



BOARD OF TRUSTEES



YPSILANTI
DISTRICT
LIBRARY

2024 Information Packet

Wednesday, November 20, 2024
6:30pm | YDL-Whittaker

Ypsilanti District Library
YDL Board Meeting, November 20, 2024, 6:30 pm, YDL – Whittaker Road Board Room
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Kristy Cooper <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Brian Steimel <input type="checkbox"/> Terrence Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of New Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Proposed Minutes from October 23, 2024, Regular meeting			
B. October 2024 Financials and Check Register			
Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Friends of the Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Michigan Avenue Building Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Director's Report			
A. Monthly Report	<input checked="" type="checkbox"/>		
B. Quarterly Reports	<input checked="" type="checkbox"/>		
C. Dashboards	<input checked="" type="checkbox"/>		
D. Departmental Reports	<input checked="" type="checkbox"/>		
Old Business			
A. Consideration of a one-year extension to the YDL strategic plan	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Business			
A. Consider approval of FY2024-25 budget and set millage rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Amendment of FY2023-24 budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of proposals to engage Daniels & Zermack Architects for 2025 Whittaker Road improvement projects	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. State of Michigan Public Act 152 (80/20 health care split affirmation)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Scheduling of 2025 annual Board meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Closed session for Director evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 23, 2024 (Unapproved)

CALL TO ORDER

Vice-President Terrence Williams called the Regular Meeting to order at 6:32 p.m.

ATTENDANCE

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Michigan Avenue Branch Manager Joy Cichewicz.

APPROVAL OF THE AGENDA

Director Hoenig requested to add New Business – G Michigan Avenue Driveway to the agenda. Trustee Brian Steimel moved to approve the agenda and Trustee Horne McGee supported this motion.

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

PUBLIC COMMENT

None

CONSENT AGENDA

Trustee Maddix moved to approve consent agenda (September 25, 2024 Regular meeting minutes and September 2024 Financials and Check Registers). Trustee Horne McGee supported this motion.

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

COMMUNICATION

Director Hoenig briefly overviewed the DTE Energy Retro-Commissioning Program, where two possible efficiencies were found and implemented. After an engineering review both of these efficiencies were determined to have provided a positive impact to the HVAC system and resulted in energy savings. She also outlined the additional customer rebates provided by DTE for completing this program. Director Hoenig also highlighted the MLive Media Group article regarding downtown Ypsilanti as she believed it would enhance the Board's discussion. Finally, she pointed to a recent press release from the Governor's office which talks about new legislation that will implement programs that focus on the science of reading.

COMMITTEE REPORTS

Finance – Director Hoenig advised that the group met last week and inquired if any of the Finance Committee members would like to comment or wait until New Business A. Trustee Maddix responded that she thought it would be appropriate to wait until New Business A, although she did wish to comment on how helpful it was to have written explanations beside the line items and dollar numbers.

Ypsilanti District Library
Board of Trustees Meeting
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Facilities – Director Hoenig reviewed the completion of two more resolution directed projects. The Whittaker Youth area glass was completed with insurance dollars, though a resolution had been passed as it was unclear if the insurance claim would be accepted. The new play area at Superior Branch was also completed and it is outstanding. The children are loving it and the area looks like it belongs there. Director Hoenig also mentioned the Superior staff keypad which had not been operating correctly was removed and replaced. There was a broken spindle in the damaged keypad.

Michigan Avenue Building Committee – Director Hoenig advised she had a conversation with the construction attorney who then spoke with the owner of the company. Since that time improvements have been observed. She then reported on the meeting held this morning, October 23, 2024, where it was discovered that the millwork being placed in the basement was the wrong color. The correct color is available, so this should be remedied quickly. She also discussed the incoming delivery of furniture, shelving and books, as well as the installation of lighting above the stack areas. Once complete the shelving may go up and the books will fill in the shelving. She also advised that the tiling was going in the front lobby and it looks fabulous. The vestibule and the new store front, which the Building Committee approved, is still the hold-up with the schedule, as it is still unknown how long it will take to complete these two items. She shared photos from the contractor of the vestibule as it was receiving repairs at the shop. Director Hoenig then briefly discussed the new checkerboards that were received with the assistance of a donor and provided before-and-after pictures of the finished product. She also provided details regarding the frieze in the lobby, as the decorative painter had discovered the plaster was wet. Upon inspection of the roof seal between the limestone and gutter, it was determined the mitigation efforts completed last summer were not properly executed and the original contractor returned to enact proper repairs. Then an engineer from Terracon Consultants, Inc., who had specified that repair, reviewed the area and advised in a preliminary report that there may be an additional issue regarding the parapet. Director Hoenig is awaiting his final report, but advised that there will likely be additional water-testing to ensure a working stormwater system. Director Hoenig closed her report by answering a couple questions from the Board.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig spoke about the art selection process for the Superior Branch and had one of the three new pieces on display for the board to view. She then discussed the most recent exhibit, “Through Darkness to Light: Photographs Along the Underground Railroad”, that ran from September 1 through October 20, 2024. The exhibit programming was very well received and the number of engagements high in comparison to previous exhibits. Director Hoenig praised Assistant Director Julianne Smith and her team for putting together the terrific slate of events. Director Hoenig mentioned that the last tree will be installed in the Whittaker landscaping on Friday, October 25, 2024, and the sidewalk project will be complete. Finally, she reported to the Board an incident at the Whittaker Branch involving a group of teens who were poorly behaved and damaged library property before leaving once police had been contacted for assistance. She closed by pointing out the quarterly Fund Balance forecast, which she wanted the Board to see in conjunction with the draft budget.

OLD BUSINESS

None

NEW BUSINESS

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 23, 2024 (Unapproved)

A. Review draft FY2024-25 budget

Director Hoenig provided an overview of the draft FY2024-25 budget as well as the discussions held with the Finance Committee which met the previous week. She advised that the proposed budget has significantly more Capital Improvement projects this year versus the previous fiscal year budget. She reviewed some of the suggestions and improvements the Finance Committee requested be worked into this draft. She discussed some of the factors that will have an impact on this year's budget, including state laws that impact payroll, health care and utility increases, as well as collective bargaining. Director Hoenig discussed the two items she would like to do for Capital Improvements, which would be a reworking of the café area at Whittaker into a seating space with vending machines, and remaking the story-time room into a multi-purpose room as Youth staff have requested. Director Hoenig responded to Trustee questions regarding the proposed budget, and advised there will be a few more tweaks to the budget before the Board looks at the final version next month.

B. Schedule public hearing for FY2024-25 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-29

October 23, 2024

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED
LIBRARY BUDGET FOR THE 2025 FISCAL YEAR

Whereas, Michigan Public Act 43 of 1963, Budget Hearings of Local Governments, requires that each local governmental unit hold a public hearing on its proposed budget, and

Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that the Ypsilanti District Library Board shall prepare, approve and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, and

Whereas, the Library's 2025 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2024 fiscal year will be held at 6:15 p.m. on Wednesday, November 20, 2024.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Steimel

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 23, 2024 (Unapproved)

C. 2025 holiday closing schedule

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-30

October 23, 2024

RESOLUTION TO ESTABLISH A SCHEDULE OF 2025 HOLIDAYS AND CLOSINGS

Whereas, the Ypsilanti District Library Personnel Manual sets forth a list of specific paid holidays for staff, and

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2025 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2025 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Horne McGee

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

D. Downtown security discussion

Director Hoenig overviewed our current building monitor operations and lessons learned from security incidents collected during Michigan Avenue's closure as well as system improvements related to security. The Trustees provided their experiences and perspectives regarding the downtown branch, expected usage and current obstacles. A robust discussion was held among the group ranging over a broad area of topics, including City and County policies and departments, outside interest groups, businesses and stakeholders interested in downtown Ypsilanti. Michigan Avenue Branch Manager Joy Cichewicz provided the group with detailed examples and in-depth information about experiences and situations as well as the needs of people who access and use the Library and Plaza. The group brainstormed ideas and mitigation strategies with an intent to continue discussions in the future.

E. Review of strategic plan goals and consideration of proposed 1-year extension

Director Hoenig pointed to the Strategic Plan included in the Board Packet as well as her summary of the strategic plan goals and what items she would like to follow-through with and complete in this new time-frame. The Michigan Avenue repair/renovation project was unexpected, required much focus, and delayed progress on our plan's goals. She responded to questions from the Board and advised she'd like to propose a resolution at the next meeting to solidify the extension.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 23, 2024 (Unapproved)

F. Director evaluation discussion

The Trustees discussed the process and the details of how they will create and compile the evaluation. Director Hoenig requested her evaluation be held in closed session.

G. Michigan Avenue Driveway

Director Hoenig discussed and provided pictures showing the current state of the Michigan Avenue Branch Library's concrete driveway. She advised she'd like to discuss the potential repair job with a vendor already scheduled to perform work on the plaza at that location. She requested that the Board allow her to request this work be performed through an approval with the Michigan Avenue Building Committee once she is able to secure a quote, if the cost is above her current threshold for authorizing repairs. After a brief discussion the Board agreed to this course of action.

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No Comment
Trustee Steimel	Provided a shout-out to the Senior Advisory Group and Susana Adame-Goff for their work at events and ability to provide quality, in-demand and interesting programming for seniors.
Trustee Winborn	Absent
Trustee Maddix	Wanted to echo the sentiments of praise for Assistant Director Julianne Smith and her team for the fantastic exhibition, "Through Darkness to Light: Photographs Along the Underground Railroad", that she sourced and supported. The structure of the programming and the content was phenomenal.
Trustee Williams	Stated he will miss working on the Board when his term is over. He advised this was a great experience for him and he will miss the people and work, but he will stay active.
Trustee Kennedy	Absent
Trustee Horne McGee	No Comment

ADJOURNMENT

Trustee Horne McGee moved to adjourn at 8:06 p.m. Trustee Maddix seconded this motion.

Financial Report

**Ypsilanti District Library
Balance Sheet
October 31, 2024
General Fund**

	FYE 11/30/19 ACTUAL	FYE 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FYTD 10/31/2024	Current FYTD Variance from 11/30/23
Assets:							
Total Cash & Cash Equivalents	2,596,924	2,940,888	3,413,908	3,497,836	4,132,884	4,398,901	266,017
Receivables & Other assets	49,282	98,153	84,370	108,670	89,635	63,554	(26,081)
Total Assets	2,646,206	3,039,041	3,498,278	3,606,506	4,222,520	4,462,455	239,936
Liabilities	145,758	85,577	313,638	344,511	1,160,956	127,566	(1,033,390)
Composition of Fund Balance							
Reserved:							
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252	0
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357	0
Designated:							
Improvement Fund	1,102,434	352,434	352,434	352,434	-	-	0
Working Capital	500,000	500,000	500,000	500,000	500,000	500,000	0
Unreserved/Undesignated	696,080	272,195	1,753,090	1,852,576	2,907,407	2,554,937	(352,470)
Current Year Surplus(Deficit)	(23,885)	1,478,262	99,487	466,448	(352,452)	1,273,344	1,625,796
Total Fund Balance	2,281,238	2,609,500	2,711,620	3,178,067	3,061,563	4,334,890	1,273,326
Total Liabilities & Fund Balance	2,426,996	2,695,077	3,025,258	3,522,578	4,222,520	4,462,455	239,936

Ypsilanti District Library
Period Ending 10/31/24 (91.7% of Year)
General Fund

ACCT #	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Original FY 2023-2024 BUDGET	Amended FY 2023-2024 BUDGET	YTD 10/31/24 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,918,352	6,086,566	6,437,010	6,668,539	6,823,439	7,018,707	(195,268)	102.9%
Expenditures								
Dept 100 Administrative	2,132,618	2,357,850	2,799,845	3,054,582	3,147,105	2,712,117	434,988	86.2%
Dept 200 Michigan Ave.	542,950	619,718	679,655	755,436	770,436	635,150	135,286	82.4%
Dept 300 Outreach	92,557	103,159	285,464	265,708	290,708	265,152	25,556	91.2%
Dept 400 Superior Township	162,269	230,011	482,563	559,757	559,757	495,190	64,567	88.5%
Dept 500 Whittaker Rd	1,080,805	1,156,232	1,266,793	1,353,535	1,269,595	1,099,479	170,116	86.6%
Dept 600 Donations	21,629	52,305	79,576	-	-	37,129	(37,129)	NA
Dept 700 Grants	19,079	31,359	43,127	-	-	1,146	(1,146)	
Total	4,051,907	4,550,634	5,637,023	5,989,018	6,037,601	5,245,363	792,238	86.9%
Net Revenue Over Expenditures	1,866,445	1,535,932	799,987	679,521	785,838	1,773,344		
Sale of Assets	-	-	-			-		
Board Designation of Funds	(1,400,000)	(1,300,000)	(1,152,434)		(500,000)	(500,000)		
Fund balance - beginning of period	2,711,633	3,178,078	3,414,010	3,061,563	3,061,563	3,061,563		
Fund Balance - end of period	3,178,078	3,414,010	3,061,563	3,741,084	3,347,401	4,334,907		

**Ypsilanti District Library
General Fund
Period Ending 10/31/2024
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Original FY 2023-2024 BUDGET	Amended FY 2023-2024 BUDGET	YTD 10/31/24 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	939,410	998,342	1,076,710	1,139,898	1,139,898	1,148,710	100.8%
425.000	City of Ypsilanti Tax Levy	866,352	889,936	944,675	1,003,630	1,003,630	1,085,937	108.2%
425.075	PPT Reimbursement	22,407	27,533	33,869	20,000	20,000	51,006	255.0%
440.000	Ypsilanti Township Tax Levy	3,653,122	3,707,057	3,862,384	4,149,269	4,149,269	4,035,525	97.3%
441.000	Renaissance Zone Reimb	68,165	67,905	66,774	65,000	65,000	66,572	102.4%
443.000	State Aid Direct	35,678	43,256	44,630	44,671	44,671	44,916	100.5%
447.000	State Aid Indirect	36,286	43,254	44,630	44,671	44,671	44,916	100.5%
500.500	Operational Grant Revenue			10,000		30,000	56,711	189.0%
500.600	Talk Grant Revenue	47,787	41,774	45,554	35,000	59,900	88,715	148.1%
610.010	Ticket Sales - Special Events						2,360	NA
657.000	Circulation Services fee	7,187	6,777	7,195	6,000	6,000	3,725	62.1%
657.100	Smart Cards - Printing & Copies	8,765	22,883	33,006	30,000	30,000	28,200	94.0%
657.600	Proctor Fees	263	574	60	0	0	125	NA
661.000	Penal Fines County	113,205	83,080	69,569	68,000	68,000	79,549	117.0%
662.100	Community room rentals	0	1,250	2,250	2,500	2,500	3,025	121.0%
679.000	Donations/Misc.	1,360	2,045	12,872	2,500	2,500	2,890	115.6%
681.000	Donations Designated	0	0	0		0	530	NA
681.080	Donations/Memorials	7,170	7,736	4,629	600	600	0	0.0%
687.000	Interest/Checking	457	1,383	6,705	4,800	4,800	6,802	141.7%
687.010	Interest/Savings	5,226	3,154	54,301	35,000	35,000	37,022	105.8%
687.121	MI Class value change	0	0	3,033	0	100,000	135,378	NA
688.000	Interest/Endowment	6,227	0	0	0	0	0	NA
689.000	Dividends-MML	4,312	7,460	6,490	6,000	6,000	6,675	111.3%
690.000	Dividend Revenue Endowment	9,045	8,161	12,595	11,000	11,000	14,683	133.5%
691.000	CARES act Credit	6,400	0	0	0	0	0	
Total Revenue		5,838,824	5,963,560	6,341,931	6,668,539	6,823,439	6,943,971	101.8%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2024
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Original FY 2023-2024 BUDGET	Amended FY 2023-2024 BUDGET	YTD 10/31/24 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	685,029	758,009	860,334	981,124	1,001,124	897,491	89.6%
702.100	Professional/Accounting	7,445	8,700	10,340	10,800	10,800	9,250	85.6%
702.150	Bank Fees	1,888	2,494	2,807	3,630	3,630	3,506	96.6%
702.900	Salary/Subs	1,571	5,987	17,893	15,600	15,600	12,545	80.4%
705.000	Employee Recognition Awards	804	689	521	750	750	328	43.7%
710.000	Payroll Service	12,115	13,050	18,957	11,500	11,500	10,125	88.0%
715.000	Employer Payroll Tax	148,792	164,634	208,026	235,243	235,243	205,500	87.4%
715.100	ACA Taxes Paid by employer	331	555	644	1,190	1,190	518	43.6%
718.000	MERS Defined Contribution	91,780	99,768	108,527	143,055	143,055	108,943	76.2%
719.000	FSA Admin Fee	729	624	600	758	758	600	79.2%
727.000	Office Supplies	24,088	38,242	45,636	34,000	34,000	18,184	53.5%
727.050	CARES act Exp	6,305	0	0				NA
727.200	Supplies-Facility	12,957	18,696	22,127	32,000	32,000	19,095	59.7%
752.000	MMML/Building Insurance	66,589	74,515	77,332	81,972	85,655	85,655	100.0%
753.000	MMML/Workers Comp	9,744	10,202	12,633	15,050	15,050	16,456	109.3%
754.000	Health Insurance	394,266	380,631	456,375	489,783	489,783	468,343	95.6%
755.000	PT Telemedicine	0	0	0	4,131	4,131	2,933	71.0%
756.000	Delta Dental	34,322	32,832	34,625	35,589	35,589	32,545	91.4%
758.000	Life Insurance	4,316	4,061	4,708	4,728	4,728	4,217	89.2%
759.000	Vision Service Plan	9,074	8,907	9,340	9,420	9,420	8,784	93.3%
762.000	STD/LTD (Disability Insurance)	10,594	12,301	18,396	18,612	18,612	18,020	96.8%
769.000	Printing & Publishing	18,325	18,779	24,323	22,750	22,750	16,948	74.5%
769.050	Classified Advertising	432	733	312	1,000	1,000	-21	-2.1%
774.050	Digital Collection	209,154	246,754	315,437	296,050	296,050	311,797	105.3%
774.100	Data Bases	24,948	28,073	32,458	50,000	50,000	33,979	68.0%
774.800	System Wide DVDs	493	61	220	0	0	0	NA
774.900	All Materials Processing	21,270	25,603	28,394	35,000	35,000	22,046	63.0%
774.950	Play Kits	2,590	2,975	4,735	4,900	4,900	4,064	82.9%
774.975	Library of Things	2,876	8,799	12,379	14,000	14,000	8,193	58.5%
801.000	Major Events	2,805	9,143	14,259	23,325	27,265	16,265	59.7%
801.500	Learning Never Gets Old	1,999	2,999	0	0	0	0	NA
802.000	Mileage/Travel Reimbursement	775	4,754	6,936	6,000	6,000	3,664	61.1%
804.000	Workshops/Training	2,422	3,613	7,003	6,500	6,500	5,293	81.4%
805.000	Memberships & Dues	5,685	5,603	6,661	6,750	6,750	5,968	88.4%
806.000	Talk Grant Expenses	23,383	40,362	21,750	35,000	59,900	61,215	102.2%
807.000	Operational Grant Expenditure			12,389	0	30,000	23,596	78.7%
810.000	Capital Outlay - Buildings	5,197	650	4,880	5,000	5,000	7,238	144.8%
810.100	Capital Outlay - Improvements	3,500	0	2,261	6,000	6,000	6,531	108.9%
811.100	Capital Outlay - Technology	0	0	59,118	59,119	59,119	5,031	8.5%
812.000	Capital Outlay - Furnishings	268	1,100	5,735	5,000	5,000	2,464	49.3%
840.010	Insurance Claim In Progress		-5,825	138	0	0	-80,318	MA
850.000	Automation - Technology	128,433	110,254	134,299	133,395	133,395	116,957	87.7%
850.100	Telecommunications	6,243	7,003	11,111	8,241	8,241	22,939	278.3%
850.200	ILS Contract	59,088	64,631	63,125	50,400	50,400	47,867	95.0%
850.500	Software Subscription	21,823	35,693	42,936	44,983	44,983	38,446	85.5%
890.000	The Library Network	2,796	2,796	2,796	4,500	4,500	2,796	62.1%
928.000	Postage	20,112	18,912	20,240	23,569	23,569	21,206	90.0%
965.000	Auditing Service	7,875	8,100	8,325	8,550	8,550	8,550	100.0%
975.000	Legal	5,280	11,191	1,870	10,000	20,000	21,540	107.7%
975.500	Legal - Negotiations	0	7,620	0	0	0	0	NA
980.000	Professional/Contractual	27,087	54,649	37,007	40,815	40,815	42,557	104.3%
980.500	Branding Costs	2,201	894	3,195	4,000	4,000	2,335	58.4%
981.500	Lost Book Expense	1,094	1,646	3,431	6,300	6,300	1,438	22.8%
982.000	MTT Charge Back City	471	48	259	2,000	2,000	0	0.0%
983.000	MTT Charge Back TWP	1,070	3,873	878	7,500	7,500	4,394	58.6%
983.100	MTT Charge Back-Superior Twp	184	1,467	914	5,000	5,000	4,052	81.0%
984.050	Contributions/Endowment	0		250		0	50	NA
Total		2,132,618	2,357,850	2,799,845	3,054,582	3,147,105	2,712,117	86.2%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2024
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Original FY 2023-2024 BUDGET	Amended FY 2023-2024 BUDGET	YTD 10/31/24 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	402,866	423,056	473,988	500,515	510,515	427,527	83.7%
702.800	Salaries-Pages	3,463	4,784	6,611	4,680	9,680	9,056	93.6%
771.000	Adult Books & Processing	22,288	18,713	14,185	22,150	22,150	10,207	46.1%
772.000	Youth Books & Processing	13,282	16,552	11,280	14,800	14,800	9,399	63.5%
776.000	Periodicals - Adult	2,802	4,395	2,868	3,500	3,500	2,144	61.2%
776.050	Periodicals - Youth	0	0		100	100	0	0.0%
778.000	Adult Audio/Visual	5,441	4,852	3,481	6,600	6,600	1,952	29.6%
779.000	Youth Audio/Visual	2,413	2,743	901	2,050	2,050	1,283	62.6%
801.500	Learning Never Gets Old	0	0	1,250	1,250	1,250	610	48.8%
802.200	Parking	3,600	3,600	3,700	3,900	3,900	3,600	92.3%
810.000	Capital Outlay - Buildings	10,000	68,081	18,357	100,000	100,000	100,000	100.0%
812.000	Capital Outlay - Furnishings	3,384	0	4,510	0	0	0	NA
840.000	Repair & Maintenance - Building	16,584	17,990	32,249	22,900	22,900	21,343	93.2%
840.025	Campbell Maint Contract	12,672	12,672	13,204	14,800	14,800	14,800	100.0%
840.050	Snow Removal/ Lawn Care	7,259	7,778	12,097	13,400	13,400	6,105	45.6%
900.000	Programs-Adult	1,462	1,772	2,641	3,000	3,000	1,494	49.8%
901.000	Programs-Youth	1,762	606	2,531	2,500	2,500	1,563	62.5%
940.000	Phone	4,553	2,631	2,319	1,671	1,671	1,852	110.9%
943.000	Natural Gas	3,946	4,838	3,923	5,009	5,009	3,646	72.8%
947.000	DTE - Electric	18,309	18,797	20,935	25,321	25,321	13,194	52.1%
949.000	Ypsilanti Comm Utilities Auth	6,864	5,858	6,029	7,290	7,290	5,373	73.7%
980.000	Professional Contractual (Security)	0	0	42,596	0	0	0	NA
Total		542,950	619,718	679,655	755,436	770,436	635,150	82.4%
Dept 300 Outreach								
702.000	Salaries	70,870	77,276	233,500	236,142	261,142	246,110	94.2%
775.000	Library Materials	5,084	5,857	3,275	6,550	6,550	4,875	74.4%
801.500	Learning Never Gets Old	0	0	1,223	3,000	3,000	1,694	56.5%
811.000	Capital Outlay Vehicle	0	0	35,000	0	0	0	NA
840.000	Repair & Maintenance	14,636	13,986	8,376	12,130	12,130	7,211	59.5%
901.000	Programs	0			2,000	2,000	275	13.8%
943.000	Fuel	1,967	6,040	4,090	5,886	5,886	4,987	84.7%
Total		92,557	103,159	285,464	265,708	290,708	265,152	91.2%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2024
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Original FY 2023-2024 BUDGET	Amended FY 2023-2024 BUDGET	YTD 10/31/24 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Superior Township								
702.000	Salaries	149,424	211,331	353,232	367,003	367,003	350,950	95.6%
702.800	Salary/Pages	0	0	3,706	9,360	9,360	4,770	51.0%
771.000	Adult Books & Processing	0	0	14,935	18,000	18,000	13,008	72.3%
772.000	Youth Books & Processing	0	0	12,171	16,700	16,700	14,444	86.5%
775.000	Library Materials	6,553	7,388	0	0	0	0	NA
776.000	Periodicals	0	0	1,290	1,400	1,400	663	47.3%
778.000	Audio/Visual	0	0	1,276	2,300	2,300	1,408	61.2%
801.500	Learning Never Gets Old	0	0	748	1,000	1,000	789	78.9%
810.000	Cap Outlay Building		0	2,381	50,000	50,000	21,143	42.3%
812.000	Cap Outlay Furnishings		0	0	3,000	3,000	2,165	72.2%
840.000	Repair & Maintenance	1,179	2,603	5,503	5,000	5,000	4,270	85.4%
840.025	Campbell Maint Contract	0	0	7,108	8,500	8,500	9,147	107.6%
840.050	Snow Removal & Lawn Care	980	2,980	26,505	17,000	17,000	20,590	121.1%
900.000	Programs - adult	580	267	502	1,500	1,500	1,380	92.0%
901.000	Programs - Youth	624	655	547	2,500	2,500	2,537	101.5%
902.000	Art Purchases			8,683	9,000	9,000	6,560	72.9%
940.000	Phone	1,138	782	2,041	2,101	2,101	1,969	93.7%
943.000	Natural Gas	650	1,097	2,722	2,953	2,953	2,556	86.5%
947.000	DTE - Electric	1,044	1,299	8,772	9,240	9,240	12,358	133.7%
949.000	Ypsilanti Comm Utilities Auth	97	1,609	6,681	5,400	5,400	3,842	71.2%
980.000	Professional/Contractual	0	0	23,760	27,800	27,800	20,640	74.2%
Total		162,269	230,011	482,563	559,757	559,757	495,190	88.5%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2024
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	Original FY 2023-2024 BUDGET	Amended FY 2023-2024 BUDGET	YTD 10/31/24 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	722,800	749,625	798,216	902,601	827,601	717,747	86.7%
702.800	Salaries-Pages	19,698	28,923	31,782	37,440	32,440	23,376	72.1%
771.000	Adult Books	41,604	44,654	44,943	41,900	41,900	24,872	59.4%
772.000	Youth Books	27,802	29,974	29,767	38,200	38,200	27,236	71.3%
776.000	Periodicals - Adult	4,405	5,717	6,237	10,000	10,000	5,149	51.5%
776.050	Periodicals - Youth	745	617	722	800	800	624	78.0%
778.000	Adult Audio/Visual	10,284	8,739	7,498	10,200	10,200	5,458	53.5%
779.000	Youth Audio/Visual	4,236	4,157	3,081	3,800	3,800	2,317	61.0%
810.000	Cap Outlay Building	12,515	22,620	71,761	20,000	16,060	22,986	143.1%
840.000	Repair & Maintenance - Building	22,271	54,658	36,176	27,300	27,300	32,986	120.8%
840.025	Campbell Maint Contract	42,797	41,649	41,379	50,900	50,900	50,900	100.0%
840.050	Snow Removal/Lawn Care	16,199	18,348	34,465	28,000	28,000	19,945	71.2%
900.000	Programs - Adult	3,765	2,382	3,196	4,200	4,200	917	21.8%
901.000	Programs - Youth	6,659	6,647	12,837	13,000	13,000	12,526	96.4%
903.000	Equipment Maintenance	1,564	0	1,702	3,000	3,000	234	7.8%
940.000	Phone	9,105	5,277	4,916	5,068	5,068	4,705	92.8%
943.000	Natural Gas	30,040	31,451	24,868	31,680	31,680	28,584	90.2%
947.000	DTE - Electric	99,414	96,182	106,775	117,955	117,955	112,844	95.7%
949.000	Ypsilanti Comm Utilities Auth	4,902	4,612	6,472	7,491	7,491	6,075	81.1%
980.000	Professional/Contractual	0			0	0		NA
Total		1,080,805	1,156,232	1,266,793	1,353,535	1,269,595	1,099,479	86.6%
Dept 600 Donations								
Revenue:								
	Total Revenue	37,195	106,336	46,229				
	Total Donated revenue	37,195	106,336	46,229			72,209	NA
Expenditures:								
	Total Expenditures	21,629	52,305	79,576				
	Total Expenditures	21,629	52,305	79,576			37,129	NA
Dept 700 Grants								
Revenue								
	Total Grant Revenue	42,333	16,670	48,850				
	Total Revenue	42,333	16,670	48,850			2,526	NA
Expenditures								
	Total Expenditures	19,079	31,359	43,127				
	Total Expenditures	19,079	31,359	43,127			1,146	NA
Total	Net -- restricted for future	23,254	-14,689	5,723			1,380	NA
IMPROVEMENTS/Asset Sales								
685.000	Sale of assets						0	NA
810.100	Approved projects-Improvements fund							NA
850.100	Technology improvements							NA
Total Other Revenue		0	0	0			0	NA
Total Revenue		5,918,352	6,086,566	6,437,010	6,668,539	6,823,439	7,018,707	
Total Expenditures		4,051,907	4,550,634	5,637,023	5,989,018	6,037,601	5,245,363	86.9%
	Net Revenue Over Expenditures	1,866,445	1,535,932	799,987	679,521	785,838	1,773,344	
	Fund Balance Beginning of Year	2,711,633	3,178,078	3,414,010	3,061,563	3,061,563	3,061,563	
	Board Designation	-1,400,000	-1,300,000	-1,152,434	0	-500,000	-500,000	
	Ending Fund Balance	3,178,078	3,414,010	3,061,563	3,741,084	3,347,401	4,334,908	

**Ypsilanti District Library
Balance Sheet
October 31, 2024
Capital Asset Replacement Fund**

	FYE 11/30/19 ACTUAL	FYE 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FYTD 10/31/2024	Current FYTD Variance from 11/30/23
Assets:							
Cash and Current Assets	1,481,745	2,807,370	3,503,051	1,356,163	914,194	604,474	(309,720)
Total Assets	1,481,745	2,807,370	3,503,051	1,356,163	914,194	604,474	(309,720)
Liabilities	-	-	-	468,231	542,328	542,328	0
Fund Balance	1,478,745	2,665,015	3,489,597	887,932	371,866	62,146	(309,720)
Total Liabilities & Fund Balance	1,478,745	2,665,015	3,489,597	1,356,163	914,194	604,474	(309,720)

