

Board of Trustees

2020 Information Packet



Wednesday
October 28, 2020
6:30pm
YDL-Virtual



Ypsilanti District Library
YDL Board Meeting, October 28, 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"/>
Presentation: 2019 Annual report – Sam Killian, Community Relations Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from September 23, 2020 Virtual Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. September 2020 Financials & Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication			
A. Official Correspondence (Public)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Finance Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report	<input type="checkbox"/>	<input type="checkbox"/>	
E. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
G. Facilities	<input checked="" type="checkbox"/>	<input checked="" 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. Review of FY 2021 draft budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Schedule Public Hearing for FY 2021 budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. 2021 holiday closing schedule	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Consideration of a resolution to purchase two new servers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Discussion of Director evaluation process	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, September 23, 2020 (Unapproved)

CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:30 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 Facilities Manager Jim Reed

APPROVAL OF THE AGENDA

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

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

PUBLIC COMMENT

NONE

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (August 26, 2020 Virtual Meeting minutes, and August 2020 Financials and Check Registers) Trustee McGee supported this motion.

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

COMMITTEE REPORTS

- Fundraising committee:
 - The Capital Campaign committee met on 9/16/2020, there was a good turnout.
 - They reviewed grant requests in process.
- Superior Township Planning:
 - County commission considering Lisa's allocation request tonight.
 - Superior Township Board approved the proposal for sight clearing.

REPORT OF THE LIBRARY DIRECTOR

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

- No statistical report this month. Working with State Aid requirements to put together documentation collecting Covid stats.
- Whittaker's new access road is complete. Glassco and Terracon were at the library Wednesday for a kick off meeting. They will begin replacement of sill soon, likely next week. Terracon and O'Neal working to determine the best testing method for the replacement of the metal panel.
- Michigan Avenue painting starts Monday.

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, September 23, 2020 (Unapproved)

NEW BUSINESS

A. FY 2019-2020 Budget Amendment

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: Brian Steimel

SUPPORTED BY: Kay Williams

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

B. Award of snow removal contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-27

September 23, 2020

RESOLUTION TO AWARD A SNOW REMOVAL CONTRACT

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, September 23, 2020 (Unapproved)

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: Bethany Kennedy

SUPPORTED BY: Patricia Horne McGee

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

C. Consideration of site clearing recommendation for Superior building project

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

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, September 23, 2020 (Unapproved)

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: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

D. Consideration of a proposal to replace the Whittaker Fire Alarm Control Panel

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

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, September 23, 2020 (Unapproved)

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: Patricia Horne McGee

SUPPORTED BY: Theresa M. Maddix

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

BOARD MEMBER COMMENTS

Trustee	Comment
Bethany	Thank you for doing the flu shot clinic! I'm happy to see summer challenge numbers.
Theresa	Thank you for doing the Covid testing and flu shots. I was impressed with Jerome's number of calls. I wanted to let everyone know you can vote as soon as tomorrow.
Kay	I like that your rotating the roll call. Very excited to be clearing the property.
Pat	No comment
Kristy	I'm excited about the improved wireless. I am excited to see the site clearing. Its a sign of hope for people.
Brian	I love the two month version of the loop.
Jean	Thank you Lisa, Julie, Monica and everyone for all that you do.
Lisa	No comment

Adjournment

Trustee McGee moved to adjourn at 7:15 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: 10/21/2020

Time: 4:15 pm

Page: 1

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								
72538	09/04/2020	C Printed			0000000025	AFLAC	Payroll 17 &18	163.48
72539	09/04/2020	C Printed			ALER	ALERUS FINANCIAL	Defined Contribution July 2020	17,503.78
72540	09/04/2020	C Printed			BOX	BOXCAR STUDIO	Monthly Enterprise WP Hosting	1,800.00
72541	09/04/2020	C Printed			DTE ENERGY	DTE ENERGY	Service Period 7/24-8/24/20	10,040.98
72542	09/04/2020	C Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Whittaker 7/24-8/23/20	633.19
72543	09/04/2020	C Printed			OCLC	OCLC INC.	Billing Period 8/1-8/31/20	469.22
72544	09/04/2020	C Printed			TDSM	TDS	Serv 8/22-9/21/20	1,223.73
72545	09/04/2020	C Printed			0000000316	U S POSTMASTER	Permit #658 Sept /Oct Loop	3,200.00
72546	09/04/2020	C Printed			0000000030	VISION SERVICE PLAN - MI	Sept2020	744.52
72547	09/16/2020	C Printed			0000000025	AFLAC	#19 & #20 payroll	163.48
72548	09/16/2020	C Printed			AK	AK LAWNCARE	whit #6 payment	530.00
72549	09/16/2020	C Printed			AES	ALLIED EAGLE SUPPLY CO	hand sanitizer	153.85
72550	09/16/2020	C Printed			LOR	BAKER & TAYLOR	statement 8/31/2020	25.61
72551	09/16/2020	C Printed			BAKL	BAKER & TAYLOR #4407662	statement 8/31/2020	44.51
72552	09/16/2020	C Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 8/31/2020	12.82
72553	09/16/2020	C Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 8/31/2020	121.13
72554	09/16/2020	C Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 8/31/2020	10.97
72555	09/16/2020	C Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 8/31/2020	23.94
72556	09/16/2020	C Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 8/31/2020	2,718.38
72557	09/16/2020	C Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 8/31/2020	1,382.74
72558	09/16/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 8/31/2020 #9394	2,328.99
72559	09/16/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 8/31/2020 #5384	36.12
72560	09/16/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 8/31/2020 #5906	1,885.99
72561	09/16/2020	C Printed			BENCH	BENCHMARK DESIGN STUDIO	clear acrylic	3,430.00
72562	09/16/2020	C Printed			BA	BLACKSTONE PUBLISHING	muzzled/outsider	92.83
72563	09/16/2020	C Printed			BOD	BODMAN PLC	july 2020 service	5,866.25
72564	09/16/2020	C Printed			A15	BP PRODUCTS OF NORTH AMERICA	8/6-9/5/2020 billing	53.62
72565	09/16/2020	C Printed			VBG	VICKI BRETT-GACH	cooking program 9/30/2020	350.00
72566	09/16/2020	C Printed			CAMPINC	CAMPBELL, INC	whit 9/1-11/30/2020 coverage	13,867.25
72567	09/16/2020	C Printed			JCARY	JAMES CAREY	august 2020 services	860.00
72568	09/16/2020	C Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	august 2020 grounds	81.68
72569	09/16/2020	C Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	august 2020 fuel/elec	113.90
72570	09/16/2020	C Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 9/30/2020	1,731.63
72571	09/16/2020	C Printed			CLHI	CLARK HILL	services through 7/31/2020	147.00
72572	09/16/2020	C Printed			DBA	DICK BLICK	whit adult	51.06
72573	09/16/2020	C Printed			DTE ENERGY	DTE ENERGY	MA 7/31-8/28/2020 service	1,194.36
72574	09/16/2020	C Printed			DTE ENERGY	DTE ENERGY	whit rd August 2020 street lig	40.59
72575	09/16/2020	C Printed			ERDU	ERICA DUTTON	9/18-10/23/20 meditation serie	150.00
72576	09/16/2020	C Printed			ELM	ELM USA INC.	disc repair machine pads	89.45
72577	09/16/2020	C Printed			FST	FIRST BOOK	whit youth	325.00
72578	09/16/2020	C Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH,PC	july 2020 service	63.00
72579	09/16/2020	C Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 9/13/2020	70.56
72580	09/16/2020	C Printed			IPS	INSIGHT PUBLIC SECTOR, INC	mist systeminc	2,659.29
72581	09/16/2020	C Printed			0000000051	THE LIBRARY NETWORK	through officer's eyes	12,753.19
72582	09/16/2020	C Printed			LFC	LIFESTYLE FITNESS COACH-LLC	check 2 of 2 10/26/2020	120.00
72583	09/16/2020	C Printed			LFC	LIFESTYLE FITNESS COACH-LLC	check 1 of 2 10/1/2020	120.00
72584	09/16/2020	C Printed			MEF	MEDIA EDUCATION FOUNDATION	mean world syndrome	63.98
72585	09/16/2020	C Printed			MWP	MICHIGAN WEB PRESS	september 2020 LOOP	2,815.81
72586	09/16/2020	C Printed			MCLS	MIDWEST COLLABORATIVE FOR	digital literacy	95.00

Check Register Report

Date: 10/21/2020

Time: 4:15 pm

Page: 2

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								
72587	09/16/2020	C Printed			MIDWESTT	MIDWEST TAPE	99250332/99250034/99250335	3,146.01
72588	09/16/2020	C Printed			MIDWESTT	MIDWEST TAPE	hoopla 8/31/2020	8,921.16
72589	09/16/2020	C Printed			MY FAVORIT	MY FAVORITE PLANT COMPAN	September 2020 service	128.00
72590	09/16/2020	C Printed			OCLC	OCLC INC.	9/1-9/30/2020 billing period	469.22
72591	09/16/2020	C Printed			JAO	JO ANGELA OEHRLI	9/24/2020 fact/fiction electio	150.00
72592	09/16/2020	C Printed			OV	OVERDRIVE, INC.	24 items	2,101.01
72593	09/16/2020	C Printed			QM	Q+M	LOOP september 2020 issue	2,000.00
72594	09/16/2020	C Printed			LYSET	LYNNE SETTLES	zoom art class teens 8/8/2020	150.00
72595	09/16/2020	C Printed			STADIUM TR	STADIUM TROPHY	Leighton plaque donor wall	25.00
72596	09/16/2020	C Printed			STAPAD	STAPLES ADVANTAGE	st 8/25/2020	1,004.21
72597	09/16/2020	C Printed			SES	STRATEGIC ENERGY SOLUTIONS INC	services through 8/21/2020	575.00
72598	09/16/2020	C Printed			STUD	SUPERIOR TOWNSHIP UTILITY	7/16-8/14/2020 service DEPT	7.40
72599	09/16/2020	C Printed			THOM WEST	THOMSON REUTERS-WEST	7/5-8/4/2020 billing period	544.00
72600	09/16/2020	C Printed			TUT	TUTOR.COM	online tutoring program	2,000.00
72601	09/16/2020	C Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	subscript fee-sept 2020	90.00
72602	09/16/2020	C Printed			A4	WASTE MANAGEMENT OF MICHIGAN	whit - september 2020 service	440.16
72603	09/16/2020	C Printed			KAWILL	KATHERINE WILLSON	Genealogy presentation4/19/20	115.00
72604	09/16/2020	C Printed			0000000021	Y C U A	MA 7/24-8/23/2020 service	2,035.29
72605	09/16/2020	C Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 8/31/2020	53.98
72606	09/25/2020	C Printed			ADT	ADT SECURITY SERVICES, INC	super 10/1-12/31/2020	160.02
72607	09/25/2020	C Printed			AF SMITH	AF SMITH ELECTRIC INC	Whit lightpole	4,655.00
72608	09/25/2020	C Printed			BASIC	BASIC	#107799 september 2020	63.20
72609	09/25/2020	C Printed			BA	BLACKSTONE PUBLISHING	dare to lead	248.62
72610	09/25/2020	C Printed			BCN	BLUE CARE NETWORK OF MI	10/1-10/31/2020 coverage	40,328.23
72611	09/25/2020	C Printed			CAMPINC	CAMPBELL, INC	MA boiler heat loop	437.71
72612	09/25/2020	C Printed			0000000567	CENTER POINT PUBLISHING	tranquility falls	93.48
72613	09/25/2020	C Printed			CONSTELL	CONSTELLATION NEWENERGY-	Whit/MA August 2020 billing	841.47
72614	09/25/2020	C Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	10/1-10/31/20 coverage	2,867.64
72615	09/25/2020	C Printed			ELM	ELM USA INC.	10/30/20-10/29/21 ext warr	520.00
72616	09/25/2020	C Printed			MNL	MADISON NATIONAL LIFE INS CO	October 2020	1,150.02
72617	09/25/2020	C Printed			MBM	MBM TECHNOLOGY SOLUTIONS	super 8/24-9/23/20 billing	235.85
72618	09/25/2020	C Printed			MEF	MEDIA EDUCATION FOUNDATION	How Racism Harms White	100.00
72619	09/25/2020	C Printed			AFSCME	MICHIGAN AFSCME	09/03/2020 collected	658.00
72620	09/25/2020	C Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Ann Conf 2020 Garboden	270.00
72621	09/25/2020	C Printed			MIDWESTT	MIDWEST TAPE	99338338/99342541/99338339	491.46
72622	09/25/2020	C Printed			MY FAVORIT	MY FAVORITE PLANT COMPAN	September 2020 service	128.00
72623	09/25/2020	C Printed			OV	OVERDRIVE, INC.	24 items	1,176.07
72624	09/25/2020	C Printed			PW	PLANTWISE	whit 8/24/20 maintenance	725.00
72625	09/25/2020	C Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	whit start up 2020 & repair	1,024.09
72626	09/25/2020	C Printed			AMAZ	SYNCB AMAZON	statement 8/10/2020	459.93
72627	09/25/2020	C Printed			TDSM	TDS	9/22-10/21/2020 service	1,224.06
72628	09/25/2020	C Printed			TYLE	TYLER TECHNOLOGIES	10/1/20-9/30/2021 maintenance	1,788.70
72629	09/25/2020	C Printed			VERIZON	VERIZON WIRELESS	8/10-9/9/2020 service	297.01
72630	09/25/2020	C Printed			0000000030	VISION SERVICE PLAN - MI	october 2020 coverage	744.52

Total Checks: 93

Checks Total (excluding void checks):

177,066.40

Total Payments: 93

Bank Total (excluding void checks):

177,066.40

Total Payments: 93

Grand Total (excluding void checks):

177,066.40

**Ypsilanti District Library
Balance Sheet
September 30, 2020
General Fund**

	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FYTD 09/30/20
Assets:						
Cash: Checking	343,352	435,833	325,888	30,254	243,356	1,128,894
Savings	2,276,388	2,191,873	2,414,562	2,311,968	2,318,328	1,982,800
CD's	-	-	-	-	-	-
Stocks	-	28,584	30,954	31,300	31,048	36,331
Memorials	6,402	6,402	6,403	3,368	3,368	-
Operational Cash	356	356	521	824	824	824
Total Cash	2,626,498	2,663,048	2,778,328	2,377,714	2,596,924	3,148,849
Receivables & Other assets	37,821	17,384	36,272	49,282	98,153	105,405
Total Assets	2,664,319	2,680,432	2,814,600	2,426,996	2,695,077	3,254,254
Liabilities	425,334	334,400	509,097	145,758	85,577	78,668
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	1,963,454
Total Fund Balance	2,238,985	2,346,032	2,305,503	2,281,238	2,609,500	3,175,586
Total Liabilities & Fund Balance	2,664,319	2,680,432	2,814,600	2,426,996	2,695,077	3,254,254

Ypsilanti District Library
Period Ending 09/30/2020 (83.3% of Year)
General Fund

ACCT #	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	Original FY 2019-2020 BUDGET	Amnded FY 2019-2020 BUDGET	YTD 09/30/20 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,810,812	3,924,231	5,506,660	5,706,999	5,643,545	5,093,618	613,381	90.3%
Expenditures								
Dept 100 Administrative	1,882,646	1,996,606	2,046,192	2,288,226	2,226,365	1,642,791	645,435	73.8%
Dept 200 Michigan Ave.	531,686	560,976	570,105	585,072	572,554	427,927	157,145	74.7%
Dept 300 Outreach/bookmobile	105,513	85,794	83,090	88,009	84,335	67,905	20,104	80.5%
Dept 400 Outreach/Superior Township	152,355	151,311	158,283	158,567	158,567	130,706	27,861	82.4%
Dept 500 Whittaker Rd	1,099,241	1,096,935	1,123,928	1,151,393	1,104,865	842,858	308,535	76.3%
Dept 600 Donations	53,483	43,328	31,845	-	-	11,953	(11,953)	NA
Dept 700 Grants	27,778	12,190	12,323	-	-	6,025	(6,025)	
Total	3,852,702	3,947,140	4,025,766	4,271,267	4,146,686	3,130,164	1,141,103	75.5%
Net Revenue Over Expenditures	(41,890)	(22,909)	1,480,895	1,435,732	1,496,859	1,963,454		
Sale of Assets	369	979	-			-		
Board Designation of Funds			(1,150,000)			(1,150,000)		
Fund balance - beginning of period	2,344,689	2,303,168	2,281,238	2,612,133	2,613,801	2,612,133		
Fund Balance - end of period	2,303,168	2,281,238	2,612,133	4,047,865	4,110,660	3,425,587		

**Ypsilanti District Library
General Fund
Period Ending 09/30/2020
(88.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	Original FY 2019-2020 BUDGET	Amnded FY 2019-2020 BUDGET	YTD 09/30/20 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	609,929	619,558	896,999	905,226	905,226	852,978	94.2%
425.000	City of Ypsilanti Tax Levy	565,186	589,334	808,325	839,033	839,033	801,367	95.5%
425.075	PPT Reimbursement	10,996	20,105	18,247	12,000	12,000	0	0.0%
440.000	Ypsilanti Township Tax Levy	2,159,466	2,212,989	3,283,915	3,591,033	3,591,033	3,107,805	86.5%
441.000	Renaissance Zone Reimb			39,574	40,000	66,633	66,633	100.0%
443.000	State Aid Direct	26,949	30,201	32,932	33,141	32,931	32,931	100.0%
447.000	State Aid Indirect	27,324	30,646	33,574	33,141	33,497	33,497	100.0%
500.600	Grant SOM Talk	46,570	75,358	23,853	12,323	12,323	29,219	237.1%
657.000	Fines/Misc.	73,097	67,077	60,633	61,425	25,000	20,634	82.5%
657.100	Smart Cards - Printing & Copies	42,289	40,841	36,686	38,000	12,000	11,451	95.4%
657.600	Guest Pass	2,417	1,745	1,417	2,000	500	425	85.0%
661.000	Penal Fines County	124,205	116,084	111,395	105,925	84,478	84,478	100.0%
662.000	Coffee shop rent	5,500	3,500	1,296	1,500	0	0	NA
662.100	Community room rentals	1,700	1,250	1,850	1,750	750	575	76.7%
679.000	Donations/Misc.	3,793	4,993	1,152	2,500	2,500	669	26.8%
681.000	Donations Designated			18,850			5,100	0.0%
681.080	Donations/Memorials	2,425	711	2,629	600	5,000	4,363	87.3%
683.100	Trustee Party Revenue	0	0	0			0	NA
687.000	Interest/Checking	1,020	1,727	3,233	4,000	1,200	928	77.3%
687.010	Interest/Savings	7,457	7,050	15,331	11,500	8,000	7,037	88.0%
687.060	Interest/Yoder	11	3	0	0	0	0	NA
687.070	Interest/Yates Memorial	1	1	1	2	2	0	20.0%
689.000	Dividends-MML	6,050	5,819	5,741	6,000	4,219	4,219	100.0%
690.000	Dividends-Endowmwnt	5,816	6,335	6,771	5,900	7,220	7,220	100.0%
Total Revenue		3,722,200	3,835,327	5,404,403	5,706,999	5,643,545	5,071,530	89.9%

**Ypsilanti District Library
General Fund
Period Ending 09/30/2020
(88.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	Original FY 2019-2020 BUDGET	Amnded FY 2019-2020 BUDGET	YTD 09/30/20 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	605,794	614,161	625,703	736,710	718,710	544,270	75.7%
702.050	Board Stipend	0	0	0			0	NA
702.100	Professional/Accounting	5,620	5,340	6,500	7,500	7,500	3,740	49.9%
702.150	Bank Fees	3,500	5,521	5,829	6,840	4,600	2,728	59.3%
702.900	Salary/Subs	18,578	11,314	16,427	18,513	5,500	3,327	60.5%
705.000	Employee Recognition Awards	765	472	687	750	375	336	89.6%
710.000	Paychex Payroll Service	6,794	8,927	12,366	12,360	12,360	9,131	73.9%
715.000	Employer Payroll Tax	144,002	141,453	144,670	155,780	151,190	121,262	80.2%
715.100	ACA Taxes Paid by employer	0	0	247	352	352	114	32.4%
718.000	MERS Defined Contribution	92,793	85,593	91,373	100,752	100,752	60,265	59.8%
719.000	FSA Admin Fee		583	691	758	758	589	77.6%
727.000	Office Supplies	31,342	28,245	28,789	32,400	32,400	20,650	63.7%
727.200	Supplies-Facility	21,858	15,582	19,577	23,700	23,700	11,906	50.2%
752.000	MML/Building Insurance	57,613	59,627	61,476	63,628	64,450	64,450	100.0%
753.000	MML/Workers Comp	9,609	9,016	9,756	10,237	10,237	5,495	53.7%
754.000	Health Insurance	350,013	361,244	371,049	359,537	359,537	306,503	85.2%
756.000	Delta Dental	36,158	37,616	36,153	35,601	35,601	25,814	72.5%
757.000	Employee Assistance Program	950	1,006	974	1,100	750	579	77.3%
758.000	Life Insurance	4,264	4,213	4,036	4,121	4,074	3,638	89.3%
759.000	Vision Service Plan	7,726	8,679	8,811	8,940	8,940	8,112	90.7%
762.000	STD/LTD (Disability Insurance)	9,644	10,542	12,076	12,205	9,205	10,587	115.0%
769.000	Printing & Publishing	12,538	19,300	5,427	8,300	13,000	10,187	78.4%
769.050	Classified Advertising	122	606	993	800	800	460	57.5%
774.050	Digital Collection	17,244	22,298	31,726	196,685	196,685	118,124	60.1%
774.100	Data Bases	56,524	79,791	93,136	24,992	24,992	18,072	72.3%
774.800	System Wide DVDs	7,414	6,396	5,182	3,999	3,999	2,959	74.0%
774.900	All Materials Processing	25,724	30,750	25,838	23,992	21,593	9,564	44.3%
774.950	Play Kits	0	0	3,602	2,799	500	205	40.9%
774.975	Library of Things	0	0	0	3,999	0	0	NA
801.000	Major Events	6,379	20,906	10,978	17,225	13,225	4,746	35.9%
801.500	Learning Never Gets Old	2,132	2,000	1,962	2,000	2,000	1,896	94.8%
802.000	Mileage/Travel Reimbursement	3,901	2,017	2,883	5,000	500	257	51.4%
804.000	Workshops/Training	2,957	2,361	3,916	4,500	3,500	2,407	68.8%
805.000	Memberships & Dues	4,988	5,455	5,436	5,000	5,000	4,496	89.9%
806.000	Talk Grant Expenses	0	0	12,625	3,523	8,442	8,442	100.0%
810.000	Capital Outlay - Buildings	4,880	0	4,301	5,000	3,200	600	18.8%
810.100	Capital Outlay - Improvements	13,801	3,062	6,824	3,700	1,300	1,300	100.0%
812.000	Capital Outlay - Furnishings	3,989	2,562	3,949	5,000	5,000	0	0.0%
850.000	Automation - Technology	121,657	181,162	154,332	209,000	196,000	144,333	73.6%
850.100	Telecommunications	14,070	12,788	6,573	7,911	7,911	-6,208	-78.5%
850.200	SirsiDynix	48,212	55,644	51,473	62,230	62,230	56,943	91.5%
850.500	Software Subscription	0	0	7,926	14,355	20,097	11,491	57.2%
890.000	The Library Network	2,796	2,796	2,796	3,000	3,000	0	0.0%
928.000	Postage	8,237	13,874	13,085	16,455	18,923	14,549	76.9%
965.000	Auditing Service	7,125	7,275	7,425	7,650	7,650	7,425	97.1%
975.000	Legal	1,652	9,804	8,870	4,000	4,000	3,048	76.2%
975.500	Legal - Negotiations	0	0	12,765	0	0	0	NA
980.000	Professional/Contractual	57,565	91,121	83,193	32,427	29,427	18,074	61.4%
980.500	Branding Costs	22,654	2,415	2,561	2,500	2,000	1,188	59.4%
981.500	Lost Book Expense	12,890	10,553	8,546	10,200	10,200	3,429	33.6%
982.000	MTT Charge Back City	2,210	387	-140	1,200	1,200	208	17.4%
983.000	MTT Charge Back TWP	3,875	1,194	389	5,000	5,000	113	2.3%
983.100	MTT Charge Back-Superior Twp	10,087	955	10,430	4,000	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	2,226,365	1,642,791	73.8%

