

Board of Trustees

2020 Information Packet



Wednesday
November 18, 2020
6:30pm
YDL-Virtual



Ypsilanti District Library
YDL Board Meeting, November 18, 2020 6:30 pm, YDL – Virtual Meeting
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from October 28, 2020 Virtual Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. October 2020 Financials & Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication			
A. Official Correspondence (Public)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report	<input type="checkbox"/>	<input type="checkbox"/>	
E. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
G. Facilities	<input type="checkbox"/>	<input type="checkbox"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
New Business			
A. Consider approval of proposed FY 2020-21 budget and set millage rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Amendment of FY 2019-20 budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Resolution to adopt an addendum to the MERS agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Approval of shared driveway easement with Superior Township	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Scheduling of 2021 Annual Board meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. State of Michigan Public Act 152 (80/20 health care split affirmation)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Closed Session: Library Director's Annual evaluation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input 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, October 28, 2020 (Unapproved)

CALL TO ORDER

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

Attendance

Trustees Present: Kay Williams (Washtenaw County, Superior Township, Michigan), Theresa M. Maddix (Washtenaw County, Ypsilanti, Michigan), Bethany Kennedy (Washtenaw County, Ypsilanti Township, Michigan), Kristy Cooper (Washtenaw County, Ypsilanti, Michigan) Jean Winborn (Washtenaw County, Superior Township, Michigan) Patricia Horne McGee (Washtenaw County, Ypsilanti, Michigan) and Brian Steimel (Washtenaw County, Ypsilanti Township, Michigan)

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Community Relations Coordinator Sam Killian and IT Manager Scott Ostby

APPROVAL OF THE AGENDA

Trustee Williams 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

Presentation: 2019 Annual report – Sam Killian, Community Relations Coordinator

CONSENT AGENDA

Trustee McGee moved to approve the consent agenda (September 23, 2020 Virtual Meeting minutes, and September 2020 Financials and Check Register) Trustee Steimel supported this motion.

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

COMMITTEE REPORTS

- Finance Committee:
 - Committee met October 21st and reviewed draft budget.
 - All in agreement to be flexible with the budget this year due to the circumstances.
- Fundraising committee:
 - Washtenaw County Board of Commissioners has allocated \$50,000 toward the Superior Capital Campaign. It was mentioned on MLive and on WEMU.
 - The library received a grant from Fifth Third Bank to sponsor the flagpole at the new library.
 - MCACA approved the library's New Leaders grant request. The library was awarded \$2,800 for 2021 Noise Permit.
- Superior Township Planning:

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, October 28, 2020 (Unapproved)

- The site is looking good.
- Final site plan approval will be at the November Planning Commission meeting.
- Facilities Committee:
 - The painting at Michigan is complete. Lisa is really pleased.
 - The curtain wall project is continuing at Whittaker.
 - Terracon who is working at Whittaker agreed to take a look at Michigan Avenue water leak problems. Lisa asked that they draft a consulting proposal to address water issues and a plan and estimate for fixing these problems.
 - Lisa showed video regarding Ion- Based Purification Systems. The board agreed this was necessary and should be done.

REPORT OF THE LIBRARY DIRECTOR

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

- YDL is helping 826Michigan staff its virtual school support program. This has more than doubled its capacity to serve students.
- YDL held a pop-up browsing session in front of Whittaker on 10/11. It was a success, the patrons loved it. The library plans on doing additional sessions.
- Superior began offering curbside 10/26 in addition to its after-hours lockers

NEW BUSINESS

A. Review of FY 2021 draft budget

- The Board Finance committee met and would recommend this budget
- Given the current uncertainty of the pandemic the library will need to be flexible and prepared to adapt as necessary.

B. Schedule Public Hearing for FY 2021 budget

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

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, October 28, 2020 (Unapproved)

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: Kay Williams

SUPPORTED BY: Bethany Kennedy

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

C. 2021 holiday closing schedule

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.

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, October 28, 2020 (Unapproved)

OFFERED BY: Brian Steimel

SUPPORTED BY: Patricia Horne McGee

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

D. Consideration of a resolution to purchase two new servers

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: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

E. Discussion of Director evaluation process

BOARD MEMBER COMMENTS

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, October 28, 2020 (Unapproved)

Trustee	Comment
Bethany	The YpsiGlow kits were so much fun. I brought them home for the kids. And I had so much fun with them. We went to the mural painting for YpsiGlow too and that was such a great community event a small group. Every month I am impressed with all of the things that are going on.
Theresa	YpsiGlow posters at Michigan Avenue looked fantastic at night driving by. Brought a nice glow to not the downtown into the darkness. Other than that, everyone stay safe and stay healthy.
Kay	All I can say is thank god for eBooks I don't know what I would do. Especially since we are coming into winter and I can't work in the garden.
Pat	No comments
Kristy	I appreciated Sam Killian's presentation. I really like the annual report video.
Brian	No comments... other than I love the kits. I've been taking advantage of picking up some of their kits. They are awesome. I did the YpsiGlow one and Ypsi Writes one. I really appreciate that effort.
Jean	I thank you so much for everything you do to the staff and everybody thank you. I'm so proud to be on this board.
Lisa	The MLA conference is going on now. Jodi Krahne presented. We have 12 staff attending MLA virtual. Sam got his tips for making that video there. We will have a report hopefully next month about all of the things they learned.

Adjournment

Trustee Maddix moved to adjourn at 7:43p.m. Trustee McGee seconded this motion.

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

Nays: None

Motion passed.

Financial Report

Check Register Report

Date: 11/13/2020

Time: 9:37 am

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								
72631	10/09/2020	C Printed			0000000025	AFLAC	#21 & #22 payroll deduct	163.48
72632	10/09/2020	C Printed			AFF	AIRY FAIRY FEMINIST	9/28/20 self care program	100.00
72633	10/09/2020	C Printed			AK	AK LAWNCARE	Whit #7	1,060.00
72634	10/09/2020	C Printed			ALER	ALERUS FINANCIAL	Empl August 2020 contribution	16,834.88
72635	10/09/2020	C Printed			AES	ALLIED EAGLE SUPPLY CO	hand soap/megawypes	252.22
72636	10/09/2020	C Printed			0000000559	ASSOCIATED PLUMBING & SEWER	Whit-Admin sink repair	523.50
72637	10/09/2020	C Printed			BAKL	BAKER & TAYLOR #4407662	statement 9/30/2020	24.50
72638	10/09/2020	C Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 9/30/2020	31.30
72639	10/09/2020	C Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 9/30/2020	83.30
72640	10/09/2020	C Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 9/30/2020	10.43
72641	10/09/2020	C Printed			B55553	BAKER & TAYLOR, INC. 4055553	statement 9/30/2020	12.00
72642	10/09/2020	C Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 9/30/2020	2,693.10
72643	10/09/2020	C Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 9/30/2020	1,933.06
72644	10/09/2020	C Printed			BASIC	BASIC	renewal 2020	180.50
72645	10/09/2020	C Printed			CAMPINC	CAMPBELL, INC	MA rooftop heat exchanger	4,919.00
72646	10/09/2020	C Printed			0000000039	DEMCO, INC.	classification labels	46.51
72647	10/09/2020	C Printed			DTE ENERGY	DTE ENERGY	whit 8/25-9/23/20 elec service	9,018.64
72648	10/09/2020	C Printed			DTE ENERGY	DTE ENERGY	MA 8/29-9/29/2020 elec	1,200.90
72649	10/09/2020	C Printed			DTE ENERGY	DTE ENERGY	whit Sept 2020 street light	41.39
72650	10/09/2020	C Printed			SCEL	SCOTT ELLSWORTH	11/12/20-World Beneth Their Fe	100.00
72651	10/09/2020	C Printed			FIND	FINDAWAY WORLD, LLC	tower of nero	714.48
72652	10/09/2020	C Printed			IPS	INSIGHT PUBLIC SECTOR, INC	sine wave 2U rack	2,012.92
72653	10/09/2020	C Printed			0000000051	THE LIBRARY NETWORK	7/1-9/30/2020 telecommunicatio	6,574.95
72654	10/09/2020	C Printed			LSC	LIGHTING SUPPLY CO.	ballast/bulbs	438.23
72655	10/09/2020	C Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Keahnke confrence	90.00
72656	10/09/2020	C Printed			MIDWESTTAPE	MIDWEST TAPE	99393602/99373403/99393603	1,730.81
72657	10/09/2020	C Printed			MIDWESTTAPE	MIDWEST TAPE	hoopla ending 9/30/2020	9,163.52
72658	10/09/2020	C Printed			OCLC	OCLC INC.	10/1-10/31/2020 billing period	469.22
72659	10/09/2020	C Printed			OV	OVERDRIVE, INC.	15 titles	710.37
72660	10/09/2020	C Printed			PBC	PATRICIA BERRY CONSULTING	9/28-11/24/2020 services	800.00
72661	10/09/2020	C Printed			PROQUEST	PROQUEST LLC	ancestry 10/1/20-9/30/2021	3,315.10
72662	10/09/2020	C Printed			KAREY	KAMRON REYNOLDS	fall comic programs 2020	400.00
72663	10/09/2020	C Printed			LYSET	LYNNE SETTLES	Yglow team	500.00
72664	10/09/2020	C Printed			SD	SIRSIDYNIX	connector hoopla digital	4,730.00
72665	10/09/2020	C Printed			STAPAD	STAPLES ADVANTAGE	statement 9/25/2020	595.95
72666	10/09/2020	C Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	8/15-9/15/2020 service	8.07
72667	10/09/2020	C Printed			TERM	TERMINIX	Superior 9/17/20 service	101.00
72668	10/09/2020	C Printed			TCI	TERRACON CONSULTANTS, INC.	Whit windows 7/5-9/26/2020	3,900.00
72669	10/09/2020	C Printed			0000000316	U S POSTMASTER	Permit #658 renewal	240.00
72670	10/09/2020	C Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	Subscrip fee-October 2020	90.00
72671	10/09/2020	C Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA October 2020 service	482.88
72672	10/09/2020	C Printed			0000000021	Y C U A	MA 8/23-9/21/20 service	1,641.48
72673	10/09/2020	C Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 9/30/2020	7.67
72674	10/21/2020	C Printed			ALER	ALERUS FINANCIAL	EMPY Sept 2020 contribution	16,427.85
72675	10/21/2020	C Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 9/30/2020	270.71
72676	10/21/2020	C Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 9/30/2020	710.59
72677	10/21/2020	C Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 9/30/2020	107.67
72678	10/21/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 9/30/2020 #9394	1,124.36
72679	10/21/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 9/30/2020 #5384	188.38
72680	10/21/2020	C Printed			BAA	BANK OF ANN ARBOR	closing 9/30/2020 #5906	1,815.38
72681	10/21/2020	C Printed			BASIC	BASIC	october 2020	59.25
72682	10/21/2020	C Printed			BA	BLACKSTONE PUBLISHING	shadows in death	453.21
72683	10/21/2020	C Printed			BCN	BLUE CARE NETWORK OF MI	november 2020 coverage	27,396.20

Check Register Report

Date: 11/13/2020

Time: 9:37 am

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								
72684	10/21/2020	C Printed			A15	BP PRODUCTS OF NORTH AMERICA	9/6-10/5/2020 billing period	49.62
72685	10/21/2020	C Printed			VBG	VICKI BRETT-GACH	11/17/2020 cooking program	350.00
72686	10/21/2020	C Printed			CDW	CDW GOVERNMENT, INC.	blank patch panel	312.59
72687	10/21/2020	C Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	sept 2020 grounds	81.68
72688	10/21/2020	C Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	september 2020 elec/fuel	95.72
72689	10/21/2020	C Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	november 2020 coverage	2,867.64
72690	10/21/2020	C Printed			0000000039	DEMCO, INC.	key dock unlocker	256.50
72691	10/21/2020	C Printed			DBA	DICK BLICK	ypsi glow supplies	59.45
72692	10/21/2020	C Printed			ELPL	EAST LANSING PUBLIC LIBRARY	lost-ILL Scott Pilgrim vol #1	11.99
72693	10/21/2020	C Printed			EP	EXCITING PRODUCTIONS	11/10/20 PKE jazz concert	300.00
72694	10/21/2020	C Printed			FIND	FINDAWAY WORLD, LLC	The Searcher	386.88
72695	10/21/2020	C Printed			JENHAN	JENNIFER HANNIBAL	WAC for children conference	30.90
72696	10/21/2020	C Printed			HOME	HOME DEPOT CREDIT SERVICES	IT supplies and building	299.16
72697	10/21/2020	C Printed			PK	PAUL KELLER	12/06/20 holiday concert	1,700.00
72698	10/21/2020	C Printed			SHKO	SHEILA KONEN	adult craft club supplies	13.55
72699	10/21/2020	C Printed			0000000051	THE LIBRARY NETWORK	ann lic dpfrez 10/1/20-9/30/21	3,546.00
72700	10/21/2020	C Printed			MNL	MADISON NATIONAL LIFE INS CO	november 2020 coverage	1,146.43
72701	10/21/2020	C Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Hannibal renewal 9/30/21	85.00
72702	10/21/2020	C Printed			MIDWESTTAP	MIDWEST TAPE	99429887/99429885/99429883	2,251.09
72703	10/21/2020	C Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	October 2020 service	128.00
72704	10/21/2020	C Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit windows inv 10/1/2020	50,113.48
72705	10/21/2020	C Printed			OV	OVERDRIVE, INC.	17 titles	1,856.93
72706	10/21/2020	C Printed			PP	PROGRESSIVE PRINTING	600 YDL ann rpts 2019	450.00
72707	10/21/2020	C Printed			0000000443	SHERWIN-WILLIAMS	MA youth painting	67.86
72708	10/21/2020	C Printed			SEI	SOCIAL EXPLORER, INC.	demog survey-internal data	975.00
72709	10/21/2020	C Printed			STADIUM TR	STADIUM TROPHY	donor plaque-mem of White Jr.	25.00
72710	10/21/2020	C Printed			SUN	SUNBELT RENTALS	10/8/20 rental-lift	290.75
72711	10/21/2020	C Printed			AMAZ	SYNCB AMAZON	statement 9/10/2020	1,303.67
72712	10/21/2020	C Printed			TDSM	TDS	10/22-11/21/2020 service	1,227.47
72713	10/21/2020	C Printed			TERM	TERMINIX	MA 9/30/2020 treatment	128.00
72714	10/21/2020	C Printed			VERIZON	VERIZON WIRELESS	9/10-10/09/20 coverage	345.57
72715	10/21/2020	C Printed			0000000030	VISION SERVICE PLAN - MI	november 2020 coverage	744.52
72716	10/21/2020	C Printed			WTP	WORLD TRADE PRESS	11/1/20-10/31/2021 service	600.00
72717	10/27/2020	C Printed			0000000316	U S POSTMASTER	LOOP Nov-Dec 2020 mailing	3,300.00

