

# Board of Trustees

2023  
Information  
Packet



▲ Wednesday, September 27, 2023  
6:30pm | YDL-Whittaker

**Ypsilanti District Library**  
**YDL Board Meeting, September 27, 2023 6:30 pm, YDL – Whittaker Branch**

**AGENDA**

<b>AGENDA ITEM</b>	<b>Information</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*Roll Call</b> Brian Steimel <input type="checkbox"/> Terrence Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
<b>Approval of the Agenda</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Comment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Introduction of New Staff</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Presentation: Michigan Avenue restoration and preparation for future renovation, by Kyle Keaffaber, Faber Design Co.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from August 23, 2023 Regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. August 2023 Financials & Check Registers	<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. Friends of the Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
D. Personnel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E. Fundraising	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Director's Report</b>			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
<b>New Business</b>			
A. Consideration of a proposal from Faber Design Co. for architectural design services for Michigan Avenue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Award of Integrated Library System contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of proposals from Terracon and IS1 to investigate and repair leaks at Whittaker Road	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Consideration of proposals from Terracon and IS1 to further repair the Michigan Avenue roof	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Proposal for an electrical upgrade in the Whittaker Triangular Bay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Board Member Comments</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Adjournment</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# **Minutes of Previous Meeting**

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, August 23, 2023 (Unapproved)

**CALL TO ORDER**

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

**Attendance**

Trustees Present: Brian Steimel, Terrence Williams, Jean Winborn, Patricia Horne McGee, Theresa Maddix, and Bethany Kennedy formed a quorum. Kristy Cooper arrived at 6:32pm just after the call to order.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Superior Branch Manager Mary Garboden. Virtual attendees included Director Kristen Angel, Investment Services, as well as Senior Associate and Group Manager Jared Lawrence, Terracon, Inc.

**APPROVAL OF THE AGENDA**

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

Vote: Ayes: 7  
Nays: 0  
Motion: Passed  
Absent: 0

**PUBLIC COMMENT**

None

**Presentation: Michigan Avenue Roof Investigation Report, Jared Lawrence, Terracon, Inc.**

Senior Associate and Group Manager Jared Lawrence, Terracon, Inc., joined the meeting virtually to present the general findings of their investigation of the roof gutter and drain conditions at Michigan Avenue. Terracon sent personnel on August 17, 2023, to conduct water testing of the internal gutter system using infrared cameras to identify water infiltration from testing. Mr. Lawrence identified the existing structure and components, and outlined potential areas for failure, including the design, age, materials used, weathering effects and workmanship. Some concerns include that the gutter system was never intended to accommodate the thermal expansion and contraction in the sheet metal lining that contains the water within the gutter system. Mr. Lawrence also discussed that after the July 1, 2023, flooding that caused the branch to close, a rubber flashing was installed by the contractor, Bloom Roofing, to remediate the water infiltration that moved up and over the inside lip of the drip-edge to the gutter system and back-flowed into the building. The testing identified water infiltration primarily along the seams of the gutter, at solder joints, rivet locations and drains. Bloom Roofing has proposed using a patch system at gutter seams. Terracon determined that this is a cost-effective solution that would provide some durability for the next five to eight years. Terracon will further investigate products and approaches to address the sealant joint between the gutter system and the roof cornices and report back to YDL.

**Presentation: Michigan CLASS, Kristen Angel, Senior Director, Investment Services**

Director Kristen Angel, investment Services, joined the meeting virtually to present on the Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) investment program. Michigan CLASS was established pursuant to a Participation Agreement dated October 1, 1991, as most recently amended

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November 1, 2021, and as may be amended from time-to-time, by and among certain public sector entities having joined as Participants. The program's Investment Advisor and Administrator is Public Trust Advisors, LLC, and the program's Custodian is Fifth Third Bank. Director Angel advised that the objectives of the Michigan CLASS program are to provide Participants with an investment alternative that emphasizes safety, liquidity, convenience, and competitive rates of return. The program is designed specifically to accommodate the needs of Michigan public sector investors. In addition, periodic meetings with and surveys of the Participants assure user input in the design and administration of program features. Director Angel closed her presentation with a robust question and answer session with the Board Trustees.

**Consent Agenda**

Trustee Maddix moved to approve consent agenda (July 26, 2023 Regular meeting and July 2023 Financials and Check Registers). Trustee Kennedy supported this motion.

Vote: Ayes: 7  
Nays: 0  
Motion: Passed  
Absent: 0

**Communication**

Director Hoenig briefly touched on the 2023 Library Penal Fines Distribution, which is lower than the budgeted expectation of the disbursement.

**Committee Reports**

Facilities Committee report provided an overview about all the capital improvement projects recently approved. Director Hoenig also noted that the pendant light color samples arrived, a color was selected, and the pendants should be hung by the end of the fiscal year. New drinking fountains with the high/low stations and water bottle filler are also being installed at Whittaker in the next few days. Finally, there are electrical issues in the Plaza at Michigan Avenue due to the recent flooding. Work is being performed to identify the issue.

Superior Planning Committee: the baseboard heating unit that was cracked has been replaced. TelSystems has more work to do; Lisa and Mary to confer on the list of remaining items. Additional bulletin boards will be installed soon; replacement hardware has been received.

**Report of the Library Director**

Director Hoenig passed out the new Performance Dashboard, which has been in the works for some time. Director Hoenig and Assistant Director Smith answered several clarifying questions on the dashboard for the trustees. She also pointed out the retirement event for Derek Humphrey at Whittaker Road on Wednesday, August 30<sup>th</sup>, 2023, and invited the trustees to join in the celebration.

**Old Business**

None

**New Business**

- A. Consideration of resolutions related to the Michigan Avenue roof

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Board of Trustees Meeting  
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YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-29

August 23, 2023

RESOLUTION TO AUTHORIZE ROOF GUTTER TESTING AT MICHIGAN AVENUE

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Whereas, the Michigan Avenue library suffered a catastrophic flood on July 1, and

Whereas, the roof drains were overwhelmed by torrential rain and water infiltrated the building, and

Whereas, the roof was inspected and a potential design flaw was discovered which may have contributed to the disaster, and

Whereas, Bloom Roofing has sealed the roof gutters, but concerns about drains and seams remained, and

Whereas, Terracon Inc. proposed to test the gutters for water infiltration, and using the emergency clause of the Purchasing Policy, the Library Director requested they move forward immediately, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached proposal from Terracon to test the gutters at Michigan Avenue roof, at a cost of \$5,000 is approved.

BE IT FURTHER RESOLVED that:

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

OFFERED BY: Trustee Williams

SUPPORTED BY: Trustee Steimel

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

B. Award of snow removal contract(s)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-30

August 23, 2023

Ypsilanti District Library  
Board of Trustees Meeting  
Minutes, August 23, 2023 (Unapproved)

RESOLUTION TO AWARD A SNOW REMOVAL CONTRACT

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

Whereas, YDL wishes to lock in a seasonal contract for the next three years, and

Whereas, three bids were received and tabulated, and

Whereas, A.K. Lawncare, the Library's current snow removal contract holder, which has a satisfactory performance record, submitted the low bid, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the snow removal contract for all three YDL locations is awarded to A.K. Lawncare for a seasonal total of \$27,500 for the 2023-24 through 2025-26 winter seasons.

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

C. Consideration of a revision to Whittaker pendant light replacement proposal

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-31

August 23, 2023

RESOLUTION TO PURCHASE NEW LAPTOPS FOR STAFF USE

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Whereas, the Ypsilanti District Library strives to provide high quality tools for staff to use in service to its patrons, and

Whereas, demand for staff laptops has increased since the pandemic, and

Whereas, the Library budgeted to purchase staff laptops this fiscal year, and

Whereas, the Information Technology Manager researched options and solicited the attached quote for the desired computers and support using a group purchasing contract, Now Therefore,

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the equipment specified on the attached quote be acquired from Insight Public Sector for \$5,203.30.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Williams

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

D. Consideration of proposed renewal agreements for HVAC maintenance

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-32

August 23, 2023

RESOLUTION TO CONTRACT WITH CAMPBELL MECHANICAL SERVICES FOR  
GUARANTEED PROFESSIONAL HVAC MAINTENANCE FOR THE WHITTAKER AND  
MICHIGAN AVENUE LIBRARIES THROUGH 8/31/26 AND A CUSTOMIZED  
PROFESSIONAL MAINTENANCE PROGRAM FOR THE SUPERIOR LIBRARY THROUGH  
8/31/24

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Whereas, the Ypsilanti District Library's facilities have complex Heating, Ventilation and Air Conditioning systems which require professional maintenance to operate effectively, and

Whereas, Campbell Mechanical Services has serviced the Library's HVAC equipment under a Guaranteed Professional Maintenance agreement for many years, and

Whereas, Campbell Mechanical Services has proposed a renewal Guaranteed Professional Maintenance Agreement for Whittaker and Michigan Avenue for the next three years, and

Whereas, they have proposed a one-year Customized Professional Maintenance Program for YDL-Superior since its equipment is still so new, and

Whereas, YDL Facilities and Administrative staff wish to continue the Library's positive working relationship with Campbell, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and approve the three Agreements proposed by Campbell Mechanical Services.

OFFERED BY: Trustee Kennedy



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SUPPORTED BY: Trustee Winborn

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

E. Resolution to join Michigan CLASS investment pool

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-33

August 23, 2023

RESOLUTION TO JOIN MICHIGAN CLASS INVESTMENT POOL

Whereas, it is the policy of Ypsilanti District Library to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting daily cash flow needs and complying with all state statues governing the investment of public funds, and

Whereas, the Michigan CLASS investment pool complies with Public Act 20, offers ample liquidity, and is generating a much better return on investment than what the Library currently enjoys, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Library Director is authorized to enroll the Ypsilanti District Library in the Michigan CLASS investment pool.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Kennedy

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

Roll Call Vote:

Trustee Steimel - Yes

Trustee Williams - Yes

Trustee Winborn - No

Trustee Horne McGee - Yes

Trustee Maddix - Yes

Trustee Kennedy - Yes

Trustee Cooper - No

**BOARD MEMBER COMMENTS**

Trustee	Comment
Trustee Cooper	Advised that when she does vote "No" on something she doesn't believe there has to be a delay for unanimity to move forward, as long as the item passed with a quorum.

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Trustee Steimel	Stated he has heard conversation in the community regarding the loss of Michigan Avenue, and many inquiries into the re-opening date. He also advised that Ypsi Glow is cancelled for this year, and may not be in operation in the future.
Trustee Winborn	Discussed the recent interview by Channel 7 at Superior Library with her genealogical society. Expressed gratitude to the Superior location and staff for their excellent customer service and atmosphere in the branch.
Trustee Maddix	Stated how fantastic the Superior Library facility looks and feels.
Trustee Williams	Stated how hard the community has taken the closing of the Michigan Branch location. The impact on the downtown area, other businesses and services, has been pronounced and he is hearing about it. He advised the County is trying to come up with some clever solutions. He also thanked Superior Library for hosting the board meeting.
Trustee Kennedy	Thanked the Superior Library for hosting the board meeting. She looks forward to getting out and looking at the many areas that have been driving patrons into the branch all summer, such as the garden.
Trustee Horne McGee	No Comment

**Adjournment**

Trustee Kennedy moved to adjourn at 8:20 p.m. Trustee Winborn seconded this motion.

Vote: Ayes: 7  
Nays: 0  
Motion: Passed  
Absent: 0

# Financial Report

**Ypsilanti District Library**  
**Balance Sheet**  
**August 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 8/31/2023	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	3,165,030	(332,806)
Receivables & Other assets	49,282	98,153	84,370	108,670	132,113	107,569	(24,544)
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>3,272,599</b>	<b>(357,350)</b>
<b>Liabilities</b>	145,758	85,577	313,638	344,511	215,952	67,083	(148,869)
<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						-	
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	143,953	(91,978)
Total Fund Balance	2,281,238	2,609,500	2,711,620	3,178,067	3,413,998	3,205,516	(208,481)
<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>3,272,599</b>	<b>(357,350)</b>

**Ypsilanti District Library**  
**Period Ending 8/31/23 (75% of Year)**  
**General Fund**

ACCT #	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Amended FY 2022-2023 BUDGET	YTD 8/31/23 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,568,866	5,918,352	6,086,564	6,211,643	5,202,881	1,008,762	83.8%
<b>Expenditures</b>							
Dept 100 Administrative	2,163,719	2,132,617	2,357,850	2,936,006	1,836,167	1,036,484	62.5%
Dept 200 Michigan Ave.	555,976	542,948	619,718	740,892	533,793	207,427	72.0%
Dept 300 Outreach	82,140	92,558	103,158	311,340	225,027	81,270	72.3%
Dept 400 Superior Township	158,483	162,269	230,011	492,848	330,721	153,623	67.1%
Dept 500 Whittaker Rd	1,089,344	1,080,805	1,156,233	1,264,450	897,083	343,318	70.9%
Dept 600 Donations	12,312	21,629	52,305	-	67,901	(67,901)	NA
Dept 700 Grants	7,405	19,079	31,359	-	15,802	(15,802)	
Total	4,069,379	4,051,904	4,550,633	5,745,536	3,906,494	1,738,418	68.0%
Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	466,107	1,296,387		
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	4,070,646	3,748,492		

**Ypsilanti District Library**  
**Period Ending 8/31/23 (75% of Year)**  
**General Fund**

ACCT #	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Amended FY 2022-2023 BUDGET	YTD 8/31/23 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,568,866	5,918,352	6,086,564	6,211,643	5,202,881	1,008,762	83.8%
<b>Expenditures</b>							
Dept 100 Administrative	2,163,719	2,132,617	2,357,850	2,936,006	1,836,167	1,036,484	62.5%
Dept 200 Michigan Ave.	555,976	542,948	619,718	740,892	533,793	207,427	72.0%
Dept 300 Outreach	82,140	92,558	103,158	311,340	225,027	81,270	72.3%
Dept 400 Superior Township	158,483	162,269	230,011	492,848	330,721	153,623	67.1%
Dept 500 Whittaker Rd	1,089,344	1,080,805	1,156,233	1,264,450	897,083	343,318	70.9%
Dept 600 Donations	12,312	21,629	52,305	-	67,901	(67,901)	NA
Dept 700 Grants	7,405	19,079	31,359	-	15,802	(15,802)	
Total	4,069,379	4,051,904	4,550,633	5,745,536	3,906,494	1,738,418	68.0%
Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	466,107	1,296,387		
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	4,070,646	3,748,492		

**Ypsilanti District Library  
Balance Sheet  
August 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 8/31/2023	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	1,519,205	163,042
Total Assets	399,522	1,481,745	2,807,370	3,503,051	1,356,163	1,519,205	163,042
<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	1,199,235	311,303
<b>Total Liabilities &amp; Fund Balance</b>	399,522	1,478,745	2,665,015	3,503,051	1,356,163	1,519,235	163,072

Ypsilanti District Library  
Capital Expenses  
Period Ending 8/31/23 (75% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	YTD 8/31/23 ACTUAL
<b>Revenue</b>					
Dept 400 Superior Construction					
683.800	Superior Library Designated	54,603	857,193	450,871	80,435
688.000	Interest	4,986	1,181	97	5,728
Other departments		-	-		-
<b>Total</b>		<b>59,589</b>	<b>858,374</b>	<b>450,968</b>	<b>86,163</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	61,927
Subtotal		-	16,860	97,989	61,927
Dept 400 Superior Construction					
702.150	Bank Fees	-	620	1,503	480
752.500	Insurance - Bldrs Rsk			8,564	-
780.000	Opening Day Collection			194,247	9,768
801.000	Major Events		3,544	7,744	2,191
812.000	Capital Outlay - Eq/Furn			208,175	36,712
850.000	Automation - Technology			91,123	18,225
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	(32,314)
955.100	General Contractor	46,274	655,988	3,167,412	979,663
985.300	Outside Contract Expense	-		42,875	43,154
Subtotal		269,300	1,006,671	3,866,658	1,057,879
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	-	410,262	387,987	159,922
Subtotal		-	410,262	387,987	159,922
<b>TOTAL Capital Expenditures</b>		<b>269,300</b>	<b>1,433,793</b>	<b>4,352,633</b>	<b>1,279,727</b>
Total Revenue Over Expenditures		1,190,289	824,581	(2,601,665)	311,304
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>1,199,235</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	8/31/2023	86,163		
YTD Expenditures	8/31/2023	-1,057,879	-221,849	
Balance	8/31/2023	113,542	1,085,694	1,199,236
				320,000 future pledges
				1,519,236

Project Summary Through:  
8/31/2023 8/31/2023

	Superior	Other
Board	4,852,434	2,234,179
Capital Campaign	1,461,615	
Future pledges	320,000	
Expense	-6,200,506	-1,148,486
	433,542	1,085,694

# Check Register Report

Date: 09/19/2023

Time: 3:13 pm

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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>								
76015	08/02/23	Printed			SARAR	SARA ADDINGTON	Chair yoga #1 of 2	200.00
76016	08/02/23	Printed			0000000025	AFLAC	#9 due 7/22/23	113.80
76017	08/02/23	Printed			AWS	ALLIED WASTE SYSTEMS #241	MA August 2023	564.55
76018	08/02/23	Printed			A16	ANN ARBOR DISTRICT LIBRARY	lost ILL-Berserk 1	44.97
76019	08/02/23	Printed			BECRAU	BECKETT & RAEDER	whit sidewalk	2,160.00
76020	08/02/23	Printed			BA	BLACKSTONE PUBLISHING	Wounded world	469.85
76021	08/02/23	Printed			BLOOM	BLOOM ROOFING SYSTEMS	replace 20 PVC pipe boots	5,253.00
76024	08/02/23	Printed			CAPONE	CAPITAL ONE	6/24-7/24/23 billing	5,892.58
76025	08/02/23	Printed			CEN	CENGAGE LEARNING	Wade in the Water	214.42
76026	08/02/23	Printed			0000000567	CENTER POINT PUBLISHING	Lady Tan's circle	147.42
76027	08/02/23	Printed			CIDL	CLARKSTON INDEPENDENCE	lost ILL-Toilet Bound	15.00
76028	08/02/23	Printed			0000000183	CUMMINS BRIDGEWAY,LLC	7/20/23 service	2,838.04
76029	08/02/23	Printed			DTE ENERGY	DTE ENERGY	whit 6/24-7/25/23 service	12,608.89
76030	08/02/23	Printed			FAST	FASTSPRING	jtitbit renewal	2,249.10
76031	08/02/23	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 7/13/23	1,566.43
76032	08/02/23	Printed			IMPDAD	IMPERIAL DADE	wiper brag box	148.60
76033	08/02/23	Printed			JOCO	JOHNSON CONTROLS	MA fire exting-27 dry chem ref	4,068.63
76034	08/02/23	Printed			KENT	KENT DISTRICT LIBRARY	lost ILL-From me to you	34.95
76035	08/02/23	Printed			KI	KRUEGER INTERNATIONAL, INC.	Superior bull boards	586.00
76036	08/02/23	Printed			0000000051	THE LIBRARY NETWORK	june 2023 database invoice	3,584.75
76037	08/02/23	Printed			MNL	MADISON NATIONAL LIFE INS CO	August 2023 coverage	1,814.16
76038	08/02/23	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	6/15-7/14/23 Whit	602.54
76039	08/02/23	Printed			MISCCE	MICHIGAN SCIENCE CENTER	#1 of 2 11/4/23 super program	212.85
76040	08/02/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	504089694.....	359.77
76041	08/02/23	Printed			NMU	NORTHERN MICHIGAN UNIVERSITY	lost ILL-Black Holocaust	28.85
76043	08/02/23	Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit windows	89,000.13
76044	08/02/23	Printed			OTS	OMNI TECH SPACES	6 task charis	1,830.50
76045	08/02/23	Printed			OV	OVERDRIVE, INC.	01576CO23267418.....	6,441.31
76047	08/02/23	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	US Labor stats 202	230.25
76048	08/02/23	Printed			STAPAD	STAPLES ADVANTAGE	general supplies	704.95
76049	08/02/23	Printed			SATEOFMICH	STATE OF MICHIGAN	Explorer plate renewal	197.00
76050	08/02/23	Printed			TDSM	TDS	7/22-8/21/23 service	771.58
76051	08/02/23	Printed			VERIZON	VERIZON WIRELESS	6/10-7/9/23 service	384.50
76052	08/02/23	Printed			0000000030	VISION SERVICE PLAN - MI	August 2023 coverage	661.88
76053	08/02/23	Printed			WBTPL	WEST BLOOMFIELD TOWNSHIP	lost ILL-Pigs	10.17
76054	08/02/23	Printed			WT	WT COX INFORMATION SERVICES	Cons Rpts 10/2023-9/2024	24.00
76055	08/02/23	Printed			0000000021	Y C U A	MA 7/7-7/20/23	1,588.70
76056	08/16/23	Printed			ALER	ALERUS FINANCIAL	Employ contribut July 2023	20,559.56
76058	08/16/23	Printed			AMCASE	AMAZON CAPITAL SERVICES	July 2023 invoice	3,434.92
76059	08/16/23	Printed			AMIN	AMERICAN INTERIORS	2 task chairs	2,073.66
76060	08/16/23	Printed			AASO	ANN ARBOR SYMPHONY ORCHESTRA	Superior- kinder 9/11/23	320.00
76061	08/16/23	Printed			LOR	BAKER & TAYLOR 4108482	statement 7/31/23	27.73
76062	08/16/23	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 7/31/23	22.98
76063	08/16/23	Printed			BK1092	BAKER & TAYLOR INC 4421092	statement 7/31/23	17.06
76064	08/16/23	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 7/31/23	1,023.56
76065	08/16/23	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 7/31/23	97.84
76066	08/16/23	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 7/31/23	183.71