Ypsilanti District Library
Capital Expenses
Period Ending 10/31/24 (91.7% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	YTD 10/31/24 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated	857,193	450,871	166,970	8,893
688.000	Interest	1,181	97	7,230	-
Other departments					-
688.000	Interest	-	-		3,919
Total		858,374	450,968	174,200	12,812
Transfer from Operating Fund		1,400,000	1,300,000	1,152,434	500,000
Expenditures					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual	16,860	97,989	66,927	344,419
Subtotal		16,860	97,989	66,927	344,419
Dept 400 Superior Construction					
702.150	Bank Fees	620	1,503	570	330
752.500	Insurance - Bldrs Rsk		8,564	-	-
780.000	Opening Day Collection		194,247	7,319	-
801.000	Major Events	3,544	7,744	2,191	-
812.000	Capital Outlay - Eq/Furn		208,175	36,712	5,000
850.000	Automation - Technology		91,123	26,562	-
910.000	Site Development	32,064	-	-	-
943.000	Fuel/Natural Gas		1,482	-	-
975.000	Legal/Attorney	16,797	720	-	-
980.000	Prof/Contractual	21,763	-	618	-
981.000	Architect Fees	275,895	142,813	(32,314)	-
955.100	General Contractor	655,988	3,167,412	1,367,136	1,500
985.300	Outside Contract Expense	-	42,875	58,545	108,372
Subtotal		1,006,671	3,866,658	1,467,340	115,202
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	410,262	387,987	308,428	362,915
Subtotal		410,262	387,987	308,428	362,915
TOTAL Capital Expenditures		1,433,793	4,352,633	1,842,695	822,537
Total Revenue Over Expenditures		824,581	(2,601,665)	(516,060)	(309,725)
Beginning Fund Balance		2,665,015	3,489,596	887,930	371,871
Ending Fund Balance		3,489,596	887,930	371,870	62,146

Capital Asset Replacement Fund
Composition of Fund Balance

		Superior Project	Other	Total
2019	opening balance 11/30/18	0	399,522	
Board Assigned	1/23/2019	1,150,000		
Balance	11/30/2019	1,150,000	331,745	1,481,745
2020				
Board Assigned	1/22/2020	1,150,000	250,000	
Capital 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
2021				
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
2022				
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
2023				
Board Assigned	2/1/2023	800,000	352,434	
YTD Capital Campaign & Int	11/30/2023	174,200		
YTD Expenditures	11/30/2023	-1,467,340	-375,355	
Balance	11/30/2023	239,685	132,187	371,872
2024				
Board Assigned	3/27/2024		500,000	
YTD Capital Campaign & Int	10/31/2024	0	12,812	
YTD Expenditures	10/31/2024	-115,202	-707,334	
Balance	10/31/2024	124,483	-62,336	62,147
				240,000 future pledges
				302,147

	Project Summary Through:	
	10/31/2024	10/31/2024
	Superior	Other
Board	5,300,000	1,934,179
Capital Campaign	1,549,652	12,812
Future pledges	240,000	
Expense	-6,725,170	-2,009,327
	364,483	-62,336

Check Register Report

Date: 11/01/2024

Time: 9:55 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
77641	10/08/24	Printed			AWS	ALLIED WASTE SYSTEMS #241	Whit Oct 2024	638.94
77642	10/08/24	Printed			AALLC	ALLSTAR ALARM LLC	Superior/MA11/1/24-1/31/25	507.00
77644	10/08/24	Printed			AMCASE	AMAZON CAPITAL SERVICES	Sept 2024 billing	6,488.72
77645	10/08/24	Printed			A15	BP PRODUCTS OF NORTH AMERICA	ststatement 10/6/24	419.08
77646	10/08/24	Printed			CADL	CAPITAL AREA DISTRICT LIBRARY	lost - Planet Zero.....	120.57
77647	10/08/24	Printed			CDW	CDW GOVERNMENT, INC.	MA display-4	12,780.90
77648	10/08/24	Printed			CEN	CENGAGE LEARNING	Bad Liar	59.23
77649	10/08/24	Printed			CMPL	CLINTON MACOMB PUBLIC LIBRARY	lost ill-Buenas Noches constru	16.95
77650	10/08/24	Printed			DTE ENERGY	DTE ENERGY	whit 8/23-9/20/24	14,233.13
77651	10/08/24	Printed			DTE ENERGY	DTE ENERGY	superior 8/24-9/23/24	1,426.14
77652	10/08/24	Printed			DTE ENERGY	DTE ENERGY	MA 8/29-9/27/24	1,362.57
77653	10/08/24	Printed			DTE ENERGY	DTE ENERGY	whit street Sept 2024	54.73
77654	10/08/24	Printed			ELM	ELM USA INC.	disc machine pads	54.70
77655	10/08/24	Printed			EMPA	EMPATHY STUDIOS, LLC	library membership	899.00
77656	10/08/24	Printed			FDC	FABER DESIGN CO.	Sept 2024 services	8,815.05
77657	10/08/24	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	DTE claim	523.25
77658	10/08/24	Printed			GORDON	GORDON FOOD SERVICE, INC.	superior supplies	54.44
77659	10/08/24	Printed			GRNG	GRAINGER	sign post	221.85
77660	10/08/24	Printed			HEAL	HEALTHIEST YOU INC.	Oct 2024	306.00
77661	10/08/24	Printed			IMPDAD	IMPERIAL DADE	bath tissue/towel/liner	409.33
77662	10/08/24	Printed			0000000051	THE LIBRARY NETWORK	120 deepfreeze licen renewal	1,193.00
77663	10/08/24	Printed			LSC	LIGHTING SUPPLY CO.	30-F32T8 40-F54T5	591.09
77664	10/08/24	Printed			MAAA	MID-AMERICA ARTS ALLIANCE	#2of 2 Through Darkness	3,825.00
77665	10/08/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	death in Cornwall	22,414.80
77666	10/08/24	Printed			NTG	NTG ENTERPRISES, INC.	26 shelve brackets-cut/re-powd	598.00
77667	10/08/24	Printed			OV	OVERDRIVE, INC.	01576CO24268238.....	5,379.54
77668	10/08/24	Printed			PUCH	PENCHURA, LLC	MA checkerboard	520.00
77669	10/08/24	Printed			PCI	PHOENIX CONTRACTORS, INC.	MA flood thru 8/31/24	241,486.08
77670	10/08/24	Printed			PROQUEST	PROQUEST LLC	ancestry 10/2024-9/2025	3,657.76
77671	10/08/24	Printed			RNA	RNA FACILITIES MANAGEMENT	MA #6 of 8	1,850.00
77672	10/08/24	Printed			STAPAD	STAPLES ADVANTAGE	statement 9/25/24	612.33
77673	10/08/24	Printed			SLC	SUPERIOR LANDSCAPE COMPANIES	superior Oct 2024	3,362.50
77674	10/08/24	Printed			WCROD	WASHTENAW COUNTY	8/24 mtt/stc	705.74
77675	10/08/24	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 9/30/24	50.62
77676	10/11/24	Printed			CONSTELL	CONSTELLATION NEWENERGY-	sept 2024 billing	366.31
77677	10/11/24	Printed			FCB	FIRST CITIZENS BANK	lease due 10/19/24	2,372.95
77678	10/11/24	Printed			KI	KRUEGER INTERNATIONAL, INC.	MA furniture	21,335.72
77679	10/11/24	Printed			THINGR	THE INTERIOR GROUP	MA furniture storage	825.00
77680	10/11/24	Printed			TITMON	TITAN MONITORING	Sept 2024 MA monitoring	1,500.00
77681	10/11/24	Printed			TMC	TMC FURNITURE INC.	MA furniture	8,395.95
77682	10/11/24	Printed			WEB	JADE WEBER	Halloween downtown 10/25//24	437.50
77683	10/17/24	Printed			ALER	ALERUS FINANCIAL	Emlopy contirbu Sept 2024	21,800.71
77684	10/17/24	Printed			AES	ALLIED BUILDING SERVICES	whit perometer window cleaning	4,782.50
77685	10/17/24	Printed			ANN ARBOR	ANN ARBOR HANDS ON MUSEUM	11/8/24 feathered friends	250.00
77686	10/17/24	Printed			BAKTAY	BAKER & TAYLOR INC 4108472	statement 9/30/24	276.29
77687	10/17/24	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 9/30/24	75.97
77688	10/17/24	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 9/30/24	73.53

Check Register Report

Date: 11/01/2024

Time: 9:55 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
77689	10/17/24	Printed			B55553	BAKER & TAYLOR, INC.	statement 9/30/24	109.02
77690	10/17/24	Printed			405555	BASIC	Oct 2024 coverage	56.42
77691	10/17/24	Printed			BECRAU	BECKETT & RAEDER	whit sidewalk	577.50
77692	10/17/24	Printed			BCN	BLUE CARE NETWORK OF MI	Nov 2024 coverage	52,874.27
77693	10/17/24	Printed			CDW	CDW GOVERNMENT, INC.	4 LVO 5yr onsite	424.48
77694	10/17/24	Printed			CEN	CENGAGE LEARNING	Connie / Intermezzo	145.45
77695	10/17/24	Printed			SACO	SAMANTHA COFFIN	11/1/24 Toddler movement	150.00
77696	10/17/24	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	Superior supplies	102.36
77697	10/17/24	Printed			GORDON	GORDON FOOD SERVICE, INC.	Superior supplies	125.89
77698	10/17/24	Printed			0000000051	THE LIBRARY NETWORK	tele com 7/24-9/2024	9,199.89
77699	10/17/24	Printed			MANN	JAMES MANN	Paranormal club speaker	150.00
77700	10/17/24	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	whit 9/15-10/14/24 overage	888.60
77701	10/17/24	Printed			AFSCME	MICHIGAN AFSCME	October dues	989.70
77702	10/17/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	506103244.....	5,570.67
77703	10/17/24	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	oct 2024	128.00
77704	10/17/24	Printed			OV	OVERDRIVE, INC.	01576DA24301554.....	4,855.59
77705	10/17/24	Printed			PLAY	PLAYAWAY PRODUCTS LLC	Frindle/Hideout.....	537.87
77706	10/17/24	Printed			MOPR	MONICA PRINCE	Brighter Future-textile artwor	600.00
77707	10/17/24	Printed			PP	PROGRESSIVE PRINTING	2,500 coin envelopes	692.00
77708	10/17/24	Printed			KAREY	KAMRON REYNOLDS	Manga Draw wksp 11/4/2024	150.00
77709	10/17/24	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	world today series 2024-2025	236.71
77710	10/17/24	Printed			SPRIG	SPRINGSHARE LLC	libstaf 79/99 9/24-10/24	350.00
77711	10/17/24	Printed			0000000316	U S POSTMASTER	Winter LOOP 2024 #658	4,250.00
77712	10/17/24	Printed			U	ULINE	Superior storage	389.47
77713	10/17/24	Printed			WTP	WORLD TRADE PRESS	Ato Z Food America renewal	618.00
77714	10/17/24	Printed			WT	WT COX INFORMATION SERVICES	Click/National Geo.....	6,635.67
77715	10/17/24	Printed			0000000021	Y C U A	MA 8/16-9/30/24 service	2,471.57
77716	10/17/24	Printed			YAO	GUANHUA YAO	artwork (Freedom)	500.00
77717	10/24/24	Printed			LOR	BAKER & TAYLOR 4108482	statement 9/30/24	322.93
77718	10/24/24	Printed			BK1092	BAKER & TAYLOR INC 4421092	statement 9/30/24	17.60
77719	10/24/24	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 9/30/24	1,430.57
77720	10/24/24	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 9/30/24	1,719.46
77721	10/24/24	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 9/30/24	618.00
77722	10/24/24	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 9/30/24	542.20
77723	10/24/24	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 9/30/24	450.80
77724	10/24/24	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 9/30/24	3,752.36
77725	10/24/24	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 9/30/24	3,716.62
77726	10/24/24	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 9/30/24	2,958.83
77727	10/24/24	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 9/30/24	3,050.97
77728	10/24/24	Printed			0000000089	BRODART CO.	classification labels	51.28
77729	10/24/24	Printed			CASPER	CASPER CORPORATION	MA deliver/install	11,695.14
77730	10/24/24	Printed			CEN	CENGAGE LEARNING	Roctogenarians	26.24
77731	10/24/24	Printed			CLHI	CLARK HILL	September 2024 service	171.50
77732	10/24/24	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	November 2024 coverage	3,084.57
77733	10/24/24	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	Sept 2024 services	392.00
77734	10/24/24	Printed			GRNG	GRAINGER	ballast-2	355.40

Check Register Report

Ypsilanti District Library

BANK: ANN ARBOR

Date: 11/01/2024

Time: 9:55 am

Page: 3

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
77735	10/24/24	Printed			HOME	HOME DEPOT CREDIT SERVICES	supplies	713.40
77736	10/24/24	Printed			IMPDAD	IMPERIAL DADE	gloves	591.16
77737	10/24/24	Printed			KABE	KAB ENTERPRISES, INC.	whit sidewalk	27,330.67
77738	10/24/24	Printed			KI	KRUEGER INTERNATIONAL, INC.	New MA furniture	22,870.11
77739	10/24/24	Printed			0000000471	LAKESHORE LEARNING MATERIALS	sea life	46.98
77740	10/24/24	Printed			MNL	MADISON NATIONAL LIFE INS CO	November 2024	2,356.83
77741	10/24/24	Printed			SPNR	PALOMA NUNEZ-REGUEIRO	Breath in/breath out Superior	2,500.00
77742	10/24/24	Printed			OSCR	ON-SITE SPECIALTY CLEANING	lead abatement - MA	23,593.60
77743	10/24/24	Printed			OV	OVERDRIVE, INC.	14 items	1,250.30
77744	10/24/24	Printed			PPL	PETOSKEY DISTRICT LIBRARY	lost ILL-psych of money	23.99
77745	10/24/24	Printed			PLAY	PLAYAWAY PRODUCTS LLC	duz iz tak	290.95
77746	10/24/24	Printed			0000000318	PRINTING SYSTEMS	BOAA checks	51.17
77747	10/24/24	Printed			RHPL	ROCHESTER HILLS PUBLIC LIBRARY	lost ILL- Hijab butch blues	59.99
77748	10/24/24	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	chasses calendar of event 2025	202.84
77749	10/24/24	Printed			SHOW	SHOWCASES	100 ZEDVD1	113.40
77750	10/24/24	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	whit winterize	800.00
77751	10/24/24	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Sept 2024 usage Superior	842.88
77752	10/24/24	Printed			TDSM	TDS	10/22-11/21/24 coverage	773.67
77753	10/24/24	Printed			VERIZON	VERIZON WIRELESS	9/10-10/09/24 service	336.29
77754	10/24/24	Printed			0000000030	VISION SERVICE PLAN - MI	November 2024 coverage	759.50
77755	10/24/24	Printed			WCROD	WASHTENAW COUNTY	7/24bd rv 8/24 chrgbck	2,055.91
77756	10/24/24	Printed			WBTPL	WEST BLOOMFIELD TOWNSHIP	lost ILL-Maddie and Mabel.....	9.17

Total Checks: 115

Checks Total (excluding void checks):

613,838.88

Total Payments: 115

Bank Total (excluding void checks):

613,838.88

Total Payments: 115

Grand Total (excluding void checks):

613,838.88

Communications



Nikki Wasilius <nwasiliu@umich.edu>

Michigan Humanities: Humanities Grant Award Notification

1 message

Michigan Humanities <administrator@grantinterface.com>

Tue, Oct 29, 2024 at 12:21 PM

Reply-To: jnelson@mihumanities.org

To: dbn-research@umich.edu



Humanities Grants

UNIVERSITY OF MICHIGAN DEARBORN

4901 EVERGREEN ROAD

DEARBORN, MI 48128

Dear Office of Research,

Congratulations, on behalf of Michigan Humanities I am pleased to inform you that your project, Ypsi Farmers & Gardeners Oral History Project, has been awarded \$20,000.00. It was a very competitive round with only 17 awards made out of more than 57 applications.

Your **Grant Agreement** will be sent in a separate email via DocuSign and once the signed copy is received we will send a check for the full award amount to the address you provided. When you receive the grant agreement, you will have the option to forward it to a designated signee if necessary.

Please note, if your project was not awarded the full request amount you may shift the awarded funds within the proposed budget categories. Please feel free to reach out with any questions or concerns.

The **Final Report and Budget** are now accessible via the Michigan Humanities grant portal and please do not hesitate to reach out if you have any questions about the reporting process.

I will be your contact concerning the administration of your Humanities Grant. Throughout the coming year, please do not hesitate to contact me at jnelson@mihumanities.org or 517-372-7770 if you have questions. I'm looking forward to working with you to help make your project a success.

Sincerely,

James

James Nelson

Director of Grants

Michigan Humanities

2364 Woodlake Drive, Suite 100

Okemos, MI 48864

P: (517) 372-7770

E: jnelson@mihumanities.org

www.michiganhumanities.org

If you would like advanced notice of grant opportunities or other Michigan Humanities news sign up for our monthly email newsletter [HERE](#)

Applicant Information

Office of Research Dearborn

1060 Administration Building

313-593-5468

dbn-research@umich.edu

Organization: UNIVERSITY OF MICHIGAN DEARBORN

Form Name: Humanities Grants Final Report

Process Name: Fall 2024 Humanities Grants

Project Name: Ypsi Farmers & Gardeners Oral History Project



November 7th, 2024

Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197

RE: Upcoming Electric Transmission Line Work in Washtenaw County, Michigan
(Collins-Dayton)
ID: K-11-21-300-047

Dear Neighbor:

International Transmission Company (ITC) owns, operates, and maintains the electric transmission line located on or adjacent to your property. Through a combination of easement, fee property ownership, and permits; ITC will be exercising our rights to begin work on or adjacent to your property.

I am writing to give you notice that beginning late November, 2024, ITC or its representatives may access your property to begin work on the transmission line. The planned work involves installing new optical ground wire (OPGW), and also vegetation management, which may include the trimming, cutting and/or removal of trees on your property.

In order to complete this work, ITC will need to access the electric transmission line and structures within the easement. To help facilitate our access, please ensure that the route to the transmission line is clear. If access to the transmission line is through a gated area, please contact ITC's Land Agent, Mike Calderone, to coordinate access to the property.

After the work is complete, ITC will restore your land, as nearly as possible, to the condition existing before the start of this maintenance project. ITC will also compensate you for any damage that occurs in the course of its work. To discuss the project and/or damages, please contact Mike Calderone.

Mike Calderone – NSI Consulting – ITC Land Agent
Phone: (517) 262-4500
Email: mcalderone@nsi-consulting.com

Sincerely,

Stephen Boggemes
Senior Real Estate Representative

Freedom to Read legislation introduced in Michigan House

1 message

Michigan Library Association <mla@milibraries.org>

Reply-To: mla@milibraries.org

To: lisa@ypsilibrary.org

Fri, Nov 8, 2024 at 3:15 PM



Freedom to Read Legislation Introduced in House

On Thursday, November 7, new legislation to safeguard library materials from censorship and protect the right to read was introduced in the Michigan House of Representatives. The Freedom to Read Act legislation, tie-barred House Bills [6034](#) and [6035](#), was introduced by Michigan State Representatives Veronica Paiz (D-Harper Woods) and Carol Glanville (D-Walker) and referred to the Committee on Government Operations.

Along with the MLA Board, staff, workgroup leadership, and the MI Right to Read Coalition, we are proud to endorse and share this newly introduced legislation.

These bills will help to secure the right to read in Michigan's public libraries and create a uniform set of rules dictating when and how library materials can be challenged and removed from shelves. (The bills are identical except that one is directed toward district libraries and the other is directed toward libraries established as county libraries or as city, township, or village libraries.)

Since 2021, Michigan's public libraries have contended with the spread of misinformation about library collections and policies that have resulted in coordinated and increased attempts to challenge and remove books and materials. However, poll data shows that the majority of Michiganders support the work of our public libraries and want to see various perspectives portrayed in the materials available to them at their library. By requiring that both the principles of the First Amendment and the rights afforded and upheld in civil rights protections are incorporated into existing library

policy, this legislation protects Michigan's public libraries against undemocratic and bad-faith censorship attempts.

In a [statewide poll](#) commissioned in March 2023 and updated in November 2023 by the Michigan Library Association (MLA), 86% of all respondents supported state legislation that would protect the right of the public to read what they wish to read in local public libraries and not have books banned.

The Freedom to Read Act legislation enshrines various protections that are rooted in transparency, including:

1. A library must have a board-approved policy in effect that complies with the act setting forth standards for the selection and removal of materials.
2. Public library directors will have the final say in selecting and removing materials in a library's collection.
3. The individual requesting the removal of material must certify that they live in the library service area and that they have actually read, listened to or viewed that material themselves.
4. The reason or basis for a request for reconsideration cannot be made based on religion, race, color, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, familial status, or marital status of the author or subject matter, OR unless the material has been adjudicated to be obscene or otherwise unprotected by the First Amendment of the United States Constitution.
5. The Michigan Attorney General may compel the public library to adopt a policy and the attorney general, a resident of the public library's legal service area, or the public library's contracted service area may commence a civil action to prevent the public library from unlawful removal of material.

Watch for our call to action and be ready to contact your legislators and ask them to support this legislation. We hope our members, coalition supporters and library advocates will step up when the time comes and make your voices heard in support of this proactive legislation that protects the right to read for all Michiganders.



Dillon Geshel
MLA President



Jenny Marr
MLA Legislative Committee
Chair



Kate Pohjola Andrade
MLA Intellectual Freedom
Chair

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/15/2024
Re: Facilities Committee report

Monthly status update on outstanding capital improvement projects:

- Resolution 2023-12 BRI sidewalk reconstruction project administration: This project is complete. We await one more invoice to cover the final review.
- Resolution 2023-47 Glass replacement: The glass was installed on 10/21 and is a perfect color match. A second back-up panel will be stored in the Whittaker garage should we ever need it.
- Resolution 2024-8 Bike repair stations: Superior's station is popular! Whittaker's will go in soon; we have identified the location and the new concrete has cured. Michigan Avenue's final location TBD.
- Resolution 2024-9 Superior Interactive Play area: The new play area was installed on 9/30. There is one small issue which TMC is still working to correct, but kids are definitely loving it.
- Resolution 2024-10 Michigan Avenue repairs and upgrades: The main floor stack lighting is up, and the stacks are in place. Everything On-Site stored for us has been returned, and staff have been very busy unboxing and shelving materials. The front rooms and new study rooms are mostly finished. The basement shelving and a few other items downstairs still need some tweaks, but we are working around those areas. The architect will provide a punch list for wrap-up items to Phoenix next week. The flooring in the program room was discolored; the manufacturer will replace it, though it may not be until after opening. The vestibule is scheduled to be returned the week of 12/2. The new storefront will be installed at that time. It should just take a few more weeks after that to wrap up the work in the entrance. Fingers crossed!
- Resolution 2024-28 "The River" replacement: The contractor had unexpected staffing issues; we now anticipate this project to take place in the spring.

**

The Superior staff door entry keypad was replaced by the manufacturer on 10/22. The old unit was found to have a broken spindle inside, which was the cause of our issues.

An electrician is being scheduled to locate the underground line problem with the power pedestal and outlet that we use for events in Library Plaza. Hoping power can be restored soon. Stay tuned.

The City Planning Commission will consider giving our approved sign permit application a sliding 30-day window at their 11/20 meeting. This should allow us to put the "Welcome Back" banners up right when we reopen.

The Michigan Avenue Building Committee approved replacement of the two concrete slabs at the driveway entrance; it is being replaced as I type this. The parking lot will be closed to traffic through Monday, 11/18.

REPORT OF FIELD OBSERVATION OF WORK-IN-PLACE



Report Date: November 12, 2024

Field Report

Client: Lisa Hoenig
Ypsilanti District Library
lisa@ypsilibrary.org



Project: Ypsilanti District Library
229 W Michigan Ave,
Ypsilanti, Michigan
48197
Project No: FR236152

Contractor: NA
Site Contact: Jim Reed
<jreed@ypsilibrary.org>

Site Visit Date: October 28, 2024
Site Visit Performed By: Jared Lawrence, RA,
NCARB
Senior Associate/Group
Manager
Weather: Mostly Cloudy
57°F

Onsite? Yes ☐ No ☒

General Comments: At the Client's request, Terracon visited the site and walked the gutter with YDL staff available on site as the time of the visit; key observations and photos are included below. See attached Miscellaneous Repair scope dated 10/16/2023. Note that on the attached scope document, the roof-side portion of this scope indicated as "Base Scope" was implemented; however, the "Add Scope 1" was not.

Item	Observation / Recommendation	Photo
1	Interior foyer: location of reported wet plaster by painting contractor.	
2	Interior foyer: apparent localized areas of failed paint were noted left of the reported wet plaster. It is unclear if the failed paint is due to water intrusion.	

Explore with us

OBSERVATION REPORT ■ FIELD REPORT

Ypsilanti District Library ■ Ypsilanti, Michigan

Site Visit Date: October 28, 2024 ■ Terracon Project No. FR236152



Item	Observation / Recommendation	Photo
3	Interior foyer: apparent localized areas of failed paint were noted right of the reported wet plaster. It is unclear if the failed paint is due to water intrusion.	A photograph of the interior ceiling of a foyer. The ceiling is white with decorative molding. A red circle is drawn on the ceiling, highlighting a small area of discoloration or failed paint.
4	Exterior, from grade: overview at reported wet plaster.	A photograph of the exterior of the building from street level. The building has a classical facade with columns and a pediment. A sign above the entrance reads 'TEMPORARILY CLOSED'. Two black lampposts are visible in the foreground.
5	Exterior, roof side: overview of parapet above reported wet plaster from roof.	A photograph taken from the roof of the building, looking down at the parapet and the street below. The parapet is a low wall with a decorative top. The street below has a red car and some construction equipment.

OBSERVATION REPORT • FIELD REPORT

Ypsilanti District Library ■ Ypsilanti, Michigan

Site Visit Date: October 28, 2024 ■ Terracon Project No. FR236152



Item	Observation / Recommendation	Photo
6	<p>Exterior, roof side: localized repair above the location of the reported wet plaster.</p> <p>YDL informed that IMI (the contractor that provided remedial repairs (Base Scope) to the roof-side of the balustrade parapet) recently returned to conduct localized repairs to previous work due to conditions identified. YDL indicated that IMI was on site for approximately 2 hours making repairs. The photo indicates one location where water was observed pooling on the edge of the stone because the preformed silicone tape was not folded over the corner.</p>	A close-up photograph of a roof edge repair. A red arrow points to a small area where water is pooling on the edge of a stone or concrete surface. The repair work is visible, showing a localized area of work.
7	<p>Exterior, roof side: localized repair by IMI above the location of the reported wet plaster at previously installed Based Scope repair.</p>	A close-up photograph of a roof edge repair, similar to the one in Item 6. A red arrow points to a localized repair area on the roof edge, showing the work done by IMI.
8	<p>Exterior, roof side: no failures in the gutter liner were identified along the middle portion of the north elevation.</p> <p>A breach in copper liner or at repairs/laps are a possible cause for the reported water infiltration. Flood testing is recommended to verify continuity of gutter assembly.</p>	A wide-angle photograph showing the roof edge and gutter assembly. The gutter is visible, and the roof edge is covered with a liner. The photo shows the middle portion of the north elevation.

OBSERVATION REPORT ■ FIELD REPORT

Ypsilanti District Library ■ Ypsilanti, Michigan

Site Visit Date: October 28, 2024 ■ Terracon Project No. FR236152



Item	Observation / Recommendation	Photo
9	<p>Exterior, roof side: sealant on the coping stone shows signs of deterioration; however, repair/replacement of this seal was not included in either the Base or Add Scopes.</p> <p>Although it is not a likely cause for the reported water infiltration, resealing or covering this condition is appropriate.</p>	Three photographs are stacked vertically. The top photo shows a close-up of a dark, textured sealant joint on a light-colored stone coping. The middle photo shows a wider view of the coping stone and the sealant joint. The bottom photo shows another close-up of the sealant joint, highlighting its deteriorated state.

OBSERVATION REPORT ■ FIELD REPORT

Ypsilanti District Library ■ Ypsilanti, Michigan

Site Visit Date: October 28, 2024 ■ Terracon Project No. FR236152




Item	Observation / Recommendation	Photo
10	<p>Exterior, cornice side: failed/deteriorated sealant at top of cornice. This condition may be a cause for the reported water infiltration.</p> <p>Replacement of this joint was included in Add Scope 1 of the previously recommended repair work that has not been implemented. This condition is similar around the perimeter of the building and is a possible cause of the water infiltration.</p>	Two photographs showing the condition of the sealant at the top of the cornice. The top photo shows a close-up of the sealant joint, and the bottom photo shows a wider view of the cornice area.
11	<p>Exterior, cornice side: missing mortar at base of balustrade above area of reported leak. This condition may be a cause of the reported water infiltration.</p> <p>Repair of this condition is included in the Add Scope 1 of the previously recommended repair scope.</p>	A photograph showing the base of a balustrade where the mortar is missing. A red arrow points to the area of concern.
12	<p>Exterior, cornice side: missing mortar at corner of balustrade base above area of reported leak. This condition may be a cause of the reported water infiltration.</p> <p>Repair of this condition is included in the Add Scope 1 of the previously recommended repair scope.</p>	A photograph showing the corner of a balustrade base where the mortar is missing. A red arrow points to the area of concern.

OBSERVATION REPORT ■ FIELD REPORT

Ypsilanti District Library ■ Ypsilanti, Michigan

Site Visit Date: October 28, 2024 ■ Terracon Project No. FR236152







Item	Observation / Recommendation	Photo
13	<p>Exterior, from roof: Crack in stone at location of previous spall/incipient spall. This was observed in several area around the perimeter; however, it is not a likely cause for the reported infiltration.</p> <p>This condition was not indicated in either of the previously identified Base or Add Scopes; however, resealing/repointing is appropriate.</p>	

OBSERVATION REPORT ■ FIELD REPORT

Ypsilanti District Library ■ Ypsilanti, Michigan

Site Visit Date: October 28, 2024 ■ Terracon Project No. FR236152




Item	Observation / Recommendation	Photo
14	<p>Exterior, cornice side: bed joint of parapet balustrade appears to be in good condition above location of reported leak; however, condition should be surveyed around the building perimeter.</p> <p>Repair of this condition is included in the Add Scope 1 of the previously recommended repair scope.</p>	 A photograph showing the exterior cornice side of a building. A concrete parapet balustrade runs along the edge. A red arrow points to the bed joint of the parapet, indicating the location of a reported leak.
15	<p>Interior, from attic: overview of wall to roof condition above reported leak. This condition can be monitored during/after rain events to verify repairs are effective. An infrared camera may also be helpful to identify extent/location of water at this condition since direct access is not practical.</p>	 A photograph taken from an attic, showing the interior wall and roof structure. The wall is made of concrete and the roof is made of wooden planks. A red arrow points to the wall, indicating the location of a reported leak.
16	<p>Exterior, south entrance: settled concrete sidewalk.</p> <p>Joint should be cleaned and resealed if slab does not pitch toward wall. Slab should be grout/mud-jacked or replaced if slab pitches toward wall.</p>	  Two photographs showing the exterior south entrance. The top photo shows a concrete sidewalk with a red arrow pointing to a joint. The bottom photo shows a close-up of the joint, with a red arrow pointing to the joint itself.

