### Ypsilanti District Library

**YDL Board Meeting, December 12, 2018 6:30 pm, YDL – Whittaker Rd. Boardroom**

**AGENDA**

<table>
<thead>
<tr>
<th>AGENDA ITEM</th>
<th>Information</th>
<th>Discussion</th>
<th>Action</th>
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<tbody>
<tr>
<td>Call to Order</td>
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<td>*Roll Call</td>
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<td>Kay Williams</td>
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<td>Patricia Horne McGee</td>
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- **Approval of the Agenda**
  - X
  - X
  - X

- **Public Comment**
  - 
  - 
  - 

- **Presentation:** Dan Whisler, Daniels & Zermack Architects
  - X
  - X
  - 

- **Consent Agenda**
  - A. Proposed Minutes from November 28, 2018 Budget Hearing Meeting
    - X
    - X
    - X
  - B. Proposed Minutes from November 28, 2018 Regular Meeting
    - 
    - 
    - 

- **Communication**
  - A. Official Correspondence (Public)
    - X
    - 
    - 
  - B. Ideas, Opportunities, Trends (Board)
    - 
    - 
    - 

- **Committee Reports**
  - A. Finance Committee
    - X
    - 
    - 
  - B. Personnel Committee
    - 
    - 
    - 
  - C. Policy Committee
    - 
    - 
    - 
  - D. FOL Library Report
    - 
    - 
    - 
  - E. Fundraising Committee
    - X
    - 
    - 
  - F. Negotiating Committee
    - X
    - 
    - 
  - G. Superior Township Planning
    - X
    - 
    - 

- **Old Business**
  - A. Approval of construction attorney contract
    - X
    - X
    - X

- **New Business**
  - A. Consideration of engaging Dan Whisler for design services for new Superior Library
    - X
    - X
    - X
  - B. FY 2018-19 Budget amendment
    - X
    - X
    - X

- **Board Member Comments**
  - X
  - X
  - 

- **Adjournment**
  - X
  - X
  - X
Minutes of Previous Meeting
CALL TO ORDER
President Brian Steimel called the Budget Hearing to order at 6:15 p.m.

Attendance
Trustees Present:  John Barr, Brain Steimel, Kay Williams, Kimberly Grover, Patricia Horne McGee and Courtney Geil (arriving 6:17)
Trustees Absent:  Jean Winborn

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

APPROVAL OF THE AGENDA
Trustee Williams moved to approve the meeting agenda. Trustee Barr supported this motion.
Vote:   Ayes:  Barr, Williams, Steimel, Grover, McGee
        Nays:   None
        Motion passed.

PUBLIC COMMENT
None

Adjournment
Trustee Williams moved to adjourn at 6:18 p.m. Trustee Barr supported this motion.
Vote:   Ayes:  Barr, Grover, Williams, McGee, Steimel, Geil
        Nays:   None
        Motion passed.
CALL TO ORDER
President Brian Steimel called the Regular Meeting to order at 6:30 p.m.

Attendance
Trustees Present: John Barr, Brian Steimel, Kay Williams, Jean Winborn, Kimberly Grover, Courtney Geil and Patricia Horne McGee

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Harvey Berman, construction attorney, Bodman PC, Alex Dieck, real estate attorney, Bodman PC, community members Kristy Cooper, Bethany Kennedy, Theresa Maddix, and Bob Sullivan

APPROVAL OF THE AGENDA
Trustee McGee moved to approve the meeting agenda with the following addition. Trustee Williams supported this motion.

- Add fundraising committee to the committee reports

Vote: Ayes: Williams, Steimel, Winborn, McGee, Barr, Geil, Grover
Nays: None
Motion passed.

PUBLIC COMMENT
NONE

PRESENTATION
Construction attorney, Bodman PC, Harvey Berman

- Every project is different. We can help you understand in advance the process and how you can be proactive. We can help you deal with issues that arise in a cost effective collaborative way. We will provide advice on each step of the process.

CONSENT AGENDA
Trustee Williams moved to approve the consent agenda (November 8, 2018 Special Meeting minutes, and October 2018 Financials and Check Register) Trustee Grover supported this motion.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Barr, Geil, Grover
Nays: None
Motion passed.

COMMUNICATIONS
Included in the board packet are millage and election information (articles regarding the millage request and millage success).

COMMITTEE REPORTS
- Finance Committee: No report
- Personnel Committee: No report
- Policy Committee: No report
- FOL Library Report: Friends are doing well but not as well as they would like. They are cutting their 2019 commitment to us from $36,000 to $31,000. They getting their annual appeal letter
Ypsilanti District Library  
Board of Trustees  
Minutes, November 28, 2018 (Unapproved)

together. Their holiday pop-up sale was the best ever they raised over $1,000. They also appointed two people to fill two vacancies on their board (Mary Oaks and Maryjane Ferrett). They were also pleased, surprised and delighted with the resolution that the board passed last month recognizing them. Brian surprised them with it at the Friends of Michigan libraries meeting that they hosted.

- Fundraising Committee: Gillian (Communications and Development Coordinator) and Lisa have decided that the 2019 annual project goal will be to raise additional funds for the Superior project. We are about to get our annual appeal letter out. We have created a list of potential donors to approach. We are also making a list of potential grant opportunities.

- Negotiations committee: No report

- Superior Township planning: I have met with the architect and Harvey. I met with Ken Schwartz of Superior Township today. The original project budget was estimated at 2.1 million dollars. After resizing the building from 6000 square feet to 7800 square feet and redoing the budget the cost is about 3.5 million dollars due to the skyrocketing costs of construction and tariff charges on materials. This is a hefty difference. I verified this budget does not account for help from Superior Township. After talking with Ken Schwartz today he is behind this project 100%. He thinks that cost sharing on many things will be in the Township’s best interest. He said the Township would lead the charge on re-zoning. I feel they will give us support that will help us get a decent break on the grand total. Originally Dan and I discussed breaking ground in the summer. Now when he structures it out and puts everything in its place we are looking at late fall which is not a wonderful time to break ground on a project. There is an area from March to May where we could gain some time if we are able to do some things all at once such as zoning or site plan approval. This timeline assumes our activities start now. There are decisions that Dan thinks need to be made before now and the beginning of the New Year. I would like to feel you out as a body about whether the Superior planning committee might be able to make some of those decisions independently or if you would like to schedule additional board meetings. We need to do a topographic and boundary survey right away. I have a list of companies that would be suitable for this project. I would like this committee or the full board to determine who we award this to. If we make this schedule happen hopefully we can break ground around September.

Williams moved that the board empower the Superior Committee the ability to make decisions for these initial things that are necessary to keep the project on schedule. Trustee Winborn supported this motion.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Barr, Geil and Grover  
Nays: None  
Motion passed.

Dan Whisler, Ken Schwartz and I have scheduled two community input sessions on the Superior design concepts. One will be Tuesday Jan 8th 2019 at 6:30 p.m. at the Superior branch. The second will be Wed Jan 9th 2019 at 6:30 p.m. at Superior town hall.

REPORT OF THE LIBRARY DIRECTOR

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

- Our administrative team had a brain storming session on priorities for the next five to ten years. It was a very interesting exercise. Some have told me it really helped them to hear everybody’s ideas together. Gillian particularly who does development said it helped her to know what kind of things we want to ask for. I will share some of that with you in the next packet.
I was pleased with the way Michigan Avenue looked today. We got a table donated from another library and lounge chairs from a different library. We also purchased colorful bean bag chairs for the youth area that fit in very well. We bought stack end displays for upstairs. They were not very expensive but they made a very nice difference.

**OLD BUSINESS**
None

**NEW BUSINESS**
A. Consider approval of proposed FY 2018-19 budget and set millage rate

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-24

November 28, 2018

RESOLUTION TO ADOPT THE 2018-19 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 2018-19 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.5587 mills.

OFFERED BY: Jean Winborn
SUPPORTED BY: Patricia Horne McGee

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

B. Amendment of FY 2017-18 budget
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, 2018 be amended as presented.

OFFERED BY: Courtney Geil
SUPPORTED BY: Patricia Horne McGee
YES: 7    NO: 0    ABSENT: 0    VOTE: 7-0

C. Consideration of engaging construction attorney
Whereas, the Ypsilanti District Library wishes to construct a new Library branch in Superior Township, and

Whereas, the Library Board of Trustees recognizes that legal expertise can be invaluable to avoid problems and minimize risk in construction matters, and

Whereas, Harvey Berman of Bodman PLC offers such expertise and has presented the Board with a proposal for services related to the Superior project, and

Whereas, Bodman PLC can also provide guidance in matters of real estate law, which is also likely to be an element of this project, Now Therefore,

IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD hereby engages Bodman PLC to represent its interests in the Superior branch library construction project.

Trustee Kay Williams moved to amend the resolution to include “pursuant to a contract to be approved by the board”.

Vote: Ayes: Williams, Steimel, Winborn, McGee, Barr, Geil and Grover
     Nays: None
     Motion passed.

Resolution is approved as amended.

OFFERED BY: Kay Williams
SUPPORTED BY: John Barr
YES: 7   NO: 0   ABSENT: 0   VOTE: 7-0

D. Scheduling of 2019 Annual Board meeting

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-27

November 28, 2018

RESOLUTION TO SCHEDULE THE YDL BOARD’S ANNUAL MEETING FOR 2019

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2019 shall be held at 6:30 p.m. on Wednesday, January 23rd.

OFFERED BY: Kimberly Grover
E. Consideration of a resolution to restore Board stipends

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2018-28

November 28, 2018

RESOLUTION TO RESTORE TRUSTEE HONORARIUM

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD of Trustees that:

Whereas Ypsilanti District Library (YDL) Trustees serve on the Board of Trustees to oversee the operation and function of the YDL, hire the executive director and develop and institute YDL policy, approve a budget, approve contracts, and generally oversee the YDL operations, and

Whereas the work of the YDL Trustees requires many hours of time of the Trustees away from their family, work, rest and recreation, and

Whereas in the past the Trustees were compensated in small measure with an honorarium for their work, and

Whereas the YDL Trustees, at a time of financial strain of the YDL voluntarily stopped and gave up the honorariums, and

Whereas the voters of the YDL district have voted to approve a millage to help relieve the financial strain of YDL, and

Whereas it is in the public interest to have Trustees of various backgrounds and economic levels and an honorarium promotes that interest, and

Whereas a Trustee honorarium will provide incentive and reward for Trustee work, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The YDL Trustee honorarium is restored and Trustees shall receive an honorarium of $30 per board meeting or committee meeting attended, beginning with the new board term commencing January 1, 2019.
OFFERED BY: John Barr
SUPPORTED BY: Kimberly Grover

Trustee Kay Williams moved to table the vote on the Consideration of the resolution to restore Board stipends to the February 2019 meeting. Trustee Winborn seconded this motion.
Vote: Ayes: Winborn, Williams, Grover, McGee and Geil
Nays: Barr, Steimel
Motion passed, tabled until the February 2019 board meeting.

F. State of Michigan Public Act 152 of 2011

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2018-29

November 28, 2018

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 Publically Funded Health Insurance Act, for the calendar year 2019, 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: Jean Winborn
SUPPORTED BY: Kay Williams
YES: 7 NO: 0 ABSENT: 0 VOTE: 7-0

BOARD MEMBER COMMENTS

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<tr>
<th>Trustee</th>
<th>Comment</th>
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<tbody>
<tr>
<td>Jean</td>
<td>Thank you again Lisa for the millage and all the wonderful work you did with the community. I really appreciate. It’s where I live and you worked so hard trying to get that so thank you.</td>
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<tr>
<td>Courtney</td>
<td>Lisa you were a very good leader in the millage effort. You did a great job.</td>
</tr>
<tr>
<td>Patricia</td>
<td>“Ditto”</td>
</tr>
<tr>
<td>John</td>
<td>Same thing</td>
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Ypsilanti District Library  
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<tr>
<td>Kay</td>
<td>Yes and thank you to everybody else who helped, all of the committees and all of the staff. We needed it all and it was done. I thank you all.</td>
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<tr>
<td>Kimberly</td>
<td>Can you remind me why branch is removed from the resolution? Is there a library in Michigan called the Branch library?</td>
</tr>
<tr>
<td>Lisa</td>
<td>I want to say thank you to the board for your work on the millage. You listened to my crazy plan and you just let me do it. I think that kudos should be shared. It was definitely a team effort. Yey team!</td>
</tr>
<tr>
<td>Brian</td>
<td>I would echo all of that and I love that our community loved us.</td>
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**Adjournment to closed session**

Trustee Barr moved to adjourn to closed session to discuss Library Director’s Annual Evaluation at 8:18 p.m. Trustee Williams seconded this motion.