# Check Register Report

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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>								
76067	08/16/23	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 7/31/23	79.47
76068	08/16/23	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 7/31/23	307.71
76069	08/16/23	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 7/31/23	3,411.59
76070	08/16/23	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 7/31/23	1,549.17
76071	08/16/23	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 7/31/23	1,763.04
76072	08/16/23	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 7/31/23	1,093.60
76073	08/16/23	Printed			BASIC	BASIC	Admin fee August 2023	50.00
76074	08/16/23	Printed			BENCH	BENCHMARK DESIGN STUDIO	Mich Ave closed banner	250.00
76075	08/16/23	Printed			BA	BLACKSTONE PUBLISHING	Tom Lake	416.24
76076	08/16/23	Printed			BLOOM	BLOOM ROOFING SYSTEMS	Mich Ave gutter repair	6,920.00
76077	08/16/23	Printed			BCN	BLUE CARE NETWORK OF MI	September 2023 coverage	48,310.27
76078	08/16/23	Printed			BOX	BOXCAR STUDIO	renewal 2023	1,800.00
76079	08/16/23	Printed			A15	BP PRODUCTS OF NORTH AMERICA	7/6-8/5/23 billing	390.35
76080	08/16/23	Printed			CAMPINC	CAMPBELL, INC	50% deposit-zone control-Whit	3,973.50
76081	08/16/23	Printed			JCARY	JAMES CAREY	July 2023 service	750.00
76082	08/16/23	Printed			CEN	CENGAGE LEARNING	The Bone Hacker	196.43
76083	08/16/23	Printed			0000000567	CENTER POINT PUBLISHING	Secret Book of	147.42
76084	08/16/23	Printed			CONSTELL	CONSTELLATION NEWENERGY-	july 2023 service-all	1,226.47
76085	08/16/23	Printed			DTE ENERGY	DTE ENERGY	MA 6/30-7/31/23 billing	4,532.75
76086	08/16/23	Printed			DTE ENERGY	DTE ENERGY	Whit street July 2023	47.48
76087	08/16/23	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	whit stack light upgrd balance	11,453.86
76088	08/16/23	Printed			FST	FIRST BOOK	#7000975433	445.40
76089	08/16/23	Printed			FCB	FIRST CITIZENS BANK	copier lease	2,372.95
76090	08/16/23	Printed			GORDON	GORDON FOOD SERVICE, INC.	whit youth summ read	39.46
76091	08/16/23	Printed			IMPDAD	IMPERIAL DADE	tissue/towel/liner	341.63
76092	08/16/23	Printed			MET	METCOM INC.	40,000 patron cards #2800	7,118.10
76093	08/16/23	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	McGee renewal 9/30/24	135.00
76094	08/16/23	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/23-7/1/24 coverage	3,653.00
76095	08/16/23	Printed			A29	MICHIGAN POWER RODDING, INC.	Superior-pulling and reset	564.00
76096	08/16/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	504152190 & 193 & 192	360.99
76097	08/16/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	hoopla ending 7/31/23	17,997.76
76098	08/16/23	Printed			ONE	O'NEAL CONSTRUCTION, INC.	Whit Window Phase II	40,092.62
76099	08/16/23	Printed			OV	OVERDRIVE, INC.	01576CO23279710.....	3,476.97
76100	08/16/23	Printed			QUAD	QUADIENT LEASING USA, INC.	6/5-9/4/23 lease	237.00
76101	08/16/23	Printed			RCS	RAM CONSTRUCTION SERVICES	MA water remedia final billing	26,890.95
76102	08/16/23	Printed			RNA	RNA FACILITIES MANAGEMENT	tree limbs/tree trim/topsoil	7,420.00
76103	08/16/23	Printed			RDL	ROMEO DISTRICT LIBRARY	lost ILL-Berserk	153.89
76104	08/16/23	Printed			SPS	SECURITY & PROTECTIVE SERVICES	MA july 2023 service	2,843.31
76105	08/16/23	Printed			SHOW	SHOWCASES	100 single dvd	289.44
76106	08/16/23	Printed			SCSPL	ST CLAIR SHORES PUBLIC LIBRARY	lost-ILL Napoleon	21.00
76107	08/16/23	Printed			SLC	SUPERIOR LANDSCAPE COMPANIES	Superior-Aug 2023	1,681.25
76108	08/16/23	Printed			SWANK	SWANK MOTION PICTURES, INC	9/1/23-8/31/24 license	1,824.00
76109	08/16/23	Printed			TCI	TERRACON CONSULTANTS, INC.	whit windows phase II	3,000.00
76110	08/16/23	Printed			0000000316	U S POSTMASTER	Fall 2023 LOOP mailing	3,850.00

# Check Register Report

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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>								
76111	08/16/23	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	August 2023 fee	90.00
76112	08/16/23	Printed			WCROD	WASHTENAW COUNTY	6/23 mmt/stc invoice	67.49
76113	08/16/23	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 7/31/23	14.58
76114	08/24/23	Printed			A16	ANN ARBOR DISTRICT LIBRARY	lost ILL- Death's Door	25.00
76115	08/24/23	Printed			BATT	BATTERIESPLUS	30 - SLAHR12-9FR	1,234.50
76116	08/24/23	Printed			CEN	CENGAGE LEARNING	Camera Girl	51.73
76117	08/24/23	Printed			CIDL	CLARKSTON INDEPENDENCE	lost ILL - You Owe Me	29.00
76118	08/24/23	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Sept 2023 coverage	2,821.50
76119	08/24/23	Printed			0000000039	DEMCO, INC.	3 YDL rubber stamps	49.31
76120	08/24/23	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit youth supplies	70.30
76121	08/24/23	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH,PC	July 2023 service	47.00
76122	08/24/23	Printed			BLWT	FUNFLICKS OF MICHIGAN	balance-movie screening 9/8/23	252.96
76123	08/24/23	Printed			GFEC	GALLAGHER FIRE EQUIPMENT CO.	Server room inspection 7/21/23	550.00
76124	08/24/23	Printed			GEC	GLOBAL INDUSTRIAL	whit- water bottle filling sta	2,812.99
76125	08/24/23	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 8/13/23	1,382.08
76126	08/24/23	Printed			IMPDAD	IMPERIAL DADE	hand sanitizer	497.62
76127	08/24/23	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	Juniper networks	7,298.20
76128	08/24/23	Printed			0000000471	LAKESHORE LEARNING MATERIALS	whit youth-replacement	24.77
76129	08/24/23	Printed			LARD	LARDNER ELEVATOR COMPANY	whit Aug 2023	195.00
76130	08/24/23	Printed			LSNC	LESLIE SCIENCE & NATURE CENTER	9/30 program Superior	315.08
76131	08/24/23	Printed			LFS	LIBERTY FINANCIAL SERVICES LLC	9/21/23 Understand credit rpt	150.00
76132	08/24/23	Printed			0000000051	THE LIBRARY NETWORK	Overdrive 8/1/23-7/31/24	14,332.26
76133	08/24/23	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	9/7/23 class	180.00
76134	08/24/23	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	8/25/23 class	180.00
76135	08/24/23	Printed			MNL	MADISON NATIONAL LIFE INS CO	Sept 2023 coverage	1,775.60
76136	08/24/23	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Super 7/15-8/14/23 usage	688.42
76137	08/24/23	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Aug 2023	128.00
76138	08/24/23	Printed			OPEN	OPENVPN	8/4/23-8/3/24 billing period	840.00
76139	08/24/23	Printed			OV	OVERDRIVE, INC.	01576CO23289827.....	2,362.98
76140	08/24/23	Printed			BP	BRADLEY PERKINS	Livestream ILS presen 8/22	800.00
76141	08/24/23	Printed			ELIZ	ELIZABETH PITCHER	laundry-youth blankets	35.00
76142	08/24/23	Printed			LYSET	LYNNE SETTLES	Fall Art 2023	320.00
76143	08/24/23	Printed			SHELTWN	SHELBY TOWNSHIP LIBRARY	lost ILL-Own it	15.95
76144	08/24/23	Printed			0000000443	SHERWIN-WILLIAMS	CMR painting 8/23	193.92
76145	08/24/23	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Superior July 2023	2,174.68
76146	08/24/23	Printed			TDSM	TDS	8/22-9/21/23 coverage	772.63
76147	08/24/23	Printed			THOM WEST	THOMSON REUTERS-WEST	MI sentencing manual 2023	454.00
76148	08/24/23	Printed			TUT	TUTOR.COM	23-24	2,000.00
76149	08/24/23	Printed			TYLE	TYLER TECHNOLOGIES	10/1/23-9/30/24	2,129.81
76150	08/24/23	Printed			U	ULINE	blown goodwrapper	280.43
76151	08/24/23	Printed			VERIZON	VERIZON WIRELESS	7/10-8/9/2023 coverage	302.69
76152	08/24/23	Printed			0000000030	VISION SERVICE PLAN - MI	Sept 2023 coverage	681.14
76153	08/24/23	Printed			WMU	WESTERN MICHIGAN UNIVERSITY	lost ILL-Chains and images	75.00
76154	08/24/23	Printed			XTR	XTREME PLAY N GO, LLC	Tea Party 9/24/23	573.82
76156	08/24/23	Printed			YPSILIB	YPSILANTI DISTRICT LIBRARY	petty cash reimbursement	75.55

## Check Register Report

Date: 09/19/2023

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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
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## ANN ARBOR Checks

76157	08/31/23	Printed	0000000316	U S POSTMASTER	Loop Fall 2023	permit #658	400.00
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**Total Checks: 137**

**Checks Total (excluding void checks):**

**438,614.20**

**Total Payments: 137**

**Bank Total (excluding void checks):**

438,614.20

# Check Register Report

Date: 09/19/2023  
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Ypsilanti District Library

BANK: FIFTH THIRD BANK

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

2095	08/07/23	Printed			ONE	O'NEAL CONSTRUCTION, INC.	Superior-ending 6/30/23	58,336.28
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**Total Checks: 1**

**Checks Total (excluding void checks):**

**58,336.28**

**Total Payments: 1**

**Bank Total (excluding void checks):**

**58,336.28**

**Total Payments: 138**

**Grand Total (excluding void checks):**

**496,950.48**

# Communications



Friday, August 18, 2023

LISA HOENIG  
YPSILANTI DISTRICT LIBRARY  
5577 WHITTAKER RD  
YPSILANTI, MI 48197

**Project ID# DTE-23-81769**

**RE: Incentive Check Payment: Customer Payment**  
**DTE Energy Efficiency Program for Business**  
**Project Location: Ypsilanti Distric Library 5577 WHITTAKER RD**

Dear LISA HOENIG,

Congratulations!

Your incentive check for participating in the DTE Energy Efficiency Program for Business is enclosed. As directed, this check in the amount of \$2,418.00 has been issued to YPSILANTI DISTRICT LIBRARY\*.

We appreciate your interest in the DTE Energy Efficiency Program for Business and your help in achieving energy savings at your facility and in the state of Michigan. This program and associated incentives have successfully influenced thousands of commercial and industrial customers to implement energy savings projects. Your efforts will reduce your energy consumption for years to come. If you have any questions about your next energy efficiency project, please call the Program Team at 866.796.0512, or email us at [dtesaveenergy@dnv.com](mailto:dtesaveenergy@dnv.com).

Wishing you continued success,

DTE Energy Efficiency Program for Business  
P.O. Box 11289  
Detroit, MI 48211

\*Please be advised that, at the end of the year, a 1099 Form may be issued to the IRS for cumulative incentives paid during year 2023 to your business. You should discuss the tax treatment of these incentives with your tax adviser.

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From: **Michigan Humanities** <[administrator@grantinterface.com](mailto:administrator@grantinterface.com)>

Date: Mon, Sep 18, 2023 at 10:37 AM

Subject: Congratulations, your Great Michigan Read Action Grant has been approved!

To: <[skillian@ypsilibrary.org](mailto:skillian@ypsilibrary.org)>



Dear Sam,

Congratulations! Your Great Michigan Read Action Grant has been approved and awarded in the amount of \$750.00. A grant agreement will be sent via DocuSign. When the grant agreement form has been signed and submitted, we will be able to send the full award payment to you! The **Final Report and Budget** are also now available in your grant portal.

If you have any questions please do not hesitate to get in touch with me.

Congratulations on your award!

Sincerely,

Ashley

Ashley Ross  
Director of Programs  
Michigan Humanities  
[2364 Woodlake Drive, Suite 100](#)  
[Okemos, MI 48864](#)



## **Applicant Information**

**Sam Killian**

[skillian@ypsilibrary.org](mailto:skillian@ypsilibrary.org)

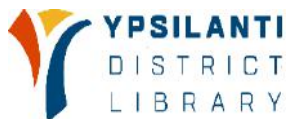
### **Organization: Ypsilanti District Library**

Form Name: 2023-24 Great Michigan Read Action Grant Final Report

Process Name: 2023-24 Great Michigan Read "Firekeeper's Daughter" Grants

Project Name: Great Michigan Read

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

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**Announcement**

1 message

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**Terrence Williams** <williamste@washtenaw.org>  
To: Lisa Hoenig <lisa@ypsilibrary.org>

Mon, Sep 18, 2023 at 6:42 PM

**FOR IMMEDIATE RELEASE*****WASHTENAW COUNTY EMPLOYEE AND YPSILANTI DISTRICT LIBRARY  
TRUSTEE TERRENCE WILLIAMS SELECTED FOR DETROIT REGIONAL CHAMBER'S  
LEADERSHIP DETROIT 44***

**DETROIT, DATE, 2023** – Terrence Williams of *Washtenaw County and Ypsilanti District Library's*, Terrence Williams has been selected as a member of the Detroit Regional Chamber's Leadership Detroit program, a nine-month transformational leadership program designed to challenge emerging and existing community leaders from Southeast Michigan to bring about positive change.

"I am blessed to be chosen to join this group of individuals who share my passion for making a difference in the community. Through the Leadership Detroit experience, I welcome the opportunity to expand my understanding of the Detroit Region and gain insight into the key issues facing our city and Region," said Terrence Williams.

As part of Leadership Detroit 44, *Williams* will join nearly 75 executives across Southeast Michigan, representing a cross-section of the community, including business, organized labor, government, education, media, civic groups, health services and community organizations.

"I'm looking forward to another one-of-a-kind program year with the 44<sup>th</sup> Leadership Detroit class. These exceptional individuals will embark on a unique journey outside their comfort zones to challenge long-held assumptions and to embrace diverse perspectives on quality-of-life issues in the Detroit Region," said **Devon O'Reilly**, Senior Director of Community Engagement and Leadership Development. "Through carefully curated sessions, this class will have an opportunity to better connect with each other, hear directly from experts across multiple sectors, and enhance the intangible skills that will make them more impactful leaders."

As it has since 1979, Leadership Detroit will continue its role in addressing, discussing, and leading conversations important to the Detroit Region. The complete Leadership Detroit 44 roster is available at [detroitchamber.com/ld](https://detroitchamber.com/ld).

**About Leadership Detroit**

Leadership Detroit is a community leadership program for executives in Southeast Michigan led by the Detroit Regional Chamber with more than 2,000 alumni. Launched in 1979, the annual, six-month program aims to create awareness of key issues that affect the Detroit Region and to challenge emerging and existing community leaders to bring about positive change in the community through informed leadership. To learn more, visit [detroitchamber.com/ld](https://detroitchamber.com/ld).

**About the Detroit Regional Chamber**

Serving the business community for more than 100 years, the Detroit Regional Chamber is one of the oldest, largest, and most respected chambers of commerce in the country. As the voice for business in the 11-county Southeast Michigan Region, the Chamber's mission is carried out by creating a business-friendly climate and providing value for members. The Chamber leads the most comprehensive education and talent strategy in the state. The Chamber also executes the statewide automotive and mobility cluster association, MICHauto, and hosts the nationally recognized Mackinac Policy Conference.

For more information, visit [detroitchamber.com](https://detroitchamber.com).

# # #

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# **Committee Reports**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 9/21/2023  
**Re:** Superior Planning Committee report

Mary, Jim and I attended a construction team meeting on 8/29, the first in some time. Project status:

- Margolis determined that 15 plants did not survive the winter; they will replace them. Walking around the site following the meeting, additional plants were identified for replacement.
- An area near the sidewalk on the southwest side of the building is still pooling with water. Margolis adding soil to the area, hydroseeding, and replacing plants on 9/22.
- Alarms at the emergency exit doors were never enabled; they are on now.
- Emergency exit door thresholds and outdoor landings were letting water in during heavy rains. O'Neal will work on a fix.
- Some exterior lighting around the building's perimeter stopped working; electricians are on the case.
- Baseboard heating unit in the staff work area has been replaced.

We are unhappy with the wire management system at the reader tables. They come disconnected from the table and the floor regularly and do not meet our needs. The manufacturer has agreed to replace them. A sample of the option we believe will work best is on the way.

TelSystems made adjustments to speaker volume that resolved outstanding issues. Backordered handheld microphone has been received. We are awaiting receipt as well as training for use of the assistive listening system. I approved purchase and installation of additional components that will allow us to use the rear camera in the meeting room the way we would like. This equipment should be installed by the end of the fiscal year.

The additional bulletin boards have been installed and are in use!

We continue to work with Dan Whisler on a plan for interactive play area elements for the Youth area.