Total Checks: 87

Checks Total (excluding void checks):

201,899.41

Total Payments: 87

Bank Total (excluding void checks):

201,899.41

Check Register Report

Date: 11/13/2020

Time: 9:37 am

Page: 3

Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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FIFTH THIRD BANK Checks

1004	10/16/2020	C	Printed		WCROD	WASHTENAW COUNTY	Superior-inspection fee	592.50
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Total Checks: 1

Checks Total (excluding void checks):

592.50

Total Payments: 1

Bank Total (excluding void checks):

592.50

Total Payments: 88

Grand Total (excluding void checks):

202,491.91

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

	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FYTD 10/31/20
Assets:						
Cash: Checking	343,352	435,833	325,888	30,254	243,356	723,964
Savings	2,276,388	2,191,873	2,414,562	2,311,968	2,318,328	2,540,064
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	3,301,183
Receivables & Other assets	37,821	17,384	36,272	49,282	98,153	100,591
Total Assets	2,664,319	2,680,432	2,814,600	2,426,996	2,695,077	3,401,775
Liabilities	425,334	334,400	509,097	145,758	85,577	71,695
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	2,117,948
Total Fund Balance	2,238,985	2,346,032	2,305,503	2,281,238	2,609,500	3,330,080
Total Liabilities & Fund Balance	2,664,319	2,680,432	2,814,600	2,426,996	2,695,077	3,401,775

Ypsilanti District Library
Period Ending 10/31/2020 (91.7% of Year)
General Fund

ACCT #	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	Original FY 2019-2020 BUDGET	Amended FY 2019-2020 BUDGET	YTD 10/31/20 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	5,550,234	156,765	98.3%
Expenditures								
Dept 100 Administrative	1,882,646	1,996,606	2,046,192	2,288,226	2,226,365	1,804,127	484,099	81.0%
Dept 200 Michigan Ave.	531,686	560,976	570,105	585,072	572,554	464,639	120,433	81.2%
Dept 300 Outreach/bookmobile	105,513	85,794	83,090	88,009	84,335	74,226	13,783	88.0%
Dept 400 Outreach/Superior Township	152,355	151,311	158,283	158,567	158,567	143,706	14,861	90.6%
Dept 500 Whittaker Rd	1,099,241	1,096,935	1,123,928	1,151,393	1,104,865	926,885	224,508	83.9%
Dept 600 Donations	53,483	43,328	31,845	-	-	11,953	(11,953)	NA
Dept 700 Grants	27,778	12,190	12,323	-	-	6,750	(6,750)	
Total	3,852,702	3,947,140	4,025,766	4,271,267	4,146,686	3,432,287	838,980	82.8%
Net Revenue Over Expenditures	(41,890)	(22,909)	1,480,895	1,435,732	1,496,859	2,117,948		
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	3,580,081		

**Ypsilanti District Library
General Fund
Period Ending 10/31/2020
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	Original FY 2019-2020 BUDGET	Amended FY 2019-2020 BUDGET	YTD 10/31/20 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	609,929	619,558	896,999	905,226	905,226	894,411	98.8%
425.000	City of Ypsilanti Tax Levy	565,186	589,334	808,325	839,033	839,033	832,119	99.2%
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	3,487,971	97.1%
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	22,010	88.0%
657.100	Smart Cards - Printing & Copies	42,289	40,841	36,686	38,000	12,000	11,776	98.1%
657.600	Guest Pass	2,417	1,745	1,417	2,000	500	429	85.8%
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	846	33.8%
681.000	Donations Designated			18,850			5,100	0.0%
681.080	Donations/Memorials	2,425	711	2,629	600	5,000	4,413	88.3%
683.100	Trustee Party Revenue	0	0	0			0	NA
687.000	Interest/Checking	1,020	1,727	3,233	4,000	1,200	996	83.0%
687.010	Interest/Savings	7,457	7,050	15,331	11,500	8,000	7,303	91.3%
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	5,526,146	97.9%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2020
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	Original FY 2019-2020 BUDGET	Amended FY 2019-2020 BUDGET	YTD 10/31/20 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	605,794	614,161	625,703	736,710	718,710	601,671	83.7%
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	3,019	65.6%
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	10,315	83.5%
715.000	Employer Payroll Tax	144,002	141,453	144,670	155,780	151,190	133,023	88.0%
715.100	ACA Taxes Paid by employer	0	0	247	352	352	295	83.7%
718.000	MERS Defined Contribution	92,793	85,593	91,373	100,752	100,752	73,826	73.3%
719.000	FSA Admin Fee		583	691	758	758	648	85.5%
727.000	Office Supplies	31,342	28,245	28,789	32,400	32,400	22,526	69.5%
727.200	Supplies-Facility	21,858	15,582	19,577	23,700	23,700	12,753	53.8%
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	328,420	91.3%
756.000	Delta Dental	36,158	37,616	36,153	35,601	35,601	28,681	80.6%
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	3,969	97.4%
759.000	Vision Service Plan	7,726	8,679	8,811	8,940	8,940	8,856	99.1%
762.000	STD/LTD (Disability Insurance)	9,644	10,542	12,076	12,205	9,205	11,403	123.9%
769.000	Printing & Publishing	12,538	19,300	5,427	8,300	13,000	10,637	81.8%
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	129,854	66.0%
774.100	Data Bases	56,524	79,791	93,136	24,992	24,992	21,988	88.0%
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	10,860	50.3%
774.950	Play Kits	0	0	3,602	2,799	500	459	91.8%
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	5,401	40.8%
801.500	Learning Never Gets Old	2,132	2,000	1,962	2,000	2,000	2,246	112.3%
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	3,696	105.6%
805.000	Memberships & Dues	4,988	5,455	5,436	5,000	5,000	4,581	91.6%
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	148,820	75.9%
850.100	Telecommunications	14,070	12,788	6,573	7,911	7,911	367	4.6%
850.200	SirsiDynix	48,212	55,644	51,473	62,230	62,230	61,673	99.1%
850.500	Software Subscription	0	0	7,926	14,355	20,097	12,034	59.9%
890.000	The Library Network	2,796	2,796	2,796	3,000	3,000	2,796	93.2%
928.000	Postage	8,237	13,874	13,085	16,455	18,923	18,089	95.6%
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	5,468	136.7%
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	20,447	69.5%
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	3,441	33.7%
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	1,804,127	81.0%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2020
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	Original FY 2019-2020 BUDGET	Amended FY 2019-2020 BUDGET	YTD 10/31/20 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	382,076	393,684	404,679	406,782	406,782	365,031	89.7%
702.800	Salaries-Pages	6,716	7,423	7,271	9,690	5,000	3,713	74.3%
771.000	Adult Books & Processing	32,180	31,369	31,227	25,191	25,191	11,644	46.2%
772.000	Youth Books & Processing	17,990	18,216	17,891	15,345	15,345	4,497	29.3%
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	5,219	54.9%
779.000	Youth Audio/Visual	5,989	5,329	4,956	3,946	3,946	1,908	48.3%
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	8,421	42.1%
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	4,838	42.7%
900.000	Programs-Adult	1,103	693	1,493	1,700	1,700	713	41.9%
901.000	Programs-Youth	1,038	1,300	1,342	1,900	1,900	2,562	134.8%
940.000	Phone	4,411	4,500	4,514	4,631	4,631	4,159	89.8%
943.000	Natural Gas	5,059	4,317	3,359	4,030	4,030	3,296	81.8%
947.000	DTE - Electric	16,155	16,432	16,452	19,235	16,350	12,507	76.5%
949.000	Ypsilanti Comm Utilities Auth	5,038	5,625	4,802	5,569	6,126	6,576	107.3%
Total		531,686	560,976	570,105	585,072	572,554	464,639	81.2%
Dept 300 Outreach/bookmobile								
702.000	Salaries	70,396	66,998	68,078	68,658	68,658	63,467	92.4%
775.000	Library Materials	5,370	4,930	4,478	4,998	4,998	3,081	61.6%
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	1,661	45.1%
Total		105,513	85,794	83,090	88,009	84,335	74,226	88.0%
Dept 400 Outreach/Superior Township								
702.000	Salaries	139,331	136,949	144,398	144,747	144,747	134,780	93.1%
775.000	Library Materials	7,057	7,059	7,609	6,998	6,998	4,082	58.3%
840.000	Repair & Maintenance	984	2,220	1,374	1,000	1,000	927	92.7%
840.050	Snow Removal & Lawn Care	980	980	898	1,200	1,200	898	74.9%
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	1,040	89.8%
943.000	Natural Gas	695	756	573	844	844	633	75.0%
947.000	DTE - Electric	901	993	1,013	1,145	1,145	882	77.1%
949.000	Ypsilanti Comm Utilities Auth	84	84	88	275	275	82	29.9%
Total		152,355	151,311	158,283	158,567	158,567	143,706	90.6%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2020
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	Original FY 2019-2020 BUDGET	Amended FY 2019-2020 BUDGET	YTD 10/31/20 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	696,325	684,699	696,339	699,097	699,097	643,899	92.1%
702.800	Salaries-Pages	34,074	37,920	34,553	42,024	18,000	14,301	79.4%
771.000	Adult Books	62,754	64,203	64,635	54,182	54,182	29,352	54.2%
772.000	Youth Books	32,890	32,150	38,784	35,988	35,988	12,392	34.4%
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	13,417	75.4%
779.000	Youth Audio/Visual	9,328	7,979	7,300	6,598	6,598	3,770	57.1%
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	17,369	85.1%
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	13,871	61.4%
900.000	Programs - Adult	2,808	3,325	3,765	4,200	4,200	3,856	91.8%
901.000	Programs - Youth	4,705	5,122	6,298	6,500	6,500	4,443	68.4%
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	8,317	90.5%
943.000	Natural Gas	26,168	31,856	25,609	31,156	28,040	22,555	72.4%
947.000	DTE - Electric	100,297	101,664	103,549	105,406	89,595	85,381	81.0%
949.000	Ypsilanti Comm Utilities Auth	5,225	5,617	5,069	6,310	4,733	4,234	67.1%
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	926,885	83.9%
Dept 600 Donations								
Revenue:								
	Total Revenue	56,523	71,011					
	Total Donated revenue	56,523	71,011	87,817			11,008	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			6,750	NA
Total	Net -- restricted for future	4,311	4,724	2,118			6,330	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	5,550,234	
Total Expenditures		3,852,333	3,947,140	4,025,766	4,271,267	4,146,686	3,432,287	82.8%
	Net Revenue Over Expenditures	-41,521	-22,909	1,480,895	1,435,732	1,496,859	2,117,948	
	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	3,580,081	

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

	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FYTD 10/31/20
Assets:						
Cash	1,225,052	1,232,141	994,885	994,885	-	-
Receivables	265,327	228,588	475,134	475,134	(15,553)	-
Total Assets	1,490,379	1,460,729	1,470,019	1,470,019	(15,553)	-
Liabilities	58,413	26,102	34,501	34,501	5,100	-
Fund Balance						
Designated: MTT Settlement	15,000	15,000	9,500	9,500	-	-
Unreserved	1,416,966	1,419,627	1,426,018	1,426,018	(20,653)	-
Total Liabilities & Fund Balance	1,490,379	1,460,729	1,470,019	1,470,019	(15,553)	-

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

	FY 2014-15 ACTUAL	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FYTD 10/31/20
Assets:						
Cash	611,746	594,787	417,120	417,120	1,481,745	2,722,564
Total Assets	611,746	594,787	417,120	417,120	1,481,745	2,722,564
Liabilities	-	-	-	-	-	-
Fund Balance	611,746	594,787	417,120	417,120	1,481,745	2,722,564
Total Liabilities & Fund Balance	611,746	594,787	417,120	417,120	1,481,745	2,722,564

Ypsilanti District Library
Capital Expenses
Period Ending 10/31/2020 (91.7% of Year)

ACCT #	ACCOUNT NAME	YTD 10/31/20 ACTUAL
Revenue		
Dept 400 Superior Construction		
683.800	Superior Library Designated	49,603
688.000	Interest	4,830
Other departments		-
Total		54,433
Expenditures		
Dept 200 Michigan Avenue Projects		
980.000	Prof/Contractual	4,919
Subtotal		4,919
Dept 400 Superior Construction		
.	Bank Fees	-
910.000	Site Development	593
975.000	Legal/Attorney	9,234
980.000	Prof/Contractual	19,729
981.000	Architect Fees	93,110
985.100	General Contractor	58,729
Subtotal		181,395
Dept 500 Whittaker Projects		
980.000	Prof/Contractual	27,300
Subtotal		27,300
TOTAL		213,614
Total Revenue Over Expenditures		(159,181)
Beginning Fund Balance		2,881,745
Ending Fund Balance		2,722,564

Current Board Assignment

Communications

Michigan Public Library Millage Results 2010 to November 2020

Vote Date	Library Name	County	Millage	Renewal, Increase, or New	Term	Result	Yes	No	Takes effect	Type
03-Nov-20	Bay County Library System	Bay	1.75	Renewal	2020-2025 (6 years)	passed	31692	17290	2020	Operating
03-Nov-20	Baldwin Public Library (Beverly Hills Village)	Oakland	.8184 (of a 12.9184 mil proposal)	New	2021-2031 (10 years)	passed	4928	2197	2021	Operating
03-Nov-20	Barryton Public Library	Mecosta	.9920	Renewal	2021-2024 (4 Years)	passed	1004	413	2021	Operating
03-Nov-20	Crystal Falls District Community Library	Iron	.9121	Renewal	2021-2025 (5 years)	passed	599	171	2021	Operating
03-Nov-20	Elsie Public Library	Clinton	1	New	In Perpetuity	passed	823	376	2020	Operating
03-Nov-20	Goodland Township Library	Lapeer	.8777	Renewal	2021-2026 (6 years)	failed	506	599	2021	Operating
03-Nov-20	Otsego County Library	Otsego	.4	Renewal	2021-2025 (5 years)	passed	9883	3998	2021	Operating
03-Nov-20	Peter White Public Library (Chocolay Twp)	Marquette	.9907	Renewal	2021-2023 (3 years)	passed	2783	752	2021	Operating
03-Nov-20	Peter White Public Library (Marquette Twp)	Marquette	.8916	Renewal	2020-2021 (2 years)	passed	1831	612	2020	Operating
03-Nov-20	Peter White Public Library (West Branch Twp)	Marquette	.9098	Renewal	2021-2022 (2 years)	passed	570	182	2021	Operating
03-Nov-20	Richmond Township Library	Marquette	2	Increase	2020-2034 (15 years)	passed	335	93	2020	Operating
03-Nov-20	Sherman Township Library	Isabella	.75	Renewal/Increase	2020-2025 (6 years)	passed	936	526	2020	Operating
03-Nov-20	Troy Public Library	Oakland	1.1	Renewal/Increase	2021-2030 (10 years)	passed	28694	16068	2021	Operating
03-Nov-20	Watervliet District Library	Berrien	.5	Renewal	2020-2024 (5 years)	passed	1375	634	2020	Operating
04-Aug-20	Baldwin Public Library (Bloomfield Hills City)	Oakland	.52	New/Increase	2021-2026 (6 years)	passed	1040	504	2021	Operating
04-Aug-20	Bridgeport Public Library	Saginaw	1.5	Renewal	2020-2025 (6 years)	passed	1762	616	2020	Operating



November 13, 2020

Dear Members of the Michigan Library Community,

Eight months after the first closure of our libraries and our community businesses due to the global pandemic, we are again facing wide-spread spikes in deaths and confirmed cases within Michigan, our country and our world. The second wave is here.