OBSERVATION REPORT ■ FIELD REPORT

Ypsilanti District Library ■ Ypsilanti, Michigan
Site Visit Date: October 28, 2024 ■ Terracon Project No. FR236152



Item	Observation / Recommendation	Photo
17	<p>Exterior, south entrance: settled concrete sidewalk.</p> <p>Joint should be cleaned and resealed if slab does not pitch toward wall. Slab should be grout/mud-jacked or replaced if slab pitches toward wall.</p>	

OBSERVATION REPORT ■ FIELD REPORT

Ypsilanti District Library ■ Ypsilanti, Michigan

Site Visit Date: October 28, 2024 ■ Terracon Project No. FR236152



SUMMARY

If you have any questions regarding this document, please do not hesitate to contact the undersigned. We appreciate this opportunity to be of service to you on this project. Note that in addition to the masonry conditions indicated above, there is a chance that the gutter liner or the previously installed repair are the cause or are contributing to the observed water infiltration. Note that testing the effectiveness of the gutter is relatively easy to do based on previous field work by Terracon.

Sincerely,

Terracon Consultants, Inc.

A handwritten signature in black ink, appearing to read 'Franz Francisco'.

Franz Francisco
Staff Engineer
Facilities Services

A handwritten signature in black ink, appearing to read 'Jared Lawrence'.

Jared Lawrence, RA, NCARB
Senior Associate
Facilities Services

Distribution: Lisa Hoenig, lisa@ypsilibrary.org
Jim Reed, jreed@ypsilibrary.org

Attached: Ypsilanti District Library- Michigan Ave. Branch
Miscellaneous Repairs 10/16/2023 (4 sheets)



Ypsilanti District Library – Michigan Ave. Branch

Miscellaneous repairs 10/16/2023

Terracon FR236152

Base Scope: Clean and Consolidation treatment BOD: Prosoco H100, 3 coats Protect area above from application.

Notes:

1. Protect adjacent surfaces as required to provide a clear line of delineation between clean and uncleaned surfaces.
2. Protect adjacent surfaces and install sealers in sequence recommended by manufacture to maximize effectiveness.



**Base Scope: Penetrating sealer on granite landing and steps.
BOD: Prosoco Saltguard**

**Base Scope: Penetrating sealer on concrete sidewalk
BOD: Prosoco Saltguard**





Base Scope: Localized repointing/resealing, roof-side only.
Clean and Consolidation treatment BOD: Prosoco H100, 3 coats.

Base Scope: Grind and seal or Dow 123
joint over copper to stone joint.



Add Scope 1: Repointing/resealing, exterior side down to cornice, sealant at sky-facing joints.

Base Scope: Clean and Consolidation treatment
BOD: Prosoco H100, 3 coats.

Add Scope 1: Return sealant down vertical face of cornice approx. 2 inches, typical. Cleaning and Consolidation treatment stops at vertical face.

Add Scope 1: Repointing, exterior side down to cornice, sealant at sky-facing joints.

Add Scope 1: Repointing/resealing, exterior side down to cornice, sealant at sky-facing joints.
Base Scope: Clean and Consolidation treatment
BOD: Prosoco H100, 3 coats.



Director's Report and attachments

Library Director's Report

November 20, 2024

Branch News

Though it's hard to believe, new Superior has been open two full years as of November 14th! As we'd hoped, the branch has been wholeheartedly embraced and is already an integral part of community life. Its dedicated and creative staff, innovative, targeted programming, and bright and airy spaces make it a wonderful place to learn, study, and play. With the addition of our new interactive play area, the original concept is complete. It's been invaluable to have the full-service Superior branch available to meet the needs of our patrons during Michigan Avenue's closure. Congratulations and thank you to the Superior staff team!

The Michigan Avenue staff have returned to their home base and are actively working to put the building's contents back where they belong. Most of the collection was returned to us from storage this month in over 1,000 cardboard boxes. The rest we partly stored in PODS in the parking lot, and returns have been stored at Whittaker on the mezzanine floor. Everything is being reunited and placed back on shelves – a big (but exciting) job! The staff are very excited to be back home in their freshly renovated space.

The punch list, Program Room doors, vestibule, storefront, and some millwork tweaks remain to be done. We truly are in the home stretch now. I am cautiously optimistic we will reopen before the end of the year. Michigan Avenue's Reopening Week could potentially coincide with the holidays, which would truly be a great gift to our community.

Fundraising:

- Toyota notified us that they would like to award YDL \$30,000 to fund Project STEM for a third year. We are very grateful for this partnership and all it allows us to do for local students!
- A donor sponsored tree was planted in memory of Christopher John Powell, filling the last sidewalk circle at Whittaker. Our front renovation is complete for 2024.
- The tabletop checkerboards have been replaced in Library Plaza downtown, thanks to a generous donor and Custodian Ron Pierson, who refinished the paint on the tables. They look amazing! Our donor has promised another check is in the works to fund Michigan Avenue's new security desk.

Technology:

- The Whittaker after-hours lockers funded by Washtenaw County's ARPA grant were supposed to arrive in mid-December. They were ready early, and installed on 11/12! Unfortunately, a cable that runs to the locker spot was damaged during sidewalk excavation. Repairs were scheduled, but we thought we had 4 more weeks to work with. Whittaker cabling upgrades began 11/14, so the lockers should be online soon.
- County funding also provided for a number of new Internet hotspots, three of which are to be placed with local community organizations. We are actively working out the details to loan them to their new homes.
- Following a planned outage, YDL is back online with MeLCat, and patrons can once again place requests. The new system dramatically reduces the workload for staff.

Side Notes:

- I coordinated a field trip to the Redford Township District Library on 10/24 to see their incredible renovation, particularly the new Youth space. Julianne, Jodi Krahne, Liz Pitcher, and Psyche Jetton and I were wowed by its destination elements, including a climbing wall, a green screen wall, a living wall, a giant lite brite, and a terrific lab space for presentations such as cooking classes. The visit sparked many ideas!
- Jodi Krahne, Andy Hamilton and I prepared and submitted the final reports to IMLS for our National Leadership Grant that funded TALK. The narrative report follows this page.
- Sam Killian and I attended a Library of Michigan webinar on eAccessibility on 11/8. It was an excellent overview of a daunting project, given new ADA compliance requirements for online content. We have a much better understanding, and now feel ready to tackle it.

Final Performance Report (FY2016 - FY2020)

LG-246434-OLS-20

Ypsilanti District Library

Refer to the [detailed IMLS performance reporting instructions](#) for additional guidance (opens in a new window). If you have questions concerning final performance reporting requirements, you may address them to the Program Officer associated with your award in eGMS Reach.

Please note that IMLS may publish performance reports and attachments online or otherwise share them and the information they contain with awardees, potential awardees, and the general public to further the mission of the agency and the development of museum and library services.

Date Submitted

10/28/2024

Federal Agency to Which Report is Submitted

Institute of Museum and Library Services

Grant Program

National Leadership Grants - Libraries

Federal Award or Other Identifying Number Assigned by Federal Agency

LG-246434-OLS-20

Project Title

Connecting Families to Libraries with Text Messages for Early Learning

Project Director

Jodi Krahnke
Head of Youth Services
jodi@ypsilibrary.org
734-482-4110 x1340

Recipient Organization
5577 Whittaker Road
Ypsilanti, MI 48197-9752

Award Period of Performance Start Date
08/01/2020

Award Period of Performance End Date
07/31/2024

Agency-Level Goal/Objective
Goal: 1 Promote Lifelong Learning
Objective:

Performance Measures

Certification: By submitting this report I certify to the best of my knowledge and belief that this information is correct and complete for performance of activities for the purposes set forth in the award documents. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Your name will be added to the IMLS Final Performance Report Form as the Authorized Certifying Official when you submit this report.

Name of Authorized Certifying Official
Lisa Hoenig

Report Submitted By
Jodi Krahnke, Project Director

Signature
This report was signed electronically via eGMS Reach by Jodi Krahnke on 10/28/2024

Award Description
The Ypsilanti District Library, in partnership with the Library of Michigan and the Midwest Collaborative Library, will scale their early literacy text messaging service, TALK: Text and Learn for Kindergarten, to reach parents of children birth through five years old across Michigan and Indiana. TALK is designed to empower parents to improve their child's school readiness by sending texts with activity suggestions that parents can do with their children. Public librarians who opt in to the service will receive training and resources to both use and promote the service. This project will develop a new, more scalable platform for the already vetted texts and service model, as well as develop a promotional toolkit, partnerships toolkit, best practices, and professional development around implementation.

Keywords, Activities, and Changes

Recipient Identifying or Account Number *(optional)*
Enter an account number or any other identifying number that you may have assigned to the award. This number is for your use only and is not required by IMLS.

Keywords (required)

Choose from one to eight keywords that best characterize your project. IMLS may use these keywords as search terms in its compilations describing the agency's grant making and/or provide them as tools to help applicants, other awardees, and the general public understand more about what IMLS supports.

Early Learning

Services for Children and Families

Activities (required)

Provide a summary of your project activities. In the first cell, enter a brief description of the first activity proposed in your approved application (1000 character limit). In the second, choose **Completed**, **Partially completed**, or **Not undertaken** to describe the completion status as of the end of your award's period of performance. In the third, provide an explanation if you selected **Partially completed** or **Not undertaken** (2000-character limit). Because this is the final report for your project, be sure to include all activities for the entire project, and not simply those completed since your most recent interim report.

Activity Proposed in Your Approved Application	Completion Status	Explanation If Partially Completed or Not Undertaken
Prepare open source software and toolkits for other libraries to use nationally	Partially completed	The TALK toolkits are openly available on the TALK website textandlearn.org , and MCLS is in the process of creating the open source software for libraries to use to create their own text messaging platform.
Promote TALK at PLA through an exhibition booth and presentation	Completed	
Share TALK with state libraries at Youth Services and COSLA meetings	Partially completed	While TALK was shared extensively with stakeholders at libraries in Michigan and Indiana, there were no national presentations beyond our PLA presentation and vendor booth, which led to one-on-one meetings with states and regions based on interest. Conversations have occurred with state library staff from Arizona, Ohio, Texas, Illinois, Wisconsin, and Massachusetts, as well as ALSC, Urban Libraries Council, and ARSL.

Activity Proposed in Your Approved Application	Completion Status	Explanation If Partially Completed or Not Undertaken
Offer vouchers for participating TALK libraries to use toward blocks of text messages	Completed	
Convene and train a TALK advisory committee made up of volunteer youth staff from TALK libraries	Not undertaken	TALK advisory to guide the project, it has not been created yet. MCLS is still recruiting new libraries nationally and hiring a project manager. Once that person is hired, they will make a recruitment plan for the advisory. It might include a broader range of expertise beyond just youth library staff using TALK, so they can make edits and expansions to the text database and book lists over time.
Libraries begin paying for TALK as an MCLS service	Completed	
Transition library training and promotion of TALK to MCLS	Completed	
Final review and migration of TALK Toolkits to MCLS	Completed	
Make final updates to the MCLS library interface to improve use for libraries based on evaluation feedback	Completed	
Print and distribute promotional materials to all Michigan libraries and participating Indiana libraries	Completed	
Share TALK pricing structure with Michigan and Indiana libraries	Completed	
Initiate a conversation with ALSC about offering TALK nationally	Completed	
Evaluate the efficacy of TALK as an early learning tool	Completed	
Provide training for any Indiana library and launch TALK statewide through Indiana State Library	Completed	

Activity Proposed in Your Approved Application	Completion Status	Explanation If Partially Completed or Not Undertaken
MCLS will begin to develop a tiered consortial pricing model based on library size	Completed	
Evaluate the first year of service from the libraries' perspectives	Completed	
Present the project at Michigan Library Association Spring Institute to Youth Services library staff	Partially completed	Instead of presenting at the Spring Institute, we gave a TALK presentation at MLA's 2021 virtual annual conference in the fall: Creating Community Connections for School Readiness.
Evaluate the statewide launch and use data from libraries' experiences to make changes	Completed	
Provide training for any Michigan library and launch TALK statewide	Completed	
Evaluate the expanded launch	Completed	
Provide training for libraries in Calhoun County and Battle Creek and launch TALK in these areas	Completed	
Evaluate the Washtenaw County phase and adjust platform in response to feedback	Completed	
Launch piloting phase of new text message delivery platform in Washtenaw County	Completed	
Develop training materials for libraries including webinars and in-person presentations	Partially completed	Due to Covid, we were unable to offer in-person presentations. Instead, we worked extensively with the Library of Michigan to offer webinars and information sessions for youth library staff and library directors from across the state using Zoom.
Update and expand the publicity materials and create a system through which other libraries can access them	Completed	

Activity Proposed in Your Approved Application	Completion Status	Explanation If Partially Completed or Not Undertaken
Convene an advisors' meeting to develop the Building Successful Partnership Toolkit	Partially completed	Due to Covid, we met separately on Zoom with different community partners we worked with during the development phase of TALK to get feedback as we curated content for the Building Successful Partnership guides and tools.
Update the TALK website textandlearn.org	Completed	
Translate text messages and promotional materials to Spanish	Completed	
Develop and test a new text messaging platform with MCLS	Completed	
Hire and train part time support staff member	Completed	

Changes (conditionally required)

Certain changes in your project may require prior approval from IMLS. Consult the [General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards](#) for your award, as well as [2 C.F.R. part 200 \(Uniform Guidance\)](#), for details. If there were any such changes for which you did not seek IMLS approval during the period of performance for your award, list them here. In the first column, select the type of change. In the second, select the date it became effective. In the third, explain the reason for the change. If you selected "Other Change" in the first cell, be sure to use the third to include a description of the change you made. Please note that listing such actions here does not constitute IMLS approval.

Type of Change	Date Change Became Effective	Reason for Change
Budget Revision	07/24/24	As the grant period neared the end, we wanted to make sure monies were allocated appropriately and aligned with the approved budget. Various expenditures over the course of the grant that were informally accepted were officially noted in the final budget.

Type of Change	Date Change Became Effective	Reason for Change
Budget Revision	04/10/23	With libraries recruiting fewer TALK users than anticipated, we chose to spend money to help participating libraries promote TALK and provide them with free blocks of text messages as an incentive to stay with the program as it transitioned to a paid MCLS service.
Extension to Period of Performance	03/29/23	We needed more time to transition TALK from a grant funded project to an MCLS service.
Personnel Change	10/24/22	We hired a new business office manager.

Project Results, Attachments, Lessons Learned, and Next Steps

Project Results (required)

In the space below, provide brief information on the following:

(a) Describe the results or accomplishments you achieved in your project. Compare them to what you proposed in your approved application and any subsequently approved revision. Include major findings, developments, or conclusions (both positive and negative), and key outcomes or other achievements.

(b) If you did not meet established goals, provide the reasons.

(c) Please also include any additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

(d) If your project generated products (e.g., research findings, publications, exhibitions, educational aids or curricula, toolkits, databases, conference papers, presentations, software, models), describe them and provide URLs where appropriate.

(e) Finally, describe how the results of your project have been disseminated to communities of interest.

We met the proposed goal of scaling up TALK: Text and Learn for Kindergarten, the early literacy text messaging system developed in Washtenaw County, to a statewide service ready for use nationally. We translated our database of activities based on ECRR to Spanish to reach a broader audience and developed a text message distribution system that sends enrolled caregivers 2 activity suggestions per week based on their child's age. A Web interface allows libraries to send 2 event messages per month to users in their service area and see user statistics.

Two toolkits of resources, stored in an open access Google drive, were developed to help libraries successfully implement TALK. (<https://bit.ly/3AgVcl4>) The Promotional Materials Toolkit includes print materials in multiple formats that range in size from bookmarks to billboards.

Social media posts are available for all major platforms. Building Community Partnerships includes resources such as letters of introduction and guides to help libraries work with 4 types of community partners to raise awareness about the importance of early literacy and reach non-library users.

We offered numerous webinars through the Library of Michigan (LM) and shared information at statewide and library cooperative Zoom sessions for directors, youth staff, and PR staff. We presented Creating Community Connections for School Readiness at the 2021 Michigan Library Association conference (<https://bit.ly/3AgVfNM>). About half of Michigan public libraries signed up to try TALK.

LM helped scale other partnerships statewide. We met with the Michigan Department of Education literacy team and Success by 6 and they distributed a statewide press release. We met with statewide community college library representatives, and the Michigan Department of Transportation, who promoted TALK at a storywalk near a rest area.

HighScope surveyed TALK libraries twice and shared data in the Early Process Evaluation Report in July 2021 (<https://bit.ly/40gXXgH>) and the Statewide Scaling Report in August 2022 (<https://bit.ly/40jhaOM>). Findings guided the reorganization of the toolkits to include an index, and the creation of training materials including print guides and short videos to help libraries use TALK. Then we expanded to Indiana with the help of the Indiana State Library.

MCLS, who will offer TALK as a service going forward, developed an affordable pricing model. Libraries pay an annual fee based on population size to share overhead costs, and pay for the messages sent to their users. All messages for one child cost less than \$2 per year. As the end of the grant period neared, libraries could opt out. Grant money was used to subsidize blocks of text messages for libraries who opted in so they only had to pay the annual fee for the first year or more. Additionally, they were provided with bookmarks and flyers to help with promotion. Current TALK libraries are shown on a Google map (<https://bit.ly/4hogRID>). Libraries that opted out cited feeling they didn't have enough users, concerns about potential costs, and not having enough staff to successfully promote TALK. Some libraries we thought were successful felt they didn't have many users. We initially expected libraries who signed up to be able to reach about 10% of the children ages five and under in their communities. We now believe reaching 3-5% of children is a more reasonable expectation.

We presented The Michigan statewide expansion TALK: A community and research partnership for early childhood education at the 2023 MiAEYC conference (<https://bit.ly/3BVQucO>) and Reaching Underserved Families with TALK at the 2024 Public Library Association annual conference (<https://bit.ly/3UkGPD9>). MCLS had a vendor booth at PLA and has had conversations with state library representatives from Ohio, Arizona, Texas, Wisconsin, Illinois, and Massachusetts, as well as representatives from ALSC, Urban Libraries Council, and ARSL.

Attachments (conditionally required)

This report cannot accept attachments; however, you are welcome to upload any attachments as PDF, Word, Excel, or image files up to 100MB each in size through the Messages tab in Reach. If you do not have any attachments to submit, please go to the next question.

If you are submitting attachments, please list and briefly describe them here. Identify any information you believe may be privacy-protected, proprietary, or otherwise confidential on the attachment itself and in the description below.

Lessons Learned (required)

Describe observations, insights, and new understandings acquired during your project, focusing on information that could be of use to others doing similar work. Describe any problems, delays, or adverse conditions that were a barrier to success in your project, and describe the action you took to address them. Similarly, describe any favorable developments during your project that helped you meet time schedules and objectives sooner, at less cost, or produce more or different beneficial results than originally planned.

Overall, we completed our goal of redesigning the TALK distribution platform, rolling it out to libraries, surveying libraries for feedback, then making improvements so it is ready to be used nationally. While we reached 50% Michigan libraries as expected, our primary target audience, the libraries did not enroll as many caregivers to use TALK as we predicted, our secondary audience. Based on our experience in Washtenaw County where we served 9% of children ages 5 and under, we hoped to reach 28,000 children. We reached about 4,850 children, significantly fewer than anticipated, requiring two budget revisions. We now think reaching 3-5% of children ages 5 and under in a library's service area is a more reasonable expectation.

Strong partnerships are necessary for TALK to successfully reach non-library users, and it was difficult to build and maintain partnerships during Covid, potentially impacting libraries' success rates. After libraries reopened, the youth staff we spoke to seemed overwhelmed by the prospect of promoting TALK along with other changes. Even though they reported in the HighScope surveys understanding the value of TALK, libraries didn't always prioritize the work that needed to be done to make it successful.

Covid made it easier to communicate broadly with libraries using Zoom and allowed us to offer TALK statewide earlier than expected, but our initial plan was to travel throughout the state to speak directly to library staff. In-person conversations with the promotional materials in hand rather than in a Google drive might have helped some staff feel more confident about promoting TALK. We responded to suggestions offered in the HighScope surveys and reworked the user guides to show how to successfully roll out TALK in a few steps, but some libraries still struggled.

Transitioning from a grant-funded project to a paid service wasn't always smooth. YDL and MCLS could have worked more closely together on promoting TALK to libraries from the beginning of the project. Communicating the associated costs at the right time in a concise way was difficult.

Libraries and state organizations have different budget years and they couldn't predict actual costs. Large libraries were worried about high costs if they successfully enrolled many caregivers; small libraries didn't think their numbers were high enough to warrant the annual fee.

In our Ypsilanti service district, we formed many county-wide partnerships that worked successfully when all caregivers in the state were eligible for TALK through our grant funding. With some libraries in wealthier districts opting out because they have a lower percentage of patrons in need, it's more difficult for our partners to help us promote the service because not all of their clients are now eligible to sign up for TALK. Regional support through a county, library cooperative, or a state library to offset some costs and help libraries promote the service broadly might be the best approach to help libraries invest time, staff, and funds to make TALK successful in their community.

Every community has populations who speak languages other than English. We had many questions about translating the texts into more languages beyond English and Spanish. However, the character count increases when any non-standard characters are used in a text message, increasing the cost per text. This required us to not use any diacritics in the Spanish texts. Our focus group of native Spanish speakers said the context would usually make the meaning clear, but we imagine it would be even more complicated to translate the texts into a language such as Arabic, which might significantly increase the cost per user. Maybe technology in the near future will help make the translation process easier and more affordable. Because other non-library oriented early learning text messaging systems serve children up to age 8, there were questions from some states and Success by 6 about adding content.

Next Steps (required)

Describe your plans to sustain the benefit of this project beyond this award's end date and/or to continue work in this area.

TALK is now an MCLS subscription service that any library, regional library cooperative, or state library can pay to use. MCLS is in the process of hiring a project manager to oversee TALK promotion and development. They continue to recruit more libraries and state libraries to sign up and are still in conversation with state library representatives from Wisconsin, Illinois, and Massachusetts. They plan to attend future conferences to continue recruiting more library subscribers.

While we did not form a TALK library advisory as planned, MCLS intends to follow through on this after hiring the project manager. An advisory will be needed to continue to review content as new research about child development is published and to ensure book lists remain as up to date as possible. Additionally, a group of successful TALK library users of various sizes can showcase their successes to help others, and YDL staff will participate as part of the advisory to continue to offer guidance and support.

HighScope found that caregivers who received TALK messages used the library more and users enjoyed knowing what was happening at the library, but few libraries made use of TALK's capacity to send users messages about library events. Hopefully as libraries using TALK become more invested in its capabilities, they will take advantage of this feature to increase library usage and MCLS will be able to better support libraries in this capacity. We added a training video and guide for libraries, but personalized instruction from the new project manager will be valuable.

HighScope's Final TALK Report from October 2023 (<https://bit.ly/4eT9ilm>) offered suggested next steps for evaluation, important as many libraries asked about the research behind TALK. Determining an appropriate research design to measure TALK impact could be valuable to assess the longitudinal impact, possibly working with one community to gather data or establishing a control group, is necessary. Future data collection could focus on individuals and track learning outcomes over time with a control group to see the actual impact of using TALK on school readiness.

HighScope's Caregiver Perception Survey from early 2023 evaluated the impact on our secondary target audience (<https://bit.ly/40jhaOM>). Findings echoed what we found during the development phase and showed 92% of sampled caregivers agreed or strongly agreed that they were more aware of activities to build their children's literacy skills because of TALK. Caregivers also reported increasing their adult/child interactions, especially users in rural areas and those with less income or education. Users who lived in urban areas or had lower levels of education reported using their libraries more, showing that TALK does impact the secondary target audience. These findings show the value of continuing to offer this service to support parents in their role as first and best teachers during the first years of their child's life. We are happy that MCLS is invested in continuing to provide this service for libraries to use.

Open source instructions for libraries to create their own version if they choose will soon be available along with the toolkits, which include extensive examples of how to work with a wide variety of community partners to build early literacy. Evaluation feedback from our PLA 2024 presentation showed that libraries are interested in TALK as a service for their patrons. (<https://bit.ly/3NFbN5f>) We are thankful for the opportunity provided by IMLS to improve and expand TALK, and in the process offer libraries a tool and resources they can use as early literacy ambassadors in their communities.

Burden Estimate and Request for Public Comments: The public reporting burden for this collection of information is estimated at an average of 14 hours per response. This includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. We welcome your suggestions for improving the form and making it as easy to use as possible. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to grantsadmin@imls.gov. Please note that awardees are not required to respond to a collection of information unless it displays a currently valid U.S. Office of Management and Budget (OMB) control number.

YDL Dashboards

YDL DASHBOARD October 2024							
	Sep	Oct		Monthly Change		Year to Date	
Circulation							
Whittaker	39,731	34,470		-13%		317,748	
Michigan	119	39		-67%		29,569	
Superior	8,075	7,211		-11%		60,360	
Outreach/BKM	1,678	2,264		35%		15,946	
eProducts	19,078	19,643		3%		192,158	
TOTAL	68,681	63,627		-7%		615,781	
MeLCat ILL							
Loaned	825	499		-40%		7,857	
Borrowed	863	826		-4%		10,108	
New Cards							
Whittaker	321	323		1%		3,180	
Michigan	-	4		0%		4	
Superior	59	55		-7%		624	
Outreach/BKM	23	18		-22%		115	
TOTAL	403	400		-1%		3,923	
Reference							
Whittaker	3,285	3,465		5%		38,537	
Michigan	-	-		0%		-	
Superior	1,889	1,784		-6%		20,533	
Outreach/BKM	79	73		-8%		750	
TOTAL	5,253	5,322		1%		59,820	
Computer Sessions							
Whittaker	2,115	2,246		6%		23,402	
Michigan	-	-		0%		-	
Superior	799	775		-3%		8,006	
Outreach/BKM	6	2		-67%		70	
Wireless	7,588	6,959		-8%		70,972	
TOTAL	10,508	9,982		-5%		102,450	
Door Count							
Whittaker	12,528	14,219		13%		138,997	
Michigan	-	-		0%		-	
Superior	4,975	5,713		15%		61,929	
Bookmobile	544	778		43%		4,743	
TOTAL	18,047	20,710		15%		205,669	
Collection							
Items Added	2,196	2,959		35%		31,059	
Items Cataloged	217	189		-13%		1,899	
Electronic Services							
Website Visits	39,821	43,713		10%		422,715	
Podcast	93	18		-81%		612	
App Users	1,170	1,091		0%		N/A	

**Michigan Avenue closed beginning July 2023

* catalog outage August 13 - 21, 2024

	Sep	Oct		Monthly Change		Year to Date
Programs						
Whit Adult	56	58		4%		435
Attendance	379	483		27%		3,077
Whit 0-5	9	33		267%		193
Attendance	274	943		244%		7,033
Whit 6-11	6	26		333%		220
Attendance	164	505		208%		7,470
Whit Teen	2	6		200%		43
Attendance	14	63		350%		564
Mich Adult	9	6		-33%		94
Attendance	112	63		-44%		1,549
Mich 0-5	1	-		0%		17
Attendance	1	-		0%		126
Mich 6-11	6	5		-17%		64
Attendance	45	436		869%		1,064
Mich Teen	2	3		50%		48
Attendance	6	26		333%		485
Sup Adult	18	22		22%		200
Attendance	138	172		25%		1,534
Sup 0-5	6	16		167%		101
Attendance	171	328		92%		2,094
Sup 6-11	-	4		0%		149
Attendance	-	75		0%		3,357
Sup Teen	-	-		0%		11
Attendance	-	-		0%		87
Out Adult	1	2		100%		32
Attendance	13	12		-8%		432
Out 0-5	1	9		800%		68
Attendance	15	283		1787%		1,889
Out 6-11	-	1		0%		35
Attendance	-	60		0%		1,527
Out Teen	-	-		0%		-
Attendance	-	-		0%		-
Out Offsite	14	9		-36%		73
Attendance	709	1,183		67%		6,034
Virtual/Hybrid (all)	3	2		-33%		22
Attendance	43	54		26%		332
General/All Ages (all)	1	-		-100%		5
Attendance	18	-		-100%		950

**Michigan Avenue closed beginning July 2023

* catalog outage August 13 - 21, 2024

	Sep	Oct		Monthly Change		Year to Date
TOTAL PROGRAMS	139	202		45%		1,810
TOTAL ATTENDANCE	4,364	4,686		7%		39,604

DEVELOPMENT REVENUE BY SOURCE		Where the \$ Comes From	As of 10/16/24	
	ACTUAL	TO DATE	NOTES	
DONATIONS	FY22/23	FY23/24		
Annual Report	\$1,685	\$8,472	(includes Tea Party)	
Annual Appeal	\$32,145	\$22,031	12/1/23 - 5/30/24	
Individual	\$3,630	\$12,101	(includes Smokler)	
Corporate	\$850	\$1,750	Delta Airlines, WMU, RIS	
Sponsorship	\$3,488	\$11,900	Domino's, TRUE Community, YDDA, SPARK, Bank of A2, Ypsi Real, RIS	
Memorials	\$5,797	\$3,036	Tribute gifts captured in Individual & Annual Appeal	
Third Party - Kroger, Amazon	\$1,066	\$1,321	Aubree's x 2, Krogers	
Friends of the YDL	\$36,501	\$23,309		
	\$85,162	\$83,920		
GRANTS				
Charitable Foundation/Organization	\$24,850	\$2,000	U.S. Chess Federation	
Corporate Foundation	\$30,500	\$30,000	Toyota	
Government	<u>\$38,593</u>	<u>\$111,405</u>	MACC - Noise Permit, TALK, ARPA	
	\$93,943	\$143,405		
ENDOWMENT FUNDS				
YDL Agency Distribution	\$1,497	\$1,595		
Goussef Fund Distribution	\$9,077	\$8,893		
YDL General Endowment Distribution	<u>\$7,859</u>	<u>\$8,452</u>		
	\$18,433	\$18,940		
GRAND TOTAL:	\$197,050	\$246,265		
SUPERIOR CAPITAL CAMPAIGN				
Grants (Funds Received)	\$80,500	\$80,000	Towsley	
Corporate/Organization	\$20,556	\$0		
Donations - Individual	<u>\$58,584</u>	<u>\$385</u>		
SUPERIOR TOTAL:	\$159,640	\$80,385		
MI Ave. Restoration to Date (10/16/24): \$48,690 (151 donors)		Sneak Peek Tea Party (Gross): \$2,360		

<div>DEVELOPMENT REVENUE BY FUND</div> <div>Where the \$ Goes</div>			
<div>FY2022/2023</div>	<div>ACTUAL</div>	<div>NOTES</div>	
General Fund	\$14,518	Includes Endowment Distribution	
Miscellaneous Specified Funds	\$118,845	Includes Friends & Designated, Non-Capital	
Superior Capital	\$159,640		
TOTAL:	\$293,003		
Endowment gifts received and deposited with AACF: \$7,688			
<div>FY2023/2024</div>	<div>AS OF:</div>		
	<div>9/18/2024</div>	<div>10/16/2024</div>	<div>11/13/2024</div>
General Fund	\$11,372	\$11,401	\$12,028
Miscellaneous Specified Funds	\$162,473	\$229,988	\$231,988
Superior Capital Campaign	\$80,147	\$80,147	\$80,147
TOTAL:	\$253,992	\$321,536	\$324,163
Endowment gifts received and deposited with AAACF: \$8,050			
<div>Development Revenue 11/13/24</div> <div><div>Superior Capital Campaign 25%</div><div>General Fund 4%</div><div>Miscellaneous Specified Funds 72%</div></div> <div><div>\$80,147</div><div>\$231,988</div></div> <div><div>General Fund</div><div>Miscellaneous Specified Funds</div><div>Superior Capital Campaign</div></div>			

Department Reports

Acquisitions Department Board Report

November 2024

Department News and Activities

- We spent this month preparing for our MeL transition, one of the last pieces of our ILS migration. MeLCat requesting went down for a short period while MCLS worked to integrate our new database. Now that the migration is complete, patrons can see their MeL requests from within their online account, and staff can process MeL items without using a separate piece of software.
- 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 89% encumbered.**
- 189 items were cataloged in October.
- 2,959 items, including 1,096 e-items, were added in October.
- YDL borrowed 499 items from other libraries via MeLCat in October.
- YDL loaned 826 items to other libraries via MeLCat in October.

