to the Fundraising Committee.)

Article III of the Bylaws, Committees, was revised in 2016 to include the following section, so a Friends liaison should also be appointed at this time:

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

Brian Steimel is currently appointed to this role.

# YPSILANTI DISTRICT LIBRARY

## 2021 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

Ann Blakeslee, EMU Rep., Co-Chair  
Kay Williams, Trustee, Co-Chair  
Christina McMullen, Camp.Coord.  
Bethany Kennedy, Secretary  
Theresa Maddix, Treasurer  
Lisa Hoenig, Library Director  
Julianne Smith, Assistant Director  
Mary Garboden, Head, Outreach  
Patty Gensemer Stein, FOL Rep.  
Ken Schwartz, Superior Supervisor  
Lynette Findley, Superior Clerk  
Brenda McKinney, Superior Treas.  
Michelle Deatruck, Community Rep.  
Kerri Pepperman, Community Rep.  
David Rutledge, Community Rep.  
Jean Winborn – Ex-Officio

### 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



# **Minutes of Previous Meeting**

Ypsilanti District Library  
Board of Trustees – Virtual Meeting  
Minutes, December 9, 2020 (Unapproved)

**CALL TO ORDER**

President Jean Winborn called the Special Meeting to order at 6:31 p.m.

**Attendance**

Trustees Present: Kay Williams (Washtenaw County, Superior Township, Michigan), Theresa M. Maddix (Washtenaw County, Ypsilanti, Michigan), Bethany Kennedy (Washtenaw County, Ypsilanti Township, Michigan), Kristy Cooper (6:33 p.m.) Washtenaw County, Ypsilanti, Michigan) Jean Winborn (Washtenaw County, Superior Township, Michigan) Patricia Horne McGee (Washtenaw County, Ypsilanti, Michigan) and Brian Steimel (Washtenaw County, Ypsilanti Township, Michigan)

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

**APPROVAL OF THE AGENDA**

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

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

**PUBLIC COMMENT**

NONE

**CONSENT AGENDA**

Trustee Williams moved to approve the consent agenda (November 18, 2020 Virtual Budget Hearing and Regular Virtual Meeting minutes) Trustee McGee supported this motion.

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

**NEW BUSINESS**

- A. Award of contract for Whittaker lighting controls system

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-39

December 9, 2020

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

Ypsilanti District Library  
Board of Trustees –Virtual Meeting  
Minutes, December 9, 2020 (Unapproved)

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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 Board contracted with Strategic Energy Solutions to identify and specify replacement system requirements and provide construction administration services, and

Whereas, a Request for Proposal for Lighting Control System Replacement was issued on October 13, 2020, and two bids were received, and

Whereas, after review of the proposals, the Library Director, Facilities Manager, and Strategic Energy Solutions engineer recommend awarding the contract to the low bidder, Siemens Industry, Inc. Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The contract to replace the Whittaker lighting controls system is awarded to Siemens Industry, Inc. for an amount not to exceed \$68,000, using monies from the Capital Asset Replacement Fund.

OFFERED BY: Theresa M. Maddix

SUPPORTED BY: Kay Williams

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

**Adjournment to closed session**

Trustee Williams moved to adjourn to closed session to discuss Library Director's Annual Evaluation at 6:53 p.m. Trustee McGee supported this motion.

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

**Regular meeting reconvened**

Trustee Williams moved to return to open session at 7:25p.m. Trustee McGee seconded this motion.

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

Ypsilanti District Library  
Board of Trustees –Virtual Meeting  
Minutes, December 9, 2020 (Unapproved)

**OLD BUSINESS**

- A. Closed session for Library Director's annual evaluation

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-40

December 9, 2020

As discussed in closed session, I move to grant the Library Director a 2% raise effective December 1, 2020 for the 2021 Fiscal Year.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Patricia Horne McGee

YES: 7 NO: 0 ABSENT: 1 VOTE: 7-0

**Adjournment**

Trustee Williams moved to adjourn at 7:30 p.m. Trustee McGee seconded this motion.

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

Nays: None

Motion passed.

# Financial Report



# Check Register Report

Date: 01/21/2021

Time: 9:39 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>								
72718	11/04/2020	Printed			0000000025	AFLAC	Payroll #23 & #24	163.48
72719	11/04/2020	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Smith renewal 8/31/2021	373.00
72720	11/04/2020	Printed			BENCH	BENCHMARK DESIGN STUDIO	Superior curside banner	189.00
72721	11/04/2020	Printed			BOD	BODMAN PLC	August 2020 services	2,420.00
72722	11/04/2020	Printed			BCAME	BROWN CHAPEL AME CHURCH	"Unconquered Souls" - 8 copies	80.00
72723	11/04/2020	Printed			CDW	CDW GOVERNMENT, INC.	4-cell battery	138.33
72724	11/04/2020	Printed			0000000567	CENTER POINT PUBLISHING	jane austen society	93.48
72725	11/04/2020	Printed			CONSTELL	CONSTELLATION NEWENERGY-	september 2020 service	1,408.37
72726	11/04/2020	Printed			DTE ENERGY	DTE ENERGY	whit 9/24-10/22/2020 service	7,315.15
72727	11/04/2020	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	2 of 2 Nov/Dec 2020 Zumba	180.00
72728	11/04/2020	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	1 of 2 Nov/Dec Zumba	180.00
72729	11/04/2020	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Whit 9/24-10/23/2020 coverage	255.08
72730	11/04/2020	Printed			MEF	MEDIA EDUCATION FOUNDATION	Mean World Syndrome	50.00
72731	11/04/2020	Printed			AFSCME	MICHIGAN AFSCME	deducted 10/01/2020	626.25
72732	11/04/2020	Printed			0000000125	MICHIGAN EDUCATION DIRECTORY	2021 edition	29.95
72733	11/04/2020	Printed			MSUL	MICHIGAN STATE UNIVERSITY	lost ILL	150.00
72734	11/04/2020	Printed			MIDWESTTAP	MIDWEST TAPE	99481195/99481198/99481199	2,413.72
72735	11/04/2020	Printed			OV	OVERDRIVE, INC.	16 titles	1,967.76
72736	11/04/2020	Printed			PP	PROGRESSIVE PRINTING	#10 YDL envelopes - 5,000	697.00
72737	11/04/2020	Printed			QM	Q+M	Loop fall 2020 design	3,500.00
72738	11/04/2020	Printed			RHPL	ROCHESTER HILLS PUBLIC LIBRARY	lost-ILL Whatever happen to Ja	12.99
72739	11/04/2020	Printed			RE	ROCKET ENTERPRISE INC.	3 USA/2 state	329.40
72740	11/04/2020	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	state and metro area data 2020	136.86
72741	11/04/2020	Printed			0000000379	SALINE DISTRICT LIBRARY	lost ILL-Billie the Bee	14.99
72742	11/04/2020	Printed			WCROD	WASHTENAW COUNTY	8/20/2020 chargeback	86.97
72743	11/16/2020	Printed			BAA	BANK OF ANN ARBOR	closing 10/30/2020 #5384	476.37
72744	11/16/2020	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	October 2020 grounds	81.68
72745	11/16/2020	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	October 2020 fuel/elec	103.54
72746	11/16/2020	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 11/30/2020	3,584.47
72747	11/16/2020	Printed			DTE ENERGY	DTE ENERGY	whit October 2020 street light	43.27
72748	11/16/2020	Printed			DTE ENERGY	DTE ENERGY	MA 9/30-10/29/20 elec	1,389.09
72749	11/16/2020	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 11/13/2020	89.53
72750	11/16/2020	Printed			STAPAD	STAPLES ADVANTAGE	statement 10/25/2020	196.00
72751	11/16/2020	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	9/15-10/15/2020 service	8.07
72752	11/16/2020	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA November 2020 service	483.13
72753	11/16/2020	Printed			0000000021	Y C U A	MA 9/21-10/20/20 service	709.69
72754	11/20/2020	Printed			AES	ALLIED EAGLE SUPPLY CO	multifold towels	245.98
72755	11/20/2020	Printed			LOR	BAKER & TAYLOR	statement 10/31/2020	442.83
72756	11/20/2020	Printed			BAKL	BAKER & TAYLOR #4407662	statement 10/31/2020	281.71
72757	11/20/2020	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 10/31/2020	19.12
72758	11/20/2020	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 10/31/2020	353.65
72759	11/20/2020	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 10/31/2020	277.21
72760	11/20/2020	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 10/31/2020	1,046.81
72761	11/20/2020	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 10/31/2020	496.35
72762	11/20/2020	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 10/31/2020	14.30
72763	11/20/2020	Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 10/31/2020	123.57
72764	11/20/2020	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 10/31/2020	170.55

# Check Register Report

Date: 01/21/2021

Time: 9:39 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>								
72765	11/20/2020	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 10/31/2020	6,542.13
72766	11/20/2020	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 10/31/2020	1,684.48
72767	11/20/2020	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 10/31/2020	8,603.21
72768	11/20/2020	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 10/31/2020	663.86
72769	11/20/2020	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 10/31/2020	310.97
72770	11/20/2020	Printed			BAA	BANK OF ANN ARBOR	closing 10/30/20 #9394	1,580.18
72771	11/20/2020	Printed			BAA	BANK OF ANN ARBOR	closing 10/30/20 #5906	153.15
72772	11/20/2020	Printed			BASIC	BASIC	november 2020 fee	59.25
72773	11/20/2020	Printed			BA	BLACKSTONE PUBLISHING	silent bite	26.94
72774	11/20/2020	Printed			BCN	BLUE CARE NETWORK OF MI	December 2020 coverage	40,798.18
72775	11/20/2020	Printed			BOD	BODMAN PLC	September 2020 services	730.00
72776	11/20/2020	Printed			BROWNINDUB	BROWN INDUSTRIES	years of service pins	233.29
72777	11/20/2020	Printed			BSB	BSB COMMUNICATIONS INC.	11/5/2020 service	1,302.50
72778	11/20/2020	Printed			JCARY	JAMES CAREY	10/2-11/6/2020 services	1,000.00
72779	11/20/2020	Printed			CDW	CDW GOVERNMENT, INC.	kingston Q500 SSD 250GB sata	155.75
72780	11/20/2020	Printed			0000000567	CENTER POINT PUBLISHING	noel street	93.48
72781	11/20/2020	Printed			CLHI	CLARK HILL	october 2020 services	98.00
72782	11/20/2020	Printed			CONSTELL	CONSTELLATION	Whit/MA October 2020 fuel	2,000.27
						NEWENERGY-		
72783	11/20/2020	Printed			0000000039	DEMCO, INC.	"NEW" color coded paper	73.40
72784	11/20/2020	Printed			ECOP	ECO PAINTING LLC	Mich Ave fall 2020	9,700.00
72785	11/20/2020	Printed			EP	EXCITING PRODUCTIONS	PKE Holiday concert editing	50.00
72786	11/20/2020	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH	9/18-10/25/2020 services	126.00
						H,PC		
72787	11/20/2020	Printed			IPS	INSIGHT PUBLIC SECTOR, INC	server cabinet	1,968.15
72788	11/20/2020	Printed			MNL	MADISON NATIONAL LIFE INS	december 2020	1,198.11
						CO		
72789	11/20/2020	Printed			AFSCME	MICHIGAN AFSCME	deducted 11/12/2020	626.25
72790	11/20/2020	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/20-7/1/2021 policy	1,709.00
72791	11/20/2020	Printed			MWP	MICHIGAN WEB PRESS	Loop Nov-Dec 2020	2,202.25
72792	11/20/2020	Printed			MCLS	MIDWEST COLLABORATIVE	TALK project	10,000.00
						FOR		
72793	11/20/2020	Printed			MIDWESTTAM	MIDWEST TAPE	99570362/99570364/99570366	1,015.07
72794	11/20/2020	Printed			MIDWESTTAM	MIDWEST TAPE	hoopla ending 10/31/2020	9,540.51
72795	11/20/2020	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	November 2020 services	128.00
72796	11/20/2020	Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit windows	34,950.92
72797	11/20/2020	Printed			OCLC	OCLC INC.	11/1-11/30/2020 billing	469.22
72798	11/20/2020	Printed			OV	OVERDRIVE, INC.	22 items	3,832.75
72799	11/20/2020	Printed			QUAD	QUADIENT LEASING USA, INC.	9/5/20-12/4/20 lease mail mach	237.00
72800	11/20/2020	Printed			KASO	KATE SOOD	6/18/20-Tidying up program	80.00
72801	11/20/2020	Printed			SPRIG	SPRINGSHARE LLC	12/20-11/2021 license	883.00
72803	11/20/2020	Printed			AMAZ	SYNCB AMAZON	10/10/2020 statement	2,661.34
72804	11/20/2020	Printed			THYSENKRUPP	THYSENKRUPP ELEVATOR	whit 11/1/20-1/31/2021	1,254.86
72805	11/20/2020	Printed			UMSI	UNIQUE MANAGEMENT	november curbside	67.50
						SERVICES,		
72806	11/20/2020	Printed			VERIZON	VERIZON WIRELESS	10/10-11/09/20 service	345.57
72807	11/20/2020	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 10/31/2020	31.08

Total Checks: 89

Checks Total (excluding void checks):

182,634.32

Total Payments: 89

Bank Total (excluding void checks):

182,634.32

# Check Register Report

Date: 01/21/2021

Time: 9:39 am

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Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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## FIFTH THIRD BANK Checks

1005	11/05/2020	Printed			BOD	BODMAN PLC	super-8/2020 constru matters	1,710.00
1006	11/05/2020	Printed			ONE	O'NEAL CONSTRUCTION, INC.	Superior pre-construction	972.95

**Total Checks: 2**

**Checks Total (excluding void checks): 2,682.95**

**Total Payments: 2**

**Bank Total (excluding void checks): 2,682.95**

**Total Payments: 91**

**Grand Total (excluding void checks): 185,317.27**

# Check Register Report

Date: 01/21/2021

Time: 9:41 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
72808	12/02/2020	CPrinted			51155	MIDWEST PROPERTY MAINTENANCE	MA 11/11/20 cleaning	4,215.00
72809	12/02/2020	CPrinted			PCI	PHOENIX CONTRACTORS, INC	Cust Serv desk removal 11/9/20	3,880.00
72810	12/11/2020	Printed			0000000025	AFLAC	due 11/13/2020	163.48
72811	12/11/2020	Printed			AK	AK LAWN CARE	whit #1 snow removal	3,530.00
72812	12/11/2020	Printed			AES	ALLIED EAGLE SUPPLY CO	sanitizer/megawypes	370.21
72813	12/11/2020	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	whit-2nd fl. women's rm	520.00
72814	12/11/2020	Printed			LOR	BAKER & TAYLOR	statement 11/30/2020	593.80
72815	12/11/2020	Printed			BAKL	BAKER & TAYLOR #4407662	statement 11/30/2020	19.37
72816	12/11/2020	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 11/30/2020	569.58
72817	12/11/2020	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 11/30/2020	47.82
72818	12/11/2020	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 11/30/2020	173.85
72819	12/11/2020	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 11/30/2020	24.14
72820	12/11/2020	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 11/30/2020	123.14
72821	12/11/2020	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 11/30/2020	4.74
72822	12/11/2020	Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 11/30/2020	357.24
72823	12/11/2020	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 11/30/2020	5,795.37
72824	12/11/2020	Printed			0000573097	BAKER & TAYLOR, INC. 573097	STATEMENT 11/30/2020	12,797.48
72825	12/11/2020	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 11/30/2020	2,083.04
72826	12/11/2020	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 11/30/2020	9,469.49
72827	12/11/2020	Printed			BAA	BANK OF ANN ARBOR	closing 11/30/20 #9394	2,431.02
72829	12/11/2020	Printed			BA	BLACKSTONE PUBLISHING	invisible life	580.65
72830	12/11/2020	Printed			CAMPINC	CAMPBELL, INC	whit-50% deposit bi-polar syst	36,422.00
72831	12/11/2020	Printed			CDW	CDW GOVERNMENT, INC.	mounting kit	28.68
72832	12/11/2020	Printed			CAAL	CRANBROOK ACADEMY OF	lost-ILL Secrets	110.00
72833	12/11/2020	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	december 2020 coverage	3,013.10
72834	12/11/2020	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	outreach due 12/14/20	238.66
72835	12/11/2020	Printed			DTE ENERGY	DTE ENERGY	whit 10/23-11/23/20 service	7,045.02
72836	12/11/2020	Printed			DTE ENERGY	DTE ENERGY	whit street light 11/2020 serv	43.61
72837	12/11/2020	Printed			DTE ENERGY	DTE ENERGY	ma 10/30-12/1/2020 service	1,340.24
72838	12/11/2020	Printed			GORDON	GORDON FOOD SERVICE, INC	MA supplies	63.30
72839	12/11/2020	Printed			HCDL	HOWELL CARNEGIE	lost ILL-Frances	20.00
72840	12/11/2020	Printed			IPS	INSIGHT PUBLIC SECTOR, INC	2-Dell Poweredge Server Intel	22,379.79
72841	12/11/2020	Printed			JOCO	JOHNSON CONTROLS	Whit-replace end of life 4010	15,177.00
72842	12/11/2020	Printed			MAAA	MID-AMERICA ARTS ALLIANCE	For All The World 9/1-10/20/20	1,000.00
72843	12/11/2020	Printed			MIDWESTTAP	MIDWEST TAPE	99667704/99667707/99679166	3,124.77
72844	12/11/2020	Printed			MIDWESTTAP	MIDWEST TAPE	hoopla month ending 11/30/20	9,092.12
72845	12/11/2020	Printed			NGS	NATIONAL GENEALOGICAL SOCIETY	11/26/20-11/25/21 membership	70.00
72846	12/11/2020	Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit windows	22,917.96
72847	12/11/2020	Printed			OV	OVERDRIVE, INC.	closing 11/30/2020	21,091.15
72848	12/11/2020	Printed			PCC	POPULIST CLEANING CO.	MA mini blinds 10/2020	920.00
72849	12/11/2020	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	chases calendar of events	180.57
72850	12/11/2020	Printed			SD	SIRSIDYNIX	data services	900.00
72851	12/11/2020	Printed			STAPAD	STAPLES ADVANTAGE	statement 11/25/2020	1,723.44
72852	12/11/2020	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	MA winterization 2020	80.00
72853	12/11/2020	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	10/16-11/16/2020 service	8.07
72855	12/11/2020	Printed			AMAZ	SYNCB AMAZON	statement 11/10/2020	887.04
72856	12/11/2020	Printed			TCI	TERRACON CONSULTANTS, INC.	Whit windows 9/27-11/14/20	4,150.00
72857	12/11/2020	Printed			U	ULINE	ID tag loops	16.50
72858	12/11/2020	Printed			0000000021	Y C U A	MA 10/20-11/20/20 service	783.74
72859	12/15/2020	CPrinted			KAREY	KAMRON REYNOLDS	fall comic programs 2020	400.00
72860	12/18/2020	CPrinted			ALER	ALERUS FINANCIAL	Oct 2020 YDL contribu	41,910.21