**Ypsilanti District Library
General Fund
Period Ending 09/30/2020
(88.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	Original FY 2019-2020 BUDGET	Amnded FY 2019-2020 BUDGET	YTD 09/30/20 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	382,076	393,684	404,679	406,782	406,782	335,662	82.5%
702.800	Salaries-Pages	6,716	7,423	7,271	9,690	5,000	3,371	67.4%
771.000	Adult Books & Processing	32,180	31,369	31,227	25,191	25,191	11,002	43.7%
772.000	Youth Books & Processing	17,990	18,216	17,891	15,345	15,345	4,384	28.6%
776.000	Periodicals - Adult	4,133	3,949	4,244	4,199	4,199	2,963	70.6%
776.050	Periodicals - Youth	172	236	206	250	250	0	0.0%
778.000	Adult Audio/Visual	12,880	13,143	11,112	9,497	9,497	4,244	44.7%
779.000	Youth Audio/Visual	5,989	5,329	4,956	3,946	3,946	874	22.2%
802.200	Parking	0	0	3,600	3,600	3,600	3,600	100.0%
810.000	Capital Outlay - Buildings		2,373	7,952	18,500	13,000	3,330	25.6%
812.000	Capital Outlay - Furnishings	2,760	0	7,031	7,000	7,000	6,992	99.9%
840.000	Repair & Maintenance - Building	7,008	28,501	15,255	20,000	20,000	7,996	40.0%
840.025	Campbell Maint Contract	17,761	17,761	16,489	12,672	12,672	12,672	100.0%
840.050	Snow Removal/ Lawn Care	9,217	6,125	6,229	11,335	11,335	4,518	39.9%
900.000	Programs-Adult	1,103	693	1,493	1,700	1,700	515	30.3%
901.000	Programs-Youth	1,038	1,300	1,342	1,900	1,900	1,862	98.0%
940.000	Phone	4,411	4,500	4,514	4,631	4,631	3,781	81.6%
943.000	Natural Gas	5,059	4,317	3,359	4,030	4,030	3,138	77.9%
947.000	DTE - Electric	16,155	16,432	16,452	19,235	16,350	11,306	69.1%
949.000	Ypsilanti Comm Utilities Auth	5,038	5,625	4,802	5,569	6,126	5,718	93.3%
Total		531,686	560,976	570,105	585,072	572,554	427,927	74.7%
Dept 300 Outreach/bookmobile								
702.000	Salaries	70,396	66,998	68,078	68,658	68,658	57,586	83.9%
775.000	Library Materials	5,370	4,930	4,478	4,998	4,998	2,691	53.8%
840.000	Repair & Maintenance	25,925	8,487	5,109	8,693	7,000	6,017	86.0%
901.000	Programs - Youth	0	0	0	0	0	NA	
943.000	Fuel	3,822	5,379	5,425	5,660	3,679	1,611	43.8%
Total		105,513	85,794	83,090	88,009	84,335	67,905	80.5%
Dept 400 Outreach/Superior Township								
702.000	Salaries	139,331	136,949	144,398	144,747	144,747	122,364	84.5%
775.000	Library Materials	7,057	7,059	7,609	6,998	6,998	3,879	55.4%
840.000	Repair & Maintenance	984	2,220	1,374	1,000	1,000	826	82.6%
840.050	Snow Removal & Lawn Care	980	980	898	1,200	1,200	817	68.1%
900.000	Programs - adult	461	589	601	600	600	260	43.3%
901.000	Programs - Youth	759	556	600	600	600	122	20.3%
940.000	Phone	1,103	1,125	1,129	1,158	1,158	945	81.6%
943.000	Natural Gas	695	756	573	844	844	619	73.4%
947.000	DTE - Electric	901	993	1,013	1,145	1,145	800	69.9%
949.000	Ypsilanti Comm Utilities Auth	84	84	88	275	275	74	26.9%
Total		152,355	151,311	158,283	158,567	158,567	130,706	82.4%

**Ypsilanti District Library
General Fund
Period Ending 09/30/2020
(88.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	Original FY 2019-2020 BUDGET	Amnded FY 2019-2020 BUDGET	YTD 09/30/20 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	696,325	684,699	696,339	699,097	699,097	587,314	84.0%
702.800	Salaries-Pages	34,074	37,920	34,553	42,024	18,000	13,594	75.5%
771.000	Adult Books	62,754	64,203	64,635	54,182	54,182	26,717	49.3%
772.000	Youth Books	32,890	32,150	38,784	35,988	35,988	10,572	29.4%
776.000	Periodicals - Adult	5,399	5,910	5,915	5,998	5,998	5,352	89.2%
776.050	Periodicals - Youth	848	852	898	900	900	759	84.4%
778.000	Adult Audio/Visual	26,119	23,585	21,217	17,794	17,794	11,631	65.4%
779.000	Youth Audio/Visual	9,328	7,979	7,300	6,598	6,598	3,053	46.3%
810.000	Cap Outlay Building			11,328	37,250	37,250	0	0.0%
810.100	Cap Outlay Improvements				0	0	0	0.0%
840.000	Repair & Maintenance - Building	19,384	25,445	23,842	20,400	20,400	16,492	80.8%
840.025	Campbell Maint Contract	42,979	42,979	42,934	42,797	42,797	42,797	100.0%
840.050	Snow Removal/Lawn Care	21,448	14,596	16,529	22,600	22,600	13,131	58.1%
900.000	Programs - Adult	2,808	3,325	3,765	4,200	4,200	1,643	39.1%
901.000	Programs - Youth	4,705	5,122	6,298	6,500	6,500	7,662	117.9%
903.000	Equipment Maintenance	0	83	6,336	3,000	1,000	820	27.3%
940.000	Phone	8,490	8,950	9,029	9,193	9,193	7,562	82.3%
943.000	Natural Gas	26,168	31,856	25,609	31,156	28,040	21,305	68.4%
947.000	DTE - Electric	100,297	101,664	103,549	105,406	89,595	69,005	65.5%
949.000	Ypsilanti Comm Utilities Auth	5,225	5,617	5,069	6,310	4,733	3,450	54.7%
980.000	Professional/Contractual	0	0	0	0	0		NA
Total		1,099,241	1,096,935	1,123,928	1,151,393	1,104,865	842,858	76.3%
Dept 600 Donations								
Revenue:								
	Total Revenue	56,523	71,011					
	Total Donated revenue	56,523	71,011	87,817			9,008	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			13,080	NA
Expenditures								
	Total Expenditures	27,778	12,190					
	Total Expenditures	27,778	12,190	12,323			6,025	NA
Total	Net -- restricted for future	4,311	4,724	2,118			7,055	NA
IMPROVEMENTS/Asset Sales								
Total Other Revenue		369	979	0			0	NA
Total Revenue		3,810,812	3,924,231	5,506,660	5,706,999	5,643,545	5,093,618	
Total Expenditures		3,852,333	3,947,140	4,025,766	4,271,267	4,146,686	3,130,164	75.5%
	Net Revenue Over Expenditures	-41,521	-22,909	1,480,895	1,435,732	1,496,859	1,963,454	
	Fund Balance Beginning of Year	2,344,689	2,303,168	2,281,238	2,612,133	2,613,801	2,612,133	
	Board Designation			-1,150,000	0	0	-1,150,000	
Ending Fund Balance		2,303,168	2,281,238	2,612,133	4,047,865	4,110,660	3,425,587	

**Ypsilanti District Library
Balance Sheet
September 30, 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 09/30/20
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
September 30, 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 09/30/20
Assets:						
Cash	611,746	594,787	417,120	417,120	1,481,745	2,780,376
Total Assets	611,746	594,787	417,120	417,120	1,481,745	2,780,376
Liabilities	-	-	-	-	-	-
Fund Balance	611,746	594,787	417,120	417,120	1,481,745	2,780,376
Total Liabilities & Fund Balance	611,746	594,787	417,120	417,120	1,481,745	2,780,376

Ypsilanti District Library
Capital Expenses
Period Ending 09/30/2020 (83.3% of Year)

ACCT #	ACCOUNT NAME	YTD 09/30/20 ACTUAL
Revenue		
683.800	Superior Library Designated	48,070
688.000	Interest	4,668
Total		52,738
Dept 400 Superior Construction		
Expenditures		
702.150	Bank Fees	18
910.000	Site Development	-
975.000	Legal/Attorney	9,234
981.000	Architect Fees	93,110
983.000	General Contractor	51,745
		-
TOTAL		154,107
Total Revenue Over Expenditures		(101,369)
Beginning Fund Balance		2,881,745
Ending Fund Balance		2,780,376

Current Board Assignment

Communications

LIBRARY OF MICHIGAN



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Michigan Public Library Trustee Manual

WWW.MICHIGAN.GOV/LIBRARYTRUSTEEMANUAL

Michigan Public Library Trustee Manual

This manual provides information and links to resources of use to Public Library Trustees and Directors. While designed to be used electronically so as to access the links, the file is in a.pdf format and can be printed as a loose-leaf document. As sections are updated, users can print out only updated pages to keep their hard copy updated.

Questions or suggestions regarding manual content can be sent to membielac@michigan.gov.

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MICHIGAN PUBLIC LIBRARY LIBRARY TRUSTEE MANUAL 2020 EDITION

Randy Riley, State Librarian Library of Michigan, Michigan Department of Education



Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/22/2020
Re: Superior Planning Committee report

- Accompanying this memo is a plan review letter dated 10/13/2020 from the Township's planner, Carlisle Wortman. It outlines the remaining items they recommend prior to final site plan approval by the Superior Planning Commission.
- Our team also received a disappointing plan review letter from the Washtenaw County Water Resources Commission asking for some major revisions. The civil engineer made a miscalculation early in his work which impacted everything that followed. He's since confirmed that the issues were calculation focused without impact to site plan layout. We are waiting for potential comments from OHM before resubmitting.
- We are now looking at November or December for final site plan approval.
- Our legal team tweaked the shared driveway easement language, which is being reviewed by the Township's attorneys. This needs to be complete for final site plan approval. Hoping to have it on our November agenda as well as the Township's.
- After waiting a few weeks for a soil erosion permit from the County, site clearing began on October 21st! Response to our initial social media post about it has been tremendous. I visited the site to see for myself – it was a thrill!





Carlisle | Wortman
ASSOCIATES, INC.

117 NORTH FIRST STREET SUITE 70 ANN ARBOR, MI 48104 734.662.2200 734.662.1935 FAX

Date: October 13, 2020

**Final Site Plan Review
For
Superior Township, Michigan**

Applicant: Ypsilanti District Library

Project Name: Superior Township Branch

Location: East side of N. Harris Road, just south of Geddes Road.

Plan Date: September 25, 2020

Zoning: PSP Public/Semi-Public Service District

Action Requested: Final Site Plan

PROJECT DESCRIPTION

The applicant has submitted a Final Site Plan application for the development of an 8,300 square foot district library. Other site improvements include landscaping, lighting, and a 40-space parking lot. The total site is 12-acre site. The applicant proposes to split +/-3.1 acres for construction of the library. The remaining +/-9-acres will be owned/maintained by the Township.

In 2019, the site was rezoned from A-2, Agriculture District to PSP, Public/Semi-Public Services District in order to construct an Ypsilanti Township District Library facility.

Please note that anything labeled as potential future building expansion is for illustrative purposes only. Any future building expansion will require a full review by the Planning Commission.

A library is a permitted use in the PSP, Public/Semi-Public Services District.

SITE DETAILS

Aerial Photograph



PROPERTY SPLIT

The total site is 12-acres. The applicant proposes to split +/-4.3 acres for construction of the library. The remaining +/-7.7-acres will be owned/maintained by the Township.

The applicant has provided a survey and legal description of the proposed split. The split will be reviewed by the Township Assessor and Township Engineer. The proposed split bisects the access drive. An easement and shared maintenance agreement will be required on behalf of the applicant and Township. The easement will be reviewed by the Township attorney.

Items to be Addressed: None.

FINAL SITE PLAN CONDITIONS

The preliminary site plan was approved by the Planning Commission on June 24th, with the following items to be addressed as part of the final site plan:

1. Provide survey and legal description of split.

The applicant has provided a survey and legal description of the proposed split. The split will be reviewed by the Township Assessor and Township Engineer.

2. Provide an easement and shared maintenance agreement will be required on behalf of the applicant and Township.

An easement and shared maintenance agreement will be required on behalf of the applicant and Township. The easement will be reviewed by the Township attorney.

3. Outside agency approvals from WCRC and WCWRC.

The applicant has reviewed all required outside agency approvals.

4. A tree inventory and mitigation plan.

The applicant has provided the required tree inventory plan and required mitigation.

5. A detailed landscape plan including species type and size and tree mitigation requirements.

The applicant has provided the required landscape plan that meets ordinance requirements.

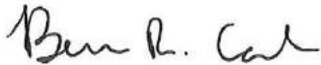
6. A lighting plan that demonstrates compliance with Section 12.10.H. and Section 14.11 of the Zoning Ordinance.

The applicant is proposing six (6) parking lot lights and eight (8) building lights. Photometrics meet ordinance requirements. Due to the proximity of adjacent residential the pole height shall be no more than 20-feet.

Items to be Addressed: None

SUMMARY

We find the final site plan to be consistent with the approved preliminary site plan and the applicant has addressed all conditions of the preliminary site plan. We recommend final site plan approval.



CARLISLE/WORTMAN ASSOC., INC.

**Benjamin R. Carlisle, AICP, LEED AP
Principal**

cc: Ken Schwartz, Township Supervisor
Lynette Findley, Township Clerk
Richard Mayernik, CBO, Building Department
Laura Bennett, Planning Coordinator
George Tsakof, Township engineer



EVAN N. PRATT, P.E.

WATER RESOURCES COMMISSIONER
705 North Zeeb Road
P.O. Box 8645
Ann Arbor, MI 48107-8645

email: drains@ewashtenaw.org
<http://drain.ewashtenaw.org>

HARRY SHEEHAN
Chief Deputy Water Resources Commissioner

SCOTT A. MILLER, P.E.
Deputy Water Resources Commissioner

Telephone 734.222.6860
Fax 734.222.6803

October 14, 2020

Mr. Kristofer Enlow, P.E.
Beckett & Raeder
535 West William, Suite 101
Ann Arbor, Michigan 48103

RE: Ypsilanti District Library –
Superior Township Branch
Superior Township, Michigan
WCWRC Project No. 6167

Dear Mr. Enlow:

This office has reviewed the site plans for the above-referenced project to be located in Superior Township. These plans have a job number of 2017-55, a date of September 25, 2020, and were received on October 1, 2020. As a result of our review, we would like to offer the following comments:

1. The detention basin outlet pipe is shown crossing the east property line and discharging to the Geddes Ridge drain. Written permission from the property owner, allowing for the construction and permanent maintenance of the outlet pipe, must be obtained and submitted for our review. Such an agreement should be recorded, once approved.
2. No fees were submitted with the drain use permit application, nor was it accompanied by an affidavit of pollution prevention.
3. The engineer's certificate of outlet, accompanied by corresponding calculations and documentation, should be submitted to our office for review.
4. The infiltration testing report, signed and sealed by a licensed geotechnical engineer, should be submitted to our office for review.
5. A storm water narrative should be prepared and submitted to our office for review.
6. All contour lines should be labelled.
7. An emergency overflow channel, approximately 0.25 to 0.5 feet above the 100-year storm volume elevation, with an unimpeded route to a receiving channel should be included in the detention basin design.

8. The hydraulic gradient must be noted on the storm profiles.
9. The basin area up to the bankfull elevation should be included with the relative imperviousness calculations at a C value of 1.0 and a CN value of 98 on Worksheet W1.
10. The Time of Concentration calculated on Worksheet W8 is incorrect. The slope, S, used in the calculations should be in percentage, not decimal form. The detention volume determined on Worksheet W10 should be revised following this correction.
11. The outlet calculations contain several errors:
 - a. The bankfull volume used in the outlet calculations is incorrect. The bankfull elevation is also incorrect.
 - b. The outlet orifices are set at the wrong elevations. The orifice for the first flush storm event should be set at the basin bottom elevation. The orifice for the bankfull storm event should be set at the first flush elevation. The orifice for the 100-year storm event should be set at the bankfull elevation. The outlet structure rim should be set at the required detention elevation (in this case, the elevation corresponding to the 100-year storm volume plus 20% penalty).
12. The largest planned orifice diameter for the basin outlet structures is 2.5 inches. Wire mesh should be used over openings greater than 1.25 inches and indicated on the outlet structure detail drawing.
13. The long-term storm water maintenance plan should include an estimated budget.
14. A note should be added to indicate that no chemicals are allowed in stormwater features or buffer zones with the following exception: invasive species may be treated with chemicals by a certified applicator. In addition, Mowing is only allowed in stormwater features or buffer zones twice per year.
15. Include a species list and quantity for the stormwater seed mix.
16. Please see the attached invoice for the current fees and remit these fees upon receipt. As requested, the invoice is being submitted directly to Ypsilanti District Library.

Mr. Kristofer Enlow, P.E.
Beckett & Raeder
Ypsilanti District Library – Superior Township Branch
WCWRC Project No. 6167
Page 3 of 3

At your convenience please send us a complete set of revised plans and the additional information requested above so that we may continue our review. If you have any questions, please contact our office.

Sincerely,



Theresa M. Marsik, P.E.
Stormwater Engineer
(permit\Ypsilanti District Library – Superior Township Branch rev1)

cc: Ms. Lisa Hoenig, Ypsilanti District Library
Ms. Lynette Findley, Superior Township Clerk
Mr. George Tsakoff, P.E., Superior Township Engineer (OHM)

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 10/22/2020

Re: Facilities Committee report -- Facilities projects underway and under consideration.

Michigan Avenue Painting: Complete. ECO Painting needs to return to hang one piece of heavy artwork. Our Facilities Department has most of the shelving back in place. The fresh paint really makes a difference!

Whittaker Curtain Wall Windows: In Progress. The access road is in place. AJC Contracting will return after all other work is final to pour concrete at the entry to the road.

Glasco has been on site over the last 2-3 weeks creating a mock-up for the sill flashing. The O'Neal project manager is very happy with the final solution, and Terracon gave it their approval. See the attached report for photos and additional details. Weather permitting, they should complete the sill the week of our Board meeting.

We have selected a color for the metal panel and a large lift is parked in our lot awaiting its arrival. Stay tuned.

Michigan Avenue Water Remediation: Under Consideration. You may recall, we had a flood in the summer of 2019 following a flash downpour that damaged many books. Although we worked to seal up the pavement and other areas that were possible culprits, we experienced a similar event again this summer. Our insurer wants us to do more investigating.

On 10/8 Facilities Manager Jim Reed and I met with Jared Lawrence from Terracon to get his input on this and other water issues in the Michigan Avenue basement. Previously we'd held a virtual meeting and shared building plans for his review. Built in 1915, the building left us with a number of questions, so I have taken the original plans for electronic scanning so Jared can learn more.

I asked Jared for a consulting proposal to prepare a phased water remediation plan, so we can determine a logical order to address the issues we've identified. The 2021 budget proposal includes a ballpark for beginning this work.

Ion-Based Air Purification Systems: Under Consideration. Our HVAC maintenance company, Campbell, Inc., approached us regarding possible installation of air purification systems at Whittaker and Michigan Avenue. The systems not only remove virus particles from the air, they also clean surfaces. If such systems were installed, both the staff and public would feel much

more comfortable moving to the next stage of reopening. There are additional benefits as well – please review the attachments to this memo for more information. I plan to share a 3-minute informational video about the system at our meeting.

The cost to do both locations is approximately \$68,000, and I am actively seeking funding for this project. If we can find at least partial support for it, I will bring the Board a request to fund the rest. I think everyone will agree, our #1 wish at this point is to find a way to safely welcome the public back into the library.

Observation Report #01

Project: Ypsilanti District Library

Report Date: 10/21/2020

Site Visit Date: 10/20/2020

Location: 5577 Whittaker Road
Ypsilanti, MI 48197

By: Zachary Rusu, AIA, NCARB
Senior Staff Architect

Client: Ypsilanti District Library

Project No.: FR206032

Project Superintendent: Dean Kokkales

CM/Contractor: O'Neal Construction



Phone #: (636) 537-9700

Onsite: Yes ☒ No ☐

Weather: Cloudy, Low 50's ° F

General Comments:

Terracon visited the project site to review the mockup construction in progress and to review metal panel color samples at approximately 1:00 pm. The conditions noted are representative, no attempt was made to identify each location that similar conditions occur. The items addressed in this report were discussed with O'Neal Construction during the site visit.

