

# Board of Trustees

2023  
Information  
Packet



▲ Wednesday, April 19, 2023  
6:30pm | YDL-Whittaker

**Ypsilanti District Library**  
**YDL Board Meeting, April 19, 2023, 6:30 pm, YDL – Whittaker Rd. Boardroom**  
**AGENDA**

<b>AGENDA ITEM</b>	<b>Information</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*Roll Call</b> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Brian Steimel <input type="checkbox"/> Terrence Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Kristy Cooper <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/>			
<b>Approval of the Agenda</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Comment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Introduction of new staff</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Presentation: YDL 2022 Annual Report – Sam Killian, Community Relations Coordinator</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from March 22, 2023, Regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. March 2023 Financials and Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communications</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Reports</b>			
A. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Facilities Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Director's Report</b>			
A. Monthly Report	<input checked="" type="checkbox"/>		
B. Dashboards	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
<b>Old Business</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>New Business</b>			
A. Consideration of a resolution to purchase a new library vehicle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of a proposal to preemptively replace aging HVAC gaskets at Whittaker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Approval of a proposal to seal the remaining curtain wall window bays at Whittaker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Consideration of the purchase of new wooden chairs for the Whittaker Youth Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Approval of a proposal to replace pendant and stack lighting at Whittaker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Board Member Comments</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Adjournment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# **Minutes of Previous Meeting**

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, March 22, 2023 (Unapproved)

**CALL TO ORDER**

President Patricia Horne McGee called the Regular Meeting to order at 6:30 p.m.

**Attendance**

Trustees Present: Patricia Horne McGee, Theresa M. Maddix, Brian Steimel, Terrence Williams, and Bethany Kennedy formed a quorum. Trustees Kristy Cooper and Jean Winborn were absent.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Clerk Rachel Resin.

**APPROVAL OF THE AGENDA**

Trustee Maddix moved to approve the agenda and Trustee Williams supported this motion.

Vote: Ayes: 5  
Nays: 0  
Motion: Passed  
Absent: 2

**PUBLIC COMMENT**

None

**Introduction of New Staff**

Director Hoenig advised we have three new Clerks at Michigan Avenue, but we have been so busy there that they have not been able to attend a board meeting yet. However, tonight Director Hoenig was able to introduce to the board, Ms. Rachel Resin, who works as one of those new employees at the Michigan Avenue branch.

**PRESENTATION: New YDL Strategic Plan**

Director Hoenig and Assistant Director Smith provided a brief presentation on the new Strategic Plan. Director Hoenig first pointed out the new audio-visual equipment recently installed in the board room, with which the presentation was being broadcast to the members in the room, as well as Branch Manager Mary Garboden and Trustee Jean Winborn joining remotely from the Superior location.

Director Hoenig pointed out the new homepage look that removed the photograph banner, and makes for a better mobile experience. She pointed out several of the features and their new looks on the page. She then brought up the planned mural project at the Superior location. The 650-foot ground mural will be placed on the concrete deck situated near the back of the library. The board was able to see the visual mock-ups of the proposed designs created with the help of a local artist, Yen Azzaro, and local community input. The designs will also be voted on by the community, and the winning design is expected to be painted by volunteers on May 13<sup>th</sup>, 2023.

Finally, Director Hoenig discussed the newly revised proposed Mission, Vision and Core Value statements. The board had provided comments and edits at previous board meeting. She went through the four strategic focus areas of: Dynamic Resources, Optimized Facilities, Advancing EDI, and Engaged Community.

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Board of Trustees Meeting  
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**Consent Agenda**

Trustee Kennedy moved to approve consent agenda (March 1, 2023 regular meeting minutes, February 2023 Financials and Check Register). Trustee Maddix supported this motion.

Vote: Ayes: 5  
Nays: 0  
Motion: Passed  
Absent: 2

**Communication**

Director Hoenig advised the Harris Road street lighting near the Superior location has been approved by the Superior Township Board, and DTE expects to start sometime in June 2023.

**Committee Reports**

Fundraising Committee: Director Hoenig brought up the status of the Capital Campaign is still moving along, with the to-raise total around \$56,000 left to reach our stated goal.

Superior Township Planning Committee: Director Hoenig stated the AV equipment for the large meeting room is slowly being completed. Trustee Kennedy asked about the millwork at the Superior branch. Director Hoenig advised the company hired by the general contractor to complete the millwork did not do a good job nor did they complete the work. The general contractor hired another company to complete, and the original company who didn't fulfill their contract is complaining. Director Hoenig thinks they do not have a valid point and it will not go anywhere.

Facilities Committee: Director Hoenig advised the committee did meet, and asked the two members present who were at that meeting if they'd like to discuss. Trustee Maddix advised the group felt this was a great time to address these projects and needs. Trustee Williams advised they prioritized the needs, and there are some large dollars there, but all are needed items.

**Report of the Library Director**

Director Hoenig stated that unfortunately our Head of Acquisitions who has been with YDL for about 10 years has notified us of her intention to resign. Though we are super happy for her and her next opportunity, we will miss her drive and dedication to her department. The position has been posted and we have received both internal and external applications. Director Hoenig also advised we have an interview with a social work student who could potentially work at the Michigan Avenue location from September to April. Director Hoenig then stated she is test driving replacement vehicles for the Flex on this Friday the 24<sup>th</sup> and discussed that process briefly with the board.

**Old Business**

None

**New Business**

- A. Approval of the purchase of a replacement firewall

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-10

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, March 22, 2023 (Unapproved)

March 22, 2023

RESOLUTION TO PURCHASE A REPLACEMENT FIREWALL

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Whereas, the Ypsilanti District Library strives to provide high quality public computing services to its patrons, and

Whereas, YDL's current firewall is more than 6 years old and critical to the library's technology services infrastructure, and

Whereas, the Library budgets for regular equipment replacement as needed, and

Whereas, the Information Technology Manager researched options and solicited a quote for the desired firewall from TLN's group purchasing program, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the firewall specified on the attached quote be acquired from The Library Network for \$7,579.59 using funds from the 2022-23 budget.

OFFERED BY: Trustee Kennedy

SUPPORTED BY: Trustee Steimel

YES: 5      NO: 0      ABSENT: 2      VOTE: 5-0

B. Approval of the purchase of a ManageEngine software subscription

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-11

March 22, 2023

RESOLUTION TO PURCHASE A MANAGEENGINE SOFTWARE SUBSCRIPTION

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Whereas, the Ypsilanti District Library strives to provide high quality public computing services to its patrons, and

Whereas, YDL's Information Technology staff works to efficiently manage nearly 250 devices across locations in the district, and

Whereas, the IT staff have requested an upgraded MDM product to manage these devices, and

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Whereas, the IT staff researched options and solicited a quote for the desired software, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the purchase of ZoHo MangeEngine Endpoint Central software as described on the attached quote is approved.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Kennedy

YES: 5      NO: 0      ABSENT: 2      VOTE: 5-0

C. Construction administration contract proposal for Whittaker sidewalk replacement

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-12

March 22, 2023

RESOLUTION TO APPROVE A PROPOSAL AND AUTHORIZE CAPITAL ASSET  
REPLACEMENT FUND MONIES FOR CONSTRUCTION ADMINISTRATION SERVICES  
FOR WHITTAKER ROAD SIDEWALK RESTORATION

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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 in 2017, and

Whereas, this plan allowed BRI to expediently develop bid proposal packages for previous phases, and was intended to help the library wisely budget and prioritize future work, and

Whereas, YDL is now considering repair and replacement of the sidewalk, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage Beckett and Raeder, Inc. for Whittaker sidewalk construction administration services.

BE IT FURTHER RESOLVED that:

Up to \$12,000 from the Capital Asset Replacement Fund is allocated toward these services.

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OFFERED BY: Trustee Williams

SUPPORTED BY: Trustee Kennedy

YES: 5      NO: 0      ABSENT: 2      VOTE: 5-0

- D. Consideration of allocating FY2023 Gouseff Endowment Fund proceeds to seed an art collection for the Superior branch

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-13

March 22, 2023

RESOLUTION TO ALLOCATE FY2023 GOUSSEFF ENDOWMENT PROCEEDS TO SEED  
AN ART COLLECTION FOR THE NEW SUPERIOR BRANCH LIBRARY

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Whereas the Ypsilanti District Library is a major cultural resource for the Ypsilanti area, and has long recognized the value of integrating art with other public services, and

Whereas, grant proceeds from the Gousseff Endowment for the Ypsilanti District Library at the Ann Arbor Area Community Foundation are intended for improvements to the Superior branch library, and

Whereas, no capital improvement needs are anticipated at the new building in 2023, but a collection of public art would be embraced, and

Whereas, roughly \$9,000 are expected to be granted to the Library from the Gousseff Endowment this spring, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Grant proceeds from the Gousseff Endowment in fiscal year 2022-23 shall be used to seed the acquisition of public art for the Superior branch.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Maddix

YES: 5      NO: 0      ABSENT: 2      VOTE: 5-0

- E. Proposed 2023-2025 YDL Strategic Plan

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-14

March 22, 2023

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, March 22, 2023 (Unapproved)

**RESOLUTION TO ADOPT THE 2023-2025 STRATEGIC PLAN, NEW MISSION, VISION  
AND CORE VALUES STATEMENTS**

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Whereas the Ypsilanti District Library Board of Trustees released an RFP for Strategic Plan Facilitation Services in March, 2022; and

Whereas ReThinking Libraries was selected to facilitate the project; and

Whereas YDL and ReThinking Libraries conducted in-depth research on the wants and needs of the citizens of the library district; and

Whereas this research, presented at a strategic retreat in September, 2022, was used to identify four areas of strategic focus for the Library to advance its mission, raise its profile in the community, add value to the lives of residents, and engage the Library more effectively in the life of the community over the next three years; and

Whereas, the four areas of strategic focus have been expanded upon by the YDL staff to identify the goals and direction of the plan; and

Whereas the proposed new Mission, Vision, and Core Values statements were presented to the Library Board at the regular meeting held March1, 2023; and

Whereas the new proposed 2023-2025 YDL Strategic Plan was presented and discussed this evening; Now Therefore

**IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:**

The 2023-2025 Ypsilanti District Library Strategic Plan, new Mission, Vision, and Core Values statements are adopted.

**OFFERED BY:** Trustee Kennedy

**SUPPORTED BY:** Trustee Williams

**YES:** 5      **NO:** 0      **ABSENT:** 2      **VOTE:** 5-0

**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Trustee Cooper	Absent
Trustee Steimel	Stated how much he loved the way Superior branch employee Monique Lopez-Geiman tied an activity (art program) to a resource (Creativebug database).
Trustee Winborn	Absent
Trustee Maddix	No comment
Trustee Williams	Advised Washtenaw County has about \$800K left over from a broadband initiative and YDL may apply for some of these funds as long as our proposal meet

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	certain criteria for the funds. He requested ideas to help him write a proposal, and stated the short deadline of April 4 <sup>th</sup> to submit.
Trustee Kennedy	Stated how proud she is to be a part of a Board that takes care in keeping the facilities looking so inviting and functional.
Trustee Horne McGee	No comment

**Adjournment**

Trustee Kennedy moved to adjourn at 7:31 p.m. Trustee Steimel seconded this motion.

Vote: Ayes: 5

Nays: 0

Motion: Passed

Absent: 2

# Financial Report

**Ypsilanti District Library**  
**Balance Sheet**  
**March 31, 2023**  
**General Fund**

	FYE 11/30/18 ACTUAL	FYE 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FYTD 03/31/2023	Current FYTD Variance from 11/30/22
<b>Assets:</b>							
Total Cash & Cash Equivalents	2,377,714	2,596,924	2,940,888	3,413,908	3,497,836	4,332,812	834,976
Receivables & Other assets	49,282	98,153	84,370	108,670	132,113	100,449	(31,665)
Total Assets	<b>2,426,996</b>	<b>2,695,077</b>	<b>3,025,258</b>	<b>3,522,578</b>	<b>3,629,949</b>	<b>4,433,260</b>	<b>803,311</b>
<b>Liabilities</b>	145,758	85,577	313,638	344,511	215,952	72,065	(143,887)
<b>Composition of Fund Balance</b>							
Reserved:							
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252	0
Current YTD						-	
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357	0
Current YTD						1,990	
Designated:							
Improvement Fund	1,102,434	352,434	352,434	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	0
Current YTD						-	
Designated: MTT settlements							
Designated: TEEN ZONE							
Current YTD							
Unreserved/Undesignated	696,080	272,195	1,753,090	1,852,576	2,319,024	2,554,955	235,931
Current YTD	(23,885)	1,478,262	99,487	466,448	235,931	1,299,632	1,063,701
Total Fund Balance	2,281,238	2,609,500	2,711,620	3,178,067	3,413,998	4,361,195	947,198
<b>Total Liabilities &amp; Fund Balance</b>	<b>2,426,996</b>	<b>2,695,077</b>	<b>3,025,258</b>	<b>3,522,578</b>	<b>3,629,950</b>	<b>4,433,260</b>	<b>803,311</b>

**Ypsilanti District Library**  
**Period Ending 3/31/23 (33.3% of Year)**  
**General Fund**

ACCT #	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 3/31/23 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,568,866	5,918,352	6,086,564	6,211,643	4,311,610	1,900,033	69.4%
<b>Expenditures</b>							
Dept 100 Administrative	2,163,719	2,132,617	2,357,850	2,872,651	948,408	1,924,243	33.0%
Dept 200 Michigan Ave.	555,976	542,948	619,718	741,220	237,982	503,238	32.1%
Dept 300 Outreach/bookmobile	82,140	92,558	103,158	306,297	83,738	222,559	27.3%
Dept 400 Outreach/Superior Township	158,483	162,269	230,011	484,343	144,062	340,281	29.7%
Dept 500 Whittaker Rd	1,089,344	1,080,805	1,156,233	1,240,401	374,595	865,806	30.2%
Dept 600 Donations	12,312	21,629	52,305	-	63,565	(63,565)	NA
Dept 700 Grants	7,405	19,079	31,359	-	7,193	(7,193)	
Total	4,069,379	4,051,904	4,550,633	5,644,912	1,859,544	3,785,368	32.9%
Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	566,731	2,452,066		
Sale of Assets	-	-	-		-		
Board Designation of Funds	(1,150,000)	(1,400,000)	(1,400,000)		(1,152,434)		
Fund balance - beginning of period	2,652,675	3,002,161	3,468,609	3,604,539	3,604,539		
Fund Balance - end of period	3,002,161	3,468,609	3,604,539	4,171,270	4,904,171		

**Ypsilanti District Library  
General Fund  
Period Ending 3/31/2023  
(33.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 3/31/23 ACTUAL	YTD AS A % OF BUDGET
<b>Revenue</b>							
403.000	Superior Township Tax Levy	885,210	939,410	998,342	1,066,617	870,310	81.6%
425.000	City of Ypsilanti Tax Levy	836,671	866,352	889,936	928,809	282,145	30.4%
425.075	PPT Reimbursement	16,119	22,407	27,533	20,000	0	0.0%
440.000	Ypsilanti Township Tax Levy	3,486,095	3,653,122	3,707,057	3,869,999	3,072,052	79.4%
441.000	Renaissance Zone Reimb	66,633	68,165	67,905	65,000	0	0.0%
443.000	State Aid Direct	32,931	35,678	43,256	45,084	0	0.0%
447.000	State Aid Indirect	33,497	36,286	43,254	45,084	0	0.0%
500.500	Operational Grant Revenue					30,000	
500.600	Talk Grant Revenue	30,629	47,787	41,774	35,000	0	0.0%
657.000	Lost Books/Misc.	22,485	7,187	6,777	6,000	2,676	44.6%
657.100	Smart Cards - Printing & Copies	11,776	8,765	22,883	20,000	10,043	50.2%
657.600	Proctor Fees	429	263	574	0	15	
661.000	Penal Fines County	84,478	113,205	83,080	83,000	0	0.0%
662.100	Community room rentals	575	0	1,250	2,500	275	11.0%
679.000	Donations/Misc.	1,063	1,360	2,045	2,500	1,636	65.4%
681.000	Donations Designated	5,100	0	0	0	0	0.0%
681.080	Donations/Memorials	4,555	7,170	7,736	600	1,683	280.5%
687.000	Interest/Checking	1,037	457	1,383	950	4,014	422.5%
687.010	Interest/Savings	6,175	5,226	3,154	6,500	13,057	200.9%
688.000	Interest/Endowment	0	6,227	0	0	1,990	
689.000	Dividends-MML	4,219	4,312	7,460	6,000	0	0.0%
690.000	Dividend Revenue Endowment	7,220	9,045	8,161	8,000	0	0.0%
691.000	CARES act Credit	0	6,400	0	0	0	
<b>Total Revenue</b>		<b>5,536,898</b>	<b>5,838,824</b>	<b>5,963,558</b>	<b>6,211,643</b>	<b>4,289,895</b>	<b>69.1%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 3/31/2023  
(33.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 3/31/23 ACTUAL	YTD AS A % OF BUDGET
<b>Expenditures</b>							
<b>Dept 100 Administrative</b>							
702.000	Salary Wages	657,068	685,029	758,009	839,879	278,713	33.2%
702.100	Professional/Accounting	5,080	7,445	8,700	9,000	4,040	44.9%
702.150	Bank Fees	3,176	1,888	2,494	5,400	723	13.4%
702.900	Salary/Subs	3,327	1,571	5,987	15,600	4,147	26.6%
705.000	Employee Recognition Awards	336	804	689	750	51	6.8%
710.000	Paychex Payroll Service	11,166	12,115	13,050	14,800	9,820	66.3%
715.000	Employer Payroll Tax	144,791	148,792	164,634	205,360	65,951	32.1%
715.100	ACA Taxes Paid by employer	295	331	555	740	185	25.0%
718.000	MERS Defined Contribution	90,691	91,780	99,768	126,306	24,671	19.5%
719.000	FSA Admin Fee	707	729	624	758	200	26.4%
727.000	Office Supplies	26,412	24,088	38,242	32,400	16,833	52.0%
727.050	CARES act Exp	95	6,305	0			
727.200	Supplies-Facility	13,820	12,957	18,696	31,900	5,682	17.8%
752.000	MML/Building Insurance	64,450	66,589	74,515	78,986	77,332	97.9%
753.000	MML/Workers Comp	7,204	9,744	10,202	10,875	3,061	28.1%
754.000	Health Insurance	361,059	394,266	380,631	470,886	153,840	32.7%
756.000	Delta Dental	34,311	34,322	32,832	36,383	11,615	31.9%
757.000	Employee Assistance Program	579	0	0	0	0	
758.000	Life Insurance	3,969	4,316	4,061	4,183	1,609	38.5%
759.000	Vision Service Plan	8,856	9,074	8,907	8,963	4,083	45.6%
762.000	STD/LTD (Disability Insurance)	11,403	10,594	12,301	14,235	6,914	48.6%
769.000	Printing & Publishing	12,840	18,325	18,779	20,900	4,269	20.4%
769.050	Classified Advertising	460	432	733	1,000	0	0.0%
774.050	Digital Collection	175,379	209,154	246,754	294,765	68,905	23.4%
774.100	Data Bases	21,988	24,948	28,073	50,000	23,198	46.4%
774.800	System Wide DVDs	2,959	493	61	500	0	0.0%
774.900	All Materials Processing	15,899	21,270	25,603	35,000	8,115	23.2%
774.950	Play Kits	1,447	2,590	2,975	5,000	162	3.2%
774.975	Library of Things	0	2,876	8,799	13,000	702	5.4%
801.000	Major Events	6,768	2,805	9,143	17,390	3,456	19.9%
801.500	Learning Never Gets Old	2,246	1,999	2,999	0	0	
802.000	Mileage/Travel Reimbursement	289	775	4,754	5,000	2,051	41.0%
804.000	Workshops/Training	4,148	2,422	3,613	4,500	825	18.3%
805.000	Memberships & Dues	5,675	5,685	5,603	6,750	1,780	26.4%
806.000	Talk Grant Expenses	24,342	23,383	40,362	35,000	6,361	18.2%
807.000	Operational Grant Expenditure					0	
810.000	Capital Outlay - Buildings	600	5,197	650	5,000	0	0.0%
810.100	Capital Outlay - Improvements	1,300	3,500	0	2,400	0	0.0%
811.100	Capital Outlay - Technology	0	0	0	120,000	0	0.0%
812.000	Capital Outlay - Furnishings	0	268	1,100	5,000	0	0.0%
840.000	Repair & Main Bldg		0	-5,825	0	0	WH Flood
850.000	Automation - Technology	183,693	128,433	110,254	139,395	49,993	35.9%
850.100	Telecommunications	-19,543	6,243	7,003	7,983	7,343	92.0%
850.200	ILS Contract	62,573	59,088	64,631	64,630	63,125	97.7%
850.500	Software Subscription	14,762	21,823	35,693	35,722	19,645	55.0%
890.000	The Library Network	2,796	2,796	2,796	4,500	0	0.0%
928.000	Postage	19,334	20,112	18,912	22,447	4,865	21.7%
965.000	Auditing Service	7,425	7,875	8,100	8,325	8,325	100.0%
975.000	Legal	6,422	5,280	11,191	10,000	113	1.1%
975.500	Legal - Negotiations	0	0	7,620	0	0	
980.000	Professional/Contractual	154,793	27,087	54,649	27,740	1,884	6.8%
980.500	Branding Costs	1,188	2,201	894	2,500	1,694	67.8%
981.500	Lost Book Expense	3,749	1,094	1,646	6,300	708	11.2%
982.000	MTT Charge Back City	208	471	48	2,000	291	14.6%
983.000	MTT Charge Back TWP	200	1,070	3,873	7,500	878	11.7%
983.100	MTT Charge Back-Superior Twp	985	184	1,467	5,000	0	0.0%
984.050	Contributions/Endowment	0				250	
<b>Total</b>		<b>2,163,719</b>	<b>2,132,617</b>	<b>2,357,850</b>	<b>2,872,651</b>	<b>948,408</b>	<b>33.0%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 3/31/2023  
(33.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 3/31/23 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 200 Michigan Ave.</b>							
702.000	Salaries	396,590	402,866	423,056	506,014	162,880	32.2%
702.800	Salaries-Pages	4,044	3,463	4,784	9,360	1,661	17.7%
771.000	Adult Books & Processing	25,084	22,288	18,713	22,100	6,104	27.6%
772.000	Youth Books & Processing	14,651	13,282	16,552	15,200	3,755	24.7%
776.000	Periodicals - Adult	2,979	2,802	4,395	3,000	294	9.8%
776.050	Periodicals - Youth	0	0	0	100	0	0.0%
778.000	Adult Audio/Visual	6,153	5,441	4,852	5,600	1,159	20.7%
779.000	Youth Audio/Visual	2,993	2,413	2,743	2,050	448	21.8%
801.500	Learning Never Gets Old	0	0	0	1,250	76	6.1%
802.200	Parking	3,600	3,600	3,600	3,900	3,600	92.3%
810.000	Capital Outlay - Buildings	18,869	10,000	68,081	29,000	9,179	31.7%
812.000	Capital Outlay - Furnishings	6,992	3,384	0	4,000	0	0.0%
840.000	Repair & Maintenance - Building	13,803	16,584	17,990	20,000	15,622	78.1%
840.025	Campbell Maint Contract	18,754	12,672	12,672	14,172	6,336	44.7%
840.050	Snow Removal/ Lawn Care	6,078	7,259	7,778	11,335	4,085	36.0%
900.000	Programs-Adult	1,625	1,462	1,772	3,000	51	1.7%
901.000	Programs-Youth	2,659	1,762	606	2,500	1,241	49.6%
940.000	Phone	4,535	4,553	2,631	4,695	775	16.5%
943.000	Natural Gas	3,624	3,946	4,838	5,777	2,230	38.6%
947.000	DTE - Electric	15,236	18,309	18,797	20,437	4,883	23.9%
949.000	Ypsilanti Comm Utilities Auth	7,707	6,864	5,858	7,290	1,460	20.0%
980.000	Professional Contractual (Security)	0	0	0	50,440	12,143	24.1%
<b>Total</b>		<b>555,976</b>	<b>542,948</b>	<b>619,718</b>	<b>741,220</b>	<b>237,982</b>	<b>32.1%</b>
<b>Dept 300 Outreach/bookmobile</b>							
702.000	Salaries	69,159	70,870	77,276	244,241	80,998	33.2%
775.000	Library Materials	5,303	5,084	5,857	5,250	262	5.0%
801.500	Learning Never Gets Old	0	0	0	3,000	568	18.9%
811.000	Capital Outlay Vehicle	0	0	0	35,000	0	0.0%
840.000	Repair & Maintenance	6,017	14,636	13,986	11,993	898	7.5%
943.000	Fuel	1,661	1,967	6,040	6,813	1,012	14.9%
<b>Total</b>		<b>82,140</b>	<b>92,558</b>	<b>103,158</b>	<b>306,297</b>	<b>83,738</b>	<b>27.3%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 3/31/2023  
(33.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 3/31/23 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 400 Superior Township</b>							
702.000	Salaries	146,792	149,424	211,331	358,053	113,818	31.8%
702.800	Salary/Pages	0	0	0	9,360	253	2.7%
771.000	Adult Books & Processing	0	0	0	15,550	1,892	12.2%
772.000	Youth Books & Processing	0	0	0	12,400	1,219	9.8%
775.000	Library Materials	5,842	6,553	7,388	0	0	
776.000	Periodicals	0	0	0	500	75	15.0%
778.000	Audio/Visual	0	0	0	1,550	406	26.2%
801.500	Learning Never Gets Old	0	0	0	750	0	0.0%
810.000	Cap Outlay Building		0	0	3,000	1,795	59.8%
810.100	Cap Outlay Improvements		0	0		0	
840.000	Repair & Maintenance	1,007	1,179	2,603	5,000	1,096	21.9%
840.025	Campbell Maint Contract	0	0	0	6,600	3,322	50.3%
840.050	Snow Removal & Lawn Care	980	980	2,980	14,000	8,000	57.1%
900.000	Programs - adult	543	580	267	600	204	33.9%
901.000	Programs - Youth	468	624	655	600	539	89.9%
940.000	Phone	1,134	1,138	782	4,156	682	16.4%
943.000	Natural Gas	659	650	1,097	11,636	1,445	12.4%
947.000	DTE - Electric	960	1,044	1,299	10,061	1,222	12.1%
949.000	Ypsilanti Comm Utilities Auth	98	97	1,609	5,527	173	3.1%
980.000	Professional/Contractual	0	0	0	25,000	7,920	31.7%
<b>Total</b>		<b>158,483</b>	<b>162,269</b>	<b>230,011</b>	<b>484,343</b>	<b>144,062</b>	<b>29.7%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 3/31/2023  
(33.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 3/31/23 ACTUAL	YTD AS A % OF BUDGET
<b>DEPT 500 WHITTAKER RD</b>							
702.000	Salaries	701,249	722,800	749,625	782,222	245,042	31.3%
702.800	Salaries-Pages	15,483	19,698	28,923	37,440	10,697	28.6%
771.000	Adult Books	41,293	41,604	44,654	41,400	13,940	33.7%
772.000	Youth Books	23,641	27,802	29,974	29,000	8,167	28.2%
776.000	Periodicals - Adult	5,239	4,405	5,717	5,000	592	11.8%
776.050	Periodicals - Youth	759	745	617	800	0	0.0%
778.000	Adult Audio/Visual	15,746	10,284	8,739	10,700	1,838	17.2%
779.000	Youth Audio/Visual	4,159	4,236	4,157	3,300	784	23.8%
810.000	Cap Outlay Building	3,880	12,515	22,620	59,245	12,399	20.9%
810.100	Cap Outlay Improvements		0	0	0	0	0.0%
840.000	Repair & Maintenance - Building	39,729	22,271	54,658	27,300	8,062	29.5%
840.025	Campbell Maint Contract	42,797	42,797	41,649	43,705	19,103	43.7%
840.050	Snow Removal/Lawn Care	16,241	16,199	18,348	25,600	8,000	31.3%
900.000	Programs - Adult	4,206	3,765	2,382	4,200	1,466	34.9%
901.000	Programs - Youth	5,697	6,659	6,647	13,000	4,729	36.4%
903.000	Equipment Maintenance	820	1,564	0	3,000	0	0.0%
940.000	Phone	9,070	9,105	5,277	10,063	1,643	16.3%
943.000	Natural Gas	24,227	30,040	31,451	31,680	10,418	32.9%
947.000	DTE - Electric	92,512	99,414	96,182	105,364	26,595	25.2%
949.000	Ypsilanti Comm Utilities Auth	4,596	4,902	4,612	7,382	1,119	15.2%
980.000	Professional/Contractual	38,000			0		NA
<b>Total</b>		<b>1,089,344</b>	<b>1,080,805</b>	<b>1,156,233</b>	<b>1,240,401</b>	<b>374,595</b>	<b>30.2%</b>
<b>Dept 600 Donations</b>							
<b>Revenue:</b>							
	Total Revenue	18,888	37,195				
	<b>Total Donated revenue</b>	<b>18,888</b>	<b>37,195</b>	<b>106,336</b>		<b>3,715</b>	<b>NA</b>
<b>Expenditures:</b>							
	Total Expenditures	12,312	21,629				
	<b>Total Expenditures</b>	<b>12,312</b>	<b>21,629</b>	<b>52,305</b>		<b>63,565</b>	<b>NA</b>
<b>Dept 700 Grants</b>							
<b>Revenue</b>							
	Total Grant Revenue	13,080	42,333				
	<b>Total Revenue</b>	<b>13,080</b>	<b>42,333</b>	<b>16,670</b>		<b>18,000</b>	<b>NA</b>
<b>Expenditures</b>							
	Total Expenditures	7,405	19,079				
	<b>Total Expenditures</b>	<b>7,405</b>	<b>19,079</b>	<b>31,359</b>		<b>7,193</b>	<b>NA</b>
<b>Total</b>	<b>Net -- restricted for future</b>	<b>5,675</b>	<b>23,254</b>	<b>-14,689</b>		<b>10,807</b>	<b>NA</b>
<b>IMPROVEMENTS/Asset Sales</b>							
685.000	Sale of assets					0	NA
810.100	Approved projects-Improvements fund						NA
850.100	Technology improvements						NA
<b>Total Other Revenue</b>		<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>NA</b>
<b>Total Revenue</b>		<b>5,568,866</b>	<b>5,918,352</b>	<b>6,086,564</b>	<b>6,211,643</b>	<b>4,311,610</b>	
<b>Total Expenditures</b>		<b>4,069,379</b>	<b>4,051,904</b>	<b>4,550,633</b>	<b>5,644,912</b>	<b>1,859,544</b>	<b>32.9%</b>
	Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	566,731	2,452,066	
	Fund Balance Beginning of Year	2,652,675	2,752,161	3,218,609	3,454,539	3,454,539	
	Board Designation	-1,400,000	-1,400,000	-1,300,000	0	-1,152,434	
<b>Ending Fund Balance</b>		<b>2,752,161</b>	<b>3,218,609</b>	<b>3,454,539</b>	<b>4,021,270</b>	<b>4,754,171</b>	