Submitted by Katie Page
November 14, 2024

- Congratulations to Katie, who successfully rolled out our new MeLCat connector. She is doing a great job with the end of the fiscal year madness in the Acquisitions Department. We will next work on rolling out the Polaris Outreach module for Monica's team, and then we will move on to the YCS student card project (after Michigan Avenue reopens).
- I hope to have Library IQ ready-ish to go in February.
- I am gearing up for collecting year-end stats in preparation for the DSLRT and State Aid reports.
- I am attaching a visitor log summary and select comments related to the exhibit; the final report has been submitted. I continue to look for affordable, modular exhibits for 2027.
- The Friends will host their holiday sale in the Whittaker lobby on November 23 and 24. This has become increasingly profitable for them over the years. In addition, they purchased a new laptop and are anxious to resume selling online next month.

Submitted by Julianne Smith, November 14, 2024



Through Darkness to Light

Exhibit attendance: 3,832

Visitor Log (City/State):

- Ypsilanti, MI
- Marshall, MI
- Romulus, MI
- Valley Village, CA
- Ann Arbor, MI
- Belleville, MI
- Fort Worth, TX
- Dexter, MI
- Willis, MI
- Van Buren Township, MI
- Washington, DC
- Manchester, MI
- Macomb, MI
- Brooklyn (Unknown)
- Saline, MI
- Galveston, TX
- Canton, MI
- Metamora, MI
- Dearborn, MI
- Superior Township, MI
- Westland, MI
- Shelby Township, MI
- Leesburg (Unknown)
- Toledo, OH

- Munich, Germany
- Royal Oak, MI
- Indianapolis, IN
- Taylor, MI
- South Bend, IN
- Midlothian, VA
- Chicago, IL
- Pittsfield Township, MI
- Sumpter Township, MI
- Howell, MI
- Brighton, MI
- Whitmore Lake, MI

Select Comments:

- “Thanks for bringing another thought-provoking exhibit to the library!”
- “This reveals to me the lengths that my ancestors went through in order for me to experience freedom. Thank you.”
- “This was not so long ago. My grandfather escaped from the South.”
- “This is a beautiful depiction of what generations before us have had to endure so we could have the ‘good’ life. I’m grateful to them and [the] artist and the setup people.”
- “Informative. However, I was initially disappointed that all the pictures were so dark (hard to see), but as I read the cards, I understood why this was. Thus “Through Darkness...” Awesome to see it at night [what they saw].”
- “As a descendent of enslaved Africans in America, this was especially poignant. I didn’t expect the tears that flowed down my face. A picture surely is worth a thousand words, and these left me speechless.”
- “This exhibit was exceptional, haunting, and hopeful. Very immersive and emotional. Stunning work!”
- “Seeing the journey through pictures and location was informative and heartbreaking. Such a long and hard journey. Amazing exhibit.”

- “Very powerful! It was as if I was an enslaved person hoping for greater and getting glimpses of freedom along the journey. Beautiful.”
- “It was sad to my soul!”
- “Thank you for letting us walk a small bit of that road.”
- “This is an important part of seeing the road to freedom! Thank you!”
- “The need to travel at night is further made difficult if you also don’t see that well at night. I experienced that with these photos.”
- “Dark and brooding. Very compelling.”
- “Beautiful and eerie and haunting. What a masterwork.”
- “Beautiful. Love the quotes connected to [the] visuals. What a journey!”
- “Wonderful, but very dark. A story that needs telling!”
- “I learned a lot. I thought I knew more about the Underground Railroad than I did!”
- “Back again. Breathtaking and fear [sic], especially for the freedom seekers.”
- “I’ll have to come back with our kids.”
- “I was puzzled when I saw all the dark photos. But then it dawned on me that the photographer was taking us on the same journey the slaves had to confront. It’s a great exhibit! Thank you!”
- “The addition of the songs, poems, and testimonies adds so much resonance to the haunting, moving photographs.”
- “I know all of these east side areas ... St. Clare County, Macomb ... I know exactly Sarnia from Algonac and Port Huron ... Great exhibit!”
- “Thank you for hosting this exhibit and providing a tour of related Washtenaw County locations.”
- “Repeat visit. Always stunning to view these pictures full of quiet drama.”
- “A little scary, but really cool! Definitely coming back!”
- “I loved the chronological order of the photographs. Powerful and stunning!”
- “Very moving display. I could feel the journey.”
- “So glad I stopped in. Fascinating.”
- “Great exhibit and space for community conversation! We enjoyed using this space and being together.”

- “Beautiful portrayal of the courageous and inspiring determination of the human spirit’s pursuit of our God-given right to freedom and self-reliance.”
- “Just beautiful photos that capture the essence of what the enslaved endured to be free.”
- “Extremely well done. Very moving and impactful.”
- “Absolutely breathtaking. Loved all the pics and information.”
- “So powerful. I loved this collection. It’s so important to raise awareness about what it was like.”
- “I am touched by my state’s legacy, but I weep that there is still no equality or liberty.”
- “Slavery disconnected me from my African roots. These images are a reminder that the Earth has witnessed the footsteps of all my ancestors. Their resilience is in my blood. Despite a lack of tangible records of my enslaved ancestors’ lives, I am living proof they existed. I am living proof of their struggles, triumphs, and their love. Thank you for the reminder.”
- “Viewing and reading this exhibit in a quiet room evoked so many thoughts and unexpected emotions.”
- “A story that needs and should be told; we don’t want it to repeat.”
- “Happy for my freedom. [I’m] ten years old.”

Community Relations

Monthly report: November, 2024

Major print/design pieces produced:

- **The winter Loop issue underway** – We're finalizing the content and layout for the winter issue of *The Loop*, which will cover December through February. We'll have pieces about our Black History Month and MLK Day activities, the new art selected at Superior, our Chess Club grant, literacy activities and volunteer opportunities, tax help, and more. There's also a piece about Joy and her accomplishments at Michigan Avenue in recognition of her stepping down in February.
- **We've redesigned our STEM flyers** – To more regularly promote our STEM activities, we're making a quarterly flyer to highlight our STEM resources and activities during that season.



Promotional activity

- **Chess Club grant:** We made a press release and blog post article highlighting the grant from US Chess to boost our chess club activities and resources.
- **Two-Sentence Horror Story Competition:** We had a successful first Two-Sentence Horror Story Competition. We received over 80 submissions and hundreds of people voted on social media for their favorites. We posted the winner, along with a sample of submissions, on our website.

Notable Media Mentions

- Updates about Michigan Avenue, as well as STEMfest, homework help, and building closure information, were included in the latest City of Ypsi newsletter's Around Town section.
- **The Eastern Echo** covered YpsiWrites' 5 year anniversary party.

Community Relations news

- Both Parkridge and Engage@EMU have returned for the Fall. Sam and Monica will resume sharing those duties for Parkridge.

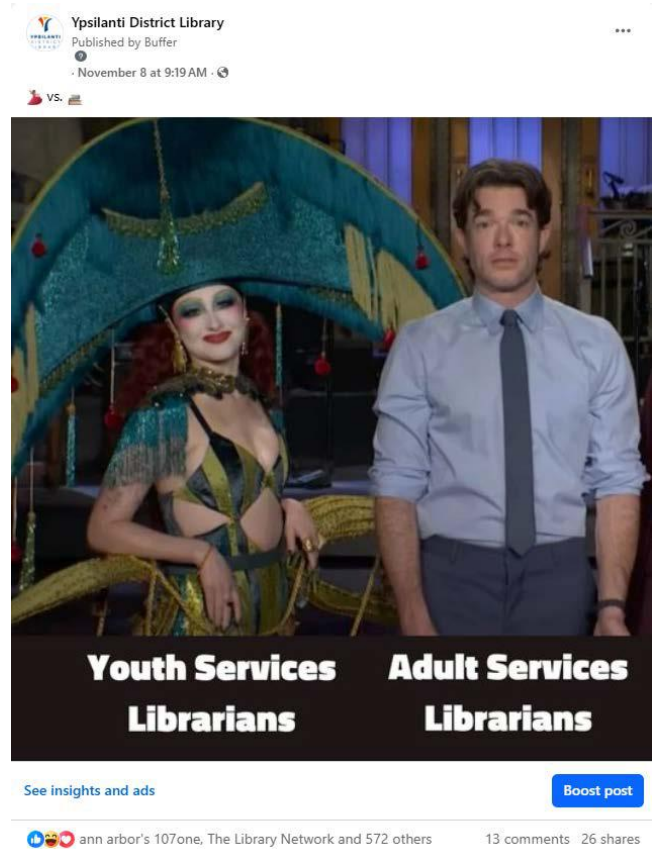
Notable Social Media activity

Due to some recent policy changes on X (Twitter) we've joined a growing number of organizations moving to the Bluesky platform. The functionality is the same as X, and our engagement numbers on X were very low, so this move shouldn't affect our approach to social media in general. We had a total audience of 11,290, up slightly from the previous month. We had 147,801 total impressions, and our total engagement was 7,370. Both those numbers were down slightly from the previous month. Our Tik Tok now hit 1,000 followers with 8,700 likes, and we're consistently getting around

Submitted by Sam Killian on 11/15/2024

1,000 views on our videos. We continue to receive around \$20 a month from Facebook for our post engagements because of the performance bonus program. Some highlights:

- The dinosaur meme we shared with a citation joke reached more than 18,800 people with 500+ interactions on Facebook. It also reached 1,100 people on Instagram.
- We shared a meme showing the difference between adult and children librarians that reached 21,000 people with 600+ interactions on Facebook. It also reached 1,500+ people on Instagram.
- The post sharing pictures of our staff's Halloween costumes reached 1,600+ people on Facebook and got 95 likes.
- 4,000+ people saw our 2-sentence horror story posts, with 200 engagements.
- Our post about Joy stepping down as Branch Manager in February reached more than 2,500 people on Facebook with 88 interactions.
- The post we shared introducing the two-sentence horror story contest reached 1,600 people on Facebook with 140 engagements.
- A Lord of the Rings quote we shared on Instagram reached 1,900+ accounts.



Submitted by Sam Killian on 11/15/2024

Customer Services

Monthly report: November 2024

Circulation Stats

For the month of September, we checked out 41,060 items system wide.

Patrons also downloaded 19,643 digital items.

We also issued 400 new library cards.

Exhibits

We are once again hosting the Huron Valley Chapter of the American Institute of Architects honor awards exhibit. The exhibit will run till the end of the year.



New Lockers at Whittaker Road

The after-hour lockers have been installed at Whittaker Road.

This gives Whittaker patrons another option to pick up their items.



Submitted by *John Connaghan* on November 13, 2024

YDL DEVELOPMENT REPORT

November 2024

MAKING CONNECTIONS

Chris once again attended the monthly gathering of Creative Washtenaw (creativewashtenaw.org). A good number of Ypsilanti arts organizations and artists belong to this group.

On November 7th, Chris took a tour of Menlo Innovations in Ann Arbor along with other members of the Ann Arbor Rotary Club. The owners, Rich and Carol Sheridan, have been donors to YDL since they were engaged via the Superior Library campaign. Rich is known for developing new strategies and work environments that increase productivity and create a positive and collaborative work space. As a highly successful software development company, they are now working on software for the next satellite to be launched by NASA in summer of 2025. And, their project planning is all done ON PAPER!

On November 13th, Lisa and Chris attended a celebratory holiday gathering at WCC hosted by SPARK East and the Back Office Studio. Their monthly 9th Hour gatherings at the Studio have succeeded in building a stronger sense of community among downtown businesses and organizations. They promote active partnerships and collaboration in an effort to bring like-minded people together to network, share information and explore opportunities for joining forces in downtown projects.

GRANTS

Grants Submitted

Washtenaw County Community Mental Health - Lisa submitted an RFP on October 15 for millage funded expansion of behavioral health services in support of the hiring of a full-time LMSW social worker to act as a liaison between the library and community resources, ultimately increasing access to mental health services. Funding awards will be announced on December 10.

Upcoming Grant Submissions

Believe in Reading Grant- The RFP for 2025 funds, which we hope will help support books for the 2025 Summer Challenge, has been released. We are considering a request of \$3,000.

Walmart Spark Good Grant – Looking into this grant and potential project. Application due date: Dec. 31. Can request up to \$5,000.

Grant Reporting

The final report for this year's Noise Permit was submitted to the **Michigan Arts & Culture Council**. Our final payment of \$420 will be received in December.

Final work on the Interim Report for the 2024/25 **Toyota** grant is nearly complete.

ANNUAL APPEAL MAILING

Work has begun on our annual appeal mailing which will be sent to our supporters and select prospects in November. Our mailing list currently has over 600 donors and supporters and 95 prospective donors.

CORPORATE SUPPORT

YDL received wonderful news from **Toyota North America** this month. They will once again support YDL's STEM programming with an additional \$30,000 gift for 2025/26. An application for this gift is due in February of 2025.

Sam is working with program staff on creating flyers for this year's Project STEM@YDL programs to be distributed in the Ypsilanti Community Schools, as well as digital flyers that will be shared with Lincoln Consolidated Schools and local charter schools. Project STEM stickers were a big hit last year; so, we will be ordering more of these to hand out to our patrons. New this year will be Project STEM@YDL kids t-shirts!

Chris received an e-mail from Todd Kephart at **Retirement Income Solutions** in November indicating that they had some extra charitable funds left in their 2024 budget and would like to continue their support of YDL. RIS' gift will provide \$900 of extra support for the Afterschool Chess program run by Jodi and \$1,100 to go toward renovations at Michigan Avenue.

INDIVIDUAL GIFTS

Lisa continues to engage with our most recent major donor who supported the installation of new checkerboards in the Michigan Avenue plaza, as well as a new performance stage that will be used for Noise Permit and other events. He has also committed to cover the costs of the new security desk at Michigan Avenue with a gift of \$5,000. Our hope is to continue to build a long-term relationship with him that is rewarding not only for YDL, but for the donor.

CAMPAIGN FOR MICHIGAN AVENUE

As we approach the end of our fiscal year, YDL has received \$48,690 in donations from 151 donors in support of Michigan Avenue renovations.

DINE TO DONATE

Thursday, December 5, at Aubree's on Whittaker Rd. Once again Aubree's will donate 20% of your bill to YDL from 11 a.m. to 10 p.m.

ACTION: Spread the word to friends and family. Share the flyer which must be presented to make sure 20% of your bill is donated to YDL.

FUN FUNDRAISING FACT

Fifty-seven percent of donors are enrolled in a recurring giving program. Ninety-four percent of recurring donors prefer to give monthly.

Facilities Department

Board Report: November 2024

Michigan Ave is busy with the rush to try to get the place put together to be open. Onsite delivered four truck loads of items that were in storage during the renovation. Chairs, tables, desks, shelving, and an estimated 750-1,000 boxes of miscellaneous items they removed from the library months ago. Quite a few items not being used with the new design will be used here at Whittaker Road. Youth took most of the children's desk chairs, a couple tables, and a few stuffed chairs that will replace some old worn out chairs that had seen better days. Some of the old Michigan Ave chairs replaced a few broken, and worn out chairs in Adult Services area at Whittaker Road also. The rest of the items not being used are offered to other libraries around the Metro area.

Also, at Michigan Ave we have been busy getting shelving back into place. Joy's staff has opened all the boxes Onsite delivered to determine where things go. They are now starting to empty the pods with boxes of books to start shelving. Outside, Ron has done a rehab on the checkerboard table, chairs, and benches along the building. It all looks bright and new again.



We built a wall and roof behind the Michigan Ave dumpster enclosure. It had become an area for the neighborhood to throw away pallets, tires, glass, cement blocks, and other dangerous items that could injure people. We built the wall on both sides, and roof so things won't get thrown over and behind the wall.

RNA cut back the ground cover around the trees, and along the building at Whittaker Road. Then they planted four new trees that were removed before the cement project started. A patron donated a fifth tree which was planted just couple weeks ago.



Submitted by: Jim Reed

November 14, 2024

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

November 2024

Status Report

- Michigan Ave – The all hands on deck moment appears to have arrived. Currently engaged in the installation of the meeting room technology. We're roughly 2/3 of the way through this portion and eagerly anticipating moving forward as areas become available.
- New servers – We recently migrated our primary storage drive. I'll be working on some secondary storage spaces along with planning for a migration of another administrative system next.
- Miscellaneous Equipment updates – With recent power outages we're looking to improve some of our digital signage systems with Uninterruptable power options. We find there's a consistent interruption to our applied settings during brief outages and would like to limit this.
- New Kids play area at Superior – There's an item we'll be working with facilities to install tablet stations into this space. The initial design requires additional cable management and we're looking to improve and correct this.
- Security Cameras – We'll be installing and setting up additional cameras at both Michigan Ave and Whittaker. The renovation of Michigan Ave has re-aligned furniture in ways that we'll want to make some adjustments. Overall it's something we'll be happy to address.
- New outside Locker System- We're welcoming a new outdoor after hours locker at Whittaker Rd. Initial installation has taken place and we'll be happy to turn it over to circulation in the coming week or two.

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 2024.

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.
- Data Line improvements – TLN will be upgrading the speed of our data lines for our other buildings. The project has been in a holding pattern as of late due to some challenges in infrastructure construction. This will include a small adjustment to our interconnected buildings that should improve performance as it moves towards dedicating resources to each building.

Michigan Avenue Board Report: November 2024

Programs & Services

As you know, another opening date came and went without our branch being ready. We once again canceled our storytimes and guitar clubs due to the lack of a location to hold them. We still did quite a few programs:

- Teen STEAM Café was on Health Information (Kelly & Mani). Teens used hands-on BP cuffs, blood O2 sensors, and learned about various health aspects.
- Queer Craft Club (Aaron)
- Zine Club (Shoshanna)
- Queer Book Club (Kathryn)
- Kids & Tween Book Club (Pat)
- Great Stories Book Club (Kelly, collaborating with Ozone House)
- Maker Night: Glass on Glass mosaics (Joy & Mani)
- Two Sentence Horror Story (Ellen & Ken)

This was a creative program, a lot of which was all virtual. Eighty-five people submitted stories, some kiddos, and there was very active engagement on social media. Ellen partnered with YpsiWrites and 826MI and both Ypsilanti and Ann Arbor Schools encouraged participation. The winning entry was by Logan Corey who was interviewed. That interview and other entries can be found [here](#).

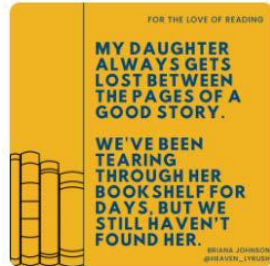
Moving Back In!

Onsite, the catastrophe company that originally packed up most of Michigan Ave after the flooding, returned three truckloads of the remaining items in storage. Jim had a U-Haul on hand to take everything to Whittaker Rd that wasn't staying at Mich Ave (replaced furniture, extra shelving, etc). We had 1000+ boxes piled in the middle of the main 1st floor where they remained for two weeks while the upstairs lighting was finished and shelves could be put in place. All the upholstered furniture that had been at Mich Ave were in beautiful shape and was able to be absorbed into use at Whittaker Rd along with many of the maple youth chairs and a table. The items that couldn't be reused were listed and sent to other TLN libraries and have been put to use at other libraries or will be offered to local nonprofits.

Staff have been back at Mich Ave for a little over a week. This is the first time that Mich Ave staff have worked together since July 2023 and, with four new people, everyone is getting to know each other as they work. They are unboxing, sorting, shelving, breaking down boxes, and creating dozens of boxes of boxes. There is a 10' high, 20' wide mountain of "boxes of boxes" with many more to be added. Fortunately, Jim has a plan for recycling them. The pods are nearly empty and there are three pallets of adult items in the mezzanine. Shelving in youth has been slowed down due to problems with the mobile shelving but that will be resolved soon. Shelves will be packed when we reopen since there is nothing checked out and many items have been purchased since then. Once everything gets shelved, there is a list of collection management things to do, displays to be created, offices and public desks to settle into, etc. There is much to do and many more construction-type things that still need attention. Everyone is working hard but are very happy to see an end to the limbo. We hope to open the week before our holiday closures.

Joy Cichewicz

November 15, 2024



Outreach Services Board Report - November 2024



Bookmobile Highlights - Halloween Day!

They were all dressed up, and the Bookmobile was the place to go! Kaitlyn and Khi had some trick-or-treaters on the Thursday route. As you can see very excited and happy to bin the space. Did they get some goodies? Yes, they did! Bookmobile was also dressed up and shared candy with the community. From what I hear a very busy night, but fun!

Outreach Events

The Bookmobile and the Outreach team has now expanded by including local church events. We had two visits with the Bookmobile, and it was amazing! They were so happy we were there!



Brown Chapel AME Church - October 20th -

The Bookmobile, Khi, and I were invited to Brown Chapel AME Church to do a library card signup and share resources on Youth Day! We also had another special guest that helped us which was Cynthia, one of the Social Work Interns. We had such a great time with the church community and it was very busy from everyone saying hi. Cynthia had to jump right in there and help which she really enjoyed. She was amazing and did a great job! We signed six people up for library cards including the Pastor! We also let someone know about a Bookmobile stop to pick up material that she didn't even know about. She was so ecstatic especially since she does not have access to a physical location. BTW, you will notice that I supported the Lions that day wearing my jersey. Go Lions!



LCS (Bishop, Childs and Brick Schools) Trunk or Treat - October 24th-

I was invited to share in the fun of a Trunk or Treat at Brick. There was costumes, candy and trunks on display. I had over 300 families that stopped by the table for resources and goodies. The library was the only organization and we had stickers, bubbles and wrist bands to share with the community. I was happy to bring those items in addition to candy especially when we ran out of candy. It was mentioned so many times how everyone was happy for the library to be there and sharing the wonderful items we had. It was amazing!





Halloween @ Michigan Avenue - October 25th - Yes, the Outreach Team are such superstars! Even though the Bookmobile was unable to be at the event, the team jumped right in to help out Michigan Ave and the community! Dressed up and all. Kaitlyn, Jenny, Bridget and Anna, the second Social Work intern passed out candy, shared Halloween swag (glow rings, witch fingers, stickers, glow sticks, etc.) Thank you to the team for always representing Ypsilanti District Library and Outreach.



Community Fest at Second Baptist Church - October 26th - Khi and I were invited with the Bookmobile to Second Baptist Church to share library resources, pass out candy and give out STEM kits at this wonderful event. So many families and the partnership that has been building with the churches in the community has been so productive and great.



Farmers Market - October 26th - Susana completed her last tabling at the summer Farmers Market. She gave out candy and Halloween stickers in addition to having some Spooky puzzles to put together. She had a large turnout and she found out that seniors do not like candy. No! However, they truly appreciated Susana providing it. BTW, Susana will start her tabling indoors at Farmers Market November 16th. Please stop by and say hi.

Arbor 1 North Reach out - November 2nd - Khi and I did a reach out to the Refugee community at the Arbor 1 North apartments. This came out of a conversation at the We the People Opportunity Farm. It was so powerful to be in that community making connections to African families and other ethnicities. When we got there a mother and son was waiting on us so excited. Social engagement is missing in this community and so it was so beautiful seeing the connections of other families especially kids having fun together learning about other cultures. We made four library accounts and earned the trust of many by giving them a space to just be! We will be adding these visits to our roster after more conversations. The residents want us back.

Professional Development Highlight - Ken - I would like to end this report on Ken attending the ABOS (Association of Bookmobile and Outreach Services). He attended the conference from October 14 - October 18. The conference was located in Indianapolis. He drove and met up with fellow librarians. He really enjoyed the conference especially connecting with fellow outreach teams that truly understand the trenches of outreach. He felt at home and he also brought ideas back to add to our future bookmobile when purchased.

Superior Board Report

November 2024

Superior turns two tomorrow! November 14 is the 2nd anniversary of our opening day. Conveniently, this falls during our monthly staff meeting slot, so we will celebrate with a potluck. I am so proud of the work we have accomplished in this time. We are a trusted, appreciated presence in the community. Visitors go out of their way to tell us what a wonderful environment we've created and how much they enjoy being here. Kudos to our staff for all of their hard work these last few years – and thank you to our trustees for your unending support.

Staff News

- Joe Edwards, one of our SummerWorks interns, is officially onboard as a substitute clerk. The extra help is appreciated.
- Michigan Avenue staff members are now back in their building – YAY! We miss them quite a bit.

Program Highlights

- We welcomed our new Read Dog, Bambi. She's a sweet little ball of fluff who is an exceptionally good listener.
- Our UFO's Over Michigan program was one of the most-attended adult programs we've hosted, with an audience of 28. It pulled in a regional audience with many first-time library visitors.
- Kallista helped to organize and attended the YCMS Choir Concert at Whittaker as a closing celebration of the Through Darkness to Light exhibit.
- Other Programs we hosted included:
 - Adult/Teen: Art workshop and reception with Angelica Esquivel, Wrapped in Love Boobie Club, Saving Money with Rick Broida, Washtenaw Health Department Pop-Up, Meditation, ESL Community Tutoring, Basic Literacy Tutoring
 - Youth: Musical Storytime, Drumming Storytime, Weekly Storytimes, 826michigan After School Writing Lab
 - We are very happy that AARP is officially adding us as a tax preparation site. Last year, we were a replacement for Michigan Avenue, but they are adding us to the existing sites of Michigan Ave and Whittaker. This expansion of services will be incredibly helpful and appreciated by the many people who seek free tax assistance. Stacey did a fabulous job coordinating this last year, and will do so again.



Building & Grounds

- O'Neal arranged for our staff door keypad to be replaced. A spindle was broken inside, which was likely the culprit. Since it has been replaced, we haven't experienced any instances of malfunction.
- The Art Committee finalized the purchase of three new pieces. Lisa ordered placards and we hope to have everything installed by December.

Submitted by Mary Garboden,
November 13, 2024

Whittaker Road-Adult Services Board Report: Nov 2024

Here is a listing of Nov programs:

- Digital Literacy Tutoring with Washtenaw Literacy (4 sessions)
- YpsiWrites NaNoWriMo Support (8 sessions)
- Mahjong Meetup (4 meetups)
- Knitting Plus (4 sessions)
- Genealogy and Family History Bunch
- Google Sheets for Beginners
- Moving For Better Balance with the Ann Arbor YMCA (4 sessions)
- Small Business Savvy - Don't Get Hacked! Cybersecurity for Small Businesses
- Thursday Morning Book Group
- Computer Basics - Getting Started
- Google Sheets Tips & Tricks
- Science Fiction Book Club
- Google Docs for Beginners
- MICHIGAN WORKS! Southeast Community Outreach
- Crochet Club
- Microsoft Excel – Basics
- Classic Noir Movies - Nightmare Alley (1947)
- Google Docs Tips & Tricks
- Small Business Savvy - Every Person's Guide to the Business Plan
- Microsoft Excel – Intermediate
- How to Host a Zoom Meeting (Adult-Virtual)
- Microsoft Excel – Pivot Tables (Intermediate)
- Thanksgiving Wire Leaf Placeholders
- Microsoft PowerPoint – Basics
- Virtual African American Authors Book Discussion Group

Our new partnership with Washtenaw Literacy where they offer drop-in Digital Literacy training has been going very well. They are getting attendees every session and feedback has been good. We are going to continue this partnership into the next programming session. We're also continuing our partnership with Michigan Works! They set up once a month at a table in the lobby to make people aware of their programs, services, and job opportunities. People have been happy to meet with them here instead of having to travel to Ann Arbor. We are hopeful that we may be able to work on other programs with them next year.

Staff has spent collection budgets for the fiscal year.

Nicole attended a foraging trip put on by the Youth Department and came back loaded with seeds from some plants that are native to the area. She is in the process of packaging them up and will share with all locations.

Robert has compiled a large list of items that the Library of Things Committee wanted to get for our last order of the year; this has been sent on to Acquisitions to be ordered; we hope to get more things on the shelves soon for checkout.

Brett has begun weeding in the Michigan/Ypsilanti Room as we look to focus more on local content. We have reached out to the Ypsilanti Historical Museum and hope to meet with them to learn more about their work and how we can support/complement each other's collections.