On 9/12 we coordinated a meeting with Brian Barrick of Beckett and Raeder and representatives of Superior Landscaping to clarify the care needs of the natural landscaping areas at the site. These areas should only be mowed once or twice a year, but were being mowed regularly. We also discussed the eventual need for a controlled burn similar to that performed annually at Whittaker, and the appropriate frequency for watering.

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 9/21/2023  
**Re:** Facilities Committee report

Another status update on outstanding capital improvement projects:

- Resolution 2023-12 BRI sidewalk reconstruction project administration: No bids received for sidewalk reconstruction; waiting until December to re-bid. In preparation for this work I had some dead trees removed from the round beds in the sidewalk.
- Resolution 2023-16 HVAC gasket replacement at Whittaker: Project complete!
- Resolution 2023-17 Windows Phase 3: Project complete!
- Resolution 2023-18 Youth wooden chairs: Delayed again; awaiting update from supplier.
- Resolution 2023-19 Stack and pendant lighting: Stack lighting has been upgraded to LED and DTE rebate received. All pendant lights except for Customer Service Desk also upgraded.
- Resolution 2023-24 Whittaker roof repairs: Delayed. Contractor expected to begin work September 22.
- Resolution 2023-25 Zone controllers: Delayed. Campbell expected to install next week.
- Resolution 2023-26 Pendant lighting (revised): Expect to have new lights installed at Customer Services Desk before end of the fiscal year.
- Resolution 2023-27 Window washing: Project complete!

The Whittaker string lights (Resolution 2022-54) were repaired long ago, but an issue remains with the communication between the lights and our lighting control system. Siemens has been working to get to the bottom of this, but progress has been slow.

\*\*

On-Site Restoration received approval from the environmental testing firm and has completed remediation work from the Michigan Avenue flood. On tonight's agenda we will consider next steps!

## Observation Report 05

Project: Ypsilanti District Library  
Location: 5577 Whittaker Road Ypsilanti, MI 48197  
Client: Ypsilanti District Library  
Project No.: FR206032  
CM/Contractor: O'Neal Construction  
Phone #: (636) 537-9700  
Weather: Sunny, mid 70's F



Report Date: 09/20/2023  
Site Visit Date: 09/06/2023

By: Jared Lawrence, NCARB  
Senior Architect  
Jenny Perilla  
Field Engineer

Project Superintendent: Nicole Wallace  
Onsite: Yes ☒ No ☐

### General Comments:

Terracon visited the project site to review the progress in construction. Terracon arrived on site at approximately 4:00 PM. The conditions noted are representative and no attempt was made to identify each location that similar conditions occur. Glasco (O'Neal Construction's glazing sub-contractor) was not on site to discuss the items identified in this report.

Item	Observation/Recommendation	Photo
1	Overview of East Elevation Bay 6.	
2	<p><i>East Elevation: Bay 6</i></p> <p>Existing sealant was assessed. Glasco has been cleaning old sealant off brick before applying new sealant between shoulder of mullion and the Self-Adhered Flashing (SAF) consistent with joint (758) above.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"> <li><b>The work is in progress and appears to be in general conformance with the contract documents.</b></li> </ul>	







**Field Observation Report 04**

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: August 16, 2023 ■ Terracon Project No. FR206032






Item	Observation/Recommendation	Photo
3	<p><i>East Elevation: Bay 6</i></p> <p>Both jams in progress with primary perimeter joint installed. Terracon tested multiple spots to verify if sealant has achieved appropriate adhesion. Terracon was notified before that joints are being exposed for a week to cure before installing secondary (outer) perimeter joint. Sealant appears to be cured; adequate adhesion was observed where tested.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>Sealant passed nondestructive testing.</b></li><li>• <b>The work is in progress and appears to be in general conformance with the contract documents.</b></li></ul>	   

**Field Observation Report 04**

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: August 16, 2023 ■ Terracon Project No. FR206032







Item	Observation/Recommendation	Photo
4	<p>Holding back cap seals for installation of the preformed silicone membrane at the horizontal joints.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>The work is in progress and appears to be in general conformance with the contract documents.</b></li></ul>	
5	<p><i>East Elevation Bay 6: Right corner</i></p> <p>Primary seal appears to be continuous with no discontinuities.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>The work is in progress and appears to be in general conformance with the contract documents.</b></li></ul>	
6	<p><i>East Elevation Bay 6</i></p> <p>Bicellular rods appear to be left out while the workday has been completed.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>Leaving rods out can entrap moisture in the joint and can cause issues with installation quality. Protect materials for rain and condensation prior to installation.</b></li><li>• <b>Make sure the working area is kept clean when the day has finished.</b></li></ul>	

**Field Observation Report 04**

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: August 16, 2023 ■ Terracon Project No. FR206032





Item	Observation/Recommendation	Photo
6	<p><i>East Elevation Bay 6: First and second mullion from right jam</i></p> <p>Appears sealant was in the process of application. Terracon was informed Glasco had to stop work due to weather conditions.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>The work is in progress and appears to be in general conformance with the contract documents.</b></li></ul>	   

**Field Observation Report 04**

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: August 16, 2023 ■ Terracon Project No. FR206032



Item	Observation/Recommendation	Photo
9	<p>Equipment on site that appears to be used in the process of the work.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• The work is in progress and appears to be in general conformance with the contract documents.</li></ul>	 

Our services were provided using the standard of care exercised by our peers in the building enclosure consulting industry, for similar projects constructed in the same locale. Terracon's observations were limited to accessible work in place at the time of our site visit(s). Since certain conditions were concealed by completed work, and we are not providing full time monitoring of the building enclosure related work, Terracon does not claim that all issues which may potentially allow water intrusion to have been discovered during this site visit(s).

**END OF REPORT**

We appreciate the opportunity to provide these services to Ypsilanti District Library. If we may be of additional assistance on this project, please do not hesitate to contact the undersigned directly. Please address any specific comments or questions regarding the contents of this report to the undersigned in writing.



Jenny Perilla  
Field Engineer  
Facilities Engineering Services

Jared Lawrence, RA, NCARB  
Senior Architect  
Facilities Engineering Services

## Observation Report 04

Project: Ypsilanti District Library  
Location: 5577 Whittaker Road Ypsilanti, MI 48197  
Client: Ypsilanti District Library  
Project No.: FR206032  
CM/Contractor: O'Neal Construction  
Phone #: (636) 537-9700  
Weather: Sunny, mid 70's F



Report Date: 08/23/2023  
Site Visit Date: 08/16/2023

By: Jared Lawrence, NCARB  
Senior Architect  
Jenny Perilla  
Field Engineer

Project Superintendent: Nicole Wallace  
Onsite: Yes ☐ No ☒

### General Comments:

Terracon visited the project site to review the progress in construction. Terracon arrived on site at approximately 4:00 PM. The conditions noted are representative and no attempt was made to identify each location that similar conditions occur. Glasco (O'Neal Construction's glazing sub-contractor) was not physically on site to discuss the items identified in this report.

Item	Observation/Recommendation	Photo
1	<p>Overview of East Elevation Bay 2. Right jam (middle photo) completed with secondary perimeter joint installed. Left jam (bottom photo) in progress with primary perimeter joint installed.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"> <li>The work is in progress and appears to be in general conformance with the contract documents.</li> </ul>	  



**Field Observation Report 04**

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: August 16, 2023 ■ Terracon Project No. FR206032







Item	Observation/Recommendation	Photo
2	Overview of East Elevation Bay 3.	
3	<p><i>East Elevation: Bay 3</i></p> <p>Existing sealant was assessed. Glasco has been cleaning old sealant off brick before applying new sealant between shoulder of mullion and the Self-Adhered Flashing (SAF) consistent with joint (758) above.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>The work is in progress and appears to be in general conformance with the contract documents.</b></li></ul>	
4	<p>Holding back cap seals for installation of the preformed silicone membrane at the snap cover joints.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>Membrane will wrap around joint and then caulked over top.</b></li><li>• <b>The work is in progress and appears to be in general conformance with the contract documents.</b></li></ul>	
5	<p><i>East Elevation Bay 3: Right jam</i></p> <p>Glasco appears to be detailing at the mullion joints as previously discussed.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>The work is in progress and appears to be in general conformance with the contract documents.</b></li></ul>	

**Field Observation Report 04**

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: August 16, 2023 ■ Terracon Project No. FR206032







Item	Observation/Recommendation	Photo
6	<p><i>East Elevation Bay 3: Second and third mullion from right jam about halfway up.</i></p> <p>Numerous locations of inconsistent finish on cap seals.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>Remove and re-work after cured.</b></li><li>• <b>The work is in progress and appears to be in general conformance with the contract documents.</b></li></ul>	   

**Field Observation Report 04**

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: August 16, 2023 ■ Terracon Project No. FR206032



Item	Observation/Recommendation	Photo
7	<p><i>East Elevation: Bay 3</i></p> <p>Terracon tested multiple spots to verify if sealant has fully cured and is adhered. Glasco notified Terracon before that joints are being exposed for a week to cure before installing secondary (outer) perimeter joint. Sealant appears to be cured; adequate adhesion was observed where tested.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>Sealant passed nondestructive testing.</b></li><li>• <b>The work is in progress and appears to be in general conformance with the contract documents.</b></li></ul>	   







**Field Observation Report 04**

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: August 16, 2023 ■ Terracon Project No. FR206032



Item	Observation/Recommendation	Photo
9	<p><i>South Elevation: Bay 6?</i></p> <p>Window has broken into "popcorn" size pieces, consistent with fully tempered glass. It appears that an inclusion is present at the center of the breakage pattern.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• Near symmetrical similar break on both sides of origination point.</li><li>• This breakage appears to be consistent with nickel-sulfide inclusion found in tempered float glass panes.</li><li>• Terracon taped the center of the break to hold broken pieces together for further analysis if desired</li><li>• Terracon understands that O'Neal is working with Glasco to replace this unit in-kind.</li></ul>	   

**Field Observation Report 04**

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: August 16, 2023 ■ Terracon Project No. FR206032



Item	Observation/Recommendation	Photo
10	<p><i>East Elevation: Bay 3</i></p> <p>Terracon tested several areas and joints to verify if sealant has cured and is adhering sufficiently, no concerns identified.</p> <p><b>Terracon Comments/Recommendations:</b></p> <ul style="list-style-type: none"><li>• <b>The work is in progress and appears to be in general conformance with the contract documents.</b></li></ul>	

Our services were provided using the standard of care exercised by our peers in the building enclosure consulting industry, for similar projects constructed in the same locale. Terracon's observations were limited to accessible work in place at the time of our site visit(s). Since certain conditions were concealed by completed work, and we are not providing full time monitoring of the building enclosure related work, Terracon does not claim that all issues which may potentially allow water intrusion to have been discovered during this site visit(s).

**END OF REPORT**

We appreciate the opportunity to provide these services to Ypsilanti District Library. If we may be of additional assistance on this project, please do not hesitate to contact the undersigned directly. Please address any specific comments or questions regarding the contents of this report to the undersigned in writing.



Jenny Perilla  
Field Engineer  
Facilities Engineering Services

Jared Lawrence, NCARB  
Senior Architect  
Facilities Engineering Services

# Director's Report and attachments

## **Library Director's Report**

### **September 27, 2023**

#### **Making an Impact**

Accompanying this page are a 6-month progress report on the YDL Strategic Plan, and the 2023 Summer Challenge statistical report. The numbers in the latter are way up as gatherings are becoming more normalized. We knew the library was really busy this summer; the statistics are proof, and so good to see!

We are also developing an infographic sheet on new Superior's impressive first year of operation. The branch has been embraced by the community, just as we'd hoped. The infographic will showcase statistics on usage as well as on the capital campaign. Thanks to a pledged gift from the Friends of the YDL, we're reaching our \$2M goal!

#### **Facilities:**

- Whittaker's windows are sealed and sparkling! Glasco finished the last of the curtainwall repairs on 9/19, and Allied washed windows inside and out this week. Very exciting on both fronts!
- All three YDL locations now have drinking fountains with water bottle filling capability installed.
- On-Site Restoration has finally finished the remediation work at Michigan Avenue.

#### **Financial:**

- I transferred \$249,829.24 from PNC Bank to Michigan Class on 9/12. After 10 days, the value has already grown by \$375. Accountant Jim Carey and I will monitor the fund carefully as we consider next steps. I will officially close the PNC account on 10/2.

#### **Personnel:**

- Part-time Michigan Avenue Adult Paraprofessional Charline Collier resigned her position effective 9/11. We are all sad to lose Charline as a regular staff member, but she will stay on as a substitute and liaison with the WAAGS. We will post her position when we have a better idea of when Michigan Avenue will reopen.
- Our new Communications Intern, Hailey Burns, began her duties 9/18.
- We conducted four interviews, and are in the process of hiring two full-time Building Monitors! Very excited to find solid candidates to fill this role. Drew Eaddy is set to start on 10/2, and Chris Oliver, the SPS security guard who has been doing a great job for us, will join the staff on 10/23.

#### **Programming Highlights:**

- "A Colorful Dream" opened in the Whittaker Community Room on September 1. Julianne and her exhibit team planned an outstanding lineup of programming; don't miss the Mad Hatter Tea Party 9/24!

#### **Side Notes:**

- Our Call to Artists closed 9/15. We received 37 submissions. The Superior Art Committee will meet to review them on 10/8.
- Finn Bell's oral history archive project was funded by the University of Michigan, so work is beginning.
- Jodi Krahne and I will attend PLA in April to present a session on the development of TALK.
- Chris McMullen and I attended the United Way's Townhall Luncheon on 9/6.
- I was invited to "The Joy Report," a gathering of Song Foundation grantees, on 9/14. It was held at Robin Hills Farm in Chelsea, and was a wonderful opportunity to connect with a diverse group of people doing great work in Southeastern Michigan. I finally met Linh and Dug Song in person; we'll be scheduling a tour for them at new Superior soon.
- Julianne Smith and I attended UMSP's "Public Librarianship in Contentious Times" Symposium on 9/19. The day offered a couple of excellent presentations and a chance to network with colleagues I don't often see.

## Advancing EDI

---

Continue to expand programs and efforts that encourage recruitment of a more diverse staff.

- *Compensation study annual update received*
- *Planning to add Healthiest You telemedicine benefit for part-time staff in FY2024*

Continue to expand programs and services that reach underserved members of the broader Ypsilanti community.

- *Lunch, Listen & Learn at Superior was a huge success!*

Pursue the placement of social workers in high-need YDL locations.

- *EMU School of Social Work still seeking candidates for placement*

Implement student cards for all YCS students.

- *Pending new ILS; ILS selection in progress*

## Engaged Community

---

Create a welcome kit for new residents.

- *Secured New Mover service quote from Unique Management; adding in FY2024 budget*

Provide next-level communications via an ILS-integrated texting tool.

- *Pending new ILS; ILS selection in progress*

Create a mis/disinformation curriculum and campaign for both students and the public.

- *Julianne Smith and Jodi Krahnke representing YDL in Wonder Media exhibit grant cohort*

Develop a viable and engaging library volunteer program.

- *Scheduled to tackle this in plan year 2*

## Dynamic Resources

---

Secure a new ILS with deep analytic and engagement tools.

- *ILS selection in progress*

Re-envision collection development strategies and procedures to support increased digital content and future reconfiguration of interior spaces.

- *Beginning to strategize with reconfiguration at Michigan Avenue*

Grow the Library of Things and install a memory preservation system.

- *Library of Things continues to expand and gain popularity*
- *Washtenaw County partnership for more mobile hotspots in the works*
- *Staff attended a memory preservation webinar and committee has formed; adding to FY24 budget*

Redesign and launch new staff/board tools (dashboard, payroll, manuals) for improved efficiency and greater autonomy.

- *Trustee manual online 1/2023*
- *Payroll transitioned to Zenefits platform 7/2023*
- *Emergency manual update nearly complete*

## Optimized Facilities

---

Begin a feasibility study for a renovation and expansion to Michigan Avenue, including funding.

- *Received updated quote for waterproofing of foundation*
- *Flood remediation underway; planning for future renovation being explored*

- *Historical Commission meeting 9/26 to begin conversation*

Evaluate options for a “next generation” bookmobile.

- *Potential vendor list generated*

Improve outdoor spaces with “destination” elements.

- *Reviewing grant opportunities*

Develop a capital improvement schedule.

- *Schedule template is in development with Accountant Jim Carey*

# SUMMER CHALLENGE

2023 End of Summer Report



## ACTIVITIES LOGGED



### READ

40,123 Books

18,560 more read badges earned than 2022

Up 46%



### LEARN

1,781 Library Event Codes

1,389 more learn badges earned than 2022

Up 78%



### EXPLORE

3,450 Explore Challenges

727 more explore badges earned than 2022

Up 21%

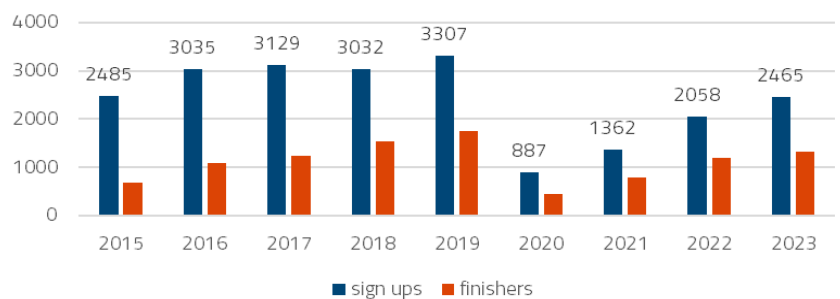
## UNIQUE IN 2023

The number of badges required to earn a prize increased from six to ten. All types of badges counted toward the prize, not just reading. There was a large increase in all types badges earned.

New challenges encouraged players to participate in Ypsilanti's Bicentennial events.

YDL-Michigan was closed in July and August due to water damage, impacting the ability of some residents to fully participate.

Summer Challenge Participation Over Time



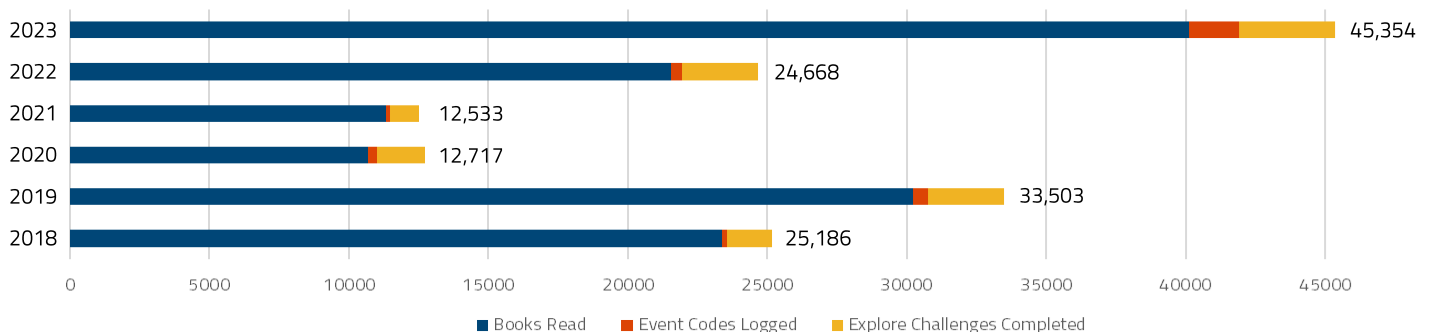
2,477 people signed up for the Summer Challenge

419 more participants than 2022

1,312 (53%) of participants reached the first prize tier

259 more than in 2022

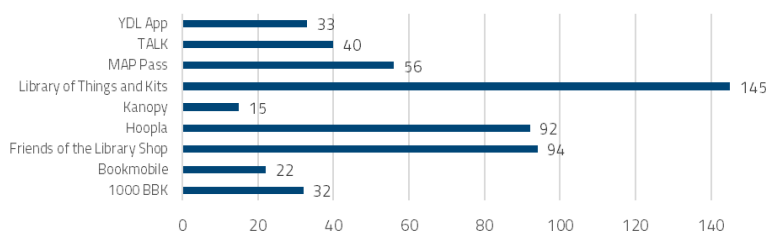
Badges Earned Over Time



## EXPLORING THE LIBRARY AND COMMUNITY

Participants earned badges by exploring library services and by completing independent learning challenges such as attending community events, looking at outdoor art, finding a geocache box, or exploring the parks.