**Ypsilanti District Library  
Balance Sheet  
March 31, 2023  
Capital Asset Replacement Fund**

	FYE 11/30/18 ACTUAL	FYE 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FYTD 03/31/2023	Current FYTD Variance from 11/30/22
<b>Assets:</b>							
Cash and Current Assets	399,522	1,481,745	2,807,370	3,503,051	1,356,163	1,777,870	421,707
Total Assets	399,522	1,481,745	2,807,370	3,503,051	1,356,163	1,777,870	421,707
<b>Liabilities</b>	-	-	-	13,454	468,231	320,000	(148,231)
Fund Balance	399,522	1,478,745	2,665,015	3,489,597	887,932	1,457,870	569,938
<b>Total Liabilities &amp; Fund Balance</b>	399,522	1,478,745	2,665,015	3,503,051	1,356,163	1,777,870	421,707

Ypsilanti District Library  
Capital Expenses  
Period Ending 3/31/23 (33.3% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	YTD 3/31/23 ACTUAL
<b>Revenue</b>					
Dept 400 Superior Construction					
683.800	Superior Library Designated	54,603	857,193	450,871	20,438
688.000	Interest	4,986	1,181	97	2,658
Other departments		-	-		-
<b>Total</b>		<b>59,589</b>	<b>858,374</b>	<b>450,968</b>	<b>23,096</b>
Transfer from Operating Fund		1,400,000	1,400,000	1,300,000	1,504,868
<b>Expenditures</b>					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual		16,860	97,989	18,655
Subtotal		-	16,860	97,989	18,655
Dept 400 Superior Construction					
702.150	Bank Fees	-	620	1,503	310
752.500	Insurance - Bldrs Rsk			8,564	-
780.000	Opening Day Collection			194,247	9,762
801.000	Major Events		3,544	7,744	2,191
812.000	Capital Outlay - Eq/Furn			208,175	33,612
850.000	Automation - Technology			91,123	11,345
910.000	Site Development	106,263	32,064	-	-
943.000	Fuel/Natural Gas			1,482	-
975.000	Legal/Attorney	10,944	16,797	720	-
980.000	Prof/Contractual	12,709	21,763	-	-
981.000	Architect Fees	93,110	275,895	142,813	2,298
955.100	General Contractor	46,274	655,988	3,167,412	844,450
985.300	Outside Contract Expense	-		42,875	34,201
Subtotal		269,300	1,006,671	3,866,658	938,170
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	-	410,262	387,987	1,201
Subtotal		-	410,262	387,987	1,201
<b>TOTAL Capital Expenditures</b>		<b>269,300</b>	<b>1,433,793</b>	<b>4,352,633</b>	<b>958,026</b>
Total Revenue Over Expenditures		1,190,289	824,581	(2,601,665)	569,938
Beginning Fund Balance		<b>1,474,716</b>	<b>2,665,005</b>	<b>3,489,586</b>	<b>887,932</b>
<b>Ending Fund Balance</b>		<b>2,665,005</b>	<b>3,489,586</b>	<b>887,930</b>	<b>1,457,870</b>

Capital Asset Replacement Fund  
Composition of Fund Balance

		Superior Project	Other	Total
<b>2019</b>	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
<b>2020</b>				
Board Assigned	1/22/2020	1,150,000	250,000	
Capital Campaign & Int 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
<b>2021</b>				
Board Assigned	1/27/2021	1,200,000	200,000	
Capital Campaign & Int	11/30/2021	858,374		
YTD Expenditures	11/30/2021	-1,006,670	-427,122	
Balance	11/30/2021	3,148,514	341,083	3,489,597
<b>2022</b>				
Board Assigned	1/26/2022	1,000,000	300,000	
YTD Capital Campaign & Int	11/30/2022	450,968		
YTD Expenditures	11/30/2022	-3,866,658	-485,975	
Balance	11/30/2022	732,824	155,108	887,932
<b>2023</b>				
Board Assigned		352,434	1,152,434	
YTD Capital Campaign & Int	3/31/2023	23,096		
YTD Expenditures	3/31/2023	-938,170	-19,856	
Balance	3/31/2023	170,184	1,287,686	1,457,871

	Project Summary Through:	
	3/31/2023	3/31/2023
	Superior	Other
Board	4,852,434	2,234,179
Capital Campaign	1,398,548	
Expense	-6,080,797	-946,493
	170,184	1,287,686

# Check Register Report

Date: 04/14/2023

Time: 11:36 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
75469	03/02/23	Printed			A.A.	A.A. TECH., INC.	MA elevator phone check	215.00
75470	03/02/23	Printed			AK	AK LAWNCARE	Whit snow/salt #4	5,000.00
75471	03/02/23	Printed			AES	ALLIED EAGLE SUPPLY CO	cable assy	41.92
75472	03/02/23	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Scott renewal 2/28/23	217.00
75473	03/02/23	Printed			ACA	ARROW COMMUNICATIONS	Amateur radio wrk 3/30/23	100.00
75474	03/02/23	Printed			BENCH	BENCHMARK DESIGN STUDIO	digital bookmarks-5,000	115.00
75475	03/02/23	Printed			BA	BLACKSTONE PUBLISHING	Dangerous Business	176.11
75476	03/02/23	Printed			BLOOM	BLOOM ROOFING SYSTEMS	MA 2/2/23 repair	495.00
75477	03/02/23	Printed			BSB	BSB COMMUNICATIONS INC.	2/20/23 service call	72.50
75478	03/02/23	Printed			CDW	CDW GOVERNMENT, INC.	cyber acoustic/logi hd webcam	662.70
75479	03/02/23	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit youth supplies	111.07
75480	03/02/23	Printed			DTE ENERGY	DTE ENERGY	whit 1/24-2/22/23 service	6,480.26
75481	03/02/23	Printed			GFEC	GALLAGHER FIRE EQUIPMENT CO.	server room inspection	345.00
75482	03/02/23	Printed			GTFC	GREEN THINGS FARM COLLECTIVE	seeds	152.00
75483	03/02/23	Printed			HLD	HOWLETT LOCK & DOOR, INC.	whit-front door repair	1,202.55
75484	03/02/23	Printed			JOCO	JOHNSON CONTROLS	MA 3/1/23-2/29/24 mont elevato	2,227.11
75485	03/02/23	Printed			0000000471	LAKESHORE LEARNING MATERIALS	whit youth supplies	520.33
75486	03/02/23	Printed			AFSCME	MICHIGAN AFSCME	March 2023 dues	706.05
75487	03/02/23	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Mitchell renewal/conf 3/30/23	335.00
75488	03/02/23	Printed			PATR	PATRON ACCOUNT	return-lego ninjago masters	15.97
75489	03/02/23	Printed			PATR	PATRON ACCOUNT	return-Rhyming words	25.99
75490	03/02/23	Printed			QM	Q+M	spring 2023 LOOP	2,000.00
75491	03/02/23	Printed			REAL	REALLIGHTING INC.	30-ft36dl	225.00
75493	03/02/23	Printed			0000000610	SMILEMAKERS	MA youth supplies	110.11
75494	03/02/23	Printed			U	ULINE	vinyl envelopes	48.87
75495	03/02/23	Printed			VEG	VEGMICHIGAN	3/23/23 program	150.00
75496	03/02/23	Printed			0000000021	Y C U A	whit 1/18-2/19/23 service	809.22
75497	03/16/23	Printed			0000000025	AFLAC	March 2023 coverage	113.80
75498	03/16/23	Printed			AK	AK LAWNCARE	MA plow/snow removal #5	5,000.00
75499	03/16/23	Printed			AWS	ALLIED WASTE SYSTEMS #241	Superior Mar 2023 service	135.27
75501	03/16/23	Printed			AMCASE	AMAZON CAPITAL SERVICES	statement 3/1/23	4,432.27
75502	03/16/23	Printed			ANN ARBOR	ANN ARBOR HANDS ON MUSEUM	Whit 4/14/23 Marv Mammals	199.72
75503	03/16/23	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	MA-youth water fountain	1,060.50
75504	03/16/23	Printed			LOR	BAKER & TAYLOR 4108482	statement 2/28/23	8.94
75505	03/16/23	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 2/28/23	43.15
75506	03/16/23	Printed			BK1092	BAKER & TAYLOR INC 4421092	statement 2/28/23	509.71
75507	03/16/23	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 2/28/23	256.93
75508	03/16/23	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 2/28/23	285.74
75509	03/16/23	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 2/28/23	61.59
75510	03/16/23	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 2/28/23	87.37
75511	03/16/23	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 2/28/23	226.77
75512	03/16/23	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 2/28/23	1,870.25
75513	03/16/23	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 2/28/23	2,145.60
75514	03/16/23	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 2/28/23	1,964.46

# Check Register Report

Date: 04/14/2023

Time: 11:36 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
75515	03/16/23	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 2/28/23	1,471.63
75516	03/16/23	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 2/28/23	4.79
75517	03/16/23	Printed			BAA	BANK OF ANN ARBOR	closing 2/28/23 #0667	4,077.93
75518	03/16/23	Printed			BAA	BANK OF ANN ARBOR	closing 2/28/23 #4396.	324.22
75519	03/16/23	Stop Payment	04/12/23		BAA	BANK OF ANN ARBOR	closing 2/28/23 #4669	0.00
75520	03/16/23	Printed			BASIC	BASIC	annual fee 2023	185.25
75521	03/16/23	Printed			BCN	BLUE CARE NETWORK OF MI	April 2023 coverage	48,468.11
75522	03/16/23	Printed			A15	BP PRODUCTS OF NORTH AMERICA	2/6-3/5/23 billing	418.87
75523	03/16/23	Printed			CAMPINC	CAMPBELL, INC	MA 3/1-5/31/23 coverage	21,807.25
75524	03/16/23	Printed			VIRCAR	VIRGINIA CARDWELL	4/13/23 wills/trusts/estate	100.00
75525	03/16/23	Printed			JCARY	JAMES CAREY	Febs 2023 service	800.00
75526	03/16/23	Printed			CEN	CENGAGE LEARNING	family business/people person	268.40
75527	03/16/23	Printed			0000000567	CENTER POINT PUBLISHING	world played chess	147.42
75528	03/16/23	Printed			CISSML	CITY OF SOUTHGATE	lost-ILL Devilman vol #1	29.99
75529	03/16/23	Printed			CSH	CLARK SCHAEFER HACKETT	Audit 2022	8,325.00
75530	03/16/23	Printed			COMMU	COMMUNICO	4/1/23-3/31/2024 renewal	8,000.00
75531	03/16/23	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	April 2023 coverage	2,933.97
75532	03/16/23	Printed			0000000039	DEMCO, INC.	barcodes 25 PKG	1,450.20
75533	03/16/23	Printed			MBP	DOWNRIVER BUS REPAIR, INC.	BKM oil change/jacks	757.98
75534	03/16/23	Printed			DTE ENERGY	DTE ENERGY	whit street light Feb 2023	47.93
75535	03/16/23	Printed			DTE ENERGY	DTE ENERGY	ma 1/28-2/28/23 service	1,746.47
75536	03/16/23	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	MA basement lighting	35,592.50
75537	03/16/23	Printed			ENV	ENVISIONWARE INC.	renewal us-77734	5,935.92
75538	03/16/23	Printed			LFD	LAUREN FARDIG-DIOP	3/4/23-Carving out a Corner	150.00
75539	03/16/23	Printed			GHRR	GLOBAL HR REASEARCH, LLC	2020 update	243.25
75540	03/16/23	Printed			HFCC	HENRY FORD COMMUNITY COLLEGE	lost ILL-French Revolution	31.00
75541	03/16/23	Printed			IMPDA	IMPERIAL DADE	towel/tissue/gloves	567.83
75543	03/16/23	Printed			JJJ	JOSHUA JETTON	3/29/23 math-family read	100.00
75544	03/16/23	Printed			KANO	KANOPY INC.	220 credits	439.45
75545	03/16/23	Printed			LLLLL	LANGUAGE LIZARD, LLC	Errol's Garden	67.99
75546	03/16/23	Printed			LSNC	LESLIE SCIENCE & NATURE CENTER	Super 3/28/23	315.08
75547	03/16/23	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	replacement desk control	196.00
75548	03/16/23	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	3/30/23 LNGO fitness	180.00
75549	03/16/23	Printed			LYA	LISA YEE-AUTHOR INC.	4/15/23 Family Reads author	1,250.00
75550	03/16/23	Printed			MNL	MADISON NATIONAL LIFE INS CO	April 2023 coverage	1,894.86
75551	03/16/23	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Brown renewal 5/31/24	85.00
75552	03/16/23	Printed			MWP	MICHIGAN WEB PRESS	spring LOOP 2023	4,940.72
75553	03/16/23	Printed			MCLS	MIDWEST COLLABORATIVE FOR	final TALK billing	2,500.00
75554	03/16/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	503410206/503410209.....	1,096.91
75555	03/16/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	Hoopla ending 2/28/23	15,644.39
75556	03/16/23	Printed			A36	MONROE COUNTY LIBRARY SYSTEM	lost ILL-Parallel stories	40.00
75557	03/16/23	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	march 2023 service	128.00
75558	03/16/23	Printed			OCC	OAKLAND COMMUNITY COLLEGE	lost-ILL Farlex Grammer	29.39
75559	03/16/23	Printed			OSTB	SCOTT OSTBY	study room monitor install	59.00
75560	03/16/23	Printed			OV	OVERDRIVE, INC.	01576CO23060184.....	5,415.63
75561	03/16/23	Printed			PATR	PATRON ACCOUNT	return 5 steps	25.05

# Check Register Report

Date: 04/14/2023

Time: 11:36 am

Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
75562	03/16/23	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	stat abstract us 202	228.49
75563	03/16/23	Printed			SPS	SECURITY & PROTECTIVE SERVICES	Feb 2023 service	3,734.50
75564	03/16/23	Printed			0000000443	SHERWIN-WILLIAMS	Super touch up	29.21
75565	03/16/23	Printed			SHOW	SHOWCASES	35 DVD one time	101.30
75566	03/16/23	Printed			STAPAD	STAPLES ADVANTAGE	statement 2/25/2023	1,129.24
75567	03/16/23	Printed			THOM WEST	THOMSON REUTERS-WEST	MI rules 2023	302.00
75568	03/16/23	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	March 2023 fee	90.00
75569	03/16/23	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	whit March 2023 service	335.54
75570	03/16/23	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	2/28/23 closing	62.41
75571	03/16/23	Printed			YPSILIB	YPSILANTI DISTRICT LIBRARY	transfer to 5/3 - construc cos	500,000.00
75572	03/24/23	Printed			APBS	A PRODUCTION BUILDING SOLUTION	March 2023 service	1,980.00
75573	03/24/23	Printed			BASIC	BASIC	March 2023 coverage	50.00
75574	03/24/23	Printed			BSB	BSB COMMUNICATIONS INC.	software renew 1/13/23-1/12/24	1,357.79
75575	03/24/23	Printed			CDW	CDW GOVERNMENT, INC.	lighting usb sync charge	218.20
75576	03/24/23	Printed			DAOY	DOWNTOWN ASSOCIATION	annual dues 2023	120.00
75577	03/24/23	Printed			0000000094	PAULA DRUMMOND	ALA 3/1/24 membership	155.00
75578	03/24/23	Printed			FST	FIRST BOOK	Superior	29.88
75579	03/24/23	Printed			GARB	MARY GARBODEN	Program supplies-clay food	45.70
75580	03/24/23	Printed			TDH	TRACY DEANNA HERRELL	3/21/23 paranormal club	163.00
75581	03/24/23	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 3/13/23	674.85
75582	03/24/23	Printed			IMPDAD	IMPERIAL DADE	wave screens	27.02
75583	03/24/23	Printed			LARD	LARDNER ELEVATOR COMPANY	Whit Feb 2023 service	195.00
75584	03/24/23	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	whit 2/15-3/14/23	783.58
75585	03/24/23	Printed			MICHGAR	MICHIGAN GARDENER	all location renewal	52.00
75586	03/24/23	Printed			A21	MICHIGAN MUNICIPAL	4/1/23-4/1/24 pool renewal	77,332.00
75587	03/24/23	Printed			OV	OVERDRIVE, INC.	01576DA23091440.....	1,602.14
75588	03/24/23	Printed			JAP	JANAKI PHILLIPS	2/21/23 Tarot card reading	110.00
75589	03/24/23	Printed			PP	PROGRESSIVE PRINTING	fine free bkms-5000	481.00
75590	03/24/23	Printed			ROPL	ROYAL OAK PUBLIC LIBRARY	lost-ILL	24.95
75591	03/24/23	Printed			0000000443	SHERWIN-WILLIAMS	MA program room	53.23
75592	03/24/23	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Feb 2023 service	39.23
75593	03/24/23	Printed			TDSM	TDS	3/22-4/21/23 service	771.15
75594	03/24/23	Printed			TERM	TERMINIX	MA 3/9/23 treatment	151.00
75595	03/24/23	Printed			VEDD	VEDDER ELECTRIC	2/9 & 2/10 diplex receptacle	2,400.00
75596	03/24/23	Printed			VERIZON	VERIZON WIRELESS	2/10-3/9/23 service	384.62
75597	03/24/23	Printed			0000000030	VISION SERVICE PLAN - MI	April 2023 coverage	839.70
75598	03/24/23	Printed			WOOD	WOODLANDS LIBRARY COOPERATIVE	MI ST & Fed labor law posters	81.00
75599	03/31/23	Printed			DTE ENERGY	DTE ENERGY	whit 2/23-3/23/23 service	6,786.64
75600	03/31/23	Printed			0000000021	Y C U A	whit 2/19-3/20/23 service	627.54
75601	03/31/23	Printed			ZENE	YOURPEOPLE, INC	implementation	4,435.20

Total Checks: 130

Checks Total (excluding void checks):

827,239.32

Total Payments: 130

Bank Total (excluding void checks):

827,239.32

# Check Register Report

Date: 04/14/2023

Time: 11:36 am

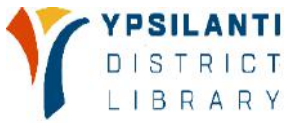
Page: 4

Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>FIFTH THIRD BANK Checks</b>								
2078	03/23/23	Printed			AMIN	AMERICAN INTERIORS	Superior-furniture	7,669.04
2079	03/23/23	Printed			BAKTAYLOR	BAKER & TAYLOR INC 4420962	statement 2/28/23	10.98
2080	03/23/23	Printed			CASPER	CASPER CORPERATION	Superior-default phase	11,883.00
2081	03/23/23	Printed			LANDSCAPEF	LANDSCAPEFORMS	superior-bench	12,530.08
2082	03/23/23	Printed			ONE	O'NEAL CONSTRUCTION, INC.	superior-ending 2/28/23	312,333.90
2083	03/23/23	Printed			OTS	OMNI TECH SPACES	superior-hours sign	10,628.33
2084	03/23/23	Printed			PINTER	PINTER'S FLOWERLAND INC.	superior-donor event	80.00
2085	03/23/23	Printed			TAKE	TAKEFORM	superior interior sign final	4,169.88
2086	03/23/23	Printed			THINGR	THE INTERIOR GROUP	superior-install signage	2,200.00
					<b>Total Checks: 9</b>		<b>Checks Total (excluding void checks):</b>	<b>361,505.21</b>
					<b>Total Payments: 9</b>		<b>Bank Total (excluding void checks):</b>	<b>361,505.21</b>
					<b>Total Payments: 139</b>		<b>Grand Total (excluding void checks):</b>	<b>1,188,744.53</b>

# Communications



Lisa Hoenig &lt;lisa@ypsilibrary.org&gt;

## RELEASE: Gov. Whitmer Signs Bill Restoring Parents' Rights in Children's Education

1 message

Michigan Executive Office of the Governor <mieog@govsubscriptions.michigan.gov>  
Reply-To: mieog@govsubscriptions.michigan.gov  
To: lisa@ypsilibrary.org

Fri, Mar 24, 2023 at 1:02 PM



### FOR IMMEDIATE RELEASE

March 24, 2023

Contact: [press@michigan.gov](mailto:press@michigan.gov)

## Gov. Whitmer Signs Bill Restoring Parents' Rights in Children's Education

**LANSING, Mich.** – Today, Governor Gretchen Whitmer signed a bill that restores parents' rights in deciding what's best for their child's education. Senate Bill 12 repeals a section of law that inserted government into students' education by preventing students from being promoted if they did not meet one specific benchmark.

"Today, we are taking action to put power back into parents' hands so they can work with their child's teachers and make decisions that are best for their family," said **Governor Whitmer**. "Getting this done will offer parents more flexibility and ensure educators can focus on doing what they do best—helping students reach their full potential."

"I want to thank Gov. Whitmer for signing this important legislation. Parents and schools should be trusted to make decisions about grade retention—the state shouldn't mass-flunk 3rd graders without parent input based on one test," said **State Senator Dayna Polehanki (D-Livonia)**. "It's a great day for educational freedom for Michigan's parents and students."

"I am happy to see the Governor sign Senate Bill 12 to finally repeal the harmful retention aspect of the Read by Grade Three Law," said **State Representative Nate Shannon (D-Sterling Heights)**. "Rather than being reactive, let's be proactive in our approach to kids and literacy. Retention has been a constant threat hanging over our students' heads. We could use the resources that are spent on retaining students and put that towards more literacy coaches, reading intervention specialists, and provide afterschool and summer school programs to address the issue."

"Getting held back while your friends move on to the next grade can be a traumatic experience — and, if not done for the right reasons, the negative effects can last a lifetime. Instead of punishing children who struggle with reading, we must provide them with the positive support they need to achieve their full potential," said **Paula Herbert, a longtime teacher from Macomb County and president of the Michigan Education Association**. "Thanks to Governor Whitmer and the new legislative majority — particularly former educators Sen. Dayna Polehanki and Rep. Nate Shannon who sponsored this legislation — we've prioritized our students' academic and emotional needs by removing the punitive retention requirement from the third-grade reading law. Moving ahead, we look forward to further efforts at ensuring

we have a preK-12 literacy support system that helps educators support every student in becoming an excellent reader and a lifelong learner.”

“All of us at MEMSPA are thrilled with the repeal of the retention portion of the 3rd-grade reading law. While the additional focus on literacy and support has been needed, retention and the threat of retention is not an intervention. The retention portion of this law has disproportionately affected students of color and students of poverty across our state. We are excited to continue to focus on increasing literacy training and support in our lower elementary levels to ensure all students become proficient readers. We appreciate the hard work of our legislators and Governor Whitmer in making this possible.” **David Simpson, Ph.D., Principal at Northern Hills Middle School, Forest Hills Public Schools and State and Federal Relations Coordinator at MEMSPA.**

“Retention can be counterproductive to student success and is not supported by research,” said **Dr. Kyle Mayer, Superintendent at the Ottawa Area ISD and member of the Governor’s PreK-12 Literacy Commission** since 2016. “It is a decision that should only be made on a case-by-case basis, after careful consideration in partnership with parents, teachers and school administrators. Thank you to our legislature and to Governor Whitmer for repealing this component of the law in the best interest of Michigan children.”

Since taking office, Governor Whitmer has worked with legislators to make the largest investments in pre-K-12 education four years in a row without raising taxes, close the funding gap between schools, create more paths for future educators, and she established the Michigan Parent’s Council to ensure parents have a seat at the policymaking table. Her most recent budget recommendation reflects parent’s priorities for their children’s education including funding for literacy coaches and tutoring, and Governor Whitmer will continue working to put parents at the forefront of decision-making.

###

STAY CONNECTED:



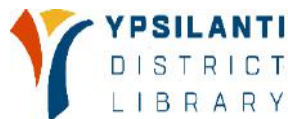
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This email was sent to [lisa@ypsilibrary.org](mailto:lisa@ypsilibrary.org) using GovDelivery Communications Cloud on behalf of: Michigan Executive Office of the Governor · 111 S. Capitol Ave · Lansing, Michigan 48901





Lisa Hoenig &lt;lisa@ypsilibrary.org&gt;

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**Re: Trauma training for Ypsilanti District Library**

1 message

---

**Sarah Shea** <sshea1@emich.edu>

Thu, Apr 6, 2023 at 4:42 PM

To: Lisa Hoenig &lt;lisa@ypsilibrary.org&gt;

Cc: Mary Garboden &lt;garboden@ypsilibrary.org&gt;, Joy Cichewicz &lt;joy@ypsilibrary.org&gt;, Julianne Smith &lt;smith@ypsilibrary.org&gt;, Jodi Krahne &lt;jodi@ypsilibrary.org&gt;

Hello!