Shoshanna and Aaron are now back at YDL-Michigan Avenue, working towards re-opening. We appreciated their work while at Whittaker Road and look forward to seeing them back behind the reference desk at YDL Michigan Avenue once things are all in place again.

-Submitted by Paula Drummond Nov 13, 2024

Whittaker Youth Services Board Report November 2024

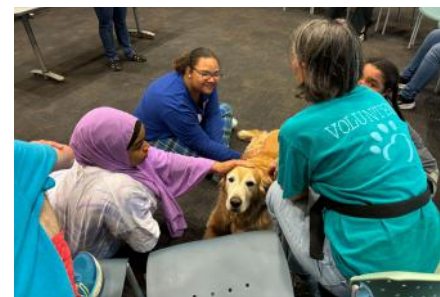
Programs

Little Ones

- **Storytimes** 1,292 people have attended 45 storytimes so far this fall. We are seeing fewer 4-5 year olds some weeks and wonder how the new state funding that provides free preschool for a broader range of incomes is impacting our storytime stats, or if the unusually warm fall weather is keeping families outside later in the season this year. It feels like program attendance for all ages is just now starting to pick up to usual levels.
- **Friday mornings** With no Friday morning storytimes, we are able to use the time for special programs for little ones. Psyche set up an obstacle course for toddlers one week, a local dance instructor taught movement for toddlers another week, and Leslie Science and Nature Center presented a storytime with a live owl. These are popular, with attendance averaging 66 people per program.
- **Sensory Stations** 89 people enjoyed horse themed sensory stations and activities curated by Liz in October.

Kids and Parents

- **Homeschool Meetup** Jaclyn's Love of Learning Thursday afternoon series remains popular. Attendance is averaging 36 kids per session so far this fall, up from last month.
- **Author Visit and STEM Stations** I coordinated a visit from the Ann Arbor author of *FrankenWalnut*, an illustrated book for elementary students. Attendees enjoyed the book so much, they asked to hear the entire story. Afterwards, they made frankentoys and did electricity projects with Pat and a teen volunteer. The author, who is also a software developer, gave everyone a free copy of the book, a t-shirt, and a tote.
- **826michigan** unveiled their newest collection of student writing in late October. Young writers who attended writing workshops at YDL branches were featured along with others from Ypsilanti, Ann Arbor, and Detroit. Katie added volumes to our collection for families to check out. Saturday Wee-bots workshops are continuing through the spring.
- **Blind Bags** Ulana offered a trendy Saturday afternoon craft for tweens who filled paper bags with stuffies and fun content they made from paper and cotton balls.
- **Seed Saving Hike** Parks Naturalist Shawn Severance led people of a wide range of ages on a hike at Rolling Hills to learn how to collect prairie seeds one Sunday afternoon. Nicole, who is in charge of the Whittaker seed library, came along and brought the wildflower seeds attendees collected back to the library. After the library's spring burn, the county will return the Indiangrass seeds we collected to reseed the library prairie.
- **STEMfest** 110 people attended the event Liz coordinated with scientists from the Huron Valley chapter of the American Chemical Society. STEMfests with the ACS and UM are free and loved by families, who get to learn about science from experts through fun hands-on projects, including items they make and can take home.
- **After School**
 - **STEM** Jaclyn wrapped up her Sport Science STEM series and I am offering four weeks of Urban Design where kids chat about sustainability, neighborhoods, and transportation while they build cities with architectural blocks and draw maps on large graph paper using knowledge they gain each session.
 - **Chess Club** We hosted the first monthly mini-tournament with clocks. We are in the process of adding two chess STEM kits for checkout, with a board, a clock, and how to play books so kids can practice at home. Thanks to Chris for procuring additional funding from Retirement Income Solutions so we can fully execute our ideas submitted in the grant proposal. 3 teens volunteers and a teen intern help weekly.
 - **Graphic Novel Book Club** Liz is offering a five-session weekly book club where kids are reading a Warrior Cats graphic novel followed by crafts. A guest speaker from the Humane Society talked about their work with feral cats this week.
 - **Kam Komics** offered a popular one-time Monday afternoon program in November.
 - **Homework Help** is still small, but new people learn about it each week. Teen volunteers work on their own homework while waiting for students to arrive.



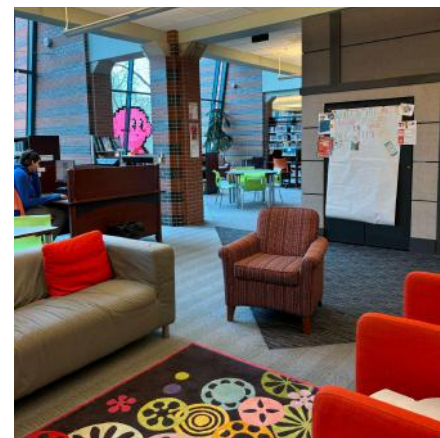
Teens

- **Animal Communication** The Humane Society gave a presentation about animal communication and brought a dog for 10 happy teens to pet.
- **Pride Zone** The Ozone House Prize Zone Pop Up only had one attendee, but they were happy to make the connection with Ozone's services.
- **Sipping Self Care** Growing Hope brought their youth leadership team for a presentation on herbal teas and 13 attendees made their own tea recipes and tea bags to take home.

Other Work

- **Around the department** Ulana added book displays for Veterans Day and Thanksgiving. Psyche curated a Native American Heritage month display for kids, and I added one for teens. Liz made a Dinovember dinosaur display. Everyone is working on spring programs.
- **Reading Incentives** Based on feedback gathered in the Summer Challenge survey, we are offering a Winter Break Challenge for youth, who will participate using a paper log that will be available in The Loop. Players who complete five activities (read, attend a program, or complete an at-home challenge from a short list) will earn a book. Liz P, Pat, Kallista, Nicole, and I are in the beginning stages of planning the Family Read, which will take place in March, National Reading Month, and be our Spring Challenge. Families will be encouraged to read the book or related books from a short list, come to programs, and engage in conversations and activities at home.
- **New Furnishings** The youth and teen areas are cleaner and brighter due to a new rug for the baby/toddler play area and newer chairs from YDL-Michigan.
- **Field Trip** Thanks to Lisa, who invited Psyche, Liz and I for an afternoon visit to Redford Township District Library to see the renovated youth area, which now has a rock climbing wall and many other interesting installations. Very inspiring!
- **Grants**
 - **TALK I** submitted the final performance report on October 28! Our IMLS Program Officer wrote to us on completion: *Congratulations on completing an incredible project. I know you felt it was a reach for you when you applied but you have been wonderful grantees that have created a valuable tool for caregivers and libraries. Thank you for all the work you did to make it the best and most accessible service you could.* It was an amazing opportunity for us to work on a large-scale project as a National Leadership library, but I'm looking forward to focusing on reestablishing community connections and developing other new services for our community again. Lisa and I met with MCLS last month to advise them on qualifications to look for when hiring a project manager and I volunteered to be available to fill in background knowledge and serve on an advisory committee if needed.
 - **Toyota Project STEM @ YDL** Mary and I gathered ideas for new equipment from youth staff and will start exploring which ideas to purchase this month. Joy will teach a group of youth staff how to use the 3D printers. I helped with Chris's interim report by sharing photos and stories of what we've done in our department this semester. We were excited to hear we will receive an additional year of funding.

Submitted by Jodi Krahne November 13, 2024



Old Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/13/2024

Re: Consideration of a 1 year extension to the YDL strategic plan

At the September Board meeting I proposed extending the Strategic Plan timeline by one year, as our progress been impeded by the need to focus on Michigan Avenue's flood remediation and reconstruction. An extension would allow us to complete the established goals effectively and give our public the full benefit of the plan.

A request was made to review the plan. In October's packet it was shared in its entirety, along with some notes I compiled on what we'd still like to accomplish (rather than what we've accomplished to date).

At the October meeting several Trustees expressed they felt an extension was warranted, so a resolution is included on this agenda.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-31

November 20, 2024

RESOLUTION TO EXTEND THE STRATEGIC PLAN TIMELINE BY ONE YEAR

Whereas the Ypsilanti District Library Board of Trustees adopted a three-year Strategic Plan on March 22, 2023; and

Whereas a catastrophic flood at YDL-Michigan Avenue in July 2023 and subsequent construction project were unexpected and time-consuming; and

Whereas significant progress has been made toward plan goals, but a number of them require more time to be fully realized; Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library Strategic Plan originally adopted in March 2023 is extended by one year. The new target date for completion is March 1, 2026.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/14/24

Re: Consider approval of proposed FY2024-25 budget and set millage rate

The budget presented differs from the version presented at the October meeting in the following ways:

1. Michigan CLASS revenue was increased based on its performance history.
2. Professional/Contractual in department 100 was increased by \$14,000 to:
 - a. Continue the New Mover service at the Board's request, and
 - b. To pay for the Michigan Avenue expansion feasibility study, which we'd expected to complete in the current fiscal year.
3. HealthiestYou, the telemedicine benefit for part-time employees was adjusted to reflect a renewal increase.

Collection budgets now reflect planned spending in each area.

The attached resolution to approve the budget includes the overall operating millage rate, as required by law.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-32

November 20, 2024

RESOLUTION TO ADOPT THE 2024-25 LIBRARY OPERATING BUDGET
AND SET THE MILLAGE RATE

Whereas the Ypsilanti District Library Board of Trustees is required to adopt an annual budget prior to the December 1 start of each fiscal year, and

Whereas the Library Director proposed a draft budget which was recommended by the Board Finance Committee and reviewed by the Board as a whole, and

Whereas a public hearing notice was posted and a hearing on the proposed budget was held as required by Michigan Public Act 43 of 1963, Budget Hearings of Local Governments,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2024-25 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.4457 mills.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

PROPOSED
YPSILANTI DISTRICT LIBRARY
General Fund Budget Summary
For the Fiscal Year Ending November 30, 2025

Revenue

Superior Township Tax Levy	1,213,810
City Tax Levy	1,059,869
Ypsilanti Township Tax Levy	4,396,715
State of Michigan Ren Zone/PPT reimbursement	86,950
State Aid Direct	44,847
State Aid Indirect	44,847
Operational Grants	30,000
Circulation Services Fee	4,000
Smart Cards - Printing & Copies	30,000
Penal Fines County	74,500
Rental Income-community room	2,650
Donations/Misc.	2,500
Donations/Memorials	600
Interest/Checking	5,500
Interest/Savings	175,000
Dividend Revenue	6,500
Dividend Revenue Endowment	11,000
Transfer to/from Fund Balance/Other Funds	-716,469
Sale of Assets	0
Total Revenue	6,472,819

EXPENDITURES by Department

Dept 100 Administrative	3,410,146
Dept 200 Michigan Ave	769,618
Dept 300 Outreach Services- Bookmobile	309,419
Dept 400 Superior Branch	555,088
Dept 500 Whittaker Road	1,428,548
Total Expenditures	6,472,819

EXPENDITURES by Category	Category as % of 2024-2025	
		Expense
Salaries and Benefits	4,235,036	65.4%
Public Utilities	264,416	4.1%
Repairs and Maintenance	210,535	3.3%
Materials	643,650	9.9%
Technology	280,109	4.3%
Capital Expense	274,900	4.2%
Other	564,173	8.7%
Total Expenditures	6,472,819	100.0%

Net Revenue Over (Under) Expenses **0**

Proposed Budget FY 2024-25

					Original Adopted FY 2023-24 Budget	Adopted Budget amendment FY 2023-24	Draft Proposed Budget amendment FY 11/30/24	Proposed Budget FY 2024-25
ACCT #	ACCOUNT NAME	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL				
Revenue								
403.000	Superior Township Tax Levy	939,410	998,342	1,076,710	1,139,898	1,139,898	1,147,413	1,213,810
425.000	City of Ypsilanti Tax Levy	866,352	889,936	944,675	1,003,630	1,003,630	1,044,130	1,059,869
440.000	Ypsilanti Township Tax Levy	3,653,122	3,707,057	3,862,384	4,149,269	4,149,269	4,168,800	4,396,715
425.075	PPT reimbursement	22,407	27,533	33,869	20,000	20,000	51,006	20,000
441.000	Renaissance Zone Reimb	68,165	67,905	66,774	65,000	65,000	66,572	66,950
443.000	State Aid Direct	35,678	43,256	44,630	44,671	44,671	44,916	44,847
447.000	State Aid Indirect	36,286	43,254	44,630	44,671	44,671	44,916	44,847
500.500	Operational Grant Revenue			10,000	0	30,000	66,200	30,000
500.600	IMLS TALK	47,787	41,774	45,554	35,000	59,900	88,715	0
657.000	Circulation Services Fee	7,187	6,777	7,195	6,000	6,000	4,000	4,000
657.100	Smart Cards - Printing & Copi	8,765	22,883	33,006	30,000	30,000	30,000	30,000
657.600	Proctor Fees	263	574	60	0		150	0
661.000	Penal Fines County	113,205	83,080	69,569	68,000	68,000	79,549	74,500
662.100	Community room rentals	0	1,250	2,250	2,500	2,500	3,200	2,650
679.000	Donations/Misc.	1,360	2,045	12,872	2,500	2,500	2,500	2,500
681.000	Donations Designated	0	0	0	0	0	0	0
681.080	Donations/Memorials	7,170	7,736	4,629	600	600	600	600
687.000	Interest/Checking	457	1,383	6,705	4,800	4,800	7,030	5,500
687.010	Interest/Savings	5,226	3,154	54,301	35,000	35,000	38,500	35,000
687.121	MI Class Value Change	0	0	3,033	0	100,000	148,000	140,000
688.000	Interest/Endowment	6,227	0	0	0	0	0	0
689.000	Dividends	4,312	7,460	6,490	6,000	6,000	6,675	6,500
690.000	Dividend Revenue Endwmnt	9,045	8,161	12,595	11,000	11,000	14,500	11,000
691.000	CARES ACT Credit	6,400	0	0	0			0
	Transfer to/from Improvement Fund	(1,400,000)	(1,300,000)	(1,152,434)	0	(500,000)	(515,352)	(700,000)
	Transfer to/from Fund Balance	(466,449)	(235,932)	352,075	(679,521)	(285,838)	(528,988)	(16,469)
	Sale of Assets	0	0	0	0	0		
Total Revenue		3,972,375	4,427,628	5,541,572	5,989,018	6,037,601	6,013,031	6,472,819

Proposed Budget FY 2024-25

					Original Adopted FY 2023-24 Budget	Adopted Budget amendment FY 2023-24	Draft Proposed Budget amendment FY 11/30/24	Proposed Budget FY 2024-25
ACCT #	ACCOUNT NAME	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL				
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	685,029	758,009	860,334	981,124	1,001,124	980,800	1,035,921
702.100	Professional/Accounting	7,445	8,700	10,340	10,800	10,800	11,100	11,500
702.150	Bank Fees	1,888	2,494	2,807	3,630	3,630	3,630	3,630
702.900	Salary/Subs	1,571	5,987	17,893	15,600	15,600	14,000	18,392
705.000	Recognition Awards	804	689	521	750	750	800	750
710.000	Payroll Service	12,115	13,050	18,957	11,500	11,500	10,500	12,100
715.000	Employer FICA	148,792	164,634	208,026	235,243	235,243	225,000	245,509
715.100	ACA Taxes Paid by employer	331	555	644	1,190	1,190	520	1,190
718.000	MERS Defined Contribution	91,780	99,768	108,527	143,055	143,055	131,000	147,339
719.000	FSA Admin Fees	729	624	600	758	758	660	853
727.000	Office Supplies	24,088	38,242	45,636	34,000	34,000	28,000	34,000
727.050	CARES act Exp	6,305	0	0	0		0	0
727.200	Supplies-Facility	12,957	18,696	22,127	32,000	32,000	24,700	34,500
752.000	MML/Building Insurance	66,589	74,515	77,332	81,972	85,655	85,655	91,651
753.000	MML/Workers Comp	9,744	10,202	12,633	15,050	15,050	16,456	20,241
754.000	Health Insurance	394,266	380,631	456,375	489,783	489,783	507,840	558,214
755.000	PT Telemedicine			0	4,131	4,131	3,545	4,455
756.000	Dental Insurance	34,322	32,832	34,635	35,589	35,589	35,589	38,590
758.000	Life Insurance	4,316	4,061	4,708	4,728	4,728	4,728	4,764
759.000	Vision Service Plan	9,074	8,907	9,340	9,420	9,420	8,784	9,534
762.000	STD/LTD	10,594	12,301	18,396	18,612	18,612	19,975	19,740
769.000	Printing & Publishing	18,325	18,779	24,323	22,750	22,750	23,500	23,850
769.050	Advertising	432	733	312	1,000	1,000	200	3,500
774.050	Digital Collections	209,154	246,754	315,437	296,050	296,050	373,500	343,000
774.100	Databases	24,948	28,073	32,458	50,000	50,000	50,000	50,000
774.800	System Wide DVDs	493	61	220	0	0	0	
774.900	All Materials Processing	21,270	25,603	28,394	35,000	35,000	30,000	25,000
774.950	Play Kits	2,590	2,975	4,735	4,900	4,900	4,900	0
774.975	Library of Things	2,876	8,799	12,379	14,000	14,000	14,000	12,000
801.000	Major Events	2,805	9,143	14,259	23,325	27,265	18,939	23,200
801.500	Learning Never Gets Old	1,999	2,999	0	0	0		0
802.000	Mileage/Travel Reimburseme	775	4,754	6,936	6,000	6,000	5,000	6,500
804.000	Workshops/Training	2,422	3,613	7,003	6,500	6,500	5,500	9,500
805.000	Memberships & Dues	5,685	5,603	6,661	6,750	6,750	6,100	6,750
806.000	IMLS Talk Grant Expenses	23,383	40,362	21,750	35,000	59,900	61,215	0
807.000	Operational Grant Expenditures			12,389	0	30,000	30,000	30,000
810.000	Capital Outlay - Building & La	5,197	650	4,880	5,000	5,000	7,240	5,500
810.100	Capital Outlay - Improvement	3,500		2,261	6,000	6,000	6,535	127,000
811.100	Capital Outlay Tech			59,118	59,119	59,119	59,119	12,500
812.000	Capital Outlay - Furnishings	268	1,100	5,735	5,000	5,000	3,430	5,000
840.000	R&M ongoing Insur Claim		(5,825)	0	0	0		0
850.000	Automation - Technology	128,433	110,254	134,299	133,395	133,395	125,000	202,000
850.100	Telecommunications	6,243	7,003	11,111	8,241	8,241	5,579	8,241
850.200	ILS Contract	59,088	64,631	63,125	50,400	50,400	47,867	57,368
850.500	Software Subscriptions	21,823	35,693	42,936	44,983	44,983	39,800	32,685
890.000	The Library Network	2,796	2,796	2,796	4,500	4,500	2,796	3,000
928.000	Postage	20,112	18,912	20,240	23,569	23,569	23,569	25,039
965.000	Auditing Service	7,875	8,100	8,325	8,550	8,550	8,550	18,390
975.000	Legal	5,280	11,191	1,870	10,000	20,000	23,030	18,000
975.500	Legal-Negotiations	0	7,620	0	0	0	0	8,500
980.000	Professional/Contractual	27,087	54,649	37,007	40,815	40,815	49,828	34,950
980.500	Branding Costs	2,201	894	3,195	4,000	4,000	3,800	5,000
981.500	Lost Book Expense	1,094	1,646	3,431	6,300	6,300	2,000	5,300
982.000	MTT Charge Back City	471	48	259	2,000	2,000	2,000	2,500
983.000	MTT Charge Back Ypsi Twp	1,070	3,873	878	7,500	7,500	6,000	5,000
983.100	MTT Charge Back-Superior	184	1,467	914	5,000	5,000	5,000	8,000
990.000	Contribution to endowment	0	0	0	0	0		0
Total		2,132,617	2,357,850	2,799,467	3,054,582	3,147,105	3,157,279	3,410,146

Proposed Budget FY 2024-25

					Original Adopted FY 2023-24 Budget	Adopted Budget amendment FY 2023-24	Draft Proposed Budget amendment FY 11/30/24	Proposed Budget FY 2024-25
ACCT #	ACCOUNT NAME	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL				
Dept 200 Michigan Ave.								
702.000	Salaries	402,866	423,056	473,988	500,515	510,515	468,600	522,133
702.800	Salaries-Pages	3,463	4,784	6,611	4,680	9,680	10,000	10,383
771.000	Adult Books	22,288	18,713	14,185	22,150	22,150	22,500	25,150
772.000	Youth Books	13,282	16,552	11,280	14,800	14,800	14,800	15,900
774.950	Play Kits				0			1,600
776.000	Periodicals - Adult	2,802	4,395	2,868	3,500	3,500	3,500	4,000
776.050	Periodicals - Youth	0	0	0	100	100	100	0
778.000	Adult Audio/Visual	5,441	4,852	3,481	6,600	6,600	6,600	6,600
779.000	Youth Audio/Visual	2,413	2,743	901	2,050	2,050	2,050	2,100
801.500	LNGO		0	1,250	1,250	1,250	1,250	1,250
802.200	Parking Fees	3,600	3,600	3,700	3,900	3,900	3,600	3,900
810.000	Capital Outlay - Building	10,000	68,081	18,357	100,000	100,000	100,000	53,000
812.000	Capital Outlay - Furnishings	3,384	0	4,510	0	0		2,000
840.000	Repair & Maintenance - Build	16,584	17,990	32,249	22,900	22,900	24,800	22,900
840.025	Campbell Maint Contract	12,672	12,672	13,204	14,800	14,800	14,800	14,800
840.050	Snow Removal/ Lawn Care	7,259	7,778	12,097	13,400	13,400	7,555	17,980
900.000	Programs-Adult	1,462	1,772	2,641	3,000	3,000	3,000	3,000
901.000	Programs-Youth	1,762	606	2,531	2,500	2,500	2,500	2,500
902.000	Art Purchases	0	0	0	0			20,000
940.000	Phone	4,553	2,631	2,319	1,671	1,671	2,002	1,958
943.000	Natural Gas	3,946	4,838	3,923	5,009	5,009	5,146	5,411
947.000	DTE - Electric	18,309	18,797	20,935	25,321	25,321	16,094	24,192
949.000	Ypsi Community Util Auth	6,864	5,858	6,029	7,290	7,290	7,473	5,961
980.000	Professional/Contractual	0	0	42,596	0	0	0	2,900
Total		542,948	619,718	679,655	755,436	770,436	716,370	769,618

Proposed Budget FY 2024-25

					Original Adopted FY 2023-24 Budget	Adopted Budget amendment FY 2023-24	Draft Proposed Budget amendment FY 11/30/24	Proposed Budget FY 2024-25
ACCT #	ACCOUNT NAME	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL				
Dept 300 Outreach/bookmobile								
702.000	Salaries	70,870	77,276	233,500	236,142	261,142	269,000	279,692
775.000	Library Materials	5,084	5,857	3,275	6,550	6,550	6,550	6,800
801.500	LNGO	0	0	1,223	3,000	3,000	3,000	3,000
811.000	Capital Outlay Vehicle	0	0	35,000	0	0		0
840.000	Repair & Maintenance	14,636	13,986	8,376	12,130	12,130	7,700	12,130
901.000	Programs	0	0	0	2,000	2,000	2,000	2,000
943.000	Fuel	1,967	6,040	4,090	5,886	5,886	5,412	5,797
Total		92,558	103,159	285,464	265,708	290,708	293,662	309,419
Dept 400 Superior Branch								
702.000	Salaries	149,424	211,331	353,232	367,003	367,003	384,224	392,451
702.800	Salaries -- Pages			3,706	9,360	9,360	5,250	10,383
775.000	Library Materials	6,553	7,388	0	0			0
771.000	Adult Books			14,935	18,000	18,000	18,000	18,000
772.000	Youth Books			12,171	16,700	16,700	16,700	17,900
774.950	Play Kits			0	0	0		1,600
776.000	Periodical			1,290	1,400	1,400	1,400	1,300
778.000	Audio Visual			1,276	2,300	2,300	2,300	2,900
801.500	LNGO			748	1,000	1,000	1,000	1,000
810.000	Capital Outlay - Building	0		2,381	50,000	50,000	51,300	6,400
812.000	Capital Outlay - Furnishings			0	3,000	3,000	2,170	0
840.000	Repair & Maintenance	1,179	2,603	5,503	5,000	5,000	6,262	5,000
840.025	Campbell Maint Contract			7,108	8,500	8,500	8,500	11,088
840.050	Snow Removal & Lawn Care	980	2,980	26,505	17,000	17,000	22,570	20,016
900.000	Programs - adult	580	267	502	1,500	1,500	1,525	1,500
901.000	Programs - Youth	624	655	547	2,500	2,500	2,550	2,500
902.000	Art Purchase			8,683	9,000	9,000	9,000	9,000
940.000	Phone	1,138	782	2,041	2,101	2,101	2,155	2,108
943.000	Natural Gas	650	1,097	2,722	2,953	2,953	3,456	3,418
947.000	DTE - Electricity	1,044	1,299	8,772	9,240	9,240	16,258	16,666
949.000	Water	97	1,609	6,681	5,400	5,400	5,642	4,058
980.000	Professional Contractual	0	0	23,760	27,800	27,800	24,840	27,800
Total		162,269	230,011	482,563	559,757	559,757	585,102	555,088
DEPT 500 WHITTAKER RD								
702.000	Salaries	722,800	749,625	798,216	902,601	827,601	788,400	893,195
702.800	Salaries-Pages	19,698	28,923	31,782	37,440	32,440	25,176	38,938
771.000	Adult Books	41,604	44,654	44,943	41,900	41,900	41,900	41,500
772.000	Youth Books	27,802	29,974	29,767	38,200	38,200	38,200	40,500
774.950	Play Kits							1,600
776.000	Periodicals - Adult	4,405	5,717	6,237	10,000	10,000	8,000	10,000
776.050	Periodicals - Youth	745	617	722	800	800	800	800
778.000	Adult Audio/Visual	10,284	8,739	7,498	10,200	10,200	10,200	10,600
779.000	Youth Audio/Visual	4,236	4,157	3,087	3,800	3,800	3,800	4,800
810.000	Capital Outlay - Building	12,515	22,620	71,761	20,000	16,060	33,000	63,500
840.000	Repair & Maintenance - Build	22,271	54,658	36,176	27,300	27,300	40,293	32,500
840.025	Cambell Maint Contract	42,797	41,649	41,379	50,900	50,900	50,900	50,900
840.050	Snow Removal/Lawn Care	16,199	18,348	34,465	28,000	28,000	23,595	31,309

Proposed Budget FY 2024-25

					Original Adopted FY 2023-24 Budget	Adopted Budget amendment FY 2023-24	Draft Proposed Budget amendment FY 11/30/24	Proposed Budget FY 2024-25
ACCT #	ACCOUNT NAME	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL				
900.000	Programs - Adult	3,765	2,382	3,196	4,200	4,200	3,500	4,200
901.000	Programs - Youth	6,659	6,647	12,837	13,000	13,000	13,000	13,000
903.000	Equipment Maintenance	1,564		1,702	3,000	3,000	1,500	3,000
940.000	Phone	9,105	5,277	4,916	5,068	5,068	5,150	5,035
943.000	Natural Gas	30,040	31,451	24,868	31,680	31,680	31,084	31,680
947.000	DTE - Electric	99,414	96,182	106,775	117,955	117,955	134,281	137,220
949.000	Ypsilanti Comm Utilities Auth	4,902	4,612	6,472	7,491	7,491	7,491	6,271
980.000	Professional Contractual	0	0	0				8,000
Total		1,080,805	1,156,232	1,266,799	1,353,535	1,269,595	1,260,270	1,428,548
DEPT 600 DONATIONS REVENUE		47,195	106,336	46,229				
610.010	Ticket Sales Special events	0		0	0	0	2,360	0
681.000	Donations Dedicated	0	0	0	0	0	15,550	0
681.075	Donation Designated MI Ave							
681.080	Donations/Memorials	0	0	0	0	0	1	0
681.100	Trustee Party Revenue							
683.200	Vehicle Designated Donation	0	0	0				0
683.499	Annual Appeal Designated	0	0	0				0
683.600	FOL - Designated	0	0	0	0	0	25,000	0
683.700	Teen Zone Whittaker	0	0					0
683.800	Superior Designated	0	0	0			22	0
Subtotal		47,195	106,336	46,229	0	0	42,933	0
DEP 600 DONATIONS EXPENDITURES		21,629	52,305	79,576				
681.200	MI Ave Exp Designated	0	0	0	0	0	10,500	0
683.500	Annual Apeal Designated	0	0	0				0
771.060	Designated Memorial Exp	0	0	0	0	0	385	0
775.000	Library Materials	0	0	0	0	0	4,415	0
783.200	Veihcle Designated Exp	0	0					0
801.000	Special Events	0	0	0	0	0	2,361	0
815.100	FOL Special Projects	0	0	0	0	0	26,900	0
900.000	Programs Adult							
901.500	Youth programs							
		0		0		0		0
Subtotal		21,629	52,305	79,576	0	0	44,561	0
Total Donations Net		25,566	54,031	(33,347)	0	0	(1,628)	0
DEP 700 GRANTS REVENUE		32,333	16,670	48,850				
500.550	Operational Grant Rev	0		0	0	0	150	0
500.700	NEH Grant Revenue	0	0	0				0
505.101	TCSN Grant Revenue							
507.300	Grassroots Grant	0	0	0				0
507.400	MI Humanities Council	0	0	0	0	0	2,380	0
507.600	Grant ST of MI	0	0	0				0
507.900	ALA Grant	0	0	0				0
507.904	MHC-Heritage Grant	0	0	0				0
507.906	A2 Community Foundation	0	0					0
507.907	United Way Grant							
812.600	Prime Time Grant	0	0	0				0
Subtotal		32,333	16,670	48,850	0	0	2,530	0