VOTE: 
Ayes: Grover, Barr, Steimel, Geil, Williams, McGee and Winborn
Nays: None
Motion passed.

**Regular meeting reconvened**

Trustee Barr moved to adjourn the closed session and return to the regular meeting at 9:16 p.m. Trustee Williams seconded this motion.

VOTE: 
Ayes: Williams, Grover, Steimel, Geil, Barr, McGee and Winborn
Nays: None
Motion passed.

Trustee Barr moved to pass a resolution to grade director Hoenig as excellent and begin a 3% salary raise starting in the new fiscal year. Trustee Williams seconded this motion.

VOTE: 
Ayes: Grover, Barr, Steimel, Geil, Williams, McGee and Winborn
Nays: None
Motion passed.

**Adjournment**

Trustee Williams moved to adjourn at 9:18 p.m. Trustee Barr seconded this motion.

VOTE: 
Ayes: Williams, Winborn, Barr, Steimel, Geil, Grover, and McGee
Nays: None
Meeting Adjourned.
Communications
## Monthly Recovery Statistics: Ypsilanti District Library

### 12/2017 Through 11/2018

<table>
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<tr>
<th>Month</th>
<th>Cash</th>
<th>Material</th>
<th>Waives</th>
<th>Total</th>
<th>Assets Only</th>
<th>Invoice Amount</th>
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<tbody>
<tr>
<td>November-18</td>
<td>$1,331.86</td>
<td>$2,051.79</td>
<td>$337.98</td>
<td>$3,721.63</td>
<td>$3,383.65</td>
<td>$1,029.25</td>
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<td>October-18</td>
<td>$1,434.98</td>
<td>$1,672.87</td>
<td>$678.29</td>
<td>$3,786.14</td>
<td>$3,107.85</td>
<td>$698.10</td>
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<td>September-18</td>
<td>$982.19</td>
<td>$1,202.90</td>
<td>$298.38</td>
<td>$2,483.47</td>
<td>$2,185.09</td>
<td>$733.90</td>
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<td>August-18</td>
<td>$934.72</td>
<td>$2,546.37</td>
<td>$453.10</td>
<td>$3,934.19</td>
<td>$3,481.09</td>
<td>$742.85</td>
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<td>July-18</td>
<td>$1,863.90</td>
<td>$1,707.12</td>
<td>$398.29</td>
<td>$3,969.31</td>
<td>$3,571.02</td>
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<td>June-18</td>
<td>$1,481.04</td>
<td>$1,526.99</td>
<td>$414.68</td>
<td>$3,422.71</td>
<td>$3,008.03</td>
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<td>May-18</td>
<td>$1,276.33</td>
<td>$2,326.70</td>
<td>$510.91</td>
<td>$3,113.94</td>
<td>$3,060.03</td>
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<td>April-18</td>
<td>$1,298.15</td>
<td>$2,234.58</td>
<td>$389.67</td>
<td>$3,922.40</td>
<td>$3,532.73</td>
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<td>March-18</td>
<td>$1,354.75</td>
<td>$3,163.96</td>
<td>$572.88</td>
<td>$5,091.59</td>
<td>$4,518.71</td>
<td>$698.10</td>
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<td>February-18</td>
<td>$1,594.23</td>
<td>$1,706.40</td>
<td>$361.54</td>
<td>$3,662.17</td>
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<td>January-18</td>
<td>$1,798.99</td>
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<td>$547.00</td>
<td>$4,611.79</td>
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<td>December-17</td>
<td>$890.03</td>
<td>$2,531.90</td>
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**Total**  
$16,241.17 $24,937.38 $5,406.70 $46,585.25 $41,178.55 $9,120.05

**Average**  
$1,353.43 $2,078.12 $450.56 $3,882.10 $3,431.55 $760.00

**Asset ROI: $5:$1**
Committee Reports
To: YDL Board of Trustees  
From: Lisa Hoenig, Library Director  
Date: 12/7/18  
Re: Fundraising Committee report

The Library’s 2018 annual appeal was mailed on 12/5. It requests monetary donations to fund enhancements to the new Superior library. In 2019 the Fundraising Committee will help guide a Capital campaign to supplement new millage dollars earmarked for the project. Communications and Development Coordinator Gillian Ream Gainsley and I have already brainstormed many ideas for potential grants and donors.

We are delighted to report we applied for and have been awarded one of four summer internship positions with a focus on fundraising available to nonprofits in Washtenaw County, fully-funded by the University of Michigan Development Summer Internship Program (D-SIP)!

D-SIP introduces college students to the concept of fundraising in today’s society through paid work on meaningful projects in fundraising offices, coursework for credit, and a rigorous professional development component. Since its inception in 2007, the program has won numerous national and state awards (most recently Crain’s Detroit Nonprofit Employer of the Year in 2010) and has become a national benchmark with over 10 institutions across the U.S. creating programs modeled after the one at U-M. Learn more about D-SIP at: https://leadersandbest.umich.edu/careers/student/dsip

YDL will host a summer intern for four days a week Tuesday, May 7, 2019 through Friday, August 2, 2019. See below for the project description we submitted as part of our winning D-SIP application.

YDL has also applied for a team of Master’s students from the University of Michigan School of Environment and Sustainability to conduct a 12-18 month research project at the Library focused on climate risk and resilience. The students would examine future risks to the library system including physical impacts of weather or flooding, demographic changes like aging and migration, and financial risks from natural disasters or a changing tax base. They would also assess the library’s role in climate adaptation, such as helping the community respond to extreme heat or cold episodes. Finally, they’d prepare detailed recommendations for YDL and the Superior building in particular that may include storm water management, solar energy, and environmental education. We should learn whether or not this project is awarded sometime early in 2019.

**

Describe the project that you would like your D-SIP Dobson Intern to work on for 12 weeks this summer:

As part of the development team, the D-SIP intern will be responsible for seeking funding to support the construction of a new library branch. This new building replaces a small, inadequate library branch and will dramatically expand library access for residents of Willow Run and Superior Township with a building that is open six days a week.

The intern will help prepare grants, identify potential foundation and corporate donors, and will assist with preparing solicitations for major sponsorships for this building. YDL has worked with architects to develop plans for the building, but there are a number of elements, including an outdoor programming space and a drive-up book return, that were desired by residents but are outside the projected budget. YDL hopes to secure funds to support these additional features, which will make the new library even more functional and appealing.
Because of its location, the new library branch will have an incredible impact on the surrounding community. The library will be located within walking distance of two public housing developments which rely heavily on the small temporary library that is there now. For kids in the area, it’s the only safe place to spend time after school, and for many adults it is the only place where they can get internet and computer access. Many nonprofit organizations would like to deliver services to this neighborhood—from health clinics to voter registration to parenting workshops—but can’t because there is nowhere to meet in the area. The new location will offer double the hours of the current library location and include programming space, dedicated youth/teen areas, and a community meeting room where nonprofits and others can hold events. The intern will help our funders and patrons understand the need and potential for investments in this community.

The internship, as with many of our fundraising priorities, will depend on whether YDL is successful in passing an operating millage on November 6, 2018. If the millage does not pass, YDL will not be able to host an intern this year. We have discussed this with the D-SIP team who encouraged us to apply despite the temporary uncertainty.

List your goals for this project:

- Secure additional funding for amenities at the new Ypsilanti District Library branch on Harris Road
- Develop materials for funders and library donors to help them understand the impact of this new branch on the surrounding neighborhoods
- Identify and solicit corporate donations or other organizational partnerships

List expected project deliverables:

- Develop messaging for the development team and patron-facing library staff to talk about the new library location and its impact on the community
- Research potential grant opportunities that could be used to fund the desired capital projects or additional amenities including furniture and collections
- Draft 2-3 grant applications with the assistance of the development team
- Develop materials for soliciting donors
Dear Name,

On election night, when the Ypsilanti District Library’s millage passed with 67% of the vote, we cheered and celebrated—and we’re sure you did too! It’s an incredible finish to our 150th anniversary year, and an undeniable affirmation of the value of our library. Now we begin a new chapter in its history.

**Thank you!** Because of voters like you, our collection will include the latest books and movies, job-seekers will use updated technology to learn computer skills, and kids will enjoy enriching art, science, and writing programs along with free lunches in the summer.

**And because of you, YDL will do something truly transformational**—build a new, full-service library in an area where it’s desperately needed, and operate that library for decades to come.

“We keep track of all our reference questions. The #1 question we get asked is ‘how do I get on a computer.’ The second most common question is ‘when are you guys moving into a bigger space?’ Now I finally have an answer!”

– Mary Garboden, Superior Branch Manager

It’s hard to overstate the difference the new library will make in the [MacArthur Boulevard and Willow Run communities](https://www.ypsilanti-mi.gov/comprehensive-plan). The current, tiny library is about the size of a two-car garage, but it has an out-sized impact on the surrounding neighborhood.

“The library is the best thing in this whole area. It’s the only thing we have for our kids. I know my kids can come here and play and be safe.”

– Sentra, neighborhood resident and mother

(continued on other side)
The new library will have double the hours of the current location, 20 computers compared to the current 7, dedicated youth and teen areas instead of the current tiny, 50-square-foot kids’ corner, and a community room to host special programs these kids may otherwise never experience.

**Please consider a gift today to make the new library exciting and inviting for kids and teens:**

- **$1,000** builds an interactive play set we can change each month so little ones always discover something new
- **$250** brings a special program to the library (a presentation with live bats recently overflowed the tiny YDL-Superior library when more than 50 people showed up!)
- **$125** creates a toy-filled play kit that families can check out
- **$75** buys a STEM toy that lets kids explore robotics and computer code
- **$25** purchases a new book for the opening day collection

**With your help, this new library will have a lasting impact on local youth.** Dedicated youth and teen computers, furniture, and books will invite kids to make the library their own, inspiring a lifelong love of learning and offering a safe, supportive place where they can achieve their dreams.

Sincerely,

Lisa Hoenig  
Library Director

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**Yes! I want to make the new library truly special for kids and teens**

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Name ________________________________  
Address ________________________________  
Phone ________________________________  
Email ________________________________

_Please make checks payable to the Ypsilanti District Library and return to 5577 Whittaker Road, Ypsilanti MI 48197, or give online at [ypsilib.org/donate](http://ypsilib.org/donate). Contributions are tax-deductible._
Our New Library
A vision for library service in Superior Township & Willow Run

With the November 2018 passage of a new operating millage, the Ypsilanti District Library will build a new library branch that will transform library service in the Superior Township and Willow Run neighborhoods.

About The New Library
Since Superior Township first joined the library district in 2007, the Library Board has been committed to expanding service in the area by building a new, full-service library.

The new facility will be built on 2.5 acres of a 12-acre lot purchased by Superior Township. It is planned to be between 7,000 and 8,000 square feet.

The new library will replace the tiny, 1,000 square foot facility opened in 2007 that was intended to be temporary. It will be open six days per week, doubling the open hours of the current location.

With the new facility on Harris Road, most people in the Library district will be within a 10 minute drive of a full-service library.

Where will it be located?
The library will be built on North Harris Road, between Geddes Road and MacArthur Boulevard. It will still be within walking distance of the MacArthur Boulevard housing developments and Oakbrook subdivision, and a short drive from most neighborhoods in Willow Run and Superior Township.
Library Amenities
The new library will include dedicated youth and teen areas, two group study rooms, 20 computer work stations, and a community meeting room to host special programs and community events.

Partnership Opportunities
The Ypsilanti District Library is exploring partnerships that will allow the library to do even more for the surrounding community! Areas of interest include:

- **Outdoor Programming Space** helps get kids active and allows partners to hold programs even when the library is closed
- **Drive-Up Book Return** adds easy 24-hour access
- **Solar Panels** would reduce utility bills and add to community resilience
- **Play Equipment** makes the library welcoming to young children and supports lifelong learning
- **Pollinator or Rain Gardens** are educational for patrons and support the surrounding ecosystem
- **STEM education** lets kids and teens explore robotics and computer programming

Steps to Completion

- YDL Board of Trustees engages design & construction team (December 2018)
- Public input invited on proposed design concept and plans (January 2019)
- Fundraising campaign begins (early 2019)
- Building plans are finalized and approved
- Construction begins (late 2019)
- New staff are hired and trained
- Opening day collection selected and purchased
- Books and materials moved to new location
- Grand opening!

Tell us what you think!
Get updates on our website:
www.ypsilibrary.org/newlibrary

Public input sessions:
Tuesday, January 8, 6:30pm
YDL-Superior
8795 MacArthur Boulevard

Wednesday, January 9, 6:30pm
Superior Township Hall
3040 N. Prospect Road

Questions? Please contact:
Lisa Hoenig, Library Director
lisa@ypsilibrary.org
734-879-1300
To: YDL Board of Trustees  
From: Lisa Hoenig, Library Director  
Date: 12/7/18  
Re: Superior Planning Committee report

The Superior Planning Committee met with Dan Whisler and Harvey Berman on 12/3/18. It was decided to use the Construction Manager approach to the building project, to be bid on a cost plus basis. The Committee looked at a Construction Manager RFP template and made decisions to shape an RFP for YDL.

Three RFPs for work on the Superior project are now posted on the library’s website and have been directly shared with potential bidders. They can be found here: https://www.ypsilibrary.org/about/connect/rfps/

Here is a schedule of relevant deadlines and meetings the Committee has identified thus far:

12/4/18: RFPs for topographic and boundary survey and wetland delineation released  
12/6/18: RFP for Construction Manager released with proposed contract to follow  
12/14/18: Topographic and boundary survey and wetland delineation bids due  
12/17/18: Superior Township Board meets – considers sharing cost of topographic survey  
12/19/18: Wrap-up meeting for Joint Superior Library Planning Committee (Library and Township)  
12/21/18: Construction Manager proposals due by 5 p.m.  
1/2/19: Committee meeting to discuss Construction Manager proposals and select finalists  
1/3 or 4: Contact finalists and arrange interviews  
1/10/19: Construction Manager candidate interviews, Whittaker Board Room  
1/11/19: Contingency day for interviews should candidates be unavailable on 1/10  
1/23/19: YDL Board meets -- awards Construction Manager contract
Old Business
To: YDL Board of Trustees  
From: Lisa Hoenig, Library Director  
Date: 12/7/18  
Re: Approval of construction attorney contract

At the November meeting the Board heard from construction attorney Harvey Berman of Bodman PLC, and approved a resolution to engage his firm to represent YDL’s interests during the Superior project contingent on review of a contract. Bodman’s contract and a resolution to approve it are attached.
Whereas, the Ypsilanti District Library wishes to construct a new Library branch in Superior Township, and

Whereas, the Library Board of Trustees recognizes that legal expertise can be invaluable to avoid problems and minimize risk in construction matters, and

Whereas, Harvey Berman of Bodman PLC offers such expertise and has presented the Board with a contract for services related to the Superior project, and

IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD hereby engages Bodman PLC to represent its interests in the Superior branch library construction project.
November 29, 2018

Sent Via Email: lisa@ypslib.org

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

Re: Superior Township Library Project

Dear Lisa:

Thank you for selecting Bodman PLC to represent the Ypsilanti District Library ("Library" or "Client") with respect to construction and real estate matters involving the design and construction of a library branch in Superior Township (the "Matter"). The terms of our engagement on this or any other matter are set forth in the attached "Terms of Engagement (Rev. 1-2016)." This letter will confirm certain specific aspects of our engagement on the Matter. By your signature below, you agree to the Terms of Engagement generally, and the specific items as to this Matter.

Identity of Client. Our client in this Matter will be the Ypsilanti District Library and not any of the Library’s employees, directors, trustees, or other persons related or affiliated with the Library unless we otherwise agree in writing. We do not represent Superior Township.

Retainer; Fees. While a retainer is typically required for new matters, I am requesting that my firm waive an initial retainer for this Matter; however, my firm reserves the right to require one or more retainers in its discretion. A retainer is fully refundable to the Client to the extent it is not applied against fees and expenses due and owing at the time of the conclusion of the Matter. A retainer is not an estimate of the projected cost of our services. I will be your primary contact for the Matter. My firm has approved a discounted hourly rate for my services of $360.00. Alex Dieck's rate is $250.00 per hour. The firm may assign others to assist in any aspect of the representation as appropriate and the hourly rate for each person will vary depending on the person utilized.

Please review this letter and the attached Terms of Engagement carefully. If it meets with your approval, sign the letter in the space provided below and return it to me. Please call me if you have any questions. We look forward to working with you, and I, personally, am delighted to have the opportunity to work with you and your Board.
Very truly yours,

Harvey W. Berman

HWB/dmd

Enclosure

ACCEPTED AND AGREED:

Ypsilanti District Library

By: _____________________________
    Lisa Hoenig

Its:    Director

Date: ___________________________
BODMAN TERMS OF ENGAGEMENT
(Rev. 1-2016)

Below are the standard terms of our engagement as your counsel. Together with the accompanying matter-specific letter, these terms shall govern any matter we undertake for you unless modified in writing by mutual agreement. Please review these terms carefully.

Scope of Engagement. Bodman’s engagement is limited to performance of services related to the matter described in the accompanying matter-specific letter, or any subsequent matter-specific letter related to a new engagement. Because we are not your general counsel, our acceptance of any engagement does not involve an undertaking to represent you or your interests in any other matter. We may agree with you to limit or expand the scope of our representation from time to time, provided that any such change is confirmed by us in writing.

Where you obtain advice or services on a repeating or occasional basis and such activities are billed under a single matter number, you agree that in the event of future disputes relating to or arising out of such legal services, each such event of legal advice or services shall be deemed to be a separate engagement for purposes of the accrual rule of MCL 600.5838(1) (which provides that claims for malpractice accrue at the time the firm discontinues serving a client as to the matters out of which the claim for malpractice arose), and that subsequent services or activities, whether or not billed under the same matter number, shall not be deemed or asserted to be a continuation of such services or otherwise to extend the accrual date.

Identity of Client. Our client in this matter will be you, the party identified in the matter-specific letter, and not any of your employees, partners, agents, shareholders, members, owners, subsidiaries, parent companies, affiliates or other persons or entities related or affiliated with you, unless we otherwise agree in writing. Accordingly, for conflict of interest purposes, we may represent another client with interests adverse to any such related or affiliated person or entity without obtaining your consent.

Client Responsibilities. You agree to pay our statements for services and expenses as provided below. In addition, you agree to be candid and cooperative with us and to keep us informed with complete and accurate factual information, documents, and other communications relevant to the subject matter of our representation or otherwise reasonably requested by us. Because it is important that we are able to contact you regarding your representation, you agree to provide us with current contact information and inform us of any changes. If we are unable to reach you, we reserve the right to withdraw from representing you upon notice to the last address you provided to us.

We will bill you on a regular basis, normally each month, for both fees and disbursements. You agree to make payments within 30 days of receiving our statement. We will give you prompt notice if your account becomes delinquent, and you agree to bring the account or the retainer deposit current. If the delinquency continues, we reserve the right to impose a charge of 1.5% of the amount more than thirty (30) days past due, for each month any such balance remains unpaid. Also, if the delinquency continues and you do not arrange satisfactory payment terms, you agree that we may withdraw from the representation and pursue collection of your account. You agree
to pay the costs we incur in collecting the debt, including court costs, filing fees and a reasonable attorneys’ fee, including the reasonable value of Firm lawyers acting for the Firm.

You may have insurance policies that will pay for attorneys’ fees and costs or may include coverage for payment of other parties’ damages in any matter we handle for you. We urge you to contact your insurer or broker promptly to determine the nature and extent of your applicable coverage, if any. If you do not expressly request in writing that we notify your insurance carrier(s) on your behalf regarding any matter in which we may represent you, we will assume that you are taking responsibility for any such notification. It is your ultimate responsibility to pay our Firm for services rendered and to obtain reimbursement, if applicable, from your insurer. Unless otherwise expressly agreed by us in writing, we assume no duty to advise you of applicable insurance coverage, if any, with respect to any matter you engage us to handle.

If the matter for which you are engaging us involves actual or anticipated litigation, mediation, arbitration, an investigation, or a regulatory proceeding, you may be subject to statutory or common law duties to preserve certain paper documents and electronically stored information (“ESI”). The scope of a party’s duty to preserve can be quite broad. Any failure to comply with your discovery obligations may subject you to severe and sometimes case-dispositive sanctions (i.e., a default judgment against you or a ruling that you cannot present evidence on certain matters). Accordingly, you agree to take all steps necessary to ensure the preservation of potentially relevant paper documents and ESI until such time as we instruct you otherwise.

In addition to document preservation, as your counsel we may have certain legal and ethical duties under court rules, applicable laws or regulations, such as Sarbanes-Oxley. You agree to cooperate with any inquiries we may conduct to discharge our legal and ethical obligations, and we reserve the right to undertake any other activities we deem appropriate to comply with our obligations under federal and state law and ethical guidelines.

**Bodman’s Fees.** Unless a different method is set forth in the matter-specific letter, the principal basis for computing our fees will be the amount of time spent on the matter by various lawyers and legal assistants multiplied by their individual hourly billing rates. Our hourly billing rates for lawyers and legal assistants are normally set at the beginning of each year and the billing rates for lawyers and legal assistants participating in your representations will be furnished to you on request. The billing rates are subject to change from time to time, usually at the beginning of each year. Other factors also may be taken into consideration in determining our fees, including the novelty and difficulty of the questions involved; the skill requisite to perform the services properly; the experience, reputation, and ability of those performing the services; the time limitations imposed by you or the circumstances; the dollar amount involved; and the results obtained.

We will keep accurate records of the time we devote to your work, including conferences (both in person and over the telephone), negotiations, factual and legal research and analysis, document preparation and revision, and other related matters.

We are often requested to estimate the amount of fees and costs likely to be incurred in connection with a particular matter. In many cases, it is not possible to determine in advance the amount of time or the total amount of fees that will be necessary to complete all work on a

(Rev. 1-2016)
particular engagement. Unless we are working on a flat-fee basis, as agreed in the matter-specific letter, any estimates we provide for legal fees are intended only as guidance for the purpose of general planning and are not intended to be a binding cap on fees.

**Costs.** We will include on our statements separate charges for expenses and services such as photocopying, messenger and delivery service, computerized research, travel, and search and filing fees. You also agree to pay the charges for copying documents for retention in our files. Our charges for these services are measured by our actual out-of-pocket costs unless we disclose otherwise. We would be pleased to discuss the charges for these ancillary services with you and to answer any questions you may have.

In some situations we can arrange for these ancillary services to be provided by third-parties with direct billing to you, always with the understanding that third-party services are your responsibility to pay. In most instances, we will forward an invoice of a third-party directly to you for payment. For example, you authorize us to retain any investigators, consultants, or experts necessary in our judgment to represent your interests in a matter. Their fees and expenses of others generally will not be paid by us, but will be billed directly to you. If we foresee that the Firm will incur substantial expenditures involving outside vendors, we will require that you pay those sums to us before we engage the outside vendor.

Absent agreement to the contrary, you shall be the executing party on all services agreements with third-party vendors and will be responsible for direct payment of any costs due to third parties under such agreements. While we will attempt to provide you with advance notice before engaging third-party vendors, we may occasionally (e.g., in time-sensitive electronic discovery matters) need to retain a vendor and execute a services agreement on your behalf. In all such circumstances, you shall remain responsible for direct payment of any costs due to the third party. You agree to indemnify us for any claim made against us from an outside vendor for services rendered in connection with representing you.

If an insurer or other third party undertakes to pay any portion of the Firm’s bills, you will remain responsible for payment of any amounts billed by the Firm and not paid by that third party. Similarly, if you are awarded legal fees or costs by a court or other body, you will remain responsible for payment of the Firm’s billed fees and other charges, even if the award to you is less than amounts we have billed you. Where we have agreed to represent multiple clients in a matter, we will understand that each client has agreed to be jointly and severally responsible for payment of the Firm’s services and related charges.

**Retainer and Trust Deposits.** New clients of the Firm are commonly asked to deposit a retainer with the Firm. The amount and terms of the retainer are determined by our Firm’s Finance Committee after consultation with the billing attorney responsible for the engagement. If you deposit a retainer with us, you grant us a security interest in that deposit. Unless otherwise agreed, the retainer deposit will be credited toward your unpaid invoices, if any, at the conclusion of services and the remaining balance or an appropriate part of it will be returned to you. If the retainer deposit proves insufficient, in our view, to cover the services to be rendered during the engagement, it may have to be increased.

(Rev. 1-2016)
Payments from you will be applied as agreed, with surplus, unspecified amounts held in trust or returned to you, at our option. Deposits that are received to cover specific items will be disbursed as provided in our agreement with you, and you will be notified from time to time of the amounts applied or withdrawn. Any amount remaining after disbursement will be returned to you.

All trust deposits we receive from you, including retainers, will be placed in a trust account. In accordance with applicable rules of professional conduct or court rules, your deposit will be placed in a pooled account if it is not expected to earn a net return, taking into consideration the size and anticipated duration of the deposit and the transaction costs. Other trust deposits will also be placed in the pooled account unless you request a segregated account. Interest earned on the segregated trust account will be added to the deposit for your benefit and will be includable in your taxable income.

Certain matters may have phases that are time-consuming and expensive, such as preparation for trial. In such matters, we reserve the right to require additional advance payment before we begin such phases. The amount of advance payment will be determined and communicated to you as soon as possible and will be based on our estimate of the time required and other expenditures needed. If you do not provide this additional advance payment in a timely manner, you agree that we have the right to discontinue our representation to the extent permissible.

Conflicts of Interest. Bodman represents many other companies and individuals, including banks and financial institutions, insurance companies, manufacturers and others that have broad customer bases. It is possible that during the time that we are representing you, some of our other present or future clients will have disputes, transactions or lending relationships with you. You agree that Bodman may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to our work for you even if the interests of such clients in those other matters are directly adverse to yours. We will, of course, take appropriate steps to protect the confidentiality of information concerning our representation of you from being used or disclosed in any such matters, and you agree to the use of ethical information screens for that purpose. If these conditions are satisfied, you agree that we may undertake such representations, and that all conflict issues will be deemed to have been waived, and that you will not assert or argue that conflicts of interest preclude such representations.

Electronic Communications. In the course of representing you, we may use electronic communication systems and devices, such as electronic messages (e-mail, text messages, etc.), facsimile machines, smartphones and cellular telephones. For efficiency, such communications are not normally encrypted. The use of these methods of communication may slightly increase the risk of accidental disclosure of your confidential or privileged information. You have agreed that the efficiency gained by means of these communications outweighs the risk of accidental disclosure of information. Unless you and the Firm agree in writing to implement a specific encryption protocol, you consent to our use of such communication devices and methods, and to unencrypted communications, in the course of representing you.

Consultation With Our Own Counsel. In the course of representing you, we may perceive a need to consult regarding the engagement with our Firm’s General Counsel, his deputies or outside counsel. To the extent that we are addressing our own rights and responsibilities, you consent to such consultations and waive any conflict of interest that may be deemed to exist.
between us and you, even if a dispute has arisen between us. You also acknowledge that such communications will be protected by our own attorney-client privilege from disclosure to you, and that you will not assert or argue that such communications are unprivileged or waived.

**Termination of Engagement.** You may at any time terminate our services and representation upon written notice to the Firm. Such termination shall not, however, relieve you of the obligation to pay for all services already rendered, including work in progress and remaining incomplete at the time of termination, and to pay for all expenses incurred on behalf of you through the date of termination or in connection with the transfer of a matter to successor counsel.

We reserve the right to withdraw from our representation as required or permitted by the applicable rules of professional conduct upon written notice to you. In particular, we retain the right to withdraw from this representation if you fail to honor the terms of a matter-specific letter or these Terms of Engagement, if you fail to make payment of fees billed in a timely manner, or if any circumstance occurs that would, in our view, make our continuing to represent you unlawful or unethical and we determine that we are permitted to withdraw our representation. If we terminate the engagement, we will take such steps as are reasonably practicable to protect your interests, and you agree to take all steps necessary to free us of any obligation to perform further, including the execution of any documents necessary to perfect our withdrawal. We will be entitled to be paid for all services rendered and costs or expenses incurred on behalf of you through the date of withdrawal.

**Conclusion of Representation; Retention and Disposition of Documents.** Unless previously terminated, our representation of you on any specific matter will terminate upon sending our final statement for services rendered in the matter. At your request, your papers and property will be returned to you upon receipt of payment for outstanding fees and costs. We will retain our own files pertaining to the matter. These Firm files include, for example, Firm administrative records, time and expense reports, personnel and staffing materials, and credit and accounting records; and internal lawyers’ work product such as drafts, notes, internal memoranda, and legal and factual research, including investigative reports, prepared by or for the internal use of lawyers. All such documents retained by the Firm will be transferred to the person responsible for administering our records retention program. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to destroy or otherwise dispose of any such documents or other materials retained by us within a reasonable time after the termination of the engagement.

If you request that we preserve any papers and/or property in our possession in order to satisfy a duty to preserve documents to which you are subject by reason of litigation, a threat of litigation, or other obligation imposed by law or sound practice, you agree to pay all costs and expenses, including the reasonable value of professional time at our normal hourly billing rates, that we incur in complying with your request.

**Post-Engagement Matters.** After completion of the matter, changes may occur in the applicable laws or regulations that could have an impact upon your future rights and liabilities. However, unless you engage us after completion of the matter to provide additional advice on issues arising from the matter, the Firm has no continuing obligation to advise you with respect to future legal developments.
Related Proceedings. If, as a result of representing you, we are required to produce documents or appear as a witness in connection with any litigation, mediation, arbitration, investigation or regulatory proceeding, you agree to pay our costs and expenses (including the value of attorney and staff time at regular hourly rates) we reasonably incur in connection such proceedings. This obligation survives termination of our representation of you.

Entire Agreement. These Terms of Engagement and the accompanying matter-specific letter supersede all other prior and contemporaneous written and oral agreements and understandings between us and contain our entire agreement. This agreement may be modified only through subsequent written agreement of the parties. You acknowledge that no commitments have been made regarding your legal representation other than those contained in these Terms of Engagement and any matter-specific letter. If any provision or portion of this agreement is held in part or in whole to be unenforceable for any reason, the remainder of that provision and of the entire Terms of Engagement will be severable and remain in effect.

Your agreement to this engagement constitutes your acceptance of the foregoing terms and conditions for any matter in which we represent you. If any of them is unacceptable to you, please advise us at once, so that we can resolve any differences and proceed with a clear, complete, and consistent understanding of our relationship.
New Business
To: YDL Board of Trustees  
From: Lisa Hoenig, Library Director  
Date: 12/7/18  
Re: Consideration of a proposal for professional design services for new Superior branch library

At our meeting, Dan Whisler and his colleague Alex Salvadero of Daniels & Zermack Architects will give a presentation illustrating their proposal for professional design services for the new Superior library. As you know, Dan and his team developed the conceptual design for the project. Dan has a longstanding relationship with YDL, being the principal architect for the Whittaker Road library as well as the Michigan Avenue renovation. He has provided a great deal of advice and assistance to YDL over the years and has been involved in the Superior project since it was first proposed in 2006.

In the interest of time and at your request, I made some inquiries of other architects and library directors to get a ballpark feel for what fees for a project like this should be. The fee is a little higher than the average, but I learned that typically the smaller the project, the higher the percentage for the fee, because the work isn’t that scalable. Also, one of Dan’s respected peers intimated to me that when it comes to building projects, relationships and trust are of utmost value. Our team knows Dan, and we definitely want someone we trust sitting at the table with us when problems arise. The other architect told me to hire Dan.

Construction attorney Harvey Berman will comment on the attached proposal for professional design services in the next few days. Both Dan and Harvey believe the few points we may wish to negotiate will be easily ironed out. I will distribute a final draft of the contract portion incorporating any changes at the Board meeting for your consideration.
RESOLUTION TO ENGAGE DANIELS & ZERMACK ARCHITECTS FOR SERVICES RELATED TO THE DESIGN AND CONSTRUCTION OF A NEW SUPERIOR LIBRARY

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

Whereas, the Library Board of Trustees wishes to have a trusted and experienced architect leading the project, and

Whereas, Dan Whisler of Daniels & Zermack Architects was the principal architect for the Whittaker Road library and other projects for the Ypsilanti District Library, has been involved with the planning for the Superior project since 2006, and worked with the Library and Superior Township representatives to develop the current design concept, and

Whereas, Dan Whisler has presented a proposal to the Board which has been reviewed by legal counsel and vetted for offering a competitive cost for services, Now Therefore,

IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD hereby engages Daniels & Zermack Architects for services related to the design and construction of a new Superior library.

OFFERED BY: __________________________________________________________

SUPPORTED BY: ________________________________________________________

YES:            NO:             ABSENT:            VOTE:
December 5, 2018

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

RE: Proposal for Professional Design Services for
New Superior Branch Library
Harris Road Site, Superior Township, MI
Ypsilanti District Library

Dear Ms. Hoenig,

We are pleased to provide this proposal for professional design services for the New Superior Township Branch library project 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 conceptual design process, preliminary meetings and discussions with you and staff, the building committee, and representatives from township, our understanding of your proposed project is as follows:

**Project Understanding:**

Based on the preliminary conceptual design effort undertaken prior to the successful millage campaign this past November, we understand the Ypsilanti District Library proposes to build a new one story, approximately 7,800 square foot library building, located on a portion of the approximate 12 acre site on Harris Road, near to and north of the present Superior Township Branch library located at 8795 MacArthur Blvd, Superior Charter Township. The project includes associated site work for utilities, drives, parking, landscaping, and other associated site development to support the proposed library and potentially future yet-to-be-determined Township uses of the remainder of the site. Additional project information is outlined in the attached Preliminary Project Summary dated November 7, 2018.

A preliminary building construction budget of approximately $2.7M, including Construction Management fees and expenses during construction, has been established including construction contingencies. This project will be funded through the Library’s fund balance and supported by an increased operating millage approved by the voters of the district on
November 6, 2018. A comprehensive project budget developed as part of the conceptual design process dated July 24, 2018 is attached.

We understand the Library intends to engage a Construction Manager as Constructor who will join the project team effort in providing preconstruction phase services and construction phase services for the duration of the project. A Preliminary Project Schedule, dated December 5, 2018, is attached and anticipates a fall 2019 construction start, based on preliminary project timeline assumptions and a smooth site plan approval process is achieved. Our fee proposal assumes the design and development of construction documents will proceed with the development of a single bid package for bidding by the Construction Manager. If an accelerated design effort and multiple bid packages are required, we may need to revise our proposed fee accordingly for the additional effort such accelerated approach likely entails.

In addition to the fixed fee for building design and a separate fixed fee for interior design for the selection and specification of furniture, we propose to provide services on an hourly basis for the Site Plan Approval Process as the time required can vary and the extent of meetings and revisions that may be necessary for receiving site plan approval from the township is generally out of our control. Therefore, billing on an hourly basis for services for these tasks at this point ensures that only the time necessary to complete these efforts are billed rather than the need to incorporate an overly conservative estimate within a fixed fee to cover such unknowns. We have included an estimate for the anticipated hourly services for planning purposes, anticipating a smooth and uncomplicated approval process is most likely.

Our proposed fees for your project are as follows for your consideration. A description of our proposed scope of services by project phase follows the fee summary below:

**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. While the budget is subject to confirmation and revision based on the Library’s desires for balancing design and construction quality, program, and cost considerations, our fee is based on the general scope of work delineated and construction budget indicated above. For architectural and engineering professional services, we propose a lump sum, fixed fee of **two hundred seventy thousand dollars ($270,000)** for Basic Professional Architectural and Engineering Services in accordance with the Owner Architect Agreement.

In addition, we have included an estimated allowance of $2,500 for hourly services related to Site Plan Approval. We anticipate an estimated budget for reimbursable expenses for the project may be $12,800 in addition to the proposed fee. Total for professional fees, allowance for hourly services, and reimbursable expenses are estimated to be **$285,300**.

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 **twenty three thousand four hundred dollars ($23,400)**.
If the final project scope of work and approved budget differs significantly from this preliminary budget estimate, we anticipate a corresponding adjustment in fee might be required. The proposed fee includes the participation of Civil, Landscape, Structural, Mechanical, and Electrical Engineering consultants for the project. Our proposed engineering consultant team includes firms with whom we are currently working together on other library projects with a track record of successfully completed projects. The proposed project team includes the following firms:

- Beckett & Raeder, Inc.: Civil Engineering and Landscape Architecture
- Structural Design Inc.: Structural Engineering
- Strategic Energy Solutions, Inc.: Mechanical Engineering
- Strategic Energy Solutions, Inc.: Electrical Engineering & Lighting Design

A Standard Fee Schedule is attached for hourly rates and reimbursable expenses followed by a brief introduction to the firm, relevant project experience, and 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.
2. Enhanced Presentation Graphics such as artistic level perspective renderings, interior perspectives, computer 3D modeling of building interior, computer fly by animations, or physical 3D models for project promotion.
3. Municipal plan review and permit fees and similar expenses related to submission to the Authorities Having Jurisdiction (AHJ) for municipal project approvals. Such fees, if any are assumed to be paid by the Library directly or considered a reimbursable expense.
4. Engineering design of off-site improvements such as public roadway modifications including accel/decel/turn lanes, wetland mitigation, off-site utilities, downstream utility improvements, etc.
5. Services related to pursuit of LEED Certification or similar.
6. Service related to Commissioning of engineered systems.

**Items not included that will be provided under separate contract by the Library:** We have included an estimate of what these Owner provide items may cost to guide the Library for budgeting purposes.

1. Site Topographic and Boundary Survey, (estimated cost of approximately $10,000+)
2. Wetland Delineation/Determination and Survey (estimated cost of approximately $4,000)
3. Geotechnical Investigation and Report (Soil Borings), (estimated cost of approximately $5,500)
4. Infiltration testing, if required for on-site storm water retention design (cost TBD, if needed)
5. Traffic Impact studies (not anticipated) (cost TBD, if needed)
6. Environmental Site Assessment (cost TBD, if needed)

**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.

**B. Site Plan Approval Process**

1. Following completion of the schematic design phase, coordinate with township planning staff for submission of site plan review drawing submission. Prepare site plan approval application.
2. Attend planning commission meetings if necessary and present project for consideration and approval.
3. Revise drawings as required based on input received from planning commission or staff and resubmit drawings as required for final approval. (includes one round of review and response to plan review comments). Attendance at meetings and coordination with Township and other AHJ to be billed as hourly services.
4. Attend planning commission meetings and present project for final approval as an hourly service.

**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.

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 subcontractors.

E. Bidding Phase:
1. Assist with identifying and pre-qualifying contractors to bid the work and soliciting competitive bids from approved contractors. Alternatively, we can assist with selection of a Construction Manager or work with your preferred contractor on progress budgeting during development of design and construction drawings and assistance with final pricing of completed construction documents.
2. If desired, conduct pre-bid walk through with potential bidders and subcontractors to clarify the scope of the project and any special project requirements.
3. Respond to contractor questions and provide clarifications of the design intent during the bidding / pricing period.
4. Provide supplementary drawings or details to clarify the scope of work as needed during the pricing phase.
5. Assist with reviewing and evaluating the contractor’s bids.
6. 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.
7. 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 – 2014, 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
# Ypsilanti District Library
## New Superior Branch Library Facility
### Superior Township - North Harris Road Site
#### Prepared by Daniels and Zermack Architects
##### July 24, 2018

<table>
<thead>
<tr>
<th>Description</th>
<th>Sq. Ft.</th>
<th>Cost/sf</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Existing Building Renovation</strong></td>
<td>-</td>
<td>$ -</td>
<td>- $</td>
</tr>
<tr>
<td><strong>New Building Construction</strong></td>
<td>7,800</td>
<td>$ 210</td>
<td>$ 1,634,880</td>
</tr>
<tr>
<td><strong>Total Area</strong></td>
<td>7,800</td>
<td>$</td>
<td>$ 1,634,880</td>
</tr>
<tr>
<td><strong>Parking</strong></td>
<td>36</td>
<td>$ 1,650</td>
<td>$ 59,400</td>
</tr>
<tr>
<td><strong>New Site Development</strong> (curbs, walks, paving for drives, utilities, landscaping, etc.)</td>
<td>allow</td>
<td>$ 585,125</td>
<td>$ 292</td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td>$ 2,279,405</td>
<td>$ 292</td>
</tr>
<tr>
<td><strong>Budget Permiting Additional Site Items:</strong></td>
<td></td>
<td>$ 110,500</td>
<td>$ 324</td>
</tr>
<tr>
<td>Drive Up Book Return drive lane &amp; return units</td>
<td>allow</td>
<td>$ 28,500</td>
<td></td>
</tr>
<tr>
<td>Outdoor Programming Feature: seat walls/terrace</td>
<td>allow</td>
<td>$ 52,000</td>
<td></td>
</tr>
<tr>
<td>Enhanced Garden, paving and landscaping</td>
<td>2,500</td>
<td>$ 12</td>
<td>$ 30,000</td>
</tr>
<tr>
<td><strong>Future Historic Escalation - 5% per year</strong></td>
<td>1.0 yrs. @</td>
<td>5.75%</td>
<td>$ 137,000</td>
</tr>
<tr>
<td><strong>SUBTOTAL BID (BID TARGET)</strong></td>
<td></td>
<td>$ 2,526,905</td>
<td>$ 324</td>
</tr>
<tr>
<td>Construction Contingency - allow for unforeseen construction issues / hidden conditions</td>
<td>5.0%</td>
<td>$ 126,300</td>
<td>$ 340</td>
</tr>
<tr>
<td><strong>SUBTOTAL CONSTRUCTION (CONSTRUCTION TARGET)</strong></td>
<td></td>
<td>$ 2,653,205</td>
<td>$ 340</td>
</tr>
<tr>
<td>Owner's Contingency - to allow for minor program changes due to changes in staff, services, policy etc.</td>
<td>5.0%</td>
<td>$ 126,300</td>
<td>$ 356</td>
</tr>
<tr>
<td><strong>TOTAL CONSTRUCTION BUDGET</strong></td>
<td></td>
<td>$ 2,779,505</td>
<td>$ 356</td>
</tr>
<tr>
<td><strong>Basic Professional Design Services</strong></td>
<td>9.2%</td>
<td>$</td>
<td>$ 256,000</td>
</tr>
<tr>
<td><strong>Extended Professional Design Services</strong></td>
<td></td>
<td>$</td>
<td>$ 256,000</td>
</tr>
<tr>
<td>Site Plan Approval (allowance for hourly services)</td>
<td>assume simple process</td>
<td>$ 2,500</td>
<td></td>
</tr>
<tr>
<td>Estimated Reimbursable expenses</td>
<td>5.0%</td>
<td>$</td>
<td>$ 12,800</td>
</tr>
<tr>
<td><strong>TOTAL OF PROFESSIONAL DESIGN FEES</strong></td>
<td></td>
<td>$ 271,300</td>
<td>$ 35</td>
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<table>
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<tr>
<th>Description</th>
<th>20</th>
<th>12</th>
<th>$ 800</th>
<th>$ 9,600</th>
</tr>
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<tbody>
<tr>
<td><strong>Technology (PC's, printers, other peripherals) - Public stations</strong></td>
<td>9</td>
<td>9</td>
<td>$ 800</td>
<td>$ 7,200</td>
</tr>
<tr>
<td><strong>Technology (PC's, printers, other peripherals) - Staff stations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Technology (server, network devices,wireless)</strong></td>
<td>allow</td>
<td>$ 7,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Technology (wiring)</strong></td>
<td>58 runs</td>
<td>$ 175</td>
<td>$ 10,150</td>
<td></td>
</tr>
<tr>
<td><strong>Technology (fiber optic connection)</strong></td>
<td>allow</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td><strong>Audio/Visual Listening Station wiring, devices and</strong></td>
<td>seats</td>
<td>$ 4,000</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td><strong>Audio/Visual equipment cart-based</strong></td>
<td>cart</td>
<td>$ 5,000</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td><strong>Audio/visual System for Meeting Room</strong></td>
<td>unit</td>
<td>$ 20,000</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td><strong>Audio/Visual equipment for Story Room/multi-purpose</strong></td>
<td>cart</td>
<td>$ 10,000</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td><strong>Public Address system</strong></td>
<td>7,800 sq. ft.</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td><strong>Distance Learning/Teleconferencing equipment cart</strong></td>
<td>cart</td>
<td>$ 15,000</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Building Security</td>
<td>7,800 sq.ft.</td>
<td>$ 1.10</td>
<td>$ 8,880</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>--------------</td>
<td>--------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>Material theft system, antenna/gates (single aisle 15k, dual)</td>
<td>1 unit@</td>
<td>$ 19,000</td>
<td>$ 19,000</td>
<td></td>
</tr>
<tr>
<td>Automated Circulation System and interface software</td>
<td>$ -</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>RFID circulation system, equipment and software</td>
<td>allow</td>
<td>$ -</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Tag materials for RFID circulation system</td>
<td>items@</td>
<td>$ 0.35</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Self check units</td>
<td>1 unit@</td>
<td>$ 12,000</td>
<td>$ 12,000</td>
<td></td>
</tr>
<tr>
<td>Telecommunications Systems</td>
<td>allow</td>
<td>$ 2,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td>$ 76,530</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historic Escalation - labor only - avg 3% per year</td>
<td>2.0 yrs. @</td>
<td>3.0%</td>
<td>$ 4,700</td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL BID (BID TARGET)</strong></td>
<td></td>
<td>$ 81,230</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Installation Contingency - allow for unforeseen installation issues</td>
<td>0.0%</td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner's Contingency - to allow for minor program changes</td>
<td>0%</td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL OF TECHNOLOGY BUDGET</strong></td>
<td></td>
<td>$ 81,230</td>
<td>$ 10</td>
<td></td>
</tr>
<tr>
<td>Furniture, Furnishings</td>
<td>7,800 sq.ft.</td>
<td>$ 30.00</td>
<td>$ 234,000</td>
<td></td>
</tr>
<tr>
<td>Equipment - copiers, fax, laminators, kitchen equipment and appliances</td>
<td>7,800 sq.ft.</td>
<td>$ 0.75</td>
<td>$ 6,000</td>
<td></td>
</tr>
<tr>
<td>After Hours Pick up Lockers</td>
<td>- unit@</td>
<td>$ 14,000</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Automatic Materials Handling - simple 3 bin sorting system</td>
<td>allow</td>
<td>$ 75,000</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Materials handling conveyor</td>
<td>- If x</td>
<td>$ 550</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Building Maintenance Equipment - building maint., ladders, vacuum, scrubber, buffer, etc.</td>
<td>7,800 sq.ft.</td>
<td>$ 0.35</td>
<td>$ 2,730</td>
<td></td>
</tr>
<tr>
<td>Interior Signage</td>
<td>7,800 sq.ft.</td>
<td>$ 1.75</td>
<td>$ 13,700</td>
<td></td>
</tr>
<tr>
<td>Graphic Art</td>
<td>7,800 sq.ft.</td>
<td>$ -</td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Public Art (1% of Construction Cost)</td>
<td>allow</td>
<td>$ -</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
<td></td>
<td>$ 256,430</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Owner's Contingency - to allow for minor program changes</td>
<td>0%</td>
<td>$ -</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Production Contingency - allow for unforeseen production issues</td>
<td>2.5%</td>
<td>$ 6,000</td>
<td></td>
<td></td>
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<tr>
<td>Historic Escalation - 5% per year</td>
<td>2.0 yrs. @</td>
<td>5.0%</td>
<td>$ 26,000</td>
<td></td>
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<tr>
<td><strong>TOTAL OF INTERIORS BUDGET</strong></td>
<td></td>
<td>$ 288,430</td>
<td>$ 37</td>
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<tr>
<td>Interiors Fees</td>
<td>7,800 sq.ft.</td>
<td>$ 3.00</td>
<td>$ 23,400</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL OF OWNERS OTHER COSTS BUDGET</strong></td>
<td></td>
<td>$ 103,300</td>
<td>$ 13</td>
<td></td>
</tr>
<tr>
<td>Other Owner Costs (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</td>
<td>3.00%</td>
<td>$ 103,300</td>
<td>$ 13</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL PROJECT BUDGET in year 2019 $’s (bid / construction start)</strong></td>
<td></td>
<td>$ 3,547,165</td>
<td>$ 455</td>
<td></td>
</tr>
<tr>
<td>LAND ACQUISITION</td>
<td>2.70 allow @</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>OPENING DAY COLLECTION (new items)</td>
<td>- item @</td>
<td>$ 25.00</td>
<td>$ -</td>
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<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td>$ 3,547,165</td>
<td>$ 455</td>
<td></td>
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</table>
Ypsilanti District Library
Superior Branch Library

Work Plan Tasks

<table>
<thead>
<tr>
<th>Phase 1: Schematic Design</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refine program</td>
</tr>
<tr>
<td>CM Selection process</td>
</tr>
<tr>
<td>Topographic and Boundary Survey</td>
</tr>
<tr>
<td>Develop Final Schematic Design</td>
</tr>
<tr>
<td>Geotechnical Investigation / Soil Borings</td>
</tr>
<tr>
<td>Develop Schematic Design Budget</td>
</tr>
<tr>
<td>Present SD Budget and Design for Approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
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STANDARD FEE AND REIMBURSEMENT SCHEDULE  
Effective January 1, 2018

**Professional and Technical Staff Hourly Billable Rates:**

- Principal Architect: $145.00  
- Senior Architect: $130.00  
- Architect Level 3: $120.00  
- Architect Level 2: $110.00  
- Architect Level 1: $100.00  
- Interior Designer Level 2: $100.00  
- Interior Designer Level 1: $90.00  
- Technical Staff Level 2: $90.00  
- Technical Staff Level 1: $80.00  
- Drafting Staff: $70.00  
- Support Staff: $55.00

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 1.5% per month or the maximum allowed by law, whichever is lower.
Introduction to the Firm

Daniels and Zermack Architects

Daniels and Zermack Architects (formerly Penchansky Whisler Architects) is a full-service design firm with specialized experience in Library Design and Planning, providing clients with comprehensive professional services including needs assessment / programming, site planning, and complete architectural / engineering and interior design services. In 2014, Penchansky Whisler Architects merged with the long-established firm of Daniels and Zermack Architects combining their specialized expertise in library design and planning with Daniels and Zermack Architects broad and diverse depth of commercial and institutional experience, including specialized expertise in the design of innovative financial institutions.

Beginning with Daniels and Zermack’s first project in 1950, and throughout the completion of more than a thousand succeeding projects, the firm founded by E.H. Daniels and Fred E. Zrmack has provided innovative, thoughtful design for a range of commercial projects including offices, retail, industrial, financial services, hospice and medical services, and religious structures. The work of the firm has included the full gamut ranging from modest interior renewal and remodeling projects to the design of new multi-story buildings exceeding 185,000 square feet and more than $42 million in construction cost. Most of the firm’s work has been in Michigan and surrounding states, but the firm has designed projects farther afield when called upon.

Over the past twenty years, firm principals Seth Penchansky, AIA and Daniel E. Whisler, AIA, have led project teams in the design of new and expanded libraries ranging in size from 2,400 to 100,000 square feet and valued at more than $200 million in total construction cost. The firm values sustainable design solutions that are not just environmentally sensitive but make economical and innovative use of resources and materials. As such, two of the three firm principals and key staff at Daniels and Zermack Architects are LEED accredited professionals. We believe that Libraries can be created as compelling public places within a reasonable construction budget. Creativity and innovative construction techniques are utilized to create libraries that are exciting to visit, yet are still affordable to staff and operate, and reasonable to construct. Clear sight lines make staff more efficient, prolong the life of the collection and increase the sense of security within the building. Our objective is to create compelling libraries where patrons wish to visit frequently, and library staff members are eager to assist them. Seth Penchansky, AIA and Daniel E. Whisler, AIA serve as the firm’s principals leading library design efforts with over 50 years of combined experience in the design of public buildings, including over 45 years in the design of Public Libraries.

Firm History

Daniels and Zermack Architects was founded in 1950 by E.H. Daniels and Fred E. Zrmack. Since its inception, the firm has grown while developing specialized expertise in the design of financial institutions and commercial buildings that serve as customer-oriented, friendly and convenient places of
business. The firm has earned a solid reputation based on their guiding philosophy since inception of designing facilities that are flexible, innovative, and responsive to the client’s functional and budgetary needs, all delivered within a framework of responsible project management. The firm is proud to be one of the oldest established architectural firms in the area with a distinguished history of quality design, talented and knowledgeable staff, and stability of firm operations. The firm has been in their current Ann Arbor office location for the past 50 years.

In early 2014, Penchansky Whisler Architects began collaborating with Daniels and Zermack Architects on a number of projects. With a shared spirit for collaborative and innovative design along with a commitment to the delivery of high quality design services, firm principals recognized an affinity for our successful future work together that led to the merger of the two firms that began in June of 2014 and became complete January 1, 2015.

Having worked together in architectural firms since 1990, Mr. Penchansky and Mr. Whisler joined David Milling in 1995 as the two founding associates of David Milling & Associates (DMA) in Ann Arbor, with the firm’s primary focus on the design of public libraries. In 2004, Mr. Penchansky left DMA to form Penchansky Architects to concentrate on Library Planning and Sustainable Design. During his nine years as a senior associate at DMA, Mr. Penchansky was responsible for more than twenty library projects and led the firm’s efforts in the development of Needs Assessments and Programming for Libraries. In 2005, Daniel E. Whisler re-joined Mr. Penchansky and the firm was renamed Penchansky Whisler Architects. In his ten years as senior associate at DMA, Mr. Whisler was responsible for the successful completion of more than fifteen library projects.

Together, Mr. Penchansky and Mr. Whisler have been involved in the design of four AIA Award winning Library projects, three of which were completed while at DMA and two of these library projects have received design awards from the Illuminating Engineering Society (IES) of North America. Additionally, they have been involved in the design of two library projects that have been published on the cover of American Libraries and Library Journal’s annual issues devoted to showcasing new library building construction. Their Ferndale Public Library Addition and Renovation project received an Honorable mention for Green Project of the Year from the Construction Association of Michigan in 2010. The firm’s expertise in the field of Library Design includes the development of planning and programming documents, library building design, as well as the design and selection of Library furniture, furnishings and equipment. Daniels and Zermack Architects is an equal opportunity employer.
Public Library Experience.

Extensive Library Programming, Planning & Design Experience
Daniels and Zermack Architects (formerly Penchansky Whisler Architects) bring to the project the experience and lessons learned of the firm’s principals having provided library planning services for over 60 public libraries and renovation and new construction design services for over 50 Library projects, including the following:

Selected New Libraries, Additions, & Renovation Projects:

Brighton District Library — Brighton, MI, Needs Assessment and Planning Services, 25,000 sf, $1,000,000, completed 2017.

Eaton Rapids Public Library — Eaton Rapids, MI, Needs Assessment and Conceptual Design for Expansion and Renovation, 10,800 sf, $1,600,000, pending funding

Elk Rapids District Library — Expansion and Historic Renovation, Elk Rapids, MI, 6,300 sf Addition, 12,800 sf total, in association with Hopkins Burns Design Studio, pending funding

Belleville Area District Library Expansion — Belleville, MI
  ▪ New Main Library, 31,900 sf, $10,444,000, 2020
  ▪ New South Satellite Media Center, Interior Renovation of Existing Building, 1,300 sf, $250,000, 2018

Cromaine District Library — Addition and Historic Renovation, Hartland, MI, 3,820 sf Addition, 14,400 sf renovation, $1,979,000, 2017

Commerce Township Community Library — New Library, Commerce Township, MI, New Main Library, 35,000 sf one story, $7,000,000 budget, January 2017

Grand Ledge Area District Library, Grand Ledge, MI
  Addition and Renovation totaling 9,200 sf, $750,000, 2016

Cromaine District Library — Addition and Historic Renovation, Hartland, MI, 19,965 sf Addition, 11,000 sf renovation, 34,245 sf total area, $9,130,000, 2014 unsuccessful funding referendum

Ypsilanti District Library — Whittaker Road Library, Teen Area Renovation Programming & Conceptual Design, Ypsilanti, MI, pending

Belleville Area District Library Expansion — New Main Library and South Satellite Branch Library, Belleville, MI, 45,000 sf, 3,400 sf renovation, $13,434,000 total, 2014 unsuccessful funding referendum

Kalamazoo Public Library — Central Library Youth Area Renovation, Kalamazoo, MI, 8,450 sf, $250,000, January 14

Kalamazoo Public Library — Central Library 2nd Floor Renovations, Kalamazoo, MI, 5,250 sf, $50,000, January 2014

Ypsilanti District Library — Superior Township Facility, Superior Township, MI, feasibility study and planning for new branch library

Grand Rapids Public Library — Main Library Circulation Lobby and Popular Area Renovation, Grand Rapids, MI, Renovation of 8,500 sf within the historic Ryerson building, $270,000, October 2012

Chippewa River District Library — Mt. Pleasant, Isabella County, MI
  ▪ Coe Township New Branch Renovation, Shepherd, MI, 4,000 sf Renovation of historic downtown building, $200,000, July 2012
  ▪ Winn Township Branch, Winn, MI, 2,000 sf, $200,000, TBD

Ypsilanti District Library — Michigan Avenue Facility, Teen Zone Renovation, Ypsilanti, MI, 715 sf, $50,200, September 2011

Chesterfield Township Library, Chesterfield Township, MI
  ▪ Circulation Area Renovation, $45,000, January 2012

Northfield Township Area Library — Meeting Room Addition & Site Work, Whitmore Lake, MI, 2,300 sf, $566,000, unfunded
Brandon Township Public Library – Teen & Staff Area Renovation, Ortonville, MI, Conceptual Design of 2,100 sf renovation for expanded teen area and renovated adult staff area, $180,000, pending funding

Ferndale Public Library, Ferndale, MI
19,700 sf, addition & renovation, $3.8M, August 2010

Kalamazoo Public Library – Circulation area renovation, Kalamazoo, MI
Renovation of circulation area, self check kiosk, holds, 2,500 sf, $75,000, February 2010

Ypsilanti District Library – Whittaker Road Facility, Ypsilanti, MI
- New Coffee Shop Café Renovation, $175,000, May 2009
- Office Area and Friend Bookshop Renovation, $45,000, October 2008
- Exterior Tile Repair at Entry, $10,000, Aug 2009

Cromaine District Library, Hartland, MI
Addition and Historic Renovation with underground parking & civic plaza, library building area totaling 46,925 sf, $18,800,000, 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

Jackson District Library (13 projects) Planning and Conceptual Design:
- Concord Branch, Concord, MI 5,800 sf renovation, $280,000 phase I completed May 2007, $433,000
- Carnegie Library, Jackson, MI 57,000 sf addition & historic restoration, $12.1M budget
- Brooklyn Branch, Brooklyn, MI 5,500 sf, new building, $1.26M budget
- Eastern Branch, Leoni Township, MI 10,530 sf, addition & renovation, $870,000 budget
- Grass Lake Branch, Grass Lake, MI 5,500 sf, addition & renovation, $1.1M budget
- Hanover Branch, Hanover, MI 2,900 sf, new building, $666,000 budget
- Henrietta Branch, Henrietta, MI 2,900 sf, new construction, $671,000 budget
- Meijer Branch, Blackman Township, MI 10,000 sf, addition & renovation, $1.79M budget
- Napoleon Branch, Napoleon, MI 2,900 sf, addition & renovation, $403,000 budget
- Parma Branch, Parma, MI 2,900 sf, addition & renovation, $680,000, addition & renovation budget
- Spring Arbor Branch, Spring Arbor, MI 5,500 sf, new construction, $864,000 budget
- Springport Branch, Springport, MI 2,900 sf, new construction, $721,000 budget
- Summit Branch, Summit Township, MI 5,500 sf, new construction, $1.3M budget

Fred C. Fischer Library, Belleville, MI (three projects)
- New Library conceptual design site study, 47,000 sf, pending funding
- New Internet Café, Interior renovations & furniture, $30,000, March 2009
- Lighting Improvements, 8,000 sf, renovation, $11,500, February 2006

Oxford Public Library – Teen and Technology Expansion, Oxford, MI, 2,500 sf, renovation, $255,000, December 2005

Harper Woods Public Library, Harper Woods, MI, 17,700 sf, addition & renovation, $2.6M, August 2005 – LEED Certification consultant
Seth Penchansky and Dan Whisler served as lead architect / project manager / project architect for the following projects completed while Senior Associates at David Milling & Associates / Architects (DMA), architect of record (1995 – 2005):

**Medina County District Library** (6 projects):
- **Medina Library**, Medina County District Library, Medina, OH 77,000sf, addition and renovation, $16.7M, 2007 projected*
- **Brunswick Library**, Medina County District Library, Brunswick, OH 29,000 sf addition & renovation, $5.56M, 2007 (through schematic design)*
- **Lodi Library**, Medina County District Library, Lodi, OH 15,000 sf, $3.7M, February 2006*
- **Highland Library**, Medina County District Library, Granger Township, OH 12,000 sf, new building, $3.2M, 2007 (through schematic design)*
- **Buckeye Library**, Medina County District Library, York Township, OH 25,700 sf, new building, $5.13M, October 2005*
- **Seville Library**, Medina County District Library, Seville, OH 2,500 sf, renovation, $379,000, 2007 (through conceptual design)*

**Harper Woods Public Library**, Harper Woods, MI, 17,700 sf, addition & renovation, $1.8M, August 2005*

**Waterford Township Public Library**, Waterford, MI, 2,800 sf addition & 24,500 sf renovation, $1.8M, August 2004*

**Ypsilanti District Library** – Whittaker Road Facility, Ypsilanti, MI, 60,000 sf, new building, $11.2M, January 2002*

**Ypsilanti District Library** - Michigan Ave. Branch, Ypsilanti, MI, 11,200 sf, $2.1M, historic renovation, April 2003*

**Meridian Township Interim Library**, Okemos, MI, 9,000 sf, renovation, $210,000, September 2001*

**Kalamazoo Public Library** (five projects)
- **Central Library**, Kalamazoo, MI 100,000 sf, addition & renovation, $10M, February 1998*
- **Washington Square Branch**, Kalamazoo, MI 8,000 sf, historic renovation, $800,000, May 1997*
- **Eastwood Branch**, Kalamazoo, MI 10,700 sf, new building, $996,000, August 1996*
- **Powell Branch**, Kalamazoo, MI 4,000 sf, renovation, $168,208, June 1996*
- **Oshtemo Branch**, Kalamazoo, MI 17,000 sf, new building, $2,209,000, September 1997*

**Oxford Public Library** – Youth Department Expansion, Oxford, MI, 3,500 sf, renovation, $75,000, March 2002*

**Oxford Public Library**, Oxford, MI, 24,300 sf, new building, $3.2M, 1998*

**Mount Clemens Public Library**, Mount Clemens, MI, 10,000 sf, renovation, $450,000, May 2004*

**Kaukauna Public Library**, Kaukauna, WI, 30,000 sf, addition & renovation, Phase I elevator addition: $250,000, 2001*

**Veterans Memorial Library** - Chippewa River District Library, Mt. Pleasant, MI 22,000 sf, renovation & interior design, $80,000, February 2001*

**Northfield Township Area Library**, Whitmore Lake, MI, 16,500 sf, addition & renovation, Schematic Design* 

**Dexter District Library**, Dexter MI, 25,000 sf Schematic Design for New Library, Parker Road site, $5.5M budget*

**Cass County District Library**, Cassopolis, MI, 2,500 sf, addition & renovation, $125,000 budget*
Selected Library Facility Studies:

**Garden City Public Library** – Needs Assessment / Planning Study, Garden City, MI, in association with Library Planning Associates, 2017

**Chippewa River District Library** – Mount Pleasant, MI
- Winn Township Branch, New Branch Feasibility Study
- Rolland Township Branch, Space Planning Study

**Ypsilanti District Library** –
- Whittaker Road Facility Lighting Assessment / Re-commissioning Study
- Facilities Capital Needs / Replacement Strategic Planning Study

**Capital Area District Library** Needs Assessment / Planning Study
(13 facilities), Lansing, MI, in association with Library Planning Associates

**Shelby Township Library** Needs Assessment / Planning Study, Shelby, MI

**Chesterfield Township Library** Needs Assessment/Planning, Chesterfield, MI

**Utica Public Library** Needs Assessment, Utica, MI

**Center Line Public Library** Space Planning Study, Center Line, MI

Seth Penchansky and Dan Whisler served as lead architect / project manager / project architect for the following studies completed while Senior Associates at David Milling & Associates / Architects (DMA) (1995 – 2005):

**Jackson District Library** Planning Study (13 facilities), Jackson, MI

**Medina County District Library** Planning Study (7 facilities), Medina, OH

**Grosse Pointe Public Library** Planning Study & Conceptual Design (three facilities), Grosse Pointe, MI, in association with Library Planning Associates *

**Alvah N. Belding Memorial Library**, Belding, MI 8,500 sf historic restoration & 6,000 sf addition, $3M budget, Library Planning with SmithGroup, 2005*

**Meridian Township New Library** Planning Study & Conceptual Design, Meridian Township, MI, in association with Library Planning Associates *

**Rockford Public Library** Planning Study (five facilities), Rockford, IL, in association with Library Planning Associates *

**Waterford Township Public Library** Planning Study, Waterford, MI

**Williamston Branch Library** Site & Conceptual Design Study, Williamston, MI

**Ypsilanti District Library** Planning Study (two facilities), Ypsilanti, MI

**Kalamazoo Public Library** Planning Study (five facilities), Kalamazoo, MI

**Hall-Fowler Memorial Library** Planning Study, Ionia, MI

**Kentwood Branch, Kent District Library**, Needs Assessment, Kentwood, MI

**McGregor Public Library** Facility Study, Highland Park, MI, In association with Redstone Architects & Quinn Evans Architects*

**Oxford Public Library** Planning Study, Oxford, MI

**Cromaine District Library** Planning Study, Hartland, MI

**Romeo Public Library** Planning Study, Romeo, MI

**Addison Public Library** Planning Study, Addison Township, MI

**Brandon Township Public Library** Planning Study, Brandon Township, MI

**Salem-South Lyon District Library** Planning Study, South Lyon, MI

**White Lake Township Library** Planning Study & Conceptual Design, White Lake, MI

**Tecumseh Public Library** Facility Study, Tecumseh, MI
Academic Library Experience:

Lansing Community College Library – Master Plan Study, Lansing, MI, Master Plan study for interior renovation of existing 43,000 sf library

Seth Penchansky and Dan Whisler served as lead architect / project manager / project architect for the following Academic Library projects completed while Senior Associates at David Milling & Associates / Architects (DMA) (1995 – 2005):

University of Michigan Taubman Medical Library, Ann Arbor, MI, 35,000 sf renovation, $2.1M, July 2000*

University of Michigan Rackham Graduate Library – Reference Area Study, Ann Arbor, MI*

* Work completed while Senior Associates at David Milling & Associates / Architects (DMA), architect of record.
References

Seth Penchansky and Daniel E. Whisler, principals of Daniels and Zermack Architects (formerly Penchansky Whisler Architects) have successfully completed projects and studies for numerous public library clients who stand prepared to speak highly of their talents and ability to deliver creative design solutions and management of the entire project design process from initial conception through construction completion. Library clients with whom we have worked including the following:

Belleville Area District Library, Belleville, MI
Mary Jo Suchy, Director (734) 699-3291, mjsuchy@belleville.lib.mi.us

Cromaine District Library, Hartland, MI
Ceci Marlow, Director (810) 632-5200 ext 105, cmarlow@cromaine.org

Kalamazoo Public Library, Kalamazoo, MI
Ann Rohrbaugh, Former Director, AnnR@kpl.gov
Ryan Wieber, Director, (269) 553-7828, RyanW@kpl.gov

Grand Rapids Public Library, Grand Rapids, MI
Marcia Warner, Former Director, (616) 988-5402 ext 5431, mwarner@grpl.org
Marla Ehlers, Assistant Director, (616) 988-5402 ext 5460, mehlers@grpl.org

Ferndale Public Library, Ferndale, MI
Doug Raber, Ph.D., Former Director (319) 743-1984, draber@cityofmarion.org
Kate Pahjola Andrade, Former Director (586) 801-0725, kate@woodlands.lib.mi.us

Grand Ledge Area District Library, Grand Ledge, MI
Chippewa River District Library, Mount Pleasant, MI
Lise Mitchell, Former Director of Chippewa & Current Director of Grand Ledge Area District Library, (517) 622-3018, gladldirector@gmail.com

Elk Rapids District Library, Elk Rapids, MI
Nannette Miller, Director (231) 264-9979, erlib.director@gmail.com

Commerce Township Community Library
Connie Jo Ozinga, Director, (248) 669-8108, cjozinga@commercelibrary.info

Chesterfield Township Library
Marion A. Lusardi, Director (586) 598-4900, lusardim@libcoop.net

Ypsilanti District Library, Ypsilanti, MI
Jill Morey, Former Director (734) 904-3219, jmfiddle@hotmail.com

Harper Woods Public Library, Harper Woods, MI
Dale Parus, Former Director (313) 343-2575, iondp@llcoop.org

Oxford Public Library, Oxford, MI
Bryan Cloutier, Director (248) 628-3034

Herrick District Library, North Side Branch Expansion, Holland, MI
Diane Kooiker, Director (616) 355-3723, dkooiker@herrickdl.org

Capital Area District Library, Lansing, MI
Maureen Hirten, Director (517) 367-6330, hirtenm@cadl.org
Danels and Zermack Architects

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

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:

**Commerce Township Area Community Library,** Commerce Township, MI
- New Library, 34,590 sf, one story new library construction, Library Architect / Interior Design

**Belleville Area District Library,** Belleville MI (four projects), Library Architect / Interior Design
- New Downtown Main Library, 31,900 sf planning and conceptual design for new library construction, 2020
- New South Satellite Media Center, Interior Renovation of Existing Building, 1,300 sf, $250,000, 2018
- 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,

**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,

**Ypsilanti District Library,** Whitaker 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

**Ypsilanti District Library, Superior Branch,** Superior Township, MI
- Planning for New 6,000 sf branch; Budget TBD, Pending funding
- Library Architect

**Kalamazoo Public Library, Youth & Adult Area Renovations,** Kalamazoo, MI
- Renovation of Youth, Adult, Technical Services & Copy Center. 15,000 sf, $125,000, December 2013
- Interior Design
Northfield Township Area Library, Whitmore Lake, MI
Conceptual design for New Programs Room Addition and Parking Lot, 2,300 sf; $600,000. Unfunded, 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

Hemick 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 (two projects)
- New Coffee Shop Café Renovation, $200,000
- Office Area and Friends 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 cafe design and specification of furnishings
- 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

Daniels and Zemack Architects
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**

Daniels and Zemack Architects
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
Alex Salvadero
Architectural Designer

Qualifications
Mr. Salvadero holds experience in both commercial and public projects. During his time at Daniels and Zermack, Mr. Salvadero has been involved in multiple library projects. As part of the project teams for the Belleville Area District Library, the Commerce Township Community Library and the Cromaine District Library, he helped complete and coordinate project construction documents and has completed multiple space needs studies for various libraries. Mr. Salvadero was heavily involved in conceptual design for the Belleville Area District Library, completing conceptual graphics and imagery which were used in the successful 2016 funding referendum campaign.

Selected Project Experience:

**Belleville Area District Library Expansion – Belleville, MI**
- New Main Library, 31,900 sf, $10,400,000 construction budget, 2020 projected completion
- New South Satellite Media Center, Interior Renovation of Existing Building, 1,300 sf, $250,000, 2019 projected completion

**Project Team**

**Kensington Hotel Addition, Ann Arbor, MI**
Conference Center Addition 111,800 sf; Pool Addition 1,000 sf, 2018

**Project Team**

**Grosse Pointe Public Library – HVAC Replacement, Grosse Pointe, MI**

**Project Team**

**Eaton Rapids Public Library – Expansion and Renovation Study, Eaton Rapids, MI**
Space Needs Study and Renovation Conceptual Design, 10,750 sf, pending funding

**Project Team**

**Garden City Public Library – Needs Assessment Study, Garden City, MI**
Site Plan Study for 22,550 sf addition / 28,650 sf new building

**Project Team**

**Cromaine District Library – Addition and Historic Renovation, Hartland, MI**
3,820 sf Addition, 14,400 sf renovation, $1,979,000, 2017 completion

**Project Team**

**Commerce Township Community Library – New Library, Commerce Township, MI**
New Main Library, 35,000 sf one story, $7,000,000 budget, Jan 2017 completion

**Project Team**

**University of Michigan Credit Union, Multiple Branch Locations, Ann Arbor, Dearborn MI**
Interior build-out, 225-800 sf

**Project Team**

**Michigan State University Federal Credit Union – Headquarters Building 2, East Lansing, MI**
New building construction, 182,000 sf, Construction cost withheld, 2017 completion

**Project Team**

Education

University of Michigan
Bachelor of Science in Architecture ’14

Professional Background

July 2015 - Present: Daniel and Zermack Architects

2014 - 2015: Ambient Construction
Walter P. Wydeko, AIA
Project Architect

Qualifications
Mr. Wydeko holds experience in commercial, educational, residential, recreation, and health care projects. His involvement typically includes design development, completion of construction documents, specifications and field observation.

Mr. Wydeko’s background as a project architect includes coordination with consultants in all phases of the project to ensure systems integration.

Selected Project Experience:

Belleville Area District Library Expansion – Belleville, MI
- New Main Library, 31,900 sf, $10,400,000, 2019 projected completion
- New South Satellite Media Center, Interior Renovation of Existing Building, 1,300 sf, $250,000, 2019 projected completion
  Project Architect

Cromaine District Library – Addition and Historic Renovation, Hartland, MI,
3,820 sf Addition, 14,400 sf renovation, $1,979,000, 2017 completion
  Project Architect

Grand Ledge Area District Library, Grand Ledge, MI
Addition and Renovation totaling 9,200 sf, $750,000, 2016
  Project Architect

Commerce Township Community Library – New Library, Commerce Township, MI,
New Main Library, 35,000 sf one story, $6,700,000, 2017
  Project Architect

MSUFCU Student Union Branch, East Lansing, MI:
Interior Renovation 3,900 sf, $500,000, completed 2017

MSUFCU Downtown Lansing Branch, Lansing, MI:
Interior Renovation 3,900 sf, $750,000, completed 2017

MSUFCU Sparrow Branch, East Lansing, MI:
Interior Renovation 1,000 sf, $250,000, completed 2017

MSUFCU Monroe Center Branch, Grand Rapids, MI:
Interior Renovation 3,300 sf, $500,000, completed 2017

MSUFCU/Oakland University CU Oakland Center Branch, Auburn Hills, MI:
Interior Renovation, 800 sf, $200,000, 2018

Education
University of Michigan, Master of Architecture 1987
University of Michigan, Bachelor of Science in Architecture 1985

Registration

Professional Background
June 2015-Present
Daniels and Zermack Architects
April 2007-June 2015
Hobbs+Black Architects
March 1995-April 2007
Coponen Architects
November 1994-March 1994
Meneghini and Associates
April 1992-November 1994
Architects Four (currently Smith Group)
March 1988-April 1992
Coponen Architects

Affiliations
American Institute of Architects
Alpha Rho Chi Professional Architecture Fraternity
Ypsilanti American Little League Baseball-former Coach and Board Member
Ann Arbor A’s Travel Baseball
Jennifer Michalski
Interior Designer

Qualifications
Ms. Michalski has been an interior designer for over twenty years. 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 storefronts. 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:

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 of Existing Building, 1,300 sf, $250,000, 2019 projected completion; Interior Designer

Brighton District Library - Brighton, MI
Master Plan and Interior Design, 25,000 sf, $1M, 2019 projected construction; 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

Commerce Township Community Library – New Library, Commerce Township, MI
New Main Library, 35,000 sf one story, $6,700,000, 2017; Project Team

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

MSUFCU Downtown Branch - Lansing, MI
Interior Renovation 3,900 sf, 2017; Project Team

Education
Eastern Michigan University
B.S. Interior Design ‘01

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
To: YDL Board of Trustees  
From: Lisa Hoenig, Library Director  
Date: 12/7/18  
Re: Budget amendment

The budget amendment accompanying this memo adjusts revenues in light of the .7 additional mills approved by voters on 11/6/18. It adds new expenditures highlighted in the revised planning sheets attached, and increases the collection budget from 9.1% of overall expenditures to 9.5% ($361,730 to $395,662). With these changes, $1,241,919 will be added to the Fund Balance to support the Superior construction project. (The project will have its own fund and will not be part of the annual Operating budget.)

With all of those changes, and inserting a placeholder for another budget amendment following contract negotiations, if the Superior construction budget timeline plays out as Dan Whisler has projected, Jim Carey reports we would see the following occur with the Fund Balance:

- Year-end 2017-18: $1,776,521
- Some Superior project costs paid during 2018-19
- Year-end 2018-19: $2,482,014
- Remaining Superior project costs paid during 2019-20
- Year end 2019-20: $118,221
- The Fund Balance will go back up after that low point since construction should be complete and we would have 10 more years of collecting the new millage.

I view this low number as a worst-case scenario, because:

- We also have approximately $400,000 of additional Fund Balance reserved for the Capital Improvements Replacement Fund. If we had a mechanical failure at one of our buildings, etc., that is the portion of the Fund Balance we would use.
- This assumes all of the $3.5M budget for the Superior building project comes from our Fund Balance. We already know Superior Township plans to help with infrastructure and paving costs, waive fees, etc. We will also run a Capital campaign and apply for grants to offset as many expenses as we can.
- If the project timeline is extended the Fund Balance will never get that low because we will collect on the new millage for a third year before we have to pay the final bills on the project.
- Jim Carey’s revenue numbers always fall on the conservative side, and I have a track record of keeping expenditures under budget.

The Finance Committee has reviewed this and recommends approval of the budget amendment as written. I am happy to field any questions you may have.
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 the Director has proposed a significant revision to the budget in light of voter approval of an additional millage, and

WHEREAS, this revision has been reviewed and recommended by the Board Finance Committee, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2019 be amended as presented.
PROPOSED
YPSILANTI DISTRICT LIBRARY
General Fund Amended Budget Summary
For the Fiscal Year Ending November 30, 2019

Revenue
Superior Township Tax Levy 874,947
City Tax Levy 811,784
Ypsilanti Township Tax Levy 3,275,125
State of Michigan PPT reimbursement 12,000
State Aid Direct 32,932
State Aid Indirect 32,932
State of Michigan TALK Grant 45,000
Fines/Misc. 66,120
Smart Cards - Printing & Copies 45,000
Penal Fines County 116,000
Rental Income-community room 1,200
Donations/Misc. 2,500
Donations/Memorials 600
Coffee Shop Rent 4,500
Interest/Checking 1,250
Interest/Savings 8,900
Interest/Yates Memorial 2
Dividend Revenue 6,000
Dividend Revenue Endowment 5,900
Transfer from Improvement Fund 0
Sale of Assets 0
Total Revenue 5,342,692

EXPENDITURES by Department

<table>
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<tr>
<th>Department</th>
<th>Expense</th>
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<tr>
<td>Dept 100 Administrative</td>
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<td>Dept 200 Michigan Ave</td>
<td>585,532</td>
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<td>Dept 300 Outreach Services- Bookmobile</td>
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<td>Dept 400 Outreach Services - Superior Township</td>
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<td>Total Expenditures</td>
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EXPENDITURES by Category

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<tr>
<th>Category</th>
<th>Expense</th>
<th>Percentage</th>
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<td>Repairs and Maintenance</td>
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<td>Materials</td>
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<tr>
<td>Other</td>
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<td>Total Expenditures</td>
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<td>100.0%</td>
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Net Revenue Over (Under) Expenses 1,241,919
## Proposed Budget Amendment FY 2018-19

<table>
<thead>
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<td>Transfer from Fund Balance</td>
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<td>Programs - Youth</td>
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<td>DTE - Fuel</td>
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<td>DTE - Electric</td>
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<td>949.000</td>
<td>Ypsilanti Comm Utilities Auth</td>
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<td>3,465</td>
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<td><strong>Total</strong></td>
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<td>1,080,789</td>
<td>1,084,792</td>
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<table>
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<tr>
<th>DEPT 600 DONATIONS REVENUE</th>
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<td><strong>Total Donations Net</strong></td>
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<td>Subtotal</td>
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<th>DEPT 700 GRANTS EXPENSE</th>
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<tbody>
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<td>Subtotal</td>
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<td><strong>Total Grants Net</strong></td>
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Revenue: 3,753,005 3,633,051 3,771,440 4,002,554 3,996,264 4,100,773
Total Expenditures: 3,753,003 3,633,050 3,771,440 4,002,555 3,996,264 4,100,773
Net Surplus (Deficit): 0 (0) 0 (0) 0 0