I have some good news to share--my Faculty Research Fellowship was approved so I will be able to complete the trauma training project with YDL for the Fall 2023 and Winter 2024 semesters. I am so excited to partner with you! I am attaching the final proposal here that describes the projects as we discussed. I will start working on a survey later in the summer and be in touch with you about that, but for now just wanted to pass on this update.

Thank you so much for this collaboration opportunity--I am really looking forward to it!

Best,  
Sarah

On Wed, Jan 11, 2023 at 6:37 PM Lisa Hoenig <lisa@ypsilibrary.org> wrote:

We can definitely provide a letter of support. Give me the outline and a deadline and I'll write something for you.

I can't remember now if I shared this before, but there's an [extremely interesting report](#) from Urban Libraries Unite that could help make the argument for this project really convincing. Thanks again,

Lisa

On Wed, Jan 11, 2023 at 6:09 PM Sarah Shea <sshea1@emich.edu> wrote:

Hi Lisa,

Thanks so much for the response! I think the only thing I would need at this time is a letter of support from the Library so that they know that the Library is on board with me conducting this project. I can also put together a draft outline and send it to you by next week if that would be helpful. I'm also happy to hear thoughts others might have.

Thanks again!  
Best,  
Sarah

On Wed, Jan 11, 2023 at 5:18 PM Lisa Hoenig <lisa@ypsilibrary.org> wrote:

Hi, Sarah:

This is a very generous offer! Thank you so much for thinking of us. Off the top of my head, I can say I believe our staff would be very interested. What would you need from us to apply? Adding a couple more YDL staff to this thread to perhaps generate more ideas too.

Lisa

On Wed, Jan 11, 2023 at 1:30 PM Sarah Shea <sshea1@emich.edu> wrote:

Hello!

Happy New Year--I hope you all are doing well. I am writing because I have been thinking about an idea related to some of the things we have talked about in terms of our School of Social Work and the Yspi District Library. This is separate from the social work internship around which Chelsea has been collaborating with you. I have been thinking about your reference to a need for trauma training for library staff. I have a background in trauma work and training and would be really interested in supporting some trauma training for the Library.

I have an opportunity to apply for some internal (EMU-based) funding to support me to use time during the Fall 2023-Winter 2024 academic year. I was thinking that if you are interested, I could conduct a needs assessment with your staff to find out about the trauma training needs and then design some sort of trauma series. There could be an opportunity for me to invite various facilitators (beyond just myself). I would also evaluate the series to learn about how it impacts the staff and their experience of it.

That's a super vague description, but if you are open/interested, I can write a proposal for this internal award. It's due at the end of the month (1/31) so the timeline is short, but it is fairly brief in terms of the requirements. I would learn in early April if it was awarded. If it was not awarded, I would still be totally willing to facilitate a trauma training for you--it just wouldn't be as extensive since I wouldn't have the release time to conduct a series of trainings.

Let me know your thoughts and if this is not a good fit, that is OK too!

Thanks so much,  
Sarah

--

Sarah E. Shea, PhD, LMSW, IECMH-E® (IV)  
Director of Field Placement  
Professor, School of Social Work  
Eastern Michigan University  
356 Marshall  
Ypsilanti, MI 48197  
(734) 487-4169

*Pronouns: she, her, hers*

--

Lisa Hoenig, Director

Ypsilanti District Library

5577 Whittaker Road

Ypsilanti, MI [48197](#)

[\(734\) 879-1300](#)

[www.ypsilibrary.org](http://www.ypsilibrary.org)



Small logo for signature

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Sarah E. Shea, PhD, LMSW, IECMH-E® (IV)  
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Professor, School of Social Work  
Eastern Michigan University  
356 Marshall  
Ypsilanti, MI 48197  
(734) 487-4169

*Pronouns: she, her, hers*

--

Lisa Hoenig, Director

**Title:** Trauma Training for Public Library Staff: A Pilot

**Author:** Sarah E. Shea, PhD, LMSW, IECMH-E®, Professor, School of Social Work

**Abstract:** Collaborative partnerships between public libraries and social work is a growing area of practice and an emerging line of inquiry. More research is needed to identify effective social work responses to the pressing psychological, social, and economic community needs that can overwhelm library staff and administration who are not trained in such services. In addition to funded social work positions, many public libraries are forging relationships with university schools of social work that involve internships, needs assessments, and staff training. The EMU School of Social Work developed a partnership with the Ypsilanti District Library (YDL) to establish a social work internship at YDL that will begin in Fall 2023. This internship will provide students a unique social work practice learning experience and provide support for immediate resource referral and crisis management for library patrons. However, YDL administration has voiced a need for trauma training for staff, which aligns with current preliminary findings about the comprehensive requirements for integration of social work services in library settings. A faculty research fellowship is requested to develop, implement, and evaluate an evidence-based 5-module trauma training series for YDL staff ( $n = 48$ ). The pilot results will be disseminated in a pilot evaluation report, a manuscript submitted to a peer-reviewed publication, and a juried conference proposal. The pilot evaluation will also provide a foundation for external funding applications to support expansion of trauma-informed social work services at YDL.

**Award Proposal:** 2023-2024 FRF (50% release Fall 2023 and 50% release Winter 2024)

## Project Description

**Need/Significance:** Public libraries offer meeting spaces, free access to computers and internet, and a range of events for groups, families, youth, and aging adults.<sup>1,2</sup> Libraries have been described as “*third places* - naturally-occurring places in communities where people congregate and interact.”<sup>1</sup> As such, libraries have become “service delivery hubs”<sup>3</sup>, and library staff frequently provide housing, mental health and substance use treatment, and financial resources.<sup>1,2,4,5</sup> However, librarians are not trained to support the complex needs of vulnerable community members.<sup>1-6</sup> In response to a rise in opioid overdoses in library settings and the constellation of health, social and economic adversities impacting communities, public libraries are hiring social workers or hosting social work internships.<sup>1-7</sup> Library partnerships with university schools of social work are on the rise<sup>1-4,7</sup>, with opportunities to expand and strengthen community outreach and services.<sup>3</sup> EMU School of Social Work (SSW) has responded to this emerging practice need<sup>2</sup>, collaborating with the Ypsilanti District Library (YDL) to develop a Fall 2023 social work library internship, which will provide support for community members.

The public library-social work partnership highlights the significant degree of trauma exposure for library employees engaging with community members in crisis.<sup>2,8</sup> Trauma-informed public libraries is a central focus of the Public Library Association’s Social Worker Task Force<sup>9</sup>, and YDL voices the need for staff trauma training<sup>4,6</sup> in EMU SSW-YDL partnership meetings. This need is based on two factors. First, YDL staff is not prepared to respond to community members with a trauma-informed approach, which can de-escalate crises.<sup>6,10,11</sup> Second, a lack of training<sup>6,8,9</sup> coupled with exposure to trauma increases the staff’s risks for secondary trauma.<sup>8,10,11</sup> Secondary trauma, caused by repeated exposure to others’ trauma, can negatively impacting personal and professional mental health and well-being.<sup>12</sup> While the impacts of trauma

on librarians has been documented<sup>7</sup>, there has only been recent attention to addressing these impacts.<sup>13</sup> For example, University of Georgia SSW created a trauma-informed library model that emphasizes the importance of library staff training in conjunction with an internship program.<sup>13</sup> More research is needed. I propose to develop, implement and evaluate a 5-month (10 hours) pilot evidence-based trauma training program for YDL staff ( $n = 48$ ) based on YDL's unique community needs and in collaboration with YDL (See attached letter of support).

**Goals & Objectives:** The goal of this project is to pilot an evidence-based trauma training series for public library staff. Objectives include: 1) develop the training based on data collected from a YDL trauma training needs assessment and literature regarding trauma-informed responses in library settings; 2) pilot the 5-month/10 hour training program at YDL; 3) evaluate the pilot; and 4) submit a manuscript to a peer-reviewed journal and a proposal to peer-reviewed conference.

### **Project Implementation**

**Methodology:** I will employ a mixed methods design to conduct a YDL trauma training needs assessment using a survey that I develop based on a literature review regarding the trauma and trauma-informed practices in libraries. I will use quantitative and qualitative methods (2-cycle coding)<sup>14</sup>, to analyze the results and prepare a summary for review with YDL. I will design the 5-module trauma training series based on the needs assessment results and contemporary research and practice literature regarding library trauma-informed practices. I will use a mixed methods pilot design, including pre-and posttest rating scales and open-ended questions to assess the trauma training with regard to: a) participants' trauma knowledge, and b) participants' sense of self-efficacy with regard to trauma-informed approaches. The evaluation will also include individual module surveys assessing the participant experience of the particular module. Pre-and

posttest quantitative data will be comparatively analyzed using SPSS and qualitative data will be analyzed using two-cycle coding.<sup>14</sup>

**Workplan:** All stages of this project involve collaboration with YDL to ensure that the assessments and training address staff needs. *Stage 1 Development of the Pilot Training:* I will secure approval from the University Human Subjects Review Committee (UHSRC) to conduct the needs assessment at least 30 days prior to the start of the Fall 2023 semester. I will complete the needs assessment data collection, analysis, and summary. Based on the summary, I will design 5 trauma training modules (2 hours each). I will submit an IRB application to UHSRC for the pilot evaluation study and the pretest surveys will be disseminated. *Stage 2 Pilot Implementation:* I will facilitate and/or co-facilitate with other trauma trainers 5 trauma training modules (2 hours each) over the course of 5 months for YDL staff ( $n = 48$ ). Participants will complete the module survey after each session. *Stage 3 Pilot Evaluation:* Posttest survey will be disseminated following the conclusion of the final training module. I will analyze all pre-and posttest data and prepare a pilot evaluation report for YDL. I will author a peer-reviewed presentation proposal for CSWE APM and a manuscript detailing the pilot, and submit to a peer-reviewed publication, *Advances in Social Work*. The manuscript and presentation will provide a foundation for external funding applications for trauma-informed programming and research in public libraries.

#### **2023-24 Timeline:**

**Pre-award:** a) Develop trauma training needs assessment survey; b) IRB submission

**Sept. 2023:** a) Needs assessment data collection; b) data analysis and summary report with trauma training recommendations; c) develop 5-module trauma training outline

**Oct. 2023:** a) Create pre-and posttest pilot evaluation measures; b) IRB submission; c) develop trauma modules 1 & 2

**Nov. 2023:** a) Pilot pretest data collection; b) implement trauma training module 1; c) collect and analyze trauma module 1 data; d) develop trauma module 3

**Dec. 2023:** a) Implement trauma module 2; b) analyze and summarize trauma module 2 evaluation data; c) develop trauma module 4

**Jan. 2024:** a) Implement trauma module 3; b) analyze and summarize trauma module 3 evaluation data; c) develop trauma module 5; d) complete introduction and pilot training description for manuscript.

**Feb. 2024:** a) Implement trauma module 4; b) analyze and summarize trauma module 4 evaluation data; c) analyze evaluation pretest survey and create tables for manuscript.

**March 2024:** a) Implement trauma module 5; b) analyze and summarize trauma module 5 evaluation data; c) disseminate pilot evaluation posttest survey; d) conduct and summarize literature review for manuscript.

**April 2024:** a) Analyze pilot evaluation data; b) author pilot eval. report and present to YDL; c) prepare and submit manuscript and presentation for peer-reviewed publication and juried conference

**Post-award:** a) Apply for external funding (Michigan Health Endowment Fund and Ethel & James Flinn Foundation)

**Outcomes Assessment:** This pilot will lead to the following outcomes: a) an evidence-based pilot trauma training series for public library staff, b) publication in a peer-reviewed journal and presentation at a juried conference; c) foundation for external funding application.

**Time Justification/Budget:** I am requesting 50% release in the Fall 2023 and Winter 2024 semesters to: 1) complete the needs assessment; 2) develop, implement, and evaluate 10 hours of trauma training; and 3) author/submit a manuscript to a peer-reviewed publication and a juried conference proposal. This release time allows me to complete the 3 stages of this pilot project, resulting in a solid foundation for external funding applications.

**Benefits:** This project contributes to an emerging area of scholarship regarding public library social work. In addition, the project furthers the University's commitment to collaborations with Ypsilanti institutions, serving as a mutually-reciprocal partnership model that benefits both the local community and EMU. Developing, implementing and piloting this training series supports my role in this new line of inquiry that is gaining significant interest in my field, but remains largely underdeveloped. The timeliness of this pilot evaluation and resulting peer-reviewed publication position me to seek external funding from the Michigan Health Endowment Fund and the Ethel & James Flinn Foundation.

## Capability Statement

### Selected Peer-Reviewed Publications

- Meuwissen, A., **Shea, S.E.**, Eaves, T., Parker, A., Barron, C.C. & Paradis, N. (under review). Reflective supervision: State of the field and future directions. WAIMH Handbook of Infant & Early Childhood Mental Health. Eds.: Hiram Fitzgerald and Joy Osofsky.
- **Shea, S.E.**, Sipotz, K., McCormick, A., Paradis, N. & Fox, B. (2022). The implementation of a multi-level reflective consultation model in a statewide infant and early childcare professional development system: Evaluation of a Pilot. *Infant Mental Health Journal*, 43(2), 266-286.
- **Shea, S.E.**, Jester, J. Huth-Bocks, A., Weatherston, D.J., Muzik, M., Rosenblum, K., Michigan Collaborative for Infant Mental Health Research (2020). Infant mental health home visiting therapists' reflective supervision self-efficacy in community practice settings. *Infant Mental Health Journal*, 41(2), 191-205.
- **Shea, S.E.** (2019). Engaging Social Work Interns in Reflective Practice: Evaluation of a Training Series for Field Instructors. *Journal of Social Work Education*, 56(1), 193-200.
- **Shea, S.E.** (2019). Reflective supervision for social work field instructors: Lessons learned from infant mental health. *Clinical Social Work Journal*, 42(2), 61-71.

### Selected Juried Professional Presentations

- **Shea, S.E.**, Farley, J., Kellman Fritz, J. (accepted). GROW: Pilot of a Relationship-Based Training Program for Foster, Adoptive and Kinship Parents. 2023 WAIMH, Dublin, Ireland.
- **Shea, S.E.** & McCormick, A. (accepted). Implementation of a collaborative group reflective supervision consultation model for an infant-early childhood education system. 2023 WAIMH, Dublin, Ireland
- **Shea, S.E.**, Farley, J., Graham, K. & Sweet, J. (May 2022). Using a relational approach to develop and implement GROW: Michigan's new pre-service training curriculum for foster, adoptive and kinship parents. Michigan Association for Infant Mental Health Conference.
- **Shea, S.E.**, Paradis, N. & Fox, B. (May 2022). A pilot of a group reflective consultation model for an infant-early childhood education system. Michigan Association for Infant Mental Health Conference.
- **Shea, S.E.**, Farley, J., & Fritz, J. (June 2021). Preparing out-of-home caregivers and adoptive parents for relationship-based parenting. World Association for Infant Mental Health Congress, Brisbane, Australia (hybrid).
- **Shea, S.E.**, Fox, B. & Paradis, N. (June 2021). Pilot evaluation of a statewide reflective supervision consultation (RSC) model with infant-early childhood professionals. World Association for Infant Mental Health Congress, Brisbane, Australia (hybrid).
- **Shea, S.E.** (October 2019). Supporting Field Instructors with Reflective Group Consultation: Creating Community and Connections. Council on Social Work Education Annual Program Meeting, Denver, Colorado.

### Selected Trauma Training Development & Facilitation Experience

- **Shea, S.E.**, Farley, J., Kellman Fritz, J. & Graham, K. (2021-23). MDHHS GROW: Research-based training for foster, adoptive kinship (FAK) parents (primary author and evaluator of 20-hr mandatory trauma-informed MDHHS training for FAK parents; supported by \$1,418,086 contract with MDHHS).
- Michigan Adverse Childhood Experiences Initiative Certified Master Trainer since 2018

## **List of External/Internal Awards Pending or Secured in Previous 5 years**

### **Internal Award Applications**

- Shea, S.E. (under review, 2023). Infant mental health Core Curriculum: Evaluation of an IMH-competency based training. Submitted to College of Health & Human Services for CHHS-Support for Scholarly Activity on 1/19/23. Currently under review.

### **External Funding Applications (all have been funded)**

- Shea, S.E., Farley, J. & Kellman Fritz, J. GROW: Research-based Pre-Service Foster, Adoptive, & Kinship Parent Project (Project Director, May 2019-current; *funded by the Michigan Department of Health and Human Services, \$1,418,086*)
- Shea, S.E. Group Reflective Consultation Evaluation for Pa Key & the Alliance for the Advancement of Infant Mental Health (Primary Investigator, May 2021-current, *funded by the Alliance for the Advancement of Infant Mental Health, \$31,314*)
- Shea, S.E. Reflective Supervision Consultation Pilot for PA Key Early Intervention Programs (Primary Investigator March 2019-June 2020; *funded by the Alliance for the Advancement of Infant Mental Health, \$46,989*)
- Shea S.E. Supporting the Health and Mental Health of Infants and Toddlers in Foster Care (Primary Investigator May 2018-December 2019; *funded by the Michigan Health Endowment Fund Community Health Impact Program, \$100,000*)

31 January 2023

EMU FRF Review Committee  
Eastern Michigan University  
Ypsilanti, Michigan 48197

Dear EMU FRF Review Committee,

The Ypsilanti District Library wholeheartedly supports Sarah Shea's proposal to present a trauma training series to library staff. The Library serves a highly diverse population of 88,021 across the City of Ypsilanti, Ypsilanti Township, and Superior Township. Our three library buildings and bookmobile are busy places that are open to all members of the public. With nearly 200,000 visits last year, more and more, library staff are asked to wear social worker hats. We regularly serve patrons in crisis -- many children who have been the victims of trauma, homeless people and families, mentally ill or drug dependent patrons, and troubled teenagers who are acting out. Episodes of violence and aggression are not uncommon. As a result, library staff experience burnout, compassion fatigue, and stress at a high level.

An excellent report was published in 2022 by Urban Librarians Unite, *The Urban Library Trauma Study* <https://urbanlibrariansunite.org/ults/>, which began researching and documenting these matters. Because public libraries are open to all and have a commitment to serve everyone equally, staff are empathetic and driven to help, exposing themselves to trauma that until this study had largely been unacknowledged. Unlike social work, librarianship doesn't have built-in systems for ongoing professional support for processing these difficult and often heartbreaking situations.

The Ypsilanti District Library and the EMU Board of Regents signed an agreement in March, 2022, to give Social Work program students field work experiences at YDL's downtown Michigan Avenue library branch and new Superior branch at 1900 Harris Road. Because there were no students that fit the project need in the current semester, we'll be welcoming them at the same time Ms. Shea has proposed offering this training. Together, these efforts will provide needed social work support for patrons and help staff navigate when presented with so many overwhelming and tragic situations.

I enthusiastically support Sarah Shea's proposal for trauma training for Ypsilanti District Library staff. We are committed to providing excellent service, but as in any profession, burnout and stress can impact the quality of output. It will be a tremendous boost to morale to share experiences and receive professional training and guidance.

Thank you for your consideration. Please feel free to contact me if I can provide any additional information.

Sincerely,

Lisa Hoenig  
Director

## References

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<https://doi.org/10.1080/10437797.2021.1978913>
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5 April 2023

Teri Lynn Bullock, Account Manager  
Unique Management Services  
119 East Maple Street  
Jeffersonville, IN 47130

Dear Teri Lynn:

I am writing to inform Unique Management Services that the Ypsilanti District Library wishes to cancel its Material Recovery System Agreement dated 6-21-13. As you know, our library's service has been inactive since the pandemic began. We eliminated overdue fines 6-1-22. Having closely monitored borrowing behaviors since that time, we have determined this is the best course of action for our community.

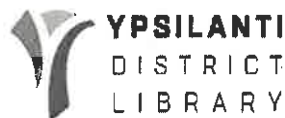
We sincerely appreciate your patience as we worked to reach this decision. It has been a pleasure working with you.

Kindly confirm cancellation of the agreement upon receipt of this letter.

Sincerely,



Lisa Hoenig  
Director



Lisa Hoenig &lt;lisa@ypsilibrary.org&gt;

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**IMLS Award LG-246434-OLS-20 Period of Performance Extension Approval**1 message

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**imls-librarygrants@imls.gov** <imls-librarygrants@imls.gov>

Wed, Mar 29, 2023 at 4:29 PM

To: grantsadmin@imls.gov, Jodi Krahne &lt;jodi@ypsilibrary.org&gt;, Lisa Hoenig &lt;lisa@ypsilibrary.org&gt;, Andrew Hamilton &lt;ahamilton@ypsilibrary.org&gt;

March 29, 2023

The Institute of Museum and Library Services (IMLS) has reviewed and approved your request for a no-cost extension of the period for your National Leadership Grants - Libraries award, LG-246434-OLS-20. The new end date of the award's period of performance is July 31, 2024. You may find your new reporting schedule under the Forms & Reports tab and as a PDF under Documents.

If you have any questions about this approval or any other aspect of managing your IMLS award, feel free to contact me via eGMS Reach.

Thank you for keeping us informed, and best wishes for continued success.

Sincerely,  
Jill

TALK grant extended 1 year.



Lisa Hoenig &lt;lisa@ypsilibrary.org&gt;

**IMLS Award LG-246434-OLS-20 Budget Revision Approval**

1 message

imls-librarygrants@imls.gov &lt;imls-librarygrants@imls.gov&gt;

Tue, Apr 11, 2023 at 1:35 PM

To: Jodi Krahne &lt;jodi@ypsilibrary.org&gt;, Lisa Hoenig &lt;lisa@ypsilibrary.org&gt;, Andrew Hamilton &lt;ahamilton@ypsilibrary.org&gt;

April 11, 2023

The Institute of Museum and Library Services (IMLS) has reviewed and approved your request for a revision to the budget identified for your current National Leadership Grants - Libraries award, LG-246434-OLS-20.

IMLS funds have been redistributed among the budget categories to account for expenses in the extended period of performance. Cost share increased from \$80,719 to \$86,455 to accommodate salaries for Lisa Hoenig and Jodi Krahne during the extended period of performance.

We have approved the revised budget you submitted on April 10, 2023 and have designated it as the current approved budget for the award.

If you have any questions about this approval or any other aspect of managing your IMLS award, feel free to contact me via eGMS Reach.

Thank you for keeping us informed, and best wishes for continued success.

Sincerely,  
Jill

TALK grant budget revised to spend  
remaining funds effectively.

# **Committee Reports**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 4/14/2023  
**Re:** Superior Planning Committee report

There have been no on-site construction meetings since my last report. The next one is scheduled for 4/21.  
Project status:

- Replace exterior egress lights per building official - S1EM fixtures have arrived; work is scheduled for 5/1. Once this is complete we will receive an unconditional Certificate of Occupancy.
- Waiting for DTE to confirm, but it looks like installation of main switchgear will take place 5/1. This will require a one-day closure.
- Fireplace wireless module has been installed but wireless controls are finicky; still working to tweak. Fireplace off right now since weather is so nice.
- Bollard handrail near drive-up book return is now in place. Will be painted this spring.
- Remaining exterior punchlist: crews are being scheduled. Work will start at the end of April and complete by mid-May.
- Boiler room temperature – quote to add an exhaust fan to the space to maintain lower temperatures approved. Parts have arrived; work scheduled for 5/1.
- Boiler room white noise in Women’s restroom – O’Neal working with plumber to reconfigure Unistrut supporting the pump that contributes the most vibration; stay tuned.
- OHM Punchlist – I attended the walkthrough on 3/2. OHM to provide final list of requirements to O’Neal – mostly grading issues. Work to be completed by end of May.
- Walkway plantings and a garden fence are being quoted. Hope to have pricing before the Board meeting.
- Sprinkler system start-up is scheduled for 5/8.
- Grass seed is being patched and freshened up 4/14-15.

TelSystems has made progress on A/V installation in the meeting room, but more programming needs to be done, and a few minor elements are still backordered. Programming currently scheduled for 4/20-21. They will also work to adjust the speaker volume throughout the building.

A board book storage tower is now in place and looks great.

The building dedication plaque and two interior signs that needed to be re-made have been installed.

Garden bed construction is happening as I type!

We held a kick-off meeting with Superior Landscaping to be on the same page at the start of their contract on 4/11. On 4/13 they were already out beginning the spring clean-up and spreading mulch!

Recognition plaques for sponsored trees have arrived and will be installed in coming weeks.

The ground mural design with the “snake” theme won the vote! It will be painted as a community art project on Saturday, May 13, weather permitting. Domino’s is donating pizzas and fun will be had!

I am attaching an email conversation I had with Pat regarding the construction budget and capital campaign wrap-up, as well as information on Harris Road widening costs. Happy to elaborate on this at the meeting, though there are still many unknowns.



On Thu, Apr 6, 2023 at 3:23 PM Patricia Horne McGee wrote:

I am still puzzled about the outstanding balance for Superior. (\$53000) and plans for paying that off. Is it worth a discussion?

\*

On Thu, Apr 6, 2023 at 4:01 PM Lisa Hoenig wrote:

We just got a pledge for \$5,000 from Domino's toward the campaign, and another \$1,000 pledge from an individual, so we are whittling it down. We will also put any contributions that come back in the envelopes from the annual report mailing (will go out after the Board meeting) toward the campaign. At that point I will reach out to a bigger donor who told me to let her know if we needed help closing the gap. I'm hoping the remaining amount will be acceptable to her. We'll see!

In the meantime, with the change to the homepage, we've pretty much removed most of the campaign "pitches" from view, so it's gone back to a "quiet" status and hopefully isn't too obtrusive.

Also I guess I should clarify that we're not "paying off" anything so much as reimbursing ourselves. We have the fund balance to pay the bills, but it would be much nicer to be able to say we made our goal and did not have to spend over and above what we'd planned.

Make sense?

Lisa

\*

On Thu, Apr 6, 2023 at 6:30 PM Patricia Horne McGee wrote:

No. Did we need that amount or not?

\*

**Lisa Hoenig**

Apr 7, 2023, 10:01 AM (6 days ago)

It's complicated, and it depends on how you look at it. This page from last month's financial report shows "technically" where we are, but it doesn't show the outstanding pledges to the campaign (a little over \$320,000) that the Towsley Foundation will give us in 4 more annual payments of \$80K each.

Capital Asset Replacement Fund Composition of Fund Balance																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
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So looking at the "project summary" for Superior, to the right, you can see that we still have \$531,116 available to spend (without those pledges). Outstanding costs that we will still need to pay are currently estimated at \$574,662. If that's all you consider, it looks as though we need \$43,546 more donated/allocated to the project to cover it.

BUT there are those \$80K pledge payments that will come each December for the next 4 years, and we paid \$35,726 to cover the counterfeit check. I am still planning to get that back from our insurance company if the bank doesn't come through (I filed a police report yesterday, which is the first step in the insurance claim process).

HOWEVER, the other ingredient in the mix is the agreement we have with Superior Township to pay them back for the road widening costs. This was originally estimated to be around \$330,000, but with the delays and inflation, the total they gave me a few weeks ago is \$459,076. That's an added \$129,000 over what we expected. As you know, I've been determined to find another governmental agency to pay for the \$330. (I am working to see what the County may give us since I understand they have AARPA funds to burn.)

The payback terms are up in the air because of the delays to the road project, but Ken Schwartz thought they could be extended from 3 payments over 3 years to 4 if we want, and maybe start in 2024 instead of this year. He was to ask his Board's thoughts on this and I have not heard back what he learned.

We HAVE the money to do all of this in our fund balance. BUT 1) it has not been allocated/approved by the Board for these specific purposes yet, although the Board did approve the general payback agreement. And 2) we have all sorts of other projects and priorities that are more specific to our mission than road widening! (Michigan Avenue expansion, Whittaker repairs, etc.)

There are still a variety of moving parts, but if we can reach our capital campaign goal by raising the last little bit it would cover the current building project costs and then we can just put the Towsley money toward the road payments (if we must) when it comes.

