



TO: Plymouth District Library Board **DATE:** March 8, 2022
RE: Column Painting Quotes **FROM:** Shauna Anderson,
Director

The structural columns in the front and rear of the building show significant deterioration and require repair. Images of the primary issues are included with this packet. The columns and ceiling on the parking lot side of the building show substantial water damage due to leaking gutters. The Main Street side of the building shows damage closer to the ground. This is a result of poor landscape grading causing water to pool and ice to collect at the base of the columns.

We anticipate that the Main Street columns will require the most immediate attention. Steps will be made this spring to ensure that the water pooling is addressed to prevent future damage. At that point, we would be ready to repair and repaint that area.

The parking lot side will require additional work on the gutters before painting is able to occur.

Facilities Supervisor, Yong Heo, collected three quotes (attached) for the service. Of the three quotes, we prefer the methodology supplied by Green Earth Coatings. Although the quote is highest for this vendor, the scope of work outlined in the quote is more extensive than we will be taking on at this point. We only plan to address the columns and ceiling, totaling \$8,350.

Resolved by _____, seconded by _____, to approve hiring Green Earth Coatings to repair and paint the structural columns in the front and rear of the building at a price of \$8,350

Roll Call:

AYES:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION:



Green Earth Coatings LLC.

4575 Kincardine

Milford, MI 48381 US

248-255-3594

ddrew@greeneearthcoatings.

net

www.greeneearthcoatings.net



ADDRESS

Plymouth District Library

223 S. Main Street

Plymouth, MI 48170

Estimate 3401

DATE 01/21/2022

DESCRIPTION	QTY	RATE	AMOUNT
Rear columns 12 foot high - repair bottoms and caulk cracks with an elastomeric with application of 2 coats PPG Permanizer Semi-Gloss White.	4	650.00	2,600.00
Rear section ceiling repair, remove damage sections of paint and drywall, repair and apply 2 coats of Semi-Gloss White.	1	750.00	750.00
Front Columns 24 foot high - repair bottoms and caulk cracks with elastomeric with applications of 2 coats PPG Permanizer Semi-Gloss White.	4	1,250.00	5,000.00
Man Doors - sand smooth, grind rust spots to bare white metal, apply rust control coating and 2 coats PPG Semi-Gloss White.	4	85.00	340.00
Gas Meter Cage - sand surface to remove loose or flaking paint, grind down rust spots to bare white metal with application of 2 coats PPG Exterior Direct to Metal Semi-Gloss Latex.	1	275.00	275.00
Signs - clean to remove oxidized white powder and apply 2 coats PPG Breakthrough Gloss Clear to rejuvenate color and sheen.	3	350.00	1,050.00

TOTAL \$10,015.00

Accepted By

Accepted Date



CertaPro Painters of
Plymouth
9357 General Drive Suite
#123
Plymouth, MI 48170
(734) 344-5588

<http://certapro.com/plymouth>
License: 2101207045
Contractor License: 2101207045
Full Worker's Compensation Coverage
Kennedy Nemier Insurance Agency - 734-454-4058 - exp 3/31/2022

COMMERCIAL EXTERIOR
Proposal #: Plymouth Library exterior
Job #: JOB-1326-8492
Date 03/01/2022



We proudly feature Sherwin-Williams paints and stains.

JOB SITE

Plymouth Library Exterior

📍 223 S Main St
Plymouth, MI 48170
☎ (734) 453-0750
✉ yheo@plymouthlibrary.org

PREPARED BY

Jim Zandee
Franchise Owner
☎ 734-476-3072
✉ jzandee@certapro.com



CLIENT

Plymouth Library

📍 223 S Main St
Plymouth, MI 48170
☎ 734-453-0750 x228
✉ yheo@plymouthlibrary.org

CLIENT CONTACTS

CUSTOMER

Yong Heo
Facilities Mgr
W: 734-453-0750 x228
E: yheo@plymouthlibrary.org

PRICING:

Base Price:	\$2,650.00
Subtotal:	\$2,650.00
Total:	\$2,650.00
Balance	\$2,650.00

GENERAL SCOPE OF WORK

Mr. Heo, of Plymouth Library, would like a proposal for prepping and painting 8 columns and a section of the ceiling by the building that is peeling. They may do the power washing. This price includes power washing - if they do it, we'll reduce our price by \$300.

SCOPE: FRONT (Main St side)- 4 columns - caulk/wood putty/ paint (remove small area of dead wood at bottom of one post and fill/sand with wood putty). 4 windows - just at the sill and below - caulk, remove rotten wood small areas and patch with wood putty- then paint sill and below only of these 4 windows. NOT doing any of ceiling or other areas.

BACK (parking lot side) - same as in front for 4 columns (prep and paint) - also scrape peeling area and caulk/prime/patch along building side where peeling - NOT doing full ceiling - just Touch-up. Also look above and caulk in and behind gutter to help alleviate leaking and future water damage best we can.

PAINTS Sherwin Williams Duration - match sheen and color. (White).

TIMING: spring 2022.

We look forward to working with you!

CLEAN UP

The crew will do a quick clean-up at the end of each day and a thorough clean-up at the end of the job. Note: The crews will use brooms, rakes & blowers to clean up. Some small paint chips may still be visible. Please let them know the best place for them to store their equipment.

ADDENDUM - ALL PICTURES



Main St



Main St side



Main St



Main St



Main St



Sills and below



Water Source



Back side



caulking



caulking

NOTES

PAINT: The proposal price includes the paint and materials, unless specified otherwise. There may be an additional charge if the product specified is revised or upgraded.

ADDITIONAL NOTES

Payment: The proposal price is based on payment by check, cash, or an ACH online payment.

SIGNATURES

CertaPro Painters Authorized Signature Date

Authorized Client Signature Date

Authorized Client Representative Name & Title

Client

PAYMENT DETAILS

Payment is due: In full upon job completion

COMMERCIAL DEFINITIONS AND CONDITIONS OF THIS CONTRACT

RELATIONSHIP — The individual giving you this proposal is an independent contractor licensed by CertaPro Painters® to use its systems and trademarks to operate a painting franchise. The work will be completed by the independent franchised contractor. Please make any check payable to the franchise shown on the front of this proposal.

COLORS — Colors may be chosen by the client prior to commencement of work. If, after the job starts, a color change is required, the independent Contractor will have to charge for time and material expenses incurred on the original color.

UNFORESEEN CONDITIONS — Should conditions arise which could not be determined by visual inspection prior to starting work, the client must pay an agreed upon extra for the completion of such work.

PROPOSAL — This proposal is valid for 60 days after it was written. In addition, the Independent Franchised Contractor should be informed of your desire to have the work done and receive a signed copy of the proposal before work is to be started.

ATTENTION CLIENT:

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE BELOW NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT. (SATURDAY IS A LEGAL BUSINESS DAY IN CONNECTICUT.) THIS SALE IS SUBJECT TO THE PROVISIONS OF THE HOME SOLICITATION SALES ACT AND THE HOME IMPROVEMENT ACT. THIS INSTRUMENT IS NOT NEGOTIABLE.

NOTICE OF CANCELLATION

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREED TO RETURN THE GOODS AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT. TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO:

Name of Seller **CertaPro Painters of Plymouth**

DATE OF TRANSACTION _____

NOT LATER THAN MIDNIGHT OF _____

I HEREBY CANCEL THIS TRANSACTION

(Buyer's Signature)

(Date)

LIMITED TWO YEAR WARRANTY

Subject to the limitation set forth below, for a period of 24 months from the date of completion of the work described on the front of this contract, the Independent Franchise Owner named on the front of this contract (the "Contractor") will repair peeling, blistering or chipping paint resulting from defective workmanship.

THIS LIMITED WARRANTY DOES NOT COVER:

- Any work where the Contractor did not supply the paint or other materials.
- Any work which was not performed by the Contractor.
- Varnished surfaces.
- Surfaces made of, or containing, galvanized metal.
- The cost of paint required to perform the repairs.
- Repairs to horizontal surfaces or any surface that, by virtue of its design permits moisture to collect. Surfaces include, but are not limited to, decks, railings, stairs, porches, roofs and wood gutters.
- Exact paint match as environmental conditions will affect the color and finish of all paints over time.
- Any repairs which are necessitated as a result of a defect in the paint regardless of whether the paint was supplied by the Contractor or the customer.
- Bleeding caused by knots, rust or cedar.
- Cracks in drywall, plaster or wood.
- Peeling, blistering or chipping where they are caused by:
 - mill-glazing from smooth cedar
 - ordinary wear and tear.
 - abnormal use or misuse.
 - peeling of layers of paint existing prior to the work performed by the Contractor.
 - structural defects.
 - settling or movement.
 - moisture content of the substrate.
 - abrasion, mechanical damage, abrasive cleaning, abuse or damage resulting from use of chemicals or cleaning agents or exposure to harmful solids, liquids or gases.
 - damage or defects caused in whole or in part by reason of fire, explosion, flood, acts of God, extreme weather conditions, misuse, alteration, abuse, vandalism, negligence, or any other similar causes beyond the control of the Contractor.

Repairs under this limited warranty will be performed only on the specific areas where peeling, blistering or chipping has occurred and only to the level of surface preparation described in the preparation section of the Contract.

FOR THIS WARRANTY TO BE VALID, YOU MUST:

- Pay the full contract price.
- Retain a copy of the original contract.
- Retain a copy of your cancelled check or other evidence of payment in full.
- Pay for all materials used to perform the repairs.
- Make the property accessible to the Contractor, or his employees, to perform the repairs.

THIS LIMITED WARRANTY IS THE ONLY EXPRESS WARRANTY MADE BY THE CONTRACTOR AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THIS WARRANTY COVERS ONLY THOSE SERVICES PROVIDED BY THE CONTRACTOR TO THE ORIGINAL PURCHASER NAMED ON THE FRONT OF THIS CONTRACT. IN NO EVENT SHALL THE CONTRACTOR BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES IN EXCESS OF THE ORIGINAL CONTRACT PRICE. THIS WARRANTY MAY NOT BE ALTERED OR EXTENDED FOR ANY PURPOSE UNLESS DONE SO IN WRITING IN A DOCUMENT EXECUTED BY ALL PARTIES TO THIS CONTRACT.

This warranty gives you specific legal rights. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

For warranty service, you should contact your Contractor to schedule an inspection of your property by calling CertaPro Painters® at 800.462.3782.

SCOPE OF WORK

Name of Company: RAR Painting LLC 24120 Lyons Dr Grosse Ile Mi
Project Name: Plymouth Library 223 South Main St Plymouth MI
Project Manager: Jerry Hines
Prepared by: Jerry Hines
Date: 02/09/2022

The Scope of Work is the official description of the work that is to be completed during the contract. **The Scope of Work must be consistent with the project timeline.**

PROJECT BACKGROUND AND DESCRIPTION STATEMENT

Paint exterior of library

TASK LIST

Each task has been assigned a number for reference throughout the rest of this document and during the commission of the project.

Task No.	Task	Equipment & Services Needed	Equipment Delivery Date	Reporting Head
1				

PROBLEM STATEMENT

N/A

Estimated Budget Cost of Project		
Type	Description	Cost

Internal Labor	Power wash 8 columns (4 in front 4 in back) Scrape any loose paint remaining after power washing Sand all 8 columns to ensure smoothness Prime any bare wood after power washing scraping and sanding with Sherwin Williams Oil Primer Repair rotted wood on 1 column on front side of Library Caulk all bottom bases around columns and caulk top of columns tight to under hang with Urethane caulk Apply 2 coats of Sherwin Williams Duration to 8 columns	\$5,400.00
External Labor		\$0.00
Materials		\$0.00
Services	Price includes all materials needed to complete all work provided	\$5,400.00
Miscellaneous	To repair and paint the wood trim board on the porch above the main entrance add and additional \$500.00 and to paint the entire underside of the porch above main entrance add an addition \$2100.00	\$5,400.00
Total:		\$5,400.00

APPROVAL AND AUTHORITY TO PROCEED

The persons listed below represent their respective organizations related to this project. Approval and authority to proceed must be given by all persons identified below.

Authorizations
The Scope Statement, Project Schedule, Risk Management Plan and Project Budget are approved by:
Project Sponsor: Jerry I Hines Project Manager: Jerry Hines
Project performance baseline changes will be approved by:
Project Sponsor: Jerry I Hines Project Manager: Jerry Hines
Project deliverables will be approved/accepted by:
Project Sponsor: Jerry I Hines Project Manager: Jerry Hines

By signing below, I verify that I am a representative of the below identified entity and that I have the authority to bind such entity.

Project Approval & Signatures	
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Project Name:	Plymouth Library 223 South Main St Plymouth MI
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Project Manager:	Jerry Hines
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The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement among the Project Manager, Project Sponsors and Owners with respect to the objectives and scope of the project before significant resources are committed and expenses incurred.

I have reviewed the information contained in this Project Scope Statement and agree:

Name	Title/Role	Signature	Date
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TO: Plymouth District Library Board **DATE:** March 8, 2022
RE: Objective, First Quarter Review **FROM:** Shauna Anderson,
Director

GOAL 1: Promote equity across our community and contribute to a welcoming, inclusive environment for all.

OBJECTIVE 1: Create and implement a set of benchmarks for collection diversity that selectors can use to analyze their collections and guide ordering going forward.

Adult Services Coordinator, Holly Hibner led a group of librarians in reviewing our community demographic information. The statistics compiled were used to set rough benchmarks to guide ordering and library displays throughout the duration of this fiscal year. Our goal is for 30% of our material orders this year to represent non-dominant perspectives, with percentages correlated based on our community makeup. The benchmarks were presented to selectors, and a spreadsheet was created to log specific books that were ordered that demonstrate diversity markers listed below. Overall, orders this first quarter exceeded our diversity benchmarks, although we need to work on ways to purchase more materials that highlight religious diversity, economic diversity, LGBTQ+, and diverse abilities.

Diversity Marker	Percentage of Books Ordered	Benchmark
Race: Black	15%	6%
Race: Asian/Pacific Islander	12%	8%
Ethnicity: Hispanic/Latino	4%	3%
Ethnicity: Indigenous	2%	1%
Multi-Racial/Other	5%	2%
Religion	2%	20%
Economic Status	1%	5%

LGBTQ+	8%	10%
Diverse Abilities, Youth/Teen	1%	2%
Diverse Abilities, Adults	0.4%	10%
TOTAL	41%	30%

OBJECTIVE 2: Provide ongoing training opportunities for staff on topics related to equity, diversity, and inclusion. By the end of this year, staff in all departments will report an increase in their understanding of DEI issues and how it relates to their job.

We provided two opportunities for training and discussion on DEI topics during our staff day event on 2/21/22. 57% of staff day survey respondents felt more comfortable talking about DEI topics with colleagues and better prepared to have additional discussions in the future.

GOAL 2: Increase awareness of library services and resources.

OBJECTIVE 3: Prototype, user test, and install a new website template by the end of this year. Testing will include accessibility analysis.

Head of IT, Melanie Bell, created two test sites for library staff to work on prototyping a new website template. Next quarter, staff will meet to settle on a template and move forward with robust user testing.

OBJECTIVE 4: Research options and design a patron onboarding system to help new cardholders or community members become active library users.

Community Relation Specialist, Heather Pacheco, has prototyped a series of welcome emails for new cardholders, taking advantage of the popular eNewsletter format. These emails will be sent within a week of signing up for a library card.

Heather is also working on the design of a physical packet of information that new cardholders will be given to support the use of their new “membership benefits.”

Director, Shauna Anderson, will begin hosting library tours during National Library Week in April and will continue hosting tours/meet-and-greets on a monthly basis afterward. All new cardholders will be invited to join these events when they sign up for a library card going forward.

OBJECTIVE 5: Solidify the library's brand identity and create a style guide to support public communication efforts going forward.

Our logo received a quick refresh, along with a new color palette and font pairing. The logo will begin to be added slowly to library effects. The new fonts were installed on all library computers to support the creation of new templates, letterheads, etc. A style guide is still in development.

GOAL 3: Connect with patrons across multiple environments, prototyping services that extend beyond books.

OBJECTIVE 6: Produce at least 10 different outdoor public programs throughout the year.

We submitted the deposit on the library's new book bike. A handful of informal events have been scheduled for the springtime and plans are coming together to support more events in the summertime. Library staff are prepared to take out the Book Bike regularly during community-wide events when it arrives.

OBJECTIVE 7: Research and create a proposal for new "library of things" collections, including budget needs, processing guidelines, and circulation procedures.

Hotspots & Chromebooks will be ready to circulate within the next few weeks. This collection will act as a test case for future collections. Proposals have been created to circulate STEAM kits for youth along with a board game collection.

OBJECTIVE 8: Write and submit a grant proposal to update the technology in our meeting rooms to allow for seamless zoom compatibility.

I met with representatives from the Dunning Foundation to support the meeting room technology upgrades. I will be submitting a grant proposal as soon as additional quotes for the work are returned.

OBJECTIVE 9: Re-open the Creative Lab with regular access to at least 4 public programs and a variety of technology and tools for creative pursuits.

The Creative Lab opened its doors once a week to start with print-from-home services. A grant proposal was submitted to the BOSCH Community Fund to add more tools to the space. As staffing allows, more tools will be added to the space and more days will be added to the schedule. Plans are also being made to support additional staffing on the IT team in the coming fiscal year.

GOAL 4: Become a convening space in our community for shared dialog and action.

OBJECTIVE 10: Reconvene the Know Your Neighbor committee.

Staff met with Sue Stoney to discuss previous work of the committee. We have been working to schedule a meeting with Tony Sebastian, the City liaison to the Know Your Neighbor Committee.

OBJECTIVE 11: Staff will select key organizations or community meetings to participate in as a library liaison.

A small group of staff members from across the library are keeping tabs on selected local community organizations. The group meets regularly to share updates and discuss what we are learning. As a result of these new connections, staff members are attending civic meetings, taking tours of local institutions, planning targeted material displays in the library, and writing articles for community newsletters. These relationships advance our mission and help set the stage for future collaborations.

GOAL 5: Establish benchmarks and formalize procedures in ways that increase organizational clarity and public transparency.

OBJECTIVE 12: A new annual employee evaluation process will be implemented by July 2022 to include job description updates, performance feedback, and professional development goals.

Our first round of employee reviews were conducted as previously scheduled in January. All were informed that the new system will put everyone on the same schedule going forward. Plans are in place for the management team to begin work on the new evaluation templates once the public policy manual revisions are ready for presentation to the board.

OBJECTIVE 13: Create and implement a new information management system for shared files, including information architecture, naming conventions, archiving, and retention policies.

A sample structure for a new shared drive system was presented to the management team. Basement storage is currently being reviewed and organized. A new structure for the staff intranet is also in development.

OBJECTIVE 14: Revisit the library policy manual and employee handbook for updates.

Currently working with the management team and attorneys to revise our public policy manual. This will be presented to the board for a first reading in April.

The employee handbook was updated in December 2021 to ensure that the handbook was reflective of current practices, as it had not been updated since 2011. Another version will be presented to the personnel committee this summer with suggested changes to policies.

OBJECTIVE 15: Re-work our financial system including workflow development, software implementation, and policy updates.

BS&A will be going live in March. Workflows will need to be rerouted once the new system is in place.