# Check Register Report

Ypsilanti District Library

BANK: ANN ARBOR

Date: 01/21/2021

Time: 9:41 am

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Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
72861	12/18/2020	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Krahnke renewal 1/31/2021	260.00
72862	12/18/2020	Printed			0000573063	BAKER & TAYLOR, INC.	573063TS360 sub fee 1/1-12/31/2021	2,633.00
72863	12/18/2020	Printed			BAA	BANK OF ANN ARBOR	closing 11/30/20 #5906	3,857.78
72864	12/18/2020	Printed			BASIC	BASIC	december 2020 admin fee	59.25
72865	12/18/2020	Printed			BENCH	BENCHMARK DESIGN STUDIO	25.5 x 18" clear acrylic	25.00
72866	12/18/2020	Printed			BCN	BLUE CARE NETWORK OF MI	January 2021 coverage	42,189.37
72867	12/18/2020	Printed			A15	BP PRODUCTS OF NORTH AMERICA	11/6-12/5/2020 billing	50.83
72868	12/18/2020	Printed			CAMPINC	CAMPBELL, INC	whit 12/1/20-2/28/21 maintenanc	13,867.25
72869	12/18/2020	Printed			JCARY	JAMES CAREY	11/2020 services	340.00
72870	12/18/2020	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Nov 2020 fuel/eles	218.14
72871	12/18/2020	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 12/30/2020	1,610.42
72872	12/18/2020	Printed			CLHI	CLARK HILL	Nov 2020 services	122.50
72873	12/18/2020	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	january 2021 coverage	2,940.37
72874	12/18/2020	Printed			0000000039	DEMCO, INC.	'NEW' labels	64.11
72875	12/18/2020	Printed			DDL	DEXTER DISTRICT LIBRARY	Wash Rd-"All American Boys"	319.50
72876	12/18/2020	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 12/13/20	2,491.08
72877	12/18/2020	Printed			JOS	JO-ANN STORES, LLC	Creat Enter Sub 1/21-12/2021	2,465.00
72878	12/18/2020	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	1 of 2 payments	180.00
72879	12/18/2020	Printed			MNL	MADISON NATIONAL LIFE INS CO	january 2021 coverage	1,172.27
72880	12/18/2020	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Whit 10/24-11/23/2020 billing	400.30
72881	12/18/2020	Printed			AFSCME	MICHIGAN AFSCME	deducted 12/10/2020	626.25
72882	12/18/2020	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Cichewicz renewal 1/31/2022	85.00
72883	12/18/2020	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Dec 2020 service	128.00
72884	12/18/2020	Printed			OCLC	OCLC INC.	12/1-12/31/2020 billing	469.22
72885	12/18/2020	Printed			PBC	PATRICIA BERRY CONSULTING	10 1 hour sessions 2021	1,920.00
72886	12/18/2020	Printed			PATR	PATRON ACCOUNT	return-MI Divorce book	34.45
72887	12/18/2020	Printed			PP	PROGRESSIVE PRINTING	1,000 app bookmarks	149.00
72888	12/18/2020	Printed			QM	Q+M	winter 2020 Jan/Feb LOOP	1,500.00
72889	12/18/2020	Printed			SD	SIRSIDYNIX	12/1/2020-11/30/2021period	59,087.61
72890	12/18/2020	Printed			AMAZ	SYNCB AMAZON	statement 12/10/20	1,409.27
72891	12/18/2020	Printed			STGI	SYSTEMS TECHNOLOGY GROUP, INC.	READ sub 1/1-12/31/2021	1,995.00
72892	12/18/2020	Printed			TDSM	TDS	11/22-12/21/2020 service	1,224.27
72893	12/18/2020	Printed			0000000316	U S POSTMASTER	Loop jan/feb 2021 Permit #658	3,200.00
72894	12/18/2020	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	Dec 2020 services	90.00
72895	12/18/2020	Printed			0000000030	VISION SERVICE PLAN - MI	december 2020 coverage	780.60
72896	12/18/2020	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA 12/2020 service	482.65
72897	12/18/2020	Printed			YPSILIB	YPSILANTI DISTRICT LIBRARY	Petty Cash 2020	7.35
<b>Total Checks: 88</b>					<b>Checks Total (excluding void checks):</b>			<b>391,341.23</b>
<b>Total Payments: 88</b>					<b>Bank Total (excluding void checks):</b>			<b>391,341.23</b>



# Check Register Report

Date: 01/21/2021

Time: 9:41 am

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Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>FIFTH THIRD BANK Checks</b>								
1007	12/03/2020	C	Printed		BOD	BODMAN PLC	Sept 2020 Superior services	312.50
1008	12/03/2020	C	Printed		ONE	O'NEAL CONSTRUCTION, INC.	ending date 10/31/2020	142,355.04
1009	12/03/2020	C	Printed		WCROD	WASHTENAW COUNTY	Superior engineering fees	373.75
1010	12/16/2020	C	Printed		0000000130	WASHTENAW COUNTY	Superior-Engineering Fee	201.25
						TREASURER		
1011	12/16/2020	C	Printed		0000000021	Y C U A	Superior-twp plan review fee	190.00

**Total Checks: 5**

**Checks Total (excluding void checks): 143,432.54**

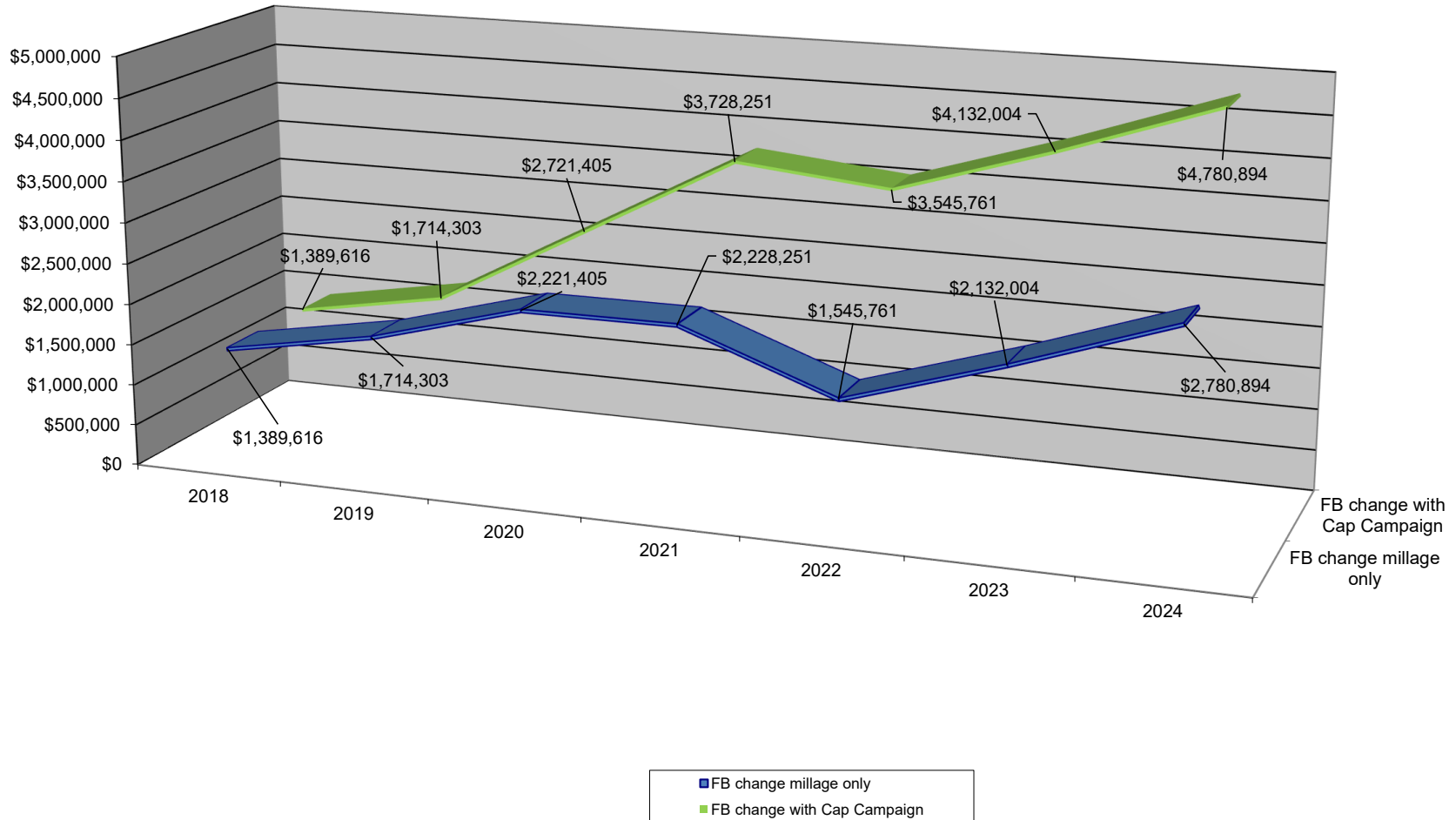
**Total Payments: 5**

**Bank Total (excluding void checks): 143,432.54**

**Total Payments: 93**

**Grand Total (excluding void checks): 534,773.77**

# Fund Balance Effect Superior Construction as of Nov 30, 2020



**Ypsilanti District Library Projection**  
**As of November 30, 2020**

		<b>Actual 2018</b>	<b>Actual 2019</b>	<b>Actual 2020</b>	<b>Budget 2021</b>	<b>Projected 2022</b>	<b>Projected 2023</b>	<b>Projected 2024</b>
<b>Revenues</b>								
	Tax Levy	3,441,986	5,047,060	5,290,728	5,463,154	5,415,289	5,469,992	5,608,117
	Penal Fines	116,084	111,395	84,478	97,500	120,000	120,000	120,000
	State Aid	60,847	66,506	66,428	71,356	50,000	50,000	50,000
	Book Fines	67,077	60,633	22,485	16,250	-	-	-
	Investment Earnings	20,935	31,077	18,651	15,000	15,065	15,131	15,230
	Miscellaneous	213,787	179,312	84,702	57,073	34,550	34,550	34,550
	<b>Total Revenue</b>	<b>3,920,716</b>	<b>5,495,983</b>	<b>5,567,473</b>	<b>5,720,333</b>	<b>5,634,904</b>	<b>5,689,673</b>	<b>5,827,897</b>
<b>Expenditures</b>								
	Personnel	2,628,722	2,697,009	2,669,463	2,825,134	2,914,245	3,024,233	3,115,346
	Contractual Services and Books	465,159	478,245	407,840	517,925	525,694	533,579	541,583
	Operating Costs	846,939	804,657	806,346	885,228	906,838	924,326	942,202
	Capital Outlay	7,997	41,385	26,722	75,200	76,328	77,473	78,635
	<b>Total Expenditures</b>	<b>3,948,817</b>	<b>4,021,296</b>	<b>3,910,371</b>	<b>4,303,487</b>	<b>4,423,105</b>	<b>4,559,612</b>	<b>4,677,766</b>
<b>Net Change in Fund Balance</b>		<b>(\$28,101)</b>	<b>\$1,474,687</b>	<b>\$1,657,102</b>	<b>\$1,416,846</b>	<b>\$1,211,799</b>	<b>\$1,130,061</b>	<b>\$1,150,131</b>
<b>Additional Expenditures</b>								
	Capital Costs			-	1,500,000	2,700,000		
	Other Operating Costs				150,000	650,000	90,700	92,061
	Salaries & Wage increases			-	-	294,289	303,118	309,180
	total additional			-	1,650,000	3,644,289	393,818	401,241
<b>Transfer of Surplus to Capital Asset Superior</b>			-\$1,150,000	-\$1,150,000	-\$1,150,000	-\$1,150,000	-\$400,000	
	Transfer to Capital Asset-Windows				-\$260,000	-\$100,000	-\$100,000	-\$100,000
<b>Fund Balance Beginning of the Year</b>			<b>\$1,389,616</b>	<b>\$1,714,303</b>	<b>\$2,221,405</b>	<b>\$2,228,251</b>	<b>\$1,545,761</b>	<b>\$2,132,004</b>
	Funds from Capital Improvement				\$1,650,000	\$3,000,000	\$350,000	
	Funds assigned from surplus to other							
<b>Fund Balance End of the Year</b>		<b>\$1,389,616</b>	<b>\$1,714,303</b>	<b>\$2,221,405</b>	<b>\$2,228,251</b>	<b>\$1,545,761</b>	<b>\$2,132,004</b>	<b>\$2,780,894</b>
	Funds from Capital Campaign			\$500,000	\$1,000,000	\$500,000		
	With Capital Campaign	\$ 1,389,616	\$1,714,303	\$2,721,405	\$3,728,251	\$3,545,761	\$4,132,004	\$4,780,894

## Significant Assumptions for Superior projections and FB effect Revised August 2020

and maintained through November 2020:

- Projections utilize actual historical data through 11/30/2020 and approved budget 2021
- All current millage amounts remain in effect throughout the projection period
- Recent events will have a negative effect on property values in the district through 2023
  - HEADLEE is NOT expected to occur until 2023
  - Property values will not increase at recent growth levels
- Original Construction costs (per 2018 version titled “architects timeline”) have been increased
  - Prior version \$3,500,000 (Construction Costs)
  - Recent version \$4,300,000 updated by Lisa
- Recent Estimate of Collection and Technology and Architects fees Schedule \$900,000
- Some Funds still to spend in 2019-2020; 2020-2021 begin in earnest
  - April 2021 Break Ground – Summer 2022 opening
    - Majority of construction costs expended throughout this period
  - December 1, 2021 Hire and train additional staff for new building and outreach
    - Superior Branch
      - Manager
      - 2FT Librarians
      - 2PT Librarians
      - 2PT Para Pros
      - 1FT Clerk
      - 3PT Clerks
    - Other Related Staff
      - PT Security
      - PT Facilities
      - 1FT Outreach Librarian
      - 1PT Outreach Librarian
      - 1FT Para pro driver
      - 2PT Para Pro Driver
      - 1PT Para Pro
  - Collection and Tech Fees to begin December 1, 2021 for summer 2022 Opening
- Assumptions about Fund Balance
  - As of 11/30/20 Board has committed \$2,230,000 of FB to Project
  - As of 11/30/20 The Cap Asset replacement FB was \$2,874,725
  - At 11/30/20 The unassigned general Fund FB per the Audit was \$1,816,369
  - The board has committed \$217,500 of Cap Asset for the WH Window Project Phase 1 in 2020
  - Remainder of Window project (\$260,000 budgeted for 2020/2021-to be assigned from surplus)
  - Take out Fines, Guest pass café rent beginning in 2020-2021
  - Penal Fines reduced for this year and somewhat reduced for next

# Communications



# Ypsilanti

## Ypsilanti District Library launches its first podcast, focusing on local history

SARAH RIGG | WEDNESDAY, DECEMBER 02, 2020



Ann Arbor District Library

A 1961 photo from the Ann Arbor News shows a protest outside the Urban Renewal office in Ypsilanti. Historian Lee Azus discusses urban renewal in the city on the new episode of the "Ypsi Stories" podcast.

The Ypsilanti District Library (YDL) has launched a new podcast called "Ypsi Stories," which aims to spotlight lesser-known stories of Ypsilanti's past and provide a community resource.

The first episode, "Lucius Lyon and the Land Speculators," was released Nov. 4. New episodes will be released on the first Wednesday of each month, with supplemental material like photographs and maps provided with each podcast.

YDL librarian Shoshanna Wechter is serving as host, producer, and engineer for the project. She says the podcast is a natural extension of the local history programming the YDL has done for years. Wechter says she has organized a number of local history lectures and presentations by Ypsi historians, but those kinds of events aren't possible while the library branches are closed to in-person events.

She adds that she always felt sad that if patrons were unable to attend a lecture in person, they would just miss it, because the events weren't recorded. With the podcast, library staff can create an archive of material that can be visited at any time, and added to as relevant items are discovered.

"It can be fun and informative to tell in story form parts of our history that maybe they haven't known before," Wechter says. "Some of the histories people will be sharing on our podcast are histories you don't see written down in any books so far."

She adds that she also hopes the archive of podcasts can serve as a resource to students and teachers when students are learning about local history, in combination with the resources already available on the library's website, including the A.P. Marshall African American Oral History Archive.

"If 'Ypsi Stories' can be something that can add to what the library is already doing in terms of hosting historical information you don't find anywhere else, that'd be incredible," she says.

YDL chose Jerome Drummond, a YDL circulation clerk who is also a historian working on a book about Ypsilanti history, to guest on the first podcast about land speculation in the region that would become Ypsilanti. Wechter says that although land speculation might seem like a "dry" topic, it's closely related to the reality behind the American dream.

"We think of the United States as being founded on grand ideas, and a place like Ypsilanti was founded by people looking for a better life, but it was also settled by land speculators who were simply trying to make money. It's interesting to see that other side of history," she says.

Future episodes will feature other local historians, and Wechter hopes that some of the episodes can be built around themes like Pride Month or Women's History Month. She says she has podcast guests lined up through March and a tentative schedule of topics planned out through September 2021. Wechter says she's aiming for variety. While the first episode has an interview format, some episodes may be essays or audio presentations with multiple guests.

The second episode, released today, is entitled "Urban Renewal on Ypsilanti's Southside," presented by historian Lee Azus. Wechter says she was eager to have Azus participate in the podcast because he gave an in-person talk on a similar theme for YDL before the pandemic, which was one of the best-attended talks Wechter can remember.

Patrons may listen to the podcast on YDL's website, Google or Apple podcast apps, Spotify, or most other platforms that host podcasts. More information about "Ypsi Stories" can be found [here](#).

**Sarah Rigg is a freelance writer and editor in Ypsilanti Township and the project manager of On the Ground Ypsilanti. She 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 Ann Arbor District Library.**

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REGIONS

SECOND WAVE - MICHIGAN

CAPITAL GAINS - LANSING

CATALYST MIDLAND

CONCENTRATE - ANN ARBOR/YPSI

EPICENTER - MOUNT PLEASANT

ROUTE BAY CITY

SOUTHWEST MICHIGAN

UPPER PENINSULA

THE KEEL - PORT HURON

THE LAKESHORE



Sharman Spieser

16 hrs · 🌐



Jodi Krahne 🍷❤️🍷



Desirae Simmons

16 hrs · 🌐

Today I recorded an interview for the new Ypsi Stories podcast that the library is doing. I was talking with [Mariah Zeisberg](#) and [Beth Currans](#) about Love, Resilience, Action Ypsi. It was great to reflect back to that time in 2016/17 when a group of people who didn't all know each other very well, came together to do something. And to remember the reasons that we deviated from the Women's March as we did and the intentionality we tried to practice while learning. That experience really deepened my connection with Ypsi and made me not only want to be a part of the community, but to work on behalf of the community to achieve our dreams. Thanks to Shoshanna Ruth Wechter for launching this podcast and making a space for us to share.

And thanks to public libraries in general, and to the Ypsilanti District Library in particular. During the pandemic, we really can see and understand the areas where our safety net is weak and where our ability to communicate and stay connected falters. The role that places like the library play come into clearer focus. And those librarians never stopped working for the people. They kept trying to think of ways to get resources to the community, to keep the information flow going, and to help people with the everyday things that continue even when a pandemic slows us down. So here's to public infrastructure and **rad** librarians and documenting our stories.

p.s. the episode will be published next month... I'll share it once it is available.

#2020AintAllBad #2020Countdown #RunwayTo2021



## **COVID Impacts on Electronic Public Meetings – Emergency Order and Open Meetings Act Updates**

*December 23, 2020*

### ***MDHHS Updated Emergency Order***

The Michigan Department of Health and Human Services (MDHHS) issued an updated emergency order that took effect December 21, 2020. The new order allows for the reopening of lower risk entertainment and recreational facilities while maintaining the prohibition on all other non-residential indoor gatherings. It does not provide any exception that would allow public bodies to host indoor, in-person meetings. Instead, public bodies should host any meeting scheduled for between now and January 15, 2021 electronically, such as by Zoom or Microsoft Teams. The meeting platform must allow for two-way communications between the members of the public and the public body. These electronic meetings will be lawful under the Open Meetings Act under the amendment described below.

### ***Open Meetings Act***

Additionally, on December 22, 2020, Governor Whitmer signed into law Senate Bill 1246, which extends and updates certain Open Meetings Act regulations previously adopted in October (in PA 228 of 2020) permitting electronic meetings of public bodies. Specifically, the new revisions allow public bodies to conduct meetings electronically, in whole or in part, for any reason through March 31, 2021, extended from December 31, 2020. Beginning March 31, 2021 through December 31, 2021, public bodies may only meet electronically in those circumstances requiring accommodation of members absent due to (1) military duty, (2) a medical condition, or (3) a statewide or local state of emergency or state of disaster. The regulations for electronic meetings after December 31, 2021 remain unchanged (only allowed to accommodate members absent due to military duty).

With respect to meetings held due to circumstance (3) above, the Act adds states of disaster or emergency declared pursuant to local ordinance (in addition to those declared under law or charter) as a permitted circumstance to hold a meeting electronically. The Act also adds "chief administrative officer" as a person who may declare a local state of emergency or state of disaster in addition to a local official or governing body.

Finally, the act imposes regulations on meetings held in-person before April 1, 2021 requiring (1) adherence to social distancing and mitigation measures recommended by the CDC to prevent the spread of COVID-19, including the measure that an individual remain at least six feet away from anyone from outside the individual's household and (2) adoption of heightened standards of facility cleaning and disinfecting as well as protocols to clean and disinfect in the event of a positive COVID-19 case in the public body's meeting place.

The other requirements the legislature added to the Open Meetings Act under PA 228 of 2020 remain unchanged.

### ***Conducting an Electronic Meeting***

Each member of the public body attending the meeting remotely must make a public announcement at the outset of the meeting, to be included in the minutes, that he or she is doing so. A member attending remotely for a reason other than military duty must further specify the county, city, township, or village and state where he or she is physically located. A public body with an official internet presence must post advance notice of an electronic meeting on its website where the public can access it, either on or linked from its homepage, at least 18 hours before the start of the meeting. If an electronic meeting has an agenda, a public body with an official internet presence that includes regular updates of posted meeting agendas or minutes must make the agenda available to the public on the internet at least two hours before the start of the meeting.

If you have any questions or need assistance adopting/updating your community's remote participation procedures pursuant to these new amendments, please contact a [Foster Swift municipal attorney](#).

---

Lansing

| Southfield

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| St Joseph

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**Connect with us**



November 19, 2020

Ypsilanti District Library Board  
5577 Whittaker Road  
Ypsilanti, MI 48197

We are engaged to audit the financial statements of Ypsilanti District Library for the year ended November 30, 2020. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated November 18, 2020, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

1. Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.
2. As part of our audit, we will consider the internal control of Ypsilanti District Library. Such

considerations will be solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

3. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Our responsibility for the supplementary information accompanying the financial statements, as described by professional standards, is to evaluate the presentation of the supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Planned Scope, Timing of the Audit, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the Organization and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the Organization or to acts by management or employees acting on behalf of the Organization. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.



Vickie Crouch is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Directors of Ypsilanti District Library and is not intended to be, and should not be, used by anyone other than these specified parties.

*Clark, Schaefer, Hackett & Co.*

Clark, Schaefer, Hackett & Co.



# Ann Arbor Area Community Foundation

301 North Main St., Suite 300, Ann Arbor, Michigan 48104-1296 | P 734.663.0401 | F 734.663.3514 [aaacf.org](http://aaacf.org)



## Board of Trustees

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Tim Wadhams

Chuck Warpehoski

## CEO

Neel Hajra

January 8, 2021

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

Dear Lisa,

We are pleased to advise you that a gift of \$199,920.98 has recently been made to the Ann Arbor Area Community Foundation (AAACF) for the benefit of the Ypsilanti District Library by The Marla J. Gousseff Trust. This gift has established a permanent endowment fund at the Ypsilanti Area Community Fund (YACF), the James W. and Marla J. Gousseff Fund for the Ypsilanti District Library.

The purpose of this fund is as follows:

The primary purpose of the Fund shall be to provide support to the Ypsilanti District Library (a Code Section 501 (c)(3) organization) to carry out its role and mission as allowed by its governing documents.

The first annual distribution from this new fund will be made in Fall 2021, and every year thereafter in perpetuity. Grant distributions are based on AAACF's spending policy; a current policy is attached for your reference. We do not require any reporting on the distribution but reserve the right to request additional information to ensure that donor intent is being preserved.

If you have any questions in regard to this gift, please contact Katelyn Videto at [kvideto@aaacf.org](mailto:kvideto@aaacf.org) or 734-663-0401 x117. Katelyn will be contacting you soon to provide orientation and access to the new fund via our online DonorView portal, which will allow you and up to three staff or board members to see quarterly statements, any additional gifts to the fund, and other relevant fund activities.

This official notification and statements in the online portal should be helpful for your accounting; we are happy to answer any questions your auditors may have in the future regarding how to report the fund.



Confirmed in compliance  
with National Standards for  
Community Foundations

Best wishes for continued success in all that you do to further the Ypsilanti District Library's mission in our community! Sincerely,

A handwritten signature in blue ink, appearing to read 'Neel Hajra'.

Neel Hajra  
CEO

A handwritten signature in blue ink, appearing to read 'Katelyn Videto'.

Katelyn Videto  
Philanthropic Services Manager

# Nonprofit Endowment Service Fees

Service fees enable AAACF to provide the staffing and administration necessary to effectively steward all aspects of agency fund investment, gift processing, administration, distribution, and engagement. As a fund grows, fees are proportionally reduced.

AAACF annually grants 5% of the market value\* of each fund, minus an annual service fee calculated as follows:

1.0% market value\* service fee up to \$100,000, plus

0.75% service fee from \$100,000 – \$999,999, plus

0.1% service fee from \$1,000,000+

*\*market value calculated as 16-quarter rolling average  
as of 9/30 the previous year*

## Service Fee Illustrations

### A \$400,000 Fund

- The first \$100,000 is calculated at 1.0%, or \$1,000
- The remaining \$300,000 is calculated at 0.75%, or \$2,250

Therefore the total annual fee is \$3,250, or 0.813%.

### An \$800,000 Fund

- The first \$100,000 is calculated at 1.0%, or \$1,000
- The remaining \$700,000 is calculated at 0.75%, or \$5,250

Therefore the total annual fee is \$6,250, or 0.781%

### A \$1,200,000 Fund

- The first \$100,000 is calculated at 1.0%, or \$1,000
- The next \$899,999 is calculated at 0.75%, or \$6,750
- The remaining \$200,001 is calculated at 0.1%, or \$200

Therefore the total annual fee is \$7,950, or 0.663%

## Services Provided

A Nonprofit Endowment fund's annual service fee supports a wide range of activities to ensure impact and perpetuity for the fund, including:

- Gift receipts, gift acknowledgements, and gift processing for donations to the fund
- Annual grant processing and distributions
- Investment and management of the fund's assets to ensure perpetuity
- Online access to financial statements, fund holdings, investment performance, and fund activities
- Audit, accounting, and tax-reporting obligations relating to funds
- Available for AAACF training of a nonprofit's staff, board, and donors about endowment and planned giving, including providing marketing resources and online tools for donors and their professional advisors



**Download Destination Surpasses One Million Ebook and Audiobook Checkouts in 2020**

*Top 30 public library consortium worldwide in total digital circulation*

**NOVI, Mich. – January 12, 2021 –** [Download Destination](#) announced today that it reached a record-breaking one million digital book checkouts in 2020. For Download Destination, this accomplishment illustrates the continued growth and importance of library digital lending of ebooks and audiobooks, especially in a year with building closures due to the global pandemic. Download Destination, consisting of 50 libraries in southeast Michigan, is one of 102 public library systems worldwide that surpassed one million checkouts (complete list [here](#)).

Download Destination member libraries have been providing readers 24/7 access to ebooks and audiobooks for several years through [OverDrive](#) and its award-winning [Libby reading app](#). Reader interest and usage has grown every year. Member libraries include Novi Public Library, Livonia Civic Center Library, Waterford Township Public Library, Northville District Library and Commerce Township Community Library.

“The 50 member libraries of the OverDrive Download Destination group are very pleased and proud at having achieved one million checkouts of OverDrive digital materials in 2020,” said Jim Flury, Technical Services Manager of The Library Network. “While the digital format has seen an uptick in usage every year in our libraries, with the temporary closure of libraries that started in mid-March demand for OverDrive digital materials has grown at an unprecedented rate. Please be sure to use your library card, or contact your library to get a card if you don't have one, to "check out" our Download Destination OverDrive collection! “

The highest-circulating title Download Destination readers borrowed through OverDrive in 2020 was *Where the Crawdads Sing* by Delia Owens. The top-circulating genre, thrillers, represents the most popular in a vast catalog that also includes romance, biographies and children/young adult.

**The top 5 ebook titles borrowed through Download Destination's digital collection in 2020:**

1. *Where the Crawdads Sing* by Delia Owens
2. *The Giver of Stars* by Jojo Moyes

3. *Little Fires Everywhere* by Celeste Ng
4. *Educated* by Tara Westover
5. *The Silent Patient* by Alex Michaelides

**The top 5 audiobook titles borrowed through Download Destination's digital collection in 2020:**

1. *Harry Potter and the Sorcerer's Stone* by J.K. Rowling
2. *Where the Crawdads Sing* by Delia Owens
3. *Becoming* by Michelle Obama
4. *The Giver of Stars* by Jojo Moyes
5. *Educated* by Tara Westover

Readers in southeast Michigan just need a valid library card from a member library to access digital books from Download Destination's OverDrive-powered digital collection. Readers can use any major device, including Apple<sup>(R)</sup>, Android<sup>TM</sup>, Chromebook<sup>TM</sup> and Kindle<sup>(R)</sup> (US only). Visit <https://tln.overdrive.com/> or download the Libby app to get started and borrow ebooks and audiobooks anytime, anywhere.

**About Download Destination**

The Library Network (TLN) is a public library cooperative serving 74 libraries in southeast Michigan. Download Destination is a group of 50 TLN libraries that have joined together to make OverDrive digital materials available to their patrons.

**About OverDrive**

OverDrive strives to create "a world enlightened by reading." Serving a growing network of 65,000 libraries and schools in 84 countries, OverDrive delivers the industry's largest digital catalog of ebooks, audiobooks, magazines and other content through award-winning apps. The [Libby](#) reading app for libraries is one of *Popular Mechanics*' 20 Best Apps of the Decade, while the student reading app [Sora](#) is one of *TIME*'s Best Inventions of 2019. Founded in 1986, OverDrive is based in Cleveland, Ohio USA and was named a Certified B Corp in 2017. [www.overdrive.com](http://www.overdrive.com)

Contact:

Jim Flury  
Download Destination  
248-536-3100  
[jflury@tln.lib.mi.us](mailto:jflury@tln.lib.mi.us)

###

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/21/2021  
**Re:** Superior Planning Committee report

- Site clearing work is complete, the MCACA grant final report was submitted, and we erected a new construction sign at the site with a rendering of the building and other details. We are set to hold our groundbreaking ceremony on April 7<sup>th</sup>. Can't wait!
- The Superior Township Planning Commission approved the final site plan for the new library on December 18<sup>th</sup>. There are a few things they requested we continue to work on in the engineering review phase that are being handled by our team. Various pieces of correspondence detailing those items follows this memo.
- One of the things we were asked to determine sooner than later was the location and design of the signage at the driveway entrance. Daniels and Zermack have developed a general concept, which will be further refined. We've determined it will include the YDL logo, "Ypsilanti District Library" and the building's address – which will officially be 1900 Harris Road!
- The Superior Township Board approved a resolution at its December 21<sup>st</sup> meeting to gift the 4.26 acre parcel of land to YDL for \$1. I am working with the architect and attorney to complete a Phase 1 Environmental Assessment, get a title commitment, and eventually prepare a deed so we can finalize the property transfer. Stay tuned.
- Key staff met with Architect Dan Whisler and Interior Designer Jennifer Michalski on January 4<sup>th</sup> to review possible carpet selections for the new library. Apparently, carpet selection drives most other decisions regarding interior finishes, so it was important to do this early and in person. The design team also shared progress on the configuration of the main staff desk and a multitude of options for the fireplace tilework. Still working to narrow these down to something I can show you, but it's exciting!

## CHARTER TOWNSHIP OF SUPERIOR

WASHTENAW COUNTY, MICHIGAN

December 18, 2020

Dan Whisler  
Daniels and Zermack Architects, LLC  
2080 S. State St.  
Ann Arbor, MI 48104

Dear Mr. Whisler:

At their regular December 16, 2020 meeting, the Superior Township Planning Commission took the following action:

Motion by Commissioner Brennan, supported by Commissioner Gardner, to approve STPC 20-05 Ypsilanti District Library - Final Site Plan with the following conditions:

1. Resubmit a revised photometric plan that reduces lighting levels to a maximum of 10.0 footcandles.
2. All comments noted in Township Engineer, OHM, December 9, 2020 review memo.

The Motion Carried.

If you have any questions, please feel free to contact me.

Sincerely,

Laura Bennett  
Planning Department Clerk  
[planning@superior-twp.org](mailto:planning@superior-twp.org)

cc: Lisa Hoenig, Ypsilanti District Library  
Davy Shellabarger, Daniels & Zermack  
Brian Barrick, Beckett & Raeder, Inc  
Kristofer Enlow, Beckett & Raeder, Inc



ARCHITECTS. ENGINEERS. PLANNERS.



December 9, 2020

**CHARTER TOWNSHIP OF SUPERIOR**

3040 N. Prospect Road  
Ypsilanti, MI 48198

**Attention: Lynette Findley, Township Clerk**

**Regarding: Ypsilanti District Library – Superior Township Branch**  
**Final Site Plan Review**  
**OHM Job No. 0140-19-1010**

Dear Ms. Findley,

On the Township's behalf, we have reviewed the Final Site Plan material prepared and submitted by Daniels and Zermack Architects, LLC., and dated November 25, 2020 for the above referenced project. The site plan materials are for a new, single story public library building with associated parking lots and site improvements. This site development is associated with the rezoning application approved at the Superior Township Planning Commission meeting on January 23, 2019.

The site is in the northwest quarter of Section 35 on North Harris Road. Please note that we have reviewed the submittal consistent with requirements for final site plan based on the Township Zoning Ordinance. Based on the information presented, we offer the following final site plan comments for your consideration:

**General Comments**

1. On Sheet C3.0, the plans should show proposed dimensions of the parking spaces in the south parking lot and the proposed sidewalk width throughout the site.
2. The plans should include a detail for the proposed entrance monument sign that indicates the type, size, area, and height of the sign.
3. It appears that the proposed flagpole is located approximately 2-feet away from the proposed storm sewer. We recommend relocating the flagpole outside of the influence of the storm sewer trench.
4. There is a short bold line segment shown between the proposed sanitary and water services near the building that is not identified. This appears on Sheet C5.0, C8.0, C8.2, and L1.0. Please indicate the purpose of this line or remove it if necessary.

**Paving Comments**

5. On Sheet C7.0, following comments should be addressed:
  - a. The type of concrete and aggregate base should be identified in Detail 1 for curb & gutter.
  - b. The type of concrete should be identified in Detail 2 for concrete pavement. Typically, MDOT P1 concrete is proposed for this type of detail.
  - c. In Detail 2, it is unclear why there are dowel bars proposed in the cross section. Dowel bars are not typically required in concrete sidewalks. Review and revise as necessary.



- d. In Detail 3, the applicant may want to consider substituting the proposed MDOT 5E1 wearing course with the MDOT LVSP mix for lower volume applications.
  - e. In Detail 3, we assume that the proposed leveling course should be MDOT 3C mix rather than MDOT 5C. Review and revise as necessary.
  - f. In Detail 3, the proposed geogrid reinforcement is not required in the pavement cross section. The applicant may want to consider changing the callout note to read “Geogrid Reinforcement as needed.”
  - g. In Detail 6, the callout note for “crosswalk striping” should indicate the material type, whether it be waterborne paint or cold plastic overlay.
6. Where concrete pavement is proposed, the term “Standard Duty” should be changed to “Sidewalk” to clarify that it is not a proposed roadway pavement.

#### Utility Comments

- 7. We recommend relocating the proposed storm sewer manhole R16 into the greenbelt east of its current location to prevent future pavement deterioration in the parking lot.
- 8. On Sheet C7.2, the following comments regarding Detail 5 should be addressed:
  - a. Detail 5 shows both a geotextile fabric wrapped trench and a sock on the proposed underdrain pipe. This is redundant and can be revised to show one fabric or the other.
  - b. Detail 5 shows the underdrain trench underneath the inside of the proposed curb section. We recommend relocating the trench to the outside of the curb section to better capture sub-surface drainage.
  - c. Detail 5 shows a 36-inch dimension from top of pavement to bottom of the underdrain trench. This appears to be shallower than the proposed 4-inch inverts in the stormwater manholes and catch basins. For future engineering plan submittal, please review and revise as necessary.
- 9. On Sheet C8.0, the stormwater plan shows a bold dashed line type surrounding certain paved areas, presumably to represent the location of proposed underdrain. Please identify the purpose of this line type with a callout note or legend item.

#### Summary of Permits and/or Approvals

- 10. Please include an “Agency Permits Required” table on the cover sheet and update as necessary to reflect the current permit status as necessary on the next submittal during engineering review.
- 11. Approval and permit from the Washtenaw County Road Commission (WCRC) is required for sanitary sewer construction within the Harris Road Right-of-way. We understand that current feedback from WCRC is that they do not have an issue with the utility crossing, assuming it is coordinated with future Harris Rd Widening efforts (by Others).
- 12. Approval and permit from the Washtenaw County Water Resources Commission (WCWRC) for soil erosion control has been obtained.
- 13. Approval and permit from the Washtenaw County Water Resources Commission (WCWRC) is required for stormwater management, including proposed detention pond review. It appears that comments in the most recent WCWRC review letter dated November 20, 2020 have been addressed and any remaining comments can be addressed during the engineering review stage.
- 14. Township Building Department and Fire Department approvals are required.
- 15. Review and approval of proposed sanitary sewer from the Ypsilanti Community Utilities Authority (YCUA) will be required related to the Part 41 (sanitary sewer) and PA 399 (water main) Permit applications. Those permit applications and supporting documentation have been provided to YCUA for review.



16. Approval and permit from the Michigan Department of Environment, Great Lakes, and Energy (EGLE) under Part 41 for sanitary sewer construction and PA 399 for water main will be required. Typically, these reviews and permits will be finalized once YCUA approvals are granted. We are comfortable these permits can be obtained during the administrative engineering review stage based on the level of water main and sanitary sewer improvements for this site.

#### Recommendation

We have reviewed the material, dated November 25, 2020, for the above referenced project on the Township's behalf. Based on the provided material, we recommend that the Planning Commission consider Final Site Plan approval, with the understanding that the Applicant will be required to address remaining comments and finalize outside agency approvals/permits during the administrative engineering plan review stage.

If you have any questions regarding our review, please feel free to contact me at (734) 466-4439.

Sincerely,  
**OHM Advisors**

George Tsakoff

Digitally signed by George Tsakoff  
DN: cn=George Tsakoff, o=OHM Advisors, ou=OHM Advisors, email=george.tsakoff@ohmadvisors.com, c=US  
Date: 2020.12.09 16:31:10 -0500

George Tsakoff, PE  
Principal

cc: Ken Schwartz, Township Supervisor (via e-mail)  
Richard Mayemik, CBO, Building Department (via e-mail)  
Laura Bennett, Planning Coordinator (via e-mail)  
Ben Carlisle, Township Planning Consultant (via e-mail)  
Lisa Hoernig, Ypsilanti District Library Director (via e-mail)  
Daniel Whisler, Daniels and Zennack Architects (via e-mail)  
Brian Barrick, Beckett & Raeder (via e-mail)  
file

P:\0126\_0165\SITE\_SuperiorTwp\2019\0140191010\_Ypsilanti\_District\_Library\Civil\ISP\2020.12.9\_ISP\_Ypsi Library.docx



**Carlisle | Wortman**  
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: October 13, 2020  
December 8, 2020

**Final Site Plan Review  
For  
Superior Township, Michigan**

**Applicant:** Ypsilanti District Library

**Project Name:** Superior Township Branch

**Location:** East side of N. Harris Road, just south of Geddes Road.

**Plan Date:** November 25, 2020

**Zoning:** PSP Public/Semi-Public Service District

**Action Requested:** Final Site Plan

**PROJECT DESCRIPTION**

The applicant has submitted a Final Site Plan application for the development of an 8,300 square foot district library. Other site improvements include landscaping, lighting, and a 40-space parking lot. The total site is 12-acre site. The applicant proposes to split +/-3.1 acres for construction of the library. The remaining +/-9-acres will be owned/maintained by the Township.

In 2019, the site was rezoned from A-2, Agriculture District to PSP, Public/Semi-Public Services District in order to construct an Ypsilanti Township District Library facility.

Please note that anything labeled as potential future building expansion is for illustrative purposes only. Any future building expansion will require a full review by the Planning Commission.

A library is a permitted use in the PSP, Public/Semi-Public Services District.

## SITE DETAILS

### Aerial Photograph





## PROPERTY SPLIT

The total site is 12-acres. The applicant proposes to split +/-4.3 acres for construction of the library. The remaining +/-7.7-acres will be owned/maintained by the Township.

The applicant has provided a survey and legal description of the proposed split. The split will be reviewed by the Township Assessor and Township Engineer. The proposed split bisects the access drive. An easement and shared maintenance agreement will be required on behalf of the applicant and Township. The easement will be reviewed by the Township attorney.

**Items to be Addressed:** *None.*

## FINAL SITE PLAN CONDITIONS

The preliminary site plan was approved by the Planning Commission on June 24<sup>th</sup>, with the following items to be addressed as part of the final site plan:

**1. Provide survey and legal description of split.**

*The applicant has provided a survey and legal description of the proposed split. The split will be reviewed by the Township Assessor and Township Engineer.*

**2. Provide an easement and shared maintenance agreement will be required on behalf of the applicant and Township.**

*An easement and shared maintenance agreement will be required on behalf of the applicant and Township. The easement will be reviewed by the Township attorney.*

**3. Outside agency approvals from WCRC and WCWRC.**

*The applicant has reviewed all required outside agency approvals.*

**4. A tree inventory and mitigation plan.**

*The applicant has provided the required tree inventory plan and required mitigation.*

**5. A detailed landscape plan including species type and size and tree mitigation requirements.**

*The applicant has provided the required landscape plan that meets ordinance requirements.*

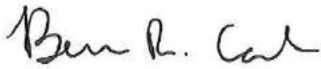
**6. A lighting plan that demonstrates compliance with Section 12.10.H. and Section 14.11 of the Zoning Ordinance.**

*The applicant is proposing seven (7) parking lot lights and eight (8) building lights. We note that the photometric level in the parking lot slightly exceed ordinance requirements. Applicant shall reduce to a maximum of 10.0 footcandles. Due to the proximity of adjacent residential the pole height has been reduced to 20-feet.*

**Items to be Addressed:** *Reduce lighting levels to maximum of 10.0 footcandles.*

## SUMMARY

We find the final site plan to be consistent with the approved preliminary site plan and the applicant has addressed all conditions of the preliminary site plan. We recommend final site plan approval with the condition the applicant resubmit a revised photometric plan that reduces lighting levels to a maximum of 10.0 footcandles.



---

**CARLISLE/WORTMAN ASSOC., INC.**  
**Benjamin R. Carlisle, AICP, LEED AP**  
**Principal**

cc: Ken Schwartz, Township Supervisor  
Lynette Findley, Township Clerk  
Richard Mayernik, CBO, Building Department  
Laura Bennett, Planning Coordinator  
George Tsakof, Township engineer



**EVAN N. PRATT, P.E.**

WATER RESOURCES COMMISSIONER  
705 North Zeeb Road  
P.O. Box 8645  
Ann Arbor, MI 48107-8645

email: [drains@ewashtenaw.org](mailto:drains@ewashtenaw.org)  
<http://drain.ewashtenaw.org>

HARRY SHEEHAN  
Chief Deputy Water Resources Commissioner

SCOTT A. MILLER, P.E.  
Deputy Water Resources Commissioner

Telephone 734.222.6860  
Fax 734.222.6803

December 9, 2020

Mr. Kristofer Enlow, P.E.  
Beckett & Raeder  
535 West William, Suite 101  
Ann Arbor, Michigan 48103

RE: Ypsilanti District Library –  
Superior Township Branch  
Superior Township, Michigan  
WCWRC Project No. 6167

Dear Mr. Enlow:

This office has reviewed the site plans for the above-referenced project to be located in Superior Township. These plans have a job number of 2017-55, a date of November 25, 2020, and were received on November 30, 2020. As a result of our review, we would like to offer the following comments:

1. The design plans are technically correct and do not require revisions at this time, with the noted exception. Please note any future revisions should be submitted to our office for further review.
  - a. The hydraulic gradient for the 10-year flow pipe capacity calculations should begin at the 2-year storm elevation within the basin.
2. Please see the attached invoice for the current fees and remit these fees upon receipt. As requested, the invoice is being submitted directly to Ypsilanti District Library.

If you have any questions, please contact our office.

Sincerely,

A handwritten signature in blue ink that reads "Theresa M. Marsik".

Theresa M. Marsik, P.E.  
Stormwater Engineer  
(permit\Ypsilanti District Library – Superior Township Branch rev3)

cc: Ms. Lisa Hoenig, Ypsilanti District Library  
Ms. Lynette Findley, Superior Township Clerk  
Mr. George Tsakoff, P.E., Superior Township Engineer (OHM)



**CHARTER TOWNSHIP OF SUPERIOR  
WASHTENAW COUNTY, MICHIGAN**

**RESOLUTION TO APPROVE THE PARCEL SPLIT OF J-10-35-200-001 AND  
SALE OF PARCEL "A" TO YPSILANTI DISTRICT LIBRARY**

**RESOLUTION NUMBER: 2020-51**

**DATE: DECEMBER 21, 2020**

**WHEREAS**, Parcel J-10-35-200-001 is a 12.04-acre parcel owned by Charter Township of Superior and located east of Harris Road, between Geddes Road and MacArthur Boulevard.

**WHEREAS**, the Charter Township of Superior Planning Commission recommended rezoning of parcel J-10-35-200-001 to PSP (Public/Semi-Public Services District) at a public hearing on January 23, 2019; and

**WHEREAS**, there were no public comments opposing the rezoning; and

**WHEREAS**, the 12.04-acre parcel was rezoned to PSP (Public/Semi-Public Services District) by the Board of Trustees at their first reading on March 18, 2019, and the second reading on April 15, 2019; and

**WHEREAS**, 4.26 acres (Parcel "A") will be split from the 12.04-acre parent parcel and sold for \$1.00 and other considerations to the Ypsilanti District Library for construction of a Ypsilanti District Library Facility.

**NOW THEREFORE BE IT RESOLVED**, that the Charter Township of Superior Board of Trustees approves the parcel split of J-10-35-200-001 and sale of 4.26 acres to the Ypsilanti District Library and authorizes the Supervisor and Clerk to execute this on behalf of the Township provided however, that the Planning commission approves the final site plan.

# **Committee Reports**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 1/22/2021  
**Re:** Fundraising Committee report

**Superior Capital Campaign:** The capital campaign continues to build momentum. We are actively applying for additional grants and approaching many potential donors.

Sponsorships to date include:

\$5,000 from Bank of Ann Arbor to sponsor the livestream of our groundbreaking  
\$5,000 from 5/3 Bank to sponsor the flag pole  
Four \$1,000 tree sponsorships  
\$20,000 to sponsor a fireplace with Motawi tile accents

Grants awarded:

\$50,000 Michigan Council for Arts and Cultural Affairs capital improvements grant  
\$5,000 Ann Arbor Farm and Garden grant  
\$50,000 allocation from the Washtenaw County Commission  
\$250,000 Herrick Foundation grant (includes \$100,000 matching grant)

Endowment fund activity:

- We received a gift of appreciated stock to the endowment for the Superior project of approximately \$2,640.
- The new James W. and Marla J. Gousseff Fund for the Ypsilanti District Library was established with an incredibly generous gift of \$199,920.98 from the Marla J. Gousseff Trust.
- Together, these two wonderful gifts eclipse our goal of \$200,000 (10% of the \$2M overall goal) going to the endowment to support the building in perpetuity.

Total collected to-date (includes endowment gifts):	\$538,730.72
<u>Outstanding pledges (includes \$100,000 Herrick matching grant funds):</u>	<u>\$133,325.00</u>
Grand Total Raised:	\$672,055.72

**Annual Appeal:** The 2020 Annual Appeal to support the NPBI air purification system has already been our most successful. So far we have collected \$14,889.15. Typically donations continue to trickle in through February.

In addition to these funds, we received a \$12,000 grant from the Ypsilanti Area Community Fund and applied \$1,400 of CARES Act grant money to support the project.

**Executive Coaching:** I continue to work with Patricia Berry to build my development skills. This is proving extremely valuable and starting to really pay off.

**Grants:** Joy applied for and received a Michigan Humanities Council grant for \$1,500 to support an anti-racism conference planned with Washtenaw Faces Race. “America Without Racism” will be held virtually February 5-6.

The Downtown Development Authority funded holiday decorations for Michigan Avenue’s Library Plaza, an \$800 in-kind donation.

Christy Havens is applying for a Washtenaw County Waste Reduction Sponsorship, which would cover half the cost of our upcoming electronics recycling event if granted.

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 1/22/2021

**Re:** Facilities Committee report -- Facilities projects underway and under consideration.

**Michigan Avenue Painting:** Complete.

**Michigan Avenue Water Remediation:** Under Consideration. A consulting proposal from Terracon is on the January Board agenda.

**Whittaker Curtain Wall Windows:** Mostly Complete. In the spring the contractors will return to handle the groundskeeping elements of the project and repair a sprinkler line that was cut.

O'Neal Construction reports that the project will come in approximately \$34,000 under budget. Glassco's bid for sealing a single bay was around \$32,000, so we could consider doing at least one this year without allocating additional funds. I plan to monitor the status of leaks this spring and see how much our investment to date has bought us before we move forward. I plan to convene a Facilities Committee meeting once we have some data; the work can be done anytime spring-fall if we choose to proceed.

**Whittaker Lighting Control System:** Getting Underway. Since approval at the December Board meeting, YDL's attorney and Siemens have been working out discrepancies between our RFP and Siemens' boilerplate terms and conditions. This has just been finalized. We will meet with the Siemens team the week of the Board meeting to begin work on the project.

**Whittaker Parking Lot:** Pending Consideration. Ypsilanti Township has suggested they might like to undertake a joint pavement project in 2021 to reduce costs. I will let you know if/when they approach us with a more solid partnership proposal.

**Ion-Based Air Purification Systems:** Complete.

Campbell found \$2,925 in savings with the Whittaker Road installation, reducing the total cost for both buildings to \$65,457.

The annual appeal, in combination with a \$12,000 grant from the Ypsilanti Area Community Fund and \$1,400 in CARES Act grant money, has so far yielded \$28,289.15. \$37,168.85 from fund balance was utilized to make up the cost difference.

# Director's Report and attachments

## **Library Director's Report**

### **January 27, 2021**

#### **An Incredible Gift**

We are deeply honored and absolutely thrilled that a new endowment fund has been established at the Ann Arbor Area Community Foundation for YDL by the Marla J. Gousseff Trust: the James W. and Marla J. Gousseff Fund for the Ypsilanti District Library. It was funded with an unrestricted gift of \$199,920.98.

One of the goals of the Next Chapter Capital Campaign was for \$200,000 (10% of the \$2M overall goal) to be invested at the Community Foundation to support the new building in perpetuity. With a single stroke, the Gousseff Trust has realized this goal for us!

We had been working with leadership at the AAACF to explore means to support the Superior library project, but never in my wildest dreams did I expect something like this. It is truly an honor to have been selected, and could not have come at a better time. Please join me in thanking the AAACF and anyone you may know connected with the Marla J. Gousseff Trust for this very meaningful contribution to YDL and its patrons.

#### **Facilities:**

- On 12/15/20 a truck backed into the gate to Library Plaza from the Michigan Avenue parking lot. The driver did not stop or leave a note, but was caught on surveillance video. We have filed an insurance claim.
- See additional Facilities updates elsewhere in this packet.

#### **Financial:**

Clark Schaefer Hackett performed the field work for our annual audit virtually on January 7-8. Although it was more challenging working this way than having the auditors on site, everything got done. We expect the audit report in February.

#### **Fundraising:**

Please see my Fundraising committee report for a lengthy update.

#### **Legal:**

- The Governor signed amendments to the Library Privacy Act into law on 12/29/20. MLA and libraries from across the state provided input on the changes. I will attend the first of a two-part webinar series on this next week, but the most notable change is that library surveillance video may now be shared with law enforcement without a subpoena as long as it doesn't display information about a patron's library use (ie their computer screen or book jackets). I have notified our law enforcement partners at the Washtenaw County Sheriff's office and the Ypsilanti Police Department, and requested an update to our Confidentiality Policy from our attorney.
- The ability to hold Library Board meetings virtually has been extended through 3/31.

#### **Personnel:**

We have filled a number of vacancies over the past 2 months. Since we've been meeting virtually, we haven't had staff introductions, so I have invited a backlog of new staff to be introduced at this meeting. I can't wait for you to meet them! Additions and changes since my last report:

- Congratulations to Whittaker Customer Services Clerk Robert Neil, who has been promoted to Adult Services Librarian. He replaced Susan Brown effective 1/1/21 following her retirement. Robert is familiar with our patrons and is eagerly digging into his new responsibilities.
- We have two new part-time Customer Services Clerks at Whittaker. Shane Sales comes to us from the Seattle Public Library; Jacqueline Peterson from Ann Arbor District Library and Dearborn Public Library. Welcome aboard!
- Madelynne Brown joined YDL's team on January 11<sup>th</sup> as the new part-time Youth Paraprofessional at Michigan Avenue. She has a theater degree from EMU and a wealth of customer service experience; she was also a Michigan Avenue patron during her younger years.

- With regret I have accepted the resignation of part-time Building Monitor David Bachman. Health issues prevented him from working for the last several months of the pandemic closure. We wish him well, and if things improve, would happily welcome him back.

### **Public Service Highlights:**

- Congratulations to Julianne Smith and Liz Getty for creating the virtual exhibit of *For All the World to See: Visual Culture and the Struggle for Civil Rights*. It was a huge undertaking, but the results are worth it. The online video tour and accompanying activities are inspiring! The exhibit runs through 2/28.
- With Covid, it is unclear how much AARP and YDL will be able to accommodate the many patrons we usually partner to serve with tax assistance. As a stop-gap measure, we have decided to expand Scan and Go services (offered through the United Way) to all locations. Previously, only Superior staff were trained to facilitate Scan and Go.
- YDL-Michigan Branch Manager Joy Cichewicz partnered with the volunteer organization Washtenaw Faces Race to coordinate a conference entitled *America Without Racism*. It will be held virtually February 5-6. Featuring a long list of local speakers, it is funded by a Michigan Humanities Council grant.

### **TALK:**

Jodi Krahne, Slava Pallas-Brink and I have been working on the statewide TALK expansion since our grant award in August. Many exciting developments recently (more details in the Youth Department report):

- TALK is available to Washtenaw County residents via the new Twilio service platform developed by our partner MCLS. The switch from our old provider, Trumpia, was seamless.
- Our new texting short code has been approved by all carriers. Parents can simply text 75547 to sign up.
- Spanish translation of the texts will soon be complete, and both English and Spanish-language promotional materials are being finalized.
- We are working with partner libraries in Calhoun County to do a beta rollout there before expanding statewide.

### **Technology:**

- TLN offered us 10 T-Mobile hotspots to add to the YDL circulating collection, fully paid for by Metroparks for at least 1 year. We are still awaiting delivery and further details, but are excited to expand this collection. We plan to house some at Michigan Avenue and Superior.
- The new servers approved for the IT department arrived over the holidays. Our team is very excited to implement them and give us a fresh new infrastructure.



**YDL Strategic Plan Progress Report: August 2020 – January 2021**  
**Lisa Hoenig, YDL Director**

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

- A. Foster a workforce that reflects the community
- B. Facilitate community dialogue that builds relationships with all neighborhoods and people of all ethnicities and races
  - *The EDI workgroup contracted with Social Explorer to perform an in-depth GIS survey of our communities and our cardholders to provide the data needed to move forward with policies and outreach that better serve our most vulnerable patrons.*
  - *Virtual programming continues to include many sessions on the topics of race and anti-racism.*
  - *The virtual tour of the NEH exhibit For All The World To See, focusing on Civil Rights, runs through February 28.*

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

- A. Develop a community-needs-based program proposal and evaluation process
  - *The Program proposal work group is using Project Outcome surveys to guide planning since its July patron survey.*
- B. Reorganize, rebrand, and reintroduce the summer reading program
  - *2021 Summer Challenge planning is about to begin.*
- C. Become a valued contributor to economic development, especially small businesses
  - *The Business and Economic Development work group continues its work toward creating a web portal for business support – on hold during Covid.*

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

- A. Explore millage feasibility and voter education program
  - *Millage approved November 2018.*
- B. Expand fundraising capabilities
  - *Capital Campaign quiet phase launched; applying for foundation grants now that we are 501(c)3.*
  - *The James W. and Marla J. Gousseff Fund for the Ypsilanti District Library established in January 2021.*
- C. Explore workflow opportunities and efficiencies
  - *Implementing Blue Cloud Analytics, an expanded reporting tool to measure collection usage and trends, and instituting the ability to pay fines and fees via the YDL app in 2020 – on hold during Covid.*

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

- A. Conduct facilities and space utilization studies of Michigan Avenue and Whittaker Road branches
  - *Space utilization study complete.*
- B. Improve service to Superior Township
  - *New Superior Library building project on track for April groundbreaking.*
- C. Maximize visibility and use of the bookmobile
  - *Bookmobile work group exploring feasibility of installing signs at each of our 20 bookmobile route stops – on hold during Covid.*

**5. Market Library services more effectively**

- A. Examine newsletter usage, format, content, and frequency
  - *The Loop will become a 12-page quarterly publication beginning with the March-May 2021 issue.*
- B. Improve internal communications
  - *Investigating a new staff email platform for greater efficiency and cloud sharing.*
- C. Rebrand, develop messaging, upgrade website, and improve wayfinding
  - *Rebranding and new website complete.*
  - *Wayfinding work to begin with implementation of the space utilization study – on hold during Covid.*

# **YDL Dashboards**

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

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2020 Goal
<b>Friends of YDL Annual Support</b>	\$46,316	\$43,360	\$36,050	\$36,000	\$31,000		
<b>Memorial Gifts</b>	\$1,923						
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				
In Memory of Marguerite Leighton						\$1,008	
In Memory of William M. White Jr.						\$2,000	
In Memory of John C. Slicker						\$1,000	
Sub-total	\$1,923	\$5,951	\$2,695	\$2,261	\$3,550	\$3,008	
<b>Annual Giving Campaign</b>	\$4,054	\$3,582	\$9,712	\$7,745	\$7,604	\$14,764	
<b>Additional fundraising activities</b>							
Gala 150 year anniversary				\$24,123			
Annual Report Mailing			\$1,180		\$1,971		
Dining for Dollars	\$273	\$652	\$276	\$306	\$256		
Trustee Parties	\$7,165	\$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						\$257	
Amazon Smile						\$0	
Sub-total	\$7,438	\$4,073	\$12,261	\$30,189	\$2,227	\$257	
<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		\$1,000		
Fifth Third Bank ( Flag Pole - New Superior)						\$5,000	
Sub-total	\$1,000	\$3,500	\$4,900	\$0	\$1,000	\$5,000	
<b>YDL Endowment Fund</b>							
General		\$10,400	\$2,505	\$6,025	\$5,350	\$3,675	
YDL (Yoder Fund Transfer/ Yates Fund Transfer)				\$3,252		\$3,369	
Superior					\$350	\$2,641	
Sub-total	\$0	\$10,400	\$2,505	\$9,277	\$5,700	\$9,684	
<b>Designated Donations</b>	\$4,054						
General Fund		\$450	\$620	\$1,229	\$1,037	\$101	
Michigan Ave			\$1,000	\$1,000	\$1,000		
Superior		\$500		\$7,584	\$45,900	\$30,495	
Adult Fiction		\$500		\$600	\$500		
Bookmobile				\$1,000			
Memorial Gifts		\$953	\$1,264	\$443	\$225		
MI Ave Plaza Lighting					\$1,000		
Youth Programming					\$50		
Sub-total	\$4,054	\$2,403	\$2,884	\$11,856	\$49,712	\$30,596	
<b>Total Donations</b>	\$64,786	\$73,269	\$71,008	\$97,328	\$100,793	\$63,310	

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

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2020 Goal
<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	\$5,000	
Ypsilanti Area Community Fund						\$12,000	
Ann Arbor Farm & Garden		\$985				\$5,000	
Blue Cross Complete of MI - Early Literacy Program					\$1,200		
CARES Act Grant						\$6,400	
Downtown Association of Ypsilanti [Direct]		\$1,700					
Ezra Jack Keats Minigrant, EJK Foundation		\$500					
Gro More Good Grassroots Grant					\$500		
Graham Scholars Summer Internship Program						\$5,000	
Generations United					\$1,500		
IMLS National Leadership Grant (TALK)						\$71,324	
Kiwanis-Early Childhood Priority 1 Committee	\$1,612	\$1,600	\$1,600	\$1,080	\$1,080		
MCACA-New Leaders Grant [Noise Permit]	\$2,850	\$3,200	\$2,970	\$2,800		\$2,800	
MCACA-Ypsi Song Fest	\$5,625	\$8,156					
MCACA- Capital Grant - Superior	\$5,625					\$42,500	
MCFB - Family Read						\$500	
MCLS-Harwood		\$690					
MHC-Prime Time Family Reading	\$8,075	\$3,000		\$3,000	\$2,700		
MHC-Ypsilanti African American Oral History Archive		\$24,350					
MParks						\$3,000	
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		\$1,000		
National Center for Family Learning			\$3,000				
LSTA - Talk, Early Literacy Texting			\$71,650	\$61,250	\$42,100		
LSTA - Public Library Services Grant					\$1,555		
MHC-Arts & Humanities Touring Grant			\$324				
YDL Endowment Fund Proceeds	\$4,198	\$5,210	\$5,816	\$6,335	\$6,571	\$7,220	
Washtenaw County Census Mini Grant						\$500	
Ypsilanti Downtown Development Authority						\$800	
<b>Total Grants</b>	<b>\$28,985</b>	<b>\$57,956</b>	<b>\$91,360</b>	<b>\$82,465</b>	<b>\$63,206</b>	<b>\$161,244</b>	
<b>GRAND TOTALS</b>	<b>\$0</b>	<b>\$131,225</b>	<b>\$162,368</b>	<b>\$179,793</b>	<b>\$163,999</b>	<b>\$224,553</b>	

**Designated Fundraising to Date**

YDL - Superior Improvement - \$141,309.74  
 \* Whittaker Rd Teen Area Improvement -\$5,550

\*\$1050 remaining, expenditures =4500

\*\* IMLS National Leadership Grant - TALK 2021 grant amount is \$59,534

YDL COVID Dashboard 2020

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		TOTALS
<b>CURRENT</b>											
PUBLIC SERVICE OFFERINGS											
<b>BOOKS ON WHEELS DELIVERIES</b>											
<i>Resumed 7-21</i>	0	0	0	10	12	7	10	9	8		56
<b>CIRCULATION</b>											
<i>Resumed 6-29</i>											
Whittaker	307	157	2,917	10,682	13,569	12,347	12,315	12,165	11,861		76,320
Michigan	43	28	146	1,301	3,389	3,177	3,345	2,898	3,412		17,739
Superior / Bookmobile	15	57	377	866	1,295	1,273	978	1,199	1,032		7,092
eProducts	10,187	10,716	10,155	10,463	10,775	10,958	11,264	11,200	11,377		97,095
<b>TOTAL</b>											198,246
<b>COLLECTION</b>											
Physical items added	0	0	304	915	350	421	959	1,006	1,569		5,524
electronic items added	817	545	707	1001	670	601	581	1,565	693		7,180
Items cataloged	0	0	273	384	240	284	440	423	546		2,590
<b>COVID TESTING DAYS (WHIT)</b>						182	-	444			626
<b>CURBSIDE APPOINTMENTS</b>											
Whittaker (began 6-29)	-	-	192	1,958	1,958	1,636	1,731	1,529	1,586		10,590
Michigan (began 7-27)	-	-	-	62	358	366	445	323	468		2,022
Superior (lockers began 6-29)	-	-	60	250	247	305	259	208	185		1,514
<b>TOTAL</b>											14,126
<b>HAND PICKED FOR YOU</b>											
<i>Launched 8-13</i>											
Whittaker	0	0	0	0	11	4	10	2	6		33
Michigan	0	0	0	0	1	3	2	5	4		15
Superior	0	0	0	0	0	0	0	0	1		1
<b>TOTAL</b>											49

YDL COVID Dashboard 2020

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		TOTALS
<b>MELCAT</b> <i>Resumed 8-10</i>											
Loans	0	0	0	0	645	977	944	894	853		4,313
Bor r ows	0	0	0	0	781	976	825	748	840		4,170
<b>NEW LI BRARY CARDS</b> <i>Onl i ne app l aunched 7-20</i>											
New appl i cat i ons	26	21	55	48	89	115	308	69	69		800
St ude nt eCar ds (l aunched 4-	0	4	4	0	0	0	229	144	28		409
<b>TOTAL</b>											1,209
<b>PODCAST: YPSI STORI ES</b> <i>Launched 11-4-20</i>											
Pl ays								69			
Uni que l i st eners								5			
<b>PRI NTI NG ON DEMAND</b> <i>Ltd. to 20 free pages/day</i>											
M chi gan (l aunched 8-19)	0	0	0	0	31	76	69	42	34		252
Super i or (l aunched 8-19)	0	0	0	0	3	2	6	5	1		17
Whi ttaker (l aunched 9-21)	0	0	0	0	0	4	29	41	22		96
<b>TOTAL</b>											365
<b>PROGRAM SUPPLY</b> <b>DI STRI BUTI ON</b>											
Curbsi de (W)	0	0	0	75	186	65	91	452	428		1,297
Curbsi de (M)	0	0	0	14	173	40	98	86	63		474
Curbsi de (S)	0	0	0	0	0	0	0	7	3		10
Partner sites	0	0	0	0	365	0	0	0	0		365
<b>TOTAL</b>											2,146

YDL COVID Dashboard 2020

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		TOTALS
<b>REFERENCE</b>											
<i>Telephone and email</i>											
Whittaker	↓	↓	↓	451	481	464	444	339	313		2,492
Mchigan	↓	↓	↓	148	207	275	269	317	262		1,478
Superior	148	233	290	29	0	0	124	92	77		993
<b>TOTAL</b>											<b>4,963</b>
<b>TEACHER BUNDLES</b>											
Whittaker	0	0	0	0	1	0	1	3	0		5
Mchigan	0	0	0	0	0	0	1	0	0		1
Superior	0	0	0	0	0	0	0	0	0		-
<b>TOTAL</b>											<b>6</b>
<b>TECHNOLOGY</b>											
Website visitors	45,321	44,103	89,041	122,999	123,100	113,988	102,212	94,180	95,948		<b>830,892</b>
Wireless users (new system)	OFF	OFF	OFF	OFF	OFF	0	292	483	482		<b>1,257</b>
App users (unique)	479	440	627	681	729	669	666	638	642		<b>5,571</b>
<b>TUTORING SESSIONS WITH 826</b>											
<i>Launched 10-11</i>	0	0	0	0	0	0	51	67	33		<b>151</b>
<b>VIRTUAL PROGRAMS</b>											
<i>Live viewing or off-site</i>											
WHT Youth/ Attendance	0	0	7(67)	13(99)	8(49)	5(22)	17(479)	9(30)	7(31)		66(777)
MCH Youth/ Attendance	8(26)	8(27)	10(36)	10(37)	10(39)	10(35)	14(231)	2(20)	2(19)		74(470)
SUP Youth/ Attendance	0	0	0	0	0	0	0	0	0		-
<b>TOTAL YOUTH</b>											<b>140(1,247)</b>
WHT Teens/ Attendance	1(5)	3(10)	2(9)	2(6)	2(9)	2(9)	3(19)	2(11)	1(8)		18(86)
MCH Teens/ Attendance	0	0	0	0	1(4)	2(0)	0	0	0		3(4)
SUP Teens/ Attendance	0	0	0	0	0	0	0	0	0		-
<b>TOTAL TEEN</b>											<b>21(90)</b>

YDL COVID Dashboard 2020

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		TOTALS
WHL T Adul t s/ At t endance	2( 22)	3( 33)	5( 28)	13( 68)	11( 185)	30( 322)	28( 350)	13( 68)	18( 325)		123( 1, 401)
M CH Adul t s/ At t endance	1( 6)	6( 32)	8( 54)	8( 68)	18( 118)	10( 83)	9( 74)	12( 101)	9( 63)		81( 599)
SUP Adul t s/ At t endance	0	0	1 ( 4)	3( 27)	1( 2)	4( 15)	2( 36)	6( 49)	6( 28)		23( 61)
<b>TOTAL ADULT</b>											<b>227( 2, 061)</b>
<b>TOTAL VI RTUAL EVENTS</b>											<b>388( 3, 398)</b>
<b>VI RTUAL PROGRAMS</b>											
<i>Recorded vi ews</i>											
Yout h progr ams/ vi ews	→	→	→	→	→	102( 3, 633)					3, 633
Teen progr ams/ vi ews	→	→	→	→	→	12( 292)					292
Adul t s progr ams/ vi ews	→	→	→	→	→	37( 112)					112
<i>* Programs are totaled in September to comply with State Aid reporting</i>											
<b>PAST</b>											
<b>COVI D ACTS OF GREATNESS</b>											
<b>LUNCH DI STRI BUTI ON</b>											
<i>Park ri dge ( Jul 7- Aug 13)</i>											
Sessi ons/ Meal s											<b>12/ 4, 308</b>
<b>OUTREACH TO SENI ORS</b>											
<i>Apri l - Jul y</i>											
Cal l s made	420	1269	868	356	0	0	0	0	0		<b>2, 913</b>
Pat rons reached	230	537	393	137	0	0	0	0	0		<b>1, 297</b>
<b>POP- UP SI DEWALK BROWSI NG</b>											
Whi ttaker							30	19			49
M chi gan							24	-			24
Super i or							-	18+ 1 dog			18
<b>TOTAL</b>											<b>91</b>



YDL COVID Dashboard 2020

	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		TOTALS
<b>SUMMER CHALLENGE</b>											
<i>June 15- August 31</i>											
Little Ones Registrations/ Finishers											155/ 90
Youth Registrations/ Finishers											328/ 167
Teen Registrations/ Finishers											112/ 50
Adult Registrations/ Finishers											292/ 136
<b>TOTAL SUMMER CHALLENGERS</b>											<b>887/ 443</b>
<b>OTHER ONE- TIME EVENTS</b>											
Addition of Creativebug database											Sep.
Addition of Food America database											Oct .
CARES Act grant award \$6,400											Jul .
Fines waived											#####
Flu shot clinic 9/23 (1 of 2 reporting)											43
Mobile hotspots (11) launched											Nov.
Sycamore Meadows lunch helpers										Jul . 14 - Aug. 7	
WiFi expansion at WHIT & MCH											Sep.
Virtual exhibit tour											Dec.
NPBI Air Purification Installation											Dec.
<b>FUTURE ACTS OF COVID GREATNESS</b>											
New browsing widget on web site											
WiFi expansion at SUP											
Additional mobile hotspots											

# Department Reports

# Acquisitions Department Board Report

## January 2021

### Department Activities

- The past few months were quite busy for the Acquisitions Department with end of the fiscal year activities. I was finally able to resolve an ongoing problem with our vendor, Baker & Taylor, that delayed orders for our Michigan Avenue accounts. We ultimately received our boxes before the end of the fiscal year, but it created a backlog of work for Acquisitions staff. However, our Acquisitions clerks Brenda, Amy, and Gail are superstars and everyone has worked hard to get caught up again.
- 2020 was my first end of a fiscal year as a manager. And what a year it was! There is certainly a lot involved with wrapping up a fiscal year. I trained with Julianne to learn the responsibilities of the Acquisitions Manager during this time. We entered all the final invoices, closed the 2020 collection budgets, and set up the 2021 budgets.
- I opened the 2021 budgets with a few new ordering guidelines for selectors, based on how the pandemic has affected the book industry over the past year. I think the adjustments will help maintain smoother workflows for Acquisitions staff.
- We have switched to new NEW stickers for materials. They are a bright yellow which I hope will help both staff and patrons easily identify the newly added items to our collection. The same sticker is being used for all materials, regardless of department or location.
- I am currently enrolled in a six week online professional development course from ed2go for new managers as part of my continued training.

### New Ypsilanti Storymap

- Over the past few months I have partnered with Melinda Schmidt and Christopher Yelonek from the Washtenaw County Historic Preservation Program to create a storymap to accompany the *For All the World To See* exhibit. The storymap is called “Civil Rights in Ypsilanti: A Community Remembers” and it features locations discussed in the A.P. Marshall African American History Archive interviews. Exploring the storymap is one of the local activities for the exhibit and it will also be permanent part of the A.P. Marshall Archive. The storymap can be viewed on the exhibit page of our website or directly at this link: <https://arcg.is/1iWOv50> A big thank you goes out to Melinda and Christopher for partnering with us and building the map with their GIS software!

### Statistics

- The collection budget is currently 13% encumbered.
- 546 items were cataloged in December.
- 2,261 items were added to the collection, including 693 e-items, in December.
- YDL borrowed 840 items from other libraries via MeLCat in December.
- YDL loaned 853 items to other libraries via MeLCat in December.

Submitted by Sarah Zawacki  
January 21, 2021

**Assistant Director**  
**Board Report: January, 2021**

I have approved a few additional weeks for the receipt of the GIS survey from Social Explorer. I am told that the President, Andrew Beveridge (a world renowned demographer), has taken a personal interest in our project and is doing a lot of the analysis himself.

Since our NPBI system has been installed and WiFi upgrades are complete, I will go ahead and submit our CARES Act grant reimbursement forms to the Library of Michigan next month.

The virtual exhibit **For All the World to See** is getting good attention in the media and with educators in our district. I would estimate 30-40 kits have been distributed via curbside so far (all activities can be done online as well). We plan to keep the exhibit up through Black History Month, and I will complete the final report to NEH/MAAA by March.

I have canceled the previously-scheduled spring exhibit, **A Colorful Dream**. I am keeping the fall exhibit (September) **From Darkness to Light: Photographs Along the Underground Railroad** in hopes that we can reopen to the public by then. **A Colorful Dream** will be returning to us in 2023.

Patty Gensemer Stein, a long-time Friend of YDL, hosted an online fundraiser for us via Facebook. I believe it was a first for both them and us and raised nearly \$200. Thanks to Patty!

Jean will be pleased to learn that ProQuest has extended remote access to Ancestry Library Edition again, now valid through March 31, 2021.

Three new staff members have joined YDL, and I have spent time with each of them using our new "Onboarding" tool. This timely revision to an important document has proved even more essential during COVID since face-to-face training with public service is not possible right now.

Our staff charity this year, SWOOPS Food Pantry on the EMU Campus, has taken in a good amount of donations and cash. Marc Holland and I will make our delivery to them at the end of the month.

I continue working toward the redesign of the space in what we call "Triangular Bay." Once I am finished weeding the Large Print collection, Jim and I can start looking at stack removal and furniture placement. This space will eventually be much more open and welcoming; will lend itself to browsing and discovery; and be designed with flexibility so that it can double as a programming space when the community room is in use.

The redesign of that space is one of several projects I hope to launch soon. A small group of us will be identifying projects in our buildings that need attention and are suited to completion during our public closure. We hope to be downright \*sparkling by the time we reopen.

I am working on stats, stats, stats right now, as the annual State Aid Report is due by the end of the month. COVID has complicated everything, of course. Next month I will share my findings with the board. As a preview, I will share that Hoopla received its highest usage ever last month (5,461 titles downloaded).



## Monthly report: January 2021

### Major print pieces produced:

- 

YPSILANTI  
DISTRICT  
LIBRARY

# THE LOOP

WWW.YPSILANTI.DISTRICTLIBRARY.ORG

## ADAPTING & IMPROVING

**L**ibraries have been called on more often than ever. The Ypsilanti District Library Board's motto "I seek to adapt to the challenges of 2020!" and because they inspire access for everyone, tend to have changes are two to tango.

We have other vital needs: growing and downloadable books and media; library programs, computer classes, and other services available virtually. You can get or renew your library card online. We are publishing our newsletter more frequently than ever, expanded our website for more access, and are promoting digital techniques. We're seeking more and more ways to bring our books, movies, music, and other activities to the outside.

None of this changes the fact that we still run the busy hours of a well-stocked library. We remain open! Everything inside the library is still stocked. We're rearranging, repackaging, etc., yes, but our commitment is meant to be shared. Improving makes sense, growing makes sense, but a full room isn't the pandemic. Though we want to welcome you back, we want to be as safe as we can so we can get back to work on getting to COVID-19.

When Michigan gave more order we tried it. At Ann Arbor, I shared a Required Plan when



## Promotions

- 

- We've had good partnership with YCS and AADL promoting the Love on Demand Community Forum on social media.

- ## Community Relations

- ### Notable Media Mentions/Partnerships

- Concentrate published a piece about our digital *NEH For All the World to See* exhibit.

- WEMU published an interview about the Ypsi Township Planning Commission approval for the new Superior Library construction.
- WEMU also published an interview about our Air Purification Systems at Michigan Ave. and Whittaker.
- mParks Professional quarterly had an article about the activity packs that we distributed with Rapid Response Funding.

### **Notable Social Media activity**

- The post about the Love on Demand Community forum reached over 1,300 people with 35 engagements and 5 shares.
- The post sharing the Concentrate article about the NEH exhibit reached over 1,000 people with 40 engagements, 6 likes, and 3 shares.
- Our post showcasing the new Little Free Library that Jim built reached over 1,000 people with almost 80 likes, 130 engagements, 3 comments, and 4 shares.
- Our post about Molly's retirement and naming the Library Garden after her reached over 1,700 people, with over 400 engagements, 117 likes and over 20 comments.
- Recently shared a few posts with external or community content that have reached more than 5,000 people collectively (including info from the Washtenaw Health Dept., and the poet at the Presidential Inauguration).
- Six of the latest Storytime videos on Instagram have well over 100 views each.

*Submitted by Sam Killian on January 22, 2021*

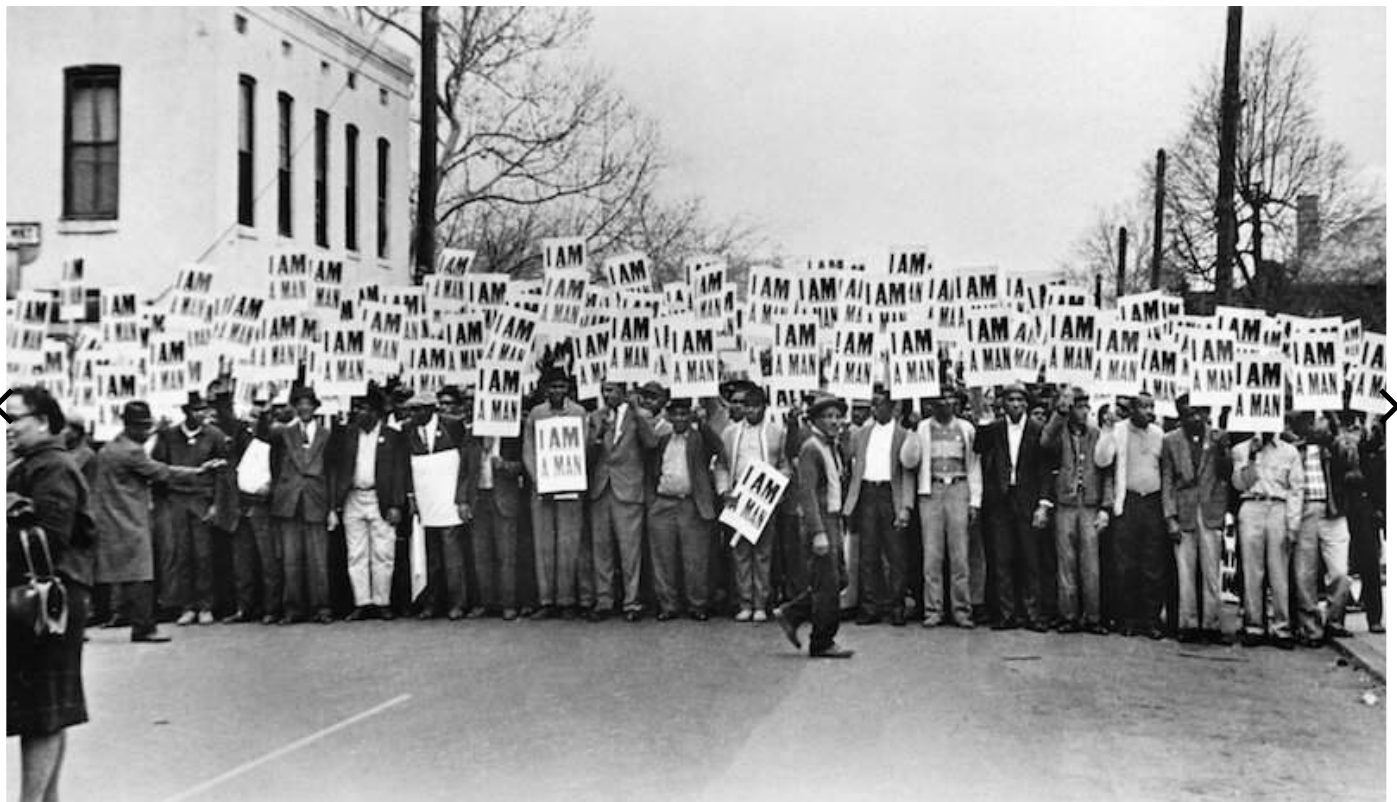




# Ypsilanti

## Ypsilanti District Library to host virtual version of traveling national exhibit on civil rights

SARAH RIGG | WEDNESDAY, JANUARY 6, 2021



YDL

A photo of the March 28, 1968, sanitation workers' strike in Memphis. From the NEH on the Road exhibition For All the World to See: Visual Culture and the Struggle for Civil Rights.



A touring in-person exhibit about the intersection of visual media and the civil rights movement has been adapted to a virtual experience, sponsored by the Ypsilanti District Library (YDL).

The exhibit, "For All the World To See: Visual Culture and the Struggle for Civil Rights," is adapted from an exhibition organized by the Center for Art, Design, and Visual Culture at the University of Maryland, Baltimore County in partnership with the National Museum of African American History and Culture. It was originally set to make a stop at YDL's Whittaker Road location.

Sam Killian, community relations coordinator for the YDL, says major exhibits like this one, sponsored by the National Endowment for the Humanities' [NEH On the Road](#) program in cooperation with [Mid-America Arts Alliance](#), are typically reserved years in advance. YDL staff had to make a tough decision on whether to cancel or adapt the exhibit.

"With everything else going on in the community and in the country, we thought it was too important of a topic to not do anything with it," Killian says. "The exhibit covers the '40s through '70s, how visual culture shaped the discussion of race relations, and that is still a relevant topic today."

YDL staff set up the exhibit and created a [virtual tour of it](#), plus a website dedicated to [supplemental activities](#).

One of the supplemental activities centers around civil rights photographer Gordon Parks. The activity asks visitors to contemplate why Gordon called photography his "[weapon of choice](#)" and to upload a photo that illustrates social justice.

Another activity is called "[Civil Rights in Ypsi - Looking through the Local Lens](#)." The activity contains links to the library's [A.P. Marshall African American Oral History Archive](#), the YDL's new "[Ypsi Stories](#)" podcast, and the Ypsilanti StoryMap. The StoryMap is still under construction but will allow viewers to find points of interest in Ypsilanti on a map and learn about the history of different local sites, including Ypsilanti City Hall.



Patrons are encouraged to send in their responses to the exhibit and supplemental activities, to be compiled into a digital "scrapbook," Killian says.

"In some of the activities, we hope people will spend time thinking about the prompts and submit art, photography, writing, and reflections, so we can put those altogether as a scrapbook that reflects ... the community dialogue," he says.

The scrapbook of patron reflections will be available online, and some sort of physical display of those responses will also be available when YDL buildings reopen to the public.

An activity kit has also been built around the exhibit. Patrons with good internet connections and a printer can download the materials. Others may email staff to get a physical kit of materials for curbside pickup from one of the library branches.

The virtual tour video, a link to request an activity kit, and supplemental activities are all available [here](#).

**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.**

#### SPONSORED BY

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CONCENTRATE - ANN ARBOR/YPSI

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UPPER PENINSULA

THE KEEL - PORT HURON

THE LAKESHORE

METROMODE - METRO DETROIT

##### FOCUS AREAS

ARTS AND CULTURE

COMMUNITY DEVELOPMENT





# RAPID RESPONSE FOR SUPPORT

## Members use COVID-19 funding to encourage getting active and outside

**In response to COVID-19**, the Michigan Department of Health and Human Services (MDHHS) provided mParks up to \$3,000 per community for communities in Eastern Washtenaw or Western Wayne Counties for activity packs for youth and families or COVID-19 signage. The packs encouraged participants to be physically active and outdoors on their own and included items such as jump ropes, chalk, water bottle, and compasses. COVID-19 signage could include sanitation, social distancing and other guidelines or protocols.





## YPSILANTI DISTRICT LIBRARY

The Ypsilanti District Library (YDL), serving the City of Ypsilanti, Superior Township, and Ypsilanti Township, was a recipient of \$3,000 of Rapid Response Funding. The YDL used the funds to provide activity packs to 500 school-aged children in the Library's district. Library staff had already developed high-quality online summer learning modules and were able to provide materials to help young people complete those modules. The activity packs contained materials to supplement spending time outside, exploring nature, and making creative art.

Eastern Michigan University (EMU) and 826michigan helped YDL develop writing prompts that were included in each activity pack. YDL was able to get learning materials into the hands and homes of 500 local children.

"We leveraged our partnerships with Washtenaw Literacy, Parkridge Community Center, Sycamore Meadows, and Lincoln Community Schools to see that these activity packs were distributed to under-resourced families," said Mary Garboden, Head of Outreach Services for the YDL.

The Rapid Response funds gave the YDL the ability to make their Summer Challenge program a much more hands-on experience for their patrons.

"In the era of COVID, one of our greatest challenges has been finding ways to deliver service equally in an online environment," said Garboden.

**"Many families aren't able to fully access materials online. This funding helped deliver learning materials to more families who would otherwise be left out of the process."**

To reach those families they contacted existing partners who serve the most under-resourced populations and developed a plan to distribute to their service populations.

"We distributed activity packs at local Summer Food Service Program free lunch sites and advertised available activity packs through the Library's website and social media," said Garboden. "Families could also come to the Library during specified times to receive an activity pack."

The YDL partnered with Washtenaw Literacy's Learning is a Family Thing, Food Gatherers, 826michigan, EMU, the Washtenaw Intermediate School District, and Lincoln Community Schools. This funding opportunity was a major benefit for their work and impact this summer.



## **Customer Services**

Monthly report: January 2021

### ***Circulation Stats***

For the month of December, we checked out 16,305 items system wide, and patrons downloaded 11,377 digital items. We also issued 97 new library cards.

### ***Staff News***

I'm happy to report that we have hired two new Customer Services clerks at Whittaker Road, Jacquelyn Peterson and Shane Sales.

Jacquelyn has previously worked at the Ann Arbor District Library, and currently has a part-time position with the Dearborn City Library in addition to her part-time position with YDL. Jacquelyn is planning to attend library school in the near future to obtain her MLS.

Shane comes to us with prior library experience as well, having previously worked for the Seattle, Washington Public Library system.

Submitted by John Connaghan on January 21, 2021



# Facilities Department

## Board Report: January 2021

A lot of things have been happening concerning Facilities the last couple months.

Johnson Controls/Simplex Grinnell Co. replaced the fire alarm panel. The old panel was failing, and not supported with parts or software anymore. The new system will be supported with parts and software upgrades for many years to come. Replacement is complete, and all is working properly now.



O'neal Construction finished the work at the roof line of the rear windows at Whittaker Road. They also replaced the ramp to get to the gravel road behind the building.



A new Little Library was put up at Whittaker Road.



Campbell Inc. completed the installation of the GPS needlepoint bipolar ionization project at both Michigan Ave, and Whittaker Road. The units are installed inside the air handler units. Campbell technician tested air quality after work completed, all is working perfectly.



**Submitted by: Jim Reed**

**January 21, 2021**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

January 2021

## Status Report

- PC Replacement/Windows 10 Update – The vast majority of staff are updated, a small percentage remains after we've found an operational system issue that causes regular functionality problems when printing reports. We're actively working with the software developer to find a solution.
- Patron Management System – We are currently engaged in system maintenance tasks for patron machines, this includes typical steps taken regarding updates with the addition of improvement steps to address some interoperability issues. We look forward to opening back up with a fully functional and improved Patron PC environment when the time comes.
- New servers – 2021 will be a year of system upgrades. Newly acquired hardware/virtual software provides us with a platform to grow and refresh almost every one of our in house systems. Some will move offsite to leverage more powerful solutions but those remaining will be targeted for individual improvement.
- 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.
- YDL Filtering – 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

- Helpdesk Report – We've had a slew of recent system issues as of late and resolved around three dozen tickets in December. We have also recently resolved a more serious issue that arose regarding email delivery. We have a few anticipated fixes to deliver for Website Booklist creation, outside storage locker repair, Tele circulation operations, and Talk website management tasks.
- So far we welcome 2021 with its challenges that have a little less of the "Unknown" factor that 2020 provided a good dose of.

## New or Upcoming Items

- Superior Data Line- I've yet to be able to identify a solid source of an issue we have. To date my best attempt at resolving the issue would be to make an adjustment TLN has scheduled to perform in early July.

## Michigan Avenue Board Report: November 2020

### Programs

- Kelly and Jodi have created and distributed the first group of teen subscription boxes, a suggestion from the Teen Advisory Group.
- Youth staff are continuing to create kits, create live storytimes, and run virtual book clubs and game programs. Circ and Adult staff are handling pull lists, running kits, books, and print jobs to patrons at curbside.
- Shoshanna is now on her third Ypsi Stories podcast. The January recording was very timely, interviewing members of an organization, Love Resilience Action Ypsilanti (LRAY). In response to Trump's Inauguration in January 2017, LRAY held a 2 day event in January 2017 on community building and resistance.
- We received \$1500 from the Michigan Humanities Council to put together a 2-day conference "America without Racism." We are collaborating with a volunteer organization, Washtenaw Faces Race. The conference is being held virtually on Feb 5<sup>th</sup> and 6<sup>th</sup> and is focusing on policing, health care for everyone, redefining work, and defending the rights of the commons vs the individual. The conference ends with a visioning session. Speakers including La'Ron Williams, Eli Savit, Dr. Abdul El Sayed, Dr. Alford Young, Dr. Patricia Coleman-Burns, Dr. Anita Hernandez, radio host Thom Hartmann, Desirae Simmons, and many others.
- Paula and I have had more discussion with AARP volunteers about whether it would be possible to do taxes virtually this year. Due to social distancing and the library being closed to the public, it is quite an intensive process to provide the service but this is one of the most highly valued services of the library. If AARP national allows us the local volunteers to do it, it would not start till March. To help fill the gap, Whittaker Rd and Mich Ave will be adding United Way's Scan and Go service, which has previously been used at Superior. Scan and Go is also staff intensive and is limited in scope but will still fill the needs of many of our patrons.

### Building

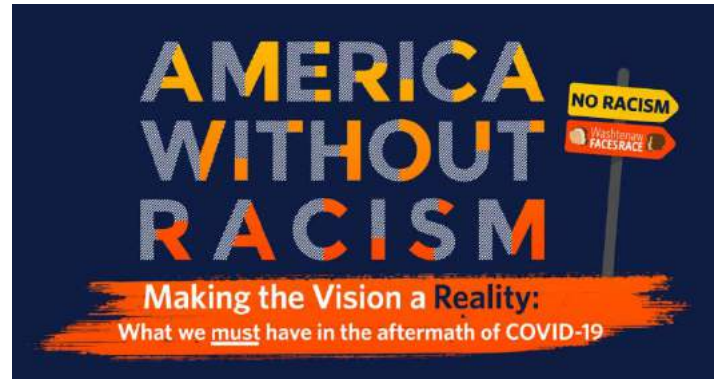
The Downtown Development Authority generously gave YDL \$800 toward making the library plaza and building more festive and engaging. My husband and I decorated a 5' wreath, created lighted arches for the openings of the plaza, along with a lighted sleigh complete with a winter backdrop for photos. Jim, Lois, and Ron helped light the fencing and tree and hung the wreath. We looked very festive. Best of all everything can be reused next year when hopefully people can attend a tree lighting! Many thanks to facilities for helping pull the pieces together.

Jim has ordered cabinets to replace our old kitchen cabinets that were pulling from the wall and the doors kept falling off... He will also add new cabinets so craft supplies can go behind closed doors. The staff are looking forward to the transformation.

### Staff

Madelynne Brown, our new youth parapro, started last week. She has grown up in Ypsilanti, has a theater degree and has been a library user for many years.

Joy Cichewicz  
January 22, 2021





# Outreach Services Board Report

## January 2021

### Superior:

- We are getting geared up to participate in United Way's Scan & Go tax preparation program, along with Whittaker and Michigan Ave. We are getting many calls and hope to begin signing people up soon. This program lends itself well to COVID-era precautions, as the actual tax preparation takes place offsite.
- Superior's lockers were out of service for a short time. Chris was able to quickly get them back up and running with a thorough disassembly and cleaning. The locker service is used by many people who cannot pick up during regular business hours. We were glad the fix happened so quickly!

### Outreach Projects & Programs:

- Liz did a stellar job making a video tour of the *For all the World to See* exhibit. We have shared the exhibit webpage with local schools and community partners.
- Stacey put together a Saturday Afternoon Adventure all about pinecones. Monique is polishing up the Music program from the summer for a January re-release.
- Nicole continues in the rotation of livestream storytimes.
- We have continued to receive requests for student ecards from local teachers.



### Bookmobile:

- Nicole continues to do weeding and selecting so that when the bookmobile hits the road again, the collection will be ultra-spiffy!

### Learning Never Gets Old

- Instead of our normal end-of-year appreciation luncheon, Monique and I delivered treats and a handmade gift to each of our Senior Advisory Board members. We were able to chat on porches with each member. Everyone expressed the desire to gather again in person soon.
- Our Zumba series ended in December, with great success. We have the same instructor back again, doing a strength training class. Our first session had 13 attendees (including Monique's mother and Mary's mother-in-law!).
- Senior Advisory continues to meet monthly via Zoom.



Submitted by Mary Garboden  
January 21, 2021



## Whittaker Road-Adult Services Board Report: January 2021

Here is a listing of January programs:

- 3 book discussion groups (Thursday AM, African American Authors, Mystery Lovers Book Group)
- Google Sheets for Beginners
- Getting That Song Out of Your Head and Onto Paper (in partnership with YpsiWrites)
- Cooking With Scraps: Cook Along or Watch Demo
- Strategies and Celebrations for Minority Business Owners: a Panel Discussion (in partnership with the WCC Entrepreneurship Center)
- Google Slides for Beginners
- UFOs Over Michigan
- Google Docs for Beginners

This month, I want to highlight Brigitte's Google products classes, which are seeing an increase in registrations. Brigitte designed a class model with both presentation and class exercise components that has proven successful, helping those who attend both learn and become more confident in their abilities to work with Google products. She emails the class exercises and other helpful information to attendees in advance of class, so they have time to look everything over. They can also practice the exercises on their own afterwards. It's a real challenge to teach content while at the same time helping people navigate Zoom when they run into problems. There's an additional challenge as attendees sign on using a variety of devices, requiring different navigational directions during the class. Brigitte can do it all, with good humor and understanding of the challenges the registrants face. It's all new to her as well, but with a great deal of hard work, she has gotten it done. We unfortunately had to cancel 2 programs on eCommerce, as the speaker could not make it. We hope to offer it in the future. We are offering a different business program with information for anyone interested in becoming a certified minority or woman-owned business owner.

We welcomed Robert Neil to the department this month as Susan Brown's replacement. As Robert has worked in Customer Services for several years, he is already well acquainted with some tasks while taking on some new challenges. He is already hard at work planning programs, weeding collections, and ordering new materials. We're glad to have him aboard!

After meeting with Lisa, Joy and Mary about tax help services, we are going to offer both the United Way Scan and Go and AARP tax help services. We're still working out details but plan to rotate Scan and Go between Whittaker Road, Michigan Avenue, and Superior so there's a more flexible schedule for those needing an appointment. Scan and Go Services will begin by mid-February; AARP has said they are looking at a March start date. We anticipate that many people will sign up and keep us busy! It will be challenging to run these services without having taxpayers in our buildings, but we are committed to doing our part to meet a need in our community.

Staff continue to work on a variety of tasks, including:

- Helping with curbside pickup shifts

- Weeding parts of the collection
- Attending meetings
- Attending webinars for training and information
- Planning/presenting virtual programs and classes
- Cataloging materials
- Scheduling curbside appointments
- Ordering materials
- Answering reference questions over the telephone
- Pulling materials on the daily list of requests placed by patrons
- Creating /Assembling craft program supply kits
- Taking care of patron print job requests

All staff continue working a combination of shifts at Whit and at home.

Submitted by Paula Drummond Jan 20, 2021

# Whittaker Youth Services Board Report January 2021

## Program/Supply Kit Highlights

### Little Ones

- Livestream storytimes were on hiatus from December 12 through January 12 when Nicole kicked off the winter season. I reworked the [Storytime webpage](#) so there's space to embed one recent recording at a time. The winter session will continue with three read alouds per week until the end of February. It's nice to have new staff on board to share the work. Presenters for winter and spring: Jaclyn (seen to the right), Marlena, Liz P., Jodi, Ulana, Psyche, Kelly, Nicole, and Maddy.
- In December I put together odds and ends for preschoolers to use for sorting, counting and gluing as a [Loose Parts](#) TinkerLab. This month, Pat curated activities parents can do at home to make [learning the ABCs](#) fun. We'll call the series Little Ones STEAM in the spring. Some topics we've created, such as learning the ABCs--an important kindergarten readiness skill--will become an accessible service on the Little Ones page.
- Marlena is creating a movement video using green screen technology. See her home studio set up to the right. It goes live on YouTube in early February.



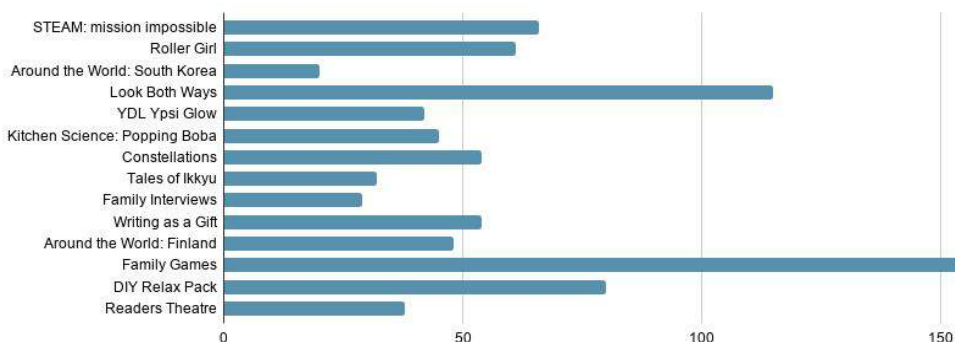
### Kids & Families

- [Saturday Afternoon Adventures](#) themes developed by staff since the last report are listed below:
  - [Tales of Ikkyu](#) with sumi-e painting supplies and a beautiful animated video by COCORO, with narration by Ypsi residents Toko Shiiki and Erik Santos.
  - [Family Interviews](#) created by 826michigan/YpsiWrites as part of the National Day of Listening.
  - [Egg Science](#) as part of Liz's Kitchen Science series.
  - [Writing as a Gift](#) including card making supplies, a short how to make a pop up card video created by Liz, and the option to attend an YpsiWrites Zoom (attended by 6 kids and more adults--facilitated by Paula).
  - [The Secret Life of Pine Cones](#) created by Stacey with a STEM activity kids could do at home after hunting for pine cones outside.
  - [Around the World: Finland](#) developed by Molly with help from a former Finnish exchange student, with a short video and craft supply kit.
  - [Family Games for Winter Break](#) developed by Jaclyn with a web page of ideas to help families play games remotely curated by Stacey.
  - [DIY Relax Pack](#) for kids assembled by Ulana with supplies to make a mini Zen garden, stress ball, and sensory bag.
  - MLK Day reflection that directed families with older kids to the *For All the World to See* tour and packet (thanks to Lisa's suggestion). Families with younger kids were encouraged to watch Common read *Let's Talk About Race* by Julius Lester, then explore our anti-racism pages for tips on how to talk about race with kids.
  - [Readers Theatre in a Bag](#) including a script, instructions and supplies to make costume props for each character and online theatre warm ups was developed by Jaclyn.



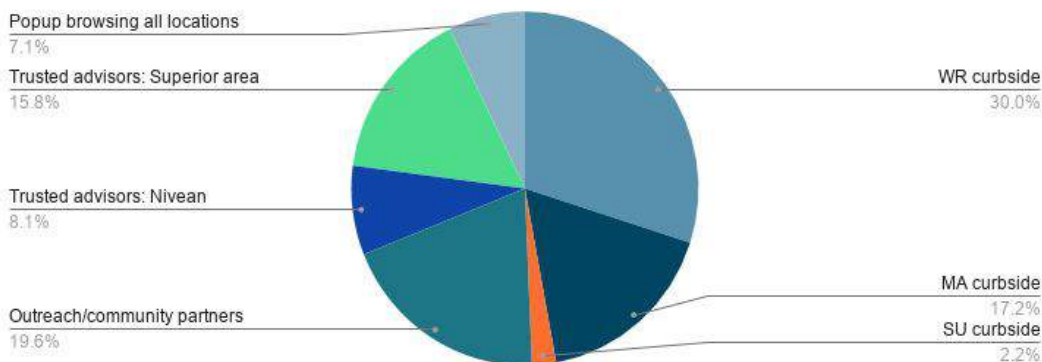
- Kits now include QR codes to direct people to our videos and web pages, thanks to Liz! We distributed about 975 kits in the fall. Added to the summer kits, we've distributed about 1670 kits since mid July. The chart below shows where these kits were distributed.

Kids Kits



- It's difficult to know what to capture for stats, but I'm tracking web page visits, social media video views, and kit distribution and decided fall Saturday Afternoon Adventure numbers merit continuing this type of programming until we can host large groups again.
- Youth staff from all locations have brainstormed topics to fill weekends through May, which helps share the load. Everyone helps assemble kits and reaches out to community partners to get the kits into the broader community. Offering one "program" per week means we're not inundating people with too much information and they can pick and choose from current or past suggested activities. Thanks to youth staff for creative ideas, to Karen for shopping for supplies, and to circulation and facilities staff for playing a major part in getting kits to patrons.

## 2020 Youth Supply Kit Location Distribution



## Teens

- Four TAG members are working with us on an AACF Youth Council grant so we can continue and expand monthly subscription bags. Kelly is taking the lead on helping teens develop content for the kits and planning Zoom gaming meetups once a month. 22 bags were distributed for January's *All American Boys*/Social Justice theme this month and include youth created flyers and a booklist.
- Mug cake kits with a mug, box of Jiffy mix, and two ceramic markers to decorate the mug were distributed in December prior to switching to the subscription bag model.

## Other Work

- In December, we welcomed Psyche Jetton to the department. It was great to have a returning YDL staffer, making it easier to do socially distanced training. Psyche has jumped in to fill many of Molly's responsibilities and create online programming, including storytimes and helping with 826 learning lab support. We'll miss Molly, whose last day was January 15, but are thrilled to have Psyche as her replacement.
- Slava and I continue to work on TALK.
  - Last month the new distribution platform developed by MCLS went live and has been sending messages to users without problems.
  - This week the new short code was approved and will be put to use tomorrow! Once again new users will be able to sign up by texting the word TALK to a short code (75547).
  - We met our HighScope lead evaluator, who is putting together a plan for us that she'll share early February.
  - We met Willard Library staff twice and will meet with smaller libraries in Calhoun County next month for a countywide rollout plan.
  - Spanish translation is almost complete and should be an option for users beginning next month. We will host a second feedback session with Spanish speaking parents soon.
  - All promotional materials, in English and Spanish, will be complete by the end of next week. We met with former TALK partners to get feedback about what pieces were most important and added yard sign templates for parks and drive thru restaurants, laundromat posters, and a digital display template.
  - Slava continues to make changes to the [website](#). Psyche helped give feedback on booklists and those are gradually being updated. Many songs will have both English and Spanish lyrics and some will include videos I created using footage Ulana already recorded for the library that I rebranded as TALK.



### THE TEEN ADVISORY'S TIPS FOR TALKING TO YOUR FAMILY ABOUT RACE

1. Know the material! Read a book, listen to a podcast, just take a second to understand what you are discussing so that you are prepared to educate.
2. Think about who you're talking to. Do they respond best to facts? Personal experiences? Religious scripture? Try to shape your argument to your audience so that they are more receptive.
3. Set boundaries. If you can feel a family member is just looking to play devil's advocate, check in with them. It is okay to say, "I think this is an important issue but I can't tell you aren't in the right space to talk about it right now."
4. If you can't stand to be around that family member in the moment, make it clear why you are leaving the room. Make eye contact and clearly state what they said and why it's offensive.
5. Everyone is capable of change. Try not to dismiss people's ability to learn just because they grew up in a different context than you, whether that be time period, country, or religious background.
6. Talk to your other family members about why you are the only one speaking up. Take a second with them to address their values and then learn up to continue bringing knowledge to your family.



**TALK** Make any time learning time!

**TALK:** about letter sounds while you wait. How many things can your child see that start with the p sound? People, paper, purple.

**Text TALK to 75547**

Get messages with fun activities to help prepare your little one for school success. For more information visit [talkingtalking.com](#).

(Phone logs - information here)



# **Old Business**

# **New Business**

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 1/21/21

**Re:** Resolution to designate fund balance for the Superior building project and Capital projects

In January 2019, Accountant Jim Carey created a Superior Department within the Capital Projects Fund and set up the revenue and expenditure accounts we use for the new building. All expenses for the project are drawn from this fund.

At each of the last two January meetings, the Board designated \$1,150,000 as Committed funds for the Superior building project.

This section from our draft audit report illustrates the current designations of fund balance:

	General Fund	Debt Service	Capital Improvement	Total
Nonspendable	1,268	-	-	1,268
Restricted				-
Memorials	6,609	-	-	6,609
Endowment				
	34,936			34,936
Committed:				
Working capital	500,000	-	-	500,000
Improvements	352,434	-	2,333,303	2,685,737
Assigned			331,711	331,711
Unassigned	<u>1,816,369</u>	<u>-</u>	<u>-</u>	<u>1,816,369</u>
	<u>2,612,132</u>	<u>-</u>	<u>2,665,014</u>	<u>4,035,156</u>

As we are collecting on the new millage again, I propose designating another \$1,200,000 as Committed funds for the Superior building project, bringing YDL's total commitment to \$3,500,000. I also suggest designating \$200,000 as Committed funds for Capital Projects generally, to be used for current and upcoming projects like the Whittaker lighting control system replacement, Michigan Avenue water remediation, possible parking lot work, etc.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-2

January 27, 2021

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

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 2021, 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:

\$1,200,000 of these Committed funds will be placed in the Superior department of the fund.

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

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

YES:          NO:          ABSENT:          VOTE:



**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 1/19/21

**Re:** Proposal for water infiltration investigation consulting for Michigan Avenue

You are all very familiar with the water issues at Whittaker, which we've begun to address with Phase 1 of the curtain wall window work. As an historic structure, Michigan Avenue has its own set of water problems. As you'll recall, we have had flooding in the basement which damaged materials after flash rains the past 2 summers. We also had leaking from a roof drain in 2018 which damaged ceiling and walls on the main floor. All of these incidents resulted in insurance claims. There are additional issues with groundwater seeping through the basement walls under the front ramps and stairs, with the drain lines running to and from the fountain, and others which force us to employ heavy use of sump pumps.

Individually these problems are usually manageable, but together and left untreated, they pose a threat to the building, as well as any possible future expansion. My goal is to identify the root of each problem and walk away with:

1. A prioritized list of the various projects that may stem from these findings,
2. Recommendations for taking care of them, and
3. Rough cost estimates for each fix.

Armed with this information we will be better prepared. We'll be able to tackle a little at a time as we can afford to do so, and hopefully encounter fewer surprises.

Having established a relationship with Terracon Consultants, Inc., overseeing the Whittaker project, we invited the main architect, Jared Lawrence, to look at the Michigan Avenue building with us. Following that meeting, he drafted the attached proposal for consulting services. In the 2021 budget I set aside \$10,000 as a placeholder for this work. In addition to Terracon's \$14,700 proposal, we would need to pay probably \$500-\$1,500 to engage a plumbing firm to scope the drain lines (will be much cheaper than Terracon doing it).

I would like to request waiving the bid process and accepting the Terracon proposal for water infiltration investigation consulting. Up to \$7,000 would be drawn from the fund balance to complete the project.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-3

January 27, 2021

RESOLUTION TO CONTRACT WITH TERRACON CONSULTANTS, INC. AND  
AUTHORIZE THE USE OF FUND BALANCE FOR WATER INFILTRATION  
INVESTIGATION CONSULTING AT MICHIGAN AVENUE

---

Whereas, the Michigan Avenue library is an historic structure with aging infrastructure and has experienced water damage from various sources over the past few years, and

Whereas, the YDL Facilities staff does their best to solve problems as they arise, but cannot know the underlying condition of pipes and drains, and

Whereas, it is in the best interest of the library to be proactive in preventing leaks and associated water damage, and

Whereas, YDL has been working with Terracon Consultants, Inc. on the Whittaker window project and finds them to be professional, thorough, and extremely knowledgeable in the area of water remediation, and

Whereas, Terracon Consultants, Inc. has proposed consulting services that would provide YDL with the information needed to tackle and repair underlying problems with the building's infrastructure, 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 consulting services at Michigan Avenue as described in a proposal dated December 7, 2020 for an amount not to exceed \$14,700.

BE IT FURTHER RESOLVED that

Up to \$7,000 from the Capital Asset Replacement fund may be used for this project, which includes a contingency of up to \$2,300 to pay a third party to scope pipes and drains.

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

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

YES:          NO:          ABSENT:          VOTE:



January 20, 2021

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**  
Water Infiltration Investigation  
5577 Whittaker Rd. Ypsilanti, MI 48197  
Terracon Number: PFR206187\_R1

Dear Ms. Hoenig:

Terracon Consultants, Inc. (Consultant) is pleased to submit our proposal to provide Building Enclosure consulting services for Ypsilanti District Library (Client) at the branch located at 229 West Michigan Ave. Ypsilanti, MI 48197. In this proposal we will present an outline of our project understanding, based on our meeting on site October 8, 2020 and our phone discussion on December 1, 2020. The following is our understanding of the project and our proposed scope of services and the fee for those services.

## 1.0 PROJECT INFORMATION

The original building was built in 1915 as a post office and was renovated into a library in 1963. Significant renovation work was completed in 2002 that included significant work to the south side of the building and the addition of ramps and a new staircase on the north elevation (main entrance). Terracon was informed that the facility has experienced water infiltration at several locations on the lower level of the facility for the past few years. We understand that the Client has made attempts to identify and repair these leaks, but those attempts have been unsuccessful. During the site visit, evidence of water infiltration was noted at a pipe penetration located at the east end of the south wall, along the north wall, and in the room with the sump located on the southeast corner.

Terracon has been asked to prepare a proposal to determine the likely cause for the infiltration, recommended remediation approaches, provide a phasing scheme to implement the remediation, and provide construction cost estimates organized by phase. Visual observations and water testing are included, excavation is not included in this phase.



## **2.0 SCOPE OF SERVICES**

Terracon proposes to provide the following scope of services:

### **2.1 Investigation**

- Review available drawings and photos provided by the Client.
- Two persons will be on-site for up to two (2) 8-hour days to document existing conditions and perform testing. Logistical support on the interior or exterior of the building necessary to administer the tests will be provided by the Client. We will make visual observations to document existing conditions on-site, at the interior and exterior of the structure, with an emphasis on areas of reported water infiltration. Removal of furniture and finishes to expose the interior surface of the foundation will be conducted by Client.
- We anticipate performing water penetration diagnostic testing in general accordance with ASTM E 2128 *Standard Guide for Evaluating Water Leakage of Building Walls*. This testing will be applied to locations coordinated with a building manager that has authority and permission to access the facility. The specific location and number of tests will be limited to interior and exterior site access and Terracon's time on site.
- Document the observed water intrusion pathways where practical. Terracon may utilize an infrared camera, borescope, or moisture meter to assist in observing water intrusion. This work may include the partial removal of sealant joints and drilling holes to utilize a borescope.
- This proposal does **not** include the services or expertise of an environmental hygienist or other professional services appropriate for the analysis of, or recommendations for, biological growth that may be identified during the evaluation.
- As previously discussed with Client, Terracon recommends that the plumbing be evaluated and recorded to verify drain lines from the building are not damaged. Terracon understands that this will be provided by Client.
- This investigation should be conducted when the exterior ambient temperature is consistently above 32 F and when the ground is not frozen.

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

### **2.2 Report**

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

- A description of the building and exterior wall assemblies investigated.

## Proposal for Limited Building Enclosure Consulting Services

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- Detailed description of conditions observed during the investigation.
- Photographs of selected components as required to illustrate the conditions identified that require repair or maintenance.
- Summary of findings of the investigation, including general recommendations for corrective action. These recommendations will be limited to work considered necessary to repair the existing system if economically feasible, or to provide an appropriate replacement system if repair is not feasible. Although the report may include key details, it will not include specifications and will not be suitable as scoping documents to contract repair work.
- The recommended corrective actions will be organized into repair scopes and then prioritized. A Rough Order of Magnitude (ROM) cost estimate will be developed for each repair scope.

### 2.3 Additional Consulting

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

Principal/Authorized Project Reviewer .....	\$250
Senior Architect/Engineer .....	\$200
Senior Staff Architect/Engineer .....	\$150
Staff Architect/Engineer/PM .....	\$125
CAD Technician .....	\$100
Administrative/Clerical.....	\$75
Mileage.....	\$0.68/MI
Expenses.....	Cost Plus 15%

### 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

## Proposal for Limited Building Enclosure Consulting Services

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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.

In addition, Terracon retains the right to stop work without penalty at any time Terracon believes it is in the best interests of Terracon's employees or subcontractors to do so in order to reduce the risk of exposure to the coronavirus. Client agrees it will respond quickly to all requests for information made by Terracon related to Terracon's pre-task planning and risk assessment processes. Client acknowledges its responsibility for notifying Terracon of any circumstances that present a risk of exposure to the coronavirus or individuals who have tested positive for COVID-19 or are self-quarantining due to exhibiting symptoms associated with the coronavirus.

### 4.0 CLIENT RESPONSIBILITIES

- Client will provide information pertinent to the project including previous reports, repair history, and other data relative to design and construction of the project.
- Provide personnel lifting devices (boom lift, mobile scaffolding scissor lift, etc.) to facilitate personnel access to all portions of the interior and exterior of the test specimens to facilitate the scope of services defined herein.
- Client to provide any additional site-specific safety requirements which will be applicable to our services.
- Client to provide a safe work place for Terracon staff.
- 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.
- Provide a source of pressurized potable water (10 gpm at 60 psi minimum) within 100 feet of the work area.
- Client will bear costs incurred directly or indirectly pursuant to compliance with this section.

**Proposal for Limited Building Enclosure Consulting Services**

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**5.0 COMPENSATION**

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

<b>Investigation (Lump Sum)</b> .....	<b>\$13,700</b>
<b>Additional Consulting (Hourly Not-to-Exceed)</b> .....	<b>\$1,000</b>
<b>Total:</b>	<b>\$14,700</b>

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

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

**6.0 AUTHORIZATION**

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

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

Respectfully,



Jared Lawrence, NCARB  
Senior Architect  
Facilities Services

Zach Rusu, AIA  
Senior Staff Architect  
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 Library- Michigan Ave. Branch project ("Project"), as described in Consultant's Proposal dated 01/20/2021 ("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 occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
2. **Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
3. **Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
4. **Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
5. **Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
6. **LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$25,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
7. **Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
8. **Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
9. **Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$1,000,000 occ / \$2,000,000 agg); (iii) automobile liability insurance (\$1,000,000 B.I. and P.D. combined single limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.



10. **CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**
11. **Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
12. **Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
13. **Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
14. **Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
15. **Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
16. **Utilities.** Unless otherwise stated in the Proposal, Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
17. **Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to the coronavirus. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes. Client acknowledges its responsibility for notifying Consultant of any circumstances that present a risk of exposure to the coronavirus or individuals who have tested positive for COVID-19 or are self-quarantining due to exhibiting symptoms associated with the coronavirus.

Consultant: Terracon Consultants, Inc.  
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Client: Ypsilanti District Library  
 By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name/Title: Lisa Hoenig / Director  
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