



YPSILANTI
DISTRICT
LIBRARY

Board of Trustees

2021 Information Packet



Wednesday

February 24, 2021

6:30pm

YDL-Virtual

Ypsilanti District Library
YDL Board Meeting, February 24, 2021 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"/>
Audit Presentation: Luke Downing, Clark Schaefer, Hackett	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from January 27, 2021 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. January 2021 Financials & Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication			
A. Official Correspondence (Public)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report	<input type="checkbox"/>	<input type="checkbox"/>	
E. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
G. Facilities	<input type="checkbox"/>	<input type="checkbox"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
New Business			
A. Acceptance of FY2020 audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Consideration of a resolution to open a brokerage account with TD Ameritrade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of a resolution to purchase custom light fixtures for the Whittaker adult area study tables	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Consideration of a resolution to purchase a subscription to Communico for Libraries' Attend and Reserve modules	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, January 27, 2021 (Unapproved)

CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:30 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, IT Technician Chris Slay, Customers Services Coordinator John Connaghan, Customers Services Clerk Shane Sales, Head Youth Librarian Jodi Krahne, Youth Librarian Psyche Jetton, Youth Para Pro Jaclyn Morrow, Talk Para Pro Slava Pallas-Brink, Michigan Avenue Branch Manager Joy Cichewicz and Youth Para Pro Madelynne Brown.

APPROVAL OF THE AGENDA

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

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

PUBLIC COMMENT

NONE

INTRODUCTION OF NEW STAFF

Lisa introduced new staff; IT Technician Chris Slay, John Connaghan, Customer Services Coordinator introduced his new staff; Customer Services Clerks Shane Sales, Jodi Krahne Head Youth Librarian introduced her new staff; Youth Librarian Psyche Jetton, Youth Para Pro, Jaclyn Morrow and Talk Para Pro Slava Pallas Brink, Joy Cichewicz Michigan Avenue Branch Manager introduced her new staff Youth Para Pro Madelynne Brown.

ANNUAL MEETING

Election of Officers:

1. President

Trustee Williams moved that President Jean Winborn remain YDL Board President for 2021. Trustee McGee seconded this nomination.

Vote: Ayes: Winborn, Williams, Maddix, Cooper, Kennedy, McGee and Steimel
Nays: None
Motion passed, Trustee Winborn elected President for 2021.

2. Vice-President

Trustee Williams moved that Vice President Kristy Cooper remain YDL Board Vice-President for 2021. Trustee McGee seconded this nomination.

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

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Nays: None

Motion passed, Trustee Cooper elected Vice-President for 2021.

3. Treasurer

Trustee Williams moved that Treasurer Theresa Maddix remain YDL Board Treasurer for 2021 and Trustee McGee seconded this motion seconded this nomination.

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

Nays: None

Motion passed, Trustee Maddix elected Treasurer for 2021.

4. Secretary

Trustee Williams moved that Secretary Bethany Kennedy remain YDL Board Secretary for 2021. Trustee McGee seconded this motion.

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

Nays: None

Motion passed, Trustee Kennedy elected Secretary for 2021.

Approval of 2020 Board Meeting Dates

Trustee Williams moved to approve the 2021 Schedule of Library Board Meetings with the April 28 and November 17 choices selected. Trustee McGee seconded this motion. Notice enclosed.

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

Nays: None

Motion passed

YDL 2021 Board Committees

FINANCE

Theresa Maddix, Treasurer, Chair
Kristy Cooper, Vice President
Patricia Horne McGee, Trustee
Lisa Hoenig, Library Director
Jean Winborn – Ex-Officio

PERSONNEL

Brian Steimel, Trustee, Chair
Patricia Horne McGee, Trustee
Bethany Kennedy, Secretary
Lisa Hoenig, Library Director
Jean Winborn – Ex-Officio

POLICY

Bethany Kennedy, Secretary, Chair
Kristy Cooper, Vice President
Brian Steimel, Trustee
Lisa Hoenig, Library Director
Jean Winborn – Ex-Officio

FACILITIES

Kristy Cooper, Vice President, Chair
Kay Williams, Trustee
Theresa Maddix, Treasurer
Lisa Hoenig, Library Director
Jim Reed, Facilities Manager
Jean Winborn – Ex-Officio

FUNDRAISING

Ann Blakeslee, EMU Rep., Co-Chair
Kay Williams, Trustee, Co-Chair
Christina McMullen, Camp Coord.
Bethany Kennedy, Secretary
Theresa Maddix, Treasurer
Lisa Hoenig, Library Director
Julianne Smith, Assistant Director
Mary Garboden, Head, Outreach
Patty Gensemer Stein, FOL Rep.

SUPERIOR BUILDING

Kay Williams, Trustee, Chair
Brian Steimel, Trustee
Lisa Hoenig, Library Director
Julianne Smith, Assistant Director
Mary Garboden, Head of Outreach
Services
Jean Winborn – Ex-Officio

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Ken Schwartz, Superior Supervisor
Lynette Findley, Superior Clerk
Brenda McKinney, Superior Treas.
Michelle Deatrack, Community Rep.
Kerri Pepperman, Community Rep.
David Rutledge, Community Rep.
Jean Winborn – Ex-Officio

FRIENDS OF THE LIBRARY LIASON
Brian Steimel

Appointed by Board President, Jean Winborn.

CONSENT AGENDA

Trustee Kennedy moved to approve the consent agenda (December 9, 2020 Special Virtual Meeting minutes and November and December 2020 Check Registers) Trustee Williams supported this motion.

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

COMMUNICATION

Lisa included an article from the law firm of Foster Swift that talks about the updates to the Open Meetings Act that allows the board to meet virtually at least until the end of March. Lisa also included a letter from the Ann Arbor Area Community Foundation announcing the new Gousseff Trust for YDL. A press release from TLN was also included regarding the incredible number of downloads from YDL's OverDrive product Download Destination. There were over a million digital books circulated.

COMMITTEE REPORTS

- Superior Township Planning:
 - There is a new construction sign now at the new Superior Township library location.
 - Lisa is working with the attorneys to get the property transfer complete. They recommended a phase one environmental assessment. Lisa received the assessment from G2. They did not find anything concerning on the property itself. They did find some things on the property to the South. They recommend a further environmental assessment. If a phase two is done and it is reported to the state, the library will not be liable for any environmental issues going forward.
- Fundraising committee:
 - The Superior Capital Campaign is gaining nice momentum.
 - The library submitted a grant application on Friday to the Towsley Foundation.

REPORT OF THE LIBRARY DIRECTOR

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

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- Lisa attended a webinar on the revision to the Library Privacy Act. It takes effect 90 days after its signing (late March). Lisa has communicated with our law enforcement partners and requested an update to our confidentiality policy from our attorney.
- The hot spot the library was gifted by Metroparks will be delivered tomorrow. They will be added to YDL's circulating collection. Some will be housed at Michigan Avenue and Superior.

NEW BUSINESS

- A. Resolution to designate fund balance for Superior building project

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-2

January 27, 2021

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

Whereas the Ypsilanti District Library Board of Trustees has the authority to designate portions of the Library Fund Balance for specific uses, and

Whereas, the Library maintains a Capital Projects Fund, and

Whereas, the Library is committed to building a new branch in Superior Township, and a Superior fund is a department of the Capital Projects Fund, and

Whereas, additional capital project expenses are anticipated in 2021, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$1,400,000 currently designated Unassigned are hereby designated as Committed funds for Capital Improvement.

IT IS FURTHER RESOLVED THAT:

\$1,200,000 of these Committed funds will be placed in the Superior department of the fund.

OFFERED BY: Kay Williams

SUPPORTED BY: Brian Steimel

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

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B. Consideration of a proposal for Water Infiltration Investigation Consulting for Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-3

January 27, 2021

RESOLUTION TO CONTRACT WITH TERRACON CONSULTANTS, INC. AND AUTHORIZE
THE USE OF FUND BALANCE FOR WATER INFILTRATION INVESTIGATION
CONSULTING AT MICHIGAN AVENUE

Whereas, the Michigan Avenue library is an historic structure with aging infrastructure and has experienced water damage from various sources over the past few years, and

Whereas, the YDL Facilities staff does their best to solve problems as they arise, but cannot know the underlying condition of pipes and drains, and

Whereas, it is in the best interest of the library to be proactive in preventing leaks and associated water damage, and

Whereas, YDL has been working with Terracon Consultants, Inc. on the Whittaker window project and finds them to be professional, thorough, and extremely knowledgeable in the area of water remediation, and

Whereas, Terracon Consultants, Inc. has proposed consulting services that would provide YDL with the information needed to tackle and repair underlying problems with the building's infrastructure, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage Terracon Consultants, Inc. for consulting services at Michigan Avenue as described in a proposal dated December 7, 2020 for an amount not to exceed \$14,700.

BE IT FURTHER RESOLVED that

Up to \$7,000 from the Capital Asset Replacement fund may be used for this project, which includes a contingency of up to \$2,300 to pay a third party to scope pipes and drains.

OFFERED BY: Brian Steimel

SUPPORTED BY: Kay Williams

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

BOARD MEMBER COMMENTS

Trustee	Comment
Pat	I appreciate receiving the pamphlet about the exhibit, reading about the exhibit and looking at the exhibit. Julianne good job!
Bethany	No comments
Kay	No comments
Theresa	I'm excited that the air purification system is in place. I think if someone told me a year and a half ago we would need an air purification system I don't know how much I would have believed them. Right now, this year, I think it's really fantastic that it's in place. I also was really impressed with the video format for the exhibit. Taking something that is an interactive exhibit and translating it to an interactive video is a real talent. I thought it was very compelling. I appreciated the notices up front about sensitive content. Thank you for taking the time.
Brian	I just want to say that I am really impressed with the activity kits. I got the activity kit for Look Both Ways and the one for the exhibit was great. I have been snagging most of the kits as they come out whether they are for kids or adults. I think it's a really great way to keep involvement since we can't do in person workshops.
Kristy	No comments today
Jean	I just want to thank all the staff and Lisa for such a wonderful job. This is very hard times for us. I just brag about Ypsilanti District Library everywhere I go. Thank you!
Lisa	Thank you!

Adjournment

Trustee McGee moved to adjourn at 7:26 p.m. Trustee Williams seconded this motion.

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

Nays: None

Motion passed.

Board Meetings 2021

Fourth Wednesday of the month with exception as noted. No meeting in December.

Date	Day	Time	Notes
1/27/21	Wednesday	6:30 p.m.	Annual meeting -- Virtual
2/24/21	Wednesday	6:30 p.m.	Virtual
3/24/21	Wednesday	6:30 p.m.	Virtual
4/28/21	Wednesday	6:30 p.m.	
5/26/21	Wednesday	6:30 p.m.	
6/23/21	Wednesday	6:30 p.m.	
7/28/21	Wednesday	6:30 p.m.	
8/25/21	Wednesday	6:30 p.m.	
9/22/21	Wednesday	6:30 p.m.	
10/27/21	Wednesday	6:30 p.m.	
11/17/21	Wednesday	6:30 p.m.	Third Wednesday

Financial Report

Check Register Report

Date: 02/16/2021

Time: 2:35 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
72898	01/05/21	Printed			VERIZON	VERIZON WIRELESS	11/10-12/9/2020 coverage	426.53
72899	01/08/21	Printed			ADT	ADT SECURITY SERVICES, INC	superior 1/1-3/31/2021 coverag	160.02
72900	01/08/21	Printed			0000000025	AFLAC	payroll #1 & #2	163.48
72901	01/08/21	Printed			AES	ALLIED EAGLE SUPPLY CO	gloves	589.12
72902	01/08/21	Printed			ARBORVACUI	ARBOR VACUUM	Riccar Supralite entry 3yr	329.00
72903	01/08/21	Printed			CAMPINC	CAMPBELL, INC	MA boiler pump leak 4/30/20	6,404.00
72904	01/08/21	Printed			CDW	CDW GOVERNMENT, INC.	webcams - 5	470.02
72905	01/08/21	Printed			HFCL	CITY OF DEARBORN	lost-ILL Ophthalmic assistant	56.95
72906	01/08/21	Printed			CONSTELL	CONSTELLATION NEWENERGY-LIAA CRUZ	november 2020 service	2,789.81
72907	01/08/21	Printed			LRC	DISCOUNT SCHOOL SUPPLY	TALK website/promo materials	150.00
72908	01/08/21	Printed			0000000398	DTE ENERGY	whit-youth supplies	37.54
72909	01/08/21	Printed			DTE ENERGY	DTE ENERGY	whit 11/24-12/22/20 coverage	5,634.31
72910	01/08/21	Printed			DTE ENERGY	DTE ENERGY	MA 12/2-12/29/20 service	1,199.44
72911	01/08/21	Printed			GV	GRAND VALLEY STATE UNIVERSITY	lost-ILL Jonas Wood	94.90
72912	01/08/21	Printed			GM	GROWING MINDS, LLC	Muzzy 2/21-1/2022	1,700.00
72913	01/08/21	Printed			HARD	LINDSAY-JEAN HARD	cook with scraps 1/26/21	250.00
72914	01/08/21	Printed			INTER	INTERACTIVE SCIENCES, INC.	10/14/20-10/13/21 wowbrary spo	790.00
72915	01/08/21	Printed			JOCO	JOHNSON CONTROLS	MA 1/1-12/31/21 coverage	668.79
72916	01/08/21	Printed			WILLKON	WILLIAM KONKOLESKY	UFO's Michigan 1/2021 prog	150.00
72917	01/08/21	Printed			0000000051	THE LIBRARY NETWORK	MI county atlas 2020	6,735.95
72918	01/08/21	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	Strength Training 2 of 2	180.00
72919	01/08/21	Printed			MANLAN	MANGO LANGUAGES	renewal 1/31/21-1/30/22	4,201.20
72920	01/08/21	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	super 11/24-12/23/20 overage	715.26
72921	01/08/21	Printed			MWP	MICHIGAN WEB PRESS	Jan/Feb LOOP 2021 printing	2,815.81
72922	01/08/21	Printed			MIDWESTTAP	MIDWEST TAPE	99767739/99767737/99716699	864.66
72923	01/08/21	Printed			MIDWESTTAP	MIDWEST TAPE	hoopla month ending 12/31/20	10,055.85
72924	01/08/21	Printed			OCLC	OCLC INC.	billing 1/1-1/31/21	469.22
72925	01/08/21	Printed			OV	OVERDRIVE, INC.	1619/2406/3265/3522/3551	1,762.94
72926	01/08/21	Printed			PP	PROGRESSIVE PRINTING	300 exh broch-For All the Worl	471.00
72927	01/08/21	Printed			SES	STRATEGIC ENERGY SOLUTIONS INC	whit lighting system	575.00
72928	01/08/21	Printed			TDSM	TDS	12/22/20-1/21/21 coverage	1,224.48
72929	01/08/21	Printed			TERM	TERMINIX	Superior 12/14/20 service	229.00
72930	01/08/21	Printed			TCI	TERRACON CONSULTANTS, INC.	11/15-12/19/20 service	2,400.00
72931	01/08/21	Printed			VALUE	VALUE LINE PUBLISHING, INC	2/1/21-1/31/22 subscription	7,160.00
72932	01/08/21	Printed			0000000030	VISION SERVICE PLAN - MI	january 2021 coverage	762.56
72933	01/08/21	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA Jan 2021 service	486.38
72934	01/08/21	Printed			A3	WAYNE PUBLIC LIBRARY	lost ILL-Basquiat	20.00
72935	01/08/21	Printed			0000000021	Y C U A	MA 11/20-12/19/20 coverage	781.17
72936	01/08/21	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	12/31/20 closing statement	240.73
72937	01/22/21	Printed			0000000025	AFLAC	#3 & #4 paychecks	163.48
72938	01/22/21	Printed			ALER	ALERUS FINANCIAL	Dec 2020 Empoly contribution	17,572.00
72939	01/22/21	Printed			AES	ALLIED EAGLE SUPPLY CO	megawipes	206.90
72940	01/22/21	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Krahnke renewal 1/31/21	260.00
72941	01/22/21	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 12/31/20	19.58
72942	01/22/21	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 12/31/20	79.06
72943	01/22/21	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 12/31/20	143.80
72944	01/22/21	Printed			BAA	BANK OF ANN ARBOR	statement 12/31/20 #5906	421.53
72945	01/22/21	Printed			BAA	BANK OF ANN ARBOR	statement 12/31/20 #5384	580.50
72946	01/22/21	Printed			BAA	BANK OF ANN ARBOR	statement 12/31/20 #9394	602.69

