

# Board of Trustees

2019 Information Packet



Wednesday  
August 28, 2019  
6:30pm  
YDL-Whittaker



**Ypsilanti District Library**  
**YDL Board Meeting, August 28, 2019 6:30 pm, YDL – Michigan Avenue**  
**AGENDA**

<b>AGENDA ITEM</b>	<b>Information</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*Roll Call</b> Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
<b>Approval of the Agenda</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Comment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Introduction of new staff</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Presentation:</b> Whittaker Garden Project by Youth Librarian Molly Beedon	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from July 24, 2019 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. July 2019 Financials & Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communication</b>			
A. Official Correspondence (Public)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Committee Reports</b>			
A. Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
D. FOL Library Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Director's Report</b>			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
<b>New Business</b>			
A. Consideration of proposed renewal agreements for HVAC maintenance for Whittaker and Michigan Avenue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of purchase of Windows 10 and Office software	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Revision of Gift Policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Board Member Comments</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Adjournment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Minutes  
of  
Previous  
Meeting**

Ypsilanti District Library  
Board of Trustees  
Minutes, July 24, 2019 (Unapproved)

**CALL TO ORDER**

President Brian Steimel called the Regular Meeting to order at 6:31 p.m.

**Attendance**

Trustees Present: Kay Williams, Theresa M. Maddix, Jean Winborn, Brian Steimel and Kristy Cooper, Patricia Horne McGee (6:35 p.m.)

Trustees Absent: Bethany Kennedy

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith and Business Office Manager Monica Gower, Communications and Development Coordinator Gillian Gainsley and Michigan Avenue Branch Manager Joy Cichewicz and Building Monitor, Jerry Craft

**APPROVAL OF THE AGENDA**

Trustee Williams moved to approve the meeting agenda. Trustee Winborn supported this motion.

- Move New Business C. Discussion of possible Superior naming opportunities : Gillian Gainsley near the top of the agenda

Vote: Ayes: Williams, Winborn, Maddix, McGee, Cooper and Steimel

Nays: None

Motion passed.

**PUBLIC COMMENT**

NONE

**Introduction of new staff:** Director Lisa Hoenig introduced Jerry Craft, part-time Building Monitor. Jerry started July 2, 2019.

**Michigan Avenue welcome and update:** Joy Cichewicz, Branch Manager

- I want to thank you for hiring KRM. The call for input here at this location was incredible. Everyone was really excited. It shows this building matters and the library matters to them.
- We are extremely busy right now. About 20 minutes ago we were finishing up chess club and pizza. We have 30 kids that have been coming every day for chess.
- We are going to have a very busy fall, we are continuing Prime Time. We are also currently scheduled with 826 to continue tutoring two nights a week. We have reserved two other nights. If they can get the staffing they will. We could possibly have tutoring 4 days per week.
- The evening of Tuesday July 16<sup>th</sup> one of my librarians was getting a picture book and noticed muddy water coming in. We started moving the picture books from the area to save them, getting buckets and containers to keep the water from spreading. We had about 70 books that were destroyed. We have not put books back on the shelf yet. We will once the problem is resolved.
- Yesterday we had an incident with a gentleman; a newer patron to us. He has been disturbing people and disturbing staff. It hadn't happened when I was here in the building. This time Derick and I were asked him to leave because he was being argumentative. He went around the building, picked up a construction cone and forcefully flung it at the window which broke. No one got hurt.

**NEW BUSINESS**

- A. Discussion of possible Superior naming opportunities : Gillian Gainsley

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- The board policy says that the amounts and nature of the naming policy need to come before the board. I put together a list with ballpark numbers with the board policy guideline of 51% (a majority of the cost).
- I would like the board to consider tonight whether we are comfortable with the idea behind this and delegating this to the fundraising committee.
- The sponsor levels are the same but we added another level; “fellow”.
- We are also working on a case for support with a couple examples of naming opportunities.

After discussion, Trustee Williams moved to delegate final approval of naming opportunities to the fundraising committee, but would like to have building name taken off. Trustee Winborn supported this motion.

Vote: Ayes: Williams, Winborn, Maddix, Cooper, Steimel and McGee  
Nays: None  
Motion passed.

#### **CONSENT AGENDA**

Trustee Maddix moved to approve the consent agenda (June 26, 2019 Meeting minutes and June 2019 Financials and Check Register) Trustee McGee supported this motion.

Vote: Ayes: Williams, Winborn, Maddix, Cooper, Steimel and McGee  
Nays: None  
Motion passed.

#### **COMMITTEE REPORTS**

- Fundraising Committee:
  - The fundraising committee met on the 27th of July.
  - There were quite a few people there. All of the Administration of Superior Township was there. They were all behind it.
  - We set a goal of two million dollars.
- Superior Township planning:
  - Ken Schwartz met with the road commission again this morning. He talked to them about the drive up book return exit lane. They asked for something in writing, so Ken will provide that. They are definitely approving the driveway where we want it.

#### **COMMUNICATION**

Information on Narcan bills. The staff is unanimous that we would like to have Narcan on hand. Something will be coming either a policy or approval of having it here. I will be talking to the Sheriff's office and police chief to get their blessing.

#### **REPORT OF THE LIBRARY DIRECTOR**

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

- Monday Julianne, Sheila and I went to tour three of the new branches of the Toledo Lucas County Library system with KRM. We had a wonderful experience, they are doing lots of cutting edge things with the buildings. We got to see some really stellar architecture. We got lots of ideas, it was

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- a worthwhile trip. In about two weeks we are going to look at two libraries in the metro Detroit area that are renovations, Howell Carnegie Library and Baldwin in Birmingham.
- Flooding: By the staff entrance there is a concrete sidewalk that comes up to the building from the plaza. The concrete pad was separating from the foundation of the building. The facilities staff took a hose and squirted it into the crack and water came pouring down into the building. They thought they found the problem so they caulked it. When it rained the next day water came into the building again. Today they went on the roof and filled the gutters and let the water down and it stayed dry. So the problem is not the roof. We don't know if it's an internal break (in the wall) or if the caulking wasn't dry. They did some more caulking and we are going to see what happens when it rains. We will get to the bottom of it. We lost about 70-75 books altogether.
  - The bookmobile has had mysterious air conditioning problems and the generator kept turning off. We figured out the fuel gauge was broken and that it needed gas. The generator is designed to cut off when there is low fuel. We got this fixed. It was working great then it started turning off again. We took it back to be serviced and there was a broken belt on the water pump of the generator causing overheating. It's fixed now and out on its route.
  - Julianne and Monique who are both on our Staff Diversity committee have been accepted to a new program called the Allies Academy from the New Center in Ann Arbor. It is a strong effort to increase leadership for people of color in the county. There are two parallel groups, Leaders of Color and Allies Academy. Allies Academy is for people who want to advance those initiatives and are not of color. It ties in terrifically with our initiative for equity, diversity and inclusion, in the library staff and out in the community.
  - TALK still does not have Verizon back. Verizon has allowed three organization to remain on our short code and one of them is us. Verizon plans to reinstate service August 1<sup>st</sup>. We have an appointment to speak with Karren Reish at the Library of MI about the future of TALK and possibly partnering with the Library of MI to apply for an IMLS grant to expand TALK.

**OLD BUSINESS**

- A. Second reading/approval of revised By-Laws

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-22

July 24, 2019

RESOLUTION TO AMEND THE LIBRARY BOARD BY-LAWS

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Whereas, the By-Laws of the Ypsilanti District Library Board of Trustees were last revised in 2016, and

Whereas, the IRS requires added language to permit the Library to apply for 501(c)3 status, and 501(c)3 status is desired, and

Whereas the draft revision currently before the Board was presented in writing at the meeting of June 26, 2019, Now Therefore

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IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Board By-Laws as amended are adopted.

OFFERED BY: Kay Williams

SUPPORTED BY: Jean Winborn

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

**NEW BUSINESS**

A. Consideration of replacement of two exterior doors

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-23

July 24, 2019

RESOLUTION TO APPROVE REPLACEMENT OF TWO EXTERIOR DOORS

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Whereas the staff entrance door at the Michigan Avenue library and the delivery entrance door at the Whittaker Road Library are deteriorating; and

Whereas these doors were identified for replacement in the 2019 fiscal year budget; and

Whereas both doors are 17 years old; and

Whereas quotations to replace the doors were obtained from Peterson Glass Company and Glasco Corporation; Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The purchase of replacement doors for the Michigan Avenue staff entrance and Whittaker Road delivery entrance from Peterson Glass Company for a total cost of \$9,915 is approved.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Jean Winborn

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

B. Consideration of a proposal to investigate the Whittaker curtain wall window leaks

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YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-24

July 24, 2019

RESOLUTION TO AUTHORIZE CAPITAL ASSET REPLACEMENT FUND MONIES FOR  
WHITTAKER WINDOW LEAK MITIGATION INVESTIGATIONS

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

Whereas, the Whittaker Road Library windows have leaked since the building opened, and despite the best efforts of staff, no solution has been found, and

Whereas, a consulting team assembled by Architect Betsy Baird has proposed an approach to investigate the cause and find a remedy to this problem, and

Whereas, time is of the essence given the potential impact of weather on the cost, and

Whereas, the architect, investigators, and glaziers were hand-selected for their professional knowledge of curtain wall systems, and

Whereas, the bids for equipment were solicited from vendors who have provided low bids to the architect in the past, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage O'Neal Construction to manage the leak mitigation investigation of the Whittaker curtain wall windows for a cost not to exceed \$47,000 as described in a proposal dated July 10, 2019.

IT IS ALSO RESOLVED that:

In addition to funds previously budgeted, \$41,000 from the Capital Asset Replacement Fund shall be allocated to this project.

OFFERED BY: Theresa Maddix

SUPPORTED BY: Kay Williams

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

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**BOARD MEMBER COMMENTS**

<b>Trustee</b>	<b>Comment</b>
Kay	No comments.
Kristy	No Comments.
Patricia	No Comments.
Jean	No Comments.
Theresa	I had a wonderful time at the July 4 <sup>th</sup> parade. I had the opportunity to ride in the bookmobile and that was fantastic. I made a point of trying to get everyone to wave back. Everyone seemed to do that readily. It was a wonderful opportunity to see as we customarily do how much love there is in the community for the library and in this case specifically for the bookmobile. It just was really great to see the excitement on people's faces when they saw the bookmobile, "Hey it's the bookmobile".
Bethany	Absent
Brian	My only comment is I love seeing the little gardens all over the place. I parked on the street when I came up and saw the little corn on the corn stalks. I got all excited and then it was cool to see that gardening is prominent for Superior.
Lisa	I would love to know what you all think about meeting here.

**Adjournment**

Trustee Williams moved to adjourn at 7:44 p.m. Trustee Winborn seconded this motion.

Vote: Ayes: Williams, Winborn, Maddix, Cooper, McGee and Steimel

Nays: None

Motion passed.

# **Financial Report**

# Check Register Report

Date: 08/23/2019

Time: 2:39 pm

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BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
71231	07/10/2019	Printed			AES	ALLIED EAGLE SUPPLY CO	multifold towel	188.46
71232	07/10/2019	Printed			LOR	BAKER & TAYLOR	statement 6/30/19	169.99
71233	07/10/2019	Printed			BTE	BAKER & TAYLOR	statement 6/30/19	29.61
71234	07/10/2019	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 6/30/19	62.55
71235	07/10/2019	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 6/30/19	37.77
71236	07/10/2019	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 6/30/19	578.62
71237	07/10/2019	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 6/30/19	11.32
71238	07/10/2019	Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 6/30/19	47.13
71239	07/10/2019	Printed			B55553	BAKER & TAYLOR, INC. 405553	statement 6/30/19	159.49
71240	07/10/2019	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 6/30/19	4,446.56
71241	07/10/2019	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 6/30/19	4,055.55
71242	07/10/2019	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 6/30/19	2,256.13
71243	07/10/2019	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 6/30/19	393.08
71245	07/10/2019	Printed			BA	BLACKSTONE PUBLISHING	conviction	140.72
71246	07/10/2019	Printed			360	BLUE360 MEDIA	MI Penal code 2019-spring	68.75
71247	07/10/2019	Printed			BOD	BODMAN PLC	May 2019 service	890.00
71248	07/10/2019	Printed			CADL	CAPITAL AREA DISTRICT LIBRARY	lost-ILL serpent queen	19.00
71249	07/10/2019	Printed			JCARY	JAMES CAREY	march-june 2019 services	2,020.00
71250	07/10/2019	Printed			0000000567	CENTER POINT PUBLISHING	daughters of northern outbreak	496.74
71251	07/10/2019	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	june 2019 elec/fuel	95.60
71252	07/10/2019	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	june 2019 grounds	81.68
71253	07/10/2019	Printed			CLHI	CLARK HILL	May 2019 services	441.00
71254	07/10/2019	Printed			CMPL	CLINTON MACOMB PUBLIC LIBRARY	lost-ILL Mac & Deviin go to	20.00
71255	07/10/2019	Printed			MARCOL	MARGARET COLE	june 2019 fund raising strateg	1,275.00
71256	07/10/2019	Printed			COL	COLIBRI SYSTEMS NORTH AMERICA	2 boxes standard	529.57
71257	07/10/2019	Printed			JESSCUN	JESSICA CUNHA	Fitness Friday 8/2/19	100.00
71258	07/10/2019	Printed			0000000039	DEMCO, INC.	sticktogether let's read	69.94
71259	07/10/2019	Printed			DTE ENERGY	DTE ENERGY	MA 5/30-6/27/19 service	1,287.47
71260	07/10/2019	Printed			DTE ENERGY	DTE ENERGY	whit street June 2019	36.83
71261	07/10/2019	Printed			DTE ENERGY	DTE ENERGY	whit 5/23-6/21/19 service	9,440.89
71262	07/10/2019	Printed			ELLER	ARIANA ELLERSON	STEAM intern science cafe	47.50
71263	07/10/2019	Printed			ENV	ENVISIONWARE	RFID reder-disc reader	307.22
71264	07/10/2019	Printed			REAM	GILLIAN GAINSLEY	ALA transportation expenses	74.21
71265	07/10/2019	Printed			RACH GU	RACHELLE GUERNSEY	LNGO payment #2	350.00
71266	07/10/2019	Printed			KYLA	KYLA HARGROVE	YALSA intern	95.00
71267	07/10/2019	Printed			RALA	RAINA LAGRAN	7/24/19 Mindfulness program	150.00
71268	07/10/2019	Printed			0000000051	THE LIBRARY NETWORK	Belle Isle to 8 mile bulk	265.98
71269	07/10/2019	Printed			LINC_NAT	LINCOLN NATIONAL LIFE	7/1-9/30/19 billing period	241.56
71270	07/10/2019	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	superior 5/24-6/23/19	801.71
71271	07/10/2019	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Zawacki renewal 8/31/20	170.00
71272	07/10/2019	Printed			DAMI	DARRYL MICKENS	Tai Chi payment #2	100.00
71273	07/10/2019	Printed			MCLS	MIDWEST COLLABORATIVE FOR	membership 7/1/19-6/30/20	250.00
71274	07/10/2019	Printed			MIDWESTTAPE	MIDWEST TAPE	97510853/97510852/97537911	1,966.88
71275	07/10/2019	Printed			MIDWESTTAPE	MIDWEST TAPE	hoopla ending 6/30/19	5,687.41
71276	07/10/2019	Printed			JOHMIT	JOHNNAI MITCHELL	STEAM intern	128.25
71277	07/10/2019	Printed			OCLC	OCLC INC.	6/30/19 invoice	451.90
71278	07/10/2019	Printed			OV	OVERDRIVE, INC.	18 items/Audacity of hope	1,185.45
71279	07/10/2019	Printed			PATR	PATRON ACCOUNT	return-Rhoda's rock hunt	16.95
71280	07/10/2019	Printed			PRH	PENGUIN RANDOM HOUSE LLC	ecursion	30.00
71281	07/10/2019	Printed			PINTER	PINTER'S FLOWERLAND INC.	whit garden/topsoil	245.00
71282	07/10/2019	Printed			PDL	PLYMOUTH DISTRICT LIBRARY	lost ILL-Desperado	15.00

Check Register Report

Date: 08/23/2019

Time: 2:39 pm

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BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>ANN ARBOR Checks</b>								
71283	07/10/2019	Printed			000000048	RECORDED BOOKS	winterkill	6.95
71284	07/10/2019	Printed			SEIB	TESS SEIBERT	STEAM intern 2019	114.00
71285	07/10/2019	Printed			SHOW	SHOWCASES	multi-media album	14.02
71286	07/10/2019	Printed			SPL	SOUTHFIELD PUBLIC LIBRARY	lost ILL-art of seduction	29.00
71287	07/10/2019	Printed			STAPAD	STAPLES ADVANTAGE	st date 6/25/19	631.18
71288	07/10/2019	Printed			SWANK	SWANK MOTION PICTURES, INC	license 8/1/19-7/31/20	1,230.00
71289	07/10/2019	Printed			TEILA	TEI LANDMARK AUDIO	seige: Trump under fire	69.43
71290	07/10/2019	Printed			TERM	TERMINIX	superior 6/20/19	90.00
71291	07/10/2019	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	june 2019 placements	903.95
71292	07/10/2019	Printed			000000021	Y C U A	Whit 5/22-6/20/19 service	1,514.04
71293	07/10/2019	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 6/30/19	48.41
71294	07/25/2019	Printed			000000025	AFLAC	due 06/29/19	163.48
71295	07/25/2019	Printed			AK	AK LAWNCARE	Whit- 4 of 8	530.00
71296	07/25/2019	Printed			ALER	ALERUS FINANCIAL	June 2019 DC	17,401.23
71297	07/25/2019	Printed			AES	ALLIED EAGLE SUPPLY CO	kitchen roll/tissue	643.64
71298	07/25/2019	Printed			AMIN	AMERICAN INTERIORS	MA teen computer chairs -10	2,988.70
71299	07/25/2019	Printed			ANN ARBOR	ANN ARBOR HANDS ON MUSEUM	8/10/19-wonders of universe	340.00
71300	07/25/2019	Printed			BAA	BANK OF ANN ARBOR	closing 6/30/19 #5906	1,670.38
71301	07/25/2019	Printed			BAA	BANK OF ANN ARBOR	closing 6/30/19 #5384	272.23
71303	07/25/2019	Printed			BAA	BANK OF ANN ARBOR	closing 6/30/19 #4125	1,051.50
71304	07/25/2019	Printed			BASIC	BASIC	july 2019 admin fee	59.25
71305	07/25/2019	Printed			BENCH	BENCHMARK DESIGN STUDIO	sumer challenge 2019 banner	125.00
71306	07/25/2019	Printed			BERG	ELIZABETH BERG	8/8/19 Author program	500.00
71307	07/25/2019	Printed			BCN	BLUE CARE NETWORK OF MI	8/1-8/31/19 coverage	39,905.90
71308	07/25/2019	Printed			A15	BP PRODUCTS OF NORTH AMERICA	statement 7/6/19	373.04
71309	07/25/2019	Printed			000000089	BRODART CO.	classificationlabels-NEW	36.90
71310	07/25/2019	Printed			0000000567	CENTER POINT PUBLISHING	the refuge/the printed letter	496.74
71311	07/25/2019	Printed			JOY	JOY CICHEWICZ	ypsi sings food for presen 7/5	110.68
71312	07/25/2019	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	7/30/19 invoice	1,731.63
71313	07/25/2019	Printed			CONSTELL	CONSTELLATION NEWENERGY-	June 2019 Service	1,474.12
71314	07/25/2019	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	8/1-8/31/19	3,061.22
71315	07/25/2019	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH H,PC	Legal Services 6/5-6/27/19	820.00
71316	07/25/2019	Printed			GORDON	GORDON FOOD SERVICE, INC	MA youth supplies	13.75
71317	07/25/2019	Printed			GRNG	GRAINGER	bkm blower motor/AC	420.20
71318	07/25/2019	Printed			JENHAN	JENNIFER HANNIBAL	program supplies maker project	11.98
71319	07/25/2019	Printed			HOME	HOME DEPOT CREDIT SERVICES	Statement 7/12/19	703.09
71320	07/25/2019	Printed			JOCO	JOHNSON CONTROLS	MA fire ex insp 5/1/18-4/30/21	687.00
71321	07/25/2019	Printed			LINC_NAT	LINCOLN NATIONAL LIFE	8/1-8/31/19 coverage	1,343.60
71322	07/25/2019	Printed			AFSCME	MICHIGAN AFSCME	deduct 7/11/19	745.60
71323	07/25/2019	Printed			MIDWESTTARMIDWEST TAPE		97603456/97603458/97605703	1,254.61
71324	07/25/2019	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	July 2019 lease	128.00
71325	07/25/2019	Printed			OV	OVERDRIVE, INC.	6 items - five feet apart	276.71
71326	07/25/2019	Printed			PATR	PATRON ACCOUNT	return-lost girls of paris	26.99
71327	07/25/2019	Printed			PATR	PATRON ACCOUNT	return-Colombo final season	13.00
71328	07/25/2019	Printed			PINTER	PINTER'S FLOWERLAND INC.	stakes/spray whit garden	85.84
71329	07/25/2019	Printed			PP	PROGRESSIVE PRINTING	bookmarks 1,500	256.00
71330	07/25/2019	Printed			QM	Q+M	design fall Loop 2019 layout	1,600.00
71331	07/25/2019	Printed			JAREG	JAMIE REGISTER	ypsi sings 7/5/19 drummer	75.00
71332	07/25/2019	Printed			RELEAL	RELEAF MICHIGAN, INC.	trees 101 program 8/21/19	50.00
71333	07/25/2019	Printed			0000000300	SCHOLASTIC INC.	All Locations - SC	1,506.80
71334	07/25/2019	Printed			YLS	YOSHIMI LYNN SHELTON	Ukulele lesson 7/13/19	75.00



**Ypsilanti District Library  
Balance Sheet  
July 31, 2019  
General Fund**

	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 ACTUAL</b>	<b>FY 2017-18 ACTUAL</b>	<b>FYTD 7/31/19</b>
<b>Assets:</b>						
Cash: Checking	558,972	343,352	435,833	325,888	30,254	34,112
Savings	2,593,271	2,276,388	2,191,873	2,414,562	2,311,968	2,435,122
CD's	-	-	-	-	-	-
Stocks	-	-	28,584	30,954	31,300	31,300
Memorials	6,401	6,402	6,402	6,403	3,368	3,368
Operational Cash	356	356	356	521	824	824
Total Cash	3,159,000	2,626,498	2,663,048	2,778,328	2,377,714	2,504,726
Receivables & Other assets	49,271	37,821	17,384	36,272	49,282	51,187
Total Assets	<u>3,208,271</u>	<u>2,664,319</u>	<u>2,680,432</u>	<u>2,814,600</u>	<u>2,426,996</u>	<u>2,555,913</u>
<b>Liabilities</b>	804,393	425,334	334,400	509,097	145,758	144,251
<b>Composition of Fund Balance</b>						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						-
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						1
Designated:						
Improvement Fund	1,102,434	1,102,434	1,102,434	1,102,434	1,102,434	352,434
Current YTD--net of revenues						-
Working Capital	1,000,000	1,000,000	500,000	500,000	500,000	500,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	447,178	294,835	658,408	736,990	696,080	272,195
Current YTD	(152,343)	(164,893)	78,581	(40,530)	(23,886)	1,280,424
Total Fund Balance	2,403,878	2,238,985	2,346,032	2,305,503	2,281,238	2,411,662
<b>Total Liabilities &amp; Fund Balance</b>	<u><b>3,208,271</b></u>	<u><b>2,664,319</b></u>	<u><b>2,680,432</b></u>	<u><b>2,814,600</b></u>	<u><b>2,426,996</b></u>	<u><b>2,555,913</b></u>

**Ypsilanti District Library**  
**Period Ending 07/31/2019 (66.7% of Year)**  
**General Fund**

ACCT #	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 07/31/19 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,781,500	3,811,790	3,923,253	3,997,932	5,357,577	4,074,745	1,282,832	76.1%
<b>Expenditures</b>								
Dept 100 Administrative	1,781,039	1,882,645	1,996,604	2,074,121	2,173,262	1,496,838	676,424	68.9%
Dept 200 Michigan Ave.	536,933	531,308	560,975	567,512	593,971	381,237	212,734	64.2%
Dept 300 Outreach/bookmobile	77,977	105,512	85,794	87,152	87,211	53,011	34,200	60.8%
Dept 400 Outreach/Superior Township	152,313	152,354	151,311	153,941	149,334	105,619	43,715	70.7%
Dept 500 Whittaker Rd	1,084,812	1,099,239	1,096,935	1,113,538	1,152,662	731,498	421,164	63.5%
Dept 600 Donations	44,621	53,483	43,328	-	-	18,489	(18,489)	NA
Dept 700 Grants	25,595	27,778	12,190	-	-	7,629	(7,629)	
Total	3,703,288	3,852,319	3,947,139	3,996,264	4,156,440	2,794,321	1,362,119	67.2%
Net Revenue Over Expenditures	78,212	(40,530)	(23,886)	1,668	1,201,137	1,280,424		
Sale of Assets	369	979	-			-		
Board Designation of Funds						(1,150,000)		
Fund balance - beginning of period	2,267,451	2,346,032	2,306,481	2,282,596	2,282,596	2,282,596		
Fund Balance - end of period	2,346,032	2,306,481	2,282,596	2,284,264	3,483,733	2,413,020		

**Ypsilanti District Library  
General Fund  
Period Ending 07/31/2019  
(66.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 07/31/19 ACTUAL	YTD AS A % OF BUDGET
<b>Revenue</b>								
403.000	Superior Township Tax Levy	598,098.11	609,928.75	619,558.00	642,865.00	871,500.00	759,931.32	87.2%
425.000	City of Ypsilanti Tax Levy	541,454.64	565,185.67	589,333.83	589,530.00	809,086.00	294,058.37	36.3%
425.075	PPT Reimbursement	60,411.59	10,996.12	20,104.94	12,000.00	12,000.00	-	0.0%
440.000	Ypsilanti Township Tax Levy	2,135,456.57	2,159,465.76	2,212,988.82	2,384,701.00	3,293,093.00	2,827,045.46	85.8%
443.000	State Aid Direct	26,949.28	26,949.28	30,201.20	32,932.00	32,932.00	32,931.54	100.0%
447.000	State Aid Indirect	27,309.06	27,323.82	30,645.60	32,932.00	32,932.00	-	0.0%
500.600	Grant SOM Talk	-	46,570.08	75,358.39	45,000.00	45,000.00	10,888.88	24.2%
657.000	Fines/Misc.	81,897.24	73,097.49	67,077.43	66,120.00	66,120.00	41,532.30	62.8%
657.100	Smart Cards - Printing & Copies	44,808.22	42,288.92	40,841.10	43,000.00	43,000.00	24,489.43	57.0%
657.600	Guest Pass	3,110.00	2,416.80	1,745.20	2,000.00	2,000.00	849.95	42.5%
661.000	Penal Fines County	140,886.41	124,204.50	116,084.15	116,000.00	116,000.00	-	0.0%
662.000	Coffee shop rent	3,850.00	5,500.00	3,500.00	4,500.00	2,000.00	443.72	22.2%
662.100	Community room rentals	625.00	1,700.00	1,250.00	1,200.00	1,200.00	1,000.00	83.3%
679.000	Donations/Misc.	2,107.87	3,792.82	4,992.97	2,500.00	2,500.00	775.44	31.0%
681.000	Donations Designated	-	-	-	-	-	13,750.00	-
681.080	Donations/Memorials	-	2,425.00	710.86	600.00	2,300.00	2,097.00	91.2%
683.100	Trustee Party Revenue	3,421.00	-	-	-	-	-	NA
687.000	Interest/Checking	1,137.39	1,019.64	1,727.36	1,250.00	3,900.00	2,860.25	73.3%
687.010	Interest/Savings	5,026.14	7,456.62	7,050.32	8,900.00	9,500.00	10,536.69	110.9%
687.060	Interest/Yoder	10.64	10.63	2.68	-	-	-	0.0%
687.070	Interest/Yates Memorial	0.67	0.68	0.67	2.00	2.00	0.50	25.0%
689.000	Dividends-MML	6,646.00	6,050.00	5,819.00	6,000.00	5,741.00	5,741.00	100.0%
690.000	Dividends-Endowmwnt	5,210.28	5,815.85	6,335.39	5,900.00	6,771.00	6,621.40	97.8%
<b>Total Revenue</b>		<b>3,688,416.11</b>	<b>3,722,198.43</b>	<b>3,835,327.91</b>	<b>3,997,932.00</b>	<b>5,357,577.00</b>	<b>4,035,553.25</b>	<b>75.3%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 07/31/2019  
(66.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 07/31/19 ACTUAL	YTD AS A % OF BUDGET
<b>Expenditures</b>								
<b>Dept 100 Administrative</b>								
702.000	Salary Wages	614,285.23	605,793.57	614,160.52	625,521.00	647,290.00	418,576.28	64.7%
702.050	Board Stipend	-	-	-	-	-	-	NA
702.100	Professional/Accounting	5,700.00	5,620.00	5,340.00	7,500.00	7,500.00	4,260.00	56.8%
702.150	Bank Fees	3,288.99	3,500.16	5,521.25	7,200.00	7,200.00	4,025.72	55.9%
702.180	Reversed Receivables	-	-	-	-	-	-	NA
702.900	Salary/Subs	8,274.41	18,578.26	11,313.95	18,750.00	18,750.00	9,630.12	51.4%
705.000	Employee Recognition Awards	375.16	764.98	472.18	750.00	750.00	229.82	30.6%
710.000	Paychex Payroll Service	5,947.70	6,794.20	8,927.33	7,750.00	10,000.00	8,633.41	86.3%
715.000	Employer Payroll Tax	142,801.97	144,002.37	141,452.80	150,754.00	153,832.00	96,295.94	62.6%
715.100	ACA Taxes Paid by employer	238.39	-	-	-	-	-	NA
718.000	MERS Defined Contribution	83,164.64	92,792.75	85,593.47	93,032.00	91,702.00	52,185.56	56.9%
719.000	FSA Admin Fee	-	-	583.25	760.00	760.00	466.10	61.3%
727.000	Office Supplies	30,036.75	31,341.56	28,244.65	32,400.00	32,400.00	12,732.51	39.3%
727.200	Supplies-Facility	20,211.00	21,858.47	15,581.83	23,700.00	23,700.00	10,806.12	45.6%
752.000	MML/Building Insurance	55,342.00	57,613.00	59,627.00	61,714.00	61,476.00	61,476.00	100.0%
753.000	MML/Workers Comp	10,557.00	9,609.00	9,016.00	9,190.00	9,190.00	4,750.00	51.7%
754.000	Health Insurance	328,847.22	350,013.22	361,244.10	370,268.00	370,268.00	250,440.51	67.6%
756.000	Delta Dental	39,679.47	36,157.97	37,615.76	37,123.00	37,123.00	26,969.16	72.6%
757.000	Employee Assistance Program	931.92	950.40	1,005.84	1,100.00	1,100.00	732.60	66.6%
758.000	Life Insurance	4,187.40	4,263.84	4,212.82	4,175.00	4,175.00	2,690.40	64.4%
759.000	Vision Service Plan	8,522.08	7,725.94	8,678.68	8,700.00	8,700.00	6,577.56	75.6%
762.000	STD/LTD (Disability Insurance)	9,333.35	9,644.04	10,542.49	12,010.00	12,010.00	8,058.40	67.1%
769.000	Printing & Publishing	7,020.81	12,538.00	19,299.95	5,600.00	8,600.00	3,335.11	38.8%
769.050	Classified Advertising	10.14	122.00	606.23	700.00	800.00	372.57	46.6%
774.050	Ebooks/Audio	19,997.30	17,243.99	22,298.48	22,000.00	30,000.00	10,954.99	36.5%
774.100	Data Bases	38,433.35	56,523.56	79,790.77	80,000.00	94,062.00	58,155.88	61.8%
774.800	System Wide DVDs	7,214.64	7,414.44	6,395.74	8,000.00	6,000.00	4,212.19	70.2%
774.900	All Materials Processing	26,923.11	25,723.67	30,750.18	28,000.00	30,000.00	18,342.09	61.1%
774.950	Play Kits	-	-	-	2,000.00	2,500.00	1,464.49	58.6%
801.000	Major Events	7,430.83	6,378.78	20,906.09	12,650.00	12,650.00	4,857.00	38.4%
801.500	Learning Never Gets Old	1,425.81	2,131.58	2,000.00	2,000.00	2,000.00	1,394.80	69.7%
802.000	Mileage/Travel Reimbursement	1,587.94	3,901.13	2,016.95	3,000.00	3,000.00	2,570.84	85.7%
804.000	Workshops/Training	1,190.48	2,956.87	2,361.10	3,500.00	3,500.00	1,184.60	33.8%
805.000	Memberships & Dues	4,902.14	4,987.57	5,454.57	5,500.00	5,500.00	4,290.44	78.0%
806.000	Talk Grant Expenses	-	-	-	45,000.00	45,000.00	361.80	0.8%
810.000	Capital Outlay - Buildings	525.00	4,880.40	-	2,000.00	2,000.00	-	0.0%
810.100	Capital Outlay - Improvements	-	13,800.82	3,062.00	10,000.00	12,400.00	-	0.0%
812.000	Capital Outlay - Furnishings	7,126.88	3,989.00	2,562.00	7,000.00	3,000.00	349.00	11.6%
850.000	Automation - Technology	192,107.64	121,656.78	181,162.39	172,000.00	186,500.00	37,170.63	19.9%
850.100	Telecommunications	118.44	14,070.38	12,787.73	11,812.00	11,812.00	138.23	1.2%
850.200	SirsiDyinx	-	48,211.57	55,643.74	51,233.00	51,483.00	51,473.11	100.0%
850.500	Software Subscription	-	-	-	11,541.00	11,541.00	2,980.71	25.8%
890.000	The Library Network	2,796.00	2,796.00	2,796.00	3,000.00	3,000.00	-	0.0%
928.000	Postage	10,265.12	8,236.90	13,873.50	13,366.00	14,766.00	8,269.20	56.0%
965.000	Auditing Service	11,800.00	7,125.00	7,275.00	7,425.00	7,425.00	7,425.00	100.0%
975.000	Legal	5,875.00	1,652.00	9,804.00	4,000.00	4,000.00	3,850.50	96.3%
975.500	Legal - Negotiations	-	-	-	13,500.00	13,500.00	12,764.50	94.6%
980.000	Professional/Contractual	42,815.65	57,564.51	91,120.86	40,197.00	73,597.00	24,755.30	33.6%
980.500	Rebranding Costs	-	22,654.36	2,414.76	2,500.00	2,500.00	508.65	20.3%
981.500	Lost Book Expense	13,195.05	12,889.61	10,552.58	10,200.00	10,200.00	5,563.78	54.5%
990.000	Transfer Out	-	-	-	-	-	250,000.00	-
982.000	MTT Charge Back City	1,418.33	2,209.84	386.57	4,000.00	4,000.00	342.76	8.6%
983.000	MTT Charge Back TWP	4,991.06	3,875.48	1,194.04	10,000.00	10,000.00	213.92	2.1%
983.100	MTT Charge Back-Superior Twp	143.10	10,086.65	955.29	10,000.00	10,000.00	-	0.0%
984.050	Contributions/Endowment	-	-	-	-	-	-	NA
<b>Total</b>		<b>1,781,038.50</b>	<b>1,882,644.62</b>	<b>1,996,604.44</b>	<b>2,074,121.00</b>	<b>2,173,262.00</b>	<b>1,496,838.30</b>	<b>68.9%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 07/31/2019  
(66.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 07/31/19 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 200 Michigan Ave.</b>								
702.000	Salaries	386,898.99	382,075.99	393,684.12	389,925.00	398,364.00	266,815.80	67.0%
702.800	Salaries-Pages	6,881.93	6,715.66	7,422.95	9,523.00	9,523.00	4,920.11	51.7%
771.000	Adult Books & Processing	31,469.39	32,180.45	31,369.07	32,000.00	32,200.00	22,650.06	70.3%
772.000	Youth Books & Processing	19,258.16	17,990.02	18,216.42	18,500.00	19,050.00	12,079.09	63.4%
776.000	Periodicals - Adult	4,385.25	4,132.72	3,949.40	4,130.00	4,000.00	4,012.92	100.3%
776.050	Periodicals - Youth	248.31	172.35	236.18	250.00	200.00	206.31	103.2%
778.000	Adult Audio/Visual	12,221.78	12,880.35	13,143.30	14,000.00	13,300.00	8,032.77	60.4%
779.000	Youth Audio/Visual	4,517.07	5,989.36	5,328.89	5,400.00	5,050.00	3,589.42	71.1%
802.200	Parking	-	-	-	3,600.00	3,600.00	3,600.00	100.0%
810.000	Capital Outlay - Buildings			2,372.59	5,000.00	18,500.00	2,645.27	14.3%
812.000	Capital Outlay - Furnishings	4,431.30	2,760.00	-	2,000.00	7,000.00	6,278.70	89.7%
840.000	Repair & Maintenance - Building	24,277.93	6,627.81	28,500.67	20,000.00	20,000.00	9,548.82	47.7%
840.025	Campbell Maint Contract		17,761.00	17,761.00	17,761.00	17,761.00	13,320.75	75.0%
840.050	Snow Removal/ Lawn Care	10,140.95	9,216.95	6,125.02	10,880.00	10,880.00	4,689.40	43.1%
900.000	Programs-Adult	938.82	1,103.44	692.75	1,300.00	1,300.00	508.20	39.1%
901.000	Programs-Youth	1,495.30	1,037.96	1,299.50	1,300.00	1,300.00	983.97	75.7%
940.000	Phone	2,882.35	4,411.42	4,500.48	4,631.00	4,631.00	3,003.76	64.9%
943.000	DTE - Fuel	4,295.74	5,058.92	4,316.52	4,827.00	4,827.00	3,128.15	64.8%
947.000	DTE - Electric	14,888.34	16,154.99	16,431.62	17,189.00	17,189.00	8,653.24	50.3%
949.000	Ypsilanti Comm Utilities Auth	7,701.07	5,038.27	5,624.83	5,296.00	5,296.00	2,570.40	48.5%
<b>Total</b>		<b>536,932.68</b>	<b>531,307.66</b>	<b>560,975.31</b>	<b>567,512.00</b>	<b>593,971.00</b>	<b>381,237.14</b>	<b>64.2%</b>
<b>Dept 300 Outreach/bookmobile</b>								
702.000	Salaries	68,040.77	70,396.02	66,998.49	67,913.00	67,972.00	45,181.34	66.5%
775.000	Library Materials	4,840.68	5,369.87	4,930.18	5,000.00	5,000.00	3,455.55	69.1%
840.000	Repair & Maintenance	1,011.86	25,924.52	8,486.68	8,693.00	8,693.00	1,378.15	15.9%
901.000	Programs - Youth	-	-	-	-	-		NA
943.000	Fuel	4,083.29	3,821.92	5,378.78	5,546.00	5,546.00	2,996.04	54.0%
<b>Total</b>		<b>77,976.60</b>	<b>105,512.33</b>	<b>85,794.13</b>	<b>87,152.00</b>	<b>87,211.00</b>	<b>53,011.08</b>	<b>60.8%</b>
<b>Dept 400 Outreach/Superior Township</b>								
702.000	Salaries	139,263.56	139,330.94	136,948.76	139,439.00	135,032.00	95,676.19	70.9%
775.000	Library Materials	7,535.09	7,056.64	7,058.69	7,700.00	7,500.00	5,602.88	74.7%
810.000	Cap Outlay Building				-	-	-	
810.100	Cap Outlay Improvements				-	-	-	
840.000	Repair & Maintenance	1,394.14	984.38	2,219.71	1,000.00	1,000.00	991.14	99.1%
840.050	Snow Removal & Lawn Care	980.16	980.16	980.16	1,200.00	1,200.00	571.76	47.6%
900.000	Programs - adult	517.92	461.29	588.86	600.00	600.00	456.82	76.1%
901.000	Programs - Youth	371.41	758.53	555.53	600.00	600.00	388.39	64.7%
940.000	Phone	552.15	1,102.86	1,125.12	1,158.00	1,158.00	750.95	64.8%
943.000	DTE - Fuel	655.31	694.55	755.74	933.00	933.00	520.43	55.8%
947.000	DTE - Electric	977.56	900.77	993.27	1,047.00	1,047.00	616.69	58.9%
949.000	Ypsilanti Comm Utilities Auth	66.13	84.21	85.32	264.00	264.00	43.56	16.5%
<b>Total</b>		<b>152,313.43</b>	<b>152,354.33</b>	<b>151,311.16</b>	<b>153,941.00</b>	<b>149,334.00</b>	<b>105,618.81</b>	<b>70.7%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 07/31/2019  
(66.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-2019 BUDGET	FY 18-19 amended Budget	YTD 07/31/19 ACTUAL	YTD AS A % OF BUDGET
<b>DEPT 500 WHITTAKER RD</b>								
702.000	Salaries	691,546.62	696,324.55	684,699.05	678,345.00	692,719.00	465,776.13	67.2%
702.800	Salaries-Pages	32,316.80	34,074.19	37,919.77	41,228.00	41,228.00	22,721.67	55.1%
771.000	Adult Books	69,598.87	62,753.52	64,202.77	62,000.00	66,500.00	43,726.43	65.8%
772.000	Youth Books	32,963.64	32,889.61	32,149.70	32,000.00	41,400.00	22,305.20	53.9%
776.000	Periodicals - Adult	3,798.56	5,399.33	5,910.44	6,250.00	6,000.00	5,541.52	92.4%
776.050	Periodicals - Youth	699.92	847.92	851.91	900.00	900.00	898.25	99.8%
778.000	Adult Audio/Visual	26,755.61	26,118.99	23,585.32	25,000.00	23,500.00	12,851.44	54.7%
779.000	Youth Audio/Visual	11,622.47	9,328.01	7,978.62	8,600.00	8,500.00	3,773.97	44.4%
810.000	Cap Outlay Building				6,000.00	20,000.00	-	0.0%
810.100	Cap Outlay Improvements				-	-		
840.000	Repair & Maintenance - Building	51,891.72	19,383.67	25,445.14	20,400.00	20,400.00	19,996.09	98.0%
840.025	Campbell Maint Contract		42,979.00	42,979.00	42,979.00	42,979.00	32,234.35	75.0%
840.050	Snow Removal/Lawn Care	19,843.78	21,447.65	14,596.33	21,560.00	21,560.00	11,870.23	55.1%
900.000	Programs - Adult	3,183.25	2,807.60	3,324.79	4,200.00	4,200.00	1,679.21	40.0%
901.000	Programs - Youth	5,284.31	4,705.39	5,122.05	5,200.00	5,200.00	5,277.66	101.5%
903.000	Equipment Maintenance	1,119.16	-	82.98	1,500.00	3,000.00	1,773.37	59.1%
940.000	Phone	5,290.78	8,490.03	8,949.89	9,193.00	9,193.00	6,007.54	65.3%
943.000	DTE - Fuel	25,436.79	26,167.88	31,856.11	36,230.00	33,430.00	20,783.88	62.2%
947.000	DTE - Electric	99,973.15	100,296.77	101,664.27	106,299.00	106,299.00	51,472.68	48.4%
949.000	Ypsilanti Comm Utilities Auth	3,486.22	5,224.80	5,616.86	5,654.00	5,654.00	2,808.17	49.7%
980.000	Professional/Contractual	-	-	-	-	-		NA
<b>Total</b>		<b>1,084,811.65</b>	<b>1,099,238.91</b>	<b>1,096,935.00</b>	<b>1,113,538.00</b>	<b>1,152,662.00</b>	<b>731,497.79</b>	<b>63.5%</b>
<b>Dept 600 Donations</b>								
<b>Revenue:</b>								
	<b>Total Donated revenue</b>	59,469.64	56,523.34	71,011.19			30,851.74	NA
<b>Expenditures:</b>								
	<b>Total Expenditures</b>	44,620.51	53,483.34	43,328.46			18,489.05	NA
<b>Dept 700 Grants</b>								
<b>Revenue</b>								
	<b>Total Revenue</b>	33,614.21	32,089.00	16,914.00			8,340.00	NA
<b>Expenditures</b>								
	<b>Total Expenditures</b>	25,594.64	27,778.17	12,190.17			7,628.63	NA
<b>Total</b>	<b>Net -- restricted for future</b>	<b>8,019.57</b>	<b>4,310.83</b>	<b>4,723.83</b>			<b>711.37</b>	<b>NA</b>
<b>IMPROVEMENTS/Asset Sales</b>								
685.000	Sale of assets	369.00	979.06				-	NA
810.100	Approved projects-Improvements fund							NA
850.100	Technology improvements							NA
<b>Total Other Revenue</b>		<b>369.00</b>	<b>979.06</b>	<b>-</b>			<b>-</b>	<b>NA</b>
<b>Total Revenue</b>		<b>3,781,499.96</b>	<b>3,811,789.83</b>	<b>3,923,253.10</b>	<b>3,997,932.00</b>	<b>5,357,577.00</b>	<b>4,074,744.99</b>	
<b>Total Expenditures</b>		<b>3,702,919.01</b>	<b>3,852,319.36</b>	<b>3,947,138.67</b>	<b>3,996,264.00</b>	<b>4,156,440.00</b>	<b>2,794,320.80</b>	<b>67.2%</b>
	Net Revenue Over Expenditures	78,580.95	(40,529.53)	(23,885.57)	1,668.00	1,201,137.00	1,280,424.19	
	Fund Balance Beginning of Year	2,267,451.00	2,346,031.95	2,306,481.48	2,282,595.91	2,282,595.91	2,282,595.91	
	Board Designation				-	-	(1,150,000.00)	
	<b>Ending Fund Balance</b>	<b>2,346,031.95</b>	<b>2,306,481.48</b>	<b>2,282,595.91</b>	<b>2,284,263.91</b>	<b>3,483,732.91</b>	<b>2,413,020.10</b>	

**Ypsilanti District Library  
Balance Sheet  
July 31, 2019  
Debt Service Fund**

	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 ACTUAL</b>	<b>FY 2017-18 ACTUAL</b>	<b>FYTD 7/31/19</b>
<b>Assets:</b>						
Cash	856,860	1,225,052	1,232,141	994,885	964,266	-
Receivables	602,228	265,327	228,588	475,134	85,375	96,220
<b>Total Assets</b>	<b>1,459,088</b>	<b>1,490,379</b>	<b>1,460,729</b>	<b>1,470,019</b>	<b>1,049,641</b>	<b>96,220</b>
<b>Liabilities</b>	<b>58,557</b>	<b>58,413</b>	<b>26,102</b>	<b>34,501</b>	<b>655</b>	<b>655</b>
Fund Balance						
Designated: MTT Settlement	14,000	15,000	15,000	9,500	10,000	-
Unreserved	1,386,531	1,416,966	1,419,627	1,426,018	1,038,986	95,565
<b>Total Liabilities &amp; Fund Balance</b>	<b>1,459,088</b>	<b>1,490,379</b>	<b>1,460,729</b>	<b>1,470,019</b>	<b>1,049,641</b>	<b>96,220</b>

Ypsilanti District Library  
Debt Service Fund  
Period Ending 07/31/2019 (66.7% of Year)

ACCT #	ACCOUNT NAME	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	BUDGET 18--19**	YTD 07/31/19 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
<b>Revenue</b>								
425.000	City of Ypsilanti Tax Levy	269,995	269,051	179,148	12,100	32,554	(20,454)	269.0%
440.000	Ypsilanti Township Tax Levy	1,011,752	1,015,107	714,939	30,000	35,684	(5,684)	118.9%
699.000	transfer In				190,000	250,000		
688.000	Interest	489	794	1,174	300	393	(93)	131.1%
425.075	PPT Reimbursement	6,480	-	-	1,500			
<b>Total</b>		<b>1,288,716</b>	<b>1,284,952</b>	<b>895,261</b>	<b>233,900</b>	<b>318,631</b>	<b>(26,231)</b>	<b>136.2%</b>
<b>Expenditures</b>								
702.150	Bank Fees	300	50	1,243	1,500	10	1,490	0.7%
980.000	Professional/Contractual	1,000	300	1,250	1,250	250	1,000	20.0%
991.000	Debt Retirement Principal	1,115,000	1,160,000	1,205,000	1,255,000	1,255,000	-	100.0%
982.000	MTT Chargeback-City of Ypsilanti	470	594	-	-	-	-	0.0%
983.000	MTT Chargeback-Ypsilanti Towns	2,184	1,514	-	-	59	(59)	0.0%
995.000	Debt Retirement Interest	167,100	121,600	74,300	25,100	16,733	8,367	66.7%
<b>TOTAL</b>		<b>1,286,054</b>	<b>1,284,058</b>	<b>1,281,793</b>	<b>1,282,850</b>	<b>1,272,052</b>	<b>10,798</b>	
Total Revenue Over Expenditures		2,662	894	(386,532)	(1,048,950)	(953,421)	(95,530)	
Beginning Fund Balance		<b>1,431,966</b>	<b>1,434,628</b>	<b>1,435,522</b>	<b>1,048,990</b>	<b>1,048,990</b>		
<b>Ending Fund Balance</b>		<b>1,434,628</b>	<b>1,435,522</b>	<b>1,048,990</b>	<b>40</b>	<b>95,570</b>		

**Ypsilanti District Library  
Balance Sheet  
July 31, 2019  
Capital Asset Replacement Fund**

	<b>FY 2013-14 ACTUAL</b>	<b>FY 2014-15 ACTUAL</b>	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 ACTUAL</b>	<b>FY 2017-18 ACTUAL</b>	<b>FYTD 7/31/19</b>
<b>Assets:</b>						
Cash	900,000	611,746	594,787	417,120	399,522	1,501,839
Total Assets	900,000	611,746	594,787	417,120	399,522	1,501,839
<b>Liabilities</b>	-	-	-	-	-	-
Fund Balance	900,000	611,746	594,787	417,120	399,522	1,501,839
<b>Total Liabilities &amp; Fund Balance</b>	900,000	611,746	594,787	417,120	399,522	1,501,839

Ypsilanti District Library  
 Capital Expenses  
 Period Ending 07/31/2019 (66.7% of Year)

ACCT #	ACCOUNT NAME	YTD 3/31/19
<b>Revenue</b>		
688.000	Interest	253
<b>Total</b>		<b>253</b>
Dept 400 Superior Construction		
<b>Expenditures</b>		
702.150	Bank Fees	-
910.000	Site Development	14,725
975.000	Legal/Attorney	19,365
981.000	Architect Fees	13,846
983.000	General Contractor	-
		-
<b>TOTAL</b>		<b>47,936</b>
Total Revenue Over Expenditures		(47,936)
Beginning Fund Balance		<b>1,150,000</b>
<b>Ending Fund Balance</b>		<b>1,102,064</b>

Current Board Assignment

# Communications

# **Committee Reports**

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 8/23/19

**Re:** Superior Planning Committee report

- Julianne and I met with the Architect and Construction Manager on 8/2 to discuss our project budget. We explored a number of possible changes, but need more information on Superior Township's ability to cost share before we can make any final decisions.
- The Washtenaw County Road Commission has sent Superior Township Supervisor Ken Schwartz a draft road improvement agreement to add an extended left turn lane on Harris Road. With this development, the WCRC will approve our desired driveway location. I am waiting to hear more information from Ken on next steps, and what this means in regard to the exit lane for the drive-up book return.
- The Geotechnical Investigation and Report that were approved at the February Board meeting were put on hold until questions from the WCRC are answered. It doesn't make sense to do the borings until we are sure of the building location. G2 Consulting Group is currently scheduling work about 2 weeks out, so once we have a green light there should not be much further delay.
- Once the boundaries of the library site are known, next steps are to write a legal description and have a deed prepared. This will pave the way for transfer of ownership.

**Director's  
Report  
and attachments**

## **Library Director's Report** **August 28, 2019**

### **501(c)(3) Status Pending**

With the help of Attorney Mike Zahrt, Accountant Jim Carey, and Senior Advisory Board member and financial whiz Jana Eveswell, YDL's 168-page 501(c)(3) application was filed 8/15/19. Once approved, the designation will be retroactive to this date. I am thrilled to have completed this big step, which will make it easier for the Library to explain its nonprofit status to donors and make us eligible for a broader array of grants. We expect some questions from the IRS, but on average, library applications are approved after about 6 months of scrutiny. I will keep you posted.

### **Facilities:**

- From 8/19 through 8/22 our consultant's team investigated the leaking Whittaker curtain wall windows. They did not need to rent the interior scaffolding, so we saved money there. A number of issues were identified and a report will be forthcoming. I plan to convene a meeting of the Facilities Committee to consider the resulting recommendations in early October.
- Julianne, Joy and I took a field trip to the Howell Carnegie and Baldwin libraries with krM Architecture on 8/13. Our team has had 2 meetings with krM to hear their initial ideas for Whittaker and Michigan Avenue. Additional meetings are scheduled over the next few months to help them refine plans and estimate costs for possible changes and updates to our spaces.
- The installation of our new doors and the Michigan Avenue concrete work are expected to take place in September.

### **Personnel:**

- At the conclusion of her summer internship at Michigan Avenue, Nicole Russell was promoted to Part-time Outreach Librarian effective 8/17. We are delighted to have her officially join the YDL team!
- Walgreen's offered to do a free flu shot clinic for our staff, Board and Friends this year. If someone doesn't have insurance coverage for the vaccination, Walgreen's will provide a voucher. The clinic will be held Wednesday, 9/25, at Whittaker between 2 and 4 p.m. If you would like to get a flu shot, please ask me for more details.

### **Side Notes:**

- Lunch, Listen and Learn has wrapped up for 2019. With the help of our partners and interns, this summer's program seemed to go more smoothly. Watch for statistics on lunches elsewhere in this packet. The Summer Challenge runs through the end of August.
- Kudos to staff! Noise Permit, the Elizabeth Berg author visit, and Shredding day were all well-received and notable events.
- In partnership with the Library of Michigan and the HighScope Educational Research Foundation, we are preparing to apply for an IMLS Leadership Grant to expand and continue TALK. I have also reached out to the Association for Library Service to Children (ALSC) and the Midwest Collaborative for Library Services (MCLS) as potential partners to our application. Submissions for the first review are due September 27. Wish us luck!

# **YDL Dashboards**

## YDL Performance Dashboard - July 2019

% Change from last

	July-18		July-19		July		2018		2019 to date	
<b>Circulation</b>										
Whittaker Rd.		40,246		40,730		1%		430,619		246,654
Michigan Ave.		10,906		10,652		-2%		127,247		71,073
Superior		1,850		1,650		-11%		18,306		10,268
Bookmobile		1,878		1,804		-4%		19,796		12,502
eProducts		6,353		7,884		24%		72,382		49,474
<b>TOTAL</b>		<b>61,233</b>		<b>62,720</b>		<b>2%</b>		<b>668,350</b>		<b>389,971</b>
<b>Self Check-Items</b>										
Whittaker Rd.		7,069		7,164		1%		68,376		41,175
Michigan Ave.		899		1,446		61%		12,379		9,078
Superior		N/A		26		0%		N/A		64
<b>TOTAL</b>		<b>7,968</b>		<b>8,636</b>		<b>8%</b>		<b>80,755</b>		<b>50,317</b>
<b>MeLCat Interlibrary Loans</b>										
Loaned		1,175		1,068		-9%		14,243		7,283
Borrowed		1,291		1,154		-11%		14,383		8,012
<b>Borrowers</b>										
Whittaker New Cards		237		240		1%		2,614		1,422
Michigan New Cards		119		108		-9%		1,194		629
Superior New Cards		23		14		-39%		191		117
Bookmobile New Cards		7		8		14%		118		91
<b>TOTAL New Cards</b>		<b>386</b>		<b>370</b>		<b>-4%</b>		<b>4,117</b>		<b>2,259</b>
<b>Total Borrowers</b>		<b>N/A</b>		<b>**</b>		<b>N/A</b>		<b>0</b>		<b>0</b>
<b>% of District Residents</b>		<b>N/A</b>		<b>**</b>		<b>N/A</b>				
<b>Reference</b>										
Whittaker Rd.		6,967		7,597		9%		65,425		34,196
Michigan Ave.		4,977		5,203		5%		50,873		28,634
Superior		780		839		8%		8,316		5,641
Bookmobile		232		198		-15%		2,418		1,390
<b>TOTAL</b>		<b>12,956</b>		<b>13,837</b>		<b>7%</b>		<b>127,032</b>		<b>69,861</b>
<b>Program Attendance</b>	<i>Programs</i>	<i>Attendees</i>								
Whittaker Rd. - Adult	36	269	37	135	3%	-50%	448	3,035	257	1,133
Whittaker Rd. - Youth	82	2,923	78	2,937	-5%	0%	617	17,740	379	11,559
Michigan Ave. - Adult	18	178	26	294	44%	65%	271	2,528	161	1,673
Michigan Ave. - Youth	90	1,589	78	1,412	-13%	-11%	435	6,698	271	3,716
Superior	12	45	21	126	75%	180%	86	738	112	726
Bookmobile	58	987	35	630	-40%	-36%	487	9,798	277	5,032
Offsite	23	285	28	332	22%	16%	255	3,859	119	1,429
General	0	0	0	0	0%	0%	4	1,566	0	0
<b>TOTAL</b>	<b>319</b>	<b>6,276</b>	<b>303</b>	<b>5,866</b>	<b>-5%</b>	<b>-7%</b>	<b>2,603</b>	<b>45,962</b>	<b>1,576</b>	<b>25,268</b>
<b>Computer Usage</b>	<i>Hours</i>	<i>Sessions</i>								
Whittaker Rd.	N/A	N/A	3,642	3,970	N/A	N/A	63,392	63,530	19,964	22,659
Michigan Ave.	N/A	N/A	4,407	4,134	N/A	N/A	63,927	65,159	23,938	24,044
Superior	N/A	N/A	502	537	N/A	N/A	6,691	6,777	2,918	2,971
Wireless		2,522		2,890		15%		29,291	0	18,581
<b>TOTAL</b>	<b>0</b>	<b>N/A</b>	<b>8,551</b>	<b>11,531</b>	<b>0%</b>	<b>0%</b>	<b>134,010</b>	<b>164,757</b>	<b>46,820</b>	<b>68,255</b>
<b>Door Count</b>										
Whittaker Rd.		21,277		22,104		4%		220,696		130,597
Michigan Ave.		11,018		14,521		32%		116,849		75,007
Superior		2,155		3,422		59%		20,562		14,231
Bookmobile		1,344		1,211		-10%		13,931		7,859
<b>TOTAL</b>		<b>35,794</b>		<b>41,258</b>		<b>15%</b>		<b>372,038</b>		<b>227,694</b>
<b>Collection</b>										
Physical Items Added		1,004		1,017		1%		14,368		10,614
Ebooks/Eaudio added		410		661		61%		6,547		3,621
Items Cataloged		396		600		52%		6,404		4,277
<b>TOTAL Collection</b>		<b>274,526</b>		<b>266,285</b>		<b>-3%</b>		<b>N/A</b>		<b>N/A</b>
<b>Online Library Access</b>										
Website visits		187,697		183,341		-2%		2,128,948		1,210,436
App Users				578						578

\*\* Available at 8/28 Board meeting

**YPSILANTI DISTRICT LIBRARY  
FUND DEVELOPMENT DASHBOARD  
July 2019**

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD	2019 Goal
<b>Friends of YDL Annual Support</b>	\$46,316	\$43,360	\$36,050	\$36,000	\$11,807	\$31,000
<b>Small Gifts/Memorials</b>	\$1,923	\$953	\$1,264	\$443		\$2,500
In Memory of Marcia Peters			\$525	\$100		
In Memory of Xavier Small		\$5,951				
In Memory of Robert Warren			\$2,170	\$150		
In Memory of Ingrid Koch				\$1,011		
In Memory of Beatrice L. and Harman F. Sperry				\$1,000		
In Memory of Mary Welzenbach					\$1,000	
Genealogical Society of Washtenaw County				\$300		
Sub-total	\$1,923	\$6,904	\$3,959	\$3,004	\$1,000	
<b>Additional Fundraising Activities</b>						\$4,500
Dining YDL \$\$ (Haab's)	\$273	\$294	\$276	\$306	\$256	
Dining YDL \$\$ (Aubrees)		\$307				
Dining YDL \$\$ (Corner Brewery)		\$51				
Annual Report Mailing			\$1,180		\$1,971	
Trustee Party, Trustee John Barr	\$7,165	\$3,421	\$4,554	\$3,760		
Trustee Party, Trustee Kimberly Grover	\$1,466		\$935			
	\$8,904	\$4,073	\$6,945	\$4,066	\$2,227	
<b>Annual Giving Campaign</b>	\$4,054	\$3,582	\$9,712	\$7,745	\$7,604	\$7,000
John & Marlene Barr	\$1,000	\$1,000	\$1,000			
	\$5,054	\$4,582	\$10,712	\$7,745	\$7,604	
<b>Gala 150 year anniversary</b>				\$24,123		\$0
<b>Individual Donations</b>						\$2,000
Sylvus Tarn (Designated MI Ave)	\$900		\$1,000	\$1,000		
Hassan Mirshaw	\$750					
Kay Williams (Designated YDL-Superior)	\$450	\$500		\$439	\$400	
Bethany Kennedy ( Designated YDL-Superior)					\$1,500	
Theresa M. Maddix (Designated YDL-Superior)					\$1,000	
Donald Schoolmaster, <i>In memory of Jannette M. Gable</i>			\$2,000			
Gerry & Bert Kruse [designated adult fiction]	\$750	\$500		\$300		
Mary Krieger (Designated-Bookmobile)				\$1,000		
	\$2,850	\$1,000	\$3,000	\$1,739	\$2,900	
<b>Sponsorships</b>						\$3,000
EMU (Sponsorship of TEDx Talk, 4/13/17)		\$2,500	\$3,000			
Beal Investment-TedX Sponsor			\$900			
The Mosaic Foundation	\$1,000	\$1,000	\$1,000		\$1,000	
Bank of Ann Arbor	\$1,500					
	\$2,500	\$3,500	\$4,900	\$0	\$1,000	
<b>YDL Endowment Fund</b>						\$2,500
Dietmar Wagner	\$1,500	\$2,500	\$2,500	\$5,000	\$2,500	
YDL (Yoder Fund Transfer)				\$3,252		
Lucy Liggett				\$1,000		
Virginia Young		\$5,000				
Various Gifts to the Endowment	\$2,285	\$2,900	\$5	\$25	\$150	
	\$3,785	\$10,400	\$2,505	\$9,277	\$2,650	
<b>Total Donations</b>	\$71,333	\$73,819	\$68,072	\$61,831	\$29,188	\$52,500

**YPSILANTI DISTRICT LIBRARY  
FUND DEVELOPMENT DASHBOARD  
July 2019**

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 YTD	2019 Goal
<b>Grants</b>						\$80,000
ALA-National Science Foundation, <i>Discover Tech, Engineers</i>	\$1,000					
ALA-PBS Great American Reads series				\$2,000		
ALSC Dia Turns 20 Mini Grant		\$2,000				
ALSC STEAM Strengthening Communities Grant					\$5,000	
Ann Arbor Farm & Garden		\$985				
Downtown Association of Ypsilanti [Direct]		\$1,700				
Ezra Jack Keats Minigrant, EJK Foundation		\$500				
Gro More Good Grassroots Grant					\$500	
Kiwanis-Early Childhood Priority 1 Committee	\$1,612	\$1,600	\$1,600	\$1,080	\$1,080	
MCACA-New Leaders Grant [Noise Permit]	\$2,850	\$3,200	\$2,970	\$2,800		
MCACA-Ypsi Song Fest	\$5,625	\$8,156				
MCLS-Harwood		\$690				
MHC-Prime Time Family Reading	\$8,075	\$3,000		\$3,000	\$2,700	
MHC-Ypsilanti African American Oral History Archive		\$24,350				
NEH- <i>Latino Americans: 500 Years of History</i>	\$3,000					
NEH-Wild Land Exhibit Programming Grant		\$1,000				
Teen Science Café Grant				\$3,000		
United Way Opportunity Grant					\$5,000	
YACF Early Literacy Outreach		\$2,565				
YACF Early Creative Youth Studio		\$3,000				
YALSA/DollarSummer Teen Intern Grant	\$1,000		\$1,000		\$1,000	
National Center for Family Learning			\$3,000			
LSTA - Talk, Early Literacy Texting			\$71,650	\$61,250	\$42,100	
LSTA - Public Library Services Grant					\$1,555	
MHC-Arts & Humanities Touring Grant			\$324			
YDL Endowment Fund Proceeds	\$4,198	\$5,210	\$5,816	\$6,335	\$6,621	
<b>Total Grants</b>	<b>\$27,360</b>	<b>\$57,956</b>	<b>\$86,360</b>	<b>\$79,465</b>	<b>\$65,556</b>	
<b>Vehicle Donation</b>						
Bank of Ann Arbor			\$2,000	\$2,000		
Gene Butman Ford			\$3,316			
sub-total			\$5,316	\$2,000		
<b>GRAND TOTALS</b>	<b>\$98,692</b>	<b>\$131,775</b>	<b>\$159,748</b>	<b>\$143,297</b>	<b>\$94,744</b>	<b>\$132,500</b>

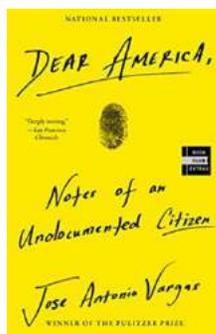
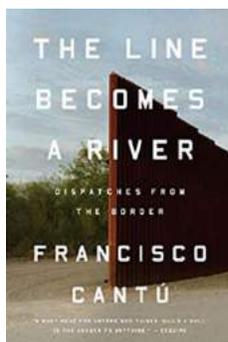
<b>Designated Fundraising to Date</b>	
YDL - Superior Improvement - \$15,495.22	
* Whittaker Rd Teen Area Improvement -\$5,550	

\*\$1050 remaining, expenditures =4500

# Department Reports

**Assistant Director/Acquisitions Department  
Board Report: August 2019**

YDL hosted two highly-visible programs this month: an author visit with Elizabeth Berg and a document shredding day in the parking lot. Paula and Christy did a fabulous job of making both events run smoothly. Ms. Berg was a gracious and entertaining speaker (her pearl-wearing dog was also a big hit!), and the Friends handed out treats on Shred Day, earning \$150 in donations. Both events were received with many compliments and thanks from the patrons.



The Washtenaw Reads selection committee has finished its hard work of identifying the two finalists for the 2020 county-wide Read. They are: *Dear America: Notes of an Undocumented Citizen* by Jose Antonio Vargas and *The Line Becomes a River* by Francisco Cantú. Both titles support this year's theme of "Everyone Counts," which broadly addresses issues such as women's suffrage, voting rights and history, citizenship, and immigration concerns. While those are steep topics, both books are

eloquently told personal stories that should have broad appeal. I would like to thank Sarah Zawacki for serving on the selection committee again this year. It is a lot of work!

Members of the Wayfinding Committee have gone on several field trips this summer. We have toured new construction projects, renovations, additions, and combinations thereof. We have gotten ideas on everything from lighting to carpet to shelving to signage.



Banned Books Week is coming up September 22-28! I will host my favorite "holiday" with a large display in the community room that creates awareness of the dangers of censorship and the important role that libraries play in protecting our freedoms.

I am working with Sheila and Kristel to organize a family-oriented "Winter Wonderland" program in December, which should be a fun day of crafts, music, live reindeer, and ice carving. Get ready to have some chilly fun.

- The collection budget is 77% encumbered;
- 600 items were cataloged;
- 1,678 items were added to the collection, including 661 e-items;
- The YDL app had 578 users in July;
- YDL borrowed 1,154 items from other libraries via Melcat;
- YDL loaned 1,068 items to other libraries via Melcat.

**Submitted by Julianne Smith, August 19, 2019**

## Communications & Development

Monthly report: August 2019

### Fundraising

- Small groups from the **Superior Fundraising Committee** have been meeting to identify prospects. The next big meeting of that committee will be Sept. 11.
- We have a call with the **Ralph C. Wilson Jr. Foundation** scheduled to explore grant funding projects for Superior.
- **TALK expansion** funding talks are underway. The Library of Michigan will be a lead partner on an IMLS (Institute for Museum and Library Services) grant to fund expansion. Other partners may include High Scope, ALSC (Association for Library Services to Children) and MCLS (Midwest Collaborative for Library Services).
- We submitted the final report for the **United Way of Washtenaw County Opportunity Grant**, which funded the YCS-YDL field trips. This has been a very successful program over the last two years and we have ideas for expanding it further!

*One of the best stories from this program was of a young man who visited the library on a fifth grade field trip. A few weeks after his field trip, he returned with his entire family. They had never visited before, they all got library cards and their fifth-grader was so proud to show them around the library!*

### Publications

- **The Loop** is off to the printer and will be mailed September 2. This issue includes a Back to School spread, two segments from **The United Way of Washtenaw County**, and information from **Ypsilanti City, Ypsilanti Township, Washtenaw County Parks**, and events from **Superior Township**. An article from the **Huron River Watershed Council** is set alongside our featured Great Michigan Read Speaker, Dr. Mona Hanna-Attisha.
- The **Superior Library Case for Support** and other supporting materials for the fundraising team are in production and ready for committee members to begin approaching prospects.
- **Seasonal publications for fall** have been produced, including the LNGO brochure, one-page summaries of youth, teen, and little ones events, and event flyers.

### Community Relations

- We're glad to be participating in the **Great Michigan Read** program, featuring *What The Eyes Don't See* by Dr. Mona Hanna-Attisha. She will visit WCC on October 21, and YDL will be partnering with **UM's Osher Lifelong Learning Institute** and **WSC Academy** to host this **Michigan Humanities Council-funded** event!
- Gillian attended several meetings to help YDL connect with other community groups, including the **On The Ground Ypsilanti Editorial Board Meeting** and **EMU's Community Engaged Council**. Both groups brought together many Ypsi-area partners, and attendees were particularly excited about the new Ypsi Writes initiative!



*Submitted by Gillian Ream Gainsley on August 23, 2019*

## Facilities Department Board Report: July 2019

The Facilities Department is always busy with the daily operations of the department. Here are some of the highlights.



The stage was put up in the Community Room at Whittaker for Youth Program. Taken down after the concert. Then the stage was put up for First Friday's program at Michigan Ave. Taken down after to be stored at Whittaker Road until the next time it is needed.



The front door actuators that opens the door for handicap patrons failed at both Michigan Ave and Whittaker Road. Howlett Door needed to order parts. They came in, doors repaired, operating properly now.

Removed emergency lighting ballasts from Whittaker Road Quiet Study area in Adult Services. They are maintenance issue throughout the building. Emergency ballasts are hard to maintain and expensive to replace. As they fail, we remove them and are replaced with alternate emergency lighting device which is equally effective, less expensive, and easier to maintain.



Moved shelving, and computer desks in preparation for O'Neil Contractors to do their water testing on the windows of the Whittaker Road curtain wall. After testing they will come up with a plan to do repairs to stop the leaking during heavy rain.

Caulking was done between the concrete, and wall at Michigan Ave. This will help prevent water from collecting at the foundation, and working its way into the building causing damage to the wall, carpet, and materials. More investigation needs to be done to prevent this from happening in the future.

Helped set-up tent, tables, chairs, and traffic cones to direct cars for the Adult Services Shredding program. After the program, take everything down to put away. Recycled all the cardboard boxes, and bags people used to deliver their shredding material.

Lisa and I met with Campbell, Inc. to discuss our HVAC maintenance program. We have a good working relationship their technicians, and front office personnel.

**Submitted by: Jim Reed, August 22, 2019**

# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

August 2019

## Status Report

- Helpdesk Report – July Helpdesk Tickets Processed 103, 100 completed.
- RFID Readers – Pre-implementation of readers in the Acquisitions department, this is a small project that will take some consultation with envisionware.
- PC Replacement – We've determined the appropriate model PC for our Patron PC replacement
- Microsoft system Licensing – Requesting approval for the acquisition of new Microsoft licensing.
- Patron Management System –We will be working to address any additional configuration issues in the coming months. I'm pursuing a detailed reporting feature to assist in cash handling and self-service statistics.
- Book Mobile – We've updated the patron devices but we're waiting to install the laptops after we discovered a need to slightly redesign the network access for the units.
- Horizon Upgrade – This was successful and resolved a few things we had been experiencing. It has also allowed us to move forward with an SMS messaging trial for library notifications.
- YDL Filtering – In a shift in the way the majority of internet traffic is being presented in web browsers is affecting our current internet filter. We will be exploring options and coming up with a solution for future services.
- Misc Equipment updates –We are working to acquire and install new barcode scanners at select locations to assist in scanning from personal devices such as phones. We will also be replacing some receipt printers that are experiencing performance degradation/failure.
- Notices – Email notices have experienced a high failure rate recently. As we are not seeing that on the staff end, it is likely due to the mass rate at which they are delivered. We will bring this to Sirsi Dynix's attention first and work from there.

## Overall System Status

- We've experienced a small uptick in malicious damage and/or loss in public use equipment. Hopefully, that is a trend that does not continue. As of late we have seen intentional and/or serious damage to printers, mice, and even brand new laptops.

## New or Upcoming Items

- Windows 10 – We are currently testing this new OS for use in staff and patron systems. This will be an extended process but early indications are that most library systems will be compatible without immediate issues.
- Intranet Website Improvement Initiative – During the launch of our external facing website we paused development on our internal staff portal. We will begin developing that further in the near future.

## Michigan Avenue Board Report: August 2019

### Programs

This summer we served 1097 lunches and 512 youth attended Music Mania, Reading Heroes, Library Lab, Maker Thursday, or Garden to Table. In two years we've served 33% more lunches and 197% more youth have attended a lunch program. Proquest volunteers and intern, Nicole Russell, were invaluable in helping to serve lunches this summer.

Noise Permit had another incredible year. The music was great as was the participation by the teens. The Library funded the program this year; a MCACA grant has already been submitted for next year's Noise Permit.

CompuGirls was the most positive group so far. Kelly and Charline have made this a very smooth program. University of Michigan's School of Information continues to provide supplies to make sure this initiative continues.

Be Yourself Beauty has been doing every kind of science activity imaginable: coding, creating products, testing the pH of their products, and programming fish feeders for their take-home mini aquaponics systems. They even got to wear lab coats! This was made possible due to a grant from Michigan State University and their willingness to collaborate with us. They are exploring ways to expand the program.

We've had two week-long chess camps, one in July, the other is wrapping up this week. They both were very well attended, beginning players are learning the moves and thinking about strategies. Chess will continue with a in the fall on Tuesday nights. This program is run by volunteers who are very patient and willing to take the time to teach young people how to play.

Shoshanna's program on street trolleys in Washtenaw County was well attended as was Kim's program on painting jars to look like Moroccan glass.

Senior Summer Camp ended with everyone wanting more. We will continue on in the fall doing hands-on activities every other week.

Family Maker's Night "Everything Flies" was not well attended but it was great fun learning about the forces of flight: thrust, lift, drag and weight.

### Other

Nicole Russell was very helpful this summer and we will be sorry to lose her at Mich Ave but happy that YDL will still benefit from her energy as she moves permanently into Outreach.

Jerome has been active on the "Bug" committee which is developing recommendations. Pat went to a MomPower meeting. Kelly manned a table at the Depot Town Farmers Market. I have been involved in the Space Studies Committee, discussions about administering Narcan, and the Diversity Committee. Discussions with EMU's Center for Writing has happily led to their generous commitment to expand their services to all our locations this fall. We look forward to working with them.

Last March a patron stole 25 DVDs discs from their cases. She was clearly caught on camera. Today we were notified that she has pled guilty and a discussion about restitution will follow. The sad part is that she is a mother and did the deed while her young daughter was with her.

Joy Cichewicz,  
August 23, 2019



# Outreach Services Board Report

## August 2019

### Staff News

- Intern Nicole Russell was hired to fill the part-time Outreach Librarian vacancy. She will attend the August Board Meeting to be introduced.
- All staff received training in our new Helpdesk software.

### Bookmobile News

- We wrapped up our daytime Gold Star Partners Bookmobile visits in mid-August. At our final visit, each child choose a free book to keep as a Summer Challenge prize, along with an Aubree's coupon.
- We've learned of some new mechanical challenges. They are not keeping us off the road but may be tricky to solve. The fuel sending unit needs to be replaced, but there doesn't seem to be an access panel. If an access panel isn't found, repairs will involve dismantling the fuel tank and being off the road for about a week. On a good note, the air conditioning and generator are doing much better after a series of repairs.

### Superior News

- Our weekly visits from YMCA's Y on the Fly program have been a success. Kids get to try a different game or sport each week, followed by a snack.
- 826michigan hosted a Wriblox program, combining writing and the very popular computer game Roblox.
- Nicole's first storytime drew 3 adults and 6 kids. It was a great success. We've had spotty attendance for storytime. Nicole has great plans to build a consistent following.
- We wrapped up our weekly STEAM Saturdays and Sprout Superior programs. In the last month, we made soap & bee houses, learned about concrete, sewed drawstring bags, did cardboard construction, and prepared and ate many different foods from the garden – zucchini quesadillas to the right!

### Learning Never Gets Old News

- We delivered new large print books to Gilbert Residence, the Village at St. Joseph Mercy, and Ypsilanti Township Senior Center.
- We completed our 4-week Tai Chi mini-series. Participants were very pleased and asked us to continue it. While we do not have plans to continue it at this time, we will offer a Yoga mini-series for older adults in the fall.
- We had our final class for the Designing Decorative Patterns series. We'll have a reception August 23 from 4-6. Artwork will displayed in the Community Room at YDL-Whittaker through September 12.

### Outreach News

- The Outreach department, with help from Michigan Ave Youth and Whittaker Youth departments, was able to send staff to the following events: Ypsilanti Farmers Markets, Lincoln Schools Reading in the



Park, WIC Food Distribution, YCS Jazz in the Parking Lot, a Backpack giveaway, and various pop-up storytimes.

- We wrapped up our Gold Star Partners program. The program engages local children at summer camps in daily reading activities by loaning books to sites, asking sites to commit to daily reading with their children, and awarding Summer Challenge prizes to all participants. In its second year, we used the bookmobile to incentivize daily reading activity. I'm happy to report that our post-program survey showed an increase in reading activity because of the program. Of those who responded to the survey, 62% agreed and 38% strongly agreed that participating in the program meant their kids were more confident readers. We had 14 sites and 581 children complete the program. Major kudos go to Stacey for getting this program off the ground and keeping it going. Here are a couple comments from site leaders:

*I would like to say thank you for the partnership! We have over half the population in our apartment complex who did not graduate from High School. The children living in these households were able to read everyday during the summer.*

*Thank you for all you do! I have several kids who've never had a library card, but they are absolutely enamored with the idea of borrowing books that they love!*

Submitted by Mary Garboden  
August 22, 2019



## Whittaker Road-Adult Services Board Report: August 2019

Here's a listing of this month's programs:

- Gardening Chat (monthly event for gardening patrons)
- Writers Workgroup (2 meetings this month)
- Two book discussion groups (African American Authors Bk Discussion Grp, Mystery Lovers Book Group)
- Computer classes (17 classes scheduled)
- Summer Movie: Brighton Beach Memoirs
- An Evening with Elizabeth Berg
- Joy of Birding
- Document Shredding Day
- Trees 101 for Homeowners

The "Evening with Elizabeth Berg" program, where the well-known writer read from her works and answered questions from the audience, was a wonderful event! 52 people attended. Ms. Berg was a gracious guest and her dog Gabby, shown below listening with a patron, was a big hit. Those in attendance were thrilled with the opportunity to hear a beloved author speak and talk to her afterwards. Everyone was appreciative and let us know what a nice event it was. Many purchased books to be autographed and one lucky woman won our drawing basket featuring several of Ms. Berg's titles and other lovely items. Many thanks are owed to Sheila, Julie, Julie's daughter Jocelyn, and Gillian for their help and support with this event.



**Author Elizabeth Berg  
signing one of her books**



**Gabby**



**Drawing winner Karen  
Allen with Elizabeth Berg**

Christy Havens ably ran our second Document Shredding Day; 98 people got rid of old paperwork safely and securely; YDL was also able to get rid of unneeded paper. Julianne, Jim, Ron, Paula and volunteers Ian Drummond, Gigi Ainsley, Sophia de Bobadilla, and Jeff Gavin helped take bags and boxes from vehicles, while the Friends of YDL offered small treats and collected some donations to help offset the

cost. Thanks also go to Lisa for funding. We hope to do this again next year; many who came commented on how much they appreciated this service to the community.

Paula Drummond attended EMU's first-ever Campus and Business Connection Event where attendees learned more about EMU and how they can help local businesses; along with Gillian, she also attended a planning meeting with our partners for this year's Great Michigan Reads event at WCC in October. Watch for more information about this event come fall. Christy represented YDL at the TLN eContent Committee Meeting and Sheila Konen is meeting to plan programs for the 2020 Women's Right to Vote Amendment Celebration. While Susan is off on medical leave, Brigitte has cheerfully taken on more shifts at the Reference Desk and Sheila has taken care of pulling titles for Susan's scheduled large print collection deliveries to area nursing homes and other senior housing/gathering places. I appreciate their help!

Paula was also notified that her grant application for a \$1,000 Grow with Google Grant was approved. She'll be presenting a couple of programs using Google resources for resumes; the grant dollars are sent after the programs and program reporting are completed.

- Submitted by Paula Drummond August 20, 2019

# Whittaker Youth Services Board Report August 2019

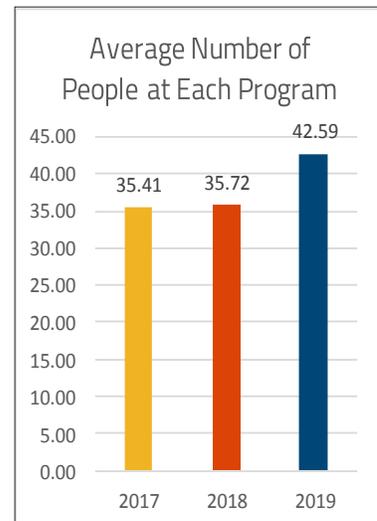
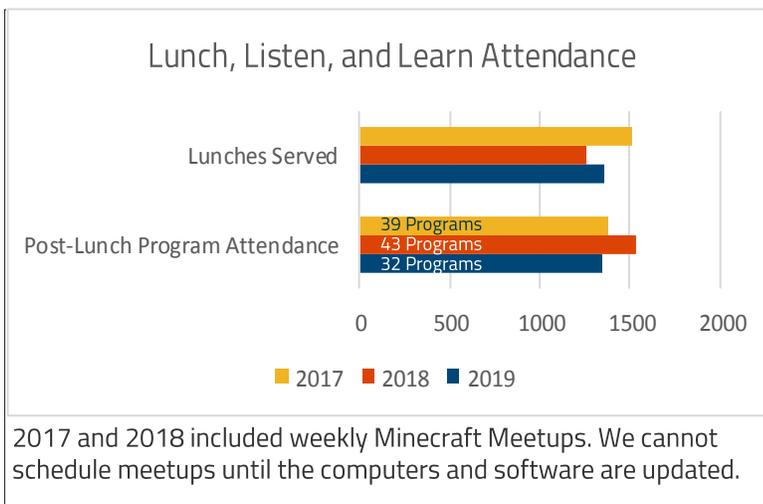
## Program Highlights

### Little Ones

- 966 parents and children attended 28 storytimes in July.
- Marlena's book group for emergent readers is popular and enthusiastic readers met each month this summer.
- Spinning Dot Theatre Troupe premiered a play for little ones last weekend. They will present one more play in September to end their monthly Saturday morning series.

### Kids & Families

- **Lunch and Listen** We served 1,356 lunches, read 115 books aloud during lunch, and had 1,363 people attend after-lunch programs throughout the eight weeks of Lunch, Listen, and Learn. This year's after-lunch programs averaged 42.5 attendees, but overall we had fewer people than in 2018 because we offered 32 programs compared to 43.



- **Library Lab** Tuesdays the second half of the summer included weather science with Kristel where kids used materials to try to create a waterproof roof, a visit from local chemists who offered hands-on science stations, and constellation stories featuring an inflatable planetarium Liz borrowed from TLN that filled half of the community room!
- **Get Creative** Wednesday writing workshops with EMU concluded with campfire tales and s'mores to the delight of young writers. See the instructors to the right.
- **Garden to Table** Kids got to cook with garden ingredients the second half of the summer. Molly taught them how to make lavender soap, fried green tomatoes, salsa, and cucumber pickles. Now patrons can pick up fresh produce at the youth desk as vegetables are ripening. Even Marlena's storytime attendees got to take a walk through the garden and pick and eat cucamelons, cucumbers that look like tiny watermelon.



## Kids and Parents Continued

- **Fitness Fridays** Kids learned the Brazillian martial art capoeira, danced and drummed with a local musician, and learned to Zumba. We finished the program with an outdoor bubble party where kids played tag on the lawn and made their own smoothies with Growing Hope's blender bike. Thanks to Molly for picking up and returning the bike.
- Lafferty Pike, a female bluegrass band from Ohio, performed for about 80 people one Monday morning in lieu of storytimes. After the concert, kids tried out the instruments.

## Teens

- TAG meetings continued to focus on gathering audio content for a podcast that is being edited by one member this week.
- The DIY decal program was small, but teens (and their parents!) learned to design a logo and cut it with the Cricut, then took home custom t-shirts. They can now use the Cricut anytime at the library.
- 20 tweens and teens volunteered 251 hours this summer helping serve lunch and with after-lunch programs.

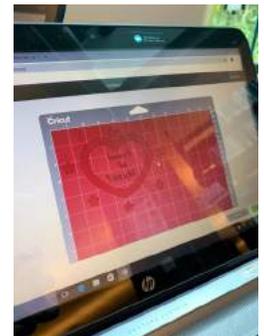
## Summer Challenge

- 2,584 youth and 687 adults are participating in the Summer Challenge so far this summer, about 240 more than last year. 1,674 have logged at least 6 books, with another 2 weeks still left to log activities and claim prizes. I will include a full report with next month's board report.

## Other Work

- Liz went to the final LCS Read in the Park with Stacey. Kristel read aloud at Rutherford Pool. Kristen offered storytime at Ford Heritage Park. Both interns as well as staff from all locations took turns at the Farmer's Market.
- I attended the Success by Six annual planning meeting this month and went with Gillian and Mary to present a final report on our Research Ready Field Trip grant for 2019 to United Way.
- Kristen, Liz, and I are creating new Play Kits, STEM Kits, and Sensory Kits and Gail is helping clean up the old kits by replacing labels and bags. New themes include more options for toddlers, kids on the spectrum, and environmental science.
- Both summer internships are now complete. I appreciate the extra help in the summer and try to design quality internships that match students' long term employment goals. Lauren did a great job with program support, and Claire, who is an IS student, learned how to weed and evaluate the YA graphic novels and provide reference services. She will transition to a paraprofessional sub this week.

Submitted by Jodi Krahnke August 22, 2019



# **Old Business**

# **New Business**

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 8/21/19

**Re:** Consideration of proposed renewal agreements for HVAC maintenance for Whittaker and Michigan Avenue

In 2016 YDL entered into 3-year Guaranteed Professional Maintenance (GPM) agreements with Campbell Mechanical Services for HVAC maintenance at Whittaker and Michigan Avenue. The terms of those initial agreements expire 8/31/19.

The GPM agreements have many benefits. Among them, we pay a single price for all needed parts and labor covered, avoiding the lengthy waits for repair approval we endured previously. The service technicians from Campbell know us, know our systems, and can be called upon whenever there are issues. We also have security in the knowledge all preventive maintenance schedules are being followed.

Facilities Manager Jim Reed and I met with representatives from Campbell on 7/30 to discuss our priorities for the new contract term. The Whittaker proposal includes retrofitting 3 VAV (Variable Air Volume) units per year. At Michigan Avenue, we would like to be able to more closely control the humidity level in the building. Rather than write this into the contract, Campbell gave us an additional quote for one-time work (\$3,330) which I will include in the 2019-20 budget.

Because we have forged a positive relationship with Campbell and their technicians, and our equipment is finally working closer to its potential, we would like to continue using their services for our HVAC maintenance. We did not pursue additional quotes.

The original GPM signed in 2016 included significant repairs to get 3 of Whittaker's four boilers back online (one per year). It also included the addition of controls at Michigan Avenue. The new contract costs are lower because 1) these higher-cost projects are complete; and 2) regular preventive maintenance has systems running smoothly.

	<b>Cost per year 2016-2019</b>	<b>Total Cost 2016 Contract</b>	<b>Cost per year 2019-2022</b>	<b>Total Cost New Proposal</b>
<b>Whittaker</b>	\$42,979	\$128,937	\$42,797*	\$128,391
<b>Michigan Avenue</b>	\$17,761	\$53,283	\$12,672	\$38,016

\*includes 3 VAV unit retrofits/year as needed

With the new GPM agreements (attached) we will save \$15,813 over the previous 3 years' expenditures.

Jim Reed will join us at the Board meeting to answer any further questions you may have about our relationship with Campbell or their service.

I recommend waiving the bid process and awarding the HVAC maintenance contracts for Whittaker and Michigan Avenue to Campbell Mechanical Services for 2019-2022.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-26

August 28, 2019

RESOLUTION TO CONTRACT WITH CAMPBELL MECHANICAL SERVICES FOR  
GUARANTEED PROFESSIONAL HVAC MAINTENANCE FOR THE WHITTAKER  
AND MICHIGAN AVENUE LIBRARIES THROUGH 8/31/22

---

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

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

Whereas, Campbell Mechanical Services has proposed a renewal Guaranteed Professional Maintenance Agreement for each location for the next three years at a reduced price, and

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

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and approve the Guaranteed Professional Maintenance Agreements proposed by Campbell Mechanical Services for Whittaker and Michigan Avenue effective September 1, 2019 through August 31, 2022.

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

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

YES:      NO:      ABSENT:      VOTE:

## Agreement Signature

Proposal Date	Proposal Number	Agreement
08/13/19	GC	G3302002A

**BY AND BETWEEN:**

Campbell, Inc.  
2875 Crane Way  
Toledo OH, 43619  
hereinafter CONTRACTOR

**AND**

Ypsilanti District Library Michigan  
229 W. Michigan  
Ypsilanti, MI 48197  
hereinafter CUSTOMER

**SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S): 229 W. Michigan**

Contractor will provide the services described in the maintenance program indicated below, which are attached hereto and made a part of this Agreement, in accordance with the terms and conditions set forth on the following maintenance program pages.

**MAINTENANCE PROGRAM**                      **Guaranteed Professional Maintenance/CPM IV**  
and associated Terms and Conditions

AGREEMENT coverage will commence on **September 01, 2019**. The AGREEMENT price is **\$12,672.00** per year, payable **\$3,168.00** per **Quarter** in advance beginning on the effective date of **September 01, 2019**.

This Agreement price will be **\$3,168.00** per **Quarter** from **September 01, 2020** through **August 31, 2022**.

This proposal is the property of Contractor and is provided for Customer's use only. Contractor guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This proposal will become a binding Agreement only after acceptance by Customer and approved by an officer of Contractor as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein. This annual Agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date.

Sales Rep	Customer	Manager
Signature	Signatures	Signature <i>Holly Coduti</i>
Name (Printed/Typed)	Name (Printed/Typed)	Name: Holly Coduti
Title	Title	Title: Contract Manager
Date	Date	Date <i>8-13-19</i>

TO ORDER SERVICES UNDER THIS AGREEMENT WITH A PURCHASE ORDER, PLEASE PROVIDE THE FOLLOWING:

PO Number:	Date of Issue:	Customer Signature:
NOTE: When issuing a purchase order for this Agreement, the services, responsibilities, terms and conditions for both parties remain as detailed in this Agreement.		

## Special Services and Provisions

Proposal Date	Proposal Number	Agreement No.
August 13, 2019	GC	G3302002A

Additional work performed at the owner's request, not included in this Agreement, will be invoiced at Agreement Customer preferred rates.

- Backflows - will be tested and certified annually. Any repairs will be quoted on a time and material rate.
- Sump Pumps will be serviced two (2) times per year.
- Controls will be serviced four (4x) per year, (2) onsite and (2) remotely.
- Price is fixed for three (3) years:
  - 9/2019 - 8/2020 - \$38,205.00
  - 9/2020 - 8/2021 - \$38,205.00
  - 9/2021-8/2022 - \$38,205.00

Manlift, if required, will be provided by customer, or will be billed separately by Campbell, Inc.

### Emergency Services

Campbell, Inc. will respond within 4 hours for emergency services.

Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rate then in effect) over the sum stated in this agreement.

### CLIENT/VIEW/WEB PORTAL:

You will have 24/7 access to manage your account online through our company's website. <https://portalvb.lincservice.com/login.aspx>

See Addendum "A" for equipment & filter list.

## Guaranteed Professional Maintenance

Proposal Date	Proposal Number	Agreement
08/13/19	GC	G3302002A

Our **GUARANTEED PROFESSIONAL MAINTENANCE (GPM)** provides the Customer with an ongoing, comprehensive maintenance program. The GPM program will be initiated, scheduled, administered, monitored, and updated by the Contractor. The service activities will be directed and scheduled, on a regular basis, by our comprehensive equipment maintenance scheduling system based on manufacturers' recommendations, equipment location, application, type, run time, and Contractor's own experience. The Customer is informed of the program's progress and results on a continuing basis via a detailed Service Report, presented after each service call for Customer's review, approval signature and record.

**CONTRACTOR WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):**

**TEST AND INSPECT:** Job labor, travel labor and travel and living expenses required to visually **INSPECT** and **TEST** equipment to determine its operating condition and efficiency. Typical activities include: -**TESTING** for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls, combustion and draft; crankcase heaters, control system(s), etc. -**INSPECTING** for worn, failed, or doubtful parts; mountings, drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

**PREVENTIVE MAINTENANCE:** Job labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust, lubricate and paint equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency. Typical activities include:

- **CLEANING** coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes.
- **ALIGNING** belt drives; drive couplings; air fins.
- **CALIBRATING** safety controls; temperature and pressure controls.
- **TIGHTENING** electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections.
- **ADJUSTING** belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats.
- **LUBRICATING** motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages.
- **PAINTING**, for corrosion control, as directed by our scheduling system and on an as-needed basis.

**REPAIR AND REPLACE:** Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and travel and living expenses required to **REPAIR** or **REMOVE AND REPLACE** broken, worn and/or doubtful components and/or parts.

**TROUBLE CALLS:** Job labor and travel labor, including overtime, plus travel and living expenses required for unscheduled work resulting from an abnormal condition.

**COMPONENTS, PARTS AND SUPPLIES:** The cost of **COMPONENTS, PARTS AND SUPPLIES** required to keep the equipment operating properly and efficiently.

## Guaranteed Professional Maintenance Terms and Conditions

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s) component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement price shall become due and payable immediately upon demand. All past due amounts shall accrue interest at the maximum rate permitted by applicable law.
7. This Agreement applies only to the maintenance portions of the system(s). Repair or replacement of non maintainable parts such as duct work, boiler shell and tubes, cabinets, boiler refractory material, heat exchangers, main power service and electrical wiring, piping, tube bundles, valve bodies, coils, structural supports, oil storage tanks, chimneys and similar items, as well as the cleaning of the interior of duct work and DDC controls and the replacement of refrigerant, refrigerant systems or refrigerant types due to system leaks or changes in laws/regulations, are excluded.
8. If there is any alteration to, or deviation from, this Agreement involving extra work, the cost of materials and/or labor will become an extra charge (fixed price amount to be negotiated or on a time and material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
9. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
10. This Agreement does not include responsibility for the design of the system, safety test, and valve bodies other than those associated with equipment listed on Schedule 1, repair or replacement necessitated by freezing weather, lightning, electrical power surges or failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Customer), failure of Customer to properly operate the system(s), requirements of governmental regulatory or insurance agencies, or other causes beyond the control of Contractor.
11. If a trouble call is made at Customer's request and inspection indicates a condition which is not covered under this Agreement, Contractor may charge Customer at the rate then in effect for such services.
12. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved items of equipment from inclusion in this Agreement.
13. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
14. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.

15. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
16. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
17. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the Customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this Agreement.
18. Contractor's obligations under this Agreement and any subsequent agreements do not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Customer of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work under the Agreement shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its affiliates, agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
20. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

## Customized Professional Maintenance Program IV

Proposal Date	Proposal Number	Agreement
08/13/19	GC	G3302002A

CONTRACTOR WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):

## Customized Professional Maintenance Program IV Terms and Conditions

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customers shall be responsible for all taxes applicable to the service and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement price shall become due and payable immediately upon demand. All past due amounts shall accrue interest at the maximum rate permitted by applicable law.
7. This Agreement applies only to the maintainable portions of the system(s). Repair or replacement of non maintainable parts such as duct work, boiler shell and tubes, cabinets, boiler refractory material, main power service and electrical wiring, piping, tube bundles, valve bodies, coils, structural supports, oil storage tanks and other similar items are excluded.
8. If there is any alteration to, or deviation from, this Agreement involving extra work, the cost of material and/or labor will become an extra charge (fixed price amount to be negotiated or on a time and material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
9. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
10. This Agreement does not include responsibility for the design of the system, safety test, and valve bodies other than those associated with equipment listed on Schedule 1, repair or replacement necessitated by freezing weather, lightning, electrical power surges or failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Custom), failure of Customer to properly operate the system(s), requirements of governmental regulatory or insurance agencies, or other causes beyond the control of Contractor.
11. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved items of equipment from inclusion in this Agreement.
12. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
13. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.

14. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
15. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
16. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
17. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this agreement.
18. Contractor's obligations under this Agreement and any subsequent agreements do not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Customer of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work under this agreement shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

Serviceable Item	Description	Manufacturer	Model	SerialNumber	Location	Total Rfg Charge	Refrig Type
<b>GPM</b>							
BO-03	FIN TUBE BOILER	LOCHINVAR	CBN0745	G02H00143473	BASEMENT MECHANICAL ROOM		
CONTROLS	BUILDING CONTROLS				THROUGHOUT		
HWH-05	HOT WATER HEATER	BRADFORD WHITE	RG240T6N	MD36088359	LOWER LEVEL PUMP ROOM / BATHROOM & SINKS		
RTU-02	PACKAGE ROOFTOP UNIT	TRANE	YSC072A3RMA0GF0A1A1B0A6C1	22100794L	SOUTH OFFICES / ROOF	7	
SS-01A	AIR HANDLER	TRANE	MCCA0250B000A000U	K02E79133	ATTIC / MAIN FLOOR		
SS-01B	CONDENSOR	TRANE	RAUCC40EBV13A0D000020	C02E04393	ROOF / MAIN FLOOR	unknown	
UH-04	UNIT HEATER	TRANE	UHSA03852EAA1T00B	L02E39089	BOILER ROOM CEILING		
<b>CPM IV</b>							
BF-01	BACKFLOW PREVENTOR	WILKINS 1"	975XL	W1047247	BOILER MAKEUP		
BF-02	BACKFLOW PREVENTOR	AMES 4"	2000	117654	FIRE LINE		
BF-03	BACKFLOW PREVENTOR	AMES 3/4"	2000B	21312	FIRE LINE		
BF-04	BACKFLOW PREVENTOR	WATTS 1"	909	410996	DRAIN LINE FLUSH		
BF-05	BACKFLOW PREVENTOR	FEBCO 1"	765	443003	SERVES IRRIGATION		
<b>ADD 9/2019</b>							
SP-06	SUMP PUMP	ZOELLER	J161		BOILER ROOM		
SP-07	SUMP PUMP	ZOELLER	J161		BOILER ROOM		

**FILTERS:**

Serviceable Item	Size	Quantity	Type	Often
RTU-02	16x25x2	4	MERV 8 PLEATS	4x
SS-01A	20x25x2	12	MERV 8 PLEATS	4x

NOTE: BACKFLOWS & SUMP PUMPS ARE COVERED UNDER A CPM IV, TEST & INSPECT ONLY 1

## Agreement Signature

Proposal Date	Proposal Number	Agreement
08/13/19	PG98706	GC3320B

**BY AND BETWEEN:**

Campbell, Inc.  
2875 Crane Way  
Toledo OH, 43619  
hereinafter CONTRACTOR

**AND**

Ypsilanti District Library - Whittaker  
5577 Whittaker Road  
Ypsilanti, MI 48197  
hereinafter CUSTOMER

**SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S): Preventative Maintenance & Project VAV Retrofit (9)**

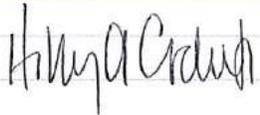
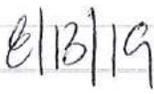
Contractor will provide the services described in the maintenance program indicated below, which are attached hereto and made a part of this Agreement, in accordance with the terms and conditions set forth on the following maintenance program pages.

**MAINTENANCE PROGRAM**                      **Guaranteed Professional Maintenance/CPM IV**  
and associated Terms and Conditions

AGREEMENT coverage will commence on **September 01, 2019**. The AGREEMENT price is **\$42,797.00** per year, payable **\$10,699.25** per in advance beginning on the effective date of **September 01, 2019**.

This Agreement price will be **\$10,699.25** per Quarter from **September 01, 2020** through **August 31, 2022**.

This proposal is the property of Contractor and is provided for Customer's use only. Contractor guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This proposal will become a binding Agreement only after acceptance by Customer and approved by an officer of Contractor as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein. This annual Agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date.

Sales Rep	Customer	Manager
<b>Signature</b>	<b>Signatures</b>	<b>Signature</b> 
<b>Name</b>	<b>Name</b>	<b>Name: Holly Coduti</b>
<b>Title</b>	<b>Title</b>	<b>Title: Contract Manager</b>
<b>Date</b>	<b>Date</b>	<b>Date</b> 

TO ORDER SERVICES UNDER THIS AGREEMENT WITH A PURCHASE ORDER, PLEASE PROVIDE THE FOLLOWING:

PO Number:	Date of Issue:	Customer Signature:
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NOTE: When issuing a purchase order for this Agreement, the services, responsibilities, terms and conditions for both parties remain as detailed in this Agreement.



## Special Services and Provisions

Proposal Date	Proposal Number	Agreement No.
August 13, 2019	PG98706	GC3320B

Additional work performed at the owner's request, not included in this Agreement, will be invoiced at Agreement Customer preferred rates.

- Backflows will be tested and certified annually. Any repairs will be quoted on a time and material rate.
- Grease traps in the kitchen will be cleaned out annually.
- Controls will be serviced four (4x) per year, (2) onsite & (2) remotely.
- Project: We propose to retrofit (3) VAV per year for a total of (9) over a (3) year period.
  - Isolate power and communication cable, disconnect and remove existing VAV Controller.
  - Furnish and install (3) Retrofit VAV Actuator w/new Supply Air Sensor and (3) HW Heat Actuator.
  - Furnish and install (3) Wall Mount Stat or blank plate wall sensor (TBD by location).
  - Program and commission new controllers, integrate into customers BAS System.
  - Existing VAV zones with inconsistent operation are as follows:
    - Story Room
    - Adult Services
    - Quiet Study Area
- Price is fixed for three (3) years:
  - 9/2019 - 8/2020 - \$38,205.00 + \$4,590.00 = \$42,797.00
  - 9/2020 - 8/2021 - \$38,205.00 + \$4,592.00 = \$42,797.00
  - 9/2021 - 8/2022 - \$38,205.00 + \$4,592.00 = \$42,797.00

Manlift, if required, will be provided by customer, or will be billed separately by Campbell, Inc.

### Emergency Services

Campbell, Inc. will respond within 4 hours for emergency services.

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### CLIENT/VIEW/WEB PORTAL:

You will have 24/7 access to manage your account online through our company's website. <https://portalvb.lincservice.com/login.aspx>

See Addendum "A" for equipment & filter list.

## Guaranteed Professional Maintenance

Proposal Date	Proposal Number	Agreement
08/13/19	PG98706	GC3320B

Our **GUARANTEED PROFESSIONAL MAINTENANCE (GPM)** provides the Customer with an ongoing, comprehensive maintenance program. The GPM program will be initiated, scheduled, administered, monitored, and updated by the Contractor. The service activities will be directed and scheduled, on a regular basis, by our comprehensive equipment maintenance scheduling system based on manufacturers' recommendations, equipment location, application, type, run time, and Contractor's own experience. The Customer is informed of the program's progress and results on a continuing basis via a detailed Service Report, presented after each service call for Customer's review, approval signature and record.

**CONTRACTOR WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):**

**TEST AND INSPECT:** Job labor, travel labor and travel and living expenses required to visually **INSPECT** and **TEST** equipment to determine its operating condition and efficiency. Typical activities include: -**TESTING** for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls, combustion and draft; crankcase heaters, control system(s), etc. -**INSPECTING** for worn, failed, or doubtful parts; mountings, drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

**PREVENTIVE MAINTENANCE:** Job labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust, lubricate and paint equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency. Typical activities include:

- **CLEANING** coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes.
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- **CALIBRATING** safety controls; temperature and pressure controls.
- **TIGHTENING** electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections.
- **ADJUSTING** belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats.
- **LUBRICATING** motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages.
- **PAINTING**, for corrosion control, as directed by our scheduling system and on an as-needed basis.

**REPAIR AND REPLACE:** Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and travel and living expenses required to **REPAIR** or **REMOVE AND REPLACE** broken, worn and/or doubtful components and/or parts.

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7. This Agreement applies only to the maintenance portions of the system(s). Repair or replacement of non maintainable parts such as duct work, boiler shell and tubes, cabinets, boiler refractory material, heat exchangers, main power service and electrical wiring, piping, tube bundles, valve bodies, coils, structural supports, oil storage tanks, chimneys and similar items, as well as the cleaning of the interior of duct work and DDC controls and the replacement of refrigerant, refrigerant systems or refrigerant types due to system leaks or changes in laws/regulations, are excluded.
8. If there is any alteration to, or deviation from, this Agreement involving extra work, the cost of materials and/or labor will become an extra charge (fixed price amount to be negotiated or on a time and material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
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14. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.

15. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
16. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
17. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the Customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this Agreement.
18. Contractor's obligations under this Agreement and any subsequent agreements do not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Customer of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work under the Agreement shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its affiliates, agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
20. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

## Customized Professional Maintenance Program IV

Proposal Date	Proposal Number	Agreement
08/13/19	PG98706	GC3320B

CONTRACTOR WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):

## Customized Professional Maintenance Program IV Terms and Conditions

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customers shall be responsible for all taxes applicable to the service and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement price shall become due and payable immediately upon demand. All past due amounts shall accrue interest at the maximum rate permitted by applicable law.
7. This Agreement applies only to the maintainable portions of the system(s). Repair or replacement of non maintainable parts such as duct work, boiler shell and tubes, cabinets, boiler refractory material, main power service and electrical wiring, piping, tube bundles, valve bodies, coils, structural supports, oil storage tanks and other similar items are excluded.
8. If there is any alteration to, or deviation from, this Agreement involving extra work, the cost of material and/or labor will become an extra charge (fixed price amount to be negotiated or on a time and material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
9. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
10. This Agreement does not include responsibility for the design of the system, safety test, and valve bodies other than those associated with equipment listed on Schedule 1, repair or replacement necessitated by freezing weather, lightning, electrical power surges or failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Custom), failure of Customer to properly operate the system(s), requirements of governmental regulatory or insurance agencies, or other causes beyond the control of Contractor.
11. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved items of equipment from inclusion in this Agreement.
12. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
13. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.

14. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
15. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
16. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
17. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this agreement.
18. Contractor's obligations under this Agreement and any subsequent agreements do not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Customer of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work under this agreement shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

## SM Serviceable Items

G3320 - YPSI LIBRARY - WHITTAKER RD

ADDENDUM A

Serviceable Item	Description	Manufacturer	Model	Serial Number	Location	Total Rfg Charge	Refrig Type
<b>GPM</b>							
AHU-12	AIR HANDLER	M&I AIR SYSTEMS	WA-78	1210	MECHANICAL ROOM		
BO-01	BOILER	LOCHINVAR	CHN751	AA011938	ALL ZONES		
BO-02	BOILER	LOCHINVAR	CHN751	A011937	ALL ZONES		
BO-03	BOILER	LOCHINVAR	CHN751	H06H00189899	ALL ZONES		
BO-04	BOILER	LOCHINVAR	CHN751	H06H00189900	ALL ZONES		
CH-18	CHILLER	TRANE	RTAC2254U1ANUAFOQ1TY1CDNNN SUN10NR0EXN	U15E02254	OUTSIDE SHIP/RECEIVING	440	R-134A
FC-32	HOT WATER FAN COIL UNIT	VULCAN	HV144	D01194935002001	MAIN MECHANICAL ROOM		
FC-33	HOT WATER FAN COIL UNIT	VULCAN	HV-144	D01194935002002	EAST SIDE OF MAIN MECHANICAL ROOM		
FC-34	HOT WATER FAN COIL UNIT	VULCAN	VS-077	J06671612001001	NORTH EAST CORNER OF BOILER ROOM		
FC-35	HOT WATER FAN COIL UNIT	VULCAN	HV-118	D01194935001007	WEST MECHANICAL ROOM (BOOK STORAGE)		
FC-36	HOT WATER FAN COIL UNIT	VULCAN	HV-118	E01203052001001	SOUTH END OF GARAGE		
FC-37	HOT WATER FAN COIL UNIT	VULCAN	HV-118A	D01194635001002	VESTIBULE OFF GARAGE		
HUM-21	HUMIDIFIER	DRISTEEM	GTS99-300	1088497-02-01	BOILER ROOM /AHU 12		
HUM-22	HUMIDIFIER	DRISTEEM	GTS99-400	1088497-01-01	BOILER ROOM / AHU 12		
HWH-31	HOT WATER HEATER	BRADFORD WHITE	MIS036FBN	LE3443553	BOILER ROOM		
IF-05	BOILER INTAKE FANS						
IF-06	BOILER INTAKE FAN						
IF-07	BOILER INTAKE FAN						
IF-08	BOILER INTAKE FAN						

SMI Serviceable Items

G3320 - YPSI LIBRARY - WHITTAKER RD

ADDENDUM A

Serviceable Item	Description	Manufacturer	Model	SerialNumber	Location	Total Rfg Charge	Refrig Type
<b>GPM</b>							
IF-09	BOILER INTAKE FAN						
IF-10	BOILER INTAKE FAN						
IF-11	BOILER INTAKE FAN						
IF-39	BOILER INTAKE FAN	SOLARONITCS			GARAGE		
PMP-14	CHILLED WATER PUMP	BELL & GOSSET	VSC 9.250BFRHR	2178072	MECHANICAL ROOM		
PMP-15	CHILLED WATER PUMP	BELL & GOSSETT	VSC 9.250BFRHR	2178071	MECHANICA ROOM		
RF-13	RETURN AIR FAN	LOREN COOK	445CA-SWSI	UNKNOWN	MECHANICAL ROOM		
SS-19A	AIR HANDLER	TRANE	TWE024C140BD	R2831CPIV	CEILING OUTSIDE / PHONE CLOSET		
SS-19B	CONDENSOR	TRANE	TTB024C100AZ	Z2914LKBf	CEILING OUTSIDE / PHONE CLOSET	F/C	R-22
SS-20A	AIR HANDLER	MITSUBISHI	PKA 24FK	01600304B	IT ROOM		
SS-20B	CONDENSOR	MITSUBISHI	PUG24KB	01158238	IT ROOM	F/C	R-22
TH-39	INFRARED TUBE HEATER	SOLARONICS	ST-75-20/25MBN	ST-04873	NORTH EAST CORNER OF GARAGE		
UH-38	UNIT HEATER	STERLING	GVF456	E01201294005001	MECHANICAL ROOM OF BOILER ROOM		
VAV-23-30	ZONE HEAT/COOLING REHEATS				THROUGHOUT LIBRARY		
VFD-14	CHILLED WATER PUMP VFD	MAMMOTH ELECTRIC			MECHANICAL ROOM		
VFD-15	CHILLED WATER PUMPS VFD	MAMMOTH ELECTRIC			MECHANICAL ROOM		
VFD-16	BOILER WATER PUMP VFD	Danfoss	VL16000		MECHANICAL ROOM		
VFD-17	BOILER WATER PUMP VFD	MAMMOTH ELECTRIC			MECHANICAL ROOM		
CONTROLS	BUILDING CONTROLS	JOHNSON CONTROLS METASYS			THROUGHOUT		

SMI Serviceable Items

G33320 - YPSI LIBRARY - WHITTAKER RD

ADDENDUM A

Serviceable Item	Description	Manufacturer	Model	SerialNumber	Location	Total Rfg Charge	Refrig Type
<b>ADD 9/2019</b>							
<b>GPM</b>							
FC-40	HOT WATER FAN COIL UNIT				REAR EMERG EXIT STAIRWELL		
FC-41	HOT WATER FAN COIL UNIT				MEZZ STORAGE ROOM		
FC-44	HOT WATER FAN COIL UNIT				MEZZ STORAGE ROOM		
EF-42	EXHAUST FAN	BROAN	L400K		CAFÉ CEILING		
EF-43	EXHAUST FAN	BROAN	L400K		HALLWAY SOUTH STAIR		

<b>CPM III</b>							
Serviceable Item	Description	Manufacturer	Model	SerialNumber	Location	Total Rfg Charge	Refrig Type
BF-01	BACKFLOW PREVENTOR / C4	WILKINS 3/4"	975XL	W020602	FIRE LINE		
BF-02	BACKFLOW PREVENTOR / C4	WILKINS 4"	375	L01382	FIRE LINE		
BF-03	BACKFLOW PREVENTOR / C4	WATTS 2"	009M2	285916	IRRIGATION		
BF-04	BACKFLOW PREVENTOR / C4	WATTS 2"	909	363733	CONTAINMENT DEVISE		
BF-05	BACKFLOW PREVENTOR / C4	WATTS 1"	909	513346	BOILER/CHILLER/MAKE UP		
GT-11	GREASE TRAP		2700215		KITCHEN		

**FILTERS:**

Serviceable Item	Size	Quantity	Type	Often
AHU-12	24x24x4	45	MERV 8 PLEATS	4x
SS-19A	20x25x1	1	MERV 8 PLEATS	4x
SS-20A	Washable	1	WASHABLE 3	4x

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 8/22/19

**Re:** Approval of purchase of licensing for Windows 10 and Office 2019 software

We budgeted \$30,000 to upgrade about half of the Library's computers to Windows 10 and Office 2019 this fiscal year, in preparation for replacement of PCs at Superior and Michigan Avenue. (We plan to order replacements for Whittaker early in the new fiscal year.) The IT Department has been testing our systems with Windows 10 and we're ready to upgrade staff computers. This will give them time to become comfortable with the new products and develop training for patrons before the public rollout.

Taking advantage of Tech Soup's non-profit discounts for public computing software, we were already able to purchase 50 licenses for \$2,250, at a savings of over \$11,000.

IT Manager Scott Ostby solicited the attached quotes. They cover the licensing necessary to upgrade all of the remaining computers, not just half. If we go with the low bidder, GovConnection, Inc., our total between the two purchases will be slightly over the budgeted amount, but we won't need to buy more in FY 2019-20.

	Vendor's Quote	Tech Soup Licenses	Total Licensing Costs
GovConnection, Inc.	\$28,724.07	\$2,250	\$30,974.07
PCM-G	\$29,206.55	\$2,250	\$31,456.55
CDW-G	\$32,532.09	\$2,250	\$34,782.09

I recommend purchasing the licenses as quoted from GovConnection, Inc.

Quotes to consider the new PC purchases will be on the Board agenda in the coming months.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-26

August 28, 2019

RESOLUTION TO PURCHASE LICENSING FOR MICROSOFT WINDOWS 10 AND  
OFFICE 2019 SOFTWARE FOR STAFF AND PUBLIC COMPUTERS

---

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

Whereas, the Library budgeted to upgrade the operating system and software for half of its computers this November and the other half early in the new fiscal year, and

Whereas, the Library's Information Technology team needs to test all of YDL's automated offerings with the new operating system prior to installation and train staff, and

Whereas, YDL has acquired the maximum number of discounted licenses available from Tech Soup for the public computers, and

Whereas, the Information Technology Manager solicited three quotes for the licenses required to upgrade YDL's remaining public computers and all of its staff computers, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Microsoft Windows 10 and Office 2019 software licenses specified on the attached quotes be acquired from the low bidder, GovConnection, Inc., for \$28,724.07.

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

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

YES:        NO:        ABSENT:        VOTE:

**ORDERING INFORMATION**  
**GovConnection, Inc. d/b/a Connection**

Please contact your account manager with any questions.

**Ordering Address**  
GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Remittance Address**  
GovConnection, Inc.  
Box 536477  
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

**TERMS & CONDITIONS**

Payment Terms:	NET 30 (subject to approved credit)
FOB Point:	DESTINATION (within Continental US)
Maximum Order Limitation:	NONE
FEIN:	52-1837891
DUNS Number:	80-967-8782
CEC:	80-068888K
Cage Code:	OGTJ3
Business Size:	LARGE

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

*Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: [www.govconnection.com](http://www.govconnection.com) or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one: <https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

**Notice on Tariff Tax Impacts:** Please be aware that the pricing shown in this quote is potentially subject to change at time of order placement due Federal Government tax law changes resulting in increases in Tariff's assessed on imports and exports, which are outside our control and the control of our suppliers. Please confirm pricing with your Account Manager prior to order placement. We apologize for this inconvenience.

Please forward your Contract or Purchase Order to:

SLEDOPS@connection.com

QUESTIONS: Call 800-800-0019

FAX: 603.683.0374

# SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Gary Anderson  
**Phone:** (800) 800-0019 ext. 75050  
**Fax:** (603) 683-0042  
**Email:** gary.l.anderson@connection.com

**# 24865425.01-W1**  
*PLEASE REFER TO THE ABOVE QUOTE # WHEN ORDERING*

**Date:** 8/9/2019  
**Valid Through:** 9/8/2019  
**Account #:**

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Scott Ostby  
**Email:** sostby@ypsilibrary.org  
**Phone:** (734) 879-1313  
**Fax:**

QUOTE PROVIDED TO:	SHIP TO:
AB#: 15684210 <b>YPSILANTI DISTRICT LIBRARY</b> ACCOUNTS PAYABLE 5577 WHITTAKER RD YPSILANTI, MI 48197  (734) 879-1313	AB#: 15684211 <b>YPSILANTI DISTRICT LIBRARY</b> 5577 WHITTAKER RD YPSILANTI, MI 48197  (734) 879-1313

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Small Pkg Ground Service Level	.00 lbs	NET 30	

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	65	36202018	79P-05717	Acad. MOB Office Professional Plus 2019 License Only Microsoft Mob Academic Licensing	Microsoft Mob Academic Licensing	\$ 70.84	\$ 4,604.60
2	80	27869056	KW5-00367	Acad. MOB Windows 10 Education Upgrade License w / SA Microsoft Mob Academic Licensing	Microsoft Mob Academic Licensing	\$ 91.49	\$ 7,319.20
3	3	34256565	9EA-00052	Acad. MOB Windows Server Datacenter 16Core License w / SA Microsoft Mob Academic Licensing	Microsoft Mob Academic Licensing	\$ 2,046.59	\$ 6,139.77
4	60	36202229	R18-05748	Acad. MOB Windows Server 2019 User CAL License Only Microsoft Mob Academic Licensing	Microsoft Mob Academic Licensing	\$ 7.26	\$ 435.60
5	70	27869056	KW5-00367	Acad. MOB Windows 10 Education Upgrade License w / SA Microsoft Mob Academic Licensing	Microsoft Mob Academic Licensing	\$ 91.49	\$ 6,404.30
6	70	36202026	021-10597	Acad. MOB Office Standard 2019 License Only Microsoft Mob Academic Licensing	Microsoft Mob Academic Licensing	\$ 54.58	\$ 3,820.60
<b>Subtotal</b>						<b>\$</b>	<b>28,724.07</b>
<b>Fee</b>						<b>\$</b>	<b>0.00</b>
<b>Shipping and Handling</b>						<b>\$</b>	<b>0.00</b>
<b>Tax</b>						<b>\$</b>	<b>1,723.46</b>
<b>Total</b>						<b>\$</b>	<b>30,447.53</b>

Quote Number:	3112604	Created By:	Ronald Walters
Description:	Microsoft Licensing Staff, Patrons and Servers	Created Date:	08/07/2019 06:56:20 AM
Contact Name:	Scott Ostby	Modified By:	Ronald Walters
Contact Email:	sostby@ypsilibrary.org	Modified Date:	08/07/2019 06:56:20 AM
PO Number:		Order Notes:	
Phone Number:	(734) 879-1313		
Fax Number:			
Ship Via:	Best Way - Ground		

**BILL TO**

YPSILANTI DIST. LIBRARY (10007056)  
5577 WHITTAKER RD  
YPSILANTI MI 48197

**SHIP TO**

YPSILANTI DIST. LIBRARY (10007056)  
ACCOUNTS PAYABLE  
5577 WHITTAKER RD  
YPSILANTI MI 48197

**QUOTE ITEMS**

Description	Avail	Qty	Price	Ext Price
<b>Staff licenses</b>				
 Office Professional Plus\LIC 2019 New License Single Language (Non-Specific OS) Single License Education Mfr: Microsoft   Mfr #: 79P-05717	0	65	72.03	4,681.95
Windows EDU\LSA Most Current Version Upgrade and Software Assurance Single Language (Non-Specific OS) Single License Education Mfr: Microsoft   Mfr #: KW5-00367	0	80	93.03	7,442.40
System Subtotal in USD:				12,124.35
<b>Server Software</b>				
Windows Server Datacenter Edition - license & software assurance Mfr: Microsoft   Mfr #: 9EA-00052	0	3	2,081.00	6,243.00
 Windows Server CAL User\LIC 2019 New License Single Language (Non-Specific OS) Single License Education Mfr: Microsoft   Mfr #: R18-05748	0	60	7.38	442.80
System Subtotal in USD:				6,685.80
<b>Patron Licenses</b>				
Windows EDU\LSA Most Current Version Upgrade and Software Assurance Single Language (Non-Specific OS) Single License Education Mfr: Microsoft   Mfr #: KW5-00367	0	70	93.03	6,512.10
 Office Standard 2019 - License - 1 PC - academic - OLP: Academic - Win - Single Language Mfr: Microsoft   Mfr #: 021-10597	0	70	55.49	3,884.30
System Subtotal in USD:				10,396.40
Subtotal in USD:				29,206.55
Best Way - Ground Shipping:				0.00
Total Tax:				0.00
Total:				29,206.55

Quote is valid until 08/07/2019

Thank you for giving PCM-G the opportunity to quote you these items.  
We look forward to doing business with you in the future.  
Product Prices and Sales Tax are subject to change without notice and a Freight charge may be added to the invoice.  
Availability is based on ETAs provided by the vendors on the day this quote was generated.  
Times listed are Pacific Standard Time (PST).

# QUOTE CONFIRMATION



**DEAR SCOTT OSTBY,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
KVMB554	8/20/2019	KVMB554	4963629	<b>\$32,532.09</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Microsoft Office Professional Plus 2019 - license - 1 PC</a> Mfg. Part#: 79P-05717 UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: MARKET	65	5302271	\$80.23	\$5,214.95
<a href="#">Windows Education - upgrade &amp; software assurance - 1 license</a> Mfg. Part#: KW5-00367 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	80	3798278	\$103.62	\$8,289.60
<a href="#">Microsoft Windows Server Datacenter Edition - license &amp; software assurance</a> Mfg. Part#: 9EA-00052 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	3	4668459	\$2,317.88	\$6,953.64
<a href="#">Microsoft Windows Server 2019 - license - 1 user CAL</a> Mfg. Part#: R18-05748 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	60	5303466	\$8.23	\$493.80
<a href="#">Windows Education - upgrade &amp; software assurance - 1 license</a> Mfg. Part#: KW5-00367 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: MARKET	70	3798278	\$103.62	\$7,253.40
<a href="#">Microsoft Office Standard 2019 - license - 1 PC</a> Mfg. Part#: 021-10597 UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: MARKET	70	5303471	\$61.81	\$4,326.70

PURCHASER BILLING INFO	SUBTOTAL	\$32,532.09
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<b>Billing Address:</b> YPSILANTI DISTRICT LIBRARY ACCOUNTS PAYABLE 5577 WHITTAKER RD YPSILANTI, MI 48197-9752 <b>Phone:</b> (734) 482-4110 <b>Payment Terms:</b> Net 30 Days-Govt State/Local	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$32,532.09</b>
<b>DELIVER TO</b>	<b>Please remit payments to:</b>	
<b>Shipping Address:</b> YPSILANTI DISTRICT LIBRARY SCOTT OSTBY 5577 WHITTAKER RD YPSILANTI, MI 48197-9752 <b>Phone:</b> (734) 482-4110 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G SALES CONTACT INFORMATION



Ryan Marron

(877) 219-8208

ryamarr@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
 For more information, contact a CDW account manager

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**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 8/21/19  
**Re:** Revision of Policy E3: Gift Policy

The Policy Committee identified a short list of policies for review this year. Next to tackle was the YDL Gift Policy, originally adopted in 2000, prior to Whittaker's opening. It has remained unchanged (and apparently had not been reviewed?) since that time.

The current policy can be found at <https://www.ypsilibrary.org/about/policies/gift-policy/>. It contains some outdated information (we have not had a Board Gifts Committee as long as I have been here), but mostly I feel it is lacking in detail.

I looked at a number of policies from other libraries and did a major rewrite. I ran the draft by a few staff members who work closely with donations and made some refinements to reflect current practice based on their feedback.

One thing I had planned for the website redesign was to develop a YDL Wish List – an online list of items interested people could purchase for us that we commonly use, or things that we would love to have if money were no object. The Wish List is mentioned in the policy rewrite but doesn't exist yet. When we switched web development firms I think it got lost in the shuffle. Now that I realize it is lacking I plan to build it back in.

The Policy Committee reviewed the draft via email and I made a few tweaks based on their feedback. I look forward to hearing your thoughts and ideas on the revision.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2019-27

August 28, 2019

RESOLUTION TO REVISE POLICY E3: GIFT POLICY

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Whereas, the Ypsilanti District Library's Policy E3 sets forth guidelines for the acceptance of gifts, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, Policy E3, last revised in July, 2000, was identified by the Board Policy Committee as a candidate for review, and

Whereas, with input from key administrative staff, the Library Director prepared a draft revision to the policy to reflect current practice, and

Whereas, the Board Policy Committee reviewed and commented on the revision, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Policy E3: Gift Policy is approved.

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

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

YES:      NO:      ABSENT:      VOTE:

## **E3**

### **Gift Policy**

**Approved: 07/24/2000**

**DRAFT revision: 08/14/2019**

The Ypsilanti District Library welcomes and encourages gifts consistent with the Library's mission, policies, and strategic plan goals. Donations are not intended to replace regularly budgeted Library expenditures, however, private resources can extend and enrich Library services. The Board of Trustees acknowledges the great importance of gifts to the Library's future development.

Gifts shall meet the same selection criteria as purchased materials. The Library retains unconditional ownership of all gifts and reserves the right to reject any gift.

### **Collection Materials**

The Library is pleased to accept print (books) and non-print (DVDs, CDs, etc.) materials when they comply with YDL Policy B1: Materials Selection. All such gifts are accepted with the understanding that if YDL is unable to use the materials, they will be donated to the Friends of the Ypsilanti District Library, which raises money through book sales to support YDL. Unused donations cannot be returned to the donor.

### **Monetary Donations**

The Library gratefully accepts unrestricted gifts of money. These donations can take a number of forms:

Memorials and Tributes. The Library will purchase materials for its collection to recognize, thank, honor, celebrate or remember a special person, pet, or milestone event. These gifts enhance YDL's collection and give you the satisfaction of knowing your generosity benefits the entire community. A book plate with your custom tribute message will be placed in each new item purchased with your donation.

Gift Fund. Donations to the YDL Gift Fund may be directed toward special purposes, such as programs, buildings and grounds, equipment, or library materials. They may be in response to a specific request or unsolicited. For gifts of \$1000 or more, Library staff work closely with donors to identify projects of mutual interest.

Ypsilanti District Library Endowment Fund. This fund, administered by the Ann Arbor Area Community Foundation, invests gifts so they become a permanent source of community capital. The funds and their investment earnings are preserved for future needs, such as library expansion or capital improvements, that public funding alone cannot meet.

Gifts of Appreciated Assets. Through gifts of publicly traded securities such as stocks, bonds, or mutual fund shares, you have the advantage of seeing your donation at work helping the Library. Gifts of highly appreciated stock or securities provide you with a charitable tax deduction, avoidance of capital gains tax, and the satisfaction of helping YDL. You can also receive similar benefits from gifts of appreciated real estate.

Planned Giving. Individuals may leave a lasting impact on YDL through estate planning. Planned gifts include bequests through estates or wills, charitable trusts, and annuities. Consider remembering the Library as you prepare or revise your will.

Monetary donations can be made in cash, by check, or with a credit card either in the library or at [ypsilibrary.org/donate](https://ypsilibrary.org/donate). Checks should be made out to “Ypsilanti District Library” and include the mailing address of the donor.

## **Other Gifts**

The Library shall maintain a Wish List at [ypsilibrary.org/donate](https://ypsilibrary.org/donate) for supplies it commonly needs and special items it would love to have.

All other gifts (art, furniture, technology, etc.) must be discussed with the Library Director. All conditions pertaining to the donation must be clearly stated at the time. The Library Board of Trustees will make the final decision to accept or decline the gift. Such gifts will be considered in light of the following criteria:

- Relevance to the Library’s mission, policies and strategic plan goals;
- Space required to house or store the gift(s);
- Aesthetic fit within existing spaces;
- Cost to maintain or preserve the gift(s).

All such donations accepted by the Library Board of Trustees become the property of the Ypsilanti District Library and may be sold or discarded as the Library sees fit.

## **Gifts to Library Staff**

Individual Library staff cannot accept valuable gifts or any form of currency for the services they provide in their jobs. Appreciative patrons are encouraged to make contributions to YDL as a whole, or provide a gift that all staff can enjoy equally. This policy is to ensure that staff will treat all members of the public equally, and that no preferential treatment is shown or expected.

## **Donor Recognition**

The Library will provide a receipt for donated collection materials upon request. Other gifts will receive a written acknowledgement. The appraisal of the gift for tax purposes is the responsibility of the donor.

Written acknowledgement of financial contributions will list the exact amount of the contribution. Acknowledgements are also sent to individuals whom donors wish to notify of the gift.

Unless donors indicate their gift should remain anonymous, for all gifts besides book sale materials, donor names may be published in reports to the Board, the library newsletter, on the library website, or via bookplates when appropriate.

Donors who contribute \$1,000 or more are recognized with a plaque on the donor wall at the Whittaker Road Library. Donations supporting specific capital improvements may be recognized at other Ypsilanti District Library locations based on Board direction.

Large donations in support of capital improvement projects may qualify for naming rights. See Policy C2: Naming Library Buildings and Spaces.

### **Tax Benefits**

The Ypsilanti District Library is a not for profit charitable organization. Your donation to the YDL is tax deductible to the full extent of the law. Monetary donations to the YDL are tax deductible. However, certain donations in which donors receive a good or service in return for a donation are not tax deductible or may be only partially deductible. Please consult with your financial advisor for the tax implications of your donation.

YDL's Federal Tax Identification Number (EIN) is 38-2462745.