The Michigan Library Association (MLA) is using our role as a leader and advocate of Michigan libraries to urge you, community by community, to take appropriate precautions to prevent further transmission of the virus.

MLA commends the libraries and local officials who continue to put the safety of their staff and patrons at the top of their priorities by scaling back services. We understand that hard decisions will need to be made in the near future, and we fully support library boards and administrations who take an abundance of caution and care. This is a challenging time for all of us as we respond to the coronavirus and the continued uncertainty surrounding it.

While no firm directive was delivered yesterday about the spiking numbers of coronavirus cases, Governor Whitmer stated that no one is safe and that cases are skyrocketing throughout Michigan at alarming rates. She stated we are in worse shape now than in the spring and she reminded everyone as the weather begins to grow colder to wash your hands, keep your distance, cancel holiday get-togethers, and above all else - wear a mask. MDHHS stated that as of Nov. 12, 2020, there were 236,225 cases and 7,811 deaths - giving the state a 10.8 positivity rate. Governor Whitmer stated that the trajectory of cases is dire, even more serious now, and that there will likely be additional steps taken in the near future to help correct this.

MLA will do our best to stay on top of this evolving and fluid situation and to communicate with you regularly and fully as conditions change.

Be safe, stay vigilant.


MLA Board of Directors and Staff

State of Michigan }
 } ss.
County of Washtenaw }


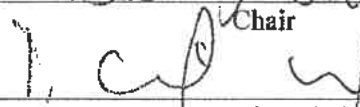
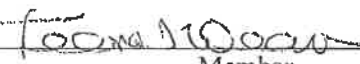
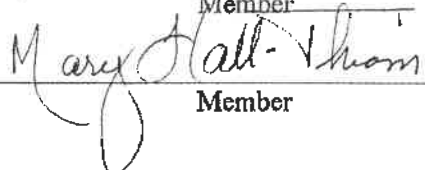
We do hereby certify that the following is a correct statement of the votes cast in the County of Washtenaw for the offices and proposals in such statement at the GENERAL ELECTION held on the third day of November, 2020.



Board of
Canvassers

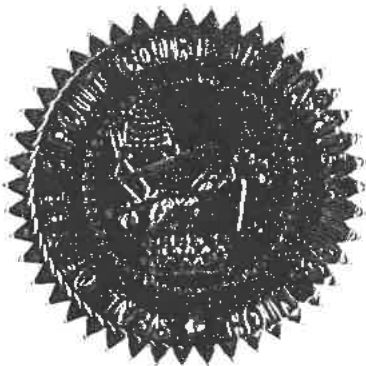

CLERK OF THE
BOARD OF CANVASSERS

In witness whereof, we have hereunto set our hands and caused to be affixed the seal of the Circuit Court for the County of Washtenaw, this 12th day of November, Two Thousand twenty.

(
(Chair
(
(Vice-Chair
(
(Member
(
(Member

State of Michigan }
 } ss.
County of Washtenaw }

We do hereby certify that the following is a correct transcript of the statement of the Board of County Canvassers, County of Washtenaw, of the votes cast in the County of Washtenaw for the offices and proposals named in said statement at the GENERAL ELECTION held on the third day of November, 2020, so far as it relates to the votes cast for said offices, as it appears from the original statement on file in the Office of the County Clerk.



In witness whereof, we have hereunto set our hands and caused to be affixed the seal of the Circuit Court for the County of Washtenaw, this 12th day of November, Two Thousand Twenty.


COUNTY CLERK

CHAIR OF THE COUNTY BOARD OF CANVASSERS

That **Andrew Cislo** having received a sufficient number of votes is elected to the office of **Milan Area Schools Board Member**.

That **Thomas Faro** having received a sufficient number of votes is elected to the office of **Milan Area Schools Board Member**.

That **Michelle R. Heikka** having received a sufficient number of votes is elected to the office of **Milan Area Schools Board Member**.

That **M. Aramide Boatswain** having received a sufficient number of votes is elected to the office of **Saline Area Schools Board Member - 6 Year Term**.

That **Brad Gerbe** having received a sufficient number of votes is elected to the office of **Saline Area Schools Board Member - 4 Year Term**.

That **Jennifer K. Miller** having received a sufficient number of votes is elected to the office of **Saline Area Schools Board Member - 4 Year Term**.

That **Lee Cole** having received a sufficient number of votes is elected to the office of **Whitmore Lake Public Schools Board Member**.

That **Lisa C. McCully** having received a sufficient number of votes is elected to the office of **Whitmore Lake Public Schools Board Member**.

That **Yvonne Fields** having received a sufficient number of votes is elected to the office of **Ypsilanti Community Schools Board Member**.

That **Maria Goodrich** having received a sufficient number of votes is elected to the office of **Ypsilanti Community Schools Board Member**.

That **Molly Kleinman** having received a sufficient number of votes is elected to the office of **Ann Arbor District Library Board Member**.

That **Onna Solomon** having received a sufficient number of votes is elected to the office of **Ann Arbor District Library Board Member**.

That **Scott Trudeau** having received a sufficient number of votes is elected to the office of **Ann Arbor District Library Board Member**.

That **Jamie Vander Broek** having received a sufficient number of votes is elected to the office of **Ann Arbor District Library Board Member**.

That **Kay Williams** having received a sufficient number of votes is elected to the office of **Ypsilanti District Library Board Member**.

That **Omer Jean Winborn** having received a sufficient number of votes is elected to the office of **Ypsilanti District Library Board Member**.

That **Brian Steimel** having received a sufficient number of votes is elected to the office of **Ypsilanti District Library Board Member**.

congrats & thank you!

In Witness Whereof, We have hereunto set our hands and
affixed the Seal of the County of Washtenaw this 12th day
of November in the year two thousand twenty.



Doug Scott, Chair
N. Scott

Loene Rose
Mary Hall-Thiam

ATTEST:

Laura Kesteven
Clerk of Board of Canvassers

Committee Reports

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/13/2020

Re: Superior Planning Committee report

- Final site plan approval is scheduled for the Planning Commission's November 18 meeting, but we are still waiting on a plan review letter from the County Road Commission (requested 5 weeks ago). The Township's engineer also asked for a few additional tweaks. If these things remain incomplete, we will likely be forced to push back to the December 18th meeting.
- The Township Board will consider a Road Improvement Agreement with the WCRC for the Harris Road widening project at its meeting on 11/16, along with the easement that is also on our agenda. A copy of the proposed Road Improvement Agreement follows this memo. If this is approved, the next step will be an agreement between the Township and the Library for YDL to reimburse the cost over time with friendly terms.
- We finally received the soil erosion permit from the County, and the last pieces of site clearing work are underway. They should wrap up early next week. Once the invoice has been paid, we will submit our final report to MCACA to receive the last portion of our \$50,000 capital improvement grant.

HARRIS ROAD
ROAD IMPROVEMENT AGREEMENT

THIS ROAD IMPROVEMENT AGREEMENT ("**Agreement**"), is entered into as of the ____ day of _____, 2020, and memorializes and confirms certain verbal commitments and understandings previously made by the Board of County Road Commissioners of the County of Washtenaw, a Michigan Municipal body corporate, with offices located at 555 N. Zeeb Road in Ann Arbor, Michigan, 48103 ("**WCRC**") and Superior Charter Township, a Michigan charter township, with offices located at 3040 North Prospect Road, Ypsilanti, MI 48198 ("**Superior**").

STATEMENT OF FACTS

A. Superior is the fee simple owner of certain real property (Tax Identification No. J-10-35-200-001) located east of Harris Road between Geddes and MacArthur Roads in Section 35 of Superior Township, Washtenaw County, Michigan. Superior, in partnership with the Ypsilanti District Library, is developing the site to construct a new branch library ("**Library**").

B. Access to the Library is dependent upon Harris Road, a public road under the jurisdiction of WCRC.

C. In connection with the use and development of the Library and its proposed access connection to Harris Road, and pursuant to the terms of Article 1 below, Superior has agreed and desires to extend the existing left turn lane at the intersection of Harris Road and Geddes Road southward to create a center left turn lane for the new Library entrance ("**Road Improvements**"). The general scope of work will include milling, asphalt paving and providing drainage improvements.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is acknowledged, the parties agree as follows:

ARTICLE 1
ROAD IMPROVEMENTS

1.1 Project Cost and Administration. Subject to the terms of this Agreement, Superior shall be responsible for any and all costs associated with the Road Improvements, including without limitation preliminary engineering, right-of-way acquisition, construction, construction engineering, utility relocation, and project administration.

1.2 Preliminary Engineering. Superior shall hire a qualified engineering firm (“**Design Engineer**”) to prepare the Preliminary Engineering documents, including plans and specifications for the Road Improvements (“**Road Improvements Plan**”). The Road Improvements shall be designed in accordance with all applicable WCRC specifications, procedures, and regulations and all applicable standards and guidelines of the American Association of State Highway and Transportation (“**AASHTO**”), the current Michigan Manual of Uniform Traffic Control Devices (“**MMUTCD**”), and the Michigan Department of Transportation (“**MDOT**”). WCRC and Superior shall fully cooperate with respect to the design and engineering of the Road Improvements so that the Road Improvements may be constructed in a cost-effective and efficient manner. The Road Improvements Plan prepared by the Design Engineer must be reviewed and approved by WCRC, which review and approval shall not be unreasonably withheld or delayed.

1.3 Right-of-Way Acquisition. In the event additional right-of-way or grading permits are required to construct the Road Improvements, WCRC will acquire, at Superior’s expense, any required right-of-way or grading permits at fair market value. All costs and expenses to obtain such right-of-way or grading permits shall be paid by Superior.

1.4 Permit Applications. Prior to commencing work, Superior shall submit to WCRC permit applications to perform the work. It is understood that no work within the right-of-way shall occur until Superior and its contractor have obtained all necessary permits, which shall not be unreasonably withheld or delayed by WCRC. WCRC shall issue the necessary permits, subject to its standard permit process and terms, for the Road Improvements without the imposition of any additional conditions or requirements or the payment of any permit application fees, upon Superior’s compliance with the provisions of this Agreement.

1.5 Security. As security for the completion of the Road Improvements, Superior shall submit a letter of retainage to WCRC agreeing to withhold for the benefit of WCRC ten percent (10%) of payments to its contractor until the work is completed to the satisfaction of WCRC (“**Security**”).

1.6 Construction Contract. Superior shall have the right to select the contractor for the construction of the Road Improvements, provided that such contractor is MDOT pre-qualified. Superior will enter into a contract with the contractor for the installation of the Road Improvements (“**Road Construction Contract**”) in accordance with the Road Improvements Plan and WCRC’s permit.

1.7 Inspection & Administrative Costs; Deposit. Superior shall be responsible for payment of all costs of administration, inspection and all other reasonable expenses incurred by WCRC in connection with the Road Improvements. Concurrent with the issuance of the permits necessary to construct the Road Improvements, Superior shall deposit with WCRC an amount equal to three percent (3%) of a cost estimate approved by WCRC, representing a deposit against said costs and expenses. Following the satisfactory completion of the Road Improvements, WCRC will promptly refund to Superior any unexpended portion of the deposit. Superior shall, prior to WCRC’s approval and acceptance of the Road Improvements, pay any shortfall between the amount of the deposit and the actual costs and expenses.

1.8 Liability Insurance. Prior to commencing the Road Improvements, Superior's contractor shall furnish proof of general liability insurance in amounts not less than \$1,000,000 each occurrence and general aggregate and proof of automobile liability insurance in amounts not less than \$1,000,000 per accident for bodily injury and property damage. Such proof of insurance shall include a valid certificate of insurance demonstrating that WCRC is an additional insured party on the policy. Such insurance shall cover a period not less than the term of this Agreement and shall provide that it cannot be cancelled without 30 days advance written notice to WCRC, by certified mail, first-class, return receipt requested.

1.9 Pre-Construction Meeting. Superior's Construction Engineer shall schedule and WCRC will conduct a pre-construction meeting with all parties prior to commencing work on the Road Improvements. The contractor shall furnish a detailed progress schedule for the Road Improvements per Section 102.14 of the MDOT 2012 Standard Specifications for Construction.

1.10 Construction of Road Improvements. Superior shall, at its sole cost and expense, perform the Road Improvements. Performance of the Road Improvements shall include all construction, survey and design work, inspection, testing, construction surveying and staking, and utility coordination/relocation to ensure that the Road Improvements are completed in accordance with the approved Road Improvements Plan. All work shall be performed in accordance with WCRC, MDOT, MMUTCD, and AASHTO requirements and in accordance with all terms and conditions set forth in the WCRC permits, provided such terms and conditions are consistent with the terms of this Agreement. Superior shall retain, at its sole cost and expense, a licensed professional engineer ("**Construction Engineer**") to conduct all required construction engineering in accordance with all applicable WCRC procedures and regulations and then current MDOT Standard Specifications for Construction.

1.11 Timing and Completion of Construction. Superior shall construct to completion and acceptance by WCRC the road improvements for the Library prior to its opening to the public. In the event that Superior begins but does not complete construction, WCRC may, in its sole discretion, complete the road improvements at the expense of Superior. Any unexpended retainage per Paragraph 1.5 may, at the option of WCRC, be applied to the cost of completion. Superior in any case will promptly reimburse WCRC for all costs of completing the road improvements, whether performed by WCRC personnel or outside contractor(s) retained by WCRC.