Check Register Report

Ypsilanti District Library

BANK: ANN ARBOR

Date: 02/16/2021

Time: 2:35 pm

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Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
72947	01/22/21	Printed			BEAL	BEAL PROPERTIES LLC	12 parking spots 1/1-12/31/21	3,600.00
72948	01/22/21	Printed			BA	BLACKSTONE PUBLISHING	little fires every	269.70
72949	01/22/21	Printed			BCN	BLUE CARE NETWORK OF MI	February 2021 coverage	40,112.12
72950	01/22/21	Printed			AMCA	AMY CADWALLADER	2/19/21 toddler movement	150.00
72951	01/22/21	Printed			CAMPINC	CAMPBELL, INC	whit air purif system	25,184.00
72952	01/22/21	Printed			CDW	CDW GOVERNMENT, INC.	firewire card	25.13
72953	01/22/21	Printed			0000000567	CENTER POINT PUBLISHING	always the last to know	93.48
72954	01/22/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	dec 2020 fuel/elec	170.80
72955	01/22/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Dec 2020 grounds	81.68
72956	01/22/21	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 01/30/21	1,731.63
72957	01/22/21	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Feb 2021 coverage	2,862.61
72958	01/22/21	Printed			0000000039	DEMCO, INC.	calendar/orange tape	116.92
72959	01/22/21	Printed			DTE ENERGY	DTE ENERGY	whit street light Dec 2020	44.04
72960	01/22/21	Printed			MNL	MADISON NATIONAL LIFE INS CO	february 2021 coverage	1,100.43
72961	01/22/21	Printed			AFSCME	MICHIGAN AFSCME	01/07/21 deduct	626.25
72962	01/22/21	Printed			MIDWESTTAP	MIDWEST TAPE	1/21/21 billing	795.82
72963	01/22/21	Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit window repair	15,600.30
72964	01/22/21	Printed			OV	OVERDRIVE, INC.	01/20/21 billing	1,025.51
72965	01/22/21	Printed			PTS	PTS COMPLIANCE CONSULTING INC.	1/27/21 Panel Discuss	150.00
72966	01/22/21	Printed			KAREY	KAMRON REYNOLDS	2nd reissue - comic prog 2020	400.00
72967	01/22/21	Printed			SHERPRO	SHERMAN PRODUCTIONS, INC.	1/23/21 Song Program	50.00
72968	01/22/21	Printed			STAPAD	STAPLES ADVANTAGE	st 12/25/20	332.68
72969	01/22/21	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	11/16-12/15/2020 billing	8.07
72970	01/22/21	Printed			AMAZ	SYNCB AMAZON	statement 1/10/21	92.89
72971	01/22/21	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	January 2021 coverage	90.00
72972	01/22/21	Printed			VERIZON	VERIZON WIRELESS	12/10/20-01/09/21 coverage	395.18
72973	01/22/21	Printed			0000000030	VISION SERVICE PLAN - MI	Feb 2021 coverage	738.92
72974	01/28/21	Printed			CONSTELL	CONSTELLATION NEWENERGY-	december 2020	3,822.49
72975	01/28/21	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 1/13/21	3,197.99
72976	01/28/21	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Whit 12/24/20-1/23/21	223.25

Total Checks: 79

Checks Total (excluding void checks):

187,356.55

Total Payments: 79

Bank Total (excluding void checks):

187,356.55

Check Register Report

Date: 02/16/2021

Time: 2:35 pm

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BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
FIFTH THIRD BANK Checks								
1012	01/29/21	Printed			BOD	BODMAN PLC	Superior Nov 2020 services	1,517.50
1013	01/29/21	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	Superior 6/28-12/31/20 service	74,262.22
				Total Checks: 2		Checks Total (excluding void checks):		75,779.72
				Total Payments: 2		Bank Total (excluding void checks):		75,779.72
				Total Payments: 81		Grand Total (excluding void checks):		263,136.27

**Ypsilanti District Library
Balance Sheet
January 31, 2021
General Fund**

	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FYTD 1/31/21
Assets:						
Cash: Checking	435,833	325,888	30,254	243,356	451,722	1,877,349
Savings	2,191,873	2,414,562	2,311,968	2,318,328	2,453,406	2,115,317
CD's	-	-	-	-	-	-
Community Foundation	28,584	30,954	31,300	31,048	34,936	34,936
Memorials	6,402	6,403	3,368	3,368	-	-
Operational Cash	356	521	824	824	824	824
Total Cash	2,663,048	2,778,328	2,377,714	2,596,924	2,940,887	4,028,426
Receivables & Other assets	17,384	36,272	49,282	98,153	84,370	85,406
Total Assets	2,680,432	2,814,600	2,426,996	2,695,077	3,025,257	4,113,832
Liabilities	334,400	509,097	145,758	85,577	313,638	109,955
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	352,434	352,434	352,434
Current YTD--net of revenues						-
Working Capital	500,000	500,000	500,000	500,000	500,000	500,000
Current YTD						-
Designated: MTT settlements						
Designated: TEEN ZONE						
Current YTD						
Unreserved/Undesignated	658,408	736,990	696,080	272,195	1,753,090	1,852,576
Current YTD	78,581	(40,530)	(23,885)	1,478,262	99,487	1,292,258
Total Fund Balance	2,346,032	2,305,503	2,281,238	2,609,500	2,711,619	4,003,877
Total Liabilities & Fund Balance	2,680,432	2,814,600	2,426,996	2,695,077	3,025,257	4,113,832

Ypsilanti District Library
Period Ending 01/31/2021 (16.7% of Year)
General Fund

ACCT #	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-2021 BUDGET	YTD 01/31/21 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,923,252	5,506,662	5,568,866	5,744,333	1,979,197	3,727,802	34.5%
Expenditures							
Dept 100 Administrative	1,996,606	2,046,192	2,163,719	2,384,432	349,930	1,938,296	14.7%
Dept 200 Michigan Ave.	560,976	570,105	555,976	585,399	81,248	503,824	13.9%
Dept 300 Outreach/bookmobile	85,794	83,090	82,140	88,088	11,845	76,164	13.4%
Dept 400 Outreach/Superior Township	151,311	158,283	158,483	163,154	25,744	132,823	15.8%
Dept 500 Whittaker Rd	1,096,935	1,123,929	1,089,344	1,106,414	211,891	939,502	19.2%
Dept 600 Donations	43,328	31,845	12,312	-	6,082	(6,082)	NA
Dept 700 Grants	12,190	12,323	7,405	-	200	(200)	
Total	3,947,140	4,025,767	4,069,379	4,327,487	686,940	3,584,327	15.9%
Net Revenue Over Expenditures	(23,888)	1,480,895	1,499,486	1,416,846	1,292,258		
Sale of Assets	979	-	-		-		
Board Designation of Funds		(1,150,000)	(1,400,000)		-		
Fund balance - beginning of period	2,344,689	2,321,780	2,652,675	2,753,829	2,752,161		
Fund Balance - end of period	2,321,780	2,652,675	2,752,161	4,170,675	4,044,419		

**Ypsilanti District Library
General Fund
Period Ending 01/31/2021
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-2021 BUDGET	YTD 01/31/21 ACTUAL	YTD AS A % OF BUDGET
Revenue							
403.000	Superior Township Tax Levy	619,558	896,999	885,210	936,283	436,283	46.6%
425.000	City of Ypsilanti Tax Levy	589,334	808,325	836,671	846,900	52,168	6.2%
425.075	PPT Reimbursement	20,105	18,247	16,119	12,000	0	0.0%
440.000	Ypsilanti Township Tax Levy	2,212,989	3,283,915	3,486,095	3,617,971	1,451,269	40.1%
441.000	Renaissance Zone Reimb		39,574	66,633	50,000	0	0.0%
443.000	State Aid Direct	30,201	32,932	32,931	35,678	0	0.0%
447.000	State Aid Indirect	30,646	33,574	33,497	35,678	0	0.0%
500.600	Talk Grant Revenue	75,358	23,853	30,629	67,473	15,900	23.6%
657.000	Fines/Misc.	67,077	60,633	22,485	16,250	392	2.4%
657.100	Smart Cards - Printing & Copies	40,841	36,686	11,776	10,000	50	0.5%
657.600	Guest Pass	1,745	1,417	429	0	0	0.0%
661.000	Penal Fines County	116,084	111,395	84,478	97,500	0	0.0%
662.000	Coffee shop rent	3,500	1,296	0	0	0	NA
662.100	Community room rentals	1,250	1,850	575	500	0	0.0%
679.000	Donations/Misc.	4,993	1,152	1,063	2,500	215	8.6%
681.000	Donations Designated		18,850	5,100		0	0.0%
681.080	Donations/Memorials	711	2,629	4,555	600	4,598	766.4%
687.000	Interest/Checking	1,727	3,233	1,037	1,000	40	4.0%
687.010	Interest/Savings	7,050	15,331	6,175	5,500	468	8.5%
687.060	Interest/Yoder	3	0	0	0	0	NA
687.070	Interest/Yates Memorial	1	1	0	0	0	0.0%
689.000	Dividends-MML	5,819	5,741	4,219	4,000	0	0.0%
690.000	Dividends-Endowmwnt	6,335	6,771	7,220	4,500	0	0.0%
Total Revenue		3,835,327	5,404,404	5,536,898	5,744,333	1,961,384	34.1%

**Ypsilanti District Library
General Fund
Period Ending 01/31/2021
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-2021 BUDGET	YTD 01/31/21 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	614,161	625,703	657,068	724,412	114,281	15.8%
702.050	Board Stipend	0	0	0		0	NA
702.100	Professional/Accounting	5,340	6,500	5,080	7,500	0	0.0%
702.150	Bank Fees	5,521	5,829	3,176	6,840	385	5.6%
702.900	Salary/Subs	11,314	16,427	3,327	15,100	0	0.0%
705.000	Employee Recognition Awards	472	687	336	750	0	0.0%
710.000	Paychex Payroll Service	8,927	12,366	11,166	12,360	2,343	19.0%
715.000	Employer Payroll Tax	141,453	144,670	144,791	153,626	26,974	17.6%
715.100	ACA Taxes Paid by employer	0	247	295	371	0	0.0%
718.000	MERS Defined Contribution	85,593	91,373	90,691	99,361	7,248	7.3%
719.000	FSA Admin Fee	583	691	707	806	59	7.4%
727.000	Office Supplies	28,245	28,789	26,412	32,400	1,871	5.8%
727.050	CARES act Exp			95		0	
727.200	Supplies-Facility	15,582	19,577	13,820	23,700	1,391	5.9%
752.000	MML/Building Insurance	59,627	61,476	64,450	67,673	0	0.0%
753.000	MML/Workers Comp	9,016	9,756	7,204	10,544	0	0.0%
754.000	Health Insurance	361,244	371,049	361,059	389,438	65,841	16.9%
756.000	Delta Dental	37,616	36,153	34,311	35,601	5,803	16.3%
757.000	Employee Assistance Program	1,006	974	579	0	0	0.0%
758.000	Life Insurance	4,213	4,036	3,969	4,212	652	15.5%
759.000	Vision Service Plan	8,679	8,811	8,856	9,253	2,282	24.7%
762.000	STD/LTD (Disability Insurance)	10,542	12,076	11,403	10,025	1,621	16.2%
769.000	Printing & Publishing	19,300	5,427	12,840	21,200	2,965	14.0%
769.050	Classified Advertising	606	993	460	800	0	0.0%
774.050	Digital Collection	22,298	31,726	175,379	221,800	12,844	5.8%
774.100	Data Bases	79,791	93,136	21,988	30,000	15,526	51.8%
774.800	System Wide DVDs	6,396	5,182	2,959	4,000	0	0.0%
774.900	All Materials Processing	30,750	25,838	15,899	15,000	405	2.7%
774.950	Play Kits	0	3,602	1,447	2,500	0	0.0%
774.975	Library of Things	0	0	0	4,000	0	NA
801.000	Major Events	20,906	10,978	6,768	24,225	934	3.9%
801.500	Learning Never Gets Old	2,000	1,962	2,246	2,000	360	18.0%
802.000	Mileage/Travel Reimbursement	2,017	2,883	289	2,500	0	0.0%
804.000	Workshops/Training	2,361	3,916	4,148	4,500	0	0.0%
805.000	Memberships & Dues	5,455	5,436	5,675	5,000	650	13.0%
806.000	Talk Grant Expenses	0	12,625	24,342	53,263	450	0.8%
810.000	Capital Outlay - Buildings	0	4,301	600	5,000	0	0.0%
810.100	Capital Outlay - Improvements	3,062	6,824	1,300	3,700	0	0.0%
812.000	Capital Outlay - Furnishings	2,562	3,949	0	5,000	0	0.0%
850.000	Automation - Technology	181,162	154,332	183,693	178,800	5,068	2.8%
850.100	Telecommunications	12,788	6,573	-19,543	7,911	6,575	83.1%
850.200	SirsiDynix	55,644	51,473	62,573	62,224	59,088	95.0%
850.500	Software Subscription	0	7,926	14,762	18,985	3,664	19.3%
890.000	The Library Network	2,796	2,796	2,796	3,000	0	0.0%
928.000	Postage	13,874	13,085	19,334	19,655	3,200	16.3%
965.000	Auditing Service	7,275	7,425	7,425	7,875	0	0.0%
975.000	Legal	9,804	8,870	6,422	4,000	123	3.1%
975.500	Legal - Negotiations	0	12,765	0	0	0	NA
980.000	Professional/Contractual	91,121	83,193	154,793	36,822	7,119	19.3%
980.500	Branding Costs	2,415	2,561	1,188	2,500	0	0.0%
981.500	Lost Book Expense	10,553	8,546	3,749	10,200	206	2.0%
982.000	MTT Charge Back City	387	-140	208	4,000	0	0.0%
983.000	MTT Charge Back TWP	1,194	389	200	10,000	0	0.0%
983.100	MTT Charge Back-Superior Twp	955	10,430	985	10,000	0	0.0%
984.050	Contributions/Endowment	0	0	0			NA
Total		1,996,606	2,046,192	2,163,719	2,384,432	349,930	14.7%

**Ypsilanti District Library
General Fund
Period Ending 01/31/2021
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-2021 BUDGET	YTD 01/31/21 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	393,684	404,679	396,590	415,930	65,294	15.7%
702.800	Salaries-Pages	7,423	7,271	4,044	9,833	664	6.8%
771.000	Adult Books & Processing	31,369	31,227	25,084	25,000	120	0.5%
772.000	Youth Books & Processing	18,216	17,891	14,651	15,650	-497	-3.2%
776.000	Periodicals - Adult	3,949	4,244	2,979	3,000	-14	-0.5%
776.050	Periodicals - Youth	236	206	0	250	0	0.0%
778.000	Adult Audio/Visual	13,143	11,112	6,153	8,000	842	10.5%
779.000	Youth Audio/Visual	5,329	4,956	2,993	2,850	309	10.8%
802.200	Parking	0	3,600	3,600	3,600	3,600	100.0%
810.000	Capital Outlay - Buildings	2,373	7,952	18,869	20,000	0	0.0%
812.000	Capital Outlay - Furnishings	0	7,031	6,992	2,500	0	0.0%
840.000	Repair & Maintenance - Building	28,501	15,255	13,803	20,000	4,578	22.9%
840.025	Campbell Maint Contract	17,761	16,489	18,754	12,672	3,168	25.0%
840.050	Snow Removal/ Lawn Care	6,125	6,229	6,078	12,000	0	0.0%
900.000	Programs-Adult	693	1,493	1,625	1,700	0	0.0%
901.000	Programs-Youth	1,300	1,342	2,659	1,900	200	10.5%
940.000	Phone	4,500	4,514	4,535	4,680	377	8.1%
943.000	Natural Gas	4,317	3,359	3,624	3,872	830	21.4%
947.000	DTE - Electric	16,432	16,452	15,236	15,475	1,199	7.8%
949.000	Ypsilanti Comm Utilities Auth	5,625	4,802	7,707	6,487	579	8.9%
Total		560,976	570,105	555,976	585,399	81,248	13.9%
Dept 300 Outreach/bookmobile							
702.000	Salaries	66,998	68,078	69,159	70,735	11,763	16.6%
775.000	Library Materials	4,930	4,478	5,303	5,000	31	0.6%
840.000	Repair & Maintenance	8,487	5,109	6,017	6,693	0	0.0%
943.000	Fuel	5,379	5,425	1,661	5,660	51	0.9%
Total		85,794	83,090	82,140	88,088	11,845	13.4%
Dept 400 Outreach/Superior Township							
702.000	Salaries	136,949	144,398	146,792	149,443	24,801	16.6%
775.000	Library Materials	7,059	7,609	5,842	7,000	109	1.6%
840.000	Repair & Maintenance	2,220	1,374	1,007	1,000	261	26.1%
840.050	Snow Removal & Lawn Care	980	898	980	1,200	163	13.6%
900.000	Programs - adult	589	601	543	600	0	0.0%
901.000	Programs - Youth	556	600	468	600	0	0.0%
940.000	Phone	1,125	1,129	1,134	1,186	94	7.9%
943.000	Natural Gas	756	573	659	789	146	18.5%
947.000	DTE - Electric	993	1,013	960	1,061	161	15.2%
949.000	Ypsilanti Comm Utilities Auth	84	88	98	275	8	2.9%
Total		151,311	158,283	158,483	163,154	25,744	15.8%

**Ypsilanti District Library
General Fund
Period Ending 01/31/2021
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 BUDGET	YTD 01/31/21 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	684,699	696,339	701,249	678,063	143,787	21.2%
702.800	Salaries-Pages	37,920	34,553	15,483	42,024	2,031	4.8%
771.000	Adult Books	64,203	64,635	41,293	48,200	214	0.4%
772.000	Youth Books	32,150	38,784	23,641	29,400	0	0.0%
776.000	Periodicals - Adult	5,910	5,915	5,239	5,300	-17	-0.3%
776.050	Periodicals - Youth	852	898	759	800	0	0.0%
778.000	Adult Audio/Visual	23,585	21,217	15,746	15,500	317	2.0%
779.000	Youth Audio/Visual	7,979	7,300	4,159	5,100	17	0.3%
810.000	Cap Outlay Building		11,328	3,880	39,000	40,784	104.6%
810.100	Cap Outlay Improvements				0	0	0.0%
840.000	Repair & Maintenance - Building	25,445	23,842	39,729	22,440	709	3.2%
840.025	Campbell Maint Contract	42,979	42,934	42,797	42,797	10,699	25.0%
840.050	Snow Removal/Lawn Care	14,596	16,529	16,241	22,100	0	0.0%
900.000	Programs - Adult	3,325	3,765	4,206	4,200	602	14.3%
901.000	Programs - Youth	5,122	6,298	5,697	6,500	332	5.1%
903.000	Equipment Maintenance	83	6,336	820	3,000	0	0.0%
940.000	Phone	8,950	9,029	9,070	9,485	754	8.2%
943.000	Natural Gas	31,856	25,609	24,227	24,828	5,783	18.6%
947.000	DTE - Electric	101,664	103,549	92,512	101,712	5,678	5.4%
949.000	Ypsilanti Comm Utilities Auth	5,617	5,069	4,596	5,965	202	3.2%
980.000	Professional/Contractual	0	0	38,000	0		NA
Total		1,096,935	1,123,929	1,089,344	1,106,414	211,891	19.2%
Dept 600 Donations							
Revenue:							
	Total Revenue	71,011	87,817				
	Total Donated revenue	71,011	87,817	18,888		17,630	NA
Expenditures:							
	Total Expenditures	43,328	31,845				
	Total Expenditures	43,328	31,845	12,312		6,082	NA
Dept 700 Grants							
Revenue							
	Total Grant Revenue	16,914	14,441				
	Total Revenue	16,914	14,441	13,080		183	NA
Expenditures							
	Total Expenditures	12,190	12,323				
	Total Expenditures	12,190	12,323	7,405		200	NA
Total	Net -- restricted for future	4,724	2,118	5,675		-17	NA
IMPROVEMENTS/Asset Sales							
685.000	Sale of assets	979				0	NA
810.100	Approved projects-Improvements fund						
850.100	Technology improvements						NA
Total Other Revenue		979	0	0		0	NA
Total Revenue		3,923,252	5,506,662	5,568,866	5,744,333	1,979,197	
Total Expenditures		3,946,161	4,025,767	4,069,379	4,327,487	686,940	15.9%
	Net Revenue Over Expenditures	-22,909	1,480,895	1,499,486	1,416,846	1,292,258	
	Fund Balance Beginning of Year	2,344,689	2,321,780	2,652,675	2,753,829	2,752,161	
	Board Designation		-1,150,000	-1,400,000	0	0	
Ending Fund Balance		2,321,780	2,652,675	2,752,161	4,170,675	4,044,419	

**Ypsilanti District Library
Balance Sheet
January 31, 2021
Capital Asset Replacement Fund**

	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FYTD 1/31/21
Assets:						
Cash	594,787	417,120	399,522	1,481,745	2,807,370	2,678,544
Total Assets	594,787	417,120	399,522	1,481,745	2,807,370	2,678,544
Liabilities	-	-	-	-	-	-
Fund Balance	594,787	417,120	399,522	1,481,745	2,665,015	2,678,544
Total Liabilities & Fund Balance	594,787	417,120	399,522	1,481,745	2,665,015	2,678,544

Ypsilanti District Library
Capital Expenses
Period Ending 01/31/2021 (16.7% of Year)

ACCT #	ACCOUNT NAME	YTD 01/31/21 ACTUAL
Revenue		
Dept 400 Superior Construction		
683.800	Superior Library Designated	93,220
688.000	Interest	145
Other departments		-
Total		93,365
Expenditures		
Dept 200 Michigan Avenue Projects		
980.000	Prof/Contractual	-
Subtotal		-
Dept 400 Superior Construction		
.	Bank Fees	4
910.000	Site Development	106,435
975.000	Legal/Attorney	1,830
980.000	Prof/Contractual	-
981.000	Architect Fees	74,262
985.100	General Contractor	36,685
Subtotal		219,216
Dept 500 Whittaker Projects		
980.000	Prof/Contractual	2975
Subtotal		2975
TOTAL		222,191
Total Revenue Over Expenditures		(128,826)
Beginning Fund Balance		2,807,370
Ending Fund Balance		2,678,544

Current Board Assignment

Communications



Ann Arbor Area Community Foundation

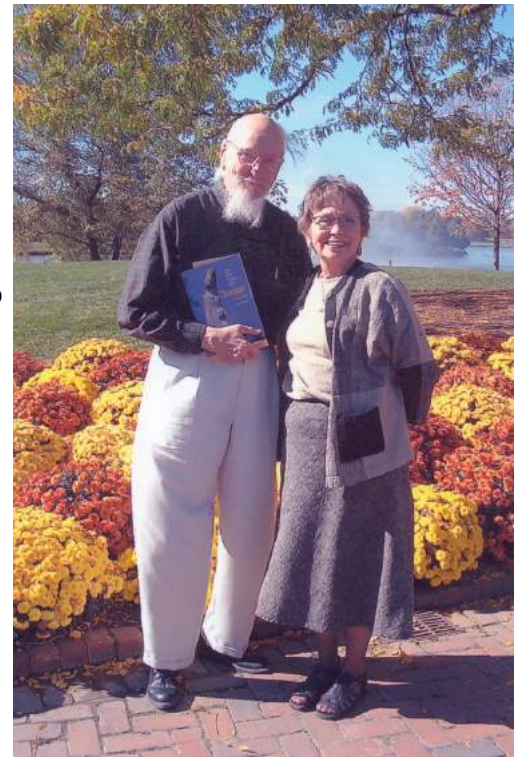
News

Gousseff Transformative Gift for Ypsilanti

James W. (Jim) and Marla J. Gousseff loved the Ypsilanti community where they had resided since 1963—deeply engaging during their lifetimes and leaving a lasting impact through a \$1.8 million estate gift to the **Ypsilanti Area Community Fund (YACF)**, the sole affiliate fund of AAACF, realized in December 2020.

The dedicated professional couple were deeply involved in many Ypsilanti nonprofits as volunteers, board members, and donors. Jim, who passed away in 2014, was a professor of communications and theater arts at Eastern Michigan University for 35 years. In addition to her dedicated volunteer work, Marla was an occupational therapist, including at EMU's Rackham School and New Horizon Educational Center of Ypsilanti Public Schools.

Before she passed in 2019, Marla established a **bequest** through the Community Foundation to create seven new permanent endowment funds to benefit Ypsilanti. The central unrestricted fund, the James W. and Marla J. Gousseff Fund, will support YACF's annual grantmaking. Now celebrating its 20th anniversary, YACF will make greater strides through **this largest contribution in its history** towards its vision for impact:



Every family in the Ypsilanti area will thrive by gaining access to programs and services through collaborative partnerships across sectors that measurably increase health outcomes and educational attainment leading to economic well-being.

In addition to the named YACF Community Impact Fund, six named endowments have been established through the Gousseff estate gift to benefit local nonprofits:

Corner Health Center

Riverside Art Center

Salvation Army of Washtenaw County

SOS Community Services

Ypsilanti District Library

Ypsilanti Meals on Wheels

Through these endowments, the Gousseffs created a reliable, perpetual source of revenue for these organizations, much like retirement funds do for individuals. Donors can establish **nonprofit endowment funds** as a way to “annuitize their annual giving” in perpetuity for beloved nonprofits they have supported during their lifetimes by leveraging the Community Foundation’s expertise in endowment management.

Marla and Jim Gousseff made measurable impact on their Ypsilanti community during their lifetimes, and through their incredible estate gift they will continue to make a lasting difference. These new endowments will make an impact on each of the nonprofits as well as the Ypsilanti area as a whole through the YACF Community Impact Fund. The Community Foundation and the **YACF Advisory Committee** are honored to uphold the Gousseff’s **legacy** for generations to come.

« **Back**

Committee Reports

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 2/19/2021

Re: Superior Planning Committee report

- The attorney and engineers have been refining easement language and other documents, and soon we should have everything ready to finalize the property transfer.
- G2 Consulting is currently at work on the Phase 2 Environmental Assessment that you approved as an “emergency” purchase via email. They performed the required field work on 2/10. Stay tuned for their final report.
- Staff continue to meet with Architect Dan Whisler and Interior Designer Jennifer Michalski to review possible finish selections for the new library. We have selected a number of carpets, tiles, woods, and countertop materials. The design of the fireplace’s Motawi tile surround is getting closer to being finalized. It’s been an exciting process. We showed our donors the results-to-date on 2/15, and they were thrilled. I will share the current ideas at our Board meeting.

Director's Report and attachments

Library Director's Report

February 24, 2021

Save the Date!

We will break ground on the new Superior library on Wednesday, April 7th, at 3:30 p.m. I hope you'll plan to join us there. Invitations are forthcoming. Kay Williams and Brenda McKinney have generously donated YDL Superior Library masks for everyone, and we'll have hard hats on hand. It should be a marvelous photo opportunity if the weather cooperates.

This momentous community celebration is planned for National Library Week. It will feature brief remarks from yours truly, Superior Supervisor Ken Schwartz, Board President Jean Winborn, Senator Debbie Dingell, and 2-3 young patrons from the neighborhood. Our keynote speaker will be former State Representative and friend of the project David Rutledge. Bank of Ann Arbor is sponsoring a livestream of the event for anyone who cannot attend in person. The bookmobile will be on hand, and we are lining up more entertainment to attract people from the neighborhood to join us as we embark on construction. Can't wait!

Facilities:

- We are actively working with Siemens on the Whittaker lighting control system replacement. They anticipate completing the project in May.
- HVAC equipment in the Michigan Avenue attic areas overflowed a drip pan and caused water damage to the main floor's ceiling. We are in the process of obtaining quotes for repair and painting.
- Pavement outside the Whittaker delivery door heaved with the recent temperature fluctuations, and the door will no longer open. When the weather allows, staff will work on a repair. In the meantime we are opening the garage door when deliveries arrive.
- Julianne Smith is heading up the Sparkle Committee, a team working to get YDL in tip-top condition for the anticipated return of our patrons. See her Assistant Director's report for more information.

Personnel:

Michigan Avenue Adult Librarian Kimberly Rowe now holds a Level 1 Consumer Health Information Specialization (CHIS) certificate from the Medical Library Association. As consumer health information is complex and ever-changing, this knowledge is extremely valuable for serving our patrons. Congrats and thank you, Kim!

Public Service Highlights:

- YDL-Michigan and YDL-Whittaker have been approved by AARP as tax assistance sites. It will be a curbside service, with AARP volunteers allowed inside the libraries, but patrons remaining outside. Appointments are not as plentiful as in the past and in great demand; we will work to accommodate as many patrons as we can. Staff at all three locations are now trained to provide Scan and Go tax assistance services (offered through the United Way).
- Jodi Krahne was informed YDL will be granted another Graham Scholars Intern from UM in 2021. Our first Intern did wonderful work on the YDL Garden to Table curriculum, and the new one will expand on her efforts. We are very grateful to have this support!
- All of the Spanish translation work for TALK is complete, and we will be rolling out our beta test in Calhoun County soon. MCLS's platform continues to develop, and libraries now have the ability to schedule and send their own event texts. Find more information in Jodi's Youth Services Department report.

Technology:

- The 10 T-Mobile hotspots from TLN and Metroparks arrived and have been added to the circulating collection. They are available to borrow from Michigan Avenue and Superior. (Our original 11 hotspots are housed at Whittaker.)
- IT staff are working to migrate our staff from an in-house email server to cloud-based Google Workspace for Non-Profits. The change will give our team a better user interface that's accessible from any device, more storage space, and greater reliability. It should really increase our productivity and ability to collaborate with external partners.

YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
January 2021

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2021 YTD	2021 Goal
Friends of YDL Annual Support	\$46,316	\$43,360	\$36,050	\$36,000	\$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		
In Memory of John C. Slicker						\$1,000		
Sub-total	\$1,923	\$5,951	\$2,695	\$2,261	\$3,550	\$3,008	\$0	
Annual Giving Campaign	\$4,054	\$3,582	\$9,712	\$7,745	\$7,604	\$14,764	\$125	
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						\$257		
Amazon Smile						\$0	\$0	
Sub-total	\$7,438	\$4,073	\$12,261	\$30,189	\$2,227	\$257	\$0	
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			
Fifth Third Bank (Flag Pole - New Superior)						\$5,000		
Sub-total	\$1,000	\$3,500	\$4,900	\$0	\$1,000	\$5,000	\$0	
YDL Endowment Fund								
General		\$10,400	\$2,505	\$6,025	\$5,350	\$3,675		
YDL (Yoder Fund Transfer/ Yates Fund Transfer)				\$3,252		\$3,369		
Superior					\$350	\$2,641		
Marla J. Gousseff Trust: The James W. and Marla J. Gousseff Fund for YDL							\$199,921	
Sub-total	\$0	\$10,400	\$2,505	\$9,277	\$5,700	\$9,684	\$199,921	
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	\$30,495	\$5,770	
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	\$30,596	\$5,770	
Total Donations	\$64,786	\$73,269	\$71,008	\$97,328	\$100,793	\$63,310	\$205,816	

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
January 2021

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2021 YTD	2021 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				\$5,000		
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						
Gro More Good Grassroots Grant					\$500			
Graham Scholars Summer Internship Program						\$5,000		
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			
LSTA - Talk, Early Literacy Texting			\$71,650	\$61,250	\$42,100			
LSTA - Public Library Services Grant					\$1,555			
MCACA- Capital Grant - Superior	\$5,625					\$42,500	\$7,500	
MCACA-New Leaders Grant [Noise Permit]	\$2,850	\$3,200	\$2,970	\$2,800		\$2,800		
MCACA-Ypsi Song Fest	\$5,625	\$8,156						
MCFB - Family Read						\$500		
MCLS-Harwood		\$690						
MHC - America without Racism: Making the Vision a Reality							\$1,500	
MHC- Arts & Humanities Touring Grant			\$324					
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		
National Center for Family Learning			\$3,000					
NEH-Wild Land Exhibit Programming Grant		\$1,000						
Teen Science Café Grant				\$3,000				
The Herrick Foundation							\$150,000	
United Way Opportunity Grant			\$5,000	\$3,000				
Washtenaw County Census Mini Grant						\$500		
YACF - Air Purification						\$12,000		
YACF Early Creative Youth Studio		\$3,000						
YACF Early Literacy Outreach		\$2,565						
YALSA/DollarSummer Teen Intern Grant	\$1,000		\$1,000		\$1,000			
YDL Endowment Fund Proceeds	\$4,198	\$5,210	\$5,816	\$6,335	\$6,571	\$7,220	\$0	
Ypsilanti Downtown Development Authority						\$800		
Total Grants	\$28,985	\$57,956	\$91,360	\$82,465	\$63,206	\$161,244	\$159,000	
GRAND TOTALS	\$93,770	\$131,225	\$162,368	\$179,793	\$163,999	\$224,553	\$364,816	

Designated Fundraising to Date

YDL - Superior Construction (Gousseff Trust included) - \$547,000.24
 * Whittaker Rd Teen Area Improvement -\$5,550

*\$1050 remaining, expenditures =4500

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

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Department Reports

Acquisitions Department Board Report

February 2021

Department Activities

- Overall, things are running smoothly here in Acquisitions. All Acquisitions staff members are back to being in the building for our full-time shifts. This has already helped our workflows since so much of our work can only be done in the building.
- I recently cataloged and processed the ten new Wi-Fi mobile hotspots from The Library Network and Metroparks. These hotspots were divided between Superior Township and Michigan Avenue. YDL now has a total of 21 hotspots for our patrons.
- Brenda has been helping Julianne with various inventory projects. Additionally, there are a few projects that I will be involved with in preparation for our eventual re-opening to patrons.
- My six-week online professional development class on management and supervision is going well.

Tax Forms and Instructions

- We have now received all of our pre-ordered Federal and Michigan tax forms/instructions and I have distributed them to our locations. Due to the closure, we cannot put them out on a table for the public to take as we have done in the past. I worked with some of the other department heads to figure out a new system for distribution and it is working well so far.

Statistics

- The collection budget is currently 20% encumbered.
- 186 items were cataloged in January.
- 2,096 items were added to the collection, including 969 e-items, in January.
- YDL borrowed 972 items from other libraries via MeLCat in January.
- YDL loaned 890 items to other libraries via MeLCat in January.

Submitted by Sarah Zawacki
February 17, 2021

Assistant Director
Board Report: February, 2021

I am chairing a new ad-hoc committee, appropriately named The Sparkle Committee, which will focus on completing large, dirty, or loud projects best suited to closure. We identified and prioritized a long list of projects, including collection inventories and shifting, cleaning the mezzanine (enormous project), painting study rooms, moving technology for accessibility and social-distancing, and even more exciting things like vacuuming dead flies from the heating vents. This is not a group for prima donnas (not that YDL has any)! These committee members will naturally be called The Sparklers.

The virtual Washtenaw Read event (a pre-recorded chat with authors Jason Reynolds and Brendan Kiely) is live and ready for viewing. It is 30 minutes well spent!

<https://aadl.org/node/575137>

The staff and volunteers at SWOOPS Food Pantry-EMU were thrilled and grateful for YDL's staff donation. Marc Holland and I delivered over 15 boxes of food, a cooler of fresh dairy, and Marc himself raised over \$1,000 cash. Go team!



The annual State Aid Report has been submitted, and I am currently working on my annual visual presentation of the YDL stat sheet. It will be a sad comparison to pre-pandemic times, but should nonetheless show how our patrons use the library even when they can't come into our buildings.

Many of us have spent a good deal of time reviewing plans for the Superior branch, including finishes, color schemes, carpets, desk configuration, etc. In addition, planning the groundbreaking event makes everything feel exciting!

Karen and I picked up 500 KN-95 masks from the Washtenaw County OCED to distribute at curbside at all of our buildings. They were gone within days.

With the departure and arrival of new staff over the last year, it is time to reshuffle our Strategic Plan workgroups. Some have retired by attrition since the work has been completed (branding), and some tend to work in fits and starts (Superior expansion). This shake-up will allow new staff to participate, existing staff to change assignments as their interest and availability has changed, and bring fresh ideas to the projects remaining.

With the help of Marianne, I am nearly done with the inventory of the Large Print collection. This final step precedes our long-term plan of reconfiguring the space in "Triangular Bay." With the help of Sparkler Jim, we will remove shelving, add seating, relocate collections, and generally open up the space to both flexibility and sunlight. I cannot wait.

Finally, we are looking forward to shifting platforms in two significant areas: email and our room reservation system. Gmail and Communico (respectively) will be welcome changes that will significantly improve useability, reliability, and the patron and staff interface. I hope the Board will vote yes!

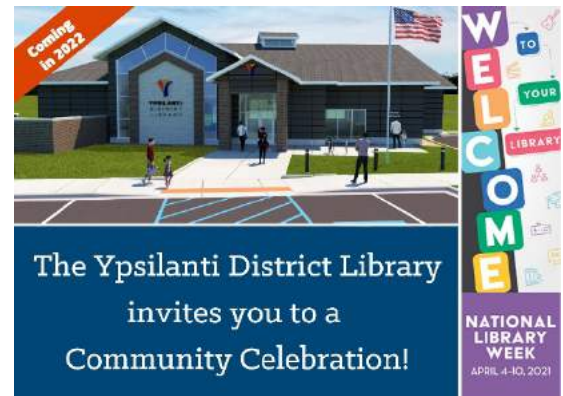
Submitted by Julianne Smith, February 18, 2021

Communications & Development

Monthly report: February 2021

Major print pieces produced:

- As part of the Superior Groundbreaking team, Sam designed invitations (and is working on finishing the website) for the Superior Groundbreaking event on April 7. We'll be printing 300 or so of these to send out to our donors and notable community members, as well as emailing them and sharing on social media to encourage everyone in our community to attend either in person or to watch the livestream.
- To help folks who have signed up for tax appointments, we've made banners and signs to advertise our tax website and direct people to the parking spaces for their tax services.



Promotions

- Our America Without Racism community discussion was a huge success with more than 1,000 people tuning in for at least part of the Facebook Live event.
- We're working on promotional materials for the Superior Groundbreaking and will have a press release and website to go along with the printed invitations. We'll also be reaching out to media to help spread the word.
- We've worked on promoting via emails, social media, and radio interviews, our tax help website. Due to the high demand of appointments, we're trying to push people towards our online resources at ypslibrary.org/taxprep to help folks who might not be able to get in-person help.
- Throughout February we've been promoting our services that highlight the work of African Americans, as well as sharing about other organizations in the community that are holding events in honor of Black History Month.

Community Relations

- We've started discussions with the Ann Arbor Summer Festival to see about partnering with them to host a series of pop-up concerts in Ypsilanti this June.
- We're continuing to have a presence at the Parkridge meetings and the Engage@EMU meetings to share library news and stay connected with other community organizations doing excellent work.

Notable Media Mentions/Partnerships

- Lisa Barry interviewed La'Ron Williams on WEMU about our America Without Racism community discussion.
- Lucy Ann Lance interviewed Sam about Library Services/adapting during COVID for the Lucy Ann Lance radio show.

Notable Staff Communication Rollouts

- Sam has hosted two sets of web training sessions going over posting events and blogs and designing web pages. There is one more session planned for later this month or early in March.

Notable Social Media activity

- The America Without Racism conference Facebook Live Stream reached over 1,800 people with more than 40 comments and almost 400 engagements on Day 1 and over 1,100 people with almost 250 engagements and more than 20 comments on Day 2.
- Sharing the YCS Just a Kid From Ypsi! Event reached over 1,500 people on Facebook with 40 engagements, continuing to prove that we're a valuable partner to help spread the word about what organizations in our community are doing.
- Our post sharing our donation to the EMU Swoop's Food Pantry reached almost 900 people on Facebook with 45 likes and almost 100 engagements.
- Most of our Storytimes on Instagram have gotten at least 150 views, and a few by Jaclyn and Jodi even got nearly 200 views.

Submitted by Sam Killian on February 19, 2021



Customer Services

Monthly report: February 2021

Curbside Services

Curbside services continue to be very popular with our patrons. We've had a few challenging days delivering the service due to extreme weather conditions, but we prevailed! With tax season now upon us, patrons are very grateful that they are able to pick-up Federal and State tax forms curbside at all YDL locations.

Circulation Stats

For the month of January, we checked out 17,534 items system wide, and patrons downloaded 12,412 digital items. We also issued 102 new library cards along with 55 student eCards.

Submitted by John Connaghan on February 18, 2021

Facilities Department

Board Report: February 2021

We're never bored in the Facilities Department. Always a new project, or something needs attending to. Here are a couple of the highlights.

Curbside service for Tax Help to patrons has begun this week. Working with Sam to get signage on all three buildings, along with directional signs so people know where to park so staff can better serve them.



More boxes of withdrawn books were sent to Better World Books. They send us a portion of the sale of anything that is sold. We helped with the different YDL departments to stamp the books withdrawn, then we boxed them up, put them on pallets, and then load them up on the truck for shipment.

At the Superior branch, we had to coordinate with the Fire Department to turn off some electricity, so we could work on some light switches that needed to be replaced. The electrical panels are in the Firemen's side of the building. All is working good now.

After the contract was approved for Siemens to provide us with a new lighting control system, we have had a few meetings, and many phone conversations to get everything set up for when installation begins.

At the same time, we have been working with Enlighten Solutions to come up with possible replacement for reflector lights, and the table lights in the Adult Services area on the second floor at Whittaker. They are going to bring out a couple samples of the reflector light option for us to check out. Hopefully one of them will be a good solution, and we can move forward in replacing lights that are problematic.

Submitted by: Jim Reed

February 18, 2021

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

February 2021

Status Report

- PC Replacement/Windows 10 Update – The vast majority of staff are updated, a small percentage remains after we've found an operational system issue. It causes regular functionality problems when printing reports within our ILS. We're actively working with the software developer to find a solution.
- Patron Management System – We are currently engaged in system maintenance tasks for patron machines, this includes typical steps taken regarding updates with the addition of improvement steps to address some interoperability issues. We look forward to opening back up with a fully functional and improved Patron PC environment when the time comes.
- New servers – 2021 will be a year of system upgrades. Newly acquired hardware/virtual software provides us with a platform to grow and refresh almost every one of our in house systems. Some will move offsite to leverage more powerful solutions but those remaining will be targeted for individual improvement.
- Book Mobile – We've updated the patron devices but we're waiting to install the laptops after we discovered a need to slightly redesign the network access for the units.
- YDL Email Platform – We are excitedly moving to a hosted email solution. Our newly acquired non-profit status made this much more convenient. This is a major upgrade and we will be dedicating significant time on migrating staff and overall system customization throughout the year.
- 2021 Tax help – We've extensively worked with staff to assist with AARP and Scan and Go services

Overall System Status

- Helpdesk Report – We've had a slew of recent system issues as of late and resolved around three dozen tickets in December. We have also recently resolved a more serious issue that arose regarding email delivery. We have a few anticipated fixes to deliver for Website Booklist creation, outside storage locker repair, Tele circulation operations, and Talk website management tasks.
- So far we welcome 2021 with its challenges that have a little less of the "Unknown" factor that 2020 provided a good dose of.

New or Upcoming Items

- Superior Data Line– I've yet to be able to identify a solid source of an issue we have. To date my best attempt at resolving the issue would be to make an adjustment TLN has scheduled to perform in early July.

Michigan Avenue Board Report: February 2021

Programs

- Circ and staff are continuing to handling pull lists, running kits, books, and print jobs to patrons at curbside.
- Sam provided two web training sessions which many of MA staff attended. His training was very much appreciated and I think staff feel more confident.
- Jenny is working on an archeology dig kit with real fossils hidden in brick. Pat worked with Jaclyn to create a Ripple of Kindness kit and website. Kelly is doing storytimes and, with Jodi, meeting with TAG and putting together February's subscription boxes for teens. Shoshanna created another wonderful podcast, interviewing EMU professor, Dr. Dyann Logwood, about growing up in Ypsilanti as an African-American woman in the 1970s and 1980s. Scott has found a virtual niche for the Guitar Club and the Visual Book Club but both groups look forward to spring so they can meet outside. Charline is making sure the knitters can continue to meet weekly and the Washtenaw African-American Genealogy group. Self-care kits continue to get picked up, 50 at a time, usually on the first two days they become available. Crafternoons also continue to be well-attended, decorating silk scarves with permanent markers last month. Sadly, one of our long-time members passed away from COVID-19.
- The **America without Racism** conference was extremely well-received. Many kudos to Sam and Mary for helping to make it a success. On Friday we had over 258 people sign into the Zoom and we also broadcast it live on Facebook, where there are over 900 views. On Saturday there were over 187 people on Zoom and another 500+ Facebook views. People joined us from all over the US, Canada, Greece, and even France.
- United Way's Scan & Go service will start today. All upstairs staff have been certified to do intakes and we have 14 appointments. YDL staff will ask questions, gather, scan and upload documents, make sure paperwork is filled out all while the taxpayers are outside in their cars. AARP Tax Aide program will have a trial run next Tuesday. Their requirements are stricter since they are certified to handle people with more difficult tax situations. In their case we will mostly be taking documents back and forth between the taxpayer outside and AARP. Staff have been incredibly flexible while plans keep changing as organizations adapt to keep things safe during this pandemic. The positive response from the public, mostly senior citizens, has been amazing. Even though our socially distant procedures require more trips to the library and waiting out in the cold, they are just so grateful we're providing the service.



Building

With many Home Depot trips and delays, Jim Reed has finally been able to acquire all the cabinets for a new kitchen. They will start working on it next week. All the staff are so excited to have real cabinets! The Sparkle Committee's work at Mich Ave has started in earnest. Dee and Jerome are back in the building full-time and have started shifting and weeding. Jerome is prepping Room 2 and the downstairs bathroom hallway to be repainted. Even though they had both been painted just a few years ago, everything is dirty just from our usual high traffic.

Staff

Kim Rowe received a Level 1 Consumer Health Information Specialization (CHIS) certificate from the Medical Library Association. Charline is working on the same certification. Jodi and Kelly have submitted a grant to the Ann Arbor Community Foundation for a year of teen subscription kits. Kelly also submitted a grant to Dollar General for the same thing. Between all the grants submitted, one of them should come through. Teens have had difficult times during this pandemic and the goal is to keep kids reading but to also create a safe space.

Joy Cichewicz
February 19, 2021

Outreach Services Board Report

February 2021

Superior:

- Scan & Go tax season is underway. We have done ten intakes so far. Our appointments are booked up through the end of March. Stacey and I have been doing this service at Superior. Liz Getty is now trained and will start doing intakes in March. With Liz coming on board, we will be able to open up another day of appointments each week. We get calls every day from people wanting to sign up. The demand is massive this year because fewer community sites are offering free tax preparation services. We are glad to have Whittaker Rd and Michigan Ave joining up for tax services as well.
- Stacey and I have been excited to participate in planning conversations about our April 7 groundbreaking and interior design decisions for the new building.

Outreach Projects & Programs:

- Monique's music program, along with a supply kit, was a big hit.
- Nicole continues to be part of the storytime lineup with 1-2 live online storytimes per month.
- Nicole continues to help oversee the YDL side of Virtual Schoolwork Support, our tutoring partnership with 826michigan. Liz, Stacey, and other YDL staffers have begun providing book talks for the students to deepen the connection with the Library.
- Ken and Khi have been helping with inventory, packing up kits, and other tasks around Whittaker when not working curbside.
- Liz did a classroom visit over Zoom to talk about the art of stories and storytelling with first graders.
- We partnered with the Washtenaw Intermediate School District, the Ann Arbor District Library, and the Saline District Library to present a forum in the Responsive Teaching Coalition series with Dr. Yolanda Sealey-Ruiz. Nearly 200 people attended the online event. Feedback was very positive. Another event is being planned for March.
- Liz and I have been working with Jodi, Kelly, and TAG to submit a proposal for funding more teen activity kits through Generator Z.
- I assisted Joy with the technology for the Washtenaw Faces Race conference. The conference was a huge success.

Bookmobile:

- Ken took the bookmobile to our service company for some routine maintenance so it will be ready to hit the road again soon.

Learning Never Gets Old

- We wrapped up our Strength Training series and are on a break until our combination Strength+Zumba series begins in March.
- See the following page for a Books on Wheels 2020 report from Monique.

Submitted by Mary Garboden
February 18, 2021

Books on Wheels 2020: A Snapshot

2020 was a year like no other, and like everything, the Books on Wheels program at YDL was affected by Covid-19.

We began this year with 19 active Books on Wheels patrons and ended the year with 14. We had 4 new patrons join the program in 2020, however unfortunately we lost 8 patrons. We made a total of 83 visits.

When YDL closed in mid-March, no one knew how long the library would remain closed. Monique's last pre-Covid delivery was March 5. In all, Books on Wheels patrons went 4 ½ months without new library materials. In order to renew safe service a contact free delivery plan needed to be implemented. In June, Monique with Mary Garboden's guidance, created a new and safe delivery plan to help get materials back in the hands of our homebound patrons. On July 21 Monique adapted the plan and made her first post-Covid delivery! The patrons were so very grateful for the return of this service – as they missed their library!



With the new plan Monique does not come into contact with the homebound patrons. Upon arriving at the delivery site Monique calls the patron or their caregiver to alert them of her arrival. At that time the patron or caregiver places the items outside the front door and goes back inside. Monique will then exchange the items. We replaced the cloth bags with the plastic bags that are used for curbside pickup.

This year proved that YDL is resilient, and that Ypsilanti is strong. It is a pleasure to continue to serve this wonderful community.

Whittaker Road-Adult Services Board Report: February 2021

Here is a listing of February programs:

- 3 book discussion groups (Thursday AM, African American Authors, Mystery Lovers Book Group)
- Google Sheets for Beginners
- Square Foot Gardening
- Business Insurance and YOU
- 3Rd Thursday Craft Cub
- Google Slides for Beginners
- Business Planning: I Have a Business Plan, NOW WHAT?
- Google Docs for Beginners
- Road Map to Your Lawn Care and Maintenance Business
- Opening Our Hearts Through Writing: Celebrating African American Women Poets

We are offering several business programs this month, one with the Entrepreneurship Center at WCC and two with the Ann Arbor Area Score Office. The January program that targeted women and minority business owners was well received. I am already in talks with EC staff about offering a similar program for the LGBTQiA community during Pride Month. The writing program, a partnership with YpsiWrites, was beautifully done, with heartfelt sharing by attendees. We have a full slate of programs planned for Mar-May as well, with a good variety of topics, from bookkeeping to mental health to using eBay.

All staff attended two sessions offered by Sam on how to add content to our website. Sam did a great job explaining a lot of information in a short period of time and posted videos/pointed us to existing videos on adding website content. We all learned new things about creating content and will be able to put what we learned to good use.

Much of this month has been consumed by planning and soon running tax help programs. All department staff had to take two short exams to be certified to work on the Scan and Go Service. There has been a learning curve on how the process works as it's a new service for Whit AS staff. All tax services are curbside this year and there is considerably more to explain to those who want to sign up, which leads to long phone conversations. There is tremendous need and demand as many of the usual tax helps sites are not open this year due to the pandemic. We are getting calls from all over Southeast Michigan. All Scan and Go slots at our 3 locations were filled within 2 days. We are now working on getting AARP services set up at Whit, to start on March 4th. We will start booking as soon as we work through a few more things. Michigan Avenue is already booking for their AARP service, their site was approved to run a service before Whittaker was approved. We are grateful to both Washtenaw County United Way and our local AARP for running these services where so many others are not, so at least some of our community members get the help they need. Thanks to Mary and Stacey for their help and guidance on the Scan and Go Service, to Chris and Scott for helping with tech/equipment needs, to Sam

for helping with signage and PR, Jim for Facilities needs and Lisa and Julie for administrative/safety needs.

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

- Weeding parts of the collection
- Attending meetings
- Attending webinars for training and information
- Planning/presenting virtual programs and classes
- 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
- Taking care of patron print job requests

...and adding tax help services starting February 19th.

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

Submitted by Paula Drummond February 17, 2021

Whittaker Youth Services Board Report February 2021

Program/Supply Kit Highlights

Little Ones

- To celebrate Black History Month, we are reading books by Black authors at every online storytime to help parents learn about new books and authors they might choose to read at home. February 27 ends our winter session, then we'll take a 2 week break before the spring session that will run from March 15-May 15.
- Psyche developed a [Magnet themed Little Ones STEAM](#), which included a how-to video and 32 take home supply kits she assembled with items we already had in the department. Sam shared photos of kids from his daughter's learning pod using the homemade DIY magic magnet wand, including one of his daughter seen to the right!
- I created a [new Little Ones Movement page](#) that includes workout videos for kids by a local instructor and Marlena, and other short movement videos families can watch at home to help kids get the wiggles out and learn kindergarten readiness skills.

Kids & Families

[Saturday Afternoon Adventure](#) themes developed by staff since the last report are listed below. Now that many staff members have attended Sam's website training, more are starting to help me design the web pages! Thanks to Liz P. for continuing to add thumbnails, organize the YouTube content and train new staff on how to live stream and upload videos.

- [Water Bead STEAM](#) by Liz P. included a how-to video and a kit distributed to 95 kids with a long list of fun activities to do with a small bag of water beads.
- [Make Music](#) by Monique included a kit distributed to 50 kids with supplies to make a small hand drum and a webpage that included a segment on protest music.
- [The Ripple Effect of Kindness](#) by Pat and Jaclyn included a video Pat made demonstrating how small acts of kindness ripple out to make a large impact, just like ripples on water, and a kit distributed to 92 kids/60 families with a small blank notebook for every child to use to start a gratitude journal, and an empty plastic jar and strips of paper for each family to make a kindness jar and/or kindness paperchain to note when family members do something kind, plus a list of random acts of kindness to spark ideas.
- [Garden to Table: Food Justice](#) by Slava and our intern Isabel featured a webpage of information and activities to help kids understand who grows our food and who has access to healthy food. Although there wasn't a kit directly aligned with the week's theme, Slava worked with the YCS Farm to School committee that includes Growing Hope and Bright Futures to create cooking/seed starting kits that were distributed to 250 kids, including 50 that Joy helped get to kids near Parkridge.

Teens

TAG brainstormed, wrote and submitted an AACF Youth Council grant proposal to fund more themed monthly subscription bags. To expand the project to distribute more bags each month and include meetups when it's safe, Mary, Kelly, Liz G. and I are also submitting a proposal to Generator Z, a funding opportunity discovered and shared with us by Chris. At her suggestion, I passed the opportunity to earn \$1000 stipends to TAG members a couple of months ago. Three were accepted to be "generators" and got to share their ideas for an ideal after school program. All the generators' ideas are stored in a database that we had to read through and find specific stories to serve as the inspiration for our project proposal. Generators (who are all from Southeast Michigan or New York) will review the grant applications as well. Liz G. and Mary recruited Superior teens so we have youth from all areas of the district working on the project. We will finalize the teens' writing and submit the application next week.

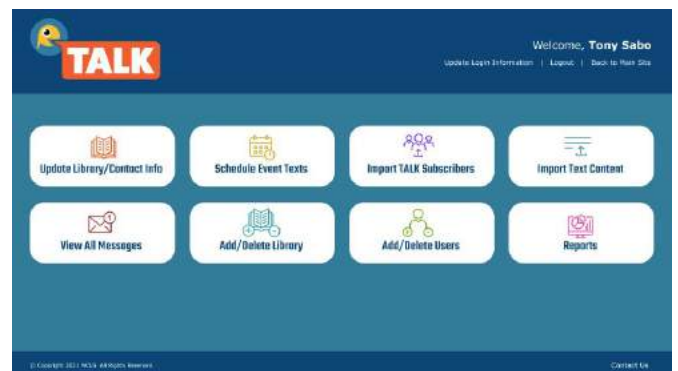


Other Work

- Librarians are busy getting collections in order. We appreciate help from the sparkle committee to help get the department in good shape before reopening.
- The Summer Challenge Committee met this week to begin planning for 2021, which will focus on creating outdoor challenges and learning activities for families.
- I'm working with this year's UM Graham Scholars intern to finalize the Garden to Table webpages her team of students has created. They cover topics such as superfoods, New Year's food from around the world, and eating more vegetables to be healthy and improve the environment. Everything will be laid out in a year round series for anyone to access on the website. Due to Isabel's successful experience, we were invited to submit a proposal for another student intern and team and just learned we were matched with someone we'll meet soon. We hope the new intern will help transition the online lessons to in-person activities and work with us to research and plan independent learning activities and signage for families to engage with in our outdoor spaces.
- Slava is working with the Washtenaw County Water Resources Commissioner's Office through a Community Partners for Clean Streams program to add an educational rain garden next to the YDL-Whittaker parking lot and garden.
- Marlena is working on a Kindergarten Readiness supply kit to go with a virtual Preschool/Kindergarten Information Fair.

TALK

- This month MCLS developed a landing page and form libraries can use to send event notifications. We sent the first notification reminding parents they can still find our storytimes online! MCLS is working with a design firm to make the interface mirror the TALK website and brand (see image below) and then it will be ready for any library that signs up to send their own event messages and monitor user data and messages in their zip codes.
- The Spanish translation is complete! We will upload a new spreadsheet of messages into the Twilio system so users will be able to choose either Spanish or English going forward. It was a much bigger job to translate everything than expected because we had to determine how to make the Spanish accessible on the website and make sure that every link we provided to songs or book lists had Spanish content. Many songs and rhymes could not be translated and we had to find substitutes, then make sure punctuation and grammar were accurate. We worked with 4 translators and 4 Spanish speaking families to get everything finalized. Thanks to Slava for keeping track of all the texts in two languages, edits, website links to correct songs, and finding Spanish books on all topics!
- We hope to include Spanish videos and finger play images eventually, but otherwise edits to the TALK [website](#) are complete. Q&M will maintain the site for the duration of the grant. They provided the ability for us to color code Spanish songs so parents can quickly sort them, and made the Spanish information page more prominent and colorful at the request of our focus group.
- We continue to meet our HighScope evaluation team. They created a three year timeline detailing how they will evaluate inputs, outputs, and direct and indirect outcomes to see if we're meeting our stated goals and the rollout is successful. They gave us tasks to complete to help facilitate their work, including providing access to the MCLS user data and creating detailed logs of our correspondence with other libraries, which I'm working on setting up this week.
- We present to Woodlands Area Cooperative libraries tomorrow and hope to recruit a few more libraries from Calhoun County to participate in the early stages of the rollout. We are mostly on track with the timeline we established with the grant proposal!



Old Business

New Business

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-4

February 24, 2021

RESOLUTION TO ACCEPT THE FISCAL YEAR 2020 AUDIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2020 as presented are accepted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 2/17/21

Re: Consideration of a resolution to open a brokerage account with TD Ameritrade

Working on the Superior Capital Campaign, I recently had a donor offer a gift of \$5,000 in stock if YDL could accept it, or \$3,000 cash. Currently we can only accept gifts of stock into the YDL Endowment, so the larger gift could not be used for the purchase the donor was interested in sponsoring.

I would like to open a brokerage account to allow us to accept gifts of stock and immediately sell them for their cash value. We would NOT hold stock for any length of time.

I spoke with Theresa, our accountant, and two different financial advisors. They all recommended opening an account directly with TD Ameritrade to avoid brokerage fees that would reduce the value of the gift. Accountant Jim Carey uses an Ameritrade account for the same purpose with another client and tells me the transactions are simple to complete. He and the auditors also shared that gifts of stock are more desirable to donors with the current tax rules, so we may well get more.

Monica and I investigated the process of opening an account for YDL with TD Ameritrade. I have drafted a resolution to authorize opening the account, though no Ameritrade resolution is required until such time as Board officers change. The application requires some personal information and a signature from the President, Vice President, and Treasurer, and the signature of the Secretary. If this resolution is approved, I will work with each Board Officer to collect the required information.

Once the account has been opened, we will accept and sell the donor's gift of stock.

In anticipation of approval, I have reached out to YDL's Attorney regarding a revision to the YDL Gifts Policy. It will state a specific time frame in which stock gifts should be sold. That will be presented on the March agenda as a follow-up to this matter.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-5

February 24, 2021

RESOLUTION TO AUTHORIZE OPENING A TD AMERITRADE BROKERAGE
ACCOUNT

Whereas one of the goals of the Ypsilanti District Library's strategic plan is to "Expand Fundraising Capabilities," and

Whereas, the Library would like to be able to accept gifts of appreciated stock directly, and

Whereas, this requires a brokerage account, and

Whereas, most brokers charge regular fees that would diminish returns given the infrequent nature of the Library's stock gifts, and

Whereas, the lowest-cost option is to open an online account with TD Ameritrade, with which YDL's Board Treasurer, Business Office Manager, and Accountant are all familiar, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to open a brokerage account with TD Ameritrade.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 2/18/21

Re: Purchase of custom light fixtures for Whittaker adult study tables

YDL has been seeking replacement light fixtures for the Whittaker adult study tables for a very long time. The switches on the original fixtures were problematic and most no longer work. Several of the glass shades broke and have been removed. The bases of the fixtures are large, yet do not provide power and data ports, which users desire. Instead, we offer power strips under the tables and no data ports.

In 2019 I requested a quote to replace the 8 originals on the larger study tables with identical fixtures, but with power and data in the bases. The quote came back at \$8,080, and the manufacturer responded that adding power and data ports was not possible. I decided it was not worth \$1,000/fixture if we could not upgrade.

Strategic Energy Solutions (SES) developed the specification for our new lighting control system. I asked them to explore options for replacement fixtures. They found expensive solutions, radically different from the existing design, all of which were rejected.

SES mistakenly included these lights as a part of the specification which Siemens and Enlighten bid on. When Siemens inquired about it, we issued a change to the RFP that removed the lights from the scope of work. Although Enlighten was sent the change, they still submitted their original bid with the lighting included. This led to a replacement lighting conversation with Brennan Booms of Enlighten that was finally encouraging!

The attached quote from Enlighten proposes custom fixtures for the 8 study tables as well as 9 carrels (6 in the computer area, 3 in the quiet study area). All will resemble the existing fixtures but have rocker switches as well as power and data ports in their bases. They will also use LED bulbs for greater energy efficiency.

I included \$10,000 in this year's budget to replace the 8 study table fixtures. Because these are custom made, reducing the quantity did not lower the cost (see the notes highlighted in blue on the proposal).

I request that the Board waive the bid process and accept the Enlighten proposal to purchase 17 replacement fixtures and 2 extra glass shades for a total cost of \$13,889, with \$3,889 drawn from the Capital Asset Replacement Fund.



Lighting Proposal

Whittaker Library

5577 Whittaker Rd, Ypsilanti, MI 48197

Table Lamp Excerpt: 2/16/2021

2/2/2021



Cover Letter

Summary

Enclosed is an excerpt from original lighting proposal made 2/2/2021. This excerpt focuses on the custom table light solution Enlighten Solutions provided. This solution addresses several of the existing 2nd floor table problems such as a poorly designed on/off switch and no power outlet supplies. These lights come with a 1 year warranty. This proposal removes the Enlighten supplied labor cost from the original proposal allowing for cost savings for the Library. Some assembly will be required as disassembly is safer and cheaper for shipping. Nonetheless, on-site assembly and installation should be very manageable for the facilities staff.

We appreciate this opportunity to assist on this project. If you would like to discuss any aspects of this proposal, please don't hesitate to contact.

Contact Information

Brennan Booms CEM, LC, MSE
Enlighten | 21580 Garfield Rd. | Northville, MI 48167
313-300-2843 (Phone) | www.enlightensolns.com

References

Project: Lighting & Controls Design & Supply at Campus of Auto Dealers

Year Completed: 2019

Client: Gabus Automotive Group

Client Contact: Dee Kading | President/CEO Gabus Automotive Group | dee@charlesgabus.com | 515-333-5786

Project: Interior & Exterior Lighting Design, Supply, & Install

Year Completed: 2019

Client: NRP Group

Client Contact: Bryan Glosik | Director Energy & Water | bglosik@nrpgroup.com | 216-584-0991

Project: Interior & Exterior Lighting Design & Supply

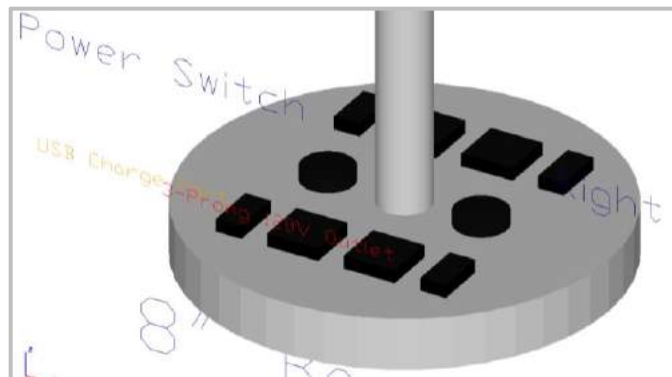
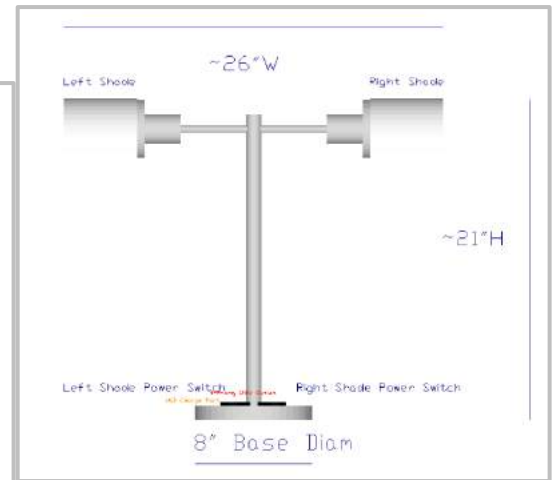
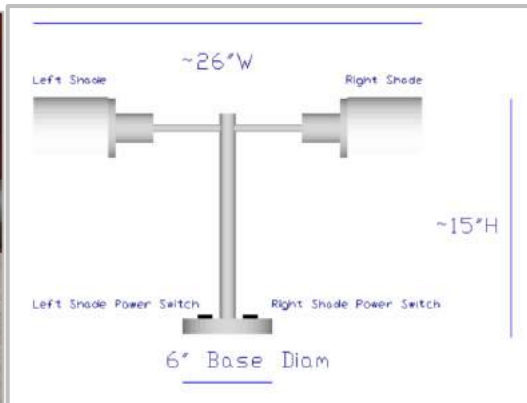
Year Completed: 2020

Client: North Coast Partners

Client Contact: Zach DiGia | Director of Asset Management | zdigia@ncp-re.com | 313-603-5995

Option D: New Table Lamps

Pot. Lamp	Qty	Lights
Extra Glass Shade	2	\$322
Table Lamp	9	\$6,657
Table Lamp Lg	8	\$6,910
		\$13,889



Option C Notes:

- Custom Quote to match existing table lamps as close as possible in finish, style, and dimension
- Two Shades / A19 Screw In Lamp Per Shade
- Two Key Differences between existing lamps and proposed lamps
 - Each shade's on / off switch will be rocker type and located on base.
 - Table Lamp Lg:
 - To go at reading tables.
 - Will be 6" taller and the base will be 8" in diameter to accommodate 4 power outlets and 4 USB charging ports.
 - Laminate base will be removed but overall height will be similar to existing lamp.
- 50% deposit for material cost required to create CAD drawings. Production start upon approval of CAD drawings. Remaining material cost due 2-weeks before shipment.
- Minimum order quantity 16 / 16 – 20 week lead time
- Cost 11 Lamps: \$12,381.02 Table Lamps / \$321.71 extra shades / \$1567.00 Labor
 - Table Lamp: Qty 3
 - Table Lamp Lg: Qty 8
 - Note that there is a minimum order quantity thus why the cost for 11 lamps total is not proportionally lower than the cost for 17 lamps.

Proposal Summary

- *This quo includes Enlighten providing any of the following LED conversion options:*

Option	Pot. Lamp	Qty	Lights
D	Extra Glass Shade	2	\$321.71
D	Table Lamp	9	\$6,656.55
D	Table Lamp Lg	8	\$6,910.42
Total			\$13,888.69

- *Cost includes supply and shipping.*
- *Cost does not include sales tax as it is assumed the Library is tax exempt. 6% add'l MI state sales tax will be applied to final invoice if applicable.*
- *Pricing shown in this proposal valid for 60 days.*
- *Unit pricing and total cost in this proposal for listed quantities. Pricing subject to change should final ordered quantities or parts change.*
- *50% deposit for material cost required to create CAD drawings. Production start upon approval of CAD drawings. Remaining material cost due 2-weeks before shipment.*
- *Postponements may occur due to COVID-19 related delays.*
- *Apart from total proposed project cost, the information including but not limited to lighting measurements, proposed solutions, proposal photos, and related information is proprietary to Enlighten Solutions and shall not be shared with any outside parties.*

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-6

February 24, 2021

RESOLUTION TO PURCHASE CUSTOM LIGHT FIXTURES FOR THE WHITTAKER
ADULT AREA STUDY TABLES

Whereas, the Ypsilanti District Library strives to provide welcoming and functional facilities for its patrons to use, and

Whereas, the current table lighting in the Whittaker adult area is inadequate and does not offer power and data ports users desire, and

Whereas, the Library budgeted to replace the table lighting this fiscal year, and

Whereas, the Library Director has researched a variety options and recommends the custom fixtures proposed by Enlighten, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the custom light fixtures specified on the attached quote be acquired for a total cost of \$13,889.

BE IT FURTHER RESOLVED that

\$3,889 from the Capital Asset Replacement Fund shall be allocated for this project.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 2/18/21
Re: Purchase of Communico for Libraries subscription

YDL uses a system called EMS to manage event listings, event registration, and room booking. It is a complex tool that was designed for college campus use, and it has never performed as we'd like. Staff from Administration to Reference to Communications to Facilities struggle with it. EMS has changed hands a number of times in the past few years, and customer support has deteriorated. We have been looking for a replacement system, but nothing that we could afford was robust enough to manage our volume of events and buildings/rooms. (Among the many products considered over time: Evanced, LocalHop, Plymouth Rocket, Demco's D!bs, Spaces, and Sign-up, and SpringShare.)

When I went to the ALA Conference in 2019, I spent some time at the Communico for Libraries booth. They began working with libraries in Europe, and are newer to the US. They offer a very solid package of modules that impressed me, and they are all about a high-quality end-user experience. Sadly, the exhibitors led me astray on pricing, and when we did a demo with their sales rep, he told me that libraries under 100,000 service population could not purchase the modules ala carte. We do not need the other three modules that were bundled with what we wanted, so that was a deal breaker.

Fast forward to 2021. YDL has been closed and not booking rooms or using EMS for events (virtual events are easier to manage in many ways, and we have other options). I just received the EMS renewal invoice, which is about \$3,200, and I do not wish to renew. However, as we begin to think about reopening, we need to have an EMS replacement in place.

The Communico rep had shared that we were not the only library unhappy with their pricing structure, so I reached out again. It just so happens they have indeed worked to make it more flexible. Key staff attended a Communico demo on 2/9, and everyone agreed this is the tool we need. I also reached out to two other libraries I know who are Communico users. They reported being very happy and that the customer support is quite responsive.

Please review the documentation for the "Attend" and "Reserve" modules, as well as the attached price proposal. Typically Communico charges \$8,000/year for these two modules plus a \$4,000 one-time set-up fee. I got them to come down to \$10,000 total, with no subscription price increases for the next 5 years.

Communico has two additional modules of interest. "Broadcast" is a digital display tool for promoting library events and services on in-house screens; "Schedule" is a new appointment scheduling module that can be used for curbside pick-ups as well as one-on-one computer training, etc. If we have a positive experience with Attend and Reserve, I would like to consider Broadcast before we open new Superior. Schedule could be of interest down the road, but our current solution for curbside pick-up is adequate.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-7

February 24, 2021

RESOLUTION TO PURCHASE A SUBSCRIPTION TO COMMUNICO FOR
LIBRARIES' "ATTEND" AND "RESERVE" MODULES

Whereas, the Ypsilanti District Library strives to provide high quality and user-friendly technology services to its patrons, and

Whereas, YDL's current event registration and room reservation system is difficult to use, does not perform reliably, and is up for renewal, and

Whereas, Communico for Libraries provides a solution that is built for a library environment, comes highly recommended, and is the YDL staff's choice for a replacement product,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Communico for Libraries Attend and Reserve module subscription and set-up fees of \$10,000 are approved for purchase.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Order Form: Ypsilanti District Library

Ypsilanti District Library

5577 Whittaker Road

Ypsilanti, MI 48197

United States

Lisa Hoenig

Director

lisa@ypsilibrary.org

+1 (734) 879-1300

Reference: 20210212-102727331

Quote created: February 12, 2021

Quote expires: March 1, 2021

Quote created by: Andrew Johnson

Senior Account Executive

andrew@communico.us

+1 (475) 685-9604

Comments from Andrew Johnson

Order form to COMMUNICO, LLC signed by and between COMMUNICO, LLC a Delaware limited liability company whose principal place of business is at 750 East Main Street, Suite 610, Stamford CT 06902 ("COMMUNICO"), and Ypsilanti District Library whose principal place of business is at 5577 Whittaker Road, Ypsilanti, MI 48197 ("Customer").

Unless otherwise specified, all terms used herein shall have the same meanings as those in COMMUNICO's **Standard Terms and Conditions of Use**, which have been provided to Customer and are incorporated herein by reference.

COMMUNICO agrees to provide and Customer agrees to purchase a limited, non-exclusive, non-transferable, non-sublicensable right and license for use of Communico, LLC's proprietary Digital Publishing Platform (DPP), a hosted media management system, and Communico, LLC's intellectual and proprietary property rights related thereto, strictly in accordance with the terms and conditions of this Agreement, which expressly includes COMMUNICO's **Standard Terms and Conditions of Use**.

For the duration of this contract, additional modules may be licensed at the following rates:

Schedule | Curbside pickup and appointments - \$4,000 / year

Broadcast | Digital signage, unlimited screens - \$4,000 / year

Engage | Patron mobile app for Android and iOS - \$8,000 / year

Roam | Staff productivity app for Android and iOS - \$8,000 / year

Products & Services

Item & Description	Quantity	Unit Price	Total
Core + Attend/Reserve	1	\$8,000.00 / year	\$8,000.00 / year
Products included -			for 3 years
Connect: 3rd party connection engine to allow import and export of data			
Control: Cloud based control panel to manage Communico Platform			
Create: Content management system and			

widget builder
Attend: Event and program management
Reserve: Room and asset management

Implementation Fee	1	\$4,000.00	\$2,000.00
12 Weeks Customer Success and Engineering resource to assist with implementation.			after 50% discount

Subtotals

Annual subtotal			\$8,000.00
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One-time subtotal			\$2,000.00
			after \$2,000.00 discount

Total \$10,000.00

Purchase Terms

SUBSCRIPTION START DATE: February 28, 2021

PRICING: Based upon Customer's stated legal service population of 82,974.

Communico reserves the right to increase pricing if Customer's legal service population increases significantly during the term.

ILS INTEGRATION: Horizon
Integration (via Web Services API or SIP2) is included, but additional fees may be assigned by the ILS vendor to the library to facilitate integration. Please contact your ILS account manager to inform them of your upcoming integration with Communico using the above method(s). Communico is not responsible for any additional charges applied by ILS Vendors, and it is the customer's responsibility to provide Communico with the required information and full documentation to enable it to access said services on behalf of the Customer.

CUSTOMER OBLIGATIONS: As per Communico LLC [Standard Terms and Conditions of Use](#).

INVOICING SCHEDULE: As per Communico, LLC [Standard Terms and Conditions of Use](#).

MINIMUM TERM: 3 years (36 months) from subscription start date.

USAGE: This Communico platform as described in this order form is limited to the use of the patrons/customers and staff of Ypsilanti District Library. It is not available for use by any other related or non-related agency, organization, or entity.

IN WITNESS WHEREOF the undersigned have executed this Order Form as of the day and year set forth. The parties hereto agree that facsimile/digital signatures shall be as effective as if originals.

Lisa Hoenig
lisa@ypsilibrary.org

Brian Baloga
brian@communico.us

Questions? Contact me



Andrew Johnson
Senior Account Executive
andrew@communico.us
+1 (475) 685-9604

Communico LLC
750 East Main Street, Suite 610
Stamford, CT 06902
US









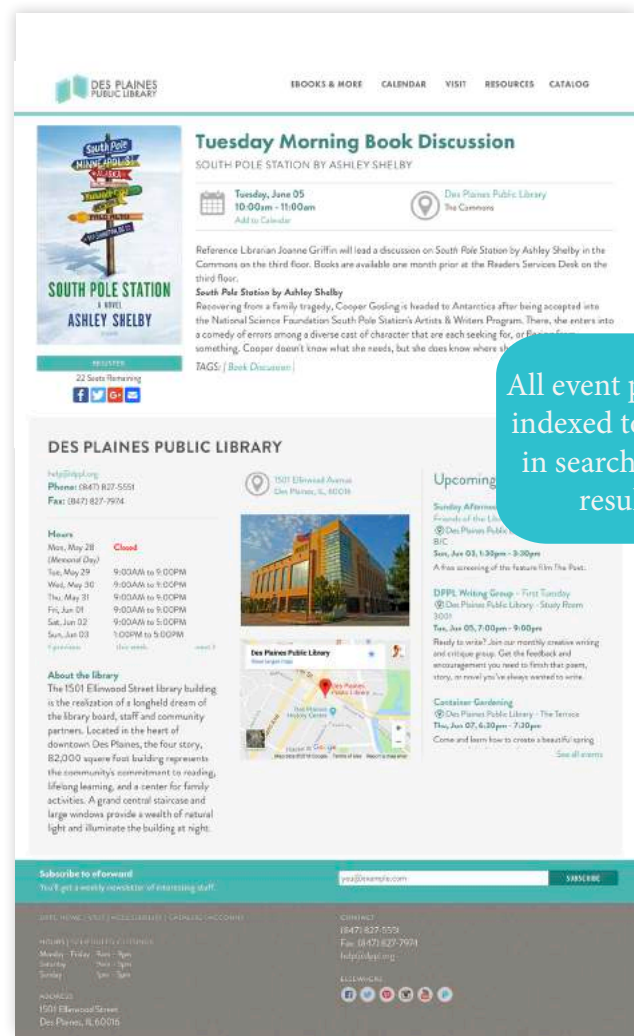
Attend

CALENDAR AND EVENT MANAGEMENT

Attend is a powerful event creation and management tool that allows for multiple levels of branch-specific mediation prior to publication. Registered events, series events and private events are easily created and managed via the Communico control panel.

Patron features

- 
Discover your amazing events
 A library-branded page showcases your library's featured and promoted events, together with easily navigable sections for your event categories.
- 
Custom events brochure
 Patrons can generate a bespoke PDF version of the calendar to download, print or email.
- 
Event page
 A unique page is generated for each event with library branch details, upcoming branch events, social media sharing and add-to-calendar options. Patrons can register for events and add guests to their registration, too. Pages are indexed by search engines.
- 
Listing page
 The main listing page provides options for keyword search with filters by branch, age and event type. Patrons can easily use calendar picker for daily, weekly and monthly views.
- 
Calendar view
 Color-coded either by age group or event type, the branded monthly grid view creates an easily digestible calendar view with a full day's events viewable in each day block.
- 
My events page
 Provide self-service by allowing patrons to view and cancel their registrations, as well as manage their guests, using an authenticated library card or a unique registration number.



All event pages are indexed to appear in search engine results.



Customize

Attend is customizable to match your library's brand. Choose to use fully branded hosted pages, embed on your own site or access Attend via our API.

Staff features

Event creation

Easily create one-time or recurring events using pre-populated templates or creating your own. Each event allows for inclusion of:

- ✓ Library venue or external location
- ✓ Optional ILS-authenticated registration
- ✓ Featured images
- ✓ Public or private event designation
- ✓ Recurring events
- ✓ Unlimited event types and age groups
- ✓ Custom registration questions
- ✓ Scheduled event publishing
- ✓ Event search tags
- ✓ Reporting categories
- ✓ Review history

Registration options

The Attend module has feature rich registration options which can be set on a per-event basis.

- ✓ Mandatory library card option
- ✓ Mandatory email address option
- ✓ Mandatory age group option
- ✓ Mandatory phone number option
- ✓ ILS authentication
- ✓ Series registration
- ✓ Waitlist with automated notifications
- ✓ Guest/group registration option
- ✓ Custom questions
- ✓ Schedule when registration opens
- ✓ Custom email and SMS notifications
- ✓ Max attendees

Approval and mediation

The library may determine how many levels of mediation an event must pass through prior to publication, with Creators, Approvers and Publishers.



- ✓ Strict or flexible mediation
- ✓ History of staff edits
- ✓ Custom notes and comments
- ✓ Send back with change requests
- ✓ Quick-access Action Center
- ✓ Staff reminder emails

Event management and administration

Published events can be canceled, rescheduled and unpublished as needed. Additional functionalities include:

- ✓ Attendance capture
- ✓ Notes capture
- ✓ Patron lookup
- ✓ Change event venue or time
- ✓ Change booked assets or room layout
- ✓ Automatic patron notification of changes
- ✓ Customized event widgets
- ✓ Embed widgets in other sites
- ✓ Customized brochure generator
- ✓ Event reporting and scheduler
- ✓ PDF and CSV report exporting

More options

Top-level settings can be applied to restrict or enable particular Attend features.

- ✓ Event ticketing system
- ✓ Forced series registration
- ✓ Mandatory reporting category
- ✓ Automatic waitlist
- ✓ Custom questions
- ✓ Patron ILS authentication



Communico specification sheets

Available to download at www.communico.us










Broadcast

INTERACTIVE DIGITAL SIGNAGE

Broadcast is our digital signage solution that allows you to turn any device into an interactive digital sign.

Patron features

- 
Advertise your events
 Display your library's featured and promoted events together — customized for different branches or audiences.
- 
Customized messaging
 Welcome messages, branch opening hours and branch-specific information are just some of the custom messaging you can show your visitors.
- 
Room schedules
 See what's happening in your branch's meeting and study rooms. Patrons can see if quick-book study rooms are free, and when combined with our Reserve module, they can book directly.
- 
Recommended reads
 Place a recommended reads widget in your shows to promote staff choices, seasonal reads or any custom record sets to your patrons.
- 
Real-time messaging
 Update patrons throughout your branch or branches with alerts and emergency messages by overriding whatever is being displayed on your screens.



Customize

Broadcast is customizable to match your library's brand. Select a theme for the channel to style any widgets displayed.

Staff features

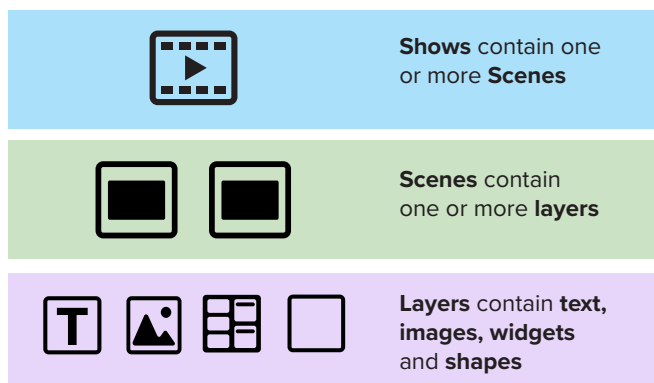
Show creation

Content is easily created using Broadcast's show builder, where you can select from predefined templates.

Add Scenes, like slides in a PowerPoint™ presentation, then import images, add text and shapes and then drag and drop content to make your perfect show.

Create content once for use across multiple screen sizes. Shows are created with an adaptive stage that is responsive and will change to display content on different aspect ratio screens.

- ✓ Add text, images, shapes and widgets
- ✓ Drag to reposition elements
- ✓ Stack content by using layers
- ✓ Add transitions and animations
- ✓ Schedule start and end dates for scenes
- ✓ Save scene templates for reuse
- ✓ Smart shows detect location-aware content



Registering Screens

Easily register a digital device to Broadcast by visiting [communico.tv](https://www.communico.tv) and entering the four-digit number displayed on the screen. Name the sign and provide its branch location and you're all set.

- ✓ Display signage on any digital screen
- ✓ Quickly swap channels for any screen
- ✓ View when screens are online or offline

Assign shows to channels

Within Broadcast, shows are scheduled into channels, which work like a TV station. You're able to mix and match content based on your audience, the location of the sign or the time of day or week. Your signs can be as identical or varied as you like.

The number of shows, channels and screens is unlimited with your fixed-fee subscription.

- ✓ Select a channel and play your shows to all screens using that channel
- ✓ Drag and drop shows into channels
- ✓ Drag shows to change the length of time they will play or loop for
- ✓ Strict or flexible mediation
- ✓ Create exception days where a different show will play
- ✓ Override all shows quickly with a custom message

More options

Shows can be combined to allow multiple locations to display common and bespoke content, all managed from a parent show.

- ✓ Create nested shows to allow easy repeating of multiple shows
- ✓ Smart shows combine location-aware content and common content in one place
- ✓ Integrate with the other modules to create a Patron Engagement Station
- ✓ Include upcoming Events and Room booking schedule widgets that dynamically update from data stored in Communico



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Reserve

ROOM BOOKING AND ASSET MANAGEMENT

Reserve is our versatile, elegant and comprehensive solution for room booking and asset management. It integrates beautifully with the Communico Suite, allowing staff to reserve rooms as they create events in Attend, patrons to book rooms directly from within Engage — our patron app — and for room bookings to be displayed dynamically on Broadcast, our digital signage platform. Requests may be mediated or unmediated.

Patron features

- 
What's available?
 Patrons can quickly see which spaces are available, specify room layouts and request additional equipment.
- 
Multiple bookings
 The shopping cart feature makes it super easy to make multiple bookings at once, regardless of whether or not your rooms have costs associated.
- 
Notifications
 Patrons will receive email and SMS notifications after making a booking request, and at any time they can view the status of their booking or cancel reservations online.
- 
Chargeable rooms
 Reserve includes full eCommerce with support for over 20 processors, making it easy for patrons to make payments for chargeable rooms, assets or layouts. You can also allow patrons to pay offline.

Reserve a meeting room Basket

[< Back](#)

BIRMINGHAM 100

Meeting Room Lower

ROOM SIZE
Length 8, width 14, area 112 sq ft.

ROOM CAPACITY
40 People Max.

SET UP TIMES
Breakdown Time: 30 min
Setup Time: 30 min

ROOM DESCRIPTION
Room 100 is a small meeting room that has access to WiFi, and has seating for 4 people around a rectangular conference table.

INCLUDED RESOURCES
Projector board
Laser Pointer

BOOKING TYPE
Barrie Residents

Aug 6, 2019 [Select Dates](#)

1:45pm - 3:00pm

Room charge **\$46.88**

[ADD TO BASKET](#) [RESERVE NOW](#)



Customize rooms for different users

Choose who can reserve rooms, how much they pay, when they can book and how often they can make reservations.

Staff features

Built for libraries

As with all the Communico modules, Reserve has been built from the ground up to facilitate the diverse ways libraries manage and mediate their various rooms and assets. Its granular and flexible setup options allow us to provide each library with the perfect fit for their individual use case.

- ✓ Set up booking time blocks
- ✓ Create room layout options for patrons to choose from
- ✓ Assign included and bookable assets to rooms
- ✓ Rooms can be multi-level, with “parent” and “child” rooms that can be split or combined as a booking requires
- ✓ Specify setup and breakdown times for room bookings
- ✓ Set custom questions for individual rooms
- ✓ Control which rooms only staff can book
- ✓ Choose to have automatic approval of room bookings or use a mediation step for manual approval by staff
- ✓ Staff access is branch-specific and can be limited as needed, with separate levels for those who can request bookings and those who can approve
- ✓ Use the reports feature to build custom reports on all elements of Reserve
- ✓ Reports can also be scheduled to be run at intervals and emailed automatically to distribution lists

Fully integrated

Reserve is fully integrated with both Engage and Roam (our patron app and staff app), and booking data can be pushed to Broadcast, our digital signage module.

- ✓ Dynamically display room booking data on your website or digital signs
- ✓ Integrate within a patron engagement station so patrons can book rooms when in branch
- ✓ Multiple- or single-room “quick bookings” feature can be used on wall-mounted tablets or screens
- ✓ Staff can reserve rooms and assets for patrons in branch, even when they are away from a circulation desk, using our staff app, Roam

Patron groups

Set an unlimited number of room policies within user classes to govern how rooms are booked and who can use them. Patron groups can be limited to booking certain rooms or to a set number of bookings via a group library card. And if you charge for your rooms, then you can tailor the room fee to user groups (e.g., charging nonresident groups more than residents).

- ✓ Limit bookings and/or bookable hours
- ✓ Custom booking segments for different users
- ✓ Custom start-and end-of-day buffer times
- ✓ Custom room and asset charges
- ✓ Custom minimum and maximum booking time restrictions
- ✓ Custom nearest and furthest bookings
- ✓ Custom cancellation policies
- ✓ Set up patron groups with library cards or email addresses

The screenshot displays the Reserve booking interface. At the top, a booking ID '9q834934' is shown. The form includes fields for First name (*), Last name (*), Email, Phone, Library card, Expected attendees, Layout, Group name, Booking title (*), Location, Date, and Time. A status indicator 'Awaiting approval' is visible. Below the form is a calendar view showing room availability for Anderson Room, Harrison Room, and Meeting Room A/B from 3:00 AM to 9:00 PM. The Anderson Room is marked as 'Chosen' for the selected time slot.



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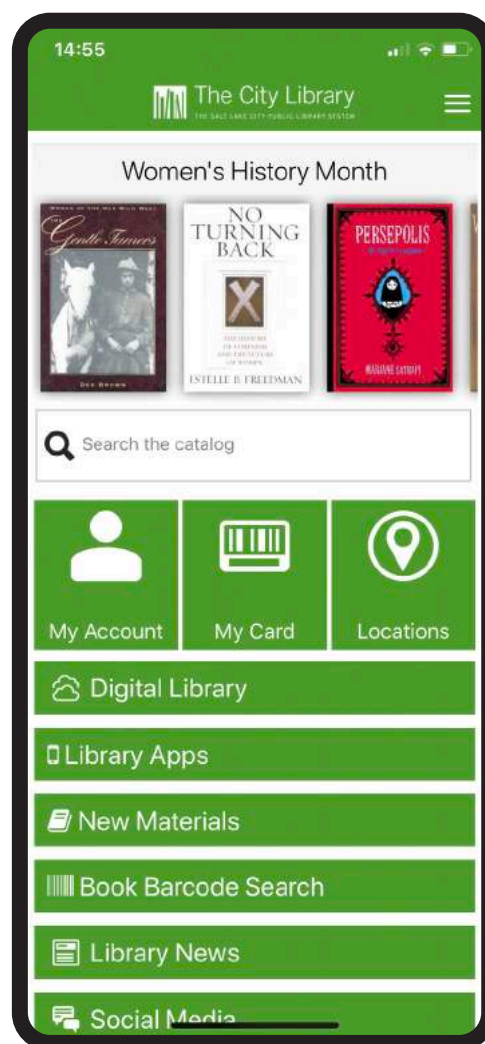
Engage

MULTI-PLATFORM PATRON APPS

Engage is Communico's multi-platform patron app, custom built and designed collaboratively with you, letting patrons take your library with them wherever they go.

Patron features

- ✓ **Explore your catalog**
Connect to your ILS through APIs, SIP2 and Z39.50, allowing patrons to search the library catalog and check availability and reserve materials in real time.
- ✓ **Mobile First, Reader First**
Eliminate silos by allowing patrons to place holds on, check out, renew and consume digital content — all within the library's app.
- ✓ **Events and room booking**
Communico's event management and room booking modules, Attend and Reserve, are both seamlessly integrated within Engage, so patrons can easily discover and register for events, and book meeting rooms and assets.
- ✓ **Branch information**
All of your branch information, including locations and opening hours, is pulled centrally from Communico's data repositories, so these dynamically update in real time as any changes are made.
- ✓ **List integration**
Patrons can link their Goodreads accounts to the Engage app, allowing them to share lists across the platforms.
- ✓ **Store library card to check out books**
Store library card details to have a scannable e-library card available at all times.



Branding included

There is no additional cost for branding the app with your library's identity. Colors, logos and button styles can all be set in a custom theme.

Staff features

Multi-platform app

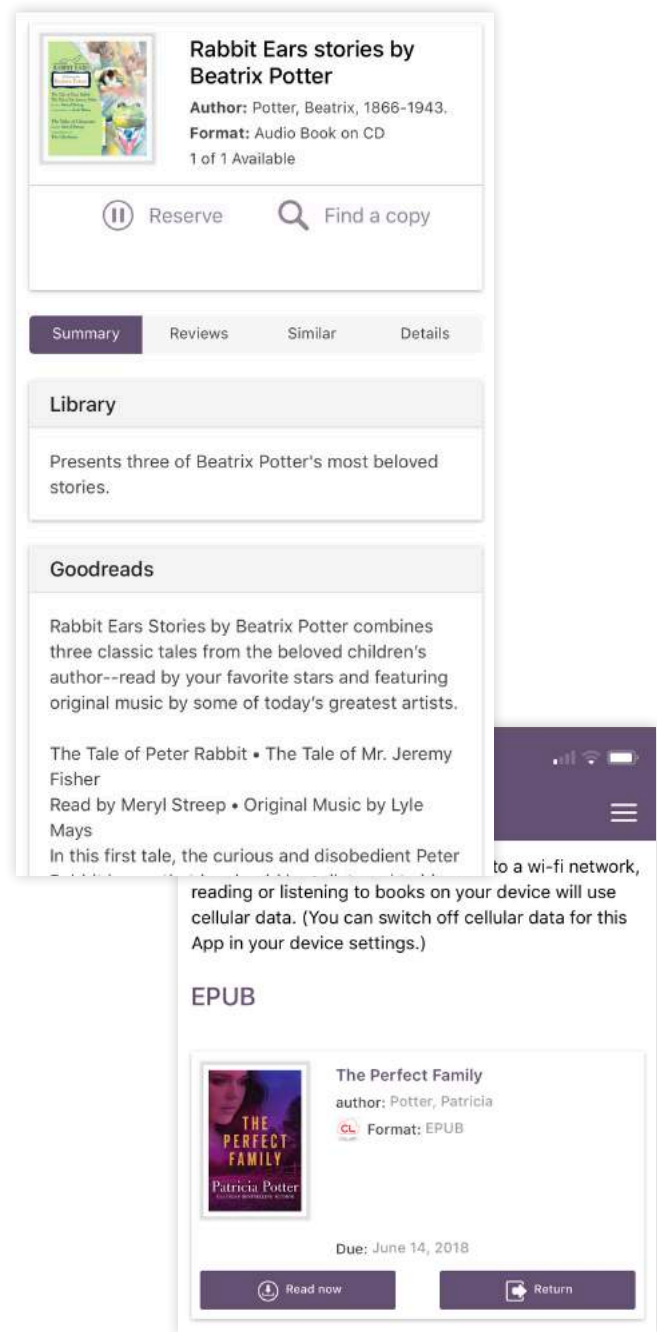
Engage is multi-platform so just a single version of the app is required for Apple iOS and Android devices.

- ✓ Just one version of the app content to manage
- ✓ Library branded app gives a consistent experience for patrons between web and app
- ✓ Automatic updates of any content created and managed within Communico Control Panel
- ✓ Recommended reads and custom ILS record sets can be created and displayed in the app, for one-click access to the catalog
- ✓ Any pages or contact forms created within the control panel can be embedded within the app
- ✓ Engage supports both Push notifications and multiple library cards, enabling easy management of family accounts

Supported ILS

ILS Engage integrates with the library ILS, allowing patrons to access your library's catalog on the go.

- ✓ Polaris
- ✓ III Sierra
- ✓ SirsiDynix - Horizon
- ✓ SirsiDynix - Symphony
- ✓ Others via SIP 2



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Create

CMS, WEBSITE AND WIDGET BUILDER

Build beautiful, responsive websites, landing pages, microsites, reference guides and kiosk sites without needing to know how to code. Utilize our widget builder to share content across the suite of Communico applications and/or third-party CMS tools.

Patron features

- ✓ **Create a unified experience for patrons**
Build websites and mini marketing sites with the ability to share themes, headers and footers.
- ✓ **Responsive out of the box**
Patrons can enjoy your content on any device with Create's built-in responsive functionality.
- ✓ **Updated and in touch**
Make updates in real time to your sites or widgets. Changes to opening hours, unplanned closures and other news can all be communicated to patrons quickly.
- ✓ **Form builder**
The CMS includes an easy-to-use form builder widget. Create surveys, feedback and contact forms for patrons from within Control Panel and then easily add them to any of your CMS pages.



Integration with other modules

Easily display your events and room bookings with pre-built templates for Attend and Reserve.

Staff features

Simple CMS

Our site building module, Create, is an easy-to-use content management system (CMS) that allows staff of all experience levels to create, modify and update website content without needing to code.

- ✓ Create single-page sites or menu-driven multi-page sites
- ✓ Simple drag-and-drop block system for adding text, images and widgets
- ✓ Create pages, headers and footers all in the same way with our content builder
- ✓ Preformatted templates for events listing pages, event detail pages and room booking
- ✓ Multi-level main navigation
- ✓ Add custom JavaScript and custom CSS
- ✓ Responsiveness is built in, but staff can choose to show or hide individual blocks on different-sized devices

Unlimited sites

Communico does not restrict the number of sites you can create. You can also build as many headers, footers, pages and themes as you require.

- ✓ Https built in for added security and patron trust
- ✓ Google Analytics integration
- ✓ Option to set custom headers, footers and themes on individual pages

Custom events pages

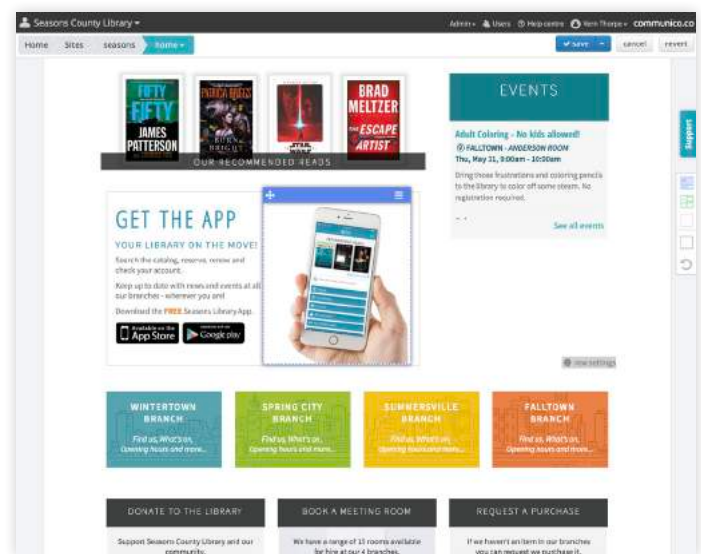
Create links to custom events pages to display events limited to a certain type, age group or location, as a list or on a calendar.

- ✓ Single-location events listings
- ✓ Limit display of events to just today, tomorrow, this week, next week, this month and next month

Widgets

Widgets are automatically populated containers that update in real time. Keep your content current on your web pages, choose from pre-styled widgets for your headers and footers, or create your own.

- ✓ Customizable events widgets can display certain age groups, event types or limit by location
- ✓ Location widgets display your opening hours, branch information, contact details and branch imagery
- ✓ Slideshow widgets for building and displaying promoted content
- ✓ Room reservation widgets show your room booking schedules, which may be limited by room and booking type
- ✓ Recommended Reads widgets can be created by adding a record set or individual records (depending on your ILS) to promote latest reads or staff choices
- ✓ Build an online resources widget to promote your eServices and use it with our multi-platform app, Engage, to automatically detect and display links to those resources in the Google Play Store and Apple App Store
- ✓ Manage staff access to widgets with tiered permissions levels



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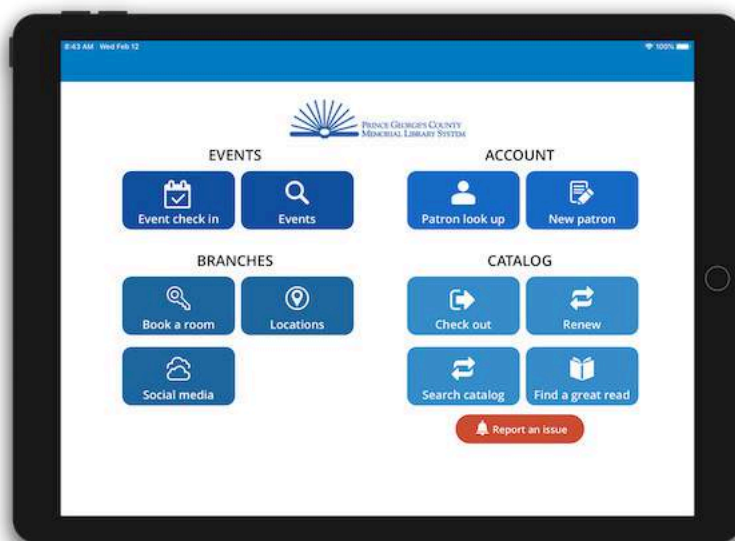
Roam

MOBILE STAFF DEVICES

Roam is our mobile staff productivity app, allowing library staff the freedom to move around the branch. No longer constrained to sit behind an information desk, but able to help patrons with catalog inquiries, event information and registration, room bookings, library account setup, and much more, all from a mobile device.

Staff features

- ✓ Mobile self-check**
 Check out, return and renew items from anywhere in the library.
- ✓ Circulation**
 Scan items to get information such as when they last circulated, get reviews from Content Café and see recommended next reads from Novelist.
- ✓ Room booking**
 Check bookings and make reservations for quick-book study rooms or for multiple-layout meeting rooms.
- ✓ Patron sign-up**
 Register new patrons and update existing details (ILS dependent).
- ✓ Branch locations**
 All your branch locations and their details are available from within Roam. Share details and directions with patrons.
- ✓ Facility maintenance**
 Report issues found in your branches and choose which departments to inform. Fill in the details of the issue and take or choose photos to accompany the report.
- ✓ Asset reservation**
 Make patron reservations for library assets such as 3D printers or PCs.
- ✓ Events**
 Real-time events and program data on hand wherever you are. Email specific event data to patrons and capture attendance details for events. Register patrons and their guests for events.
- ✓ Event check-in**
 Check patrons in for registered events by scanning tickets or using a manual check-in list.
- ✓ Event brochures**
 Create custom printable PDF brochures of your events and email them to patrons.
- ✓ Security alerts**
 With a single click, you can quickly request security or emergency assistance in your branch. There is an option to broadcast pre-defined or custom messages to an individual group or the entire library.





Check

PATRON SELF-CHECK

The Check module allows you to add self-check functionality for patrons to the other Communico modules such as Broadcast, Roam and Engage. It is a software-only solution, allowing you to specify and maintain the hardware that is right for your branches and budget.

Patron features

- ✓ **Self-check**
Patrons can check in, check out and renew items without staff assistance using your library's own self-scanners and screens.
- ✓ **Item information**
Patrons can scan items to get information such as reviews from Content Café and see recommended next reads from Novelist.
- ✓ **Event check-in**
Patrons can check in for registered events by scanning tickets or using a manual check-in list.
- ✓ **Patron sign-up**
New patrons can sign up for a library card and account (ILS dependent).
- ✓ **Recommendations**
Once patrons have checked out their items, you can suggest Novelist-recommended items they may also like. A quick tap and the patron can email details of the item to themselves or scan a QR code for a direct link in your catalog.
- ✓ **Promote with receipts**
Connect Check to a printer and patrons can be suggested similar reads on a checkout receipt with a scannable link directly to the item in your catalog.

And with Check fully integrated with Attend — our events management module - you can choose to promote your library's events, too.