Item	Observation/Recommendation	Photo
1	Overview- Sill mock-up area - east elevation. Mock-up in progress.	
2	<p>Mock-up sill flashing termination at masonry fin.</p> <p>Terracon Comments:</p> <p>Sealant work was in progress. O'Neal indicated their glazing subcontractor, Glasco will install sealant between on the downturn leg of the flashing to the masonry fin and in addition to the bed sealant will also install precured silicone membrane over the end dam up turn leg and onto the masonry fin.</p> <p>Terracon recommended Glasco utilize masking tape as needed to provide straight and uniform lines</p> <p>O'Neal indicated they will provide photos of the completed termination for review.</p>	

Field Observation Report #01

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: October 20, 2020 ■ Terracon Project No. FR206032



Item	Observation/Recommendation	Photo
3	<p>Mock-up sill flashing lap joint partially installed.</p> <p>Terracon Comments:</p> <p>O'Neal indicated Glasco will install precured silicone membrane over the lap joint once the rest of the flashing is installed.</p> <p>Terracon recommended Glasco utilize masking tape as needed to provide straight and uniform lines</p> <p>O'Neal indicated they will provide photos of the completed lap joint for review.</p>	
4	<p>Per previous conversations with O'Neal, the horizontal pressure bars were moved up to provide additional clearance for the new sill flashing. This moved the pressure bar weep holes up.</p> <p>Terracon Comments:</p> <p>Terracon discussed drilling new weeps aligned with the top of the curtain wall tongue behind. This can be done by widening some of the existing abandoned fastener holes to provide 5/16-inch diameter minimum clear hole. Terracon recommends drilling, at a minimum, the two abandoned fastener holes adjacent to the existing weep holes. Glasco indicated they would.</p>	
5	<p>Vertical to horizontal pressure bar joint. Some sealant substrates appeared dirty and gaps exist between the vertical and horizontal glazing gaskets.</p> <p>Terracon Comments:</p> <p>Terracon generally discussed cleaning the various substrates with isopropyl alcohol to remove contaminants prior to the installation of sealants. Recommend cleaning the pressure bar and associated gaskets prior to reinstalling the pressure bars and confirm cleanliness prior to installing sealant in the pressure bar joints.</p> <p>Terracon discussed installing sealant in the gaps between the pressure bars. Contractor should consider installing new horizontal gaskets, crowded into the opening with sealant between the gaskets.</p>	

Field Observation Report #01

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: October 20, 2020 ■ Terracon Project No. FR206032



Item	Observation/Recommendation	Photo
6	<p>Gaps exist between the thermal break material installed on the horizontal curtain wall tongue and the vertical tongue at the zone dams. Sealant that may have originally filled the gap may have been removed with the pressure bars.</p> <p>Terracon Comments:</p> <p>Terracon discussed installing sealant to fill the gaps. This is typically done right before the pressure bars are reinstalled.</p>	
7	<p>The metal panel color samples were reviewed, and color was selected.</p> <p>Terracon Comments:</p> <p>Terracon and Ypsilanti District Library selected Slate Gray as the approved color for the metal panels. This information will be provided in Terracon's review of the "Revised Metal Panel Color Chart" submittal (07410-3 Rev 0).</p>	

The conditions identified above should be verified and the appropriate corrective work performed to provide an assembly that meets the requirements of the manufacturers and the project.

END OF REPORT

We appreciate the opportunity to provide these services to Ypsilanti District Library. If we may be of additional assistance on this project, please do not hesitate to contact the undersigned directly. Please address any specific comments or questions regarding the contents of this report to the undersigned in writing.



Jared Lawrence, NCARB
Senior Architect
Facilities Engineering Services

Zachary Rusu, AIA
Senior Staff Architect
Facilities Engineering Services



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Toledo Library Improves Air Quality as Added Safety Measure

[Daily Dose](#) | 10/05/2020 11:00 am

Toledo Lucas County Public Library (TLCPL) has been hard at work developing and implementing safety measures, as recommended by the CDC and the Lucas County Health Department, to ensure library services can be offered to the community in the safest manner possible. The library has put stake in the ground indicating that they will only provide library services where they are confident those services can be provided safely.

As the pandemic pushes on and with a growing concern around air borne transmission of the SARS-CoV-2 virus, TLCPL has made it a top priority to address their indoor air quality. TLCPL has taken an additional precautionary step to improve air quality with [Needlepoint Bi-Polar Ionization Systems](#) (<https://toledolibrary.us12.list-manage.com/track/click?u=dac9884c6ba4158b2a57952ed&id=bb4a4a1d59&e=0cc2f5a315>) (NPBI) at all Library locations. NPBI technology safely cleans indoor air by releasing high concentrations of ions into the air stream through the ventilation systems. The elevated ion levels in the buildings clean the air through molecular air particulate clustering which is more easily filtered. Pathogens can be deactivated by the ions attaching to the particles, robbing them of hydrogen, diminishing their survival. As an added benefit, this technology assists with odor control and energy savings. TLCPL's layered approach to safety and their [Safe Work Play Book](#) (<https://toledolibrary.us12.list-manage.com/track/click?u=dac9884c6ba4158b2a57952ed&id=0a2fa8bd74&e=0cc2f5a315>) is a small

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part of their dedication to safety. TLCPL Executive Director, Jason Lucasma

says, ***"We want our staff and community to feel safe and comfortable when they're in our spaces and we are committed to taking this step to ensure we***

can continue to be a hub of resources."

When visiting the Library, things will look a little different to ensure the safety of all customers and staff:

- All staff and customers over the age of two are required to wear masks. (If you have a medical exemption, we ask that you let us help you by phone, email or chat. We will have accommodation spaces for computer use at some locations.)
- We will limit the number of people in our buildings to provide safe social distancing.
- Please limit your visit to one hour to make room for other customers who may be waiting.
- Computer access is available in one-hour sessions at all locations.
- Children 12 and under need a responsible person 16 years of age or older with them at all times.

COMMENTS

0 Comments

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	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

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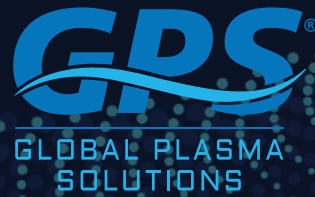


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IMPROVING THE HEALTH AND COMFORT OF YOUR FACILITY'S INDOOR ENVIRONMENT



Improving indoor air quality (IAQ) is more important now than ever before. Poor IAQ can increase the risk of many health problems, from respiratory illnesses to infections. Fresher, cleaner air can help to improve the health and comfort of an indoor environment.

While HVAC systems should be cleaned regularly and filters should be changed frequently, there are additional ways to improve IAQ. IAQ can be improved through air-cleaning strategies by controlling humidity, controlling air purity, and controlling air freshness.

Global Plasma Solutions Needlepoint Bipolar Ionization (NPBI) technology offers a solution to purify the air by eliminating airborne particulates, odors and pathogens.

HOW DOES IT WORK?

Integrated into HVAC systems, the technology utilizes specialized tubes that take oxygen molecules from the air and converts them into charged atoms that then cluster around microparticles, surrounding and deactivating harmful substances like airborne mold, bacteria, allergens, and viruses. They also attach to expelled breath droplets and dust particles that can transport viruses, enlarging them so they are more easily caught in filters. The active process provides continuous disinfection inside facilities including critical environments, such as hospitals.

HOW DOES IT CREATE ENERGY SAVINGS?

Global Plasma Solutions environmentally friendly cleaning process allows commercial buildings to significantly reduce the amount of outdoor air required to operate. Reducing outdoor air intake rates allows for reduced energy usage, cleaner coils, ad better space humidity and temperature control, while maintaining acceptable levels of indoor air quality.



BENEFITS OF GLOBAL PLASMA



If you are concerned about the air quality in your facility we can help!

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The Indoor Air Quality (IAQ) REVOLUTIONIZER



Who We Are

Our proven technology delivers clean indoor air that is safe and healthy – producing neither ozone nor other harmful by-products. All our Needlepoint Bipolar Ionization (NPBI) products are UL and CE approved. Through NPBI, our products purify the air by eliminating airborne particulates, odors and pathogens. All this while lowering your facility's carbon footprint and saving 30% by reducing outdoor air intake by up to 75% thus reducing energy consumption. Delivering **P.O.P.E.** to the user:



PARTICLES
REDUCED



PATHOGENS
KILLED



ODORS
NEUTRALIZED



ENERGY
SAVED

Our NPBI Process

GPS' NPBI technology works to safely clean the air inside commercial and residential buildings. The patented technology uses an electronic charge to create a plasma field filled with a high concentration of + and - ions. As these ions travel with the air stream they attach to particles, pathogens and gases. The ions help to agglomerate fine sub-micron particles, making them filterable. The ions kill pathogens by robbing them of life-sustaining hydrogen. The ions breakdown harmful VOCs with an Electron Volt Potential under twelve (eV<12) into harmless compounds like O₂, CO₂, N₂, and H₂O.

The ions produced travel within the air stream into the occupied spaces, cleaning the air everywhere the ions travel, even in spaces unseen.

3rd Party Testing Summary

Pathogen	Time in Chamber	Kill Rate	Test Agency
Tuberculosis	60 minutes	69.09%	EMSL
Clostridium Difficile	30 minutes	86.87%	EMSL
Norovirus	30 minutes	93.50%	ATS Labs
MRSA	30 minutes	96.24%	EMSL
Staphylococcus	30 minutes	96.24%	EMSL
Mold Spores	24 hours	99.50%	GCA
E.coli	15 minutes	99.68%	EMSL
Legionella	30 minutes	99.71%	EMSL

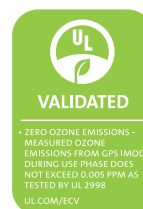
HUMAN CORONAVIRUS TESTING IN-PROGRESS

54

PATENTS

27 GRANTED
27 PENDING

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GPS DELIVERS P.O.P.E.



PARTICLES
REDUCED

Particle Reduction

The GPS NPBI technology reduces airborne particles (i.e., dust, pet dander, pollen) through agglomeration. The ions attach to the airborne particles. The particles are subsequently attracted to one another, effectively increasing their mass and size. The air filtration system easily captures the larger particles, increasing the capture efficiency of your HVAC system.



ODORS
NEUTRALIZED

Odor Reduction

During the GPS cleaning process chemical, pet, cooking, and other odors are broken down into basic harmless compounds, leaving the indoor air fresh smelling and free of odor causing VOCs.



PATHOGENS
KILLED

Pathogen Reduction

During the GPS cleaning process the NPBI technology attacks and kills viruses, mold spores and bacteria. The ions steal away hydrogen from the pathogens, leaving them to die, and leaving you with clean and healthy indoor air.



ENERGY
SAVED

Energy Saving

GPS' environmentally friendly cleaning process allows commercial buildings to significantly reduce the amount of outdoor air required to operate. This equates to a safer, more comfortable environment that requires up to 30% less energy to condition.

THE GPS ADVANTAGE

	GPS NPBI	Other BPI	CORONA DISCHARGE	HEPA FILTERS	CARBON B	ULTRAVIOLET (UV)	UV- PCO
Produces Harmful Byproducts	None	Yes	Yes	No	No	Yes	Yes
Reduces Airborn Particles	Yes	Yes	Yes	Yes	No	No	No
Destroys VOCs	Yes	Yes	Yes	No	Captures	No	Yes
Kills Pathogens	Yes	Yes	Yes	No	Captures	Yes	Yes
Reduces Energy Cost	30%	Yes	Yes	No	No	No	No
UL 2998 No-Ozone Certified	Yes	No	No	N/A	N/A	N/A	N/A
Treats In-Room Air	Yes	Yes	Yes	No	No	No	No
No Replacement Parts	Yes	No	No	No	No	No	No
Auto-Cleaning	Yes	No	No	No	No	No	No
Simple to Install	Yes	No	No	No	No	No	No
Low Total Cost	Yes	Yes	No	No	No	No	No

3rd Party Testing Summary



Pathogen	Time in Chamber	Kill Rate	Test Agency
Tuberculosis:	60 minutes	69.09%	EMSL
Clostridium Difficile:	30 minutes	86.87%	EMSL

Airborne
Mold Spores
Reduced by
95%

Norovirus:	30 minutes	93.50%	ATS Labs
MRSA:	30 minutes	96.24%	EMSL
Staphylococcus:	30 minutes	96.24%	EMSL
Mold Spores:	24 hours	99.50%	GCA
E.coli:	15 minutes	99.68%	EMSL
Legionella:	30 minutes	99.71%	EMSL



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An Important Update on COVID-19

We are excited to pass along some additional news regarding GPS Needle Point Bipolar Ionization. 3rd party testing was performed in a CDC affiliated lab using SARS-CoV-2, which causes COVID-19. In this joint study between GPS and Aviation Clean Air, our aviation partner, a test was designed to simulate ion concentrations consistent with those achieved in an airplane fuselage.

Global Plasma Solutions, the leader in Indoor Air Quality, announced today industry leading ionization testing results, demonstrating a 99.4% reduction rate on a SARSCoV-2 (COVID-19) surface strain within 30 minutes. To neutralize the pathogen, Global Plasma Solutions utilized its proprietary needlepoint bipolar ionization, which both removes harmful pathogens from the air, as well as any particulate matter that intensifies the spread of a pathogen.

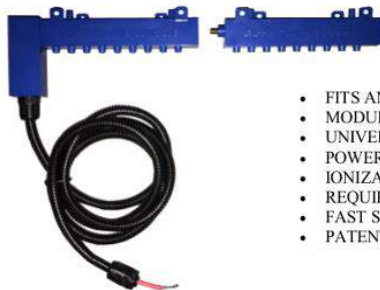
SARS-COV-2 INACTIVATION RATES:

99.4% - 30 Minutes

92.6% - 15 Minutes

84.2% - 10 Minutes

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"The testing results we achieved through our proprietary needlepoint bipolar ionization technology clearly demonstrate that Global Plasma Solutions is the gold standard in air purification," said Global Plasma Solutions Founder and Chief Technology Officer, Charles Waddell. "Particularly for the aviation industry, delivering the cleanest, safest indoor air environment will only become increasingly more important, and our ozone-free technology is one of the most sophisticated products on the market."

Contact Campbell Mechanical for more information on this product.

Toledo / Findlay
Todd Kocsis
todd@campbellinc.com
419.466.0614

Toledo / Findlay
Jeff Eff
jeff@campbellinc.com
419-356.9953

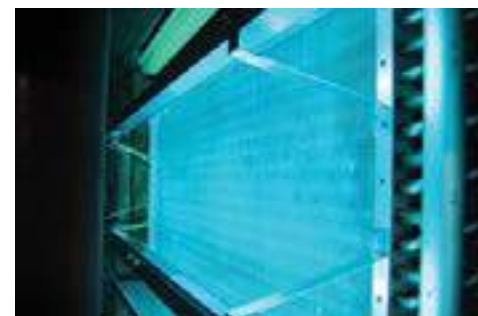
Ypsilanti / Ann Arbor
Scott Hurst
scotth@campbellinc.com
734.260.0186

NPBI AS REPLACEMENT TO UVC

Needlepoint Bi-polar Ionization vs. UVC

	Bi-polar Ionization	UVC Light
Replacement Interval?	NONE	Annually
Produces Detectable Ozone?	NO	No
Kills Mold, Bacteria and Virus?	YES	Yes
Kills Pathogens in the Space?	YES	No
Controls Odors?	YES	No
Reduces Particulate?	YES	No
Contains Mercury?	NO	Yes
Electrodes Fragile?	NO	Yes
Shock Resistant?	YES	No
Hazardous Disposal Required?	NO	Yes

NOTE: Cleans entire coil depth, not just "line of sight"



WET SIDE



DRY SIDE



“Some” Ohio Installation:

Schools/ Universities

- Otterbein University
- Kent State University
- Case Western Reserve University
- University of Kentucky
- Ohio Wesleyan University
- Otterbein University
- Mount St. Joseph University
- Cleveland State University
- Bowling Green State University
- Capital University
- Owen Community College (Campus)
- Ohio University (September)
- The Ohio State University (September)
- Miami Trace HS
- West Liberty Salem K-12
- University School (Upper)
- University School (Lower)
- Blue Book Schools
- Versailles School
- Eastwood Schools
- Columbus Academy
- Ripley School
- Miami Trace ES
- Miami Trace MS
- Patrick Henry HS
- Laurel Schools (K-12)
- Urbana City Schools
- Lake Ridge Academy
- Bellefontaine Schools
- Yellow Springs Schools
- Hathaway Brown Schools (September)

Healthcare

- Cincinnati Children’s Hospital Med Ctr
- Kettering Health
- Summit Behavioral
- Molina Healthcare
- University of Cincinnati Health Hospital
- University of Cincinnati Health Pharmacy
- Drake Hospital
- University Hospital
- Warren County Vet

Manufacturing/ Warehouse

- Grow Ohio
- Tarrier Foods (Manufacturing)
- Amazon CVG
- Dynamic Dies
- Cooper Tire (All plants including global)
- Crown Battery
- Kenworth

Performing Arts

- Cincinnati Art Museum
- Severance Hall

Corporate/ Office

- Campbell Equipment
- Midland Building
- Nationwide Insurance
- Central Insurance (Main Campus)
- Toledo News Station
- Marblehead Bank
- Keating Law Office
- Corporate One Dublin
- Hinkel Real Estate
- Huntington Bank
- HEAPY Engineering Corporate Offices
- CMTA Office
- Karpinski Engineering Office
- Bachman Mechanical Office
- Debra Kuempel Offices
- Waibel Office

Other

- CVG Airport
- Akron Metropolitan Housing Authority
- Easton Town Center
- City of Perrysburg
- City of Northwood
- City of Fremont
- City of Rossford
- Cleveland Convention Center (October)

Worship/ Church

- Northwest Presbyterian Church
- Ginhamsburg Church
- Guardian Angels Church
- St Andrews Methodist Church
- St Johns Lutheran



Some Other Installation:

Healthcare

- University of Miami Medical Center
- Tulane Medical, New Orleans
- Children's Hospital Boston
- Mayo Clinic, Rochester, MN
- Cleveland Clinic, Westin, FL
- Methodist Hospital, Houston, TX
- Anderson Medical Center, Houston, TX
- Baylor College of Medicine, Houston, TX
- Winn Army Hospital, Ft. Stewart, GA
- Duke Medical, Raleigh, NC
- Banner Healthcare, Phoenix, AZ
- Al Dupont Hospital, Wilmington, DE
- Honor Health Care, Arizona
- Abbott NW Heart Hospital, Minneapolis, MN
- Deaconess Healthcare, Evansville, IN
- Johns Hopkins Medicine

Notable

- The White House
- Google
- Amalie Arena, FL
- Blue Cross Blue Shield
- Micron
- Harvard University
- Valencia College
- University of Maryland
- Houston Methodist
- Boston Children's Hospital
- Gulfstream
- Charlotte Douglas Airport
- Phoenix Sky Harbor Airport
- University of Wisconsin
- Subaru Manufacturing
- Multiple food manufacturing
- Multiple Pharmaceutical manufacturing

Director's
Report
and attachments

Library Director's Report

October 28, 2020

Continued Creative Service

Throughout the Covid closure we've worked to assist and engage our public in new ways. This month's packet includes a new Covid statistical dashboard to quantify these efforts. Our staff continue to look for opportunities to make a greater impact. Recent examples:

- YDL is helping 826Michigan staff its virtual school support program, more than doubling its capacity to serve students. Each Monday and Tuesday, 5 YDL youth staff from all locations log into Zoom from two devices to monitor breakout rooms and ensure student safety.
- We held a pop-up browsing session on the sidewalk in front of Whittaker on 10/11 that was very popular with patrons. Additional sessions are in the works for all locations, weather permitting.
- Superior will begin offering curbside pick-up appointments on 10/26 in addition to its after-hours lockers, and Whittaker is now doing on-demand printing. All locations are providing kits of program supplies and other offerings to patrons.
- See the Department reports for more on YpsiGlow and other creative collaborations!

Fundraising:

- In response to my 8/7 presentation and request, the Washtenaw County Board of Commissioners allocated \$50,000 toward the Superior Capital Campaign. This outstanding show of support is an indication to other funders just how impactful the new Superior library is expected to be.
- 5/3 Bank approved my request to sponsor the new library's flagpole for \$5,000. We also received a \$1,000 tree sponsorship. In addition, 2 individual donors made commitments totaling \$35,000 this month.
- MCACA approved our New Leaders Grant request for 2021: \$2,800 for Noise Permit.

Personnel:

- Our new Part-time TALK Project/Youth Para-Professional is Slava Pallas-Brink. She began her duties at YDL on 10/14. Slava is already participating in planning meetings and learning the ins and outs of the TALK project.
- Jaclyn Morrow will start on 10/29 as a Part-time Youth Para-Professional at Whittaker. The Michigan Avenue position will be reposted.
- Disappointingly, our candidate for the Part-time Customer Service Clerk position at Whittaker decided to take another job at the last minute, so we are back to the drawing board.

Technology:

- The Wi-fi upgrade is complete! Big thanks to our IT team for their hard work on the planning and installation.
- We moved our website to a hosted platform this month to smooth out some service hiccups. This should improve our staff's ability to easily make edits and post updates.

Of Note:

- Jodi Krahnke, Slava and I continue to move forward with the TALK project. The Spanish translation is well underway, and the developer at MCLS is testing the functionality of what she's built on the new texting platform. We have engaged Q+M to work with us once again on marketing, and are putting together a focus group of parents who are native speakers to get feedback on the Spanish texts.
- In addition to Creativebug, a database of craft classes and workshops, we are also now subscribing to AtoZ Food America for recipes and cooking instruction. Find them on the website's research page.
- We moved our natural gas service from DTE to Constellation Energy in 2019. Attached are charts illustrating the savings we've realized since the switch.
- Although the Governor's Executive Orders were rescinded by the courts, she signed SB 1108 on October 16 allowing public bodies to meet remotely during the pandemic. We can continue to meet on Zoom as we have been through our Covid closure. Find the full bill online here: <http://legislature.mi.gov/doc.aspx?2020-SB-1108>.

RESOLUTION TO ALLOCATE FUNDS TO SUPPORT THE YPSILANTI DISTRICT
LIBRARY-SUPERIOR BRANCH

WASHTENAW COUNTY BOARD OF COMMISSIONERS

October 7, 2020

WHEREAS, the Ypsilanti District Library recently presented plans for a new branch building in Superior Township at MacArthur Blvd. and Harris Rd. during a working session; and

WHEREAS, the need for a library branch in this community was succinctly presented along with the positive impacts libraries have in communities; and

WHEREAS, this branch will serve any resident of Ypsilanti, Ypsilanti Township and Superior Township as well as residents in the immediate neighborhood;

WHEREAS widespread community support exists for this library, demonstrated in part by the contribution by Superior Township of land and funds worth approximately \$138,000 in addition to waived fees and a loan, and by the participation of other community partners; and

WHEREAS, libraries are an integral part of creating a healthy community by promoting exploration of new ideas, being safe refuges, and according the Institute of Museums and Library Services, 59% of libraries help patrons find health insurance resources; and

WHEREAS, local library branches help boost local economies by assisting patrons with job applications or interviews and also provide internet and information access to those entrepreneurs who are looking to start their own businesses; and

WHEREAS, the Washtenaw County Board of Commissioners has an expressed interest in promoting equity across the county;

NOW THEREFORE, BE IT RESOLVED, that the Washtenaw County Board of Commissioners will allocate \$50,000 to the Ypsilanti District Library to support the construction of a new branch building at MacArthur Blvd. and Harris Rd. in Superior Township, to be distributed during the 2021 calendar year.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes that this allocation be funded through the utilization of \$50,000 of the 2020 Board of Commissioner's Undesignated Allocation budget, and authorizes that the budget be amended accordingly.

BE IT FURTHER RESOLVED that the Board of Commissioners recognizes the important work that the Ypsilanti District Library is doing to address equity concerns in Washtenaw County.

Ann Arbor

Washtenaw County approves \$50K for new Ypsilanti District Library branch building

Updated Oct 22, 2020; Posted Oct 22, 2020



Rendering of what the library on Harris Road in Superior Township would look like. Ypsilanti District Library

By [Dana Afana | dafana@mlive.com](#)

YPSILANTI, MI -- The Ypsilanti District Library is receiving \$50,000 for its new Superior Township branch.

The Washtenaw County Board of Commissioners unanimously approved funding for the new branch at MacArthur Boulevard and Harris Road during a Wednesday, Oct. 21 meeting. The money will be distributed in 2021, according to a resolution.

Officials expect to break ground on the new library in spring 2021, according Lisa Hoenig, library director.

Advertisement



“We’re super delighted that the county commissioners decided to allocate to the money to the project because it really is a great show of support for the eastern side of the county. We believe this new library is going to make a difference for the community,” Hoenig said.

The new 7,800-square-foot library will have dedicated areas for youth and teenagers, an outdoor play space, accessible learning garden, kitchenette for summer lunch programs for kids, more staff and additional service hours, Hoenig said. It will have 20 computers, as opposed to the current seven, according to the library’s website.

The new library is expected to open in summer 2022. The current library sits in one small room in a fire station across from the Sycamore Meadows Apartments.

“The library is really a lifeline for the people there but the library is so undersized for Superior Township,” Hoenig said.

The project is costing \$5 million, Hoenig said, adding that library officials set aside \$2.3 million and will contribute additional funds in January after receiving the library’s next tax allocation.

Superior Township joined the Ypsilanti library district in 2007 and intended to begin building a new library then but an economic downturn took away its steady revenue source, Hoenig said.

“We never gave up on the dream of building the library there,” Hoenig said.

A [2018 millage proposal](#) passed to support the Ypsilanti District Library branches to include new books, movies, updated technology for job-seekers wanting to learn computer skills, and kids art, science and writing programs. It also includes the construction of the new Superior Township branch.

[Road closures for University of Michigan home football games approved by Ann Arbor](#)

[Growing marijuana industry continues to divide a Washtenaw County township](#)

[Downtown street closures extended through end of November in Ann Arbor](#)

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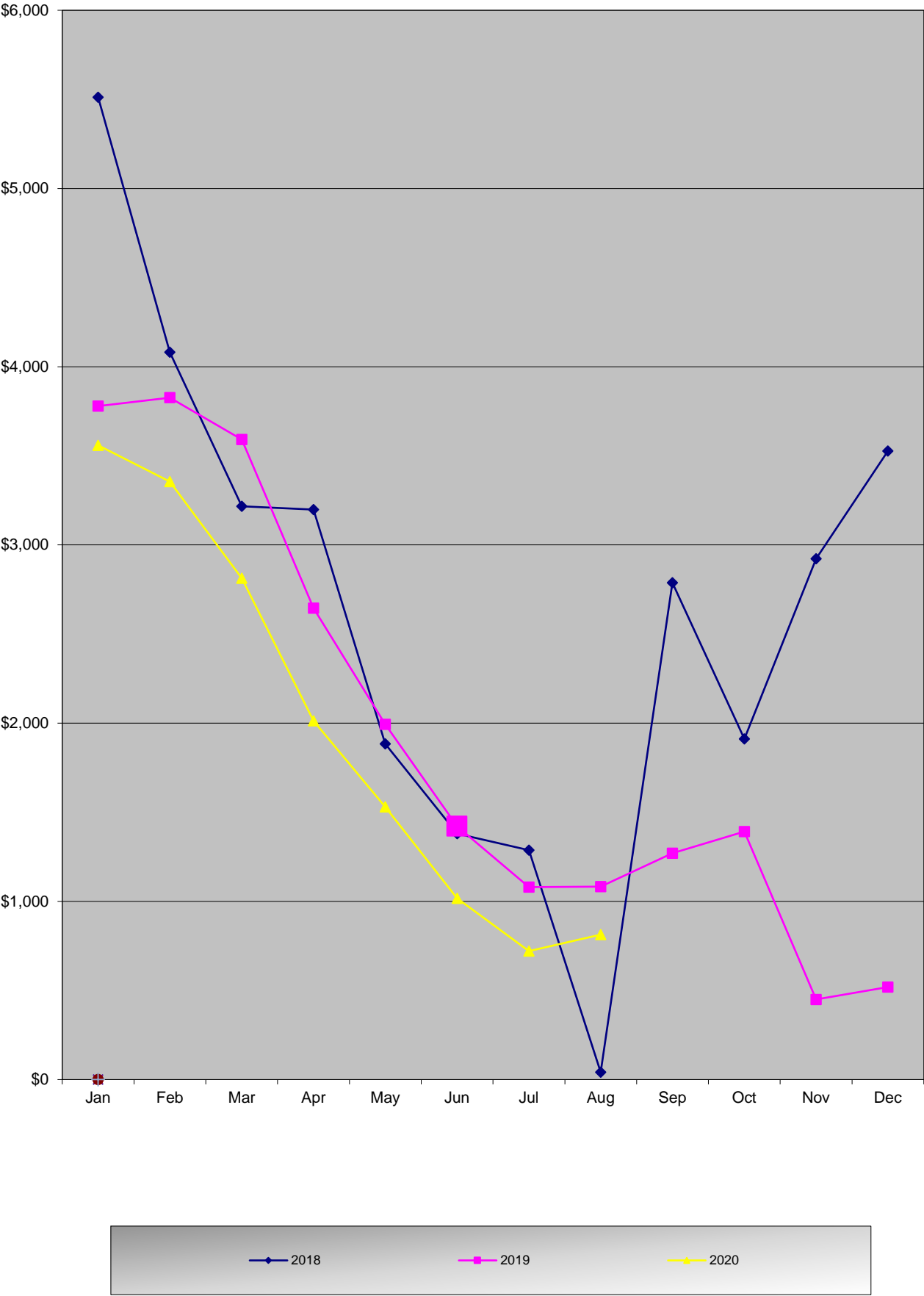
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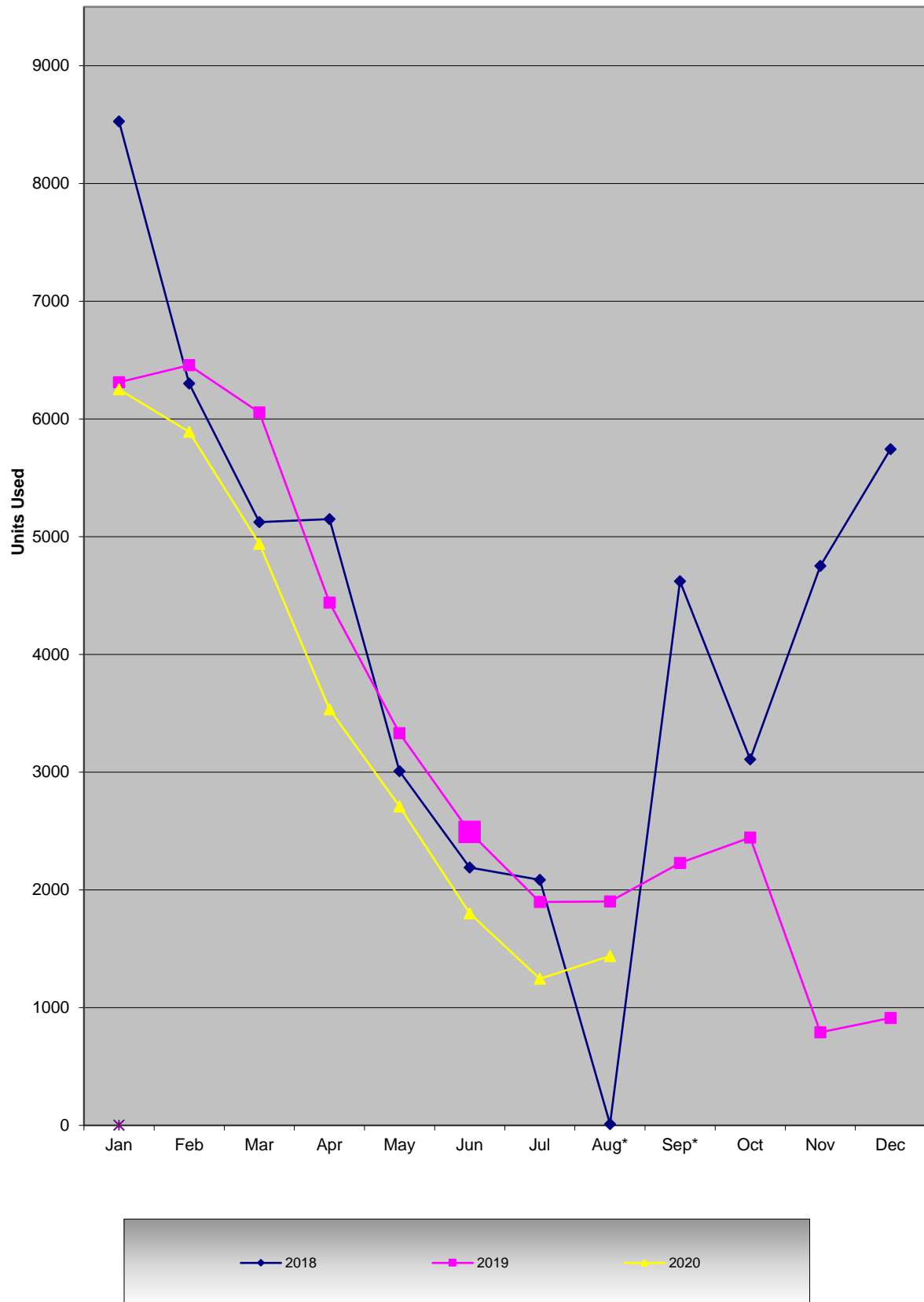
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WHITTAKER FUEL COMPARISON					
	2018	2019	2020		
Jan	\$5,512	\$3,779	\$3,559		
Feb	\$4,082	\$3,826	\$3,355		
Mar	\$3,218	\$3,591	\$2,813		
Apr	\$3,198	\$2,646	\$2,013		
May	\$1,883	\$1,993	\$1,530	COST	
Jun	\$1,379	\$1,421	\$1,017	chart 1	
Jul	\$1,288	\$1,080	\$721		
Aug	\$41	\$1,083	\$814		
Sep	\$2,788	\$1,271			
Oct	\$1,912	\$1,391			
Nov	\$2,923	\$450			
Dec	\$3,527	\$520			
	2018	2019	2020		
Jan	8527	6312	6251		
Feb	6301	6456	5890		
Mar	5124	6056	4939		
Apr	5150	4439	3534		
May	3008	3331	2710	USAGE	
Jun	2189	2491	1801	chart 2	
Jul	2086	1898	1245		
Aug*	11	1901	1437		
Sep*	4622	2229			
Oct	3109	2444			
Nov	4751	790			
Dec	5744	913			
DTE 2018 - June 2019 *NO METER READING IN AUGUST 2018					

Whittaker Fuel **COST** Comparison

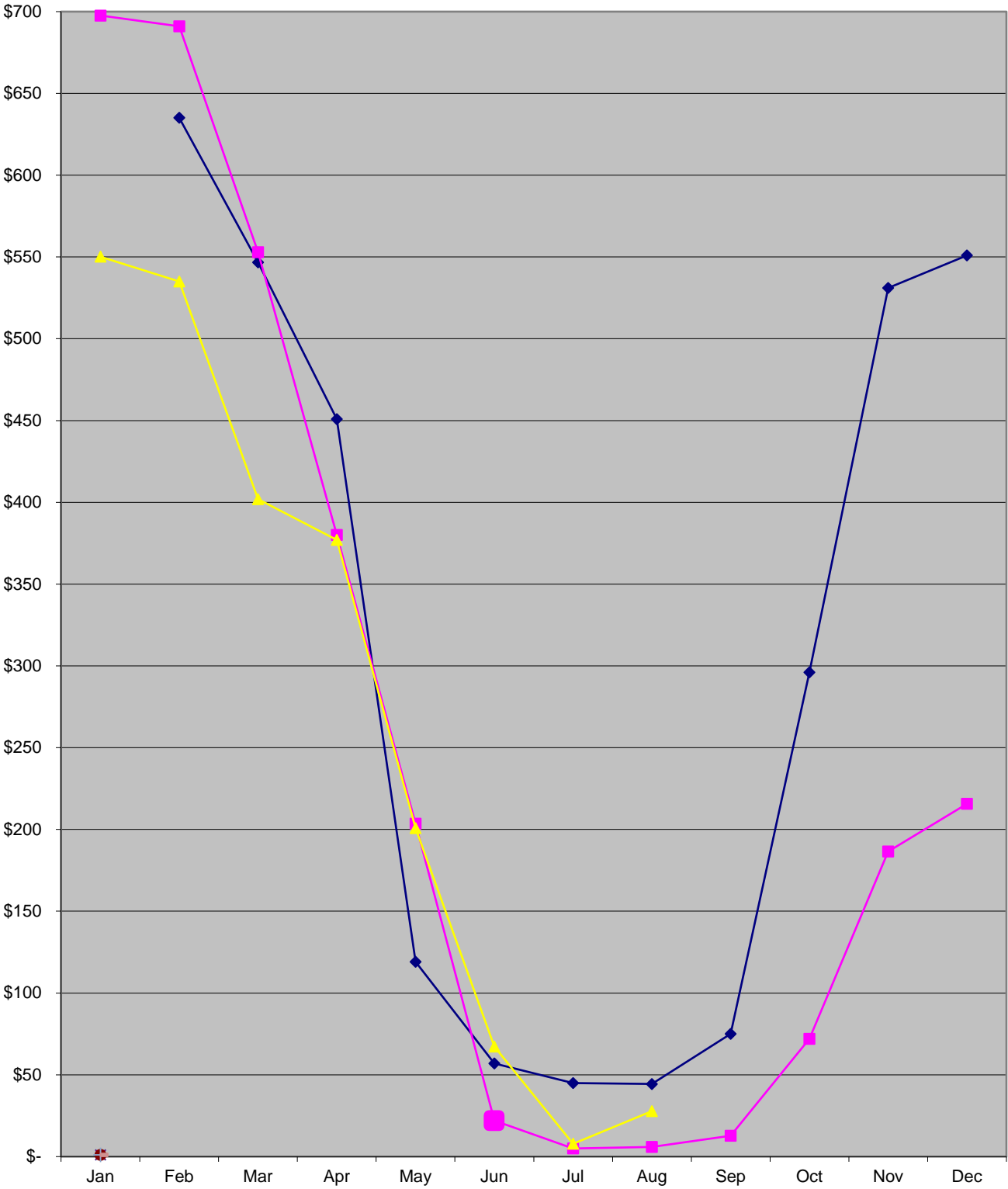


Whittaker Fuel **USAGE** Comparison

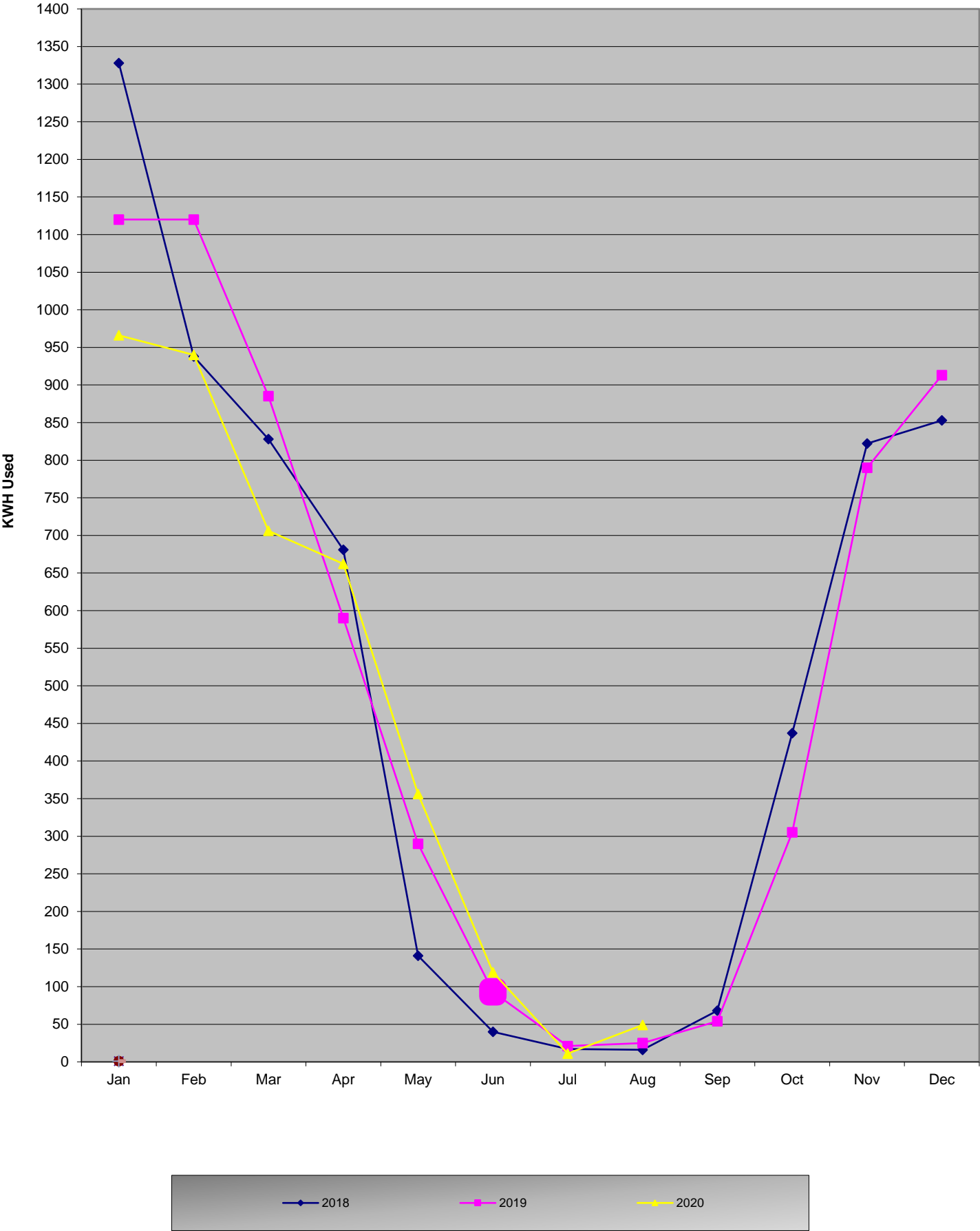


MICH AVE FUEL COMPARISON					
	2018	2019	2020		
Jan		\$ 698	\$ 550		
Feb	\$ 635	\$ 691	\$ 535		
Mar	\$ 547	\$ 553	\$ 402		
Apr	\$ 451	\$ 380	\$ 377		
May	\$ 119	\$ 204	\$ 201		
Jun	\$ 57	\$ 22	\$ 67	cost	
Jul	\$ 45	\$ 5	\$ 8	chart 3	
Aug	\$ 44	\$ 6	\$ 28		
Sep	\$ 75	\$ 13			
Oct	\$ 296	\$ 72			
Nov	\$ 531	\$ 187			
Dec	\$ 551	\$ 216			
	2018	2019	2020		
Jan	1328	1120	966		
Feb	938	1120	940		
Mar	828	885	706		
Apr	681	590	662		
May	141	290	356		
Jun	40	93	119	usage	
Jul	17	21	11	chart 4	
Aug	16	25	49		
Sep	68	54			
Oct	437	305			
Nov	822	790			
Dec	853	913			
DTE 2018 - June 2019					

Michagan Avenue Fuel COST Comparison



Michigan Avenue Fuel USAGE Comparison

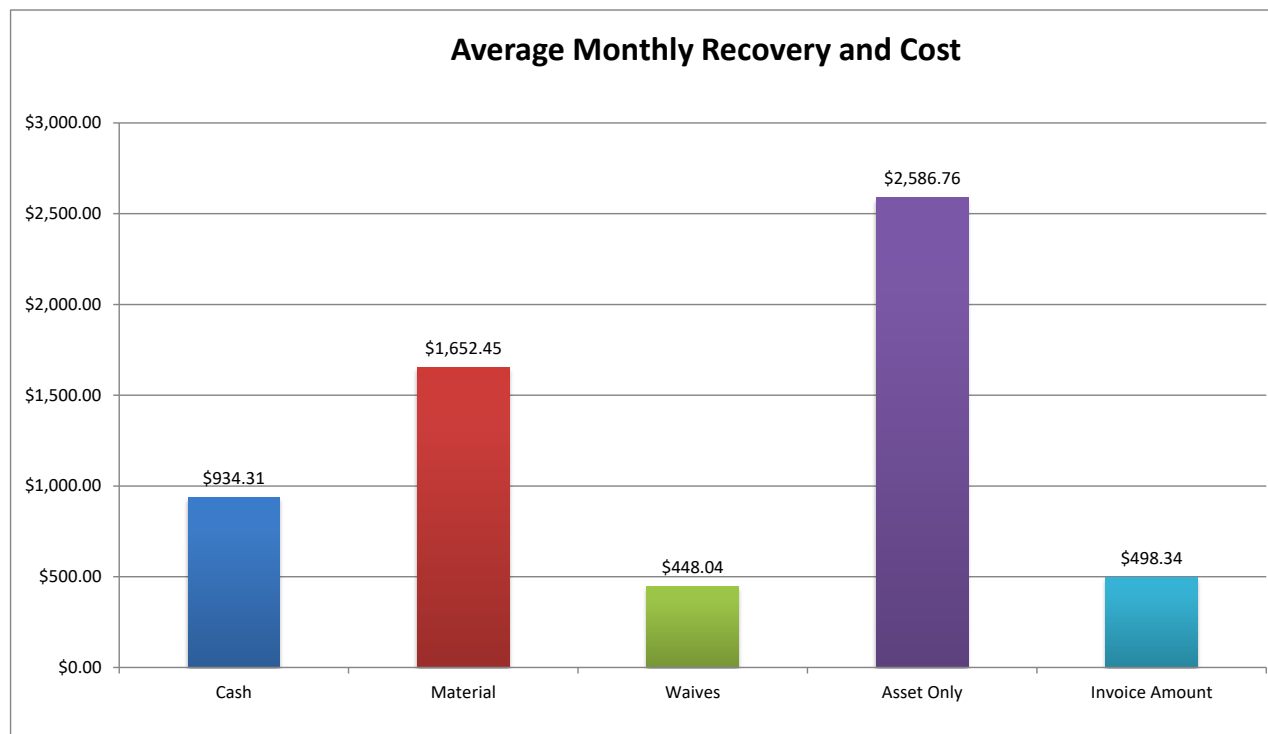




Monthly Recovery Statistics: Ypsilanti District Library

7/2019 Through 9/2020

Month	Cash	Material	Waives	Total	Assets Only	Invoice Amount
September-20	\$232.42	\$335.83	\$109.90	\$678.15	\$568.25	\$90.00
August-20	\$81.99	\$149.88	\$241.69	\$473.56	\$231.87	\$90.00
July-20	\$392.77	\$600.24	\$181.96	\$1,174.97	\$993.01	\$90.00
March-20	\$718.28	\$448.27	\$178.90	\$1,345.45	\$1,166.55	\$205.85
February-20	\$1,289.49	\$2,300.05	\$656.02	\$4,245.56	\$3,589.54	\$563.85
January-20	\$1,472.82	\$2,623.96	\$669.95	\$4,766.73	\$4,096.78	\$742.85
December-19	\$1,258.08	\$3,481.45	\$660.91	\$5,400.44	\$4,739.53	\$680.20
November-19	\$1,078.17	\$2,038.14	\$632.49	\$3,748.80	\$3,116.31	\$751.80
October-19	\$1,121.99	\$1,328.04	\$416.10	\$2,866.13	\$2,450.03	\$930.80
September-19	\$1,321.01	\$2,357.92	\$765.97	\$4,444.90	\$3,678.93	\$671.25
August-19	\$1,048.18	\$2,504.53	\$426.90	\$3,979.61	\$3,552.71	\$742.85
July-19	\$1,196.48	\$1,661.13	\$435.69	\$3,293.30	\$2,857.61	\$420.65
Total	\$11,211.68	\$19,829.44	\$5,376.48	\$36,417.60	\$31,041.12	\$5,980.10
Average	\$934.31	\$1,652.45	\$448.04	\$3,034.80	\$2,586.76	\$498.34
						Total ROI: \$6:1



YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
September 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
September 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

YDL COVID Dashboard 2020

	APR	MAY	JUN	JUL	AUG	SEP	TOTAL *
BOOKS ON WHEELS DELIVERIES							
Resumed 7-21	0	0	0	10	12	7	29
CIRCULATION							
Resumed 6-29							
Whittaker	307	157	2,917	10,682	13,569	12,347	39,979
Michigan	43	28	146	1,301	3,389	3,177	8,084
Superior/Bookmobile	15	57	377	866	1,295	1,273	3,883
eProducts	10,187	10,716	10,155	10,463	10,775	10,958	63,254
COLLECTION							
Physical items added	0	0	304	915	350	421	1,990
elItems added	817	545	707	1003	670	601	4,343
Items cataloged	0	0	273	384	240	284	1,181
CURBSIDE APPOINTMENTS							
Whittaker (began 6-29)	0	0	192	1958	1958	1636	5,744
Michigan (began 7-27)	0	0	0	62	358	366	786
Superior (lockers began 6-29)	0	0	60	250	247	305	862
HAND PICKED FOR YOU							
Launched 8-13							
Whittaker	0	0	0	0	11	4	15
Michigan	0	0	0	0	1	3	4
Superior	0	0	0	0	0	0	0
LUNCH DISTRIBUTION							
Parkridge (Jul 7-Aug 13)							
Sessions/Meals							12/4,308
MELCAT							
Resumed 8-10							
Loans	0	0	0	0	645	906	1,551
Borrows	0	0	0	0	781	978	1,759
NEW LIBRARY CARDS							
Online app launched 7-20							
New applications	26	21	55	48	89	115	354
Student eCards (launched 4-9)	0	4	4	0	0	0	8

YDL COVID Dashboard 2020

	APR	MAY	JUN	JUL	AUG	SEP	TOTAL *
OUTREACH TO SENIORS							
Ltd. to April-July							
Calls made	420	1269	868	356	0	0	2,913
Patrons reached	230	537	393	137	0	0	1,297
PRINTING ON DEMAND							
Ltd. to 20 free pages/day							
Michigan (launched 8-19)	0	0	0	0	31	76	107
Superior (launched 8-19)	0	0	0	0	3	2	5
Whittaker (launched 9-21)	0	0	0	0	0	4	4
PROGRAM/SUPPLY DISTRIBUTION							
Curbside (W)	0	0	0	75	186	65	326
Curbside (M)	0	0	0	14	173	40	227
Curbside (S)	0	0	0	0	0	0	0
Partner Sites	0	0	0	0	365	0	365
REFERENCE							
Telephone and email							
Whittaker	↓	↓	↓	451	481	464	1,396
Michigan	↓	↓	↓	148	207	275	630
Superior	148	233	290	29	0	0	700
SUMMER CHALLENGE							
June 15-August 31							
Little Ones Registrations/Finishers							155/90
Youth Registrations/Finishers							328/167
Teen Registrations/Finishers							112/50
Adult Registrations/Finishers							292/136
TEACHER BUNDLES							
Whittaker	0	0	0	0	1	0	1
Michigan	0	0	0	0	0	0	0
Superior	0	0	0	0	0	0	0
TECHNOLOGY							
Web site visitors	45,321	44,103	89,041	122,999	123,100	113,988	538,552
Wireless users (new system in Sep.)	OFF	OFF	OFF	OFF	OFF	0	0
App users (unique)	479	440	627	681	729	669	3,625

YDL COVID Dashboard 2020

	APR	MAY	JUN	JUL	AUG	SEP	TOTAL *
VIRTUAL PROGRAMS							
Live viewing or off-site							
WHIT Youth/Attendance	0	0	7(67)	13(99)	8(49)	5(22)	33(237)
MICH Youth/Attendance	8 (26)	8 (27)	10(36)	10(37)	10(39)	10(35)	46(200)
SUP Youth/Attendance	0	0	0	0	0	0	0
WHIT Teens/Attendance	1(5)	3(10)	2(9)	2(6)	2(9)	2(9)	12(48)
MICH Teens/Attendance	0	0	0	0	1(4)	2(0)	3(4)
SUP Teens/Attendance	0	0	0	0	0	0	0
WHIT Adults/Attendance	2(22)	3(33)	4(33)	5(30)	11(185)	19(302)	44(605)
MICH Adults/Attendance	1(6)	6(32)	8(54)	8(65)	10(76)	10(83)	43(316)
SUP Adults/Attendance	0	0	1 (4)	3 (27)	2(10)	4 (15)	11(56)
VIRTUAL PROGRAMS							
Recorded views Apr-Sep							
Youth Views	→	→	→	→	→	→	102(3,633)
Teens Views	→	→	→	→	→	→	12(292)
Adults Views	→	→	→	→	→	→	37(112)
* Programs are totaled in September to comply with State Aid reporting							
OTHER COVID ACTS OF GREATNESS							
CARES Act grant award (July)							\$6,400.00
WiFi expansion at WHIT							Sep.
WiFi expansion at MICH							Sep.
WiFi expansion at SUP							TDB
Sycamore Meadows lunch helpers							7-14 to 8-7
Flu shot clinic 9/23 (1 of 2 reporting)							15
COVID drive-up testing day 9/26							182
Fines waived							\$287,000
Addition of Creativebug database							Sep.
Addition of Food America database							Oct.
Pop-up sidewalk browsing (10-11) W							30
UPCOMING ACTS OF GREATNESS							
Mobile hot spot lending TBD							
Faxing on demand TBD							
Ypsi Stories podcast TBD							
826Mi tutoring sessions TBD							
Virtual exhibit tour							
New book carousel on web site							
Pop-up sidewalk browsing S (TBD)							

YDL COVID Dashboard 2020

Pop-up sidewalk browsing (10-31) M							
Bookmobile neighborhood drop-off							

Department Reports

Acquisitions Department Board Report

October 2020

Department Activities and Ongoing Projects

- Fall is always a very busy time for Acquisitions as we near the end of the fiscal year. I have instructed material selectors to send their final orders by the end of the month. Acquisitions staff will continue to receive and process the items as they arrive in November.
- MeLCat statistics are back to pre-pandemic levels, which is a bit challenging since we are only in the building part time. I am adjusting some of the workflow involved to keep things manageable for staff.
- I attended a webinar called “Incorporating Critical Cataloging into Your Work” on October 6th. It was hosted by members of We Here, an organization of BIPOC library professionals. The webinar was about how catalogers can focus on and advocate for more inclusive subject headings and descriptions in catalog records.
- Julianne and I are finalizing everything with the Wi-Fi hotspots so they are ready for circulation. There are always a lot of details to work out with unique materials such as these!
- I attended a Zoom presentation of Washtenaw County’s new storymap called “Washtenaw Women Vote.” It features buildings that played a role in the fight for women’s suffrage and the 19th amendment. There are a few Ypsilanti locations on the map, including our very own Ladies’ Library. The storymap can be viewed here: <https://arcg.is/qGPmq>

Washtenaw Reads Update

- It was recently announced that *All American Boys* by Jason Reynolds and Brandon Kiely will be the 2021 Washtenaw Reads book. It is an incredible book and I think it will lead to many important and necessary conversations in our community.

Statistics

- The collection budget is 76% encumbered.
- 284 items were cataloged.
- 1,022 items were added to the collection, including 601 e-items.
- YDL borrowed 977 items from other libraries via MeLCat.
- YDL loaned 976 items to other libraries via MeLCat.

Submitted by Sarah Zawacki
October 22, 2020

Assistant Director

Board Report: October, 2020

The NEH exhibit programs are being finalized, and curbside engagement packets are in the works. Liz is done capturing images, YpsiWrites has crafted some great writing prompts, LaDaisha is working on bibliographies, and I'm working with a musician from the Michigan Humanities Touring Directory on providing music from the Civil Rights era to be used in the virtual tour. Sarah and I are also exploring the use of a GIS tool to pinpoint locations in Ypsilanti active during the Civil Rights movement and tie them into the interviews recorded in the A.P. Marshall archive. This week, Jim and I will disassemble and pack up the exhibit for its next stop on the tour. Lots yet to do, but we are dedicated to crafting a rich form of virtual engagement for the community.

The new COVID dashboard is in this month's board packet. Hopefully it provides you with a visual/numerical snapshot of the programs and shifts we have made to serve the community during the pandemic. The statistics tallied from closure through September also provide us with the necessary numbers to file the State Aid report due in February.

The demographic survey is nearly underway. After many Zoom calls with Social Explorer and our ILS vendor SirsiDynix, we should be ready to export data in the coming weeks. Our internal (non-identifying) patron data will be overlaid with demographic data from the district boundary, allowing us to see our engagement with the larger community and identify where we are falling short or losing ground.

In addition to offering the new database Creativebug to library patrons, we also subscribed to a product called Food America this month. A rich database of American food, culture, and recipes, Food America provides thousands of recipes, hundreds of fascinating culture articles, an essential culinary reference section, and helpful video hacks, tips, and more. I have added both products to the YDL app, and they both function well on a mobile platform.

I am working on customizing the new catalog widget that will display a "book carousel" on our website of new materials we have acquired. This product is intended to serve as a "new book shelf" for patrons to browse since folks are still not allowed in the building.

Coming soon are several mobile hotspots available for circulation to the public. These were purchased with funding from the CARES Act grant and will be available for patrons to check out and take home. We are working on establishing check-out periods/replacement costs/catalog records and other necessary evils before we go live. A teaser on them will be featured in the next edition of The Loop.

Lisa and I are both fired up about the possibility of installing the Needlepoint bi-polar ionization system. This system could definitely be part of the solution to safely reopen our buildings. I was deeply impressed with both the science and the vendor's ability to install the product at a reasonable cost. I contacted the county health department for feedback, and they forwarded my request to their environmental team. My usual contact there told me that she has heard a lot of people asking about them, but they have been so busy that they haven't yet had a chance to investigate them in depth.

Lastly, with preliminary numbers received from the accountant, I will soon begin to work with Sarah to set up collection budgets for 2021. This has been a crazy year for Sarah to learn a new management job, and she has done a great job hanging in there and learning on the fly.

Submitted by Julianne Smith, October 21, 2020

Communications & Development

Monthly report: October 2020

Major print pieces produced:

- We printed our Annual Report to showcase our work from 2019. The theme this year was “Forging a Road Ahead,” and we discussed construction plans, the new Superior project, and much more!
- We’re currently circulating drafts of the Nov/Dec *Loop* and should be on schedule for the first week in November.



Promotions

- We shared information about two new databases that we purchased: Creativebug and Food America using social media, blog posts, and the upcoming *Loop* issue.
- We promoted our ypsiGLOW kits on social media and at community meetings.
- We provided Voter Guides from the League of Women Voters in our curbside bags.

Community Relations

- We again supplied information to be included in the Ypsi Township 2021 Helpful Handbook. We included information on our new Wifi boost to the parking lots, *The Loop*, Covid hours, and our new library card application.
- Sam attended the EMU Engage meeting, and regularly attends the Parkridge meetings to give updates on YDL and hear what our other community partners are doing.
- Sam spoke at the October Ypsi Rotary Club meeting, sharing news about our Covid services and the Superior branch.

Notable Media Mentions/Partnerships

- Concentrate had an article about our self-care kits and pop-up browsing,
- A blurb about our Roller Girl readings with the Ann Arbor Roller Derby League appeared in the Detroit Free Press.
- MLive, WEMU, and Concentrate all covered our Wikipedia edit-a-thon.

Notable Social Media activity

- Our post about the site clearing starting for the new Superior building was seen by almost 900 people, with over 180 engagements in not even a day.
- Our post with information about the Superior Township Parks and Rec Pumpkins and Crafts event was seen by more than 3,500 people.
- Our FB post about the Michigan Avenue obstacle course that Jenny made with tape got nearly 1,000 views and more than 60 engagements.
- The Manga Drawing class with Kam Reynolds got more than 100 views on Instagram.
- Jodi’s storytime of *On the Day You Were Born* got more than 100 views on Instagram. Molly’s Kamishibai stories from Japan got almost 130 views on Instagram.

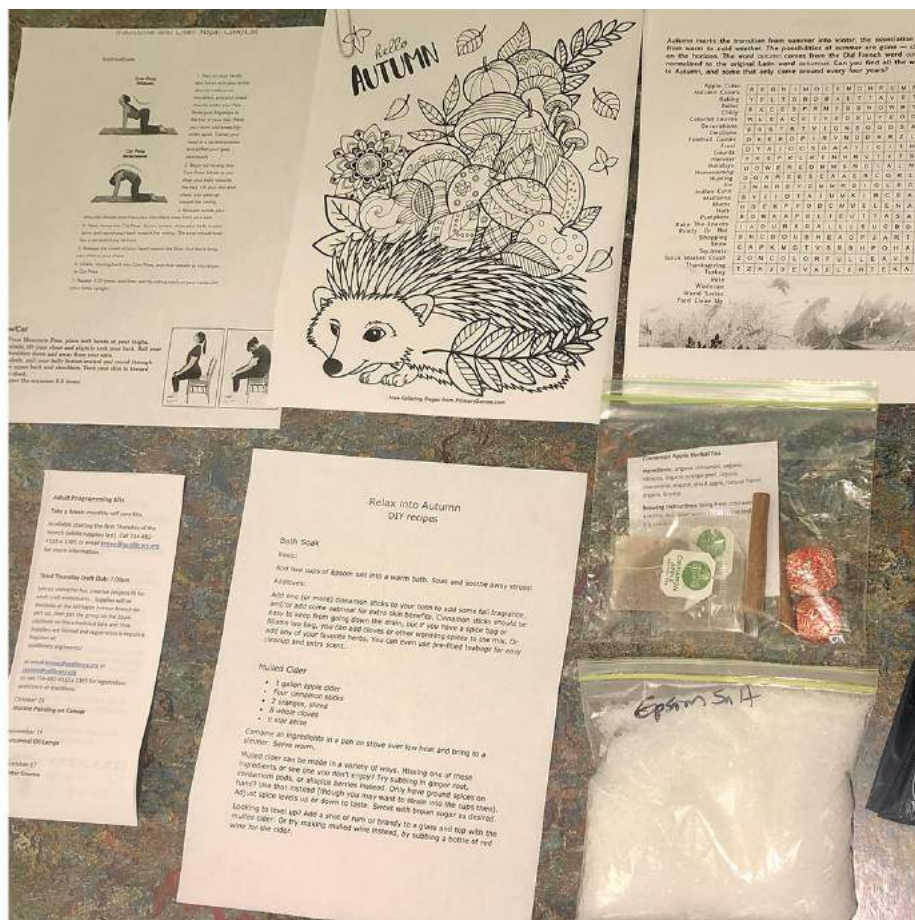


Submitted by Sam Killian on October 23, 2020

Ypsilanti

Ypsilanti District Library creates and distributes self-care kits to help patrons relieve stress

SARAH RIGG | WEDNESDAY, OCTOBER 21, 2020



Ypsilanti District Library

October's apple-themed self-care kit included cinnamon sticks, spiced apple tea, crossword pages, chocolates, recipes, a breathing exercise, and instructions for a yoga pose.

While none of the Ypsilanti District Library's (YDL) buildings are open to the public, staff are trying to find creative ways to help patrons get through the COVID-19 pandemic, including providing themed, monthly self-care kits.

Since staff aren't spending much money on in-person events, some of YDL's existing program budget has been diverted to creating kits and similar projects.

"Obviously everybody is pretty stressed and has a lot on their mind, so we're trying to do more things to alleviate the stress of not having [access to] the library," says Sam Killian, YDL's community relations coordinator. "People rely a lot on going into our buildings and using our services, so we're doing as much as we can to still provide services and materials for people. The self-care kits fit with our mission of meeting people where they are and addressing the needs they have now. And the need they have now is to destress and unwind."

October was the first month of the self-care kit project, spearheaded by librarian Kim Rowe. The first set of kits had an apple theme and included cinnamon sticks, spiced apple tea, crossword pages, chocolates, recipes, a breathing exercise, and instructions for a yoga pose. Twenty kits were distributed in less than a week, Killian says.

Each month's kit will include themed items to promote rest and relaxation, like coloring pages, gratitude journaling prompts, instructions for a breathing exercise or yoga pose, recipes for self-care items like face masks or bath products, tea, and sweet treats. Giving thanks will be the theme of November packages, and December's theme will be holiday cheer. Staff are planning to increase the number of kits to at least 25 per month since demand was so strong in October.

Kits are available on a first-come, first-served basis. Patrons can pull into one of two curbside pickup spaces in the parking lot at YDL's downtown branch at 229 W. Michigan Ave., call the number posted, and request a self-care kit. Kits are available starting the first Thursday of each month.

Another new YDL offering is pop-up curbside browsing, with designated days set aside for patrons to browse a selection of popular new books, children's picture books, and holiday-themed volumes outside the library doors. The first curbside browsing event was held at YDL's Whittaker branch from 2-4 p.m. Sunday, Oct. 11 and was "well-attended," Killian says, with about 30 patrons visiting and checking out about 100 items.

Killian says staff are hoping to do more pop-up browsing events at all YDL branches, but dates will be intermittent and dependent on decent weather. Several more are planned for the next few weeks. Announcements of the pop-up browsing events are available through [YDL's Facebook page](#).

Patrons can keep tabs on future self-care kit giveaways by watching the [library's event page](#).

Sarah Rigg is a freelance writer and editor in Ypsilanti Township and the project manager of [On the Ground Ypsilanti](#). She joined [Concentrate](#) as a news writer in early 2017 and is an occasional contributor to other [Issue Media Group](#) publications. You may reach her at sarahrigg1@gmail.com.

Photo courtesy of YDL.

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Customer Services

Monthly report: October 2020

Circulation Stats

For the month of September we checked out 16,797 items system wide. We also issued 115 new library cards during this time as well.

Staff News

Unfortunately, the new Whittaker Road part-time Customer Services clerk we were hiring accepted another position a few days before they were scheduled to start at YDL. We will begin the hiring process over again for the part-time CS clerk. We have also been interviewing applicants for new pages at Whittaker Road.

Submitted by John Connaghan on October 22, 2020

Facilities Department

Board Report: October 2020

A few things happening this month which involves the Facilities Department kept us busy. Michigan Ave main floor, stairwell, and back offices were painted by ECO Contracting Co. Before painting could begin, Michigan Ave. staff removed all books, CD's, and other items off the shelving. Then the Facilities staff removed all the shelving from the walls, and took apart desks so painters could get to the walls. ECO removed the blinds and valances from the windows. After the painting was finished, Joy had Aria On-Site to come and clean the blinds and re-install them. Facilities staff steam cleaned the valances, applied fabric protector, and re-installed them. Then put all shelving back in place for Michigan Ave. staff put materials back on the shelves.



O'Neal Construction brought in some big machinery to build the road behind the building for the crew working on the windows. Panels taken off the windows to repair some of the issues has begun.

Picked up a lift to help the IT Department work on the WiFi upgrade. While we had the lift, Facilities replaced some parking lot bulbs that had burned out.



Another shipment of books that were withdrawn, were stamped, boxed, palletized and loaded on the truck being sent to Better World Books for re-sale, which we get a portion of. Five pallets, over 200 boxes total. More to come in the future weeks.

Submitted by: Jim Reed

October 23, 2020

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

October 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 – Chris has been a great addition and pivotal help so far, allowing us to stay on pace for many of our year end activities.
- Wifi Replacement – Wifi is fully operational. We'll be improving the service slightly to support strong service levels in one or two building zones. Overall we've seen welcomed improvements to coverage in this YDL service. We're also looking to further improve wireless outdoors as we've identified some improvements we may want to pursue by adjusting our installation.
- 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 – 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 Avenue Board Report: October 2020

Programs:

Crafters have painted dot mandalas and flowers on their masks and made amazing shrink art jewelry with Charline and Kim. Mich Ave staff have been happy to be able to pass out Sheila's Third Thursday craft kits. All of the self-care kits that Kim and Shania created disappeared within a few days and Concentrate Media wrote a very nice article about them. Pat has been continuing her book clubs and Scott has been successful in taking over both the visual book club and guitar club. Next month Growing Hope has graciously allowed the guitar club to meet in the farmer's market indoor space for their practices. Pat, Jenny, and I have been assisting with 826MI tutoring. We provide a second monitor that they require to teach kids virtually. By YDL staff participation, twice as many kids are able to be virtually tutored. Shoshanna has been working on her first podcast.

A lot of programming has been centered on ypsiGLOW this month. Whittaker Rd and Michigan Ave handed out 80 Glow Kits out of the 600 ypsiGlow purchased and put together for lower income youth. We handed out another 25 preschool Glow kits that were put together by Jodi and myself. We've handed out 35 social justice poster-making kits with black light reactive art supplies. Posters are coming back gradually and displayed in our windows with UV lights through November 8th. The most visually dramatic programming was centered on a 6' x 9' canvas with a powerful social justice message and concept designed by teens, Makayla McKinney and Bre'yon Scribbling. Kamron Reynolds, comic artist, took their vision and transferred it to paper. The images were transferred to two canvases and the canvases were taken to Whittaker Rd and Mich Ave and then to Bright Futures to be painted. Lynne Settles led this project, working with the teens, artists, and bright futures. The project was partially funded by money leftover in the MCACA Noise Permit grant. The Mich Ave painting is proudly hanging on the front of the building. Tomorrow is ypsiGLOW and the painting, plaza, and windows will all be glowing in justice, activism, and black light. There will be windows throughout downtown.