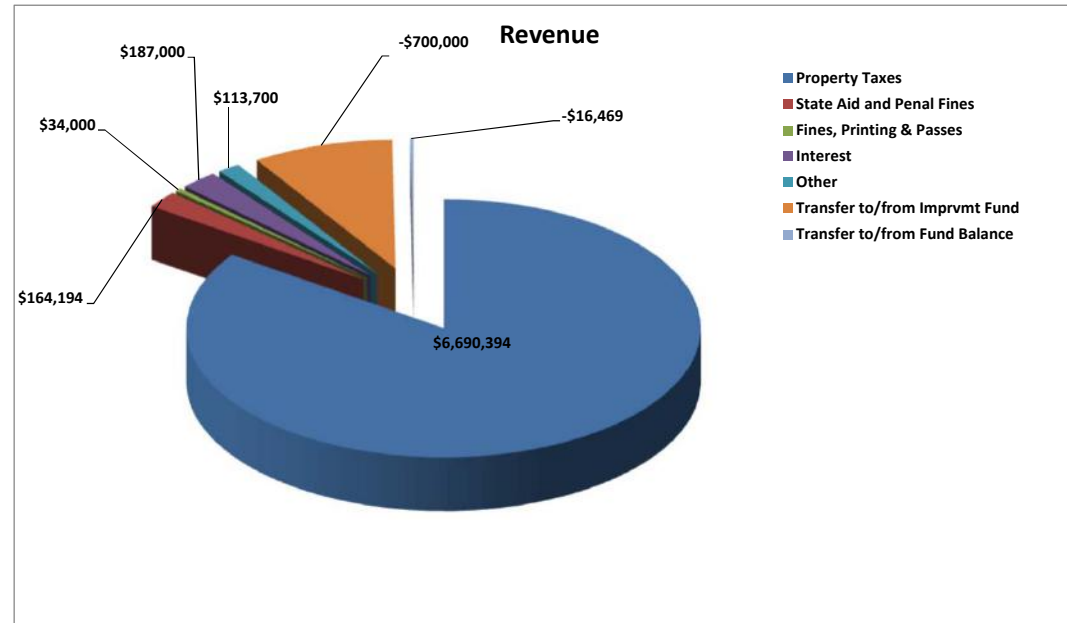
Proposed Budget FY 2024-25

					Original Adopted FY 2023-24 Budget	Adopted Budget amendment FY 2023-24	Draft Proposed Budget amendment FY 11/30/24	Proposed Budget FY 2024-25
ACCT #	ACCOUNT NAME	FY 2020-2021 ACTUAL	FY 2021-2022 ACTUAL	FY 2022-2023 ACTUAL				
DEP 700 GRANTS EXPENSE		19,078	31,359	43,127				0
700.550	Grant general expense	0	0	0	0	0	1,250	0
770.101	TCSN Exp	0	0	0				0
775.100	Graham Scholar Expense							
775.400	MLCS Grant Exp	0	0	0				0
775.500	Kiwanis Grant Exp	0	0	0				0
775.600	MACACA Shout it out	0	0	0				0
775.905	MHC Grant Exp	0	0	0				0
781.000	YALSA Grant exp	0	0	0				0
781.050	Arts & Cult prog Exp	0	0					0
785.200	United Way Exp							
812.500	NEH Grant							
812.601	Primetime exp	0	0					0
813.000	ALA Grant Exp							
901.000	Programs Youth	0	0					0
905.100	YACF-Early Lit Outreach	0	0					0
906.000	AAACF	0	0	0				0
				0				
Subtotal		19,078	31,359	43,127	0	0	1,250	0
Total Grants Net		13,255	(14,689)	5,723	0	0	1,280	0
	Revenue	4,051,903	4,550,634	5,636,651	5,989,018	6,037,601	6,058,494	6,472,819
	Total Expenditures	4,051,903	4,550,634	5,636,651	5,989,018	6,037,601	6,058,494	6,472,819
	Net Surplus (Deficit)	0	1	0	0	0	(0)	0

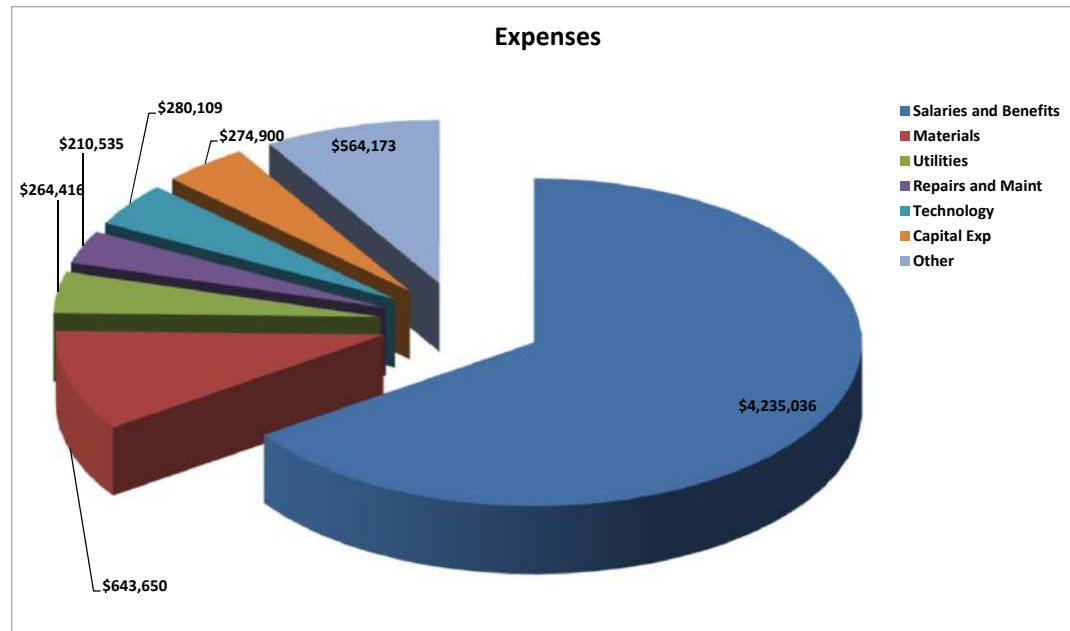
Proposed FY 2022-23 Budget Revenue and Expenditures

% of Revenue		
Property Taxes	6,690,394	103.4% **
State Aid and Penal Fines	164,194	2.5%
Fee, Printing and Passes	34,000	0.5%
Interest	187,000	2.9%
Other	113,700	1.8%
Transfer (to)/from Improvement Fund	(700,000)	-10.8%
Transfer (to)/from Fund Balance	(16,469)	-0.3%
Total	6,472,819	100.0%

**Note: Property Taxes represent 93% of Revenue
Not transferred (to)/from Fund Balance



% of total Expense		
Salaries and Benefits	4,235,036	65.4%
Materials	643,650	9.9%
Utilities	264,416	4.1%
Repairs and Maint	210,535	3.3%
Technology	280,109	4.3%
Capital Exp	274,900	4.2%
Other	564,173	8.7%
Total	6,472,819	100.0%



To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/14/24
Re: FY 2024 Budget amendment

Each November the Library presents a year-end budget amendment to make sure adequate funds are allocated to cover each expenditure account, and to reflect actual revenues. The proposed budget amendment for the 2024 fiscal year is contained within the FY24-25 budget document (second column from right). It moves money from account to account within the total approved.

This amendment shows we will bank about \$530,000 in fund balance.

I am happy to field any questions you may have regarding specific adjustments.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-33

November 20, 2024

RESOLUTION TO AMEND THE 2023-24 BUDGET TO REFLECT PROJECTED
YEAR-END SPENDING

Whereas, the Ypsilanti District Library Board of Trustees approves an annual budget prior to the December 1 start of each fiscal year, and

Whereas, the budget is a working document and unforeseen changes can and do occur during the course of a fiscal year, and

Whereas, accurate budget figures for each revenue and expenditure account have been approximated for year-end spending, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2024 be amended as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/15/2024

Re: Consideration of proposals to engage Daniels & Zermack Architects for 2025 Whittaker Road improvement projects

As you know, I have proposed renovating the Whittaker Café space and Story Room in 2025, based on public input and our Space Needs Assessment findings.

The Café has been vacant since YDL reopened after Covid in 2021. We would like to convert it into a comfortable living-room-like lounge space with vending available in the back. Patrons will be able to enjoy beverages and snacks, charge devices and use the wi-fi, and have a comfortable space to watch for a ride or wait for the bus.

YDL outgrew the Story Room as soon as Whittaker opened. The tiered stair seating is impractical for the large groups we attract, and everything is very worn from use. The Youth staff envision a one-level multi-purpose room for groups of all ages, with the flexibility to use A/V, kitchen equipment, and adjustable-height tables.

I would like to engage Architect Dan Whisler of Daniels and Zermack, who designed both Whittaker and Superior. After meeting with us this fall, Dan developed a budget projection for the construction projects as a whole, plus some other projects under consideration. For your meeting this evening, he provided the two proposals attached for his firm's architectural services (the overall budget projection follows these documents).

We would like to complete the Story Room renovation before the Summer Challenge begins in June. Dan feels the Café project may take longer to design, so to ensure the Story Room project stays on track, broke the work up into the separate proposals.

If approved now, we would begin design work in December, go out for bid for at least the Story Room project in mid-late January, and aim for construction to commence in March or April. \$115,000 is earmarked for the design services for these projects in the current operating budget.

I would prefer to use O'Neal Construction (who supervised the Superior building project) as the construction manager. They were involved in development of the budget projection, and already understand the project's scope. I do not yet have a proposal from O'Neal, but their assistance will likely be needed prior to the January Board meeting to keep to this schedule. Some possible options for handling this approval:

- Authorize a building committee to approve decisions regarding these projects
- Authorize me to enter into an informal agreement with O'Neal so some work can proceed prior to formal approval in January
- Approve a not-to-exceed amount for Project Management services this evening, to come from the Capital Asset Replacement Fund. The budget projection for construction costs, including contingencies, totals \$463,320, with this breakdown:
 - Café: \$166,537
 - Story Room: \$296,783

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-34

November 20, 2024

RESOLUTION TO CONTRACT WITH DANIELS AND ZERMACK ARCHITECTS
FOR PLANNED RENOVATIONS AT WHITTAKER ROAD

Whereas, the Ypsilanti District Library plans to renovate the Story Room and the Café space at the Whittaker Road library in 2025, and

Whereas, library administration wishes to have a trusted and experienced architect leading these projects, and

Whereas, Dan Whisler of Daniels & Zermack Architects was the principal architect for YDL-Whittaker, YDL-Superior, and numerous other successful projects for the Ypsilanti District Library, and

Whereas, two proposals from Daniels & Zermack have been presented for the Board's consideration for architectural design services for the Story Room and Café projects, and

Whereas, up to \$115,000 was allocated in the 2024-25 library operating budget for architectural services related to these projects, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Daniels & Zermack Architects for services related to the design and renovation of the YDL-Whittaker Story Room and Café space for a total cost not to exceed \$115,000.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



November 14, 2024

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

RE: Proposal for Professional Design Services for
Story Room Renovation – Whittaker Road Library
Ypsilanti District Library

Dear Ms. Hoenig,

We are pleased to provide this proposal for professional design services for renovating the story room space at the Whittaker Road Library and we welcome the opportunity to continue working with the Library on improving facilities in support of enhancing library services to the community.

Based on our previous discussions, preliminary project design narrative and budget, our understanding of your proposed project is as follows:

Project Understanding:

The existing story room renovations include the removal of the existing concrete tiered seating and lower floor area to provide a new floor at the main library level for greater flexibility of use of the space. The floor finish will be new resilient flooring. Recessed floor boxes for power and data within the new concrete floor slab will be included in a minimum of three locations.

A new quartz countertop will be installed on the existing cabinets which will be refaced for a new finish or replaced if deemed more cost effective. A deeper sink will be installed. The sill at the curtainwall will be modified and replaced for modification of the fin tube radiation pedestal units where the floor slab is raised.

Ceilings will remain in general but will be patched and painted and ceiling tiles replaced where lighting is replaced. All lighting will be replaced with new LED lighting and the center pendant light fixture will be replaced with a new fixture design.

A new large flat panel display TV will be mounted to the angled wall and all walls will be patched and painted for new finishes.

Fin tube radiation units at the curtainwall and existing ramp will be removed and reinstalled for the new work. No other HVAC work is anticipated. Electrical work includes new lighting and power and data outlets in the floor and TV location and elsewhere were needed.

Interior design services include specification of new furnishings including new tables and chairs, stackable cushions and coordination for new appliances including a new oven and undercabinet refrigerator.

The Preliminary Design Narrative dated September 23, 2024, is attached for additional reference regarding further specifics for this project.

The Library desires that the project be completed and ready for occupancy prior to June 1, 2025 for the start of the summer reading program. The Library has identified O’Neal Construction as the preferred Construction Manager to execute this project and with whom both DZA and the Library have successfully completed previous projects together. We will work with the Construction Manager to design and implement the project and endeavor to achieve the desired schedule

It may be possible to bid this project together with the Café Renovation Project to realize potential construction efficiencies. However, due to the desired completion schedule and anticipation that the café renovation project may take additional time in design, we are providing separate proposals for each project to avoid any delays and to allow the story room renovation project to proceed quickly.

Proposed Project Team

Firm Principal, Daniel E. Whisler, AIA, LEED AP will serve as the main client contact for this project providing overall design leadership and project management and will coordinate the efforts of our project team. He brings extensive expertise in the planning, architectural and interior design of libraries including the specifications of furniture and equipment for libraries. He will also be joined by Ben Calderon, Project Coordinator, and Jennifer Michalski, Interior Designer, in the development of the design and recommendations for interior design elements. He will also guide the project team throughout the project from inception to construction completion and owner move in. Additional staff will support the project team throughout the execution of the project.

Our proposed fee includes the participation of Electrical Engineering and lighting consultants for the project including the following firms:

MEEC (Mechanical Electrical Engineering Consultants):	Electrical Engineering (proposed)
Enlighten	Lighting Design

Proposed Professional Design Services Fees

We propose to provide professional architectural and engineering design services for this project as a fixed, not-to-exceed fee plus an estimate for reimbursable expenses based on the project scope outlined above. For architectural and engineering professional services, we propose a lump sum, fixed fee of **sixty thousand seven hundred dollars (\$60,700)** for Basic Professional Architectural and Engineering Services in accordance with the Owner Architect Agreement.

Reimbursable expenses are in addition to the above fee for professional services. We anticipate an estimated budget for reimbursable expenses for the project may be **three thousand five hundred dollars (\$3,500)**.

In addition to the architectural and engineering professional fees and expenses above, we propose a fixed, not-to-exceed fee for interior design services related to the design, selection and specification of Furniture and Furnishings. The selection and specification of interior architectural finishes is included in the architectural and engineering professional fees above. Our proposed lump sum, fixed fee for interior design professional services for furniture is proposed to be **seven thousand eight hundred dollars (\$7,800)**.

Fee and Estimated Expenses Summary:

Basic Architectural and Engineering services	\$60,700.
Interior Design Services for FFE	\$7,800.
Estimated Reimbursable Expenses	<u>\$3,500.</u>
Total Estimated Fees and Expenses	\$72,000.

A Standard Fee Schedule is attached for hourly rates and reimbursable expenses associated with any requested and approved additional services followed by DZA staff resumes

Items not included in above fee: (can be provided as an additional service on an hourly basis or mutually agreed upon fixed fee, as desired)

- 1. Involvement of specialty consultants for design of Audio/Visual systems, Data, Communication and Technology systems, Building Security systems, etc.

Proposed Scope of Services:

Services will be billed monthly for the services authorized and rendered to date. You will have the opportunity to review and approve the design work at the completion of each phase and thereby authorize our work to begin on the subsequent phases prior to our beginning any work on the next phase. Work would be developed according to the following project phases:

A. Schematic Design Phase:

- 1. Develop and periodically update a project schedule that identifies key milestone dates for project decisions and completion of the various phases of the project.
- 2. Refine the preferred conceptual design.

3. Prepare design drawings including plans, exterior elevations, sections, that further define the scope, and establish the overall appearance and character of the proposed building design.
4. Prepare a written Schematic Design Narrative outlining the preliminary selections of major building components including structural, mechanical and electrical systems, and construction materials and finishes to supplement the design drawings further describing the proposed design.
5. Meet to review development of schematic design drawings and refine based on input received.
6. Coordinate with the Construction Manager in their development of a comprehensive budget of the proposed Schematic Design including all anticipated costs for implementing the building project. Review and comment on the CM's construction budget related to the proposed design.

C. Design Development Phase:

Following approval of the Schematic Design, the Design Development Phase includes increased involvement of project team's engineers in the refinement and development of the design. During this phase, we develop the project drawings where all building dimensions become generally fixed; floor, wall and roof construction systems are defined, major mechanical, electrical, and building systems are established, and material finishes are identified. During this phase we further:

1. Illustrate and describe the refinement of the design, of the proposed building addition by means of plans, sections and elevations, typical construction details.
2. Development of preliminary proposed materials and finishes.
3. Review design development to ensure conformance with the previously approved SD budget.
4. Meet to review development of the design and review all details.
5. Coordinate with Construction Manager for updating of their DD level construction estimate (as required).

D. Construction Documents Phase:

During the Construction Document Phase, we prepare detailed construction drawings and comprehensive project specifications that serve as the construction contract documents—the documents used by the contractor for preparing bids and constructing the project. We further:

1. Develop the construction drawings and specifications for competitive bidding as well as submission by the selected contractor for a building permit based on design and design development approvals from previous phases.
2. Finalize proposed materials and finishes for Owner review and approval.
3. Coordinate and integrate with architectural and engineering systems and requirements.
4. Meet to review the progress and final construction drawings and specifications.
5. Coordinate with Construction Manager for updating the DD level estimate / Control Estimate and support CM's effort to competitively bid the project to subtrade contractors. (as required)

E. Bidding Phase:

1. If desired, participate in pre-bid walk through with potential bidders and subcontractors organized by the Construction Manager to clarify the scope of the project and any special project requirements.
2. Respond to contractor questions and provide clarifications of the design intent during the bidding / pricing period.
3. Provide supplementary drawings or details to clarify the scope of work as needed during the pricing phase.
4. Assist with reviewing and evaluating the contractor's bids.
5. Meet with the Construction Manager and select bid scope apparent low bidders in post bid review meetings to review the bid and evaluate for conformance with the project requirements.
6. Meet to review and make recommendation on award of the subcontractor construction contracts

F. Construction Administration Phase:

Architect to administer the construction process in order to ensure that the final product meets the design intention of the drawings and specifications. Including the following services:

1. Kick-off Meeting with contractor to properly lay-out expectations and upcoming work.
2. Review shop drawing and submittals for products and materials prior to ordering and installation.
3. Review the contractor's invoices for consistency with the work completed to-date and recommend the amount to be paid to the contractor by the owner each month.
4. Review construction progress periodically with contractor, typically approximately every two weeks, and identify any observed work that is not in conformance with the construction contract drawings and specifications or work that fails to meet satisfactory levels of quality workmanship including directing the contractor to repair or replace any identified defective work.
5. In addition to our regular site visits, we conduct monthly Owner/Architect/Contractor meetings to review the progress of the work in place, to discuss the work to be done in the next 30 days, to identify and coordinate resolutions to any potential problems before they arise, to review the Contractor's application for payment to confirm it is consistent with the work completed in place, and to recommend any payment adjustments that may be warranted.
6. Near project completion, review work with contractor to develop a "punch list" of incomplete or substandard quality issues to be resolved before final payment is authorized.
7. Conduct one year warranty review of project to identify any warranty issues that need to be addressed by the contractor before the warranty period has expired. (this is usually done 11 months after the project is occupied).

TERMS AND CONDITIONS OF THE AGREEMENT

The following are Standard Contract Terms and Conditions Daniels and Zermack Architects typically seeks to include in the Owner-Architect Agreement that would govern the services provided under this proposal. If selected for this project, we would anticipate the Ypsilanti District Library and Daniels and Zermack Architects would further formalize our agreement for professional services by executing an Owner Architect Agreement, AIA Document B133 – 2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor or similar mutually agreeable standard form of agreement, that would include the terms and conditions indicated below. These terms are negotiable, however, if any of the terms are objectionable to the Library, Daniels and Zermack Architects, reserves the right to adjust our fee proposal for any cost adjustment associated with the desired change in terms.

Payments to Daniels and Zermack: Daniels and Zermack will bill monthly for the portion of the work completed to that date and payment is due within 30 days. Payments due and unpaid shall bear interest from the date payment is due at the rate of 0.5 percent per month (6.0% annually) or the maximum allowable by law, whichever is lower.

Reimbursable expenses: Reimbursable expenses are in addition to compensation for services and include expenses incurred in the interest of the project: expense of fees paid for securing approval of authorities having jurisdiction over the project; expense of reproductions, postage and handling of drawings, specifications and other documents; expense of renderings, models and mock-ups requested by the Owner; expense of additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of that normally carried by the Architect and the Architect's consultants; expense of computer-aided design and drafting equipment time when used in conjunction with the project and travel costs for trips related to the project. Reimbursable expenses and, if required, engineering consultants will be billed at 1.15 (one point one five) times the amount billed the Architect.

Americans With Disabilities Act: The Americans With Disabilities Act (ADA) provides that it is a violation of the ADA to design and construct a facility that does not meet the accessibility and usability requirements of the ADA, except where it can be demonstrated that it is structurally impractical to meet such requirements. The Owner acknowledges that the requirements of the ADA may be subject to various and possibly contradictory interpretations and that the standards for design practice as it relates to disabled legislation are still evolving. Therefore, the Architect shall use his reasonable professional efforts to interpret applicable ADA requirements and other federal, state and local laws, and to conform the construction documents to the requirements of such laws. However, the Architect cannot and does not warrant or guarantee that the Owner's project will comply with interpretations of ADA requirements and/or requirements of other federal, state and local laws, rules, codes, ordinances and regulations.

Allocation of Risk: In recognition of the relative risks and benefits of the project to both the Owner and the Architect, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Architect and his subconsultants to the Owner and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the Architect and his subconsultants to all those named shall not exceed

the Architect's total fee for services rendered on the project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Dispute Resolution: In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Owner and the Architect agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise. Arbitration shall be a secondary method of dispute resolution.

Hazardous Materials: It is acknowledged by both parties that the Architect's scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event the Architect or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of the Architect's services, the Architect may, at his or her option and without liability for consequential or any other damages, suspend performance of the services on the project until the Owner retains appropriate specialist consultants or contractors to identify, abate and/or remove the asbestos, hazardous or toxic materials and warrant that the jobsite is in full compliance with applicable laws and regulations.

Access to Site: Unless otherwise stated, the Architect will have access to the site for activities necessary for the performance of the services.

Termination of Services: This agreement may be terminated by the Owner or the Architect should the other fail to perform its obligations hereunder. In the event of termination, the Owner shall pay the Architect for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents: All documents produced by the Architect under this agreement shall remain the property of the Architect and may not be used by the Owner for any other endeavor without the written consent of the Architect.

We would be happy to answer any questions you have with this proposal. If our understanding of the project differs from your expectations, we would be pleased to adjust our proposed scope of services and fees accordingly to better reflect your needs and expectations.

If you find this proposal acceptable to you, and for us to proceed with the project as roughly outlined above, please sign below and return one copy to Daniels and Zermack Architects.

We appreciate the opportunity to present the Library with this proposal for your consideration and look forward to discussing your project further with you and how we may continue our work together.

Very truly yours,

Daniels and Zermack Architects



Daniel E. Whisler, AIA, LEED AP BD+C
Principal

Approved:

Ypsilanti District Library

Date



Preliminary Design Narrative

Ypsilanti District Library Miscellaneous Small Projects

September 23, 2024

Preliminary Project Information & Schedule:

General intent is to prepare preliminary total project budgets for various projects for incorporation into the Library's budgeting process for next year's fiscal budget and implementation in 2025 or in the future. Depending on the budget amounts to be established for each project scope the projects may be implemented as separate projects or combined where feasible. Assumption is to develop project as if each were stand alone as worst case budget scenario.

The goal would be to complete the Whittaker Road Story Room Renovation Project before June 1, 2025, prior to the busy summer reading programs.

Other project's timelines are To Be Determined but intended to be completed in 2025 as follows:

- Whittaker Road café renovation into casual seating / lounge area
- Whittaker Road outdoor furniture seating area (FFE)
- Superior Branch Widow Treatment roller shades for Group Study rooms

Future work includes:

- Superior Branch Youth Patio Sun Shade Sail

Include all costs for a complete total budget to design and implement the project. Include estimating / design and construction contingencies.

Proposed Renovations:

No conceptual design work has commenced for these projects and final designs will be generated once projects are approved to proceed. The following represents general discussions with Library staff for desired design objectives and functional requirements that may evolve through a subsequent design process.

Refer to attached supplemental as built drawings, miscellaneous details, and notes for additional information. Drawings may not be to scale.

Whitaker Road Library Projects:

1. Renovation of Cafe Space to Casual Seating / Lounge / Vending Area:

- A. Construction Work Includes (For reference, refer to New Coffee Shop Café bid documents dated 12.1.08):

Demolition and Removals:

1. Demolition of all kitchen equipment, sinks, plumbing, cabinetry, countertops, associated electrical, etc. complete for new reconfigured space.
2. Selective removal of ceramic tile for new floor finish in seating area (salvage for patching) and / or patch tile to match existing where floor and wall items are removed and to create suitable transition between ceramic tile and stone flooring at Hallway 102
3. Remove and replace existing lighting. Suspended paired channel ceiling accent trim may remain or be removed.
4. Remove wing walls each side of existing reach in cooler and widen opening between Work Area 103C and Service Area 103A. alternatively removed work room enclosing walls and door and frame complete.
5. Remove upper condiments counter replace countertop or remove for complete for new coat storage space at hallway 102.
6. Work Area 103C to become new vending machine area. Rework electrical as required on north wall for 3 to 4 vending machines (available space and machine size dependent) including coffee machine, pop machine, and 1 or 2 sandwich / food vending machines.

New Work:

1. Patch and paint walls where items are removed and openings are reconfigured.
2. Patch tile floor to match existing, may include carpet inset at lounge seating areas and to form material transition to existing stone flooring at Hallway 102 to remain.
3. Provide new LED lighting throughout. Existing pendent lighting along diagonal wall TBD if remove and replace. Possibly retain existing pendent lighting (or provide new pendants on existing track) at circular accent trim if remains – TBD.
1. Relocate TV and mount to east side angle wall backing up to EWC with power and data outlets. Provide Arlington TVBS810 8x10 TCV Series box for TV monitor power and data outlets, centered on TV and offset from TV Mounting bracket
4. Possibly add bistro height laptop bar counter abutting off east diagonal wall with quartz or solid surface top and waterfall edge end condition. Include power in countertop surface mid point and at above counter where meets diagonal wall.
5. Rework electrical outlets in walls to remain to lower standard height ILO above counter. May include one or two floor outlets for lounge seating area.
6. May include new acoustical wall panels at select areas (Zintra or equivalent)
7. May revise door hardware on existing exterior door.

8. No HVAC changes anticipated.

B. Furniture Fixtures, & Equipment (FFE) Includes:

1. Provide new soft lounge seating, quantity TBD for new layout (comfortable seating like in the lobby / bar area at Emerge Theaters). Assume faux leather vinyl seat, not fabric, for ease of maintenance. Flexible for rearranging as needed.
2. Include occasional tables or coffee table, assume quantity of 3, with power modules 120V and USB charging.
3. May include power pedestals ILO new electrical outlets in floor, depending on final layout and proximity to wall outlets for cord management.
4. Possibly add bistro height barstools if include laptop bar counter off east diagonal wall
5. Possible lounge seating and occasional tables along diagonal wall, depending on final layout

2. Renovation of Story Area:

- A. Construction Work Includes** (For reference, refer to existing partial drawings taken from David Milling & Associates /Architects drawing set dated 1.27.00, with mark ups attached, noted not to scale):

Demolition and Removals:

1. Removal of carpet and linoleum resilient flooring complete
2. Demolition of cast in place tiered seating and removal of lower level concrete slab complete.
3. Existing ceilings to remain, patch / replace ceiling tiles as required for new lighting work. Lighting to remain except as noted.
4. Remove pendant light fixture and (6) wall wash light fixtures for replacement

New Work:

2. Infill with compacted aggregate base for new 4" concrete slab floor at raised elevation to be flush with main library floor.
3. Include recessed electrical power and data floor outlets in three locations minimum.
4. Provide new quartz countertop at cabinetry.
5. Reface existing cabinets for upgraded finish / color or provide new
6. Provide new resilient flooring (assume linoleum with welded seams)
7. Patch and paint all gypsum board walls and ceilings complete and patch where items are removed.
8. Coordinate delivery and installation of new appliances, removal of existing.
9. Replace sink with deeper sink
10. Rework existing pedestal fin tube radiation at ramp to be raised for new higher floor level flush with main library floor elevation.

11. Rework curtainwall sill mounted FTR and stool for new floor slab to be flush with curtainwall sill framing.
12. No other HVAC work anticipated
13. Provide new shallow pendant LED Light fixture at center of ceiling. Possible option for budgeting purposes includes 4' – 5' diameter LED Ring up/down light similar to Delray UDC5-S-W40/SQ-CS-SS-BTRAXW or downlight only SPI Lighting AIP12203-DIR-L42W-120-277-4000k-SRA. Final light fixture spec TBD.
14. Replace (6) recessed wall wash fixtures with LED wall wash fixtures.
15. Include upgrading all existing lighting to LED fixtures, coordinate lighting controls with recently replaced lighting control system. Provide separate fixture controls for lighting scene flexibility, e.g., wall wash vs downlighting, vs pendent switched separately for variation in lighting controls to support different activities.
16. Provide new power and data outlets for TV on diagonal wall with power and data outlet lower below. Provide Arlington TVBS810 8x10 TCV Series box for TV monitor power and data outlets, centered on TV and offset from TV Mounting bracket

B. Furniture Fixtures, & Equipment (FFE) Includes:

1. Provide new nesting flip top tables, quantity of 6 minimum, similar to Superior Branch but height adjustable.
2. Provide new upholstered nesting chairs on casters, quantity of 24 minimum
3. Provide new oven and undercabinet refrigerator
4. Provide new large flat panel display on diagonal gypsum board wall at southwest. Maximize size for available space. (YDL IT staff to specify)
5. Provide pillows / stackable cushions for quantity of 12

3. Renovation of Outdoor Seating Area:

A. Construction Work Includes:

1. No work.

B. Furniture Fixtures, & Equipment (FFE) Includes:

1. Provide square or rectangular tables to allow reconfiguration to support larger group seating. Provide 4 square tables
2. Provide 16 chairs
3. Provide total of 4 exterior large waste receptacles, black color to match benches and bike racks

Superior Branch Library Projects:

1. Group Study Room Window Treatments:

A. Construction Work Includes:

1. At Group Study 127 and 128: Provide new manual roller shades at exterior window glazing surface mounted at arch spring point horizontal mullion and below (upper angled glass lights to not receive shades). Basis of design to be MechoShade Systems, Inc. Mecho/5X, light filtering woven fabric 1%, Collection: Soho or Classic, or equivalent.

B. Furniture Fixtures, & Equipment (FFE) Includes:

1. No work.

2. Youth Exterior Patio Sun Shade Sail (future, lower priority):

A. Construction Work Includes:

1. At exterior patio, provide fixed or retractable (sailboat furling hardware) fabric sunshade sails supported from new painted steel post with concrete foundations located in lawn area adjacent to existing patio area, for three sided sail configuration, potentially retractable.
2. If possible, may explore anchoring one leg of sail to existing building column structure located at column A/4.3 with suitable structural attachment to steel column and repair / patch of EFIS wall finish for four sided rectangular sail configuration.

