

Board of Trustees

2020 Information Packet



Wednesday
August 26, 2020
6:30pm
YDL-Virtual



Ypsilanti District Library
YDL Board Meeting, August 26, 2020 6:30 pm, YDL – Virtual Meeting
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call 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"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from July 22, 2020 Virtual Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. July 2020 Financials & Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication			
A. Official Correspondence (Public)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Finance Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report	<input type="checkbox"/>	<input type="checkbox"/>	
E. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
G. Facilities	<input type="checkbox"/>	<input type="checkbox"/>	
Director's Report			
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"/>		
New Business			
A. Award of interior painting contract for Michigan Avenue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Discussion of Superior project budget and Fund Balance projections	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, July 22, 2020 (Unapproved)

CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:31 p.m.

Attendance

Trustees Present: Kay Williams, Theresa M. Maddix, Bethany Kennedy, Kristy Cooper, Jean Winborn, Patricia Horne McGee and Brian Steimel

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower and Capital Campaign Coordinator Christina McMullen

APPROVAL OF THE AGENDA

Trustee Williams moved to approve the meeting agenda. With the following revisions: add new business A, Resolution to adopt Life and Disability Insurance Plans from National Insurance Services.
Trustee Kennedy supported this motion.

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

PUBLIC COMMENT

NONE

CONSENT AGENDA

Trustee Maddix moved to approve the consent agenda (June 24, 2020 Regular Meeting minutes, and June 2020 Financials and Check Registers) Trustee Williams supported this motion.

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

COMMITTEE REPORTS

- Finance Committee:
 - In the packet is a report from the Finance Committee regarding the Yates memorial account. The finance committee agreed with Lisa's idea of moving the funds. They were moved.
- Fundraising Committee:
 - The Superior Capital Campaign committee met on Zoom on July 3rd. They wanted to do something to communicate with donors. Letters were sent to past donors to let them know what the library has been doing. Let them know YDL staff is thinking of them and offer them any kind of assistance the library can during this crisis.
 - Lisa hasn't heard anything yet from the Kiwanis club of Ann Arbor regarding a possible grant.
 - Chris and Lisa are talking about additional Foundations to reach out to regarding grants

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, July 22, 2020 (Unapproved)

- Superior Planning Committee:
 - The parcel description has been finalized
 - Lisa is working with Nederveld the surveyor, the attorneys and Ken Schwartz to write the easements that are needed.
 - Lisa mentioned last meeting that there were budget problems and questions with the O'Neal budget. They are going to meet tomorrow and discuss the things that various people and entities have brain stormed as solutions to the budget problem. They need to decide which of the solutions that pertain to the site plan they are actually going to do. Then YDL can proceed with the final site plan approval process. The final site plan is probably going to be pushed back a month. In the packet is a letter from the Township and a letter from OHM that outline all of the things that need to be done to achieve the final approval.

REPORT OF THE LIBRARY DIRECTOR

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

- Curbside is going really well people seem to like it. It is pretty demanding on staff time but it is very positive for patrons. Staff is really happy to be interacting with patrons again.
- YDL started yesterday resumption of homebound delivery service. Monique went out and left materials and picked up materials in a contactless manner from 7 different patrons using the Flex. The library is able to help people who can't come pick up curbside.
- We have plans to begin curbside at Michigan Avenue next week.
- The Wi-Fi wiring is starting tomorrow. There is lots of equipment already in the building. Once the wiring is done Scott will have to get everything put together and the library should have improved service. That will be a fantastic benefit for our patrons and hopefully allow for more Wi- Fi usage from the parking lot.
- YDL got a grant from mParks for \$3000. It was the fastest turn around grant Lisa has ever seen. It funds activity packs for kids for the summer challenge. YDL is distributing those things in a few different ways. Lisa would like to give a shout out to Mary Garboden and Jodi Krahne who put that together and got us the money instantly.
- We launched today an online library card application. You can now apply for a card or renew a card directly on our website.
- Last month the fine amnesty was approved. If all goes well the fines we approved will disappear off the books tomorrow.
- Lisa is anxiously waiting to hear back on our National Leadership grant proposal for TALK. She should hear something any day. Lisa did put the TALK final report in the packet.

NEW BUSINESS

- A. Adopt Life and Disability Insurance Plans from National Insurance Services

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, July 22, 2020 (Unapproved)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-24

July 22, 2020

RESOLUTION TO ADOPT LIFE AND DISABILITY INSURANCE PLANS FROM
NATIONAL INSURANCE SERVICES

Whereas, the Library wishes to offer its employees a comprehensive benefits package that provides high quality services and is at the same time affordable, and

Whereas, as an institutional member of the Michigan Library Association, YDL is eligible for group insurance rates through National Insurance Services (NIS), and

Whereas, NIS has proposed Life, Long-Term and Short-Term Disability insurance packages that are comparable or better than YDL's existing plans, and

Whereas, NIS also provides a free Employee Assistance Program with additional benefits upon the enrollment of YDL employees in an NIS insurance plan, and

Whereas, the Library Director and Business Office Manager have reviewed the proposed plans and recommend adoption to benefit of all YDL employees, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to accept the proposal from National Insurance Services to provide Life, Long-Term and Short-Term Disability Insurance.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Patricia Horne-McGee

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

BOARD MEMBER COMMENTS

Trustee	Comment
Theresa	I want to continue to say how enthused I am about the online programming and highlight this time Finding the queen bee. If you haven't watched it, please watch Finding the queen bee. I was both really impressed by Joy with her grandson and I did not know if they would actually be able to find the queen bee or not. I recommend watching that if you haven't.

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	I was walking my dogs yesterday and my neighbor stopped me. She said “aren’t you doing things with the library still”? “I have something I need to tell the library”. I told her I would pass it along. She received a call from Brigitte as part of the calling program. She was excited about that. She said the library is, “really on top of it”. Brigitte told her about Overdrive. She knew about Hoopla but not Overdrive. She has been able to make use of that. She also has been doing the curbside service. She noted how the bags for curbside service are fantastic. It’s a really quality bag. She likes that she is able to schedule her appointment and get her materials. She says thank you!
Bethany	I don’t have any comment
Kristy	I am excited to hear that amnesty is starting tomorrow.
Kay	I read the reports that all of the staff sent. I can’t tell you how proud I am of our staff. They are truly dedicated and so innovative. It awed me that so many of our people work so hard do so much in such hard times. Pass that on to them please.
Brian	I just want to say I like the new format of the Loop.
Pat	No comments, Thank you!
Jean	I just want to say thanks again to the library staff. They are absolutely wonderful, for all that you do. Lisa you too! For all that you’re doing and the staff we really appreciate it.
Lisa	It’s a lot of work that’s happening. I am really glad that it is appreciated.

Adjournment

Trustee Williams moved to adjourn at 7:01 p.m. Trustee McGee seconded this motion.

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

Nays: None

Motion passed.

Financial Report

Check Register Report

Date: 08/20/2020

Time: 10:48 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
72362	07/01/2020	C	Printed		AES	ALLIED EAGLE SUPPLY CO	bottle & sprayer - 42	368.38
72363	07/01/2020	C	Printed		LOR	BAKER & TAYLOR	statement 5/31/2020	197.95
72364	07/01/2020	C	Printed		BAKL	BAKER & TAYLOR #4407662	statement 5/31/2020	39.14
72365	07/01/2020	C	Printed		BK7762	BAKER & TAYLOR INC. 4387762	statement 5/31/2020	167.30
72366	07/01/2020	C	Printed		0000573063	BAKER & TAYLOR, INC. 573063	statement 5/31/2020	2,672.45
72367	07/01/2020	C	Printed		0000573097	BAKER & TAYLOR, INC. 573097	statement 5/31/2020	1,559.36
72368	07/01/2020	C	Printed		0000573121	BAKER & TAYLOR, INC. 573121	statement 5/31/2020	71.87
72369	07/01/2020	C	Printed		BENCH	BENCHMARK DESIGN STUDIO	curbside pickup signs	224.00
72370	07/01/2020	C	Printed		BA	BLACKSTONE PUBLISHING	hitting a straight	34.94
72371	07/01/2020	C	Printed		IBM	ISABEL BRUSH MINDELL	intern 6/7-6/20/2020 whit	644.00
72372	07/01/2020	C	Printed		IBM	ISABEL BRUSH MINDELL	intern 6/21-7/4/2020 whit	620.00
72373	07/01/2020	C	Printed		CONSTELL	CONSTELLATION NEWENERGY-	may 2020 fuel whit/MA	1,730.63
72374	07/01/2020	C	Printed		DTE ENERGY	DTE ENERGY	whit 5/23-6/23/2020 service	10,584.21
72375	07/01/2020	C	Printed		SAGO	SAUL GONZALEZ	tour of Mexico summer learning	150.00
72376	07/01/2020	C	Printed		HOMI	MICHAEL HOWELL	Noise Permit sum 2020 intern	52.50
72377	07/01/2020	C	Printed		JOCO	JOHNSON CONTROLS	MA fire alarm repair	662.00
72378	07/01/2020	C	Printed		MIDWESTTAP	MIDWEST TAPE	98735810/98735742/98735744	1,570.14
72379	07/01/2020	C	Printed		OV	OVERDRIVE, INC.	10 items	1,265.44
72380	07/01/2020	C	Printed		0000000318	PRINTING SYSTEMS	Superior checks-Orange	116.54
72381	07/01/2020	C	Printed		KAREY	KAMRON REYNOLDS	Manga draw class 6/20-7/11/20	150.00
72382	07/01/2020	C	Printed		SES	STRATEGIC ENERGY SOLUTIONS INC	Whit lighting controls	575.00
72383	07/01/2020	C	Printed		STUD	SUPERIOR TOWNSHIP UTILITY5/14-6/15/2020 water service DEPT		7.40
72384	07/01/2020	C	Printed		TDSM	TDS	6/22-7/21/2020 service	1,216.81
72385	07/01/2020	C	Printed		U	ULINE	6 box trucks - blue	1,889.30
72386	07/01/2020	C	Printed		0000000030	VISION SERVICE PLAN - MI	july 2020 coverage	744.52
72387	07/01/2020	C	Printed		DEWE	DAMARKUS WEBB	Noise permit sum 2020 intern	45.00
72388	07/07/2020	C	Printed		0000000316	U S POSTMASTER	July 2020 Loop permit #658	3,300.00
72389	07/15/2020	C	Printed		AK	AK LAWNCARE	whit payment #4	530.00
72390	07/15/2020	C	Printed		LOR	BAKER & TAYLOR	statement 6/30/2020	29.93
72391	07/15/2020	C	Printed		BAKL	BAKER & TAYLOR #4407662	statement 6/30/2020	302.69
72392	07/15/2020	C	Printed		BK7742	BAKER & TAYLOR INC. 4387742	statement 6/30/2020	152.59
72393	07/15/2020	C	Printed		BK7752	BAKER & TAYLOR INC. 4387752	statement 6/30/2020	27.19
72394	07/15/2020	C	Printed		BK7762	BAKER & TAYLOR INC. 4387762	statement 6/30/2020	259.69
72395	07/15/2020	C	Printed		BK7772	BAKER & TAYLOR INC. 4387772	statement 6/30/2020	10.77
72396	07/15/2020	C	Printed		BK7792	BAKER & TAYLOR INC. 4387792	statement 6/30/2020	7.76
72397	07/15/2020	C	Printed		0000573063	BAKER & TAYLOR, INC. 573063	statement 6/30/2020	4,294.25
72398	07/15/2020	C	Printed		0000573121	BAKER & TAYLOR, INC. 573121	statement 6/30/2020	2,574.03
72399	07/15/2020	C	Printed		BAA	BANK OF ANN ARBOR	closing 6/30/2020 #5384	345.10
72400	07/15/2020	C	Printed		BAA	BANK OF ANN ARBOR	closing 6/30/2020 #5906	787.21
72401	07/15/2020	C	Printed		BAA	BANK OF ANN ARBOR	closing 6/30/20 #9394	2,821.17
72402	07/15/2020	C	Printed		BA	BLACKSTONE PUBLISHING	the city we became	426.54
72403	07/15/2020	C	Printed		BCN	BLUE CARE NETWORK OF MI	8/1/8/31/2020 coverage	37,902.81
72404	07/15/2020	C	Printed		A15	BP PRODUCTS OF NORTH AMERICA	6/6-7/5/2020 service	68.95
72405	07/15/2020	C	Printed		CDW	CDW GOVERNMENT, INC.	dji mobile 3 combo	393.99
72406	07/15/2020	C	Printed		CTS	CHARTER TOWNSHIP OF SUPERIOR	june 2020 fuel/elec	86.34
72407	07/15/2020	C	Printed		CTS	CHARTER TOWNSHIP OF SUPERIOR	june 2020 grounds	81.68
72408	07/15/2020	C	Printed		CIT	CIT TECHNOLOGY FIN SERV INC.	due 7/30/2020	1,731.63
72409	07/15/2020	C	Printed		DTE ENERGY	DTE ENERGY	MA 5/30-6/29/2020 service	1,137.07
72410	07/15/2020	C	Printed		DTE ENERGY	DTE ENERGY	6/2020 whit street light	39.95
72411	07/15/2020	C	Printed		JOCO	JOHNSON CONTROLS	Whit alarm mon 6/1/20-5/31/21	2,017.00
72412	07/15/2020	C	Printed		LINC_NAT	LINCOLN NATIONAL LIFE	EAP 7/1-9/30/2020 coverage	80.52
72413	07/15/2020	C	Printed		LINC_NAT	LINCOLN NATIONAL LIFE	8/1-8/31/2020 coverage	1,616.33

Check Register Report

Date: 08/20/2020

Time: 10:48 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
72414	07/15/2020	C Printed			MBM	MBM TECHNOLOGY SOLUTIONS	super june 2020	117.65
72415	07/15/2020	C Printed			MEF	MEDIA EDUCATION FOUNDATION	white like me/healing from hat	100.00
72416	07/15/2020	C Printed			MWP	MICHIGAN WEB PRESS	july/august 2020 loop	4,396.14
72417	07/15/2020	C Printed			MIDWESTTAMIDWEST TAPE	99023203/99023201/99023200		1,589.95
72418	07/15/2020	C Printed			RAMI	RACHEL MIFSUD	foraging walk 7/25/2020	50.00
72419	07/15/2020	C Printed			OCLC	OCLC INC.	7/1/20-7/31/20 billing	469.22
72420	07/15/2020	C Printed			OV	OVERDRIVE, INC.	38 items	1,052.52
72421	07/15/2020	C Printed			QM	Q+M	july 2020 loop design	1,000.00
72422	07/15/2020	C Printed			KAREY	KAMRON REYNOLDS	Manga drawing 7/18-8/1/2020	150.00
72423	07/15/2020	C Printed			0000000379	SALINE DISTRICT LIBRARY	lost ILL - Toriko	44.98
72424	07/15/2020	C Printed			SWANK	SWANK MOTION PICTURES, INC	8/1/20-7/31/2021 license	1,292.00
72425	07/15/2020	C Printed			TCI	TERRACON CONSULTANTS, INC.	Whit Window proj 5/17-7/4/20	1,690.00
72426	07/15/2020	C Printed			THOM WEST	THOMSON REUTERS-WEST	MI rules of court	421.00
72427	07/15/2020	C Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA 7/1-7/31/2020 service	192.92
72428	07/15/2020	C Printed			0000000021	Y C U A	Whit 5/22-6/24/2020 service	1,198.98
72429	07/28/2020	C Printed			CDW	CDW GOVERNMENT, INC.	7 splitters	66.29
72430	07/28/2020	C Printed			CONSTELL	CONSTELLATION NEWENERGY-	whit/MA june 2020 fuel	1,084.19
72431	07/28/2020	C Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	8/1-8/31/2020 coverage	2,867.64
72432	07/28/2020	C Printed			VERIZON	VERIZON WIRELESS	6/10-7/9/2020 service	434.95
72433	07/28/2020	C Printed			WRA	WILLOW RUN ACRES	potato planting 4/10/20	50.00
Total Checks: 72					Checks Total (excluding void checks):			106,652.50
Total Payments: 72					Bank Total (excluding void checks):			106,652.50
Total Payments: 72					Grand Total (excluding void checks):			106,652.50

**Ypsilanti District Library
Balance Sheet
July 31, 2020
General Fund**

	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FYTD 07/31/20
Assets:						
Cash: Checking	343,352	435,833	325,888	30,254	243,356	998,662
Savings	2,276,388	2,191,873	2,414,562	2,311,968	2,318,328	1,976,640
CD's	-	-	-	-	-	-
Stocks	-	28,584	30,954	31,300	31,048	36,331
Memorials	6,402	6,402	6,403	3,368	3,368	-
Operational Cash	356	356	521	824	824	824
Total Cash	2,626,498	2,663,048	2,778,328	2,377,714	2,596,924	3,012,457
Receivables & Other assets	37,821	17,384	36,272	49,282	98,153	103,915
Total Assets	2,664,319	2,680,432	2,814,600	2,426,996	2,695,077	3,116,373
Liabilities	425,334	334,400	509,097	145,758	85,577	102,302
Composition of Fund Balance						
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						0
Designated:						
Improvement Fund	1,102,434	1,102,434	1,102,434	1,102,434	352,434	352,434
Current YTD--net of revenues						-
Working Capital	1,000,000	500,000	500,000	500,000	500,000	500,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	294,835	658,408	736,990	696,080	272,195	353,090
Current YTD	(164,893)	78,581	(40,530)	(23,885)	1,478,262	1,801,937
Total Fund Balance	2,238,985	2,346,032	2,305,503	2,281,238	2,609,500	3,014,070
Total Liabilities & Fund Balance	2,664,319	2,680,432	2,814,600	2,426,996	2,695,077	3,116,372

Ypsilanti District Library
Period Ending 07/31/2020 (66.7% of Year)
General Fund

ACCT #	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2018-2019 BUDGET	FY 2019-2020 BUDGET	YTD 07/31/20 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,810,812	3,924,231	5,506,660	3,997,932	5,706,999	4,271,710	1,435,289	74.9%
Expenditures								
Dept 100 Administrative	1,882,646	1,996,606	2,046,192	2,074,121	2,288,226	1,282,111	1,006,115	56.0%
Dept 200 Michigan Ave.	531,686	560,976	570,105	567,512	585,072	344,605	240,467	58.9%
Dept 300 Outreach/bookmobile	105,513	85,794	83,090	87,152	88,009	55,857	32,152	63.5%
Dept 400 Outreach/Superior Township	152,355	151,311	158,283	153,941	158,567	105,112	53,455	66.3%
Dept 500 Whittaker Rd	1,099,241	1,096,935	1,123,928	1,113,538	1,151,393	670,252	481,141	58.2%
Dept 600 Donations	53,483	43,328	31,845	-	-	10,953	(10,953)	NA
Dept 700 Grants	27,778	12,190	12,323	-	-	883	(883)	
Total	3,852,702	3,947,140	4,025,766	3,996,264	4,271,267	2,469,772	1,801,495	57.8%
Net Revenue Over Expenditures	(41,890)	(22,909)	1,480,895	1,668	1,435,732	1,801,937		
Sale of Assets	369	979	-			-		
Board Designation of Funds			(1,150,000)			-		
Fund balance - beginning of period	2,344,689	2,303,168	2,281,238	2,612,133	2,612,133	2,612,133		
Fund Balance - end of period	2,303,168	2,281,238	2,612,133	2,613,801	4,047,865	4,414,070		

**Ypsilanti District Library
General Fund
Period Ending 07/31/2020
(66.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 07/31/20 ACTUAL	YTD AS A % OF BUDGET
Revenue							
403.000	Superior Township Tax Levy	609,929	619,558	896,999	905,226	765,568	84.6%
425.000	City of Ypsilanti Tax Levy	565,186	589,334	808,325	839,033	302,596	36.1%
425.075	PPT Reimbursement	10,996	20,105	18,247	12,000	0	0.0%
440.000	Ypsilanti Township Tax Levy	2,159,466	2,212,989	3,283,915	3,591,033	3,026,779	84.3%
441.000	Renaissance Zone Reimb			39,574	40,000	0	0.0%
443.000	State Aid Direct	26,949	30,201	32,932	33,141	32,931	99.4%
447.000	State Aid Indirect	27,324	30,646	33,574	33,141	33,497	101.1%
500.600	Grant SOM Talk	46,570	75,358	23,853	12,323	29,219	237.1%
657.000	Fines/Misc.	73,097	67,077	60,633	61,425	18,151	29.6%
657.100	Smart Cards - Printing & Copies	42,289	40,841	36,686	38,000	10,321	27.2%
657.600	Guest Pass	2,417	1,745	1,417	2,000	361	18.0%
661.000	Penal Fines County	124,205	116,084	111,395	105,925	0	0.0%
662.000	Coffee shop rent	5,500	3,500	1,296	1,500	0	0.0%
662.100	Community room rentals	1,700	1,250	1,850	1,750	575	32.9%
679.000	Donations/Misc.	3,793	4,993	1,152	2,500	390	15.6%
681.000	Donations Designated			18,850		9,100	
681.080	Donations/Memorials	2,425	711	2,629	600	3,859	643.2%
683.100	Trustee Party Revenue	0	0	0		0	NA
687.000	Interest/Checking	1,020	1,727	3,233	4,000	809	20.2%
687.010	Interest/Savings	7,457	7,050	15,331	11,500	6,556	57.0%
687.060	Interest/Yoder	11	3	0	0	0	0.0%
687.070	Interest/Yates Memorial	1	1	1	2	0	20.0%
689.000	Dividends-MML	6,050	5,819	5,741	6,000	4,219	70.3%
690.000	Dividends-Endowmwnt	5,816	6,335	6,771	5,900	7,220	122.4%
Total Revenue		3,722,200	3,835,327	5,404,403	5,706,999	4,252,152	74.5%

Ypsilanti District Library
General Fund
Period Ending 07/31/2020
(66.7% of Year)

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGET	YTD 07/31/20 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	605,794	614,161	625,703	736,710	439,850	59.7%
702.050	Board Stipend	0	0	0		0	NA
702.100	Professional/Accounting	5,620	5,340	6,500	7,500	1,940	25.9%
702.150	Bank Fees	3,500	5,521	5,829	6,840	2,490	36.4%
702.900	Salary/Subs	18,578	11,314	16,427	18,513	3,677	19.9%
705.000	Employee Recognition Awards	765	472	687	750	336	44.8%
710.000	Paychex Payroll Service	6,794	8,927	12,366	12,360	7,564	61.2%
715.000	Employer Payroll Tax	144,002	141,453	144,670	155,780	98,319	63.1%
715.100	ACA Taxes Paid by employer	0	0	247	352	114	32.4%
718.000	MERS Defined Contribution	92,793	85,593	91,373	100,752	46,257	45.9%
719.000	FSA Admin Fee		583	691	758	399	52.6%
727.000	Office Supplies	31,342	28,245	28,789	32,400	13,069	40.3%
727.200	Supplies-Facility	21,858	15,582	19,577	23,700	10,986	46.4%
752.000	MML/Building Insurance	57,613	59,627	61,476	63,628	64,450	101.3%
753.000	MML/Workers Comp	9,609	9,016	9,756	10,237	3,786	37.0%
754.000	Health Insurance	350,013	361,244	371,049	359,537	243,918	67.8%
756.000	Delta Dental	36,158	37,616	36,153	35,601	20,079	56.4%
757.000	Employee Assistance Program	950	1,006	974	1,100	579	52.7%
758.000	Life Insurance	4,264	4,213	4,036	4,121	2,976	72.2%
759.000	Vision Service Plan	7,726	8,679	8,811	8,940	5,878	65.8%
762.000	STD/LTD (Disability Insurance)	9,644	10,542	12,076	12,205	8,956	73.4%
769.000	Printing & Publishing	12,538	19,300	5,427	8,300	6,660	80.2%
769.050	Classified Advertising	122	606	993	800	210	26.3%
774.050	Digital Collection	17,244	22,298	31,726	196,685	68,587	34.9%
774.100	Data Bases	56,524	79,791	93,136	24,992	13,210	52.9%
774.800	System Wide DVDs	7,414	6,396	5,182	3,999	2,746	68.7%
774.900	All Materials Processing	25,724	30,750	25,838	23,992	7,740	32.3%
774.950	Play Kits	0	0	3,602	2,799	21	0.7%
774.975	Library of Things	0	0	0	3,999	0	0.0%
801.000	Major Events	6,379	20,906	10,978	17,225	2,811	16.3%
801.500	Learning Never Gets Old	2,132	2,000	1,962	2,000	1,016	50.8%
802.000	Mileage/Travel Reimbursement	3,901	2,017	2,883	5,000	250	5.0%
804.000	Workshops/Training	2,957	2,361	3,916	4,500	2,934	65.2%
805.000	Memberships & Dues	4,988	5,455	5,436	5,000	4,142	82.8%
806.000	Talk Grant Expenses	0	0	12,625	3,523	8,442	239.6%
810.000	Capital Outlay - Buildings	4,880	0	4,301	5,000	600	12.0%
810.100	Capital Outlay - Improvements	13,801	3,062	6,824	3,700	1,300	35.1%
812.000	Capital Outlay - Furnishings	3,989	2,562	3,949	5,000	0	0.0%
850.000	Automation - Technology	121,657	181,162	154,332	209,000	90,645	43.4%
850.100	Telecommunications	14,070	12,788	6,573	7,911	-6,208	-78.5%
850.200	SirsiDynix	48,212	55,644	51,473	62,230	56,943	91.5%
850.500	Software Subscription	0	0	7,926	14,355	6,690	46.6%
890.000	The Library Network	2,796	2,796	2,796	3,000	0	0.0%
928.000	Postage	8,237	13,874	13,085	16,455	11,086	67.4%
965.000	Auditing Service	7,125	7,275	7,425	7,650	7,425	97.1%
975.000	Legal	1,652	9,804	8,870	4,000	2,673	66.8%
975.500	Legal - Negotiations	0	0	12,765	0	0	
980.000	Professional/Contractual	57,565	91,121	83,193	32,427	11,662	36.0%
980.500	Branding Costs	22,654	2,415	2,561	2,500	1,188	47.5%
981.500	Lost Book Expense	12,890	10,553	8,546	10,200	3,392	33.3%
982.000	MTT Charge Back City	2,210	387	-140	1,200	208	17.4%
983.000	MTT Charge Back TWP	3,875	1,194	389	5,000	113	2.3%
983.100	MTT Charge Back-Superior Twp	10,087	955	10,430	4,000	0	0.0%
984.050	Contributions/Endowment	0	0	0			NA
Total		1,882,646	1,996,606	2,046,192	2,288,226	1,282,111	56.0%

**Ypsilanti District Library
General Fund
Period Ending 07/31/2020
(66.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 07/31/20 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	382,076	393,684	404,679	406,782	274,678	67.5%
702.800	Salaries-Pages	6,716	7,423	7,271	9,690	2,750	28.4%
771.000	Adult Books & Processing	32,180	31,369	31,227	25,191	10,239	40.6%
772.000	Youth Books & Processing	17,990	18,216	17,891	15,345	3,870	25.2%
776.000	Periodicals - Adult	4,133	3,949	4,244	4,199	2,905	69.2%
776.050	Periodicals - Youth	172	236	206	250	0	0.0%
778.000	Adult Audio/Visual	12,880	13,143	11,112	9,497	2,522	26.6%
779.000	Youth Audio/Visual	5,989	5,329	4,956	3,946	454	11.5%
802.200	Parking	0	0	3,600	3,600	3,600	100.0%
810.000	Capital Outlay - Buildings		2,373	7,952	18,500	3,330	18.0%
812.000	Capital Outlay - Furnishings	2,760	0	7,031	7,000	0	0.0%
840.000	Repair & Maintenance - Building	7,008	28,501	15,255	20,000	6,325	31.6%
840.025	Campbell Maint Contract	17,761	17,761	16,489	12,672	9,504	75.0%
840.050	Snow Removal/ Lawn Care	9,217	6,125	6,229	11,335	4,080	36.0%
900.000	Programs-Adult	1,103	693	1,493	1,700	515	30.3%
901.000	Programs-Youth	1,038	1,300	1,342	1,900	1,438	75.7%
940.000	Phone	4,411	4,500	4,514	4,631	2,651	57.2%
943.000	Natural Gas	5,059	4,317	3,359	4,030	3,102	77.0%
947.000	DTE - Electric	16,155	16,432	16,452	19,235	8,727	45.4%
949.000	Ypsilanti Comm Utilities Auth	5,038	5,625	4,802	5,569	3,913	70.3%
Total		531,686	560,976	570,105	585,072	344,605	58.9%
Dept 300 Outreach/bookmobile							
702.000	Salaries	70,396	66,998	68,078	68,658	45,980	67.0%
775.000	Library Materials	5,370	4,930	4,478	4,998	2,473	49.5%
840.000	Repair & Maintenance	25,925	8,487	5,109	8,693	5,846	67.3%
901.000	Programs - Youth	0	0	0	0		NA
943.000	Fuel	3,822	5,379	5,425	5,660	1,558	27.5%
Total		105,513	85,794	83,090	88,009	55,857	63.5%
Dept 400 Outreach/Superior Township							
702.000	Salaries	139,331	136,949	144,398	144,747	98,160	67.8%
775.000	Library Materials	7,057	7,059	7,609	6,998	3,431	49.0%
840.000	Repair & Maintenance	984	2,220	1,374	1,000	570	57.0%
840.050	Snow Removal & Lawn Care	980	980	898	1,200	653	54.5%
900.000	Programs - adult	461	589	601	600	260	43.3%
901.000	Programs - Youth	759	556	600	600	122	20.3%
940.000	Phone	1,103	1,125	1,129	1,158	663	57.2%
943.000	Natural Gas	695	756	573	844	597	70.8%
947.000	DTE - Electric	901	993	1,013	1,145	597	52.1%
949.000	Ypsilanti Comm Utilities Auth	84	84	88	275	59	21.5%
Total		152,355	151,311	158,283	158,567	105,112	66.3%

**Ypsilanti District Library
General Fund
Period Ending 07/31/2020
(66.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 07/31/20 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	696,325	684,699	696,339	699,097	472,008	67.5%
702.800	Salaries-Pages	34,074	37,920	34,553	42,024	12,655	30.1%
771.000	Adult Books	62,754	64,203	64,635	54,182	22,384	41.3%
772.000	Youth Books	32,890	32,150	38,784	35,988	9,075	25.2%
776.000	Periodicals - Adult	5,399	5,910	5,915	5,998	5,321	88.7%
776.050	Periodicals - Youth	848	852	898	900	759	84.4%
778.000	Adult Audio/Visual	26,119	23,585	21,217	17,794	7,613	42.8%
779.000	Youth Audio/Visual	9,328	7,979	7,300	6,598	2,014	30.5%
810.000	Cap Outlay Building			11,328	37,250	0	0.0%
810.100	Cap Outlay Improvements				0	0	
840.000	Repair & Maintenance - Building	19,384	25,445	23,842	20,400	13,127	64.3%
840.025	Campbell Maint Contract	42,979	42,979	42,934	42,797	32,098	75.0%
840.050	Snow Removal/Lawn Care	21,448	14,596	16,529	22,600	10,010	44.3%
900.000	Programs - Adult	2,808	3,325	3,765	4,200	1,067	25.4%
901.000	Programs - Youth	4,705	5,122	6,298	6,500	6,034	92.8%
903.000	Equipment Maintenance	0	83	6,336	3,000	300	10.0%
940.000	Phone	8,490	8,950	9,029	9,193	5,302	57.7%
943.000	Natural Gas	26,168	31,856	25,609	31,156	19,770	63.5%
947.000	DTE - Electric	100,297	101,664	103,549	105,406	48,784	46.3%
949.000	Ypsilanti Comm Utilities Auth	5,225	5,617	5,069	6,310	1,931	30.6%
980.000	Professional/Contractual	0	0	0	0		NA
Total		1,099,241	1,096,935	1,123,928	1,151,393	670,252	58.2%
Dept 600 Donations							
Revenue:							
	Total Revenue	56,523	71,011				
	Total Donated revenue	56,523	71,011	87,817		10,478	NA
Expenditures:							
	Total Expenditures	53,483	43,328				
	Total Expenditures	53,483	43,328	31,845		10,953	NA
Dept 700 Grants							
Revenue							
	Total Grant Revenue	32,089	16,914				
	Total Revenue	32,089	16,914	14,441		9,080	NA
Expenditures							
	Total Expenditures	27,778	12,190				
	Total Expenditures	27,778	12,190	12,323		883	NA
Total	Net -- restricted for future	4,311	4,724	2,118		8,197	NA
IMPROVEMENTS/Asset Sales							
685.000	Sale of assets	369	979			0	NA
810.100	Approved projects-Improvements fund						NA
850.100	Technology improvements						NA
Total Other Revenue		369	979	0		0	NA
Total Revenue		3,810,812	3,924,231	5,506,660	5,706,999	4,271,710	
Total Expenditures		3,852,333	3,947,140	4,025,766	4,271,267	2,469,772	57.8%
	Net Revenue Over Expenditures	-41,521	-22,909	1,480,895	1,435,732	1,801,937	
	Fund Balance Beginning of Year	2,344,689	2,303,168	2,281,238	2,612,133	2,612,133	
	Board Designation			-1,150,000	0	0	
Ending Fund Balance		2,303,168	2,281,238	2,612,133	4,047,865	4,414,070	

**Ypsilanti District Library
Balance Sheet
July 31, 2020
Debt Service Fund**

	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FYTD 07/31/20
Assets:						
Cash	1,225,052	1,232,141	994,885	994,885	-	-
Receivables	265,327	228,588	475,134	475,134	(15,553)	-
Total Assets	1,490,379	1,460,729	1,470,019	1,470,019	(15,553)	-
Liabilities	58,413	26,102	34,501	34,501	5,100	-
Fund Balance						
Designated: MTT Settlement	15,000	15,000	9,500	9,500	-	-
Unreserved	1,416,966	1,419,627	1,426,018	1,426,018	(20,653)	-
Total Liabilities & Fund Balance	1,490,379	1,460,729	1,470,019	1,470,019	(15,553)	-

**Ypsilanti District Library
Balance Sheet
July 31, 2020
Capital Asset Replacement Fund**

	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FYTD 07/31/20
Assets:						
Cash	611,746	594,787	417,120	417,120	1,481,745	2,832,924
Total Assets	611,746	594,787	417,120	417,120	1,481,745	2,832,924
Liabilities	-	-	-	-	-	-
Fund Balance	611,746	594,787	417,120	417,120	1,481,745	2,832,924
Total Liabilities & Fund Balance	611,746	594,787	417,120	417,120	1,481,745	2,832,924

Ypsilanti District Library
Capital Expenses
Period Ending 07/31/2020 (66.7% of Year)

ACCT #	ACCOUNT NAME	YTD 07/31/20 ACTUAL
Revenue		
683.800	Superior Library Designated	46,550
688.000	Interest	4,258
Total		50,808
Dept 400 Superior Construction		
Expenditures		
702.150	Bank Fees	-
910.000	Site Development	-
975.000	Legal/Attorney	3,368
981.000	Architect Fees	57,072
983.000	General Contractor	39,189
		-
TOTAL		99,629
Total Revenue Over Expenditures		(48,821)
Beginning Fund Balance		2,881,745
Ending Fund Balance		2,832,924

Current Board Assignment

Communications



IMLS Announces \$18.2 Million Investment in U.S. Library Initiatives

July 23, 2020

IMLS Announces \$18.2 Million Investment in U.S. Library Initiatives

Federal Awards to Fund Lifelong Learning, Digital Inclusion, Collections Access, Library Training Programs

The Institute of Museum and Library Services today announced 70 grants totaling \$18,256,177 to support libraries across the country. The awards were made through the FY 2020 [National Leadership Grants for Libraries Program](https://www.imls.gov/grants/available/national-leadership-grants-libraries) (<https://www.imls.gov/grants/available/national-leadership-grants-libraries>) and the [Laura Bush 21st Century Librarian Program](https://www.imls.gov/grants/available/laura-bush-21st-century-librarian-program) (<https://www.imls.gov/grants/available/laura-bush-21st-century-librarian-program>). The [awarded grants search](https://www.imls.gov/grants/awarded-grants) (<https://www.imls.gov/grants/awarded-grants>) on the IMLS website contains a complete list of grantees and project descriptions.

"These award recipients demonstrate the library field's dedication to furthering successful community programs as well as developing staff at all career levels," said IMLS Director Crosby Kemper. "Through programs addressing emergency planning, career development, and expanded public platforms, these organizations are increasing public access to library information and resources and building capacity in the library and archives fields."

National Leadership Grants for Libraries support projects that address significant challenges and opportunities facing the library and archives fields and have the potential to advance theory and practice with new tools, research findings, models, services, practices, or alliances that will be widely used. The National Leadership Grants for Libraries program received 155 preliminary proposals requesting \$40,299,262. Eighty-one projects were invited to submit full proposals, and of these, [38 projects](https://www.imls.gov/grants/awarded-grants?field_program%5B0%5D=57&field_project_type=All&field_institution&field_city&field_state=All&field_recipient_type=All&search_api_views_fulltext&sort=field_project_type) (https://www.imls.gov/grants/awarded-grants?field_program%5B0%5D=57&field_project_type=All&field_institution&field_city&field_state=All&field_recipient_type=All&search_api_views_fulltext&sort=field_project_type) were awarded \$9,986,563, including:

- The Ypsilanti District Library, in partnership with the Library of Michigan and the Midwest Collaborative Library, will scale their early literacy text messaging service, TALK: Text and Learn for Kindergarten, to reach parents of children birth through five years old across Michigan and Indiana. TALK is designed to empower parents to improve their child's school readiness by sending texts with activity suggestions that parents can do with their children.
- Florida State University will partner with the State Library of Florida, the Panhandle Library Area Network, COSLA, PLA, emergency management officers, and national disaster experts to explore existing library disaster preparedness, response, and recovery for small and rural public libraries throughout Florida and the nation. Their goal is to develop community-centered, multi-disciplinary, smart, and connected disaster models informed by librarians and geographic information system analyses to strengthen small and rural libraries' capacity to prepare library personnel to meet local needs and safeguard library resources.
- The University of Wisconsin Law Library, in partnership with the Stockbridge-Munsee Community Band of Mohican Indians, the UW Law School Great Lakes Indigenous Law Center, the National Indian Law Library, and the Open Law Library, will develop The Digital Publication of Tribal Laws Pilot Project. The project will develop an open law library platform that will empower libraries to improve access to tribal laws published into the public domain and will demonstrate the benefits of the combined platforms for tribes, their members, academia, the legal profession, and the public by creating a fully-functional tribal legal ecosystem.

The Laura Bush 21st Century Librarian program supports developing a diverse workforce of library and archives professionals to better serve the changing learning and information needs of the American public by enhancing the training and professional development of librarians, developing faculty and library leaders, and recruiting and educating the next generation of librarians. The program received 113 preliminary proposals requesting \$31,072,018, and 60 of these were invited to submit full proposals. IMLS is awarding \$8,269,614 to [32 projects](https://www.imls.gov/grants/awarded-grants?field_program%5B0%5D=1025&field_project_type=All&field_institution&field_city&field_state=All&field_recipient_type=All&search_api_views_fulltext&sort=field_project_type) (https://www.imls.gov/grants/awarded-grants?field_program%5B0%5D=1025&field_project_type=All&field_institution&field_city&field_state=All&field_recipient_type=All&search_api_views_fulltext&sort=field_project_type) including:

- The Black Caucus of the American Library Association will organize a one-day pre-conference event to strengthen support for Black/African American MLIS students. The forum will precede the 2020 National Conference for African American Librarians and will produce a toolkit of

resources for librarians and educators to recruit Black/African American librarians, and an online, program-independent iBlackCaucus student group. The project has the potential to provide the communication and resources necessary to support Black librarians early in their careers.

- Montana State University will develop an open-access, culturally relevant, and responsive curriculum for school librarian preparation programs with an emphasis on Indigenous perspectives and, using this curriculum, will recruit, train, and support school library professionals in Alaska and Montana. Montana State University will redesign its master's level Library Media Certificate curriculum to align with best practices for culturally relevant education, including infusing Indigenous perspectives as well as continuing to meet national Library Media Specialist Preparation Standards.
- The University of Maryland iSchool will pilot an online national collaborative network of educators and practitioners to enable the sharing and dissemination of computational case studies and lesson plans through an open source, cloud-based interactive platform based on Jupyter Notebooks. This project focuses on participants who have a master's-level education in order to target the professional development of future practitioners across the nation. The ultimate goal is to contribute to the development of faculty and library digital leaders.

Visit the [IMLS website \(https://www.imls.gov/grants\)](https://www.imls.gov/grants) for more information about the National Leadership Grants for Libraries and the Laura Bush 21st Century Librarian programs.

About the Institute of Museum and Library Services

The Institute of Museum and Library Services is the primary source of federal support for the nation's libraries and museums. We advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. Our vision is a nation where museums and libraries work together to transform the lives of individuals and communities. To learn more, visit [www.imls.gov \(https://www.imls.gov/\)](https://www.imls.gov) and follow us on [Facebook \(https://www.facebook.com/USIMLS/\)](https://www.facebook.com/USIMLS/) and [Twitter \(https://twitter.com/us_imls\)](https://twitter.com/us_imls).

Programs:

Laura Bush 21st Century Librarian Program

National Leadership Grants for Libraries

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ALL ABOUT ANN ARBOR

Ann Arbor organization, Ypsilanti library receive almost \$500,000 in grants

Sarah Parlette, Associated Producer

Published: July 28, 2020, 2:39 pm

Tags: **Ann Arbor**, **Ypsilanti**, **Washtenaw County**, **Debbie Dingell**, **Ypsilanti District Library**, **University Corporation For Advanced Internet Development**, **Internet2**, **Internet**, **Funding**, **Grants**



The Ypsilanti District Library is offering digital library cards to those in its service area. (Ypsilanti District Library Facebook page)



ANN ARBOR – The Ypsilanti District Library and the University Corporation for Advanced Internet Development in Ann Arbor have received over \$490,000 in combined grant monies to strengthen library services and community connectedness.

Announced by Congresswoman Debbie Dingell (D-MI) on Monday, the funding was provided through the Institute on Museum and Library Services and its programs to improve the quality of libraries, develop a diverse librarian workforce and better connect libraries to the communities they serve.

“In the middle of this global pandemic, libraries and librarians still have a very important role to play,” said Dingell in a release. “With this critical support, librarians will now be better suited to connect virtually with their communities and share activity and learning opportunities for children and their parents.”

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The Ypsilanti District Library received \$249,788 in grant funding, which will develop its early literacy program, TALK: Text and Learn for Kindergarten.

The program helps parents to improve school readiness in children through activity suggestions via text messaging. Librarians will receive training on the service, which will be further developed through promotional and partnership toolkits as well as implementation development.

Ann Arbor-based not-for-profit organization University Corporation for Advanced Internet Development, also known as Internet2, received a total of \$242,640. The grant funding will go towards improving the organization's Broadband Toolkit and custom Broadband Improvement Plan.

The two resources help librarians understand broadband infrastructure and internal information technology environments, as well as advocate for library broadband

infrastructure needs.

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ABOUT THE AUTHOR:



[Sarah Parlette](#)

Sarah has worked for WDIV since June 2018. She covers community events, good eats and small businesses in Ann Arbor and has a Master's degree in Applied Linguistics from Grand Valley State University.

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Dear Ypsilanti District Library (GY040),

The Kroger Co. Family of Stores is committed to bringing hope and help to the local neighborhoods we call home. Our stores are on a mission to not just part of, but to help create a stronger community. We recognize that every community has unique causes that need support. Thank you for being such an important organization in our community.

We encourage you to ask your supporters to link their rewards card to your organization. Community Rewards is easy to use, The more your supporters shop with us, the more money your organization will earn!

We are committed to carefully protecting our customer's personal information. In order to meet their expectation of privacy, we have adopted a simple policy to never share a customer's personal information. Our privacy policy applies to Community Rewards participation as well.

Thank you for being such an important organization in our community,

Community Rewards Staff

01-May-2020 to 31-Jul-2020

28

Households

\$ 82.00

Total Donations

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/19/2020
Re: Finance Committee report

The Finance Committee met virtually on 8/19 to review the materials shared under New Business B.

The Committee feels the Superior building project must be our top priority. YDL cannot responsibly put off construction as long as the budget can manage it. The low point in fund balance shown in the projections is lower than the fund balance we are used to carrying, but it is temporary. Additional millage funding will build it back up in subsequent years.

The Committee recommends proceeding with the current budget estimate and working hard to raise additional funds to make up the difference.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 8/19/2020

Re: Superior Planning Committee report

- Our legal team drafted easement language which Superior Township is currently reviewing.
- Our team met to consider various budget-cutting options the design team had brainstormed. We reluctantly accepted a number of them while rejecting others. O'Neal created a new design development budget estimate taking these changes into account, but also incorporated additions required for site plan approval. The net savings was approximately \$160,000.
- We met with Superior Township Supervisor Ken Schwartz on 8/13 to discuss the road project, possible hurdles to final site plan approval, and budget matters. The road construction budget estimate has also gone up, but Ken will get a bid from a local contractor to compare. We discussed site clearing, the status of the easement language, and the property split. Ken is out of town until after our Board meeting, but we will discuss further when he returns.
- We are now targeting the October Planning Commission meeting for final site plan approval.

Director's
Report
and attachments

Library Director's Report

August 26, 2020

TALK Expansion

On July 23, YDL was awarded an IMLS National Leadership Grant to expand TALK statewide and into Indiana. We are absolutely thrilled with this affirmation of our work, and to continue helping parents build their young children's literacy skills through text messaging. Jodi Krankhe and I will present a Library of Michigan webinar to staff around the state on September 15 to give them a preview of the service. We are working with MCLS to develop the new texting platform, will soon begin translating the texts into Spanish, and have posted a new Youth Para-Professional position to manage many day-to-day TALK activities and communications. Existing Washtenaw County users will be the first to be migrated to the new platform when available. Exciting!

Facilities:

- Michigan Avenue experienced another basement flood similar to what occurred last summer. More children's books were damaged. Facilities staff inspected and tested the outdoor areas that we caulked and sealed last year, and everything appears tight. We have requested the help of an engineer from Terracon to identify the source of the leak.
- Work is expected to begin on the Whittaker windows project next week.
- The Whittaker light post that was hit by a car at the start of the year has finally been replaced (hooray!).
- I have the specifications for a new Whittaker lighting control system; the next step is getting it out for bid. Stay tuned.

Financial:

- Thanks to Covid, Penal Fines are down significantly this year. We received \$84,477.95 but had budgeted (conservatively) \$105,925. This is a sizeable hit to revenues.
- Thank you to Jean, Pat, and Beth for working with me to change the signers on all of our bank accounts. The process is finally complete!

Fundraising:

- We applied for and received two CARES Act grants from the Library of Michigan for a total of \$6,400. These dollars will fund PPE, mobile hotspots, and a portion of our wireless upgrade.
- I gave a presentation to the Washtenaw County Board of Commissioners at their working session on 8/6, requesting an allocation of \$50,000 toward the Superior Capital Campaign. The Commissioners' reactions were very positive; I will keep you posted as we learn more.

Personnel:

- I reluctantly accepted the resignation of Part-time Youth Para-Professional Kristen Hamilton this week. Kristen was instrumental in our anti-racism Town Hall series and trained with Mom Power. We will miss her unique set of skills. Her position will be posted soon.
- We conducted interviews for the vacant part-time Customer Services position and an offer is pending.
- Interviews for the Computer Systems Technician position are scheduled for the week of our Board meeting.

Of Note:

- Michigan Avenue curbside service debuted 7/28.
- A new service dubbed "Hand Picked for You" allows patrons to request librarians select materials for pick-up that meet their desired criteria.
- A new curbside printing service is being piloted at Michigan Avenue and Superior. We will evaluate patron response and the effectiveness of our procedures before starting it up at Whittaker.
- With the IMLS grant award, I reached out to our Auditor for information on the policy changes they recommended should we receive additional federal grants. Once I have more details I'll connect with the Policy Committee, and we'll determine how to best proceed. Expect a series of new and revised policies for approval as we work through the list.

YDL Strategic Plan Progress Report: February-July 2020
Lisa Hoenig, YDL Director

1. Generate and support greater staff diversity

- A. Foster a workforce that reflects the community
- B. Facilitate community dialogue that builds relationships with all neighborhoods and people of all ethnicities and races
 - *We have assembled a joint work group which is working toward an Equity, Diversity and Inclusion plan for YDL.*
 - *Covid-19 changed many procedures and interrupted many YDL initiatives, but our EDI Work Group is picking back up again. Virtual programming has included many sessions on the topics of race and anti-racism.*
 - *Despite our closure YDL is still hosting the NEH exhibit For All The World To See, as we believe in the current climate it is more timely than ever. We will give patrons a virtual tour and help them experience it digitally.*

2. Maximize the effectiveness of Library programs

- A. Develop a community-needs-based program proposal and evaluation process
 - *The Program proposal work group conducted a patron survey; staff are using the data collected as we plan upcoming events. See the attached report for details.*
- B. Reorganize, rebrand, and reintroduce the summer reading program
 - *2020 Summer Challenge was all virtual; a final statistical report will be available next month.*
- C. Become a valued contributor to economic development, especially small businesses
 - *The Business and Economic Development work group continues its work toward creating a web portal for business support – on hold during Covid.*

3. Improve the Library's fiscal health

- A. Explore millage feasibility and voter education program
 - *Millage approved November 2018.*
- B. Expand fundraising capabilities
 - *Capital Campaign quiet phase launched; applying for foundation grants now that we are 501(c)3.*
 - *Joined Kroger Community Rewards and Amazon Smile programs in February with 501(c)3 status.*
- C. Explore workflow opportunities and efficiencies
 - *Implementing Blue Cloud Analytics, an expanded reporting tool to measure collection usage and trends, and instituting the ability to pay fines and fees via the YDL app in 2020 – on hold during Covid.*

4. Make the best use of Library facilities

- A. Conduct facilities and space utilization studies of Michigan Avenue and Whittaker Road branches
 - *Space utilization study complete.*
- B. Improve service to Superior Township
 - *New Superior Library building project site plan and road improvement agreement in progress.*
- C. Maximize visibility and use of the bookmobile
 - *Bookmobile work group exploring feasibility of installing signs at each of our 20 bookmobile route stops – on hold during Covid.*

5. Market Library services more effectively

- A. Examine newsletter usage, format, content, and frequency
 - *Re-evaluated frequency and length of issues to better bridge the digital divide during Covid pandemic.*
- B. Improve internal communications
 - *Much-needed new and improved staff Intranet unveiled just prior to Covid closure.*
- C. Rebrand, develop messaging, upgrade website, and improve wayfinding
 - *Rebranding and new website complete.*
 - *Wayfinding work to begin with implementation of the space utilization study – on hold during Covid.*

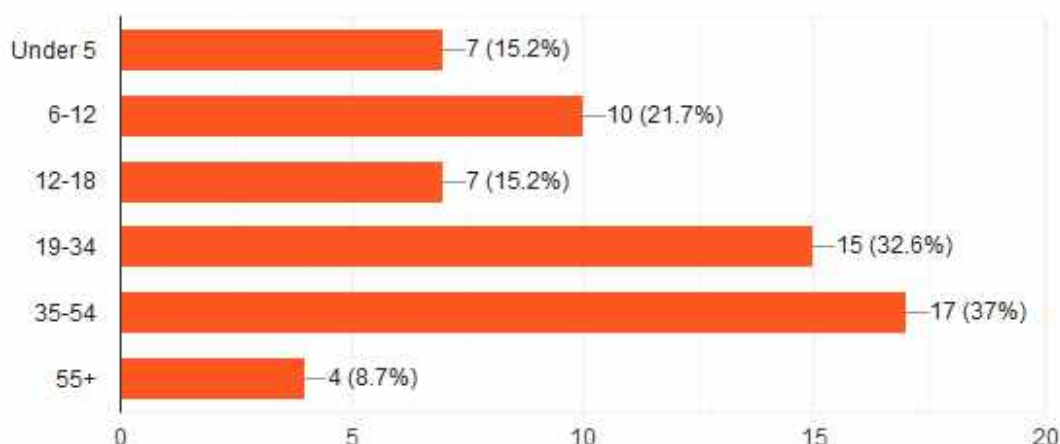
Progress Report of the Program Proposal & Evaluation Work Group

July 20, 2020

The Program Proposal and Evaluation Work Group (PPEWG) last met on January 20, 2020 and included Sam Killian to bring him up to speed on our timeline and tasks laid out in the current Strategic Plan. Sam reviewed his Program Promotion Plan with the group, clarified responsibilities for publicity and provided guidelines to planners. We've created and gathered responses to surveys using the ALA Project Outcome portal for a few programs this year and will continue to utilize that data in planning. As the Coronavirus has impacted many library services, program planners found themselves shifting gears to offer programs virtually to our community. Closed schools have required parents to take on an even greater role in educating their children during distance learning, giving YDL the opportunity to continue and grow our program offerings to children in creative ways. Adults, too, have found themselves looking to the library for alternative learning and recreational experiences during the Stay at Home order. Taking into consideration the time, resources, and technology needed to provide online programming, the questions of which programs and how to best provide them were the impetus behind a virtual program survey created by the PPEWG. We had some indication of the types of programs most attended in the past but felt more feedback would be helpful to guide our planning as we look ahead to the rest of 2020 and beyond. The Virtual Programming Survey was made available on June 18th through our social media accounts, direct emails, and website and accepted feedback for 3 weeks. We received 46 responses. Below are the highlights.

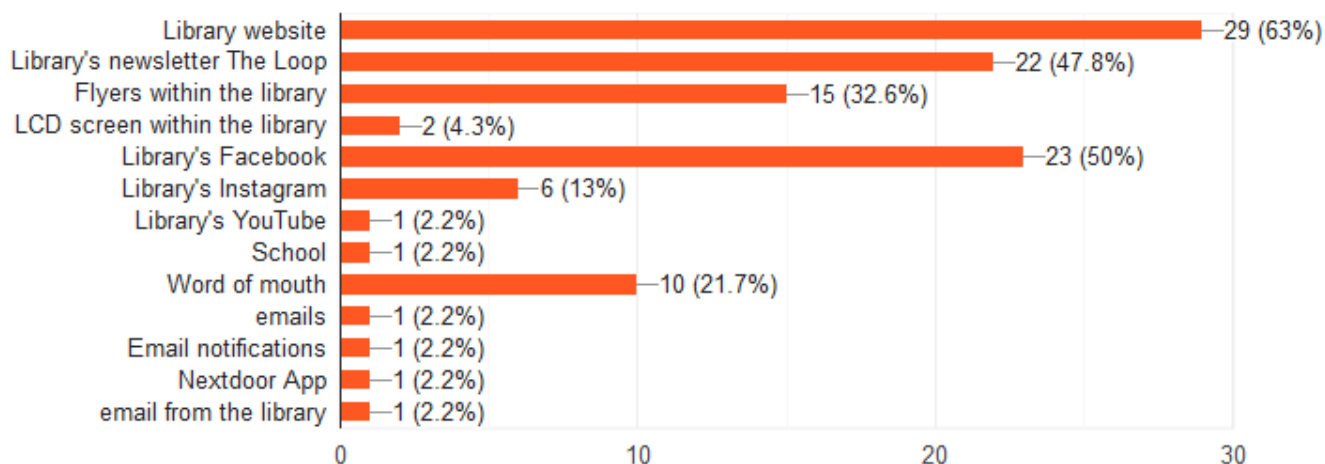
What age groups are you responding for?

46 responses



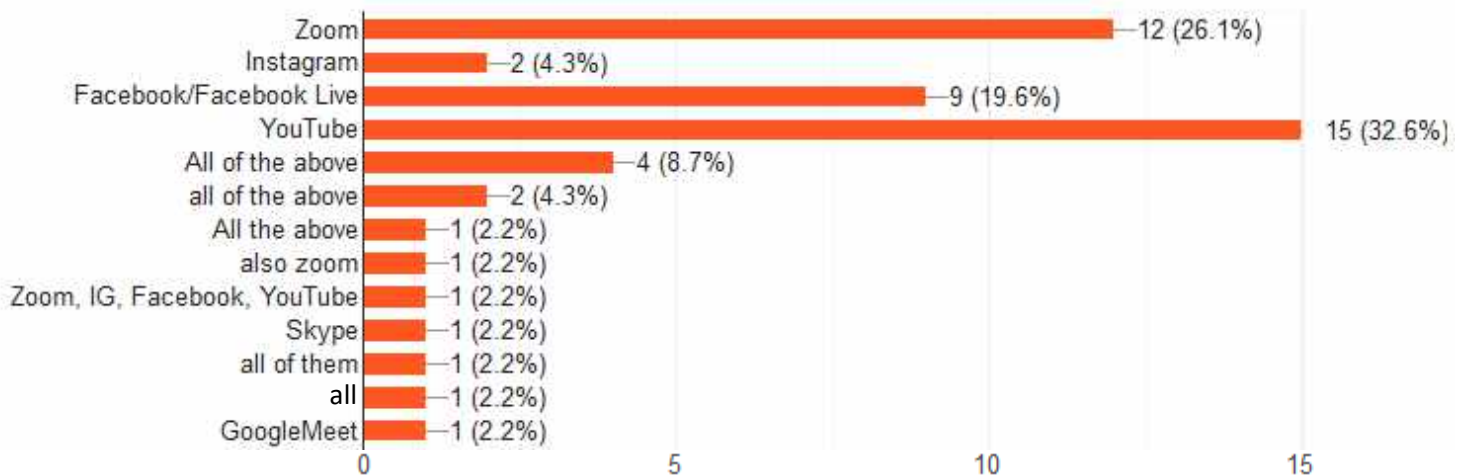
How do you find out about Library programs? Check all that apply.

46 responses



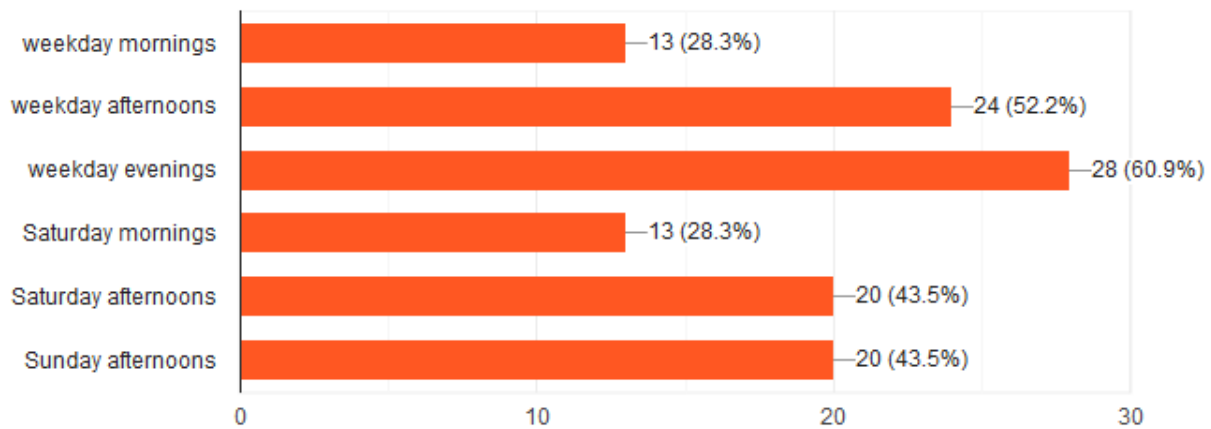
What software do you feel comfortable using or have access to use?

46 responses



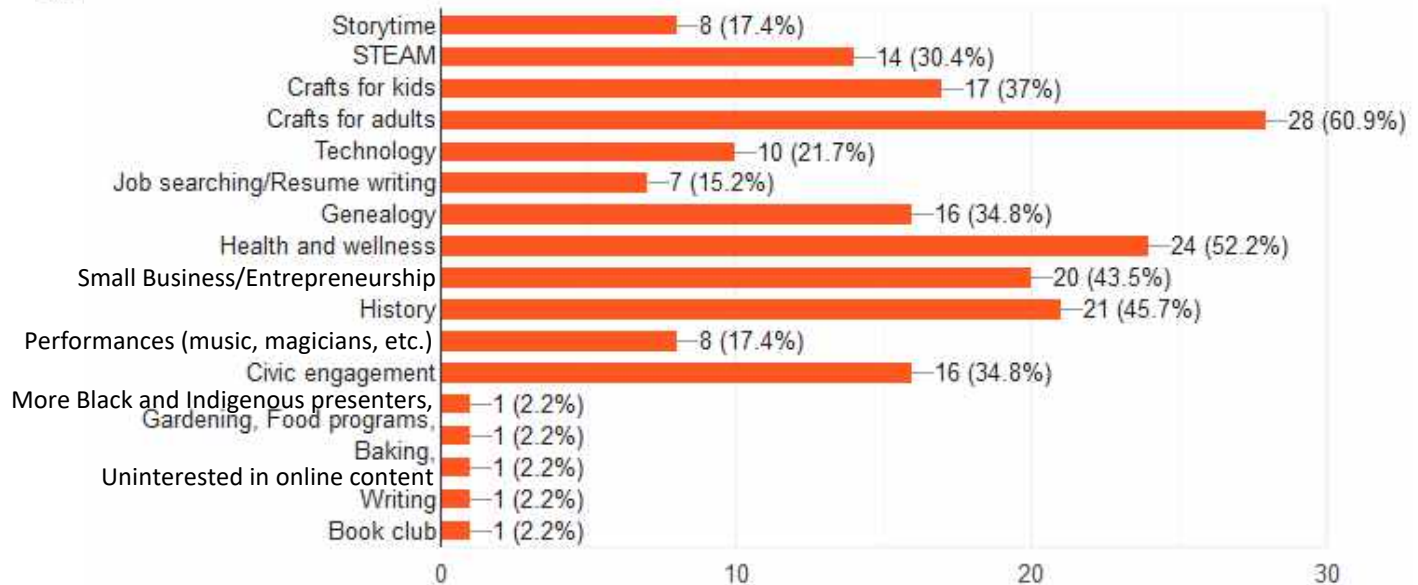
What days and times are most convenient for live meetings/performances ?

46 responses



What types of virtual programs do you and/or your household have an interest in? Check all that apply.

46 responses



Do you have any thoughts or suggestions to share about library programs?

12 responses

I want to know more about what the library is putting on, how is the best way to find out?

Virtual author visits would be fun.

So happy that YDL is my library!

Keep up the great work!

Ann Arbor has some great Zoom discussions on books and oral history. Please engage the YPsi community by offering some similar programs.

Interactive programs would be great!

Interested in boxed activity kits or crafts that we can pickup or kits for activities kids can do independently

Thank you for everything that you're doing during this difficult time! We appreciate you so much!

live yoga or fitness classes

A cooking activity related to a book club book might be fun!

I think there are many great options for all ages I love the Ypsi Library!

Would love to see online Garden Chats, Garden tours. Would love to see book recommendations with small overview of book, would love to see book recommendations by specific age groups - high school, etc and recommendations by subject - like anti-racism. Maybe cooking demos based on cookbooks - especially new releases. Online movies - that were based on books.

Submitted by Sheila Konen, on behalf of the Program Proposal and Evaluation Work Group—Jodi Krahnke, Molly Beedon, Monique Lopez-Geiman, Pat Mitchell

YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
July 2020

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2020 Goal
Friends of YDL Annual Support	\$46,316	\$43,360	\$36,050	\$36,000	\$31,000		\$31,000
Memorial Gifts	\$1,923						
In Memory of Marcia Peters			\$525	\$100			
In Memory of Xavier Small		\$5,951					
In Memory of Robert Warren			\$2,170	\$150	\$100		
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		
In Memory of Pete Murdock					\$1,500		
In Memory of Diane Horn					\$950		
In Memory of Jannette M. Gable			\$2,000				
In Memory of Marguerite Leighton						\$1,008	
Sub-total	\$1,923	\$5,951	\$2,695	\$2,261	\$3,550	\$0	
Annual Giving Campaign	\$4,054	\$3,582	\$9,712	\$7,745	\$7,604	\$5,980	
Additional fundraising activities							
Gala 150 year anniversary				\$24,123			
Annual Report Mailing			\$1,180		\$1,971		
Dining for Dollars	\$273	\$652	\$276	\$306	\$256		
Trustee Parties	\$7,165	\$3,421	\$5,489	\$3,760			
Bank of Ann Arbor (Vehicle Donation)			\$2,000	\$2,000			
Gene Butman Ford (Vehicle Donation)			\$3,316				
Kroger Community Rewards	\$0					\$67	
Amazon Smile							
Sub-total	\$7,438	\$4,073	\$12,261	\$30,189	\$2,227	\$67	
Sponsorships							
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		
Sub-total	\$1,000	\$3,500	\$4,900	\$0	\$1,000	\$0	
YDL Endowment Fund							
General		\$10,400	\$2,505	\$6,025	\$5,350	\$2,525	
YDL (Yoder Fund Transfer)				\$3,252			
Superior					\$350		
Sub-total	\$0	\$10,400	\$2,505	\$9,277	\$5,700	\$2,525	
Designated Donations	\$4,054						
General Fund		\$450	\$620	\$1,229	\$1,037	\$101	
Michigan Ave			\$1,000	\$1,000	\$1,000		
Superior		\$500		\$7,584	\$45,900	\$2,025	
Adult Fiction		\$500		\$600	\$500		
Bookmobile				\$1,000			
Memorial Gifts		\$953	\$1,264	\$443	\$225		
MI Ave Plaza Lighting					\$1,000		
Youth Programming					\$50		
Sub-total	#REF!	\$2,403	\$2,884	\$11,856	\$49,712	\$2,126	
Total Donations	#REF!	\$73,269	\$71,008	\$97,328	\$100,793	\$10,698	

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
July 2020

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2020 Goal
Grants							
ALA-PBS Great American Reads series				\$2,000			
ALSC Dia Turns 20 Mini Grant		\$2,000					
ALSC STEAM Strengthening Communities Grant					\$5,000	\$5,000	
Ann Arbor Farm & Garden		\$985					
Blue Cross Complete of MI - Early Literacy Program					\$1,200		
CARES Act Grant						\$6,400	
Downtown Association of Ypsilanti [Direct]		\$1,700					
Ezra Jack Keats Minigrant, EJK Foundation		\$500					
Generations United					\$1,500		
IMLS National Leadership Grant (TALK)						\$71,324	
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					
MCACA- Capital Grant - Superior	\$5,625					\$42,500	
MCFB - Family Read						\$500	
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					
MParks						\$3,000	
NEH-Wild Land Exhibit Programming Grant		\$1,000					
Teen Science Café Grant				\$3,000			
United Way Opportunity Grant			\$5,000	\$3,000			
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	\$6,571		
Washtenaw County Census Mini Grant						\$500	
Total Grants	\$28,985	\$57,956	\$91,360	\$82,465	\$63,206	\$129,224	
GRAND TOTALS	\$0	\$131,225	\$162,368	\$179,793	\$163,999	\$139,922	

Designated Fundraising to Date

YDL - Superior Improvement - \$117,809.74
 * Whittaker Rd Teen Area Improvement -\$5,550

*\$1050 remaining, expenditures =4500

** IMLS National Leadership Grant - TALK 2021 grant amount is \$59,534

Department Reports

Acquisitions Department Board Report

August 2020

Department Workflows

- Acquisitions staff continues to submit, receive, catalog, and process orders from selectors. With one staff member on medical leave, I have taken over her responsibilities with help from our other department clerks. Thank you to everyone for pitching in during this time!
- Shipments from vendor Baker & Taylor continue to be delayed. I am monitoring the situation and am in contact with our representative about it.

MeLCat

- MeLCat requesting went live again on August 10. There was a large number of requests for us to process the first day; patrons all over the state, including our own, have definitely missed this service!
- I have resumed work on MeLCat reports, which we had been instructed not to run while the service was down. These reports pertain to tracking down our items that are overdue, returned too long, or in transit too long. Likewise, other libraries are contacting me about their own items and I am working to resolve them. It will be a long process to recover all the items that had been checked out prior to the shutdown, but I think all libraries are understanding of this and we will work together to get everything back to normal.

Washtenaw Reads

- The Washtenaw Reads Screening Committee had its final meeting at the end of July. We had to make many adjustments to our approach to choosing titles over the months. We wanted to make sure we were focusing on books reflective of the current state of the country, specifically in regard to race relations. Ultimately, we ended up sending three instead of two titles to the Selection Committee. Two of them were by the same author and we believed they both warranted consideration. Stay tuned for the announcement of the chosen title!

Staff News

- One of our Acquisitions Clerks remains on medical leave with a planned return date of August 28.

Statistics

- The collection budget is 60% encumbered.
- 384 items were cataloged.
- 1,916 items were added to the collection, including 1,001 e-items.

Submitted by Sarah Zawacki
August 20, 2020

**Assistant Director
Board Report: August, 2020**

This week has been spent with Jim assembling the NEH exhibit ***For All the World To See: Visual Culture and the Struggle for Civil Rights***. It is very well done! I will work with tech-savvy staff to provide a virtual tour of the exhibit this fall. We will send the exhibit brochures home with patrons via curbside pick-up, and the tour will be featured prominently on the web site. Liz Getty is helping me create many activities for families and educators that help reinforce the exhibit's themes, and I've been digging through microfilm to compare the national events to local reactions here in Ypsilanti. Wish us luck as we embark on an entirely new approach to offering exhibits.



The Library of Michigan has awarded us both the PPE grant and the digital inclusion grant through CARES Act funding. We will purchase stainless steel wet wipe stations for use by all public computers, and the digital funds will go toward both traveling hotspots and the installation of WiFi access points outside of our buildings. In total, we received \$6,400.

The Washtenaw Reads selection committee finished their charge, and three titles for consideration have been forwarded to the Steering Committee. It is difficult for us to envision a 500-person virtual Skype call with the chosen author (?!), but this may be the direction we are forced to take given the pandemic. Stay tuned.



Many thanks to Brian Steimel for scoring multiple copies of the book, *The Lemonade Brothers*. The two young authors are Ypsilanti residents and 2019 Washtenaw County Youth Entrepreneurs of the Year winners. Their book is being sold on Amazon.com, and they were delighted to participate in a photo shoot here at Whittaker. Thanks to Molly for pinch-hitting for me. I am told their lemonade stand was operating on Michigan Avenue prior to COVID closures, and that their customer service was outstanding! Congrats to both Ja'Qub Anthony and Jaden McKentry-Anthony.

Michigan Avenue has expanded their curbside hours, and I am working with Mary on better utilizing our curbside scheduling tool to accommodate locker pick-up at Superior.

John and I interviewed two of many applicants for the open CS position. One finalist has withdrawn her application; the other we are waiting on reference checks for. Hopefully we can fill the position soon.

I'm having a hard time finding a qualified firm to conduct our GIS demographic survey as hoped for the Diversity Workgroup. The agency originally recommended to me is no longer working with libraries, and several firms are yet to return my inquiries. Nonetheless, our EDI work continues. I attended an outstanding webinar sponsored by the Mid-America Arts Alliance that addressed key messaging structures for humanities programs. One of many good programs I have attended of late.

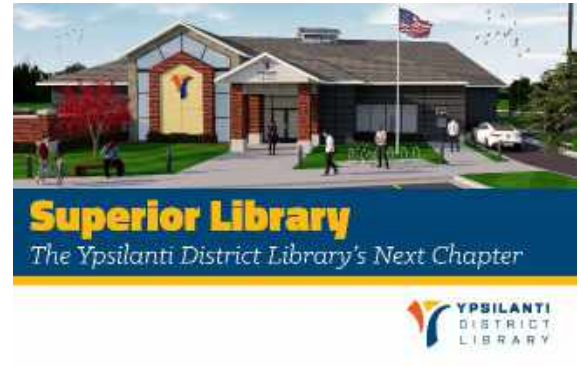
Submitted by Julianne Smith, August 20, 2020

Communications & Development

Monthly report: August 2020

Major print pieces produced:

- We revised the Superior Building Case for Support document to update it with the latest timeline and Covid-19 information. This is to prepare for ramping up fundraising efforts again.
- The Sept/Oct issue of *The Loop* is in progress and should hit mailboxes in early September. This issue will highlight the election, 100th anniversary of Women's Suffrage, the new school year, and the NEH exhibit.



Promotions

- We just unveiled our remote print services plan, so there will be social media promotion and coverage in *The Loop* to make sure people are aware of it. We're offering the service for free, but limiting it to 20 pages per person per day and B/W only.
- We're advertising our Hand-Picked For You service, where patrons can fill out a form at ypsilibrary.org/hand-picked, tell us an author or subject area they're interested in, and we'll pick a bundle of materials for them to check out.
- We're still in the early stages, but we've started teasing our NEH For All The World to See Exhibit. We'll be developing a virtual tour and other resources and activities people can follow. We'll be looking for media coverage and posting updates under the #FATWTS_Ypsi.

Community Relations

- Sam attended the monthly EMU Community Engage meeting and provided updates on our recent TALK grant from IMLS, soliciting community info for *The Loop*, our fine amnesty initiative, Curbside starting at Michigan Ave, and more.
- Multiple staff are resuming attendance at Parkridge virtual meetings.
- We'll be promoting in *The Loop* and elsewhere the many ways we're trying to increase our support for schools during distance learning.

Notable Media Mentions/Partnerships

- Debbie Dingell sent out an announcement about our TALK grant, which was picked up by the *Eastern Echo*.
- ClickOnDetroit and MLive also covered the TALK announcement.
- WEMU and Concentrate covered our Virtual Town Hall discussion on Race and Anti-Racism.

Notable Social Media activity

- Our post about Brother's Lemonade book (featuring a picture of the brothers themselves) reached over 1,800 people, got 130 likes and 15 shares on FB and more than 375 engagements. Ja'Qub Anthony and Jaden McKentry-Anthony's story resonated with people on our feed!
- We had a teaser about the NEH exhibit that reached over 1,800 people and got more than 40 likes and over 140 engagements.
- A recent Garden-to-Table video on Instagram was viewed more than 100 times.

Submitted by Sam Killian on August 21, 2020



Customer Services

Monthly report: August 2020

Circulation Stats

Patrons are still loving the new curbside services at Whittaker Road and Michigan Ave, as well as the after-hours lockers at Superior. So much so that we have circulated 17,584 items system wide from July 17 thru August 19. During this time period, we have also given out 66 new library cards. Patrons are loving the ease of use of the new JotForm for getting or renewing their YDL library card.

Staff News

We have begun the process of hiring a new half-time clerk at Whittaker Road to replace Donavin Bennes, who recently resigned. We received 25 applications and have started interviews.

Submitted by John Connaghan on August 20, 2020

Facilities Department Board Report: July 2020

Facilities staff is always busy – here are a few of the highlights.



Fountain at Michigan Ave is up and running. Parking lot was cleaned and re-stripped. Curb side service signs and tables set in place for Michigan Ave staff to take care of patrons.



The light pole that was knocked down in February finally arrived and installed by A.F. Smith Electric Co. It had to be special ordered, but was delayed with the factory being shut down due to Covid-19. Cleaned up the flower boxes and planted flowers at the entrance of Whittaker Road.



For All the World to See exhibit showed up. Unloaded the truck, got all the crates inside the building. Helped Julie set up exhibit in plans to have a virtual tour for patrons to experience.

Helping Adult Services with withdrawn books. We are stamping and boxing them up so staff can work on other pending projects they have coming up.

Re-visiting paint bids for the Michigan Ave painting project that was put on hold because of the shutdown. Calling on references of a couple potential contractors to see who we should award the contract to.

Submitted by: Jim Reed, August 20, 2020

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

August 2020

Status Report

- Website – We will be moving our Website to a virtual host platform to better manage site performance and maintenance with our developer.
- Staff Hiring Process – We are currently interviewing for the available IT technician position.
- Wifi Replacement – All of the equipment has been delivered. I'm in the process of configuration and testing. I hope to have the system rolled out over the next few weeks.
- PC Replacement/Windows 10 Update – We are working through a follow up list of items/issues pertaining to the patron rollout and the new operating system. We expect to get through the majority of these items this coming month.
- 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.
- Misc Equipment updates – NEW HOLD SLIP PRINTER, We've successfully implemented this new piece of equipment. It utilizes an ability to take the typical output of a receipt from our system and lay out the information in our desired format. It also prints on semi-stick paper for easy use with our materials.
- 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.

Overall System Status

- Helpdesk Report – Nothing abnormal to report, some items will experience a large delay due to the current capacity of the department.

New or Upcoming Items

- Superior Data Line- Over the last few months we've experienced various symptoms on our data connection at our Superior location. Most of which appear as a slowness in the performance. I've extensively looked into this issue and have yet to come up with a true source. We are making some recommended adjustments and hope to identify the culprit with some more powerful analytical tools.

Michigan Ave Board Report

August 2020

Programs:

- LINGO Crafternoons has been growing very popular. We have 14 people signed up for the next one. It's getting easier to do the extra things needed to teach and be welcoming online. The attendees say they enjoy participating during these isolating times.
- Pat continues to do live storytimes for some of her regular families. Pat and Jenny have worked on youth summer activities and youth kits.
- Jesse has held the last two Guitar Clubs outside, one in the plaza, one on Washington Street. Due to the loud ambient noise they've will move to Frog Island next time.
- Virtual Knitting has been growing. A month ago they were getting 5-6 in attendance weekly. They are averaging 9 people in the past 4 weeks. That's more people than we normally have in the summer.
- Scott's youth podcasting is over for now. We had one regular teen very interested in aviation who learned how to make his own podcast and is pretty excited. Shoshanna and Jesse are planning for an adult podcast program.



Staff:

- Kelly is the proud mother of baby Hazel. Both mom and baby are very well. She will be on maternity leave till October 29.
- Most staff have attended at least on webinar this month. One positive of the pandemic is that we have enjoyed more opportunities and time for training. Everyone is working on fall programming.

Services:

- Curbside started at Mich Ave on July 28 with limited hours. This week we increased curbside hours to match Whittaker Rd. We have served 233 people with curbside and it keeps increasing as people realize curbside is available.
- We have been distributing many Summer Challenge bags, along with all of the various take-home kits that youth services staff have created. Youth kits have been extremely popular.
- Various Mich Ave staff have helped pass out lunches at Parkridge and Sycamore Meadows. All staff that were helping really loved the seeing kids and will miss feeding them.
- Yesterday we started a pilot, along with Superior, to provide curbside print services. We've already received a couple requests. Kudos to Mary, Sheila, and Sam for putting the pieces together. Whittaker Rd will start soon.
- We've received our first book bundle request and look forward to many more. Many thanks to Mary and Sam for setting up the form/data integration.

Other:

- The Library Plaza was used for 3 days by Spoke Studios to film a TV series with the working title of "The Big Good." They are going from city to city with 5 diverse kids who are doing a service project/scavenger hunt in those cities. In their real lives these youth have done extraordinary things to help their communities. Jermaine Dickerson of Hero Nation was part of their project. It will be exciting to see the end results.



Submitted by Joy Cichewicz
August 20, 2020

Outreach Services Board Report

August 2020

Staff Updates:

- Lunch service at Parkridge and Sycamore Meadows ended August 13. We were very glad to be able to be out in our community and partner with other organizations while delivering a vital service.

Superior:

- Along with Michigan Avenue, Superior is piloting a print-on-demand service. We will use the after-hours pickup lockers to distribute print jobs. After a couple of weeks, we'll evaluate and see how it can be implemented at Whittaker.

Projects & Programs:

- With the arrival of the *For all the World to See* exhibit, Liz Getty is helping to create video tours and is doing research in the Michigan/Ypsilanti History Room to bring local stories to light.
- Stacey is wrapping up the summer with our Summer Challenge Champions sites by picking up books and delivering prizes.
- With staff in the building and busy with services & projects, we will soon close the books on the senior calling project. I will provide a full report next month.
- We helped distribute Summer Challenge & Little Ones bags at various outreach sites, including a WISD event at Parkridge, lunch distribution at Sycamore Meadows, and a back-to-school backpack giveaway at Second Baptist Church.



Bookmobile:

- We are watching local case numbers and staffing implications at YDL. We don't anticipate starting the bookmobile up in September. We are working on an update to our bookmobile patrons to let them know how they can continue to access library materials while we are off the road.

Learning Never Gets Old

- We resumed our Books on Wheels homebound delivery service. Patrons are very happy to be able to get books and other library materials delivered again. We are doing contact-free deliveries and pickups of materials.
- We finished our four-week cardio drumming series. It went very well, and we have booked the instructor for a Zumba Gold series in the Fall.
- Senior Advisory Board continues to meet online. At the last meeting, members expressed interest in cooking programs over zoom. We have two different presenters lined up for the Fall who will do cook-along programs.



CONTACTLESS BOOKS ON WHEELS DELIVERY IS HERE!

HOW IT WORKS

For those living in a single residence: Contact Monique to make a request and set up an appointment. Monique will call when she arrives. Once you hear from her place any items for return on your doorstep and step back inside. After this, Monique will approach and switch out the bags. Once Monique is the appropriate 6 feet away you may take your newly delivered items.

PLEASE NOTE

For those living in an apartment or living facility - Monique will not enter the residence but will drop off/pick up in the lobby vestibule. Upon receiving Monique's call that she has arrived on site please make arrangements for your items to be placed in the vestibule. This is only to be done after she arrives. PLEASE NEVER LEAVE ITEMS UNATTENDED. Once that is complete and you or the designated person steps away, Monique will switch out bags and you can take your newly delivered items.

Questions or make an appointment Contact Monique.
Call: 734-482-4110 ext. 1362 or ext. 1359
Email: mgstman@ypsilibrary.org

HEALTH AND SAFETY

YDL is complying with social distancing guidelines. Monique will wear a mask and we will use plastic bags instead of the usual canvas ones.



Submitted by Mary Garboden
August 20, 2020

Whittaker Road-Adult Services Board Report: August 2020

Here is a listing of August programs:

- 2 book discussion groups (Mystery Lovers, African American Authors)
- Safely Talk about Race and Racism: films we can use
- Adult Crafter's Guild: Recycled Books
- Reflective Meditation (4 sessions)
- Where to start, build or grow your business idea – the virtual WCC Entrepreneurship Center!
- Tips and Tricks to Creating a Good Resume with YpsiWrites
- From Boomers to Zoomers: Zoom practice for seniors (LNGO program)

I'm pleased to report that our August programs went well. We offered a mix of current events, relaxation, and employment related programs, as well as technology help for seniors. Brigitte ably ran the senior Zoom help program with an assist from me; it's quite challenging as they come in using different devices; this makes showing/telling them what to do an interesting exercise. Christy's meditation program has gone well and even a non-crafter like me thinks they can do a craft project after watching Sheila's video! I especially like that she reassures the viewer not to worry about making things perfect and that mistakes can be corrected down the line. Susan continues to thoughtfully pick films that educate and inform our patrons about one of the most challenging yet urgent issues of our time, in keeping with our role for our community as a trusted partner. I partnered with the WCC Entrepreneurship Center and YPsiWrites for my business/employment programs; both were well received by those who attended. Leveraging partnerships is a great way to offer programs of value to our patrons. I noted the uptick in registrations for both programs when they were featured in the regular Monday mailing of the week's events, so thanks to Sam and LaDaisha for the PR help.

We'll have even more programs in Sep and Oct; including partnering with Grievewell, SCORE, and YpsiWrites, continuing the film series, relaxation, crafts, senior tech help, Google classes and a program on critical evaluation of news sources as we move closer to the November election. I want to thank YDL Board Trustee Bethany Kennedy for giving me a lead to a great presenter for the news sources program.

Staff continue to work on a variety of tasks, including:

- Helping with curbside pickup shifts
- Weeding parts of the collection
- Attending committee meetings
- Attending webinars for training and information
- Planning/presenting virtual programs
- Cataloging materials

- Scheduling curbside appointments
- Ordering materials
- Answering reference questions over the telephone
- Pulling materials on the daily list of requests placed by patrons
- Helping hand out summer lunches at community locations, as needed

I helped Customer Services more frequently in August as they had unexpected staffing shortages; going forward we will still help as needed but should not have to fill in as much. We are noticing an increase in the number of calls we get; most are from patrons who ask us to pull items off the shelf for them for curbside pickup.

I was involved in the planning for a new service called “Handpicked for You”, where patrons email requests to us for multiple items/topics; we’ve done several already and are getting great feedback on how much patrons appreciate this service. We look forward to providing the new print on request service at Whittaker Road once we see how it goes with the Michigan Avenue and Superior pilot programs.

All staff continue working a combination of shifts at Whit and at home.

Submitted by Paula Drummond Aug 20, 2020

Whittaker Youth Services Board Report August 2020

Program Highlights

Little Ones

- Livestream Storytimes ended August 15. The Little Ones programming planning group met to discuss what worked and didn't and made a slightly altered plan for fall. Nicole, Liz, Molly, Ulana, and I will continue to present livestream storytimes from the library or home Tuesday and Thursday mornings on YouTube. We will also livestream from YDL-Whittaker to YDL's Instagram on Saturday mornings. Stories and play activities we promote will be available for 24 hours. We have a large Instagram following that includes many of our storytime families, so we hope this addition helps reach more people. Liz is creating a space at the library for the livestream.
- We are developing a [Build Your Own Storytime](#) option, especially designed for families with kids from birth to 3 who don't want to sit in front of a screen with their child to watch a 15 minute storytime. The webpage I built has a sample storytime schedule and all the components of our in-person storytimes. Parents can pick and choose from songs they can learn by watching our short videos, books from our lists of favorite read alouds, and activities pulled from our TALK database. Pat is designing a storytime supply box that will make use of TALK swag and items from our Blue Cross Network grant, as well as a few items we'll purchase. We'll reach out to community partners to get them to under-resourced families.

SING ABOUT SHAPES

Get ready for your walk with Nebo, who sees shapes everywhere.



SIDEWALK CHALK

Draw shapes with sidewalk chalk and invite your little one to choose a shape to start on. Have your child trace from shape to shape as you call out the names of the shapes, or sing John's song.

We have Tinkert, a supply kit for little ones with chalk, fill out the form to reserve yours and schedule pickup.

SHAPE HUNT



TALK WHILE YOU WALK

Encourage kids to look for shapes on their way and say, 'I spy something shaped like a square.' Add color to the description to give more hints and build your child's vocabulary. 'I spy something that is blue and is shaped like a rectangle.'

When you are finished with your walk, talk to your child about which shape they saw most and which they saw least. More info!



SEPTEMBER 19-OCTOBER 29

We miss seeing everyone's smiling face at the library, but until large groups can safely gather in-person, we hope you'll watch our online storytimes or use our Build Your Own Storytime components to help your little one maintain a routine and keep building early literacy skills.

ONLINE STORYTIMES

STORYTIME LIVE: Tuesdays and Thursdays, 10:00am, YouTube

Have a story song stage, do some finger plays! Watch a 15-20 minute storytime that follows a similar format to in-person storytimes for toddlers and preschoolers, done at 10:00am, or tune into YouTube at your convenience. Each storytime is available for about a week to our YouTube channel and you can find past episodes in our Virtual Storytime Archive.

LIVE FROM THE LIBRARY: Saturdays, 10:30am, Instagram

Time to hangout to see what's happening inside the library. We'll share a story, songs, or fun activities you can try at home. Live at 10:30am, but available for 24 hours on YDL's Instagram.



LEARN WITH T-BEAR

Wednesdays, 10:30am, YouTube

Follow Marlena and her small bear T-Bear around Ypsi for a fun learning series. New episodes are posted Wednesday mornings, but past episodes are available to watch anytime. Learn different kindergarten readiness skills each episode.

It's a new T-Bear Supply Kit you can pick up at episode.



LITTLE ONES SUPPLY KIT

BUILD YOUR OWN STORYTIME

We know you probably don't want to sit in front of a screen with your baby or toddler to watch a 15-20 minute storytime, so we are offering storytime components you can pick and choose from to build your own storytime and keep working on early literacy skills at home. Find all the components of our regular storytime—songs, stories, finger plays, action rhymes, movement songs, book bits, and early literacy tips. Many are available as short videos you can watch together or separately.

Reserve a DIY Storytime Kit you can pick up from outside service at the library.

BUILD YOUR OWN STORYTIME



- Marlena finished her Traditional Tales series and has moved on to creating a six part Learn with T-Bear series that includes an activity pack for the fall. Kids will follow T-Bear around Ypsi and learn kindergarten readiness skills.
- 2 more summer TinkerLab web pages were published since the last report, one about shapes and one about shadows, both by Pat. We'll add 2 more in the fall and repromote 3 created this summer.
- To help families find what we're doing more easily, I redesigned the [Little Ones interest](#) page to feature five of our online kindergarten readiness offerings and the [Storytime](#) page to highlight the three options for digital storytimes.

Kids & Families

- Garden-to-Table lessons featured a tour of five [local growers' farms](#) created by Molly and Isabel who visited and captured video footage. Other Garden to Table lessons featured how to create natural dyes and make a colorful pasta meal, and [all about chickens](#), which included a video of [Mary's chickens](#) and a read aloud by a nutrition educator from Healthy Habits Start Now Molly coordinated. We also wrote a letter of support for the Healthy Habits Start Now program to expand statewide in collaboration with other libraries and SNAP.

PARKRIDGE COMMUNITY CENTER GARDEN

Visit Farm & Garden Tour: Parkridge Community Garden

GARDEN TO TABLE

YPSI FARM & GARDEN TOUR

PARKRIDGE COMMUNITY GARDEN

Brother Noah Rucker

Brother Noah Rucker assumed the task of managing the Parkridge Community Garden in 2019. After that, he has created a second plot, an herb garden, and a large area of brush and trees.

His goal is to educate and empower kids and families in the neighborhood about healthy, natural food and living, and his vision has become a model for other communities. He also teaches yoga at the Parkridge summer camp.

In 2019, Melvin Parnes created a community garden for Parkridge on city-owned land next to Parkridge Community Center after the center's community development manager, Anthony Williamson, decided the space should be put to good use. Both as a social hub, Parnes was Williamson's letter of the time, and it just so happened that Williamson's idea to create the garden aligned perfectly with Parnes' passion for gardening.

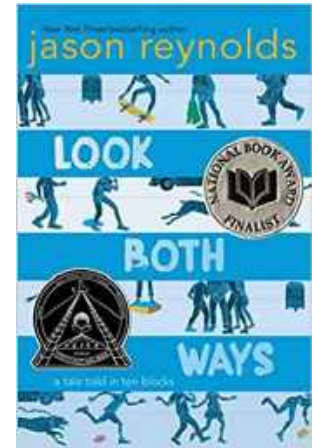
Parnes managed the Parkridge Community Garden for two years until he had the opportunity to begin leading the foundation for his farm at Grace Fellowship. But he says he wanted to make sure the community garden didn't die when he moved on. Parnes, who is Black, says he also wanted to make sure that there is a Black man in the garden.

- Our Around the World virtual vacation concluded with stops in Nigeria and New Zealand thanks to Kristen and Ulana and the Ypsi residents they worked with. About 250 Around the World kits were distributed to kids at Sycamore Meadows, Parkridge, Lincoln Schools, and via curbside service at the library. In the fall UM's Nam Canter for Korean Studies will help develop content that will link to their virtual Chuseok Harvest Festival.
- Summer STEAM additions included Kitchen Science and Medical School, created by Liz, Marlena, and Jodi. We gave out 200 STEAM kits that included a journal, colored pencils, magnifying glass, a scavenger hunt, and outdoor activity ideas. Liz will transition the Library Lab series to Kitchen Science this fall and will create 3 new videos people can watch to learn STEM activities they can do at home.
- The Anti-Racism Townhall had a small turnout for the live meetup, but we recorded it and will create a webpage with supplemental family activities so anyone can view it on their own time. This fall we will continue to develop this series of activities and resources and will tie the work into our fall Family Read, *Look Both Ways*, a collection of 10 short stories by Jason Reynolds, and the NEH exhibit. We will also cover racism in children's classics, how to diversify your toy box, and we'll revisit some of the growers we met on our summer garden tour to talk about racial disparities in healthy, fresh food access.



Teens

- 12 teens attended the Teens Believe Black Lives Matter Zoom meeting. To follow up, TAG has invited participants to continue the conversation at our next meeting. One young man's suggestion was to better highlight positive stories of youth of color, so TAG is considering webpages, the YDL teen Instagram account, and podcasts as ways to do this.
- The Teens Get Creative series finished with Sew an Ugly Monster by Nicole, Bottle Cap Magnets by Kelly, and Paint a Watercolor Landscape by Lynne Settles. All three came with a limited number of kits. We distributed about 225 teen supply kits over the course of the summer, mostly through curbside service.



Summer Challenge

874 people are currently participating in the Summer Challenge and 350 have logged at least 6 books. Thanks to Karen for shopping for gift cards and Liz for preparing envelopes. When people log their sixth book or explore challenge they receive an email with an online form so they can choose their gift card and let us know if they want the card by mail or curbside pickup. I create a spreadsheet and Liz uses it to print envelopes. I either stuff the envelope and give it to Karen to mail or schedule curbside. Envelopes also include a Summer Challenge bookmark Liz designed and printed.

Other Work

- Youth staff across locations met to discuss fall youth programming. We will feature just one asynchronous program each Saturday so we can focus on supporting teachers and parents who are teaching at home this fall. We divided the work of looking at the Covid resources pages we created last spring to make sure links are still active and relevant, and Mary and I are redesigning the Teachers and Kids & Families Interest pages to better highlight the content.
- Many staff helped with components of the supply kits that went out this summer, but a big thanks to Liz, Julie's daughter Joceyln, and Karen for stuffing bags. It was a challenge to get it done, with social distancing limiting the number of staff and volunteers in the building. Thanks to Mary and Molly for helping get them into the hands of kids offsite.
- Liz, Kristen, and I had been accepted to make a presentation about our diversity audit and inclusive spaces at MLA's Spring Institute that was cancelled. They asked us to present at MLA's virtual conference instead. I replied that due to world events, we hadn't been working on the audit and didn't feel like talking about it, but that I could present about how we're making our virtual spaces and programs inclusive and working with community partners to get supplies to under-resourced families. They loved that idea, so I sent a new presentation description. I will also do a webinar with Lisa about TALK in September.
- I talked to John about a plan to start circulating some STEM and Sensory kits again in September to help families learning from home. We enjoy handpicking books for people who send in requests!
- I'm sad to report that Kristen resigned this week. She will focus on her family's education and the new school she is helping develop this fall. I am working with Lisa to update the para-professional job posting as well as the TALK job posting that will include time in the youth department offsetting some of my work time I'll spend on the project.

Submitted by Jodi Krahnke August 20, 2020

Old Business

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/21/2020
Re: Michigan Avenue Interior Painting project award

We planned to paint the main floor and stairway at Michigan Avenue this year, and put a placeholder in the budget of \$6,000 for the work. On 3/2/2020 I released the attached Request for Proposal, requesting a bid for the public area plus an alternate for doing the staff areas as well. We had budgeted an additional \$9,200 to do concrete work at Michigan Avenue which will not take place due to the timing of our Covid closure, so there will be money remaining in the budget for the staff area.

We required a mandatory walkthrough of the building on 3/10. A dozen contractors attended, but due to our Covid closure on 3/13, we only received one bid prior to the 3/18 response deadline. Now that building projects are permitted again, I reached out to the contractors who attended the walkthrough, requesting a bid by 8/19 if they were still interested. We received 6 bids:

	<u>Main Project</u>	<u>Alternate</u>	<u>Total</u>
Anderson Paint Store LLC	\$8,000	\$900	\$8,900
Eco Painting LLC	\$7,700	\$2,000	\$9,700
Du-All Cleaning	\$9,900	\$1,100	\$11,000
U&S Companies	\$10,000	\$2,000	\$12,000
Regal Construction	\$14,900	\$3,490	\$18,390
Phoenix Contractors	\$17,360	\$3,150	\$20,510

After reviewing the proposals for completeness and contacting references, Facilities Manager Jim Reed and I recommend awarding the project to Eco Painting LLC of Livonia for a total of \$9,700.

If approved, the work is expected to commence by 9/28/20. We hope to allow staff to continue working in the building during the project.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-25

August 26, 2020

RESOLUTION TO AWARD THE CONTRACT FOR INTERIOR PAINTING AT
MICHIGAN AVENUE TO ECO PAINTING, LLC

Whereas the Michigan Avenue library's main floor and stairway have not been painted since the building's 2002 renovation; and

Whereas painting was identified as a desired project in the 2020 fiscal year budget; and

Whereas YDL released a request for proposal on March 10, 2020, and following the Covid stay home order reached out to contractors who attended the mandatory walkthrough again to gauge interest; and

Whereas six proposals were received and evaluated by the Library Director and Facilities Manager; Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The contract for Interior Painting at Michigan Avenue is awarded to Eco Painting, LLC for a total cost of \$9,700.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



34133 Schoolcraft Road, Suite 3
Livonia, MI 48152
Phone: (734) 619-6739
Fax: (734) 629-0705

Date: 8-19-20
Project Name: Ypsilanti Library
Address: 5577 Whittaker Rd. Ypsilanti, MI 48197

Submitted To: Ypsilanti District Library
ATTN: Lisa Hoenig

Eco Painting, LLC is pleased to offer the following quotation for your review and consideration on the above referenced project:

Scope Of Work:

- For Attached Scope of Work

*Proposed to use Benjamin Moore

Exclusions:

- Clean up of other skilled trades
- Winter Conditions
- Permits / fees
- Dumpsters
- Temporary enclosures, partitions
- Temporary utilities
- Temporary Facilities
- Prevailing Wages excluded
- Anything not mentioned in the above scope

Eco Painting proposes to perform the above referenced scope of work for the lump sum total of: **\$7,700.00**

Alternate: \$2,000.00

Base bid schedule to be 9/28/20 - 10/7/20 or 2 weeks after notice of award

Company Website: <https://www.eco-paintingservices.com>

Company Qualifications

- **EMR Rating .792**
- **OSHA 30 & 10 Certified Foreman**
- **CPR & AED Certified Foreman**
- **Lift Certified Staff**
- **Bonded**

Payment Terms:

- **Monthly Draw**

Thank You for the opportunity to bid this project. This proposal is valid for 30 days after the above listed date.

Acceptance

Eco Painting (Print)

Customer (Print)

Eco Painting (Signature)

Customer (Signature)

Date

Date



**34133 Schoolcraft Road
Livonia, MI 48150
Suite 3
Office: (734) 619-6739
Fax: (734) 629-0705**

Project References

Date: March 27th 2020

Project:

RFP No.: N/A

- 1) Project Name: John Lindell Arena
Contact: City of Royal Oak (Drew Stanbury)
Phone: 248-246-3950
Description: Painting of wood and steel truss systems in ice arena, painting interior of ice arena, paint wood ceiling deck in lobby, paint exterior metal and masonry substrates.
Contract Amount: \$110,000.00
Status: Completed 7/21/2017
- 2) Project Name: ZF-TRW Manufacturing Addition
Contact: Michael Bileti
Phone: (248) 324-2090
Description: Interior Painting of Piping, HVAC Duct, CMU and Drywall Walls/ Ceilings, Metal Joists and Roof Deck
Contract Amount: \$34,600.00
Status: Complete 3/20/2017
- 3) Project Name: Nankin Mills
Contact: Eric Miller
GC: Cross Renovation
Phone: (313) 930-1042
Description: Sandblasting, painting of CMU, Gyp, Doors, Frames and Ceiling Grid
Contract Amount: \$12,940.00
Status: Complete 11/20/2019

- 4) Project Name: Eastern Market Shed 6
Contact: Joe Butler
GC: Cross Construction
Phone: (734) 678-3810
Description: Power washing and painting of a concrete canopy
Contract Amount: \$46,373.00
Status: Complete 8/30/2019
- 5) Project Name: Gibraltar Schools BP#3
Contact: Stephanie Buhagiar
GC: Barton Malow
Phone: 248.763.6232
Description: Painting of multiple school locations
Contract Amount: \$57,300.00
Status: Complete 9/16/2019
- 6) Project Name: Durfee Offices
Contact: Jake Meadors
GC: E&L Construction
Phone: 810-247-2786
Description: Painting renovated classrooms into offices
Contract Amount: \$13,500.00
Status: Complete 2/20/2020
- 7) Project Name: Department of Roads NVMB
Contact: Robln Crawford
GC: Colasanti Construction
Phone: 586-839-2078
Description: Painting and epoxy floors in a new vehicle maintenance building
Contract Amount: \$113,100.00
Status: 95% Complete

INTRODUCTION

The Ypsilanti District Library is seeking proposals from qualified painting contractors to perform work on portions of the interior of the historic Michigan Avenue branch library, located at 229 West Michigan Avenue, Ypsilanti, Michigan 48197.

Proposals are to be addressed to the Library Director in accordance with the instructions and requirements referenced at the end of this document. Bids will be accepted until 5:00 p.m. Wednesday, March 18, 2020.

GENERAL SCOPE OF WORK

A. Furnish all labor, materials and supplies for painting services as follows:

First Floor public areas:

1. Cover to protect all furnishings and materials in the area.
2. Inspect, scrape, repair and prep walls and trim for paint. Frieze and ceiling to remain as-is.
3. Seal/prime and paint walls and trim (3 coats).

First Floor restrooms:

1. Inspect, scrape, repair and prep walls, trim and ceilings for paint.
2. Seal/prime and paint walls, trim and ceilings (3 coats).

Stairway to Basement level:

1. Remove artwork and relocate elsewhere (one piece, very heavy).
2. Inspect, scrape, repair and prep walls for paint.
3. Seal/prime and paint walls, metal toe kick and painted portion of railing (3 coats).
4. Hang new artwork.

First Floor staff areas (Alternate project -- see section D):

1. Move furniture to accommodate work.
2. Cover to protect all furnishings and materials in the area.
3. Inspect, scrape, repair and prep walls, trim and doors for paint.
4. Seal/prime and paint walls, trim and doors (3 coats).

The painting contractor will provide and perform all painting services in a professional and timely manner.

The contractor will supply all labor, painting equipment and safety equipment in good working condition as to be able to complete the project.

Paint colors, finish, brand and quality to be pre-approved by the Library.

B. Schedule

Work will be performed and completed between Sunday, May 24, and Sunday, May 31. The Library will be closed for business during this time. Library Facilities staff will provide building access between 7 a.m. and 5 p.m. daily.

Request for Proposal – Interior Painting – Ypsilanti District Library 3/2/2020

C. Site Visit

All Contractors submitting proposals shall visit the site and fully examine the existing conditions to be considered for the award of this contract. A mandatory walk-through is scheduled for:

Tuesday, March 10, 2020 @ 9:30 a.m.

D. Price

Furnish total cost for painting services in the first three areas specified in the Scope of Work, and a separate cost for the Alternate project. Prices shall be inclusive of all labor, materials, and supplies to complete the outlined services.

* Note: The Ypsilanti District Library is a Government unit and exempt from state sales tax.

E. References

Proposals shall provide at least three client references whose properties are comparable in size, profile and services to the Library. The information that is to be included for each reference: property description and address, the Contractor's dates of service at the location, and a contact name with job title and telephone number.

F. Insurance and indemnity

The Contractor will be responsible for the payment of any and all deductible amounts required under the insurance coverage. The Contractor will not alter or terminate the insurance coverage without obtaining the Library's written consent at least thirty (30) days prior to such alteration or termination.

Contractor shall repair or replace at its own cost and expense any damage caused by its employees.

G. General

1. All work shall be performed by properly supervised, trained personnel in accordance with accepted practices.
2. Materials shall be applied in accordance with manufacturer's directions.
3. Adequate personnel and equipment shall be provided to permit the timely completion of the project.
4. Debris shall be removed from the Library property at the end of each work day at no additional charge. Contractor shall not place debris in Library's dumpster.
5. Contractor shall carry appropriate coverage for Worker's Compensation Insurance, Employer's Liability Insurance, General Liability, Bodily Injury and Property Damage, and Comprehensive Automobile Liability. Proof of coverage will be included in the proposal.
6. Contractor is responsible for damage to the Library resulting from Contractor's services. The Contractor is responsible for reporting all damages to the Library in writing within seventy-two (72) hours. Contractor will inspect the Library property for pre-existing damage and submit a report detailing all such damage prior to beginning work. Library will review this report with Contractor.
7. Contractor is required to make arrangements satisfactory to the Library to repair any damage to the Library property.
8. Contractor shall hold and save harmless the Ypsilanti District Library from all claims by others whose personnel or property may be damaged or injured by

Request for Proposal – Interior Painting -- Ypsilanti District Library 3/2/2020

Contractor, its employees or subcontractors including but not limited to the use of equipment or materials.

9. Contractor shall make reasonable and prompt restitution by cash, replacement or repairs, subject to the approval of the Library, for any damages for which the Contractor is liable, of which the Library shall be sole judge.
10. Contractor shall ensure that its employees and agents conform to all Federal (OSHA), State and Municipal safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.
11. Contractor shall ensure that all of its employees and agents abide by all safety rules and regulations.
12. Contractor shall comply, at all times with any and all local, State or Federal rules, regulations and laws regarding anti-discrimination and equal opportunity in employment.
13. The Library and Contractor shall do a final walkthrough. Contractor shall rectify any incomplete or unsatisfactory work identified prior to billing.

H. Contract provisions

It is the intention of the Library to execute one contract. The Library may terminate Contractor with 48 hours' notice if Contractor fails or refuses to perform services as described.

I. Rejection of Quotation

The award will be made to that responsible contractor whose proposal, conforming to this Request for Proposals, will be most advantageous to the Library, price and other factors considered. The Board of Trustees for the Ypsilanti District Library reserves the right to reject any and all responses to this Request for Proposals, in whole or in part, and to waive informalities and minor irregularities in quotations received.

J. Proposal Requirements

By 5:00 PM on Wednesday, March 18, 2020, the Contractor shall remit two (2) originals of its Proposal to:

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

No fax copies will be accepted.

The Proposal must include: contractor name and contact information, signature, prices, a current insurance certificate and list of references as described above.

Questions regarding this Request for Proposals should be directed to YDL Facilities Services Manager Jim Reed at (734) 482-4110 or jreed@ypsilibrary.org.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 8/19/2020

Re: Discussion of Superior construction project budget and fund balance projections

Accountant Jim Carey and I developed detailed fund balance projections for the Board's consideration when we made the decision to go for the 2018 millage. These projections included assumptions for what it would cost to build and operate the new Superior library, give pay increases with the union contract, take care of special projects we had in mind, and increased costs for current operations over time. Looking at the changes in the fund balance, given a variety of options for the millage rate being requested, the Board (wisely) chose the highest level option. They were not comfortable with the figures in the other projections, and it was clear a millage was needed.

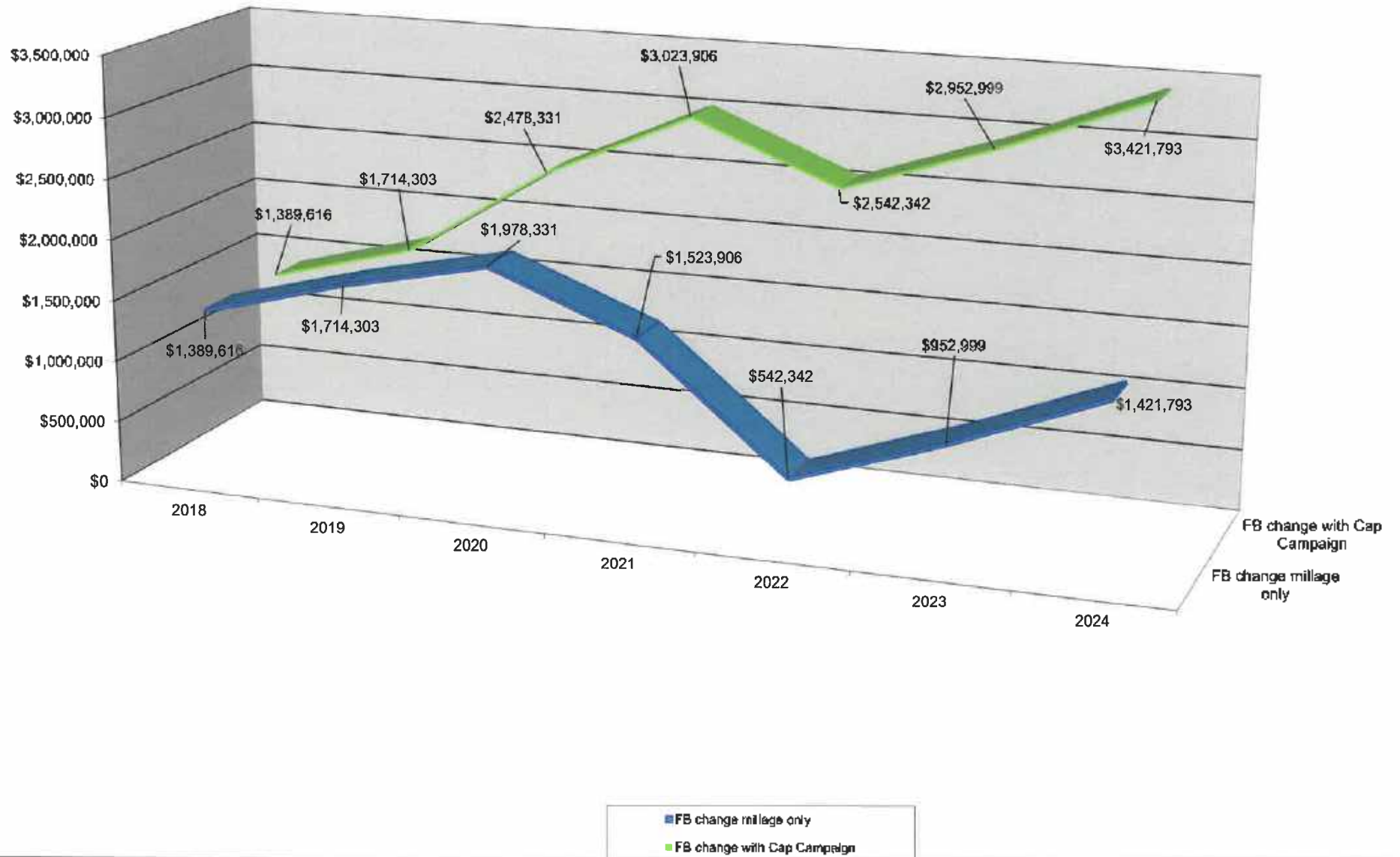
Those projections went untouched since, but I asked Jim to dredge them back up and update them for our current situation. We now plan to modify these quarterly, to better keep our finger on the pulse of things.

Jim is fairly conservative in budgeting, but he thinks these projections look surprisingly good, as do I. However, the questions before us are not just about how much we're willing to pay for Superior, they're about balancing the priorities for our library district overall. I'm attaching my January memo to the Board about capital projects with some August updates noted in red for your consideration.

In addition to the memo, you'll find my overall project budget snapshot and Jim's projections. These show what happens to our Fund balance if new Superior cost as much as currently estimated and we pay 100% with library funds, and in contrast, if we raise our \$2M goal. Other options would be to cut back further on the building (we have already trimmed in many places I would prefer we hadn't) or to further delay it (also not a favorable option).

The Finance Committee reviewed these materials and recommends proceeding despite the escalation in the budget. Please review the assumptions and projections carefully and bring your questions to our meeting. I would like to determine the Board's comfort with spending on Superior so the design team knows how to proceed.

Fund Balance Effect Superior Construction



Ypsilanti District Library Projection

Scenario 1 - Comparison of Fund Balance Change Relying on Surplus from Millage -vs- capital campaign

		Actual 2018	Actual 2019	Projected 2020	Projected 2021	Projected 2022	Projected 2023	Projected 2024
Revenues								
	Tax Levy	3,441,986	5,047,060	5,387,292	5,361,128	5,415,289	5,469,992	5,608,117
	Penal Fines	116,084	111,395	85,000	110,000	120,000	120,000	120,000
	State Aid	60,847	66,506	66,282	50,000	50,000	50,000	50,000
	Book Fines	67,077	60,633	61,425	-	-	-	-
	Investment Earnings	20,935	31,077	27,402	27,480	27,635	27,793	28,031
	Miscellaneous	213,787	179,312	48,473	34,550	34,550	34,550	34,550
	Total Revenue	3,920,716	5,495,983	5,675,874	5,583,157	5,647,474	5,702,335	5,840,698
Expenditures								
	Personnel	2,628,722	2,697,009	2,837,493	2,961,760	3,073,328	3,188,907	3,284,574
	Contractual Services and Books	465,159	478,245	498,477	505,954	513,543	521,247	529,065
	Operating Costs	846,939	804,657	849,426	866,335	886,148	903,859	921,976
	Capital Outlay	7,997	41,385	76,450	77,597	78,761	79,942	81,141
	Total Expenditures	3,948,817	4,021,296	4,261,846	4,411,645	4,551,780	4,693,954	4,816,757
Net Change in Fund Balance		(\$28,101)	\$1,474,687	\$1,414,028	\$1,171,512	\$1,095,694	\$1,008,380	\$1,023,941
Additional Expenditures								
	Capital Costs			-	1,800,000	2,500,000		
	Other Operating Costs				225,938	979,063	90,700	92,061
	Salaries & Wage increases			-	-	294,289	303,118	309,180
	total additional			-	2,025,938	3,773,352	393,818	401,241
Transfer of Surplus to Capital Asset Superior			-\$1,150,000	-\$1,150,000	-\$1,150,000	-\$1,150,000	-\$400,000	
	Transfer to Capital Asset-Windows/other projects				-\$100,000	-\$100,000	-\$100,000	-\$100,000
	Repay Road Loan to Township				\$0	-\$53,906	-\$53,906	-\$53,906
Fund Balance Beginning of the Year			\$1,389,616	\$1,714,303	\$1,978,331	\$1,523,906	\$542,342	\$952,999
	Funds from Capital Improvement				\$1,650,000	\$3,000,000	\$350,000	
	Funds assigned from surplus to other							
Fund Balance End of the Year		\$1,389,616	\$1,714,303	\$1,978,331	\$1,523,906	\$542,342	\$952,999	\$1,421,793
	Funds from Capital Campaign			\$500,000	\$1,000,000	\$500,000		
	With Capital Campaign	\$ 1,389,616	\$1,714,303	\$2,478,331	\$3,023,906	\$2,542,342	\$2,952,999	\$3,421,793

General Assumptions (Year ending 11/30)	2018	2019	2020	2021	2022	2023	2024
Scenario 1							
Total Taxable Value 6/30	1,738,697,594	1,760,779,053	2,051,378,197	2,126,785,443	2,148,053,297	2,169,533,830	2,191,229,169
Taxable Value Changes	1.27%	2.93%	3.68%	1.00%	1.00%	1.00%	2.50%
Adjusted Taxable Value 7/1	1,760,779,053	1,812,338,467	2,126,785,443	2,148,053,297	2,169,533,830	2,191,229,169	2,246,009,898
Current Mills (Summer)	0.0018595	0.002535	0.0025252	0.002521412	0.002521412	0.002521412	0.002521412
adjustment for PPT	-	-	-	-	-	-	-
Less captures/adjustments	60,412	(24,465)	(55,000)	(55,000)	(55,000)	(55,000)	(55,000)
Tax Revenue	3,334,580	4,569,813	5,315,559	5,361,128	5,415,289	5,469,992	5,608,117
Investment Earnings		3.00%	0.50%	0.20%	0.10%	0.25%	0.50%
Wage increases				3.50%	3.00%	3.00%	2.00%
Insurance Increases/decreases	6.39%	8.00%	8.00%	8.00%	8.00%	8.00%	8.00%
Inflation	2.00%	2.00%	1.00%	1.50%	1.50%	1.50%	1.50%

Significant Assumptions for Superior projections and FB effect Revised August 2020:

- Projections utilize actual historical data through 11/30/2019 and approved budget 2020
- All current millage amounts remain in effect throughout the projection period
- Recent events will have a negative effect on property values in the district through 2023
 - HEADLEE is NOT expected to occur until 2023
 - Property values will not increase at recent growth levels
- Payroll cost increases follow first the existing union contract, and then use a 3%, 3%, 2% increase beginning June 2022
- Insurance budgeted for 8% increase year over year
- Investment earnings (rate of return on deposits with financial institutions) budgeted low through 2024
- Original Construction costs (per 2018 version titled "architects timeline") have been increased
 - Prior version \$3,500,000 (Construction Costs)
 - Recent version \$4,300,000 updated by Lisa
- Recent Estimate of Collection and Technology and Architects fees Schedule \$1,205,000
- Some Funds still to spend in 2019-2020; 2020-2021 begin in earnest
 - March 2021 Break Ground – March/Summer 2022 opening
 - Majority of construction costs expended throughout this period
 - December 1, 2021 Hire and train additional staff for new building and outreach
 - Superior Branch
 - Manager
 - 2FT Librarians
 - 2PT Librarians
 - 2PT Para Pros
 - 1FT Clerk
 - 3PT Clerks
 - Other Related Staff
 - PT Security
 - PT Facilities
 - 1FT Outreach Librarian
 - 1PT Outreach Librarian
 - 1FT Para pro driver
 - 2PT Para Pro Driver
 - 1PT Para Pro
- Collection and Tech Fees to begin December 1, 2021 for summer 2022 Opening
- Assumptions about Fund Balance
 - As of 6/30/20 Board has committed \$2,230,000 of FB to Project
 - As of 6/30/20 The Cap Asset replacement FB was \$1,679,334
 - At 11/30/19 The unassigned general Fund FB per the Audit was \$1,714,303
 - The board has committed \$217,500 of Cap Asset for the WH Window Project Phase 1 in 2020
 - Remainder of Window project (\$260,000 budgeted for 2021) comes from surplus in 2021
 - \$100,000/year budgeted for other capital asset replacements from surplus after window project
 - Take out Fines, Guest pass café rent beginning in 2020-2021
 - Penal Fines reduced for this year and somewhat reduced for next

Ypsilanti District Library
Superior Branch Library Construction Project Budget
August 18, 2020

Revenues

Designated YDL fund balance	\$	2,300,000
Capital Campaign:		
<i>MCACA Capital Improvements grant</i>	\$	50,000
<i>Ann Arbor Farm & Garden grant</i>	\$	5,000
<i>Private donations to-date</i>	\$	60,559
<i>Campaign pledges to-date</i>	\$	4,000
<i>Projected additional donations/grants/crowdfunding</i>	\$	1,863,273
Grand Total:	\$	4,282,832

Expenses

Construction budget estimate (8/2020):	\$	4,300,000
Architectural design services:	\$	360,000
Technology:	\$	100,000
Opening day collection (est):	\$	440,000
Endowment fund contribution	\$	200,000
Other costs (legal, surveys, permits, etc.):	\$	103,300
Grand Total:	\$	5,503,300

Anticipated Groundbreaking: March 2021 **

Anticipated Library Opening: March 2022

** COVID-19 has delayed site plan approval for our project. A fall 2020 groundbreaking was originally planned.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/16/20 **Additional notes 8/18/20**
Re: Capital projects budget discussion

Our Superior library building project budget is finally close to being nailed down. The \$2.1M budget proposed in 2017 that we used to calculate our millage request has grown considerably given sharply escalating construction costs and plans to expand the size of the building from 6,000 to 7,800 square feet. We've had to make some difficult choices to keep costs under control. To give our Superior residents the facility they want and need, we've launched a capital campaign to raise additional funds to support the building project. At this early stage we can't say how close we'll get, but the committee has a \$2M goal.

I've presented an overview of this and a number of other known capital needs below to get us on the same page. I'd like to hold an open discussion to help prioritize projects and determine your comfort level with spending our reserves.

New Superior Building

The Superior construction budget currently stands at \$3.2M. With the inclusion of architectural services, interiors, technology and other costs, I calculate the overall budget to fall at \$4M plus the purchase of an opening day collection (TBD). **With Covid and Road Commission delays, we are now up to \$5.5M including the opening day collection and a \$200K contribution to the Endowment fund.**

If the fund balance designation resolution earlier in the meeting agenda is approved, we will have committed \$2.3M toward this project. I will recommend another \$1.15M be committed in January 2021 to total \$3.45M. The balance and more should be made up by capital campaign dollars as the building nears its summer 2021 completion. Additional features will be added/restored to the plan depending on our fundraising success.

Whittaker Curtain Wall Windows

This project was reviewed in depth at the December Special Board meeting. The approach the Board favors is to tackle the problem in phases, building an access road, replacing the head and the sill this year. Following the meeting I consulted with Betsy Baird on a budget for this phase: approximately \$207,000. **Board approved \$217,000.**

The plan under consideration saw us in future years implementing the remainder of "option 3B" window remediation in phases to be determined. This will obviously also come at a significant overall cost.

Whittaker Parking Lot

In 2017 the Board commissioned a phasing plan for replacing the deteriorating pavement at Whittaker. That fall the main drive and traffic circle were replaced, and work was performed to

mitigate flooding from the water retention basins. This phase was urgently needed due to the damage AAATA bus traffic and pooling storm water had inflicted. Three additional phases of work remain – the North parking lot and two South lots. These were put on hold pending millage results.

The attached pavement renovation phasing plan and estimate of probable construction costs provide detailed information on this project. For reference, however, the Phase 1 site construction's projected cost total was \$167,049, while the actual awarded bid three years ago was \$102,765. Ypsilanti Township has expressed interest in jointly putting Library and Township pavement out for bid in 2021 for additional cost savings. I don't think we can wait any longer than that to take care of the next phase, as despite patching, the lots are in rough shape. **Unclear what Covid has done to the Township's desire to proceed with this next year.**

Space Utilization Study Findings

Everyone is excited about the possibilities explored by KRM Architecture, especially adding space to the Michigan Avenue building. The Board is also well aware of the lighting issues at Whittaker discussed in the report. Cost estimates were presented in October; I will give each of you a copy of the final project book at this meeting to review. There is no timeline for these improvements, but they are desired by both the staff and the public.

Whittaker Café Space

Beezy's Library Café will cease operations at the end of March. I am working to plan a modest renovation to turn the space into a vending and seating area. Although this was unexpected and not budgeted, I would like to make this transformation complete by summer. **Covid derailed this plan. As it is unclear how long we will be social distancing, this will remain on hold.**

Michigan Avenue Plaza

Improvements to the pavement and lighting remain priorities for both safety and appearance of the Plaza. I will draft an RFQ to identify a replacement pavement contractor in the next month. We have received a donation to seed lighting improvements; I plan to apply for a Façade grant from the City to assist further with this project. **Also delayed by Covid.**

Two other things on my long-term radar:

- **Invest in a new ILS (Integrated Library System), as our current platform is quite dated and many desired features are not available. This is a major project.**
- **Begin building a capital fund for Technology, so when we need to replace computer systems there is money to draw from.**