Badges Earned for Using YDL Resources



Using a MAP pass to visit a state park.





## DONORS

Rotary Club of Ann Arbor  
 Friends of the Ypsilanti District Library  
 Rutherford Pool  
 Aubree's Pizza  
 Ann Arbor Art Center  
 Ann Arbor Hands-On Museum  
 Best in Games  
 Black Stone Bookstore  
 Booksweet  
 Bobcat Bonnie's  
 Chipotle  
 Common Source Acupuncture  
 Decode Detroit  
 Destruction Depot  
 Detroit Tigers  
 Domino's Pizza  
 Dos Hermanos  
 EMU Football  
 Encuentro Latino  
 Fowling Warehouse  
 GLAZE Pottery Studio  
 Go! Ice Cream  
 Golden Rhino Games  
 Hyperion Coffee  
 Insomnia Cookies  
 M Den  
 Meijer  
 ModelCave  
 Planet Rock  
 Puffer Reds  
 Rolling Hills Water Park  
 SCRAP Creative Reuse  
 Stone & Spoon  
 Taco Bell  
 Target  
 Toledo Zoo  
 Twisted Willow Soap  
 Unicorn Feed & Supply  
 Wiard's Orchard  
 World of Rocks  
 Ypsilanti Art Supply  
 Ypsilanti Running Company



## PRIZES

**19** Grand prize baskets filled with items donated by local businesses

**100** Tickets to a Tigers game for participants who entered the raffle

**235** YDL Totes for adults who earned at least 10 badges

**332** Fairy Door badges for players who spied doors at 25 businesses throughout district



**1077** Free books from the Ann Arbor Rotary Club and Aubree's meals for youth who earned at least 10 badges

**1521** Day passes to Rutherford Pool for youth at sign-up

**3058** Small prizes from treasure boxes every time kids read another 10 books

## LUNCH & LEARN

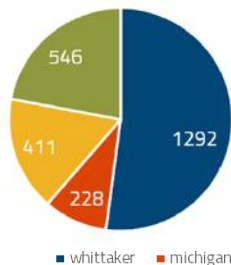
Monday through Friday for six weeks, June 26-August 4, staff and volunteers served free lunch to anyone 18 and under, thanks to the library's partnership with Food Gatherers. Kids heard books read aloud while they ate. YDL-Whittaker served 1,005 lunches and YDL-Superior served 1,170 lunches.



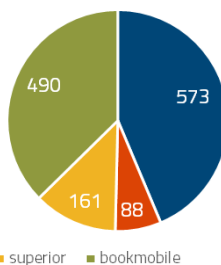
After lunch was time to learn! Educational programs for kids and families were offered 4-5 days per week. Thanks to funding from Toyota, 2-3 programs per week focused on building STEM skills. Attendance was double pre-Covid numbers, with kids and families excited to engage in hands-on activities indoors and outdoors. 500 hours of teen volunteer time helped make it all run smoothly.



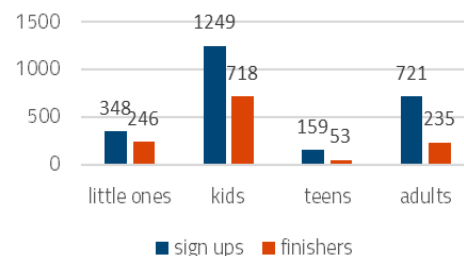
Sign Ups by Location



Earned at Least 10 Badges by Location



Participation by Age



## SUMMER CHALLENGE CHAMPIONS

- 10** Summer Challenge Champion sites
- 28** Staff visits to camps
- 385** STEM kits from EMU distributed
- 418** Prize books distributed
- 1085** Kids attended a read-aloud at camp



## MORE LEARNING AT THE LIBRARY

**370** programs were offered for participants to earn a Learn Badge, starting with a kickoff at YDL-Superior featuring STEM stations from the Michigan Science Center. People of all ages had the opportunity to learn about a wide variety of topics all summer.





# **YDL Dashboards**

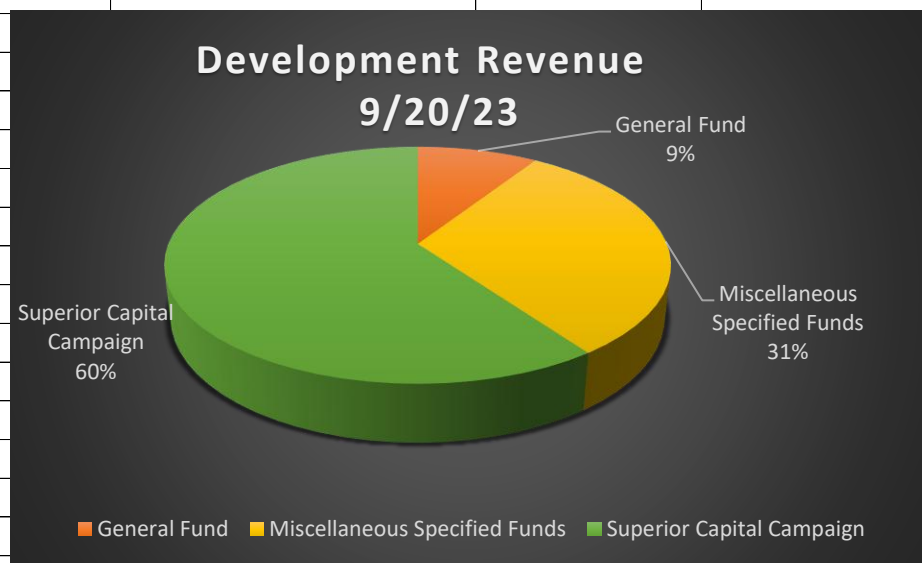
**\*\*Michigan Avenue Closed beginning July 2023**

YDL DASHBOARD AUGUST 2023						
	Jul	Aug		Monthly Change		Year to Date
<b>Circulation</b>						
Whittaker	36,226	35,359		-2%		248,345
Michigan	8,260	5,534		-33%		80,646
Superior	6,272	6,184		-1%		43,447
Outreach/BKM	645	1,565		143%		8,160
eProducts	16,726	17,631		5%		127,605
<b>TOTAL</b>	<b>68,129</b>	<b>66,273</b>		<b>-3%</b>		<b>508,203</b>
<b>MeLCat ILL</b>						
Loaned	840	899		7%		7,334
Borrowed	885	948		7%		7,408
<b>New Cards</b>						
Whittaker	319	369		16%		2,484
Michigan	7	1		-86%		416
Superior	67	57		-15%		645
Outreach/BKM	0	14		8%		65
<b>TOTAL</b>	<b>393</b>	<b>441</b>		<b>12%</b>		<b>3,610</b>
<b>Reference</b>						
Whittaker	4,608	3,859		-16%		24,995
Michigan	125	0		-100%		19,381
Superior	2,422	2,113		-13%		12,451
Outreach/BKM	39	104		167%		501
<b>TOTAL</b>	<b>7,194</b>	<b>6,076</b>		<b>-16%</b>		<b>57,328</b>
<b>Computer Sessions</b>						
Whittaker	2,397	2,369		-1%		14,622
Michigan	42	0		-100%		7,544
Superior	957	1,031		8%		4,268
Outreach/BKM	0	0		0%		0
Wireless	7,610	8,015		5%		51,833
<b>TOTAL</b>	<b>8,372</b>	<b>11,415</b>		<b>36%</b>		<b>75,633</b>
<b>Door Count</b>						
Whittaker	13,561	13,351		-2%		93,218
Michigan	201	37		-82%		29,862
Superior	7,091	6,446		-9%		35,683
Bookmobile	138	538		290%		2,164
<b>TOTAL</b>	<b>21,790</b>	<b>20,372</b>		<b>-7%</b>		<b>161,726</b>
<b>Collection</b>						
Items Added	4,598	4,179		-9%		21,737
Items Cataloged	296	263		-11%		1,796
<b>Electronic Services</b>						
Website Visits	103,520	101,431		-2%		837,777
Podcast	3,741	3,865		3%		24,637
App Users	1,709	1,671		-2%		12,545
	23-Jul	23-Aug		Monthly Change		Year to Date
<b>Programs</b>						

**\*\*Michigan Avenue Closed beginning July 2023**

Whit Adult	35	26	-26%	268
Attendance	173	158	-9%	2,303
Whit 0-5	16	5	-69%	140
Attendance	803	159	-80%	5,217
Whit 6-11	42	8	-81%	168
Attendance	2,104	477	-77%	6,173
Whit Teen	4	4	0%	39
Attendance	32	19	-41%	375
Mich Adult	4	7	75%	117
Attendance	37	71	92%	1,442
Mich 0-5	5	5	0%	60
Attendance	28	12	-57%	591
Mich 6-11	7	8	14%	94
Attendance	363	97	-73%	1,305
Mich Teen	2	1	-50%	29
Attendance	39	1	-97%	187
Sup Adult	62	26	-58%	249
Attendance	405	130	-68%	1,963
Sup 0-5	44	19	-57%	148
Attendance	294	45	-85%	1,243
Sup 6-11	42	18	-57%	118
Attendance	493	98	-80%	1,082
Sup Teen	34	14	-59%	71
Attendance	148	25	-83%	281
Out Adult	4	8	100%	49
Attendance	59	301	410%	1,167
Out 0-5	2	0	0%	6
Attendance	32	0	0%	605
Out 6-11	0	17	0%	17
Attendance	0	1,228	0%	1,259
Out Teen	0	0	0%	1,646
Attendance	0	0	0%	0
Virtual/Hybrid (all)	0	0	0%	10
Attendance	0	0	0%	109
General/All Ages (all)	0	1	0%	2
Attendance	0	15	0%	160
<b>TOTAL PROGRAMS</b>	<b>725</b>	<b>167</b>	<b>-77%</b>	<b>2,026</b>
<b>TOTAL ATTENDANCE</b>	<b>5,023</b>	<b>2,836</b>	<b>-44%</b>	<b>26,727</b>

DEVELOPMENT REVENUE BY SOURCE	Where the \$ Comes From		
	ACTUAL	TO DATE	NOTES
DONATIONS	FY21/22	FY22/23	
Annual Report	\$2,675	\$1,685	
Annual Appeal	\$22,549	\$11,887	21/22 includes a \$10,000 gift
Individual	\$85,004	\$5,765	21/22 includes \$73,150 gift
Corporate	\$0	\$850	
Sponsorship	\$1,000	\$2,000	Ann Arbor SPARK, YDDA
Memorials	\$2,769	\$4,697	
Tributes	\$751	\$375	
Third Party - Kroger, Amazon	\$946	\$840	Amazon Smile discontinued as of 2/20/23
Friends of the YDL	\$24,000	\$17,218	
	<b>\$139,694</b>	<b>\$45,317</b>	
GRANTS			
Charitable Foundation/Organization	\$20,600	\$24,700	Dresner, A2 Rotary, ALA x 2, LoM
Corporate Foundation	\$0	\$30,500	Toyota, Kids Gardening
Government	\$41,774	\$38,593	Talk Grant
	<b>\$62,374</b>	<b>\$93,793</b>	
ENDOWMENT FUNDS			
YDL Agency Distribution	\$1,393	\$1,497	
Goussef Fund Distribution	\$17,240	\$9,077	Superior Art Fund
YDL General Endowment Distribution	\$6,768	\$7,859	
	<b>\$25,401</b>	<b>\$18,433</b>	
<b>TOTAL:</b>	<b>\$227,469</b>	<b>\$157,543</b>	
SUPERIOR CAPITAL CAMPAIGN			
Grants (Funds Received)	\$164,500	\$80,500	Towsley, MACC
Corporate/Organization	\$14,800	\$11,555	AK, Domino's, Menlo, Campbell, D&Z, Stites
Donations - Individual	\$388,669	\$58,534	
<b>SUPERIOR TOTAL:</b>	<b>\$567,969</b>	<b>\$150,589</b>	



# Department Reports

# Acquisitions Department Board Report

## September 2023

### Department News and Activities

- We attended the three ILS vendor demos at the end of August. The demos generated a lot of interest among the staff, and we've gotten great feedback about our different options! I am continuing to work with the ILS selection committee to choose and prepare for the next Integrated Library System.
- Acquisitions staff continues to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

### Statistics

- **The collection budget is currently 75% encumbered.**
- 263 items were cataloged in August.
- 4,179 items, including 3,218 e-items, were added in August.
- YDL borrowed 948 items from other libraries via MeLCat in August.
- YDL loaned 899 items to other libraries via MeLCat in August.
- 123 items no longer in our system have been returned since going fine free.

Submitted by Katie Page  
September 18, 2023

# Community Relations

Monthly report: September, 2023

**PROJECT  
STEM  
@ YDL**

Presented by  
**TOYOTA** **YPSILANTI  
DISTRICT  
LIBRARY**

**You won't believe  
what we can unlock  
together!**



Learn more:  
[ypslibrary.org/projectstem](https://ypslibrary.org/projectstem)

## Major print/design pieces produced:

- We're working on promotional items like tattoos, flyers, and bus ads to send to the printer to highlight the Toyota STEM grant. A sample of the bus ad is here.
- **LNGO flyers:** Sam is working with Susanna and the Senior Advisory Board on a monthly flyer highlighting events and resources for seniors.

## Notable Media Mentions

- The Superior branch is featured in a Channel 7 story that covers the work that Jean Winborn and the Fred Hart Williams Genealogical Society are doing with the 10 Million Names Project.
- On the Ground Ypsi and WEMU did a story about the Great Stories book club.
- Our press release about the Colorful Dream exhibit was included in the A2Y Chamber newsletter.

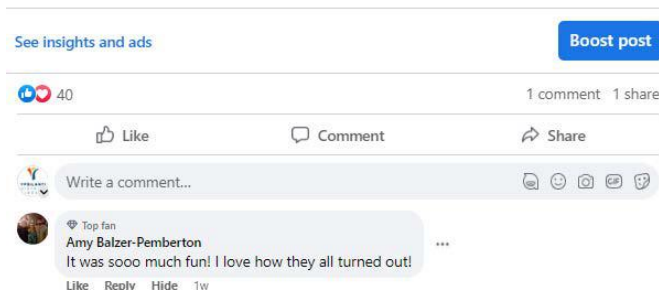
## Community Relations news

- Hailey Burns has started as the new intern in the Communications department.
- Parkridge and Engage@EMU meetings have resumed after a summer hiatus. Sam and Monica continue to share weekly Parkridge duty. Sam attends the monthly Engage meetings.

## Notable Social Media activity

Through the first part of September, we've had over 23,700 impressions with our social media posts, with over 1,600 engagements (which is an increase of 74%). Our impressions on Instagram in particular were up 160%.

- Our post inviting people to describe their favorite children's book using emojis reached nearly 1,900 people with over 500 engagements, including 150 comments on Facebook and 50 comments on Instagram.



*Submitted by Sam Killian on 9/22/2023*



- Our post about the Friends of YDL Pop-up Book sale reached over 2,550 people with 230 engagements.
- A post sharing work from the Crafternoons session where they made teacup fairy worlds reached over 1,200 people with 135 engagements and 40 likes.
- Our post sharing info about our Intergenerational Art Series reached over 3,800 people with 190 engagements, including 25 shares.
- The post sharing news about the Beverly Jenkins author talk reached over 1,650 people with more than 110 engagements.
- Our goodbye post to Derek reached almost 1,400 people with over 300 engagements.
- A video we made highlighting the patron comments about the Colorful Dream exhibit got over 430 views on Instagram with 29 likes.
- We're consistently getting 300+ views on our TikTok videos and are up 284 followers and 3,858 video likes.

**Ypsilanti District Library**  
Published by Buffer · September 7 at 1:27 PM · 🌐

Our Intergenerational Art Series, starting this month, allows youth and adults to explore different art mediums and concepts together! See all of our workshop leaders below, and sign up for the September session with Lynn Settles at <https://buff.ly/482fgnl>.

**INTERGENERATIONAL ART SERIES**

These two-part programs allow youth and adults to explore different art mediums and concepts together at the YDL Superior branch.

LYNN SETTLES	PALOMA NÚÑEZ-REGUEIRO	CURTIS WALLACE
Sep. 26 & 28 5:30pm Create art that represents your story on large puzzle paper	Oct 14 & 21 2pm Learn printmaking and make an accordion book	Nov 2 & 9 6pm Explore how art can represent life, and use music, text, painting, and images to express your feelings.
Scan to register and learn more	Scan to register and learn more	Scan to register and learn more

YDL-Superior | 734-482-4110 x2431 | [ypslibrary.org/events](https://ypslibrary.org/events)

See insights and ads Boost post

👍❤️ 15 25 shares

*Submitted by Sam Killian on 9/22/2023*

## **Customer Services**

Monthly report: September 2023

### ***Circulation Stats***

For the month of August, we checked out 44,871 items system wide.

Patrons also downloaded 17,631 digital items.

We issued 441 new library cards.

### ***Michigan Ave News***

Now that Michigan Ave has been given the go-ahead to begin the repairs to the building. We will start the process of going through all of the returned items from Michigan Ave and rough sort them by collections and call numbers and place them in boxes for easier transports back to their home location. This task will be performed by pages and circ staff from Michigan and Whittaker.

Submitted by *John Connaghan* September 15, 2023.

# YDL DEVELOPMENT REPORT

August 2023

## OUTREACH – MAKING CONTACT

Chris attended a community gathering at EMU on September 6 highlighting the merger of the United Way of Washtenaw County (UWWC) with the United Way for Southeast Michigan into one single regional organization. The new President/CEO of the merged organization, Dr. Darienne Hudson, was introduced and shared her vision for a stronger organization with greater combined resources, increased efficiency and the ability to bring more opportunities to the entire region. The new United Way of Southeastern Michigan will maintain both of their current offices in Ann Arbor and Detroit and will serve communities across Macomb, Oakland, Washtenaw and Wayne counties. Pam Smith, President/CEO of UWWC, will be moving into an advisory role. She will continue to be very much involved not only in the transition, but into the future as staff and resources are integrated. Many sincere thanks were extended to Pam for her immense impact upon the Washtenaw County community in her work with United Way.

On September 19, Chris attended the 2023 Ann Arbor Area Community Foundation Annual Community Meeting at WCC. This annual event is an important opportunity to mingle with Foundation staff, Board, politicians and influential community members.

## PROGRAM GRANTS

### *Submitted*

Great Michigan Read 2023/24 – Author tour and supplies for this year's book, Firekeeper's Daughter. We will be partnering with the Saline District Library on this project in hopes of being selected for an author visit. We have already been approved as a partner organization with a \$750 grant awarded to promote our programs and activities surrounding the book. We have also applied to have author Angeline Boulley join us in Washtenaw County with an author visit in the spring of 2024.