ARTICLE 2 MISCELLANEOUS

2.1 Permits and Authorizations. WCRC shall issue to Superior all WCRC permits, including commercial driveway permits and authorizations necessary to develop and maintain access to the Library in accordance with the Site Plans, provided Superior has made all required filings and submissions. WCRC shall not unreasonably withhold or delay the issuance of any permits, authorizations or inspections required in connection with the Library including but not limited to the Road Improvements. Upon Superior's submission of an application for any such permit or authorization with respect to the foregoing project, WCRC shall confer with Superior to identify any permits that will be required for the project and the requirements for the issuance of such permits.

2.2 Extent of Obligations. Provided it complies fully with the terms of this Agreement, Superior shall have no further development or financial obligations to WCRC regarding any improvements as a condition of permit for the Library as shown on the Site Plans.

2.3 Binding Agreement. This Agreement shall be binding on and inure to the benefit of the parties hereto and their respective successors and assigns when fully executed by an authorized representative of each party.

2.4 Time of the Essence. Time is of the essence of all undertakings and agreements of the parties hereto.

2.5 Amendment. This Agreement may not be modified, replaced, amended or terminated without the prior written consent of the parties.

2.6 Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Michigan. In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, that invalidity, illegality or unenforceability shall not affect any other provisions of this Agreement, and this Agreement shall be construed as if the invalid, illegal or unenforceable provisions had never been contained within the body of this Agreement.

2.7 Execution in Counterparts/Fax Signature. This Agreement may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one agreement. In addition, electronic signatures shall have the same force and effect as an original signature.

2.8 Conditional Withdrawal. If at any time before beginning construction pursuant to the Site Plans, Superior elects, in its sole discretion, not to proceed with the development of the Library, then this Agreement may be terminated by Superior upon written notice to WCRC. In such case, the parties shall have no further obligation under this Agreement, other than as to the cost of any work performed as of the date of such termination. All deposits and other security shall be released and returned to Superior; provided, however, that Superior shall in such case remain obligated for the cost of any WCRC resources expended on the project, which will be deducted from the sums release and/or refunded.

IN WITNESS WHEREOF, the parties hereto have executed this Road Improvement Agreement by affixing the signatures below effective as of the date set in the caption.

WITNESSED:

Superior Charter Township
a Michigan Charter Township

By: _____

By: _____

Ken Schwartz

Its: Supervisor

BOARD OF COUNTY ROAD
COMMISSIONERS OF WASHTENAW
COUNTY, a Michigan Municipal Corporation

By: _____

By: _____

Sheryl Soderholm Siddall

Its: Managing Director

Director's Report and attachments

Library Director's Report

November 18, 2020

Holding Steady

With the uptick in Covid cases and new state restrictions announced, YDL finds itself in a good position. We will continue our status quo of curbside and virtual offerings, with staff working a combination of hours at home and in the buildings to remain safe and healthy. Many Metro area libraries are backtracking in their reopening phases, and the Ann Arbor District Library is currently closed due to Covid cases among staff. We appreciate the Ypsilanti community's understanding of our position and will continue doing everything we can to serve everyone safely.

Facilities:

- We released an RFP for the Whittaker lighting control system on 10/13. Two building walkthroughs have been conducted, and bids are due by 11/20.
- On 11/9 the engineering team from Terracon did water infiltration testing on the sill installation of the Whittaker curtain wall. The work passed the tests with flying colors. NO WATER! That portion of the project is now complete. We met with the contractor who will install the metal panel; his crew began work 11/11. The budget so far is looking promising for perhaps adding a bit of extra work to seal the vertical joints between the windows and the brick, which the engineers are recommending as a next step.

Fundraising:

- The annual report was mailed out on 11/13, with an appeal for contributions to help purchase NPBI air purification systems for Whittaker and Michigan Avenue. We already have a generous \$5,000 gift to seed this effort in hand.
- I gave a presentation to The Twenty Club at their Zoom meeting on 11/10 after mailing each member a packet of information about the capital campaign. I'll be following up with each of them in the next week.

Personnel:

Congratulations are in order for two full-time Librarians who have announced January retirements!

- Molly Beedon is retiring from the Whittaker Youth Department. Molly started as a sub in 2004, and has worked at Michigan Avenue as well as on the Bookmobile. She's seen and done a lot, and played a big part in the development of Youth Services during her tenure. The past two seasons she's cultivated the Whittaker garden with great enthusiasm and care. I have a hunch gardening may be somewhere in her retirement plans.
- Susan Brown is retiring from the Whittaker Adult Services Department. She also began as a substitute, in 2005, and following a year of part-time work, became full-time in 2007. Susan notably worked to establish the graphic medicine collection and coordinate Whittaker's social justice film and discussion series with La'Ron Williams.
- Former Part-time Outreach Librarian Psyche (Castro) Jetton will return to YDL starting December 7th to take on the full-time Youth Services Librarian role. We are delighted to have her back after a stint as a school librarian. We will work to fill Susan's position over the next weeks.

Technology:

Big thanks to Chris Slay, Julie and Sarah for getting our 11 new mobile hotspots ready to go! They began circulating 11/14 and we expect will be very popular.

Of Note:

- Jodi Krahnke, MCLS and I have been working with representatives at texting provider Twilio to apply for a new short code for TALK. Once we have this we'll be able to finalize the new promotional pieces for the service.
- I attended a virtual meeting on 11/6 to meet incoming TLN Director Steven Bowers. He gave a forward-thinking presentation and I am encouraged that the Cooperative could become more useful to YDL in coming years.
- Only two weeks remain in the 2019-20 fiscal year! Always a hectic time, but the budget is in good shape despite 2020's unusual spending. Our year-end audit field work is scheduled for January 7-8... Here's hoping for a return to normal in 2021!

YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
October 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	
In Memory of William M. White Jr.						\$2,000	
Sub-total	\$1,923	\$5,951	\$2,695	\$2,261	\$3,550	\$3,008	
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					\$149	
Amazon Smile							
Sub-total	\$7,438	\$4,073	\$12,261	\$30,189	\$2,227	\$149	
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/ Yates Fund Transfer)				\$3,252		\$3,369	
Superior					\$350		
Sub-total	\$0	\$10,400	\$2,505	\$9,277	\$5,700	\$5,894	
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	\$17,157	

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
October 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	\$146,381	

Designated Fundraising to Date

YDL - Superior Improvement - \$118,859.74
 * Whittaker Rd Teen Area Improvement -\$5,550

*\$1050 remaining, expenditures =4500

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

Department Reports

Acquisitions Department Board Report

November 2020

Department Activities

- There are not too many new updates to report for the Acquisitions department. We continue our activities from last month, mainly receiving and processing lots of boxes of materials that are finally arriving from our vendor Baker & Taylor. They have experienced significant delays related to the pandemic, more so than any of our other vendors. However, I have had numerous phone and email conversations with our rep and she assures me our remaining orders will arrive before the end of the fiscal year. I would like to acknowledge and thank the Acquisitions team for dealing with the large shipments, in addition to their other responsibilities. Everyone has been very adaptable to changes during an already busy time for our department.
- I am exploring a potential opportunity to create a GIS based story map of locations mentioned in the A.P. Marshall African American Archive, in support of the civil rights exhibit and programming that Julianne is putting together.
- The wi-fi hotspots are just about ready to go!

Collection budgets

- I have been working with material selectors to wrap up their spending for this fiscal year. It has certainly been a strange year and I think everyone has done a great job adjusting their ordering and managing their budgets.
- Additionally, I am training with Julianne to close out this year's collection budgets and prepare the new ones for next year.

Statistics

- The collection budget is 80% encumbered.
- 440 items were cataloged.
- 1,540 items were added to the collection, including 581 e-items.
- YDL borrowed 825 items from other libraries via MeLCat.
- YDL loaned 944 items to other libraries via MeLCat.

Submitted by Sarah Zawacki
November 12, 2020

Assistant Director
Board Report: November, 2020

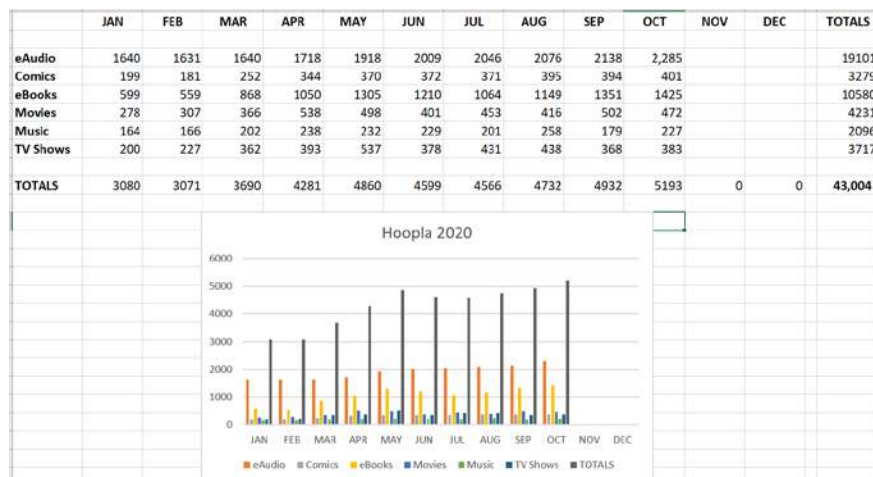
The demographic survey is underway with Social Explorer staff. Sirsi was able to export the data without issue, so it will be interesting to see the data sets sometime in early 2021. This information should help us better understand both our larger community and how our patrons are (or are not) using the library. Initiatives such as the impact of fines will be a much more informed conversation.

The HotSpots have been prepared for circulation and are listed under our growing “Library of Things.” These will be available to district residents for three-week check out periods (renewals permitted as long as there is no wait list). They were purchased with funding from the CARES Act.

The PPE portion of the CARES Act grant has been re-routed to help offset the expense for the air purification system. I had this approved through the Library of Michigan.

I worked with Sarah to make final collection budget adjustments for the accountant. It is time for the “mad scramble” in terms of paying invoices before the end of the fiscal year. Hot on the heels of that, it will be time to set up the 2021 budgets and re-encumber unfilled orders. Sarah is doing a great job learning how the system works! It has been a very challenging year, to say the least.

The chart below illustrates our patrons’ increasing usage of Hoopla, which continues to both gain new users and have regular repeat usage, which speaks to both visibility and satisfaction. Since the connector was installed in the catalog, I expect this upward trend to continue.



Hoopla will also soon be offering a metered-copy model of eBook lending, much like we already have with Overdrive. Because the platform is so easy to use, and because Midwest (provider of Hoopla) is a 100% library-only vendor, I expect that we will take advantage of their program when it is available. They have a proven record of successfully working with publishing houses, who can be notoriously problematic for libraries. Another library advocate in the eBooks game is always welcome!

Sam and I are working to finalize the exhibit brochure, and Liz is putting finishing touches on the virtual tour. This has been a massive undertaking. We have two 2-D exhibits scheduled for 2021, but I will cancel them if the pandemic continues to rage.

Submitted by Julianne Smith, November 16, 2020

Communications & Development

Monthly report: November 2020

Major print pieces produced:

- The Nov/Dec *Loop* hit mailboxes the first week in November. The holiday-themed issue was 4 pages and touched on new YDL improvements (including enhanced WiFi that reaches our parking lots and painting at Michigan Ave). We also shared about the site clearing for the new Superior building, program news, and new YDL databases (Food America and Creativebug). Our next issue will be 8 pages and cover January and February.



Promotions



- We made a web page and promoted our brand-new, first-ever podcast that dropped this month. Ypsi Stories will have a new episode on the first Wednesday of each month and feature historians and experts sharing stories about Ypsilanti's history. Episodes are available at most places you get your podcasts, as well as on our website: ypsilibrary.org/ypsistories.
- We've been promoting via social media and email the Fall Family Read. It's virtual this year and members of the local Alpha Phi Alpha and Alpha Kappa Alpha fraternity and sorority have made videos of themselves reading chapters from *Look Both Ways*, by Jason Reynolds. The read alouds are available at ypsilibrary.org/look-both-ways. We've also promoted the kits that go along with the Family Read.
- We've enjoyed four successful pop-up browsing events: 2 at Whittaker and 1 each at Michigan Ave. and Superior. We've typically had about 15-20 at each event, which is good considering we were only able to announce/promote these on social media a few days in advance (since we had to wait on weather reports).

Community Relations

- Sam is in communication with Ypsi Schools about potentially helping with their efforts to restock the library at Ford Early Learning Center. All the books were destroyed in the fire this summer. It's still early stages of communication but we're hopeful that we can be a partner for them in those efforts in some way.
- We continue to have a presence and share YDL updates at the monthly EMU Engage meeting and weekly Parkridge meetings.

Notable Media Mentions/Partnerships

- WEMU and MLive had articles about the Board of Commissioners allocating \$50,000 for the new Superior Library.
- Our Shaving Cream & Paint tote bag Crafternoon project was featured on ALA's Programming Librarian site (article attached).

Notable Social Media activity

- The post about our first podcast episode of Ypsi Stories got almost 1,000 views on Facebook and more than 50 engagements.
- The post that we shared about the Meri Lou Murray Recreation Center becoming an overflow shelter site for people in need got more than 6,500 views, over 450 engagements and almost 130 shares. This demonstrates a valuable community connection and shows that we have an impact with important information.
- We've done well on Instagram with storytimes. Our episode with the wide-mouth frog got over 100 views on Instagram. The storytime featuring the book *Every Little Thing* got nearly 100 views. Molly's storytime with *I Want my Hat Back* got over 100 views. People love our librarians!

Submitted by Sam Killian on November 16, 2020





Program Model: Crafternoon: Shaving Cream & Paint Tote Bag

November 10, 2020

By Jenny Hannibal, Youth Services Librarian, Ypsilanti (Mich.)
District Library

Crafternoon is a program for older adults that meets every other week to encourage community and make creative projects in a low-stress setting. Since COVID-19, the program has been conducted over Zoom with curbside pickup supply kits.

This particular program was painting a canvas bag with fabric paint and shaving cream.

YDL Crafternoon! Painting on a canvas bag with fabric paint and shaving



AUDIENCE

Adult
Older Adults /
Seniors

POPULAR

TOPICS
Social-
distancing
programs

BUDGET

\$51-100

Advance Planning

The goal for Crafternoons has been to encourage seniors to create a sense of community and exercise brain cells by trying new art projects. During COVID-19, this has been even more important.

We first calculated how much fabric paint would squeeze into **project-sized smaller bottles**, with the goal of making 20 kits. We assembled the kits into Ziploc bags (see **instructions** for specifics). A librarian made a **YouTube instructional video** to visually document the process from start to finish.