B. Furniture Fixtures, & Equipment (FFE) Includes:

2. No work.

End of Narrative



STANDARD FEE AND REIMBURSEMENT SCHEDULE 2024
Effective January 1, 2024

Professional and Technical Staff Hourly Billable Rates:

Principal Architect	\$185.00
Senior Architect	\$165.00
Architect Level 3	\$150.00
Architect Level 2	\$135.00
Architect Level 1	\$120.00
Interior Designer Level 2	\$125.00
Interior Designer Level 1	\$100.00
Technical Staff Level 3	\$130.00
Technical Staff Level 2	\$115.00
Technical Staff Level 1	\$100.00
Drafting Staff	\$90.00
Support Staff	\$75.00

These billing rates are subject to annual review and revision.

Reimbursable Expenses:

Mileage	IRS rate/mile + 15%
Travel and Subsistence	Cost + 15%
In House Reproduction, Printing, and Plotting	Cost + 15%
Shipping	Cost + 15%
Outsourced Reproduction, Scanning, and Printing	Cost + 15%
Materials	Cost + 15%
Equipment Rental	Cost + 15%

Invoices:

Progress invoices shall be issued monthly and payment is due upon receipt. Balances remaining unpaid after thirty (30) days are subject to a late fee of 1.0% per month or the maximum allowed by law, whichever is lower.



Daniel E. Whisler, AIA, LEED AP BD+C, NCARB

Library Architect, Principal

Education

Univ. of Michigan
M Architecture '88
B.S. Architecture '85

Registration

Licensed Architect in
Michigan 1990
NCARB Certificate
LEED Accredited
Professional BD+C

Professional Background

2015-Present
Daniels and
Zermack Architects

2005- 2014
Penchansky Whisler
Architects

1995-2005
David Milling &
Associates / Architects

1987-1995
A3C (formerly
Culbertson Jacobs &
Milling Architects)

1985-1986
Prevost Treacy &
Partners

Affiliations

American Library
Association

American Institute of
Architects Huron Valley
Chapter, Past President

Saline Leadership
Institute Alumni

Ann Arbor Jaycees,
Past President

Ann Arbor Jaycees
Foundation, Past
President

Honors

2003 AIA Huron Valley
Young Architect Award

2005 AIAS Community
Leader Award,
University of Michigan
Taubman College of
Architecture and Urban
Planning

Qualifications

Mr. Whisler is a specialist in Library Design. Mr. Whisler was one of the founding associates at David Milling & Associates in Ann Arbor. In 2005 he joined his former colleague in founding Penchansky Whisler Architects to concentrate on the design of libraries and sustainable design. In January 2015 PWA merged with Daniels and Zermack Architects. During his ten years as a senior associate at David Milling & Associates, Mr. Whisler served as the Lead Architect / Project Architect responsible for more than 15 library building projects and has served on the design team in the design of more than 35 library building projects and facility studies. His expertise in the field of library design includes coordination and management of the entire project design process from assistance with funding referendum development, conducting staff and community participatory design workshops, development of conceptual and schematic designs, development of construction documents, construction administration, and interior design. Mr. Whisler served as Project Architect / Project Manager for the 60,000 square foot Ypsilanti District Library, Whittaker Road Library that was published on the cover of *Library Journal* (December 2002) and received an AIA Huron Valley Honor Award for design excellence. He also served as Project Architect / Project Manager for the Kalamazoo Public Library, Oshtemo Branch Library that received an AIA Michigan Honor Award for design excellence. In 2003, the AIA Huron Valley Chapter recognized Mr. Whisler as the Young Architect of the Year.

Selected Library Experience:

Eaton Rapids Area District Library – Eaton Rapids, MI

Planning and Conceptual Design for two story renovation, 10,760 sf, \$4.8 M, 2026 Projected completion following planned August 2024 bond issue.

Library Architect / Interior Design

West Bloomfield Township Public Library Community Works Space – West Bloomfield Township, MI

Renovation of 900 sf computer lab into maker space, March 2024 projected.

Library Architect / Interior Designer

Ypsilanti District Library, Superior Branch – Superior Township, MI

New 8,100 sf one story branch; \$4,996,000, November 2022 completion

Library Architect / Interior Design

Commerce Township Area Community Library – Commerce Township, MI

New Main Library, 34,590 sf one story, \$6,566,000, Jan 2017 completion.

Library Architect / Interior Design. (AIA Huron Valley Honor Award)

Belleville Area District Library – Belleville MI (two projects)

- New Downtown Main Library, 31,900 sf \$10,600,000 , February 2020 completion.
 - New South Satellite Media Center, Interior Renovation of Existing Building, 1,300 sf, \$250,000, 2018
- Library Architect / Interior Design

Cromaine District Library – Hartland, MI (two projects)

- Addition and Renovation, 3,890 sf two story addition, 14,200 sf renovation, \$1,979,000, Library Architect / Interior Design
- Conceptual design for Addition and Historic Renovation 34,245 sf, \$9,130,000, 2014 unsuccessful funding referendum

Elk Rapids District Library – Elk Rapids, MI

Planning and Conceptual Design for two story addition and renovation, 6,300 sf addition, 6,487 sf renovation to historic building, \$3.4M, 2021 Projected completion following fundraising effort.

Library Architect / Interior Designer, in association with Hopkins Burns Design Studio Historic Preservation Architect

Garden City Public Library – Garden City, MI (Two Projects)

- Conceptual design for new one story library, 12,480 sf, \$3,495,000, completion pending funding savings over time through increased Operating Millage.
Library Architect
- Needs Assessment and Feasibility Study for new or expanded library, 28,600 sf projected.
Library Architect / Planner, in association with Library Planning Associates

Ypsilanti District Library, Whittaker Road Library – Teen Area Renovation – Ypsilanti, MI

Planning and Conceptual Design for Interior Renovation

Library Architect / Interior Design

Chesterfield Township Library – Circulation Area Renovation – Chesterfield, MI

Interior renovation of 900 sf for new RFID and self check, \$45,000, January 2012,

Library Architect / Interior Design

Cromaine District Library – Hartland, MI

Conceptual Design for Addition and Historic Renovation with underground parking & civic plaza, library building area totaling 46,925 sf, \$18,800,000, 2010 unsuccessful funding referendum.

Library Architect / Interior Design

Ypsilanti District Library, Michigan Avenue Facility – Teen Zone Renovation – Ypsilanti, MI

Interior renovation totaling 715 sf, \$50,200, September 2011

Library Architect / Interior Design

Belleville Area District Library – Belleville MI (two projects)

- New Main Library on lake site, 49,000 sf planning and conceptual design for new library construction, 2014 unsuccessful funding referendum
- New Satellite Branch Library, 4,000 sf planning and conceptual design for new library construction, 2014 unsuccessful funding referendum

Herrick District Library – North Side Branch Expansion – Holland, MI

Conceptual design for renovation and expansion of existing library, from 5,000 to 19,700 sf, \$4,225,000, pending funding

Library Architect

Ypsilanti District Library, Whittaker Road Facility – Ypsilanti, MI (two projects)

- New Coffee Shop Café Renovation, \$200,000
- Office Area and Friend Bookshop Renovation, \$45,000

Library Architect / Interior Design

Grand Rapids Public Library – Lobby/Popular Area Renovation – Grand Rapids, MI

Renovation of circulation lobby and popular areas. 9,000 sf. \$270,000, November 2012.

Interior Design

Coe Township Branch Library - Chippewa River District Library – Shepherd, MI

Renovation of 8,000 sf historic building, 4,000 sf for phase one. \$200,000, June 2012.

Interior Design

Kalamazoo Public Library, circulation area renovation – Kalamazoo, MI

Renovation of circulation area with new info/circ desk, self check kiosk, self pick-up holds area to accommodate RFID. 2,500 sf, \$75,000
Interior Design

Capital Area District Library – Lansing, MI

Needs Assessment, Facility Planning Study, & Conceptual Design for Main Library and 12 branches,
Library Architect / Planner

Ferndale Public Library – Ferndale, MI

Programming, Renovation and Expansion of the current 12,000 sf, 1954 library to 19,500 sf,
Design Team / Interior Design

Fred C. Fischer Public Library – Belleville, MI (two projects)

- Internet café design and specification of furnishing
 - Design and Specification of lighting improvements for the existing library
- Library Architect / Interior Design

Shelby Township Library – Shelby Township, MI

Needs Assessment and Planning Study for 65,000 sf new building,
Library Architect / Planner

Chesterfield Township Library – Chesterfield Township, MI

- Needs Assessment and Planning Study for 53,500 sf new building
 - Planning Study for Expansion & Renovation of existing 20,000 sf Library
- Library Architect / Planner

Jackson District Library – Jackson, MI

Needs Assessment and Conceptual Design of 13 facilities totaling 120,000 sf and \$31.5M,
Design Team

Following projects completed while Senior Associate at David Milling & Associates (DMA), architect of record (1995 – 2005):

Medina County District Library – Medina, OH

Design of the following six facilities of this County Library System totaling 151,200 sf and \$43M:
Lead Architect

Medina Library – Medina, OH 60,000 sf Addition, 17,000 sf historic renovation *

Buckeye Library – York Township, OH 27,200 sf new construction

Lodi Library – Lodi, OH 15,000 sf new construction

Brunswick Library – Brunswick, OH 10,000 sf addition, 19,000 sf renovation **

Highland Library – Granger Township, OH 12,000 sf new construction **

Seville Library – Seville, OH 3,000 sf renovation ***

* through Construction Start

** through Schematic Design

*** through Conceptual Design

Waterford Township Public Library – Waterford, MI
Addition and Renovation totaling 25,000 sf, \$2M library.
Lead Architect

Park Branch - Grosse Pointe Public Library – Grosse Pointe, MI
New library construction totaling 15,000 sf, \$6M library.
Lead Architect through Schematic Design

Whittaker Road Facility - Ypsilanti District Library – Ypsilanti, MI
New library construction totaling 60,000 sf, \$12M library.
Project Architect / Project Manager (AIA Huron Valley Honor Award)

Michigan Ave. Facility - Ypsilanti District Library – Ypsilanti, MI
Historic Renovation and addition to this 11,500 sf, 1915 post office into a modern branch library.
Design Team

Dexter District Library – Dexter, MI
Schematic Design for a proposed new library totaling 25,000 sf, \$8M library.
Project Architect / Project Manager

Kalamazoo Public Library – Kalamazoo, MI
Design of the following 5 facilities totaling 140,700 sf

Central Kalamazoo Public Library – Kalamazoo, MI
Renovation and Expansion of the 40,000 sf 1959 Central Library to 100,000 sf.
Design Team (AIA Huron Valley Honor Award)

Washington Square Branch - Kalamazoo Public Library – Kalamazoo, MI
Historic Renovation of this 1929, 8,000 sf historic neighborhood library.
Design Team

Oshtemo Branch - Kalamazoo Public Library – Oshtemo, MI
New Construction of this 17,000 sf library.
Project Architect / Project Manager (AIA Michigan Honor Award)

Eastwood Branch - Kalamazoo Public Library – Kalamazoo, MI
New Construction of this 11,700 sf library.
Project Architect / Project Manager

Powell Branch - Kalamazoo Public Library – Kalamazoo, MI
Renovation of this 4,000 sf library.
Project Architect / Project Manager

Jackson District Library – Jackson, MI
Needs Assessment, Facilities Planning Study for 13 facilities.
Design Team

University of Michigan Taubman Medical Library – Ann Arbor, MI
Needs Assessment, Programming, Facilities Study for 125,000 sf Library and Interior Renovation of 25,000 sf of the Main level of the Library and the lowest level for the Medical School PIBS program.
Design Team

Meridian Township Library – Okemos, MI
Conceptual design for this 40,000 sf proposed new library.
Project Manager/ Project Architect

Meridian Township Temporary Library – Okemos, MI
Interior Renovation of 9,000 sf of this office building into a Library.
Design Team

Kaukauna Public Library – Kaukauna, WI

Renovation and expansion of this Carnegie Library from 10,000 sf to 30,000 sf. The first phase of this project has been completed and the remaining phase awaits funding.

Design Team

Northfield Township Area Library – Whitmore Lake, MI

Schematic design for 16,000 sf Renovation/Expansion.

Project Architect



Ben Calderon

Architectural Designer

Education

University of Michigan
Master of Architecture
2023

Miami University
Bachelor of
Architecture 2021

Professional Background

2023- Present
Daniels and Zermack
Architects, LLC. Design
Associate

Affiliations

Secretary and
Member of the
Ann Arbor
Historic District
Commission

Qualifications

Mr. Calderon has been an architectural designer since completing his master's at the University of Michigan (2023). He has experience working on libraries as well as various commercial and residential projects. He has a range of experience and expertise in space planning, 3D modeling, rendering, and historic preservation.

Selected Project Experience:

Minion Plaza Façade Renovation- Ypsilanti, MI

Exterior and Interior Renovation, 9,000 sf, \$1.5M
Project Coordinator

Harrison Township Library and Township Hall, MI

Renovation and addition 31,000 sf, \$7M, 2025,
Architectural Designer

Romeo District Library- Romeo, MI

Needs Assessment- Renovation & Addition 50,000 sf,
Architectural Designer

Leland Township Public Library- Leland, MI

Renovation & Addition, 6,000 sf,
Project Team

Eaton Rapids Area District – Eaton Rapids, MI

Schematic Design for Renovation or 10,760 sf Library, \$6.1M, Pending funding.
Architectural Designer

Oxford Public Library Staff Renovation – Oxford, MI

Interior Renovation 4,400 sf, \$150,000; 2024
Project Team

Fowlerville District Library Renovation – Fowlerville, MI

Renovation 11,900 sf, \$1.5M; 2024
Project Team

Ferndale Area District Library Interior Renovation – Ferndale, MI

Interior Renovation 1,900 sf, \$190,000; 2024
Project Team

Hebrew Day School Library– Ann Arbor, MI

Renovation 3,200 sf, \$570,000; 2024
Project Team



Jennifer Michalski

Interior Designer

Education

Eastern Michigan University
B.S. Interior Design
2001

Professional Background

2016- Present
Daniels and Zermack Architects, LLC. Interior Designer

2011-2016
George Pastor and Sons
Project Manager

2010-2016
Independent Contractor
Interior Designer

2004-2010
Borders Group
Project Manager

Affiliations

NCIDQ- National Council for Interior Designers, 2005

Qualifications

Ms. Michalski has been an interior designer for over twenty years with a focus on Library and high-profile retail bookstore projects. She has a broad-based knowledge of professional experience in space planning, material and furnishing selections, specifications, and merchandise procurement. She is fully integrated with architectural aspects of her projects including the design of custom millwork including sales counters, merchandise displays, and shelving. Interior projects include spaces such as offices, conference rooms, reception areas, retail spaces, restaurants, and store fronts. Jennifer works closely with owners, architects, contractors and vendors to ensure a cohesive design. Jennifer has experience in furniture procurement and can offer that resource directly to non-profit clients to bring more value to the owner.

Selected Project Experience:

Fowlerville District Library Renovation – Fowlerville, MI

Renovation, 11,900 sf, \$1,100,000 construction budget, July 2023 construction start; Interior Designer

Eaton Rapids Area District Library – Eaton Rapids, MI

Planning and Conceptual Design for two story renovation, 10,760 sf, \$4.8 M, 2026 Projected completion following planned August 2024 bond issue. Interior Designer

West Bloomfield Township Public Library Community Works Space – West Bloomfield Township, MI

Renovation of 900 sf computer lab into maker space, March 2024 projected. Interior Designer

Ferndale Public Library, Ferndale, MI

Exterior program shelter, Gender neutral & meeting room renovation, \$400,000, projected Dec 2023. Interior Designer

Mount Clemens Public Library, Mount Clemens, MI

Renovation 34,000 sq.ft. Library, \$7.6M, completion Feb 2022; Interior Designer

Ypsilanti District Library – Superior Township Facility, Superior Township, MI

New 8,000 sf branch library, \$5M, completion Nov 2022; Interior Designer

Saint Clare Shores Public Library, Saint Clare Shores MI

Needs Assessment and Conceptual Design Study 33,770 sq.ft. Phase 1: \$1.65M. Interior Designer

Belleville Area District Library Expansion – Belleville, MI

New Main Library, 31,900 sf, \$10,400,000, 2018 construction

New South Satellite Media Center, Interior Renovation 1,300 sf, \$250,000, 2019; Interior Designer

Brighton District Library – Brighton, MI

Renovation, 23,000 sf, \$1,550,000 renovation, 2020. Interior Designer

Cromaine District Library – Addition and Historic Renovation – Hartland, MI

3,820 sf Addition, 14,400 sf renovation, \$1,979,000, 2017; Interior Designer

Henry Ford Centennial Library, City of Dearborn, MI

Renovation, 39,250 sf, \$960,000 renovation, 2020. Interior Designer

Oxford Public Library, Oxford, MI

Needs Assessment and Schematic Design 33,500 sq.ft. Library; Interior Designer

Commerce Township Community Library – New Library – Commerce Township, MI

New Main Library, 35,000 sf one story, \$6,700,000, 2017; Project Team

Hebrew Day School Library, Ann Arbor, MI

1600 sf addition and renovation, \$400,000. Aug, 2024. Interior Designer

Harrison Township Library, MI

Shipping container study room addition, 800 sf addition. Sept 202. Interior Designer

Lansing Community College Learning Center Building Renovation, Lansing, MI, 80,000 sf, \$6M
interior renovation. 2020. Interior Designer

Grand Ledge Area District Library – Grand Ledge, MI

Addition and Renovation totaling 9,200 sf, \$750,000, 2016; Project Team

MSUFCU Headquarters Building 2 – East Lansing, MI

New building construction, 187,000 sf, \$42M, 2017; Interior Designer

MSUFCU Sashabaw Branch – Clarkston, MI

New building construction, 8,000 sf, \$5M, 2018 construction; Interior Designer

MSUFCU Oakland Center Branch – Auburn Hills, MI

Renovation, 1,000 sf 2018; Interior Designer

MSUFCU Union Monroe Center Branch – Grand Rapids, MI

Interior Renovation 3,300 sf, 2017; Project Team

MSUFCU Union Branch – East Lansing, MI

Interior Renovation 3,900 sf, 2017; Project Team



November 14, 2024

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

RE: Proposal for Professional Design Services for
Café / Lounge / Casual Seating Renovation – Whittaker Road Library
Ypsilanti District Library

Dear Ms. Hoenig,

We are pleased to provide this proposal for professional design services for renovating the existing café space into a vending café and casual lounge seating area at the Whittaker Road Library and we welcome the opportunity to continue working with the Library on improving facilities in support of enhancing library services to the community.

Based on our previous discussions, preliminary project design narrative and budget, our understanding of your proposed project is as follows:

Project Understanding:

The renovation project includes the removal of the existing cabinetry, counters, millwork, and associated equipment, electrical and plumbing work that was part of the original coffee shop café space to provide a new more flexible and open area for casual seating. The back of house prep areas will be removed to create a new area for vending machine equipment, including removing portions or all of the dividing wall.

Existing floor tile will be removed and salvaged to patch in where walls and cabinetry are removed or new tile will be specified. The new seating areas may receive carpet tile floor finish.

Subject to development of the design, some built in seating counter areas may be included or all furniture may be loose and movable as desired by the library staff during the design phase.

The existing TV will be relocated along with providing new power and data for the TV and convenience outlets for seating areas where feasible.

All lighting will be replaced with new LED lighting. The suspended circular ceiling paired channel trim may be retained or removed depending on desired new furniture configuration and lighting approach.

Mechanical work consists of primarily minor demolition of the plumbing associated with the original café space and any water connection required for the new vending area. No new HVAC work is anticipated.

Interior design services include specification of new furnishings including new soft lounge chairs and occasional tables are anticipated with the quantities and seating types to be determined through the design process for final desired configuration and functional layout.

The Preliminary Design Narrative dated September 23, 2024, is attached for additional reference regarding further specifics for this project.

The Library has identified O’Neal Construction as the preferred Construction Manager to execute this project and with whom both DZA and the Library have successfully completed previous projects together.

It may be possible to bid this project or a portion such as a demo phase together with the Story Room Renovation Project to realize potential construction efficiencies. However, due to the desired completion schedule of the story room project and anticipation that the café renovation project may take additional time in design, we are providing separate proposals for each project to avoid any delays and to allow the story room renovation project to proceed quickly.

Proposed Project Team

Firm Principal, Daniel E. Whisler, AIA, LEED AP will serve as the main client contact for this project providing overall design leadership and project management and will coordinate the efforts of our project team. He brings extensive expertise in the planning, architectural and interior design of libraries including the specifications of furniture and equipment for libraries. He will also be joined by Ben Calderon, Project Coordinator, and Jennifer Michalski, Interior Designer, in the development of the design, development of construction documents, and recommendations for interior design elements. He will also guide the project team throughout the project from inception to construction completion and owner move in. Additional staff will support the project team throughout the execution of the project as needed.

Our proposed fee includes the participation of Mechanical (if needed) and Electrical Engineering and lighting consultants for the project including the following firms:

MEEC (Mechanical Electrical Engineering Consultants):	Mechanical (minor demolition) & Electrical Engineering (proposed)
Enlighten	Lighting Design

Proposed Professional Design Services Fees

We propose to provide professional architectural and engineering design services for this project as a fixed, not-to-exceed fee plus an estimate for reimbursable expenses based on the project scope outlined above. For architectural and engineering professional services, we propose a lump sum, fixed fee of **forty thousand two hundred dollars (\$40,200)** for Basic Professional Architectural and Engineering Services in accordance with the Owner Architect Agreement.

Reimbursable expenses are in addition to the above fee for professional services. We anticipate an estimated budget for reimbursable expenses for the project may be **three thousand three hundred dollars (\$3,300)**.

In addition to the architectural and engineering professional fees and expenses above, we propose a fixed, not-to-exceed fee for interior design services related to the design, selection and specification of Furniture and Furnishings. The selection and specification of interior architectural finishes is included in the architectural and engineering professional fees above. Our proposed lump sum, fixed fee for interior design professional services for furniture is proposed to be **three thousand three hundred dollars (\$14,700)**.

Fee and Estimated Expenses Summary:

Basic Architectural and Engineering services	\$40,200.
Interior Design Services for FFE	\$14,700.
Estimated Reimbursable Expenses	<u>\$3,300.</u>
Total Estimated Fees and Expenses	\$58,200.

A Standard Fee Schedule is attached for hourly rates and reimbursable expenses associated with any requested and approved additional services followed by DZA staff resumes

Items not included in above fee: (can be provided as an additional service on an hourly basis or mutually agreed upon fixed fee, as desired)

- 1. Involvement of specialty consultants for design of Audio/Visual systems, Data, Communication and Technology systems, Building Security systems, etc.

Proposed Scope of Services:

Services will be billed monthly for the services authorized and rendered to date. You will have the opportunity to review and approve the design work at the completion of each phase and thereby authorize our work to begin on the subsequent phases prior to our beginning any work on the next phase. Work would be developed according to the following project phases:

A. Schematic Design Phase:

- 1. Develop and periodically update a project schedule that identifies key milestone dates for project decisions and completion of the various phases of the project.
- 2. Refine the preferred conceptual design.

3. Prepare design drawings including plans, exterior elevations, sections, that further define the scope, and establish the overall appearance and character of the proposed building design.
4. Prepare a written Schematic Design Narrative outlining the preliminary selections of major building components including structural, mechanical and electrical systems, and construction materials and finishes to supplement the design drawings further describing the proposed design.
5. Meet to review development of schematic design drawings and refine based on input received.
6. Coordinate with the Construction Manager in their development of a comprehensive budget of the proposed Schematic Design including all anticipated costs for implementing the building project. Review and comment on the CM's construction budget related to the proposed design.

C. Design Development Phase:

Following approval of the Schematic Design, the Design Development Phase includes increased involvement of project team's engineers in the refinement and development of the design. During this phase, we develop the project drawings where all building dimensions become generally fixed; floor, wall and roof construction systems are defined, major mechanical, electrical, and building systems are established, and material finishes are identified. During this phase we further:

1. Illustrate and describe the refinement of the design, of the proposed building addition by means of plans, sections and elevations, typical construction details.
2. Development of preliminary proposed materials and finishes.
3. Review design development to ensure conformance with the previously approved SD budget.
4. Meet to review development of the design and review all details.
5. Coordinate with Construction Manager for updating of their DD level construction estimate (as required).

D. Construction Documents Phase:

During the Construction Document Phase, we prepare detailed construction drawings and comprehensive project specifications that serve as the construction contract documents—the documents used by the contractor for preparing bids and constructing the project. We further:

1. Develop the construction drawings and specifications for competitive bidding as well as submission by the selected contractor for a building permit based on design and design development approvals from previous phases.
2. Finalize proposed materials and finishes for Owner review and approval.
3. Coordinate and integrate with architectural and engineering systems and requirements.
4. Meet to review the progress and final construction drawings and specifications.
5. Coordinate with Construction Manager for updating the DD level estimate / Control Estimate and support CM's effort to competitively bid the project to subtrade contractors. (as required)

E. Bidding Phase:

1. If desired, participate in pre-bid walk through with potential bidders and subcontractors organized by the Construction Manager to clarify the scope of the project and any special project requirements.
2. Respond to contractor questions and provide clarifications of the design intent during the bidding / pricing period.
3. Provide supplementary drawings or details to clarify the scope of work as needed during the pricing phase.
4. Assist with reviewing and evaluating the contractor's bids.
5. Meet with the Construction Manager and select bid scope apparent low bidders in post bid review meetings to review the bid and evaluate for conformance with the project requirements.
6. Meet to review and make recommendation on award of the subcontractor construction contracts

F. Construction Administration Phase:

Architect to administer the construction process in order to ensure that the final product meets the design intention of the drawings and specifications. Including the following services:

1. Kick-off Meeting with contractor to properly lay-out expectations and upcoming work.
2. Review shop drawing and submittals for products and materials prior to ordering and installation.
3. Review the contractor's invoices for consistency with the work completed to-date and recommend the amount to be paid to the contractor by the owner each month.
4. Review construction progress periodically with contractor, typically approximately every two weeks, and identify any observed work that is not in conformance with the construction contract drawings and specifications or work that fails to meet satisfactory levels of quality workmanship including directing the contractor to repair or replace any identified defective work.
5. In addition to our regular site visits, we conduct monthly Owner/Architect/Contractor meetings to review the progress of the work in place, to discuss the work to be done in the next 30 days, to identify and coordinate resolutions to any potential problems before they arise, to review the Contractor's application for payment to confirm it is consistent with the work completed in place, and to recommend any payment adjustments that may be warranted.
6. Near project completion, review work with contractor to develop a "punch list" of incomplete or substandard quality issues to be resolved before final payment is authorized.
7. Conduct one year warranty review of project to identify any warranty issues that need to be addressed by the contractor before the warranty period has expired. (this is usually done 11 months after the project is occupied).

TERMS AND CONDITIONS OF THE AGREEMENT

The following are Standard Contract Terms and Conditions Daniels and Zermack Architects typically seeks to include in the Owner-Architect Agreement that would govern the services provided under this proposal. If selected for this project, we would anticipate the Ypsilanti District Library and Daniels and Zermack Architects would further formalize our agreement for professional services by executing an Owner Architect Agreement, AIA Document B133 – 2019, Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor or similar mutually agreeable standard form of agreement, that would include the terms and conditions indicated below. These terms are negotiable, however, if any of the terms are objectionable to the Library, Daniels and Zermack Architects, reserves the right to adjust our fee proposal for any cost adjustment associated with the desired change in terms.

Payments to Daniels and Zermack: Daniels and Zermack will bill monthly for the portion of the work completed to that date and payment is due within 30 days. Payments due and unpaid shall bear interest from the date payment is due at the rate of 0.5 percent per month (6.0% annually) or the maximum allowable by law, whichever is lower.

Reimbursable expenses: Reimbursable expenses are in addition to compensation for services and include expenses incurred in the interest of the project: expense of fees paid for securing approval of authorities having jurisdiction over the project; expense of reproductions, postage and handling of drawings, specifications and other documents; expense of renderings, models and mock-ups requested by the Owner; expense of additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of that normally carried by the Architect and the Architect's consultants; expense of computer-aided design and drafting equipment time when used in conjunction with the project and travel costs for trips related to the project. Reimbursable expenses and, if required, engineering consultants will be billed at 1.15 (one point one five) times the amount billed the Architect.

Americans With Disabilities Act: The Americans With Disabilities Act (ADA) provides that it is a violation of the ADA to design and construct a facility that does not meet the accessibility and usability requirements of the ADA, except where it can be demonstrated that it is structurally impractical to meet such requirements. The Owner acknowledges that the requirements of the ADA may be subject to various and possibly contradictory interpretations and that the standards for design practice as it relates to disabled legislation are still evolving. Therefore, the Architect shall use his reasonable professional efforts to interpret applicable ADA requirements and other federal, state and local laws, and to conform the construction documents to the requirements of such laws. However, the Architect cannot and does not warrant or guarantee that the Owner's project will comply with interpretations of ADA requirements and/or requirements of other federal, state and local laws, rules, codes, ordinances and regulations.

Allocation of Risk: In recognition of the relative risks and benefits of the project to both the Owner and the Architect, the risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Architect and his subconsultants to the Owner and to all construction contractors and subcontractors on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the Architect and his subconsultants to all those named shall not exceed

the Architect's total fee for services rendered on the project. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Dispute Resolution: In an effort to resolve any conflicts that arise during the design or construction of the project or following the completion of the project, the Owner and the Architect agree that all disputes between them arising out of or relating to this Agreement shall be submitted to non-binding mediation unless the parties mutually agree otherwise. Arbitration shall be a secondary method of dispute resolution.

Hazardous Materials: It is acknowledged by both parties that the Architect's scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event the Architect or any other party encounters asbestos or hazardous or toxic materials at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of the Architect's services, the Architect may, at his or her option and without liability for consequential or any other damages, suspend performance of the services on the project until the Owner retains appropriate specialist consultants or contractors to identify, abate and/or remove the asbestos, hazardous or toxic materials and warrant that the jobsite is in full compliance with applicable laws and regulations.

Access to Site: Unless otherwise stated, the Architect will have access to the site for activities necessary for the performance of the services.

Termination of Services: This agreement may be terminated by the Owner or the Architect should the other fail to perform its obligations hereunder. In the event of termination, the Owner shall pay the Architect for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents: All documents produced by the Architect under this agreement shall remain the property of the Architect and may not be used by the Owner for any other endeavor without the written consent of the Architect.