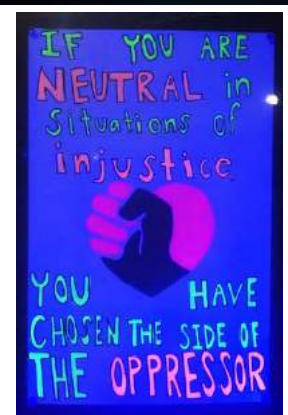
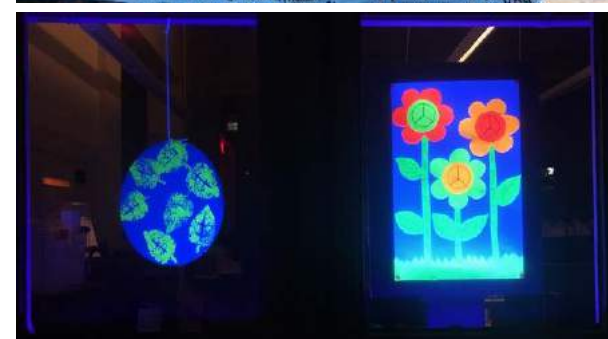
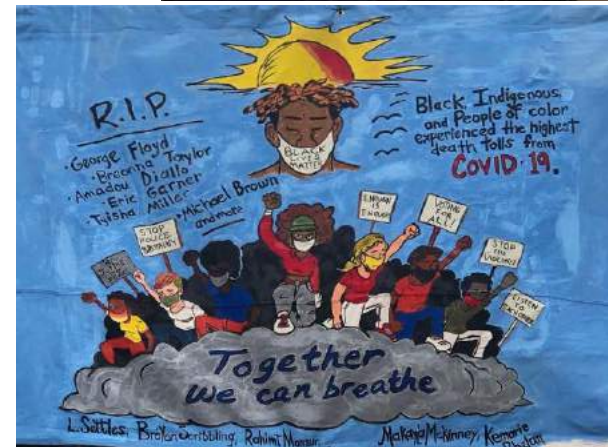
Building Maintenance

This has been a huge month of building maintenance thanks to Jim, Ron, and professionals. My staff, Jim, and Ron moved everything away from all upstairs walls and into the middle of the main floor. The entire upstairs and stairway was painted, the blinds and valances were cleaned of 20 years of dust, the windows have been washed and we will look very spiffy when we get everything back in place. Because we were already closed to the public this maintenance was so much easier to do. It's wonderful to get this historic building clean and looking great again!

Staff

We've completed interviews for a youth parapro and hope to have someone in place soon. Almost all of Michigan Ave staff will be going to some MLA sessions next week. I finished two days of meeting facilitation training which I think will be very helpful in having successful meetings. Pat and Jenny are regularly attending state youth services meetings and Washtenaw Area Children and Youth.

Joy Cichewicz
October 23, 2020



Outreach Services Board Report

October 2020

Superior:

- To follow on the heels of the successful pop-up browsing event at Whittaker, we penciled one in for Friday, 10/23 at Superior. Unfortunately, the forecast looks like rain, wind, and possible storms. I'm keeping an eye out for a good weather day with adequate staffing so we can reschedule.
- We will start offering curbside and locker appointments Monday, 10/26. This will bring our procedures more in line with Whittaker and Michigan Avenue. We hope this will bring about a better experience for our patrons, and simpler processes for our staff.
- Site clearing of the land on North Harris is underway. What a change, and how exciting for our patrons and staff to see this progress! Here's a panoramic view of the work as of 10/21:



Outreach Projects & Programs:

- Liz, Nicole, Stacey, and I are assisting with 826michigan's Virtual Schoolwork Support two days a week.
- Liz & Stacey are working on video and web content for upcoming Saturday afternoon adventures.
- Liz continues to work on video tours of the *For All the World to See* exhibit.
- Stacey, Nicole, and I have started doing Zoom storytimes for local PreK, K, and 1st grade classes. We are having great fun, and we think the students are, too.
- Nicole and I set up a tent and table at the YCS drive-through Flu Clinic. We were able to chat with families and distribute activity packets.

Bookmobile:

- We are still watching local case numbers to see when we can start using the bookmobile for curbside deliveries. Unfortunately, these numbers continue to rise rather than fall. We have a route and plan in place so we can get on the road quickly when the time is right.

Learning Never Gets Old

- We are running a 4-week Zumba Gold series. The feedback we are receiving is high praise, and a strong desire to continue beyond four weeks. We are working with the instructor to see if we can continue into November.

- Senior Advisory continues to meet monthly via Zoom.
- We had a cook-along program with the Ann Arbor Vegan Kitchen. The instructor will be back in November for another cook-along program. We had great feedback from the first time around.
- We have launched a Veterans Creative Writing group twice monthly. Sadly, we've had no attendance the first two sessions. We will keep publicizing and hoping to attract participants.
- Our Outsmart the Scammers program was only attended by one person, but had great information. We have shared it with others who were unable to join.

Submitted by Mary Garboden
October 22, 2020

Whittaker Road-Adult Services Board Report: October 2020

Here is a listing of October programs:

- 3 book discussion groups (Thursday AM, Mystery Lovers, African American Authors)
- Latinos Beyond Reel: Challenging a Media Stereotype (part of the Safely Learning About Race and Racism series, also in support of the exhibit “For All the World To See: Visual Culture and the Struggle for Civil Rights”)
- Virtual Road Map to a Successful Home Services Business; partnership with the Ann Arbor Area SCORE office
- Recycling and Me: What’s Trash Got to Do With It?
- Virtual Garden Club
- Reflective Meditation (4 sessions)
- Google Docs for Beginners
- Google Sheets for Beginners
- Wikipedia Edit-A-Thon (3 sessions); focus on editing Ypsilanti content
- Third Thursday Craft Club: Marble Painting on Canvas
- OLLI Reads: Healing Politics: A Doctor’s Journey into the Heart of Our Political Epidemic, featuring Dr. Abdul El-Sayed, partnership with The Osher Lifelong Learning Institute
- Using Writing to Make Your Voices Heard, partnership with YpsiWrites
- Writing Matters in Ypsi: A One Year Celebration of YpsiWrites, partnership with YpsiWrites
- And There I Take My Stand: Overview of Michigan’s Suffrage

We are offering a wide range of programming in October, including using computer (Google) products, book discussions, crafts, and explorations of important societal issues. Several programs are partnerships with other organizations; staff are working this month directly with the Ann Arbor Area SCORE office, YpsiWrites, and the Osher Lifelong Learning Institute. Other programs build on work with existing partnerships, such as the Safely Learning About Race and Racism film series. As we have come to know, there are pluses and minuses with virtual programming; now that we have done it for a few months, I want to compliment my staff on their continuing efforts to provide a variety of quality programs for our community. When you see a senior light up as they realize they CAN use Zoom or work with Google products, you know you are making a difference for that person. I ran the Zoom meeting and participated in the YpsiWrites program “Using Writing to Make Your Voices Heard” and was amazed at the powerful narratives the attendees came up with in an hour. I also noted what a good time The Third Thursday Craft club attendees had and how much they enjoyed seeing fellow crafters. Sheila did a great job virtually leading attendees on how to create a work of art. 186 people attended

the OLLI Reads event featuring Dr. Abdul El-Sayed; the very topical conversation about health care in the U.S. was thought-provoking and thoughtful.

The Safe Services Committee, including Paula and Christy, is currently looking at how to safely offer public pc services at Whittaker Road. We'll come up with recommendations that can be worked into a plan, to be implemented when it is deemed safe to do so.

Curbside printing is now available at Whittaker Road; I worked with Joy, Mary, Sam and John to develop the process and then wrote a procedure for staff; it has gone smoothly and patrons are very appreciative; as one example, I was able to print out copies of a resume for a job interview and have them ready for patron pickup within a half hour of being requested. We've also been able to get information such as the League of Women Voters ballot guide to patrons via our curbside services.

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
- Creating /Assembling craft program supply kits

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

Submitted by Paula Drummond Oct 22, 2020

Whittaker Youth Services Board Report October 2020

Program Highlights

Little Ones

- Livestream storytimes have fewer viewers this fall than we had built up to in the summer, averaging 13 views. I talked to a parent last week who called for kits. She said she has been trying to get everything in line for her school aged child and was just catching up on activities for her little one, which is probably the case for many families. Liz and Molly take turns Saturday mornings doing storytimes on Instagram and videos averaged 138 views so far.
- I presented 2 socially distanced storytimes at Ypsi Township parks attended by 10 and 22 people and I am in conversation with the Township about ideas for partnering in other ways this winter.
- Our Build a Storytime short videos of songs and rhymes have been viewed about 550 times and we distributed 20 Build a Storytime Kits so far. Marlena's Learn with T-Bear series has averaged 24 views per video, with 32 kits distributed.
- About 25 TinkerLab mask kits have been given away so far, with another available this week all about shapes.

Kids & Families

- We've presented 6 [Saturday Afternoon Adventures](#) and given away about 180 kits for school aged kids (in addition to YpsiGLOW kits mentioned below) at the libraries and at the YCS flu clinic. Each virtual program is unique, with a video, kit, webpage, or all three. As with virtual programs for little ones, we're finding parents are adjusting to school and haven't engaged as much with the content as in the summer. Because it's all asynchronous, it will be there when they have time.
- Liz and I were trained to help with 826michigan's online learning lab and Liz facilitated one session. We'll help more when we are up to full staffing next month. By contributing YDL staff, 826 more than doubled its capacity to serve students. Each Monday and Tuesday 5 YDL youth staff from all locations log into Zoom from two devices to monitor breakout rooms and ensure student safety. Thanks to Mary for coordinating equipment, background checks, and scheduling.
- Kamron Reynolds has led 3 Zoom drawing classes on Saturdays to a small group of enthusiastic young artists.
- Partnering with multiple organizations virtually has led to timetable changes for several programs, including YpsiGLOW and the Family Read. It takes so much longer to coordinate and produce digital work than anyone anticipates. Charline coordinated readers. Nicole and I worked through all 10 chapters of *Look Both Ways* and created teacher discussion prompts and other activities for the web pages. 826michigan will be providing writing prompts as well. We'll reveal one chapter each week beginning Saturday, October 24. 25 supply kits have been reserved so far and I'm beginning to distribute them this week. Activities and kit reservations are available from the [Look Both Ways home page](#).

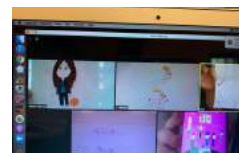
Teens

- One advisory member worked on the YpsiGLOW mural design project. The public began adding paint last weekend at the libraries and this week I saw a friend on Facebook post the completed mural on display in a local park. Now they are installed on the exterior of the libraries thanks to Jim. Thanks to Joy for coordinating the artists and supplies. We gave away 42 YDL Glow Kits when the original program had to be rescheduled and 80 YpsiGLOW kits at both locations.

Other Work

- We welcomed Slava Pallas-Brink to the department last week and she is already immersed in TALK work! I will train her to help with other departmental work later this month, but for now she is reviewing all TALK messages, considering where to add self-care tips for parents and making sure book lists and songs are up to date and represent diverse families. Spanish translation and platform development has started and I will schedule an organizational advisory meeting in the coming weeks. Slava is working on her doctorate at Wayne State in sustainability and will be helping with our garden to table series as well.
- Between both youth departments, we've filled 28 Handpicked For You requests and stay busy pulling books on the request list and putting together materials requested by phone. Two staff work the early shift to make sure the pull list gets finished, and one works the afternoon shift. Collection development and program development is done from home. We interviewed candidates last week to fill the paraprofessional opening and look forward to an extra part time person.
- Liz has been busy getting Play, STEM, and Sensory Kits in order. She redesigned the [web page](#) to show what is currently available based on how easily we can keep items clean, and Sarah changed the catalog records so patrons can begin requesting the kits.
- I attended a virtual Success by 6 meeting and learned about other organizations' work and have ideas about how to partner on virtual programs that support parents helping kids with schoolwork.

Submitted by Jodi Krahne October 22, 2020



Old Business

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/22/2020
Re: Review of FY2021 draft budget

Accompanying this memo is a draft budget for the 2021 fiscal year, and a detailed explanation of the proposed expenditures. The Board Finance Committee met on 10/21 to review an earlier draft which has been slightly modified. Given the uncertainty of the pandemic situation in the year ahead, all agreed that we will need to be flexible and prepared to adapt when needed.

As written, this budget would return \$1,416,846 to the fund balance. Once a budget is approved, I will write a resolution requesting that a majority of this unused revenue be designated as Committed for the Superior project.

PROPOSED
YPSILANTI DISTRICT LIBRARY
 General Fund Budget Summary
 For the Fiscal Year Ending November 30, 2021

Revenue

Superior Township Tax Levy	936,283
City Tax Levy	846,900
Ypsilanti Township Tax Levy	3,617,971
State of Michigan PPT reimbursement	62,000
State Aid Direct	35,678
State Aid Indirect	35,678
State of Michian TALK Grant	67,473
Fines/Misc.	16,250
Smart Cards - Printing & Copies	10,000
Penal Fines County	97,500
Rental Income-community room	500
Donations/Misc.	2,500
Donations/Memorials	600
Coffee Shop Rent	0
Interest/Checking	1,000
Interest/Savings	5,500
Interest/Yoder	0
Interest/Yates Memorial	0
Dividend Revenue	4,000
Dividend Revenue Endowment	4,500
Transfer to/from Improvement Fund	-1,416,846
Sale of Assets	0
Total Revenue	4,327,487

EXPENDITURES by Department

Dept 100 Administrative	2,363,598
Dept 200 Michigan Ave	589,077
Dept 300 Outreach Services- Bookmobile	88,086
Dept 400 Outreach Services - Superior Township	163,152
Dept 500 Whittaker Road	1,123,574
Total Expenditures	4,327,487

EXPENDITURES by Category

		Category as % of 2020-2021
		Expense
Salaries and Benefits	2,817,600	65.1%
Public Utilities	166,124	3.8%
Repairs and Maintenance	143,902	3.3%
Materials	448,350	10.4%
Technology	248,935	5.8%
Other	502,576	11.6%
Total Expenditures	4,327,487	100.0%

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

Proposed Budget FY 2020-21

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-2018 ACTUAL	FY 2018-2019 ACTUAL	Original Adopted FY 2019-20 Budget	Adopted Budget amendment FY 2019-20	Proposed Budget FY 2020- 21
Revenue							
403.000	Superior Township Tax Levy	609,929	619,558	896,999	905,226	905,226	936,283
425.000	City of Ypsilanti Tax Levy	565,186	589,334	808,325	839,033	839,033	846,900
440.000	Ypsilanti Township Tax Levy	2,159,466	2,212,989	3,283,915	3,591,033	3,591,033	3,617,971
425.075	PPT reimbursement	10,996	20,105	18,247	12,000	12,000	12,000
441.000	Renaissance Zone Reimb			39,574	40,000	66,633	50,000
443.000	State Aid Direct	26,949	30,201	32,932	33,141	32,931	35,678
447.000	State Aid Indirect	27,324	30,646	33,574	33,141	33,497	35,678
500.600	IMLS TALK	46,570	75,358	23,853	12,323	12,323	67,473
657.000	Fines/Misc.	73,097	67,077	60,633	61,425	25,000	16,250
657.100	Smart Cards - Printing & Copi	42,289	40,841	36,686	38,000	12,000	10,000
657.600	Guest Pass	2,417	1,745	1,417	2,000	500	0
661.000	Penal Fines County	124,205	116,084	111,395	105,925	84,478	97,500
662.000	Coffee shop rent	5,500	3,500	1,296	1,500	0	0
662.100	Community room rentals	1,700	1,250	1,850	1,750	750	500
679.000	Donations/Misc.	3,793	4,993	1,152	2,500	2,500	2,500
681.000	Donations Designated			18,850			
681.080	Donations/Memorials	2,425	711	2,629	600	5,000	600
683.100	Trustee party Revenue	0	0	0		0	0
687.000	Interest/Checking	1,020	1,727	3,233	4,000	1,200	1,000
687.010	Interest/Savings	7,457	7,050	15,331	11,500	8,000	5,500
687.060	Interest/Yoder	11	3	0	0	0	0
687.070	Interest/Yates Memorial	1	1	1	2	2	0
689.000	Dividends	6,050	5,819	5,741	6,000	4,219	4,000
690.000	Dividend Revenue Endwmnt	5,816	6,335	6,771	5,900	7,220	4,500
	Transfer from Improvement Fund	0	0	0			
	Transfer from Fund Balance	40,909	23,885	(1,480,896)	(1,435,732)	(1,496,859)	(1,416,846)
	Sale of Assets	979	0	0	0	0	0
Total Revenue		3,764,089	3,859,213	3,923,508	4,271,267	4,146,686	4,327,487

Proposed Budget FY 2020-21

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-2018 ACTUAL	FY 2018-2019 ACTUAL	Original Adopted FY 2019-20 Budget	Adopted Budget amendment FY 2019-20	Proposed Budget FY 2020- 21
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	605,794	614,161	625,703	736,710	718,710	724,412
702.100	Professional/Accounting	5,620	5,340	6,500	7,500	7,500	7,500
702.150	Bank Fees	3,500	5,521	5,829	6,840	4,600	6,840
702.900	Salary/Subs	18,578	11,314	16,427	18,513	5,500	15,100
705.000	Recognition Awards	765	472	687	750	375	750
710.000	Paychex Payroll Service	6,794	8,927	12,366	12,360	12,360	12,360
715.000	Employer FICA	144,002	141,453	144,670	155,780	151,190	153,626
715.100	ACA Taxes Paid by employer	0	0	247	352	352	371
718.000	MERS Defined Contribution	92,793	85,593	91,373	100,752	100,752	99,361
719.000	FSA Admin Fees	0	583	691	758	758	806
727.000	Office Supplies	31,342	28,245	28,789	32,400	32,400	32,400
727.200	Supplies-Facility	21,858	15,582	19,577	23,700	23,700	23,700
752.000	MML/Building Insurance	57,613	59,627	61,476	63,628	64,450	67,673
753.000	MML/Workers Comp	9,609	9,016	9,756	10,237	10,237	10,544
754.000	Health Insurance	350,013	361,244	371,049	359,537	359,537	389,438
756.000	Dental Insurance	36,158	37,616	36,153	35,601	35,601	35,601
757.000	Employee Assistance Program	950	1,006	974	1,100	750	0
758.000	Life Insurance	4,264	4,213	4,036	4,121	4,074	4,212
759.000	Vision Service Plan	7,726	8,679	8,811	8,940	8,940	9,253
762.000	STD/LTD	9,644	10,542	12,076	12,205	9,205	10,025
769.000	Printing & Publishing	12,538	19,300	5,427	8,300	13,000	21,200
769.050	Classified Advertising	122	606	993	800	800	800
774.050	Digital Collections	17,244	22,298	31,726	196,685	196,685	196,685
774.100	Data Bases	56,524	79,791	93,136	24,992	24,992	24,992
774.800	System Wide DVDs	7,414	6,396	5,182	3,999	3,999	3,999
774.900	All Materials Processing	25,724	30,750	25,838	23,992	21,593	22,672
774.950	Play Kits	0	0	3,602	2,799	500	2,799
774.975	Library of Things	0	0	0	3,999	0	5,319
801.000	Major Events	6,379	20,906	10,978	17,225	13,225	24,225
801.500	Learning Never Gets Old	2,132	2,000	1,962	2,000	2,000	2,000
802.000	Mileage/Travel Reimbursement	3,901	2,017	2,883	5,000	500	2,500
804.000	Workshops/Training	2,957	2,361	3,916	4,500	3,500	4,500
805.000	Memberships & Dues	4,988	5,455	5,436	5,000	5,000	5,000
806.000	IMLS Talk Grant Expenses			12,625	3,523	8,442	53,263
810.000	Capital Outlay - Building & La	4,880	0	4,301	5,000	3,200	5,000
810.100	Capital Outlay - Improvement	13,801	3,062	6,824	3,700	1,300	3,700
812.000	Capital Outlay - Furnishings	3,989	2,562	3,949	5,000	5,000	5,000
850.000	Automation - Technology	121,657	181,162	154,332	209,000	196,000	178,800
850.100	Telecommunications	14,070	12,788	6,573	7,911	7,911	7,911
850.200	SirsiDynix	48,212	55,644	51,473	62,230	62,230	62,224
850.500	Software Subscriptions	0	0	7,926	14,355	20,097	18,985
890.000	The Library Network	2,796	2,796	2,796	3,000	3,000	3,000
928.000	Postage	8,236	13,874	13,085	16,455	18,923	19,655
965.000	Auditing Service	7,125	7,275	7,425	7,650	7,650	7,875
975.000	Legal	1,652	9,804	8,870	4,000	4,000	4,000
975.500	Legal-Negotiations	0	0	12,765	0	0	0
980.000	Professional/Contractual	57,565	91,121	83,193	32,427	29,427	36,822
980.500	Branding Costs	22,654	2,415	2,561	2,500	2,000	2,500
981.500	Lost Book Expense	12,890	10,553	8,546	10,200	10,200	10,200
982.000	MTT Charge Back City	2,210	387	(140)	1,200	1,200	4,000
983.000	MTT Charge Back Ypsi Twp	3,875	1,194	389	5,000	5,000	10,000
983.100	MTT Charge Back-Superior	10,087	955	10,430	4,000	4,000	10,000
990.000	Contribution to endowment		0	0			
Total		1,882,645	1,996,605	2,046,192	2,288,226	2,226,365	2,363,598

Proposed Budget FY 2020-21

					Original Adopted FY 2019-20 Budget	Adopted Budget amendment FY 2019-20	Proposed Budget FY 2020- 21
ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-2018 ACTUAL	FY 2018-2019 ACTUAL			
Dept 200 Michigan Ave.							
702.000	Salaries	382,076	393,684	404,679	406,782	406,782	415,930
702.800	Salaries-Pages	6,716	7,423	7,271	9,690	5,000	9,833
771.000	Adult Books	32,180	31,369	31,227	25,191	25,191	25,191
772.000	Youth Books	17,990	18,216	17,891	15,345	15,345	15,345
776.000	Periodicals - Adult	4,133	3,949	4,244	4,199	4,199	4,199
776.050	Periodicals - Youth	172	236	206	250	250	250
778.000	Adult Audio/Visual	12,880	13,143	11,112	9,497	9,497	9,497
779.000	Youth Audio/Visual	5,989	5,329	4,956	3,946	3,946	3,946
802.200	Parking Fees	0	0	3,600	3,600	3,600	3,600
810.000	Capital Outlay - Building	2,760	2,373	7,952	18,500	13,000	20,000
812.000	Capital Outlay - Furnishings	0	0	7,031	7,000	7,000	2,500
840.000	Repair & Maintenance - Build	7,008	28,501	15,255	20,000	20,000	20,000
840.025	Campbell Maint Contract	17,761	17,761	16,489	12,672	12,672	12,672
840.050	Snow Removal/ Lawn Care	9,217	6,125	6,229	11,335	11,335	12,000
900.000	Programs-Adult	1,103	693	1,493	1,700	1,700	1,700
901.000	Programs-Youth	1,038	1,300	1,342	1,900	1,900	1,900
940.000	Phone	4,411	4,500	4,514	4,631	4,631	4,680
943.000	Natural Gas	5,059	4,317	3,359	4,030	4,030	3,872
947.000	DTE - Electric	16,155	16,432	16,452	19,235	16,350	15,475
949.000	Ypsi Community Util Auth	5,038	5,625	4,802	5,569	6,126	6,487
Total		531,686	560,975	570,104	585,072	572,554	589,077
Dept 300 Outreach/bookmobile							
702.000	Salaries	70,396	66,998	68,078	68,658	68,658	70,735
775.000	Library Materials	5,370	4,930	4,478	4,998	4,998	4,998
840.000	Repair & Maintenance	25,925	8,487	5,109	8,693	7,000	6,693
943.000	Fuel	3,822	5,379	5,425	5,660	3,679	5,660
Total		105,513	85,794	83,090	88,009	84,335	88,086
Dept 400 Outreach/Superior Township							
702.000	Salaries	139,331	136,949	144,398	144,747	144,747	149,443
775.000	Library Materials	7,057	7,059	7,609	6,998	6,998	6,998
810.000	Capital Outlay - Building	0	0	0	0	0	0
812.000	Capital Outlay - Furnishings						
840.000	Repair & Maintenance	984	2,220	1,374	1,000	1,000	1,000
840.050	Snow Removal & Lawn Care	980	980	898	1,200	1,200	1,200
900.000	Programs - adult	461	589	601	600	600	600
901.000	Programs - Youth	759	556	600	600	600	600
940.000	Phone	1,103	1,125	1,129	1,158	1,158	1,186
943.000	Natural Gas	695	756	573	844	844	789
947.000	DTE - Electricity	901	993	1,013	1,145	1,145	1,061
949.000	Water	84	85	88	275	275	275
Total		152,355	151,311	158,283	158,567	158,567	163,152

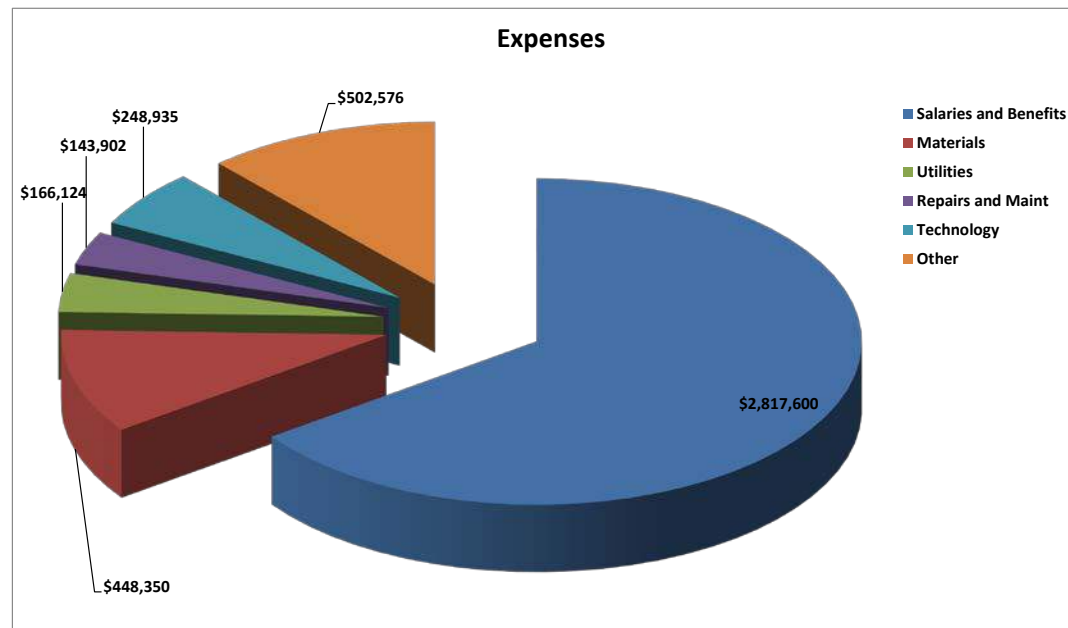
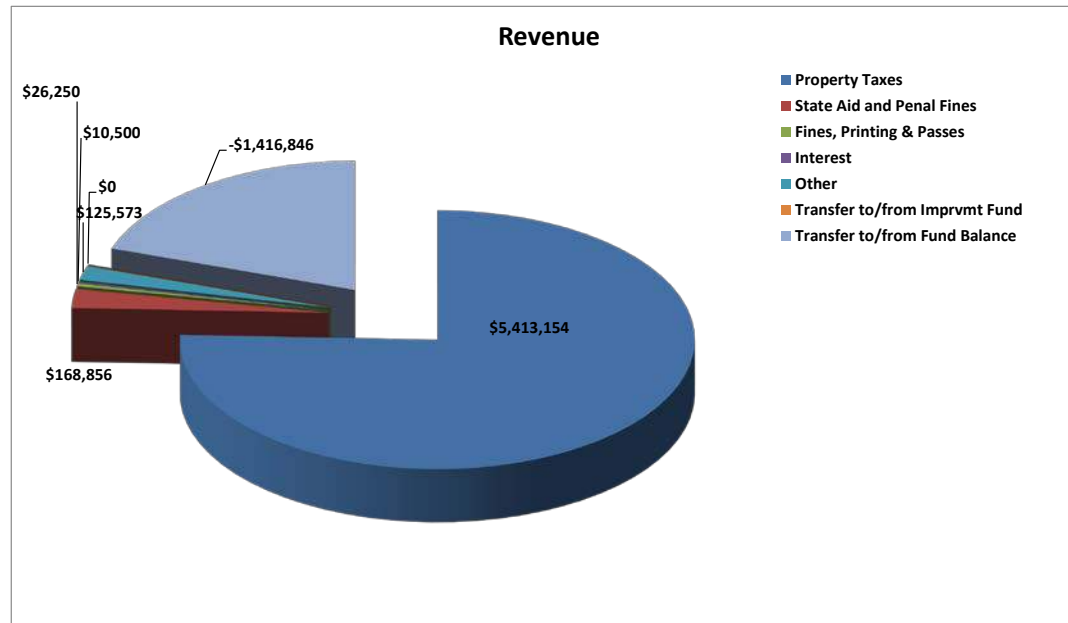
Proposed Budget FY 2020-21

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-2018 ACTUAL	FY 2018-2019 ACTUAL	Original Adopted FY 2019-20 Budget	Adopted Budget amendment FY 2019-20	Proposed Budget FY 2020- 21
DEPT 500 WHITTAKER RD							
702.000	Salaries	696,325	684,699	696,339	699,097	699,097	678,063
702.800	Salaries-Pages	34,074	37,920	34,553	42,024	18,000	42,024
771.000	Adult Books	62,754	64,203	64,635	54,182	54,182	54,182
772.000	Youth Books	32,890	32,150	38,784	35,988	35,988	35,988
776.000	Periodicals - Adult	5,399	5,910	5,915	5,998	5,998	5,998
776.050	Periodicals - Youth	848	852	898	900	900	900
778.000	Adult Audio/Visual	26,119	23,585	21,217	17,794	17,794	17,794
779.000	Youth Audio/Visual	9,328	7,979	7,300	6,598	6,598	6,598
810.000	Capital Outlay - Building			11,328	37,250	37,250	39,000
840.000	Repair & Maintenance - Build	19,384	25,445	23,842	20,400	20,400	22,440
840.025	Cambell Maint Contract	42,979	42,979	42,934	42,797	42,797	42,797
840.050	Snow Removal/Lawn Care	21,448	14,596	16,529	22,600	22,600	22,100
900.000	Programs - Adult	2,808	3,325	3,765	4,200	4,200	4,200
901.000	Programs - Youth	4,705	5,122	6,298	6,500	6,500	6,500
903.000	Equipment Maintenance	0	83	6,336	3,000	1,000	3,000
940.000	Phone	8,490	8,950	9,029	9,193	9,193	9,485
943.000	Natural Gas	26,168	31,856	25,609	31,156	28,040	24,828
947.000	DTE - Electric	100,297	101,664	103,549	105,406	89,595	101,712
949.000	Ypsilanti Comm Utilities Auth	5,225	5,617	5,069	6,310	4,733	5,965
Total		1,099,241	1,096,935	1,123,929	1,151,393	1,104,865	1,123,574
DEPT 600 DONATIONS REVENUE		56,523	71,011	87,817			
Subtotal		56,523	71,011	87,817	0	0	0
DEP 600 DONATIONS EXPENDITURES		53,483	43,328	31,845			
Subtotal		53,483	43,328	31,845	0	0	0
Total Donations Net		3,040	27,683	55,972	0	0	0
DEP 700 GRANTS REVENUE		32,089	16,914	14,441			
Subtotal		32,089	16,914	14,441	0	0	0
DEP 700 GRANTS EXPENSE		27,778	12,190	12,323	0	0	0
Subtotal		27,778	12,190	12,323	0	0	0
Total Grants Net		4,311	4,724	2,118	0	0	0
	Revenue	3,852,701	3,947,138	4,025,766	4,271,267	4,146,686	4,327,487
	Total Expenditures	3,852,701	3,947,138	4,025,766	4,271,267	4,146,686	4,327,487
	Net Surplus (Deficit)	(1)	(1)	(0)	0	0	0

Proposed fy 2018-19 Budget Revenue and Expenditures

% of Revenue			
Property Taxes	5,413,154	125.1%	**
State Aid and Penal Fines	168,856	3.9%	
Fines, Printing and Passes	26,250	0.6%	
Interest	10,500	0.2%	
Other	125,573	2.9%	
Transfer from Improvement Fund	0	0.0%	
Transfer (to)/from Fund Balance	(1,416,846)	-32.7%	
Total	4,327,487	100.0%	

**Note: Property Taxes represent 94.2% of Revenue
Not transferred (to)/from Fund Balance



**YDL BUDGET DETAIL SHEET
FY 2020/21**

Department 100: Administrative

Account # 100.702.000 Salaries and Wages

This account includes the salaries of YDL employees whose work supports the library system as a whole, rather than a specific location: Director, Assistant Director, Information Technology staff, Facilities Manager, Building Monitors, Business Office Manager, Receptionist, Community Relations Coordinator, Communications Intern, and Capital Campaign Coordinator, as well as the Acquisitions Department.

Account # 100.702.100 Professional/Accounting

This budget provides for the services of YDL's part-time Accountant.

Account # 100.702.150 Bank Fees

Whenever the Library accepts online credit card payments, it is charged regular service fees. This account covers the cost of those fees plus other small charges, ex. NSF check fees from our banks or the purchase of checks. We hoped to make a few changes to our credit card processing services last year, and the budget had been adjusted to account for this. We will try again in the new fiscal year.

Account # 100.702.900 Salary Subs

Substitute staff members are paid from this account. I encourage the regular use of subs to provide more flexibility in scheduling and to keep our substitutes' skills sharp. During the Covid closure we have not called upon subs. We will want to restore this budget when we fully reopen.

Account # 100.705.000 Recognition Awards

This account covers the cost of Years of Service pins, small TEAM drawing prizes, and volunteer recognition gifts. We also use this fund to host a modest annual appreciation event for Volunteers and Friends during National Library Week.

Account # 100.710.000 Paychex Payroll Service

Payroll processing services are paid from this budget, including production of year-end W-2s.

Account # 100.715.000 Employer Payroll Tax

FICA payroll taxes for all YDL employees are paid from this account. FICA equals 7.65% of wages.

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Account # 100.715.100 ACA Fees

This service processes the ACA paperwork required by the IRS for large employers. We use the BASIC Elevate ACA plan. The fee is calculated at an annual rate per insurance-eligible employee, for a total of approximately \$360 in 2020.

Account # 100.718.000 Employee Retirement Funding

The Library's 5% contribution to eligible employees' MERS retirement accounts are funded by this line item.

Account # 100.719.000 FSA Administration Fees

The Library offers a Flexible Spending Account program for interested employees. Staff can opt to contribute money from their earnings. This account covers the cost of the fees to implement this plan. Fees are based on the number of employees who participate. 2020 was the third year we have offered the plan. Each year participation has increased by one; in 2020 16 employees took advantage of the plan. We are allotting enough to cover 17 employees in 2021.

Account # 100.727.000 Office Supplies

This account funds supplies such as copy paper, toner, pens, labels, ear buds, flash drives, envelopes, library cards and other office items as needed. Also found here are certain items for materials processing and repair such as book tape and disc repair supplies, meeting supplies such as paper products or name tags, donor wall plaques, business cards, and other miscellaneous needs.

This year we added two items to our regular supply list that are fairly costly: bags for curbside pick-up items and sticky receipt paper for hold labels.

Revenue collected from public printing via computers or copiers, and from the purchase of ear buds or flash drives, is normally deposited into this account to help offset the costs of those services. During the Covid closure we have not seen this revenue.

Account # 100.727.200 Supplies-Facility

Funds from this account are used to purchase supplies for cleaning YDL facilities and stocking the restrooms. Toilet tissue, paper towels, soap, trash bags, disinfectant, air freshener, cleaners, and vacuum bags are examples of the items we buy. The account also pays for repair and maintenance supplies such as light bulbs, tools and miscellaneous hardware. Although not glamorous, these are all much-needed supplies we cannot operate without.

We have added many disinfectant products, wipes, and other products to our supply list in light of Covid, but have not used as much toilet tissue and other supplies largely consumed through public operations.

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Account # 100.752.000 MML/Building Insurance

We make one lump sum payment each year to the Michigan Municipal League Liability and Property Pool. Coverages include property, comprehensive crime coverage, general liability, public officials liability, personal injury and advertising, and auto insurance.

Account # 100.753.000 MML/Workers Comp

The Michigan Municipal League also provides our Worker's Compensation coverage on a July-June contract year. We make quarterly payments; in addition, a final settlement each year may be either a bill or a credit.

Account # 100.754.000 Health Insurance

This budget represents the 80% of Blue Care Network health insurance premiums the Library pays for eligible employees. Last year the premium actually decreased by .38%. We were not so lucky with this year's renewal, which shows an increase of 5.8%. Our fiscal year includes one month at the old rate and 11 months of coverage at the renewal rate.

Account # 100.756.000 Delta Dental

The Library pays 100% of eligible employees' dental insurance premiums. This figure is unchanged from last year's costs.

Account # 100.757.000 Employee Assistance Program

When we switched providers for our Life and Disability insurance coverage this year, we became eligible for a free Employee Assistance Program for all staff through the new insurer. This account will go to zero.

Account # 100.758.000 Life Insurance

The Library pays 100% of life insurance premiums for all full-time staff. Union members are covered to \$60,000; non-union employees to \$40,000. In 2020 we switched from Lincoln Financial Group to National Insurance Services (NIS) with a group purchasing discount through the Michigan Library Association.

Account # 100.759.000 Vision Service Plan

The Library pays 100% of VSP vision premiums for full-time employees. There will be no increase to this premium for 2021.

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Account # 100.762.000 STD/LTD (Disability Insurance)

Full-time employees receive short-term and long-term disability benefits paid by the Library. NIS is the new provider for STD/LTD.

Account # 100.769.000 Printing and Publishing

Professional printing of promotional materials is funded through this account. \$7,000 of printing costs for *The Loop* were paid for by the Friends of the Library, but their Covid absence eliminated this revenue source for now. Estimated needs for this year:

Bookmobile schedules	\$700.00
Learning Never Gets Old brochures	\$1,500.00
Summer reading flyers for schools/Interrupters	\$600.00
Banners	\$500.00
Business cards	\$300.00
Annual report	\$500.00
Early literacy brochures in English & Spanish	\$800.00
Printing for <i>The Loop</i> (now 4x/year)	\$14,800.00
Contingency	\$1,500.00
Total	\$21,200.00

Account # 100.769.050 Classified Advertising

This account covers the cost of our Budget hearing notice and any jobs we might want to advertise in paid listings. It is nice to also do some targeted advertising on AAATA buses and on Facebook, both fairly inexpensive yet effective advertising routes.

Account # 100.774.050 Digital Collections

This line includes subscriptions to platforms allowing patrons to access eBooks, eAudiobooks, digital magazines, streaming movies, TV shows, etc. Digital collections are the fastest growing and most heavily used products offered by YDL. This budget was increased for Covid in 2020.

Account # 100.774.100 Databases

eResources are available 24-7 from home computers and smart phones with a valid YDL card and include educational products such Tutor.com for students, Ancestry Library Edition for genealogical research, Consumer Reports for product evaluations, and more. Not included here are subscription products for staff usage, such as BTOL, or databases provided through MEL.

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Account # 100.774.800 System Wide DVDs

This centralized selection effort is designed to streamline the purchasing process. "System Wide DVDs" allows one designated librarian to purchase multiple copies of bestselling movies and TV shows for all locations in order to decrease wait lists of popular items.

Account # 100.774.900 All Materials Processing

All Materials Processing is managed by the Acquisitions Department and includes the materials, products, and supplies required for making materials shelf-ready, including Colibri covers, DVD locking cases, spine labels, audiobook sleeves, glue repair strips, magazine covers, and barcodes. Expenses incurred directly and those billed through vendors with established processing guidelines are included here.

Account # 100.774.950 Play Kits

Play Kits were originally funded with money from an annual appeal. This collection of early literacy tools is now an integral service and was given its own budget line in 2019.

Account # 100.774.975 Library of Things

Launched in 2019, this collection consists of items that are useful, but cost prohibitive, needed infrequently, or that patrons might like to sample before purchasing themselves. YDL's collection already includes magnifiers, kits for seniors, puzzles, and ukuleles. In 2020 we'd hoped to grow this collection to include such items as cake pans, telescopes, additional musical instruments, and board games. This effort was stymied by Covid but the collection will soon include mobile hotspots purchased with CARES Act funding. In 2021 we would like to purchase more hotspots and other items that can benefit patrons during this time of social isolation. We've added \$1,320 to this account for the annual service fees for the hotspots, currently \$120/year per hotspot (we have 11).

Account # 100.801.000 Major Events

Funds large special events that attract patrons from across the district. In 2021 we will host two exhibits. Putting a contingency in case the Friends are unable to help fund summer reading.

A Colorful Dream exhibit	\$3,225.00
Through Darkness to Light exhibit balance	\$3,825.00
Exhibit-related programming	\$5,000.00
EDI initiative programming	\$2,000.00
Electronics recycling event (?)	\$675.00
Summer Reading contingency	\$5,000.00
Book tie-in purchases for exhibits and Family Read	\$600.00
<u>Family Read programming/author visit</u>	<u>\$3,900.00</u>
Total.....	\$24,225.00

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Account # 100.801.500 Learning Never Gets Old

LNGO was originally funded with money from an annual appeal. Its programs are designed for people aged 55+. I would like to maintain this program's budget of \$2,000.

Account # 100.802.000 Mileage/Travel Reimbursement

This account reimburses staff for mileage driving their personal vehicles to workshops, meetings, or between YDL facilities. It also pays for travel expenses if an employee's travel to a conference is approved for payment by YDL. Until the Covid situation changes, little travel is anticipated.

Account # 100.804.000 Workshops/Training

Professional development keeps our staff educated and on top of trends. It typically covers registrations for webinars, workshops, and conferences, lunches at events, and sometimes our In-Service Day speakers. Covid has increased the number of virtual events available, and staff have been taking advantage. The ALA Annual Conference is again scheduled for Chicago in June. Since we couldn't go last year, if an in-person event actually takes place, a number of staff would like to go. I would like to keep this budget at \$4,500.

Account # 100.805.000 Memberships & Dues

The Library maintains the following institutional memberships:

Michigan Library Association.....	\$2,027.00
Ann Arbor/Ypsilanti Chamber of Commerce.....	\$355.50
Michigan Municipal League.....	\$175.00
Midwest Collaborative for Library Services.....	\$250.00
Sam's Club	\$45.00
Downtown Association of Ypsilanti.....	\$45.00
COSUGI membership	\$100.00
<u>Genealogical Soc. Of Washtenaw County.....</u>	<u>\$10.00</u>
Total.....	\$3,007.50

Regarding professional development, the YDL Employee Handbook says:

“Availability of funds to cover professional development activities may vary from fiscal year to fiscal year. Funds may be available as follows: The Library will pay for regular membership in the Michigan Library Association or the American Library Association for all regular full- and part-time staff.”

In addition, YDL encourages its Board of Trustees to participate in the Michigan Library Association, and will pay for a Trustee membership for any interested member of the Board.

Together, I would like to budget \$2,000 for employee and trustee memberships in 2021.

A budget of \$5,000 should cover these expenses.

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Account # 100.806.000 TALK Grant Expenditures

At the request of our Auditors, TALK grant revenues and expenses are shown. We created this account to help differentiate spending on publicity and professional services for TALK from Library spending. It will be used to pay all expenditures for TALK except salaries.

Account # 100.810.000 Capital Outlay – Buildings

This account helps cover the cost of larger maintenance needs to our buildings. Examples of past expenditures include parking lot repair, major tree trimming, and bed bug treatments.

Account # 100.810.100 Capital Outlay – Improvements

We would still like to investigate installing signage at our 20 bookmobile stops. Covid delayed us once again in 2020, but we know what needs to be done. If we can get approvals this should cost about \$2,400.

Account # 100.812.000 Capital Outlay – Furnishings

We would like to purchase an adjustable-height table for Whittaker and another for Michigan Avenue that can accommodate patrons with large wheelchairs. This account also pays for replacements when chairs or other furniture breaks. I recommend a budget of \$5,000 for 2021.

Account # 100.850.000 Automation – Technology

Photocopier leases (\$1,731.63/month).....	\$20,780.00
Software support.....	\$19,800.00
Hardware support	\$16,000.00
IT training.....	\$2,500.00
Cell phone charges	\$6,000.00
Special projects: New Internet filter.....	\$8,000.00
Special projects: Hosted email system.....	\$10,000.00
Special projects: Meeting room tech (plus 2019 appeal donations)	\$5,000.00
Special projects: Self-check replacement for Whittaker.....	\$4,000.00
Special projects: Security camera system upgrade	\$10,000.00
Special projects: Add label printers	\$1,500.00
Special projects: Staff PC replacement	\$40,000.00
Equipment maintenance/repair	\$15,000.00
<u>Scheduled equipment replacement.....</u>	<u>\$20,220.00</u>
Total.....	\$178,800.00

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Account # 100.850.100 Telecommunications

This account reflects the amount we pay to TLN for Internet circuit costs, minus our federal e-rate rebate. TLN's 3-year telecommunications contract ends in July 2021. They are in the process of bidding a new contract which will cover the final quarter of our fiscal year.

Account # 100.850.200 SirsiDynix

This account covers payment to SirsiDynix for our Integrated Library System (ILS). The ILS includes all modules necessary to maintain our database of items, borrowers, and transactions, as well as the new mobile app. In 2020 we added the Hoopla connector. In 2021 we would like to add the Blue Cloud Analytics report generator, and we've requested a quote to support the GIS study we have commissioned.

Account # 100.850.500 Software Subscriptions

This account covers subscriptions for specialty software used by staff previously paid from a variety of other accounts.

Vendor	Item Description	Unit Cost	Total Cost
Baker & Taylor	Title Source 360	\$3,500 budgeted for November 2020	\$3,500
Springshare	LibStaffer scheduling software	Est. \$860	\$860
Survey Monkey	Annual subscription	\$306	\$306
Donor Tools	Annual subscription	\$400	\$400
Systems Technology Group, Inc.	READsquared annual subscription	\$2,000	\$2,000
BSB Communications	MiCollab software	Approx. \$940 paid at year-end	\$940
JitBit	Help Desk software	\$630	\$630
Rocketgenius, Inc.	Gravity Forms plug-in for website	\$59	\$59
Gravity View	Gravity View plug-in for website	\$159	\$159
Tyler Technologies	Fund Balance accounting software	Approx. \$1,888	\$1,888
MailChimp	Email newsletter tool	\$51/month	\$612
Airtable	Database platform; paid subscription for fundraising portion	\$216	\$216
EMS	Program registrations and room booking software	\$2,915	\$2,915

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Go Daddy	Domain licenses and certifications renewing in 2021 (varies each year)	\$340	\$340
Zoho Assist	Remote desktop software	\$35/month	\$420
Zoom	Virtual meetings and webinars tool	\$1,200	\$1,200
Calendly	Online appointment scheduling tool	\$10/month	\$120
Spam Titan	Email spam filter	\$110/month	\$1,320
Unique Management Services	Curbside Communicator	\$90/month	\$1,080
TOTAL			\$18,965

Account # 100.890.000 The Library Network

This account covers our annual fee for TLN delivery. We receive all of our MeLCat requests via this delivery service, which comes 4 times/week. For the past 2-3 years, the cost has been \$699 per weekly stop. Costs go up with the price of gas; as long as it stays fairly reasonable this account should be fine at \$3,000.

Account # 100.928.000 Postage

This account pays for all postage-related costs YDL incurs, including:

- Lease of a postage machine (currently \$237 per quarter)
- Postage applied via the machine
- Regular stamps for annual appeal, thank you letters, etc.
- A UPS deposit account for shipping, funded as needed
- Postage for *The Loop* (approximately \$3,200 per mailing, changing from 3 to 4 per year)

Account # 100.965.000 Auditing Service

Our contract with Clark, Schaefer, Hackett for next year specifies a fee of \$7,875.

Account # 100.975.000 Legal Services

This account holds contingency funds for any legal services the Library may require during the course of the year. Past years' needs have included response to a Civil Rights complaint, personnel issues, policies, FOIA and LPA questions.

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Account # 100.980.000 Professional/Contractual

This allocation reflects expenditures paid to contracted vendors.

Vendor	Item Description	Unit Cost	Total Cost
OCLC, Inc.	Cataloging support	\$469.33/month	\$5,632
My Favorite Plant Co.	Care of plants	\$128/month	\$1,536
Cal Munson	Piano Tuning	3 times/year @ \$140	\$420
SWANK Movie Licensing USA	Movie license	\$1,300	\$1,300
Q+M	<i>The Loop</i> design	4 issues @ \$3,200	\$12,800
Patricia Berry	Fundraising coaching for Director and Board	\$4,000	\$4,000
SocialExplorer Inc.	GIS Study final payment	\$975	\$975
Consultant TBD	Compensation study	\$10,000	\$10,000
TOTAL			\$36,663

Account # 100.980.500 Branding Costs

We use this account to purchase small brand swag items and summer reading t-shirts for staff.

Account # 100.981.500 Lost Book Expense

Three things are covered by this account:

- Patrons who do not return YDL items are reported to Unique Management Services for collections. We pay Unique monthly; the amount varies by the number of active accounts.
- If patrons pay for lost items which are later found and returned, we reimburse them.
- If patrons fail to return items borrowed through MeLCat, we pay the lending libraries for replacements.

Account # 100.982.000 MTT Charge Back City

Account # 100.983.000 MTT Charge Back TWP

Account # 100.983.100 MTT Charge Back Superior TWP

The impact Michigan Tax Tribunal decisions may have on the Library's finances is always difficult to predict. Accountant Jim Carey provides an estimate for each of our municipalities based on past trends and current events.

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Department 200: Michigan Ave.

Account # 200.702.000 Salaries

This account includes the salaries of the Michigan Avenue Manager, Librarians, Para-Professionals and Clerks. It also includes 60% of one full-time Custodian's salary and 15% of a part-time Custodian.

Prior to Covid we also engaged a 12 hour/week library school student intern to help staff manage Lunch and Listen over the summer for roughly \$2,200. This is very helpful and is included in this budget.

Account # 200.702.800 Salaries – Pages

The two hourly Pages who work at Michigan Avenue are paid from this account. Their wages will increase with the Michigan minimum wage in January.

Account # 200.771.000 Adult Books

Used for all reference and circulating print titles added to the Michigan Avenue adult collection, including nonfiction, fiction, mystery, and other genres.

Account # 200.772.000 Youth Books

Used for all print titles added to the Michigan Avenue youth and young adult collections, including nonfiction, fiction, graphic novels, series, board books, etc.

Account # 200.776.000 Periodicals – Adult

Used for all magazine, journal, and newspaper subscriptions for the Michigan Avenue adult collection, including direct orders and those managed through the vendor (Rivistas).

Account # 200.776.050 Periodicals – Youth

Used for all magazine and review subscriptions for the Michigan Avenue youth and young adult collections, including direct orders and those managed through the vendor (Rivistas).

Account # 200.778.000 Adult Audio Visual

Adult AV includes DVDs, audiobooks, and musical CDs for the Michigan Avenue adult collection. Movies with extensive wait lists are also supplemented through the All-System DVD budget. Streaming services are budgeted for in Digital Collections.

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Account # 200.779.000 Youth Audio Visual

Youth AV includes DVDs, audiobooks, and musical CDs for the Michigan Avenue youth and young adult collections.

Account # 200.802.200 Parking Fees

This account pays for employee parking downtown. I hope to negotiate the same cost again this year, which covers 12 staff members.

Account # 200.810.000 Capital Outlay – Buildings

In 2019 I budgeted \$14,500 to make improvements to Library Plaza, but the concrete vendor did not come through to replace the “river” in the pavement. We will try again in 2021. Other potential improvements are on hold awaiting the results of the space utilization study, but we may opt to move forward with improved outdoor lighting if we can get approval from the Historical Commission. Definite projects:

Water remediation consulting and work	\$10,000.00
Concrete projects approved in 2019.....	\$10,000.00
Total:.....	\$20,000.00

Account # 200.812.000 Capital Outlay – Furnishing

Putting \$2,500 in the budget for any modest upgrades that may become necessary.

Account # 200.840.000 Repair & Maintenance – Building

This account covers repairs and maintenance to the Michigan Avenue building, equipment and furnishings. It includes everything from electrical and plumbing work to elevator maintenance, carpet cleaning and trash collection. It also now covers bed bug inspection services (\$600/quarter).

Account # 200.840.025 Campbell Maintenance Contract

This account pays for the Library's annual HVAC maintenance contract for Michigan Avenue.

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Account # 200.840.050 Snow Removal/Lawn Care

All outdoor maintenance is included in this account, primarily snow removal and lawn care bills. A contingency is included for mulch, spring clean-up and miscellaneous grounds maintenance needs.

Account # 200.900.000 Programs – Adult

Prior to Covid, this account covered all speaker fees, supplies, and refreshments for adult programs presented by Michigan Avenue, and the Friends of the Library very generously supplemented it. I propose holding all YDL programming budgets steady in hopes we will be able to go back to regular programming at some point this year.

Account # 200.901.000 Programs – Youth

Prior to Covid, this account covered all speaker fees, supplies, and refreshments for youth programs presented by Michigan Avenue. This included craft supplies and book giveaways. The Friends of the Library very generously purchased summer reading prizes and supplemented all YDL programming budgets. I propose holding all YDL programming budgets steady in hopes we will be able to go back to regular programming at some point this year.

Account # 200.940.000 Phone

Based on the number of lines to the building, Michigan Avenue is debited for 31% of YDL's phone bills.

Account # 200.943.000 Natural Gas

This account pays for the natural gas used at Michigan Avenue. We switched to Constellation Energy as our natural gas supplier in the summer of 2019, which helped us realize some savings. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2021.

Account # 200.947.000 DTE – Electric

This account pays for electricity used at Michigan Avenue. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2021.

Account # 200.949.000 Ypsilanti Comm Utilities Auth

The City of Ypsilanti currently charges a 68% surcharge on water bills, so the Michigan Avenue water bill is hefty. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2021.

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Department 300: Outreach/Bookmobile

Account # 300.702.000 Salaries

This account includes the salaries of YDL's two Para-Professional Bookmobile drivers and 28% of the Outreach Manager's salary.

Account # 300.775.000 Library Materials

All materials purchased for the bookmobile collection are combined together, including books, magazines, and DVDs.

Account # 300.840.000 Repair & Maintenance

This account pays for regular maintenance and repairs to YDL's vehicles. The bookmobile is now on a regular preventative maintenance schedule, including engine oil changes, generator oil changes, and brush block replacement. The Flex is also on a maintenance schedule. With Covid, the bookmobile has been off the road, so maintenance is needed less frequently.

Account # 300.943.000 Fuel

Fuel for library vehicles is paid from this budget line. The bookmobile uses diesel. Assuming gas prices stay fairly stable, we have estimated \$5,660 for this account in hopes we will be back on the road at some point this year.

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Department 400: Outreach/Superior Township

Account # 400.702.000 Salaries

This account includes all Outreach Department salaries that are not included in the Bookmobile salaries account. It also includes 15% of one full-time Custodian's salary and 5% of a part-time Custodian.

Account # 400.775.000 Library Materials

All materials purchased for Superior's collection are lumped together, including books, magazines, and DVDs.

Account # 400.840.000 Repair & Maintenance

This account covers repairs and maintenance to the Superior Township facility, equipment and furnishings. Looking at past spending, and with the expectation of moving out in 2022, I recommend maintaining the current budget of \$1,000.

Account # 400.840.050 Snow Removal & Lawn Care

Superior Township bills us for 22% of the building's grounds maintenance costs.

Account # 400.900.000 Programs – Adult

Prior to Covid, this account covered all speaker fees, supplies, and refreshments for adult and family programs presented by the Outreach Department, with the exception of Learning Never Gets Old. The Friends of the Library very generously supplemented all YDL programming budgets. I propose holding all YDL programming budgets steady in hopes we will be able to go back to regular programming at some point this year.

Account # 400.901.000 Programs – Youth

Prior to Covid, this account covered all fees for performers, supplies, and refreshments for youth programs and special events presented by the Outreach Department. This includes craft supplies and book giveaways. The Friends of the Library very generously purchased summer reading prizes and supplemented all YDL programming budgets. I propose holding all YDL programming budgets steady in hopes we will be able to go back to regular programming at some point this year.

Account # 400.940.000 Phone

Based on the number of lines to the building, Superior is debited for 8% of YDL's phone bills.

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Account # 400.943.000 Natural Gas

Superior Township bills us for 22% of natural gas used in the Superior building. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2021.

Account # 400.947.000 Electric

Superior Township bills us for 22% of electricity used in the Superior building. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2021.

Account # 400.949.000 Superior Township Utilities Department

Superior Township bills us for 22% of water used in the Superior building. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2021.

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Department 500: Whittaker Road

Account # 500.702.000 Salaries

This account includes all Whittaker Youth Services, Adult Services, and Customer Services department salaries. It also includes the remaining hours of the Facilities Services department not allocated elsewhere.

If we are able to reopen, we will once again hire two 12 hour/week library school student interns to help staff manage Lunch and Listen for roughly \$4,400.

Account # 500.702.800 Salaries – Pages

All hourly Pages who work at Whittaker Road are paid from this account. Their wages will increase with the Michigan minimum wage in January.

Account # 500.771.000 Adult Books

Used for all reference and circulating print titles added to the Whittaker Road adult collection, including nonfiction, fiction, mystery, and other genres.

Account # 500.772.000 Youth Books

Used for all print titles added to the Whittaker Road youth and young adult collections, including nonfiction, fiction, graphic novels, series, board books, etc.

Account # 500.776.000 Periodicals – Adult

Used for all magazine, journal, and newspaper subscriptions for the Whittaker Road adult collection, including direct orders and those managed through the vendor (Rivistas).

Account # 500.776.050 Periodicals – Youth

Used for all magazine and review subscriptions for the Whittaker Road youth and young adult collections, including direct orders and those managed through the vendor (Rivistas).

Account # 500.778.000 Adult Audio Visual

Adult AV includes DVDs, audiobooks, and musical CDs for the Whittaker Road adult collection. Movies with lengthy wait lists are also supplemented through the All-System DVD budget. Streaming services are budgeted for in Digital Collections.

**YDL BUDGET DETAIL SHEET
FY 2020/21**

Account # 500.779.000 Youth Audio Visual

Youth AV includes DVDs, audiobooks, and musical CDs for the Whittaker Road youth and young adult collections.

Account # 500.810.000 Capital Outlay – Buildings

I have several Whittaker projects in mind for this year:

Remove Reception desk, replace carpet, expand seating	\$4,000.00
Adult area reflector light replacement	\$10,000.00
Upgrade reading room table lights	\$10,000.00
Replace lighting control system based on consultant RFP	\$15,000.00
Total	\$39,000.00

Account # 500.840.000 Repair & Maintenance – Building

This account covers repairs and maintenance to the Whittaker Road building, equipment and furnishings. It includes everything from electrical and plumbing work to elevator maintenance, carpet cleaning and trash collection.

Account # 500.840.025 Campbell Maintenance Contract

This account pays for the Library's annual HVAC maintenance contract for Whittaker Road.

Account # 500.840.050 Snow Removal/Lawn Care

All outdoor maintenance is included in this account. It is primarily snow removal and lawn care bills, but also includes control of phragmites and maintenance of the sprinkler system at Whittaker Road. Because the need for outdoor maintenance is largely determined by the weather, costs are difficult to predict – we make an estimate based on past experience.

Account # 500.900.000 Programs – Adult

Prior to Covid, this account covered all speaker fees, supplies, and refreshments for adult programs presented by the Adult Services department at Whittaker Road, and the Friends of the Library very generously supplemented it. I propose holding all YDL programming budgets steady in hopes we will be able to go back to regular programming at some point this year.

Account # 500.901.000 Programs – Youth

Prior to Covid, this account covered all fees for performers, supplies, and refreshments for youth programs presented by the Youth Services department at Whittaker Road. This included craft

**YDL BUDGET DETAIL SHEET
FY 2020/21**

supplies and book giveaways. The Friends of the Library very generously purchased summer reading prizes and supplemented all YDL programming budgets. I propose holding this budget steady in hopes we will be able to go back to regular programming at some point this year.

Account # 500.903.000 Equipment Maintenance

This account provides a contingency for maintenance or replacement of office equipment or materials processing equipment. Past examples have included the book covering machine, disc repair machine, and check signing machine. In 2018/19 we replaced the oven in the kitchen adjoining the Community Room and expanded the donor wall.

Account # 500.940.000 Phone

Based on the number of lines to the building, Whittaker is debited for 61% of YDL's phone bills.

Account # 500.943.000 Natural Gas

This account pays for the natural gas used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2021.

Account # 500.947.000 DTE – Electric

This account pays for electricity used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2021.

Account # 500.949.000 Ypsilanti Comm Utilities Auth

This account pays for water used at Whittaker Road. Accountant Jim Carey analyzed current rates and consumption to arrive at approximations for 2021.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/19/2020
Re: Schedule public hearing for FY 2021 budget

The YDL Board must hold a public hearing on the proposed budget each year. Traditionally this has been scheduled prior to the regular November Board meeting. Would Wednesday, November 18, at 6:15 work for everyone?

Once a time and date are chosen we will prepare and post the legal notice as required.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-30

October 28, 2020

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED
LIBRARY BUDGET FOR THE 2021 FISCAL YEAR

Whereas, Michigan Public Act 43 of 1963, Budget Hearings of Local Governments, requires that each local governmental unit hold a public hearing on its proposed budget, and

Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that the Ypsilanti District Library Board shall prepare, approve and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, and

Whereas, the Library's 2021 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2021 fiscal year will be held at 6:15 p.m. on Wednesday, November 18, 2020. Both the hearing and the Board meeting will be held virtually.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/20/2020
Re: 2021 Holiday closings

Attached please find a draft schedule of holidays and closings for 2021.

We hope the Covid crisis ends before June; if so we will hold a staff in-service on 6/4.

July 4 falls on a Sunday, and as only a few staff work on Sundays, it will be difficult to give the rest of the staff a different day off that week and still cover all desks. Because of this, I recommend we remain closed on Monday, July 5, for observation of the holiday.

Christmas Day and New Year's Day both occur on Saturdays in 2021. Because of this I recommend we remain closed on Sunday, December 26 and Sunday, January 2 at Whittaker rather than opening for just 4 hours.

Other than these exceptions, this draft follows the pattern established by prior schedules.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-31

October 28, 2020

RESOLUTION TO ESTABLISH A SCHEDULE OF 2021 HOLIDAYS AND CLOSINGS

Whereas, the Ypsilanti District Library Personnel Manual sets forth a list of specific paid holidays for staff, and

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2021 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2021 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

APPROVED:
YDL – Board of Trustees

**Ypsilanti District Library
2021 Holiday & Closing Schedule**

DATE	HOLIDAY NAME	DAY/WEEK
January 1, 2021	New Year's Day	Friday
January 18, 2021	**Martin Luther King Day	Monday
April 4, 2021	Easter Sunday	Sunday
May 30, 2021	Sunday Preceding Memorial Day	Sunday
May 31, 2021	Memorial Day	Monday
June 4, 2021	YDL Annual In-service	Friday
July 4, 2021	Independence Day	Sunday
July 5, 2021	Independence Day (observed)	Monday
September 5, 2021	Sunday Preceding Labor Day	Sunday
September 6, 2021	Labor Day	Monday
November 11, 2021	Veterans Day	Thursday
November 24, 2021	Thanksgiving Day Eve (5:00 pm closing)	Wednesday
November 25, 2021	Thanksgiving Day	Thursday
November 26, 2021	Day after Thanksgiving	Friday
December 24, 2021	Christmas Eve	Friday
December 25, 2021	Christmas Day	Saturday
December 26, 2021	Day after Christmas	Sunday
December 31, 2021	New Year's Eve	Friday
January 1, 2022	New Year's Day	Saturday
January 2, 2022	Day after New Year's	Sunday
January 17, 2022	**Martin Luther King Day	Monday

Bold indicates Paid Holiday

** Indicates that Library is OPEN, floating holiday, all other days listed **Library is CLOSED** except for Thanksgiving Day Eve, library closes at 5:00 pm.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 10/22/2020

Re: Consideration of a resolution to purchase two new servers

A portion of the Automation-Technology budget each year is set aside to replace aging equipment. This year's allocation was \$20,220. Information Technology Manager Scott Ostby would like to use those funds to replace our servers, which provide the infrastructure for most of YDL's technology. From Scott:

Our current primary server infrastructure is built off of servers that are now roughly 8 years old. This is a great time to replace the core hardware and take advantage of technological advancements and cost reductions in the virtual environment. We leverage the virtual system heavily in our environment with roughly two dozen virtual servers and thus it is important to maintain its health and redundancy.

The replacement project will include three core components:

- *Integrating and setting up new virtual server infrastructure*
- *Migrating the majority of our systems to the new infrastructure*
- *Utilizing some of the replaced hardware to improve other systems pertaining to maintenance updates and backup infrastructure.*

Scott selected the equipment and secured the attached quote from Insight Public Sector, Inc. through the OMNIA Partners Program. This is a competitively bid contract, so there is no need to secure additional quotes. Although the quote is \$1,033.88 over what we'd budgeted for equipment replacement, other funds remain in the IT budget due to the Covid closure.

I recommend proceeding with this project before we resume public computing services so the IT Department won't have to worry about service interruptions to patrons during the migration.

Scott will be on hand at the Board meeting to answer any additional questions you may have about this equipment purchase request.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-32

October 28, 2020

RESOLUTION TO PURCHASE TWO NEW DELL POWEREDGE SERVERS

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

Whereas, YDL's current servers are more than 6 years old and critical to the library's technology services infrastructure, and

Whereas, the Library budgets for regular equipment replacement as needed, and

Whereas, the Information Technology Manager researched options and solicited a quote for the desired servers through the OMNIA contract system, which is itself competitively solicited, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the servers specified on the attached quote be acquired from Insight Public Sector, Inc., for \$21,253.88 using funds from the 2019-20 budget.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

SOLD-TO PARTY 11112432

YPSILANTI DIST. LIBRARY
ACCOUNTS PAYABLE
5577 WHITTAKER RD
YPSILANTI MI 48197-9752

SHIP-TO PARTY

YPSILANTI DIST. LIBRARY
ACCOUNTS PAYABLE
5577 WHITTAKER RD
YPSILANTI MI 48197-9752

Quotation	
Quotation Number :	222862972
Document Date :	12-OCT-2020
PO Number :	
PO Release :	
Sales Rep :	Ronald Walters
Email :	RONALD.WALTERS@INSIGHT.COM
Telephone :	9374159463

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB ORIGIN
Currency : USD

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with OMNIA Partners Public Sector (formerly U.S. Communities).
Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process takes less than five minutes.

Material	Material Description	Quantity	Unit Price	Extended Price
3000070582894	DELL POWEREDGE R740 - [AMER_R740_12248_V OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	2	10,626.94	21,253.88
Product Subtotal				21,253.88
TAX				0.00
Total				21,253.88

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Ronald Walters
9374159463
RONALD.WALTERS@INSIGHT.COM

OMNIA Partners (formerly U.S. Communities) IT Products, Services and Solutions Contract No. 4400006644

Insight Public Sector (IPS) is proud to be a contract holder for the OMNIA Partners Technology Products, Services & Solutions Contract.

This competitively solicited contract is available to participating agencies of OMNIA Partners. OMNIA Partners assists local and state government agencies, school districts (K-12), higher education, and nonprofits in reducing the cost of purchased goods by pooling the purchasing power of public agencies nationwide. This is an optional use program with no minimum volume requirements and no cost to agencies to participate.

Regarding tariff impacts on IPS contract quotes, Insight is communicating with the contracting officials on the contracts held by Insight to minimize the impact of tariffs to our clients.

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<https://www.insight.com/terms-and-policies>

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 10/22/2020
Re: Discussion of Director evaluation process

Three years ago I had my first evaluation at YDL, and the Board and I worked together to develop a form and evaluation process that was effective and easy to use. We used the same format last year.

As Chair of the Personnel Committee, Brian has suggested some changes to the process to simplify it further. He will send the revised form to everyone. Once complete, please return it to him electronically at least a week prior to the November 18th meeting, when the evaluation will be conducted.

I will email a completed self-review form to all of you by October 30th.

I would like to request that my evaluation be held in closed session. Thank you.