Apologies for the length of this message! If this is still clear as mud let me know. I can put this explanation in the packet and/or we can have a discussion at the meeting if you'd like. I don't think any of it is cause to sound an alarm, as our building project costs are fairly close, in the grand scheme of things, and we have fund balance we can use if needed.

Let me know your thoughts/questions!

Lisa

**From:** Kyle Selter  
**Sent:** Monday, March 20, 2023 12:24 PM  
**To:** [kenschwartz@superior-twp.org](mailto:kenschwartz@superior-twp.org)  
**Cc:** George Tsakoff <[George.Tsakoff@ohm-advisors.com](mailto:George.Tsakoff@ohm-advisors.com)>  
**Subject:** Harris Rd Widening - Ypsilanti District Library Cost Summary

Hi Ken,

Below are the amounts discussed at the library meeting today:

The original OHM fee for CA/CE to be passed through to the library is \$76,500. Additionally, \$7,000 out of the \$41,000 OHM amendment (if approved) is to be passed through to the library; the remaining \$34,000 would be applied to the State Grant. The total OHM fee passed through to the library is **\$83,500**.

The original ASI bid amount is \$330,502.98. The inflationary change order from ASI for the widening portion is \$51,825.52. The total bid amount from ASI is \$382,328.50; however the estimated total construction cost is \$375,576. The **\$375,576** would be billed to the library.

At this time the total amount the library is responsible for is **\$459,076**, which may change slightly depending on the actual final construction cost.

Let us know if you have any questions.

Thanks,  
Kyle

**KYLE SELTER, PE**  
PROJECT ENGINEER

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

## **Library Director's Report**

### **April 19, 2023**

#### **Plan of Attack**

The 2022 annual report and new 2023-25 strategic plan will be shared with our mailing list and on our website during National Library Week (April 23-29). Following last month's adoption of the strategic plan, wheels are already in motion on a number of fronts.

- We received six responses to the ILS RFP, including an invitation to join the TLN shared system.
- Julianne is registered for an upcoming PLA webinar on memory preservation systems.
- Following vendor demos, we have selected Zenefits as our new payroll processing service; implementation process to begin soon.
- We interviewed a second candidate for our Social Work placement, but she was already overcommitted between school and work. The search continues, but Sarah Shea of EMU's School of Social Work had a project proposal approved to provide trauma training to YDL staff.

#### **Facilities:**

- Electrical work to prepare for the installation of lockers in Library Plaza is now scheduled for the week of April 24.
- We held landscaping kick-off meetings with both firms awarded the 2023-25 contracts.
- The bookmobile is back in service after recent repairs, but parts are on order for another (brief?) visit.

#### **Personnel:**

- YDL welcomed two new part-time custodians since our last Board meeting. Olivia Snelling began work 3/28, and Patrick Pigott 4/5. It's great to have them aboard, and to have a full Facilities staff again!
- We received a dozen applications for the Head of Acquisitions vacancy, and an initial round of interviews are scheduled for 4/20.
- One youth staff member from each department attended MLA's Spring Institute in Ann Arbor: Liz Pitcher, Kallista Walker, Pat Mitchell, and Kaitlyn Johnson. Everyone reports it was a valuable learning experience.

#### **Side Notes:**

- Chris McMullen, Mary and I continue to give tours of the new branch. Following one recent tour, Domino's pledged a \$5,000 gift in support of the interactive play area we're planning (and pizza!).
- Scott Ostby and Chris Slay finished installation of meeting room technology at Michigan Avenue, the last leg of the project.
- Jodi Krahne and I submitted a request for a TALK grant extension to IMLS so we can use the remaining funds to position the service as strongly as possible for a sustainable future under MCLS. Once this was approved we requested a budget revision to support our new Year 4 project goals. It was also approved.
- Mary Garboden and I have been working to assemble the rest of the initial Art Committee for Superior. We're just about ready to pull the group together to begin its tasks.
- YDL's last bank needing a change of signers is PNC. Theresa and I met at the branch to prepare paperwork; we will need Pat and Brian to sign some documents following the Board meeting to finalize the switch.

#### **Announcements:**

- Trustees, please join us for the return of our Annual Volunteer Appreciation Pot-Luck! Lunch (on us!) will be served from 12-2 on Tuesday, April 25 in the Whittaker Community Room.
- Director Vacation: I will be out of town April 26-May 1.

# **YDL Dashboards**

	A	B	C	D
1	<b>REVENUE BY SOURCE</b>	<i>Where the \$ Comes From</i>		
2		<u>ACTUAL</u>	<u>TO DATE</u>	
3	<b>DONATIONS</b>	<b>FY21/22</b>	<b>FY22/23</b>	<b>To Date</b>
4	Annual Report	\$2,675	\$0	
5	Annual Appeal	\$22,549	\$11,571	21/22 includes a \$10,000 gift
6	Individual	\$85,004	\$2,686	21/22 includes \$73,150 gift
7	Corporate	\$0	\$0	
8	Sponsorship	\$1,000	\$0	
9	Memorials	\$7,769	\$2,000	
10	Tributes	\$751	\$275	
11	Third Party - Kroger, Amazon	\$946	\$366	
12	Friends of the YDL	\$24,000	\$3,709	
13	Miscellaneous Cash	\$617	\$24	
14		<b>\$145,311</b>	<b>\$20,631</b>	
15				
16	<b>GRANTS</b>			
17	Charitable Foundation	\$21,350	\$18,000	Dresner
18	Corporate Foundation	\$0	\$30,000	Toyota
19	Government	\$111,142	\$0	Talk Grant
20		<b>\$132,492</b>	<b>\$48,000</b>	
21				
22	<b>ENDOWMENT FUNDS</b>			
23	YDL General Endowment Donations	\$5,000	\$5,588	Wagner, Bellisario, Longworth, Winkler
24	YDL Agency Distribution	\$1,393	\$0	
25	Goussef Fund Distribution	\$17,240	\$0	
26	YDL General Endowment Distribution	\$6,768	\$0	
27		<b>\$30,401</b>	<b>\$5,588</b>	
28				
29	<b>SUPERIOR CAPITAL</b>			
30	Grants (Funds Received)	\$187,600	\$80,000	Towsley Campbell, Stites, Domino's, Daniels &
31	Corporate/Organization	\$14,800	\$6,550	Zermack, AK, Menlo
32	Donations - Individual	\$388,669	\$12,531	
33		<b>\$591,069</b>	<b>\$99,081</b>	

<b>REVENUE BY FUND</b>		<i>Where the \$ Goes</i>		
<b><u>FY2021/2022 -ACTUAL</u></b>				
GENERAL FUND	\$9,746			
Miscellaneous Specified Funds	\$42,952	Friends and all non-grant designated gifts for a specific purpose		
YDL Endowment	\$28,901	Gifts and distribution		
Grants (Funds Received)	\$132,492	Non-capital		
Superior Capital	\$591,069			
	<b>\$805,159</b>			
<b><u>FY2022/2023</u></b>				
<b>Totals To Date:</b>	<b><u>December '22 - February '23</u></b>	<b><u>3/16/23</u></b>	<b><u>4/13/23</u></b>	<b><u>5/12/2023</u></b>
GENERAL FUND	\$423	\$639	\$5,352	
Miscellaneous Specified Funds	\$18,218	\$18,243	\$48,255	
YDL Endowment	\$3,588	\$3,588	\$5,588	
Superior Capital	\$96,304	\$98,877	\$99,081	
	<b>\$118,533</b>	<b>\$121,347</b>	<b>\$158,276</b>	

# Department Reports

**Assistant Director/Acquisitions**  
**Board Report: April, 2023**

- The RFPs for a new ILS have arrived. We are pleased with the amount received. A timeline has been established to rate them, host vendor presentations, and check with peer libraries who are using the product. This will be an exciting process, although very time consuming.
- The Safety Patrol is winding up its work. We have invited a representative from Johnson Controls to meet with our committee, as there is conflicting information about several of the systems here.
- I am finishing up plans for in-service day 2023. We will have a variety of presenters: MERS will discuss the 457 plan we offer to all 20+ hours staff, a representative from the UM Trauma/Burn Center will present a "Stop the Bleed" class, which trains by-standers to save the lives of gunshot wound victims by bridging the gap between death due to blood loss and EMS response time. This is being offered at the request of several staff members. Finally, the Safety Patrol will unveil and train staff in the new YDL Emergency Manual.
- The Friends cart is up and open for business at Superior! Thanks to Jim for spiffying up the cash box.
- The AED machine has been installed at Superior.
- We received many qualified applicants for the open Head of Acquisitions position. Interviews will take place this month. In the meantime, department staff and I are all pitching in to get the work accomplished.
- Don't forget to attend this year's volunteer potluck! We hope to see you in the Whittaker Road Community Room on Tuesday, April 25 from 12-2:00.

**ACQUISITIONS STATISTICS:**

- The collection budget is 33% encumbered;
- 257 items were cataloged in March;
- 2,375 items were added to the collection in March, including 1,638 eItems;
- YDL borrowed 1,016 items via MeLCat;
- YDL lent 947 items via MeLCat;
- 69 items have been returned since YDL went fine free.

**Submitted by Julianne Smith, April 14, 2023**

# Community Relations

Monthly report: April, 2023

## Major print/design pieces produced:

- We designed and printed the 2022 Annual Report to be mailed out to community members and posted on our website. It paints the picture of a busy year of going fine free, opening a new branch, and more!



## Promotions

- **Toyota Grant:** We're preparing a number of tools to promote our \$30,000 STEM grant from Toyota. This will include press releases, a website that compiles all of the STEM resources that have been made possible through the grant, and a logo to include alongside the activities and tools that recognizes Toyota. We will also have social media posts and other online callouts, and a monitor slide.
- **Storytime Survey:** We've helped share the Storytime Survey by creating a blog post and boosted Facebook posts to reach more people in our community.
- **Website:** 1) We redesigned the homepage to make things more accessible and easy to find. 2) We're close to rolling out a toolbar called ReciteMe that should make all of our pages more accessible. It has language tools, page reading, rulers to isolate text on the page, the ability to change colors and contrasts on the page, and more. 3) We've also been approved for Google Ad Grants, where we receive 10,000 a month in free advertising on Google search pages. We're exploring how to create successful ads on this platform.

## Notable Media Mentions

- Our Electronics Recycling event was featured in the City of Ypsilanti Newsletter.
- EMU Today wrote about the YpsiWrites collaboration with the Washtenaw County Health Department's "Wish You Knew..." campaign to bring mental health-inspired writing activities to various YDL and other locations.
- The Eastern Echo published their piece highlighting all of the Family Read activities we had.

## Community Relations

- Sam and Monica continue to attend Parkridge meetings and provide YDL updates.
- Sam is serving on the Communications subcommittee for the Ypsilanti Bicentennial celebration, working with other community professionals to help spread the word about Bicentennial activities.

*Submitted by Sam Killian on April 12, 2023*

## Notable Social Media activity

- Our post sharing the VegMichigan plant-based/vegan eating challenge reached more than 1,200 people with more than 150 engagements.
- Our post sharing an Ypsi Real post about the first public library in Ypsilanti (the Ladies' Library) reached nearly 1,000 people with 19 likes.
- Our post about the visit with author Lisa Yee for the Family Read celebration reached more than 1,600 people with 112 engagements.
- Our post announcing the winner of the Superior Mural voting reached more than 1,100 people with more than 100 engagements on Facebook and got 57 likes on Instagram.
- Our boosted post about the storytime survey reached more than 2,500 people with 380 engagements.
- Our post sharing the news about a soccer gear giveaway at Michigan Avenue on April 15 reached more than 2,400 people with over 80 engagements.
- 40 people liked our post about the anniversary of the groundbreaking on Instagram.
- We're continually gaining followers on TikTok (up to 175) and have almost 2,400 video likes. We've published more than 60 videos so far.



## **Customer Services**

Monthly report: April 2023

### ***Circulation Stats***

For the month of March, we checked out 50,166 items system wide.

Patrons also downloaded 15,915 digital items.

We also issued 515 new library cards.

The Whittaker Road library had 32 curbside appointments.

### ***Customer Services Staff News***

Page updates. Anna Hernandez will be returning to YDL to page for the summer while on break from school. Anna's first day back will be April 25. Rose Allen will be taking the summer off. Rose is hoping to get an internship in environmental consulting. Rose's last day will be April 27.

Submitted by *John Connaghan* on April 11, 2023

# YDL DEVELOPMENT REPORT

April 2023

## PROCESSES AND REPORTING

With the help of Andrew and Lisa, Chris finalized **Gift Processing Guidelines and Procedures**. This process will support accurate gift tracking and reconciliation between Development and Accounting.

Next up is continued work on **donor acknowledgements**. Lisa and Chris have started shifting certain thank you letters over to Chris primarily based on gift size. This process will be tested in the next month as gifts from the FY22 Annual Report start coming in at the end of the month. It is possible for thank yous to be generated from our donor database. Chris will start exploring this as a way to continue to streamline this process.

Donor acknowledgement is just one piece of a well-rounded Donor Stewardship plan. Next up is to create a full acknowledgement and cultivation schedule for our various donors.

The season of grant RFPs continues. Chris continues to provide upcoming **grant opportunities** to YDL branch managers and department heads to share with their staff on a monthly basis. Staff are encouraged to share grants they find with Chris to add into the mix of grant possibilities, as well.

We are also now beginning to prepare final reports for capital campaign grants awarded.

## PROGRAM GRANTS

### Submitted

**American Library Association Great Stories Club** – Ask of \$500 for Michigan Ave.; reading and discussion program engaging teens who face difficult challenges.

**Rotary Club of Ann Arbor** – Ask of \$5,000 for free books for 2023 Summer Challenge. Awards announced at the end of April.

**Ypsilanti Downtown Development Authority** – Ask of \$4,200 by Joy for funding from the YDDA in support of 2023 Country in the City, Halloween Downtown and the Downtown Tree Lighting

### In Process

**Great Michigan Read 2023/24** – Author tour and supplies for this year's book, Firekeeper's Daughter by Angeline Boulley.

**Michigan Arts & Culture Council New Leaders Grant** (\$4,000) – Kelly Pedersen Scott is once again applying for a project grant to bring back Noise Permit for 2023 in collaboration with Ozone House.

**Michigan Humanities Council** – Request being developed in support of the Art Fund for Superior.

**Fifth/Third Bank** – Lisa and Chris will be preparing information to submit to our contact, Jerod Gigger, as a preliminary request for support for the new library most likely in support of the interactive play area within new Superior.

### **Awarded**

**Toyota North America** – a project plan including a timeline and \$30,000 expense budget was submitted to the Toyota team at the end of March for K-12 STEM education across all three YDL branches from May 2023 to May 2024. Kudos to the program staff for working so hard to research, brainstorm and create a road map for boosting our STEM programming. The Toyota team was impressed and supportive of the plan. The next step is for our team to meet again with the Toyota team to determine exactly where Toyota can fit into programming and support. Sam is currently creating a logo for the program – Project STEM@YDL. Staff will begin building content for the YDL website, and a news release announcing the grant and the project to the public.

**Graham Sustainability Scholars 2023** – Ask of \$4,000 for an intern to create Gardening and sustainability STEM lessons.

## **SUPERIOR CAPITAL CAMPAIGN**

**Funds Raised:** \$1,949,046

**Balance to Raise:** \$50,954

Outreach continues with the following businesses and foundations:

**Comerica Bank** – Chris has tried one more time to connect. No response.

**Washtenaw County Board of Commissioners**

**Benard Maas Foundation** – David Engelbert

**Lloyd and Mabel Johnson Foundation**

**Montague Foundation** – Essel and Mennaka Bailey

Chris and Lisa continue scheduling VIP tours at the new library for major donors to the campaign, as well as prospects. Chris reached out to both the Mullick Foundation and the Children's Foundation. We will be scheduling a time for them to visit in June when *Lunch, Listen and Learn* begins at Superior as both of their grants supported the kitchenette and *Lunch, Listen and Learn*. Mike Martin from the Martin Family Foundation will be looking for a time they can take a tour as well in the near future. Chris also reached out to the Charles Reinhart Company in hopes of showing them our new space.

## **ANNUAL APPEAL UPDATE**

Total funds raised: \$11,571 received from 71 donors.

**Return Rate:** 10.6%

**Average Gift:** \$163.87

## **FUN FUNDRAISING FACT**

Approximately 80% of donations to non-profits come from individuals and 20% from business/corporate donors.

*Report respectfully submitted by Chris McMullen, Development Coordinator* 4/13/23

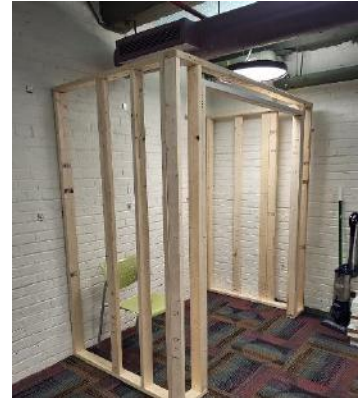
# Facilities Department

## Board Report: April 2023

Here are some of what is happening in Facilities.

We hired two new part time custodians in our department, Olivia and Patrick. They will help us in a variety of different ways in helping us keep our buildings clean, along with projects we are trying to do. Everything seems to be working out great with their additions.

Joy ordered cabinets for more storage in the Meeting Room. She also wanted a closet for bigger items. We have started on the closet, once that is finished, we will assemble the cabinets. More to come on that project.



At Whittaker Road, Plantwise did their annual burn of the prairie, and wetland areas. Later in the year they will return for the chemical treatment to keep out invasive species to protect our ponds and prairies.

At Superior, we have a big project in the works. We are building planter boxes for Nicole's Youth program. We have one done, and two more to go. More to come on this project.



While working on the planter box project, Patrick put up the AED box inside the building in case of an emergency. Mary received a shipment of tables and chairs. Patrick unloaded, unboxed and got everything situated in the building for staff to use.



Superior Landscaping delivered, and are spreading the mulch around the property.

**Submitted by: Jim Reed**

**April 14, 2023**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

April 2023

## Status Report

- New self-check at Whittaker Rd – We have a new self-check to install at Whittaker Rd and have collaborated with staff on the location. We look forward to increasing this offering in what appears to be a popular and active area of our lobby. It will also provide welcomed redundancy to our self-check systems that have been in service for quite a few years now. Scheduled Date: 4/24/2023
- Superior – So far the system as a whole has been working out well, we are looking forward to the community room being finalized along with a few other misc. items. Scheduled Date: 4/21/2023
- Virtual Meeting equipment – All rooms are finished and we're happy to make them available for use. They are a welcomed addition. As a side note our large community room at Whittaker Rd was due for a new projector. We're finalizing that installation and will have a bigger, brighter, and clearer solution available in the next few months.
- Wi-Fi – We've moved forward with some installation requirements and should be done by the end of April.
- New servers – 2023 will continue the process 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, updated backup infrastructure, and brought a few critical/new systems online.
- Zoho Management– We've ordered this exciting new management product and are currently testing and configuring. We'll finish this in the next few months and rollout late spring/summer.

## Overall System Status

- We're currently focused on rolling out new equipment and look forward to reviewing our systems as a whole to determine additional points of improvement through-out 2023.

## New or Upcoming Items

- New ILS System – We look forward to taking part in the selection and implementation process for an exciting new ILS system.

## Michigan Avenue Board Report: April 2023

### Programs

AARP Tax Aide program has wrapped up today, with 299 people served at Mich Ave. This is a fantastic service but is also a volunteer and staff intensive program. Rachel was the rockstar who filled empty slots and made reminder calls. Scott Marlowe had nice attendance from the Paranormal Club to listen to Shetan Noir, author of “Lake Monster and Odd Creatures of the Great Lakes” and books on several other unusual phenomena. Scott’s Guitar Club is scheduled to play on Monday, April 22<sup>nd</sup> at the Ypsi Ale House so these days they are meeting a little longer to shine up their act. Aaron managed the Jimmie Wilson Jr visit at the library for a coffee hour and we had about 30 people in attendance.

Stephanie has planted racks of seedlings that quickly sprouted. Scrap Box led a program on making marble mazes with miscellaneous materials. During spring break all youth staff held a week of Family Read-themed boredom busters. Kelly and Stephanie also held our first First Friday Storytime in the plaza. Maddy ran her Family Painting Program on painting with bubble. Pat continued the kids and tween book clubs along with her read to dog program. Jenny held a Family Maker program on making recycled lid mosaics (or in case, a giant worm) to use up her many bins of lids. Stephanie’s Little Ones storytime is pretty packed. Kelly and Jenny are sharing the Thursday morning Discovery Storytime. Jenny created an I Spy scavenger hunt in a terrarium of retro toys that has engaged many kiddos.

Kelly took TAG members to Ozone House because they had not been there before. Stephanie and Kelly held a teen Escape Room. There were 26 kids in attendance, all working together to solve the puzzles. All puzzles had to be solved to open the Program Room door and get to the “prizes.” It was a lot of work but it was a terrific teen event.

### Staff

Rachel, Kathryn, and Venus all received training from Marianne about handling materials with missing parts or damaged. Aaron attended a webinar on “Inclusion and Belonging: An accessibility audit.” Pat attended the Michigan Youth zoom meeting. Shoshanna is working on the next podcast about the Shadow Art Fair which ran from 2006-2014. Stephanie received a \$500 Miracle Gro grant for garden supplies and programming! She will be conducting a weekly Garden STEM program around lunches in the summer with part of that money. We had an interview with a second EMU School of Social Work student for our internship. Unfortunately, the student decided to go in a different direction. I wrote a grant to the Ypsilanti DDA for funds for Halloween, Christmas, and a summer Country in the City.

### Building

The Program Room’s closet and cabinets are still in progress. IT installed state of the art TVs, vidcams and speaker systems in the Program Room and Room 2. One of the great things is that they are so easy to use! A group of people learning French were very happy to use the TV for their hybrid program. It worked so much better than using the bulletin board and their own laptop.

Joy Cichewicz

April 14, 2023



## Outreach Board Report - April 2023

### BOOKMOBILE

- **On the Road Again!**
  - On April 6th the Bookmobile returned to the road after experiencing some mechanical issues. It was realized how much the community missed it due to gaining new community members. Thursday, April 6 there were 38 people and Monday, April 10 there were 71 people. Look! Uno was played in celebration of the Bookmobile being back on the road:
- **Arab American Heritage Month**
  - Resources and displays in celebration of Arab American Heritage month
    - Example of why it is important to celebrate cultural months on the Bookmobile. An Arab American family was unaware that there was a month that celebrated their culture and was amazed by the display along with a list of resources shared. There was a book listed on the display and the family checked it out. The power of inclusivity!
- **Monthly Scavenger Hunts**
  - There are themed scavenger hunts for the youth on the Bookmobile. This month the theme is STEM (Science, Technology, Engineering, Math). The youth have to find anything related to Astronomy.
- **Michigan Library Advocacy Day!**
  - The Bookmobile will be one of the vehicles honored in Lansing at Michigan's Capitol on April 25, 2023!
  - The majority of the Outreach Team will be in attendance: Monica Porter, Head of Outreach Services, Khi Brenen, Outreach Paraprofessional, Kristi Stiger, Outreach Librarian, Kaitlyn Johnson, Outreach Librarian, and Susana Adame-Goff, Outreach Paraprofessional.



### SCHOOL VISITS

- **Bookmobile**
  - **Scheduled visit East Arbor Academy**
    - **Friday, April 14, 2023**
      - Jonathan Lee, Outreach Paraprofessional and Kaitlyn Johnson, Outreach Librarian will be present at the school.
      - There will be five classes: Kindergarten - 2nd grade
      - There will be a themed STEM story time and the students will check out books.
  - **Scheduled visit Ford Learning Center**

- **Tuesday, April 18, 2023**
  - Ken MacGregor, Outreach Paraprofessional and Kaitlyn Johnson, Outreach Librarian will be present.
  - This visit will include five classes - 2nd-4th grade
- **Scheduled Visit to YIES (Ypsilanti International Elementary School)**
  - **Wednesday, April 19, 2023**
    - Khi Brenen, Outreach Paraprofessional and Kristin Stiger, Outreach Librarian will be present at the school.
    - This visit will include three classes - 1st grade
    - There will be story time and students will check out books.
- **Visit to Eastern Michigan University Children's Institute**
  - **Thursday, April 20, 2023**
    - Ken MacGregor, Outreach Paraprofessional and Kaitlyn Johnson, Outreach Librarian will be present at the school.
    - This visit will include 4 classes - 2 1/2 -4-year old
    - There will be story time.

## **VIRTUAL PRESENTATIONS**

- **Ford Learning Center, April 12, 2023**
  - Kristin Stiger, Outreach Librarian will share programs and services for little ones at a monthly scheduled parent meeting.
- **Lincoln Consolidated Schools, April 13, 2023**
  - Monica Porter, Head of Outreach Services will be presenting on ESL resources, programs and services for a family listening session.
- **Head Start Professional Learning Community, April 19, 2023**
  - **Monica Porter, Head of Outreach Services** will be doing a presentation on services and programs for the age group of 0-5 so that the resource can be shared with families in the community.

## **OUTREACH COMMUNITY EVENTS**

- **Seed Swap, April 1, 2023**
  - **In partnership with Ann Arbor District Library and Matthaei Botanical Gardens at Ann Arbor District Library Downtown Branch.**
    - Monica Porter, Head of Outreach Services and Khi Brenen tabled at the event sharing information about the Ypsilanti Seed Library, provided seeds for exchange from the Whittaker Branch and seeded bookmark giveaways.
    - There were 56 people that visited our table.





## **Easter Egg Hunt, April 8, 2023**

**In partnership with Ypsilanti Community Schools, African American Fraternities and Sororities and other organizations**

Jonathan Lee, Outreach Paraprofessional, Kristin Stiger, Outreach Librarian and Susana Adame- Goff, Outreach Paraprofessional tabled at the event.

Bookmobile was in attendance and we had an impromptu storytime from teens on the Bookmobile.

Shared library resources and gave out Easter kits loaded with goodies and toys.

308 people from the community visited our table and Bookmobile.

- **Family Games Night at Bishop Elementary, April 21, 2023**
  - Kristin Stiger and Kaitlyn Johnson, Outreach Librarians, will be assisting families with fun activities.
- **See, Test and Treat, April 29, 2023**
  - **In partnership with Trinity Health Ann Arbor Hospital**
  - **This is a free Women's health Care Cancer Screening event.**
  - Monica Porter and Susana Adame-Goff, will be tabling at the event sharing supportive library resources.

## **BUILDING PARTNERSHIPS (in the works)**

- **Sergeant Joseph Torres, Eastern Michigan University would like to work with Ypsilanti District Library on some outreach events and other programs.**
- **Justin Schell, Director of Scholarly Technology & Creative Spaces and his team, University of Michigan Library, will possibly be working closely with Ypsilanti District Library and STEM themed Summer Challenge and Summer Challenge Champions.**

# Superior Board Report

## April 2023

### Programs & Events

- We had a full slate of spring break programs, including:
  - Tiny Food Styling to tie in with the Family Reads book
  - Nature's Nightlife, presented by Leslie Science and Nature Center
  - Garden Décor; participants made decorations for the new learning garden
  - Amateur Radio, an intergenerational program about Ham and other forms of amateur radio
  - Mythical Monster Boxes, presented by SCRAP Creative Reuse
- Black Men Read presented a family storytime to an attentive audience of 30. This is the second of four BMR storytimes we are hosting, with support from the Dresner Foundation.
- Stacey's Walking Wednesdays started up. The first three weeks we had pretty terrible weather and no attendees, but are looking forward to better numbers now that the weather has improved.
- Casey of Schultz Outfitters presented a fly-tying program. This was offered as an intergenerational program.
- Our jazz concert with the Phil Hale Jazz Quartet was a huge hit. The room was packed and we heard many positive remarks about it. Thanks to Chuck Anderson for providing this wonderful photo.
- Our spring storytime session is in full swing. We continue to see big numbers. We have been able to add more equipment for gross motor skill activities, thanks to our grant from the Dresner Foundation.
- Humane Society of Huron Valley is doing a 4-part series called Animal Adventurers, in which they teach children about safe interactions with animals (domestic and wild). At the first session, we were graced by the presence of a perfectly-behaved adoptable pup named Missy. Children got to practice greeting Missy one by one.
- This was not a program per se, but it was a complete joy assisting Trustee Winborn and Cheryl Garnett with technology for their appearance on the DPTV/PBS Books' Finding Your Roots: Family Sagas of Pride and Perseverance livestream. Well done!



## Building

- We are still waiting on final work from TelSystems, our AV vendor. They are scheduled to be back for more programming and installation on April 20 & 21.
- Jim and Patrick have been hard at work building our raised beds for the new garden. Nicole is ready to get our beautiful new learning garden planted on May 20.
- Our new board book tower arrived and is lovely.

## Staffing:

- Kallista attended the Michigan Library Association Spring Institute, coming back with all kinds of great ideas for youth programs and services.
- Stacey attended a session of the EMU's Intergenerational Institute and continues to exchange ideas and strategies with representatives from organizations working on intergenerational approaches and services.



Submitted by Mary Garboden,  
April 12, 2023

## Whittaker Road-Adult Services Board Report: April 2023

Here is a listing of April programs:

- Gmail - Basics
- Microsoft Excel – Basics
- Google Docs for Beginners (Adult-Virtual)
- Microsoft PowerPoint – Basics
- Best/Worst/Forgotten Movies Series-Forest Whitaker
- AARP Tax Help (1 session in April)
- Thursday Morning Book Group
- Microsoft Word – Basics
- Small Business Savvy: Franchising as a Career, an Investment, or Both!
- Google Docs Tips & Tricks (Adult-Virtual)
- Microsoft Publisher – Basics
- Wills, Trusts, and Estate Planning
- Microsoft Word – Intermediate
- Google Slides for Beginners (Adult-Virtual)
- From Your Past to the Page: An Introductory Poetry Workshop
- Microsoft Excel – Intermediate
- Vegetable Gardening 101
- Google Calendar - Basics
- Small Business Savvy: Essentials of Digital Marketing
- Thursday Night Craft Club
- Computer Basics - Getting Started
- Electronics Recycling
- Google Sheets for Beginners (Adult-Virtual)
- Virtual African American Authors Book Discussion Group
- Genealogy with Ancestry Library Edition
- Virtual Mystery Lover's Book Group
- Garden questions? Ask The Master Gardener!
- Leader Dogs for the Blind: A visit with a puppy raiser
- Internet Basics - How to Search the Web
- Google Sheets Tips & Tricks (Adult-Virtual)
- Toward a Poetic Album: an Intermediate Poetry Workshop
- Microsoft Excel – Pivot Tables (Intermediate)

Our very popular electronics recycling program will take place on April 22. It's a great service to offer to our patrons and to keep equipment out of landfills. Patrons are also calling now to see if we are going to offer paper shredding again; that program will be held in August.

We finished off our AARP tax help service on April 6<sup>th</sup>. Thanks to AARP volunteers, 142 people had their taxes done for free. Many were elderly, low income, or both and everyone was appreciative. Between

Whit Road and Mich Ave, we were also able to move quite a few people off the wait list. This is clearly one of the most well received programs we do each year.

Summer program planning is nearly complete, look for more information on our plans in future months.

Paula will be doing a brief virtual presentation this month on small business resources and services at YDL, as part of a larger presentation being offered by Washtenaw County.

Robert is the new Whit AS representative on the Summer Challenge committee, they are meeting this month to work on plans for this summer.

YDL is offering two genealogy programs this month from two former Ancestry.com employees; one is for the public, the other is for library staff. We have reached out to make staff at other Michigan libraries aware of this opportunity; it's in person so we don't know how many will be able to make it, but we're glad to share this opportunity with others. Thanks to Sheila for getting this organized when it came up!

Submitted by Paula Drummond April 12, 2023

# Whittaker Youth Services Board Report April 2023

## Programs

### Little Ones

- **Storytimes** 593 people have attended 22 storytimes the first half of the spring season. Marlena's morning storytime for 4-5 year olds is thriving, but overall average attendance is down compared to winter. We are not sure if this is due to nice weather and multiple holidays, or if people are attending storytimes at other locations. We are planning to move one of our storytimes this summer to Fridays so it doesn't overlap with other locations and to offer weekly Nature Play sensory activities near the garden in lieu of one Discovery Time. Psyche hosted a music storytime with Scrap Reuse who brought a DIY shaker project.
- **CirqueAmongus** 65 parents and little ones attended the circus skills workshop Psyche coordinated where they practiced balance and agility.

### Kids

- **Rapunzel** Black and Brown Theatre's retelling of Rapunzel was a hit, with 77 in attendance. Kids made crowns before the show and had photos taken with the performers.
- **Family Read** 218 people attended 7 programs at YDL-Whittaker over spring break and on weekends where we read excerpts aloud that tied into the activities. Composting, parachute people with reused materials, poker, food styling, cooking, and family photos and stories are themes we chose to bring to life with [hands-on activities](#). At one point all 50 copies of the book were checked out as were the digital copies Liz added. Two teachers in YCS are using the book, one with a full class who are using books obtained through MeL, and another with a smaller reading group. The author saw a Facebook post with a link to our resource page and commented about the quality of the content. She is ready for Saturday's virtual visit and has the questions from Pat's book group, which were very thoughtfully prepared.

### Teens

- **TAG** is planning summer programs that focus on relaxation and they will host one big outdoor picnic with lawn games and tie dye t-shirt making. Five seniors graduated this spring, but several people recently signed up, so while numbers have been up and down each month, meetings in 2023 are averaging 6. Every meeting teens mention school related stress of exams and projects they are working on, which along with covid impacts attendance.
- Thanks to Liz Getty for stepping up to chaperone several TAG members from all locations to this year's Youth Driven Spaces conference, which overlaps with the Family Read author visit.

## Other Work

**Book Displays and Books** Jaclyn created April's book display and interactive board, which is all about birds, feathers and reading giving us wings. Ulana has been busy building and maintaining multiple holiday displays along with an Earth Day display. Emma shifted series to tidy them up.

**Tours** Liz led a Girl Scout tour and Marlena led an LCS preschool classroom tour.

**MLA Spring Institute** Liz attended Spring Institute.

**STEM Grant** I continue to be part of the Project STEM @ YDL Toyota grant planning team, helping with the timeline and budget Chris finalized and submitted at the end of March.

**Graham Scholars** Our school year team is finalizing the garden activity lessons they have been working on. Next week the two interns we will host this summer will meet with me to begin paperwork. Monica, Joy, Mary and I will create a schedule so they rotate across locations to help with gardens, outreach, lunch and activities this summer.

**Evaluations** I met each person in the department to set goals for the coming year. I look forward to another great year of working with this team, who are always collegial, supportive of each other, innovative, and community focused.

**TALK** Lisa and I submitted an extended timeline and budget that were both approved by IMLS and we are beginning to work on the final stages of helping get the service in a good place for its continued success as an MCLS product by July 2024.

**Summer Planning** I held a Summer Challenge Work Group meeting this week to continue making plans for this year. All staff in the youth department have been busy planning exciting programs to engage kids and families in STEM, movement, and reading this summer.

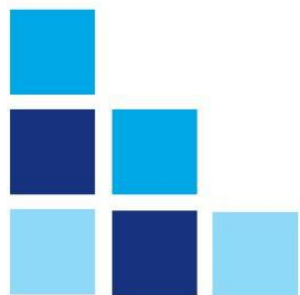
**Submitted by Jodi Krahnke April 13, 2023**





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# **Text and Learn for Kindergarten (TALK): Insight from the Caregiver Perception Survey**

**March 7, 2023**

Dr. Madeline Chimka

Reino Bruder

Anthony Nielsen

Dr. Fernando Andrade

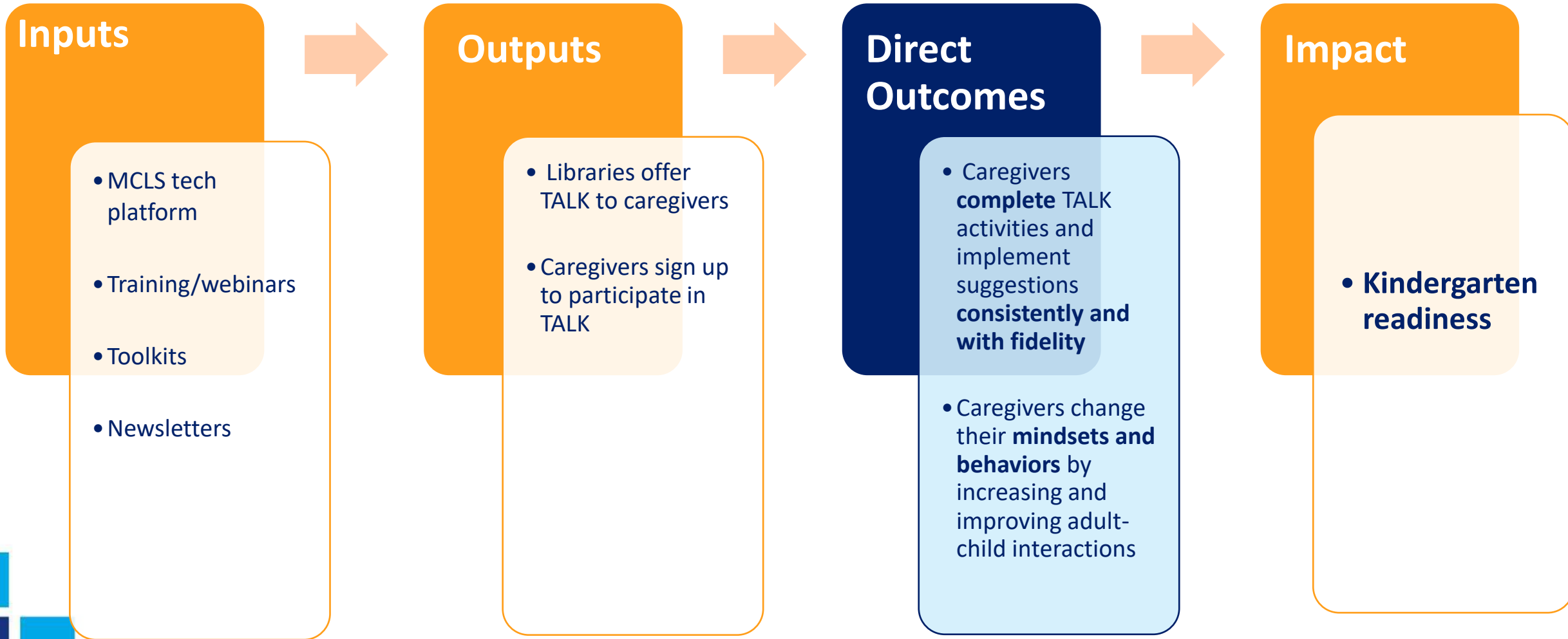
Dr. Jill Claxton

In partnership with Ypsilanti District Library

# Agenda

- Review the TALK evaluation logic model and goals
- Develop a shared understanding of the **Caregiver Perception Survey** and **sample**
- Explore caregiver perceptions using the evaluation's direct outcomes
  - **Direct outcome 1** – Caregivers complete activities/implement suggestions consistently
  - **Direct outcome 2** – Caregivers increase and improve interactions with their child(ren)
  - Differences in direct outcomes based on caregiver characteristics
  - Additional information about caregiver experiences and perceptions of TALK
- Takeaways from caregiver perceptions
- Q&A

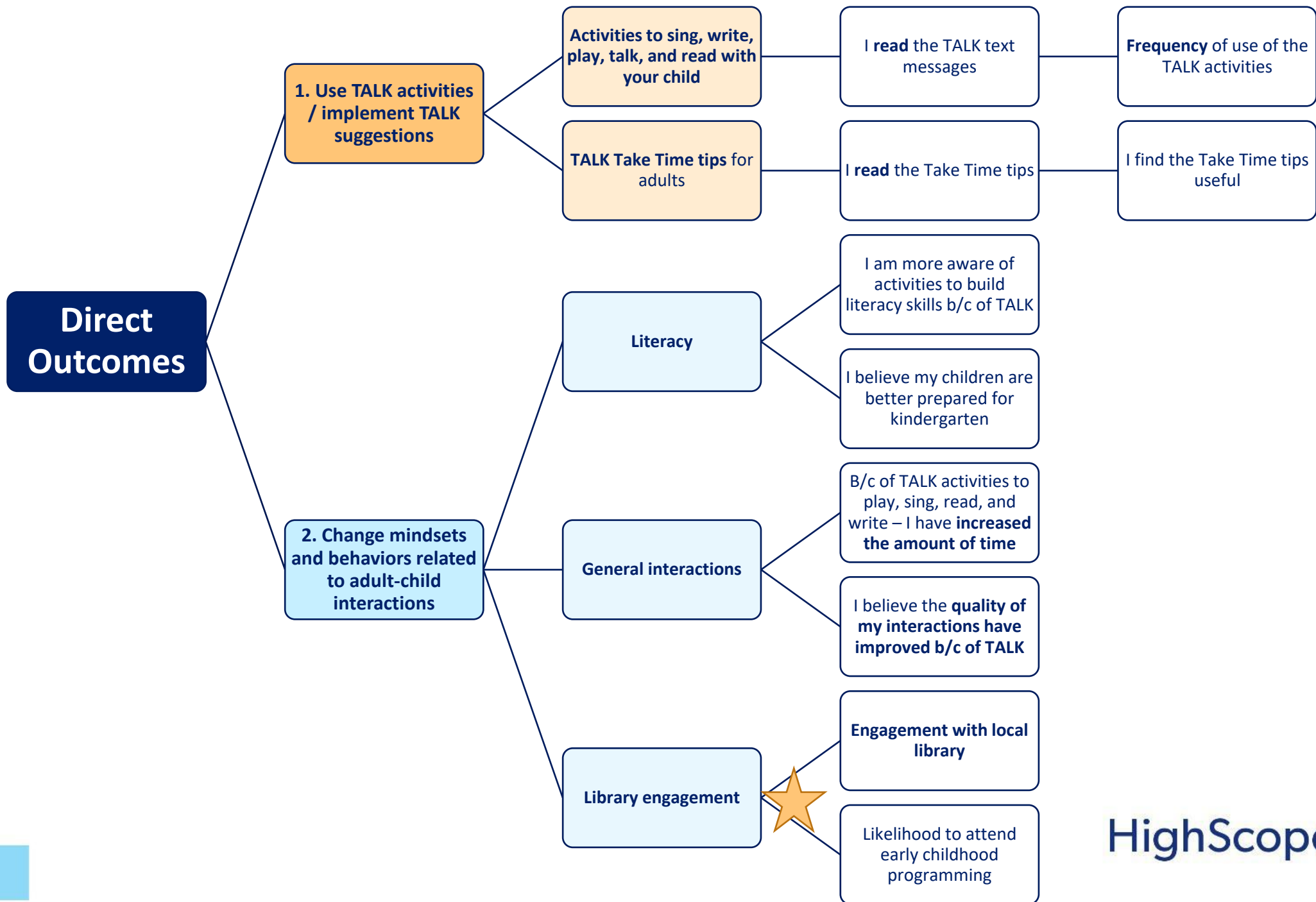
# TALK Logic Model



# TALK Evaluation Goals

## Goals

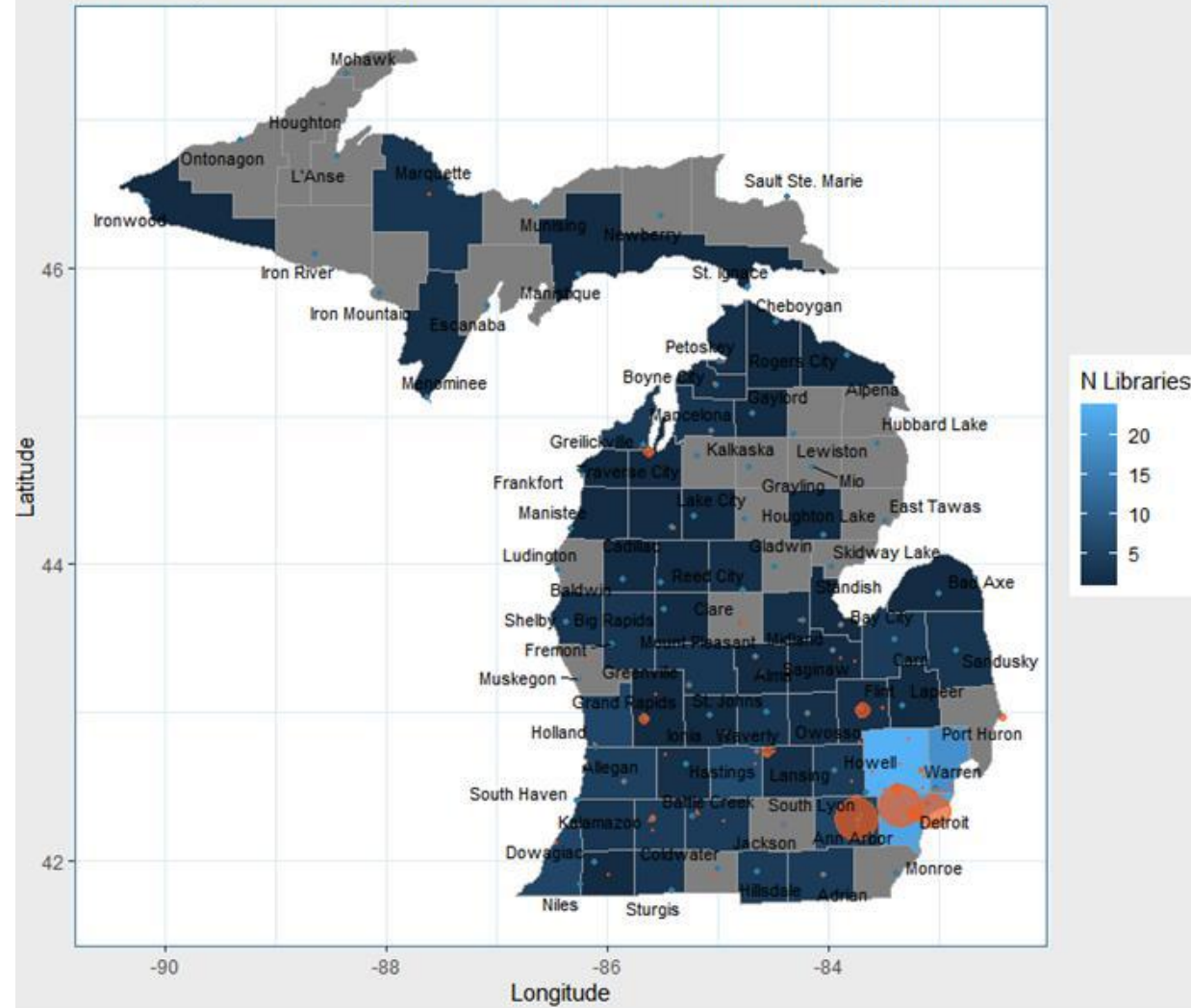
	<u>Year</u>	<u>Instrument</u>
1. Gather <b>usability data</b> (on the new technology platform and web-interface) using surveys and interviews with test libraries to monitor and guide the project	Year 1	Survey items
	Year 2	Interviews (year 1 only)
2. Gather <b>effectiveness data</b> , on the training webinars and toolkits used by libraries to reach patrons in their service areas, using document analysis and survey and interviews with test libraries to monitor and guide the project	Year 1	Survey items
	Year 2	Interviews (year 1 only)
3. <b>Examine TALK reach</b> (including both the number of libraries that choose to offer TALK to families and the number of families that sign up to participate in TALK) using tech platform data and data from optional participant form.	Year 1	Tech platform data
	Year 2	Participant form (year 2)
4. Examine the direct outcomes of TALK (increasing and improving interactions) using caregiver perception survey items	Year 2	Caregiver perception survey
5. Develop a roadmap to share findings to monitor and guide the project	Year 3	Document analysis and items above



# Caregiver Perception Survey and Sample

- December 2022 – January 2023
- 20% survey response rate (699/2700 responses received prior to data cleaning)
- Survey items
  - Caregiver background/characteristics
  - Items specific to **Direct Outcome 1: Completing activities consistently**
    - *“How often do you use the TALK activities shared via text message to sing, write, play, talk, and/or read with your child?”*
  - Items specific to **Direct Outcome 2: Changing caregiver mindsets and behaviors**
    - *“How much do you agree or disagree with the statement: I believe the TALK activities have improved the quality of my interactions with my children.”*
  - Additional information about caregiver experiences with TALK
    - *“Would you recommend TALK to a family member or friend?”*
    - *“Where did you learn about TALK?”*

The dispersion of Michigan TALK users based on IP-Address geolocation

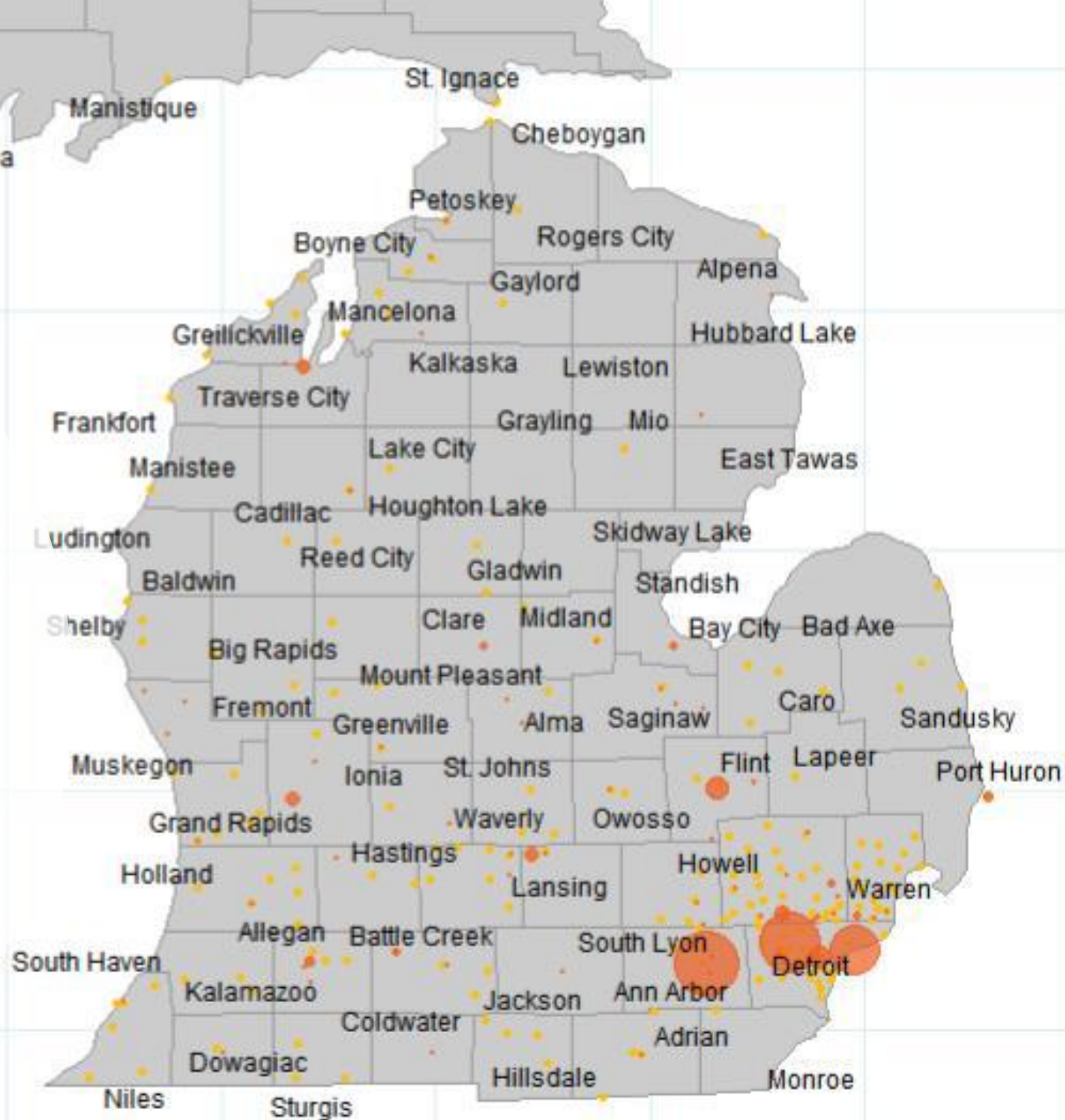


**Map 1:**  
TALK library  
density by  
county and  
caregiver  
survey  
response  
density

## Map 2:

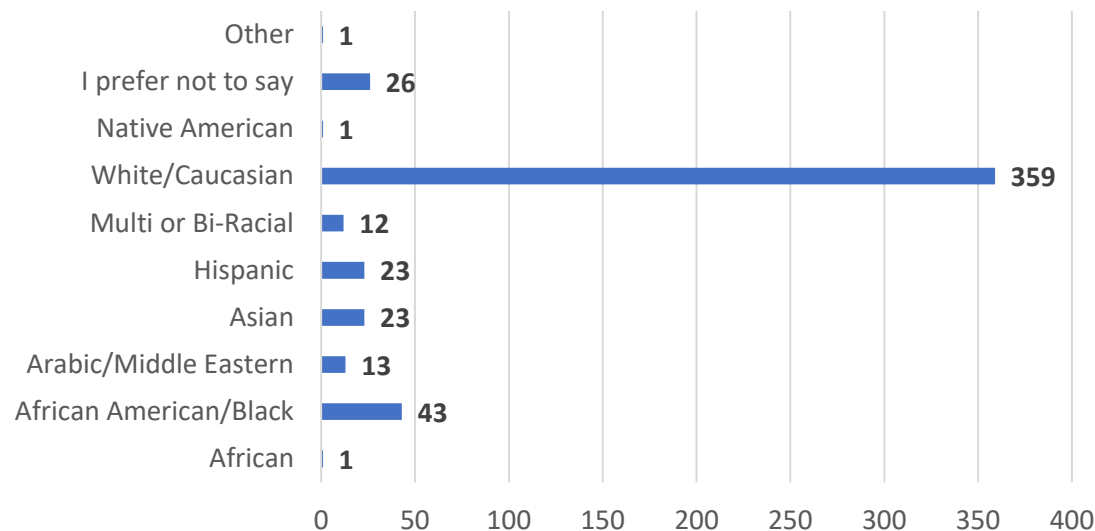
A closer look at TALK libraries & caregiver survey response density in Southeastern Michigan

- TALK library
- Caregiver sample response

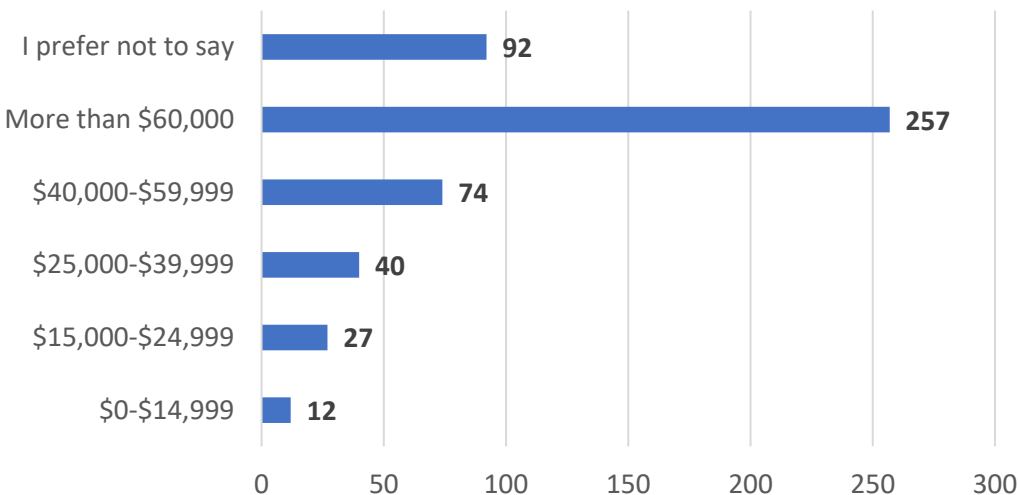


# Caregiver characteristics from sample

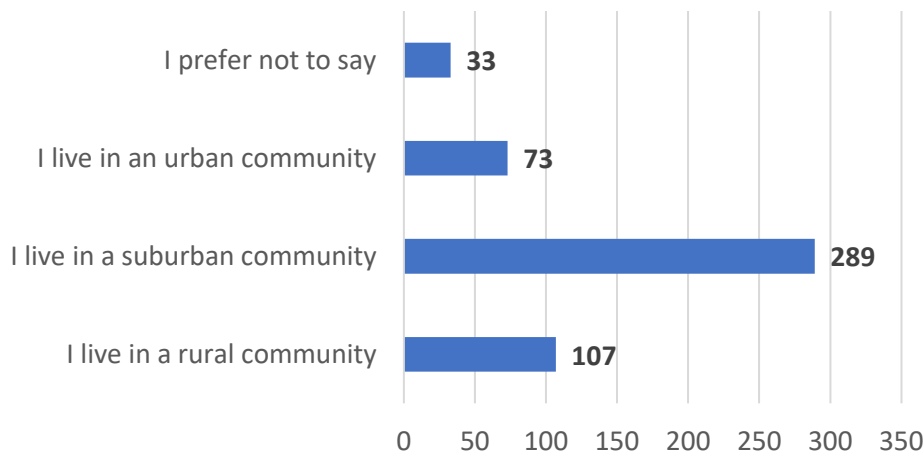
Graph 1: Reported caregiver race/ethnicity



Graph 2: Reported caregiver income

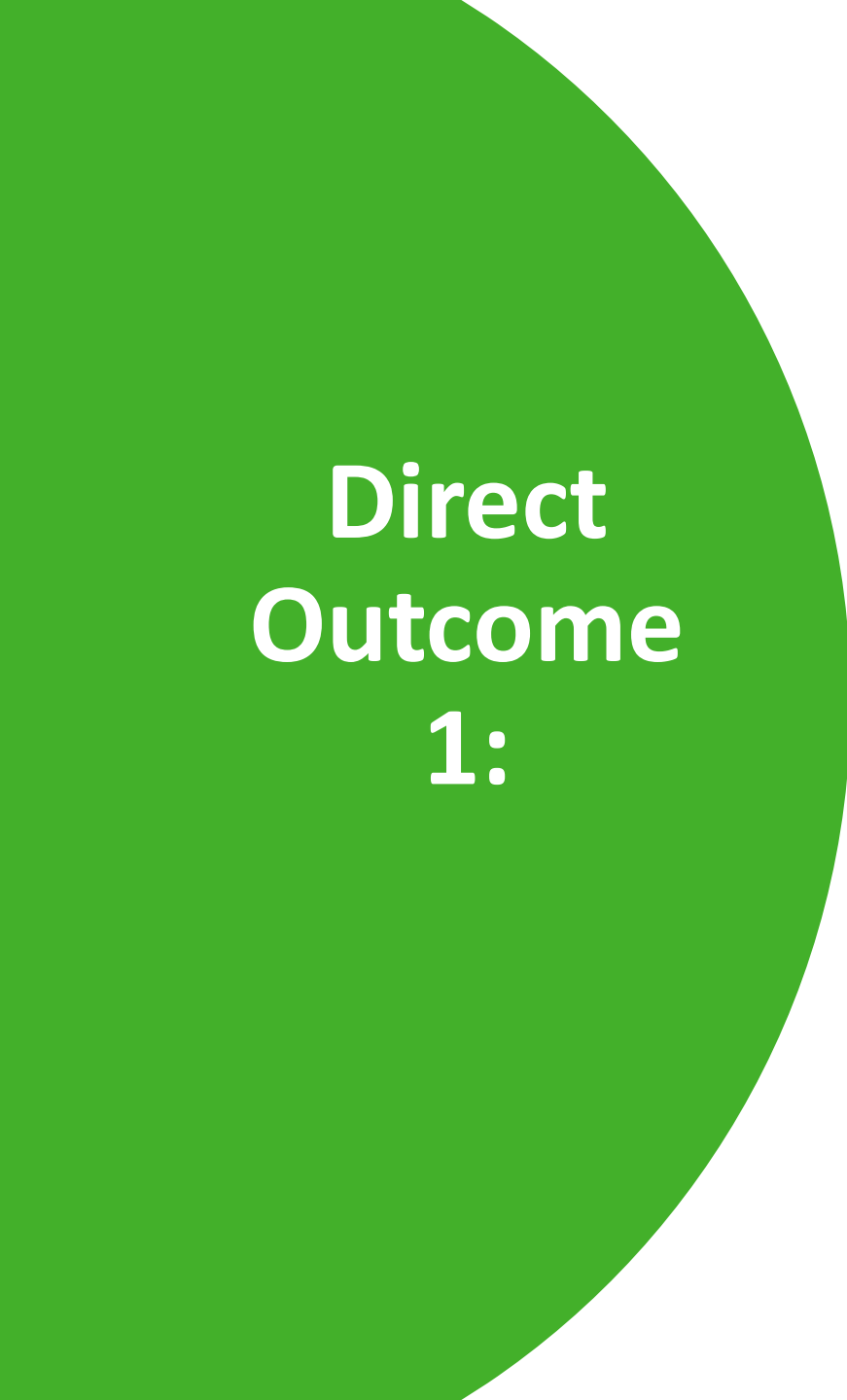


Graph 3: Reported community type



Reported caregiver primary language

- Most sampled TALK users reported that their primary language is English
- 16 additional primary languages were reported with the following most reported:
  - Spanish (10)
  - Prefer not to say (5)
  - Arabic (5)



# Direct Outcome 1:

Caregivers

(1) complete **activities**

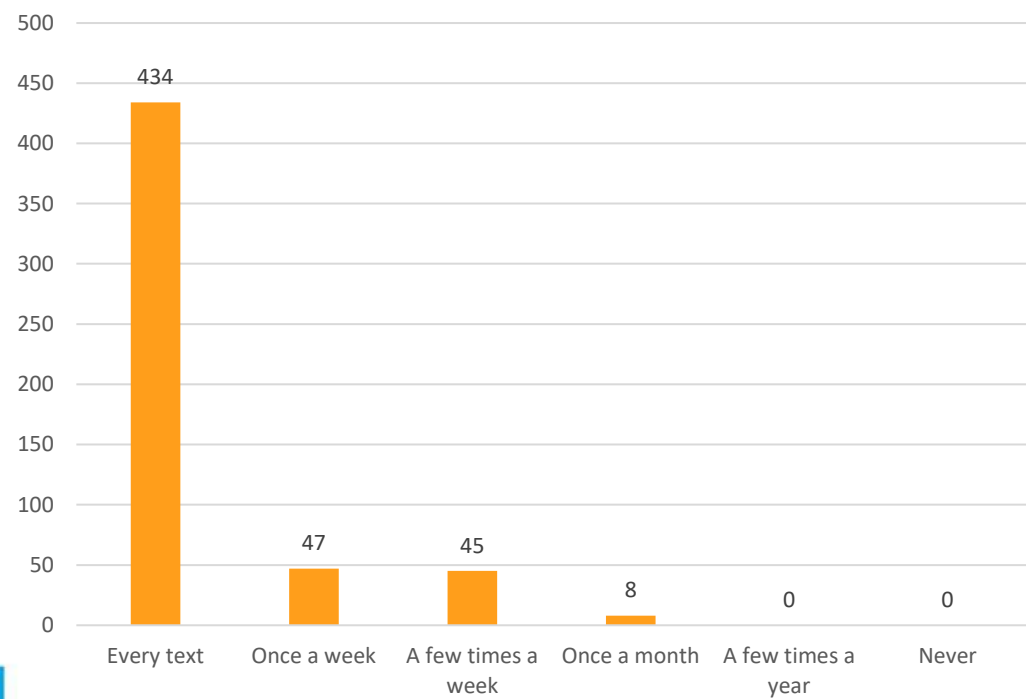
(2) implement **suggestions**

**consistently** and with fidelity

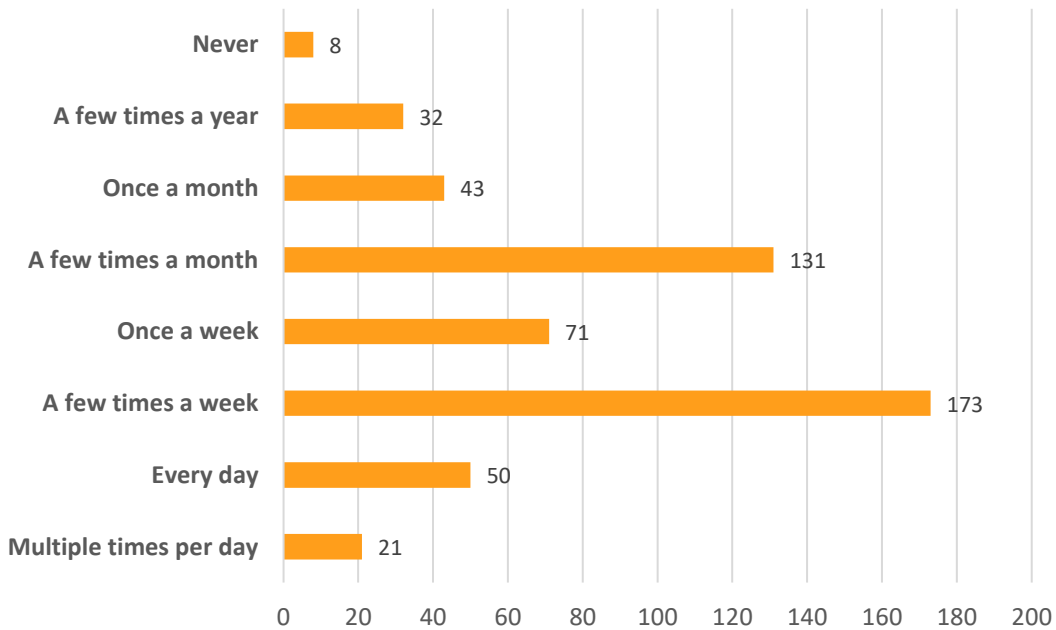


# Most sampled TALK users **read** every text (81%) and **use** TALK activities at least once a month (92%)

Graph 4: How often do you **read** the TALK text-messages?

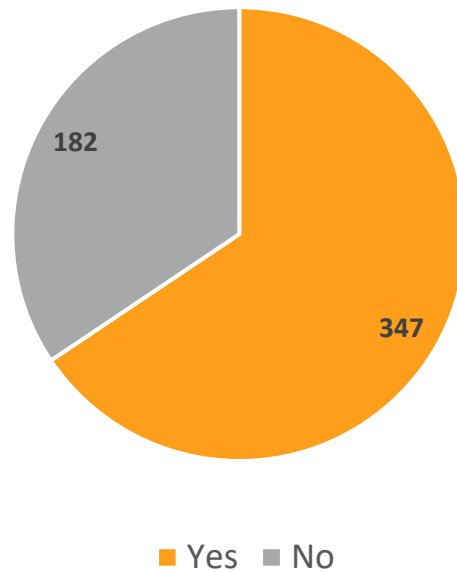


Graph 5: How often do you **use** TALK activities?



# Most sampled TALK users read the TALK Take Time tips and find them useful

Graph 6: Do you **read** the TALK Take Time tips for adults?



**91% agreed or strongly agreed that they find the Take Time Talk tips for adults useful**

## Direct Outcome 2:

Changes in caregiver **mindsets** and **behaviors**

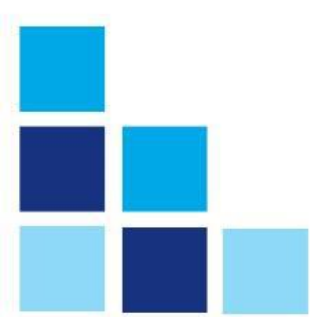
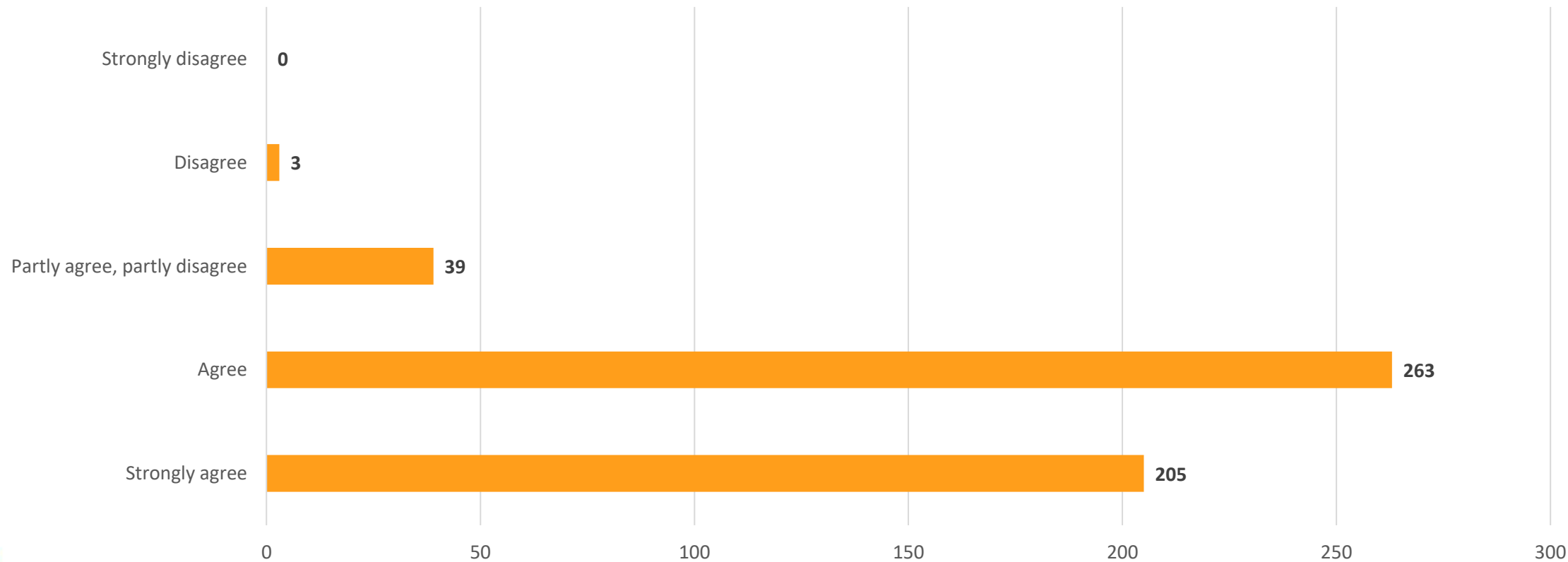
***Specifically related to:***

- *Literacy*
- *Frequency of interactions*
- *Quality of interactions*
- *Library engagement*



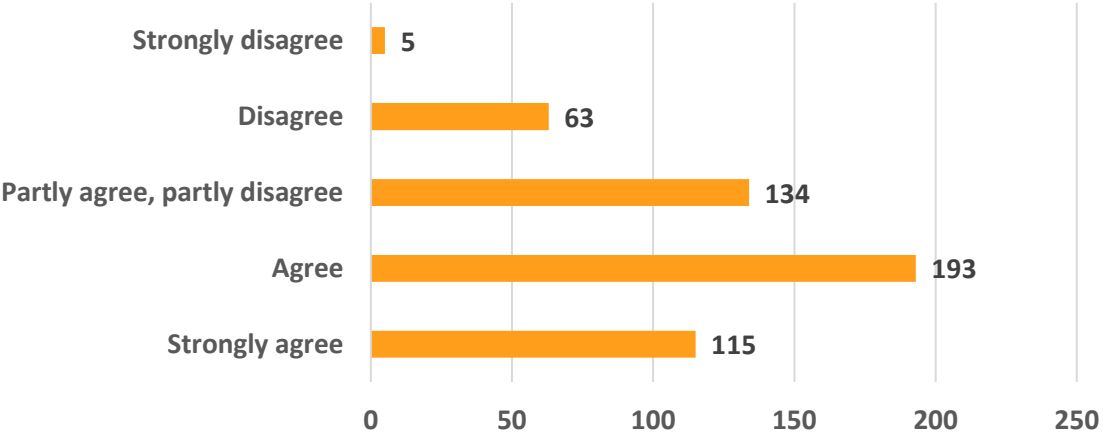
# 92% of sampled caregivers agree or strongly agree they are more aware of activities to build their children’s literacy skills because of TALK

Graph 7: I am more aware of activities to build my children's literacy skills b/c of TALK

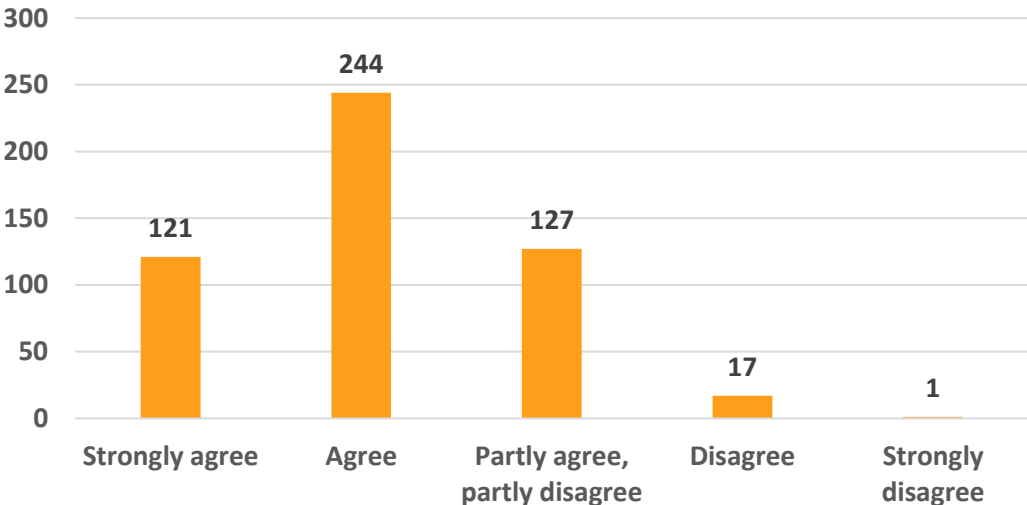


# Most sampled caregivers perceived that TALK increased and improved caregiver-child interactions

**Graph 8:** Because I use TALK activities to play, sing, read, and write with children I have **increased the amount of time** I interact with my child(ren).

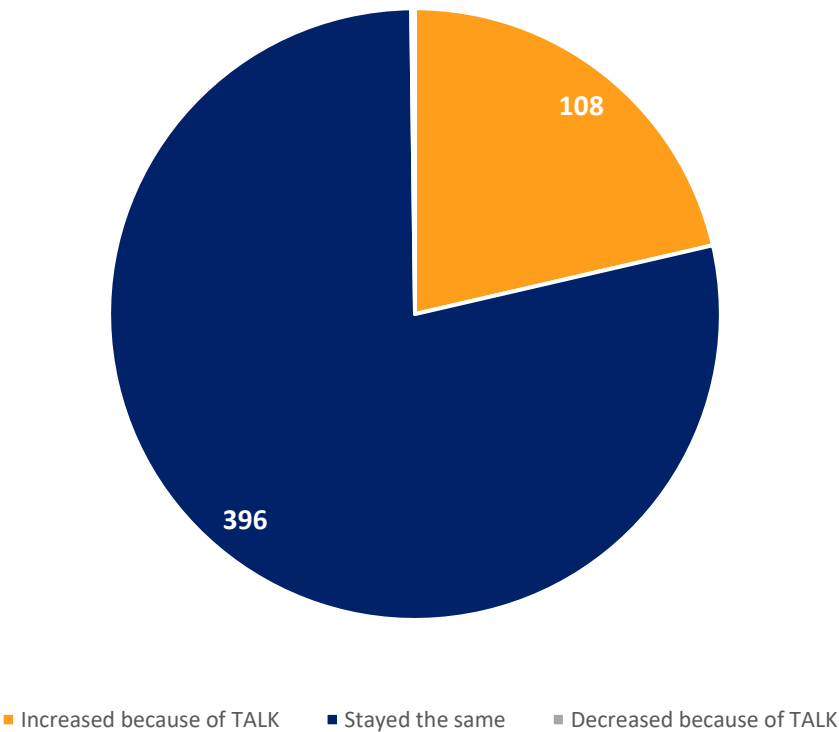


**Graph 9:** I believe the TALK activities have **improved the quality** of my interactions with my child(ren)



# About a quarter of sampled TALK users reported their library engagement **increased because of TALK**

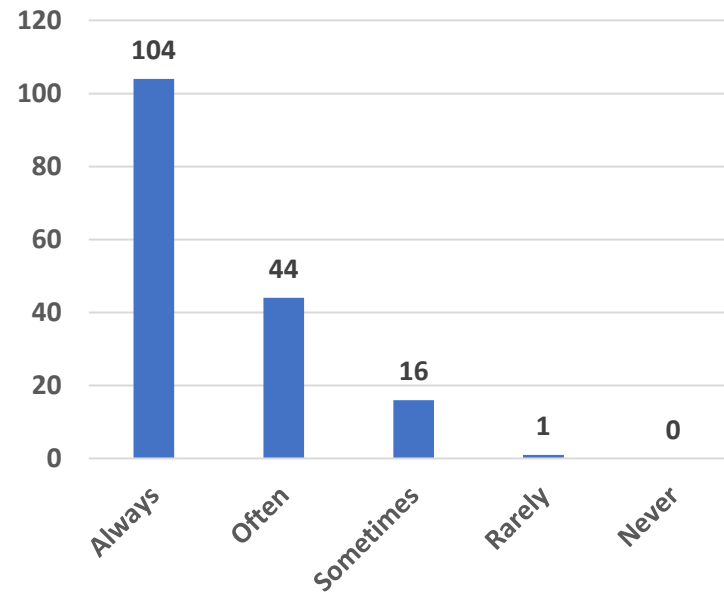
Graph 10: Library engagement



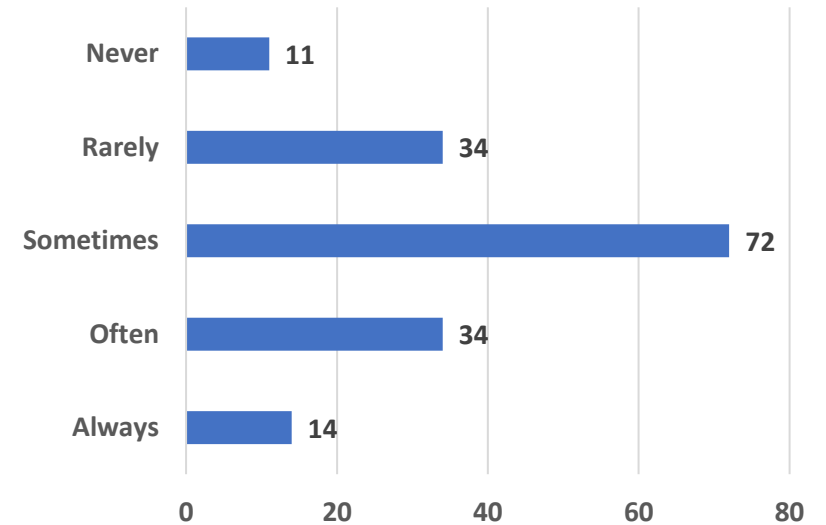
# Most sampled TALK users read local event library text messages *if* they receive them

A little less than a third (32%) of sampled TALK users receive TALK event text messages from their local library

Graph 11: How often do you **read** event messages?

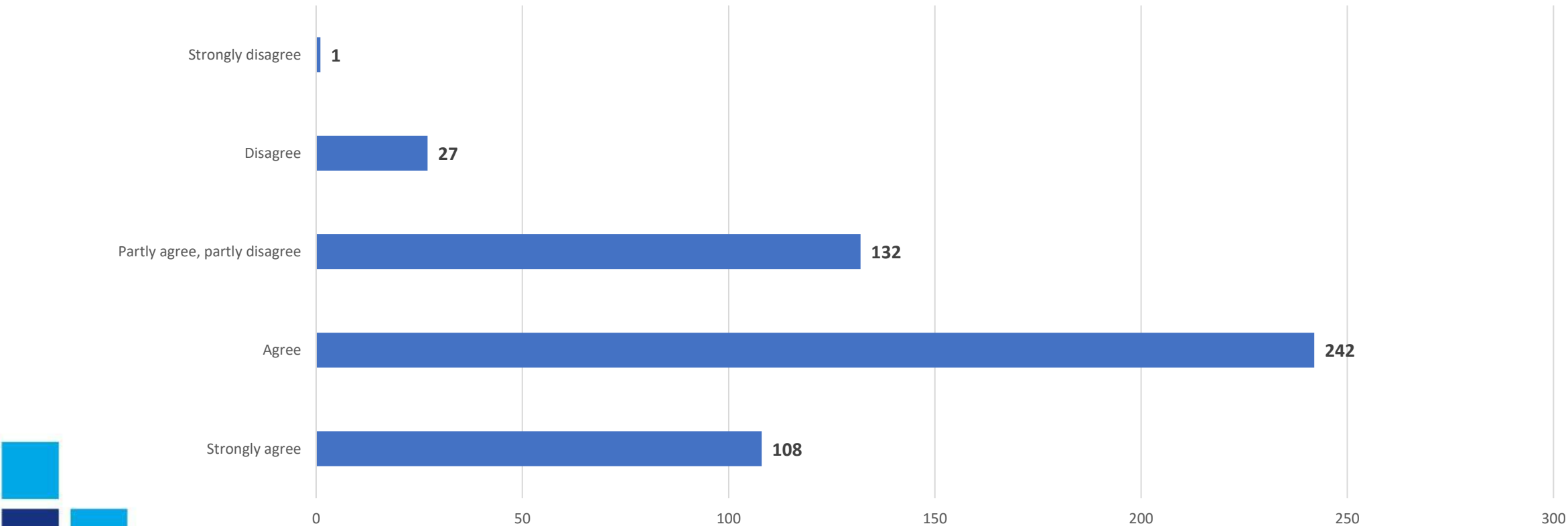


Graph 12: How often do you **attend** a library's programming after receiving a TALK message?

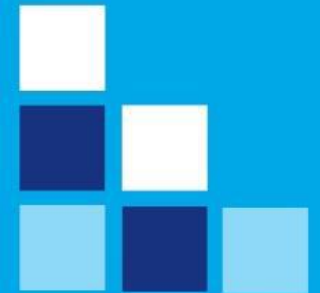


# Most sampled caregivers believed that their children were better prepared for kindergarten because of TALK

Graph 13: I believe my children are better prepared for kindergarten



# Differences in direct outcomes based on reported caregiver characteristics



# Differences in direct outcomes emerged based on caregiver subgroups

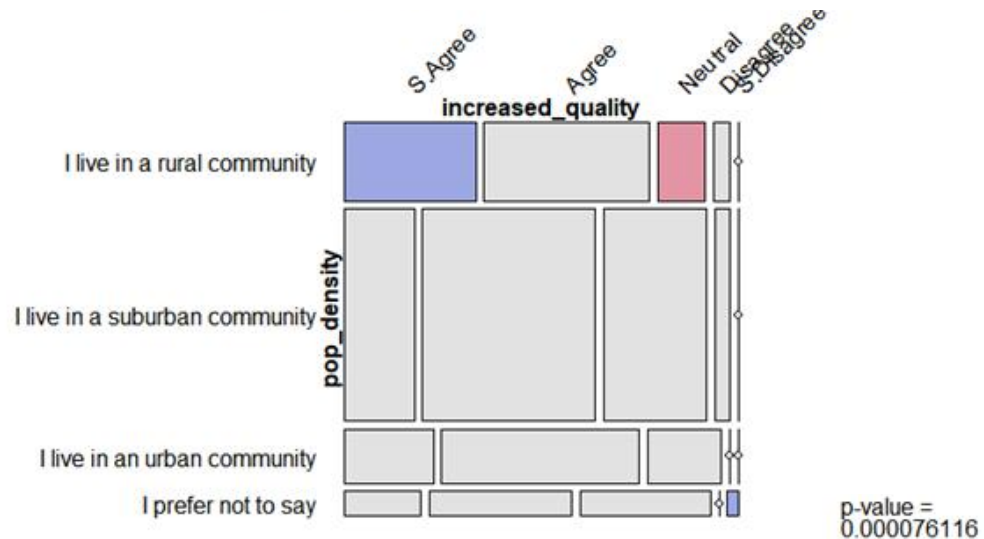
Based on what we learned from open-ended items and from what we learned from the pilot study, we tested for:

- Differences between caregivers based on reported **community type**
- Differences between caregivers reported **income**
- Differences between caregivers that **receive event text messages about local library programming**

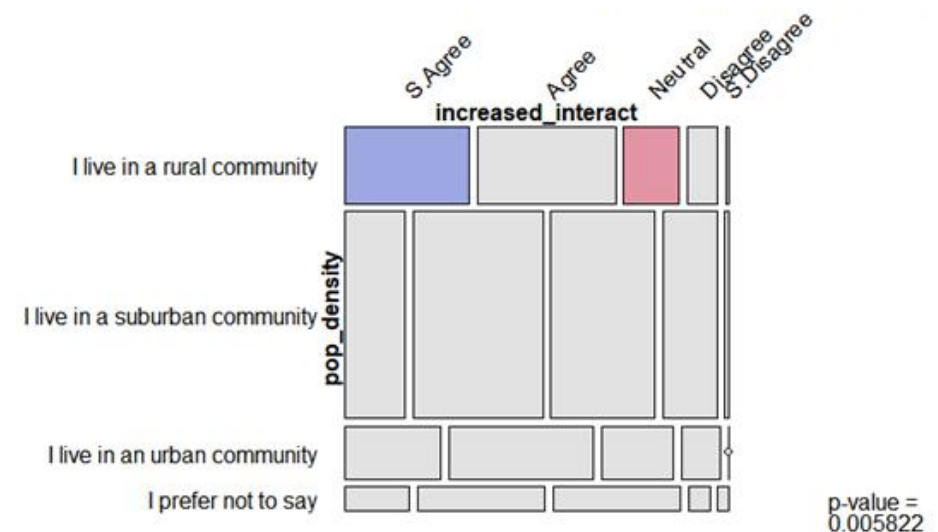


# Sampled caregivers from **rural communities** perceived more changes in the **frequency** (play, sing, read, write) and **quality** of adult-child interactions

**Diagram 1: Increased **quality** by community type**

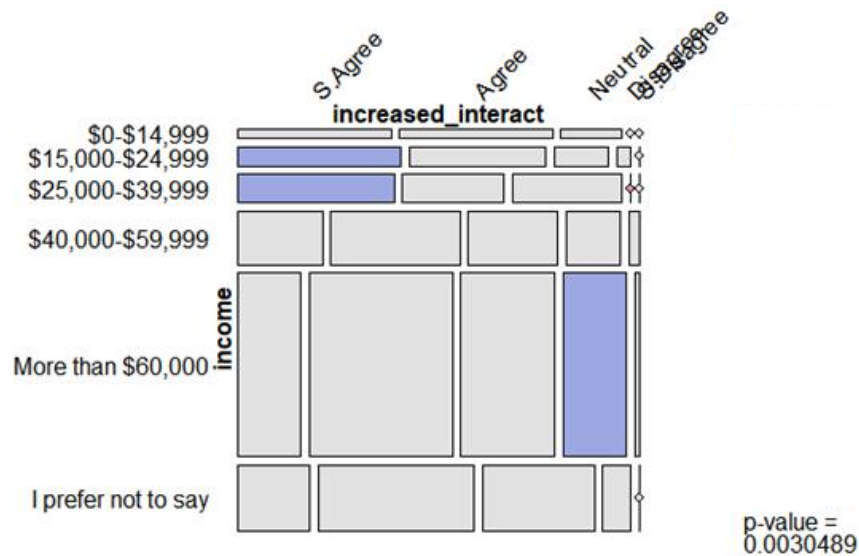


**Diagram 2: Increased **interactions** by community type**

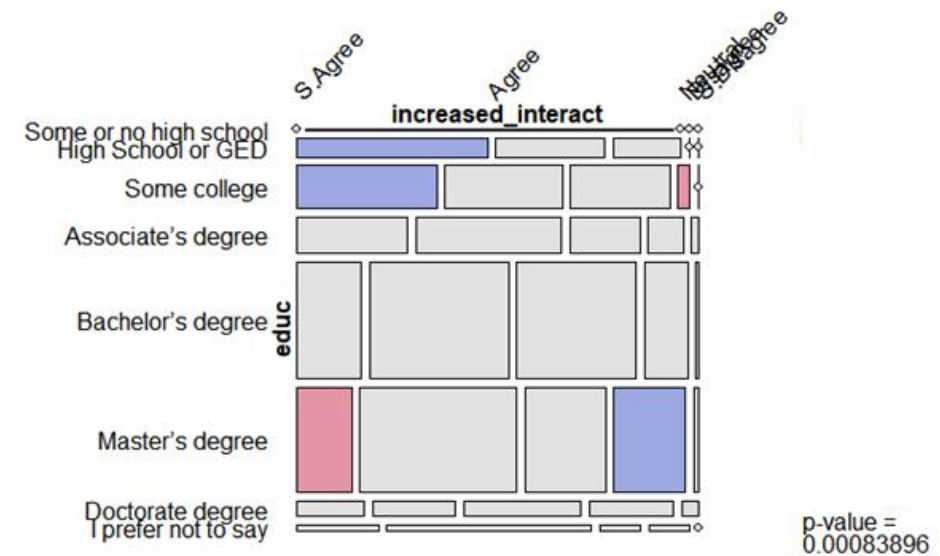


Differences emerged between sampled caregiver sub-groups (**income** and **education**) perceived changes in **frequency** of adult-child interactions (play, sing, read, write)

**Diagram 3: Increased interactions by reported income**

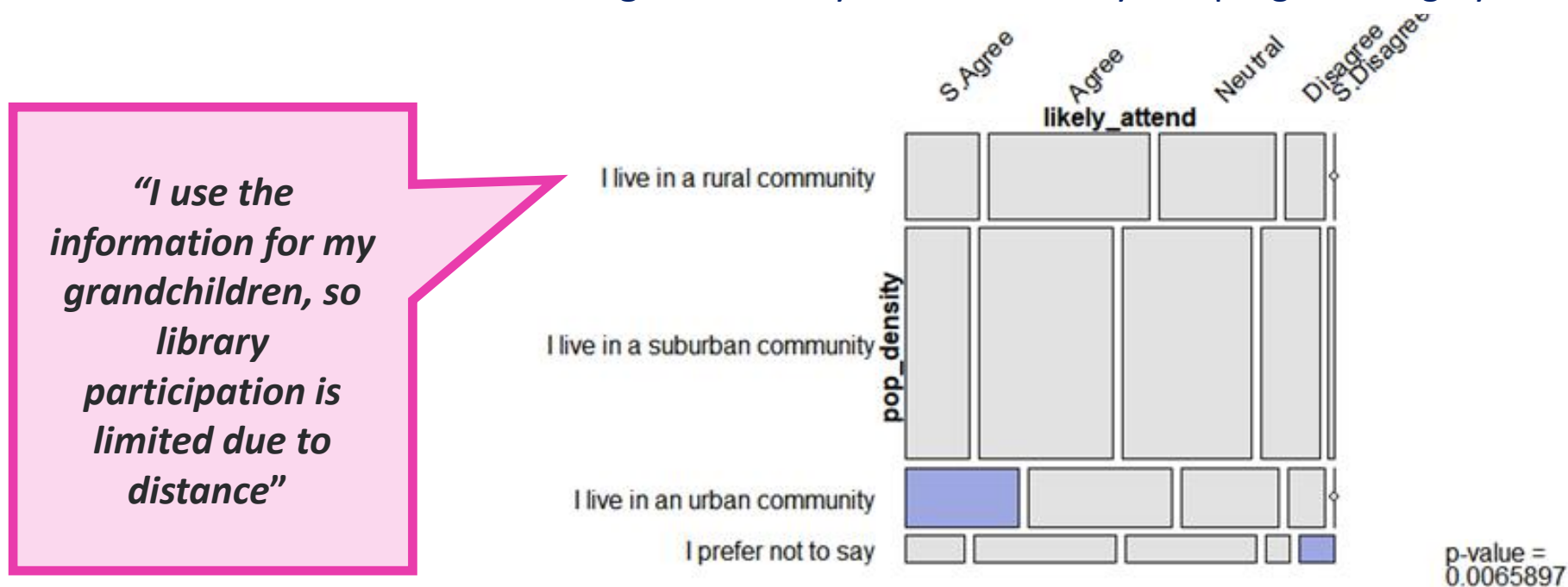


**Diagram 4: Increased interactions by reported education**



# Sampled caregivers living in **urban** communities **were more likely to attend their library's early childhood programming after signing up for TALK**

Diagram 5: Likely to attend library ECE programming by community type



# Sampled caregivers responded differently about changes in library engagement based on reported education and if they receive TALK library event messages

Diagram 6: Library engagement by TALK event messages

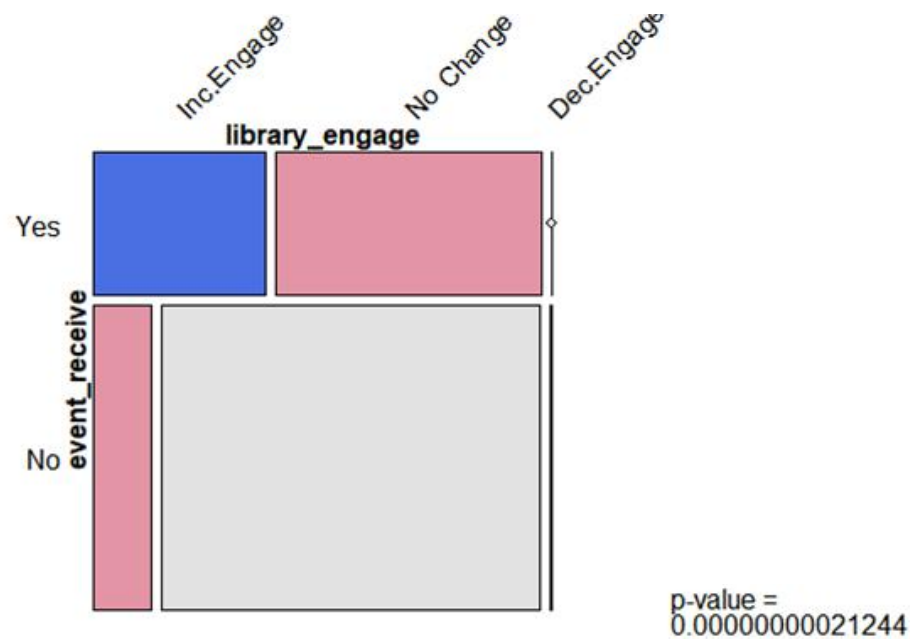
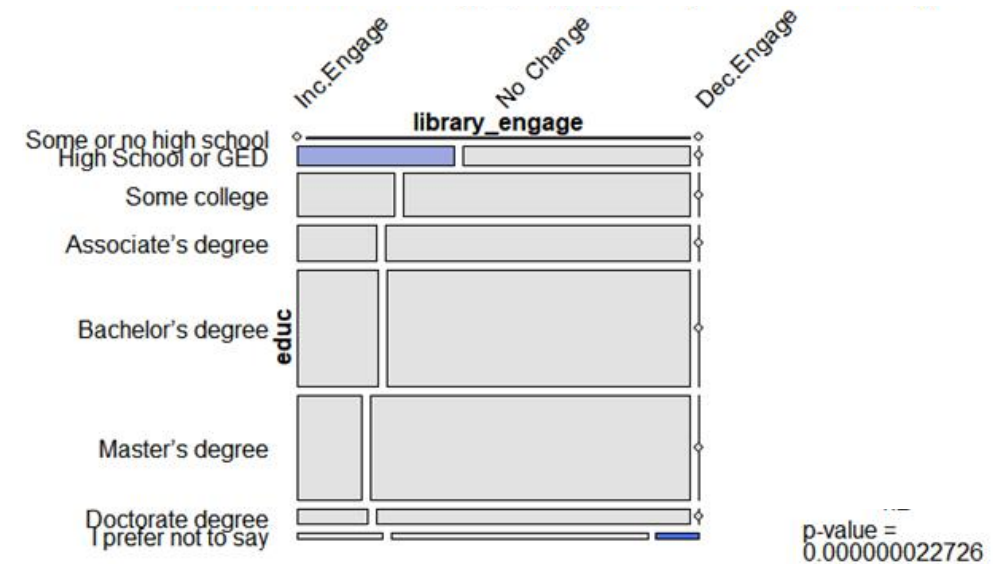


Diagram 7: Library engagement by reported education



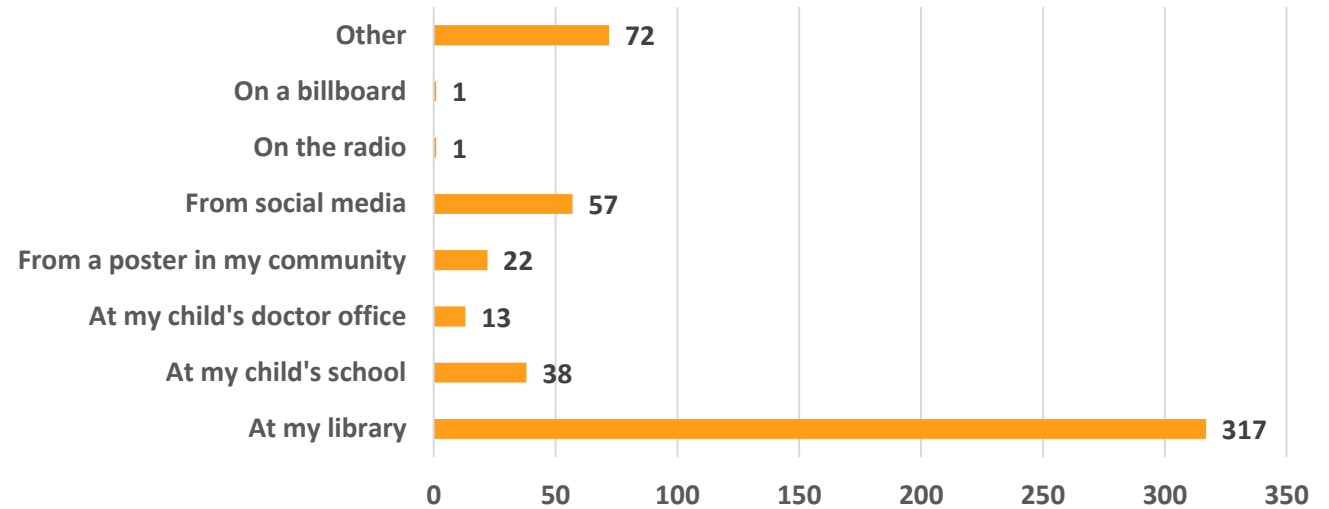
# Additional information

- How did caregivers learn about TALK?
- Would caregivers recommend TALK to a friend?
- Themes from open-ended response

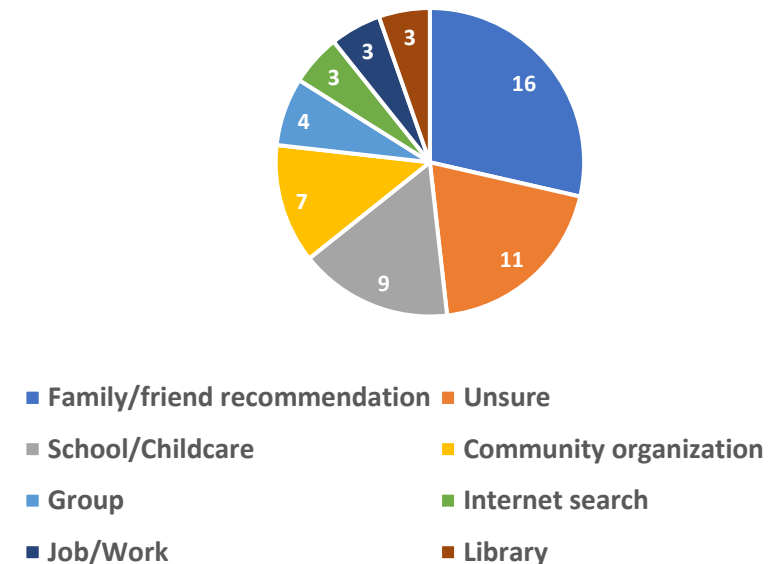


Most sampled  
users learned  
about TALK from  
their library

Where did you learn about TALK?



Other coded responses



# Even without prompting, most caregivers **praised** TALK

95% of sampled TALK users reported that they were **likely** or **very likely** to recommend TALK to a family member or friend with young children.

## Categories of praise for TALK

Child development and learning

Ease of use

Resource for activities

*"I think it's a great program and all **parents** would benefit from it, especially new parents"*

*"I have found "TALK" to help generate more opportunities as a **Grandmother** to be part of my grandchildren's education. Using your ideas have helped me understand the importance of communication in reading, writing, listening, watching the world around us to improve language - thank you!"*

*"As a retired early elementary **educator** (for over 40 years) I think the TALK ideas are great! My grandson and I enjoy following their suggested activities."*

HighScope.org



# A small number of sampled TALK users shared feedback and suggestions

Did not meet my child's needs	<i>"Occasionally the suggestions seem <b>way ahead</b> of my child's age"</i> <i>"I feel that my child is past many of the activities I receive and <b>needs something more advanced</b>"</i>
Local library messages not linked	<i>"I haven't heard about any information with my local library, I wish talk would send me info about that."</i>
Timing of messages	<i>"I really so enjoy the daily activities/ideas from TALK. I wish they didn't come so late in the evening though, if they were sent morning/early afternoon I'd have more time to plan it out to do with the kids."</i>
Too many texts	<i>"I receive too many text messages, it's overwhelming. I don't like receiving them in the middle of the week because I never have time to do things since my child is in daycare. Receiving the messages on Saturday mornings would be preferable."</i>



*"book recommendations for my toddler..."*

*"seasonal activities"*

*"activities for my six-year-old"*

HighScope.org

# Takeaways from sampled caregiver perceptions of TALK

- Sampled caregivers perceive TALK as a valuable and easy-to-use tool to support their children
- Most sampled caregivers learn about TALK from their library
- Most sampled caregivers read TALK texts and implement activities at least once a month
  - More than half of sampled caregivers (60%) reported using TALK activities weekly
  - Allowing caregivers to select the timing of the TALK messages might encourage implementation
- Most sampled caregivers perceived changes in their (1) **awareness** of **literacy resources**, (2) **frequency** of adult-child interactions, and (3) **quality** of adult-child interactions
  - Differences in terms of changes in frequency of interactions emerged based on reported community type, income, and education
- TALK is not only a way for caregivers to interreact with their library, but event text messages might be a way to increase library engagement

# Timeline of next steps

**March 2023**

Caregiver perception  
survey presentation

**August 2023**

Roadmap report

**April 2023**

MiAEYC presentation

**October 2023**

American Evaluation  
Association Conference

HighScope.org



# **Old Business**

# New Business

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 4/13/2023

**Re:** Consideration of a resolution to purchase a new library vehicle

We budgeted \$35,000 this year to purchase a new vehicle to replace our 2010 Ford Flex, which has been out of service for several months. Since its acquisition in 2016, staff put the vehicle to a broad range of uses, including:

- Daily delivery of materials between branches
- Books on Wheels delivery to homebound patrons
- Travel to conferences, workshops and meetings
- Towing the YDL trailer to take the book trike to events or transport large items
- Shopping for supplies

Currently staff are using personal vehicles and being reimbursed for mileage to meet most of these needs. Now that spring has arrived we'd like to use the book trike again, so we need a vehicle that can tow the trailer.

We have a strong relationship with Butman Ford; they sponsored our purchase of the Flex and a bench at new Superior, and have hosted the Bookmobile at events on occasion. We test drove a 2020 Explorer with 21,000 miles that we wanted to purchase. It seemed like the perfect solution and was in our price range. Despite assurances it was "on hold" for us, in the intervening time awaiting the Board meeting it was sold to another buyer, a great disappointment.

Given that vehicles are very in-demand, I request authority to spend up to \$35,000 to make a purchase as soon as a suitable replacement is identified.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-15

April 19, 2023

RESOLUTION TO AUTHORIZE THE LIBRARY DIRECTOR TO PURCHASE A NEW  
LIBRARY VEHICLE

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is hereby authorized to approve the purchase of a new library vehicle  
for an amount not-to-exceed \$35,000.

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

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

YES:      NO:      ABSENT:      VOTE:

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 4/11/2023

**Re:** Approval of a proposal to preemptively replace aging HVAC gaskets at Whittaker

Whittaker is heated with water piped in a loop around the building. The system is 20 years old, and we have had gasket failures in a number of locations. Each time one of these gaskets fails there is leaking, possibly resulting in damage to materials and equipment. The repairs require a full shut-down and draining of the system, which is disruptive and expensive. After the last incident, I asked Campbell to provide a quote for preemptively replacing all the gaskets, to save money and avoid disruptions. They quoted this on a not-to-exceed time and materials basis, and estimate the work would take 2-3 weeks.

This was one of the projects prioritized and recommended by the Facilities Committee for 2023. I request your approval of the attached quote for \$39,358.00 to perform this work.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-16

April 19, 2023

RESOLUTION TO AUTHORIZE HVAC REPAIRS AT WHITTAKER ROAD

---

Whereas, the Whittaker Road heating, ventilating and air conditioning system is 20 years old and its aging gaskets are beginning to fail, and

Whereas, with each gasket failure YDL risks damage to materials and equipment as leaks occur, and

Whereas, Campbell, Inc. has provided a proposal to preemptively replace the remaining gaskets and prevent future leaks of this nature, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached work authorization agreement from Campbell, Inc. to replace the gaskets the HVAC system at Whittaker Road at a cost of \$39,358 is approved.

BE IT FURTHER RESOLVED that:

The Capital Asset Replacement Fund will be used for this project.

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

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

YES:          NO:          ABSENT:          VOTE:



Phone: (419) 476-4444

Fax: (419) 476-9352

## WORK AUTHORIZATION AGREEMENT

Customer: Ypsilanti Dist. Library Whitake  
Site Contact: Mr. Jim Reed  
Project  
Address: 5577 Whitaker  
City: Ypsilanti  
State/Zip: MI 48197  
Phone #: 0

Project Name: Re-Gasket Hot Water Heating System  
Contact: Ms. Lisa Hoenig  
Invoice  
Address: 5577 Whitaker  
City: Ypsilanti  
State/Zip: MI 48197  
Email: 0

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

**Proposal#**

**PP16398**

**Subject: Hot Water Heating System Grooved Fitting Gasket Replacement**

Due to the ongoing problems with leaks in the hot water heating system Campbell recommends replacement of the EPDM gaskets used on the grooved fittings.

Scope of work:

- 1) Strip insulation to expose the fittings.
- 2) Disassemble, clean and inspect the pipe and fittings for excessive wear 2" - 4".
- 3) Replace each fitting gasket and apply sealant.
- 4) Fill and test the system integrity.
- 5) Reinsulate effected pipe and fittings.

Total Cost: Thirty Nine Thousand, Three Hundred Fifty Eight Dollars (\$39,358.00)

Please note, our price is based on the assumption that the fittings are in usable condition, any fittings found that can't be reused will be quantified and quoted separately.

**Exclusions:** overtime work, any repair or additional work not included in this scope.

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

**TERMS: 50% at signing and 50% on completion with invoices due and payable within 10 days of receipt.**

**Additional terms and conditions on the second page.**

**CONTRACTOR:**

Campbell, Inc.  
DocuSigned by:

Kevin Coakley  
Kevin Coakley

3/2/2023

(DATE)

**CUSTOMER:**

(SIGNATURE)

(PRINT NAME)

(DATE)

By Authorizing work you are agreeing to attached Terms and Conditions

Page 1 of 2



## TERMS & CONDITIONS

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

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 4/12/2023  
**Re:** Approval of Whittaker curtain wall windows remediation phase III

Phases I and II of the repairs to Whittaker’s curtain wall windows yielded good results. In phase II of the project, Glasco sealed the glass in bays 4 and 5, where staff recorded the majority of leaks following the completion of Phase I. Those two bays have held up well, but we need to finish the remaining four.

O’Neal Construction (project manager) and Terracon (YDL water remediation consultant) have existing contracts with YDL for work on the windows. Both will submit change forms to accommodate this project without revisiting the lawyers.

As reported at the last meeting, the Facilities Committee met on 3/13 and recommends moving ahead with sealing all four remaining window bays.

O’Neal/Glasco project cost: ..... \$252,990.00  
Terracon consulting and testing costs: ..... \$18,000.00  
**Grand Total:..... \$270,990.00**

We would also like Terracon to undertake water infiltration testing to find out where the water leaking onto the second floor ceiling tiles is coming from. There could be additional costs if it is determined that the problem could be remediated in the course of Glasco’s work, so I have added a modest contingency to the resolution. If additional funds or a different approach is required, we will need to address it separately.

If this resolution is approved, Glasco would begin work in mid-June. All work would take place on the exterior of the building, with a duration of approximately 4 months.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-17

April 19, 2023

RESOLUTION TO AUTHORIZE THE COMMENCEMENT OF PHASE THREE WHITTAKER  
CURTAIN WALL WINDOW REMEDIATION WORK AND USE OF CAPITAL ASSET  
REPLACEMENT FUND MONIES FOR THE PROJECT

---

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

Whereas, the Whittaker Road Library windows have leaked since the building opened, and

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

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

Whereas, using design specifications prepared by Terracon, Inc., O’Neal Construction solicited bids from qualified subcontractors of various trades to perform phase one of the work in 2020, and

Whereas, phase two was completed in 2021, with Glasco successfully sealing two of the curtain wall bays,  
Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage O’Neal Construction, Inc. for project management services, including administering the Glasco subcontract, and Terracon, Inc. for building enclosure consulting services, as detailed on the attached proposals.

BE IT FURTHER RESOLVED that

An amount not to exceed \$280,000 from the Capital Asset Replacement Fund shall be allocated to this phase of the project.

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

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

YES:        NO:        ABSENT:        VOTE:

# Ypsilanti District Library Building Envelope Repair Phase 3

## Cost Estimate

Date: 3/29/2023

Based on: Terracon drawings dated 6/2/2020



Category Name:	Pricing Source:	(4) Bay Total	Remarks:
Building Permit	Not Included	\$0	Not required for Phase 1 or 2
Performance Bond	Allowance	\$1,950	
<b>GENERAL CONDITIONS</b>			
General Conditions	O'Neal Construction	\$29,893	Part-time supervision (12) hrs/wk (2) mobilizations includes lift for initial mobilization \$1,150
Window Cleaning	Allied	\$3,550	See separate quote
Quality Control	Not Included		Terracon to provide separate proposal
<b>DOORS &amp; WINDOWS</b>			
Glass & Glazing	Glasco	\$180,837	See separate quote
Sub-Total:		216,230	
OCI OH&P: %		25,948 12.00%	
Construction Contingency:		10,812 5.00%	
<b>TOTAL: \$252,990</b>			

# QUOTE SQ-00050874



1801 Howard Street Detroit MI 48216  
313-230-0800 www.teamallied.com

Date:

Attn: Nicole Wallace

---

## CUSTOMER

O'Neal Construction  
525 West William  
Ann Arbor MI 48103

## LOCATION OF WORK

Ypsilanti District Library (ONCON)  
5577 Whittaker Road  
Ypsilanti MI 48917

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## SCOPE OF WORK

Option# 1 Ypsilanti District Library Construction Clean 2023 (4 Bays) - O'Neal Construction

Scope Specifics: Clean 4 bays of exterior slant glass(rear wall) prior to and after completion of repair work.

Frequency: One time service

Scheduling: Work will be performed Monday through Friday during regular business hours.

Equipment: 66 foot boom lift, scrub pads, traditional mop and squeegee

Scope Notes: Pricing below is a per visit price. ABS will bill for labor and materials, minus lift costs, for the initial visit and bill the amount below again for the return visit.

Price: \$1,500.00 (per)

Total for initial and return visit: \$3,000.00

Option# 2 Ypsilanti District Library Construction Clean 2023 (2 Bays) - O'Neal Construction

Scope Specifics: Clean 2 bays of exterior slant glass(rear wall) prior to and after completion of repair work.

Frequency: One time service

Scheduling: Work will be performed Monday through Friday during regular business hours.

Equipment: 66 foot boom lift, scrub pads, traditional mop and squeegee

Scope Notes: Pricing below is a per visit price. ABS will bill for labor and materials, minus lift costs, for the initial visit and bill the amount below again for the return visit.

Price: \$1,200.00 (per)

Total for initial and return visit: \$2,400.00

Lift Ypsilanti District Library Construction Clean 2023 (Lift cost) - O'Neal Construction

Scope Specifics: Lift rental

Frequency: Per service

Equipment: 66 foot boom lift.

Scope Notes: Pricing is per 1 week rental including pick up, delivery, and fuel surcharge from rental company.

Pricing is reflective of the need for lift. If a suitable lift is onsite and available ABS will perform work using onsite lift and forgo a rental.

Price: \$1,150.00 per week.

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TERMS ()

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If you should have any questions, please feel free to call or email me.

Sincerely,

Ryan Bachli  
rbachli@teamallied.com  
313-230-0800

---

TO ACCEPT THIS PROPOSAL, please sign, date and return it, or you can forward an updated purchase order or work order.

CUSTOMER APPROVAL: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

QUOTATION



GLASCO CORPORATION  
18205 Weaver Detroit Mi. 48228  
PH: (313) 838-1040 FX: (313) 838-2122

Oneal Construction  
Att: Nichole Wallace

Project: Ypsilanti Library  
Date: 02/07/23  
Quote # 23-0024

Page 1 of 1

GLASCO QUOTES THE FOLLOWING:

TO PROVIDE THE MATERIALS, LABOR AND EQUIPMENT TO RESEAL THE REMAINING VERTICAL CURTAINWALLS PER THE ORIGINAL DRAWINGS DATED 6/2/20. THIS WORK IS TO BE DONE THE SAME AS THE OTHER 2 WALLS THAT WERE COMPLETED IN 2021.

THIS QUOTE IS BASED UPON DOING ALL THE WORK IN 2023.

TO BREAK OUT EACH WALL JUST DIVIDE THE NUMBER INTO THE TOTAL BAYS TO GET A PER BAY NUMBER

**ALL FOR THE SUM OF ..... \$ 180,837.00**

THE MATERIAL COSTS FOR THIS PHASE IS .....\$46,837.00

LABOR COSTS FOR THIS PHASE IS .....\$134,000.00

\*Assumes (2) union glazers at \$100/hr for approximately (4) months plus support staff  
NW,OCI 3/27/23

**EXCLUDES:**

Overtime, Offshift Hours, Cleaning of the Curtainwall Glass prior to sealing.

ACCEPTED:

THIS QUOTATION FIRM FOR 30 DAYS

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

BY: Dwayne McCartt  
TITLE: Vice President  
DATE: 2/7/2023



17515 W. Nine Mile Rd, Suite 770  
Southfield, MI 48075  
P (248) 234-7778  
[Terracon.com](http://Terracon.com)

April 11, 2023

Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, Michigan 48197

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

**Subject: Proposal for Building Enclosure Consulting Services**  
Curtain Wall Remediation- Phase 2  
5577 Whittaker Road  
Ypsilanti, Michigan 48197  
Terracon Proposal No. PFR236064

Dear Ms. Hoenig:

Terracon Consultants, Inc (Terracon) proposes to provide consulting services at the above referenced facility. Testing services will be in accordance with the terms and conditions indicated below, Ypsilanti District Library will be referenced herein as Client. This proposal outlines our anticipated scope of services and a general understanding of general project requirements, and method for approval.

## 1.0 PROJECT INFORMATION

This proposal is based on numerous emails and a phone conversation with Client and Ms. Nicole Wallace of O'Neal Construction. The information provided for development of this proposal includes remediation drawings prepared by Terracon and the Phase 1 remediation (FR206032). The scope of this project includes completion of the exterior seals on the remaining four (4) bays of curtain wall located on the east elevation of the facility. This scope will be implemented as indicated in Terracon documents set titled Building Envelope Repair Project, dated June 2, 2020 based on demonstrated performance over the past few years of the two (2) bays that were sealed.

## 2.0 SCOPE OF SERVICES

### 2.1 Submittal Review and Project Management

Terracon has included lump sum fees to attend a virtual kick-off meeting with the project team and review product information submitted by the Contractor. This scope does not include a report or meeting minutes.

## 2.2 Site Visit

Terracon will make periodic site visits to conduct construction monitoring during the project. A total of eight (8) site visits are anticipated. Terracon shall provide construction monitoring services for the fee and under the conditions described herein.

- Reports will be issued for each site visit and will include Contractor's work completed since the previous visit and quality of work. Reports and photographs will be provided in a digital format only and will identify representative concerns and deficiencies identified. Reports will not include a detailed or itemized list of each condition noted.
- The Construction Monitor will document conditions observed during the visit and will notify Client of identified deviations from the project documentation.
- The Construction Monitor will have no supervisory responsibility or authority over contractor forces. In the event of contractor violations of specifications or good workmanship practices, the Construction Monitor will notify the contractor and record the events in the report. Failure of the Contractor to make corrections will also be recorded and reported to the designated representative for Client if the condition is observable during subsequent visits.
- The Construction Monitor shall not undertake the responsibilities of the Contractor, Subcontractor or Contractor superintendent.
- The Construction Monitor shall not advise on, issue directions relative to or assume control over any aspect of the means, methods, techniques, sequences, or procedures of construction.
- The Construction Monitor shall not advise on, issue directions regarding or assume control over safety precautions and programs in connection with the work.

## 2.3 Additional Consulting

Terracon will provide additional consulting as requested by the Client at the applicable rates indicated below. The additional consulting is anticipated to include conference calls and Client requested communication, including emails, related to Terracon's findings and recommendations not indicated above.

## 2.4 Leak Investigation

Terracon will provide two (2) personnel, on site for up to 6 hours, and necessary water testing equipment (hoses, nozzles, pumps, etc.) to identify the likely source of water infiltration noted in the ceiling tile in Bay 5 along the east elevation. Due to the height of the ceiling and limited interior accessibility, Terracon intends to utilize an infrared camera to identify water infiltration from testing. A letter-form summary report of testing conducted, findings, and recommendations will be provided. Note that recommendations will be general in nature and will not be suitable for bidding or use as repair documents. This scope requires access from a manlift to perform the testing; however, the costs for rental of a manlift is not included. Terracon understands that the manlift utilized by the Contractor will be provided to conduct this service.

## 3.0 CLIENT RESPONSIBILITIES

- Provide ten (10) business days' notice to schedule testing services.
- Client will provide manpower necessary to provide access for testing, including operation of swing stages.
- Provide a safe workplace for testing staff at all times.

- Provide access to the test specimens to facilitate the scope of services defined herein; this includes dedicated use of manlifts, scaffold, or other access equipment.
- Water Testing: Provide a source of pressurized potable water at all testing locations (10 gpm at 60 psi minimum) and one 110-volt AC power with two 20-amp circuits within 50 feet of the test location – dedicated to Terracon’s sole use.

## 4.0 ASSUMPTIONS/EXCLUSIONS

- Additional testing, investigation into cause, and remobilization because of testing failures is not included within the scope of this proposal. If additional services are requested, we will prepare a separate proposal for authorization prior to proceeding with the additional services.
- Standby time and additional mobilization charges resulting from delays caused by the client, weather, on-site personnel or tenants, or other members of the project team will be billed to the Client.
- Additional services requested by the client beyond the scope defined herein. Terracon will obtain authorization from the client for services outside of the defined project scope prior to proceeding.

## 5.0 INCIDENT AND INJURY FREE (IIF)

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, and safety glasses. As necessary for the project type PPE may also include hearing protection and safety headwear (hard hats).

## 6.0 COMPENSATION

Based on the scope of services and the assumptions stated within this proposal, we propose to furnish the services listed above as follows:

Fees to provide the scope of services listed in section 2.0 are as follows:

2.1	Submittal Review and PM.....	\$1,000
2.2	Site Visits (8 trips, lump sum at \$1,500/trip) .....	\$12,000
2.3	Additional Consulting (Hourly, not to exceed) .....	\$1,000
2.4	Leak Investigation (lump sum) .....	\$4,000
<b>Total (not to exceed).....</b>		<b>\$18,000</b>

The fees indicated above include anticipated mileage, reproduction, and shipping expenses. Fees for additional services, if requested by Client, will be added to this contract through execution of a Supplemental Agreement of Services. Note that Terracon will not provide additional scope without written approval.

Hourly and additional services will be provided based on the following project titles:

Principal/Authorized Project Reviewer (APR) .....	\$250
Senior Architect .....	\$225
Project Manager.....	\$160
Senior Staff Architect/Engineer .....	\$150
Staff Architect/Engineer .....	\$140
Field Architect/Engineer .....	\$125
CAD Technician.....	\$110
Administrative .....	\$90

## 7.0 APPROVAL

If this Scope of Services meets with your approval, please execute the attached Agreement for Services. Terracon will not commence work on this project without written authorization to proceed. The terms, conditions and limitations stated in the Agreement (and sections of this proposal incorporated therein), shall constitute the exclusive terms, conditions and services to be performed for this project. This proposal is valid only if authorized within 90 days from the proposal date.

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 information, please do not hesitate to contact the undersigned.

Respectfully,

**Terracon Consultants, Inc.**

For :

Jared Lawrence, NCARB  
Senior Architect  
Facilities Engineering Services

Arvin Santos  
Senior Staff Architect  
Facilities Engineering Services

## AGREEMENT FOR SERVICES

This **AGREEMENT** is between Ypsilanti District Library ("Client") and Terracon Consultants - MI, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Ypsilanti Library- Whittaker Curtain Wall Phase 2 project ("Project"), as described in Consultant's Proposal dated 04/11/2023 ("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); (iv) umbrella liability (\$5,000,000 occ / agg); and (v) 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 third parties, including 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 unsafe site conditions. 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.

Consultant: **Terracon Consultants - MI, Inc.**

By: \_\_\_\_\_ Date: **4/11/2023**

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:** 4/11/23

**Re:** Purchase of new wooden chairs for the Whittaker Youth department

The wooden chairs in the Whittaker Youth department are original with the building, so over 20 years old. Many have broken beyond repair, and there is no longer adequate seating around the youth tables for either children or parents. I included \$8,000 in this year's budget to purchase replacement chairs.

Head of Youth Services Jodi Krahne and I considered a variety of options and settled on the TMC Plover chair in three colors. These match the originals very well (same manufacturer), so we can continue to use the ones that remain.

The attached quote from Omni Tech Spaces includes 4 adult-sized chairs and 12 kids chairs in the same style. I request that the Board waive the bid process and accept this proposal for a total cost of \$8,658.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-18

April 19, 2023

RESOLUTION TO PURCHASE NEW WOODEN CHAIRS FOR THE WHITTAKER  
YOUTH DEPARTMENT

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Whereas, the Ypsilanti District Library strives to provide welcoming and functional facilities for its patrons to use, and

Whereas, the wooden chairs in the Whittaker youth area are original to the building, and since many have broken, more are needed, and

Whereas, the Library budgeted to replace the chairs this fiscal year, and

Whereas, the Library Director and Head of Youth Services reviewed replacement options, tried samples, and selected the TMC Plover chair in two sizes and an assortment of colors,  
Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process and acquire the chairs specified on the attached quote from Omni Tech Spaces for an amount not-to-exceed \$8,658.

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

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

YES:        NO:        ABSENT:        VOTE:

## QUOTE



Date: Apr 6, 2023  
Quote #: QU-17-03-2584  
Expiration Date: May 3, 2023  
Reference: TMC Chairs 16761

Omni Tech Spaces

**PLEASE NOTE NEW ADDRESS:**

28243 Beck Rd Ste B13  
WIXOM MI 48393  
(248) 533-0805  
info@omnitechspaces.com

To: Ypsilanti Public Library  
YPSILANTI 48197

LINE	DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
1	SPLA11318X Plover adult chair, 18 in seat height, Dimensions 20.25 in W x 21.5 in D x 33 in H, Under structure;Bent Maple Plywood Legs, Cut-out Design; None, Shell Finish Canary, Base Finish Canary	4.00	\$548.34	\$2193.36
2	Freight	4.00	\$29.64	\$118.56
3	SPLC11314X Plover child chair, 14 in Seat Height, Dimensions 18 in W x 17.75 in D x 26.5 in H with 14 In seat height, Materials;Plywood Shell with Maple Veneer, Metal Understructure, Bent Maple Plywoor Legs, Cut-out Design;None, Shell Finish and Base Finish; 4 Canary, 4 Tangerine, 4 Ocean	12.00	\$501.72	\$6020.64
4	Freight	12.00	\$27.12	\$325.44

Subtotal:	\$8658.00
MI 6% Sales Tax:	\$0.00
Total:	\$8658.00

## TERMS & CONDITIONS

See Attached Additional Terms and Conditions

## Expiration

Quote expires within 30 days unless otherwise noted.

## Terms and Conditions:

Down payment of 50% is due before order is placed.

1. ACCEPTANCE: These terms and conditions constitute an offer by Omni Cabling, LLC dba Omni Tech Spaces and may only be accepted on the exact terms set forth and no other terms and conditions shall be controlling. These terms and conditions supersede the terms and conditions of any proposal, bid, or acknowledgement form, if any. Either shipment of goods, commencement of work or written acknowledgment hereof shall constitute an acceptance by THE CUSTOMER of the terms and conditions of this order.

2. Customer represents that the product information in this quote, line item quote, and drawings are complete and accurate.

3. Furniture is manufactured per customer's specifications and is non-returnable. Defective or damaged items will be repaired or replaced in accordance with manufacturer's warranty.

4. CLAIMS OR DISPUTES BETWEEN THE CUSTOMER AND Omni Cabling, LLC dba Omni Tech Spaces arising out of or relating to this agreement, or the breach thereof, shall be settled either by arbitration and regardless of the amount of the controversy or claim, the controversy or claim shall be submitted to a single arbitrator of a court in the state of Michigan. In the event of court action, the parties agree that any such claims or disputes shall be within the exclusive jurisdiction of the Michigan Courts.

5. No payment shall be withheld on any invoice because of partial delivery of the entire order.

6. If installation is delayed 10 business days past agreed upon installation date the buyer will pay the balance of invoice within 60 days of receipt of invoice.

7. Seller retains and customer grants seller a security interest in the products to ensure the payment of purchase price. The product shall remain personal property regardless of being affixed to any real property. If the customer defaults in the payment of the purchase price when due, seller shall have all rights and remedies granted under the law.

8. Any tax imposed by federal, state or other governmental authority on the sale of the merchandise and service referred to on this order shall be paid by buyer.

9. PAYMENT: Final payment of invoice balance is due within 60 days of final invoice receipt. In the event of a failure of a customer to make timely payment, Omni Cabling, LLC. is entitled to recover any collection cost, including 18% annual interest and attorney fees, if any.

## Delivery and Installation

1. All areas shall be free and clear of other trades and material prior to commencement of installation.
2. Delivery and installation will be during normal business hours. Overtime or Union Labor will be an additional charge.
3. Installation to be completed in one continuous phase unless otherwise noted on quote.
4. Additional trips and return trips to site are additional to this quote.

5. Quoted installation price is based on standard manufacturer assembly instructions and processes. Any deviation could result in additional costs and/or voided warranty.
6. Price is based on normal elevator use unless noted. If elevator isn't easily accessible or available additional time will be required to move product and is additional to this quote.
7. Following installation and confirmed punch list, if any, contractors must provide furniture protection until the project is turned over to the owner.
8. Signature for acceptance of the furniture and/or punch list is required by the owner or owner's designee upon installation completion.
9. If the delivery is scheduled for site delivery and the access to the space is delayed, additional charges will be incurred for storage and handling.
10. If the delivery is based on delivery to the warehouse, storage charges will be incurred if the site is not ready within a 2 week period.
11. Schedule delays or changes that cause production loss or overtime premiums will be additional
12. Omni Tech Spaces is not responsible for phone/data lines or hardwire connection of power.
13. Building or electrical permits, if required, are by others. Consult with local building code department to determine local requirements.
14. Adequate facilities for off-loading, staging, moving and handling of merchandise shall be provided without charge to the seller.
15. Delivery up steps, down stairs, or into areas requiring disassembly of product will require additional delivery fees.
16. Delivery will be made during normal business hours. Additional delivery costs resulting from union labor or overtime work performed at the buyer's request will be paid by the buyer.
17. Safe and adequate storage space will be provided by the buyer. If the merchandise must be moved, the extra cost of such moving will be reimbursed by the buyer.
18. After transfer of property, any loss or damage shall be the responsibility of the buyer, and the buyer agrees to hold the seller harmless from loss.
19. All damages and shortages must be reported on seller's shipping document at delivery.
20. Installation services will be performed at a time mutually agreed upon by buyer and seller.
21. Risk of loss passes to buyer upon delivery.
22. Knockdown of existing workstation/carrels – customer will be responsible to schedule and pay for an electrician to disconnect power and data cabling prior to arrival of Installers. All workstations will be free and clear of computers and personal items.
23. Relocation of existing workstations/carrels – customer will be responsible to schedule and pay for electrician to connect electric and data cabling upon completion of relocation. Any additional parts to rebuild workstations will be paid for by customer

THE CUSTOMER:

I, \_\_\_\_\_, agree to the terms and conditions of this quote and authorize Omni Cabling, LLC to commence the work outlined in the quote.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 4/12/2023

**Re:** Consideration of a proposal to upgrade Whittaker stack and pendant lighting to LED

In the FY2023 budget I included a \$23,000 placeholder to upgrade Whittaker's stack and pendant lighting to LED. This figure was based on an estimate Brennan Booms from Enlighten gave us in summer 2021. Materials prices have gone up significantly with inflation, and an updated proposal is attached. The new total cost is \$32,541.

I hope to gradually convert the entire building to LED, resulting in long-term cost savings on multiple levels:

- Energy cost savings, as our lights operate long hours;
- LED bulbs last longer than conventional ones, so fewer supply purchases are needed;
- With less frequent maintenance, we save on electrician's labor costs and lift rental costs, and save time for our Facilities staff.

The current stack lights (2<sup>nd</sup> floor) provide great lighting, but they draw a lot of power and are therefore expensive to operate and maintain. Switching them to LED will provide a significant savings in energy costs moving forward, making them a priority.

The pendant lights are difficult to maintain and provide inadequate light. Like the basement lights we recently replaced downtown, the current fixtures provide uplighting only. Enlighten has proposed two possible replacement fixtures for the Customer Services lobby that would improve brightness and fit the architecture and scale of the space. YDL staff prefer and recommend the option shown on the right on page 2 of the proposal.

The areas where the remaining pendant lights are do not demand as much light, so Brennan proposes keeping the existing fixtures. We would just convert their "guts" to LED, making them less expensive to maintain and operate.

The stack lighting portion of the project qualifies for a rebate from DTE, estimated at \$1,909.

I didn't solicit quotes from other vendors for this project because we have developed such a positive relationship with Enlighten. Brennan proved himself extremely creative, knowledgeable and resourceful when proposing lighting solutions for the Whittaker adult area projects, which had long stymied us. The results of his work in Michigan Avenue's Library Plaza and Youth basement are stellar. I can solicit additional quotes if you wish, but I have great confidence in Enlighten and feel very comfortable waiving the bid process for this work.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-19

April 19, 2023

RESOLUTION TO UPGRADE THE WHITTAKER STACK AND PENDANT  
LIGHTING

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Whereas, the Ypsilanti District Library is committed to being fiscally responsible with public resources, and LED upgrades will result in a long-term cost savings, and

Whereas, the Library budgeted to upgrade the Whittaker stack and pendant lighting to LED this fiscal year, and

Whereas, the lighting solutions Enlighten has proposed to date have delivered exceptional results, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process and engage Enlighten to upgrade the Whittaker stack and pendant lights as outlined in the attached proposal for a total cost of \$32,541.

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

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

YES:        NO:        ABSENT:        VOTE:



# 2023 Upgrades

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## Ypsilanti District Library

Whittaker Library

5577 Whittaker Rd, Ypsilanti, MI 48197



## Pendant Lights

### Fixture Replacement / Lamp Conversion

Type	Light	Qty	Total Cost
2023A	LED Pendant 3'	8	\$9,633
2023A	LED PLL Md	9	\$826
2023A	LED PLL Sm	9	\$700
2023A Total		26	\$11,159



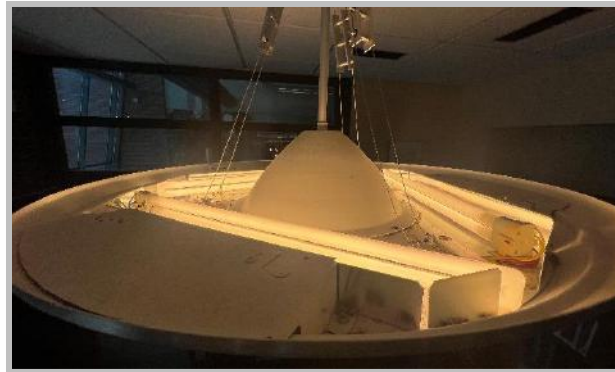
#### Circulation Desk Pendant Options (LED Pendant 3')

Left: 35.5\"W x 2.3\"H | Black Shown but Available & Recommended in Silver finish | Both options provide

Right: 31.5\"W x 4\"H | Brushed Aluminum Shown / Recommended

## Pendant Lights Con't

### Lamp Conversion

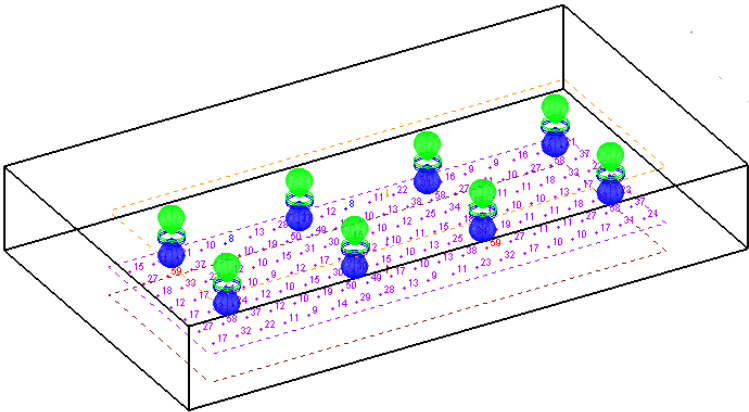
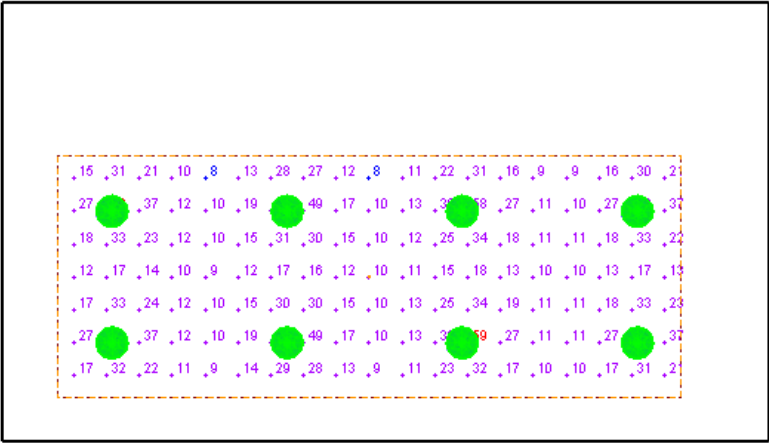


### Notes

- Circulation Desk Pendants
  - Full Fixture Replacement (8) for pendants in front of 1<sup>st</sup> floor circulation desk Conduit
  - Much needed improved Illumination (10 foot candles → 25 foot candles )
  - LED Lamp conversion would only marginally improve area light levels
- 2<sup>nd</sup> Floor Elevator Pendants (3 fixtures / 3 lamps each / 9 lamps total)
  - LED Lamp Conversion
    - Ballast bypassed on all PLL lamps → no more ballast to maintain
  - Area light levels satisfactory for space
    - Hall / Transition space
    - Full fixture replacement not needed
- Michigan Ypsilanti Room Pendants (3 fixtures / 3 lamps each / 9 lamps total)
  - LED Lamp Conversion
    - Ballast bypassed on all PLL lamps → no more ballast to maintain
  - Transformer replaced for low-volt MR16 lamp
  - Area light levels satisfactory for space
    - Michigan Ypsilanti room has additional lighting including table lamps
    - Full fixture replacement not needed

# Pendant Lights Con't

## Fixture Replacement Photometric Analysis



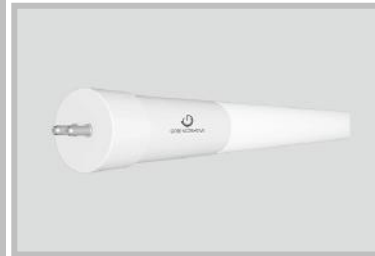
Luminaire	Fixture Watts	Up Lumens	Down Lumens	Avg Est Foot Candles
Left	60	2300	2300	25
Right	88	970	3468	25

Current Foot Candles: ~10 FC  
 Target Foot Candles: 25 – 30FC

## Stack Lights

### LED Lamp Conversion

Pot. Lamp ▾↑	Qty	Curr Fixture Watts	Pot Fixture Watts	Elctrc. Savings	Mntnc Savings	Lights	Install	Rebate	Net
LED T5HO 3'	321	34	15	\$2,250	\$803	\$4,672	\$16,710	\$1,909	\$19,473



#### Notes

- 2<sup>nd</sup> Floor Stack Lights
  - LED Lamp Conversion
    - Ballast bypassed on all T5 lamps → no more ballast to maintain
  - Good energy savings and rebate
  - Enlighten to manage rebate process

# Proposal Summary

- *This proposal includes Enlighten supplying and installing the following.*

Type	Light	Qty	Total Cost
2023A	LED Pendant 3'	8	\$9,633
2023A	LED PLL Md	9	\$826
2023A	LED PLL Sm	9	\$700
2023A Total		26	\$11,159

Type	Light	Qty	Total Cost
2023B	LED T5HO 3'	321	\$21,382
2023B Total		321	\$21,382

- *Pricing in this proposal good for 30 days.*
- *Unit pricing and total cost in this proposal for listed quantities. Pricing subject to change should final ordered quantities or parts change.*
- *Enlighten to manage rebate process for option 2023B (LED T5HO)*
- *Sales tax will not be included on invoice. Library sales tax exempt.*
- *Materials ordered and installation scheduled upon 50% down payment.*
- *Proposals costs include supply, delivery to site, installation, and disposal.*