### Michigan Humanities Council Fall 2023

Potential funder for the new Superior Art Fund and associated programs/workshops. Request: \$13,000 for Honoraria, project supplies, and promotion. Awards will be announced on November 1<sup>st</sup>.

### *Ready to Apply*

#### MI Arts and Culture Council Minigrant 2024

Due January 15, this \$4,000 mini-grant would support programs and receptions surrounding the artwork for Superior. This application is dependent upon MACC funds being available for this round of funding. Chris has been reaching out to Creative Washtenaw (our region's re-granting organization) regarding fund availability.

### *Writing*

#### Mobile Beacon Wi-Fly Digital Inclusion

National grant which would provide a Wi-Fly Lending Launch Kit which includes 25 laptops, 25 mobile hotspots and one year of Mobile Beacon's unlimited broadband service. (\$10,000 value) Monica and Katie are crafting the grant with support from Chris and Lisa. Application is due September 30<sup>th</sup>.

## *Declined to Apply*

### Michigan Department of Education Out-Of-School Time Learning

Supporting expanded in-person learning opportunities for kids K – 12, such as mentoring, literacy, leadership, community engagement, STEAM, health, and recreation. Also, must provide educational programming in core subject areas including math, reading and science. Decided not to apply programming requirements were quite demanding and staff felt that we did not have space to stage a daily afterschool program. It was also felt that we have work to do in creating our vision and plan for implementing an afterschool mentoring/tutoring program so that when the next funding opportunity arises, we will be ready to apply.

### Michigan Department of Labor & Economic Opportunity Community Center Grant

State grant available to expand programming or capital projects built upon Gov. Whitmer's "Make it in Michigan" strategy to invest in people and revitalize places. \$60 million in Community Center funds were made available for these grants. Timing was definitely off in terms of applying for a capital project like Michigan Avenue with the recent completion of the Superior branch campaign. Restoration of Michigan Ave. might have been a possibility, but we did not have information needed based on the application deadline. The programming grant required strong collaboration with partners, which had not been identified at this point. This was a large, detailed grant. It was felt by staff that we could not pull together a well thought out application in the short time frame given to write the grant.

## **INTERGENERATIONAL PROGRAMMING PROJECT**

Staff continue to explore intergenerational programming at YDL. Inspired by our participation in the Ypsilanti Intergenerational Community Solutions Institute at EMU, we have gathered a group of staff at YDL to focus on how we can further develop our intergenerational programming. At the August 31<sup>st</sup> committee meeting, the group decided to focus on addressing mis/disinformation and create a multi-dimensional escape room experience created by both teens and seniors together. Wikipedia definition: An escape room, also known as an escape game, puzzle room, exit game, or riddle room is a game in which a team of players discover clues, solve puzzles, and accomplish tasks in one or more rooms in order to accomplish a specific goal in a limited amount of time. The goal is to escape from the site of the game.

Many potential community partners were identified including resources for engaging teens and seniors, as well as individuals who could assist in developing the actual experience and designing various aspects of the process (for example, [Decode Ann Arbor](#)). YDL does have staff with experience in creating these experiences. Numerous additional ideas emerged that could be additional ways of exploring the topic. Julianne and Jodi attended a conference on this very topic. We will consult with them regarding information they gathered that might be applied to the Escape Room project. Our next meeting will take place in October.

## **END-OF-YEAR ANNUAL APPEAL**

Lisa, Sam and Chris will be meeting the first week of October to plan YDL's upcoming annual appeal mailing which will go out in early November to donors and prospects. Funds received from this mailing will go toward supporting restoration work at Michigan Avenue to help with expenses caused by the July 1<sup>st</sup> flood. This will include creating a fundraising plan around [Giving Tuesday](#) on November 28<sup>th</sup>. YDL's donation envelope has been revised to include promotion of matching gifts from donors' employers. Due to a lack of information about matching gift programs, many are unaware their company even has a matching gift program. Only 1.31% of donations are matched at the average non-profit organization annually.

## **SUPERIOR CAPITAL CAMPAIGN**

Thanks to a commitment from the Friends of YDL, we are in the process of closing out the Superior Next Chapter campaign. Lisa, Sam and Chris are working on materials to present to donors including a graphic representation of goals and statistics surrounding the campaign. This will be included in the annual appeal mailing in November. Chris will also be creating a letter to all capital campaign donors with a few more specifics about the campaign and thanking them for their support. This will be mailed in December as an additional touch point with our capital campaign donors. Some highlights include:

Total Donors: 470

Total New Donors: 300 (We engaged them; now we must create a plan to keep them.)

Total Donations: 773 (40% of donors gave more than once!)

## **FUN FUNDRAISING FACT**

30% of charitable giving occurs in December. 10% of annual giving occurs on the last three days of December.

# Facilities Department

## Board Report: September 2023

On-Site Restoration is done with the demolition, and we were given the all clear as far as the mold and lead paint concerns. They have removed all their equipment from the building. Now the planning for the rebuild of Michigan Ave begins.

Campbell Inc. has finished the Hot Water Heater System Gasket Replacement Project at Whittaker Road. It took about a month to complete the job. Glasco has finished the window project in the back of the building. That job took about 60 days.

Julie's 'A Colorful Dream' exhibit was delivered in late August. Julie, John, Karen, Chris Slay, and myself hung all the pictures in the Community Room. A lot of patrons have stopped by to enjoy the exhibit.



While the exhibit is up, we decided to paint the Community Room Kitchen since it will be used less while the artwork is up. Patrick did a great job. FYI – Julie picked the color.

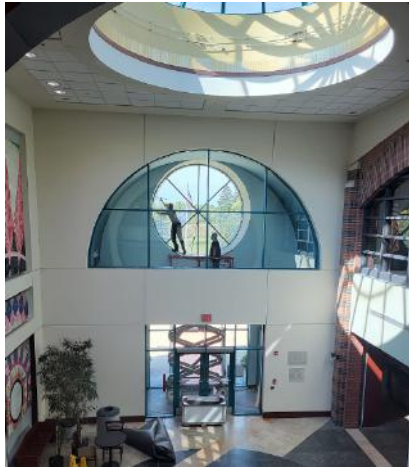
Another load of books removed from circulation were boxed

up and sent to Better World Books. They give us a percentage of the sale of any book that came from us. 200 boxes were sent to them this shipment.



New drinking fountains were installed at Whittaker Road. The old ones were removed, Wilbur Plumbing had to rework the plumbing behind the walls. Then we had to replace the drywall, and paint. Wilbur Plumbing came back to install the new fountains.





Allied Building Services Cleaned our windows inside and out. The project took 3 days to complete. We had a sink hole in the traffic circle at Whittaker Road. We had Brian Barrick consult us on how to best secure the area so the hole doesn't grow. We dug out the area, filled with concrete, and asphalt for the top layer. This is just a band-aid to get us through the winter. We will have to address this again in the spring.



**Submitted by: Jim Reed**

**September 21, 2023**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

September 2023

## Status Report

- New servers – We recently migrated our primary storage drive. I'll be working on some secondary storage spaces along with and small migration of another administrative system next.
- Zoho Management– We're expecting to implement a more regimented update process along with regular system shutdowns to help improve outside of business hours equipment activity.
- Updated Firewall – Our primary firewall has seen a few years of service and is scheduled to be replaced. I will plan for an install after hours with negligible impact to operations. I currently have the unit in hand and plan to install before October.
- Michigan Ave Water Closure – Previous plans for re-arrangement will be implemented during the re-opening process in the coming months. As of right now all required equipment to enable Mich Ave staff to operate across our other facilities have been removed and installed. A remediation company is handling the large task of removal and storage of most of our other IT equipment until the building is ready to re-accept the systems. Next steps will be to prepare for replacement of system affected by the flood such as security cameras and data wiring.
- New ILS System – The process is moving forward and the administration department is working on our next steps.
- Miscellaneous Equipment updates – We're looking to replace a few older laptops and exploring a solution to add a digital display for programming needs at Whittaker Rd on the first floor.
- Security Cameras – There's been a request to reinforce camera coverage in our system. We'll be exploring the possibility of a few notable improvements.

## 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

- Memory Lab – We're taking part in an added feature that in some form will certainly help patrons archive/digitize personal physical/digital media.



## Michigan Avenue Board Report: August 2023

### Building

OnSite is done with demolition and we have received a clean bill of health regarding air quality with no more mold or lead issues. All the air scrubbers, dehumidifiers, etc. are now out of the building. The insurance company has blessed having a contractor manage the myriad of subcontractors that will be involved. The first step is for the architect to start the 3D Matterport scanning process which will allow for accurate measurements of the building and an easier design process. Rebuilding will be slow but at least we can now start that process. While we foresee this taking several more months, we are looking forward to planning improvements.

### Staff

Kelly was interviewed by Concentrate Media/WEMU about the Great Stories grant and the collaboration with Ozone House and the library received some great PR which can be viewed at <https://www.secondwavemedia.com/concentrate/features/greatstories0695.aspx>.

Mich Ave staff had their first full department meeting since the flood and were able to discuss how things are going. While staff are in limbo and displaced, they are grateful that they have been able to keep their jobs and are learning about the larger YDL, getting better acquainted with other staff, learning how other departments do things. They have a long list of ideas to bring back to Mich Ave once we reopen. I'm impressed with their resiliency during this time. Again, I'm very grateful for the other department heads who have absorbed Mich Ave staff at their locations and are providing onsite supervision for them and making them feel welcome. I'm also learning a lot as the roving manager!

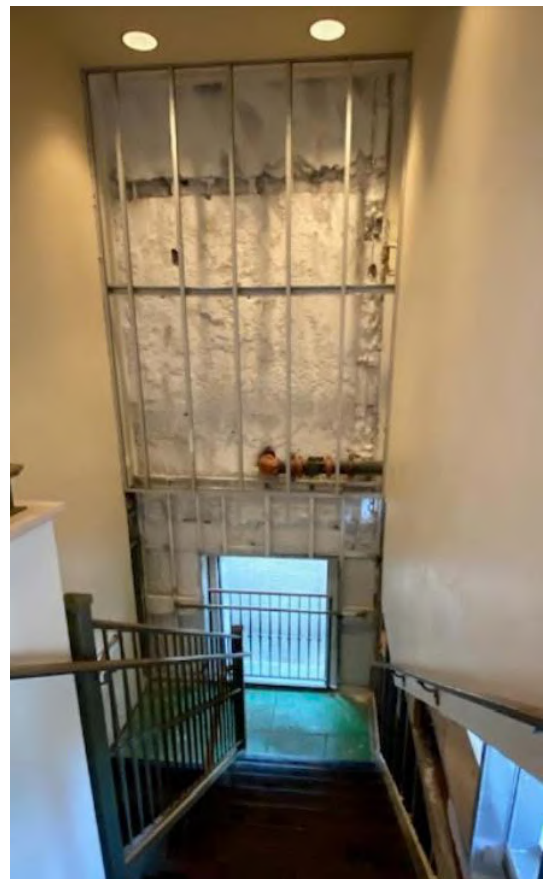
Unfortunately, Charline has resigned from YDL as a part-time parapro. She has worked 12 years at YDL and I'm very sorry to lose her. She has had too much on her personal plate the past few years and is needed by her family. The good news is that she will remain as a sub and will still be around!

### Programs & Services

We are back into fall programs. Jenny held Family Maker Night and Intergenerational Chess at the Ypsi Senior Center. Storytimes have started and Stephanie, Jenny and Kelly are holding those at the Bridge Community Café. Pat's Read-to-Dog program and Tween/Kids book clubs are held at Whittaker Rd. Crafternoons were held at Superior and Amy Pemberton led the seniors in making polymer clay tea cup fairy worlds. The ladies had a blast creating tiny worlds! Guitar Club was held in Whit Rd Story Room. Our hybrid racial justice film series and discussion had nice attendance in person and virtually.

Joy Cichewicz  
September 22, 2023







## Outreach Board Report - August/September 2023



On August 19th, the Outreach Team (Monica, Khi, Jonathan, and Noah) brought the Bookmobile to the Ypsilanti Community Schools Back to School Bash. It was amazing. Ypsilanti Community Schools and Puffer Reds donated backpacks to the community. YDL also brought some items to the table. We handed out over 50 colorful pencil cases that contained: pencil sharpeners, motivational journals, back-to-school stickers, pencils, colored pencils, crayons, a coloring bookmark, rulers and scissors. We ran out in less than an hour! We gave out STEM kits, and many resources including a flier that had QR codes for completing an online library application, a classroom card, and The Library Network's

reciprocal borrowing application. We had over 30 of those and they all disappeared. There was a total of 473 people that visited the Bookmobile and our information table! We also gave out library applications written in Spanish due to so many ESL families stopping by our table. It was exhaustive and enlightening work all at the same time. Such a wonderful event!


On August 22nd, Susana, my Seniors' Outreach Paraprofessional did a presentation for the Washtenaw County's Foster Grandparent Program. There were 55 people in attendance and 15 library card signups! Susana shared many resources, answered many questions, and left it open for possible partnership in the future.




In celebration of Latinx Heritage Month, Susana and Jenny attended a Hispanic Community Celebration on September 17th! There was live music, food, and the library! We had coloring sheets for the youth that featured Latinx community leaders and shared many bilingual resources! It was a beautiful event and we were honored to be invited. Just look at the happy faces captured in the photos. This is what community is all about embracing one another!



On September 14th, we were invited to have an information table at Perry Learning Center for an Open House. Jenny was in attendance to share library resources and to talk up the Perry Learning School's Bookmobile stop. Simply awesome that Jenny had 105 people stop by the table to say hello to the Ypsilanti District Library.

**YPSILANTI  
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## LNGO Fitness —with Geraldine Powell

**WHERE/WHEN**  
Thursdays, September 7-  
October 12 | 12pm  
Virtual


**IN A NUTSHELL**  
Join fitness instructor Jerry Powell each week for a mid-day workout. Designed for ages 55 & up, but open to all adults who would enjoy a gentler workout. Registration required.

**Questions?**  
Call 734-482-4110 x2411  
[Ypsilibrary.org/events](https://Ypsilibrary.org/events)

**FOLLOW US**  


We will have many Senior self-care programs at the library so please check them out. We have LNGO Fitness with Geraldine Powell and Chair Yoga with Kaitlyn, one of my Outreach Librarians!

**YPSILANTI  
DISTRICT  
LIBRARY**





## LNGO Chair Yoga with Kaitlyn Johnson

**WHERE/WHEN**  
Wednesdays, October 18-  
November 29 | 1pm  
Virtual

**IN A NUTSHELL**  
Join yoga instructor Kaitlyn Johnson each week for a refreshing and gentle mid-day chair yoga session. This class will require a chair and comfortable clothing. Registration required.

**Questions?**  
Call 734-482-4110 x2431  
[Ypsilibrary.org/events](https://Ypsilibrary.org/events)

**FOLLOW US**  


# Superior Board Report

## September 2023

We received an unexpected donation of 30 new backpacks loaded with school supplies to distribute to children and families at the library. First United Methodist Church in Ypsilanti usually takes these backpacks to YDL-Michigan, but brought them to us this year since Michigan is closed. Kids and families were ecstatic to receive them! To the right is one of our regulars showing off her new backpack.

### Program Highlights

- Superior hosted its first Ann Arbor Symphony Kinderconcert. A total of 68 people came to enjoy music and movement. We hope to host again next year.
- Washtenaw Literacy's ESL Community Tutoring wrapped up its summer session with a celebration for their learners. Library staff received thank you cards signed by all of the learners, a very nice touch!
- The Tuesday evening meditation series continued throughout the month and continues into the fall.
- Youth Arts Alliance concluded their summer art series. This was a highly successful partnership, and we agreed to add a fall weekly theater & improv series, starting 9/19.
- Some of our Fall series have started up, including Chair Yoga, Washtenaw Literacy Basic Tutoring, and Storytimes. Still to come are embroidery, 826michigan After-School Writing Lab, and our Intergenerational Art workshops.
- Teen Advisory Group picked up a few new attendees at their August meeting. It's been a slow process of growing this group, but Liz is doing a great job building our Teen Advisory into a strong, cohesive group. Thanks to Kelly Scott from Michigan Ave for pairing up with Liz while Michigan Ave TAG is unable to meet.
- Staff from Michigan Ave hosted the following programs at Superior:
  - Guitar Club
  - Soar into Science
  - LINGO Crafternoons



### Building & Grounds

- Nicole will soon tuck the garden in for the winter, pulling this year's plants and adding some rich compost to get it ready for next year.
- Electricians have been working to troubleshoot some malfunctioning exterior lights.
- We continue to work with TelSystems to finalize AV installation in the meeting room. Repairs were made to the outdoor PA system, which is working well now.
- We did walkthrough of the grounds with our contracted landscaper and our landscape architect to be sure the various areas are being maintained appropriately.

Submitted by Mary Garboden,  
September 19, 2023

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

Here is a listing of September programs:

- Google Sheets for Beginners
- Google Calendar - Basics
- Thursday Morning Book Group
- Google Docs for Beginners
- La La Land Screening
- Writers Room & Drop-in Consulting - Whittaker Road
- Google Sheets Tips & Tricks
- Microsoft Word – Basics
- Houseplants, Herbs and Cuttings: Bringing Them Indoors
- Google Slides for Beginners
- Microsoft Excel – Basics
- Science Fiction Book Club
- How to Host a Zoom Meeting
- Small Business Savvy: The Romance of Financial Analysis
- Google Docs Tips & Tricks
- Google Drive - Basics
- A Celebration of National Voter Registration Month
- YpsiWrites Fall “Campfire” 1: Planning a Poetic Project
- Native Plant Swap
- National Voter Registration Day: Register to Vote!
- Microsoft Excel – Intermediate
- Microsoft PowerPoint – Basics
- Computer Basics - Getting Started
- Gmail - Basics
- Microsoft Word – Intermediate
- Microsoft Excel – Pivot Tables
- Virtual African American Authors Book Discussion Group

- Mystery Lover's Book Group
- Microsoft Publisher – Basics
- Tiny Art Show
- Internet Basics - How to Search the Web

Our August Document shredding program was quite successful; over 100 vehicles drove up and dropped off materials to be shredded. Many told us how much they appreciate YDL for offering this service and many donated to the Friends as well. For the Fall, our Small Business Savvy programs in partnership with the Ann Arbor Area SCORE office and our writing programs with YpsiWrites are being offered again. Sheila and Paula have both planned programs in support of the Colorful Dreams exhibit and we both assisted at the recent La La Land film showing. We're also offering two Voter Information programs in partnership with the League of Women Voters of Washtenaw County this month as part of our ongoing efforts to provide non-partisan information to our patrons.

This month, we say goodbye to long-time Adult Services Librarian Christy Havens as she begins her well-deserved retirement. Along with regular duties, Christy has managed the Shredding and Ecyling programs, has catalogued many items for YDL's collection, and was YDL's point person for our eContent collection. She was an active participant in TLN's eContent committee, bought content for both YDL and the cooperative collective, served on the eContent Policy Committee, and trained cooperative and YDL librarians on eContent purchasing. She will be missed, but we wish her well in her retirement. We are fortunate to welcome Amisha Harijan to fill Christy's position. Amisha is an experienced librarian who is quickly acclimating to YDL. We look forward to using her many talents! YDL-Michigan Avenue librarians Aaron Smith and Shoshanna Wechter are both still working with us as well; it has been great to get to know both of them better. Thanks also to Joy Cichewicz, who will fill in for me as Whit AS Department manager during my vacation and Amisha, Aaron, Sheila, and Robert who will handle some programming duties while I am off.

Amisha Harijan will be YDL's point person for a new collaborative project to add another digital archive to YDL's holdings. We are working with Dr. Finn Bell, an UM-Dearborn professor; Dr. Bell was awarded a grant to record and digitize interviews with local food growers. This archive, to be called the Ypsi Food Growers Oral History Project, will be our second digital archive and a logical next collection after the AP Marshall Oral History Project. We're excited to work with Dr. Bell and anticipate that this new archive will be available by the end of this year.

Submitted by Paula Drummond September 14, 2023



# Whittaker Youth Services Board Report September 2023

## Programs

### Little Ones

- **Storytimes** The 9-week fall storytime season started this week. We're offering two Jumpstart sessions for preschoolers on Monday mornings and Tuesday afternoons, and one session each of Baby Time, Discovery Time for older toddlers, Read Sing Play for younger toddlers, and an evening storytime for all ages. It was great to see families again.
- **Sensory Stations** Every 3 weeks on Friday and Saturday morning we'll offer sensory stations. Ulana developed color stations explored by 65 people, to go with the Colorful Dream exhibit.

### Kids and Parents

- **Recurring** Thursday afternoons Jaclyn will host a learning program for homeschoolers with kids 6-9. After school, Liz will have a graphic novel book club Tuesdays, chess club meets Wednesdays with a community volunteer, and we'll have a variety of hands-on STEM programs using supplies from our Toyota grant Thursdays. Pat's book groups and Read to Moon will also be hosted here.
- **Weekend** Fall Saturday afternoon programs kicked off with Jaclyn and Emma's Harvest Fest where families sampled food from the garden and painted with natural dyes.

**Teens** TAG has been using meeting time to improve the teen area. Over the summer they created sticky note pixel art projects with a Mario theme. They restarted the art wall where teens can display what they make at the library. They've made book displays, used the YDL canva account to make flyers, and kept an interactive question of the month going.

### Other Work

**Collection Development** Ulana created displays for fall Jewish holidays. Emma is maintaining displays for National Hispanic Heritage Month in youth and YA that feature LatinX authors. With the break in programming, all librarians focused on weeding and collection development. Emma is helping research missing series titles that need to be replaced.

**A Colorful Dream** Everyone chipped in to help with exhibit tie-ins in the play spaces and around the department. Kids love having tea parties in Jaclyn's fairy space, playing with a fairy tree house Liz set up, and building an enchanted Lego forest with items gathered by Marlena. Liz decorated the portal with butterflies, kids can add a fairy to the bulletin board or read a fantasy book thanks to Marlena, or take an I Spy hunt through the exhibit thanks to Psyche. Marlena has been helping Julianne prepare for the upcoming Alice in Wonderland tea party.

**Cleaning and Organization** One goal we set at department meetings for the year was to better organize supplies so we can find what we need and be more efficient when planning programs. We ordered more bins and everyone helped: supply closet (Pat), storytime toys (Liz), STEM tools (Marlena), pretend play equipment (Jaclyn), storyroom closets (Psyche and Ulana).

**Media Literacy** Julianne and I went to Kalamazoo for two days to learn about the Wonder Media exhibit curated by a Western Michigan journalism professor that has been on display at the Kalamazoo museum. We are part of a team of librarians from around the state giving feedback about how to use the exhibit at a library or with schools to increase media literacy.

### Grant Work

- **TALK:** Lisa and I continue to work with MCLS on the transition. We were accepted to give a presentation in April at PLA. Monica and Jodi met with Reach Out and Read to talk about how we can support each other's work with health care providers in Ypsilanti. We will provide TALK stickers and YDL bookmarks they can give patients along with the free Reach Out and Read book.
- **Toyota:** Mary, Joy and I have been meeting to make sure we're on track purchasing equipment and planning STEM programs. Large items we plan on rotating between locations have started to arrive, including a magnetic wall Ron assembled. Joy will use it at the Parkridge STEM extravaganza before it returns to our department. Other items purchased include a light table, giant foam dinosaur bones, new Lego coding sets and Ozobots.

**Summer Challenge** The full Summer Challenge report is attached. I am writing the final report for the Ann Arbor Rotary Club grant this week. Their support made it possible to provide high-interest books as prizes and to use other money for prize boxes at the youth desks.

**Submitted by Jodi Krahnke September 19, 2023**





# **New Business**

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 9/22/2023

**Re:** Proposal from Faber Design for architectural design services for Michigan Avenue

Architect Kyle Keaffaber was the project lead on YDL's 2019 space needs assessment while working for kRM Architecture. He has since founded his own local firm, Faber Design Co., and YDL has utilized his expertise on various projects, such as the Michigan Avenue Plaza lighting.

Kyle has arranged for YDL to be on the 9/26 agenda of the Ypsilanti Historic District Commission, where we'll open a dialogue about the third floor concept. He submitted renderings of how this might look, and together we will start to work through any questions or concerns the Commission may have. The goal is to ensure we inform them of our plans early enough that we can adapt as necessary.

Our strategic plan calls for us to "conduct a feasibility study for a renovation and expansion of Michigan Avenue, including funding," and the flood forced our hand. During the flood remediation, we've been exploring a number of questions with Kyle, including:

1. What needs to be designed and specified to bring the building back to useable condition?
2. What changes can we make in the short-term to make the building more functional for patrons and staff?
3. Are there structural changes it would make sense to undertake now to be better prepared for a potential third floor?
4. What would the future addition cost?
5. How can we make this work as effective and efficient as possible?

This week, with the building finally cleared for entry, Kyle arranged for a 3D Matterport scan. That approach saved both time and money over taking hand measurements (and the end video product is cool to explore, too).

Our insurer, MML, has approved Phoenix Contractors as the construction manager for the Michigan Avenue restoration project. On the morning of 9/27 we'll meet with MML, Phoenix, and Kyle on site; we hope they will approve his proposal to design and specify the work.

Kyle will present to the YDL Board that evening. He'll answer any questions you have regarding the attached proposal, and share a timeline/flowchart of various ways the pieces might fit together. We will hopefully have a better idea from the morning's meeting whether the insurance portion of the work (p.10-12 of the attached) will be approved.

Despite the outstanding questions, I didn't want to delay a decision on Kyle's role until the October meeting. We all want Michigan Avenue to reopen as soon as possible. The sooner we can get the design and specification process started, the sooner reconstruction will get underway.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-34

September 27, 2023

RESOLUTION TO ENGAGE FABER DESIGN CO. FOR ARCHITECTURAL  
SERVICES RELATED TO THE RESTORATION AND FUTURE EXPANSION OF THE  
MICHIGAN AVENUE LIBRARY

---

Whereas, the Ypsilanti District Library's Michigan Avenue branch suffered flood damage and extensive restoration is required, and

Whereas, YDL's strategic plan calls for a feasibility study for a future expansion, and Architect Kyle Keaffaber of Faber Design Co. has been working with YDL on this vision since the 2019 space needs assessment, and

Whereas, YDL has asked insurer MML to approve Faber Design's proposal for interior restoration and re-design services, and

Whereas, alongside the feasibility study, there may be structural improvements it would be prudent to make to prepare for the future expansion, and

Whereas, Kyle Keaffaber has presented a proposal to the Board for the feasibility study and potential structural improvements, including a timeline to efficient completion, Now Therefore,

IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD hereby engages Faber Design Co. for architectural services related to the reconstruction and planning for a future expansion of the Michigan Avenue library.

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

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

YES:        NO:        ABSENT:        VOTE:



MAKE IT RIGHT.



**FABER**  
design co.

MAKE IT FUN.

# YDL - MICHIGAN AVE.

PROPOSAL FOR DESIGN SERVICES - 08.14.2023

229 W MICHIGAN AVE, YPSILANTI, MI 35





JACKSON DISTRICT LIBRARY - BROOKLYN BRANCH - SCHEMATIC EXTERIOR RENDERING

# COVER LETTER

Ypsilanti District Library  
5577 Whittaker Road  
Ypsilanti, MI 48197

Dear Ms. Lisa Hoenig & Ms. Julianne Smith,

Faber Design Co. (FDC) appreciates the opportunity to provide a proposal for the feasibility assessments of future expansion and the interior redesign of YDL Michigan Avenue (in downtown Ypsilanti) in wake of flooding damage created by a storm in early July.

We understand the future goal for this location is to have an expansion that meets the current and future needs of the community. With the damage caused by the flood, the library is seeking to understand if there is any economy to be gained by adding in structure or augmenting the current structure while the walls and potentially the foundation are under construction / remediation. Because lead was found and a substantial amount of the buildings interior finishes were either waterlogged or were trapping moisture most of the interior finishes on the floors walls and ceilings need to be removed. In keeping a focus on the future goals of meeting the communities needs, we will be developing new layout, finish, and furniture schemes for the 1st floor and basement. These schemes will be based on the Design Study completed in 2019 with some modifications due to the study being completed pre-pandemic. The following pages will break down the different scope elements being considered in more detail.

Faber Design Co. started in 2021 as an architecture and design firm dedicated to helping people and communities in the Midwest grow through the power of design. To us, our work is not all about drawing pretty pictures and selecting unique finishes - its about how we add value for a client and solve their problems (or issues at hand). With our unique discovery process, we engage the client team and stakeholders in every step of the process so that each project reflects unique values related to its context, history, and goals.

While relatively new as a company, FDC is a quickly growing team with extensive experience in historical renovation projects, community centers, libraries, multi-family residential, as well as branding and experiential design. Our owner, Kyle, grew up in small Midwestern town where community was everything and everyone knew one another. A project like Ypsilanti District Library - Michigan Ave is near and dear to our hearts because of the positive force that it brings to the community. Re-energizing Mich Ave will only bring more sustainability to the area and surrounding communities.



Kyle Keaffaber, AIA  
Architect, Owner  
P: (260) 350-7337  
E: [kylek@faberdesignco.com](mailto:kylek@faberdesignco.com)

- *Feasibility of a 3rd Floor Expansion and the study of implementing changes with the current remediation / renovation efforts.*
- *Other services tied to grant opportunities.*

### 3RD FLOOR FEASIBILITY - PROCESS & DELIVERABLES:

The steps listed below are our suggested path forward to assessing the feasibility of expanding the library with a 3rd floor addition or an expansion of any kind. The feasibility of this portion of work will be consistently evaluated and will determine how far we dive into the steps listed below.

Pending approval & sign-offs we see this design process taking 8-12 weeks. We plan on working with you to finalize a formal schedule of deliverables.

#### [PART A] - PRE-DESIGN - RESEARCH & COMMUNICATION:

We could take an “all ahead full” approach that would be less time overall or a step-by-step approach that would limit investment in design cost. Either way these steps would have to happen to fully understand feasibility.

#1 - Provide a schematic design from the 2019 study for Design Team, City of Ypsilanti, and YDL to work from. The deliverables for this stage could be minimal or could require some exterior elevations or 3D images to be completed.



#2 - Engage Library Team for a “design review” session on what suggested updates would they be looking to implement from the 2019 study and what changes should be made (1-2 In-Person Meetings). This will also be done in conjunction with “Redesign Existing Interior Spaces” portion of this proposal.



#3 - Perform “Matterport” 3D scan of existing interior after remediation is complete. This will allow the design, construction, and ownership team to have a snapshot of the current state of the building that allows accurate measurement from a laptop or iPad. This would save time and money vs doing in-person measurements as well as having the ability to take screenshots, have a 3D model of the space, and understand inventory of items - i.e. trim that has been removed or electrical plugs etc.

#4 - Engage Historic District Commission to assess overall feeling towards this plan. This would include a sit down session with their Historic Planners to see if we should bring this as a study item to a Ypsilanti Historic District Commission Meeting. This would help us understand if the approach needs to be re-examined or whether we should proceed with any significant design work or planning. The next opportunity to get in front of the YHDC is September 26th.

*\* - Indicates scope that is included in the Repair / Restoration work and will not be included in fee for this portion.*

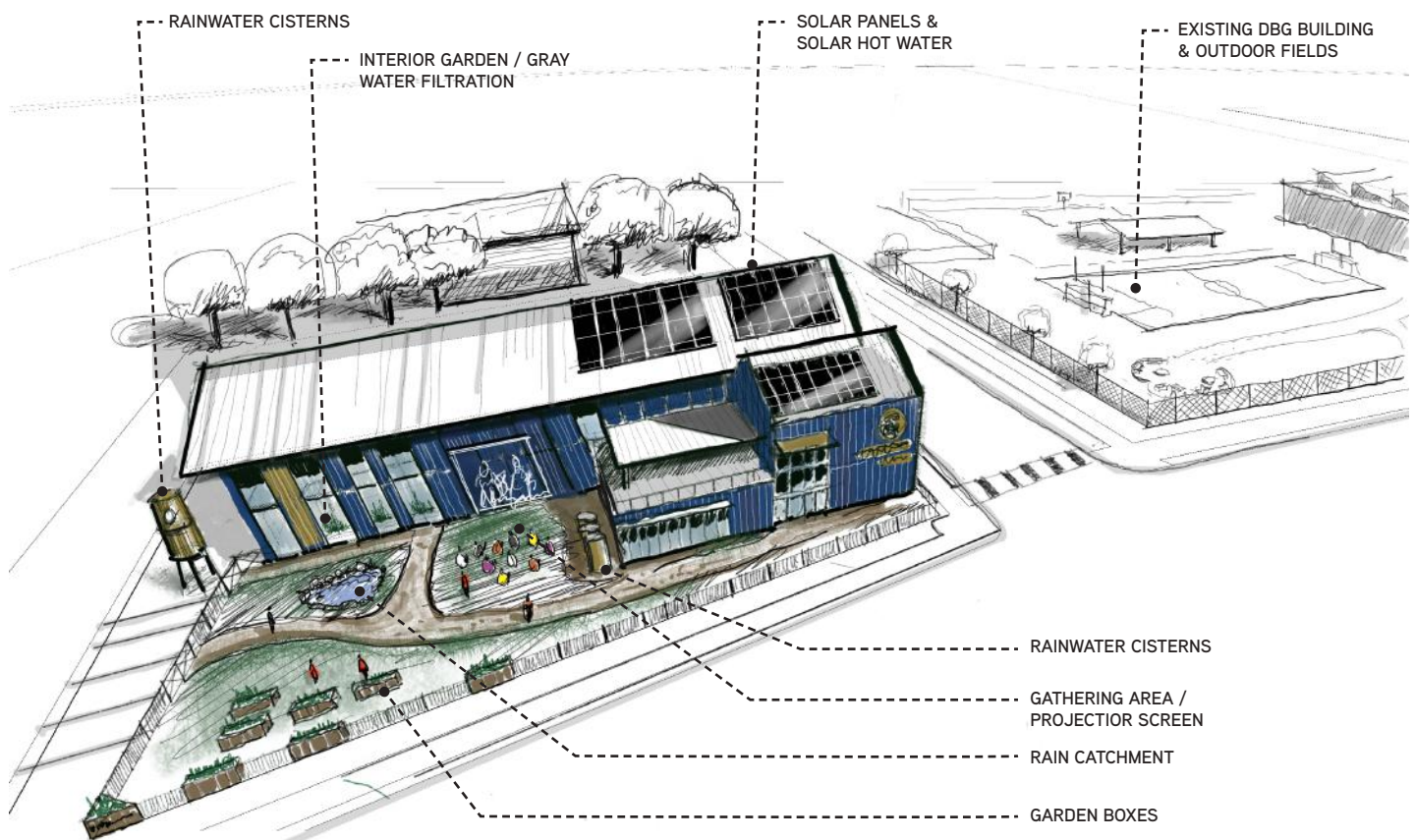
## [PART B] - DESIGN AND FEASIBILITY :

#1 - Perform a simultaneous structural and architectural design study on what it would take to support a 3rd floor at the foundation level, existing walls/columns, and existing roof/mezzanine level. With this study we would provide a detailed schematic drawing that would be priced by a CM.

#2 - The schematic drawings would be delivered to a CM for pricing and providing a timeline for the project. The lead time of materials, along with cost, will help dictate the overall feasibility of what could potentially be added now vs down the road. This will need to be reviewed by Library Leadership, the Design Team, and the Construction Management Team. Other items such as grants, and other funding will need to be considered in this process to help determine the path forward.

#3 - Define scope of further design needed and collaborate on a plan for moving forward. This will likely be determined by meetings with the Library Leadership Team as well as a potential board meeting. A schedule will be generated and updated throughout the process.

#4 - If construction documents are needed at this point we will provide an updated proposal and schedule. This would likely range from 2-6 weeks depending on the scope of what will be implemented and potential meetings (Library Board and Library Leadership meetings).





### ***Investigative Study into YDL Michigan Ave Expansion***

Re-examination of the 2019 Study to account for post pandemic usage, current / future construction costs, and the new YDL strategic plan.

#### **EXPANSION STUDY - PROCESS & DELIVERABLES:**

The steps listed below are similar to and include steps from the more directed approach of investigating a 3rd Floor expansion only (shown above). However, depending on the suggested timeline of this approach it may not need to be as time sensitive.

#### **[PART C] - PRE-DESIGN - RESEARCH & COMMUNICATION:**

- \* **#1** - Engage Library Team for a “design review” session on what suggested updates would they be looking to implement from the 2019 study and what changes should be made and what options should be considered (1-2 In-Person Meetings). This will also be done in conjunction with “Redesign Existing Interior Spaces” portion of this proposal.
- \* **#2** - Perform “Matterport” 3D scan of existing interior after remediation is complete. This will allow the design, construction, and ownership team to have a snapshot of the current state of the building that allows accurate measurement from a laptop or iPad. This saves time and money vs doing in-person measurements to document existing conditions. The 3D scan gives the FDC/Phoenix/YDL team the ability to assess repair scope and understand inventory of items - i.e. trim that has been removed or electrical plugs etc.
- #3** - Re-engage Historic District Commission and their on staff planner to address any concerns with the study item brought before the YHDC on 9/26. This would help us understand if the approach needs to be re-examined or whether we should proceed with any significant design work or planning. If we are required to take a different approach a revised version will be brought back to the commission as another study item.

***\* - Indicates scope that is included in the Repair / Restoration work and will not be included in fee for this portion.***

## [PART D] - DESIGN & LAYOUT UPDATES

**#1** - Work with the Library Leadership / Stakeholder Team to develop a schematic design package from the 2019 study and the 3rd Floor Feasibility Scope. This schematic package will have to provide enough detail so that a CM is able to provide current construction cost estimates and construction schedules. This will include (3-4) design meetings and development of plans, 3D massing, and exterior elevations / perspectives, ceiling plans, basic finishes, and structural framing plans.

**#2** - Pricing Exercise of design options with CM / Estimator.

**#3** - We would also plan to keep in accordance with guidance from the YHDC regarding design of exterior features and keep in contact with them as necessary. We would also plan to present this to the Library Board at least once. We could also hold a community input session on the options being considered or the option that becomes the front-runner, if desired.

**#4** - We would produce a new “Study Booklet” for the updated study.



**DESIGN FEE:**

The study of the 3rd Floor Expansion could take anywhere from 4-12 weeks depending on the scope and what step we would progress to.

The schedule for the Stairs and Ramps is TBD.

The general expansion study should take 8-12 weeks. The fees below do not account for any overlapping scope. They will be more defined as the process proceeds and FDC will provide YDL with and updated proposal, as required. At our kickoff meeting we will create a more detailed schedule.

**PROJECT FEE - 3RD FLOOR FEASIBILITY - NTE HOURLY FEES @ \$110/HR**

*[Part A] - \$6,300 (NTE)*

*[Part B] #1-#2 - \$2,500 (NTE)*

*[Part B] #3-#4 - Estimated \$5,000 (Scope Dependent)*

**PROJECT FEE - EXPANSION STUDY - \$14,000**

*(If this becomes a project with FDC 50% of this fee will be deducted from the future design fee.)*

**CONSULTANTS:**

At this time we have engaged SDI Engineers to assist on an hourly basis with the 3rd Floor and General Expansion Studies. We do not see any additional consultants needed for this scope. SDI will be contracted hourly + 5%.

**ADDITIONAL SERVICE HOURLY RATES:**

Principal/Partner: \$110/hour

Project Manager: \$110/hour

Interior Designer: \$110/hour

**REIMBURSABLE EXPENSES**

Reimbursable expenses to perform Faber Design Co.'s professional services such as printing and travel, are billed at their cost + 5%.



Lobby & Amenity Spaces for the Olmsted Savannah



***Design for the Main Floor and Basement to replace the finishes and elements damaged by the recent flooding and water infiltration.***

Design Services for Architecture & Interior Design.

**INTERIOR RENOVATION OF EXISTING SPACES:**

Due to the damage that was incurred from the flooding in early July, most of the interior finishes, some furniture, and some electrical fixtures and lights were required to be removed. The company providing the remediation is documenting what has and will be removed to assist in ensuring we know exactly what was removed, so that we can account for the replacement of those elements. We will engage with the Library Leadership to inventory what items were able to be saved and moved off-site or stored on site in different locations. The redesign of the existing interior spaces will follow a traditional design process but portions of it will overlap with some of the other requested services shown above. Below are the typical steps in the design process. Currently, we understand that YDL has engaged Phoenix Contractors, Inc as your CM for the project. We will collaborate with them along the way to ensure adherence to your budget.

**A - PRE-DESIGN - RESEARCH & ANALYSIS:**

#1 - Engage Library Team for a “design review” session on what suggested updates would they be looking to implement from the 2019 study and what changes should be made and what options should be considered (1-2 In-Person Meetings). This will also be done in conjunction with “Redesign Existing Interior Spaces” portion of this proposal.

#2 - Perform “Matterport” 3D scan of existing interior after remediation is complete. This will allow the design, construction, and ownership team to have a snapshot of the current state of the building that allows accurate measurement from a laptop or iPad. This would save time and money vs doing in-person measurements as well as having the ability to take screenshots, have a 3D model of the space, and understand inventory of items - i.e. trim that has been removed or electrical plugs etc.

**B - SCHEMATIC DESIGN:**

Schematic design efforts include generating several options for two and three-dimensional designs in the form of diagrams, plans, and computer models. We explore and develop the functions, activities, relationships, technologies, sizes, and adjacencies that support and energize your spaces. We will engage with staff and stakeholders in user-group meetings to learn and further evolve the design. We will develop options to update architectural character and materiality of the facility. We will complete a comprehensive code review of the Library to ensure current code compliance. Generally, updates of this magnitude have the potential to erase any “grandfathered” exceptions, if they exist. If something is

found we will provide solutions and feedback. If needed, we would engage other MEP consultants and we would help them become familiar with the scope and provide narratives to include in the Schematic Design Package.

#### **C - DESIGN DEVELOPMENT:**

As we refine the Schematic Design, we will develop detailed designs of spaces, refine finish selections, develop furniture selections / layouts, MEP systems, acoustics, lighting, and finishes. We will coordinate further with our consultants who will begin any necessary refinements to the current systems. This step will be an interactive process as we work with you to hone the design to meet your needs and budget. We will also define interior materials and refine any exterior elements (windows or lighting), if needed. The team will coordinate the various building systems, develop construction details, and prepare the material specifications. The consultants' designs will be coordinated and information will be incorporated within the architectural model.

#### **D - CONSTRUCTION DOCUMENTS:**

Once the designs, budgets, and financing methods are agreed upon, FDC will prepare detailed plans and specifications for construction. This will also allow competitive bidding by the CM's subcontractors. Our plans and specifications are designed to allow competition on as many products and materials in the building as possible. Where propriety items are listed, we strive to find acceptable substitutes.

#### **E - BIDDING / NEGOTIATION:**

Final plans and Specifications are distributed to the CM and depending on your timeline or wishes or your insurance company's direction, the CM may need to either bid out the work or provide a guaranteed maximum price (GMP). Bids are submitted and contracts awarded. We answer all of the CM's questions and prepare addenda that help clarify any last questions. We will also begin the submission to the City of Ypsilanti and participate in any YDHC meetings that might be required.

#### **F - CONSTRUCTION ADMINISTRATION:**

Once construction begins, we continue to support the project, via On-Site Meetings, RFI's, Shop Drawing Review, Submittals, Punch List items, commissioning, testing, project close-out etc. The main thing to know is that we are your advocate and will work collaboratively with the contractor on your behalf to ensure the project gets done correctly and on budget.

#### **G - FURNITURE PROCUREMENT:**

We will provide final furniture selections and procurement for the updated design. We will work with the furniture companies to keep within your defined budget and ensure coordinated install of all furniture items within our scope. We will be on-site during delivery and installation. We will also provide replacement costs to the insurance company for the custom built furniture that was ruined in the flooding.

**DESIGN FEE:**

The schedule for the redesign is estimated to take 12-14 weeks depending the level of restoration and repair work. There are also two approaches we will explore for Depending on final direction, FDC will provide YDL with and updated proposal. At our kickoff meeting we will review and refine a more detailed schedule.

**PROJECT FEE FOR INTERIOR RENOVATION - HOURLY TO BE BILLED @ EMPLOYEES HOURLY RATE.****PROJECT FEE FOR FURNITURE PROCUREMENT - 8%-12% OF FURNITURE COST (DEPENDING ON SCALE OF SCOPE)****CONSULTANTS:**

We will likely need to engage an electrical engineer in adding electrical and replacement of lighting and fixtures that were damaged or destroyed. There may be a need for MEP Engineering on a small scale depending on layout changes, but we don't anticipate that being the case. Consultants will be contracted hourly + 5%.

**ADDITIONAL SERVICE HOURLY RATES:**

Principal/Partner: \$110/hour

Project Manager: \$110/hour

Interior Designer: \$100/hour

**REIMBURSABLE EXPENSES**

Reimbursable expenses to perform Faber Design Co.'s professional services such as printing and travel, are billed at their cost + 5%.





Contact  
Kyle Keaffaber  
Owner // Principal  
[kylek@faberdesignco.com](mailto:kylek@faberdesignco.com)  
p: (260)-350-7337



# FORM OF AGREEMENT

This Letter of Agreement along with the Standard Terms and Conditions Attachment 'A', represents the entire understanding between you and Faber Design Co. with respect to services outlined above. This agreement supersedes any prior agreements between the parties, written or oral, and may be modified only by written agreement signed by both parties.

This proposal is valid and available for acceptance for a period of thirty (30) days from the date of submittal. We will not undertake any design work as described in the scope of services without authorization from the client. For the purposes of this Agreement, the work may proceed under separate work authorizations and be suspended upon written notification to us.

If this satisfactorily sets forth your understanding of the arrangement between us, please sign a copy of this Letter of and return to FDC for our signature.

Submitted by:  
Kyle Keaffaber, AIA  
Faber Design Co.

By: \_\_\_\_\_

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

Accepted By:  
Ms. Lisa Hoenig  
Director, Ypsilanti District Library

By: \_\_\_\_\_

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

Contact  
Kyle Keaffaber  
Owner // Principal  
kylek@faberdesignco.com  
p: (260)-350-7337



# ATTACHMENT A - STANDARD TERMS AND CONDITIONS

1. **Authorization to Proceed and Standard of Care:** Execution of this agreement by Owner will be authorization of Faber Design Co., hereinafter referred to as "Architect", to proceed with the work, unless otherwise provided for in this agreement. Architect shall exercise that degree of care, skill and diligence in rendering all of its services under this Agreement in accordance with that prevailing among architectural firms when performing services for projects similar to the Project in the jurisdiction where the Project is located (the "Professional Standard"). The Architect makes no warranty in this Agreement, express or implied, other than to comply with the Professional Standard in providing services Pursuant to this Agreement.

2. **Payment to Architect:** Architect will bill monthly for fees and reimbursable expenses. Payment is due upon receipt. Outstanding balances of 45 days or more will accrue interest at 1.0% per month (12% per annum). If full or satisfactory payment is not made within 45 days from the date of the invoice, work on this Project may be stopped at the discretion of Architect without any penalty from the Owner. If legal action is required in order to collect moneys due to Architect, the Owner shall be liable for any attorneys' fees and costs incurred in such action in addition to the fees and termination expenses. Said legal action shall take place in the place of Architect's principle place of business which shall also determine applicable law. Terms regarding the entitlement success and value added portion of Architect's fee, when applicable, shall survive the termination of this agreement.

3. **Reimbursable Expenses:** Reimbursable expenses are in addition to compensation for the Architect's services and include expenses incurred by the Architect and Architect's Consultants directly related to the Project, including, but not limited to: (1) transportation in connection with the project, authorized out-of-town travel and subsistence, electronic communications, reproductions, plots, postage, handling, delivery of instruments of service to the extent not included in Basic Services, renderings, models and mock ups requested by the Owner; (2) Owner approved project specific insurance or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect and Architect's Consultants. In addition to the direct costs, 5% will be added for cost of funds, handling and overhead (multiple for reimbursable expenses: 1.05).

4. **Architects' Consultants:** For changes in the services and/or additional services of Architect's Consultants, compensation shall be computed as a multiple of 1.05 times the amounts billed to the Architect for such services.

5. **Instruments of Service:** Designs, architectural works, technical drawings, specifications and all other documents, including those in electronic form, prepared by the Architect and the Architect's consultants are Instruments of Service for use solely with respect to this project. The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights.

Architect grants to the Owner a nonexclusive license to reproduce the Architect's Instruments of Service solely for purposes of constructing and maintaining the Project, provided that the Owner shall comply with all obligations, including prompt payment of all sums when due, under this Agreement. Architect shall obtain similar nonexclusive licenses from the Architect's Consultants consistent with this Agreement. Any termination of this agreement prior to completion of the Project shall terminate this license and Owner shall refrain from making additional reproductions of the documents and shall return to Architect all originals and reproductions of the documents in Owner's possession and control. Except for the licenses granted herein, no other license or right shall be deemed granted or implied under this Agreement.

Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of Architect. However, the Owner shall be permitted to authorize the Contractor, subcontractors, sub-subcontractors and material or equipment suppliers to reproduce applicable portions of the documents appropriate to and for use in their execution of the Work by license granted above. The Architect's designs, architectural works, technical drawings, specifications or other documents shall not be used by the Owner or Owner's agents on other projects, for additions to this Project, or for the completion of this Project by others, except by agreement in writing and with appropriate compensation to the Architect. Any unauthorized use of the documents shall be at the Owner's sole risk and without liability to Architect or its consultants.

Prior to the exchange of electronic information between the parties, the Owner and the Architect shall by separate agreement set forth the specific conditions governing the exchange and format of such electronic data, including any special limitations or licenses not otherwise provided in this Agreement.

**6. Suspension of Services:** In the event of a suspension of services caused by the Owner, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services including entitlement success and value added fees, when applicable. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**7. Termination:** Either party may terminate this agreement without cause upon 30 days written notice to the other party. Additionally, if the Owner does not make timely payments to the Architect or otherwise perform in accordance with this Agreement, such failure shall be considered cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. In the event of termination of the Agreement, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due. Terms regarding the entitlement success and value added portion of Architect's fee, when applicable, shall survive the termination of this agreement.

**8. Dispute Resolution:** The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association. The parties shall share the mediator's fee and any filing fees equally. Mediation shall be a condition precedent to arbitration, legal or equitable proceedings.

**9. Limitation of Liability:** In order for the Owner to receive the benefits of a fee which includes a lesser allowance for risk funding, Owner agrees to limit Architect's liability for any cause or combination of causes arising from Architect's or Architect's Consultants' professional acts, errors or omissions, such that the total aggregate liability of Architect shall not exceed Architect's fee for the services rendered on this project, not including reimbursable expenses, Architect's Consultants' fees or value added and entitlement success fees where applicable. Owner further agrees that no shareholder, officer, director, partner, principal or employee of Architect shall have personal liability under any provisions of this agreement or for any causes of action arising out of or related to the professional services provided in connection with the Project. The limitation of liabilities and the indemnification provisions contained herein will survive the termination of this agreement.

**10. Waiver of Consequential Damages:** A breach of this agreement may cause both parties to experience damages that are indirectly related to the breach or that were not foreseeable by either party at the time this agreement was entered into. Such damages are called consequential damages and may include, but are

not limited to, loss of use and loss of profit. Neither party shall be liable to the other for any consequential damages incurred by either party due to the fault of the other, regardless of the nature of this fault.

**11. Interpretation, Titles and Survival:** The paragraph titles used in this agreement and these Terms and Conditions of Agreement are for general reference only and are not part of the Agreement between the parties.

This agreement shall be governed by the law of the State of Michigan.

As used herein, the term “Architect” includes or refers to the design management team of Faber - Architecture + Design, LLC, dba Faber Design Co, and may refer to those who are not registered architects, when applicable. The term “Architect’s Consultant” refers to those consultants that contract directly with Architect.

**12. No Third Party Beneficiaries:** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect and there are no third party beneficiaries to this Agreement.



**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 9/21/2023  
**Re:** Award of Integrated Library System (ILS) contract

Migration to a new ILS is a goal of the YDL strategic plan, and we budgeted \$120,000 for the project in the current fiscal year. We released an RFP (attached) on March 6 and received proposals from 6 different vendors plus the TLN shared system.

The resignation of a key member of our team in March necessitated a delay. Katie Page became YDL's new Head of Acquisitions on June 1<sup>st</sup>. She possesses extensive knowledge of ILS administration and experience with migrations, and we were able to pick up right where we left off.

The ILS Committee (Julianne Smith, John Connaghan, Scott Ostby, Chris Slay and Katie Page) thoroughly assessed the lengthy proposals. Three vendors were invited to present all-day demos in August: TLN (CARL), SirsiDynix (Symphony), and Innovative Interfaces (Polaris). The demonstrations were livestreamed and recorded. All staff were encouraged to attend or watch later, and to provide feedback.

Following the demos, the Committee and Director held a blind straw poll, and the unanimous choice was Innovative Interfaces' Polaris system. Staff feedback resoundingly echoed this.

At the Board meeting we will be prepared to field questions about Polaris, but I will also email a link to the demo recording for review. Unfortunately, the quality of the recording is not great, but the product is impressive and that shines through.

Assistant Director Julianne Smith negotiated with Innovative to bring the cost of the system down within our allotted budget, and has negotiated a 9-month contract with our current vendor (SirsiDynix) to carry us through the migration period. Because Polaris offers such a breadth of integrated features, its acquisition will allow us to drop two other products: Communico (room reservations, events, and digital display) and MailChimp. This will result in an eventual cost savings and streamline the number of different platforms staff and patrons need to learn. Millennium, the platform for MeLCat, is also an Innovative product. Since Polaris fully integrates with MeLCat, it will be a huge timesaver for staff, greatly increasing efficiency in getting holds ready for patrons.

Everyone on staff is extremely excited to migrate to a modern ILS. We understand migration to Polaris should take 6-9 months, and we're ready to dive in. Polaris is a robust tool that will offer our staff and patrons top-notch features. Other strategic plan goals hinge on this selection; once we migrate we'll be able to get those underway as well.

I recommend awarding the ILS contract to Innovative Interfaces for the Polaris system at total year one cost of \$108,182.00.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-35

September 27, 2023

RESOLUTION TO AWARD THE CONTRACT FOR YDL'S NEXT INTEGRATED  
LIBRARY SYSTEM TO INNOVATIVE INTERFACES, INC. FOR POLARIS

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Whereas, the Ypsilanti District Library strives to provide high quality and user-friendly technology services to its patrons, and

Whereas, migration to a modern Integrated Library System (ILS) is a key element of the 2023-25 YDL Strategic Plan, and part of the 2023 fiscal year budget, and

Whereas, YDL released a Request for Proposals, received and thoroughly evaluated 7 responses, and invited three vendors to demonstrate their products to staff, and

Whereas, Innovative Interfaces, Inc.'s Polaris system provides a polished, high-quality solution, comes highly recommended, and is the YDL staff's choice for a replacement ILS,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Director is authorized to contract with Innovative Interfaces, Inc., for a year one total cost of \$108,182.00 and begin the migration process to Polaris.

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

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

YES:        NO:        ABSENT:        VOTE:

# **REQUEST FOR PROPOSAL: INTEGRATED LIBRARY SYSTEM**

**ISSUED BY:  
YPSILANTI DISTRICT LIBRARY**

**PROPOSALS ACCEPTED UNTIL  
APRIL 14, 2023, 5:00pm**

**CONTACT:  
LISA HOENIG, LIBRARY DIRECTOR  
734.879.1300  
[lisa@ypsilibrary.org](mailto:lisa@ypsilibrary.org)**

**REQUEST FOR PROPOSAL  
March 6, 2023**

## **OVERVIEW**

### **Background**

The Ypsilanti District Library (YDL) is seeking proposals for a new Integrated Library System (ILS).

Based in Washtenaw County, Michigan, YDL has a service population of 88,021 and operates a bookmobile and three buildings, one in each of the municipalities it serves (Ypsilanti Township, the City of Ypsilanti, and Superior Township). Additionally, YDL conducts extensive outreach at various events throughout the community. YDL is a Class VI district library with an elected board of trustees and an annual operating budget of approximately \$6 million. YDL is a member of The Library Network (TLN) cooperative, but operates an independent ILS system. In addition, our patrons frequently utilize the Michigan Electronic Library catalog (MelCat), lending and borrowing approximately 1,000 items per month, respectively.

### **Borrowers and Existing Collection**

YDL has 32,220 active patrons, which is 36.6% of the legal service area. There are approximately 45,000 existing borrower records. Circulation data for 2022 was 428,678, of which 35.39% was digital download/check out. There are approximately 246,000 volumes in the current physical collection, and collection expenditures in 2022 were nearly \$470,000. In addition to traditional print and AV materials, YDL circulates a variety of ephemera in its "Library of Things" collection, including hotspots, sewing machines, play kits, radon detectors, etc. YDL does not collect late fees, but charges for copies, faxing, and missing or lost material.

### **Current ILS**

YDL is currently utilizing Horizon by SirsiDynix with an Enterprise discovery layer. Modules and services include Circulation, Acquisitions, SIP2, eRC, quarterly authority control, syndetics, and Blue Cloud Mobile. There are approximately 218,175 bibliographic records and 1,005,700 authority records. YDL does its cataloging in-house using OCLC Connexion Client. Many records are also batch downloaded from Baker and Taylor and Midwest Tape. The classification system in use is the Library of Congress, and records are a hybrid RDA/AACR2 (mostly GMD retention) for MelCat compliance. YDL utilizes RFID technology and Standard, Code 3 of 9, Mod 10, 14 digit barcodes.

YDL is currently writing a new strategic plan, with Dynamic Resources and Discovery being a key element for future change.

### **Workstations and Staff**

There are 86 staff terminals across all YDL buildings and 129 public computers. Eleven (11) of these are dedicated OPACs. YDL has 66 staff members, 23 of whom hold an MLS.

## **INSTRUCTIONS**

The successful proposal must include documentation for all six sections: Background, Table 1, Table 2, Special Project Plan, Vendor Integrations, and MelCat. Proposals must be received by



5:00pm, April 14, 2023. Late proposals will not be accepted. Proposals must be submitted both in hard copy (6 copies) and electronic pdf format:

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

[lisa@ypsilibrary.org](mailto:lisa@ypsilibrary.org)

Questions are welcome to the email above or by telephone: 734-879-1300. If the question materially affects the RFP specifications, all vendors will receive copies of the question and response without identification of the source of the question.