We would be happy to answer any questions you have with this proposal. If our understanding of the project differs from your expectations, we would be pleased to adjust our proposed scope of services and fees accordingly to better reflect your needs and expectations.

If you find this proposal acceptable to you, and for us to proceed with the project as roughly outlined above, please sign below and return one copy to Daniels and Zermack Architects.

We appreciate the opportunity to present the Library with this proposal for your consideration and look forward to discussing your project further with you and how we may continue our work together.

Very truly yours,

Daniels and Zermack Architects



Daniel E. Whisler, AIA, LEED AP BD+C
Principal

Approved:

Ypsilanti District Library

Date

Miscellaneous Small Projects

Ypsilanti District Library

October 21, 2024

Opinion of Probable Construction Costs

	Cost
Whitaker Cafe to Lounge Renovation	\$282,547
Building Construction Costs, including contingencies	\$166,537
Professional Fees	\$43,560
Technology	\$1,500
Furnishings & Equipment	\$46,250
Interior Design Professional Fees	\$14,700
Owner's Other Costs	\$10,000
Whitaker Story Room Renovation	\$435,416
Building Construction Costs, including contingencies	\$296,783
Professional Fees	\$66,380
Technology	\$10,400
Furnishings & Equipment	\$44,013
Interior Design Professional Fees	\$7,840
Owner's Other Costs	\$10,000
Whitaker Outdoor Seating Furniture	\$43,356
Building Construction Costs, including contingencies	\$0
Professional Fees	\$0
Technology	\$0
Furnishings & Equipment	\$38,036
Interior Design Professional Fees	\$5,320
Owner's Other Costs	\$0
Superior Branch Group Study Window Treatments	\$6,400
Building Construction Costs, including contingencies	\$2,200
Professional Fees	\$0
Technology	\$0
Furnishings & Equipment	\$0
Interior Design Professional Fees	\$4,200
Owner's Other Costs	\$0
Superior Branch Youth Patio Sunshade	\$215,248
Building Construction Costs, including contingencies	\$168,308
Professional Fees	\$36,940
Technology	\$0
Furnishings & Equipment	\$0

			Cost
Interior Design Professional Fees			\$0
Owner's Other Costs			\$10,000
Miscellaneous Costs			-
item	allow		\$0
Subtotal Miscellaneous Costs			\$0
GRAND TOTAL Proposed Total Cost Amount			\$982,967

Miscellaneous Small Projects -- Whitaker Branch Café to Lounge Renovation Ypsilanti District Library

Prepared by Daniels and Zermack Architects

October 21, 2024

Cost/sf

Library Renovation Construction						
First Floor Area	504	sq.ft. x	\$	-	\$	-
Total Area	504	sq.ft.				
SUBTOTAL Building					\$	-
<i>Conceptual Construction Budget, including General Conditions, CM fee, 15% construction contingency, 0% estimating contingency at Conceptual stage, and 0% escalation factor to 2025 construction start, as prepared by O'Neal Construction dated 10.08.2024</i>					\$	151,437
SUBTOTAL CONSTRUCTION (CONSTRUCTION TARGET)					\$	151,437
<i>Owner's Contingency - to allow for minor program changes due to changes in staff, services, policy etc.</i>					10.00%	\$ 15,100
TOTAL CONSTRUCTION BUDGET					\$	166,537
						\$ 330

Basic Professional Design Services						
Schematic Design - Construction Administration	20.0%	x	\$	166,537	\$	33,220
Ligthing consultant					\$	7,020
Estimated Reimbursable expenses				10.0%	\$	3,320
TOTAL OF PROFESSIONAL DESIGN FEES					\$	43,560
						\$ 86

	exist	new					
Technology (PC's, printers, other peripherals) - Public stations	-	PCs @	\$	800	\$	-	
Technology (PC's, printers, other peripherals) - laptops for training	-	PCs @	\$	1,200	\$	-	
Technology (PC's, printers, other peripherals) - OPAC stations	-	PCs @	\$	1,000	\$	-	
Technology (PC's, printers, other peripherals) - Staff stations	-	PCs @	\$	800	\$	-	
Technology (PC's, printers, other peripherals) - LCD panel ILO projection at conferecne room	-	LCD @	\$	3,500	\$	-	
Technology (server, network devices, wireless)		allow			\$	-	
Technology (wiring)	4	runs @	\$	350	\$	1,400	
Technology (fiber backbone)		allow			\$	-	
Technology (fiber optic connection, if available nearby)		allow	\$	-	\$	-	
Signage, digital (flat panel display)	-	allow	\$	3,500	\$	-	ex. Relocated
Audio/visual System for Meeting Room (one for full room)	-	unit@	\$	25,000	\$	-	
Audio/Visual equipment for Story Room/multi-purpose room	-	cart@	\$	5,000	\$	-	
Public Address system (omitted, use phone system)	-	sq.ft. x	\$	0.50	\$	-	
Distance Learning/Teleconferencing equipment cart-based	-	cart@	\$	20,000	\$	-	
Building Security, incl cameras	-	sq.ft. x	\$	1.00	\$	-	
Material theft system, antenna/gates (single aisle 15k, dual aisle 19k)	-	unit@	\$	19,000	\$	-	
Automated Circulation System and interface software					\$	-	
RFID circulation system, equipment and software		allow			\$	-	
Tag materials for RFID circulation system	-	items@	\$	0.20	\$	-	
Self check units	-	units@	\$	12,500	\$	-	
Telecommunications Systems		allow			\$	-	
SUBTOTAL					\$	1,400	
Historic Escalation - labor only	-	yrs. @	2.5%		\$	-	
SUBTOTAL BID (BID TARGET)					\$	1,400	
Installation Contingency - allow for unforeseen installation issues			0.0%		\$	-	
Owner's Contingency - to allow for minor program changes			5%		\$	100	\$ 3
TOTAL OF TECHNOLOGY BUDGET					\$	1,500	

Furniture, Furnishings	504	sq.ft. x	allow	\$	44,250	
Equipment - copiers, fax, laminators, kitchen equipment and appliances.	-	sq.ft. x	\$	-	\$	-
						Vending by others

After Hours Pick up Lockers (\$14k initial, \$8.5k adder)	-	unit@	\$	14,000	\$	-	
Automatic Materials Handling - simple 3 bin sorting system w/ staff induction	-	allow	\$	75,000	\$	-	
Materials handling conveyor, extension from AMH	-	lf x	\$	550	\$	-	
RFID 3M C-series book return units	-	unit@	\$	5,500	\$	-	
Building Maintenance Equipment - <i>building maint., ladders, vacuum, scrubber,</i>	-	sq.ft. x	\$	1.00	\$	-	
Interior Signage, non digital	-	sq.ft. x	\$	1.25	\$	-	
Exterior Signage, (building mounted)	-	allow	\$	15,000	\$	-	
Thematic element at youth	-	allow	\$	20,000	\$	-	
Graphic Art	-	sq.ft. x	\$	0.50	\$	-	
Public Art (1% of Construction Cost)	-	allow				-	
SUBTOTAL					\$	44,250	
Owner's Contingency - <i>to allow for minor program changes</i>			5%		\$	2,000	
Production Contingency - <i>allow for unforeseen production issues</i>			0.0%		\$	-	
Historic Escalation -	-	yrs. @	2.5%		\$	-	\$ 92
TOTAL OF INTERIORS BUDGET					\$	46,250	
Interiors Fees	105	hours x ave rate	\$	140.00		14,700	
Other Owner Costs (<i>moving, storage, printing, shipping, surveys, soil investigations, construction testing, legal fees, builders risk insurance, advertising, additional professional services, specialty consultants, e.g., AV, technology, security</i>)			modest		\$	10,000	\$ 20
TOTAL OF OWNERS OTHER COSTS BUDGET					\$	10,000	
GRAND TOTAL PROJECT BUDGET <i>in year 2025 \$'s (bid / construction start)</i>					\$	282,547	\$ 561

Miscellaneous Small Projects -- Whitaker Branch Story Room Renovation

Ypsilanti District Library

Prepared by Daniels and Zermack Architects

October 21, 2024

Cost/sf

Library Renovation Construction						
First Floor Area	420	sq.ft. x	\$	-	\$	-
Total Area	420	sq.ft.				
<i>SUBTOTAL Building</i>					\$	-
<i>Conceptual Construction Budget, including General Conditions, CM fee, 15% construction contingency, 0% estimating contingency at Conceptual stage, and 0% escalation factor to 2025 construction start, as prepared by O'Neal Construction dated 10.08.2024</i>					\$	269,783
<i>SUBTOTAL CONSTRUCTION (CONSTRUCTION TARGET)</i>					\$	269,783
<i>Owner's Contingency - to allow for minor program changes due to changes in staff, services, policy etc.</i>					10.00%	\$ 27,000
TOTAL CONSTRUCTION BUDGET					\$	296,783
						\$ 707

Basic Professional Design Services						
Schematic Design - Construction Administration	18.9%	x	\$	296,783	\$	56,090
Ligthing consultant					\$	4,680
Estimated Reimbursable expenses				10.0%	\$	5,610
TOTAL OF PROFESSIONAL DESIGN FEES					\$	66,380
						\$ 158

	exist	new					
Technology (PC's, printers, other peripherals) - Public stations	-	PCs @	\$	800	\$	-	
Technology (PC's, printers, other peripherals) - laptops for training	-	PCs @	\$	1,200	\$	-	
Technology (PC's, printers, other peripherals) - OPAC stations	-	PCs @	\$	1,000	\$	-	
Technology (PC's, printers, other peripherals) - Staff stations	-	PCs @	\$	800	\$	-	
Technology (PC's, printers, other peripherals) - LCD panel ILO projection at conferecne room	-	LCD @	\$	3,500	\$	-	
Technology (server, network devices, wireless)		allow			\$	-	
Technology (wiring)	4	runs @	\$	350	\$	1,400	
Technology (fiber backbone)		allow			\$	-	
Technology (fiber optic connection, if available nearby)		allow	\$	-	\$	-	
digital flat panel display -- 98" diagonal	1	allow	\$	8,500	\$	8,500	YDL spec
Audio/visual System for Meeting Room (one for full room)	-	unit@	\$	25,000	\$	-	
Audio/Visual equipment for Story Room/multi-purpose room	-	cart@	\$	5,000	\$	-	
Public Address system (omitted, use phone system)	-	sq.ft. x	\$	0.50	\$	-	
Distance Learning/Teleconferencing equipment cart-based	-	cart@	\$	20,000	\$	-	
Building Security, incl cameras	-	sq.ft. x	\$	1.00	\$	-	
Material theft system, antenna/gates (single aisle 15k, dual aisle 19k)	-	unit@	\$	19,000	\$	-	
Automated Circulation System and interface software					\$	-	
RFID circulation system, equipment and software		allow			\$	-	
Tag materials for RFID circulation system	-	items@	\$	0.20	\$	-	
Self check units	-	units@	\$	12,500	\$	-	
Telecommunications Systems		allow			\$	-	
<i>SUBTOTAL</i>					\$	9,900	
Historic Escalation - labor only	-	yrs. @	2.5%		\$	-	
<i>SUBTOTAL BID (BID TARGET)</i>					\$	9,900	
Installation Contingency - allow for unforeseen installation issues			0.0%		\$	-	
Owner's Contingency - to allow for minor program changes			5%		\$	500	
TOTAL OF TECHNOLOGY BUDGET					\$	10,400	
							\$ 25

Furniture, Furnishings	420	sq.ft. x	allow	\$	42,013
Equipment - copiers, fax, laminators, kitchen equipment and appliances.	-	sq.ft. x	\$	-	\$

After Hours Pick up Lockers (\$14k initial, \$8.5k adder)	-	unit@	\$	14,000	\$	-	
Automatic Materials Handling - simple 3 bin sorting system w/ staff induction	-	allow	\$	75,000	\$	-	
Materials handling conveyor, extension from AMH	-	lf x	\$	550	\$	-	
RFID 3M C-series book return units	-	unit@	\$	5,500	\$	-	
Building Maintenance Equipment - <i>building maint., ladders, vacuum, scrubber,</i>	-	sq.ft. x	\$	1.00	\$	-	
Interior Signage, non digital	-	sq.ft. x	\$	1.25	\$	-	
Exterior Signage, (building mounted)	-	allow	\$	15,000	\$	-	
Thematic element at youth	-	allow	\$	20,000	\$	-	
Graphic Art	-	sq.ft. x	\$	0.50	\$	-	
Public Art (1% of Construction Cost)	-	allow				-	
SUBTOTAL					\$	42,013	
Owner's Contingency - <i>to allow for minor program changes</i>			5%		\$	2,000	
Production Contingency - <i>allow for unforeseen production issues</i>			0.0%		\$	-	
Historic Escalation -	-	yrs. @	2.5%		\$	-	\$ 105
TOTAL OF INTERIORS BUDGET					\$	44,013	
Interiors Fees		hours x 56 ave rate	\$	140.00		7,840	
Other Owner Costs (<i>moving, storage, printing, shipping, surveys, soil investigations, construction testing, legal fees, builders risk insurance, advertising, additional professional services, specialty consultants, e.g., AV, technology, security</i>)			modest	\$	10,000	\$	24
TOTAL OF OWNERS OTHER COSTS BUDGET					\$	10,000	
							\$ 1,037
GRAND TOTAL PROJECT BUDGET <i>in year 2025 \$'s (bid / construction start)</i>					\$	435,416	

Miscellaneous Small Projects -- Whitaker Branch Outdoor Seating Ypsilanti District Library

Prepared by Daniels and Zermack Architects

October 21, 2024

Cost/sf

Library Renovation Construction					
First Floor Area	1	sq.ft. x	\$	-	\$ -
Total Area	1	sq.ft.			
SUBTOTAL Building				\$	-
<i>Conceptual Construction Budget, including General Conditions, CM fee, 15% construction contingency, 0% estimating contingency at Conceptual stage, and 0% escalation factor to 2025 construction start, as prepared by O'Neal Construction dated 10.08.2024</i>				\$	-
SUBTOTAL CONSTRUCTION (CONSTRUCTION TARGET)				\$	-
<i>Owner's Contingency - to allow for minor program changes due to changes in staff, services, policy etc.</i>			10.00%	\$	-
TOTAL CONSTRUCTION BUDGET				\$	-

Basic Professional Design Services					
Schematic Design - Construction Administration	22.5%	x	\$	-	\$ -
Estimated Reimbursable expenses			10.0%	\$	-
TOTAL OF PROFESSIONAL DESIGN FEES				\$	-

	exist	new				
Technology (PC's, printers, other peripherals) - Public stations	-	PCs @	\$	800	\$	-
Technology (PC's, printers, other peripherals) - laptops for training	-	PCs @	\$	1,200	\$	-
Technology (PC's, printers, other peripherals) - OPAC stations	-	PCs @	\$	1,000	\$	-
Technology (PC's, printers, other peripherals) - Staff stations	-	PCs @	\$	800	\$	-
Technology (PC's, printers, other peripherals) - LCD panel ILO projection at conferecne room	-	LCD @	\$	3,500	\$	-
Technology (server, network devices, wireless)	-	allow			\$	-
Technology (wiring)	-	runs @	\$	350	\$	-
Technology (fiber backbone)	-	allow			\$	-
Technology (fiber optic connection, if available nearby)	-	allow	\$	-	\$	-
Signage, digital (flat panel display)	-	allow	\$	3,500	\$	-
Audio/visual System for Meeting Room (one for full room)	-	unit@	\$	25,000	\$	-
Audio/Visual equipment for Story Room/multi-purpose room	-	cart@	\$	5,000	\$	-
Public Address system (omitted, use phone system)	-	sq.ft. x	\$	0.50	\$	-
Distance Learning/Teleconferencing equipment cart-based	-	cart@	\$	20,000	\$	-
Building Security, incl cameras	-	sq.ft. x	\$	1.00	\$	-
Material theft system, antenna/gates (single aisle 15k, dual aisle 19k)	-	unit@	\$	19,000	\$	-
Automated Circulation System and interface software	-				\$	-
RFID circulation system, equipment and software	-	allow			\$	-
Tag materials for RFID circulation system	-	items@	\$	0.20	\$	-
Self check units	-	units@	\$	12,500	\$	-
Telecommunications Systems	-	allow			\$	-
SUBTOTAL					\$	-
Historic Escalation - labor only	-	yrs. @	2.5%		\$	-
SUBTOTAL BID (BID TARGET)					\$	-
Installation Contingency - allow for unforeseen installation issues			0.0%		\$	-
Owner's Contingency - to allow for minor program changes			5%		\$	-
TOTAL OF TECHNOLOGY BUDGET					\$	-

Furniture, Furnishings	1	sq.ft. x	allow	\$	36,036
Equipment - copiers, fax, laminators, kitchen equipment and appliances.	-	sq.ft. x	\$	-	\$ -

After Hours Pick up Lockers (\$14k initial, \$8.5k adder)	-	unit@	\$	14,000	\$	-	
Automatic Materials Handling - simple 3 bin sorting system w/ staff induction	-	allow	\$	75,000	\$	-	
Materials handling conveyor, extension from AMH	-	lf x	\$	550	\$	-	
RFID 3M C-series book return units	-	unit@	\$	5,500	\$	-	
Building Maintenance Equipment - <i>building maint., ladders, vacuum, scrubber,</i>	-	sq.ft. x	\$	1.00	\$	-	
Interior Signage, non digital	-	sq.ft. x	\$	1.25	\$	-	
Exterior Signage, (building mounted)	-	allow	\$	15,000	\$	-	
Thematic element at youth	-	allow	\$	20,000	\$	-	
Graphic Art	-	sq.ft. x	\$	0.50	\$	-	
Public Art (1% of Construction Cost)	-	allow				-	
SUBTOTAL					\$	36,036	
Owner's Contingency - <i>to allow for minor program changes</i>			5%		\$	2,000	
Production Contingency - <i>allow for unforeseen production issues</i>			0.0%		\$	-	
Historic Escalation -	-	yrs. @	2.5%		\$	-	\$ 38,036
TOTAL OF INTERIORS BUDGET					\$	38,036	
Interiors Fees	38	hours x ave rate	\$	140.00		5,320	
Other Owner Costs (<i>moving, storage, printing, shipping, surveys, soil investigations, construction testing, legal fees, builders risk insurance, advertising, additional professional services, specialty consultants, e.g., AV, technology, security</i>)			none		\$	-	\$ -
TOTAL OF OWNERS OTHER COSTS BUDGET					\$	-	\$ 43,356
GRAND TOTAL PROJECT BUDGET <i>in year 2025 \$'s (bid / construction start)</i>					\$	43,356	

Miscellaneous Small Projects -- Superior Branch Group Study Window Treatments

Ypsilanti District Library

Prepared by Daniels and Zermack Architects

October 21, 2024

Cost/sf

Library Renovation Construction					
First Floor Area	45	sq.ft. x	\$ -	\$ -	
Total Area	45	sq.ft.			
SUBTOTAL Building				\$ -	\$ -
Conceptual Construction Budget, including General Conditions, CM fee, 15% construction contingency, 0% estimating contingency at Conceptual stage, and 0% escalation factor to 2025 construction start, as prepared by O'Neal Construction dated 10.08.2024					
				\$ 2,000	direct to owner
SUBTOTAL CONSTRUCTION (CONSTRUCTION TARGET)				\$ 2,000	\$ 44
Owner's Contingency - to allow for minor program changes due to changes in staff, services, policy etc.			10.00%	\$ 200	
TOTAL CONSTRUCTION BUDGET				\$ 2,200	\$ 49

Basic Professional Design Services					
Schematic Design - Construction Administration	0.0%	x	\$ 2,200	\$ -	In Interiors
Estimated Reimbursable expenses			10.0%	\$ -	
TOTAL OF PROFESSIONAL DESIGN FEES				\$ -	\$ -

	exist	new			
Technology (PC's, printers, other peripherals) - Public stations	-	PCs @	\$ 800	\$ -	
Technology (PC's, printers, other peripherals) - laptops for training	-	PCs @	\$ 1,200	\$ -	
Technology (PC's, printers, other peripherals) - OPAC stations	-	PCs @	\$ 1,000	\$ -	
Technology (PC's, printers, other peripherals) - Staff stations	-	PCs @	\$ 800	\$ -	
Technology (PC's, printers, other peripherals) - LCD panel ILO projection at conferecne room	-	LCD @	\$ 3,500	\$ -	
Technology (server, network devices, wireless)	-	allow		\$ -	
Technology (wiring)	-	runs @	\$ 350	\$ -	
Technology (fiber backbone)	-	allow		\$ -	
Technology (fiber optic connection, if available nearby)	-	allow	\$ -	\$ -	
Signage, digital (flat panel display)	-	allow	\$ 3,500	\$ -	
Audio/visual System for Meeting Room (one for full room)	-	unit@	\$ 25,000	\$ -	
Audio/Visual equipment for Story Room/multi-purpose room	-	cart@	\$ 5,000	\$ -	
Public Address system (omitted, use phone system)	-	sq.ft. x	\$ 0.50	\$ -	
Distance Learning/Teleconferencing equipment cart-based	-	cart@	\$ 20,000	\$ -	
Building Security, incl cameras	-	sq.ft. x	\$ 1.00	\$ -	
Material theft system, antenna/gates (single aisle 15k, dual aisle 19k)	-	unit@	\$ 19,000	\$ -	
Automated Circulation System and interface software	-	allow		\$ -	
RFID circulation system, equipment and software	-	allow		\$ -	
Tag materials for RFID circulation system	-	items@	\$ 0.20	\$ -	
Self check units	-	units@	\$ 12,500	\$ -	
Telecommunications Systems	-	allow		\$ -	
SUBTOTAL				\$ -	
Historic Escalation - labor only	-	yrs. @	2.5%	\$ -	
SUBTOTAL BID (BID TARGET)				\$ -	
Installation Contingency - allow for unforeseen installation issues			0.0%	\$ -	
Owner's Contingency - to allow for minor program changes			5%	\$ -	\$ -
TOTAL OF TECHNOLOGY BUDGET				\$ -	

Furniture, Furnishings	-	sq.ft. x	\$ -	\$ -	in const
Equipment - copiers, fax, laminators, kitchen equipment and appliances.	-	sq.ft. x	\$ -	\$ -	
After Hours Pick up Lockers (\$14k initial, \$8.5k adder)	-	unit@	\$ 14,000	\$ -	

Automatic Materials Handling - simple 3 bin sorting system w/ staff induction	- allow	\$ 75,000	\$ -	
Materials handling conveyor, extension from AMH	- lf x	\$ 550	\$ -	
RFID 3M C-series book return units	- unit@	\$ 5,500	\$ -	
Building Maintenance Equipment - <i>building maint., ladders, vacuum, scrubber,</i>	- sq.ft. x	\$ 1.00	\$ -	
Interior Signage, non digital	- sq.ft. x	\$ 1.25	\$ -	
Exterior Signage, (building mounted)	- allow	\$ 15,000	\$ -	
Thematic element at youth	- allow	\$ 20,000	\$ -	
Graphic Art	- sq.ft. x	\$ 0.50	\$ -	
Public Art (1% of Construction Cost)	- allow		\$ -	
SUBTOTAL			\$ -	
Owner's Contingency - <i>to allow for minor program changes</i>		5%	\$ -	
Production Contingency - <i>allow for unforeseen production issues</i>		0.0%	\$ -	
Historic Escalation -	- yrs. @	2.5%	\$ -	\$ -
TOTAL OF INTERIORS BUDGET			\$ -	
Interiors Fees	30.0 hours x ave	\$ 140.00	4,200	
Other Owner Costs (<i>moving, storage, printing, shipping, surveys, soil investigations, construction testing, legal fees, builders risk insurance, advertising, additional professional services, specialty consultants, e.g., AV, technology, security</i>)	none	\$ -	\$ -	
TOTAL OF OWNERS OTHER COSTS BUDGET			\$ -	
GRAND TOTAL PROJECT BUDGET in year 2025 \$'s (bid / construction start)			\$ 6,400	\$ 142

Miscellaneous Small Projects -- Superior Branch Group Youth Patio Sunshade

Ypsilanti District Library

Prepared by Daniels and Zermack Architects

October 21, 2024

Cost/sf

Library Renovation Construction						
First Floor Area	1,025	sq.ft. x	\$	-	\$	-
Total Area	1,025	sq.ft.				
SUBTOTAL Building					\$	-
<i>Conceptual Construction Budget, including General Conditions, CM fee, 15% construction contingency, 0% estimating contingency at Conceptual stage, and 5% escalation factor to 2026 construction start, as prepared by O'Neal Construction dated 10.08.2024</i>					\$	153,008
SUBTOTAL CONSTRUCTION (CONSTRUCTION TARGET)					\$	153,008
<i>Owner's Contingency - to allow for minor program changes due to changes in staff, services, policy etc.</i>					10.00%	\$ 15,300
TOTAL CONSTRUCTION BUDGET					\$	168,308
						\$ 149
						\$ 164

Basic Professional Design Services						
Schematic Design - Construction Administration	20.0%	x	\$	168,308	\$	33,580
Estimated Reimbursable expenses	10.0%				\$	3,360
TOTAL OF PROFESSIONAL DESIGN FEES					\$	36,940
						\$ 36

	exist	new				
Technology (PC's, printers, other peripherals) - Public stations	-	PCs @	\$	800	\$	-
Technology (PC's, printers, other peripherals) - laptops for training	-	PCs @	\$	1,200	\$	-
Technology (PC's, printers, other peripherals) - OPAC stations	-	PCs @	\$	1,000	\$	-
Technology (PC's, printers, other peripherals) - Staff stations	-	PCs @	\$	800	\$	-
Technology (PC's, printers, other peripherals) - LCD panel ILO projection at conferece room	-	LCD @	\$	3,500	\$	-
Technology (server, network devices, wireless)	-	allow			\$	-
Technology (wiring)	-	runs @	\$	350	\$	-
Technology (fiber backbone)	-	allow			\$	-
Technology (fiber optic connection, if available nearby)	-	allow	\$	-	\$	-
Signage, digital (flat panel display)	-	allow	\$	3,500	\$	-
Audio/visual System for Meeting Room (one for full room)	-	unit@	\$	25,000	\$	-
Audio/Visual equipment for Story Room/multi-purpose room	-	cart@	\$	5,000	\$	-
Public Address system (omitted, use phone system)	-	sq.ft. x	\$	0.50	\$	-
Distance Learning/Teleconferencing equipment cart-based	-	cart@	\$	20,000	\$	-
Building Security, incl cameras	-	sq.ft. x	\$	1.00	\$	-
Material theft system, antenna/gates (single aisle 15k, dual aisle 19k)	-	unit@	\$	19,000	\$	-
Automated Circulation System and interface software	-				\$	-
RFID circulation system, equipment and software	-	allow			\$	-
Tag materials for RFID circulation system	-	items@	\$	0.20	\$	-
Self check units	-	units@	\$	12,500	\$	-
Telecommunications Systems	-	allow			\$	-
SUBTOTAL					\$	-
Historic Escalation - labor only	-	yrs. @	2.5%		\$	-
SUBTOTAL BID (BID TARGET)					\$	-
Installation Contingency - allow for unforeseen installation issues			0.0%		\$	-
Owner's Contingency - to allow for minor program changes			5%		\$	-
TOTAL OF TECHNOLOGY BUDGET					\$	-
						\$ -

Furniture, Furnishings	-	sq.ft. x	\$	26.00	\$	-
Equipment - copiers, fax, laminators, kitchen equipment and appliances.	-	sq.ft. x	\$	-	\$	-

After Hours Pick up Lockers (\$14k initial, \$8.5k adder)	-	unit@	\$	14,000	\$	-	
Automatic Materials Handling - simple 3 bin sorting system w/ staff induction	-	allow	\$	75,000	\$	-	
Materials handling conveyor, extension from AMH	-	lf x	\$	550	\$	-	
RFID 3M C-series book return units	-	unit@	\$	5,500	\$	-	
Building Maintenance Equipment - <i>building maint., ladders, vacuum, scrubber,</i>	-	sq.ft. x	\$	1.00	\$	-	
Interior Signage, non digital	-	sq.ft. x	\$	1.25	\$	-	
Exterior Signage, (building mounted)	-	allow	\$	15,000	\$	-	
Thematic element at youth	-	allow	\$	20,000	\$	-	
Graphic Art	-	sq.ft. x	\$	0.50	\$	-	
Public Art (1% of Construction Cost)	-	allow				-	
SUBTOTAL					\$	-	
Owner's Contingency - <i>to allow for minor program changes</i>			5%		\$	-	
Production Contingency - <i>allow for unforeseen production issues</i>			0.0%		\$	-	
Historic Escalation -	-	yrs. @	2.5%		\$	-	\$ -
TOTAL OF INTERIORS BUDGET					\$	-	
Interiors Fees	-	hours x ave	\$	145.00		-	
Other Owner Costs (<i>moving, storage, printing, shipping, surveys, soil investigations, construction testing, legal fees, builders risk insurance, advertising, additional professional services, specialty consultants, e.g., AV, technology, security</i>)			modest	\$	10,000	\$	10
TOTAL OF OWNERS OTHER COSTS BUDGET				\$	10,000		
						\$	210
GRAND TOTAL PROJECT BUDGET in year 2026 \$'s (bid / construction start)					\$	215,248	

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/12/2024
Re: State of Michigan Public Act 152 of 2011

This Michigan law requires that the Library Board institute a hard cap on how much the Library pays for employee health coverage. The Board's contract with the Library's AFSCME union opts instead that the Library pays 80% of insurance costs, and the employee pays 20%. The law allows this, but formally requires us to reaffirm the decision annually, stating: "By a 2/3 vote of its governing body each year, a local unit of government may exempt itself from the requirements of this act for the next succeeding year."

The attached resolution adopts the 80/20 split for 2025.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2024-35

November 20, 2024

RESOLUTION TO REAFFIRM ADOPTION OF THE 80/20 EMPLOYEE HEALTH
CARE SPLIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publicly Funded Health Insurance Act*, for the calendar year 2025, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

Adopts the 80/20 contribution split, with the Ypsilanti District Library to pay 80% of the cost of employee health care insurance and the employees to pay 20%.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/6/2024
Re: Scheduling of 2025 Annual Meeting

According to the Board's By-Laws, the Annual Meeting of the Ypsilanti District Library Board shall be the first regular meeting of the calendar year, and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required. One of those organizational matters is setting the schedule of regular meetings for the year. Tonight's regular meeting is the last that has been approved.

If we follow current practice of holding regular meetings on the fourth Wednesday of each month at 6:30 p.m., the Annual Meeting would be scheduled for Wednesday, January 22, 2025. Will this work for everyone?

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-36

November 20, 2024

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2025

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2025 shall be held at 6:30 p.m. on Wednesday, January 22nd.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE: