

Board of Trustees

2020 Information Packet



Wednesday
September 23, 2020
6:30pm
YDL-Virtual



Ypsilanti District Library
YDL Board Meeting, September 23, 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 August 26, 2020 Virtual Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. August 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 type="checkbox"/>	<input 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. FY 2019-2020 Budget Amendment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Award of snow removal contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of site clearing recommendation for Superior building project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Consideration of a proposal to replace the Whittaker Fire Alarm Control Panel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, August 26, 2020 (Unapproved)

CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:33 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 Head of Outreach Services Mary Garboden

APPROVAL OF THE AGENDA

Trustee McGee moved to approve the meeting agenda. Trustee Steimel supported this motion.

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

PUBLIC COMMENT

NONE

CONSENT AGENDA

Trustee Kennedy moved to approve the consent agenda (July 22, 2020 Virtual Meeting minutes, and July 2020 Financials and Check Registers) Trustee Maddix supported this motion.

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

COMMITTEE REPORTS

- Superior Township Planning:
 - The design team is moving ahead with the site plan approval process
- Fundraising committee:
 - Lisa and Chris have made contact with three large foundations this month.
 - The presentation that was given to the county commission was very well received.
 - The Capital Campaign committee will meet again in Mid- September.

REPORT OF THE LIBRARY DIRECTOR

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

- We had another leak in the basement at Michigan Avenue, similar to last summer. Some children's books have water damage. Lisa met with Jared from Terracon this morning for input.
- Mobile hot spots have been ordered. The wireless upgrade is proceeding steadily.
- Jessee Morgan (Para- Pro at Michigan Ave.) has resigned.
- Hiring for the open Whittaker Customer Service position is in progress.

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, August 26, 2020 (Unapproved)

- Interviewed candidates for the open Computer Technician position. Contacted references of two to make final decision.

NEW BUSINESS

- A. Award of interior painting contract for Michigan Avenue

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: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

- B. Discussion of Superior project budget and fund balance projections – Lisa reviewed the projections prepared by the Accountant. The consensus of the Board is that the public has spoken and the Superior building must be our first priority. The possible dip in fund balance will be overcome with time.

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, August 26, 2020 (Unapproved)

BOARD MEMBER COMMENTS

Trustee	Comment
Bethany	I love the “hand picked for you” service.
Theresa	I am excited about the new wireless.
Kay	The staff is doing a great job.
Pat	No comment
Kristy	No comment
Brian	No comment
Jean	No comment
Lisa	No comment

Adjournment

Trustee Kennedy moved to adjourn at 7:38 p.m. Trustee Williams seconded this motion.

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

Nays: None

Motion passed.

Financial Report

Check Register Report

Date: 09/17/2020

Time: 11:07 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								
72435	08/06/2020	C Printed			0000000025	AFLAC	#15 & #16	163.48
72436	08/06/2020	C Printed			NUAK	NUOLA AKINDE	family town hall 8/1/2020	350.00
72437	08/06/2020	C Printed			ALER	ALERUS FINANCIAL	YDL contribution	17,270.58
72438	08/06/2020	C Printed			AES	ALLIED EAGLE SUPPLY CO	towels	150.76
72439	08/06/2020	C Printed			JOAN	JORDAN ANDERSON	noise permit workshops 2020	300.00
72440	08/06/2020	C Printed			BASIC	BASIC	july 2020 admin fee	63.20
72441	08/06/2020	C Printed			BATT	BATTERIESPLUS	battery recycle	6.25
72442	08/06/2020	C Printed			BENCH	BENCHMARK DESIGN STUDIO	curbside parking signs	443.00
72443	08/06/2020	C Printed			BA	BLACKSTONE PUBLISHING	the room where it happened	34.94
72444	08/06/2020	C Printed			IBM	ISABEL BRUSH MINDELL	internship 7/19-8/8/2020	1,546.00
72445	08/06/2020	C Printed			CAMPINC	CAMPBELL, INC	Whit-power out restart	259.00
72446	08/06/2020	C Printed			JCARY	JAMES CAREY	3/6-7/24/2020 service	940.00
72447	08/06/2020	C Printed			CDW	CDW GOVERNMENT, INC.	video kit	236.55
72448	08/06/2020	C Printed			0000000567	CENTER POINT PUBLISHING	last train to london	93.48
72449	08/06/2020	C Printed			CINAZZ	CHIN-AZZARO LLC	noise permit workshop 2020	100.00
72450	08/06/2020	C Printed			CLHI	CLARK HILL	service 6/30/2020	122.50
72451	08/06/2020	C Printed			CSV	CUSTOM SOUND & VISION	WIFI installation-85	6,419.70
72452	08/06/2020	C Printed			0000000039	DEMCO, INC.	month labels	43.51
72453	08/06/2020	C Printed			KADU	KATELYN DURST	noise permit 2020	200.00
72454	08/06/2020	C Printed			ERDU	ERICA DUTTON	reflec medit 8/7-8/28/2020	100.00
72455	08/06/2020	C Printed			ENV	ENVISIONWARE	remote-rfid reader	1,000.00
72456	08/06/2020	C Printed			FIND	FINDAWAY WORLD, LLC	boy from the woods	388.13
72457	08/06/2020	C Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH	june 2020 service	42.00
72458	08/06/2020	C Printed			GFEC	GALLAGHER FIRE EQUIPMENT	server room inspection	332.00
72459	08/06/2020	C Printed			HOMI	MICHAEL HOWELL	noise permit intern 2020	67.50
72460	08/06/2020	C Printed			IPS	INSIGHT PUBLIC SECTOR, INC	juniper - 3	33,706.68
72461	08/06/2020	C Printed			JOCO	JOHNSON CONTROLS	MA 5/1/20-4/30/21	1,952.07
72462	08/06/2020	C Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	18 jasper chairs-MA	7,992.00
72463	08/06/2020	C Printed			0000000051	THE LIBRARY NETWORK	cons rpts 7/120-6/30/2021	2,862.00
72464	08/06/2020	C Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Super 6/24-7/23/2020 coverage	202.67
72465	08/06/2020	C Printed			AFSCME	MICHIGAN AFSCME	deducted 7/9/2020	689.75
72466	08/06/2020	C Printed			A21	MICHIGAN MUNICIPAL	reimburse payment 14A-2 court	170.00
72467	08/06/2020	C Printed			MIDWESTTAPE	MIDWEST TAPE	99178163/99178165/99145041	1,839.94
72468	08/06/2020	C Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	july 2020 service	128.00
72469	08/06/2020	C Printed			OV	OVERDRIVE, INC.	18 items	2,289.68
72470	08/06/2020	C Printed			PATR	PATRON ACCOUNT	return-Mal's Diary	11.99
72471	08/06/2020	C Printed			PW	PLANTWISE	1 of 2 visits 6/29/2020	750.00
72472	08/06/2020	C Printed			PP	PROGRESSIVE PRINTING	support camp book-200	269.00
72474	08/06/2020	C Printed			STAPAD	STAPLES ADVANTAGE	statement 7/25/2020	62.82
72475	08/06/2020	C Printed			TDSM	TDS	7/22-8/21/2020 coverage	1,224.34
72476	08/06/2020	C Printed			TERM	TERMINIX	super 7/15/2020 service	217.00
72477	08/06/2020	C Printed			TERRY BAK	TERRY BAKERY	summer cookie kits	90.00
72478	08/06/2020	C Printed			THYSENKRUPP	THYSENKRUPP ELEVATOR	Whit phone 8/1-10/31/2020	1,254.86
72479	08/06/2020	C Printed			TINK	TINKER TECH CONSULTING	summer chall prize 2020	50.00
72480	08/06/2020	C Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	curbside sub fee 7/2020	385.00
72481	08/06/2020	C Printed			0000000030	VISION SERVICE PLAN - MI	8/2020 coverage	744.52
72482	08/06/2020	C Printed			DAWA	DAVID WARD	noise permit 2020	300.00
72483	08/06/2020	C Printed			WCROD	WASHTENAW COUNTY	6/2020 mtt/stc	984.60
72484	08/06/2020	C Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA 8/2020 service	570.87
72485	08/06/2020	C Printed			0000000021	Y C U A	MA 6/24-7/24/20 service	1,287.75
72486	08/06/2020	C Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 7/31/2020	36.19
72487	08/11/2020	C Printed			DTE ENERGY	DTE ENERGY	whit july 2020 street light	40.18
72488	08/11/2020	C Printed			DTE ENERGY	DTE ENERGY	whit 6/24-7/23/2020 service	10,099.26
72489	08/11/2020	C Printed			DTE ENERGY	DTE ENERGY	MA 6/30-7/30/2020 service	1,384.41

Check Register Report

Date: 09/17/2020

Time: 11:07 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								
72490	08/20/2020	C Printed			AK	AK LAWNCARE	whit #3 billing	530.00
72491	08/20/2020	C Printed			AES	ALLIED EAGLE SUPPLY CO	liner/megawipes	238.92
72492	08/20/2020	C Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	scott renewal	174.00
72493	08/20/2020	C Printed			LOR	BAKER & TAYLOR	statement 7/31/2020	21.94
72494	08/20/2020	C Printed			BAKL	BAKER & TAYLOR #4407662	statement 7/31/2020	272.78
72495	08/20/2020	C Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 7/31/2020	11.96
72496	08/20/2020	C Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 7/31/2020	757.38
72497	08/20/2020	C Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 7/31/2020	822.22
72498	08/20/2020	C Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 7/31/2020	20.78
72499	08/20/2020	C Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 7/31/2020	429.53
72500	08/20/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 7/31/2020 #5906	1,015.98
72501	08/20/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 7/31/2020 #9394	1,117.20
72502	08/20/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 7/31/2020 #5384	651.16
72503	08/20/2020	C Printed			BASIC	BASIC	august 2020 admin fee	63.20
72504	08/20/2020	C Printed			BA	BLACKSTONE PUBLISHING	how to be ant	361.33
72505	08/20/2020	C Printed			BCN	BLUE CARE NETWORK OF MI	september 2020 coverage	37,902.81
72506	08/20/2020	C Printed			CDW	CDW GOVERNMENT, INC.	tripp cat6 junction box	540.77
72507	08/20/2020	C Printed			0000000567	CENTER POINT PUBLISHING	the heirloom garden	93.48
72508	08/20/2020	C Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	july 2020 grounds	81.68
72509	08/20/2020	C Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	july 2020 fuel/elec	111.58
72510	08/20/2020	C Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 8/30/20 prop tax 2020	2,777.22
72511	08/20/2020	C Printed			CONSTELL	CONSTELLATION	May-July meter read adjustment	728.80
72512	08/20/2020	C Printed			0000000027	NEWENERGY- DELTA DENTAL PLAN OF MICHIGAN	9/1-9/30/20 coverage	2,867.64
72513	08/20/2020	C Printed			KRD	KATLYN DUDEK	8/19/20 resume -ypsiwrites	75.00
72516	08/20/2020	C Printed			FIND	FINDAWAY WORLD, LLC	court of wings and ruin	904.69
72517	08/20/2020	C Printed			GORDON	GORDON FOOD SERVICE, INC	MA youth	137.90
72518	08/20/2020	C Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 8/13/2020	248.95
72519	08/20/2020	C Printed			IPS	INSIGHT PUBLIC SECTOR, INC	mist stsyems	1,539.58
72520	08/20/2020	C Printed			LCCPL	LIVONIA PUBLIC LIBRARY	lost ILL-#39082131449293	24.95
72521	08/20/2020	C Printed			MNL	MADISON NATIONAL LIFE	due 9/1/2020	1,142.84
72522	08/20/2020	C Printed			MEF	MEDIA EDUCATION FOUNDATION	healing from hate	63.98
72523	08/20/2020	C Printed			AFSCME	MICHIGAN AFSCME	deducted 8/6/2020	647.25
72524	08/20/2020	C Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	russell renewal	85.00
72525	08/20/2020	C Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/2020-7/1/2021 policy prem	1,709.00
72526	08/20/2020	C Printed			MIDWESTTA	MIDWEST TAPE	hoopla ending 6/30/2020	17,550.32
72527	08/20/2020	C Printed			MIDWESTTA	MIDWEST TAPE	99226554/99220678/99226552	1,481.35
72528	08/20/2020	C Printed			OV	OVERDRIVE, INC.	20153872/20067451	4,792.93
72529	08/20/2020	C Printed			QUAD	QUADIENT LEASING USA, INC.	6/5-9/4/2020 lease	237.00
72530	08/20/2020	C Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	handbook-US labor stats 2020	206.26
72531	08/20/2020	C Printed			SATEOFMICH	STATE OF MICHIGAN	Flex plate renewal	171.00
72532	08/20/2020	C Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	6/16-7/15/2020 service	7.40
72533	08/20/2020	C Printed			AMAZ	SYNCB AMAZON	statement 7/10/2020	3,039.08
72534	08/20/2020	C Printed			U	ULINE	2 bushel box trucks	679.95
72535	08/20/2020	C Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	curbside sub fee	90.00
72536	08/20/2020	C Printed			VERIZON	VERIZON WIRELESS	7/10-8/9/2020 service	434.70
72537	08/26/2020	C Printed			LINC_NAT	LINCOLN NATIONAL LIFE	apr-jun 2020 coverage	245.52

Total Checks: 100

Checks Total (excluding void checks):

189,375.17

Check Register Report

Date: 09/17/2020
Time: 11:07 am
Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
Total Payments: 100					Bank Total (excluding void checks):			189,375.17

Check Register Report

Date: 09/17/2020

Time: 11:07 am

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Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
FIFTH THIRD BANK Checks								
1001	08/11/2020	Printed			NEDER	NEDERVELD	7/1-7/31/2020 service	1,800.00
1002	08/11/2020	Printed			ONE	O'NEAL CONSTRUCTION, INC.	june 2020 services	8,616.00
1003	08/24/2020	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	3/29-6/27/2020 service	36,037.50

Total Checks: 3

Checks Total (excluding void checks):

46,453.50

Total Payments: 3

Bank Total (excluding void checks):

46,453.50

Total Payments: 103

Grand Total (excluding void checks):

235,828.67

**Ypsilanti District Library
Balance Sheet
August 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 08/31/20
Assets:						
Cash: Checking	343,352	435,833	325,888	30,254	243,356	922,861
Savings	2,276,388	2,191,873	2,414,562	2,311,968	2,318,328	1,976,360
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	2,936,376
Receivables & Other assets	37,821	17,384	36,272	49,282	98,153	104,497
Total Assets	2,664,319	2,680,432	2,814,600	2,426,996	2,695,077	3,040,874
Liabilities	425,334	334,400	509,097	145,758	85,577	120,014
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	1,708,727
Total Fund Balance	2,238,985	2,346,032	2,305,503	2,281,238	2,609,500	2,920,860
Total Liabilities & Fund Balance	2,664,319	2,680,432	2,814,600	2,426,996	2,695,077	3,040,874

Ypsilanti District Library
Period Ending 08/31/2020 (75% 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 08/31/20 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	4,526,837	1,180,162	79.3%
Expenditures								
Dept 100 Administrative	1,882,646	1,996,606	2,046,192	2,074,121	2,288,226	1,475,837	812,389	64.5%
Dept 200 Michigan Ave.	531,686	560,976	570,105	567,512	585,072	392,927	192,145	67.2%
Dept 300 Outreach/bookmobile	105,513	85,794	83,090	87,152	88,009	62,040	25,969	70.5%
Dept 400 Outreach/Superior Township	152,355	151,311	158,283	153,941	158,567	117,944	40,623	74.4%
Dept 500 Whittaker Rd	1,099,241	1,096,935	1,123,928	1,113,538	1,151,393	755,386	396,007	65.6%
Dept 600 Donations	53,483	43,328	31,845	-	-	11,953	(11,953)	NA
Dept 700 Grants	27,778	12,190	12,323	-	-	2,025	(2,025)	
Total	3,852,702	3,947,140	4,025,766	3,996,264	4,271,267	2,818,110	1,453,157	66.0%
Net Revenue Over Expenditures	(41,890)	(22,909)	1,480,895	1,668	1,435,732	1,708,727		
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	4,320,860		

**Ypsilanti District Library
General Fund
Period Ending 08/31/2020
(75% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 08/31/20 ACTUAL	YTD AS A % OF BUDGET
Revenue							
403.000	Superior Township Tax Levy	609,929	619,558	896,999	905,226	773,123	85.4%
425.000	City of Ypsilanti Tax Levy	565,186	589,334	808,325	839,033	377,065	44.9%
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	3,046,779	84.8%
441.000	Renaissance Zone Reimb			39,574	40,000	66,633	166.6%
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	19,625	31.9%
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	84,478	79.8%
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	450	18.0%
681.000	Donations Designated			18,850		9,100	
681.080	Donations/Memorials	2,425	711	2,629	600	4,009	668.2%
683.100	Trustee Party Revenue	0	0	0		0	NA
687.000	Interest/Checking	1,020	1,727	3,233	4,000	872	21.8%
687.010	Interest/Savings	7,457	7,050	15,331	11,500	6,803	59.2%
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	4,507,279	79.0%

**Ypsilanti District Library
General Fund
Period Ending 08/31/2020
(75% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGET	YTD 08/31/20 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	605,794	614,161	625,703	736,710	492,609	66.9%
702.050	Board Stipend	0	0	0		0	NA
702.100	Professional/Accounting	5,620	5,340	6,500	7,500	2,880	38.4%
702.150	Bank Fees	3,500	5,521	5,829	6,840	2,664	38.9%
702.900	Salary/Subs	18,578	11,314	16,427	18,513	4,124	22.3%
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	8,342	67.5%
715.000	Employer Payroll Tax	144,002	141,453	144,670	155,780	110,283	70.8%
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	53,240	52.8%
719.000	FSA Admin Fee		583	691	758	525	69.3%
727.000	Office Supplies	31,342	28,245	28,789	32,400	14,350	44.3%
727.200	Supplies-Facility	21,858	15,582	19,577	23,700	11,667	49.2%
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	5,495	53.7%
754.000	Health Insurance	350,013	361,244	371,049	359,537	274,240	76.3%
756.000	Delta Dental	36,158	37,616	36,153	35,601	22,946	64.5%
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	3,304	80.2%
759.000	Vision Service Plan	7,726	8,679	8,811	8,940	6,623	74.1%
762.000	STD/LTD (Disability Insurance)	9,644	10,542	12,076	12,205	9,772	80.1%
769.000	Printing & Publishing	12,538	19,300	5,427	8,300	7,372	88.8%
769.050	Classified Advertising	122	606	993	800	210	26.3%
774.050	Digital Collection	17,244	22,298	31,726	196,685	93,220	47.4%
774.100	Data Bases	56,524	79,791	93,136	24,992	16,072	64.3%
774.800	System Wide DVDs	7,414	6,396	5,182	3,999	2,906	72.7%
774.900	All Materials Processing	25,724	30,750	25,838	23,992	8,656	36.1%
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	3,951	22.9%
801.500	Learning Never Gets Old	2,132	2,000	1,962	2,000	1,306	65.3%
802.000	Mileage/Travel Reimbursement	3,901	2,017	2,883	5,000	257	5.1%
804.000	Workshops/Training	2,957	2,361	3,916	4,500	1,987	44.2%
805.000	Memberships & Dues	4,988	5,455	5,436	5,000	4,411	88.2%
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	138,726	66.4%
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	7,819	54.5%
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	11,323	68.8%
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	2,838	70.9%
975.500	Legal - Negotiations	0	0	12,765	0	0	
980.000	Professional/Contractual	57,565	91,121	83,193	32,427	11,790	36.4%
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	3,429	33.6%
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	985	24.6%
984.050	Contributions/Endowment	0	0	0			NA
Total		1,882,646	1,996,606	2,046,192	2,288,226	1,475,837	64.5%

**Ypsilanti District Library
General Fund
Period Ending 08/31/2020
(75% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 08/31/20 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	382,076	393,684	404,679	406,782	309,354	76.0%
702.800	Salaries-Pages	6,716	7,423	7,271	9,690	3,151	32.5%
771.000	Adult Books & Processing	32,180	31,369	31,227	25,191	10,978	43.6%
772.000	Youth Books & Processing	17,990	18,216	17,891	15,345	4,368	28.5%
776.000	Periodicals - Adult	4,133	3,949	4,244	4,199	2,963	70.6%
776.050	Periodicals - Youth	172	236	206	250	0	0.0%
778.000	Adult Audio/Visual	12,880	13,143	11,112	9,497	3,475	36.6%
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	6,992	99.9%
840.000	Repair & Maintenance - Building	7,008	28,501	15,255	20,000	7,429	37.1%
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	4,240	37.4%
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	1,713	90.2%
940.000	Phone	4,411	4,500	4,514	4,631	3,028	65.4%
943.000	Natural Gas	5,059	4,317	3,359	4,030	3,110	77.2%
947.000	DTE - Electric	16,155	16,432	16,452	19,235	10,111	52.6%
949.000	Ypsilanti Comm Utilities Auth	5,038	5,625	4,802	5,569	4,611	82.8%
Total		531,686	560,976	570,105	585,072	392,927	67.2%
Dept 300 Outreach/bookmobile							
702.000	Salaries	70,396	66,998	68,078	68,658	51,854	75.5%
775.000	Library Materials	5,370	4,930	4,478	4,998	2,611	52.2%
840.000	Repair & Maintenance	25,925	8,487	5,109	8,693	6,017	69.2%
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	62,040	70.5%
Dept 400 Outreach/Superior Township							
702.000	Salaries	139,331	136,949	144,398	144,747	110,601	76.4%
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	666	66.6%
840.050	Snow Removal & Lawn Care	980	980	898	1,200	735	61.3%
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	757	65.4%
943.000	Natural Gas	695	756	573	844	608	72.1%
947.000	DTE - Electric	901	993	1,013	1,145	697	60.9%
949.000	Ypsilanti Comm Utilities Auth	84	84	88	275	67	24.2%
Total		152,355	151,311	158,283	158,567	117,944	74.4%

**Ypsilanti District Library
General Fund
Period Ending 08/31/2020
(75% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-2020 BUDGET	YTD 08/31/20 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	696,325	684,699	696,339	699,097	530,260	75.8%
702.800	Salaries-Pages	34,074	37,920	34,553	42,024	13,571	32.3%
771.000	Adult Books	62,754	64,203	64,635	54,182	23,459	43.3%
772.000	Youth Books	32,890	32,150	38,784	35,988	9,248	25.7%
776.000	Periodicals - Adult	5,399	5,910	5,915	5,998	5,336	89.0%
776.050	Periodicals - Youth	848	852	898	900	759	84.4%
778.000	Adult Audio/Visual	26,119	23,585	21,217	17,794	10,002	56.2%
779.000	Youth Audio/Visual	9,328	7,979	7,300	6,598	2,822	42.8%
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	16,181	79.3%
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	11,130	49.2%
900.000	Programs - Adult	2,808	3,325	3,765	4,200	1,242	29.6%
901.000	Programs - Youth	4,705	5,122	6,298	6,500	10,986	169.0%
903.000	Equipment Maintenance	0	83	6,336	3,000	300	10.0%
940.000	Phone	8,490	8,950	9,029	9,193	6,055	65.9%
943.000	Natural Gas	26,168	31,856	25,609	31,156	20,491	65.8%
947.000	DTE - Electric	100,297	101,664	103,549	105,406	58,924	55.9%
949.000	Ypsilanti Comm Utilities Auth	5,225	5,617	5,069	6,310	2,522	40.0%
980.000	Professional/Contractual	0	0	0	0		NA
Total		1,099,241	1,096,935	1,123,928	1,151,393	755,386	65.6%
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		11,953	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		2,025	NA
Total	Net -- restricted for future	4,311	4,724	2,118		7,055	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	4,526,837	66.0%
Total Expenditures		3,852,333	3,947,140	4,025,766	4,271,267	2,818,110	
	Net Revenue Over Expenditures	-41,521	-22,909	1,480,895	1,435,732	1,708,727	
	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	4,320,860	

**Ypsilanti District Library
Balance Sheet
August 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 08/31/20
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
August 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 08/31/20
Assets:						
Cash	611,746	594,787	417,120	417,120	1,481,745	2,786,611
Total Assets	611,746	594,787	417,120	417,120	1,481,745	2,786,611
Liabilities	-	-	-	-	-	-
Fund Balance	611,746	594,787	417,120	417,120	1,481,745	2,786,611
Total Liabilities & Fund Balance	611,746	594,787	417,120	417,120	1,481,745	2,786,611

Ypsilanti District Library
Capital Expenses
Period Ending 08/31/2020 (75% of Year)

ACCT #	ACCOUNT NAME	YTD 08/31/20 ACTUAL
Revenue		
683.800	Superior Library Designated	46,550
688.000	Interest	4,473
Total		51,023
Dept 400 Superior Construction		
Expenditures		
702.150	Bank Fees	74
910.000	Site Development	-
975.000	Legal/Attorney	3,368
981.000	Architect Fees	93,110
983.000	General Contractor	49,605
		-
TOTAL		146,157
Total Revenue Over Expenditures		(95,134)
Beginning Fund Balance		2,881,745
Ending Fund Balance		2,786,611


Current Board Assignment

Communications

COVID-19 TESTING

at the Ypsilanti District Library
5577 Whittaker Road

 Ypsilanti District Library
5577 Whittaker Road

 Saturday, Sept 26, 9 am - 1:00 pm
Register <http://bit.ly/WCHDfreetests>
*Please do NOT line up early.

FREE
Please
register

Who? Anyone. Symptoms or not.
No cost to you with or without insurance.



Testing is important. It's safe.
Protect yourself. Protect your community.

Symptoms of COVID-19 include:



Fever



Cough



Shortness
of breath



Muscle
aches



Severe
tiredness



Chills



New loss of
taste or smell



Diarrhea



Runny nose
or sore throat

For more information and additional testing sites:

www.washtenaw.org/COVID19test * 734-544-6700 * L-wchdcontact@washtenaw.org

In partnership with the Michigan Department of Health and Human Services with support from the National Guard





STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

September 4, 2020

Ypsilanti District Library
5577 Whittaker Rd
Ypsilanti, MI 48197-9752

Dear Director:

We have received, from the Department of Treasury, the calculated amount of tax revenue lost due to the renaissance zone in your service area.

Based on these figures, we processed checks via mail or electronic funds transfer to the libraries on August 25, 2020. The amount calculated by Treasury for your library was \$66,633.17.

If you have any questions concerning how your library amount was calculated, please contact Mr. Howard Heideman, Director of Tax Policy, Office of Revenue and Tax Analysis at (517) 335-7437.

Sincerely,

A handwritten signature in cursive script that reads "Randy Riley".

Randy Riley
State Librarian

LIBRARY OF MICHIGAN

702 WEST KALAMAZOO STREET • P.O. BOX 30007 • LANSING, MICHIGAN 48909
www.michigan.gov/libraryofmichigan • 517-335-1516

Committee Reports

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 9/18/2020

Re: Superior Planning Committee report

- Our legal team is tweaking the easement language based on input from the design team.
- OHM, the firm Superior Township engaged to manage the road widening project, now believes the work should wait until spring. In addition to hopefully receiving lower construction bids, this would also allow us to run utility piping, etc. under the road more affordably.
- The Township Board will consider the site clearing costs at its 9/21 meeting, paving the way for your consideration of the balance in New Business C.
- We are targeting the October Planning Commission meeting for final site plan approval.

Director's Report and attachments

Library Director's Report

September 23, 2020

Five Years Together

My first day at YDL was 9/8/2015. We've accomplished so much in this five years! We wrote a strategic plan, rebranded, improved security measures, passed a millage, watched a major solar eclipse, launched TALK, became 501(c)3, celebrated 150 years as a library, and are serving our public through a pandemic. We *will* build a library in Superior! I still feel honored and excited to be working to make a difference in my home community. Thank you all for taking this journey with me.

Facilities:

- Work began on the Whittaker windows project on 9/14, with AJC Contracting building the access road behind the building. Crossing our fingers for continued good weather! The entire project is expected to take 6-8 weeks.

Financial:

- Last month I reported that Penal Fines were down about \$21,000 due to COVID. This month we received our Renaissance Zone reimbursement check, in the amount of \$66,633.17. As we'd budgeted \$40,000, this made up for the Penal Fines shortfall and then some. (Whew!)

Fundraising:

- In response to my 8/7 presentation and request, the Washtenaw County Board of Commissioners is expected to consider an allocation toward the Superior Capital Campaign the night of our Board meeting.

Personnel:

- Part-time Para-Professional Scott Marlowe voluntarily transferred from Michigan Avenue Youth to Adult Services. We've posted two Youth Para-Professional openings since, one for Michigan Avenue and one for Whittaker.
- Our new Computer Systems Technician, Chris Slay, began his duties at YDL on 9/8. He brings a wealth of experience from IT positions with the City of Milan, and has already been digging in with projects.
- We will soon welcome Kathryn Ziegler as a new Part-Time Customer Services Clerk at Whittaker Road.
- We received 9 applications for the part-time TALK Project/Youth Department Para-Professional position. Interviews are scheduled for Tuesday; stay tuned.

Technology:

- Scott Ostby has been working steadily on the Wi-Fi upgrade since new equipment purchases were approved in June. On 9/17 he activated the new system at Whittaker. It's a huge improvement! Our patrons are going to be thrilled. Now that the back end is complete, Michigan Avenue and Superior should be added very soon. IT and Facilities will coordinate to rent a large lift to install an outdoor unit at Michigan Avenue and work on parking lot lights.

Of Note:

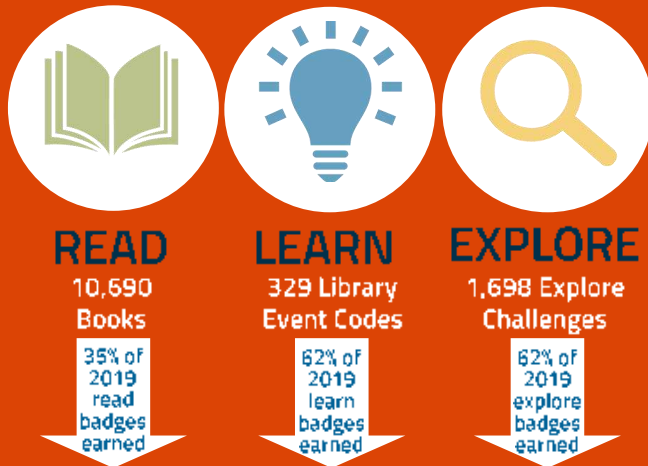
- Jodi Krahne and I held a TALK kick-off meeting with MCLS on 9/1, and the new texting platform is in development. Our Spanish translation team is on board and working out the intricacies of handling diacritics in the text messages.
- Jodi and I also presented a Library of Michigan webinar on 9/15 to give Michigan librarians a sense of what we'll be offering when TALK goes statewide.
- I attended several sessions of the EveryLibrary Library Advocacy and Fundraising Conference this week.
- The trial of our curbside printing service has been a tremendous success and will expand to Whittaker on 9/21.
- We will hold a flu shot clinic in the Whittaker garage on 9/23 from 2-5:30. Thank you to Walgreen's and the Health Department for helping us expand this from staff and Board only to the general public.
- The Washtenaw County Health Department will offer pop-up Covid testing in the Whittaker parking lot on 9/26 from 9-1.
- YDL will soon offer Creativebug, a database of craft classes and workshops. Based on survey data, we believe patrons will love it!

SUMMER CHALLENGE

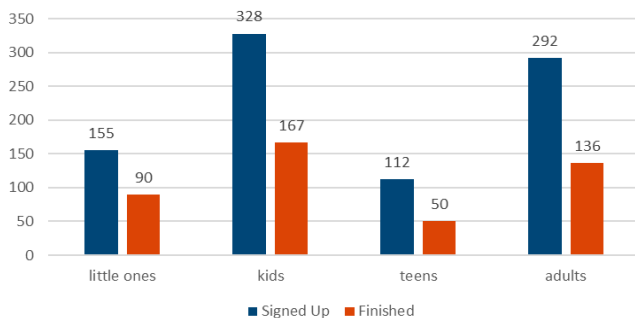
2020 End of Summer Covid-19 Report



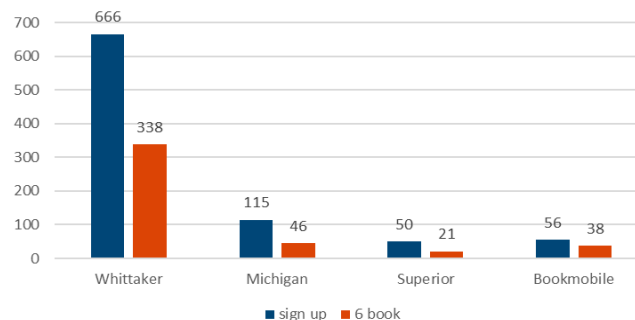
ACTIVITIES LOGGED



SIGN UPS AND 6 BOOK PRIZES BY AGE GROUP



SIGN UPS AND 6 BOOK PRIZES BY LOCATION



This summer, to help prevent the spread of Covid-19, the library was closed to the public except for curbside service. We were able to work from the previously established Summer Challenge to offer a summer learning program that was completely online. However, without being able to visit schools to register students and without camps to partner with, less than 1/3 of the usual number of participants signed up.

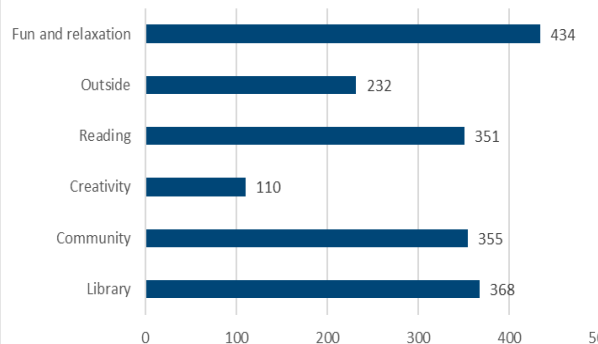
Those who did play were actively reading, seeking out codes on our Summer Learning webpages, and completing challenges created by library staff from June 13-August 31.

Staff quickly adapted, learning how to offer workshops and meetups on Zoom, livestream storytimes on social media, and create engaging asynchronous online learning activities for people to do at home.

EXPLORING LIBRARY SERVICES AND THE COMMUNITY

Participants earned badges by exploring library services such as YDL's app and Hoopla; exploring the community by eating local, visiting parks, and searching for Little Free Libraries, geocaches, and historic markers; and getting creative or playing games at home.

NUMBER OF EXPLORE BADGES EARNED BY CATEGORY



4 geocaches boxes we hid around town were found 100 times!

887 people signed up for the Summer Challenge

27% of 2019 participants

443 (50%) of participants read at least 6 books

27% of 2019 participants



A higher percentage of participants completed Explore Challenges. A few pictures of submissions are above!



PRIZES

- Black Stone Bookstore
- Cultivate Coffee
- Decode Ypsilanti
- Henry Ford Museum
- Ypsilanti Running Company
- ModelCave
- Yankee Air Museum
- Fly Art
- Unicorn Feed & Supply

18 grand prize baskets worth \$50 each were awarded to raffle winners

443 \$5 gift cards were awarded to participants who read at least 6 books

97 Buffalo Wild Wings coupons for a free meal or appetizer were awarded to participants who completed at least 6 Explore Challenges

LUNCH & LEARN

YDL was in charge of summer meal distribution at Parkridge Community Center and also sent staff each Tuesday and Thursday from July 7– August 13 to help distribute meals at Sycamore Meadows.

Families could drive or walk up and pick up 3-4 days of breakfasts and lunches for youth 18 and under.

Thanks to grant funding from Michigan Parks, we were able to assemble and distribute supply kits to help kids and families engage with our online learning activities.

450 Summer Challenge string bags with program related supplies

- 75 Sycamore Meadows food distribution
- 55 Parkridge food distribution
- 75 Lincoln Schools food distribution
- 20 Parkridge Head Start Family gathering
- 75 Second Baptist Church Backpack Giveaway
- 20 Washtenaw Literacy LIFT families
- 80 YDL-Whittaker curbside pickup
- 50 YDL-Michigan curbside pickup

225 supply kits were given to teens

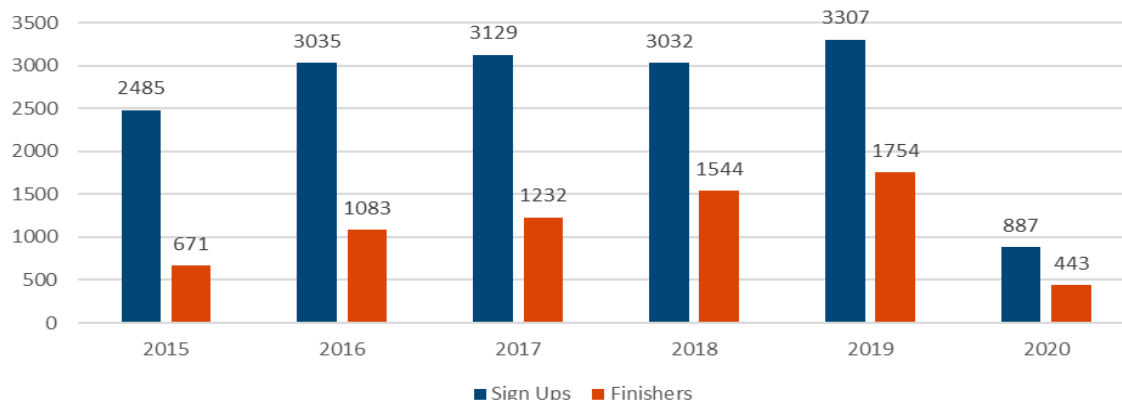
100 supply kits went to little ones



775
SUPPLY KITS
DISTRIBUTED



SUMMER CHALLENGE PARTICIPATION OVER 6 YEARS



ONLINE LEARNING

JUNE-AUGUST, 2020

24 livestream storytimes

90 pre-recorded videos uploaded to YouTube to supplement online programs for all ages

41 themed kids activity pages for asynchronous learning

YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
August 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	\$4,054	\$2,403	\$2,884	\$11,856	\$49,712	\$2,126	
Total Donations	\$64,786	\$73,269	\$71,008	\$97,328	\$100,793	\$10,698	

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
August 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

September 2020

Ongoing Projects

- Acquisitions staff continues to work on our regular tasks such as placing, processing, and cataloging orders from material selectors; sending and receiving MeLCat items; and processing magazines.
- I continue to communicate with Baker & Taylor representatives about order delays. Additionally, there are delays throughout the whole supply chain in the book industry right now.
- I am making good progress on tracking down overdue MeLCat interlibrary loan items.
- Whittaker Youth staff have put together more STEM kits, as well replacing parts of existing ones, and I am working on processing and cataloging them.

New Projects

- I have been researching packaging options and cataloging information for the new wifi hotspots that we received through the CARES Act. I will be working with Julianne on getting them ready for circulation.

Staff News

- Our Acquisitions Clerk who was on medical leave has now returned.

Statistics

- The collection budget is 68% encumbered.
- 240 items were cataloged.
- 1,020 items were added to the collection, including 670 e-items.
- YDL borrowed 791 items from other libraries via MeLCat.
- YDL loaned 938 items to other libraries via MeLCat.

Submitted by Sarah Zawacki
September 17, 2020

Assistant Director
Board Report: September, 2020

The NEH exhibit ***For All the World To See: Visual Culture and the Struggle for Civil Rights*** is up! It is a real shame the public is not able to come in to see it, but we hope to do a stellar job of providing a virtual tour. Thanks are due to Liz Getty for helping me with the filming and editing and to our new IT staff member, Chris Slay, for helping me install a dedicated workstation for learning and working with Adobe Premier. In conjunction with the exhibit, we will provide activity kits for families related to the theme, learning activities for students, and free copies of Ralph Ellison's *The Invisible Man* for "virtual visitors" who complete a survey after the tour.

Lisa and I have been working on a new onboarding tool to orient new staff to all things YDL. We have had to revisit many past practices for hiring due to COVID and felt like there was no better time than now to overhaul the procedure in general. The new document, when finished, will be used by all departments (HR, Admin, IT, etc.) to ensure that new staff members all receive the same updated orientation to the library, including expectations, policies, opportunities, core values, and more mundane necessities, such as platform credentials and the like.

I have also been revamping the "COVID Dashboard," which will be used to compile statistics and unique offerings happening during the pandemic that will need to be reported on the State Aid report at year end. A new daily statistic sheet is also in the works to help staff report measurable activities on a consistent basis. This will be more of a counter tool than a comparison tool because I am ever optimistic that we will not need to compare the pandemic this year to the pandemic next year (!) Oh my.

I have good news to report on the demographic survey. I have found a firm that works with libraries (Social Explorer) that completely "gets" what we are trying to accomplish. They are currently putting together a proposal for me that will overlay Census tract/block data with our internal ILS data to help us understand our patron usage and non-usage patterns. This information will allow us to make strategic plans with solid socioeconomic backing. *Example: Census tract 4 shows that we had X% of residents with library cards 5 years ago, but currently only have Y%. Is the loss in a certain age bracket? Is the loss due to suspended cards due to fines? Has a housing development moved? Are the cards expired?* I'll admit to being a data nerd, but I think this information will be *uber* useful in conducting outreach, planning services, growing/regaining our user base, etc.

As you know, Walgreen's will be here on September 23 for our flu shot "clinic." I have recruited the County Health Department to provide vaccines for infants and youth (Walgreen's does not) so that *everyone in any given household can receive a vaccine. WCHD will have vouchers for uninsured children, and they will have two staff members here to administer the shots.

At end of month we will introduce a new online database for patrons called Creativebug. This is a crafting platform with public performance rights built in. Patrons will be able to take unlimited art and craft classes online, join forums of like-minded crafters, and download patterns, templates, and recipes. We hope to also use this on the staff end to engage with our patrons and provide project supplies via curbside to join a class with your fellow library friends. 😊

On my list for next month is the installation of new catalog widget that will provide a "book carousel" of new materials so patrons can experience a "virtual browse" of the new items in our collections.

Submitted by Julianne Smith, September 17, 2020

Communications & Development

Monthly report: September 2020

Major print pieces produced:

- The Sept/Oct issue of *The Loop* hit mailboxes in early September. It highlighted the election, the 100th anniversary of Women's Suffrage, the new school year, the NEH exhibit, and more. We've already received a number of positive comments from the community about it. One patron had this to say: "Couldn't wait to compliment you on another community-building issue. Great articles, without exception. I am as always so impressed with the depth and variety of the activities, special events and educational opportunities YDL offers. Not to mention the resourcefulness you all are using to function through the pandemic. Kudos all around! I'm sure your staff feels a sense of pride and satisfaction in what they've achieved...well deserved."
- We're finalizing the Annual Report so we can distribute it later this fall.



Promotions

- We've promoted Library Card Sign Up month, unveiling our new online application form, and highlighting books that are available to read widely on our Hoopla and/or Overdrive accounts.
- We'll be expanding/promoting our printing services at Whittaker Road.

Community Relations

- We're partnering with the Washtenaw County Health Dept. to offer free Covid testing at Whittaker on Sept. 26.
- We're partnering with Walgreens to offer a Flu Shot Clinic on Sept 23.
- Some staff are participating in the United Way of Washtenaw County 21-Day Equity Challenge.
- Sam and Lisa are finalizing our final report for the United Way Loop Expansion grant.

Notable Media Mentions/Partnerships

- WEMU covered our curbside service expanding to Michigan Ave.
- Concentrate will cover our TALK grant as part of an upcoming issue the week of 9/21.

Notable Social Media activity

- The post introducing our Roller Skate and Read video series was seen by over 3,100 people and got 24 likes and 21 shares.
- Our Facebook post about Library Card Sign-Up month received over 1,300 views, and almost 50 "engagements," including 6 shares.

Submitted by Sam Killian on September 18, 2020



Customer Services

Monthly report: September 2020

Circulation Stats

Between the dates of August 20 - September 16, we checked out 15,527 items systemwide. Patrons love that they are able to receive items through the MeL system once again. During this same time, we have issued over 97 new YDL library cards.

Staff News

We have completed the search for the new part-time Customer Services clerk at Whittaker Road. The successful candidate is Ypsilanti resident Kathryn Ziegler.

Submitted by John Connaghan on September 17, 2020

Facilities Department

Board Report: September 2020

The Facilities Department is always busy – here are some of the highlights.



O'neal Construction has begun work on the service road behind the Whittaker Road facility. Stone has been delivered. O'neal will be putting into place and compacting it next week.



Campbell, Inc. replaced the heat exchanger on the rooftop furnace above Michigan Ave staff office. The old one was cracked and could potentially leak carbon monoxide to the interior of the building. All is working properly now.

Interior painting at Michigan Ave main floor, stairwell, restrooms, and staff offices will start Monday September 28. ECO Painting expects the project will take 7-10 working days. Facilities will be removing book shelves from the wall, and re-installing them after painting is complete.



We have been helping Adult Services, and the Youth Department with their weeding of unneeded materials. Facilities has boxed up and removed 185 cartons of books and counting. They have been palletized and picked up by Better World Books who give the library a percentage of the book sale when they sell it online.

At Whittaker Road, Johnson Controls/Simplex Grinnell have given us a price to replace our outdated fire alarm panel. It is beginning to fail, and is no longer supported as the technology is no longer produced. They have a replacement that will communicate with our existing components throughout the building.

Submitted by: Jim Reed, September 17, 2020

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

September 2020

Status Report

- **Website** – As of 9/17 we are now operating on a hosted web platform for Ypsilibrary.org. We should expect a range of improvements from site security, operability, and responsiveness.
- **Staff Hiring Process** – We recently hired and welcomed Chris Slay to the IT services department
- **Wifi Replacement** – Wifi is currently installed and being tested in various capacities at all three locations.
- **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.
- **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.
- I'll be looking to perform some server replacement tasks in late fall along with replacing switches to further improve Wifi capacity.

Michigan Ave Board Report

September 2020

Programs:

- Adult craft programs continue to be very popular. LINGO Crafternoons continues to be a hit, with attendees continually expressing how much it means to them to have this interaction every other week. Charline and Jen help out with this program or it would be impossible for us to pull off a relatively involved program. In addition, tonight will Kim will host the inaugural Third Thursday Craft Club by making a spooky globe. Sheila and Kim will share the responsibilities every month.
- Jesse held his last guitar club and is passing the pick to Scott. Scott will host his first one next week. A collaborative music program is difficult to do over Zoom due to the lag. We are exploring options.
- Pat continues to do live storytimes for some of her regular families and has recorded many bedtime tidbits for parents to add to their own reading time with their kids. She will be working on a constellation kit soon.
- Shoshanna has solidified her plans for the Ypsi Stories podcast. She has reached out to many local residents who are eager to tell local historical stories. Recording will start soon and broadcasting will start in November.
- Jenny and former employee, Douglas Gill, will be starting the Raisin in the Sun program this week.
- YpsiGlow has solidified many of their plans for a socially distanced event. Regarding the library, Lynne Settles, Trevor Stone, and Kamron Reynolds have been working with local youth to design two identical 6' x 9' canvases on social justice. The canvases, with numbered colors, will be moved around the Ypsi area to be painted by the community. They will be displayed at Mich Ave and Whittaker Rd, initially outside, then they will be on display inside. In addition, we will be distributing glowy social justice poster-making kits and display the posters in library windows with blacklights. These two projects will be paid for by the balance left from MCACA's New Leaders grant for Noise Permit. YpsiGlow will provide black lighting for the large canvases. They will also be distributing 600 kits with all kinds of supplies and ideas for glowy at-home engagement. The kit distribution is targeted to our lower-income, 100 of the kits will be distributed from the library.

Staff:

- We've had some movement of staff. Jesse Morgan left us for an internship that was the final requirement to get his music therapy degree. He will be missed! Scott Marlowe, from our youth department, has moved into Jesse's adult parapro position. Scott can easily step into Jesse's visual book club and guitar club. We now have an opening for a half time youth parapro position at Mich Ave.
- Most MA staff continue to actively pursue staff development opportunities during their at-home time.

Services:

- We have filled 343 curbside appointments, 4 book bundles requests, 63 printing requests.

Other:

- Mich Ave will get a much needed painting upstairs. We have worked out a system so that we can remain open during the painting which will take 7-10 days. Collections have been moved so that they will be accessible to staff and out of the way of painters. Many thanks to Jerome. He has done much of the heavy-lifting when it comes to moving materials.



Outreach Services Board Report

September 2020

Staff Updates:

- Staff are all holding up. Three staff members have children back in school, so are juggling the responsibilities of helping their children with school while continuing to work and take care of the rest of their responsibilities. I've made some scheduling adjustments to help facilitate the school schedule.

Superior:

- The new printing service has been going well at Superior. During the pilot period, Michigan Ave received the vast majority of the requests. I expect more requests as word spreads.

Projects & Programs:

- We are coordinating with 826michigan to assist in their virtual tutoring program this fall. Nicole will be one of the leads to assist in that project.
- We wrapped up the Senior Calling project. A summary report follows.
- Ken distributed the Loop to various community sites. It was a reduced list from our normal distribution because many places are still not open to the public.
- Liz G continues to work on video tours of the *For All the World to See* exhibit.
- Stacey and I made a seed saving video to supplement a garden to table lesson on seed saving.
- Nicole continues to help with the online storytime rotation and is helping with youth activity packet/content creation.



Bookmobile:

- We are still watching local case numbers to see when we can start using the bookmobile for curbside deliveries. October would be the earliest we would start.
- Nicole is taking advantage of this off the road time to do a big overhaul of the collection. Whenever patrons can browse again, they'll find a nicely refreshed collection.

Learning Never Gets Old

- We continued with online programs such as Senior Advisory Board and an Outsmart the Scammers program. We have a full slate of programs lined up for the Fall.

Submitted by Mary Garboden
September 16, 2020

Senior Calling Project

April – July 2020

Overview of project: Staff who were working from home were able to connect with patrons by calling those ages 55 and up. Scott and John helped generate a list of patrons ages 55 and up in the library's database. Scott set us up with an app to make calls originating from YDL's phone system. We segmented the list into those with email addresses and those without. We first called the patrons ages 75 and up (starting with the oldest first) on the phone-only list, thinking that they would be the most likely to be in need of referrals and information. We continued by calling the same age group in the email list, and continued down the age list going between phone only and then those with email.

Staff involvement: In addition to making calls, Monique assigned lists to staff, reported updated information to John for patron records, and kept track of statistics. Staff who made calls include:

- Shoshanna
- Joy
- Jerome
- Pat
- Dee
- Shania
- Paula
- Sarah
- Mary
- Kittie
- Marianne
- Monique
- Brigitte
- Kelly

Outcomes: We called 2,913 households and had conversations with 1,297 people. Call ranged anywhere from just a minute or two to 30 minutes or more. Some people had many questions or really needed someone to talk to. In the early weeks of calling, we fielded many questions about finding PPE, cleaning supplies, COVID testing, and getting help with unemployment, tax preparation, and stimulus payments. The nature of the questions changed in the later weeks. Many more people wanted help with accessing our e-resources and renewing their library cards. We referred e-resource questions to Brigitte, who patiently coached patrons through the steps over the phone. Others wanted to hear information about our reopening plans.

We heard from many people that wanted to know when they could come to a library location to use the computer. We started keeping a list of people who need to use a computer; when YDL begins offering

Total Calls Placed: 2913



■ Households reached
■ Other results (wrong number, left message)

TOP CALLERS

Jerome (894)

Pat (300)

Paula (284)

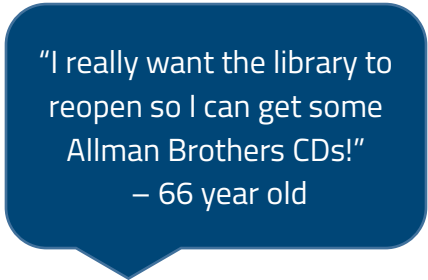
Shoshanna (277)

"You're the best library!"
-86 year old patron (who also wanted to make sure staff were still being paid during the closure!)

"You are delightful, as always. I really miss you all. Thank you for making calls" -66 year old

computer use by appointment, we will call those patrons first to offer them slots. One patron was in very immediate need of a computer. Pat worked with her and communicated with the Ypsilanti Senior Center, who was able to loan her a laptop.

We heard touching stories, such as that of a 76 year old patron making masks and sending them to a Detroit hospital, or an 80 year old who was recovering from COVID, having experienced one of the scariest times of his life.



"I really want the library to reopen so I can get some Allman Brothers CDs!"
– 66 year old

Patrons were very complimentary of the service. Just a few of the remarks from patrons included a 70 year old telling us that she really appreciated our kindness, a 62 year old who said he thinks we're wonderful for making calls, and an 84-year old who was sending our Spring Challenge links to her daughter and grandchildren in Arizona. We also hear stories of boredom and isolation, such as one 72 year old who had done the same puzzle seven times. We know these calls made a difference in breaking up that isolation. Staff reported that they were very grateful to be able to have this sort of close, intimate contact with patrons during a time of uncertainty and isolation.

Whittaker Road-Adult Services Board Report: September 2020

Here is a listing of September programs:

- 3 book discussion groups (Thursday AM, Mystery Lovers, African American Authors)
- Safely Learning About Race and Racism: films we can use
- Virtual Road Map to a Successful Business (2 Sessions on the basics of business startup and operations); partnership with the Ann Arbor Area SCORE office
- Resumes that Work! (For Adults); partnership with YpsiWrites
- Virtual Garden Club
- Reflective Meditation (2 sessions)
- GrieveWell Understanding Grief Workshop; partnership with Grievewell
- Google Docs for Beginners
- Virtual Road Map: Start a Home Services Business (separate program from the one listed above); partnership with the Ann Arbor Area SCORE office
- The Woman Suffrage Movement in the United States
- Be Informed: How to Sort Fact From Fiction Before the Election
- Mindfulness and Self Care
- Google Sheets for Beginners
- Rigged: the Voter Suppression Playbook, in partnership with Zeta Phi Beta Sorority Inc., Rho Delta Zeta Chapter
- Virtual Road Map: Start a Construction Business (separate program from the ones listed above); partnership with the Ann Arbor Area SCORE office

We've increased our number of programs for the start of the Fall programming season, with a varied selection for patrons to choose from. The Garden Club is back with their first ever virtual meeting, with great topical information for any garden lover. We've partnered with the Ann Arbor Area SCORE office to present a series of "Road Map" programs for those interested in starting a small business.

Over 180 registered for the first two programs, and the 4 programs that follow on specific industries are also getting a lot of interest. Thanks to Brigitte for helping me monitor the first Zoom session to keep track of registrants and watch for technical glitches. Many of our programs in September are made possible with the help of community partners; we look forward to continuing to build on these relationships. Brigitte continues to offer one-on-one tech help, Zoom classes for seniors, and now virtual classes on Google products. Christy's programs focus on self-care, Sheila is the staff lead for the suffrage program, and Susan is the staff lead for the two film programs that will focus on topics of societal importance. I am looking forward to the Sep 24th program I arranged; the presenter will discuss how to evaluate sources of information for the upcoming election.

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

There's a definite uptick in materials requests to be pulled for patrons! We've worked out a system between branches to do this efficiently. There have also been upheavals in the printing industry that have led to delays in getting books for the collections. We have adjusted our ordering practices and will continue to monitor this to get the titles our patrons want as quickly as possible.

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

Submitted by Paula Drummond Sep 17, 2020

Whittaker Youth Services Board Report August 2020

Program Highlights

Little Ones

- Livestream Storytimes and online TinkerLabs resume next week! In the meantime, we've been adding content to the [Build a Storytime](#) webpage. I've recorded 6 counting songs and Pat recorded 9 nursery rhymes so far to increase the variety of content parents can do at home. Parents have started requesting supply kits. Thanks to Liz P. for adding attractive brand thumbnails to videos and managing the YouTube content.
- Marlena has been recording Learn with T-Bear videos and preparing an activity kit. Those begin next airing Wednesday.

Kids & Families

- We're offering one asynchronous program for kids and families each Saturday this fall. The first [Saturday After Adventure](#) was posted last week. Sam's wife Becky recruited fellow Ann Arbor Roller Derby players to record video read-alouds of chapters of the Newbery winning graphic novel *Roller Girl*. They also share safety and skating tips. With the help of Jenny and 826michigan, I'm creating [web pages](#) to host the videos with activities listeners can do at home, including some that can be completed with a supply kit available for curbside pickup. Thanks to Sam for getting the [landing page](#) set up for *Roller Girl* and *Look Both Ways*!
- This week's adventure was developed by Mary, Molly, and Stacey and is all about Seed Saving, as part of our [Garden-to-Table](#) series that I moved to a new permanent web page.
- The Family Read books have been ordered. The series kicks off October 1. Charline is working with African American fraternity and sorority alumni associations on the video read-alouds, 826michigan is helping prepare writing activities, Nicole is developing teacher lesson plans, and I'm working on web pages like the one to the right that allow for asynchronous engagement with all the content and include Jason Reynold's videos for kids.

Teens

- There are 3 new TAG members despite only being able to meet on Zoom! We continue to meet every other Tuesday afternoon and average about 6 attendees. They are still working on anti-racism ideas and created a book list I will add to the website.
- One TAG member recorded a friendship bracelet making video we used for *Roller Girl* and will also use with a teen Get Creative supply kit. Other teens are looking into kits for mug cakes and henna designs for late fall teen activity kits.

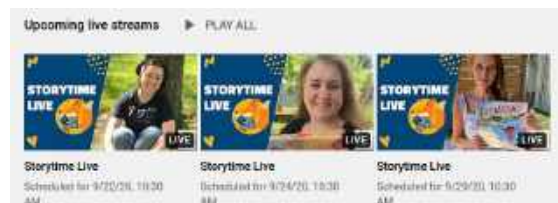
Summer Challenge

All prizes have been distributed for the Summer Challenge. About 50% of participants who signed up read at least six books and received a \$5 gift card by mail or curbside pickup. See the attached report for details. From chatting to people while scheduling curbside pickup, I heard a lot of appreciation, especially from adults who said the challenges gave them something to keep them busy during this unusual period.

Other Work

- We met with YCS staff members this week and gathered ideas about how we can support teachers and students. We are exploring how to maintain students' privacy while ensuring more students have access to eMaterials with the student eCard. We are also working on ways to curate links to eMaterials in interactive bitmoji libraries like the one to the right that teachers can embed in their Google classrooms. They allow kids to click a picture to read or listen to a book. Mary has reached out to LCS and we are waiting to hear back about a meeting date. Sam is helping us draft a flyer of online school support resources we'll soon share with teachers and families.
- Molly and Pat helped me review and update content on the [online educational resources web page](#) I created in the spring. It's now linked on the updated educator interest page. I am working on updating the helping kids cope page and I also reworked the [Kids and Parents interest page](#) to mirror the little ones, making online program and school support options more visible.
- I reviewed TALK paraprofessional applications this week and we will conduct interviews next Tuesday. Lisa and I gave our Library of Michigan webinar presentation this week to many excited librarians.

Submitted by Jodi Krahnke September 17, 2020



ACTIVITIES FOR ANYTIME



Old Business

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 9/18/2020
Re: Budget amendment

In the budget amendment that accompanies this memo Revenues have decreased by \$63,454, largely due to lack of fine and guest pass revenue. Expenditures have been reduced by \$124,581. Net Revenue is over Expenses \$61,127 more than in the current version of the budget. This will go to the Fund Balance.

The majority of adjustments are due to the Covid closure. Examples:

- More frequent publication and mailing of The Loop
- More software subscriptions to allow for virtual programming
- No need for substitute hours since the closure
- Some projects that were delayed and will not be completed, such as the concrete repairs at Michigan Avenue

We will do one more budget amendment at year-end. I am happy to field any questions you may have.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-26

September 23, 2020

RESOLUTION TO AMEND THE 2019-20 BUDGET

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

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

Whereas, the Covid-19 pandemic forced the library to make many changes to its services and therefore impacted its spending, and

Whereas, in light of these changes, more accurate budget figures for certain revenue and expenditure accounts have been approximated, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2020 be amended as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

PROPOSED
YPSILANTI DISTRICT LIBRARY
 General Fund Amended Budget Summary
 For the Fiscal Year Ending November 30, 2020

Revenue

Superior Township Tax Levy	905,226
City Tax Levy	839,033
Ypsilanti Township Tax Levy	3,591,033
State of Michigan PPT reimbursement/Ren Zone Reimb	78,633
State Aid Direct	32,931
State Aid Indirect	33,497
State of Michian TALK Grant	12,323
Fines/Misc.	25,000
Smart Cards - Printing & Copies	12,500
Penal Fines County	84,478
Rental Income-community room	750
Donations/Misc.	2,500
Donations/Memorials	5,000
Coffee Shop Rent	0
Interest/Checking	1,200
Interest/Savings	8,000
Interest/Yates Memorial	2
Dividend Revenue	4,219
Dividend Revenue Endowment	7,220
Transfer (to)/from Fund Balance	(1,496,859)
Sale of Assets	0

Total Revenue **4,146,686**

EXPENDITURES by Department

Dept 100 Administrative	2,226,365
Dept 200 Michigan Ave	572,554
Dept 300 Outreach Services- Bookmobile	84,335
Dept 400 Outreach Services - Superior Township	158,567
Dept 500 Whittaker Road	1,104,865

Total Expenditures **4,146,686**

EXPENDITURES by Category	Category as % of 2019-2020	
		Expense
Salaries and Benefits	2,747,132	66.2%
Public Utilities	154,817	3.7%
Repairs and Maintenance	140,004	3.4%
Materials	439,653	10.6%
Technology	266,141	6.4%
Other	398,939	9.6%
Total Expenditures	4,146,686	100.0%

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

Proposed Budget Amendment FY 2019-20

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-2018 ACTUAL	FY 2018-2019 Actual	Adopted Budget FY 2019-2020	9/23/20 Proposed Budget Amendment FY 2019-2020
Revenue						
403.000	Superior Township Tax Levy	609,929	619,558	896,999	905,226	905,226
425.000	City of Ypsilanti Tax Levy	565,186	589,337	808,325	839,033	839,033
440.000	Ypsilanti Township Tax Levy	2,159,466	2,212,989	3,283,915	3,591,033	3,591,033
425.075	PPT reimbursement	10,996	20,105	18,247	12,000	12,000
441.000	Renaissance Zone Reimb			39,574	40,000	66,633
443.000	State Aid Direct	26,949	30,201	32,932	33,141	32,931
447.000	State Aid Indirect	27,324	30,646	33,574	33,141	33,497
500.600	State of MI TALK	46,570	75,358	23,853	12,323	12,323
657.000	Fines/Misc.	73,097	67,077	60,633	61,425	25,000
657.100	Smart Cards - Printing & Cop	42,289	40,841	36,686	38,000	12,000
657.600	Guest Pass	2,417	1,745	1,417	2,000	500
661.000	Penal Fines County	124,205	116,084	111,395	105,925	84,478
662.000	Coffee shop rent	5,500	3,500	1,296	1,500	0
662.100	Community room rentals	1,700	1,250	1,850	1,750	750
679.000	Donations/Misc.	3,793	4,993	1,152	2,500	2,500
681.080	Donations/Memorials	2,425	711	21,479	600	5,000
683.100	Trustee party Revenue	0	0		0	0
687.000	Interest/Checking	1,020	1,727	3,233	4,000	1,200
687.010	Interest/Savings	7,457	7,050	15,331	11,500	8,000
687.060	Interest/Yoder	11	3	0	0	0
687.070	Interest/Yates Memorial	1	1	1	2	2
689.000	Dividends	6,050	5,819	5,741	6,000	4,219
690.000	Dividend Revenue Endwmnt	5,816	6,335	6,771	5,900	7,220
	Transfer from Improvement Fund		0			
	Transfer from Fund Balance	0	0	0	0	0
	Sale of Assets	979	0	0	0	
Total Revenue		3,723,180	3,835,330	5,404,404	5,706,999	5,643,545

Proposed Budget Amendment FY 2019-20

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-2018 ACTUAL	FY 2018-2019 Actual	Adopted Budget FY 2019-2020	9/23/20 Proposed Budget Amendment FY 2019-2020
Expenditures						
Dept 100 Administrative						
702.000	Salary Wages	605,794	614,161	625,703	736,710	718,710
702.050	Board Stipend		0	0	0	0
702.100	Professional/Accounting	5,620	5,340	6,500	7,500	7,500
702.150	Bank Fees	3,500	5,521	5,829	6,840	4,600
702.900	Salary/Subs	18,578	11,314	16,427	18,513	5,500
705.000	Recognition Awards	765	472	687	750	375
710.000	Paychex Payroll Service	6,794	8,927	12,366	12,360	12,360
715.000	Employer Payroll Tax	144,002	141,453	144,670	155,780	151,190
715.100	ACA Taxes Paid by employer	0	0	247	352	352
718.000	MERS Defined Contribution	92,793	85,593	91,373	100,752	100,752
719.000	FSA Admin Fees		583	691	758	758
727.000	Office Supplies	31,342	28,245	28,789	32,400	32,400
727.200	Supplies-Facility	21,858	15,582	19,577	23,700	23,700
752.000	MML/Building Insurance	57,613	59,627	61,476	63,628	64,450
753.000	MML/Workers Comp	9,609	9,016	9,756	10,237	10,237
754.000	Health Insurance	350,013	361,244	371,049	359,537	359,537
756.000	Dental Insurance	36,158	37,616	36,153	35,601	35,601
757.000	Employee Assistance Program	950	1,006	974	1,100	750
758.000	Life Insurance	4,264	4,213	4,036	4,121	4,074
759.000	Vision Service Plan	7,726	8,679	8,811	8,940	8,940
762.000	STD/LTD	9,644	10,542	12,076	12,205	9,205
769.000	Printing & Publishing	12,538	19,300	5,427	8,300	13,000
769.050	Classified Advertising	122	606	993	800	800
774.050	Digital Collection	17,244	22,298	31,726	196,685	196,685
774.100	Data Bases	56,524	79,791	93,136	24,992	24,992
774.800	System Wide DVDs	7,414	6,396	5,182	3,999	3,999
774.900	All Materials Processing	25,724	30,750	25,838	23,992	21,593
774.950	Play Kits	0	0	3,602	2,799	500
774.975	Library of Things	0	0	0	3,999	0
801.000	Major Events	6,379	20,906	10,978	17,225	13,225
801.500	Learning Never Gets Old	2,132	2,000	1,962	2,000	2,000
802.000	Mileage/Travel Reimbursement	3,901	2,017	2,883	5,000	500
804.000	Workshops/Training	2,957	2,361	3,916	4,500	3,500
805.000	Memberships & Dues	4,988	5,455	5,436	5,000	5,000
806.000	Talk Grant Expenses	0		12,625	3,523	8,442
810.000	Capital Outlay - Building & La	4,880	0	4,301	5,000	3,200
810.100	Capital Outlay - Improvement	13,801	3,062	6,824	3,700	1,300
812.000	Capital Outlay - Furnishings	3,989	2,562	3,949	5,000	5,000
850.000	Automation - Technology	121,657	181,162	154,332	209,000	196,000
850.100	Telecommunications	14,070	12,788	6,573	7,911	7,911
850.200	SirsiDynix	48,212	55,644	51,473	62,230	62,230
850.500	Software Subscriptions	0	0	7,926	14,355	20,097
890.000	The Library Network	2,796	2,796	2,796	3,000	3,000
928.000	Postage	8,237	13,874	13,085	16,455	18,923
965.000	Auditing Service	7,125	7,275	7,425	7,650	7,650
975.000	Legal	1,652	9,804	8,870	4,000	4,000
975.500	Legal-Negotiations	0	0	12,765	0	0
980.000	Professional/Contractual	57,565	91,121	83,193	32,427	29,427
980.500	Branding Costs	22,654	2,415	2,561	2,500	2,000
981.500	Lost Book Expense	12,890	10,553	8,546	10,200	10,200
982.000	MTT Charge Back City	2,210	387	(140)	1,200	1,200
983.000	MTT Charge Back Ypsi Twp	3,875	1,194	389	5,000	5,000
983.100	MTT Charge Back-Superior	10,087	955	10,430	4,000	4,000
990.000	Contribution to endowment		0			
Total		1,882,646	1,996,606	2,046,192	2,288,226	2,226,365

Proposed Budget Amendment FY 2019-20

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-2018 ACTUAL	FY 2018-2019 Actual	Adopted Budget FY 2019-2020	9/23/20 Proposed Budget Amendment FY 2019-2020
Dept 200 Michigan Ave.						
702.000	Salaries	382,076	393,684	404,679	406,782	406,782
702.800	Salaries-Pages	6,716	7,423	7,271	9,690	5,000
771.000	Adult Books	32,180	31,369	31,227	25,191	25,191
772.000	Youth Books	17,990	18,216	17,891	15,345	15,345
776.000	Periodicals - Adult	4,133	3,949	4,244	4,199	4,199
776.050	Periodicals - Youth	172	236	206	250	250
778.000	Adult Audio/Visual	12,880	13,143	11,112	9,497	9,497
779.000	Youth Audio/Visual	5,989	5,329	4,956	3,946	3,946
802.200	Parking Fees	0	0	3,600	3,600	3,600
810.000	Capital Outlay - Building	0	2,373	7,952	18,500	13,000
812.000	Capital Outlay - Furnishings	2,760	0	7,031	7,000	7,000
840.000	Repair & Maintenance - Build	7,008	28,501	15,255	20,000	20,000
840.025	Campbell Maint Contract	17,761	17,761	16,489	12,672	12,672
840.050	Snow Removal/ Lawn Care	9,217	6,125	6,229	11,335	11,335
900.000	Programs-Adult	1,103	693	1,493	1,700	1,700
901.000	Programs-Youth	1,038	1,300	1,342	1,900	1,900
940.000	Phone	4,411	4,500	4,514	4,631	4,631
943.000	Natural Gas	5,059	4,317	3,359	4,030	4,030
947.000	Electricity	16,155	16,432	16,452	19,235	16,350
949.000	Ypsi Community Util Auth	5,038	5,625	4,802	5,569	6,126
Total		531,686	560,976	570,104	585,072	572,554
Dept 300 Outreach/bookmobile						
702.000	Salaries	70,396	66,998	68,078	68,658	68,658
775.000	Library Materials	5,370	4,930	4,478	4,998	4,998
840.000	Repair & Maintenance	25,925	8,487	5,109	8,693	7,000
943.000	Fuel	3,822	5,379	5,425	5,660	3,679
Total		105,513	85,794	83,090	88,009	84,335
Dept 400 Outreach/Superior Township						
702.000	Salaries	139,331	136,949	144,398	144,747	144,747
775.000	Library Materials	7,057	7,059	7,609	6,998	6,998
840.000	Repair & Maintenance	984	2,220	1,374	1,000	1,000
840.050	Snow Removal & Lawn Care	980	980	898	1,200	1,200
900.000	Programs - adult	461	589	601	600	600
901.000	Programs - Youth	759	556	600	600	600
940.000	Phone	1,103	1,125	1,129	1,158	1,158
943.000	Natural Gas	695	756	573	844	844
947.000	Electricity	901	993	1,013	1,145	1,145
949.000	Water	84	84	88	275	275
Total		152,355	151,311	158,283	158,567	158,567

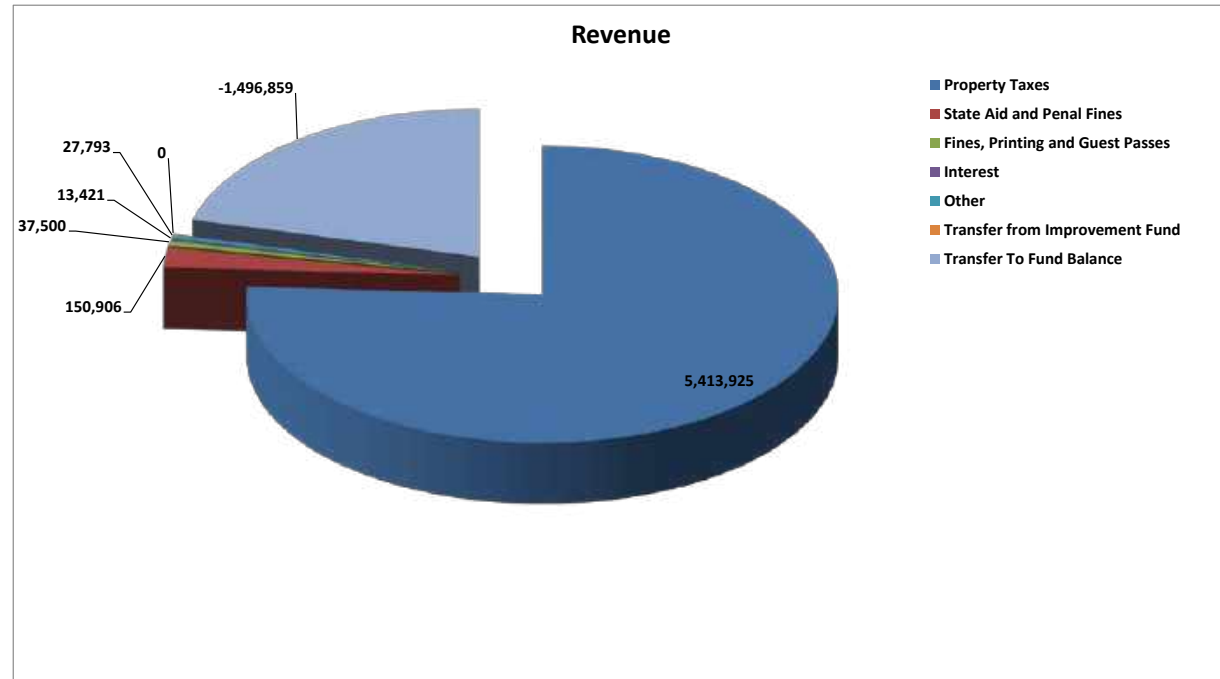
Proposed Budget Amendment FY 2019-20

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-2018 ACTUAL	FY 2018-2019 Actual	Adopted Budget FY 2019-2020	9/23/20 Proposed Budget Amendment FY 2019-2020
DEPT 500 WHITTAKER RD						
702.000	Salaries	696,325	684,699	696,339	699,097	699,097
702.800	Salaries-Pages	34,074	37,920	34,553	42,024	18,000
771.000	Adult Books	62,754	64,203	64,635	54,182	54,182
772.000	Youth Books	32,890	32,150	38,784	35,988	35,988
776.000	Periodicals - Adult	5,399	5,910	5,915	5,998	5,998
776.050	Periodicals - Youth	848	852	898	900	900
778.000	Adult Audio/Visual	26,119	23,585	21,217	17,794	17,794
779.000	Youth Audio/Visual	9,328	7,979	7,300	6,598	6,598
810.000	Capital Outlay - Building			11,328	37,250	37,250
840.000	Repair & Maintenance - Build	19,384	25,445	23,842	20,400	20,400
840.025	Cambell Maint Contract	42,979	42,979	42,934	42,797	42,797
840.050	Snow Removal/Lawn Care	21,448	14,596	16,529	22,600	22,600
900.000	Programs - Adult	2,808	3,325	3,765	4,200	4,200
901.000	Programs - Youth	4,705	5,122	6,298	6,500	6,500
903.000	Equipment Maintenance	0	83	6,336	3,000	1,000
940.000	Phone	8,490	8,950	9,029	9,193	9,193
943.000	Natural Gas	26,168	31,856	25,609	31,156	28,040
947.000	Electricity	100,297	101,664	103,549	105,406	89,595
949.000	Ypsilanti Comm Utilities Auth	5,225	5,617	5,069	6,310	4,733
Total		1,099,241	1,096,935	1,123,929	1,151,393	1,104,865
DEPT 600 DONATIONS REVENUE						
Subtotal			0	70,911	0	
DEP 600 DONATIONS EXPENDITURES						
Subtotal			0	44,248	0	
Total Donations Net			0	26,663	0	
DEP 700 GRANTS REVENUE						
Subtotal			0	16,914	0	
DEP 700 GRANTS EXPENSE			0	0	0	
Subtotal			0	13,919	0	
Total Grants Net			0	2,995	0	
Revenue		3,723,180	3,835,330	5,492,229	5,706,999	5,643,545
Total Expenditures		3,771,441	3,891,622	4,039,766	4,271,267	4,146,686
Net Surplus (Deficit)		(48,262)	(56,292)	1,452,464	1,435,732	1,496,859

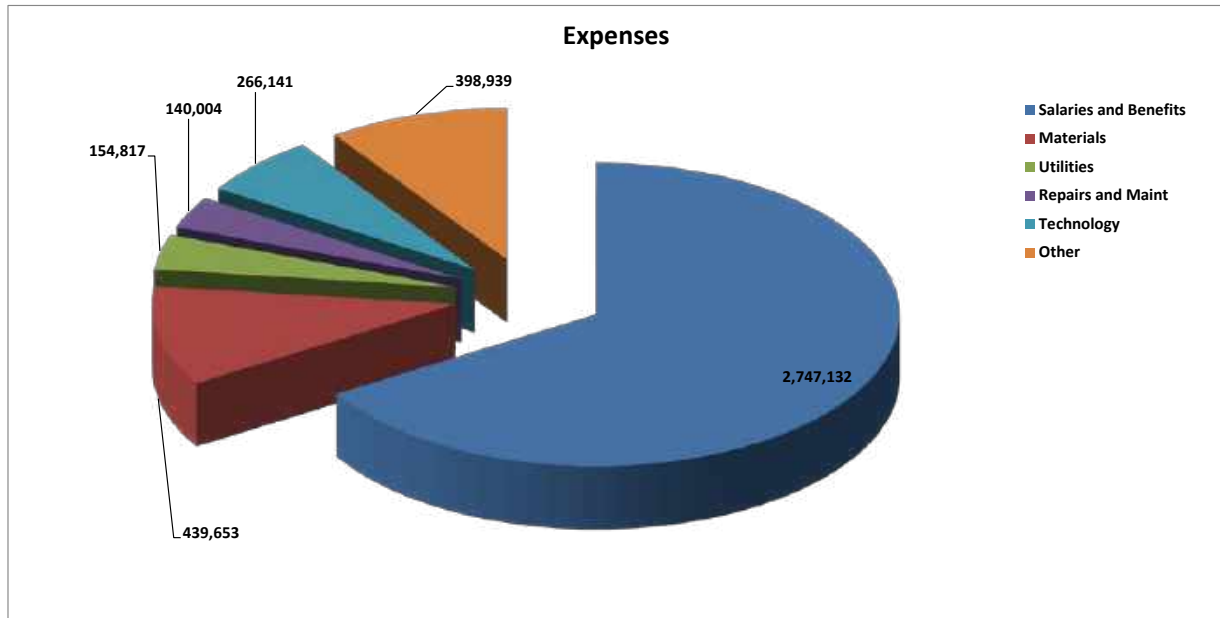
Proposed fy 2018-19 Budget Revenue and Expenditures

% of Revenue		
Property Taxes	5,413,925	130.6% **
State Aid and Penal Fines	150,906	3.6%
Fines, Printing and Guest Passes	37,500	0.9%
Interest	13,421	0.3%
Other	27,793	0.7%
Transfer from Improvement Fund	0	0.0%
Transfer To Fund Balance	-1,496,859	-36.1%
Total	4,146,686	100.0%

**Note: Property Taxes represent 95.9% of Revenue
Not transferred to Fund Balance



% of total Expense		
Salaries and Benefits	2,747,132	66.2%
Materials	439,653	10.6%
Utilities	154,817	3.7%
Repairs and Maint	140,004	3.4%
Technology	266,141	6.4%
Other	398,939	9.6%
Total	4,146,686	100.0%



To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 9/16/2020
Re: Award of snow removal contract

Facilities Services Manager Jim Reed and I released an RFQ for snow removal services on August 25th (attached). We requested separate quotes for Whittaker and Michigan Avenue, and asked for both seasonal pricing as well as per-service pricing.

We received seven quotations by the September 15th deadline. As was the case last time, upon analysis, the seasonal pricing was definitely the better option. A chart is attached tabulating the bids received. The low bid is from A.K. Lawncare, our current snow removal service. They have been our provider for the past 3 years, and we have been pleased with both their work and responsiveness.

I recommend the Board award the contract for snow removal to A.K. Lawncare for a total of \$15,000 per season for the next three years.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-27

September 23, 2020

RESOLUTION TO AWARD A SNOW REMOVAL CONTRACT

Whereas, the Ypsilanti District Library released a Request for Quotation for Snow Removal Services, and

Whereas, YDL wishes to lock in a seasonal contract for the next three years, and

Whereas, seven bids were received and tabulated, and

Whereas, A.K. Lawncare, the Library's current landscaping and snow removal contract holder, which has a satisfactory performance record, submitted the low bid, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the snow removal contract is awarded to A.K. Lawncare for a seasonal total of \$15,000 for the 2020-21 through 2022-23 winter seasons.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

**REQUEST FOR QUOTATION
YPSILANTI DISTRICT LIBRARY
3 YEAR CONTRACT FOR SNOW REMOVAL**

AUGUST 25, 2020

The Ypsilanti District Library is accepting quotations for a three year contract for snow removal for the 2020/21 through the 2022/23 winter seasons. The winter season is defined as the period from November 15 through April 15. The contract will include two Library locations: 5577 Whittaker Road and 229 W. Michigan Avenue, Ypsilanti.

Snow depths shall be determined by the official report of the National Bureau and Local Weather Service, and/or on-site measurements for purposes of any price delineation due to depth of snowfall.

QUOTE FOR EACH LOCATION TO INCLUDE:

1. Price for snow plowing per push and any delineation in price for depth of snowfall.
2. Seasonal price for snow plowing and any delineation for depth of snowfall.
3. Price for removing snow from each location's sidewalks and Library Plaza downtown per push and any delineation for depth of snowfall.
4. Seasonal price for removing snow from each location's sidewalks and Library Plaza downtown and any delineation for depth of snowfall.
5. Price for salting of parking lot, roadways and areas not requiring ice melter per application.
6. Seasonal price for salting of parking lot and areas not requiring ice melter.
7. Price for de-icing each location's sidewalks and Library Plaza downtown per application.
8. Seasonal price for de-icing each location's sidewalks and Library Plaza downtown.
9. Price for heavy equipment and labor for snowfalls in excess of 10 inches.
10. A list of three (3) commercial references for whom snow removal was performed.

GENERAL INFORMATION

1. The chosen vendor will ensure that they will be able to respond quickly to adverse weather conditions that affect the parking lot and walkways to keep them hazard free for Library patrons during the hours that the library is open.
2. On days the Library opens at 9 or 10 a.m., employees begin arriving at or before 8 a.m., therefore the main sidewalks at both locations and staff parking area at Whittaker Road need to be cleared prior to 8 a.m. The remaining parking areas and sidewalks must be cleared no later than 8:30 a.m. (for snowfalls that occur overnight). (Hours could differ with COVID; this would be the earliest.)
3. On Sundays, the Whittaker Road Library opens at 1 p.m. and employees begin arriving at or before noon, however, work should be timed such that patrons have safe access to the materials return boxes at both locations during the morning hours.

4. Areas to be plowed include the non-motorized path along Whittaker Road bordering the Library property, Veterans Drive running through the Library property, as well as an 8' path through Library Plaza downtown and access to the Plaza's seating areas.
5. The successful company will provide a Proof of Insurance Certificate which includes Property Liability, Property Damage and Workers' Compensation upon execution of a contract with the Ypsilanti District Library.
6. The successful company will provide a minimum of two (2) contact persons with their contact information (cell and land line telephone numbers).
7. This contract shall commence on November 15, 2020 and continue for a period of three (3) years. The Ypsilanti District Library may terminate this contract at any time by giving thirty (30) days written notice by certified mail. Should cancellation occur a refund of the sum paid by the Ypsilanti District Library would be pro-rated on the basis of the unused portion of the contract period paid. No service charge, handling fees or other penalties for cancellation will be allowable.
8. Both parties must agree that the contract is not transferrable or assignable.
9. It is further understood that no other agreement – oral or written – expressed or implied – shall limit or qualify the terms of this agreement unless such additional agreement is accepted in writing by both parties.
10. Final acceptance and awarding of the contract will be the decision of the Ypsilanti District Library Board of Trustees at their September 23, 2020 meeting.
11. The decision of the Ypsilanti District Library Board of Trustees to award the contract will be based on various factors including; price, reference checks, and quality of workmanship. Lowest price proposal is not automatically awarded the contract.
12. The Ypsilanti District Library reserves the right to reject any proposal.

Questions regarding the properties or YDL's expectations should be directed to Jim Reed, Facilities Manager, via telephone at (734) 482-4110 x1309.

Questions regarding the bid process should be directed to Lisa Hoenig, Library Director, (734) 879-1300 or lisa@ypsilibrary.org.

All quotations are due by 5:00 p.m. Tuesday, September 15, 2020.

Quotations should be submitted to Lisa Hoenig, Library Director, and can be:

- Faxed to (734) 482-0047.
- Mailed to YDL, 5577 Whittaker Road, Ypsilanti Michigan 48197.
- Dropped off at the Delivery Entrance at 5577 Whittaker Road between the hours of 9 am-1 pm or 2-6 pm.
- Emailed to lisa@ypsilibrary.org.

Ypsilanti District Library Snow Removal Bids

2020/21-2022/23 Seasons

	Michigan Avenue Seasonal Price	Whittaker Road Seasonal Price
A.K. Lawncare 305 W. Main Street Milan, MI 48160	\$5,000	\$10,000
DEQ Property Services/Snow Plow Group 67200 Van Dyke, Suite 201 Washington MI 48095	\$3,700*	\$19,100
Green Acres Fertilizer Co. 527 Tyler Road Ypsilanti, MI 48198	\$5,870	\$18,370
RNA Facilities Management 717 W. Ellsworth Road Ann Arbor, MI 48108	\$8,000	\$17,000
Superior Lawn Care 4197 Carpenter Rd. Ypsilanti, MI 48197	\$11,625	\$22,200
Ground Control Property Services 13250 Rotunda Dr., Suite D Dearborn, MI 48120	Did not separate property quotes.	\$35,610
Tovar Snow Professionals 195 Penny Avenue East Dundee, IL 60118	\$21,206	\$55,481

* Pricing quoted for the two sites together. Would not consider Michigan Avenue only contract.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 9/17/2020

Re: Consideration of a site clearing recommendation for the Superior building project

YDL was awarded a \$50,000 Capital Improvement Grant from the Michigan Council of Arts and Cultural Affairs in 2019 which was to be used on the foundation, electrical, and mechanical systems of the new Superior library. Following the Covid shut down, MCACA extended the grant period through the end of 2020 to spend the funds and submit our grant report. We were granted a budget revision (attached) which changed the scope of work to site clearing and the possible purchase of piping needed for construction. The grant requires a match of \$50,000.

Our team put together a bid package for site clearing and piping, and the construction manager secured a proposal from a subcontractor they knew was capable and available. O'Neal's letter of recommendation is attached. E.T. MacKenzie Company proposed to do the site clearing work alone for \$105,670. (This is \$13,723 less than what we estimated in our MCACA budget revision.) Because the site clearing total is greater than our \$100,000 grant requirement, we have opted not to purchase the piping at this time.

On 9/22 the Superior Township Board will consider a resolution to reimburse the library for the \$21,020 it will cost to clear the North Parcel. The MCACA grant will cover \$50,000. This leaves \$34,650 as YDL's responsibility. (I've written the accompanying resolution for "up to \$40,000" in case anything unexpected comes up on the site.)

I request your authorization to waive the bid process and sign off on this proposal. It will allow us to move forward with the work, provide a public sign of our commitment to the project, and take advantage of the \$50,000 grant. If approved, the work would commence around October 1st.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-28

September 23, 2020

RESOLUTION TO ACCEPT THE RECOMMENDATION FOR A SITE CLEARING
PROPOSAL AT THE NEW SUPERIOR LIBRARY SITE, WAIVE THE BID PROCESS,
AND ALLOCATE SUPERIOR CONSTRUCTION FUND MONIES FOR THE PROJECT

Whereas, the Library Board designated a portion of the Capital Asset Replacement Fund to build a new library in Superior Township, and

Whereas, the Library Director secured a \$50,000 grant from MCACA to help with construction expenses which must be used by December 31, 2020, and

Whereas, the time needed for the formal bid process would cause YDL to forfeit the grant money, and Superior Township has agreed to allow the site clearing on their property prior to Final Site Plan Approval, and

Whereas, construction manager O'Neal Construction has recommended a proposal from E.T. MacKenzie Company to clear the site and ready it for a spring groundbreaking, and

Whereas, the Superior Township Board has approved moving forward with the project and reimbursing the Library the cost to clear the North Parcel, Now therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In the interest of time and money, the Library Director is authorized to waive the bid process and accept O'Neal Construction's recommendation that E.T. MacKenzie Company perform site clearing as described in the bid documents; and

IT IS FURTHER RESOLVED that:

Up to \$40,000 from the Superior Construction Fund shall be allocated toward this project.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Revenue and Expense Itemization Template

Income

Revenue Earned

Cash

Totals

Ticket sales/Admissions

Tuition

Contracted Services

Total Earned Revenue

\$ 0

Revenue - Unearned

Corporate, Foundation, Private Support

Corporate Support

Foundation Support

Private Support/contributions

50,000

\$ 50,000

Other unearned revenue

Memberships

Sales

Rental income

Applicant cash

53,143

\$ 53,143

Total Unearned Revenue

\$ 103,143

InKind revenue

Itemized in expense column

\$ 103,143

MCACA grant received to date

42,500

MCACA grant due/request

7,500

Total Cash Revenue

\$ 153,143

Total Project Revenue

\$ 256,286

If you have additional revenue and expenses that do not fit on this itemized template, please add a supplemental page.

Expenses	Cash	In-Kind	MCACA share	Total
Employee expenses				
				\$ 0
Non-employee costs				
Heavy Clearing (to be sub-contracted through O'Neal Construction)-- 5.92 Acres @ \$12,000/Acre	71,040	46,040	25,000	
				\$ 71,040
Capital expenses				
Site Preparation: Silt Fence -- 2550 LF @\$2.50/LF	6,375	1,375	5,000	
Tree Protection Fence -- 100 LF @ \$4.50/LF	450	450		
Inlet Protection -- 3 each @\$125 each	375	375		
Mud Tracking Surface -- 250 SY @ \$50/SY	12,500	2,500	10,000	
Strip to Stockpile Topsoil -- 9551 BCY @\$3/BCY	28,653	18,653	10,000	
Utility Piping and Accessories (detail available if desired)	33,750	33,750		
				\$ 82,103
	\$ 153,143	\$ 103,143	\$ 50,000	
Total Expenses				\$ 256,286

If you have additional revenue and expenses that do not fit on this itemized template, please add a supplemental page.



September 16, 2020

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

Re: New YDL Superior Township Library Branch – Bid Pack #1 Early Site Clearing Package
Letter of Recommendation – E.T. MacKenzie Company

Dear Lisa:

Bid Pack #1 drawings have been issued for early site clearing for the above project and we have received a proposal from E.T. MacKenzie Company to perform this scope of work. We find their proposal complete and accurate, therefore our recommendation to Ypsilanti District Library is to award the following subcontracts as noted below. Award and completion of this subcontract will allow for utilization of the MACACA Grant Fall Work.

- E.T. MacKenzie Company = \$105,670
 - Refer to attached proposal for detail description of work and pricing.
- Break Out of Heavy Clearing and Grading/Seal Site
 - North Parcel 1.5 Acers – Superior Township Portion = \$21,020.00
 - South Parcel 4.42 Acers – YDL Portion = \$61,940.00

Please review the enclosed information and advise in writing how you would like us to proceed with this recommendation.

Should you approve our recommendation, please sign and date this letter below.

Lisa Hoenig, Director
Ypsilanti District Library

Sign: _____

Date: _____

Should you have any questions do not hesitate to contact me.
Sincerely

Matthew Ratzow, Senior Project Manager

o'neal construction

www.onealconstruction.com

525 W. William, Ann Arbor, Michigan 48103

P. (734) 769-0770 F. (734) 769-1736 M. (734) 216-5588



Ypsilanti District Library – Superior Twp Branch

SUBCONTRACTOR RESPONSIBILITIES And BID SCOPES: 9/16/2020

These responsibilities or scopes summarize the basic work to be included by each trade subcontractor. These lists are not complete descriptions that comprehensively define or exclude work for each trade. These scopes attempt to assign responsibilities where tasks are sometimes split between two trades. Items included in the Contract Documents but not listed below are the responsibility of the trade contractor that would provide such items per industry standards. In addition to all items included in the specific trade categories, all contractors must include work described in the very first category: 1A. Responsibilities of Each Subcontractor. If there is conflict between these scopes and the Contract Documents, the contractor shall comply with the more stringent requirement(s). All contractors are responsible for items depicted on any Drawing within the Contract Documents; not just the drawings for their discipline (e.g., “20B. PLUMBING” is responsible for plumbing elements depicted on Civil Drawings, not just Plumbing Drawings).

All work items listed below include labor and material for a complete installation unless noted otherwise.

Responsibilities of Each Subcontractor

BID PACK 1 DOCUMENTS

- ☐ Drawings dated 09/11/2020
- ☐ Project Manual (N/A)

SAFETY

- ☐ Comply with all requirements of MIOSHA and O'Neal Safety Program
- ☐ Job Safety Analysis (turn in before work begins and weekly thereafter)
- ☐ Daily Safety Huddle report with sign-in (turn in daily)
- ☐ Toolbox Talk (turn in weekly)
- ☐ Daily equipment inspections (turn in daily)
- ☐ Safety Inspection of entire jobsite (turn in weekly)
- ☐ Restore any safety or security barricades removed for own work
- ☐ If a hazard is created by your workers it must immediately be addressed.
- ☐ 100% 6' Tie-off

LOGISTICS

- ☐ Attend the job site pre-bid and walk-through, familiar with the jobsite and its conditions
- ☐ Deliver, unload & protect own materials
- ☐ Unloading, hoisting, rigging and setting of your work
- ☐ Supervise own crew & coordinate with O'Neal Superintendent
- ☐ Take into account limited space for on site storage of materials and equipment and must coordinate such with OCI Superintendent
- ☐ Remobilizations and comebacks as required
- ☐ Comply with Phasing of project per documents
- ☐ Barricades and traffic maintenance as required
- ☐ Provide flagmen/traffic control and barricades as needed for your work
- ☐ Material staging as agreed upon with OCI superintendent
- ☐ Provide just in time material deliveries
- ☐ Limited on site parking.

- ☐ Special delivery requirements during frost law period
- ☐ Means and methods to gain access to your work

LAYOUT/COORDINATION

- ☐ Layout own work from project control points
- ☐ Coordination w/ other trades to eliminate interferences
- ☐ Will have onsite representative to attend coordination meetings
- ☐ Coordinate with other trades shop drawings as well as the contract documents

CONTRACT

- ☐ Pay required sales taxes
- ☐ Obtain written approval from OCI before starting any work additional to your contract,
- ☐ ~~Prevailing wages are required~~
- ☐ 10% Retainage will be held until agreed upon by the owner, architect and OCI

CLEANUP/PROTECTION

- ☐ Keep streets, drives and parking lots clean at all times, include necessary sweeping
- ☐ Daily cleanup
- ☐ Protect all existing utilities, structures, facilities, and finishes as needed to do your work
- ☐ Protect own work from weather and continuing construction operations
- ☐ Protect finished work as required to complete your work
- ☐ Restoration of any damage to the site fence, gates, erosion control or existing conditions
- ☐ Protect adjacent properties from damage during work and repair all damages caused by work

CODE/PERMITS

- ☐ Perform work in accordance with all applicable laws and codes
- ☐ ~~Include all permits and fees for your work~~
- ☐ Scheduling and coordination of inspections for your work with authority having jurisdiction
- ☐ Comply with building codes as indicated on project documents.
- ☐ ~~Obtain required trade permits and inspections from local authority having jurisdiction.~~
- ☐ ~~Include permits/cost as required for work in the ROW~~



Equal Opportunity Employer

E.T. MacKenzie Company - Ann Arbor

One of The MacKenzie Companies

6400 Jackson Road

Ann Arbor, MI 48103

Phone: (734) 761.5050 Fax: (734) 761.5323

www.mackenzieco.com



To:	O'Neal Construction	Contact:	Matt Ratzow
Address:	525 West William Street Ann Arbor, MI 48103	Phone:	(734) 769-0770
		Fax:	(734) 769-0925
Project Name:	Ypsilanti District Library Superior Township Branch - 2020 Work	Bid Number:	2020034
Project Location:	North Harris Road South Of Geddes Road, Superior Township, MI	Bid Date:	9/15/2020
Addendum #:	NA		

Line #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
010	General Conditions	1.00	LS	\$3,600.00	\$3,600.00
020	Clearing And Grubbing, North Parcel	1.50	ACRE	\$12,000.00	\$18,000.00
030	Clearing And Grubbing, South Parcel	4.42	ACRE	\$12,000.00	\$53,040.00
040	Culvert, 12", Temporary (Construction Entrance)	40.00	LF	\$30.00	\$1,200.00
050	Silt Fence	3,075.00	LF	\$3.00	\$9,225.00
060	Tree Protection Fence	265.00	LF	\$4.00	\$1,060.00
070	Mud Tracking Mat / Construction Entrance	300.00	SY	\$25.00	\$7,500.00
080	Inlet Filter	1.00	EACH	\$125.00	\$125.00
090	Grade / Seal Site, North Parcel	1.00	LS	\$3,020.00	\$3,020.00
100	Grade / Seal Site, South Parcel	1.00	LS	\$8,900.00	\$8,900.00
110	8" SDR26 PVC Pipe, Material Only	350.00	LF	\$6.23	\$2,180.50
120	2" Type K Copper Pipe, Material Only	120.00	LF	\$11.13	\$1,335.60
130	12" C76 CLIV RCP, Material Only	600.00	LF	\$11.88	\$7,128.00

Total Bid Price: ~~\$116,314.10~~

\$105,670.00

Notes:

- This proposal is based on a partial set of plans prepared by Daniels and Zermack Architects (dated 09.11.20).
- The following items are excluded from this proposal:
 - Permits
 - Bonds
 - Fees
 - Engineering
 - Surveying
 - Layout
 - Environmental Testing
 - Environmental Monitoring
 - Dewatering
 - Franchised Utility Relocation
 - Franchised Utility Demolition
 - Well Removal / Abandonment
 - Wetland Mitigation and Associated Work
 - Exporting Excess Soils
 - Importing Fill Soil
 - Landscaping / Seeding
- It is assumed that work would commence around October 1st, 2020.
- All processed clearing chips / grindings to remain on-site for future use by others.
- This proposal DOES NOT include any prevailing wage rates that may apply to this project.



Equal Opportunity Employer

E.T. MacKenzie Company - Ann Arbor

One of The MacKenzie Companies

6400 Jackson Road
Ann Arbor, MI 48103

Phone: (734) 761.5050 Fax: (734) 761.5323
www.mackenzieco.com



To: O'Neal Construction	Contact: Matt Ratzow
Address: 525 West William Street Ann Arbor, MI 48103	Phone: (734) 769-0770 Fax: (734) 769-0925
Project Name: Ypsilanti District Library Superior Township Branch - 2020 Work	Bid Number: 2020034
Project Location: North Harris Road South Of Geddes Road, Superior Township, MI	Bid Date: 9/15/2020
Addendum #: NA	

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

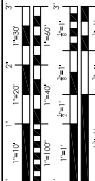
E.T. MacKenzie Company - Ann Arbor Division

Authorized Signature: _____


Estimator: John Niemiec
(734) 761.5050 jniemiec@mackenzieco.com



2080 S. State Street
Ann Arbor, MI 48104
P 734.761.2200
F 734.761.6607



REVISIONS

PRELIM SITE PLAN APPROVAL	21 FEB 2020
SECC & SITE CLEARING	11 SEP 2020

JOB	2017-55
DATE	21 FEB 2020
DRAWN	BB
CHECKED	BB
DETAIL SYMBOL	
DETAIL NUMBER	
REFERENCE SHEET	

Know what's below.
Call before you dig.



CAUTION:
FIELD VERIFY ALL UTILITIES
PRIOR TO EXCAVATION.

C2.0A
YDL SUPERIOR

NATURAL FEATURES NOTES

1. SITE CONTAINS SUCCESSIONAL SCRUB GROWTH OF < 8" DBH EXCEPT WHERE INDIVIDUAL TREES > 8" DBH ARE SURVEYED. SCRUB GROWTH SHALL BE CLEARED TO LIMITS INDICATED ON PLANS.
2. STEEP SLOPES, WATER BODIES, WATER COURSES, WETLANDS, 100-YEAR FLOODPLAIN, AND GROUNDWATER RECHARGE AREAS ARE NOT PRESENT ON SITE.

SITE CLEARING NOTES

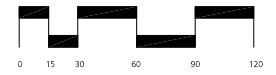
1. CONTRACTOR SHALL CALL MISS DIG (811) A MINIMUM OF THREE WORKING DAYS PRIOR TO START OF CONSTRUCTION.
2. CONTRACTOR SHALL INVESTIGATE EXTENT AND LOCATION OF EXISTING UTILITIES AND SHALL BE RESPONSIBLE FOR PROTECTION AND RESTORATION OF SAME IF DAMAGED AS A RESULT OF CONTRACTOR'S OPERATIONS.
3. ALL ITEMS NOT INDICATED FOR REMOVAL SHALL REMAIN UNDISTURBED AND PROTECTED. CONTRACTOR SHALL FULLY RESTORE ANY ELEMENATLS DAMAGED DURING CONSTRUCTION AT NO ADDITIONAL COST TO THE OWNER.
4. TREES AND VEGETATION INDICATED FOR REMOVAL SHALL BE FULLY REMOVED INCLUDING STUMPS AND ROOTS LARGER THAN 2-INCH DIAMETER.
5. REMOVAL DEBRIS SHALL BECOME THE CONTRACTOR'S PROPERTY AND BE REMOVED FROM THE SITE FOR LEGAL DISPOSAL.
6. CONTRACTOR SHALL REPAIR ALL DISTURBED TURF AREAS OUTSIDE OF PROJECT LIMITS DAMAGED DURING CONSTRUCTION.
7. CONTRACTOR SHALL RELOCATE TREE PROTECTION FENCE WITH LANDSCAPE ARCHITECT/ENGINEER'S APPROVAL IN ORDER TO ACCOMPLISH WORK.
8. REMOVALS AROUND EXISTING TREES SHALL BE PERFORMED WITH EXTREME CARE. REMOVALS TO BE COMPLETED BY HAND. NO HEAVY EQUIPMENT ALLOWED BENEATH TREE CANOPY.
9. STORM DRAINS MUST BE PROTECTED FROM DUST AND DEBRIS.

TEMPORARY SECC STABILIZATION NOTES

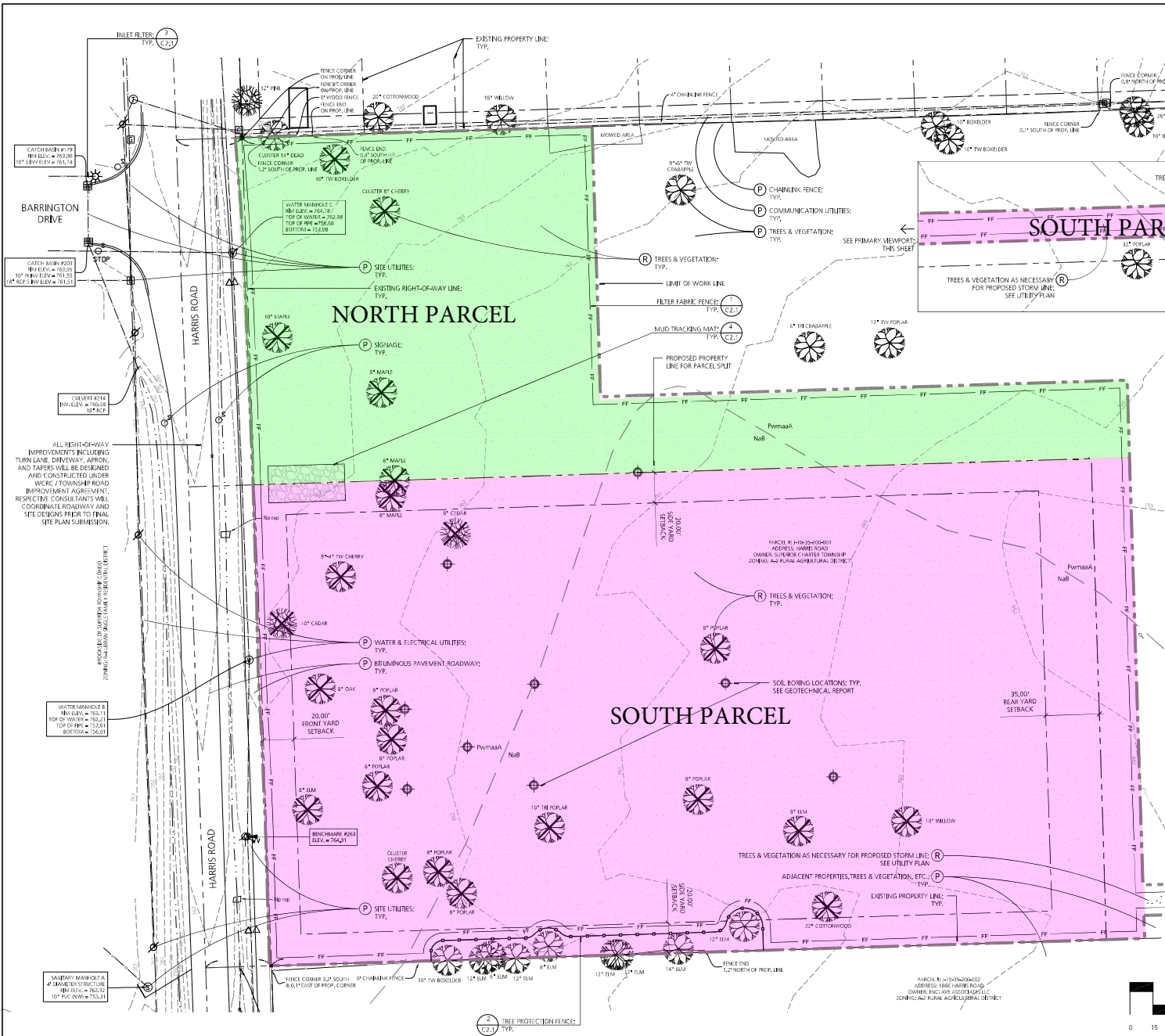
1. CONTRACTOR SHALL "BUCKET GRADE" SITE FOR POSITIVE DRAINAGE FOLLOWING CLEANING AND GRUBBING OPERATIONS.
2. BUCKET GRADED CONDITION SHALL BE LIGHTLY SCARIFIED BEFORE TEMPORARY EROSION CONTROL SEEDING.
3. CONTRACTOR SHALL SEED ALL DISTURBED AREAS WITH MOIST "50M" MBL.
4. ALL SEEDED AREAS SHALL RECEIVE STRAW MULCH OR HYDROMULCH PER MDOT APPLICATION RATES.
5. SLOPES GREATER THAN 3:1 SHALL RECEIVE STRAW EROSION CONTROL BLANKET WITH BIODEGRADABLE SINGLE NETTING.
6. SET FENCE AND OTHER SECC CONTROLS SHALL NOT BE REMOVED UNTIL FULL ESTABLISHMENT OF TEMPORARY SEEDING AND APPROVAL OF JURISDICTIONAL AUTHORITY.

DEMOLITION LEGEND

PROPERTY LINE	—
RIGHT-OF-WAY / SETBACK LINE	- - -
LIMIT OF WORK LINE	FF
FILTER FABRIC FENCE	FF
TREE PROTECTION FENCE	FF
MUD TRACKING MAT	FF
REMOVE EXISTING VEGETATION: (TREES, LAWN, BRUSH, ETC.)	FF
INLET FILTER	○
REMOVE ITEM	○
PROTECT ITEM	○
SALVAGE ITEM TO OWNER	○
REMOVE TREE	○



SITE CLEARING & SECC PLAN



To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 9/17/2020

Re: Consideration of a proposal to replace the Whittaker fire alarm control panel

Similar to the lighting control system, Whittaker Road's fire alarm control panel is original equipment from 2002. It began sending "trouble" signals in June. Technicians from Simplex Grinell have since tweaked it and coaxed it along, but strongly recommend replacement. It is at end of life and is no longer supported, so should it fail, we would be without fire protection. The new panel will be an update that should last another 15-20 years.

The panel needs to work with the other pieces of alarm equipment in the building. As the systems are proprietary, the least expensive approach to replacement is to stick with Johnson Controls. Other manufacturers' panels are incompatible with the other elements of our system, so although we discussed options with other companies, they agreed their bids would far exceed the attached proposal as they would require a broader scope.

Including labor to install the panel, the cost quoted is \$15,177. I recommend waiving the bid process and accepting the Johnson Controls proposal.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-29

September 23, 2020

RESOLUTION TO REPLACE THE FIRE ALARM CONTROL PANEL
AT WHITTAKER ROAD

Whereas, the Whittaker fire alarm control panel is 18 years old and no longer supported by the manufacturer, and parts are no longer available, and

Whereas, the Facilities Manager solicited a proposal for replacement from the vendor and ascertained that no other vendor could provide a compatible panel, and

Whereas, funds to replace the panel will be available in the Whittaker Capital Improvements budget line following Board approval of the proposed budget amendment, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Library waive the bid process and acquire the fire alarm control panel specified on the attached proposal from Johnson Controls for \$15,177.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Johnson Controls Fire Protection LP
24755 Halsted Road
Farmington Hills , MI 48335-1612

Johnson Controls Fire Protection LP Quotation

To:
Ypsilanti District Library
5577 Whittaker Rd
YPSILANTI, MI 48197-9752

Project: Ypsilanti District Library- - CPQ-25537
Johnson Controls Reference: 650025537
Proposal #: 1
Date: 08/21/2020
Page: 1 of 6

Johnson Controls is pleased to offer for your consideration this quotation for the above project

Scope of Work

Proposal is for the replacement of the End of Life 4010 FACP.

Note: All Sub Contracts and/or PO's must be made out to: Johnson Controls Fire Protection LP

Delays, Costs and Extensions of Time.

JCI's time for performance of the Work shall be extended for such reasonable time as JCI is delayed due to causes reasonably beyond JCI's control, whether such causes are foreseeable or unforeseeable, including pandemics such as coronavirus (provisionally named SARS-CoV-2, with its disease being named COVID-19) including, without limitation, labor, parts or equipment shortages. To the extent JCI or its subcontractors expend additional time or costs related to conditions or events set forth in this provision, including without limitation, expedited shipping, hazard pay associated with site conditions, additional PPE requirements, additional time associated with complying with social distancing or hygiene requirements, or additional access restrictions, the Contract Sum shall be equitably adjusted.

Sales/Use tax is included in this quotation

Installation and installation materials included

Elevator recall is not included

Our estimate is based upon all work being performed M-F, 7:15 - 4:15

Quotation is valid for 30 days

Permits, inspection fees, drawing review fees, and drawing purchase fees are included

Scheduling of system start up, test, and checkout requires 7 business days' notice

Delivery of engineered drawings is typically 4 weeks from receipt of order

Testing is limited to devices listed in quotation

No credits will be issued for returned material without a bulletin

SimplexGrinnell is not responsible for design deficiencies of others

SimplexGrinnell standard warranty (1 year) begins upon beneficial use of system

SimplexGrinnell terms and conditions apply

Fire, Security, Communications, Sales & Service
Offices & Representatives in Principal Cities throughout North America



QTY	MODEL NUMBER	DESCRIPTION
Net selling price for System, FOB shipping point, \$9,798.01		
1	4010-9621	4010ES IDNAC 2IDNET RED 120V
1	4010-9912	SERIAL DACT
1	SSU00685	CAB DOC STOR 12X13X2 2GB FLASH
1	4098-9714	PHOTO SENSOR
1	4098-9792	SENSOR BASE
2	2081-9275	BATTERY 18AH
1	2081-9044	OVERVOLTAGE SUPPRESSOR
1	4606-9102	REMOTE LCD ANNUN FOR 4010ES
	DSGN LAB	DESIGN LABOR
	CAD LAB	CAD LABOR
	PM LAB	PROJECT/CONSTRUCTION MGMT
	TECH LAB	TECHNICAL LABOR
	DPSVC	DP SVCS (PERMITS/FEES/BONDS)
1	FREIGHT	FREIGHT
Net selling price for System, FOB shipping point, \$5,378.99		
	DPSUB	SUBCONTRACTING LABOR
Total net selling price, FOB shipping point, \$15,177.00		

TERMS AND CONDITIONS (Rev. 4/20)

Payment. Payments shall be invoiced and due in accordance with the terms and conditions set forth above. Work performed on a time and material basis shall be at Company's then-prevailing rate for material, labor, and related items, in effect at the time supplied under this Agreement. Company shall invoice Customer for progress payments to one hundred (100%) percent based upon equipment delivered or stored, and services performed. In the event project duration exceeds one month, Company reserves the right to submit partial invoices for progress payments for work completed at the project site. Customer agrees to pay any progress invoices in accordance with the payment terms set forth herein. In exchange for close-out documents to be provided by Company, Customer agrees to pay Company the remaining project balance when on-site labor is completed and prior to any final inspections. Customers without established satisfactory credit shall make payments of cash in advance, upon delivery or as otherwise specified by Company. Where Customer establishes and maintains satisfactory credit, payments shall be due and payable thirty (30) days from date of invoice. Company reserves the right to revoke or modify Customer's credit in its sole discretion. Customer's failure to make payment when due is a material breach of this Agreement. If Customer fails to make any payment when due, in addition to any other rights and remedies available, Company shall have the right, at Company's sole discretion, to stop performing any Services and/or withhold further deliveries of materials, until the account is current. In the event payment is not received when due, Company may, at its discretion, assess late fees at the rate of 1.5% per month or the maximum rate allowed by law. Customer agrees to pay all costs of collection, including without limitation costs, fees, and attorneys' fees.

Deposit. Customer agrees to pay a deposit equal to 30% of the project sell price (pre-tax) prior to Company providing any labor or materials on the project. Company will generate an invoice for the 30% deposit within three (3) business days after Company's receipt of a written agreement or order from Customer. Company will not commence work until receipt of the deposit.

Pricing. The pricing set forth in this Agreement is based on the number of devices to be installed and services to be performed as set forth in the Scope of Work ("Equipment" and "Services"). If the actual number of devices installed or services to be performed is greater than that set forth in the Scope of Work, the price will be increased accordingly. If this Agreement extends beyond one year, Company may increase prices upon notice to the Customer. Customer agrees to pay all taxes, permits, and other charges, including but not limited to state and local sales and excise taxes, however designated, levied or based on the service charges pursuant to this Agreement. Prices in any quotation or proposal from Company are subject to change upon notice sent to Customer at any time before the quotation or proposal has been accepted. Prices for products covered may be adjusted by Company, upon notice to Customer at any time prior to shipment, to reflect any increase in Company's cost of raw materials (e.g., steel, aluminum) incurred by Company after issuance of Company's applicable proposal or quotation.

Alarm Monitoring Services. Any reference to alarm monitoring services in this Agreement is included for pricing purposes only. Alarm monitoring services are performed pursuant to the terms and conditions of Company's standard alarm monitoring services agreement.

Code Compliance. Company does not undertake an obligation to inspect for compliance with laws or regulations unless specifically stated in the Scope of Work. Customer acknowledges that the Authority Having Jurisdiction (e.g. Fire Marshal) may establish additional requirements for compliance with local codes. Any additional services or equipment required will be provided at an additional cost to Customer.

Limitation of Liability; Limitations of Remedy. It is understood and agreed by the Customer that Company is not an insurer and that insurance coverage shall be obtained by the Customer and that amounts payable to company hereunder are based upon the value of the services and the scope of liability set forth in this Agreement and are unrelated to the value of the Customer's property and the property of others located on the premises. Customer agrees to look exclusively to the Customer's insurer to recover for injuries or damage in the event of any loss or injury and that Customer releases and waives all right of recovery against Company arising by way of subrogation. Company makes no guaranty or Warranty, including any implied warranty of merchantability or fitness for a particular purpose that equipment or services supplied by Company will detect or avert occurrences or the consequences therefrom that the equipment or service was designed to detect or avert. It is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from failure on the part of Company to perform any of its obligations under this Agreement. Accordingly, Customer agrees that, Company shall be exempt from liability for any loss, damage or injury arising directly or indirectly from occurrences, or the consequences therefrom, which the equipment or service was designed to detect or avert. Should Company be found liable for any loss, damage or injury arising from a failure of the equipment or service in any respect, Company's liability shall be limited to an amount equal to the Agreement price (as increased by the price for any additional work) or where the time and material payment term is selected, Customer's time and material payments to Company. Where this Agreement covers multiple sites, liability shall be limited to

the amount of the payments allocable to the site where the incident occurred. Such sum shall be complete and exclusive. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY DAMAGE, LOSS, INJURY, OR ANY OTHER CLAIM ARISING FROM ANY SERVICING, ALTERATIONS, MODIFICATIONS, CHANGES, OR MOVEMENTS OF THE COVERED SYSTEM(S) OR ANY OF ITS COMPONENT PARTS BY THE CUSTOMER OR ANY THIRD PARTY. COMPANY SHALL NOT BE LIABLE FOR INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES OF ANY KIND, INCLUDING BUT NOT LIMITED TO DAMAGES ARISING FROM THE USE, LOSS OF THE USE, PERFORMANCE, OR FAILURE OF THE COVERED SYSTEM(S) TO PERFORM. The limitations of liability set forth in this Agreement shall inure to the benefit of all parents, subsidiaries and affiliates of company, whether direct or indirect, company's employees, agents, officers and directors.

Reciprocal Waiver of Claims (SAFETY Act). Certain of Company's systems and services have received Certification and/or Designation as Qualified Anti-Terrorism Technologies ("QATT") under the Support Anti-Terrorism by Fostering Effective Technologies Act of 2002, 6 U.S.C. §§ 441-444 (the "SAFETY Act"). As required under 6 C.F.R. 25.5 (e), to the maximum extent permitted by law, Company and Customer hereby agree to waive their right to make any claims against the other for any losses, including business interruption losses, sustained by either party or their respective employees, resulting from an activity resulting from an "Act of Terrorism" as defined in 6 C.F.R. 25.2, when QATT have been deployed in defense against, response to, or recovery from such Act of Terrorism.

General Provisions. Customer has selected the service level desired after considering and balancing various levels of protection afforded, and their related costs. All work to be performed by Company will be performed during normal working hours of normal working days (8:00 a.m. - 5:00 p.m., Monday through Friday, excluding Company holidays), as defined by Company, unless additional times are specifically described in this Agreement. Company will perform the services described in the Scope of Work section ("Services") for one or more system(s) or equipment as described in the Scope of Work section or the listed attachments ("Covered System(s)"). The Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes the Covered System(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. Unless otherwise specified in this Agreement, any inspection (and, if specified, testing) provided under this Agreement does not include any maintenance, repairs, alterations, replacement of parts, or any field adjustments whatsoever, nor does it include the correction of any deficiencies identified by Company to Customer. Company shall not be responsible for equipment failure occurring while Company is in the process of following its inspection techniques, where the failure also results from the age or obsolescence of the item or due to normal wear and tear. This Agreement does not cover systems, equipment, components or PARTS THAT are below grade, behind walls or other obstructions or exterior to the building, electrical wiring, and piping.

Customer Responsibilities. Customer shall furnish all necessary facilities for performance of its work by Company, adequate space for storage and handling of materials, light, water, heat, heat tracing, electrical service, local telephone, watchman, and crane and elevator service and necessary permits. Where wet pipe system is installed, Customer shall supply and maintain sufficient heat to prevent freezing of the system. Customer shall promptly notify Company of any malfunction in the Covered System(s) which comes to Customer's attention. This Agreement assumes any existing system(s) are in operational and maintainable condition as of the Agreement date. If, upon initial inspection, Company determines that repairs are recommended, repair charges will be submitted for approval prior to any work. Should such repair work be declined Company shall be relieved from any and all liability arising therefrom. Customer shall further:

supply required schematics and drawings unless they are to be supplied by Company in accordance with this Agreement; Provide a safe work environment, in the event of an emergency or Covered System(s) failure, take reasonable safety precautions to protect against personal injury, death, and property damage, continue such measures until the Covered System(s) are operational, and notify Company as soon as possible under the circumstances.

Provide Company access to any system(s) to be serviced, Comply with all laws, codes, and regulations pertaining to the equipment and/or services provided under this agreement. **Excavation.** In the event the Work includes excavation, Customer shall pay, as an extra to the contract price, the cost of any additional work performed by Company due to water, quicksand, rock or other unforeseen condition or obstruction encountered or shoring required. **Structure and Site Conditions.** While employees of Company will exercise reasonable care in this respect, Company shall be under not responsibility for loss or damage due to the character, condition or use of foundations, walls, or other structures not erected by it or resulting from the excavation in proximity thereto, or for damage resulting from concealed piping, wiring, fixtures, or other equipment or condition of water pressure. All shoring or protection of foundation, walls or other structures subject to being

disturbed by any excavation required hereunder shall be the responsibility of Customer. Customer shall have all things in readiness for installation including, without limitation, structure to support the sprinkler system and related equipment (including tanks), other materials, floor or suitable working base, connections and facilities for erection at the time the materials are delivered. In the event Customer fails to have all things in readiness at the time scheduled for receipt of materials, Customer shall reimburse Company for all expenses caused by such failure. Failure to make areas available to Company during performance in accordance with schedules that are the basis for Company's proposal shall be considered a failure to have things in readiness in accordance with the terms of this Agreement.

Confined Space. If access to confined space by Company is required for the performance of Services, Services shall be scheduled and performed in accordance with Company's then-current hourly rate.

Hazardous Materials. Customer represents that, except to the extent that Company has been given written notice of the following hazards prior to the execution of this Agreement, to the best of Customer's knowledge there is no "permit confined space," as defined by OSHA, risk of infectious disease, need for air monitoring, respiratory protection, or other medical risk,

asbestos, asbestos-containing material, formaldehyde or other potentially toxic or otherwise hazardous material contained in or on the surface of the floors, walls, ceilings, insulation or other structural components of the area of any building where work is required to be performed under this Agreement.

All of the above are hereinafter referred to as "Hazardous Conditions". Company shall have the right to rely on the representations listed above. If hazardous conditions are encountered by Company during the course of Company's work, the discovery of such materials shall constitute an event beyond Company's control and Company shall have no obligation to further perform in the area where the hazardous conditions exist until the area has been made safe by Customer as certified in writing by an independent testing agency, and Customer shall pay disruption expenses and re-mobilization expenses as determined by Company. This Agreement does not provide for the cost of capture, containment or disposal of any hazardous waste materials, or hazardous materials, encountered in any of the Covered System(s) and/or during performance of the Services. Said materials shall at all times remain the responsibility and property of Customer. Company shall not be responsible for the testing, removal or disposal of such hazardous materials.

OSHA Compliance. Customer shall indemnify and hold Company harmless from and against any and all claims, demands and/or damages arising in whole or in part from the enforcement of the Occupational Safety Health Act (and any amendments or changes thereto) unless said claims, demands or damages are a direct result of causes within the exclusive control of Company.

Interferences. Customer shall be responsible to coordinate the work of other trades (including but not limited to ducting, piping, and electrical) and for and additional costs incurred by Company arising out of interferences to Company's work caused by other trades.

Modifications and Substitutions. Company reserves the right to modify materials, including substituting materials of later design, providing that such modifications or substitutions will not materially affect the performance of the Covered System(s).

Changes, Alterations, Additions. Changes, alterations and additions to the Scope of Work, plans, specifications or construction schedule shall be invalid unless approved in writing by Company. Should changes be approved by Company, that increase or decrease the cost of the work to Company, the parties shall agree, in writing, to the change in price prior to performance of any work. However, if no agreement is reached prior to the time for performance of said work, and Company elects to perform said work so as to avoid delays, then Company's estimate as to the value of said work shall be deemed accepted by Customer. In addition, Customer shall pay for all extra work requested by Customer or made necessary because of incompleteness or inaccuracy of plans or other information submitted by Customer with respect to the location, type of occupancy, or other details of the work to be performed. In the event the layout of Customer's facilities has been altered, or is altered by Customer prior to the completion of the Work, Customer shall advise Company, and prices, delivery and completion dates shall be changed by Company as may be required.

Commodities Availability. Company shall not be responsible for failure to provide services, deliver products, or otherwise perform work required by this Agreement due to lack of available steel products or products made from plastics or other commodities. In the event Company is unable, after reasonable commercial efforts, to acquire and provide steel products, or products made from plastics or other commodities, if required to perform work required by this Agreement, Customer hereby agrees that Company may terminate the Agreement, or the relevant portion of the Agreement, at no additional cost and without penalty. Customer agrees to pay Company in full for all work performed up to the time of any such termination.

Project Claims. Any claim of failure to perform against Company arising hereunder shall be deemed waived unless received by Company, in writing specifically setting forth the basis for such claim, within ten (10) days after such claims arises.

Backcharges. No charges shall be levied against Company unless seventy-two (72) hours prior written notice is given to Company to correct any alleged deficiencies which are alleged to

necessitate such charges and unless such alleged deficiencies are solely and directly caused by Company.

System Equipment. The purchase of equipment or peripheral devices (including but not limited to smoke detectors, passive infrared detectors, card readers, sprinkler system components, extinguishers and hoses) from Company shall be subject to the terms and conditions of this Agreement. If, in Company's sole judgment, any peripheral device or other system equipment, which is attached to the Covered System(s), whether provided by Company or a third party, interferes with the proper operation of the Covered System(s), Customer shall remove or replace such device or equipment promptly upon notice from Company. Failure of Customer to remove or replace the device shall constitute a material breach of this Agreement. If Customer adds any third party device or equipment to the Covered System(s), Company shall not be responsible for any damage to or failure of the Covered System(s) caused in whole or in part by such device or equipment.

Reports. Where inspection and/or test services are selected, such inspection and/or test shall be completed on Company's then current Report form, which shall be given to Customer, and, where applicable, Company may submit a copy thereof to the local authority having jurisdiction. The Report and recommendations by Company are only advisory in nature and are intended to assist Customer in reducing the risk of loss to property by indicating obvious defects or impairments noted to the system and equipment inspected and/or tested. They are not intended to imply that no other defects or hazards exist or that all aspects of the Covered System(s), equipment, and components are under control at the time of inspection. Final responsibility for the condition and operation of the Covered System(s) and equipment and components lies with Customer.

Limited Warranty. Subject to the limitations below, Company warrants any equipment (as distinguished from the Software) installed pursuant to this Agreement to be free from defects in material and workmanship under normal use for a period of one (1) year from the date of first beneficial use or all or any part of the Covered System(s) or 18 months after Equipment shipments, whichever is earlier, provided however, that Company's sole liability, and Customer's sole remedy, under this limited warranty shall be limited to the repair or replacement of the Equipment or any part thereof, which Company determines is defective, at Company's sole option and subject to the availability of service personnel and parts, as determined by Company. Company warrants expendable items, including, but not limited to, video and print heads, television camera tubes, video monitor displays tubes, batteries and certain other products in accordance with the applicable manufacturer's warranty. Company does not warrant devices designed to fail in protecting the System, such as, but not limited to, fuses and circuit breakers. Company warrants that any Company software described in this Agreement, as well as software contained in or sold as part of any Equipment described in this Agreement, will reasonably conform to its published specifications in effect at the time of delivery and for ninety (90) days after delivery. However, Customer agrees and acknowledges that the software may have inherent defects because of its complexity. Company's sole obligation with respect to software, and Customer's sole remedy, shall be to make available published modifications, designed to correct inherent defects, which become available during the warranty period. If Repair Services are included in this Agreement, Company warrants that its workmanship and material for repairs made pursuant to this Agreement will be free from defects for a period of ninety (90) days from the date of furnishing.

EXCEPT AS EXPRESSLY SET FORTH HEREIN, COMPANY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SERVICES PERFORMED OR THE PRODUCTS, SYSTEMS OR EQUIPMENT, IF ANY, SUPPORTED HEREUNDER.

Warranty service will be performed during Company's normal working hours. If Customer requests warranty service at other than normal working hours, service will be performed at Company's then current rates for after ours services. All repairs or adjustments that are or may become necessary shall be performed by and authorized representative of Company. Any repairs, adjustments or interconnections performed by Customer or any third party shall void all warranties.

Indemnity. Customer agrees to indemnify, hold harmless and defend Company against any and all losses, damages, costs, including expert fees and costs, and expenses including reasonable defense costs, arising from any and all third party claims for personal injury, death, property damage or economic loss, including specifically any damages resulting from the exposure of workers to Hazardous Conditions whether or not Customer pre-notifies Company of the existence of said hazardous conditions, arising in any way from any act or omission of Customer or Company relating in any way to this Agreement, including but not limited to the Services under this Agreement, whether such claims are based upon contract, warranty, tort (including but not limited to active or passive negligence), strict liability or otherwise. Company reserves the right to select counsel to represent it in any such action.

Insurance. Customer shall name Company, its officers, employees, agents, subcontractors, suppliers, and representatives as additional insureds on Customer's general liability and auto liability policies.

Termination. Any termination under the terms of this Agreement shall be made in writing. In the event Customer terminates this

Agreement prior to completion for any reason not arising solely from Company's performance or failure to perform, Customer understands and agrees that Company will incur costs of administration and preparation that are difficult to estimate or determine. Accordingly, should Customer terminate this Agreement as described above, Customer agrees to pay all charges incurred for products and equipment installed and services performed, and in addition pay an amount equal to twenty (20%) percent of the price of products and equipment not yet delivered and Services not yet performed, return all products and equipment delivered and pay a restocking fee of twenty (20%) percent of the price of products or equipment returned. Company may terminate this Agreement immediately at its sole discretion upon the occurrence of any Event of Default as hereinafter defined. Company may also terminate this Agreement at its sole discretion upon notice to Customer if Company's performance of its obligations under this Agreement becomes impracticable due to obsolescence of equipment at Customer's premises or unavailability of parts.

Default. An Event of Default shall be 1) failure of the Customer to pay any amount within ten (10) days after the amount is due and payable, 2) abuse of the System or the Equipment, 3) dissolution, termination, discontinuance, insolvency or business failure of Customer. Upon the occurrence of an Event of Default, Company may pursue one or more of the following remedies, 1) discontinue furnishing Services, 2) by written notice to Customer declare the balance of unpaid amounts due and to become due under the this Agreement to be immediately due and payable, provided that all past due amounts shall bear interest at the rate of 1 1/2% per month (18% per year) or the highest amount permitted by law, 3) receive immediate possession of any equipment for which Customer has not paid, 4) proceed at law or equity to enforce performance by Customer or recover damages for breach of this Agreement, and 5) recover all costs and expenses, including without limitation reasonable attorneys' fees, in connection with enforcing or attempting to enforce this Agreement.

Exclusions. Unless expressly included in the Scope of Work, this Agreement expressly excludes, without limitation, testing inspection and repair of duct detectors, beam detectors, and UV/IR equipment; provision of fire watches; clearing of ice blockage; draining of improperly pitched piping; replacement of batteries; recharging of chemical suppression systems; reloading of, upgrading, and maintaining computer software; system upgrades and the replacement of obsolete systems, equipment, components or parts, making repairs or replacements necessitated by reason of negligence or misuse of components or equipment or changes to Customer's premises, vandalism, corrosion (including but not limited to micro-bacterially induced corrosion ("MIC")), power failure, current fluctuation, failure due to non-Company installation, lightning, electrical storm, or other severe weather, water, accident, fire, acts of God or any other cause external to the Covered System(s). Repair Services provided pursuant to this Agreement do not cover and specifically excludes system upgrades and the replacement of obsolete systems, equipment, components or parts. All such services may be provided by Company at Company's sole discretion at an additional charge. If Emergency Services are expressly included in the scope of work section, the Agreement price does not include travel expenses.

No Option to Solicit. Customer shall not, directly or indirectly, on its own behalf or on behalf of any other person, business, corporation or entity, solicit or employ any Company employee, or induce any Company employee to leave his or her employment, for a period of two years after termination of this Agreement.

Force Majeure; Delays. Company shall not be liable, nor in breach or default of its obligations under this Agreement, for delays, interruption, failure to render services, or any other failure by Company to perform an obligation under this Agreement, where such delay, interruption or failure is caused, in whole or in part, directly or indirectly, by a Force Majeure Event. A "Force Majeure Event" is a condition or event that is beyond the reasonable control of Company, whether foreseeable or unforeseeable, including, without limitation, acts of God, severe weather (including but not limited to hurricanes, tornados, severe snowstorms or severe rainstorms), wildfires, floods, earthquakes, seismic disturbances, or other natural disasters, acts or omissions of any governmental authority (including change of any applicable law or regulation), epidemics, pandemics, disease, viruses, quarantines, or other public health risks and/or responses thereto, condemnation, strikes, lock-outs, labor disputes, an increase of 5% or more in tariffs or other excise taxes for materials to be used on the project, fires, explosions or other casualties, thefts, vandalism, civil disturbances, insurrection, mob violence, riots, war or other armed conflict (or the serious threat of same), acts of terrorism, electrical power outages, interruptions or degradations in telecommunications, computer, network, or electronic communications systems, data breach, cyber-attacks, ransomware, unavailability or shortage of parts, materials, supplies, or transportation, or any other cause or casualty beyond the reasonable control of Company. If Company's performance of the work is delayed, impacted, or prevented by a Force Majeure Event or its continued effects, Company shall be excused from performance under the Agreement. Without limiting the generality of the foregoing, if Company is delayed in achieving one or more of the scheduled milestones set forth in the Agreement due to a Force Majeure Event, Company will be entitled to extend the relevant completion date by the amount of time that Company was delayed as a result of the Force Majeure Event, plus such additional time as may be reasonably necessary to overcome the effect of the delay. To the extent that the Force Majeure Event

directly or indirectly increases Company's cost to perform the services, Customer is obligated to reimburse Company for such increased costs, including, without limitation, costs incurred by Company for additional labor, inventory storage, expedited shipping fees, trailer and equipment rental fees, subcontractor fees or other costs and expenses incurred by Company in connection with the Force Majeure Event.

One-Year Limitation on Actions; Choice of Law. It is agreed that no suit, or cause of action or other proceeding shall be brought against either party more than one (1) year after the accrual of the cause of action or one (1) year after the claim arises, whichever is shorter, whether known or unknown when the claim arises or whether based on tort, contract, or any other legal theory. The laws of Massachusetts shall govern the validity, enforceability, and interpretation of this Agreement.

Software and Digital Services. Use, implementation, and deployment of the software and hosted software products ("Software") offered under these terms shall be subject to, and governed by, Seller's standard terms for such Software and Software related professional services in effect from time to time at <https://www.johnsoncontrols.com/techterms> (collectively, the "Software Terms"). Applicable Software Terms are incorporated herein by this reference. Other than the right to use the Software as set forth in the Software Terms, Seller and its licensors reserve all right, title, and interest (including all intellectual property rights) in and to the Software and improvements to the Software. The Software that is licensed hereunder is licensed subject to the Software Terms and not sold. If there is a conflict between the other terms herein and the Software Terms, the Software Terms shall take precedence and govern with respect to rights and responsibilities relating to the Software, its implementation and deployment and any improvements thereto.

Assignment. Customer may not assign this Agreement without Company's prior written consent. Company may assign this Agreement to an affiliate without obtaining Customer's consent.

Entire Agreement. The parties intend this Agreement, together with any attachments or Riders (collectively the "Agreement") to be the final, complete and exclusive expression of their Agreement and the terms and conditions thereof. This Agreement supersedes all prior representations, understandings or agreements between the parties, written or oral, and shall constitute the sole terms and conditions of sale for all equipment and services. No waiver, change, or modification of any terms or conditions of this Agreement shall be binding on Company unless made in writing and signed by an Authorized Representative of Company.

Severability. If any provision of this Agreement is held by any court or other competent authority to be void or unenforceable in whole or in part, this Agreement will continue to be valid as to the other provisions and the remainder of the affected provision.

Legal Fees. Company shall be entitled to recover from the customer all reasonable legal fees incurred in connection with Company enforcing the terms and conditions of this Agreement.

License Information (Security System Customers): AL Alabama Electronic Security Board of Licensure 7956 Vaughn Road, Pmb 392, Montgomery, Alabama 36116 (334) 264-9388; AR Regulated by: Arkansas Board of Private Investigators And Private Security Agencies, #1 State Police Plaza Drive, Little Rock 72209 (501)618-8600; CA Alarm company operators are licensed and regulated by the Bureau of Security and Investigative Services, Department of Consumer Affairs, Sacramento, CA, 95814. Upon completion of the installation of the alarm system, the alarm company shall thoroughly instruct the purchaser in the proper use of the alarm system. Failure by the licensee, without legal excuse, to substantially commence work within 20 days from the approximate date specified in the agreement when the work will begin is a violation of the Alarm Company Act. NY Licensed by N.Y.S. Department of the State, TX Texas Commission on Private Security, 5805 N. Lamar Blvd., Austin, 78752-4422, 512-424-7710. License numbers available at www.jci.com or contact your local Johnson Controls office.



IMPORTANT NOTICE TO CUSTOMER

In accepting this Proposal, Customer agrees to the terms and conditions contained herein including those on the following pages of this Agreement and any attachments or riders attached heretofore that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the Customer may issue. Any changes in the system requested by the Customer after the execution of this Agreement shall be paid for by the Customer and such changes shall be authorized in writing. **ATTENTION IS DIRECTED TO THE LIMITATION OF LIABILITY, WARRANTY, INDEMNITY AND OTHER CONDITIONS ON THE FOLLOWING PAGES. This proposal shall be void if not accepted in writing within thirty (30) days from the date of the Proposal.**

<p>Offered By:</p> <p>Johnson Controls Fire Protection LP</p> <p>24755 Halsted Road</p> <p>Farmington Hills , MI 48335-1612</p> <p>Telephone:</p> <p>Representative: _____</p> <p>Email: douglas.collins@jci.com</p>	<p>Accepted By: (Customer)</p> <p>Company: _____</p> <p>Address: _____</p> <p>Signature: _____</p> <p>Title: _____</p> <p>P.O.#: _____ Date: _____</p>
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