Marketing

Crafternoon has a regular cohort, so we emailed them first with details. The event was also posted on the library's website, in the newsletter and in social media. We usually get a few new people who are interested in the specific craft we're doing that week.

Budget Details

We prepared for 20 students with two extra kits for instructors. We ordered soft fabric paint; **Tulip** makes it in a variety of sizes, and it's available from multiple craft stores. We chose only primary colors. Be sure it's soft fabric paint, not the puffy or dimensional version.

We ordered tote bags in bulk and got shaving cream and chopsticks from the dollar store. Paper plates and old, decommissioned library cards came from our craft supply stash. We bought a roll of freezer paper, and one staff person cut two Cricut stencils per kit (in case one got damaged or so they could decorate the other side of the same bag).

You can find **free stencils here**.

Day-of-event Activity

We had three staff on the Zoom call, but we could have done it with two. One person led and one was responsible for technical troubleshooting.

Program Execution

Around 12 people attended over Zoom. We began by showing the YouTube video so everyone could see the process start to finish. Then we explored the contents of the kit. The instructions noted that a hot iron would be used to iron the freezer paper stencil onto the tote bag, so ironing came next. There was some laughter around combining shaving cream and fabric paint, and then everyone began decorating their bags.

Participants were pleasantly surprised at how well the bags turned out and continue to tell us that they receive compliments on them. Every bag looked marvelously different: one patron outlined the sunburst shapes with a Sharpie; one made dotted fingerprints around the rest of the bag; one used extra fabric paint to color the tote's handles.

Advice

Next time I would consider using Cricut removable vinyl for the stencils. Some of the freezer paper stencils didn't adhere to the fabric well, and some paint bled underneath. The vinyl definitely costs more than a roll of freezer paper, though.

Plan for how long it will take to cut and weed a stencil that has 51 pieces to pull out by hand, 40-plus times. I might also pre-plan to make more than one craft with the fabric paint and distribute all the supplies at once. We did a different kit two months later — decorating cloth (coronavirus-prevention) face masks with dotted mandala designs — and we used fabric paint again. In hindsight, a combo kit would have saved us staff time in squeezing tubes of fabric paint into smaller containers for two separate kits.

Comments:

[Like this post](#)

Be the first to comment...



About This Library

Library Name

Ypsilanti District Library

Location

Ypsilanti, Mich.

Library Type

Public

Library Description

Ypsilanti District Library has three branches and a Bookmobile serving a population of over 60,000. Coronavirus has closed our physical buildings to patrons, but we've pivoted to provide curbside delivery of items and kits and YouTube and Zoom-based programs for all ages.

Attachments

 [tote_instructions.pdf](#)

Videos and Images

[Photo Slideshow](#)

Related Programs

[To-Go Crafts](#)

[Curbside Kids' Activity Kits](#)

[BookFix](#)

["Imagine Your Story" Outdoor No-Touch Escape Room](#)

*Have a great program idea from your library?
Share it with us.*

SHARE YOUR PROGRAM

Share On:

Customer Services

Monthly report: November 2020

Circulation Stats

For the month of October we checked out 16,638 items system wide, and patrons downloaded 11, 264 digital items. We also issued 318 new library cards.

Staff News

We have hired a new library page at Whittaker Road. Our new page, Mara Mueting, first day at YDL was Monday, November 2.

We have also reposted the Whittaker half-time customer services position.

Submitted by John Connaghan on November 12, 2020

Facilities Department

Board Report: November 2020

As always, the Facilities Department is busy. Here are some of the highlights of the past month.

Helped Julie with taking down the exhibit, then it was crated, staged in the lobby waiting for the trucking company. Then helped with loading the truck to take it to its next destination.



The Superior branch started their curbside service. Sam got some signage made up. Facilities got signs mounted to help direct patrons.



We met with a couple possible contractors to come up with a solution for outdated lighting system. The current Lutron system is no longer supported, and parts are difficult to come by. Bids for the project are expected later this month.



Midwest Carpet Cleaning came on Veteran's Day while the Library was closed. They came cleaned all three buildings, and the Bookmobile Too!



O'Neal Construction has finished the bottom sill of the window project. Here's a picture of them on the lift working on fascia near the roof, which is suspected to be a major issue with water leaking into the building.

Submitted by: Jim Reed

November 12, 2020

Michigan Avenue Board Report: November 2020

Programs

- Shoshanna has produced the first Ypsi Stories podcast. She's learned a lot about audio editing, creating the intro and closing. Jerome was the first interviewee and told the tale of an Ypsilanti early land speculator by the name of Lucius Lyon. Many kudos to Shoshanna and Jerome for jumping in and getting it going. Shoshanna has interviewees organized through June and is very excited about it.
- Kim's self-care kits are filling a need. They're flying out the door the same day they're advertised. One patron called to reserve one for a friend who was having a hard time. She said that the friend took care of everyone but herself and that, with the library handing out self-care kits, it "sanctioned" the idea of self-care and her friend would be more likely to use it...
- We held our first pop-up browse on Halloween afternoon. We had 23 people attend, about 80% of them were families in Pat's book clubs or small storytimes. It was great to see people at the library looking at books!
- Pat organized a constellation activity kit for preschoolers and school age kits along with an accompanying presentation from an astronomer. Her tween book club has been happily reading our Family Read book, "Look Both Ways."
- Charline, Jenny, and I have been tag teaming the LINGO Crafternoons for ideas, kit making and running the programs. I appreciate having their help. This past month we made glass mosaic frames.
- As the weather gets colder, it's becoming more difficult to hold the Guitar Club outside. Growing Hope has allowed the group to meet in the large indoor part of the farmer's market building, at least for the immediate future. As Covid-19 cases increase, that may not be possible either.
- I submitted a Michigan Humanities Council's Bridging Michigan grant for putting on a two day anti-racism conference in February. We are collaborating with Washtenaw Faces Race, a volunteer group.
- Paula and I have had conversations with AARP volunteers about whether it would be possible to do taxes virtually next year. At this time it's still unclear whether it will be possible.



Building Maintenance

We are slowly getting the library back together after the painting was finished. We are also moving collections around to give more space based on higher circulation prior to Covid-19. I have to give kudos to Jerome who, before and after the painting, has done the vast majority of moving materials, with a little help from Scott and myself. Many thanks to Jim and Ron for getting our carpets cleaned and putting up the big red box to cover the fountain.

Staff

Kelly is back from maternity leave and has hit the ground running, getting programs together for January and February. Most of Mich Ave staff attended at least one Michigan Library Association conference session. Everyone got something out of it. Most telling, almost all staff attended the program on Mindful Stress Resilience and found it very helpful.

Joy Cichewicz
November 16, 2020



Outreach Services Board Report

November 2020

Staff News:

- I attended the virtual conference of the Michigan Library Association and the Pre-Conference Fall Institute. A couple of highlights were an informational session about Kalamazoo's Onecard program (library cards for all Kalamazoo Public Schools students) and a keynote about literacy education with Dr. Ernest Morrell.

Superior:

- Superior held a pop-up browsing event on November 3. We had 18 people stop by. Most checked out some items. Stacey, Derek, and I enjoyed catching up with some of the young people we used to see daily inside the library. A big thank you to Derek, Ken, Jim, and Marc for helping haul books, tables, and other equipment over. It was a real team effort!
- We are up and running with the use of Calendly for curbside & locker reservations. This change puts our procedures more in line with Whittaker and Michigan Avenue, which simplifies staff processes and brings about a smoother customer service experience.



Outreach Projects & Programs:

- I attended the YpsiWrites virtual one-year anniversary celebration and assisted with breakout group facilitation. It is impressive to reflect on all that YpsiWrites has accomplished in the first year.
- We have had three different teachers sign up for student e-cards for their class. In October, we made a total of 229 student e-cards. These cards are good for the school year and allow access to YDL's digital resources. They don't require a parent signature, so a teacher can request cards on behalf of their students.
- Liz, Nicole, Stacey, and I continue assisting with 826michigan's Virtual Schoolwork Support two days a week.
- Liz continues to work on video content for the *For All the World to See* exhibit.
- Stacey, Nicole, and I kept busy doing storytimes and other classroom appearances over Zoom. We saw seven PreK, one 1st grade, and 2 high school classes.
- Nicole put together teacher units for *Look Both Ways*.

Bookmobile:

- I have no major changes to report with Bookmobile service. We have not moved any closer to implementing curbside delivery. COVID case numbers continue to increase. We are watching closely for when it is safe to begin this service. In the meantime, Nicole is sprucing up the collection and display spaces.

Learning Never Gets Old

- We extended our four-week Zumba series for another six weeks, due to popular demand.
- Senior Advisory continues to meet monthly via Zoom.
- Our five-week Cooking Matters series, offered by MSU Extension, kicked off November 4. It is drawing a nice number of participants.

Submitted by Mary Garboden
November 12, 2020

Whittaker Road-Adult Services Board Report: November 2020

Here is a listing of November programs:

- 2 book discussion groups (Thursday AM, African American Authors)
- Google Sheets for Beginners
- Capturing Your Holidays Through Writing
- The World Beneath Their Feet
- Film & Discussion: The Mean World Syndrome
- Google Slides for Beginners
- Get to Know Your Metroparks
- Virtual Garden Club
- Google Docs for Beginners (Adult-Online)

We typically offer less programs in November and December as holiday times tend to make things more hectic than usual for adults! Even though things are quite different this year, it's still a busy time. This month I want to highlight a special program we are offering with YpsiWrites, the first of two programs on writing as a gift for the holidays. "Capturing Your Holidays Through Writing" guides attendees on how to craft a unique and meaningful gift of writing. The second program on Dec 12th (Writing as a Gift) will give attendees an opportunity to polish what they wrote in December or to create a new work from scratch. 826 is going to work with kids at the second program so they also have a chance to write a holiday gift. To help market these programs, Paula created a post for both the TLN-All and Mich-lib listservs to spread the word a bit farther; we got attendees from Macomb, Livingston and Wayne county along with Ypsilanti residents due to this additional PR.

I would like to thank Lisa and the Board of Trustees for providing the funding for me and other staff to attend this year's Virtual MLA annual event in late October. I attended the presentations listed below and got useful information from all of them.

- Implementing an Adult Special Needs Book Club@ Your Library
- NNLM: Your Library Partner for a Healthy Community
- Post Pandemic Employment Law Issues
- Mel's New Programming and Promo Kits: Ideas to Expand Programming and Outreach
- Instructional Design in Niche Academy
- Super Tech Tools to Get Stuff Done with Your Nerdy Best Friend Beth Zesenis
- Tangible Disease-Control Strategies for Libraries
- Ask the Architects: Public Spaces with Social Distance

Susan Brown has decided to retire at the end of this year. We wish her well and recognize her contributions to YDL, including social justice programs and starting/building the Whit Adult Graphic Novel/Graphic Medicine collection from scratch.

Joy and Paula are currently discussing what a tax help program might look like with our AARP tax help volunteers. We're looking at virtual options and the best ways to get patron tax information safely and securely to the AARP volunteers. We're hopeful that we'll be able to offer this popular service in the coming year. The Safe Services Committee, including Paula and Christy, continues work on a plan to safely offer public pc services at Whittaker Road.

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 Nov 12, 2020

Whittaker Youth Services Board Report November 2020

Program Highlights

Little Ones

- Livestream storytimes continue three times per week! I reworked the [Storytime](#) page slightly to better highlight our virtual programs for little ones this winter. I will post a new storytime live video each week to help people searching for storytimes easily watch a video and find our YouTube channel. We gave away 36 Build a Storytime kits, mostly to parents served by the Success by 6 Trusted Advisors.
- A shapes themed [TinkerLab](#) with an activity kit was offered at the end of October. This month's theme is Constellations. Thanks to Pat for gathering ideas and content for both. We distribute 20-30 kits for each TinkerLab.

Kids & Families

- Recent [Saturday Afternoon Adventures](#) have included Kitchen Science: Popping Boba with Liz P.; Garden to Table: Pumpkins with Liz G. and Molly; a book character election with election facts for kids created by Molly; and this week--the Night Sky by Pat, which includes a virtual tour of the Flint Planetarium she arranged. Popping Boba and Night Sky both included kits which disappeared quickly. We ordered more supplies to assemble extra Night Sky kits. So far this fall we have given away about 250 kits to school aged kids. Each week's virtual program is unique, with a video, kit, webpage, or all three. Youth staff across YDL meet today to plan winter programs.
- [Look Both Ways](#) has three chapters live. All 10 [chapter web pages](#) are ready to go. I upload a new video each week when it arrives and then make the page visible to the public. The final two chapters will be posted in January. I hope to create a tie-in to *All American Boys*, another Jason Reynolds book that was chosen as the Washtenaw Reads title. 826national is partnering with Jason Reynolds and will host a Zoom Q&A for kids in early December. Because of our partnership with our local 826, we were asked to invite kids to attend and I've sent invitations to families who actively participated in Family Reads, and hope to include readers from Pat's book group that used the book this fall and Stacey's that participated in previous Family Reads. We've given away close to 65 Look Both Ways supply kits and hope to give more to classrooms. Thanks to Liz for turning a theme of the book into a button for the kits.

Teens

- TAG members have made progress developing their anti-racism campaign ideas. Two posters/social media images they designed using Canva are seen to the right. At our next meeting we'll finalize a plan to share them.
- Kelly and I are co-leading TAG meetings. This week teens finalized program plans for January and February. I read a library article about subscription boxes for teens that include a book, snacks, and hands-on activities. Kelly is going to work with teens to design the contents. We'll offer a social justice box in January and include a copy of *All American Boys*, and offer self-care/self-love in February. Each theme will include a Zoom meetup for those who are interested. Teens also want to host an Among Us gaming meetup on Zoom.

Other Work

- We welcomed Jaclyn Morrow to the department this month. She has jumped in to learning how to do the pull list, fill handpicked for you requests, and monitor 826michigan tutoring sessions. Next she'll learn to live stream before her December storytime debut, and how to create and edit book lists on the web site, work she can do from home. We had a Zoom staff meeting this week so everyone could meet each other.
- Slava and I have been very busy getting TALK texts in order, diversifying book and song lists, helping with the short code application and upcoming Q+M work, coordinating translation of all the pieces, and getting native Spanish speaking parents to review the translations. We meet weekly on Zoom to touch base and continue planning.
- I gave a virtual presentation at the MLA Fall Institute about our Summer Learning activities, including supply kits and how we worked with community partners to ensure we served all segments of the community and reflected the diversity of our community on the web pages.

Submitted by Jodi Krahnke November 12, 2020



Old Business

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/13/20

Re: Consider approval of proposed FY2020-21 budget and set millage rate

The budget presented is identical to that presented at the October meeting except the collection figures were reallocated. The total amount earmarked for collection materials remains the same.

The attached resolution to approve the budget includes the overall operating millage rate, as required by law.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-33

November 18, 2020

RESOLUTION TO ADOPT THE 2020-21 LIBRARY OPERATING BUDGET
AND SET THE MILLAGE RATE

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

Whereas the Library Director proposed a draft budget which was recommended by the Board Finance Committee and reviewed by the Board as a whole, and

Whereas a public hearing notice was posted and a hearing on the proposed budget was held as required by Michigan Public Act 43 of 1963, Budget Hearings of Local Governments,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2020-21 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.5252 mills.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

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	2,384,432
Dept 200 Michigan Ave	585,399
Dept 300 Outreach Services- Bookmobile	88,088
Dept 400 Outreach Services - Superior Township	163,154
Dept 500 Whittaker Road	1,106,414
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	Draft Proposed Budget amendment FY 11/30/20	Proposed Budget FY 2020- 21
Revenue								
403.000	Superior Township Tax Levy	609,929	619,558	896,999	905,226	905,226	905,226	936,283
425.000	City of Ypsilanti Tax Levy	565,186	589,334	808,325	839,033	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	3,591,033	3,617,971
425.075	PPT reimbursement	10,996	20,105	18,247	12,000	12,000	12,000	12,000
441.000	Renaissance Zone Reimb			39,574	40,000	66,633	66,633	50,000
443.000	State Aid Direct	26,949	30,201	32,932	33,141	32,931	32,931	35,678
447.000	State Aid Indirect	27,324	30,646	33,574	33,141	33,497	33,497	35,678
500.600	IMLS TALK	46,570	75,358	23,853	12,323	12,323	29,000	67,473
657.000	Fines/Misc.	73,097	67,077	60,633	61,425	25,000	25,000	16,250
657.100	Smart Cards - Printing & Copi	42,289	40,841	36,686	38,000	12,000	12,000	10,000
657.600	Guest Pass	2,417	1,745	1,417	2,000	500	500	0
661.000	Penal Fines County	124,205	116,084	111,395	105,925	84,478	84,478	97,500
662.000	Coffee shop rent	5,500	3,500	1,296	1,500	0	0	0
662.100	Community room rentals	1,700	1,250	1,850	1,750	750	750	500
679.000	Donations/Misc.	3,793	4,993	1,152	2,500	2,500	2,500	2,500
681.000	Donations Designated			18,850			5,000	
681.080	Donations/Memorials	2,425	711	2,629	600	5,000	5,000	600
687.000	Interest/Checking	1,020	1,727	3,233	4,000	1,200	1,200	1,000
687.010	Interest/Savings	7,457	7,050	15,331	11,500	8,000	8,000	5,500
687.060	Interest/Yoder	11	3	0	0	0	0	0
687.070	Interest/Yates Memorial	1	1	1	2	2	2	0
689.000	Dividends	6,050	5,819	5,741	6,000	4,219	4,219	4,000
690.000	Dividend Revenue Endwmnt	5,816	6,335	6,771	5,900	7,220	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)	(1,647,014)	(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	4,018,208	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	Draft Proposed Budget amendment FY 11/30/20	Proposed Budget FY 2020- 21
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	605,794	614,161	625,703	736,710	718,710	664,171	724,412
702.100	Professional/Accounting	5,620	5,340	6,500	7,500	7,500	7,500	7,500
702.150	Bank Fees	3,500	5,521	5,829	6,840	4,600	4,600	6,840
702.900	Salary/Subs	18,578	11,314	16,427	18,513	5,500	5,500	15,100
705.000	Recognition Awards	765	472	687	750	375	375	750
710.000	Paychex Payroll Service	6,794	8,927	12,366	12,360	12,360	12,360	12,360
715.000	Employer FICA	144,002	141,453	144,670	155,780	151,190	146,523	153,626
715.100	ACA Taxes Paid by employer	0	0	247	352	352	352	371
718.000	MERS Defined Contribution	92,793	85,593	91,373	100,752	100,752	90,701	99,361
719.000	FSA Admin Fees	0	583	691	758	758	758	806
727.000	Office Supplies	31,342	28,245	28,789	32,400	32,400	27,000	32,400
727.200	Supplies-Facility	21,858	15,582	19,577	23,700	23,700	14,700	23,700
752.000	MML/Building Insurance	57,613	59,627	61,476	63,628	64,450	64,450	67,673
753.000	MML/Workers Comp	9,609	9,016	9,756	10,237	10,237	7,500	10,544
754.000	Health Insurance	350,013	361,244	371,049	359,537	359,537	359,537	389,438
756.000	Dental Insurance	36,158	37,616	36,153	35,601	35,601	35,601	35,601
757.000	Employee Assistance Program	950	1,006	974	1,100	750	750	0
758.000	Life Insurance	4,264	4,213	4,036	4,121	4,074	4,074	4,212
759.000	Vision Service Plan	7,726	8,679	8,811	8,940	8,940	8,856	9,253
762.000	STD/LTD	9,644	10,542	12,076	12,205	9,205	11,403	10,025
769.000	Printing & Publishing	12,538	19,300	5,427	8,300	13,000	13,000	21,200
769.050	Classified Advertising	122	606	993	800	800	800	800
774.050	Digital Collections	17,244	22,298	31,726	196,685	196,685	232,013	221,800
774.100	Data Bases	56,524	79,791	93,136	24,992	24,992	24,992	30,000
774.800	System Wide DVDs	7,414	6,396	5,182	3,999	3,999	3,199	4,000
774.900	All Materials Processing	25,724	30,750	25,838	23,992	21,593	20,000	15,000
774.950	Play Kits	0	0	3,602	2,799	500	2,799	2,500
774.975	Library of Things	0	0	0	3,999	0	0	4,000
801.000	Major Events	6,379	20,906	10,978	17,225	13,225	12,000	24,225
801.500	Learning Never Gets Old	2,132	2,000	1,962	2,000	2,000	2,300	2,000
802.000	Mileage/Travel Reimbursement	3,901	2,017	2,883	5,000	500	350	2,500
804.000	Workshops/Training	2,957	2,361	3,916	4,500	3,500	4,200	4,500
805.000	Memberships & Dues	4,988	5,455	5,436	5,000	5,000	5,000	5,000
806.000	IMLS Talk Grant Expenses			12,625	3,523	8,442	21,500	53,263
810.000	Capital Outlay - Building & La	4,880	0	4,301	5,000	3,200	3,200	5,000
810.100	Capital Outlay - Improvement	13,801	3,062	6,824	3,700	1,300	1,300	3,700
812.000	Capital Outlay - Furnishings	3,989	2,562	3,949	5,000	5,000	0	5,000
850.000	Automation - Technology	121,657	181,162	154,332	209,000	196,000	196,000	178,800
850.100	Telecommunications	14,070	12,788	6,573	7,911	7,911	6,980	7,911
850.200	SirsiDynix	48,212	55,644	51,473	62,230	62,230	62,230	62,224
850.500	Software Subscriptions	0	0	7,926	14,355	20,097	20,097	18,985
890.000	The Library Network	2,796	2,796	2,796	3,000	3,000	2,796	3,000
928.000	Postage	8,236	13,874	13,085	16,455	18,923	20,100	19,655
965.000	Auditing Service	7,125	7,275	7,425	7,650	7,650	7,425	7,875
975.000	Legal	1,652	9,804	8,870	4,000	4,000	5,900	4,000
975.500	Legal-Negotiations	0	0	12,765	0	0	0	0
980.000	Professional/Contractual	57,565	91,121	83,193	32,427	29,427	26,900	36,822
980.500	Branding Costs	22,654	2,415	2,561	2,500	2,000	2,000	2,500
981.500	Lost Book Expense	12,890	10,553	8,546	10,200	10,200	4,500	10,200
982.000	MTT Charge Back City	2,210	387	(140)	1,200	1,200	1,200	4,000
983.000	MTT Charge Back Ypsi Twp	3,875	1,194	389	5,000	5,000	3,500	10,000
983.100	MTT Charge Back-Superior	10,087	955	10,430	4,000	4,000	3,000	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	2,175,991	2,384,432

Proposed Budget FY 2020-21

					Original Adopted FY 2019-20 Budget	Adopted Budget amendment FY 2019-20	Draft Proposed Budget amendment FY 11/30/20	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	406,782	415,930
702.800	Salaries-Pages	6,716	7,423	7,271	9,690	5,000	5,000	9,833
771.000	Adult Books	32,180	31,369	31,227	25,191	25,191	25,191	25,000
772.000	Youth Books	17,990	18,216	17,891	15,345	15,345	14,845	15,650
776.000	Periodicals - Adult	4,133	3,949	4,244	4,199	4,199	2,867	3,000
776.050	Periodicals - Youth	172	236	206	250	250	0	250
778.000	Adult Audio/Visual	12,880	13,143	11,112	9,497	9,497	8,097	8,000
779.000	Youth Audio/Visual	5,989	5,329	4,956	3,946	3,946	3,446	2,850
802.200	Parking Fees	0	0	3,600	3,600	3,600	3,600	3,600
810.000	Capital Outlay - Building	2,760	2,373	7,952	18,500	13,000	5,000	20,000
812.000	Capital Outlay - Furnishings	0	0	7,031	7,000	7,000	7,000	2,500
840.000	Repair & Maintenance - Build	7,008	28,501	15,255	20,000	20,000	20,000	20,000
840.025	Campbell Maint Contract	17,761	17,761	16,489	12,672	12,672	12,672	12,672
840.050	Snow Removal/ Lawn Care	9,217	6,125	6,229	11,335	11,335	7,629	12,000
900.000	Programs-Adult	1,103	693	1,493	1,700	1,700	900	1,700
901.000	Programs-Youth	1,038	1,300	1,342	1,900	1,900	2,700	1,900
940.000	Phone	4,411	4,500	4,514	4,631	4,631	5,050	4,680
943.000	Natural Gas	5,059	4,317	3,359	4,030	4,030	3,790	3,872
947.000	DTE - Electric	16,155	16,432	16,452	19,235	16,350	15,700	15,475
949.000	Ypsi Community Util Auth	5,038	5,625	4,802	5,569	6,126	7,500	6,487
Total		531,686	560,975	570,104	585,072	572,554	557,769	585,399
Dept 300 Outreach/bookmobile								
702.000	Salaries	70,396	66,998	68,078	68,658	68,658	69,955	70,735
775.000	Library Materials	5,370	4,930	4,478	4,998	4,998	5,398	5,000
840.000	Repair & Maintenance	25,925	8,487	5,109	8,693	7,000	7,000	6,693
943.000	Fuel	3,822	5,379	5,425	5,660	3,679	2,929	5,660
Total		105,513	85,794	83,090	88,009	84,335	85,282	88,088
Dept 400 Outreach/Superior Township								
702.000	Salaries	139,331	136,949	144,398	144,747	144,747	147,300	149,443
775.000	Library Materials	7,057	7,059	7,609	6,998	6,998	6,948	7,000
810.000	Capital Outlay - Building	0	0	0	0	0		0
812.000	Capital Outlay - Furnishings							0
840.000	Repair & Maintenance	984	2,220	1,374	1,000	1,000	1,100	1,000
840.050	Snow Removal & Lawn Care	980	980	898	1,200	1,200	1,200	1,200
900.000	Programs - adult	461	589	601	600	600	500	600
901.000	Programs - Youth	759	556	600	600	600	500	600
940.000	Phone	1,103	1,125	1,129	1,158	1,158	1,230	1,186
943.000	Natural Gas	695	756	573	844	844	652	789
947.000	DTE - Electricity	901	993	1,013	1,145	1,145	1,020	1,061
949.000	Water	84	85	88	275	275	88	275
Total		152,355	151,311	158,283	158,567	158,567	160,538	163,154

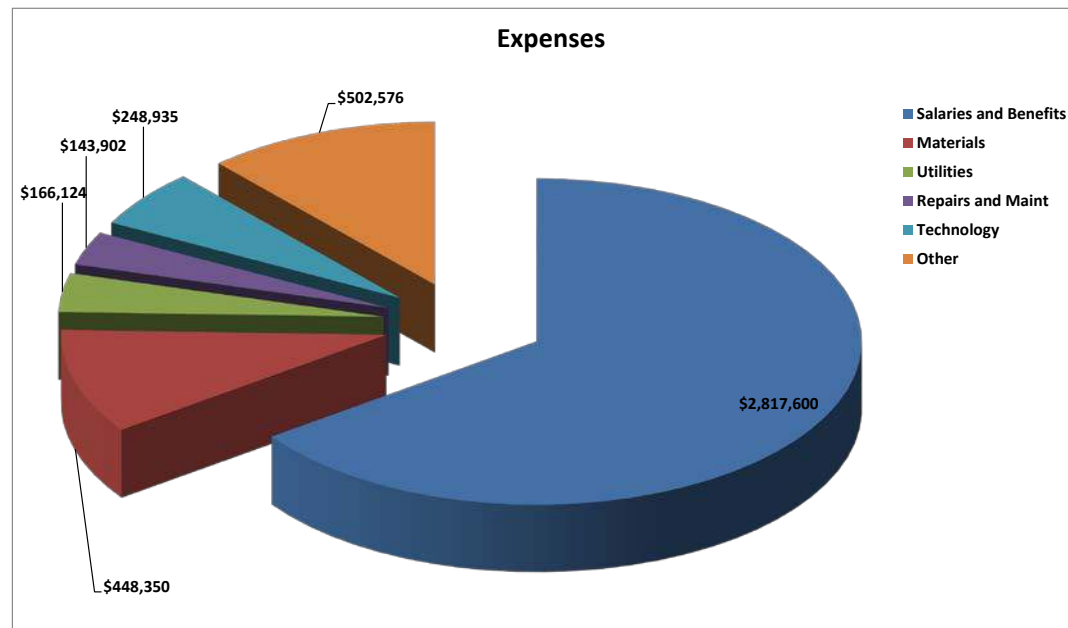
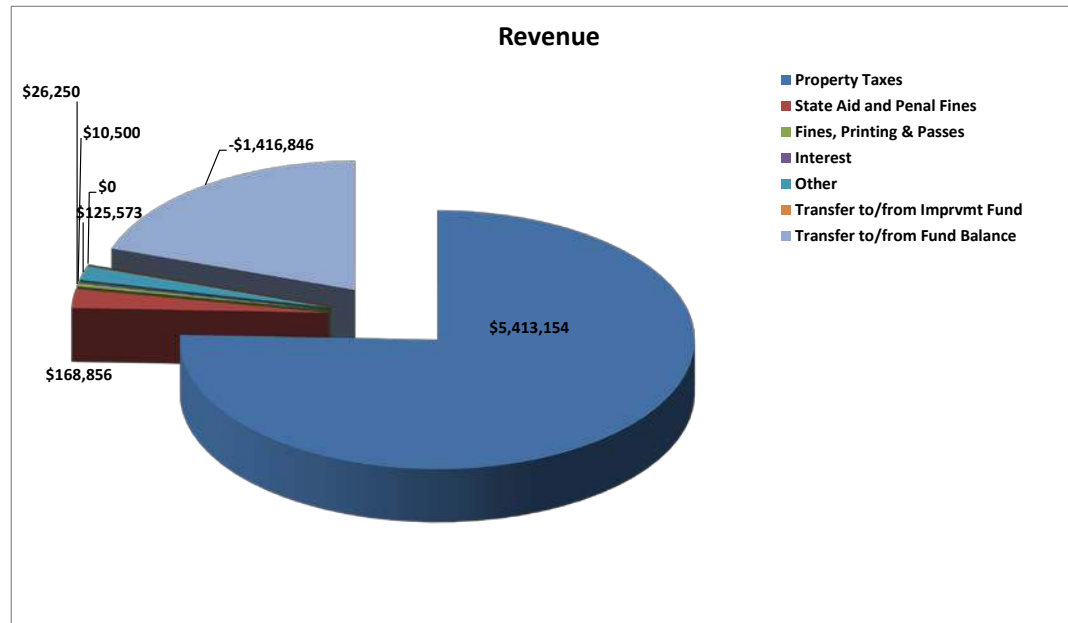
Proposed Budget FY 2020-21

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	Draft Proposed Budget amendment FY 11/30/20	Proposed Budget FY 2020- 21
DEPT 500 WHITTAKER RD								
702.000	Salaries	696,325	684,699	696,339	699,097	699,097	704,235	678,063
702.800	Salaries-Pages	34,074	37,920	34,553	42,024	18,000	18,000	42,024
771.000	Adult Books	62,754	64,203	64,635	54,182	54,182	43,257	48,200
772.000	Youth Books	32,890	32,150	38,784	35,988	35,988	25,988	29,400
776.000	Periodicals - Adult	5,399	5,910	5,915	5,998	5,998	5,257	5,300
776.050	Periodicals - Youth	848	852	898	900	900	800	800
778.000	Adult Audio/Visual	26,119	23,585	21,217	17,794	17,794	16,955	15,500
779.000	Youth Audio/Visual	9,328	7,979	7,300	6,598	6,598	5,098	5,100
810.000	Capital Outlay - Building			11,328	37,250	37,250	37,250	39,000
840.000	Repair & Maintenance - Build	19,384	25,445	23,842	20,400	20,400	20,400	22,440
840.025	Cambell Maint Contract	42,979	42,979	42,934	42,797	42,797	42,797	42,797
840.050	Snow Removal/Lawn Care	21,448	14,596	16,529	22,600	22,600	22,600	22,100
900.000	Programs - Adult	2,808	3,325	3,765	4,200	4,200	4,200	4,200
901.000	Programs - Youth	4,705	5,122	6,298	6,500	6,500	6,500	6,500
903.000	Equipment Maintenance	0	83	6,336	3,000	1,000	1,000	3,000
940.000	Phone	8,490	8,950	9,029	9,193	9,193	9,800	9,485
943.000	Natural Gas	26,168	31,856	25,609	31,156	28,040	25,400	24,828
947.000	DTE - Electric	100,297	101,664	103,549	105,406	89,595	93,955	101,712
949.000	Ypsilanti Comm Utilities Auth	5,225	5,617	5,069	6,310	4,733	5,866	5,965
Total		1,099,241	1,096,935	1,123,929	1,151,393	1,104,865	1,089,358	1,106,414
DEPT 600 DONATIONS REVENUE		56,523	71,011	87,817				
Subtotal		56,523	71,011	87,817	0	0	83,182	0
DEP 600 DONATIONS EXPENDITURES		53,483	43,328	31,845				
Subtotal		53,483	43,328	31,845	0	0	33,733	0
Total Donations Net		3,040	27,683	55,972	0	0	49,449	0
DEP 700 GRANTS REVENUE		32,089	16,914	14,441				
Subtotal		32,089	16,914	14,441	0	0	14,480	0
DEP 700 GRANTS EXPENSE		27,778	12,190	12,323	0	0		0
Subtotal		27,778	12,190	12,323	0	0	13,198	0
Total Grants Net		4,311	4,724	2,118	0	0	1,282	0
Revenue		3,852,701	3,947,138	4,025,766	4,271,267	4,146,686	4,115,870	4,327,487
Total Expenditures		3,852,701	3,947,138	4,025,766	4,271,267	4,146,686	4,115,870	4,327,487
Net Surplus (Deficit)		(1)	(1)	(0)	0	0	0	0

Proposed FY 2020-21 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



To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/13/20
Re: FY 2020 Budget amendment

Each November the Library presents a year-end budget amendment to make sure adequate funds are allocated to cover each expenditure account, and to reflect actual revenues. The proposed budget amendment for the 2020 fiscal year is contained within the FY20-21 budget document. It moves money from account to account within the total approved. Because we passed a budget amendment in September, there are few adjustments to revenues this time.

This amendment shows we will bank about \$150,000 more in fund balance than originally budgeted.

I am happy to field any questions you may have regarding specific adjustments.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-34

November 18, 2020

RESOLUTION TO AMEND THE 2019-20 BUDGET TO REFLECT PROJECTED
YEAR-END SPENDING

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, accurate budget figures for each revenue and expenditure account have been approximated for year-end spending, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/13/2020

Re: MERS Defined Contribution Employer Reporting Addendum

The Municipal Employees' Retirement System of Michigan (MERS) has requested we submit a Board-approved addendum to our retirement plan by December 10. They are requiring this update "to ensure all employers are reporting wages in a manner consistent with their policies, procedures, contracts, etc.", citing the many reasons why this can change over time (policy changes, contract negotiations, staff changes).

Business Office Manager Monica Gower and I have completed the addendum and request your approval of the attached resolution. We are happy to answer any questions you may have. Following approval we will submit it to MERS with Board minutes as required.

**Defined Contribution Plan
Adoption Agreement Addendum**

1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Ypsilanti Dist Lib

Municipality number 812501

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 812501110429

Division name FT EEs except (see notes)

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

All Full and Part-time employees except pages, subs and temporary employees.

Employee classification contains **public safety employees:** ☐ Yes ☒ No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than <u>48</u> months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than <u>1040</u> per <u>year</u> .	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- ☒ Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be 12 month(s).

Comments:

- ☐ Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input type="radio"/> Base Wages	<input checked="" type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

☒ **CUSTOM:** If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES ☐ NO ☐

- | | |
|---|--|
| <input type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES ☐ NO ☐

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☐

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☐

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES ☐ NO ☐

Taxable Fringe Benefits apply: YES ☐ NO ☐

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☐

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Ypsilanti Dist Lib

DIV: 812501110429

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by Ypsilanti District Library

at a Board Meeting which took place on: _____
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

☐ I understand that approved board minutes are required to complete this request.

Board minutes should be sent to: DataCollectionProject@mersofmich.com

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/13/20

Re: Approval of shared driveway easement with Superior Township

To pave the way for our new Superior library's construction, we asked our real estate attorney to draft an easement that would cover:

1. Rights and responsibilities for the shared use driveway on the property
2. Agreement regarding shared parking between the library and future facilities the Township adds to the site
3. Temporary rights to use the Township's property during construction

Superior Township's attorney reviewed the proposed easement (attached) and had no objections. The Township Board will consider it at their meeting on 11/16. If passed, your approval will allow us to finalize the document. Kay will provide a verbal report from the Township Board meeting at our meeting.

FYI, Exhibit C is being finalized by the surveyor and will be added later (possibly by the time of our meeting).

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-36

November 18, 2020

RESOLUTION TO APPROVE A DECLARATION OF EASEMENTS AND
AGREEMENT FOR MAINTENANCE WITH SUPERIOR TOWNSHIP FOR THE NEW
SUPERIOR LIBRARY BUILDING SITE

Whereas, the Ypsilanti District Library intends to build a new facility in Superior Township,
and

Whereas, Superior Township will retain the adjoining property for potential future
development, and

Whereas, both parties wish to utilize and share responsibility for the driveway and allow the
present construction to proceed smoothly, and

Whereas, the Superior Township Board approved the easement drafted by the Library's
attorney at its regular meeting of 11/16/2020, Now therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to sign to enter YDL into the proposed easement as
presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

**DECLARATION OF EASEMENTS
AND AGREEMENT FOR MAINTENANCE**

This Declaration of Easements and Agreement for Maintenance ("Agreement") is made this _____ day of _____, 2020 ("Effective Date") by the Charter Township of Superior, a Michigan municipal corporation ("Township"), whose address is 3040 North Prospect, Ypsilanti, Michigan 48198, and Ypsilanti District Library, a public body corporate (the "YDL"), whose address is 5577 Whittaker Road, Ypsilanti, Michigan 48197.

R E C I T A L S:

A. The Township owns property located in the Township of Superior, County of Washtenaw, State of Michigan, described and depicted on **Exhibit A** attached hereto ("**Township's Property**").

B. YDL is, or will be the owner of property located in the Township of Superior, County of Washtenaw, State of Michigan adjacent to Township's Property described and depicted on **Exhibit B** attached hereto ("**YDL's Property**"), which YDL intends to develop into a public library (the "**Library**").

C. In connection with the development of YDL's Property as well as for the future development of the Township's Property, the Township and YDL have agreed that it would be for the mutual benefit of both parties to install a shared driveway, which is to be located on both YDL's Property and the Township's Property and to grant a reciprocal permanent non-exclusive easement appurtenant, on, over, under and across portion of the Township's Property and YDL's Property as further described and shown in **Exhibit C** attached hereto (the "**Driveway Easement Area**") for the purpose of providing vehicular and pedestrian ingress and egress, access and connection to and from the Township's Property and YDL's Property to Harris Road (the "**Driveway**"), and for the use, operation, construction, repair, maintenance and replacement of a road and curbs to service the Township Property and YDL Property (collectively, the "**Improvements**") now or hereafter located within the Driveway Easement Area (the "**Driveway Easement**"). Both the Township and YDL acknowledge and agree that this Agreement is also for the benefit of YDL in the development of the Library and for the Township in relation to the future use of the Township's Property.

D. YDL and the Township also desire to establish, for the benefit of both properties, a permanent non-exclusive reciprocal easement for parking on the surface lot portions of the YDL Property which are to be designated as surface parking spaces in connection with development of the Library, as well as over portions of the Township's Property, which are currently used, or may in the future be designated and used by YDL for parking (the "**Parking Easement Areas**"), for the benefit of YDL and the Township, including but not limited for the use by the guests, visitors and invitees of each party (the "**Parking Easement**").

E. Additionally, the Township desires to grant a non-exclusive temporary construction easement over the Township's Property for the purpose of construction and installation of the Driveway, Improvements

and for general construction relating to development of the Library and any and all related appurtenances (the **“Temporary Construction Easement”**).

This Agreement is exempt from county and state transfer taxes pursuant to MCLA 207.505(a) and MCL 207.526(a).

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein expressed, the parties do hereby agree as follows:

1. **Grant of Driveway Easement; Parking Easement and Temporary Construction Easement.** The Township and YDL each grant to each other, and each party’s successors and/or assigns, the Driveway Easement and Parking Easement for the benefit of YDL, YDL’s Property, the Township, and the Township’s Property and all future owners of the respective properties. The Township hereby grants to YDL the Temporary Construction Easement for the benefit of YDL, YDL’s Property and all future owners of the Property.
2. **Construction of Driveway/Improvements; Reimbursement by Township.** Provided that development of the Library is approved by the Township, YDL shall install the Driveway and Improvements, which shall be completed in accordance with the applicable requirements of the Township, in accordance with any plans and specifications as have been approved by the Township. YDL shall be responsible for obtaining and complying with all necessary governmental approvals and permits with respect to its construction of the Driveway and Improvements. Notwithstanding the foregoing to the contrary, the Township acknowledges and agrees that a portion of the Driveway designated on the plans and specifications is an alternative driveway option and may not be constructed, or may be delayed in construction due to budgetary and planning reasons (“Alternate Driveway Portion”). In the event that YDL does not desire to construct the Alternate Driveway Portion, or the design of the Driveway is revised by YDL, YDL shall notify the Township, in writing in advance of construction of the Driveway and Improvements. Any new design for the Driveway shall comply with all other necessary governmental approval and permits with respect to construction. YDL agrees that construction of the Driveway and Improvements shall be performed in a good and workmanlike manner, with new materials and in accordance with the plans and specifications referenced herein and all applicable laws, rules, ordinances and regulations. Upon completion of the construction of the Driveway and Improvements, and the development of the Library, YDL shall restore all areas of the Temporary Construction Easement Area and the Township Property disturbed during construction to materially the condition existing prior to construction (except for the permitted Driveway and Improvements). The Township shall reimburse YDL for Fifty percent (50%) (**“Township’s Proportionate Share”**) of the costs and expenses for the installation of the Driveway. The Township shall pay within thirty (30) days after receipt of an invoice YDL for the Township’s Proportionate Share. YDL shall maintain complete records of all costs reimbursable by the Township under the terms of this Agreement. All such records shall be maintained in accordance with generally accepted accounting practices. The Township shall have the right, through its representatives, to examine, copy and audit such records at all reasonable times. If such payment is not received within thirty (30) days of the request, then YDL may offset such amount against future payments of the YDL’s proportionate share of maintenance costs described in the next Section.
3. **Maintenance.** Until the Township begins development of the Township’s Property or otherwise requires actual use of the Driveway and portions of the Parking Easements Areas located on YDL’s Property, YDL shall maintain, or cause to be maintained, the Driveway, Improvements and the portions of the Parking Easement Areas located on YDL’s Property, in good condition and repair at all times, including but not limited to, contracting for snow and ice removal, and repairing potholes, filling cracks when necessary, and resurfacing (collectively the maintenance obligations described in this Section are referred to as the **“Maintenance Obligations”**). YDL shall have the right to access and enter onto the Township’s Property for the purposes of performing the Maintenance Obligations.

