



YPSILANTI
DISTRICT
LIBRARY

Board of Trustees

2021 Information Packet



Wednesday

August 25, 2021

6:30pm

YDL-Whittaker

Ypsilanti District Library
YDL Board Meeting, August 25, 2021 6:30 pm, YDL – Whittaker Rd. Boardroom

AGENDA

| AGENDA ITEM | Information | Discussion | Action |
|---|-------------------------------------|-------------------------------------|-------------------------------------|
| Call to Order | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| *Roll Call 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"/> | | | |
| Approval of the Agenda | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Public Comment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consent Agenda | | | |
| A. Proposed Minutes from July 28, 2021 Regular Meeting | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. July 2021 Financials & Check Registers | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Communication | | | |
| A. Official Correspondence | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Ideas, Opportunities, Trends | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Committee Reports | | | |
| A. Finance Committee | <input type="checkbox"/> | <input type="checkbox"/> | |
| B. Policy Committee | <input type="checkbox"/> | <input type="checkbox"/> | |
| C. FOL Library Report | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| D. Fundraising Committee | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| E. Superior Township Planning | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| F. Facilities Committee | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| G. Personnel Committee | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Director's Report | | | |
| A. Operational Update | <input checked="" type="checkbox"/> | | |
| B. Performance Indicators | <input checked="" type="checkbox"/> | | |
| C. Departmental Reports | <input checked="" type="checkbox"/> | | |
| D. Significant Library News | <input checked="" type="checkbox"/> | | |
| New Business | | | |
| A. Discussion of Michigan Avenue water infiltration investigation report | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| B. Consideration of a proposal for construction administration services from Terracon Consultants, Inc. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Discussion of awarding a contract to conduct a compensation study | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Board Member Comments | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Adjournment | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**Minutes
of
Previous
Meeting**

Ypsilanti District Library
Board of Trustees Meeting
Minutes, July 28, 2021 (Unapproved)

CALL TO ORDER

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

Attendance

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

Also present: Director Lisa Hoenig, Business Office Manager Monica Gower, Community Relations Coordinator Sam Killian, Communications Intern Harper Klotz and Customer Services Clerk Megan Watts

APPROVAL OF THE AGENDA

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

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

Nays: None

Motion passed.

PUBLIC COMMENT

NONE

Introduction of new staff: Community Relations Coordinator Sam Killian introduced Harper Klotz, YDL's new communications intern. Lisa Introduced Megan Watts. Megan is Whittaker's new part time customer services clerk. Megan was formerly page at YDL from 2002 until the library's Covid closure.

CONSENT AGENDA

Trustee Maddix moved to approve the consent agenda (June 23, 2021, Virtual Meeting minutes, and June 2021 Financials and Check Registers). Trustee Williams supported this motion.

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

Nays: None

Motion passed.

COMMITTEE REPORTS

- Fundraising committee:
 - YDL is coming to the close of the Young Family Next Chapter Challenge. The last day is July 31, 2021. YDL has raised around \$71,000 of the \$100,000 that could be matched. Lisa got a call from a Donor on Friday that said they would like to help make the match. The donor is giving YDL \$35,000. YDL will put this on the record books and announce that YDL made the match.
 - There is another challenge match coming Oct 1, 2021 from the Herrick Foundation. YDL has up to a year to make the match. The foundation will match up to \$100,000.
 - Lisa received an email that there was another deposit into the Gousseff Family trust endowment. It was the final disbursement of their estate. The estate was closed out and the remaining money was divided between the seven organizations that were granted these endowments. YDL received another \$11,667.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, July 28, 2021 (Unapproved)

- Superior Township Planning:
 - The Township Board awarded the contract for the Harris road widening to Asphalt Specialists Inc. who was the low bidder. The repayment agreement was approved by the township board at their 7/19 meeting. It is on the YDL board agenda this evening (New Business C).
 - On 6/21 the Superior Township board approved a resolution to waive 50% of certain utility connection fees for the new library.
 - The progress on the site of the new library is a lot more visible now than it has been.

REPORT OF THE LIBRARY DIRECTOR

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

- There will be an election held in the library's meeting room on August 3rd. YDL is working to get the lunch room repaired so the community room can be used for other things in the fall. If you walk around you can see patching and painters' tape due to the work being done to get the building repaired from the flood.
- Walgreens will be offering another flu shot clinic at YDL for staff, Friends and trustees. It will be held in the Whittaker Community Room on 9/29/21 from 1-4pm.
- Board study sessions with Patricia Berry have been confirmed for Wed Sept 8th and Wed October 13th from 6:30pm -8:00PM.

NEW BUSINESS

- A. Award of contract for Whittaker Parking lot phase 3

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-24

July 28, 2021

RESOLUTION TO AWARD THE CONTRACT FOR PHASE 3 OF THE PAVEMENT
REPLACEMENT PLAN, AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE THE
CONTRACT, AND ALLOCATE CAPITAL ASSET REPLACEMENT FUND MONIES FOR THE
PROJECT

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

Whereas, the condition of Whittaker Road's aging pavement and its underlying infrastructure is a complex, ongoing issue, and

Whereas, professional engineering firm Beckett and Raeder, Inc. developed a pavement evaluation and replacement plan for Whittaker Road and bids were accepted on Phase 3 of the plan, and

Whereas, the low bid from Asphalt Specialists Inc. was found to be complete and acceptable,

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Board of Trustees Meeting
Minutes, July 28, 2021 (Unapproved)

NOW, THEREFORE, IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The contract for Phase 3 of Pavement Renovations as described in the June 11, 2021, bid documents is awarded to Asphalt Specialists Inc.; and

BE IT FURTHER RESOLVED that:

Library Director Lisa Hoenig is authorized to execute the contract; and

IT IS FURTHER RESOLVED that:

Up to \$155,569 from the Capital Asset Replacement Fund shall be allocated toward Phase 3 of Pavement Renovations as described in the bid documents.

OFFERED BY: Brian Steimel

SUPPORTED BY: Kay Williams

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

B. Construction testing and inspection services proposal

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-25

July 28, 2021

RESOLUTION TO ALLOCATE CAPITAL ASSET REPLACEMENT FUND MONIES FOR
CONSTRUCTION TESTING AND INSPECTION SERVICES

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

Whereas, the condition of Whittaker Road's aging pavement and its underlying infrastructure is a complex, ongoing issue, and

Whereas, professional engineering firm Beckett and Raeder, Inc. developed a pavement evaluation and replacement plan for Whittaker Road which recommended construction testing and inspection take place, and

Whereas, YDL solicited a proposal for construction testing and inspection services from Testing Engineers and Consultants, Inc. (TEC), for hourly services estimated at \$9,357.60; Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Ypsilanti District Library
Board of Trustees Meeting
Minutes, July 28, 2021 (Unapproved)

Up to \$10,000 from the Capital Asset Replacement Fund be allocated toward construction testing and inspection services associated with Phase 3 of the pavement replacement plan for Whittaker Road.

OFFERED BY: Theresa M. Maddix
SUPPORTED BY: Bethany Kennedy
YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

- C. Repayment agreement with Superior Township for Harris Road widening project Construction testing and inspection services proposal

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-26

July 28, 2021

RESOLUTION TO ENTER INTO A REPAYMENT AGREEMENT WITH SUPERIOR
TOWNSHIP FOR COSTS ASSOCIATED WITH HARRIS ROAD WIDENING

Whereas, the Ypsilanti District Library wishes to construct a new Library in Superior Township, and

Whereas, the Washtenaw County Road Commission approved the new Library's driveway permit contingent on widening of Harris Road, and

Whereas, Superior Township has agreed to pay for the widening of the road so the Library can allocate adequate funds to building construction, with repayment by the Library starting in 2023 as described in the attached agreement, and

Whereas, the Superior Township Board of Trustees approved the agreement on July 19, 2021, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library Board agrees to the repayment agreement as presented, and the Library Director is authorized to negotiate the final reimbursable costs with Superior Township officials upon completion of the Harris Road widening project.

OFFERED BY: Kay Williams
SUPPORTED BY: Bethany Kennedy
YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

Ypsilanti District Library
Board of Trustees Meeting
Minutes, July 28, 2021 (Unapproved)

BOARD MEMBER COMMENTS

| Trustee | Comment |
|---------|---|
| Brian | No comments |
| Kay | I went by the site today and they actually had the rebar so that they can start the slab. I got all excited because it means we are on our way. |
| Bethany | I participated in the library Olympics on the weekend and it was so much fun. I dragged my whole family with me and we had a great time. We saw a lot of people coming in to get vaccines. It was good to see. |
| Pat | No comments |
| Kristy | I have a lot of friends that I have spoken to that just found out the library was open. They were all excited. |
| Theresa | I was able to volunteer at the Friends shop for the first time in a very long-time last Saturday. I just wanted to report that there are a lot of really good finds in there right now. If you get a chance to stop by. |
| Jean | Thank you so much for the library, the staff, Lisa, everybody Just wonderful; taking care of us when we were locked down. People have made some wonderful comments to me about the library and they are excited about the library being open. I just want to thank you and the staff for everything that you have done. |
| Lisa | I'm surprised that nobody commented on any of the renovations here. I will just say if you didn't look check them out, especially by the triangular bay downstairs and the lights. |

Adjournment

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

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

Nays: None

Motion passed.

Financial Report

Check Register Report

Date: 08/19/2021

Time: 11:26 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 |
|-------------------------|------------|---------|----------------|----------------|---------------|---------------------------------|--------------------------------|-----------|
| ANN ARBOR Checks | | | | | | | | |
| 73442 | 07/09/21 | Printed | | | 000000025 | AFLAC | #15 & #16 payments | 163.48 |
| 73443 | 07/09/21 | Printed | | | ALER | ALERUS FINANCIAL | Emlopy June 21 contribution | 17,201.69 |
| 73444 | 07/09/21 | Printed | | | ALL100 | ALLIED 100 | AED batteries - 3 | 1,185.00 |
| 73445 | 07/09/21 | Printed | | | BAKL | BAKER & TAYLOR #4407662 | statement 6/30/21 | 52.30 |
| 73446 | 07/09/21 | Printed | | | BK7742 | BAKER & TAYLOR INC. 4387742 | statement 6/30/21 | 154.89 |
| 73447 | 07/09/21 | Printed | | | BK7752 | BAKER & TAYLOR INC. 4387752 | statement 6/30/21 | 156.58 |
| 73448 | 07/09/21 | Printed | | | 0000573139 | BAKER & TAYLOR, INC. 573139 | statement 6/30/21 | 845.16 |
| 73449 | 07/09/21 | Printed | | | BENCH | BENCHMARK DESIGN STUDIO | curbside sinage | 461.00 |
| 73450 | 07/09/21 | Printed | | | A15 | BP PRODUCTS OF NORTH AMERICA | 6/6-7/5/21 billing period | 260.26 |
| 73451 | 07/09/21 | Printed | | | CEN | CENGAGE LEARNING | legacy | 194.93 |
| 73452 | 07/09/21 | Printed | | | PLC | CENTRAL MICHIGAN UNIVERSITY | lost ILL-Intro to Qualitative | 170.67 |
| 73453 | 07/09/21 | Printed | | | CTS | CHARTER TOWNSHIP OF SUPERIOR | Superior grounds june 2021 | 81.68 |
| 73454 | 07/09/21 | Printed | | | CTS | CHARTER TOWNSHIP OF SUPERIOR | Superior fuel/elec June 2021 | 104.54 |
| 73455 | 07/09/21 | Printed | | | 000000039 | DEMCO, INC. | vinyl mag binder | 228.11 |
| 73456 | 07/09/21 | Printed | | | DTE ENERGY | DTE ENERGY | whit 5/25-6/23/21 service | 9,786.45 |
| 73457 | 07/09/21 | Printed | | | DTE ENERGY | DTE ENERGY | MA 5/29-6/29/21 service | 1,629.31 |
| 73458 | 07/09/21 | Printed | | | DTE ENERGY | DTE ENERGY | whit street light june 2021 | 41.38 |
| 73459 | 07/09/21 | Printed | | | FST | FIRST BOOK | Superior summ rd. 2021 | 225.38 |
| 73460 | 07/09/21 | Printed | | | IPS | INSIGHT PUBLIC SECTOR, INC. | HP care pack | 4,080.95 |
| 73461 | 07/09/21 | Printed | | | JOCO | JOHNSON CONTROLS | MA fire alarm/sprinklers | 1,122.04 |
| 73462 | 07/09/21 | Printed | | | 000000051 | THE LIBRARY NETWORK | 4/1-6/30/21 telecomm | 6,517.76 |
| 73463 | 07/09/21 | Printed | | | MAKT | MAKTABATEE | eid outfit | 74.03 |
| 73464 | 07/09/21 | Printed | | | MBM | MBM TECHNOLOGY SOLUTIONS | 5/24-6/23/21 Whit usage | 408.49 |
| 73465 | 07/09/21 | Printed | | | AFSCME | MICHIGAN AFSCME | deducted 7/8/21 | 539.20 |
| 73466 | 07/09/21 | Printed | | | MIDWESTTAP | MIDWEST TAPE | Hoopla eding 6/30/21 | 10,795.74 |
| 73467 | 07/09/21 | Printed | | | OCLC | OCLC INC. | billing 7/1-7/31/21 | 478.60 |
| 73468 | 07/09/21 | Printed | | | PBC | PATRICIA BERRY CONSULTING | 12 hrs. consulting | 2,080.00 |
| 73469 | 07/09/21 | Printed | | | PINTER | PINTER'S FLOWERLAND INC. | Whit potting soil/petunia | 43.99 |
| 73470 | 07/09/21 | Printed | | | STAPAD | STAPLES ADVANTAGE | 6/25/21 statement | 696.71 |
| 73471 | 07/09/21 | Printed | | | 0000000465 | STATE OF MICHIGAN | Mich Ave boiler certif 6/14/21 | 130.00 |
| 73472 | 07/09/21 | Printed | | | UMSI | UNIQUE MANAGEMENT SERVICES, | 7/21 curside comm | 90.00 |
| 73473 | 07/09/21 | Printed | | | 0000000021 | Y C U A | Whit 5/20-6/20/21 service | 2,031.41 |
| 73474 | 07/16/21 | Printed | | | AK | AK LAWCARE | MA #5 lawn | 610.00 |
| 73475 | 07/16/21 | Printed | | | AES | ALLIED EAGLE SUPPLY CO | supplies | 930.15 |
| 73476 | 07/16/21 | Printed | | | 0000000559 | ASSOCIATED PLUMBING & SEWER | WR restrooms | 908.50 |
| 73477 | 07/16/21 | Printed | | | BAKL | BAKER & TAYLOR #4407662 | statement 6/30/21 | 567.07 |
| 73478 | 07/16/21 | Printed | | | BK7762 | BAKER & TAYLOR INC. 4387762 | statement 06/30/21 | 605.61 |
| 73479 | 07/16/21 | Printed | | | BK7772 | BAKER & TAYLOR INC. 4387772 | statement 06/30/21 | 62.01 |
| 73480 | 07/16/21 | Printed | | | 0000573063 | BAKER & TAYLOR, INC. 573063 | statement 6/30/21 | 4,513.91 |
| 73481 | 07/16/21 | Printed | | | 0000573097 | BAKER & TAYLOR, INC. 573097 | statement 06/30/21 | 3,035.55 |
| 73482 | 07/16/21 | Printed | | | 0000573121 | BAKER & TAYLOR, INC. 573121 | statement 06/30/21 | 3,536.34 |
| 73483 | 07/16/21 | Printed | | | BAA | BANK OF ANN ARBOR | closing 6/30/21 #5384 | 1,265.98 |
| 73484 | 07/16/21 | Printed | | | BAA | BANK OF ANN ARBOR | closing 6/30/21 #5906 | 429.54 |
| 73485 | 07/16/21 | Printed | | | BAA | BANK OF ANN ARBOR | closing 6/30/21 #9394 | 1,656.02 |
| 73486 | 07/16/21 | Printed | | | BATT | BATTERIESPLUS | superior alarm | 18.99 |
| 73487 | 07/16/21 | Printed | | | BA | BLACKSTONE PUBLISHING | Destroyermen | 296.34 |

Check Register Report

Date: 08/19/2021

Time: 11:26 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 |
|-------------------------|------------|---------|----------------|----------------|---------------|--------------------------------|--------------------------------|-----------|
| ANN ARBOR Checks | | | | | | | | |
| 73488 | 07/16/21 | Printed | | | BCN | BLUE CARE NETWORK OF MI | 8/1-8/31/21 coverage | 41,144.42 |
| 73489 | 07/16/21 | Printed | | | JCARY | JAMES CAREY | september 2020 service | 1,320.00 |
| 73490 | 07/16/21 | Printed | | | 0000000027 | DELTA DENTAL PLAN OF MICHIGAN | August 2021 coverage | 2,879.14 |
| 73491 | 07/16/21 | Printed | | | 0000000039 | DEMCO, INC. | Mystery spine labels | 62.90 |
| 73492 | 07/16/21 | Printed | | | HOME | HOME DEPOT CREDIT SERVICES | statement 7/13/21 | 1,821.16 |
| 73493 | 07/16/21 | Printed | | | JOCO | JOHNSON CONTROLS | Whit 5/1/21-4/30-23 fire extin | 542.22 |
| 73494 | 07/16/21 | Printed | | | MNL | MADISON NATIONAL LIFE INS CO | August 2021 coverage | 1,160.92 |
| 73495 | 07/16/21 | Printed | | | MICHLIB | MICHIGAN LIBRARY ASSOCIATION | Hannibal renewal 2021 | 85.00 |
| 73496 | 07/16/21 | Printed | | | MIDWESTTAP | MIDWEST TAPE | 500617435/500651019/500651240 | 1,115.86 |
| 73497 | 07/16/21 | Printed | | | MY FAVORIT | MY FAVORITE PLANT COMPANY | July 2021 service | 128.00 |
| 73498 | 07/16/21 | Printed | | | MEGNIC | MEGHAN NICHOLSON | #3 of summer internship | 1,000.00 |
| 73499 | 07/16/21 | Printed | | | OV | OVERDRIVE, INC. | 01576DA21284932 | 3,268.68 |
| 73500 | 07/16/21 | Printed | | | PGC | PETERSON GLASS COMPANY | whit front door | 1,430.77 |
| 73501 | 07/16/21 | Printed | | | RIVI | RIVISTAS SUBSCRIPTION SERVICES | architectural digest | 7,510.84 |
| 73502 | 07/16/21 | Printed | | | 0000000465 | STATE OF MICHIGAN | MA Boiler Certif fee | 60.00 |
| 73503 | 07/16/21 | Printed | | | SUN | SUNBELT RENTALS | whit light replacement 6/3/21 | 781.02 |
| 73504 | 07/16/21 | Printed | | | STUD | SUPERIOR TOWNSHIP UTILITY DEPT | 5/15-6/15/21 service | 8.07 |
| 73505 | 07/16/21 | Printed | | | A4 | WASTE MANAGEMENT OF MICHIGAN | MA 7/1-7/31/21 service | 524.71 |
| 73506 | 07/16/21 | Printed | | | 0000000021 | Y C U A | MA 4/20-5/20/21 service | 702.96 |
| 73507 | 07/27/21 | Printed | | | CONSTELL | CONSTELLATION NEWENERGY- | June 2021 billing | 1,362.97 |
| 73508 | 07/27/21 | Printed | | | MBM | MBM TECHNOLOGY SOLUTIONS | Super 6/24-7/23/21 billing | 869.35 |
| 73509 | 07/27/21 | Printed | | | TDSM | TDS | 7/22-8/21/21 service | 1,235.68 |
| 73510 | 07/27/21 | Printed | | | VERIZON | VERIZON WIRELESS | 6/10-7/9/21 billing | 435.23 |
| 73511 | 07/27/21 | Printed | | | YPSIHARD | YPSILANTI ACE HARDWARE | closing 6/30/21 | 4.99 |

Total Checks: 70

Checks Total (excluding void checks): 149,922.63

Total Payments: 70

Bank Total (excluding void checks): 149,922.63

Check Register Report

Date: 08/19/2021

Time: 11:26 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 |
|--------------------------------|------------|---------|----------------|----------------|---------------|--|-------------------------------|-------------------|
| FIFTH THIRD BANK Checks | | | | | | | | |
| 1031 | 07/06/21 | Printed | | | STUD | SUPERIOR TOWNSHIP UTILITY DEPT | Superior wtr t&t/usage permit | 21,331.25 |
| 1032 | 07/07/21 | Printed | | | STUD | SUPERIOR TOWNSHIP UTILITY DEPT | revised Permit #1775 | 32.50 |
| Total Checks: 2 | | | | | | Checks Total (excluding void checks): | | 21,363.75 |
| Total Payments: 2 | | | | | | Bank Total (excluding void checks): | | 21,363.75 |
| Total Payments: 72 | | | | | | Grand Total (excluding void checks): | | 171,286.38 |

**Ypsilanti District Library
Balance Sheet
July 31, 2021
General Fund**

| | FY 2015-16 ACTUAL | FY 2016-17 ACTUAL | FY 2017-18 ACTUAL | FY 2018-19 ACTUAL | FY 2019-20 ACTUAL | FYTD 7/31/21 |
|---|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|-------------------------|
| Assets: | | | | | | |
| Cash: Checking | 435,833 | 325,888 | 30,254 | 243,356 | 451,722 | 319,250 |
| Savings | 2,191,873 | 2,414,562 | 2,311,968 | 2,318,328 | 2,453,406 | 2,885,197 |
| CD's | - | - | - | - | - | - |
| Community Foundation | 28,584 | 30,954 | 31,300 | 31,048 | 34,936 | 41,163 |
| Memorials | 6,402 | 6,403 | 3,368 | 3,368 | - | - |
| Operational Cash | 356 | 521 | 824 | 824 | 824 | 824 |
| Total Cash | 2,663,048 | 2,778,328 | 2,377,714 | 2,596,924 | 2,940,887 | 3,246,435 |
| Receivables & Other assets | 17,384 | 36,272 | 49,282 | 98,153 | 84,370 | 86,285 |
| Total Assets | 2,680,432 | 2,814,600 | 2,426,996 | 2,695,077 | 3,025,257 | 3,332,720 |
| Liabilities | | | | | | |
| | 334,400 | 509,097 | 145,758 | 85,577 | 313,638 | 101,362 |
| Composition of Fund Balance | | | | | | |
| Reserved: | | | | | | |
| Yoder Memorial | 3,252 | 3,252 | 3,252 | 3,252 | 3,252 | 3,252 |
| Current YTD | | | | | | - |
| Yates Memorial | 3,357 | 3,357 | 3,357 | 3,357 | 3,357 | 3,357 |
| Current YTD | | | | | | 6,227 |
| Designated: | | | | | | |
| Improvement Fund | 1,102,434 | 1,102,434 | 1,102,434 | 352,434 | 352,434 | 352,434 |
| Current YTD--net of revenues | | | | | | - |
| Working Capital | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| Current YTD | | | | | | - |
| Designated: MTT settlements | | | | | | |
| Designated: TEEN ZONE | | | | | | |
| Current YTD | | | | | | |
| Unreserved/Undesignated | 658,408 | 736,990 | 696,080 | 272,195 | 1,753,090 | 1,852,576 |
| Current YTD | 78,581 | (40,530) | (23,885) | 1,478,262 | 99,487 | 519,739 |
| Total Fund Balance | 2,346,032 | 2,305,503 | 2,281,238 | 2,609,500 | 2,711,619 | 3,231,358 |
| Total Liabilities & Fund Balance | 2,680,432 | 2,814,600 | 2,426,996 | 2,695,077 | 3,025,257 | 3,332,720 |

Ypsilanti District Library
Period Ending 7/31/2021 (66.7% of Year)
General Fund

| ACCT # | FY 2017-18 ACTUAL | FY 2018-19 ACTUAL | FY 2019-20 ACTUAL | Original FY 2020-2021 BUDGET | Amended FY 2020-2021 BUDGET | YTD 07/31/21 ACTUAL | REMAINING BUDGET | YTD AS A % OF BUDGET |
|-------------------------------------|------------------------------|------------------------------|------------------------------|---|--|--------------------------------|-----------------------------|-------------------------------------|
| Total Revenues | 3,923,252 | 5,506,662 | 5,568,866 | 5,744,333 | 5,744,333 | 4,446,290 | 1,298,043 | 77.4% |
| Expenditures | | | | | | | | |
| Dept 100 Administrative | 1,996,606 | 2,046,192 | 2,163,719 | 2,384,432 | 2,395,932 | 1,303,072 | 1,081,360 | 54.4% |
| Dept 200 Michigan Ave. | 560,976 | 570,105 | 555,976 | 585,399 | 585,399 | 350,318 | 235,081 | 59.8% |
| Dept 300 Outreach/bookmobile | 85,794 | 83,090 | 82,140 | 88,088 | 88,088 | 57,048 | 31,040 | 64.8% |
| Dept 400 Outreach/Superior Township | 151,311 | 158,283 | 158,483 | 163,154 | 163,154 | 105,459 | 57,695 | 64.6% |
| Dept 500 Whittaker Rd | 1,096,935 | 1,123,929 | 1,089,344 | 1,148,438 | 1,148,438 | 697,449 | 450,989 | 60.7% |
| Dept 600 Donations | 43,328 | 31,845 | 12,312 | - | - | 9,505 | (9,505) | NA |
| Dept 700 Grants | 12,190 | 12,323 | 7,405 | - | - | 3,700 | (3,700) | |
| Total | 3,947,140 | 4,025,767 | 4,069,379 | 4,369,511 | 4,381,011 | 2,526,551 | 1,842,960 | 57.7% |
| Net Revenue Over Expenditures | (23,888) | 1,480,895 | 1,499,486 | 1,374,822 | 1,363,322 | 1,919,739 | | |
| Sale of Assets | 979 | - | - | | | - | | |
| Board Designation of Funds | | (1,150,000) | (1,400,000) | | | (1,400,000) | | |
| Fund balance - beginning of period | 2,344,689 | 2,321,780 | 2,652,675 | 2,752,161 | 2,753,829 | 2,752,161 | | |
| Fund Balance - end of period | 2,321,780 | 2,652,675 | 2,752,161 | 4,126,983 | 4,117,151 | 3,271,900 | | |

**Ypsilanti District Library
General Fund
Period Ending 07/31/2021
(66.7% of Year)**

| ACCT # | ACCOUNT NAME | FY 2017-18 ACTUAL | FY 2018-19 ACTUAL | FY 2019-20 ACTUAL | Original FY 2020-2021 BUDGET | Amended FY 2020-2021 BUDGET | YTD 07/31/21 ACTUAL | YTD AS A % OF BUDGET |
|----------------------|---------------------------------|----------------------|----------------------|----------------------|------------------------------------|-----------------------------------|------------------------|-------------------------|
| Revenue | | | | | | | | |
| 403.000 | Superior Township Tax Levy | 619,558 | 896,999 | 885,210 | 936,283 | 936,283 | 807,849 | 86.3% |
| 425.000 | City of Ypsilanti Tax Levy | 589,334 | 808,325 | 836,671 | 846,900 | 846,900 | 315,813 | 37.3% |
| 425.075 | PPT Reimbursement | 20,105 | 18,247 | 16,119 | 12,000 | 12,000 | 0 | 0.0% |
| 440.000 | Ypsilanti Township Tax Levy | 2,212,989 | 3,283,915 | 3,486,095 | 3,617,971 | 3,617,971 | 3,124,093 | 86.3% |
| 441.000 | Renaissance Zone Reimb | | 39,574 | 66,633 | 50,000 | 50,000 | 0 | 0.0% |
| 443.000 | State Aid Direct | 30,201 | 32,932 | 32,931 | 35,678 | 35,678 | 35,678 | 100.0% |
| 447.000 | State Aid Indirect | 30,646 | 33,574 | 33,497 | 35,678 | 35,678 | 36,286 | 101.7% |
| 500.600 | Talk Grant Revenue | 75,358 | 23,853 | 30,629 | 67,473 | 67,473 | 30,769 | 45.6% |
| 657.000 | Fines/Misc. | 67,077 | 60,633 | 22,485 | 16,250 | 16,250 | 4,384 | 27.0% |
| 657.100 | Smart Cards - Printing & Copies | 40,841 | 36,686 | 11,776 | 10,000 | 10,000 | 835 | 8.4% |
| 657.600 | Guest Pass | 1,745 | 1,417 | 429 | 0 | 0 | 18 | 0.0% |
| 661.000 | Penal Fines County | 116,084 | 111,395 | 84,478 | 97,500 | 97,500 | 0 | 0.0% |
| 662.000 | Coffee shop rent | 3,500 | 1,296 | 0 | 0 | 0 | 0 | NA |
| 662.100 | Community room rentals | 1,250 | 1,850 | 575 | 500 | 500 | 0 | 0.0% |
| 679.000 | Donations/Misc. | 4,993 | 1,152 | 1,063 | 2,500 | 2,500 | 861 | 34.4% |
| 681.000 | Donations Designated | | 18,850 | 5,100 | | | 0 | 0.0 |
| 681.080 | Donations/Memorials | 711 | 2,629 | 4,555 | 600 | 600 | 5,854 | 975.6% |
| 687.000 | Interest/Checking | 1,727 | 3,233 | 1,037 | 1,000 | 1,000 | 380 | 38.0% |
| 687.010 | Interest/Savings | 7,050 | 15,331 | 6,175 | 5,500 | 5,500 | 2,093 | 38.0% |
| 687.060 | Interest/Yoder | 3 | 0 | 0 | 0 | 0 | 0 | NA |
| 688.000 | Interest/Endowment | 1 | 1 | 0 | 0 | 0 | 6,227 | 0.0% |
| 689.000 | Dividends-MML | 5,819 | 5,741 | 4,219 | 4,000 | 4,000 | 4,312 | 107.8% |
| 690.000 | Dividend Revenue Endowment | 6,335 | 6,771 | 7,220 | 4,500 | 4,500 | 7,718 | 171.5% |
| 691.000 | CARES act Credit | 0 | 0 | 0 | 0 | 0 | 6,400 | 0.0% |
| Total Revenue | | 3,835,327 | 5,404,404 | 5,536,898 | 5,744,333 | 5,744,333 | 4,389,569 | 76.4% |

**Ypsilanti District Library
General Fund
Period Ending 07/31/2021
(66.7% of Year)**

| ACCT # | ACCOUNT NAME | FY 2017-18 ACTUAL | FY 2018-19 ACTUAL | FY 2019-20 ACTUAL | Original FY 2020-2021 BUDGET | Amended FY 2020-2021 BUDGET | YTD 07/31/21 ACTUAL | YTD AS A % OF BUDGET |
|--------------------------------|--------------------------------|----------------------|----------------------|----------------------|------------------------------------|-----------------------------------|------------------------|-------------------------|
| Expenditures | | | | | | | | |
| Dept 100 Administrative | | | | | | | | |
| 702.000 | Salary Wages | 614,161 | 625,703 | 657,068 | 724,412 | 724,412 | 453,478 | 62.6% |
| 702.100 | Professional/Accounting | 5,340 | 6,500 | 5,080 | 7,500 | 7,500 | 4,440 | 59.2% |
| 702.150 | Bank Fees | 5,521 | 5,829 | 3,176 | 6,840 | 6,840 | 1,131 | 16.5% |
| 702.900 | Salary/Subs | 11,314 | 16,427 | 3,327 | 15,100 | 15,100 | 273 | 1.8% |
| 705.000 | Employee Recognition Awards | 472 | 687 | 336 | 750 | 750 | 0 | 0.0% |
| 710.000 | Paychex Payroll Service | 8,927 | 12,366 | 11,166 | 12,360 | 12,360 | 8,030 | 65.0% |
| 715.000 | Employer Payroll Tax | 141,453 | 144,670 | 144,791 | 153,626 | 153,626 | 99,027 | 64.5% |
| 715.100 | ACA Taxes Paid by employer | 0 | 247 | 295 | 371 | 371 | 181 | 48.7% |
| 718.000 | MERS Defined Contribution | 85,593 | 91,373 | 90,691 | 99,361 | 99,361 | 52,856 | 53.2% |
| 719.000 | FSA Admin Fee | 583 | 691 | 707 | 806 | 806 | 394 | 48.8% |
| 727.000 | Office Supplies | 28,245 | 28,789 | 26,412 | 32,400 | 32,400 | 14,589 | 45.0% |
| 727.050 | CARES act Exp | | | 95 | | | 6,305 | |
| 727.200 | Supplies-Facility | 15,582 | 19,577 | 13,820 | 23,700 | 23,700 | 8,725 | 36.8% |
| 752.000 | MML/Building Insurance | 59,627 | 61,476 | 64,450 | 67,673 | 67,673 | 66,589 | 98.4% |
| 753.000 | MML/Workers Comp | 9,016 | 9,756 | 7,204 | 10,544 | 10,544 | 3,840 | 36.4% |
| 754.000 | Health Insurance | 361,244 | 371,049 | 361,059 | 389,438 | 389,438 | 263,379 | 67.6% |
| 756.000 | Delta Dental | 37,616 | 36,153 | 34,311 | 35,601 | 35,601 | 22,945 | 64.4% |
| 757.000 | Employee Assistance Program | 1,006 | 974 | 579 | 0 | 0 | 0 | 0.0% |
| 758.000 | Life Insurance | 4,213 | 4,036 | 3,969 | 4,212 | 4,212 | 2,628 | 62.4% |
| 759.000 | Vision Service Plan | 8,679 | 8,811 | 8,856 | 9,253 | 9,253 | 6,036 | 65.2% |
| 762.000 | STD/LTD (Disability Insurance) | 10,542 | 12,076 | 11,403 | 10,025 | 10,025 | 6,480 | 64.6% |
| 769.000 | Printing & Publishing | 19,300 | 5,427 | 12,840 | 21,200 | 21,200 | 12,850 | 60.6% |
| 769.050 | Classified Advertising | 606 | 993 | 460 | 800 | 800 | 40 | 5.0% |
| 774.050 | Digital Collection | 22,298 | 31,726 | 175,379 | 221,800 | 221,800 | 114,433 | 51.6% |
| 774.100 | Data Bases | 79,791 | 93,136 | 21,988 | 30,000 | 30,000 | 16,086 | 53.6% |
| 774.800 | System Wide DVDs | 6,396 | 5,182 | 2,959 | 4,000 | 4,000 | 49 | 1.2% |
| 774.900 | All Materials Processing | 30,750 | 25,838 | 15,899 | 15,000 | 15,000 | 11,648 | 77.7% |
| 774.950 | Play Kits | 0 | 3,602 | 1,447 | 2,500 | 2,500 | 537 | 21.5% |
| 774.975 | Library of Things | 0 | 0 | 0 | 4,000 | 4,000 | 0 | NA |
| 801.000 | Major Events | 20,906 | 10,978 | 6,768 | 24,225 | 24,225 | 1,995 | 8.2% |
| 801.500 | Learning Never Gets Old | 2,000 | 1,962 | 2,246 | 2,000 | 2,000 | 1,639 | 81.9% |
| 802.000 | Mileage/Travel Reimbursement | 2,017 | 2,883 | 289 | 2,500 | 2,500 | 131 | 5.2% |
| 804.000 | Workshops/Training | 2,361 | 3,916 | 4,148 | 4,500 | 4,500 | 364 | 8.1% |
| 805.000 | Memberships & Dues | 5,455 | 5,436 | 5,675 | 5,000 | 5,000 | 4,830 | 96.6% |
| 806.000 | Talk Grant Expenses | 0 | 12,625 | 24,342 | 53,263 | 53,263 | 17,638 | 33.1% |
| 810.000 | Capital Outlay - Buildings | 0 | 4,301 | 600 | 5,000 | 5,000 | 397 | 7.9% |
| 810.100 | Capital Outlay - Improvements | 3,062 | 6,824 | 1,300 | 3,700 | 3,700 | 0 | 0.0% |
| 812.000 | Capital Outlay - Furnishings | 2,562 | 3,949 | 0 | 5,000 | 5,000 | 0 | 0.0% |
| 840.000 | Repair & Main Bldg | | | | | 0 | -75,951 | 0.0% |
| 850.000 | Automation - Technology | 181,162 | 154,332 | 183,693 | 178,800 | 178,800 | 37,423 | 20.9% |
| 850.100 | Telecommunications | 12,788 | 6,573 | -19,543 | 7,911 | 7,911 | 19,747 | 249.6% |
| 850.200 | SirsiDynix | 55,644 | 51,473 | 62,573 | 62,224 | 62,224 | 59,088 | 95.0% |
| 850.500 | Software Subscription | 0 | 7,926 | 14,762 | 18,985 | 26,485 | 16,090 | 60.8% |
| 890.000 | The Library Network | 2,796 | 2,796 | 2,796 | 3,000 | 3,000 | 0 | 0.0% |
| 928.000 | Postage | 13,874 | 13,085 | 19,334 | 19,655 | 19,655 | 11,768 | 59.9% |
| 965.000 | Auditing Service | 7,275 | 7,425 | 7,425 | 7,875 | 7,875 | 7,875 | 100.0% |
| 975.000 | Legal | 9,804 | 8,870 | 6,422 | 4,000 | 8,000 | 4,261 | 53.3% |
| 975.500 | Legal - Negotiations | 0 | 12,765 | 0 | 0 | 0 | 0 | NA |
| 980.000 | Professional/Contractual | 91,121 | 83,193 | 154,793 | 36,822 | 36,822 | 17,345 | 47.1% |
| 980.500 | Branding Costs | 2,415 | 2,561 | 1,188 | 2,500 | 2,500 | 373 | 14.9% |
| 981.500 | Lost Book Expense | 10,553 | 8,546 | 3,749 | 10,200 | 10,200 | 825 | 8.1% |
| 982.000 | MTT Charge Back City | 387 | -140 | 208 | 4,000 | 4,000 | 232 | 5.8% |
| 983.000 | MTT Charge Back TWP | 1,194 | 389 | 200 | 10,000 | 10,000 | 37 | 0.4% |
| 983.100 | MTT Charge Back-Superior Twp | 955 | 10,430 | 985 | 10,000 | 10,000 | 0 | 0.0% |
| 984.050 | Contributions/Endowment | 0 | 0 | 0 | | | | NA |
| Total | | 1,996,606 | 2,046,192 | 2,163,719 | 2,384,432 | 2,395,932 | 1,303,072 | 54.4% |

**Ypsilanti District Library
General Fund
Period Ending 07/31/2021
(66.7% of Year)**

| ACCT # | ACCOUNT NAME | FY 2017-18 ACTUAL | FY 2018-19 ACTUAL | FY 2019-20 ACTUAL | Original FY 2020-2021 BUDGET | Amended FY 2020-2021 BUDGET | YTD 07/31/21 ACTUAL | YTD AS A % OF BUDGET |
|--|---------------------------------|----------------------|----------------------|----------------------|------------------------------------|-----------------------------------|------------------------|-------------------------|
| Dept 200 Michigan Ave. | | | | | | | | |
| 702.000 | Salaries | 393,684 | 404,679 | 396,590 | 415,930 | 415,930 | 265,967 | 63.9% |
| 702.800 | Salaries-Pages | 7,423 | 7,271 | 4,044 | 9,833 | 9,833 | 2,535 | 25.8% |
| 771.000 | Adult Books & Processing | 31,369 | 31,227 | 25,084 | 25,000 | 25,000 | 10,284 | 41.1% |
| 772.000 | Youth Books & Processing | 18,216 | 17,891 | 14,651 | 15,650 | 15,650 | 4,334 | 27.7% |
| 776.000 | Periodicals - Adult | 3,949 | 4,244 | 2,979 | 3,000 | 3,000 | 2,014 | 67.1% |
| 776.050 | Periodicals - Youth | 236 | 206 | 0 | 250 | 250 | 0 | 0.0% |
| 778.000 | Adult Audio/Visual | 13,143 | 11,112 | 6,153 | 8,000 | 8,000 | 3,337 | 41.7% |
| 779.000 | Youth Audio/Visual | 5,329 | 4,956 | 2,993 | 2,850 | 2,850 | 773 | 27.1% |
| 802.200 | Parking | 0 | 3,600 | 3,600 | 3,600 | 3,600 | 3,600 | 100.0% |
| 810.000 | Capital Outlay - Buildings | 2,373 | 7,952 | 18,869 | 20,000 | 20,000 | 9,864 | 49.3% |
| 812.000 | Capital Outlay - Furnishings | 0 | 7,031 | 6,992 | 2,500 | 2,500 | 0 | 0.0% |
| 840.000 | Repair & Maintenance - Building | 28,501 | 15,255 | 13,803 | 20,000 | 20,000 | 10,210 | 51.0% |
| 840.025 | Campbell Maint Contract | 17,761 | 16,489 | 18,754 | 12,672 | 12,672 | 9,504 | 75.0% |
| 840.050 | Snow Removal/ Lawn Care | 6,125 | 6,229 | 6,078 | 12,000 | 12,000 | 5,153 | 42.9% |
| 900.000 | Programs-Adult | 693 | 1,493 | 1,625 | 1,700 | 1,700 | 875 | 51.5% |
| 901.000 | Programs-Youth | 1,300 | 1,342 | 2,659 | 1,900 | 1,900 | 1,205 | 63.4% |
| 940.000 | Phone | 4,500 | 4,514 | 4,535 | 4,680 | 4,680 | 3,029 | 64.7% |
| 943.000 | Natural Gas | 4,317 | 3,359 | 3,624 | 3,872 | 3,872 | 3,518 | 90.9% |
| 947.000 | DTE - Electric | 16,432 | 16,452 | 15,236 | 15,475 | 15,475 | 9,239 | 59.7% |
| 949.000 | Ypsilanti Comm Utilities Auth | 5,625 | 4,802 | 7,707 | 6,487 | 6,487 | 4,877 | 75.2% |
| Total | | 560,976 | 570,105 | 555,976 | 585,399 | 585,399 | 350,318 | 59.8% |
| Dept 300 Outreach/bookmobile | | | | | | | | |
| 702.000 | Salaries | 66,998 | 68,078 | 69,159 | 70,735 | 70,735 | 46,913 | 66.3% |
| 775.000 | Library Materials | 4,930 | 4,478 | 5,303 | 5,000 | 5,000 | 1,615 | 32.3% |
| 840.000 | Repair & Maintenance | 8,487 | 5,109 | 6,017 | 6,693 | 6,693 | 7,506 | 112.1% |
| 943.000 | Fuel | 5,379 | 5,425 | 1,661 | 5,660 | 5,660 | 1,015 | 17.9% |
| Total | | 85,794 | 83,090 | 82,140 | 88,088 | 88,088 | 57,048 | 64.8% |
| Dept 400 Outreach/Superior Township | | | | | | | | |
| 702.000 | Salaries | 136,949 | 144,398 | 146,792 | 149,443 | 149,443 | 98,897 | 66.2% |
| 775.000 | Library Materials | 7,059 | 7,609 | 5,842 | 7,000 | 7,000 | 2,409 | 34.4% |
| 840.000 | Repair & Maintenance | 2,220 | 1,374 | 1,007 | 1,000 | 1,000 | 708 | 70.8% |
| 840.050 | Snow Removal & Lawn Care | 980 | 898 | 980 | 1,200 | 1,200 | 653 | 54.5% |
| 900.000 | Programs - adult | 589 | 601 | 543 | 600 | 600 | 300 | 50.0% |
| 901.000 | Programs - Youth | 556 | 600 | 468 | 600 | 600 | 430 | 71.7% |
| 940.000 | Phone | 1,125 | 1,129 | 1,134 | 1,186 | 1,186 | 757 | 63.9% |
| 943.000 | Natural Gas | 756 | 573 | 659 | 789 | 789 | 598 | 75.8% |
| 947.000 | DTE - Electric | 993 | 1,013 | 960 | 1,061 | 1,061 | 649 | 61.2% |
| 949.000 | Ypsilanti Comm Utilities Auth | 84 | 88 | 98 | 275 | 275 | 56 | 20.5% |
| Total | | 151,311 | 158,283 | 158,483 | 163,154 | 163,154 | 105,459 | 64.6% |

**Ypsilanti District Library
General Fund
Period Ending 07/31/2021
(66.7% of Year)**

| ACCT # | ACCOUNT NAME | FY 2017-18 ACTUAL | FY 2018-19 ACTUAL | FY 2019-20 ACTUAL | Original FY 2020-2021 BUDGET | Amended FY 2020-2021 BUDGET | YTD 07/31/21 ACTUAL | YTD AS A % OF BUDGET |
|---------------------------------|-------------------------------------|----------------------|----------------------|----------------------|------------------------------------|-----------------------------------|------------------------|-------------------------|
| DEPT 500 WHITTAKER RD | | | | | | | | |
| 702.000 | Salaries | 684,699 | 696,339 | 701,249 | 720,087 | 720,087 | 489,474 | 68.0% |
| 702.800 | Salaries-Pages | 37,920 | 34,553 | 15,483 | 42,024 | 42,024 | 9,418 | 22.4% |
| 771.000 | Adult Books | 64,203 | 64,635 | 41,293 | 48,200 | 48,200 | 19,695 | 40.9% |
| 772.000 | Youth Books | 32,150 | 38,784 | 23,641 | 29,400 | 29,400 | 15,712 | 53.4% |
| 776.000 | Periodicals - Adult | 5,910 | 5,915 | 5,239 | 5,300 | 5,300 | 3,964 | 74.8% |
| 776.050 | Periodicals - Youth | 852 | 898 | 759 | 800 | 800 | 745 | 93.1% |
| 778.000 | Adult Audio/Visual | 23,585 | 21,217 | 15,746 | 15,500 | 15,500 | 4,177 | 26.9% |
| 779.000 | Youth Audio/Visual | 7,979 | 7,300 | 4,159 | 5,100 | 5,100 | 2,302 | 45.1% |
| 810.000 | Cap Outlay Building | | 11,328 | 3,880 | 39,000 | 39,000 | 9,460 | 24.3% |
| 810.100 | Cap Outlay Improvements | | | | 0 | 0 | 0 | 0.0% |
| 840.000 | Repair & Maintenance - Building | 25,445 | 23,842 | 39,729 | 22,440 | 22,440 | 9,757 | 43.5% |
| 840.025 | Campbell Maint Contract | 42,979 | 42,934 | 42,797 | 42,797 | 42,797 | 32,098 | 75.0% |
| 840.050 | Snow Removal/Lawn Care | 14,596 | 16,529 | 16,241 | 22,100 | 22,100 | 11,874 | 53.7% |
| 900.000 | Programs - Adult | 3,325 | 3,765 | 4,206 | 4,200 | 4,200 | 1,634 | 38.9% |
| 901.000 | Programs - Youth | 5,122 | 6,298 | 5,697 | 6,500 | 6,500 | 5,582 | 85.9% |
| 903.000 | Equipment Maintenance | 83 | 6,336 | 820 | 3,000 | 3,000 | 1,185 | 39.5% |
| 940.000 | Phone | 8,950 | 9,029 | 9,070 | 9,485 | 9,485 | 6,058 | 63.9% |
| 943.000 | Natural Gas | 31,856 | 25,609 | 24,227 | 24,828 | 24,828 | 22,518 | 90.7% |
| 947.000 | DTE - Electric | 101,664 | 103,549 | 92,512 | 101,712 | 101,712 | 49,419 | 48.6% |
| 949.000 | Ypsilanti Comm Utilities Auth | 5,617 | 5,069 | 4,596 | 5,965 | 5,965 | 2,377 | 39.9% |
| 980.000 | Professional/Contractual | 0 | 0 | 38,000 | 0 | 0 | | NA |
| Total | | 1,096,935 | 1,123,929 | 1,089,344 | 1,148,438 | 1,148,438 | 697,449 | 60.7% |
| Dept 600 Donations | | | | | | | | |
| Revenue: | | | | | | | | |
| | Total Donated revenue | 71,011 | 87,817 | 18,888 | | | 21,840 | NA |
| Expenditures: | | | | | | | | |
| | Total Expenditures | 43,328 | 31,845 | 12,312 | | | 9,505 | NA |
| Dept 700 Grants | | | | | | | | |
| Revenue | | | | | | | | |
| | Total Revenue | 16,914 | 14,441 | 13,080 | | | 34,881 | NA |
| Expenditures | | | | | | | | |
| | Total Expenditures | 12,190 | 12,323 | 7,405 | | | 3,700 | NA |
| Total | Net -- restricted for future | 4,724 | 2,118 | 5,675 | | | 31,181 | NA |
| IMPROVEMENTS/Asset Sales | | | | | | | | |
| 685.000 | Sale of assets | 979 | | | | | 0 | NA |
| 810.100 | Approved projects-Improvements fund | | | | | | | NA |
| 850.100 | Technology improvements | | | | | | | NA |
| Total Other Revenue | | 979 | 0 | 0 | | | 0 | NA |
| Total Revenue | | 3,923,252 | 5,506,662 | 5,568,866 | 5,744,333 | 5,744,333 | 4,446,290 | |
| Total Expenditures | | 3,946,161 | 4,025,767 | 4,069,379 | 4,369,511 | 4,381,011 | 2,526,551 | 57.7% |
| | Net Revenue Over Expenditures | -22,909 | 1,480,895 | 1,499,486 | 1,374,822 | 1,363,322 | 1,919,739 | |
| | Fund Balance Beginning of Year | 2,344,689 | 2,321,780 | 2,652,675 | 2,752,161 | 2,752,161 | 2,752,161 | |
| | Board Designation | | -1,150,000 | -1,400,000 | 0 | 0 | -1,400,000 | |
| | Ending Fund Balance | 2,321,780 | 2,652,675 | 2,752,161 | 4,126,983 | 4,115,483 | 3,271,900 | |

**Ypsilanti District Library
Balance Sheet
July 31, 2021
Capital Asset Replacement Fund**

| | FY 2015-16 ACTUAL | FY 2016-17 ACTUAL | FY 2017-18 ACTUAL | FY 2018-19 ACTUAL | FY 2019-20 ACTUAL | FYTD 7/31/21 |
|---|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|-------------------------|
| Assets: | | | | | | |
| Cash and Current Assets | 594,787 | 417,120 | 399,522 | 1,481,745 | 2,807,370 | 4,275,037 |
| Total Assets | 594,787 | 417,120 | 399,522 | 1,481,745 | 2,807,370 | 4,275,037 |
| Liabilities | - | - | - | - | 142,355 | 143,338 |
| Fund Balance | 594,787 | 417,120 | 399,522 | 1,481,745 | 2,665,015 | 4,131,700 |
| Total Liabilities & Fund Balance | 594,787 | 417,120 | 399,522 | 1,481,745 | 2,807,370 | 4,275,037 |

Ypsilanti District Library
 Capital Expenses
 Period Ending 7/31/2021 (66.7% of Year)

| ACCT # | ACCOUNT NAME | YTD 07/31/21 ACTUAL |
|-----------------------------------|-----------------------------|------------------------|
| Revenue | | |
| Dept 400 Superior Construction | | |
| 683.800 | Superior Library Designated | 783,995 |
| 688.000 | Interest | 1,147 |
| Other departments | | - |
| Total | | 785,141 |
| Transfer from Operating Fund | | 1,400,000 |
| Expenditures | | |
| Dept 200 Michigan Avenue Projects | | |
| 980.000 | Prof/Contractual | - |
| Subtotal | | - |
| Dept 400 Superior Construction | | |
| 702.150 | Bank Fees | 273 |
| 801.000 | Major Events | 3,294 |
| 910.000 | Site Development | 131,734 |
| 975.000 | Legal/Attorney | 16,797 |
| 980.000 | Prof/Contractual | 53,543 |
| 981.000 | Architect Fees | 242,512 |
| 985.100 | General Contractor | 58,489 |
| Subtotal | | 506,641 |
| Dept 500 Whittaker Projects | | |
| 980.000 | Prof/Contractual | 205,816 |
| Subtotal | | 205,816 |
| TOTAL | | 712,457 |
| Total Revenue Over Expenditures | | 1,472,685 |
| Beginning Fund Balance | | 2,665,015 |
| Ending Fund Balance | | 4,137,700 |

Current Board Assignment

Capital Asset Replacement Fund
Composition of Fund Balance

| | | Superior Project | Other | Total |
|---------------------------------|--------------------------|------------------|----------------|------------------|
| 2019 | opening balance 11/30/18 | 0 | 399,522 | |
| Board Assigned | 1/23/2019 | 1,150,000 | | |
| Balance | 11/30/2019 | 1,150,000 | 331,745 | 1,481,745 |
| 2020 | | | | |
| Board Assigned | 1/22/2020 | 1,150,000 | 250,000 | |
| Capital prior to 11/30/20 | | 66,110 | | |
| Expenses Paid prior to 11/30/20 | | -269,300 | -13,540 | |
| Balance | 11/30/2020 | 2,096,810 | 568,205 | 2,665,015 |
| 2021 | | | | |
| Board Assigned | 1/27/2021 | 1,200,000 | 200,000 | |
| YTD Capital Campaign & Int | 7/31/2021 | 785,141 | | |
| YTD Expenditures | 7/31/2021 | -506,641 | -205,816 | |
| Balance | 7/31/2021 | 3,575,311 | 562,389 | 4,137,700 |

| | Summary | |
|-------------|------------------|----------------|
| | 7/31/2021 | 6/30/2021 |
| | Superior | Other |
| Board | 3,500,000 | 781,745 |
| Capital Cai | 851,251 | |
| Expense | -775,941 | -219,356 |
| | 3,575,311 | 562,389 |

Communications



DINE TO DONATE AT AUBREE'S

20% OF YOUR BILL WILL
BE DONATED TO:

**YPSILANTI DISTRICT
LIBRARY**

**PRESENT THIS FLYER
TO YOUR SERVER ON:**

DATE: SEPTEMBER 8, 2021

FROM: 11AM - 10 PM

WHERE:

AUBREE'S

YPSILANTI TOWNSHIP

2122 WHITTAKER RD.

734-483-1111

VALID ON DINE-IN, DELIVERY & CARRYOUT

DISCLAIMER:

Donation percentage excludes tax, tip, and alcohol sales. Valid at participating restaurants during specific listed hours. Must present flyer for organization to receive credit for purchase. Flyers are not to be distributed in the restaurant or within the perimeter of the restaurant parking lot — doing so may forfeit donations. Thank you!

Contact: Martin Ackley, Director of Public and Governmental Affairs, 517-241-4395
Bill Disessa, Spokesperson, 517-335-6649

Free Text Messaging Service for Families Aims to Improve Children's Literacy

August 2, 2021

LANSING – A new public library service for families, called “TALK: Text and Learn for Kindergarten,” will help build early literacy skills for young children, the Library of Michigan announced today.

TALK sends two text messages each week suggesting early literacy activities that parents and caregivers can easily incorporate into daily routines with their children.

The service also notifies parents of free activities and services at their local public libraries. TALK is available to parents and caregivers in Michigan with children ages 5 and under. Parents can sign up by texting TALK to 75547 or visiting www.texttolearn.com.

“The more parents and caregivers speak positively, read, and listen to young children, the better prepared children will be in their emerging literacy when they begin school,” said State Superintendent Dr. Michael Rice. “TALK is another support we can provide for our families to help meet the state’s Top 10 strategic education plan goal of improving early literacy achievement.”

“TALK is a great resource for all parents, but it’s really designed to reach parents who may not have a lot of free time or resources” said Jodi Krahnke, the head of youth services at the Ypsilanti District Library. “We’re excited to provide parents ideas for quick and easy things they can do to help their children be ready for school.”

The service is funded in part by a national leadership grant from the Institute of Museum and Library Services. The grant allows TALK, originally created by libraries in Washtenaw County, to be used by all public libraries in Michigan to support early learning in their communities.

State Librarian Randy Riley said, “TALK is a great opportunity for libraries to engage and encourage families to practice simple activities each day with their young children, such as singing and playing, which then helps to develop the cognitive and language skills they need to do well in school and beyond.”

TALK is derived from the research-based program *Every Child Ready to Read*, which promotes five practices to build essential pre-reading skills: reading, singing, talking, writing and playing. Each message begins with one of the five practices and details an activity that parents can use to help their child develop early literacy skills. The content goes beyond literacy and helps parents build other important skills such as pre-math and social emotional skills.

While the service is available and valuable to every family, the goal is to reach parents who may not otherwise have the time or the ability to attend library programs. It is available in English and Spanish.

This project is led by the Ypsilanti District Library (YDL) and any requests for additional information can be made to YDL’s head of youth services, Jodi Krahnke, at TextAndLearn@gmail.com. The technology platform to distribute the messages is being developed by the Midwest Collaborative for Library Services, and materials to promote the service will be available to libraries through the Library of Michigan. HighScope Center for Early Education Research and Evaluation helped ensure messages were aligned to a child’s development and will be conducting an evaluation of the project.

This project was made possible in part by the Institute of Museum and Library Services [LG-246434-OLS-20] with support from the Library of Michigan.

#

The Library of Michigan is an agency within the Michigan Department of Education and is dedicated to providing the people of Michigan and their government one perpetual institution to collect, preserve and provide access to the story of the State, and to support libraries in their role as essential community anchors. To learn more, visit www.Michigan.gov/LibraryofMichigan.



STAY CONNECTED:



This email was sent to lancasterc5@michigan.gov using GovDelivery Communications Cloud on behalf of: Michigan Department of Education · 608 W. Allegan Street, P.O. Box 30008 · Lansing, MI 48909

Michigan Public Library Millage Results 2010 to August 2021

| Vote Date | Library Name | County | Millage | Renewal, Increase, or New | Term | Result | Yes | No | Takes effect | Type |
|-----------|--|------------|-----------------------------------|---------------------------|----------------------|--------|-------|-------|--------------|-----------|
| 03-Aug-21 | Chesterfield Township Library | Macomb | 1 | Increase | 2021-2040 (20 years) | failed | 2090 | 5482 | 2021 | Operating |
| 03-Aug-21 | Glen Lake Community Library | Leelanau | .3 | Increase/Renewal | 2021-2025 (5 years) | passed | 958 | 242 | 2021 | Operating |
| 03-Aug-21 | Kent District Library (Nelson Twp.) | Kent | .6179 | Increase | 2021-2024 (4 years) | failed | 319 | 481 | 2021 | Operating |
| 03-Aug-21 | Saugatuck-Douglas District Library | Allegan | .25 | Increase/Renewal | 2021-2025 (5 years) | passed | 809 | 321 | 2021 | Operating |
| 03-Aug-21 | William P. Faust Public Library of Westland | Wayne | .85 | New | 2022-2031 (10 years) | passed | 5418 | 4972 | 2022 | Operating |
| 03-Aug-21 | Dearborn Public Library | Wayne | 1 | Renewal | 2021-2026 (6 years) | passed | 13331 | 6447 | 2021 | Operating |
| 4-May-21 | Indian River Area Library | Cheboygan | .40 | Increase | 2021-2030 (10 years) | passed | 348 | 215 | 2021 | Operating |
| 03-Nov-20 | Bay County Library System | Bay | 1.75 | Renewal | 2020-2025 (6 years) | passed | 31692 | 17290 | 2020 | Operating |
| 03-Nov-20 | Baldwin Public Library (Beverly Hills Village) | Oakland | .8184 (of a 12.9184 mil proposal) | New | 2021-2031 (10 years) | passed | 4928 | 2197 | 2021 | Operating |
| 03-Nov-20 | Barryton Public Library | Mecosta | .9920 | Renewal | 2021-2024 (4 Years) | passed | 1004 | 413 | 2021 | Operating |
| 03-Nov-20 | Crooked Tree District Library | Charlevoix | .5 | Renewal | 2021-2025 (5 years) | passed | 1540 | 841 | 2021 | Operating |
| 03-Nov-20 | Crystal Falls District Community Library | Iron | .9121 | Renewal | 2021-2025 (5 years) | passed | 599 | 171 | 2021 | Operating |
| 03-Nov-20 | Elsie Public Library | Clinton | 1 | New | In Perpetuity | passed | 823 | 376 | 2020 | Operating |
| 03-Nov-20 | Goodland Township Library | Lapeer | .8777 | Renewal | 2021-2026 (6 years) | failed | 506 | 599 | 2021 | Operating |
| 03-Nov-20 | Otsego County Library | Otsego | .4 | Renewal | 2021-2025 (5 years) | passed | 9883 | 3998 | 2021 | Operating |
| 03-Nov-20 | Peter White Public Library (Chocolay Twp) | Marquette | .9907 | Renewal | 2021-2023 (3 years) | passed | 2783 | 752 | 2021 | Operating |
| 03-Nov-20 | Peter White Public Library (Marquette Twp) | Marquette | .8916 | Renewal | 2020-2021 (2 years) | passed | 1831 | 612 | 2020 | Operating |

Committee Reports

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 8/20/2021

Re: Superior Planning Committee report

- Construction continues! Diversified installed the sanitary sewer line under Harris Road, and will now work to extend water and sewer across the site. They'll go all the way back to the county drain, which is just beyond the SE corner of the Township's parcel. They have excavated areas for the footings and have been battling rainy weather (see the attached field reports from Daniels and Zermack).
- I signed off on the paperwork to haul away the excess soils on Monday, and that work is in progress.
- The Building Committee approved a change to a different bird-friendly glass which Heidi Trudell tells us has replaced the specified glass as Guardian's "gold standard." The dots etched on the new glass are closer together and better protection for hummingbirds.
- The shingle color specified for the building is no longer available; the new color proposed by DZA was unanimously accepted.
- I attended the first bi-weekly construction site meeting this morning and was able to walk the site with the architect and construction management team. It was exciting to see the space laid out and get a feel for the size and scale of the building!

New Library Update

August 19, 2021

This is part of a series of updates about the new YDL library being constructed on North Harris Road in Superior Township. Find more information and updates at ypsilibrary.org/newlibrary.

Underground and foundation work continues at the new library site. Harris Road was closed temporarily to allow crews to install the sanitary sewer line under the road.

Crews continue to work on the footings and foundation. Heavy rains have delayed that work slightly, but the crew is making significant progress. Excess soil from excavation and the digging of the retention pond is in the process of being hauled away.

Coming soon: electricity! Electricians will be on site in the next weeks to install bases for light poles. The construction site changes every day. We encourage you to drive or walk by North Harris Road to see for yourself!

We are happy to announce the successful completion of the Young Family Next Chapter Challenge. Donations totaled over \$100,000. The Young Family Foundation will match this 2:1, giving YDL's capital campaign an additional \$200,000 to build the new library! Over 160 donors contributed, including a \$35,000 gift from the Song Family Fund via the Ann Arbor Area Community Foundation.

The Next Chapter Campaign is currently working to raise funds to purchase the new library's opening day collection of picture books. If you haven't made your gift yet, help us start the building's first generation of little ones off right. Visit ypsilibrary.org/nextchapter for details. We appreciate your support!

This activity is supported in part by a gift from the Young Family Foundation, sponsor of the Young Family Next Chapter Challenge.

If you have questions or feedback about the new library, please contact Library Director Lisa Hoenig at 734-879-1300 or lisa@ypsilibrary.org





Architect's Field Report

| | |
|------------|-------------|
| OWNER | <u>X</u> |
| ARCHITECT | <u>X</u> |
| CONTRACTOR | <u>X</u> |
| FIELD | <u> </u> |
| OTHER | <u> </u> |

PROJECT: Ypsilanti District Library Superior Branch **FIELD REPORT NO.:** 01

OWNER: Ypsilanti District Library **ARCHITECT'S PROJECT NO.:** 2017-55

CONTRACTOR: O'Neal Construction Inc. **CONTRACT:** Construction Management

DATE: 28 June 2021 **TIME:** 2:35 pm **WEATHER:** sunny **TEMPERATURE:** 87

ESTIMATED % OF COMPLETION: <1% **CONFORMANCE WITH SCHEDULE (+,-)** On schedule

PRESENT AT SITE:

Name: none **Representing:**

WORK IN PROGRESS:

1.1 No ongoing work. Gate is locked and no one on site. Site is wet from recent rains.

OBSERVATIONS:

- 1.1 Stored materials include: perforated drain tile, sanitary sewer piping, catch basin casting frames.
- 1.2 Site rough graded, Spoil soil materials stockpiled at north end of site.
- 1.3 Building pad and drive-up lane appears rough graded.
- 1.4 Building footprint appears from a distance to be preliminary staked.
- 1.5 Stormwater detention basin is full of water.

ITEMS TO VERIFY:

1.1 None at this time.

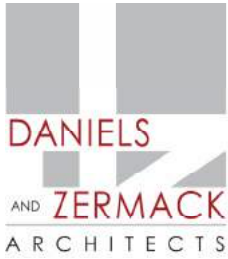
INFORMATION OR ACTION REQUIRED:

1.1 None at this time.

ATTACHMENTS:

1.1 None

REPORT BY: D. Whisler, AIA



Architect's Field Report

| | |
|------------|-------------|
| OWNER | <u>X</u> |
| ARCHITECT | <u>X</u> |
| CONTRACTOR | <u>X</u> |
| FIELD | <u> </u> |
| OTHER | <u> </u> |

PROJECT: Ypsilanti District Library Superior Branch **FIELD REPORT NO.:** 02

OWNER: Ypsilanti District Library **ARCHITECT'S PROJECT NO.:** 2017-55

CONTRACTOR: O'Neal Construction Inc. **CONTRACT:** Construction Management

DATE: 19 July 2021 **TIME:** 11:30 am **WEATHER:** sunny **TEMPERATURE:** 77

ESTIMATED % OF COMPLETION: <1% **CONFORMANCE WITH SCHEDULE (+,-)** On schedule

PRESENT AT SITE:

Name:

Larry Zielinski
Jenna Gillette
James Cornish
Dan Whisler
Davy Shellabarger

Representing:

O'Neal Construction (OCI)
OCI
Clark Contracting
Daniels & Zermack Architects (DZA)
DZA

(2) Nederveld
(2) Diversified

Layout & Staking
Site Preparation

WORK IN PROGRESS:

- 2.1 DZA and Clark Contracting onsite for meeting re: structural steel and CFMF truss coordination.
- 2.2 Nederveld surveying and staking for footings.
- 2.3 Site contractor Diversified delivering and spreading stone for mud tracking mat.

OBSERVATIONS:

- 2.1 Stored materials include: perforated drain tile, concrete storm structures and piping, manhole covers.
- 2.2 Stormwater detention basin is full of water. Also standing water from recent rainfall at drive-thru loop and other areas.

ITEMS TO VERIFY:

- 2.1 None at this time.

INFORMATION OR ACTION REQUIRED:

2.1 Storm water detention basin to be re-excavated for 12in. clay liner.

ATTACHMENTS:

2.1 None

REPORT BY: D. Shellabarger



Architect's Field Report

| | |
|------------|---|
| OWNER | X |
| ARCHITECT | X |
| CONTRACTOR | X |
| FIELD | |
| OTHER | |

| | | | |
|-----------------------------------|--|--|-------------------------|
| PROJECT: | Ypsilanti District Library Superior Branch | FIELD REPORT NO.: | 03 |
| OWNER: | Ypsilanti District Library | ARCHITECT'S PROJECT NO.: | 2017-55 |
| CONTRACTOR: | O'Neal Construction Inc. | CONTRACT: | Construction Management |
| DATE: | 03 Aug. 2021 | TIME: | 3:15 pm |
| | | WEATHER: | Partly sunny |
| | | TEMPERATURE: | 80 |
| ESTIMATED % OF COMPLETION: | 2% | CONFORMANCE WITH SCHEDULE (+,-) | On schedule |

PRESENT AT SITE:

Name:

Shawn Courtney
Dan Whisler

Representing:

O'Neal Construction (OCI)
Daniels & Zermack Architects (DZA)

(5+/-) MSM

Concrete Foundations

WORK IN PROGRESS:

- 3.1 Foundation excavated and finishing tying reinforcing steel in place along column line 5 east.
- 3.2 Excavating for foundations along column line 5, from C to D.
- 3.3 Doing foundation layout at east side and center portion.

OBSERVATIONS:

- 3.1 Stored materials include: perforated drain tile, sanitary sewer piping, concrete storm structures and concrete pipe, manhole covers, reinforcing bars, column anchor bolts, column re-steel matts.
- 3.2 Stormwater detention basin is full of water. Also, some standing water at drive-thru loop. Building pad area is dry.
- 3.3 Concrete foundations poured last Friday along south wall & line E south.





- 3.4 Foundation excavated and reinforcing steel in place at interior column pads along column line 4.
- 3.5 Foundation excavations have loose material at bottom due to cave ins along edge of excavations requiring remediation.



- 3.6 OCI reports contractor plans to place concrete tomorrow (Wednesday) morning and possibly again on Friday prior to weekend to avoid exposing excavations to weather over the weekend.
- 3.7 OCI reports Nederveld (layout), and G2 Consulting (construction testing) was on site earlier. Reports G2 had no issues with achieving bearing capacity at foundation excavations and reviewed reinforcing steel.

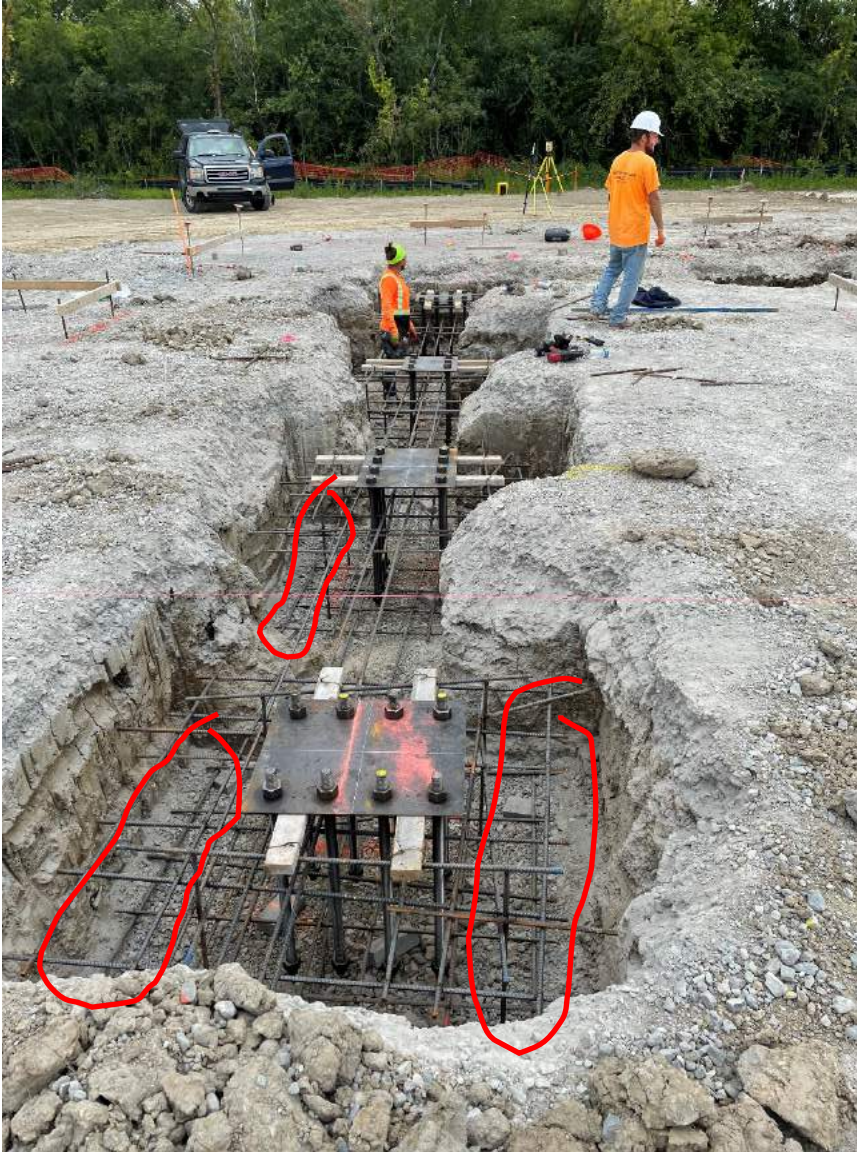
ITEMS TO VERIFY:

- 3.1 None at this time.

INFORMATION OR ACTION REQUIRED:

- 2.1 Storm water detention basin to be re-excavated for 12in. clay liner.
- 3.1 Contractor to remove loose material at bottom of excavations prior to placing concrete or have G2 confirm bearing capacity not diminished by any material that remains.

- 3.2 As discussed with OCI on site, Contractor to remove all loose materials from excavation edge cave in that is compromising concrete coverage of reinforcing steel at bottom of excavation prior to placing concrete. Provide 3" minimum concrete coverage of all reinforcing steel in contact with earth, typical all locations. See below.

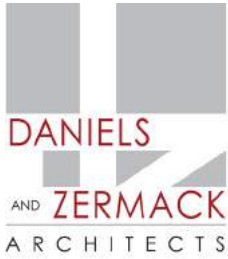


- 3.3 OCI to photo document removal of loose materials in bottom of excavations prior to placing concrete and submit photos to Architect for review and record.

ATTACHMENTS:

- 3.1 None

REPORT BY: D. Whisler, AIA



Architect's Field Report

| | |
|------------|-------------|
| OWNER | _____ |
| ARCHITECT | _____X_____ |
| CONTRACTOR | _____X_____ |
| FIELD | _____ |
| OTHER | _____ |

| | | | |
|-----------------------------------|--|--|-------------------------|
| PROJECT: | Ypsilanti District Library Superior Branch | FIELD REPORT NO.: | 04 |
| OWNER: | Ypsilanti District Library | ARCHITECT'S PROJECT NO.: | 2017-55 |
| CONTRACTOR: | O'Neal Construction Inc. | CONTRACT: | Construction Management |
| DATE: | 12 AUG 2021 | TIME: | 11:00 am |
| | | WEATHER: | Sunny |
| | | TEMPERATURE: | 75 |
| ESTIMATED % OF COMPLETION: | 2% | CONFORMANCE WITH SCHEDULE (+,-) | On schedule |

PRESENT AT SITE:

Name:

Larry Zielinski
 Shawn Courtney
 Davy Shellabarger

Representing:

O'Neal Construction (OCI)
 OCI
 Daniels & Zermack Architects (DZA)

(1) MSM
 (1) Ms. DIG

Concrete Foundations
 Staking Utilities

WORK IN PROGRESS:

- 4.1 Water being pumped out of the foundation footing excavations from recent rainstorms.
- 4.2 Ms. DIG marking utilities across Harris Rd.

OBSERVATIONS:

- 4.1 Stored materials include: perforated drain tile, sanitary sewer piping, concrete storm structures and concrete pipe, manhole covers, fire hydrant.
- 4.2 Stormwater detention basin is full of water again. Also, standing water in foundation footing excavations and at drive-thru loop due to recent rainstorm.



- 4.3 Remaining reinforcing steel for foundation footings is in place but will need to be checked again and possibly adjusted due to potential movement from erosion in the excavation walls.
- 4.4 Significant erosion present in the foundation excavations, which will need to be repaired before pouring. OCI noted some formwork may be required.
- 4.5 OCI Reports that Diversified is preparing to start the road cut on Harris Rd either today (Thursday) or tomorrow. They anticipate finishing work, including piping install, within 2 weeks of starting if there are no additional delays.
- 4.6 OCI reports MSM may try to pour concrete this weekend if workers are available.

ITEMS TO VERIFY:

- 4.1 None at this time.

INFORMATION OR ACTION REQUIRED:

- 2.1 Storm water detention basin to be re-excavated for 12in. clay liner.
- 4.1 OCI awaiting sign off from owner to remove soil spoils from the site to the landfill.

- 4.2 OCI to send out RFI #28 regarding pipe bollard foundations at the dumpster enclosure. (this RFI was received by DZA subsequent to this site visit).
- 4.3 OCI to send out RFI #29 regarding a discrepancy in pipe sizing for the main water line in the construction drawings. (this RFI was received by DZA subsequent to this site visit).

ATTACHMENTS:

- 4.1 None

REPORT BY: D. Shellabarger

**Director's
Report
and attachments**

Library Director's Report August 25, 2021

Challenge Met!

The Young Family Next Chapter Challenge, the first piece of crowdfunding for new Superior, ran through June and July. The goal was to raise \$100,000, which the Youngs would match 2:1. More than 160 generous donors helped us, with a \$35,000 gift from the Song Family Fund via the Ann Arbor Area Community Foundation putting us over the top. We are thrilled with the response and want to thank everyone who has helped us get where we are with the Next Chapter Campaign.

The crowdfunding page is now accepting gifts to fund the new Superior library's opening day collection of picture books. We received a generous \$10,000 donation this week that helped us get within \$8,000 of the \$25,000 goal. On October 1 another \$100,000 challenge match will kick off.

Facilities:

- The bookmobile is back in action after a lengthy wait to fix some electrical issues and replace seat belts.
- We added an adjustable-height computer table at Whittaker for use by patrons in large wheelchairs, a request from before the pandemic.
- We are going through the punch list on the new lighting control system at Whittaker next week.
- The Whittaker Adult Area study table lamps are en route and should be delivered next week.
- The Whittaker windows remediation project Phase 2 is expected to begin in mid-September.
- We are waiting for a final schedule for Parking lot reconstruction project Phase 3.

Financial:

- I learned that YDL was a beneficiary in the will of the late David C. Boyd. We will receive \$10,000 he left to the library. I intend to put it toward the Library Plaza lighting project, which was seeded by Grace Sweeney in 2019 in memory of Pete Murdock.
- We received our distribution of Penal Fines this month: \$113,205.45. We'd only budgeted \$97,000.

Personnel:

- Congratulations to Shania Zwalesky, who was promoted to Full-time Clerk at Michigan Avenue this month following the departure of Dee Sharpe. We have posted Shania's previous part-time position.

Miscellaneous

- Initial US Census figures have been released! SE Michigan seems to have regained the population it lost in the last census. All three of YDL's municipalities saw population increases. We must wait for figures at the school district level to know exactly what our new service population is.
- YDL is following MIOSHA guidance, requiring staff to wear masks in public areas again. Patrons are encouraged to wear masks but it is not mandated.
- We convened a small group to consider reopening Superior. Given the Delta Variant activity, we tabled the idea for now, and will reconsider monthly until it seems safe.

Save the Date!

- September 29th from 1-4 p.m.: Walgreens flu shot clinic for YDL staff, Friends, and Trustees.
- Board study sessions with fundraising coach Patricia Berry are Wednesday, September 8, and Wednesday, October 13. Both sessions will take place from 6:30-8:00 p.m. in the Board Room.

YDL Dashboards

**YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
July 2021**

| Strategy | 2015 Actual | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 YTD | 2021 YTD | 2021 Goal |
|--|-----------------|-----------------|-----------------|-----------------|------------------|-----------------|------------------|--------------|
| Friends of YDL Annual Support | \$46,316 | \$43,360 | \$36,050 | \$36,000 | \$31,000 | | \$2,685 | |
| Memorial Gifts | \$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 | \$0 | |
| Annual Giving Campaign | \$4,054 | \$3,582 | \$9,712 | \$7,745 | \$7,604 | \$14,764 | \$350 | |
| Additional fundraising activities | | | | | | | | |
| Gala 150 year anniversary | | | | \$24,123 | | | | |
| Annual Report Mailing | | | \$1,180 | | \$1,971 | | \$5,000 | |
| 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 | \$285 | |
| Amazon Smile | | | | | | \$0 | \$0 | |
| Sub-total | \$7,438 | \$4,073 | \$12,261 | \$30,189 | \$2,227 | \$257 | \$5,285 | |
| Sponsorships | | | | | | | | |
| EMU (Sponsorship of TEDx Talk, 4/13/17) | | \$2,500 | \$3,000 | | | | | |
| Bank of Ann Arbor (New Superior Library Groundbreaking Livestream) | | | | | | | \$2,500 | |
| 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 | \$2,500 | |
| YDL Endowment Fund | | | | | | | | |
| General | | \$10,400 | \$2,505 | \$6,025 | \$5,350 | \$3,675 | \$1,000 | |
| YDL (Yoder Fund Transfer/ Yates Fund Transfer) | | | | \$3,252 | | \$3,369 | | |
| Superior | | | | | \$350 | \$2,641 | | |
| Marla J. Gousseff Trust: The James W. and Marla J. Gousseff Fund for YDL | | | | | | | \$211,588 | |
| Sub-total | \$0 | \$10,400 | \$2,505 | \$9,277 | \$5,700 | \$9,684 | \$212,588 | |
| Designated Donations | \$4,054 | | | | | | | |
| General Fund | | \$450 | \$620 | \$1,229 | \$1,037 | \$101 | | |
| Michigan Ave | | | \$1,000 | \$1,000 | \$1,000 | | \$300 | |
| Superior | | \$500 | | \$7,584 | \$45,900 | \$30,495 | \$39,928 | |
| 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 | \$40,228 | |
| Total Donations | \$64,786 | \$73,269 | \$71,008 | \$97,328 | \$100,793 | \$63,310 | \$263,636 | |

**YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
July 2021**

| Strategy | 2015 Actual | 2016 Actual | 2017 Actual | 2018 Actual | 2019 Actual | 2020 YTD | 2021 YTD | 2021 Goal |
|----------|----------------|----------------|----------------|----------------|----------------|-------------|-------------|--------------|
|----------|----------------|----------------|----------------|----------------|----------------|-------------|-------------|--------------|

| Grants | | | | | | | | |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|------------------|--|
| 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 | | |
| 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 | | | | | | |
| DTE Foundation | | | | | | | \$10,000 | |
| Ezra Jack Keats Minigrant, EJK Foundation | | \$500 | | | | | | |
| Gro More Good Grassroots Grant | | | | | \$500 | | | |
| Graham Scholars Summer Internship Program | | | | | | \$4,000 | \$4,000 | |
| Generations United | | | | | \$1,500 | | | |
| Generator Z (Lakeshore Connections) | | | | | | | \$24,000 | |
| IMLS National Leadership Grant (TALK) | | | | | | \$71,324 | \$59,534 | |
| Kiwanis-Early Childhood Priority 1 Committee | \$1,612 | \$1,600 | \$1,600 | \$1,080 | \$1,080 | | | |
| LSTA - Talk, Early Literacy Texting | | | \$71,650 | \$61,250 | \$42,100 | | | |
| LSTA - Public Library Services Grant | | | | | \$1,555 | | | |
| MCACA- Capital Grant - Superior | | | | | | \$42,500 | \$7,500 | |
| MCACA-New Leaders Grant [Noise Permit] | \$2,850 | \$3,200 | \$2,970 | \$2,800 | | \$2,800 | | |
| MCACA-Ypsi Song Fest | \$5,625 | \$8,156 | | | | | | |
| MCFB - Family Read | | | | | | \$500 | | |
| MCLS-Harwood | | \$690 | | | | | | |
| MHC - America without Racism: Making the Vision a Reality | | | | | | | \$1,500 | |
| MHC- Arts & Humanities Touring Grant | | | \$324 | | | | | |
| 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 | | |
| National Center for Family Learning | | | \$3,000 | | | | | |
| NEH-Wild Land Exhibit Programming Grant | | \$1,000 | | | | | | |
| Nuetral Zone -TAG Youth Driven Project | | | | | | | \$900 | |
| Teen Science Café Grant | | | | \$3,000 | | | | |
| The Herrick Foundation | | | | | | | \$150,000 | |
| The Towsley Foundation *** | | | | | | | | |
| United Way Opportunity Grant | | | \$5,000 | \$3,000 | | | | |
| Washtenaw County Census Mini Grant | | | | | | \$500 | | |
| YACF - Air Purification | | | | | | \$12,000 | | |
| YACF Early Creative Youth Studio | | \$3,000 | | | | | | |
| YACF Early Literacy Outreach | | \$2,565 | | | | | | |
| YALSA/DollarSummer Teen Intern Grant | \$1,000 | | \$1,000 | | \$1,000 | | | |
| YDL Endowment Fund Proceeds | \$4,198 | \$5,210 | \$5,816 | \$6,335 | \$6,571 | \$7,220 | \$7,718 | |
| Ypsilanti Downtown Development Authority | | | | | | \$800 | | |
| Total Grants | \$23,360 | \$57,956 | \$91,360 | \$82,465 | \$63,206 | \$160,244 | \$265,152 | |

| | | | | | | | | |
|---------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|--|
| GRAND TOTALS | \$88,145 | \$131,225 | \$162,368 | \$179,793 | \$163,999 | \$223,553 | \$528,787 | |
|---------------------|-----------------|------------------|------------------|------------------|------------------|------------------|------------------|--|

| Designated Fundraising to Date |
|---|
| YDL - Superior Construction (Gousseff Trust included) - \$1,272,719.42 |
| *** Towsley Foundation Grant (Starts 2022 / \$80,000 per yr. for 5 years) |
| * Whittaker Rd Teen Area Improvement -\$5,550 |

*\$1050 remaining, expenditures =4500
 ** IMLS National Leadership Grant - TALK 2021 grant amount is \$59,534

Department Reports

Acquisitions Department Board Report

August 2021

Department News and Activities

- Acquisitions staff continue to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, and cataloging.
- The Washtenaw Reads Screening Committee selected our three finalists. There were many excellent books to choose from this year and ultimately, we decided on *Firekeeper's Daughter* by Angeline Boulley, *Being Heumann: an Unrepentant Memoir of a Disability Rights Activist* by Judy Heumann, and *The Seed Keeper* by Diane Wilson. This year, the public will be voting for the final title. Voting will be from August 16 to September 13.
- Bill Nickels from the Ypsilanti Historical Society brought over and set up indigenous arrowheads from the area in the Michigan/Ypsilanti Room display cases. A big thank you to Bill and YHS for sharing their collections with our patrons!

Statistics

- The collection budget is currently 67% encumbered.
- 241 items were cataloged in July.
- 1,916 items were added to the collection, including 1,186 e-items, in July.
- YDL borrowed 1,058 items from other libraries via MeLCat in July.
- YDL loaned 898 items to other libraries via MeLCat in July.

Submitted by Sarah Zawacki
August 13, 2021

Assistant Director
Board Report: July, 2021

The Washtenaw County Health Department administered over 20 COVID vaccines when they brought their mobile unit to Whittaker Road to tag-team the Olympics event.

The “attend side” of Communico is up and running! The “reserve side” will likely go live the week of August 23. We will open up all study rooms except for 1-C, which is still being utilized by displaced staff from the Outreach Department. Thanks to Chris, Karen, and Sam for being great co-launchers.

The Friends will return to remote meetings in August due to some health issues. Their sale is going to be Sep 23-26, rain or shine, so let’s hope for “shine!” They continue to have good success with their online sales, and it’s great to see people back in the shop.

Restoration work at Whittaker has begun. The supply chain has been our worst enemy ever. Many thanks to Jim for helping me select materials, re-design things on the fly, and haul it all back here. A group of us will take a field trip to Canton Library to see their “Trend Point” furniture line in action. This is what we are going to replace our original Herman Miller furniture with. After that, Matt and Jennifer from Library Design can bring out carpet samples for our consideration. I approved the re-design plan that we proposed, and the Outreach and Acquisitions Departments will swap places, putting them closer to their actual workflows. That will be an effective change.

The bed bug canine team has been rescheduled for quarterly sniffs downtown since we have reopened to the public. Their first visit will be in September.

The recent MIOSHA guidance was “strongly recommended,” so we had all staff members return to fulltime mask wearing in public areas, whether vaccinated or not. This is frustrating for everyone, to say the least.

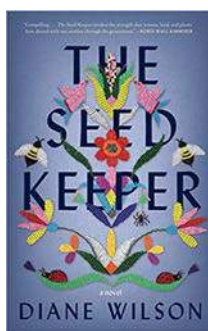
The Sparkle Committee is continuing its work, and special thanks are due to Brenda who is doing the vast majority of inventorying here at Whittaker. So far we have discovered 1,615 items that are MIA.

Jodi had two summer interns who were so effective that we have added them to our sub roster! Congratulations and thanks to Annie and Amanda.

We intend to begin offering Kanopy to our patrons later this fall. Kanopy is like hoopla, with an extensive catalog of movies and films. Kanopy is a bit different, however, in that its focus is more on critically-acclaimed titles, documentaries, and foreign films. It will compliment our digital offerings nicely.

The 2022 Washtenaw Read finalists have been selected! Instead of “community celebrities” choosing their favorite book, voting is open to the public through Sep. 13. Go to www.aadl.org/washtenawreads to cast yours! The finalists are: *The Firekeeper’s Daughter* by Angeline Boulley, *Being Heumann* by Judy Heumann, and *The Seed Keeper* by Diane Wilson. Get your copy from your favorite public library today! 😊

Submitted by Julianne Smith, August 20, 2021



Communications & Development

Monthly report: August 2021

Major print pieces produced:

- Thousands of updated TALK pieces for promotion, including larger posters, smaller 8.5x11 posters, half sheet pieces, and pieces in Spanish. These will be distributed at events and on display at other community organizations.
- Teen Subscription Box string backpacks for the Youth Department.
- Large signs to display outside Whittaker and Michigan Ave (as well as multiple smaller signs inside the buildings) asking patrons to wear masks in the buildings.
- We ordered bookmarks for the next phase of our Capital Campaign to highlight the fact that we're trying to fund the expanded picture book collection at the new library.
- The fall issue of The Loop will be heading to the printer soon. It focuses on back to school, reopening details, and more!



Promotions

- **Capital Campaign:** We successfully met our Young Family Challenge goal of \$100,000. We're doing smaller promotion for August and September before our next matching challenge starts in October. For this round we're aiming for \$25,000 to fund the Children's book collection. We've made posters for display in the lobbies at Whittaker and Michigan Ave, along with the bookmarks mentioned above, and will have social media and email throughout. As of 8/18 we've raised \$107,680 from 171 donors.
- We'll be ramping up promotion for TALK with the new materials we've ordered.
- We'll be starting to promote the Family Read. Voting to choose the book has started and we'll be promoting that, along with the events that are planned as part of Family Read.
- We're still promoting the **Summer Challenge**. Challenges have been featured each week in our emails and very regularly on our social media.

Notable Media Mentions

- Our partnership with EMU and GameAbove distributing STEM kits was mentioned in EMU Today and the EMU President's August message to staff. It was also covered in the Eastern Echo.
- The A2Y Chamber featured our Capital Campaign fairly prominently in their July 27 email.

Community Relations

- We had a table at the Washtenaw Promise Block Party at Fireman's Park.
- We're continuing with the annual Great Michigan Read and Washtenaw Reads partnerships and will work to provide promotion and participation in those programs.
- There will be a "Dine to Donate" event on September 8 at Aubree's to support YDL.
- We held another plant-based food giveaway with VegMichigan at Michigan Ave. after a successful event at Whittaker.

Notable Staff Communication

- We have officially rolled out Communico and our new events calendar is live on our website. Sam has completed staff training on entering events, and will be facilitating training for patron room reservations. Once that training is up, and rooms are ready, we'll be adding the Patron Room Reservation portion of Communico to our site as well.

Notable Social Media activity

Ypsilanti District Library
Published by Hootsuite · August 12 at 1:37 PM ·

Per the latest CDC and health department recommendations, we're asking visitors to wear masks inside the library buildings. If you forgot yours, you can ask at the desk and we'll be glad to give you one to wear during your visit. Thanks for your help keeping our community safe!

**PLEASE WEAR
A MASK
INSIDE THE
LIBRARY.**

Get More Messages for Ypsilanti District Library
You can add a Messenger button to your post to get more messages for Ypsilanti District Library.

1,562 People Reached 120 Engagements ↑ +4.3x Higher Distribution Score **Boost Post**

63 3 Shares

- Our post about the Domino's/EMU GameAbove Coding Kits as part of the Summer Challenge reached over 900 people on Facebook with 25 engagements.
- Our post letting people know they could come to the library to use the internet or charge their phones during the major power outage reached over 5,300 people with almost 400 engagements, 75 likes, and 46 shares.
- Our post asking people to wear masks in the library reached over 1,500 people with 120 engagements and over 60 likes.
- The post letting people know the Bookmobile was back on the road after some lengthy maintenance reached over 1,000 people with 90 engagements and 40 likes.
- More than 130 people watched Molly's return on Instagram doing a storytime with the book *Don't Push the Button!*

Submitted by Sam Killian on August 20, 2021

Facilities Department

Board Report: August 2021

Have a few things happening in the Facilities Department this last month. The contractor has begun repairs on the walls from the flood. Paula's office is done. She was able to move back in with a new color to brighten up her area. The hallway near the elevator on the 2nd floor needed repairs and repainting. That area should be complete within the week. The staff breakroom area is being worked on now. Walls have been repainted, cabinets have been delivered and to be installed soon. Flooring installed after that. Things are coming along. The Acquisitions Department is the next area to be worked on.



Repaired a couple chairs that broke in the Whittaker Road Youth Department. Back on the floor for some young patrons to sit down and read a book.

Chris in the IT Department helped with repairing the power pole in the center of the room at the Superior branch. An electrical socket failed and started to smoke and send sparks from the pole. Faulty wiring from the factory was the culprit. We got a new socket assembly, and rewired the pole. All is working properly now.



Bald Face Hornet nests needed to be attended to at Whittaker Road. Terminix came out to remove a couple large ones near the employee entrance. Another one has been found since, Terminix has been called to come out to remove that one also. We will do another walk around to make sure no other nests have been built in the last week or two.





Not a glamorous job, but needs to be done. The water supply to a few toilets have begun to leak. Marc and Ron are working together to replace seals to stop the leaking.

Sat in on a meeting with Lisa, Julie, and some board members concerning the proposal Terracon Consultants put together for repairs needed to the basement walls of the Michigan Ave branch.

Submitted by: Jim Reed

August 19, 2021

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

August 2021

Status Report

- PC Replacement: We are anticipating the Delivery of Staff Pc's, sometime this fall. We will be working on building some custom images for the various staff computer environments ahead of time to help accelerate the rollout of the new equipment.
- 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 offering all of our computer systems along with a new Wifi system.
- 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. I've added the Virtual hosts to their new home.
- Virtual Meeting equipment – We've worked to build Technology Equipment kits that support the majority of technology needs when performing virtual programing/meetings. These kits will be made available to all locations and intend to be reserve able through our new event/room reservation platform Communico.
- Wi-Fi – We've received new equipment and will be formulating a plan to address Whittaker Rd and Michigan Ave objectives. An expansion of outdoor Wifi services towards the southern parking lot at Whittaker Rd and a similar expansion to fortify Wifi access in the Michigan Ave park towards Michigan Ave.
- YDL- Internet Filter: We'll be working with TLN to implement Open DNS internet Filtering. We're hopeful to have this fully operational sometime in September.

Overall System Status

- We're happy to report that Whittaker and Michigan are both open for business. We are actively preparing Superior for an anticipated future opening.
- Misc New Equipment – We'll be adding some focused printers to assist in layout redesign, Communico room reservation kiosks for patron self-service, and add some additional equipment after some input from recent staffing area redesign considerations.

New or Upcoming Items

- Obtaining equipment refresh pricing to our security camera system
- Exploring additional patron technology solutions in regards to an anticipated federal funding increase.
- We've ordered new Staff pc's but anticipate a Fall delivery date.

Michigan Avenue Board Report: August 2021

Programs

We've wrapped up a lot of the summer programs. The Power of Story program at Parkridge summer camp went very well, with 12-17 kids every week and lots of great questions and answers from the kids. We look forward to more collaboration with Parkridge. This is also the last day of summer food meal distribution at Parkridge. There have been a number of shootings in the neighborhood and Jenny and Paul have been bravely handing out meals, with a little help from me. They have handed out 14 meals to 129 people this summer, 1806 meals.

MCACA has generously extended the Noise Permit grant into November and Kelly is continuing her collaboration with EMU to have a series of digital and art skill workshops. While most workshops had little attendance in the summer, as soon as we opened, more teens started participating.

Some programs have been meeting in person such as Pat's book clubs, Noise Permit workshops, and Crafternoons. People have really enjoyed finally being able to see each other and have person-to-person interactions.

Staff

The library is gradually getting a few more people and keeping us busy. All librarians and paraprofessionals have received training for Communico, our new calendaring, programming, room reservation system. It promises to be a huge improvement to the previous system. Fall programs have all been entered. Scott Marlowe, an aspiring writer himself, has become the liaison from Mich Ave to YpsiWrites. Charline and Kelly have been involved in conversations about what we need to do hybrid zoom/in-person meetings for Washtenaw African-American Genealogical Society programs and for joint Whit Rd/Mich Ave TAG meetings. Chris brought over a well-packaged box with new equipment and showed Kelly, Charline and I how to use it. I have been working with ypsiGLOW for socially distanced fall programming,

Joy Cichewicz
August 20, 2021



Outreach Services Board Report

August 2021

Superior:

- The new lockers are working beautifully. Patrons are very excited about them. They are much easier to work with from a staff perspective, too. Most days, we fill 6-8 of the 10 available lockers. We have had a few days where all lockers are full and we have more requests on deck. For the most part, though, they are keeping up with demand at the moment.



Outreach Projects & Programs:

- We wrapped up our Summer Challenge Champions visits the week of August 18. An unexpected bonus this year was to be able to give out STEM & other activity kits to each of our sites at least twice. We appreciated the EMU College of Engineering for making this possible.
- We made visits for stories and hands-on activities to Sauk Trail & Hamilton Crossing, coordinated through the Family Empowerment Program.
- We had a blast at YCS Jazz in the Parking lot. We were able to talk to lots of parents and kids about the library while giving away activities and library information.
- Liz G is working with the Generator Z/Teen Subscription Pack organizing group on podcasts and other projects to support the expansion of the subscription packs.
- I made an informational presentation to a local chapter of P.E.O. (Philanthropic Educational Organization). The group was especially interested in hearing about electronic resources, the new Superior library, and the Library's reopening status.



Bookmobile:

- After a month at the mechanic, we brought the bookmobile home and it is happily on the road again!



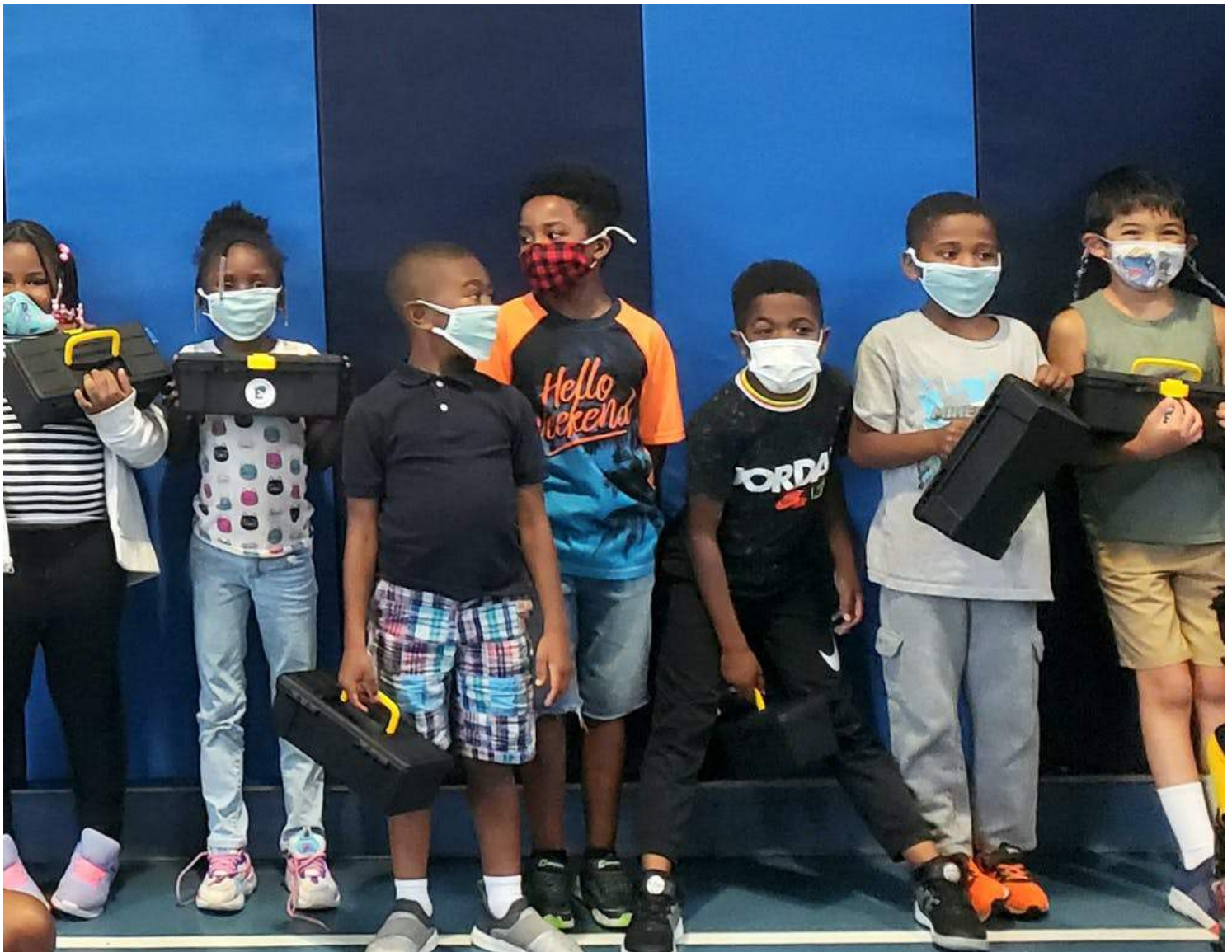
Learning Never Gets Old

- Most of our summer programming has wrapped up. We have been getting a few new applicants for Books on Wheels (homebound delivery). We've been getting requests from our deposit collection sites to resume large print delivery. We need to wait until the latest Covid wave ebbs to be able to enter facilities again.



Submitted by Mary Garboden,
August 18, 2021

By MUKTAR AHMED



Kids involved in the program with the STEM kits. (Photo courtesy of Ypsilanti District Libraries)

EMU Digital Divas, a series of programs founded 11 years ago at EMU with the goal of promoting STEM (science, technology, engineering, mathematics) to middle and high school girls, have teamed up with Ypsilanti District Libraries (YDL) in partnership with five organizations to hand out five specialized kits to kids in the Ypsilanti community.

Several project kits have been delivered to students in the Ypsilanti area to peak interest in science and technology.

The objective of these project kits is to introduce STEM to school aged children in a stress free environment where they can have fun and create while also learning and retaining useful information that could be beneficial to them in the future.

“It’s infusing terminology and hands on application to these kids in the back of their minds. It’s going to stick even if they don’t know exactly what we’re doing,” said Bia Hamed, the Digital Divas Program Director, she continued, “The future is technology, let’s not kid ourselves. Even knowing the terminology

is a big deal and that's what these stem kits are helping with and they are introducing different careers to these kids.”

A total of five STEM kits will have been delivered and distributed to the kids by the first week of August. Each kit was designed by the five partnered organizations (Ford Labs, GameAbove, Dominos, GE, and the EMU Construction Management Alumni Group). These teach the kids useful information in regards to stem.

The Eastern Echo

The Echo Is Hiring
Writers And Editors



STEM kits donated by EMU's construction management alumni being dropped off to the library (Photo courtesy of Bia Hamed)

The kit developed by Ford Labs, one of the five partners, Abbey Knick, a former EMU student who previously volunteered with the Digital Divas, said, “We gave them a product - build a car, and then we gave them what they were measuring, we chose the distance and then we encouraged how do you test?; How do you repeat a process and see improvements and growth in your product because that's what we do in our workplace. We work in software, we gave them a very physical thing to build but the process is still the same - creating a product.”

The kits are being distributed by the Ypsilanti District Libraries, through their Summer Challenge Champions program, the library's formal outreach program that partners with camps and daycares to bring the library to kids who are unable to go because they are at camp.

“Having these kits has been great because they are high quality, educational and contain useful material that can be used in a number of ways and that can help kids keep learning,” said Stacey Palazzolo, an outreach librarian who developed the Summer Challenge Champion program being used to distribute the STEM kits to the kids. “So far the response from the kids has been great, they love them.”

In 2020 the Digital Divas' planned on doing live after school programs at five metro Detroit middle schools for eighth graders, the grade where most girls lose interest in STEM. Due to the pandemic, they had to pivot and turn it into a virtual program. "At the end of it we got letters from the kids saying they were no longer intimidated by STEM because they took it on and did it. They know what it's about where before they didn't and didn't even want to try it. So that was positive," Hamed said.

"The library wanted to initially do something along the lines of a stem kit and even applied for a grant but, didn't receive it. Getting the kits from EMU was an unexpected surprise that helped out a lot," Palazzolo said, "I mean this is excellent, I'm so happy that we have these stem kits to give out. I wanted to do this before this was something we could do and now It just sort of happened and really I can't thank EMU enough for what they're doing."

"I'm grateful to the community partners, let's keep it going. It doesn't have to stop, it can go into the fall, it can go year round," Hamed said.

For more information on Digital Diva's visit their website. For more information on YDL, visit their website.

SHARE



Whittaker Road-Adult Services Board Report: August 2021

Here is a listing of August programs:

- 2 book discussion groups (African American Authors, Mystery Lovers Book Group)
- Google Slides for Beginners
- How to Host a Zoom Meeting
- Google Docs for Beginners
- Saturday Morning Mindfulness (2 sessions)
- Virtual Garden Club
- Introduction to eBay
- Google Docs Tips and Tricks
- Google Sheets for Beginners
- Google Sheets Tips and Tricks
- Third Thursday Craft Club
- From Boomers to Zoomers (LNGO program)
- Document Shredding

The Library Summer Olympics event went well, despite it being a very muggy day. Robert did a great job setting up this event; thanks also to Jaclyn Morrow from the Whittaker Youth Department who created kid-friendly activities. Stacey Palazzolo from Outreach and Jodi Krahnke from Whittaker Youth also helped out with staffing when we needed some extra hands. Everyone had fun! Our document shredding event will take place on Saturday, August 28. We've had a good turnout in past years so are expecting a good crowd again. Christy Havens is setting up this event. Brigitte Vallion is still teaching remote classes and has done a few one-on-one tech sessions with seniors at Whittaker Road. Sheila Konen is currently working on setting up training for program planners. All staff participated in training for our new events/room registration software and used it for the first time for fall events.

Fall program planning has been completed; we will be offering in-person, virtual and hybrid (in person/virtual) programs. Paula is partnering with the Ann Arbor Area SCORE office and the Salem South Lyon District Library on a series of 6 small business programs and with the Washtenaw Community College Entrepreneurship Center on another business program. We'll also be offering a cool virtual program where the presenter will use specialized software to give us a tour of the solar system. Other offerings include: Researching your house's history, how to sell items on Etsy, a presentation on popular diet plans, the biweekly Friday walks for seniors, computer classes (virtual and in person), and a month-long celebration during October for National Book Month.

Paula is working with Mary Garboden on what we can do for National Voter Registration Day, 9/28 this year. This is a nonpartisan event which aims to educate the general public about voter registration and the election process. We have reached out to the League of Women Voters of Washtenaw County to see if they would like to partner with us; they have indicated that they are interested in participating.

We are still partnering with YpsiWrites on programs; they will be back in person with Drop in Writing Help and a celebration in Oct of their second anniversary, among other offerings.

-Submitted by Paula Drummond August 18, 2021

Whittaker Youth Services Board Report August 2021

Programs

LITTLE ONES: Storytimes

- Maddy hosted the last virtual storytime (for now) on August 12! Thanks to all the youth staff who kept the storytimes going for over a year.
- Psyche offered two baby storytimes under the awning near the Community Room this month. Each session was attended by about 24 people.
- Liz and Psyche offered a storytime at North Bay Park at the end of July.

KIDS & FAMILIES

Outdoor STEAM

- Jaclyn coordinated a visit from Spinning Dot Theatre. They performed a play entitled *Dig* under the awning and then offered hands-on activities related to the play.
- Psyche, Liz, and I worked with our interns on the final STEAM program--a bubble party with lawn games and tie-dye t-shirts attended by almost 70. It was great to be able to offer outdoor programming this summer and look forward to using the areas under the awning and near the sandbox for storytimes and programs this fall.

Garden Gatherings

- Annie led a popular twig art workshop.
- Slava coordinated a Healthy Habits Start Now storytime.

Y on the Fly continues through August on Fridays at noon.

TEENS

Generator Z Steering Committee The steering committee finalized a logo and brand colors with Liz P., created a flyer with Kelly, and are working on a promotional video with Liz G. John Weiss and a student from the Neutral Zone presented to the group about how to create a rubric for assessing interview candidates to ensure fair hiring. They are ready to do a big promotion of the internship opportunity when students are back in school and then start interviewing in mid-September. In the meantime, they are planning the pack contents for September and October.

TAG Kelly and I tried our first hybrid Zoom/in-person TAG meeting. We had a handful of teens at each building and two Zoom in from home. The library's internet didn't make it easy, but it was good to have a trial run. Scott and Chris made some adjustments and we're ready to test it again. Dividing up the group after a year online is challenging because the students know each other well. We feel it's important to also offer the chance for people using the library now to have a voice, so we'll continue to work on how we can include everyone and still be a united team.

Other Work

Summer Challenge 1370 people are signed up and 752 have earned a prize by logging at least 6 books.

1000 Books Before Kindergarten We've had a lot of finishers this summer and our Wall of Fame is filling up. I ordered another batch of t-shirts from VG Kids and Liz is making more kits that include a stamp, sheets with space to stamp 100 times as parents read books aloud, and stickers to use each time one of ten sheets is filled with stamps. Once they reach 1000 stamps, they come to the library for a photo, t-shirt, and certificate.

Kits Thanks to Liz and Psyche for getting Play, STEM, and Sensory Kits in good shape. It's a big job to design them, make sure the contents are in order when they're returned, and work with Sarah on processing and Marianne on missing parts. We now have 45 kits in circulation, with more awaiting processing. They are rarely on the shelves. See them all on the [webpage](#) Liz has been updating. Next theme--reading support kits.

Library Tours We gave three tours this month. Marlena and Psyche hosted 2 groups of K-1 summer school classes from Perry with about 20 students each. Marlena also did an outdoor storytime for 20 preschoolers and parents.



Collection Development Ulana, Psyche, Liz, and I have been weeding and shifting all year and are ready to trade selection areas. We're meeting next week to discuss how to divide up the collections beginning December 1.

Covid Thanks to everyone in the department for working as a team and adapting repeatedly to provide services to kids and parents. We made a plan for fall and are again adapting what we'll be able to do to meet safety guidelines. We're looking at how to make use of the outdoor spaces in new ways and are ready to change direction to digital and hybrid as needed for weekend programs.

Interns All three interns are finished with their summer work. It was great to have extra hands in the department and give SI/LIS students the experience of real library work. They helped clean up the graphic novel collections, planned and led programs and storytimes, worked with community partners, provided reference, and more. They were both very happy with their experiences and I look forward to mentoring other students, with the help of everyone in the department. Our Graham Sustainability Scholars intern helped with lunch distribution, dug the rain garden, watered and weeded, jumped in to help with all the programs, and created and improved our [garden web pages](#). She will lead a team of other undergraduates from UM this school year in rebranding the gardens as nature STEM learning spaces because our attendance at Outdoor STEAM was so much higher than Garden Gatherings, despite having similar activities with art and science at both. The Graham team will design a set of sign templates with activities we can use any time near the gardens that tie to our online webpages and give families self-directed learning activities in the outdoor spaces.

TALK

Statewide TALK

- 145 libraries have signed up and received an MCLS TALK account and access to the TALK toolkits.
- 1506 children are being served by the program statewide.
- Slava and I created 2 training videos and updated the *Guide to Getting Started with TALK*. We've scheduled 4 training sessions for participating libraries to learn more about getting started, promoting TALK, and working with libraries within their region.
- The Michigan Department of Education sent out Sam's press release and we have shared promotional materials with ISDs as requested. If a library in the ISD's region is using TALK, we facilitate a connection between the organizations.
- We met with the MDE's Talking is Teaching Early Literacy team who will help us coordinate the program with Great Start Collaboratives at the ISD level and we will meet a larger group of early education leaders at MDE next month to talk about how schools can help promote the service to parents.

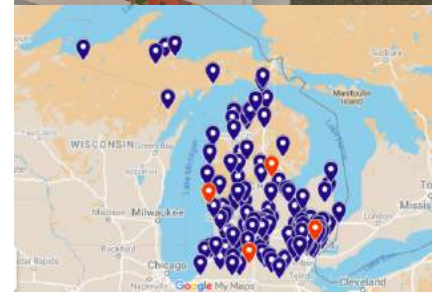
Ypsilanti TALK

- Sam coordinated printing new flyers, posters, and promotional cards and we will use those along with bookmarks to reach parents in our service area this fall.
- Sam will include an activity suggestion in each week's eNews this fall to help promote the service.
- Mary is helping coordinate outreach at schools and other organizations, including the WISD in-service for early learning educators this week where Slava will make a brief presentation.

Submitted by Jodi Krahnke August 18, 2021



**TEEN
SUBSCRIPTION
PACKS**



Old Business

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 8/19/21

Re: Discussion of Michigan Avenue water infiltration investigation report

Back in January, the Board awarded a contract to Terracon Consultants, Inc. to conduct a water infiltration investigation at Michigan Avenue. Individually the water problems there are usually manageable, but together and left untreated, they pose a threat to the building, as well as any possible future expansion. The goal of the study was 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.

The report is now complete, and is attached for your review. The Facilities Committee met on 8/17 to discuss it, and everyone agreed it is very thorough, understandable, and interesting.

The Committee recommends undertaking Alternate Phase 1 this fall if possible. This phase would provide a permanent fix to the problems near the staff door, and buy us time to consider a more permanent solution to the other problem areas. The Committee agreed that full waterproofing should be a prerequisite to any consideration of expanding the building.

Terracon is checking with contractors to determine whether there would be sufficient time before the weather turns to hire an excavator (apparently much in demand). Alternate Phase 1 would be somewhat intrusive, but depending on how the contractor chose to organize the work, would not necessarily be a lengthy project.

If the Board agrees we should proceed with Alternate Phase 1, next steps in the process are outlined in the next item of new business.



August 9, 2021

Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, Michigan 48197

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

Re: Limited Building Enclosure Consulting Services
Water Infiltration Investigation
229 West Michigan Ave. Ypsilanti, MI 48197
Terracon Number: PFR206187

Dear Ms. Hoenig

Terracon Consultants, Inc. (Terracon) has completed the building enclosure consulting services proposed in Terracon's Proposal dated January 20, 2021 and authorized on February 1, 2021. This report summarizes Terracon's site activities, documents the results of our observations, and provides general recommendations for repair.

1.0 PROJECT INFORMATION

The 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. 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 determine the likely cause for the infiltration, provide recommended remediation approaches, provide a phasing scheme to implement the remediation, and provide construction cost estimates organized by phase. Visual observations and water testing were conducted, excavation was not included in this scope of services.

Terracon Consultants, Inc 17515 West Nine Mile Road, Suite 770, Southfield MI, 48075

P (248) 234-7780 F (248) 234-7781 Terracon.com

Environmental



Facilities



Geotechnical



Materials

2.0 SITE ACTIVITIES

Terracon visited the site on March 29th and 30th, 2021 to perform the proposed scope of services. During our site visit, we performed water penetration testing utilizing a AAMA 501.2 nozzle (nozzle) and an ASTM E1105 spray rack (rack) in various orientations and sequences at three separate areas of the building [Attachment A].

Terracon understands that Client hired a local plumbing contractor who visited the site to scope the various drain pipes associated with the building window wells located around the building perimeter and the adjacent fountain. Terracon was not present for this effort, the recordings made by the contractor were reviewed by Terracon at the request of Client. The general findings of the survey were reviewed with building personnel present during the survey to verify scope and findings. A summary of finding is included below based on discussions with library staff and review of the videos.

Although not specifically indicated in the proposal, Terracon has included photos of general building enclosure conditions that should be included in planning for future maintenance/repair work. This work is not directly related to the water infiltration into the lower level of the building.

Terracon returned to the site on June 24th, 2021 to meet with RAM Construction Services and July 7th, 2021 to meet with Pullman to discuss development of Rough Order of Magnitude (ROM) costs for preliminary phased scopes that were developed by Terracon.

2.1 WATER TESTING

Terracon conducted diagnostic water testing to identify the likely cause for the reported water infiltration. Terracon sprayed water on the exterior while the interior was monitored for signs of infiltration visually and by using a Delmhorst moisture meter and Fluke Infrared camera. The testing has been separated into 3 locations, a summary of the tests and results follow.

Leak Location 1- Southeast corner (South Side of West Elevation)

Water infiltration was reported to occur several times directly below the abandoned pipe penetration located on the south side of the west wall on the lower level. The pipe is located approximately 1 foot below the bottom of the concrete slab assembly [Photo 1]. Evidence of water infiltration was also observed around the electrical service panel in the adjacent room. Testing, observations, and recommendations for the electrical room are incorporated into Leak Location 1.

Test 1: Water was applied directly to the horizontal sealant joint between the sidewalk and the stone wall using the nozzle [Photo 2]; no water infiltration was observed

Test 2: Water was applied directly into failed mortar and sealant joint generally above the interior location of water infiltration [Photo 3]; no water infiltration was observed.

Test 3: Water was applied to the base of the wall using the rack [Photo 4]; water infiltration was observed permeating through the brick [Photo 5] and entering through the abandoned pipe [Photo 6].

Leak Location 2- Mechanical Room at Northeast Corner

Water infiltration was reported to occur regularly in the corner of this room **[Photo 7]**.

Test 4: Water applied to pipe penetration adjacent to the water access locker **[Photo 8]**; water infiltration occurred almost immediately.

Test 5: Water was applied to the exposed soil at the wood sprinkler housing on the north end of the east elevation **[Photo 9]**; water infiltration occurred at several pipe penetrations. Infiltration was observed at conditions lower on the wall as the test duration progressed **[Photos 10 through 12]**.

Leak Location 3- North Wall of Lower Level, below North Entrance

Client had removed the furniture including book and shelves to provide visual access to the interior surface of the wall **[Photo 13]**.

Test 6: Water was applied to the failed horizontal paving joints and failed mortar joints on the east side of the door with the nozzle **[Photos 14 & 15]**; no water infiltration was observed.

Terracon noted that during this test, significant sand wash-out was observed at the stone steps that are in front of the door **[Photo 16]**.

Test 7: Water was applied horizontally with the rack to the stone paving directly in front of the north entrance door **[Photo 17]**; no water infiltration was observed.

Test 8: Water was applied vertically to the stone paving directly to the east of the door **[Photo 18]**; water was observed permeating through the brick near the center of the wall **[Photo 19]**. Several other locations of observed water infiltration were identified between the bottom of the first-floor slab assembly and the approximately mid-height of the wall. Water infiltration was first observed east of the door, it was later noted in location directly below the test location **[Photo 20 – Infrared Image]**.

It was also noted while testing the north elevation that water run-off from testing ran down the ramp and collected in the patch of soil at the wood sprinkler housing. Water ponded at this location and eventually led to water infiltration into the mechanical room located below **[Photo 21]**.

2.2 PLUMBING DRAIN INSPECTION

Client hired Michigan Power Rodding to perform a visual survey the building's drainage system. From the recording provide and discussion with facility personnel, Terracon understands that the scope of services provided focused on the drain for the fountain located east of the library and the window wells located on the east and west sides of the building. Although various observation can be made from this effort, it was reported that the drains are generally flowing with no significant signs of damage or blockage.

2.3 ADDITIONAL OBSERVATIONS

The following observations are divided into categories. The first includes observations that may affect the water infiltration, the second included general maintenance that should be anticipated to maintain a sound and water-tight facility.

Leak Investigation

- Cracks in mortar joints/Deteriorated mortar joints near grade [Photos 22 through 24].
- Deteriorate horizontal sealant joints [Photo 25].
- Damaged/incomplete lead caps in horizontal mortar joints [Photos 26 & 27].
- Cracked stone near grade [Photo 28].

General Maintenance

- Deteriorated paint and sealant at windows [Photo 29].
- Cracks in mortar joints/Deteriorated mortar joints in balance of wall [Photos 30 & 31].
- Flaking of stone [Photo 32].
- Spalls/insipient stone spalls [Photos 33 & 34].
- Significant staining and mortar joint deterioration at addition [Photo 35].
- Corrosion at doors [Photo 36].
- Deteriorated sealant joints [Photo 37].
- Deteriorated mortar at addition coping stones [Photo 38].
- Deteriorated sealant on sky-facing joints at cornice and balustrade [Photo 39].
- Cracked Balusters [Photo 40].
- Cracks emanating from anchors on top of Balustrade [Photo 41].
- Counterflashing at addition roof does not appear to return into the masonry [Photo 42].
- No flashing observed under coping stone of addition [Photo 43].

3.0 RECOMMENDATIONS

Based on the results of Terracon's limited visual observations, water tests, and our experience with similar systems, several potential water infiltration paths have been identified within the building's water control system.

Multiple repair approaches are provided for consideration. These include recommendations utilizing a traditional waterproofing replacement scheme that requires full excavation as well as a phased approach that focuses on select areas with known water infiltration problems. See **Attachment B** recommended repair locations.

BASE RECOMMENDATION – FULL WATER PROOFING REPLACEMENT

Due to the age and history of known water infiltration the facility has experienced over the years, Terracon recommends full replacement of the building's waterproofing and subgrade drainage system with a new high-quality system. This system is referred to as permanent in this report and should last 50 + years depending on the quality of the materials and the installation. Note that a significant portion of the cost associated with this work is the removal and replacement of the ramps, site walls, stairs, and other site improvement. Generally, this scope should include:

- Remove concrete ramps, walks, and stair system along the elevations and adjacent corners as required to excavate and expose the foundation walls.
- Excavate around the building perimeter from grade to the footing, installation of a new waterproofing system to generally include:
 - Waterproofing membrane
 - Seals around foundation penetrations
 - Drainage board
 - Insulation
- Install new perimeter drain system at footing.
- Inspect joints and remaining wall thickness of window well drainpipes, replace as needed.
- Backfill with engineered fill.
- Replace ramps, steps, sidewalks, and other site improvements as needed.

ALTERNATE RECOMMENDATIONS

Terracon understands that the cost of the Base recommendation may take years to fund and implement. Per the request of Client, we have developed reduced alternative scopes to address the specific areas of reported infiltration. These are presented as Alternate- Phase 1 and Alternate- Phase 2. Note that these Alternates reduce the scope of the remediation work to specific items and areas related to the reported infiltration, they do not address the remaining foundation areas that may experience water infiltration that is concealed by finishes.

ALTERNATE PHASE 1 – SE CORNER & TEMP. REPAIRS AT NORTH ELEVATION

This recommendation focuses on the providing a permanent repair at the southeast corner of the building and temporary repairs along the north elevation and northeast corner. Temporary repairs are provided to alleviate/reduce active water infiltration and provide protection until funds can be secured to implement permanent repairs.

Permanent Remediation at Southeast Corner

Generally, this scope should include:

- Remove concrete at southeast corner from the adjacent entrance door to approximately 2 feet past the southeast corner of the original building.
- Excavate to expose the foundation wall.
- Assessment of existing conditions.
- Installation of new waterproofing system and seal penetrations.
- Backfill with engineered fill.
- Replace demolished concrete and site elements.
- Repair sealant and mortar joints of exterior wall above.
- Remove paint from interior spaces where damage from water infiltration has occurred (southeast corner and north wall) allow to dry and repair damaged brick.
 - Install new vapor permeable coating on southeast corner.
 - Install new 2-coat stucco and vapor permeable coating along north elevation.

Temporary Remediation at Northeast corner and along North Elevation

Generally, this scope should include:

- Seal the gas line penetration located at grade at the northeast corner.
- Install a temporary concrete slab at the northeast corner sealed to the exterior wall and adjacent walk to divert water away from exterior wall.
- Repair sealant joints and mortar joints in vertical wall above grade.

ALTERNATE- PHASE 2 – NE CORNER AND NORTH ELEVATION

This recommendation focuses on providing a permanent repair at the northeast corner and along the north elevation. Generally, this scope should include:

- Remove concrete ramp, walks, and stair system along the north elevation and adjacent corners as required to excavate and expose the foundation wall.
- Excavate around the building perimeter from grade to the footing, installation of a new waterproofing system to generally include:
 - Waterproofing membrane
 - Seals around foundation penetrations
 - Drainage board
 - Insulation

- Install new perimeter drain system at footing. inspect joints and remaining wall thickness of window well drain pipes, replace as needed.
- Backfill with engineered fill.
- Replace ramps, steps, sidewalks, and other site improvements as needed.
- Repair sealant and repoint cracked or deteriorated mortar joints of exterior wall from grade up to the windowsills.

GENERAL REMEDIATION

Items that should be considered for improvement to increase performance and durability. These items are not included within the ROM cost estimate as they are not directly related to the scope of Terracon's work.

- Replace windows in original building.
- Return counterflashing into masonry at addition roof.
- Install flashing under coping at addition roof.
- Implement a repointing and sealant replacement program.

Although this is beyond our scope of services – during the site review with Pullman, we were notified by Library personnel that the former coal chute area located at the southwest corner of the building has been recently experiencing water infiltration. For the purposes of this report and without the benefit of additional investigation and testing, Terracon assumes that the costs to remediate will be approximately the same as those indicated for the southeast corner. Costs to infill the chute with masonry has also been included within the ROM costs for the Base Recommendations. These costs are approximate and based on assumptions that the coal chute has been capped with a concrete slab and the opening has been infilled with stud framing and drywall. Additional investigation is required to further develop these costs and remediation approach.

4.0 CONTRACTOR PROPOSED SUBSTITUTE APPROACH

The restoration contractor Terracon engaged – Pullman – indicated they have had success with a less invasive repair procedure called Curtain Grouting. This approach is much less invasive than tradition replacement as it does not required excavation. This approach is installed by drilling holes throughout the foundations walls from the interior and injecting a chemical grout that cures on the exterior side of the wall. This grout hopefully forms a waterproofing layer on the exterior side of the foundation. Refer to the attached Pullman case study for additional information – **Attachment C**. Although Terracon does not recommend this approach and does not have experience with this process, we have included it for your consideration as it is a more cost-effective approach and is significantly less invasive than a traditional repair. Curtain Grouting does have risk associated with its use though. This includes but is not limited to: no warranty for the work, limited known in-service lifespan of the product, potentially requiring reapplication in 10+ years, and there is a possibility that applying the product in select areas

may divert water to other areas which may require “chasing leaks” with additional applications. Due to the cost effective and minimally invasive nature of this process, Terracon is providing the following contractor proposed substitute to the recommendations indicating in Section 3.0. The substitute approaches indicated below utilize Curtain Grouting in lieu of recommended traditional waterproofing replacement.

BASE RECOMMENDATION – CURTAIN GROUT SUBSTITUTE

This approach includes Curtain Grouting the perimeter walls of the original portion of the building. In addition, this approach includes the following work at known problem locations to reduce the water exposure:

- Seal the gas line penetration located at grade at the northeast corner.
- Install a temporary concrete slab at the northeast corner sealed to the exterior wall and adjacent walk to divert water away from exterior wall.
- Repair sealant joints and mortar joints in vertical wall above grade.
- Remove paint from interior spaces where damage from water infiltration has occurred (southeast corner and north wall) allow to dry and repair damaged brick.
 - Install new vapor permeable coating on interior of foundation wall on southeast corner.
 - Install new 2-coat stucco and vapor permeable coating along north elevation.

ALTERNATE PHASE 1A – CURTAIN GROUT SUBSTITUTE

This approach includes Curtain Grouting the perimeter foundation walls at the southeast corner in lieu of excavation and replacement of waterproofing. In addition to the items indicated in the Temporary Remediation section above, this substitute approach also includes the following:

- Repair sealant and mortar joints of exterior wall above.
- Remove paint from interior spaces where damage from water infiltration has occurred (southeast corner and north wall) allow to dry and repair damaged brick.
 - Install new vapor permeable coating on southeast corner.
 - Install new 2-coat stucco and vapor permeable coating along north elevation.

ALTERNATE PHASE 2A – CURTAIN GROUT SUBSTITUTE

- This approach includes Curtain Grouting the perimeter foundation walls along the north elevation and at the northeast corner in lieu of excavation and replacement of waterproofing. This substitute approach also includes repair of sealant and repainting of cracked or deteriorated mortar joints of the exterior wall from grade up to the windowsills along the north elevation and at the northeast corner.

5.0 ROM COST ESTIMATE

Note that although local waterproofing contractors were involved with the development of these Rough Order of Magnitude (ROM) costs, neither remediation documents nor sketches were developed or provided to the contractor.

The recommended budgets have been provided in two categories; Base Recommendation and Alternate Phased Recommendation. The Base Recommendation assumes full excavation and remediation. This is the most complete, durable, and longest-lasting repairs that can be provided. A budget minded cost for alternate/phased approaches have also been included to limit repairs to known problem locations that experience water infiltration.

In addition, contractor proposed substitute approaches have also been included for each repair approach which substitutes the less invasive and higher risk curtain grouting for the traditional excavate and replace waterproofing method. Although the curtain grouting approach includes minimal disruption to the facility it is not as complete, durable, or long-lasting as the more traditional approaches. The lower costs and less invasive nature of the curtain grouting also comes with higher risk that the work may not be successful in each/all conditions.

Estimates were provided by Pullman and to date an estimate has not been provided by RAM Construction Services; therefore, Terracon is providing the following costs without the benefit of RAM Construction's estimate as to not further delay delivery of this report. Contractor costs were reviewed and modified by Terracon as deemed appropriate to provide budgetary estimates consistent with our understanding of the project. Based on our project understanding and the costs provided by Pullman, we recommend the following budgets be used.

| | |
|--|-----------------------|
| Base Recommendation – Full Waterproofing Replacement..... | \$1,025,000.00 |
| Base Recommendation – Full Curtain Grout Substitute..... | \$524,000.00 |
| Alternate Phase 1 – SE Corner & Temp. Repairs at North Elevation..... | \$147,000.00 |
| Alternate Phase 1A – Curtain Grout Substitute..... | \$107,000.00 |
| Alternate- Phase 2 – NE Corner & North Elevation..... | \$521,000.00 |
| Alternate Phase 2A – Curtain Grout Substitute..... | \$138,000.00 |

6.0 Closing

Terracon is confident that the recommended repairs will correct the water infiltration issues. However, the extent and full scope of water intrusion that has affected the building 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). These may include deteriorated mortar and sealant joints, deteriorated window conditions, and deficient/missing flashing conditions.

We appreciate the opportunity to assist you on this project. If we can be of further assistance, please do not hesitate to contact us.

Sincerely,

Terracon Consultants, Inc.



Jared Lawrence, NCARB
Senior Architect
Facilities Engineering Services



Zachary Rusu, AIA
Senior Staff Architect
Facilities Engineering Services

Attachments: Photographs

Attachment A - Test Location Plan

Attachment B – Recommended Repair Locations

Attachment C - Pullman Curtain Grouting Case Study



Photo 1

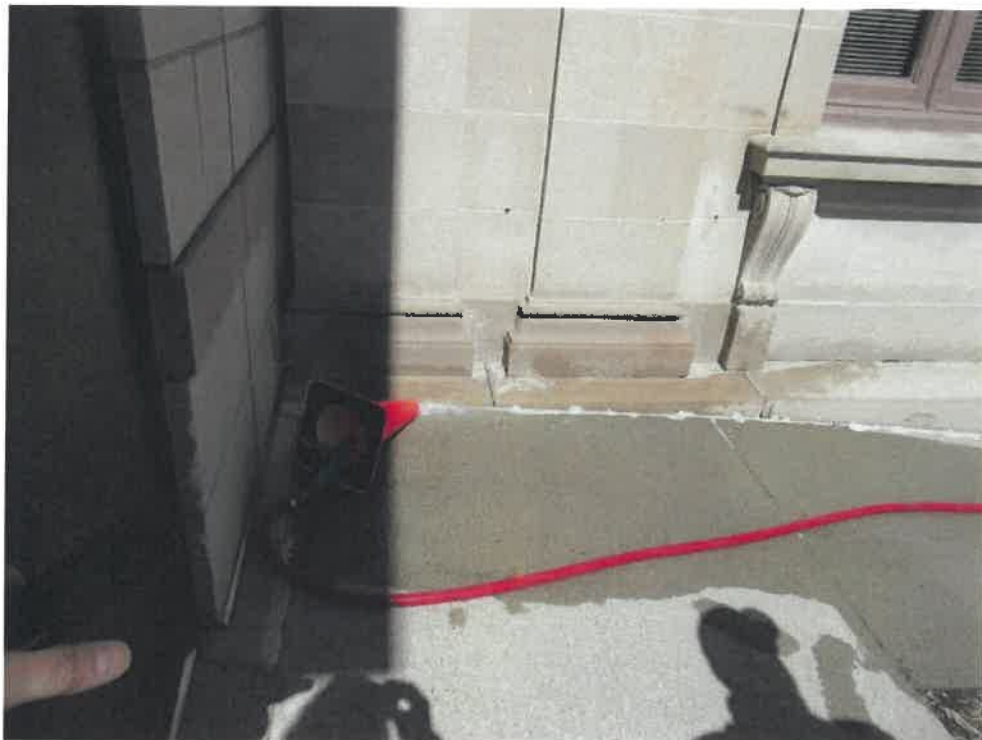


Photo 2



Photo 3



Photo 4

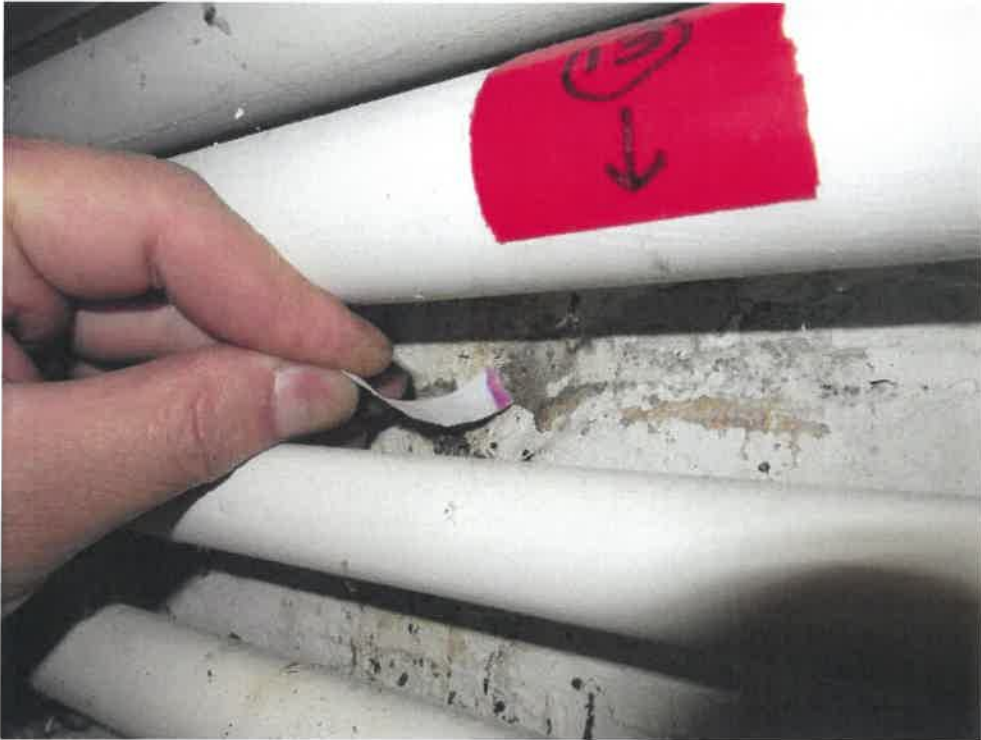


Photo 5



Photo 6



Photo 7



Photo 8



Photo 9



Photo 10



Photo 11



Photo 12



Photo 13



Photo 14



Photo 15



Photo 16



Photo 17



Photo 18

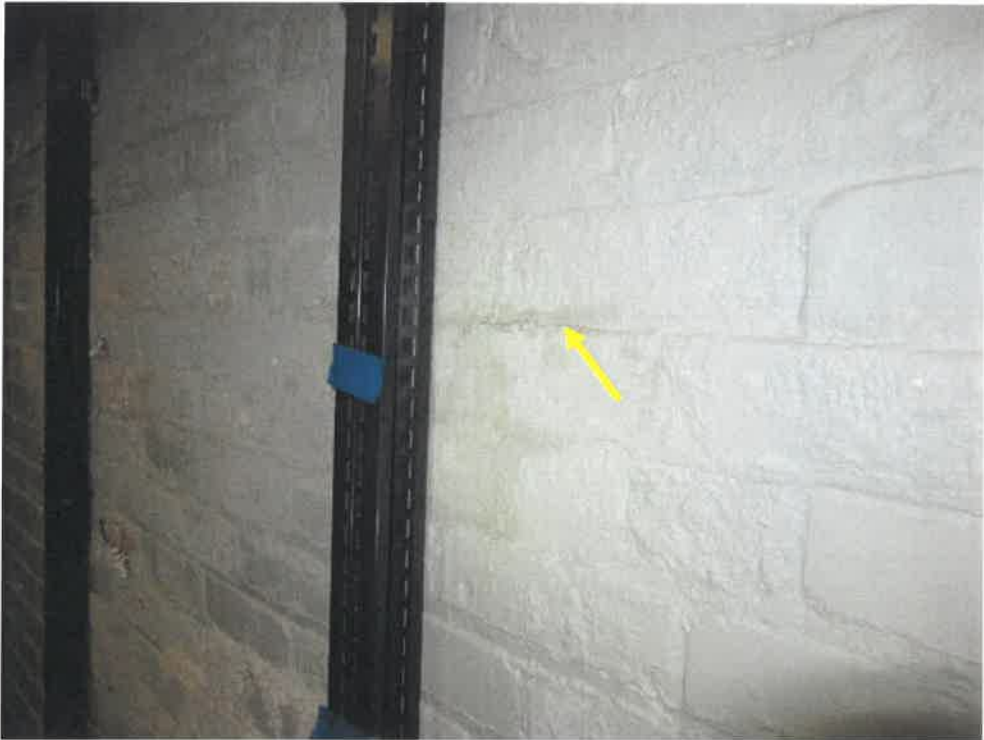


Photo 19



Photo 20 – Infrared Image



Photo 21



Photo 22



Photo 23



Photo 24



Photo 25



Photo 26



Photo 27



Photo 28



Photo 29



Photo 30

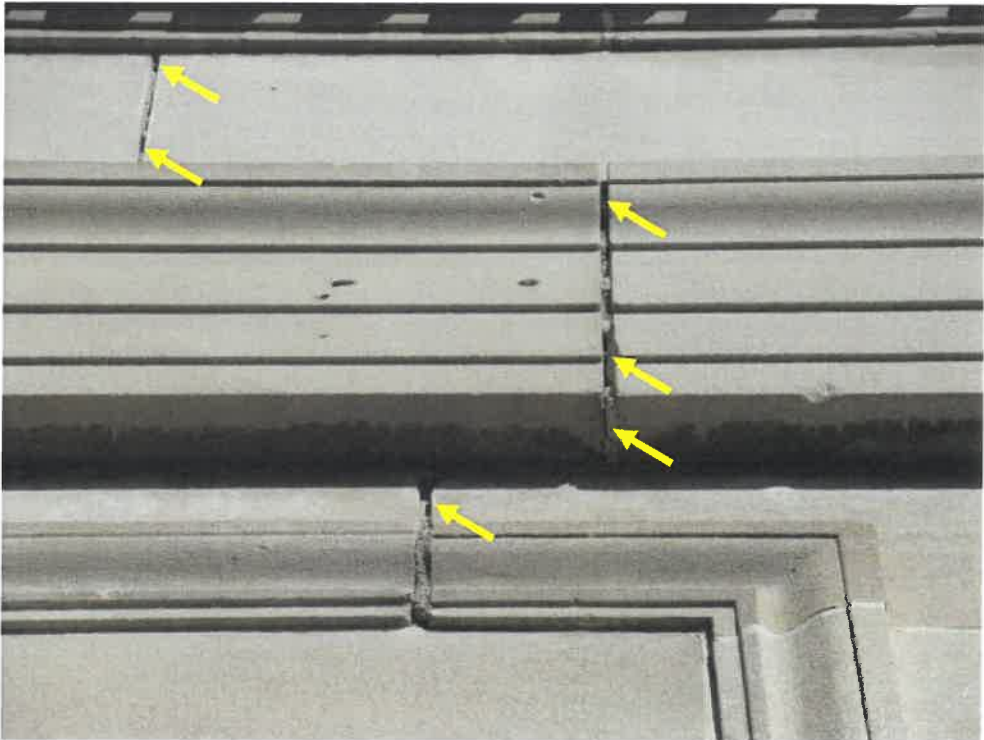


Photo 31



Photo 32

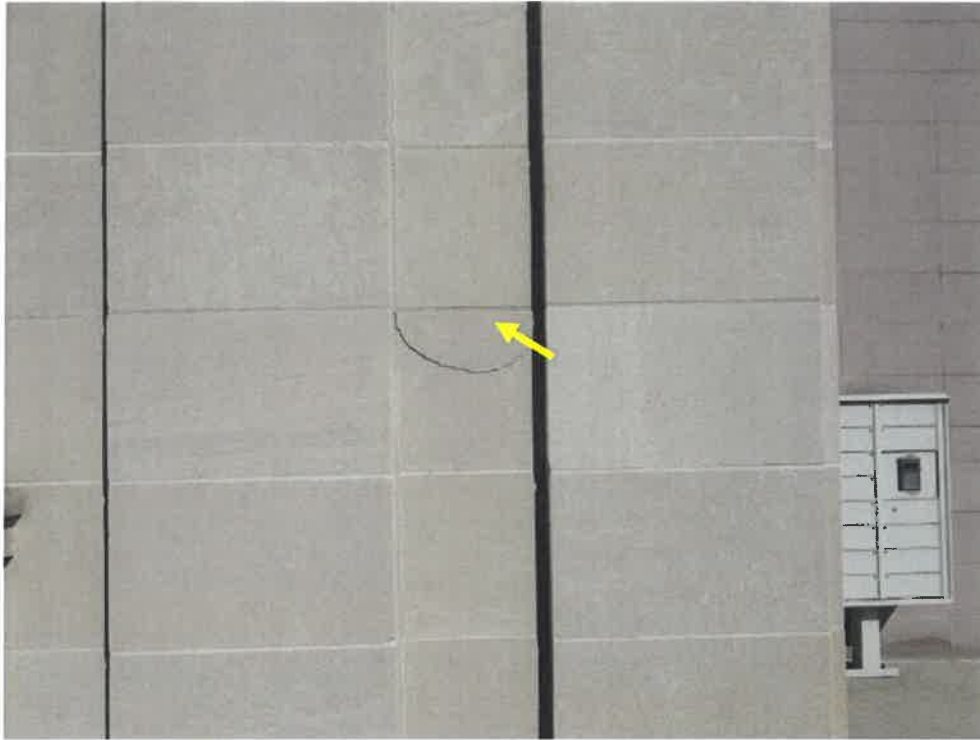


Photo 33



Photo 34



Photo 35



Photo 36



Photo 37



Photo 38

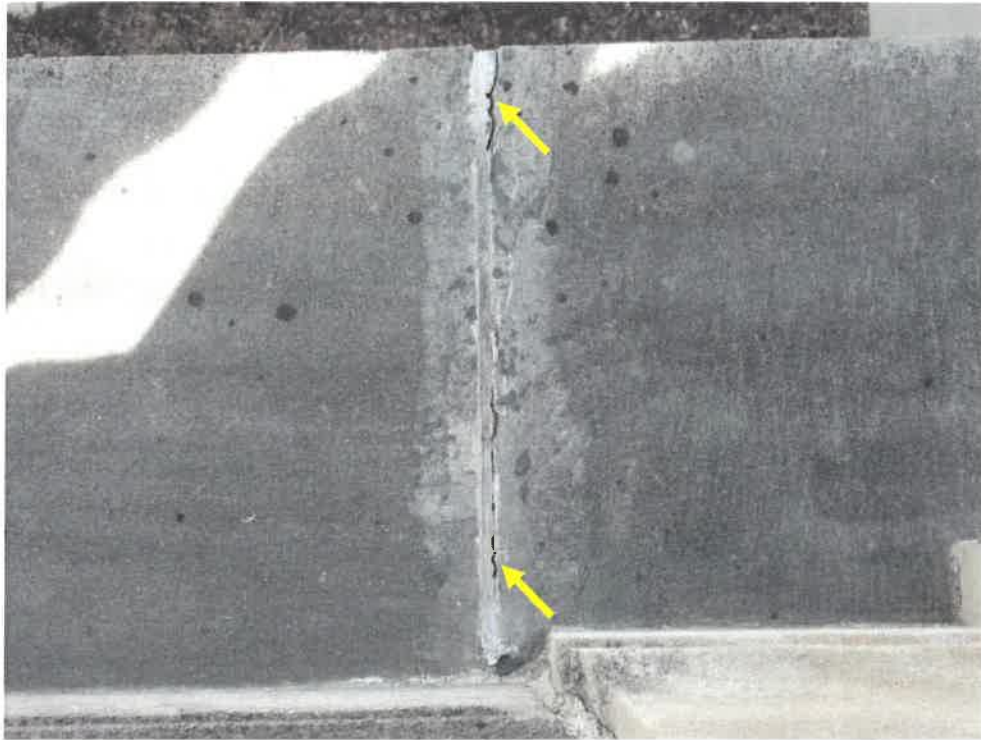


Photo 39

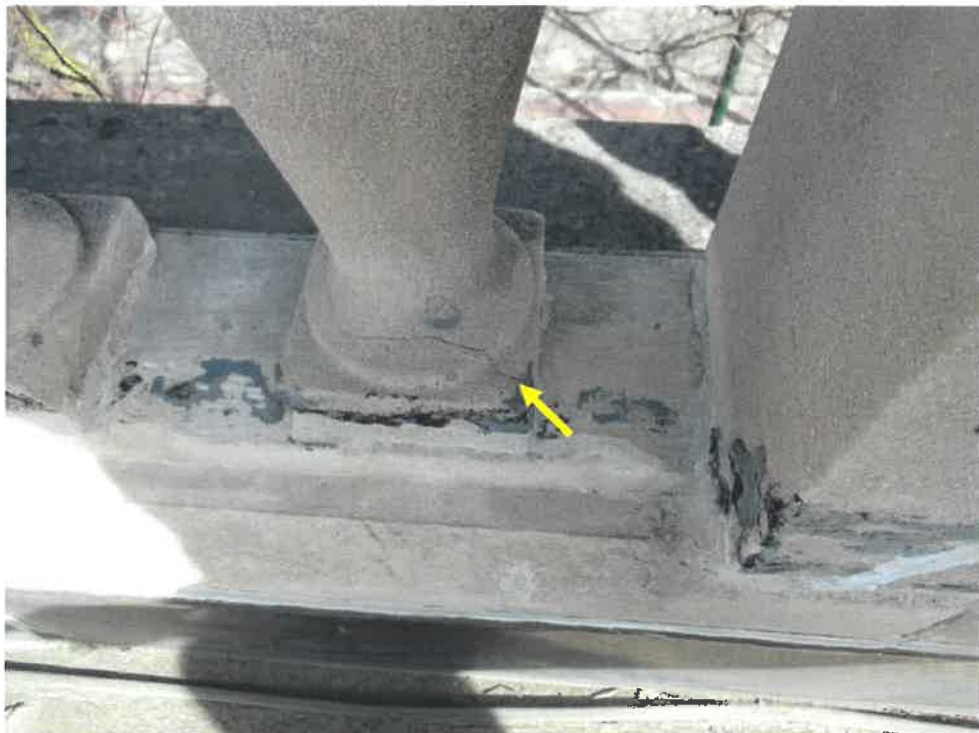


Photo 40

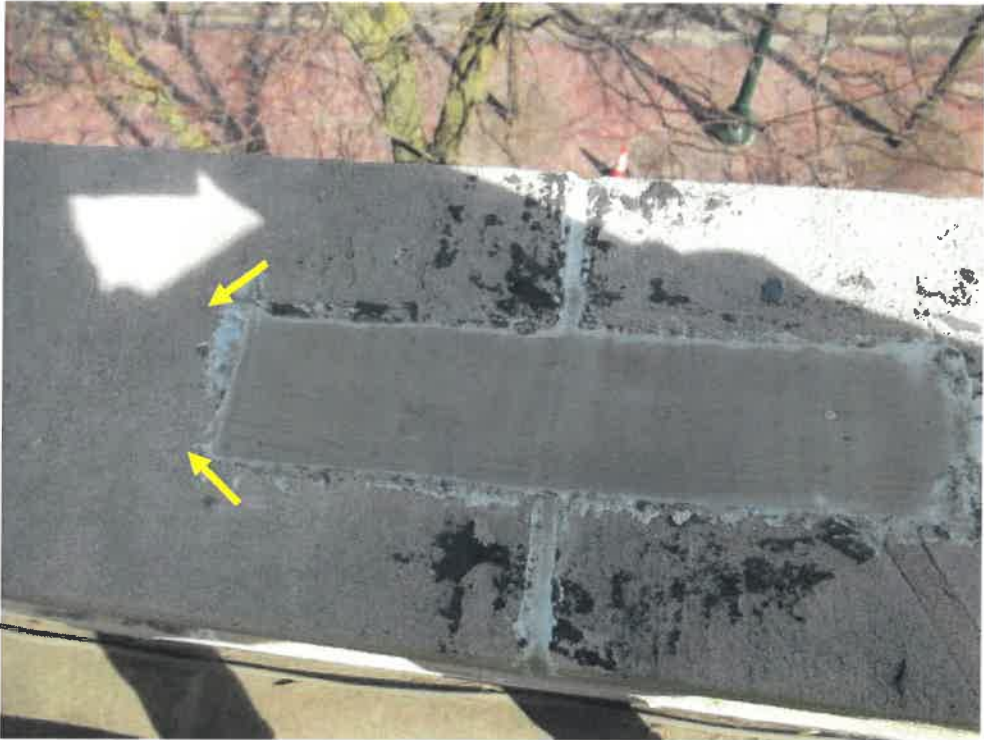


Photo 41

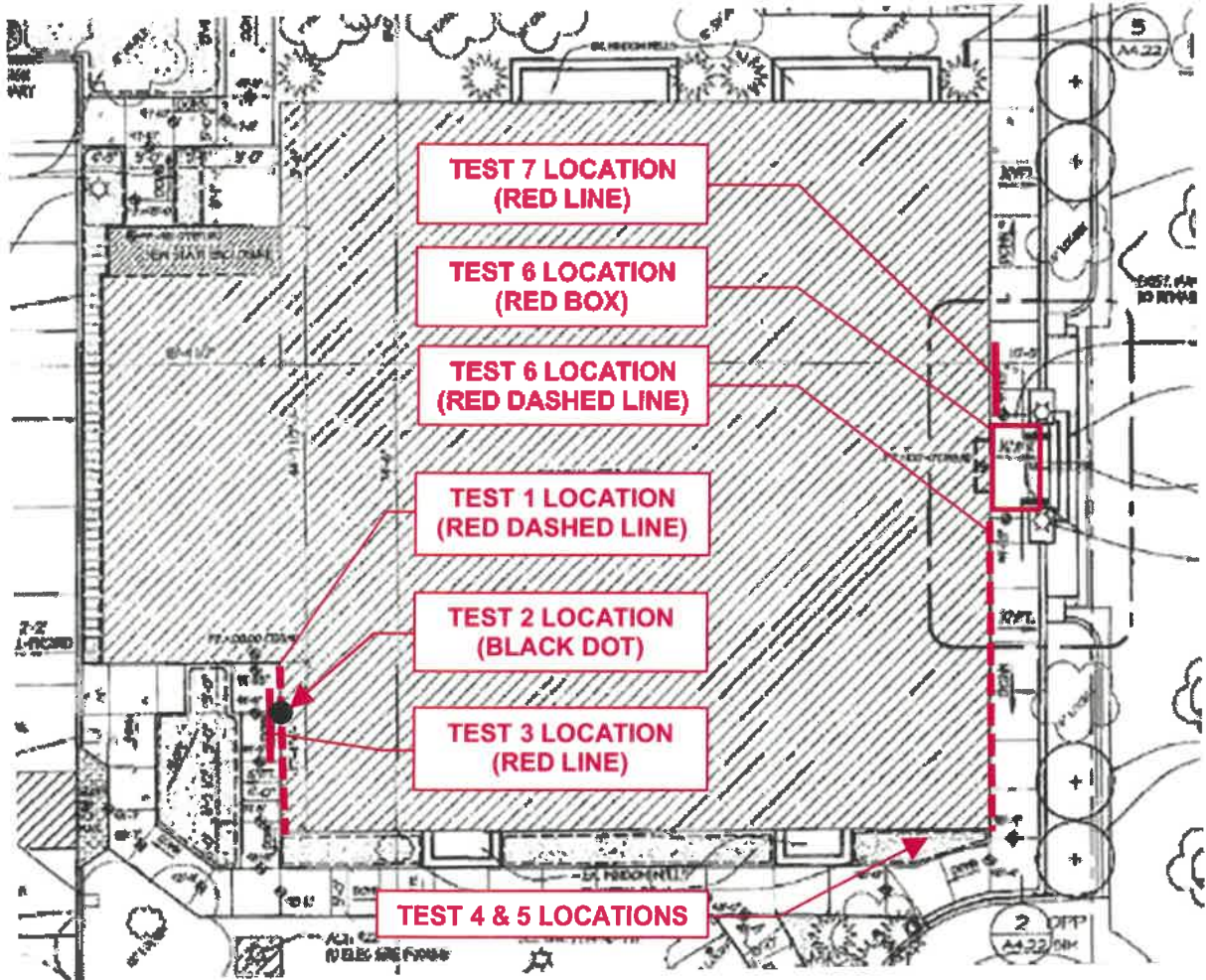


Photo 42



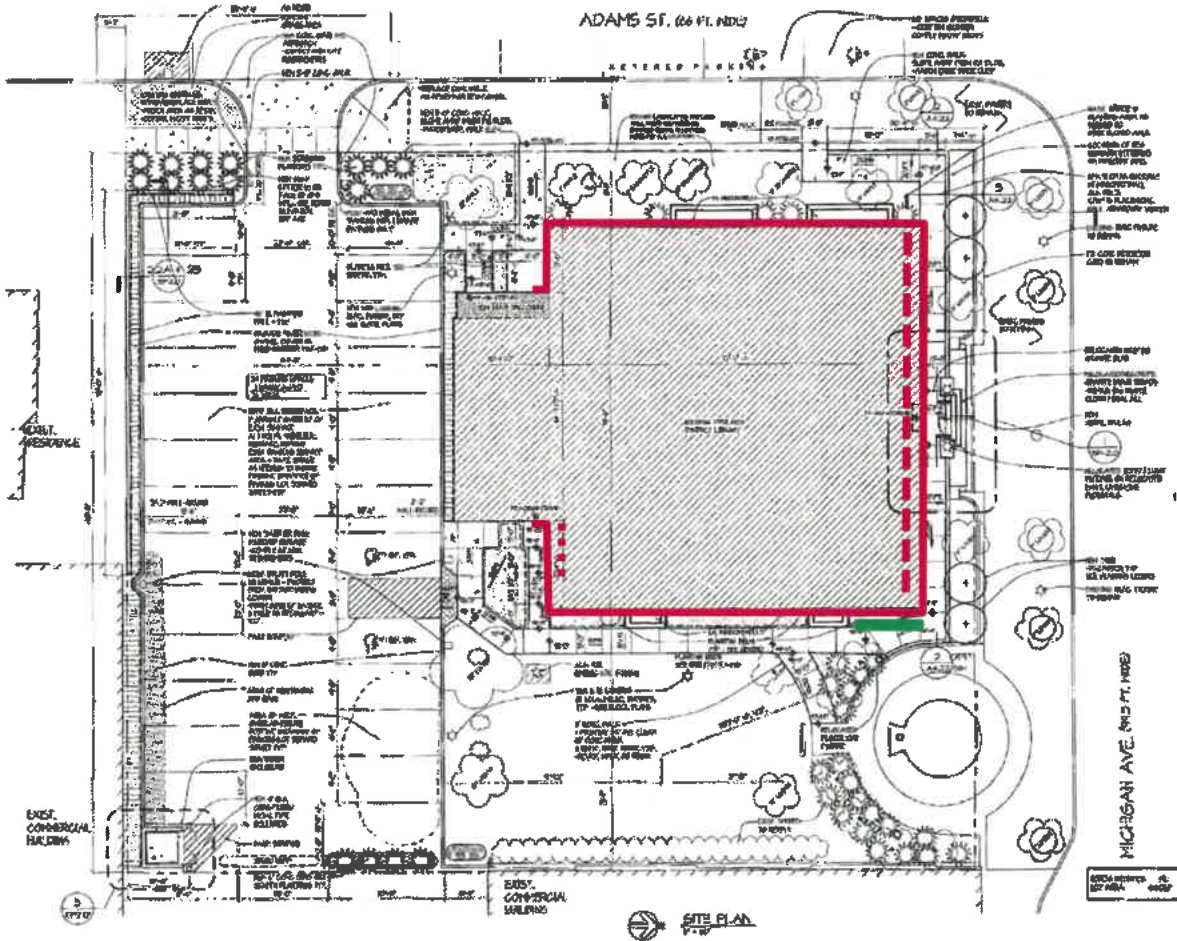
Photo 43

ATTACHMENT A – TEST LOCATION PLAN



EXISTING SITE PLAN WITH TEST LOCATIONS

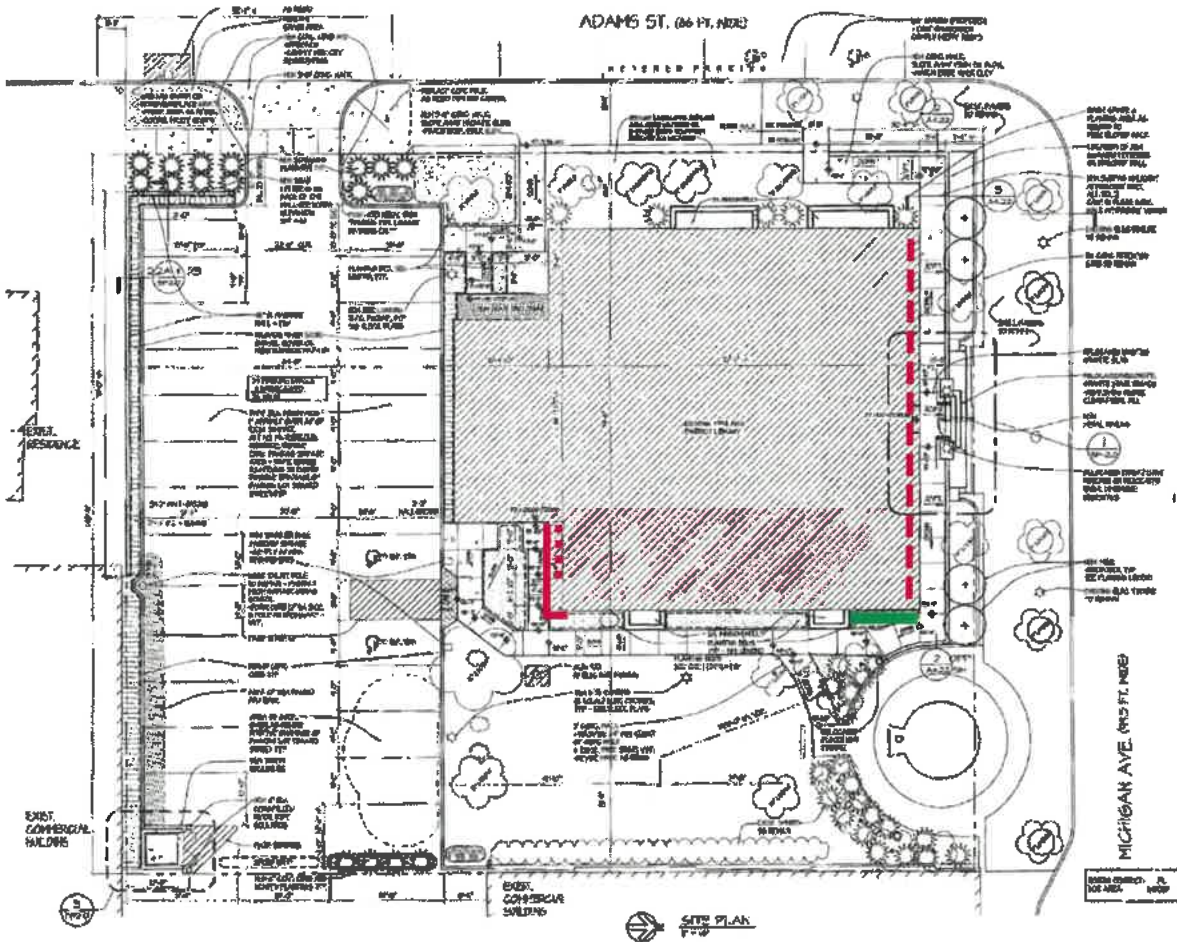
ATTACHMENT B – RECOMMENDED REPAIR LOCATIONS



EXISTING SITE PLAN – GENERAL EXTENTS OF BASE RECOMMENDATION

LEGEND

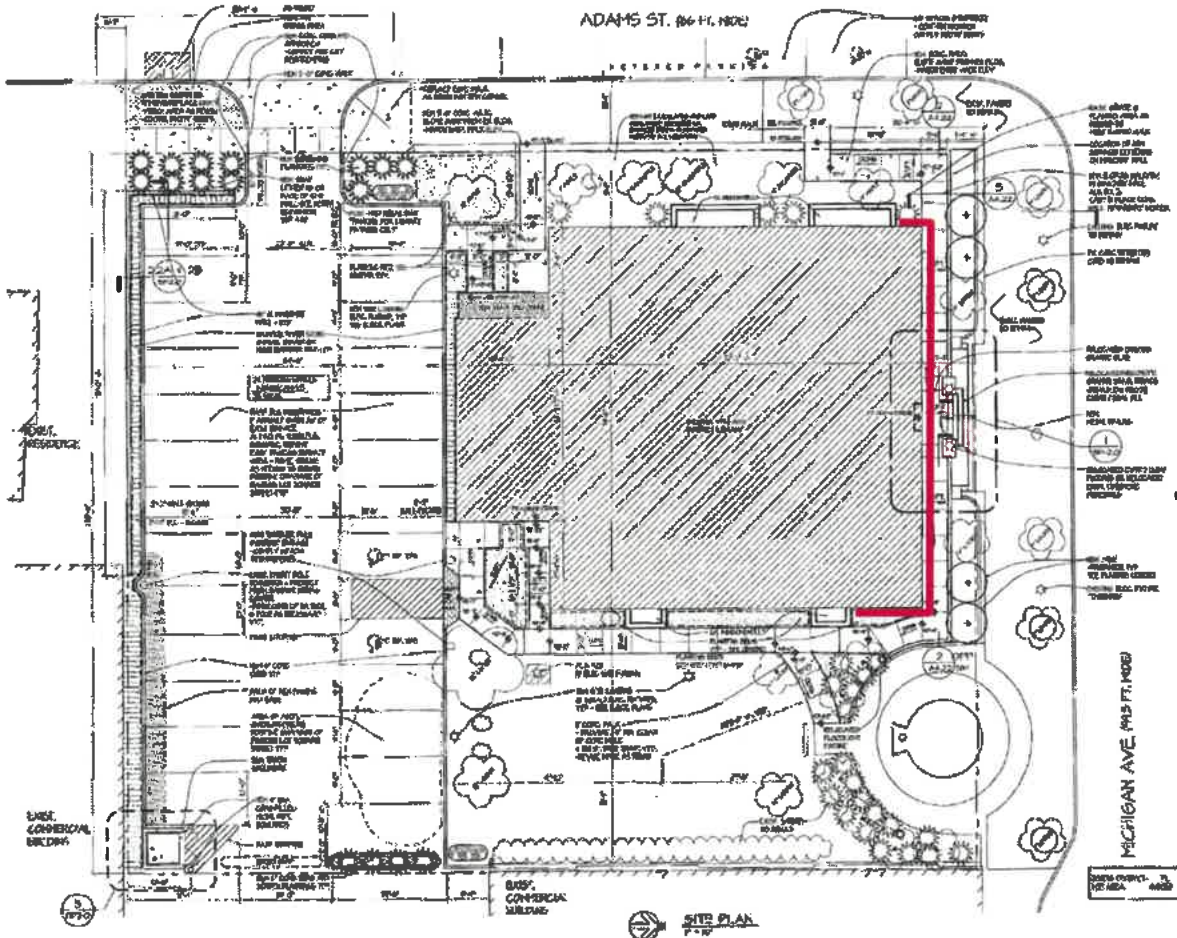
- General extents of excavation and waterproofing replacement / Curtain Grouting
- Location of new permeable paint on interior brick
- Location of new stucco parge coat and furred/vented interior wall
- Location of new concrete slab to divert water and sealed pipe penetration.



EXISTING SITE PLAN – GENERAL EXTENTS OF ALTERNATE PHASE 1 RECOMMENDATION

LEGEND

- - General extents of excavation and waterproofing replacement / Curtain Grouting
- - Location of new permeable paint on interior brick
- - - - - - Location of new stucco parge coat and furred/vented interior wall
- - Location of new concrete slab to divert water and sealed pipe penetration.



EXISTING SITE PLAN – GENERAL EXTENTS OF ALTERNATE PHASE 2 RECOMMENDATION

LEGEND

- - General extents of excavation and waterproofing replacement / Curtain Grouting

David Whitney Waterproofing



The 18-story David Whitney building, located in Downtown Detroit, Michigan, is a historic skyscraper constructed in 1915. Currently owned by The Roxbury Group, the building underwent a full redevelopment to become a mixed-use site.

While the redevelopment project was underway, active water leakage was occurring within the substructure, specifically at multiple and radiating hairline cracks, construction joints and honeycombed concrete locations. Seepage also existed at old beam pockets, around mechanical penetrations and abandoned ground anchors. The spaces could not be finished until the water infiltration issues were addressed.

PULLMAN and STRUCTURAL TECHNOLOGIES, both Structural Group companies, were hired to investigate the water intrusion challenges, perform a root cause analysis, determine the best repair option(s), and implement a solution.

One of the many challenges was determining the structural makeup of the concrete foundation structure, including the reinforcing patterns and wall thickness, since the building's historical data was unavailable. Another challenge was to develop a cost effective solution and extent of grouting work because the owner did not have water control as part of the redevelopment budget.

Acrylamide chemical grout was selected by STRUCTURAL TECHNOLOGIES as the most cost effective and highest performance material for this type of application. PULLMAN created a 350 SF mock up area with substantial water infiltration to demonstrate performance and unit pricing. Acrylamide grout is a two part system consisting of components "A" and "B". These are blended separately and then subsequent components are pumped into place with a stainless steel, 1-to-1 pump. Before the grout was ready for injection, the right mixture had to be developed. Mixing ratios will vary depending on crack size, port-to-port spacing, desired set time, size and amount of voids to be filled and interior humidity conditions.

Component "A" is the acrylamide monomer, with an accelerator, a colorant, ethylene glycol (if freeze/thaw conditions are prevalent); component "B" is the oxidizer or hardener with added colorant and ethylene glycol (when required). The "A" and "B" components were injected in sleeve ports with ball-valves for control and monitoring. The team established an ideal cure time of 30 seconds.

PULLMAN crews pumped the grout beginning at the lowest point moving upwards. Pumping continued until the chemical grout was transmitted from port to port. Once transmission of the grout was visible, which was determined by the colorant intensity, shutoff valves were closed and the process continued throughout the grid pattern.

PULLMAN crews also performed an additional 1,000 SF of curtain wall grouting at strategic leakage locations throughout the remainder of the three-story substructure. Substructure grouting was completed successfully based on subsequent drying of the entire subsurface wall areas; thus allowing the owner to proceed with developing it into the spaces needed for on-time occupancy.

LOCATION

- Detroit, MI

SCOPE OF WORK

- Underground Foundation Waterproofing

PROJECT TEAM

- Specialty Contractor:
PULLMAN
- Moisture Control Team:
STRUCTURAL TECHNOLOGIES

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 8/20/21

Re: Consideration of a proposal for construction administration services from Terracon Consultants

I requested a proposal from Terracon to provide consulting services to assist with construction administration for the Michigan Avenue Water Remediation Alternate Phase 1. As outlined in the proposal, Terracon would develop bid documents and drawings, help us answer questions from bidders and vet bids, and assist during the construction phase. Terracon is not a construction manager as such, so YDL would work directly with the contractors as far as scheduling, payment, etc. It would require some work by YDL's construction attorney to make sure all the proper documents are in place before we proceed.

If this proposal is accepted, Terracon will begin work on the bid documents. When they are complete, we will send them to the two contractors who have already reviewed the project for rough cost estimates, and we will post on MITN for others to bid. We will hold a walk-through for potential bidders. YDL will conduct the bid opening.

I recommend approval of the Terracon proposal for a total not to exceed \$26,400. Assuming an excavator will be available this fall, we would like to try to complete the project before the weather turns. Depending on timing, we may wish to schedule a special Board meeting to award the construction contract so work can commence.

If an excavator cannot be hired in time, we will have the bid documents prepared and will schedule work for the spring. (The excavation is planned for the area where we'd like to install new lockers if we are awarded ARPA grant funding; the deadline to spend the ARPA money is September 30, 2022.)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-27

August 25, 2021

RESOLUTION TO CONTRACT WITH TERRACON CONSULTANTS, INC. AND
AUTHORIZE THE USE OF FUND BALANCE FOR WATERPROOFING
REMEDIAATION PHASE 1 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, YDL engaged Terracon Consultants, Inc. to perform a water infiltration investigation and recommend a phased approach to solutions, and

Whereas, the YDL Facilities Committee recommends undertaking Waterproofing Remediation Alternate Phase 1 as outlined in the water infiltration investigation report, and

Whereas, Terracon has provided a proposal for Limited Building Enclosure Consulting Services for this phase of work, 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 August 20, 2021, for an amount not to exceed \$26,400.

BE IT FURTHER RESOLVED that

The Capital Asset Replacement fund shall be used for this project.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



August 20, 2021

Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, Michigan 48197

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

Re: Proposal for Limited Building Enclosure Consulting Services
Waterproofing Remediation- Phase 1
5577 Whittaker Rd. Ypsilanti, MI 48197
Terracon Number: PFR216145

Dear Ms. Hoenig:

Terracon Consultants, Inc. (Consultant) is pleased to submit our proposal to provide Limited 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 phone discussion on August 17, 2021. 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. 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 performed investigation services per proposal number PFR206187_R1 signed February 1, 2021 that culminated in a report dated August 9, 2021. Based on our discussion during the virtual Library Board meeting on August 17, 2021, Terracon understands that Client would like to proceed with the implementation of remediation based on Alternate Phase 1 as described in the report.

Terracon has been asked to prepare a proposal to provide bidding documents appropriate to acquire competitive bids from local contractors, including limited construction phase services.

Terracon Consultants, Inc. 611 Lunken Park Drive Southfield, Michigan 48075
P [248] 234 7780 F [248] 234 7779 terracon.com

2.0 SCOPE OF SERVICES

Terracon proposes to provide the following scope of services:

2.1 Bid Documents

- Develop bidding documents appropriate to acquire competitive bids from local contractors. The package is expected to include drawing sheets and a project manual.
- Up to 4 hours has been included for coordination with Client for the development of the “front end” specification sections limited to Bidding Requirements, and Conditions of the Contract. Terracon anticipates the Clients attorney will assist in the development of the Contract Forms (i.e. Agreement, Performance Bond, Payment Bond, and Certificates).

2.2 Bidding

- Coordinate with Client to develop bid instructions and forms to include in the bid documents.
- Attend one (1) pre-bid meeting with Contractors, on site for up to two (2) hours, to review the scope of the project and address questions; provide meeting minutes.
- Issue clarifications and/or addenda as determined appropriate by Terracon to address items identified or discussed during the pre-bid meeting.
- Review bids, received by Client, and provide recommendation for award. Up to one conference call is included for Bid review (no site visit).

2.3 Construction Phase

- Review up to three (3) pay applications as submitted.
- Attend one (1) pre-construction meeting with successful bidder to review schedule, sequence, and discuss coordination with Client; provide meeting minutes.
- Conduct up to four (4) site visits to make observations, up to two (2) hours on site each visit; provide observation report after each visit.

2.4 Additional Consulting

Additional Consulting hours included will be applied to meetings, clarifications, and communication requested by Client that are beyond the indicated scope of services. If no services are provided beyond the scope of services as described above, no Additional Consulting hours will be charged. Hours will be charged to the project based on the fee schedule indicated below. 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:

Proposal for Limited Building Enclosure Consulting Services

Ypsilanti Library– Waterproofing Remediation- Phase 1 ■ Ypsilanti, MI
August 20, 2020 ■ Terracon Proposal No. PFR216145



| | |
|---|---------------|
| 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).

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 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 will designate in writing a person to act as Client’s representative with respect to the work to be performed under this proposal. Such person shall have complete authority to transmit instructions, receive information, interpret and define Client’s policies, and make decisions with respect to matters pertaining to Consultant’s services.
- Client will provide access to and make provisions for Consultant to enter upon public and private property as required for Consultant to perform the scope of services defined herein.
- Client will bear costs incurred directly or indirectly pursuant to compliance with this section.

5.0 COMPENSATION

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

| | |
|--|-----------------|
| Bid Documents (Lump Sum) | \$12,800 |
| Bidding (Lump Sum) | \$3,400 |
| Construction Phase (Lump sum) | \$8,700 |
| Additional Consulting (Hourly, not to exceed) | <u>\$1,500</u> |
| Total (Not to Exceed): | \$26,400 |

The above fee includes mileage, reproduction, and shipping expenses. Fees for additional services, if requested, will be separately proposed. Additional site visits will be provided, upon request by Client, for \$1,500 per visit.

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.

Lump sum tasks that extend beyond a 30-day billing cycle will be progress billed based on percent complete for each task.

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



Zachary A. 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- Waterproofing Remediation- Phase 1 project ("Project"), as described in Consultant's Proposal dated 08/20/2021 ("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 the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
- 2. Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
- 3. Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
- 5. Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
- 6. LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
- 7. Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
- 8. Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
- 9. Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$2,000,000 occ / \$4,000,000 agg); (iii) automobile liability insurance (\$2,000,000 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.**
By:  Date: **8/20/2021**
Name/Title: **Jared B Lawrence / Senior Architect**
Address: **611 Lunken Park Dr
Cincinnati, OH 45226-1813**
Phone: **(513) 321-5816** Fax: **(513) 321-0294**
Email: **Jared.Lawrence@terracon.com**

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

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/19/21
Re: Discussion of awarding a contract to conduct a compensation study

To better recruit and retain a high-quality, diverse workforce, YDL must offer competitive wages. Because our library struggled financially after the Great Recession, our wages did not keep pace with the marketplace. In the 2020-21 budget I included a \$10,000 placeholder to conduct a compensation study. This would tell us how far each position's wages are off the mark, and help us plan a gradual move toward a more competitive salary structure. My goal is to complete the study prior to collective bargaining with YDL's AFSCME union in spring 2022.

I have never commissioned a compensation study before and could not find a suitable RFP template, so I reached out to three firms that were recommended by other libraries. I described our library, staffing, and situation, and requested proposals (attached). I shared these with the Personnel Committee, and we met on 8/18 to discuss them.

The Committee did not particularly like any of the proposals. I had spoken both to the consultants and peer libraries, and Julianne watched a video about one consultant's process. With this additional background, we feel there are two viable proposals. We explained our experiences and rationale to the Committee. As a group, we decided the best course of action would be to interview the two firms in contention so the Committee members could hear directly from them. The Committee wanted to share the proposals with the full Board and hear others' opinions, and we hope some interview questions might stem from this discussion.

Because we would like to complete the study prior to union negotiations, and the study could take up to 12 weeks to complete, the Committee would like to do the interviews as soon as possible. Would the Board consider granting the Committee a not-to-exceed budget, and allow the Committee to make the contract award assuming there is a successful interview?

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-29

August 25, 2021

RESOLUTION TO AUTHORIZE THE PERSONNEL COMMITTEE TO AWARD A
CONTRACT TO CONDUCT A COMPENSATION STUDY

Whereas, the Ypsilanti District Library strives to attract and retain a high-quality, diverse workforce, and

Whereas, YDL would like to conduct a compensation study as the first step in moving toward a more competitive salary structure, and

Whereas, compensation study proposals were solicited from three consulting firms, but questions remain, and

Whereas, the Personnel Committee would like to conduct interviews to determine whether to accept one of these proposals or solicit more, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Personnel Committee is hereby authorized to conduct consultant interviews and award a contract to conduct a compensation study for a fee not-to-exceed \$10,000.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

***A PROPOSAL TO DEVELOP A
STRUCTURED COMPENSATION PROGRAM
FOR
YPSILANTI DISTRICT LIBRARY***



*Edmund B. Ura, MAIR, JD
President & Sr. Consultant
ElementOne Consulting, Inc.
418 N. Main St., Suite 200
Royal Oak, MI 48067
248-507-4670*

*www.elementoneconsulting.com
ebura@elementoneconsulting.com*

August 10, 2021

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SUMMARY

This proposal has been prepared in response to a request by the Ypsilanti District Library (YDL) to provide assistance to the Library in the area of employee compensation design and management. The proposal outlines ElementOne' suggested approach for both the development and implementation of a structured compensation program as well as the implementation of a performance management program linked to the structure, and the firm's qualifications to be selected for this assignment.

ElementOne Consulting, Inc. (ElementOne) is a Southeastern Michigan-based management and human resources consulting firm with extensive experience in the development of compensation programs in a variety of industry sectors. ElementOne has worked with public libraries, primarily in southeastern lower Michigan, for more than 20 years, and has been working with four libraries (Ann arbor, Canton, Saline and Plymouth) for more than ten years. We believe we are uniquely qualified to assist YDL.

Options outlined in this proposal include development of a new pay grade structure incorporating both internal job equity and external market competitiveness, as well as an approach for providing direct links between successful performance of job duties and individual employee pay, that provides a clear and transparent program for understanding employee growth. Project fees for the development and implementation of the compensation structure (described as "Phase 1") will be \$8,150, not including travel time or expenses (typically only mileage).

BACKGROUND

The Ypsilanti District Library was originally established in 1868 and became a free public library, operated by the City of Ypsilanti in 1899. The Library now serves residents of three municipalities – the City of Ypsilanti, Ypsilanti Township and part of Superior Township that is not part of the Ann Arbor Public School District. YDL is a Class 6 public library with operating income in excess of \$4.5 million and total circulation of more than 600,000 annually from its collection of about 363,000 items. There are currently 58 employees, a number of which are represented by a labor union, in about 22 distinct job titles.

The Library does not have a dedicated human resources professional; administrative HR duties are handled by the Business Office Manager, while the Library Director is responsible for HR program and policy development. Wages for the represented employees are part of the union contract; there are no formal ranges for non-represented staff.

The Library feels it is appropriate to review the existing practices and develop and implement a new program consistent with the current market and the Library's needs.

COMPENSATION PROGRAM DESIGN

There are three components that we consider essential to an effective compensation program, which, when managed correctly, identify the specific “price tag” of every employee, allowing the organization to know exactly what appropriate compensation should be, and how to reduce unwanted compensation-related turnover:

- A structured method for assessing the contribution of each job to the organization (“job evaluation”) that addresses the unique nature of each job exclusive of what is perceived to be the “competitive rate” in the outside labor market (a pay grade structure).
- The use of market data for true “benchmark” jobs which can be applied to the internal-value structure to ensure that pay is competitive (pay ranges).
- A performance management model for determining the development of individual employees and projecting the appropriate position in the relevant pay range (individual pay rates).

We strongly discourage the use of strictly market data-based compensation programs, for a variety of reasons:

- These programs do not provide an objective process for dealing with jobs not found in surveys, combinations of roles, or jobs that are somewhat different from those in surveys. Many jobs found in libraries, despite having similar titles, will not have true “comparables” in market surveys, regardless of the claims of market data vendors.
- Market-based compensation programs may exacerbate or actually be the cause of compensation-related turnover. Over twenty-five years of experience has shown ElementOne that the complexities and difficulties of some jobs in the library environment require pay above the “typical” title in the, while others are not as complex and do not require the levels of pay found in general market surveys.
- Survey vendors, particularly those who provide “total solutions” to compensation needs, frequently use data of questionable validity.
- A market-based compensation program is very time- and resource-intensive to maintain. Because of the need to collect data on every job, and the fact that market rates for individual jobs move at different rates (and frequently appear to decrease) maintaining such

a program is cumbersome and very difficult for typically libraries, who rarely have human resources staff to manage such programs internally – providing job security for the data providers.

The development of an effective compensation program requires some up-front investment in time and resources but makes management and up-keep less complex over time. In fact, over a very short time frame (typically less than three years), a program such as the one described in this section will cost much less than the maintenance of a market-based program over the same time. Over the course of ten years, the cost and effort differential will be quite significant.

While ElementOne has only been asked to propose to develop a compensation program, we would also like to present an optional second step for implementing a performance management program. This is not a requisite, but simply provided so the Library has an idea how the compensation program can be optimally administered. This proposal is therefore divided into two phases: 1) development and implementation of the compensation program (encompassing the first two elements identified above), and 2) implementation using a new performance management model.

Phase 1 - Program Development

Process

A program development project will typically begin with a presentation to management describing each element of the program, how the process will work, and what expectations the organization should have. This provides information for managers to explain to employees, who are frequently concerned when this type of assignment is undertaken. We will also provide an information request and provide further information to the human resources staff as the beginning of their training in on-going program management. The development of draft program documents and tools will begin at this time.

Step 1 – Job Evaluation and Pay Grade Design

The first major undertaking will be the assessment of jobs using a “point factor job evaluation plan.” This work is typically done by a committee of senior managers (in a library setting, typically the Director and Department Heads), with individuals selected based on their knowledge of the organization’s jobs, and ability to effectively work together.

ElementOne consultants guide the committee through the job evaluation process, in which each job is individually reviewed against the standards of a “point-factor job evaluation plan” (PFJE) which has objective scales reflecting different levels of seven key aspects of job value (“factors”):

- Knowledge and skill required for job performance
- Problem solving involved in carrying out duties
- Judgment, discretion and management
- Communications and contacts
- Ability of the job to produce positive results
- Impact of poor performance of job duties
- Work environment and conditions

With approximately 15-20 distinct position titles to be evaluated the first part of the committee’s work should likely take about one day to complete. Following the job by job exercise, a review is done on each of the factors listed above, to ensure consistency and accuracy. A weighting and scoring model will be established based on what is typical within the industry, and using the scores, ElementOne will determine how many pay grades are needed. The committee should expect another half day meetings for these reviews. The jobs of the committee members will be evaluated separately by the Library Director

Step 2 – Market Research and Pay Range Development

Following establishment of the structure, ElementOne staff will collect appropriate labor market data for those jobs that are considered “benchmarks.” The data will represent:

- The appropriate geographic area where hiring takes place
- The specific industry, if appropriate, where experience is needed
- Organizations of comparable size and resources

Market data will be collected from as many relevant reputable published sources as are available (ElementOne does not recommend the use of internet based “surveys” or “predictive models” such as PayScale or Salary.com).

The market data will be applied to the internal value structure to create competitive pay ranges. The pay ranges will establish a “target” level of pay for individuals performing at the expectations of the Library – specific segments of the ranges will be devoted to those performing at various levels. At this point, ElementOne will provide the pay grades and ranges in a progress report, which may include a presentation to management if desired.

Step 3 – Performance Assessment and Implementation Analysis

ElementOne will provide the Library with a simple assessment tool designed to approximate the percentage of the job that has been “mastered” by the employee. Using information provided by the Library, ElementOne will determine appropriate range placement for each employee, compare it to current pay, and determine the cost of implementation of the program. In addition to making general recommendations concerning appropriate actions, ElementOne will work with the Library to determine an implementation approach.

All of the materials necessary to maintain the program will be provided to the Library, and ElementOne will provide training to ensure the structure can be maintained internally. ElementOne will be available to make a presentation to management and the Board of Trustees (or an appropriate committee).

Phase 2 – Performance Management and Implementation

The objective of “Phase 2” is to create a system that combines management of job descriptions, employee training and development, performance assessment, and the determination of individual compensation, into a single process. In addition to simplifying these individual efforts, this provides a straightforward way for management to communicate expectations, and to reward employees who meet them.

Process

These efforts begin with assessment of the Library’s current job descriptions and performance management processes. ElementOne will conduct a critique of current efforts and provide advice on description development, as well as provide a manual and training program for those assigned to writing descriptions. ElementOne will also be available to review samples of descriptions written by the Library to offer critique and assistance. This proposal does not contemplate preparing descriptions for YDL, but ElementOne can be available to provide such assistance at our regular hourly rates.

ElementOne will work with the Library to develop a performance management process “form,” linked formally to job content, that will provide for ongoing employee development as well as provide the information needed for properly determining compensation. This form, and its attendant processes and procedures, will be reviewed and edited until the Library is comfortable with the result.

Once the performance management model is developed, ElementOne will provide training to managers in how to implement the program. A process will be developed to review the performance of current employees and determine what appropriate pay would be in the new structure; this will also provide a framework for employee development, allowing management and employees to understand the implications of the new program before it becomes “live.”

PROJECT ADMINISTRATION

Project Timing

ElementOne is typically able to begin work on assignments within three weeks of the clients' direction to proceed. ElementOne will initially provide YDL with an information request for materials needed to effectively perform the assignments selected. The Library has not specified either a start or end date for the project and would work with management to schedule activities in line with its availability and expectations. Projects of this type typically take 8-12 weeks to complete, depending primarily on the availability and priorities of client staff.

Fees and Project Budget

ElementOne believes that a clear understanding of the costs associated with the proposed assignment is essential to successful completion of consulting assignments and to an effective working arrangement with a client. In comparing a ElementOne fee estimate to that of other consulting organizations, it is important to understand that ElementOne provides an open and honest estimate, reflecting our true belief in the total amount of effort which will be necessary to provide the best possible services to our clients.

ElementOne' fee structure is generally based on the value of the services being provided to our clients, not on the number of individuals involved or the particular staff members' "hourly rates." Because we maintain our own database of competitive data, we do not need to spend extensive time researching "from scratch" or learning about the intricacies of the industry. As a result, we devote our staff time and efforts directly to work with management and on process and policy development. While the number of hours devoted to the assignment will simply be the number of hours required to do it correctly, our estimates include a calculation; projects tend to be based on an estimate of hours and the various tasks. Hourly rates range from \$100 to \$250.

Professional fees for the development and implementation of a compensation program as described above (Phase 1), based on the number of jobs identified in the Library's roster (22 titles) will be \$8,150, not including travel time or travel expense (typically only mileage). We anticipate visiting on two or three occasions. Professional fees for Phase 2 will be determined at a future point if the Library is interested in pursuing those services but are typically in the area of \$10,000. While retaining ElementOne to periodically update the pay structure is not required, our anticipated fees for conducting an annual or biennial review and structure update in future years would be in the area of \$2,500.

While it is typical for consultants to quote a low fee and then “go over budget,” our fees will not exceed our quotation, except for additional services or meetings/presentations expressly requested by the Library. At the time the Library requests any services outside of the scope of the proposal, we will inform the organization of the additional costs that will be involved, if any.

Expenses

In addition to professional fees and travel time charges, ElementOne bills for expenses incurred during the course of the assignment at cost (without markup). We do not expect any expenses beyond mileage.

Project Billing

ElementOne bills monthly, for services provided during the immediately preceding month; typically, these bills represent a percentage of completed work. Invoices describe the services provided during the billing period. Payment is expected within thirty days of delivery of our invoice, and service fees of two percent (2%) may be assessed on accounts outstanding over thirty days.

**Firm Offer & Project
Acceptance**

This proposal serves as a firm offer to provide the described services for the fees and other terms and conditions listed. It can be accepted at any time up to one hundred twenty (120) days from the proposal date; after one hundred twenty (120) days a new proposal must be requested. The proposal can be accepted verbally or via email, followed by a signed written acceptance found on the final page of this proposal, and execution of ElementOne’ Standard Consulting Agreement.

ELEMENTONE'S QUALIFICATIONS

The Organization

ElementOne Consulting, Inc. (ElementOne) is a management consulting firm specializing in providing advisory and plan development services in the areas of organization design/development, compensation program design and administration, and performance management. ElementOne has worked with public libraries for more than 20 years, working with several libraries for more than ten years.

The firm was formed in 1991 as Management Resource Center, Inc. by Ed Ura and two other consultants who had worked together at the Detroit office of TPR&C (now Willis Towers Watson), an international management consulting firm. Beginning with a core of long-standing clients, the firm has grown both in size (staff and clients served) and the scope of its services. While about two-thirds of the firm's active client assignments are with not-for-profit organizations, ElementOne works with organizations in almost every industry.

ElementOne is a national firm – our clients can be found across the country, including Alaska and Hawaii. In addition, more than two thousand organizations across the country regularly participate in the firm's research and survey programs. ElementOne is organized as a Domestic For-Profit Corporation under the laws of the State of Michigan and is an employee-owned company.

Office and Staff

ElementOne's headquarters is located in Royal Oak, Michigan, a suburb north of the City of Detroit. ElementOne staff are also located in satellite locations in California, Florida, North Carolina, Mississippi, and Wisconsin. The staff who would be assigned to working with YDL include:

Senior Staff Consultants

- Edmund B. Ura, MAIR, JD, President & Sr. Consultant, Firm Founder (1991 to present)

Staff Consultants

- Erin M. Lowe, BS (2014 to present)

The professional staff is supported by interns (seasonally) and two part-time administrative staff members. Capsule biographies and resumes of staff members not directly assigned to this proposed project are available on our website at: www.ElementOneConsulting.com/about.

ElementOne recommends a project team for each client and client assignment. The selection of team members is based on our assessment of the client's needs, the content of the assignment and the background and experience of the consulting staff. As the firm's expert in library compensation program design and implementation, work on this project will be managed by Edmund B. Ura. In addition to his consulting experience, Ed was employed for several years in a variety of support roles at a public library.

**Edmund B. Ura,
MAIR, JD, President &
Sr. Consultant**

Edmund B. Ura is a founder and President of ElementOne Consulting Group, Inc. (ElementOne). Ed works with human resource and general management, directors and Board committees to assist them in developing effective organization designs, and compensation strategies and programs to meet strategic and operational needs. He is an account manager for clients in many industries beyond public libraries, including community health centers, manufacturing, finance and the service sector, for assignments in all areas of employee and executive compensation.

Ed has more than twenty-five years of experience in designing and implementing employee and executive pay management programs. He has managed numerous surveys of compensation, benefits and human resource practices, on an area-wide, state-wide and national scale, for hourly, salaried and executive positions. His survey results and analysis have been used in legislative proceedings in Michigan and California.

Prior to joining ElementOne, Ed was a compensation consultant in the Detroit office of TPF&C (now part of Willis Towers Watson), an international management consulting firm, working in both the executive compensation and salary management practices. He also worked as a research analyst for the Employers Association of Detroit (now the American Society of Employers), and was employed by the Oak Park Public Library in a variety of roles during high school and college.

A nationally-recognized expert on compensation and related issues, Ed's speaking and training sessions have been sponsored by numerous state-wide and national organizations. Ed earned his Juris Doctor degree, cum laude, from Wayne State University in Detroit, Michigan. He also earned a Bachelor of Science degree with High Distinction and Honors in Psychology and a Master of Arts in Industrial Relations (MAIR) degree, also from Wayne State. He is a member of the State Bar of Michigan and admitted to practice in the Federal District Court in the Eastern District of Michigan.

ACCEPTANCE

On behalf of Ypsilanti District Library (YDL), I accept this proposal for ElementOne Consulting, Inc. (ElementOne) to assist the organization in the development of a compensation administration program for the staff of the organization, as described in “Phase 1” above, under the terms and conditions herein, and authorize and direct ElementOne to begin to provide its services as described. This document will become an “Attachment A” to the Consulting Agreement between ElementOne and YDL, of which terms and conditions will apply unless specifically superseded by this proposal.

| | | | | |
|---|---|--------------|-------|------|
| [|] | Printed Name | _____ | Date |
| [|] | Title | | |



YPSILANTI DISTRICT LIBRARY
Proposal for a Classification and Compensation Study
August 6, 2021

INTRODUCTION

The Ypsilanti District Library is interested in a review of its classification and compensation plan for the 16 positions in the organization. The Study will include an evaluation of the Library's overall employee compensation and pay structure to assure both internal and external (marketplace) equity; and a job audit for each position to determine appropriate classification. The Study conducted by GovHR will ensure that an equitable compensation system is in place that is both fair and competitive, enabling the Library to recruit and retain qualified employees. The system will be fairly easy to administer in an organized and consistent fashion, as well as sustainable for years to come.

COMPANY BACKGROUND

GovHR, LLC ("GovHR") is a public-sector management consulting firm specializing in executive recruitment and management consulting. Our headquarters are in Northbrook, Illinois, and we are a certified Female Business Enterprise in the State of Illinois. GovHR provides service to jurisdictions and agencies in a variety of contemporary issues, providing management, financial, and human resources assistance. We work exclusively in the public sector, and all services are provided solely for public jurisdictions and not-for-profit entities. The company was formed as Voorhees Associates in 2009 and changed its name to GovHR USA in December 2013. Our organization currently has a staff of thirty-one project consultants.

If selected to conduct this Study for the Ypsilanti District Library, Ms. Joellen Cademartori, Chief Executive Officer and Co-Owner of GovHR, will serve as Project Manager. Ms. Cademartori's contact information is:

Joellen Cademartori
Chief Executive Officer
GovHR USA LLC
630 Dundee Road, Suite 225
Northbrook, IL 60062
847-380-3238
jcademartori@govhrusa.com

Ms. Cademartori is currently managing several Classification and Compensation Studies that are in various stages of completion, including Bridgeport and Morgantown, West Virginia; Edgerton and McFarland, Wisconsin and several in Illinois and Massachusetts.

630 Dundee Road, Suite 225, Northbrook, IL 60062
Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT INTERIM STAFFING MANAGEMENT AND HUMAN RESOURCE CONSULTING

Ms. Cademartori will be assisted with employee interviews and job analysis by GovHR Vice President Susan Brennan (a former Library Director in Weston, Massachusetts), and HR Specialist Alice Bieszczat. Biographies for the consultants are attached to this proposal.

FIRM EXPERIENCE AND QUALIFICATIONS

GovHR has conducted more than 70 classification and compensation studies within the past 8 years, and several of these included library positions. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client. A list of the firm's studies and a complete list of clients are included on our website at www.govhrusa.com.

All of these studies included the use of public-sector salary data. All studies included the following recommendations:

- New classification and compensation plans, assuring internal equity.
- Recommendations for job title changes where appropriate.
- Recommendations on how to deal with specific problems that arose during the course of the study (i.e., compression issues, internal equity issues, market discrepancy issues, etc.)
- Pay plans that were tied to performance.

REFERENCES

City of Allegan, Michigan

Classification and Compensation Study (2019/2020)
Contact: Joel Dye, City Manager
269-673-5511
jdye@cityofallegan.org

Town of Hingham, Massachusetts

Classification and Compensation Study (2020/21)
Contact: Lisa Campbell, Human Resources Director
781-804-2479
campbelll@hingham-ma.gov

Village of Glenview, Illinois

Classification and Compensation Study (2019)
Contact: Sarah Schillerstrom, HR Manager
Telephone: 847-904-4370
sschillerstrom@glenview.il.us

WORK PLAN AND APPROACH

To accomplish the Library's objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified those areas where we will need the Library's input/assistance.

I. Meetings, Job Analysis.

DELIVERABLE: Start Up Documents

DELIVERABLE: Job Analysis Questionnaire Form

- **Study preparation and project meeting (Project Manager).** Meet virtually with the Library's representative(s) to discuss study methods, review organization charts, personnel rules and regulations, and the current classification and pay plans. We will seek to determine problem areas, answer questions, and review the scope and schedule of work, and the data and assistance GovHR will need from the Library. Prior to the meeting, GovHR will require copies of the organization charts for each department, all pay plans, the current personnel manual and any other relevant information related to salaries to make for a more productive initial meeting.

- **Employee Kickoff Meeting (Project Manager)**

Shortly after the initial project meeting with the Library representatives, the Consultant will meet virtually with employees to explain the scope of the project and distribute Job Analysis Questionnaires (JAQ). GovHR understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these meetings are held, they can view a video presentation of the meeting. Employees will then be allowed two (2) weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee's supervisor and returned to GovHR within three (3) weeks of distribution.

- **Job evaluation analysis and establishment of job classification system (Consultant Team).** Upon return of the JAQs by the Library, GovHR will perform the following:

- Read each JAQ and corresponding Job Description (up to 16), in their entirety.
- Personally interview at least one (1) employee from each job classification to further understand the scope of their job. These interviews will be conducted via Zoom.
- Apply a measurement system of job evaluation factors, using nine (9) main factors used in our job evaluation instrument in order to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize that the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes to same, assuring that the job title and related recommended pay range matches what the employee is actually doing.

Note: A formal job evaluation system, such as the one utilized by GovHR, is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three (3) basic factors are important in determining compensation. These are: (1) skills required; (2) responsibility; and (3) working conditions. The Equal Employment Opportunity Commission recognizes these three (3) basic factors, along with seniority and performance, as valid determinants of compensation. The nine (9) factors used by GovHR are essentially subdivisions of the first three (3) factors mentioned above. In addition, it is GovHR's practice that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA), it is illegal to discriminate in any aspect of employment. GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.

- Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

Note: Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

- Review the results of the job evaluation exercise with Library representatives and revise as necessary.

II. Establishing comparables, Salary Survey

DELIVERABLE: Group of Comparable Entities, Salary Survey

Working with Library staff, and using our broad-based cohort methodology, we will determine a logical survey sample of “like” entities (such as other libraries or municipalities with library positions) that impact the compensation market for the Library. In selecting public employers, we normally use criteria such as number of employees, population served, EAV, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to the Ypsilanti District Library.

- **Prepare and send out salary surveys.**

GovHR will design and send out the salary surveys (under Library letterhead) to gather salary data for each of the 16 positions in the organization. In addition to job titles, brief position descriptions are included in the salary survey to make sure we are receiving salary data for “like” positions in the comparable entities.

Note: While GovHR will prepare all the materials to be sent out for the salary surveys, we have found that sending out the survey under the client’s letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the Library *may* be asked to make one follow up contact to those entities that do not initially respond to the survey request.

- **Salary Survey Analysis.**

DELIVERABLE: Salary Survey Data

DELIVERABLE: New Salary Schedules

The following steps will be included in this component of the Study:

- Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the Library’s salaries for the surveyed positions, with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each jurisdiction on each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the Library’s present pay for each class and the survey data.
- The Consultants will work with the Library at the initial meeting to determine its policy with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, the Consultants will use the salary survey data to develop and recommend new salary schedules for the Library’s 16 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades.

Note: GovHR always recommends that there be a merit component associated with the granting of wage adjustments and a recommendation for this will be included in the Library's report.

III. Progress Reports

GovHR prides itself on our attention to and communication with our clients as the project proceeds. As such, GovHR will strive to maintain regular contact with the Library's representative and to be available to address the Client's questions, concerns and needs.

GovHR will make regular progress reports to the Library as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with the Library's representative and, if requested, other key staff, to review the results of the job evaluation exercise and the proposed new salary schedules.

IV. Draft and Final Report Preparation

DELIVERABLE: Draft and Final Report

A draft report will be prepared by the Consultants and sent electronically to the Library that includes:

- an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report;
- a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans;
- pay range options that are consistent with the Library's pay policy, outlining the pros and cons of each option;
- assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations;
- a maintenance plan with recommendations on keeping the plan current, equitable and up to date over the next ten years, and recommendations on review of position descriptions as vacancies arise, evaluation of new position requests, etc.
- An implementation plan and cost estimates of implementing the Study's findings and recommendations.

Note: Overtime costs will not be included, and the analysis will be estimates only, with sufficient detail to allow the Library to compare various options.

Once the Library representatives return review comments, a final report (one hard copy and one electronic copy for reproduction) will be prepared and sent to the Library. The final report will include a procedure manual and appropriate forms to maintain the recommended classification and pay plan(s).

V. TRAINING & TECHNICAL ASSISTANCE

Ms. Cademartori will work with the Library's representatives and will train them on the use of the Job Evaluation System and the application of the point factor analysis until they have a proper understanding of the system. In addition, GovHR will provide support services for one year following completion of the Study at no charge to the Library to answer any questions that arise concerning application of the system, such as inserting new positions into the Plan.

PROPOSED PROJECT SCHEDULE

GovHR is available to start this project within two weeks of acceptance of the proposal. A project of this size would normally take approximately 90 - 120 days. The schedule is contingent, however, upon the timely response from the comparable entities supplying the salary data, and the employees and supervisors in returning the completed JAQs. Any delays in receipt of this information are beyond the control of GovHR and will lengthen the completion of the report.

The following is a detailed breakdown of the proposed work schedule:

- Week 1: Meet with YDL representative to discuss Study methodology and expectations.
- Week 2: Prepare and distribute salary surveys to comparable entities.
- Week 3: Conduct employee meetings; hand out JAQs and explain the purpose of the Study and the process.
- Week 4 to 6: Return of JAQs and salary surveys.
- Week 7: Reading of JAQs and job descriptions.
- Week 8: Conduct employee interviews.
- Week 9: Analyze data; prepare new classification and compensation plans; send draft findings to YDL.
- Week 10: Receive return comments from YDL.
- Week 11: Meet with key YDL representatives to review preliminary findings.
- Week 12: Prepare Draft Report and send to YDL; receive return comments.
- Week 13: Prepare Final Report.

GovHR prides itself in adhering to this time frame. Our past clients will confirm our diligence in delivering our report and other deliverables on time.

COST PROPOSAL

We have proposed that the entire Study be conducted virtually due to the pandemic; however, if the Library requests any in-person meetings and CDC and state guidelines indicate that it is safe and permissible to travel, GovHR will provide the Library with an additional estimate for travel and related expenses. GovHR has conducted several virtual studies since the start of the pandemic, resulting in significant cost savings to our clients.

In keeping with the above statement of our usual practices, we estimate the fee for the entire study to be **\$9,900** and will agree to complete the study for this **fixed fee of \$9,900** plus other Optional Services – see below. Payment will be due as follows: 50% of the professional fees (\$4,950) will be due after the initial project

meeting, and the balance of fees will be billed after the study is completed. Invoices will be sent to the Library and are payable within 30 days of receipt, after which a 2% monthly interest charge will accrue.

| <u>Study Phase Breakdown</u> | <u>Hour Breakdown</u> | <u>Cost</u> |
|---|------------------------------|--------------------|
| I. Meetings, Salary Survey, Job Analysis | | |
| Study preparation and project meeting | 2 hours | \$300 |
| Establishing comparables | 10 hours | \$1,500 |
| Employee kickoff meetings | 2 hours | \$300 |
| Prepare and send out salary surveys | 8 hours | \$1,200 |
| Job evaluation analysis and establishment of job classification system | | |
| ➤ reading of JAQs/up to 16 JDs | 2 hours | \$300 |
| ➤ employee interviews | 8 hours | \$1,200 |
| ➤ analyzing data and establishing classes | 6 hours | \$900 |
| ➤ assigning of skill levels | 2 hours | \$300 |
| ➤ review and evaluation of preliminary analysis with YDL representatives (via email and conference calls) | 2 hours | \$300 |
| II. Salary Survey Analysis | | |
| Analyzing salary survey data | 8 hours | \$1,200 |
| Establishing new salary schedules | 4 hours | \$600 |
| III. Meet with YDL representatives to Review Salary Data and Job Classifications (via email, video and conference calls) | | |
| | 2 hours | \$300 |
| IV. Draft and Final Report Preparation | | |
| Writing draft report | 6 hours | \$900 |
| Final report | 2 hours | \$300 |
| V. Training on Use of System | | |
| | 2 hours | \$300 |
| PROJECT HOUR AND COST TOTAL | 66 Hours | \$9,900 |

NOTE: If the Library accepts our proposal for this project, GovHR will for one (1) year provide support services at no additional cost. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

OPTIONAL SERVICES/EXPENSES:

Progress Reports – It is customary to have periodic telephone conversations throughout the Study to give progress reports. There will be no charge for these periodic telephone updates.

Site Visits – If YDL chooses to have the Consultants make any on-site visits there would be additional costs for travel and related expenses.

Job Descriptions – Updates to existing job descriptions cost \$150.00 each; new job descriptions, if needed, cost \$250.00 each. The job descriptions are done after the rest of the Study is complete and are billed separately.

Additional Services – any additional services not covered in this Proposal and requested by the Library will be billed at the rate of \$150 an hour plus expenses, including assistance with employee appeals.

This quote is good for a period of three months, after which prices may increase.

CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the team assembled for conducting the proposed study for the Ypsilanti District Library is of the highest caliber and qualifications. GovHR appreciates your consideration of this Proposal and looks forward to the opportunity to work with the Library on this important project.

Sincerely,



Judith M. Schmittgens
Corporate Secretary and Compliance Manager

Attachments: Consultant Biographies



Joellen Cademartori



Joellen Cademartori is the chief executive officer and co-owner of GovHR USA and has nearly 30 years of cumulative experience working in the public sector as a municipal leader, and in human resources and management consulting. Joellen’s exceptional communication style has enabled her to develop and maintain strong relationships with her peers, elected and appointed officials, and related local government partners.

The public sector human resources and management projects Joellen has worked on have earned her respect in local governments across the country. Due to her commitment and dedication to local government, she is known an industry leader in executive recruiting, interim staffing, in addition to human resources and management consulting work.

Throughout her career, Joellen has been privileged to serve on numerous local, state and national committees. A personal and professional highlight for her was being on the International City/County Management Association (ICMA) Executive Board as a representative from the Northeast Region. Joellen regularly speaks in front of groups, and writes about a variety of local government topics, which include organizational analysis, generational diversity, succession planning, performance management, resume development and interviewing skills and techniques. She is dedicated to developing the next generation of managers and remains passionate about excellence in local government.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northeastern University, Boston, MA
- Bachelor of Economics, Worcester State College, MA
- Senior Executive institute, Leading, Education & Developing (LEAD) Program, University of Virginia, Weldon Cooper Center for Public Service

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Executive Recruiter Panel – Investing in the Next Generation of Leaders, NFBPA – Emerge 2020
- Re-Evaluating Your Employee Evaluation, MMA 2020
- Succession Planning for the Public Sector Webinar, NPELRA 2020
- What Does it Take – Landing Leadership Positions, ICMA 2019
- Achieving Your Leadership Potential Thinking Strategically About the Next Steps in Your Career, NFBPA 2019
- Succession Planning tips to Achieve Unity Through Diversity, MMA 2019
- Putting Your Best Foot Forward – Interview Skills for Women, including Posture, Presence and Bias, WCMA Women’s Leadership Seminar 2018
- Tips for a Successful Recruitment Process – MMA 2018
- Hire Hard, Manage Easy – Tips for Getting the Best Employees, IPELRA 2018
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career, LGHN 2018

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA), Member
- ICMA – Task Force on Deputy/Assistant Managers 2017-2018, Current Member
- Illinois City and County Management Association (ILCMA), Current Member
- ICMA - Task Force on Women in the Profession 2012 – 2014, Member
- ICMA - Conference Planning Committee 2010 – 2011, Chair

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Evanston, IL
 - Director of Administrative Services 2009-2011
 - Director of Human Resources 2007-2009
- Catawba County, NC
 - Assistant County Manager 2004-2007
- Barnstable, MA
 - Assistant Town Manager 2000-2003
- Yarmouth, MA
 - Assistant Town Administrator 1993-2000
- Northborough, MA
 - Assistant Town Administrator 1992-1993
 - Acting Town Administrator 1991
 - Administrative Asst. to the Town Admin 1988-1990
- Holden, MA
 - Intern 1987

[Click here to view full biography at GovHRusa.com](http://GovHRusa.com)





SUSAN BRENNAN



Susan Brennan is a Vice President at GovHR USA. She has over 21 years of experience as a leader in libraries. She has led strategic planning, productivity/efficiency studies and organizational change management initiatives for multiple organizations.

Ms. Brennan is known for her vision, leadership, problem solving skills and ability to achieve consensus within organizations. She is a skilled manager who is regularly called on for input into hiring decisions, personnel problems and union negotiations for the public sector.

For the past 14 years Brennan has led the Weston Public Library, regularly ranked among the top performing libraries in Massachusetts. During her tenure she founded the Weston Art and Innovation Center and secured \$4.6 million dollars in town funding to renovate an historical building in town to house this new venture. Additionally, she secured \$500,000 in town funding to create an archival vault for town records and directed the cataloging of over 3,000 linear feet of unique records.

She has served in multiple leadership positions for library organizations as President and Treasurer of the Minuteman Library Network, President of the Metrowest Regional Library System and Chair, Massachusetts Book Awards.

Prior to her career in libraries Brennan was a senior clinical researcher in neuropsychology at Mclean Hospital, a Harvard Medical School affiliated hospital. While there she developed software for spectroscopy analysis and conducted clinical studies for neurocognitive disorders.

Brennan holds a Masters in Library and Information Science from Simmons College. In her spare time she supports not for profit organizations that promote literacy. Throughout her career she has generously given her energies to mentoring students and young professionals.

PROFESSIONAL EDUCATION

- Master of Library and Information Science, Simmons University, Boston, MA

MEMBERSHIPS AND AFFILIATIONS

- American Library Association

PROFESSIONAL BACKGROUND

- Founder, Weston Art and Innovation Center, Weston, MA 2018 - Present
- Director, Weston Public Library, Weston, MA 2004 - 2018
- Director, Medway Public Library, Medway, MA 2000 - 2004
- Head of Technical Services, Reference Librarian, Westwood Public Library, Westwood, MA 1997 - 2000
- Competitive Intelligence Consultant, Harvard Business School, Boston, MA 1994 - 1996





ALICE BIESZCZAT



Alice Bieszcztat is a Human Resources Specialist with GovHR USA, and brings over 20 years of experience spanning the private, non-profit and public sectors to the organization.

Ms. Bieszcztat has provided human resources consulting services for both Voorhees Associates and the PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children’s Hospital of Chicago, the North Shore Senior Center, Aurora Healthcare and the Archdiocese of Milwaukee. Her most recent consulting assignments for GovHR USA have included Classification and Compensation Studies in Wisconsin, Indiana, Iowa, Illinois, Massachusetts and Michigan.

Ms. Bieszcztat also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure there she helped implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research on transportation innovations was published in the Transportation Research Journal and featured in national media such as the New York Times, Atlantic Cities and Planning Magazine. She has lectured on transportation innovations in conference, seminar and university settings. At Lurie Children’s Hospital of Chicago, Ms. Bieszcztat led the Foundation Gifts team in securing leadership gifts to support its community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszcztat began her career in telephony. As a Radio Frequency Engineer for Sprint Cellular and Alltel, she partnered with local maintenance technician teams to plan, design, implement and optimize cellular phone networks nationwide.

PROFESSIONAL EDUCATION

- Master’s in Public Service Management, DePaul University, IL
- Bachelor of Science in Mathematics, DePaul University, IL

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Published research on transportation innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

PROFESSIONAL CONSULTING

- Aurora Healthcare and the Archdiocese of Milwaukee
- Ann & Robert H. Lurie Children’s Hospital of Chicago
- North Shore Senior Center
- Logan Square Neighborhood Association

PROFESSIONAL BACKGROUND

More Than 20 Years of Experience in Private, Non-Profit and Public Sectors

- | | | |
|---|-------|----------------|
| • GovHR USA/Voorhees Associates | 2008; | 2012 – Present |
| • Chaddick Institute of Metropolitan Development at DePaul University, IL | | 2009 – 2012 |
| • Lurie Children’s Hospital of Chicago | | 2005 – 2008 |
| • American Diabetes Association | | 2004 – 2005 |
| • Accelerated Fundraising Solutions | | 2000 – 2003 |
| • Sprint Cellular/Alltel | | 1996 – 2000 |



Mortimore Consulting, LLC

Brian L. Mortimore, SPHR-SCP

April 27, 2021

Proposal

This Statement of Work details the type and extent of the services proposed by Brian Mortimore (Consultant) to provide for:

2021 Compensation Study: Inclusive of this study is the review of job descriptions against Department of Labor competencies to ensure accurate comparisons of work. Wage data will be provided for up to sixteen (16) positions provided by the library, followed by recommendations of data supported wage range considerations for the future. A written report will be submitted, along with written recommendations with results being presented to the Director and Chair of the Board or Personnel Committee via teleconference.

The consultant will work primarily with the Library Director or their designee as the primary contact and will be available to members of the executive team and/or board chair as necessary and in support of the project.

EXECUTIVE SUMMARY

Library Director Lisa Hoenig requested a proposal for assistance from Brian Mortimore to conduct a compensation study for the Ypsilanti District Library in preparation for future budgeting and labor negotiations.

Brian Mortimore has over 25 years of experience directing HR functions and has experience addressing labor relations, labor negotiations (UAW, Teamsters, MEA, SEIU, AFSME), compensation reviews, library director recruitment, job analysis, employee dispute resolution, performance management, at-will and just-cause discharge, leadership coaching, HRIS, benefit design/management, pension/retirement plan administration, staffing design, executive and managerial searches, and has been published on HR-related topics throughout the library industry. Brian serves as the Director of Human Resources and Organizational Development for Kent District Library and consults on human resource matters, training library leaders throughout the Midwest. Recently Brian collaborated with industrial organizational psychologists and convened over five-hundred library workers throughout the United States and Canada to participate in research that resulted in the library industry's first employment assessment screening tool (see *BookmarkHR.com*). Brian holds a Master's Degree in Organizational Communications and Human Resources Management from Michigan State University, certifications from the Society of Human Resource Management, MSU's School of Labor and Industrial Relations, and is the sole proprietor of Mortimore Consulting, LLC.

SCOPE OF WORK

The services delivered under this Statement of Work (SOW) include the following:

Compensation Analysis. Consultant will collaborate with a Grand Rapids based human resources consulting firm to utilize their compensation databases, resulting in recommendations for the starting rate and ending rate of pay for each position. Note that library wage data provided by the Michigan Library Association or other local trade groups may be readily available to the client for their use and comparison purposes, but these sources are not used in this review recognizing the potential for either unreliable, statistically insignificant, or geographically irrelevant data sources that could alter results.

Review of Recommendations and Considerations for Long-Term Strategy. Consultant will meet via phone (or in-person, optional under a separate fee agreement) with the Library Director and the Board Chair (or his/her designee) to explain the recommendations and offer considerations for long-term compensation management (i.e., options for implementing plans to bring about internal equity, external market parity, or unique situations that are often uncovered for one or more individuals or positions as part of the analysis process).

Results will be generated independently by the third-party firm, reported on by the consultant.

PROJECT EXECUTION

All work will be conducted remotely and via telephone unless other arrangements are sought and agreed upon.

Work will be billed at 50% upon execution of the statement of work by the client, net 15 days, with the balance being billed upon completion of reporting and recommendations. If work is approved prior to September 1st, 2021, it is estimated that the report will be produced by October 1st, 2021.

Project Conclusion

The project will reach its natural conclusions with the presentation of the report and recommendations to the Library Director and Chair of the Board/Personnel Committee.

Either party may disengage/terminate with five days' notice to the other party. Payment for work, along with work related deliverables, will be provided by both parties to the other, within ten days should the project be terminated before its natural conclusion.

No work will be considered as legal advice. The client agrees to hold the consultant harmless.

No other services will be delivered unless agreed upon in writing by both parties and attached to this Statement of Work and either party may cancel future work/services at any time if necessary for any reason.

PAYMENT INFORMATION

| CLIENT INFORMATION | |
|--|------------------|
| Billing Information | Site Information |
| Company: Ypsilanti District Library | Company: SAME |
| Address: 5577 Whittaker Rd. Ypsilanti, MI 48197 | Address: SAME |
| Contact: Lisa Hoenig | Contact: SAME |
| Phone: 734-879-1300 | Phone: |
| Fax: | Fax: |
| Email: lisa@ypsilibrary.org | Email: |

Price, Payment & Delivery

| PRICE, PAYMENT & DELIVERY | |
|-----------------------------|---|
| Fee Structure: | Fees will be billed as stated above. The parties agree that YDL is responsible for all forms of insurance and liability. |
| Project Cost for Comp Study | \$18,000 |
| Payment Terms: | Net 15 |
| Travel and Expenses | N/A - To be discussed if necessary |

Consultant Contact Information:

Mortimore Consulting, LLC

Attn: Brian L. Mortimore

7482 Decosta Dr. NE

Rockford, MI 49341

616-520-1923

blmortimore@hotmail.com

AUTHORIZATION

Mortimore Consulting:

Signed By:

Brian L. Mortimore

Ypsilanti District Library:

Signed by:

Print Name:

Title

Date

Initial Deposit Amount.

N/A

Please scan and send one signed copy of this Statement of Work to Brian Mortimore at; blmortimore@hotmail.com. Brian will return a signed copy.