## **TIMELINE**

YDL intends to review proposals, trial public catalogs offered as references by the vendor, and contact vendor references by April 30, 2023. Final candidates will be asked to travel to YDL at their own expense for a presentation of the system and a Q&A session with lead staff.

## **SELECTION CRITERIA**

YDL will award the contract to the firm who can best meet the library's current needs and future goals per their responses to the RFP components below. The Board of Trustees of the Ypsilanti District Library reserves the right to reject any and all responses to this Request for Proposal, in whole or in part, and to waive informalities and minor irregularities in quotations received.

In evaluating bids, the following will be taken into consideration::

- Suitability of system specifications to library needs
- Implementation timeline
- Cost, including additional modules or products in development
- Experience with and commitment to public libraries
- Vendor viability and financial strength
- References from existing clients
- Ability to retain existing data and metadata during implementation
- Perceived value of training and documentation
- Perceived value of technical support
- Consideration of future development
- Compatibility with existing/desired vendors
- Ability to integrate with MelCat

## **SECTION 1 REQUIREMENTS**

All questions must be answered, even if the answer is "N/A." Do not exceed 20 pages.

1. Describe the business, including its history, origin, and any affiliation with other corporate entities.

2. How many full-time staff does your firm employ? Please include a copy of your firm's organizational chart.
3. What type of team will be assigned to this project? What will each person's role be? Please include a brief background summary for each key staff member assigned to this project.
4. Describe the business's involvement with library-related organizations.
5. Provide financial data sufficient to illustrate the business's financial stability.
6. Describe the development process and any future roadmaps currently in progress.
7. Describe your experience, if any, migrating
7. Describe any user groups, Listservs, or product forums available to customers.
8. Provide the web addresses and contact information for at least 3 libraries utilizing your product.
9. If your business is currently in litigation, please explain.
10. If your company is currently for sale or involved in acquisition by another company, please explain.
11. Describe if your proposal is either a (1) server solution or (2) software as a service (SaaS) solution. Include server requirements or security measures.
12. Provide a minimum of 3 references for public libraries currently using your ILS. References must be for libraries of a similar size (Class VI in Michigan) and operating an independent system (not cooperative). References from Michigan public libraries are preferred.
13. Provide a detailed timeline of the proposed implementation.

## SECTION II REQUIREMENTS

**TABLE 1**

While not all modules below may be selected by YDL, please provide a cost breakdown for each element per year. Proposals must state that they are valid for a period of at least six (6) months from the closing date. Additional information about each item below must be described further in Table 2. Vendors must designate an item as "Not Available" (N/A) or "In Development" (I/D) if applicable. Vendors may use a "See Ref" for items included in other modules.

Module	Initial Implementation Fee	Year 2 Cost	Year 3 Cost
Acquisitions			
Administration			
APIs			
Authority Control			
Cataloging			

Circulation			
Community Outreach / Patron Engagement			
Data Migration			
Digital Asset Management			
eCommerce			
EDI for Acquisitions			
Enhanced Record Content			
Floating Collections			
ILL			
Inventory			
Mobile App			
NCIP			
OPAC			
Phone Notification			
Project Management			
Reports			
Serials			
SIP2			
System Monitoring			
Training			
Z39.50 client/server			
<b>TOTAL</b>			

## SECTION III REQUIREMENTS

### TABLE 2

This table is for the vendor to share relevant information to the costs in Table 1. For instance, if your fees for the Administration module reflect a limit of 4 users, include that here. Likewise, if your module includes unique features, such as a children's catalog within the OPAC module,

include that here. The vendor does not need to respond to each example given. In short, tell us what you would like us to know about each element of your product. Please limit each category to no more than three pages.

Acquisitions	Describe any special features, limitations, or exclusions to implementation such as fund accounting, vendor tables, financial reporting, EDIFACT, deletion of defunct collection codes/item types, note features, special reporting features, ability to edit budgets at invoicing, other.
Administration	Describe any special features, limitations, or exclusions to implementation such as limits to admin accounts, limits to staff groups/classes, limits to item types, borrower classes, customization of MARC maps, ability to customize menus by login, special templates or cloning features, ability to customize function keys or short cuts, any drop and drag features, special security settings, other.
APIs	Describe any special features, limitations, or exclusions to implementation such as excluded industry vendors, limits on quantity, maintenance fees and schedules, other.
Authority Control	Describe any special features, limitations, or exclusions to implementation such as local MARC maps, the need for the system to go offline, RDA additions, retention of GMD, reporting features, other.
Cataloging	Describe any special features, limitations, or exclusions to implementation such as web-based utilities, syntax and validation tables, workforms, record import, OCLC or Worldcat integration, batch deletion/edits, spine label printing utilities, keyboard shortcuts, special vendor integrations, other.
Circulation	Describe any special features, limitations, or exclusions to implementation such as mobile circ, self-check, customizable/programmable receipt printing, retention of check out history, account linking, patron photo ID, MI smart ID swipe/import, offline circulation, texting notifications, online card application with GIS mapping, limits to staff notes fields, ability to merge patron records, duplicate borrower notices, auto-renewal notification features, marketing opt-in/outs capabilities at registration, expired hold processes, location and transit status features, minors coming-of- age reporting, other.
Community Outreach/Patron Engagement	Describe any special features, limitations, or exclusions, such as email/SMS messaging, online patron registration, event management, patron analytics and segmentation, collection analytics, campaign features, personalization/branding, opt in/out features, newsletter capabilities, room booking, website management, other.
Data Migration	Describe any special features, limitations, or exclusions to implementation such as metadata retention, error reports, Melcat

	considerations, patron notes, fines, checkouts, transit status, patron lists, checkout history, circulation data, other.
Digital Asset Management	Describe any special features, limitations, or exclusions, such as might be used for local collections, such as zines, podcasts, or items in a “things” collection.
eCommerce	Describe any special features, limitations, or exclusions to implementation such as minimums, POS integrations, receipting, vendor integration (Envisionware, other), app integration, other.
EDI for Acquisitions	Describe any special features, limitations, or exclusions to implementation such as vendor limits, quantity limits, serial claims features, editing/deleting/copying profiles, other.
Enhanced Record Content	Describe any special features, limitations, or exclusions to implementation such as number of vendor limits, custom content/images, edition overlays, other. Please provide a list of RDA images.
Floating Collections	Describe any special features, limitations, or exclusions, such as bulk edits, performance reports, balancing features, other.
ILL	Describe any special features, limitations, or exclusions to implementation such as custom notifications, barcode import, required peripherals, other.
Inventory	Describe any special features, limitations, or exclusions to implementation such as stack readers using RFID technology, custom and standard reporting, auto-check in, other.
Mobile App	Describe any special features, limitations, or exclusions to implementation such as multiple channels, push notifications, youth versions, material carousels, other.
NCIP	Describe any special features, limitations, or exclusions to implementation such as excluded industry vendors, limits on quantity, maintenance fees and schedules, other.
OPAC	Describe any special features, limitations, or exclusions to implementation such as browser compatibility, mobile web, touch screens, filters, limits, customization, patron lists, new material carousels, ADA accessibility, languages other than English, diacritic capabilities for international language collections, integration with Good Reads, Novelist, bestseller lists, shelf location display on original hit list, text/email me features, printability, patron customized lists and circ history capabilities, EDI or diversity tools, patron-directed PIN edits, other.
Phone Notification	Describe any special features, limitations, or exclusions to implementation such as daily reports, other.

Project Management	Describe any special features, limitations, or exclusions to implementation or support, such as the number of hours or personnel, remote session assistance, on-site implementation, other.
Reports	Describe any special features, limitations, or exclusions to implementation such as importing back data, simultaneous users, custom criteria, most popular materials lists, customization features, yearly limits or data retention, other.
Serials	Describe any special features, limitations, or exclusions to implementation such as third-party integration (WT Cox, Rivistas), claims, missing issue reports, check-in and receipt capabilities, other.
SIP2	Describe any special features, limitations, or exclusions to implementation such as excluded industry vendors, limits on quantity, maintenance fees and schedules, other.
System Monitoring	Describe any special features, limitations, or exclusions to implementation such as auto-harvests, down-system alerts, system rebuilds, reports, back-ups, other.
Training/Support	Describe any special features, limitations or exclusions to implementation such as number of on-site hours, written v. online guides and printability, ticketing platform, number of staff, day-of-launch on site option, other.
Z39.50 Client/Server	Yes or No and relevant details.

Please describe additional product modules not listed above and include pricing for years 1-3.

#### **SECTION IV REQUIREMENTS**

##### **Special Project**

YDL is embarking on a new collaboration with one of our local school districts. We intend to offer a library card to every student in our school district, unless a parent opts out. To this end, intentions are currently to import student IDs. Please describe both (1) your experience with similar projects, and (2) how your firm would recommend we proceed with this initiative, including relevant details such as over laying existing records, importing new data, updating records, SIP considerations, other.

#### **SECTION V REQUIREMENTS**

##### **Vendor Relationships**

YDL has or desires relationships with many vendors across the industry. Not all vendors can, or are expected to, integrate with a new ILS. Some, however, have either formal or informal agreements, or else the ability to interact with a product's data in some way. Please respond to each vendor outlined below, including whether a relationship is formal (F), informal (I), in



progress (IP), none (N). For relationships that are formal, informal, or in progress, please provide details on how your product functions with the vendor. For vendors whose product would generally be replaced with one of your ILS modules, please provide comparable details.

<b>Vendor</b>	<b>Relationship</b>	<b>Implementation Fees</b>	<b>Comments</b>
Baker and Taylor			
Bayscan			
Communico			
Ebsco			
Envisionware			
EZ Proxy (cloud)			
Gale			
hoopla			
Kanopy			
Library IQ			
Mailchimp			
Midwest Tape			
My Promo Receipt			
OCLC			
Overdrive			
ReadSquared			
Recite Me			
Sensource			
Social Explorer			
Springshare			
Syndetics			
Unique			
WordPress			

Wowbrary			
WT Cox			

## SECTION VI REQUIREMENTS

### Melcat

Participation in the Michigan statewide resource sharing and discovery system known as MeLCat (<http://mel.org>) is very important to our patrons. MeLCat currently uses INNReach software.

Please describe in detail how your solution integrates or not with MeLCat, including:

#### Patron authentication and integration

- Please describe how our patrons and staff will utilize MeLCat in your system.
- When requesting items via MeLCat, will patrons authenticate directly against the local system's database?
- If not, how will the patron data be provided to MeLCat?
- Will requests, holds, and checkouts be visible and manageable in your system?
- Will MeLCat lending and borrowing functions be an integrated staff feature?

#### Bibliographic and item holdings exports

- Please describe how our bibliographic and item holdings data will be exported for contribution to MeLCat.
- What format will be used?
- How will holdings be updated?

You must specify whether you utilize a D2IR API, and whether it is certified with Innovative or NCIP. You must also state whether this is in process, not planned, or is sunseting. Please note that responses to this portion of the RFP may be shared with MeLCat technical staff for evaluation.

For general technical requirements for MeLCat participation, see:

<https://www.mcls.org/mel/melcat/joining-melcat/melcat-technical-requirements/>

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 9/21/2023

**Re:** Consideration of proposals from Terracon and IS1 to investigate and repair leaks at Whittaker

Two new leaks appeared at Whittaker during recent heavy rains. Both are in the front of the building. One is above the windows in the Youth Department, and one is in a corner of the Quiet Study Room (the latter affects both floors).

Since we'd like to get to the bottom of these before winter, and to save money by only erecting scaffolding once, two proposals are attached.

The first proposal, from Terracon, covers investigation of the source of the leaks and developing a recommended scope of repairs. The second proposal, from IS1, covers the provision of scaffolding and a contingency for the needed repair work.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-36

September 27, 2023

RESOLUTION TO AUTHORIZE THE INVESTIGATE AND REPAIR OF TWO BUILDING LEAKS  
AT WHITTAKER ROAD

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

Whereas, two new leaks have appeared stemming from the front façade of the Whittaker Road Library, and

Whereas, Terracon Consultants and Industrial Services, Inc. (IS1), have both successfully completed water remediation work at Whittaker, and have submitted proposals to investigate and repair the new leaks, and

Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage Terracon Consultants and Industrial Services, Inc. as described in the attached proposals to investigate and repair the leaks for a cost not-to-exceed \$14,400.

BE IT FURTHER RESOLVED that

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

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

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

YES:        NO:        ABSENT:        VOTE:

## SUPPLEMENT TO AGREEMENT FOR SERVICES

### CHANGE TO SCOPE OF SERVICES AND FEES

This **SUPPLEMENT to AGREEMENT FOR SERVICES** to the original Agreement for Services (original Agreement dated 02/28/2020) is between Ypsilanti District Library ("Client") and Terracon Consultants, Inc. ("Consultant") for additional or changed Services to be provided by Consultant for Client on the Project, as described in the Agreement for Services. This Supplement is incorporated into and part of the Agreement for Services.

- 1. Scope of Services.** The scope of the additional or changed Services are described in the Scope of Services section of the Consultant's Supplemental Proposal, unless Services are otherwise described below or in Exhibit B to this Supplement (which section or exhibit are incorporated into the Supplement).

This scope includes the investigation of two locations on the south wall of the facility building located at 5577 Whittaker Rd in Ypsilanti, MI due to reports of water infiltration.

- Coordinate scope, scheduling, and site logistics with contractor that Client hires
- One day on site to evaluate two locations identified by owner in coordination with investigation openings provided by other
- Provide site visit to observe, test and document conditions exposed during the visit
- Provide summary report to describe the investigation, findings, and recommendations
- Contractor is to be hired by Client
- Site access provided by others.

If additional site visits are required, for coordination, observation or quality assurance, Terracon anticipates the use of remaining visits from the East Elevation curtain wall repair scope of services included under this project [FR206032].

- 2. Compensation.** Client shall pay compensation for the additional or changed Services performed at the fees stated in the Supplemental Proposal unless fees are otherwise stated below or in Exhibit C to this Supplement (which section or exhibit are incorporated into the Supplement).

Compensation is indicated in lump sum unless noted otherwise.

Site Visit: \$3,500.00  
Report Preparation: \$1,650.00  
Project Management/Coordination: \$1,750.00  
Total: \$6,900.00

All terms and conditions of the **Agreement for Services** shall continue in full force and effect. This Supplement is accepted and Consultant is authorized to proceed.

Consultant: **Terracon Consultants, Inc.**  
By:  Date: **9/21/2023**  
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**

# COST ESTIMATE // 23-0372

DATE // September 11, 2023  
 TO // Jenny Perilla  
 FROM // Garrett Kelly  
 RE // Ypsi District Library

Industrial Services Inc. [ISI] is pleased to provide the following cost estimate. ISI will provide project safety provisions, supervision, labor, materials, and equipment, for the above-named project, as outlined below:

Work	Qty	Unit	Total
<b>GENERAL REQUIREMENTS &amp; EQUIPMENT</b>			
Submittals, GC & Safety	1	LS	INC
<b>040120 Masonry Restoration</b>			
Location 1: Provide labor, material, and equipment to remove and salvage stone sill and CMU 1-2 courses wide to header of below window to allow for Terracon Evaluation. Reinstall following evaluation or completion of work to be priced at time of inspection. Remove and replace Include Scaffold Access to Location set up and teardown. Includes allowance for repairs and reinstallation, CMU Removal and replacement down to 1st floor window, consstruction fence to enclose scaffold. (Painting is excluded)	1	EA	\$ 4,700.00
Location 2: Provide labor, material, and equipment to enable Terracon to access work area and complete additional testing utilizing a manlift. Include \$2,800 allowance for 2 day repair for one technician in lift following evaluation. (1400/day labor, material, equipment). One day repair would result in credit of second day at same rate.	1	EA	<del>\$ 2,800.00</del> <b>2,800</b>
<b>Total Budget for Repairs</b>			<del>\$ 7,500.00</del> <b>\$ 7,500.00</b>

## Exclusions/Clarifications:

Weather protection not included.

Site conditions or change in scope, other than specified herein, are subject to additional charges.

Unless otherwise specified, installation of our materials is performed at ambient temperatures of 40 degrees & rising.

Unless identified otherwise, bonds are not included.

All work is quoted first shift, straight time unless noted otherwise herein.

Testing is excluded unless noted otherwise herein.

Provisions for material escalation are not included.

## ISI Project Fees:

**\$ 7,600.00**

It is our goal to provide estimates that are complete & inclusive of all items required to complete the scope.

Questions? Please contact me directly at 734.761.8370.

**Industrial Services Inc.**

Garrett Kelly



**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 9/18/2023

**Re:** Proposal for an electrical upgrade in the Whittaker Triangular Bay

Julianne had a brilliant idea to solve a long-standing problem at Whittaker. When there are competing large events taking place that require A/V, or the Community Room has an exhibit, book sale, election, etc., we don't have a good alternative.

The Triangular Bay near the large print area is generally the chosen spot, but the existing A/V options are poor. Julie proposed purchasing a large screen TV with a ceiling mount to be used in these instances. We have acquired the TV, found someone to mount it, and have ordered 3 sections of blinds for the corner where it will be mounted, so we are mostly ready to go.

The last piece of the puzzle is changing the building's electrical to accommodate this. It has turned out to be more complex and expensive than anticipated, as there is emergency lighting on the circuit in question, which needs to be modified. The attached quote from Duggan's Electrical Contracting details the work required, at a proposed cost of \$6,395. We are in the process of securing a second quotation which will be available for your consideration by the time of the Board meeting.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-38

September 27, 2023

RESOLUTION TO APPROVE AN ELECTRICAL UPGRADE IN THE WHITTAKER  
TRIANGULAR BAY

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Whereas, the Ypsilanti District Library does a great deal of programming, and A/V equipment is often desired, and

Whereas, in the interest of greater flexibility, YDL staff developed a plan to install a large screen TV in the Whittaker Road triangular bay, and

Whereas, the plan was found to require a more extensive electrical upgrade than initially believed, and

Whereas, two electricians have submitted proposals to perform the work, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the proposal from the following vendor is approved to perform the electrical upgrade:

☐ Duggan's Electrical Contracting for \$6,395

-OR-

☐ Vedder Electric (cost will be available at the Board meeting)

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

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

YES:          NO:          ABSENT:          VOTE:



Proposal # 510-23

September 14, 2023

ATTN: Jim Reed c/o  
Ypsilanti District Library - Whittaker

RE: Triangular Youth area lighting and power alteration

We are pleased to provide you with a quote for this project at cited location. This quote is based upon onsite observations, conversations, blueprints and specifications provided. All work will be performed in a workman like manner by SOM licensed electricians, using common trade practices and performed during regular business hours (7:00am – 3:00pm M-F). Work shall be coordinated and executed within a reasonable timeline, undisclosed at this time. We propose to furnish labor and materials on said project as generalized in the following scope of work.

Scope of work:

Whittaker Rd Branch

- Install new receptacle from existing power for a new flat screen monitor location in Youth Triangle area.
- Install new switch to override triangle tv viewing area. Switch to be located within office area.
- Remove existing EM ballasts in recess fixtures within triangle area. Connect EM fixtures to switchleg of remaining fixtures.
- Install ceiling or wall mounted EM light to cover area for egress lighting.

Work to be provided for the sum of.....\$6,395.00

Please feel free to contact us with any questions and or concerns.

Thank You,

Shawn Duggan  
office 248.240.5254  
cell 734.320.6101