4. Reimbursement for Costs. Once the Township begins development of the Township's Property or otherwise requires actual use of the Driveways and/or portions of the Parking Easement Areas located on YDL's Property, the Township shall begin reimbursing YDL for the Township's share of the Maintenance Obligations. The Township shall reimburse YDL Fifty percent (50%) ("**Township's Proportionate Share of Maintenance Obligations**") of the costs and expenses for the Maintenance Obligations. The Township shall pay the Township's Proportionate Share of Maintenance Obligations quarterly in arrears on the later of (a) the last day of each calendar quarter, or (b) within thirty (30) days after receipt of an invoice from YDL. YDL shall maintain complete records of all costs reimbursable by Township under the terms of this Agreement. The Township shall have the right, through its representatives, to examine, copy and audit such records at all reasonable times.
5. Future Township Construction. As provided above, the Township may develop the Township's Property and utilize the Driveway in relation to any future development. The Township may, at the Township's sole cost and expense (including the restoration of any damage caused to the Driveway and Improvements by such work) connect to the Driveway. In the event the Township connects the Driveway in the future, YDL shall automatically have a permanent non-exclusive easement appurtenant, on, over, under and across the connection for vehicular and pedestrian ingress and egress to and from YDL's Property for the benefit of YDL and YDL's Property. Any construction related to the future development of the Township's Property shall not diminish or otherwise obstruct YDL's use of the Driveway.
6. Future Development of Township's Property. In connection with the future development of the Township's Property, the Township acknowledges and agrees that the Township shall not grant any licenses, easements, agreements or other instruments encumbering the Driveway Easement Area or Parking Easement Areas ("**Future Rights**") which (i) interfere with the use of the Driveway Easement Area or Parking Easement Areas by YDL, (ii) result in damage to the Driveway, Improvements or improvements located in the Parking Easement Areas, and/or (iii) otherwise alter YDL's rights or obligations under this Agreement. To the extent that there is any damage to the Driveway, Improvements or improvements in the Parking Easement Areas caused by the exercise of any Future Rights, the Township and its successors and assigns, hereby agrees to indemnify, defend and hold YDL, and its successors and assigns, harmless from and against any and all losses, damages, liabilities, claims, actions, costs or expenses (including without limitation reasonable attorneys fees and costs of suit) which YDL, and its successors and assigns, may suffer, sustain or incur to the extent caused by the negligence or willful misconduct of the Township (or its employees, agents, contractors, subcontractors, occupants, invitees, or licensees) with respect to use of the Driveway Easement Area and Parking Easement Areas under the Future Rights. The Township acknowledges and agrees that the grant of any Future Rights shall not increase YDL's maintenance and repair obligations under this Agreement, or otherwise unduly increase the burden on the Driveway Easement Areas and/or Parking Easement Areas. Notwithstanding anything herein to the contrary, YDL and the Township acknowledge and agree that the future development and use by the Township of the Township Property and future connection to the Driveway Easement shall not be construed as resulting in the overburdening of the Driveway Easement and or portions of the Parking Easement Areas located on the YDL property.

Signage. YDL shall have the right to erect a permanent monument sign at the entrance of the Driveway to locate and direct individuals to the Library from Harris Road. YDL shall have a perpetual and exclusive right and easement for the installation, display, replacement, maintenance and repair of an identification sign located at the entrance of the Driveway, together with a nonexclusive easement over and across only those portions of the Library's Property which are reasonably necessary for the use of such display, replacement, maintenance and repair of the sign.

7. Indemnity. Each party (an "**Indemnitor**"), shall indemnify, defend and hold the other party(s) (the "**Indemnitees**") harmless from and against any and all losses, damages, liabilities, claims, actions, costs or expenses (including without limitation reasonable attorneys' fees and costs of suit) which any of the

Indemnitees may suffer, sustain or incur arising out of any willful misconduct or negligent act or omission of Indemnitor, its agents, employees, contractors or subcontractors in connection with the exercise of any rights or performance of any obligations under this Agreement. The indemnity, defense and hold harmless rights and obligations pursuant to this Agreement are in addition to and not in substitution for any and all other claims, rights and remedies available in law or in equity by a party against another.

8. Insurance. Each Party shall at all times maintain, (a) commercial general liability insurance with broad form general liability coverage or its equivalent covering claims for personal injury, bodily injury or property damage which are (i) in or on the Easements (including contractual liability coverage covering the indemnity obligations created by this Agreement), and (ii) directly arising out of use of the Easements by such party, in commercially reasonable amounts but in no event less than \$2,000,000 for each occurrence combined single limit, and (b) comprehensive automobile liability insurance covering against any losses arising out of liability for personal injuries or deaths of persons and property damage occurring in or about the Property in commercially reasonable amounts but in no event less than \$2,000,000, combined single limit. Such insurance shall be primary, not contributory. Each party shall name the other party as an additional named insured on its insurance policies required hereby. A certificate of the insurance evidencing the insurance required hereby shall be delivered by each party to the other party promptly upon written request. YDL shall cause its contractors which perform any Maintenance Obligations to maintain, (a) commercial general liability insurance with broad form general liability coverage or its equivalent covering claims for personal injury, bodily injury or property damage which are (i) in or on the Easements (including contractual liability coverage covering the indemnity obligations created by this Agreement), and (ii) directly arising out of the performance of any Maintenance Obligations, in no event less than \$2,000,000 for each occurrence combined single limit, and (b) worker's compensation insurance with coverage limits equal to state statutory limits and employer liability with minimum limits of \$500,000.
9. Defaults. If either party defaults in the faithful and punctual performance of any obligation to be performed by that party pursuant to this Agreement, then the other party, in addition to all other remedies it may have at law or in equity, may, but shall not be obligated to, perform such obligation on behalf of the defaulting party and be reimbursed by such defaulting party for the reasonable cost incurred, whether paid out of pocket or to existing employees or contractors at the reasonable hourly rate paid by such party. Except as to an obstruction preventing access to the Driveway, the Parking Easement Areas, or except in a situation adjudged in good faith to be an emergency or involving material hazard to persons or property, the non-defaulting party must, prior to curing the default of the defaulting party and demanding reimbursement, first give to the defaulting party reasonable written notice of default and allow such additional time as may be reasonably necessary to cure such default. In any case other than obstruction, emergency or material hazard to persons or property, ten (10) days' notice shall be deemed reasonable. Except as otherwise expressly provided in this Agreement, each and every one of the rights, benefits and remedies provided to a party under this Agreement are cumulative, and shall not be exclusive of any other of said rights, remedies and benefits allowed by law or equity.
10. Entire Agreement; Modifications. This Agreement constitutes the entire final and binding integrated agreement between the parties hereto with respect to the subject matter hereof, and supersedes the entirety of all prior oral and written negotiations, understandings or agreements between the parties with respect to the subject matter hereof. No oral modification hereof shall be binding upon the parties, and, to be valid, any modification to this Agreement must be in writing, signed by the parties and recorded with the Register of Deeds for the County where the Property is located. Failure by a party to insist upon or enforce any of its rights shall not constitute a waiver thereof. Either party hereto may waive the benefit of any provision or condition for its benefit contained in this Agreement, provided that such waiver shall be in writing.

11. Successors and Assigns. This Agreement, the Easements and all other rights and obligations hereunder shall run with and bind the Township's Property and YDL's Property, and all parties having any right, title or interest in the property or any part thereof, or improvements thereon, as well as their heirs, successors and assigns.
12. Permanent Easements; No Cancellation. This Agreement and the Easements established hereunder are permanent and perpetual, and no breach of this Agreement by any party shall entitle the non-defaulting party to rescind, cancel or otherwise terminate this Agreement. However, this limitation will not affect in any manner any other rights or remedies which the non-defaulting party may have by reason of any breach of this Agreement.
13. Subdivision of Township's Property. If the Township's Property is at any time owned by more than one person, then each such party shall be deemed a party under this Agreement and each shall be jointly and severally obligated for all obligations arising under this Agreement.
14. No Gift or Dedication. Nothing contained in this Agreement shall be deemed to be a gift or dedication of any portion of the Property to the general public or for any public purposes whatsoever, it being the intention of the parties that this Agreement will be strictly limited to and for the purposes expressed in this Agreement.
15. Notices. Any notice or consent required to be given pursuant to this Agreement or otherwise desired to be delivered by one party to the other, shall be effective only if in writing which is (a) personally delivered to such party at its address (or to such other place as the party to receive such notice shall have specified by notice in advance thereof); (b) sent by certified mail with postage prepaid, return receipt requested to such party at such address; or (c) sent overnight by Federal Express or other similar overnight air courier. Notice shall be deemed given upon personal delivery, two (2) business days following mailing, or one (1) business day following deposit with an overnight air courier.
16. Headings; Definitions. Captions, titles and headings to articles, sections or paragraphs of this Agreement are inserted for convenience of reference only and shall not affect the construction or interpretation of this Agreement. All references in this Agreement to "Section" refer to the corresponding section of this Agreement unless otherwise stated and, unless the context otherwise specifically requires, refer to all subsections or subparagraphs thereof.
17. Severability. Each part of this Agreement is intended to be severable. If any term, covenant, condition or provision hereof is in whole or in part unlawful, invalid, or unenforceable for any reason whatsoever, then that term, covenant, or condition shall, if possible, be deemed to have been modified in a manner that will make lawful, valid and enforceable. If that is not possible, then that term, covenant, or condition shall be deemed stricken, and all remaining parts hereof shall be valid and enforceable and have full force and effect as if the invalid or unenforceable part had not been included.
18. Governing Laws. The laws of the State of Michigan shall govern the interpretation, validity, performance and enforcement of this Agreement.
19. Recitals. The Recitals hereto are incorporated herein by this reference.

(signatures on following pages)

IN WITNESS WHEREOF, the parties hereto affix their hands.

TOWNSHIP

Charter Township of Superior, a Michigan
municipal corporation

By: _____

Name: _____

Its: _____

STATE OF MICHIGAN)
) ss
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____,
2020, by _____, the _____ of Charter Township of Superior, a Michigan
municipal corporation, on behalf of such corporation.

_____, Notary
Notary Public, _____ County, _____
Acting in _____ County
My Commission expires: _____

YDL

Ypsilanti District Library, a public body corporate

By: _____

Name: _____

Its: _____

STATE OF MICHIGAN)
) **ss**
COUNTY OF OAKLAND)

The foregoing instrument was acknowledged before me this _____ day of _____, 2020, by _____, the _____ of Ypsilanti District Library, a public body corporate, on behalf of such entity.

_____, Notary
Notary Public, _____ County, _____
Acting in _____ County
My Commission expires: _____

(signatures on following page)

**DRAFTED BY AND WHEN
RECORDED RETURN TO:**
Alexandra E. Dieck
Bodman PLC
201 S. Division
Suite 400
Ann Arbor, Michigan 48104

EXHIBIT A

(Township's Property)

Property located in the Township of Superior, County of Washtenaw, State of Michigan described as follows:

Part of the Northwest 1/4 of Section 35, Town 2 South, Range 7 East, Superior Township, Washtenaw County, Michigan, described as: Commencing at the Northwest corner of said Section; thence S02°01'38"E 753.28 feet along the West line of said Section to the Point of Beginning; thence N88°13'22"E 968.00 feet along the Southerly line of Geddes Ridge Subdivision, as recorded in Liber 21, Pages 75, 76, and 77, Washtenaw County Records; thence S02°01'38"E 541.81 feet along the Westerly line of Geddes Ridge Subdivision No. 2, as recorded in Liber 22, Pages 34, 35, and 36, Washtenaw County Records; thence S88°13'22"W 378.00 feet; thence N02°01'38"W 314.50 feet parallel with said West line; thence S88°13'22"W 590.00 feet; thence N02°01'38"W 227.31 feet along said West line to the Point of Beginning. Contains 7.74 acres. Subject to easements, restrictions, and rights of way of record. Also subject to highway right of way for Harris Road over the most Westerly 43.00 feet thereof.

Tax Parcel Id. No.:

Commonly Known As:

EXHIBIT B
(YDL'S Property)

Property located in the Township of Superior, County of Washtenaw, State of Michigan described as follows:

Part of the Northwest 1/4 of Section 35, Town 2 South, Range 7 East, Superior Township, Washtenaw County, Michigan, described as: Commencing at the Northwest corner of said Section; thence S02°01'38"E 980.59 feet along the West line of said Section to the Point of Beginning; thence N88°13'22"E 590.00 feet; thence S02°01'38"E 314.50 feet parallel with said West line; thence S88°13'22"W 590.00 feet; thence N02°01'38"W 314.50 feet along said West line to the Point of Beginning. Contains 4.26 acres. Subject to easements, restrictions, and rights of way of record. Also subject to highway right of way for Harris Road over the most Westerly 43.00 feet thereof.

Tax Parcel Id. No.: J-10-35-200-001
Commonly Known As:

EXHIBIT C
(Driveway Easement Area)

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/13/2020
Re: Scheduling of 2021 Annual Meeting

According to the Board's By-Laws, the Annual Meeting of the Ypsilanti District Library Board shall be the first regular meeting of the calendar year, and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required. One of those organizational matters is setting the schedule of regular meetings for the year. Tonight's regular meeting is the last that has been approved.

If we follow current practice of holding regular meetings on the fourth Wednesday of each month at 6:30 p.m., the Annual Meeting would be scheduled for Wednesday, January 27, 2021. Will this work for everyone?

I also wanted to alert you of the possibility of a special meeting in December. There are two projects that may develop to the point a Board decision is needed:

- 1) Whittaker lighting control system. Bids are due on 11/20. We anticipate two bids. If they are favorable and we want to move forward after engineering review, your approval will be needed before work can proceed.
- 2) Superior construction. Depending on actions by the Road Commission, Planning Commission, and Superior Township Board, there may be other items for approval similar to the easement on tonight's agenda.

I will consult with Jean and feel everyone out for a convenient date if a meeting becomes necessary.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2020-37

November 18, 2020

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2021

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2021 shall be held at 6:30 p.m. on Wednesday, January 27th.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/9/2020
Re: State of Michigan Public Act 152 of 2011

This Michigan law requires that the Library Board institute a hard cap on how much the Library pays for employee health coverage. The Board's contract with the Library's AFSCME union opts instead that the Library pays 80% of insurance costs, and the employee pays 20%. The law allows this, but formally requires us to reaffirm the decision annually, stating: "By a 2/3 vote of its governing body each year, a local unit of government may exempt itself from the requirements of this act for the next succeeding year."

The attached resolution adopts the 80/20 split for 2021.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2020-38

November 18, 2020

RESOLUTION TO REAFFIRM ADOPTION OF THE 80/20 EMPLOYEE HEALTH
CARE SPLIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publically Funded Health Insurance Act*, for the calendar year 2021, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

Adopts the 80/20 contribution split, with the Ypsilanti District Library to pay 80% of the cost of employee health care insurance and the employees to pay 20%.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE: