



YPSILANTI
DISTRICT
LIBRARY

Board of Trustees

2021 Information Packet



Wednesday
April 28, 2021
6:30pm
YDL-Virtual

Ypsilanti District Library
YDL Board Meeting, April 28, 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"/>
Presentation: 2020 Annual Report - Sam Killian, Community Relations Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from March 24, 2021 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. March 2021 Financials & Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Quarterly fund balance projection	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. FOL Library Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
D. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
F. 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"/>		
Old Business			
A. Whittaker adult area lighting replacement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Business			
A. Approval of initial group of construction bids and alternates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Resolution to authorize the Building Committee to approve future bids	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Proposal to purchase new patron pick-up lockers for Superior	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Proposal to purchase new staff computers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Resolution to enter into online banking agreements with 5/3 Bank	<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, March 24, 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 and Business Office Manager Monica Gower

APPROVAL OF THE AGENDA

Trustee Williams moved to approve the meeting agenda with the following revisions. Add an item of new Business F, Discussion of virtual vs. in person meeting options. Trustee Maddix supported this motion.

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

PUBLIC COMMENT

NONE

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (February 24, 2021 Virtual Meeting minutes, and February 2021 Financials and Check Registers) Trustee McGee supported this motion.

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

COMMITTEE REPORTS

- Policy Committee:
 - Committee met a couple of weeks ago to address the Confidentiality and Gifts policies.
- Fundraising committee:
 - The Superior Capital Campaign is now at \$1,510,073.84. Which is more than three quarters of the way to our goal. Some of this is in pledges and grants that have not been received. Not all of the money is in the bank but it has been promised to the library.
- Superior Township Planning:
 - G2 Consulting finished phase two of the environmental assessment. There is nothing alarming that would require any actual cleanup. They did find high levels of arsenic and chromium in the soil. High levels of arsenic can occur naturally but to be safe G2 recommended the library file a Baseline Environmental Assessment and Due Care Plan with the state. This will document the state of the property at the time and remove the library

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from any liability. G2 assured Lisa that arsenic does not contaminate food that is grown in the soil.

REPORT OF THE LIBRARY DIRECTOR

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

- The flood at Whittaker is not a good situation. Sometime after staff left Sunday a valve in the boiler room sheared off the boiler. It was fresh water and had free flow. It was not discovered until morning. There was standing water in the boiler room that came through to the second and first floors. A number of workstations were destroyed and a number of computers, electronics, office furniture and carpet. The insurance adjuster was out today. We have temporarily dropped out of Melcat because those who process these requests are impacted. We will restore this service as soon as possible.
- Terracon will be out next week to perform the Michigan Avenue water remediation investigation to look at the water problems at Michigan Ave. Weather permitting they will begin Monday.
- The lockers at Superior are not functioning and cannot be repaired. The library has begun looking and talking to vendors about different outdoor locker options that can be installed and eventually moved to the new library.
- The library is having an eWaste Recycling event on May 8th. The Washtenaw County waste reduction sponsorship that was approved and will cover half the cost of the service has been approved for three years. If this is a successful event and YDL decides to repeat it the library will get more money for cost sharing from the county.

NEW BUSINESS

- A. Consideration of an Addendum to Architect's contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-8

March 24, 2021

**RESOLUTION TO AMEND THE CONTRACT WITH DANIELS & ZERMACK ARCHITECTS
FOR SERVICES RELATED TO THE DESIGN AND CONSTRUCTION OF A NEW SUPERIOR
LIBRARY**

Whereas, the Ypsilanti District Library will construct a new Library in Superior Township, and

Whereas, the Library Board of Trustees wished to have a trusted and experienced architect leading the project, and engaged Dan Whisler of Daniels & Zermack Architects in December 2018, and

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Whereas, an expansion of the project scope from 6,000 square feet to nearly 8,000, extensive delays, and a resulting construction budget increase prompted discussions of a contract amendment to adjust the architect's fees and project duration, and

Whereas, Dan Whisler has presented a proposal to the Board which has been reviewed by the Board Treasurer and Superior Building Committee, Now Therefore,

IT IS RESOLVED THAT THE YPSILANTI DISTRICT LIBRARY BOARD hereby accepts the terms of the proposed amendment to the contract with Daniels & Zermack Architects for services related to the design and construction of a new Superior library.

OFFERED BY: Kay Williams

SUPPORTED BY: Theresa M. Maddix

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

B. Consideration of a proposal to replace the Whittaker Adult area reflector lights

Trustee Steimel moved to table the motion until the April 28, 2021 board meeting so that all board members have a chance to look at the reflector lights. Trustee Kennedy supported this motion

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

Nays: None

Motion Tabled.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-9

March 24, 2021

RESOLUTION TO APPROVE PURCHASE OF REPLACEMENT FIXTURES FOR THE
WHITTAKER ADULT AREA REFLECTOR LIGHTS

Whereas, the reflector lights at the Whittaker Road Library are noisy and expensive both to operate and to replace when they burn out, and

Whereas, these lights were targeted for upgrade to LED starting with the 2019 fiscal year budget to minimize cost and other issues, but suitable replacements could not be identified, and

Whereas, Enlighten has proposed two different options for replacement which are viable, and

Whereas, a sample of each option is to be installed prior to consideration of this resolution, and

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Whereas, Trustees, staff, administration and architects' feedback on the results have been solicited,
Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Director is authorized to waive the bid process and engage Enlighten to order and install lighting as follows, for a total cost not-to-exceed \$60,000:

- ☐ 33 retrofit lights
- OR-
- ☐ 33 post-top lights
- AND-
- ☐ Restore 119 spot lights

IT IS FURTHER RESOLVED that the Director is authorized to obtain additional quotes to move the stack shelving lights to accommodate this work, and to accept the low bid.

IT IS FURTHER RESOLVED that up to \$50,000 from the Capital Asset Replacement Fund may be utilized for this project.

C. Revision to policy D6: Confidentiality Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-10

March 24, 2021

RESOLUTION TO REVISE POLICY D6: CONFIDENTIALITY POLICY

Whereas, the Ypsilanti District Library's Policy D6 sets forth guidelines to preserve the confidentiality and privacy of Library Records to the fullest extent permitted by law, and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed, and

Whereas, Policy D6 was last revised in July 2006, and

Whereas, the Michigan Library Privacy Act was amended in late 2020, and the changes take effect later this month, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Policy D6: Confidentiality Policy is approved.

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OFFERED BY: Bethany Kennedy

SUPPORTED BY: Patricia Horne McGee

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

D. Revision to policy E3: Gifts Policy

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-11

March 24, 2021

RESOLUTION TO REVISE POLICY E3: GIFTS POLICY

Whereas, the Ypsilanti District Library's Policy E3 sets forth guidelines for the acceptance of gifts,
and

Whereas, the Library Board of Trustees routinely reviews and revises library policies as needed,
and

Whereas, the Library Board approved opening a brokerage account to accept gifts of stock, and
desired to reflect in the policy that all such gifts would be immediately sold for their cash value,
Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached revision to the Ypsilanti District Library Policy E3: Gift Policy is approved.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Kristy Cooper

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

E. Acceptance of real estate: 1900 Harris Road

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-12

March 24, 2021

RESOLUTION TO ACCEPT THE PARCEL OF REAL ESTATE KNOWN AS 1900 HARRIS
ROAD, SUPERIOR TOWNSHIP, MICHIGAN

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Whereas, the Ypsilanti District Library wishes to construct a new Library in Superior Township, and

Whereas, on December 21, 2020, the Superior Township Board of Trustees resolved to sell the property at 1900 Harris Road to the Library for this purpose for \$1.00, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library accepts the property described on the attached warranty deed, and the Library Director is authorized to negotiate and execute all closing documents related to the property transfer.

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

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

F. Discussion of Virtual vs. In person meeting options

Trustee Williams moved that the Board go month to month to decide whether meetings will be virtual or in person. Trustee McGee supported this motion

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

BOARD MEMBER COMMENTS

Trustee	Comment
Pat	No Comment
Kay	I want to thank Scott for his report. Now I can read it.
Bethany	I'm excited for the groundbreaking
Brian	No comments
Theresa	I would like to thank Jodi for her discussion in the packet about the six Dr. Seuss titles. I found it very well written. I was very pleased to see the consideration that the Ypsilanti team is giving. Not just saying "oh these six books are a problem", but really seeing a broader problem. I think that speaks to some of the initiatives that the EDI team is doing and some of those other initiatives. I look forward to the blog posts on collection development and the decisions that were made in that process.
Kristy	No comments
Jean	I want to thank the library for their wonderful work. For getting people to get their income taxes done and for the n95 masks that they passed out. Our staff is absolutely wonderful. Thank you! Thank you, Lisa, thank the whole staff. I really appreciate the library.
Lisa	No comment

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Adjournment

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

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

Nays: None

Motion passed.

Financial Report

Check Register Report

Date: 04/21/2021

Time: 10:31 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
73078	03/03/21	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Mitchell renewal 2021	443.00
73079	03/03/21	Printed			RFID	ATLAS RFID SOLUTIONS STORE LLC	12,000 tags	1,638.00
73080	03/03/21	Printed			BASIC	BASIC	January 2021 fee	100.00
73081	03/03/21	Printed			BCLS	BAY COUNTY LIBRARY SYSTEM	lost-ILL Disney Princess	9.99
73082	03/03/21	Printed			BENCH	BENCHMARK DESIGN STUDIO	Tax season parking signs	280.00
73083	03/03/21	Printed			BA	BLACKSTONE PUBLISHING	the Body Keeps...	299.55
73084	03/03/21	Printed			0000000660	BLOOMFIELD TWP PUBLIC LIBRARY	lost-ILL Top Five Regrets Khlood Abdellatif	30.00
73085	03/03/21	Printed			BROWNINDU	BROWN INDUSTRIES	service pins-2nd payment	233.29
73086	03/03/21	Printed			JCARY	JAMES CAREY	1/8-2/26/21 services	1,440.00
73087	03/03/21	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit-youth supplies	51.16
73088	03/03/21	Printed			DTE ENERGY	DTE ENERGY	whit 1/23-2/22/21 elec	6,301.12
73089	03/03/21	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	whit table lamps deposit	6,944.34
73090	03/03/21	Printed			FST	FIRST BOOK	With the Fire on High-20	117.00
73091	03/03/21	Printed			GORDON	GORDON FOOD SERVICE, INC.	poly bags - face masks	32.99
73092	03/03/21	Printed			GRPTLIB	GROSSE POINTE PUBLIC LIBRARY	lost-ILL Quantum Leap	16.95
73093	03/03/21	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Whit 1/24-2/23/21 period	261.85
73094	03/03/21	Printed			MICHGAR	MICHIGAN GARDENER	MA bulk order 2021	150.00
73095	03/03/21	Printed			MWP	MICHIGAN WEB PRESS	Loop-spring 2021	3,593.78
73096	03/03/21	Printed			MIDWESTTAP	MIDWEST TAPE	500012093/500046122/500028143	393.43
73097	03/03/21	Printed			MIDWESTTAP	MIDWEST TAPE	Hoopla 2/28/21 ending	11,171.82
73098	03/03/21	Printed			0000000491	OMNIGRAPHICS, INC.	headquarters USA 2021	202.23
73099	03/03/21	Printed			BP	BRADLEY PERKINS	4/7/21 Superior Groundbreaking	200.00
73100	03/03/21	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	1/16-2/16/21 billing period	8.07
73101	03/03/21	Printed			0000000021	Y C U A	Whit 1/19-2/20/21 billing	913.48
73102	03/03/21	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 1/31/21	16.53
73103	03/16/21	Printed			AES	ALLIED EAGLE SUPPLY CO	vac hose-floor scrub	713.78
73104	03/16/21	Printed			AVPRO	THE AV PRO, LLC	50% peopsit Super Groundbreak	1,000.00
73105	03/16/21	Printed			LOR	BAKER & TAYLOR	statement 2/28/2021	540.07
73106	03/16/21	Printed			BAKL	BAKER & TAYLOR #4407662	statement 2/28/2021	388.87
73107	03/16/21	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 2/28/21	221.10
73108	03/16/21	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 2/28/2021	139.72
73109	03/16/21	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 2/28/2021	403.74
73110	03/16/21	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 2/28/2021	47.72
73111	03/16/21	Printed			BAKTAY	BAKER & TAYLOR, INC.	statement 2/28/21	69.78
73112	03/16/21	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 2/28/2021	4,072.48
73113	03/16/21	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 2/28/2021	2,951.61
73114	03/16/21	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 2/28/2021	5,606.73
73115	03/16/21	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 2/28/2021	1,268.96
73116	03/16/21	Printed			BAA	BANK OF ANN ARBOR	closing 2/28/21 #5384	671.19
73117	03/16/21	Printed			BAA	BANK OF ANN ARBOR	closing 2/28/21 #9394	366.76
73118	03/16/21	Printed			BAA	BANK OF ANN ARBOR	closing 2/28/21 #5906	471.21
73119	03/16/21	Printed			BST	BAYSCAN TECHNOLOGIES LLC	thermal rec paper-adh-240 roll	1,643.00
73120	03/16/21	Printed			BENCH	BENCHMARK DESIGN STUDIO	bookmarks	152.00
73121	03/16/21	Printed			BCN	BLUE CARE NETWORK OF MI	March 2021 coverage	41,144.42

Check Register Report

Date: 04/21/2021

Time: 10:31 am

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BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
73122	03/16/21	Printed			A15	BP PRODUCTS OF NORTH AMERICA	2/6-3/5/21 billing	247.09
73123	03/16/21	Printed			CAMPINC	CAMPBELL, INC	whit 3/1-5/31/21 billing	13,867.25
73124	03/16/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	feb 2021 fuel/elec	238.69
73125	03/16/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	feb 2021 grounds	81.68
73126	03/16/21	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 03/30/21	1,731.63
73127	03/16/21	Printed			CSH	CLARK SCHAEFER HACKETT	2020 audit final billing	1,875.00
73128	03/16/21	Printed			DTE ENERGY	DTE ENERGY	whit street 2/2021	43.09
73129	03/16/21	Printed			DTE ENERGY	DTE ENERGY	MA 1/29-3/1/21billing	1,471.46
73130	03/16/21	Printed			ELM	ELM USA INC.	disc machine supplies	179.70
73131	03/16/21	Printed			FARHA	NIVEAN FARHA	Around the World virtual prog	150.00
73132	03/16/21	Printed			FST	FIRST BOOK	Mich Ave	247.50
73133	03/16/21	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	01/2021 services	518.00
73134	03/16/21	Printed			0000000051	THE LIBRARY NETWORK	1/1-12/31/2021 envisionware	1,408.39
73136	03/16/21	Printed			AFSCME	MICHIGAN AFSCME	deducted 3/4/2021	570.95
73137	03/16/21	Printed			MIDWESTTAP	MIDWEST TAPE	500067374/500067372/500067370	345.60
73138	03/16/21	Printed			OCLC	OCLC INC.	billing 3/1-3/31/2021	469.22
73139	03/16/21	Printed			PP	PROGRESSIVE PRINTING	350-Super Groundbreak invt	125.00
73140	03/16/21	Printed			0000000443	SHERWIN-WILLIAMS	MA supplies	137.94
73141	03/16/21	Printed			STAPAD	STAPLES ADVANTAGE	statement 2/25/21	611.57
73142	03/16/21	Printed			U	ULINE	waterhog premier	112.75
73143	03/16/21	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	March 2021 curbside	90.00
73144	03/16/21	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	whit 3/1-3/31/21 service	449.16
73145	03/16/21	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	2/28/21 closing	5.27
73146	03/26/21	Printed			0000000025	AFLAC	#7 & #8 billings	163.48
73147	03/26/21	Printed			AES	ALLIED EAGLE SUPPLY CO	glove/glass cleaner	139.48
73148	03/26/21	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Connaghan renewal 2021	148.00
73149	03/26/21	Printed			BASIC	BASIC	FSA March 2021	230.50
73150	03/26/21	Printed			BOD	BODMAN PLC	january 2021 services	540.00
73151	03/26/21	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Feb 2021 service	5,579.21
73152	03/26/21	Printed			0000000183	CUMMINS BRIDGEWAY,LLC	3/16/21 service-batt replace	548.94
73153	03/26/21	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	4/1-4/30/21 coverage	2,840.26
73154	03/26/21	Printed			FST	FIRST BOOK	kreadiness-whit	119.40
73155	03/26/21	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	Feb 2021 service	210.00
73156	03/26/21	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 3/12/21	257.17
73157	03/26/21	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	Juniper networks/cable manage	1,954.43
73158	03/26/21	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	Zumba train check 2 of 2	180.00
73159	03/26/21	Printed			MNL	MADISON NATIONAL LIFE INS CO	April 2021	1,135.48
73160	03/26/21	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	MA 2/24-3/23/21 overage	500.29
73161	03/26/21	Printed			NICH	NICHE ACADEMY	online subscription 2021	2,800.00
73162	03/26/21	Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit windows	9,502.17
73163	03/26/21	Printed			PATR	PATRON ACCOUNT	return-Egyptian Gods	17.95
73164	03/26/21	Printed			SIEM	SIEMENS INDUSTRY, INC	whit lighting controls	16,249.26
73165	03/26/21	Printed			TDSM	TDS	3/22-4/21/21 service	1,229.16
73166	03/26/21	Printed			TCI	TERRACON CONSULTANTS, INC.	whit windows	3,679.26
73167	03/26/21	Printed			VERIZON	VERIZON WIRELESS	2/10-3/9/21 service	395.18
73168	03/26/21	Printed			0000000030	VISION SERVICE PLAN - MI	April 2021 coverage	750.74

Check Register Report

Date: 04/21/2021

Time: 10:31 am

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BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
				Total Checks: 90		Checks Total (excluding void checks):		170,869.02
				Total Payments: 90		Bank Total (excluding void checks):		170,869.02

Check Register Report

Date: 04/21/2021

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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								
1015	03/11/21	Printed			BOD	BODMAN PLC	Superior-1/2021 services	642.50
1016	03/11/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	YDL Eng Rev Escrow/final site	9,935.00
1017	03/11/21	Printed			G2	G2 CONSULTING GROUP, LLC	Superior Phase I ESA, lump sum	2,200.00
1018	03/11/21	Printed			NEDER	NEDERVELD	Superior-easement revisions	400.00
1019	03/26/21	Printed			ABSO	ABSOLUTE TITLE, INC	Superior Closing Costs	7,781.87
					Total Checks: 5		Checks Total (excluding void checks):	20,959.37
					Total Payments: 5		Bank Total (excluding void checks):	20,959.37
					Total Payments: 95		Grand Total (excluding void checks):	191,828.39

**Ypsilanti District Library
Balance Sheet
March 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 3/31/21
Assets:						
Cash: Checking	435,833	325,888	30,254	243,356	451,722	2,864,635
Savings	2,191,873	2,414,562	2,311,968	2,318,328	2,453,406	809,728
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	3,710,122
Receivables & Other assets	17,384	36,272	49,282	98,153	84,370	87,262
Total Assets	2,680,432	2,814,600	2,426,996	2,695,077	3,025,257	3,797,384
Liabilities	334,400	509,097	145,758	85,577	313,638	83,528
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	1,002,237
Total Fund Balance	2,346,032	2,305,503	2,281,238	2,609,500	2,711,619	3,713,857
Total Liabilities & Fund Balance	2,680,432	2,814,600	2,426,996	2,695,077	3,025,257	3,797,384

Ypsilanti District Library
Period Ending 3/31/2021 (33.3% of Year)
General Fund

ACCT #	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-2021 BUDGET	YTD 03/31/21 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,923,252	5,506,662	5,568,866	5,744,333	3,731,840	1,975,159	65.0%
Expenditures							
Dept 100 Administrative	1,996,606	2,046,192	2,163,719	2,384,432	729,285	1,558,941	30.6%
Dept 200 Michigan Ave.	560,976	570,105	555,976	585,399	166,875	418,197	28.5%
Dept 300 Outreach/bookmobile	85,794	83,090	82,140	88,088	26,205	61,804	29.7%
Dept 400 Outreach/Superior Township	151,311	158,283	158,483	163,154	50,955	107,612	31.2%
Dept 500 Whittaker Rd	1,096,935	1,123,929	1,089,344	1,106,414	348,381	803,012	31.5%
Dept 600 Donations	43,328	31,845	12,312	-	6,201	(6,201)	NA
Dept 700 Grants	12,190	12,323	7,405	-	1,701	(1,701)	
Total	3,947,140	4,025,767	4,069,379	4,327,487	1,329,603	2,941,664	30.7%
Net Revenue Over Expenditures	(23,888)	1,480,895	1,499,486	1,416,846	2,402,237		
Sale of Assets	979	-	-		-		
Board Designation of Funds		(1,150,000)	(1,400,000)		(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	3,754,398		

**Ypsilanti District Library
General Fund
Period Ending 03/31/2021
(33.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-2021 BUDGET	YTD 03/31/21 ACTUAL	YTD AS A % OF BUDGET
Revenue							
403.000	Superior Township Tax Levy	619,558	896,999	885,210	936,283	500,302	53.4%
425.000	City of Ypsilanti Tax Levy	589,334	808,325	836,671	846,900	272,670	32.2%
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	2,897,712	80.1%
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	30,769	45.6%
657.000	Fines/Misc.	67,077	60,633	22,485	16,250	730	4.5%
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	524	20.9%
681.000	Donations Designated		18,850	5,100		0	0.0%
681.080	Donations/Memorials	711	2,629	4,555	600	5,357	892.9%
687.000	Interest/Checking	1,727	3,233	1,037	1,000	240	24.0%
687.010	Interest/Savings	7,050	15,331	6,175	5,500	898	16.3%
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	3,709,252	64.6%

**Ypsilanti District Library
General Fund
Period Ending 03/31/2021
(33.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-2021 BUDGET	YTD 03/31/21 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	614,161	625,703	657,068	724,412	222,773	30.8%
702.100	Professional/Accounting	5,340	6,500	5,080	7,500	1,440	19.2%
702.150	Bank Fees	5,521	5,829	3,176	6,840	753	11.0%
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	4,066	32.9%
715.000	Employer Payroll Tax	141,453	144,670	144,791	153,626	49,629	32.3%
715.100	ACA Taxes Paid by employer	0	247	295	371	181	48.7%
718.000	MERS Defined Contribution	85,593	91,373	90,691	99,361	14,429	14.5%
719.000	FSA Admin Fee	583	691	707	806	209	26.0%
727.000	Office Supplies	28,245	28,789	26,412	32,400	6,169	19.0%
727.050	CARES act Exp			95		0	
727.200	Supplies-Facility	15,582	19,577	13,820	23,700	4,866	20.5%
752.000	MML/Building Insurance	59,627	61,476	64,450	67,673	66,589	98.4%
753.000	MML/Workers Comp	9,016	9,756	7,204	10,544	888	8.4%
754.000	Health Insurance	361,244	371,049	361,059	389,438	131,717	33.8%
756.000	Delta Dental	37,616	36,153	34,311	35,601	11,545	32.4%
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	1,307	31.0%
759.000	Vision Service Plan	8,679	8,811	8,856	9,253	3,784	40.9%
762.000	STD/LTD (Disability Insurance)	10,542	12,076	11,403	10,025	3,234	32.3%
769.000	Printing & Publishing	19,300	5,427	12,840	21,200	7,973	37.6%
769.050	Classified Advertising	606	993	460	800	0	0.0%
774.050	Digital Collection	22,298	31,726	175,379	221,800	43,499	19.6%
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	4,382	29.2%
774.950	Play Kits	0	3,602	1,447	2,500	5	0.2%
774.975	Library of Things	0	0	0	4,000	0	NA
801.000	Major Events	20,906	10,978	6,768	24,225	2,437	10.1%
801.500	Learning Never Gets Old	2,000	1,962	2,246	2,000	720	36.0%
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	99	2.2%
805.000	Memberships & Dues	5,455	5,436	5,675	5,000	1,589	31.8%
806.000	Talk Grant Expenses	0	12,625	24,342	53,263	11,175	21.0%
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	18,907	10.6%
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	4,848	25.5%
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	7,104	36.1%
965.000	Auditing Service	7,275	7,425	7,425	7,875	7,875	100.0%
975.000	Legal	9,804	8,870	6,422	4,000	3,701	92.5%
975.500	Legal - Negotiations	0	12,765	0	0	0	NA
980.000	Professional/Contractual	91,121	83,193	154,793	36,822	9,814	26.7%
980.500	Branding Costs	2,415	2,561	1,188	2,500	601	24.0%
981.500	Lost Book Expense	10,553	8,546	3,749	10,200	-180	-1.8%
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	-32	-0.3%
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	729,285	30.6%

**Ypsilanti District Library
General Fund
Period Ending 03/31/2021
(33.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-2021 BUDGET	YTD 03/31/21 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	393,684	404,679	396,590	415,930	130,282	31.3%
702.800	Salaries-Pages	7,423	7,271	4,044	9,833	1,354	13.8%
771.000	Adult Books & Processing	31,369	31,227	25,084	25,000	4,155	16.6%
772.000	Youth Books & Processing	18,216	17,891	14,651	15,650	1,434	9.2%
776.000	Periodicals - Adult	3,949	4,244	2,979	3,000	61	2.0%
776.050	Periodicals - Youth	236	206	0	250	0	0.0%
778.000	Adult Audio/Visual	13,143	11,112	6,153	8,000	1,861	23.3%
779.000	Youth Audio/Visual	5,329	4,956	2,993	2,850	339	11.9%
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	3,878	19.4%
840.025	Campbell Maint Contract	17,761	16,489	18,754	12,672	6,336	50.0%
840.050	Snow Removal/ Lawn Care	6,125	6,229	6,078	12,000	3,000	25.0%
900.000	Programs-Adult	693	1,493	1,625	1,700	328	19.3%
901.000	Programs-Youth	1,300	1,342	2,659	1,900	702	37.0%
940.000	Phone	4,500	4,514	4,535	4,680	1,512	32.3%
943.000	Natural Gas	4,317	3,359	3,624	3,872	2,324	60.0%
947.000	DTE - Electric	16,432	16,452	15,236	15,475	3,852	24.9%
949.000	Ypsilanti Comm Utilities Auth	5,625	4,802	7,707	6,487	1,858	28.6%
Total		560,976	570,105	555,976	585,399	166,875	28.5%
Dept 300 Outreach/bookmobile							
702.000	Salaries	66,998	68,078	69,159	70,735	22,957	32.5%
775.000	Library Materials	4,930	4,478	5,303	5,000	726	14.5%
840.000	Repair & Maintenance	8,487	5,109	6,017	6,693	2,149	32.1%
943.000	Fuel	5,379	5,425	1,661	5,660	373	6.6%
Total		85,794	83,090	82,140	88,088	26,205	29.7%
Dept 400 Outreach/Superior Township							
702.000	Salaries	136,949	144,398	146,792	149,443	48,404	32.4%
775.000	Library Materials	7,059	7,609	5,842	7,000	792	11.3%
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	327	27.2%
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	378	31.9%
943.000	Natural Gas	756	573	659	789	437	55.4%
947.000	DTE - Electric	993	1,013	960	1,061	332	31.3%
949.000	Ypsilanti Comm Utilities Auth	84	88	98	275	24	8.8%
Total		151,311	158,283	158,483	163,154	50,955	31.2%

**Ypsilanti District Library
General Fund
Period Ending 03/31/2021
(33.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 BUDGET	YTD 03/31/21 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	684,699	696,339	701,249	678,063	251,657	37.1%
702.800	Salaries-Pages	37,920	34,553	15,483	42,024	4,676	11.1%
771.000	Adult Books	64,203	64,635	41,293	48,200	6,799	14.1%
772.000	Youth Books	32,150	38,784	23,641	29,400	6,092	20.7%
776.000	Periodicals - Adult	5,910	5,915	5,239	5,300	-16	-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	1,933	12.5%
779.000	Youth Audio/Visual	7,979	7,300	4,159	5,100	304	6.0%
810.000	Cap Outlay Building		11,328	3,880	39,000	8,344	21.4%
810.100	Cap Outlay Improvements				0	0	0.0%
840.000	Repair & Maintenance - Building	25,445	23,842	39,729	22,440	2,711	12.1%
840.025	Campbell Maint Contract	42,979	42,934	42,797	42,797	21,399	50.0%
840.050	Snow Removal/Lawn Care	14,596	16,529	16,241	22,100	6,000	27.1%
900.000	Programs - Adult	3,325	3,765	4,206	4,200	971	23.1%
901.000	Programs - Youth	5,122	6,298	5,697	6,500	1,527	23.5%
903.000	Equipment Maintenance	83	6,336	820	3,000	0	0.0%
940.000	Phone	8,950	9,029	9,070	9,485	3,024	32.9%
943.000	Natural Gas	31,856	25,609	24,227	24,828	14,186	45.5%
947.000	DTE - Electric	101,664	103,549	92,512	101,712	18,127	17.2%
949.000	Ypsilanti Comm Utilities Auth	5,617	5,069	4,596	5,965	644	10.2%
980.000	Professional/Contractual	0	0	38,000	0		NA
Total		1,096,935	1,123,929	1,089,344	1,106,414	348,381	31.5%
Dept 600 Donations							
Revenue:							
	Total Revenue	71,011	87,817			300	
681.000	Donations-earmarked	0	0	3,000			NA
681.025	Dollars for DVDs	0	0				
681.050	Arts/Cultural Program	0	0				
681.075	Donations Designated Solar PWR MI AVE						
681.080	Donations/Memorials	0	0	2,000			
681.100	Trustee Party Revenue	0	0				
683.200	Donation Designated - Vehicle		0				
683.499	Annual Appeal Designated	0	0	12,380		17,755	
683.600	Friends of Library -- designated gift	0	0	1,508			
683.700	Teen Zone Whittaker	0	0				
683.800	Superior Library Designated	0	0			200	NA
	Total Donated revenue	71,011	87,817	18,888		18,255	NA
Expenditures:							
	Total Expenditures	43,328	31,845				
815.100	Friends expenditures--Special items			9,940			NA
815.200	Friends expenditures--Michigan Ave						NA
681.200	Designated MI Ave Exp			1,000			
683.101	Trustee Party Expense						
683.500	Annual Appeal designated						NA
683.701	Teen Zone Whittaker exp						
801.000	Major Events						
771.000	Adults Books & Processing						NA
771.060	Adults Books Memorials			374			
772.000	Youth Books			883		119	
774.050	Ebooks/Audio						

**Ypsilanti District Library
General Fund
Period Ending 03/31/2021
(33.3% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-2021 BUDGET	YTD 03/31/21 ACTUAL	YTD AS A % OF BUDGET
775.000	Library Materials (Designated)						
781.050	Arts and Cultural Programs expense						NA
783.200	Designated Exp-Vehicle						
900.000	Programs-Adult			115		6,082	NA
908.000	Professional Contractual						
Total Expenditures		43,328	31,845	12,312		6,201	NA
Dept 700 Grants							
Revenue							
	Total Grant Revenue	16,914	14,441				
500.600	Grant State of Michigan			2,380		420	
500.700	NEH Grant Revenue						
505.101	TCSN Grant						
507.300	Grassroots Grant						
507.400	MCLS Grant					1,350	NA
507.500	Kiwanis					2,380	
507.600	State of Michigan						
507.800	DDA Ypsi						
507.900	ALA Grant Revenue (misc)			5,500			
507.902	MLA						
507.904	NEH Heritage Grant						
507.906	A2 Comm Foundation Grant						
507.907	United Way Grant						
507.910	Blue Cross Early Lit			1,200			
681.000	Grants designated						
812.600	Prime Time Grant					183	
507.900	ALA Books for Teens (YALSA)						NA
507.903	ALA Discover Tech						
507.904	UofM Graham-youth program			4,000			NA
Total Revenue		16,914	14,441	13,080		4,333	NA
Expenditures							
	Total Expenditures	12,190	12,323				
681.300	Farm & Garden Grant Exp			-5,000			
681.400	Ezra Jck Keats Exp						
770.101	TCSN Expense			306			
771.800	DAY Grant Expense						
772.025	ALA Books for Teens (YALSA)						
772.026	Thinking Money Exp						
772.300	ALA Discover Tech						
772.301	ALA DIA turns 20						
775.400	MLCS Grant expense						
775.500	Kiwanis Grant Crossroad						
775.550	Kiwanis Country in the City						
775.600	MACACA Grant Shout it Out			2,695		200	
775.904	MHC Heritage Grant						
775.905	MHC Payroll exp					1,501	
777.600	MACACA Grant Ypsi Song Fest						NA
781.000	NEH Grant Expenditures (YALSA)						
781.050	Arts & Cultural Program expense						
813.000	ALA Misc			325			
785.100	Dancer Within						
785.200	United Way Expenditure			3,579			
812.500	Grant-NEH						
812.601	Prime Time Grant			1,500			
813.100	Lets Learn Together Outside						
813.000	ALA Grant-NEH Latino Amer						
905.100	YACF-Early Lit Outreach						
906.100	Uof M Graham-Youth Progrm			4,000			
Total Expenditures		12,190	12,323	7,405		1,701	NA

Ypsilanti District Library
General Fund
Period Ending 03/31/2021
(33.3% of Year)

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-2021 BUDGET	YTD 03/31/21 ACTUAL	YTD AS A % OF BUDGET
Total	Net -- restricted for future	4,724	2,118	5,675		2,633	NA
	IMPROVEMENTS/Asset Sales						
	685.000 Sale of assets	979				0	NA
	810.100 Approved projects-Improvements fund						NA
	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	3,731,840	
	Total Expenditures	3,946,161	4,025,767	4,069,379	4,327,487	1,329,603	30.7%
	Net Revenue Over Expenditures	-22,909	1,480,895	1,499,486	1,416,846	2,402,237	
	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	-1,400,000	
	Ending Fund Balance	2,321,780	2,652,675	2,752,161	4,170,675	3,754,398	

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

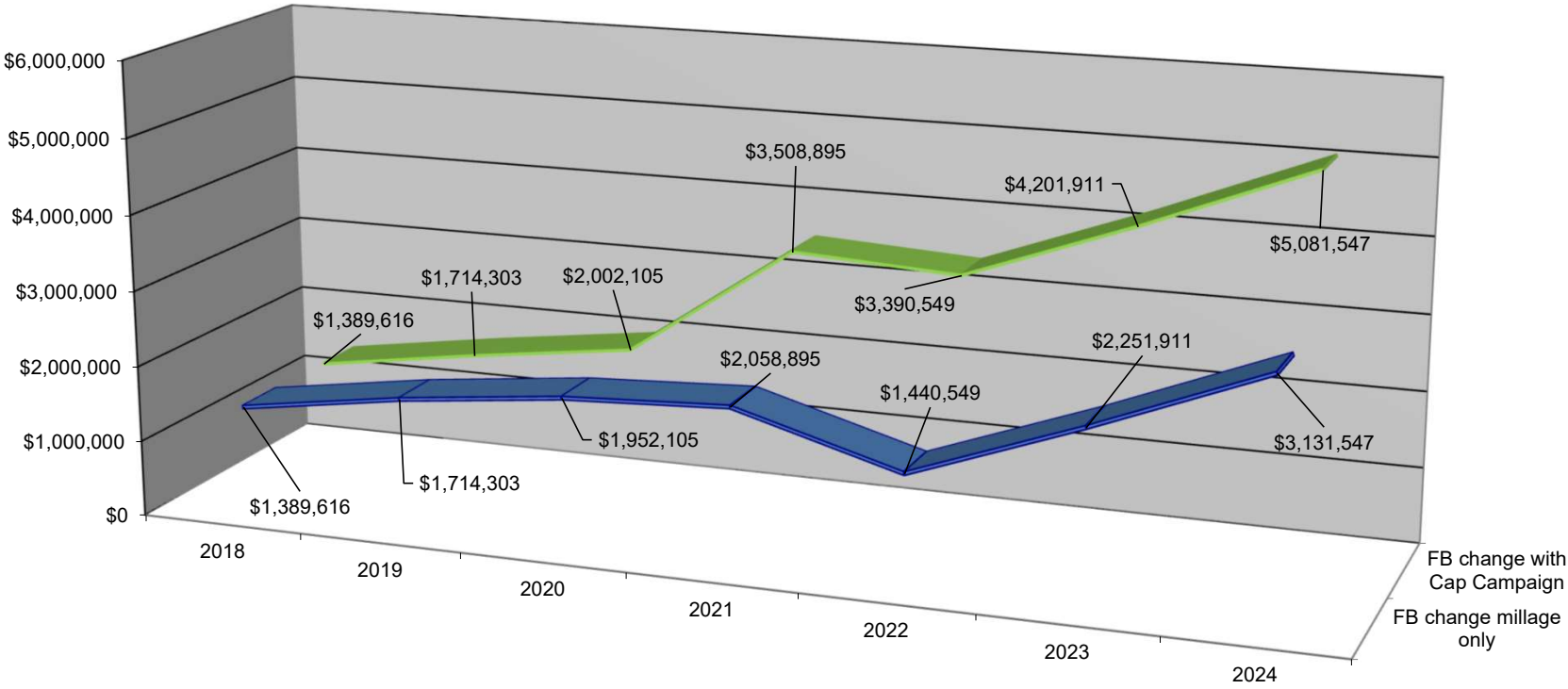
	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FYTD 3/31/21
Assets:						
Cash and Current Assets	594,787	417,120	399,522	1,481,745	2,807,370	4,407,903
Total Assets	594,787	417,120	399,522	1,481,745	2,807,370	4,407,903
Liabilities	-	-	-	-	142,355	142,355
Fund Balance	594,787	417,120	399,522	1,481,745	2,665,015	4,265,548
Total Liabilities & Fund Balance	594,787	417,120	399,522	1,481,745	2,807,370	4,407,903

Ypsilanti District Library
Capital Expenses
Period Ending 3/31/2021 (33.3% of Year)

ACCT #	ACCOUNT NAME	YTD 03/31/21 ACTUAL
Revenue		
Dept 400 Superior Construction		
683.800	Superior Library Designated	566,995
688.000	Interest	551
Other departments		-
Total		567,546
Transfer from Operating Fund		1,400,000
Expenditures		
Dept 200 Michigan Avenue Projects		
980.000	Prof/Contractual	-
Subtotal		-
Dept 400 Superior Construction		
.	Bank Fees	4
910.000	Site Development	116,370
975.000	Legal/Attorney	10,787
980.000	Prof/Contractual	2,600
981.000	Architect Fees	74,262
985.100	General Contractor	36,685
Subtotal		240,708
Dept 500 Whittaker Projects		
980.000	Prof/Contractual	126,305
Subtotal		126,305
TOTAL		367,013
Total Revenue Over Expenditures		1,600,533
Beginning Fund Balance		2,665,015
Ending Fund Balance		4,265,548

Current Board Assignment

Fund Balance Effect Superior Construction
as of Mar 31, 2021



■ FB change millage only
■ FB change with Cap Campaign

Ypsilanti District Library Projection
As of March 31, 2021

		Actual 2018	Actual 2019	Actual 2020	Budget* 2021	Projected 2022	Projected 2023	Projected 2024
Revenues								
	Tax Levy	3,441,986	5,047,060	5,290,728	5,563,098	5,610,133	5,695,110	5,838,863
	Penal Fines	116,084	111,395	84,478	97,500	120,000	120,000	120,000
	State Aid	60,847	66,506	66,428	71,356	50,000	50,000	50,000
	Book Fines	67,077	60,633	22,485	16,250	-	-	-
	Investment Earnings	20,935	31,077	18,651	15,000	15,065	15,131	15,230
	Miscellaneous	213,787	179,312	84,702	57,073	34,550	34,550	34,550
	Total Revenue	3,920,716	5,495,983	5,567,473	5,820,277	5,829,748	5,914,791	6,058,643
Expenditures								
	Personnel	2,628,722	2,697,009	2,669,463	2,825,134	2,914,245	3,024,233	3,115,346
	Contractual Services and Books	465,159	478,245	407,840	517,925	525,694	533,579	541,583
	Operating Costs	846,939	804,657	806,346	885,228	906,838	924,326	942,202
	Capital Outlay	7,997	41,385	26,722	75,200	76,328	77,473	78,635
	Total Expenditures	3,948,817	4,021,296	3,910,371	4,303,487	4,423,105	4,559,612	4,677,766
Net Change in Fund Balance		(\$28,101)	\$1,474,687	\$1,657,102	\$1,516,790	\$1,406,643	\$1,355,179	\$1,380,877
Additional Expenditures								
	Capital Costs			269,300	1,500,000	2,830,700		
	Other Operating Costs				150,000	650,000	90,700	92,061
	Salaries & Wage increases			-	-	294,289	303,118	309,180
	total additional			269,300	1,650,000	3,774,989	393,818	401,241
Transfer of Surplus to Capital Asset Superior			-\$1,150,000	-\$1,150,000	-\$1,150,000	-\$1,150,000	-\$400,000	
	Transfer to Capital Asset-Windows				-\$260,000	-\$100,000	-\$100,000	-\$100,000
Fund Balance Beginning of the Year			\$1,389,616	\$1,714,303	\$1,952,105	\$2,058,895	\$1,440,549	\$2,251,911
	Funds from Capital Improvement				\$1,650,000	\$3,000,000	\$350,000	
	Funds assigned from surplus to other							
Fund Balance End of the Year		\$1,389,616	\$1,714,303	\$1,952,105	\$2,058,895	\$1,440,549	\$2,251,911	\$3,131,547
	Funds from Capital Campaign			\$50,000	\$1,400,000	\$500,000		
	With Capital Campaign	\$ 1,389,616	\$1,714,303	\$2,002,105	\$3,508,895	\$3,390,549	\$4,201,911	\$5,081,547

* Tax revenues for 2020 - 21 updated in April 2021

Significant Assumptions for Superior projections and FB effect Revised April 2021

- Projections utilize actual historical data through 11/30/2020 and approved budget 2021
- Taxable values for the July 2021 and subsequent assessments have been updated in April 2021
- All current millage amounts remain in effect throughout the projection period
 - HEADLEE is in effect for 2021
 - Property values will increase at restricted growth levels
- Construction costs (per January 2021 version of this document) have been increased
 - Prior version \$4,200,000 (Construction Costs)
 - Recent version \$4,600,000 updated by Lisa in 1st Quarter 2021
- Recent Estimate of Collection and Technology and Architects fees Schedule \$800,000
- 2020-2021 Spending to begin in earnest
 - April 2021 Break Ground – Summer 2022 opening
 - Majority of construction costs expended throughout this period
 - December 1, 2021 Hire and train additional staff for new building and outreach
 - Superior Branch
 - Manager
 - 2FT Librarians
 - 2PT Librarians
 - 2PT Para Pros
 - 1FT Clerk
 - 3PT Clerks
 - Other Related Staff
 - PT Security
 - PT Facilities
 - 1FT Outreach Librarian
 - 1PT Outreach Librarian
 - 1FT Para pro driver
 - 2PT Para Pro Driver
 - 1PT Para Pro
 - Collection and Tech Fees to begin December 1,2021 for summer 2022 Opening
- Assumptions about Fund Balance
 - As of 3/31/21 Board has committed \$3,500,000 of FB to Project
 - As of 11/30/20 The Cap Asset replacement FB was \$2,807,369
 - At 11/30/20 The unassigned general Fund FB per the Audit was \$1,816,369
 - The board has committed \$200,000 of Cap Asset Transfer of \$1,400,000 (passed 1/27/21) for non-Superior Projects in 2021

Communications



April 21, 2021

Ms. Christina McMullen
Capital Campaign Coordinator
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, Michigan 48197

Dear Ms. McMullen:

The DTE Foundation is pleased to inform you that it has approved a grant in the amount of \$10,000.00 to Ypsilanti District Library for General operations in lieu of Superior Library Outreach and Services.

Please expect payment on this contribution to be deposited in your financial institution within a few days.

We are requesting a brief report on this grant by May 31, 2022. Please include the results (metrics and recognition) of the supported program(s) / initiative(s).

Please credit the DTE Foundation, not the Company, for any print or verbal recognition related to this grant. To receive a Foundation logo, send an email to grants@dteenergy.com.

We are pleased to support the Ypsilanti District Library at this time and extend our best wishes for continued success.

Sincerely,

A handwritten signature in dark ink, appearing to read "Lynette M. Dowler". The signature is fluid and cursive, with a long, sweeping underline.

Lynette M. Dowler
President, DTE Foundation



2021

Extending Literacy Work Beyond Our Buildings: The Collaborative Work of Creating a Community Writing Center

Catherine Calabro Cavin
826michigan, catherine@826michigan.org

Cathy Fleischer
Eastern Michigan University, cfleische@emich.edu

Ann Blakesee
Eastern Michigan University, ablakesle@emich.edu

Mary Garboden
Ypsilanti District Library, garboden@ypsilibrary.org

Follow this and additional works at: <https://scholarworks.wmich.edu/wte>



Part of the Adult and Continuing Education Commons, Early Childhood Education Commons, and the Language and Literacy Education Commons

Recommended Citation

Calabro Cavin, Catherine; Fleischer, Cathy; Blakesee, Ann; and Garboden, Mary (2021) "Extending Literacy Work Beyond Our Buildings: The Collaborative Work of Creating a Community Writing Center," *Teaching/Writing: The Journal of Writing Teacher Education*: Vol. 10 : Iss. 1 , Article 2.

Available at: <https://scholarworks.wmich.edu/wte/vol10/iss1/2>

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Literacy Work Beyond Our Buildings: The Collaborative Work of Creating a Community Writing Center

Catherine Calabro Cavin, *826michigan*
 Cathy Fleischer, *Eastern Michigan University*
 Ann Blakeslee, *Eastern Michigan University*
 Mary Garboden, *Ypsilanti District Library*

"I can't imagine a world without writing because nothing that we're doing right now would be possible. On the laptop there would be no words -- just colors, not words! Everything would be blank and super weird!"

YpsiWrites Participant, Age 10

"Writing matters because it allows us to talk to the world, even though we might be at a distance. It is the closest we will get to seeing into the minds, hearts and histories of our fellow human beings. The smallest, lightest, shortest story can show us something new, something delightful or provoking, and that will open our own minds and hearts."

YpsiWrites Participant Sarah Zettel, adult

"Writing is a form of expression. It is a form of creativity that connects us to one another. Writing unites us in the midst of heartbreak, love, peace, war, fear, and faith."

YpsiWrites Participant Andrea Buckley, adult

Introduction to YpsiWrites

In October of 2020, [YpsiWrites](http://scholarworks.wmich.edu/wte/), a collaborative community writing center, celebrated a full year of programming with a virtual, multigenerational writing workshop. The celebration began with adults and young people writing and then discussing why writing mattered to them, first as individuals and, then, for the

Teaching/Writing invited articles from authors prepared to present at NCTE 2020, but were cut due to COVID program restrictions. We thank the authors of this piece for sharing their work.



community as a whole. Eight writers in the community—nominated by local organizational partners of YpsiWrites—were then honored as “[Writers of Ypsilanti](#)” as they shared their own stories as people who use writing in their daily lives to make change. Next, in cross-generational breakout rooms, participants worked together to draft ideas for initiatives to make a difference in the community through writing: groups came up with caring ideas, like a community pen pal project in the midst of the pandemic and an “Ask an Elder” project to connect young people and aging adults. These ideas are now informing plans for future community writing center programming.

This collaborative workshop is just one example of the writing work taking place in Ypsilanti, Michigan, through YpsiWrites. YpsiWrites originated through a collaboration between [826michigan](#), the [Office of Campus and Community Writing at Eastern Michigan University](#), and the [Ypsilanti District Library](#), and it has been brought to life by members of the community. Staffed by volunteers and housed in all three branches of the library (with all programs happening virtually since March 2020), YpsiWrites has offered drop-in consulting hours, evening and weekend writing workshops for youth and adults, and after-school tutoring in all subjects for youth for more than a year, although the groundwork for the initiative started well before our grand opening in October of 2019.

At the heart of this work is a collaboration between three organizations that have worked separately and in partnership with youth and adults in the Ypsilanti community for many years. 826michigan, one of nine active chapters of [826 National](#), works with youth in Ann Arbor, Detroit, and Ypsilanti, holding drop-in hours, in-school writing and book publication projects, and evening/weekend workshops in Ypsilanti since 2005. EMU’s Office of Campus and Community Writing, formed in 2017, houses campus writing initiatives (like the University Writing Center, the Writing Across the Curriculum program, and the [Eastern Michigan Writing Project](#)) and supports community writing in partnership with multiple organizations. Both groups had connections with the Ypsilanti District Library, which also has a robust commitment to community literacy (each of its three locations serving different populations within Ypsilanti’s diverse population).

Leaders within each of these three community groups recognized the benefits that could result from working collaboratively to reach more writers, to learn from each other, and to complement each organization’s strengths. We began our partnership by reaching out through surveys and in-person conversations to other local education non-profits, families, students, and library patrons to assess interests and best approaches for providing writing support community-wide. Based on our findings, we then began piloting different kinds of programming for a range of age groups. In our first full season, we jointly hosted eight writing workshops for youth and adults (including memoir writing, poetry, mysteries, and

a generative writing workshop for older students with disabilities), hosted a dialogue series for writing tutors on the teaching of writing, offered drop-in tutoring hours for adults three days a week and for young people four evenings a week, and celebrated [a publication release](#).

826michigan (Catherine Calabro Cavin): For years, 826michigan worked with the YDL to offer weekly creative writing workshops for teens and young students in multiple library branches as well as [publishing opportunities](#) and a regular after-school tutoring program in the YDL downtown branch. Adults consistently contacted us asking to participate in programming alongside students—to get feedback on a novel or a resume, or to seek support as an emerging bilingual adult. As a small organization, our focus has always been on working with young people first. The YpsiWrites partnership connects us to a larger community of writing and resources. Our volunteers, students, and family members of students have the chance to write together in a wide range of programming we would not be able to support on our own. And, just as participants in writing programs benefit from writing alongside writers of all ages and interests, we as community partners grow as we learn from each other in how we train volunteers and structure writing programs to be inclusive and equitable for all community members.

Campus and Community Writing (Ann Blakeslee and Cathy Fleischer): After several years of working with and seeing the good work 826michigan does, C²W saw opportunities to collaborate more directly in the important work of community literacy. For many years, we have worked with both student writers and K through postsecondary faculty. In 2017 the university created the Office of Campus & Community Writing, and Ann and Cathy began reaching out to and cultivating new literacy partners throughout the community.

As we began to do that work, we learned about a community writing center run by writing center staff at Saginaw Valley State University and realized there was an opportunity and potential to create a similar kind of entity in Ypsilanti. We already had an established collaboration with 826michigan and had recently begun working with YDL, so the timing seemed perfect to explore ways to expand community writing support in partnership with these two organizations. The missions of all of our organizations, particularly in regard to community literacy, were certainly aligned. Importantly, EMU was highly supportive of our working more with the community since, like many universities, it was seeking ways to strengthen its own “town-gown” relationships.

Ypsilanti District Library (Mary Garboden) In 2018, Ann and Cathy began a conversation between the C²W, Ypsilanti District Library (YDL), and

826michigan (with whom we had a strong partnership) to discuss the creation of a community writing center. This did not happen overnight. Over the course of ten months, staff members from the three groups met to discuss and plan the implementation of this center. The survey mentioned above was administered throughout the community and the results showed support for a community writing center, with patron interest in writing support in a range of genres, including resumes, creative writing, memoir, and songs. With the survey results and the expertise of the organizational partners, YpsiWrites was formed and officially launched in October 2019 with kickoff events at all three YDL locations.

After a campaign to recruit volunteers from Ypsilanti, Ann Arbor, and surrounding areas, YpsiWrites began operating with a dedicated cadre of volunteers and with staff from the three partner organizations. Until the pandemic required us to move our services online, workshops and tutoring services were offered in person at all three locations, with topics and hours matching the needs of the diverse communities each location serves. In March 2020, we moved all these offerings online, which has even allowed for an expansion of some of the activities. For example, writers from communities beyond Ypsilanti can now participate easily in the workshops YpsiWrites offers, and both the library and YpsiWrites websites have become sources of prompts and resources to support area writers, especially during a time of quarantines and social isolation. We now offer weekly nature writing prompts, instructions and resources for all types of writing, and writing activities connected to library exhibits and special programs (e.g., an online civil rights exhibit).

YpsiWrites partners meet regularly to debrief about past programs and plan new ones. Each partner organization has its own audience/user base and YpsiWrites strives to offer programs that meet the needs and interests of these different audiences. Taking advantage of cross-marketing and each group's built-in audiences, YpsiWrites is able to reach broad groups that none of the individual organizations would be able to reach alone. Programs are planned 2-3 months in advance and promoted in the library's printed newsletter as well as in social media from each partner organization. In between planning sessions, staff members from the partner organizations are in frequent communication about program needs. What we've learned is that the success of YpsiWrites hinges on constant attention, communication, and marketing.

Two ongoing challenges of YpsiWrites are funding and marketing. There is no dedicated funding for YpsiWrites; however, we ran a successful crowdfunding campaign and have drawn from the regular operating budgets of the partner organizations. Sustaining a robust social media and web presence between three different organizational websites and social media accounts has also been an ongoing challenge. The bright side is that YpsiWrites' funding and marketing

challenges have presented opportunities to strengthen our connections and involve the broader community in investing in our work.

Conclusion

YpsiWrites has quickly become a notable community resource that is continually offering new events and initiatives to support and celebrate writers. Even in a little more than a year, the scope has expanded tremendously. But this has not been without effort and constant attention from all of the partner groups. For others who might contemplate developing a similar kind of entity, we recommend a process that, like the one we took, includes careful planning and an assessment of community needs and interests. Surveys work well. There also are many questions to be considered. We conclude with a few questions that can be used to lead discussions, initiate plans, and cultivate collaborations. They include

What are some ways in which your local community might benefit from writing support offered through a community writing center?

We initially thought here, for example, of individuals who might be working on job materials such as resumes. Ultimately, patrons expressed an interest in learning about a number of different types of writing, including song writing, grant writing, and picture book writing, to name a few.

Who, in particular, might have an interest in and/or benefit from this collaboration?

We found, in our case, that interest spans age groups and generations. In recent holiday writing workshops, for example, we had elementary students, parents of school-age students, and senior citizens.

With whom might you collaborate to provide community writing support? What might each collaborator provide?

Again, for us the collaborators came together because of our shared missions and the work we had previously done together. Timing clearly was a factor as well. It just seemed right. Sorting out roles and responsibilities and developing a memo of understanding also can be very helpful.

What form(s) might this writing support take—a full-fledged writing center, occasional writing workshops, special events, other?

Every group has different capacities and capabilities. Being realistic about those is important in an undertaking like this—and starting small can be better than overreaching and not being able to sustain programming.

Where might be the best location(s) for writing support in your community?
Libraries are wonderful places for this kind of support, but there are many other possibilities, including community centers and senior centers. We recommend doing what makes the most sense for the community in which you reside and/or are targeting.

How is a community writing center best supported and sustained?
Recruiting and retaining volunteers from the community is essential for a successful community writing center. Having some resources, from partnering organizations if possible and also from committed donors, is important.

Whatever approach is taken, community writing centers create an opportunity to extend writing resources into the community and to reach multiple generations of writers. Our themes for the past two years (*Everyone's a Writer* and *Writing Matters*) express so well what these centers promote and support.

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 4/20/2021
Re: Superior Planning Committee report

- Following G2 Consulting's Environmental Assessment findings, we filed a Baseline Environmental Assessment and Due Care Plan with the State of Michigan. These were mailed on 3/26. They document the state of the property at the time of acquisition and remove any liability for the conditions found to exist.
- On 3/29 we closed on the Harris Road property. YDL now owns the land. On 4/20 I met with David and Marianne Krueger, on whose property the county drain we must connect to lies. The three of us signed an easement allowing work to be done on their land. This was the final legal step, clearing the path for construction.
- Our successful groundbreaking celebration on April 7th was a memorable milestone! Thanks to everyone who was able to attend. If you haven't already, check out the finalized livestream video here: https://www.youtube.com/watch?v=d4Ox2_tb4TE.
- The Ypsilanti Community Schools Board of Education met on 4/12 and approved a resolution in support of the new Superior Library and Next Chapter Capital Campaign (attached).
- On 4/14 the Washtenaw County Road Commission issued the attached approval letter to OHM Advisors (the Township's engineering firm) regarding the Harris Road widening project. As we hope to coordinate the two projects, this was very welcome news.
- A bid announcement for the project with a link to the bid documents was released on 3/18. The deadline for bids was extended one week at the request of the carpentry trades. The bid opening was held on Zoom at 1:00 on 4/14.
- O'Neal Construction tabulated the bids and created an overall listing of those they are likely to recommend. We met on 4/19 to discuss the initial choices and resulting budget. At least one bid was received in all categories, though there are two which had only one bidder which we felt were high. These we plan to rebid later in hopes of receiving more competitive bids. You will find additional details in this packet under New Business A: Approval of initial group of construction bids.

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COUNTY HIGHWAY ENGINEER

JAMES D. HARMON, P.E.
DIRECTOR OF OPERATIONS

DANIEL D. ACKERMAN
DIRECTOR OF FINANCE & IT

April 16, 2021

Mr. Bill Zipp
OHM Advisors, Inc.
3400 Plymouth Road
Livonia, MI 48150

Re: Harris Road Improvement Plans
Permit Application 15862

Bill -

This letter is provided in response to the site plans for the above referenced project. The plans have been reviewed and approved. The following administrative items must be completed in accordance with the WCRC Procedures & Regulations for Permit Activities (PRPA) prior to the issuance of a permit:

- Please provide the name, contact information and insurance certificate for the contractor performing the work.
- The Township will be billed for inspection time tied to field work.

Once the above items have been completed a permit may be issued. No work in the right-of-way shall take place until WCRC permits have been issued. If you have any questions, please do not hesitate to contact me at (734) 327-6679

Sincerely,



Mark H. McCulloch
Senior Project Manager – Permits

Cc: Brian Barrick, Beckett & Raeder
Ken Schwartz, Superior Township
Gary Streight / Leisa Jones, WCRC

**YPSILANTI COMMUNITY SCHOOLS
RESOLUTION OF SUPPORT FOR THE YPSILANTI DISTRICT
LIBRARY'S NEW BUILDING IN SUPERIOR TOWNSHIP**

WHEREAS, the Ypsilanti District Library has long been an essential educational partner, supporting students and families in the Ypsilanti community with books, music, and movies as well as essential services including supporting family literacy, offering after-school activities, providing internet access, supporting job search and academic needs, and engaging youth and teens, and

WHEREAS, the recently closed, tiny Superior library branch had a life-changing impact on the families and children in the surrounding MacArthur Boulevard neighborhood, acting as a center of learning and safe haven for the neighborhood's many kids, and an invaluable resource for adults.

WHEREAS, the Ypsilanti Community Schools are dedicated to promoting the economic security, health, and well-being of every member of our community, with an emphasis on supporting underserved families and children both in and out of school, and

WHEREAS, the Ypsilanti District Library has recently broken ground on a new 7,800 square foot full-service library building on Harris Road which has the potential to transform the neighborhood and impact the lives of nearby residents for generations to come, and

WHEREAS, the new branch will offer the MacArthur Boulevard neighborhood and other nearby neighborhoods a central gathering spot that will undoubtedly spur the area's recovery – a community anchor and point of pride that creates opportunities for training in areas such as literacy, health, academic support, and job skills, and

WHEREAS the new branch will also be the only public building in the area and will make it possible for residents to access a wealth of nearby services from tutoring to tax preparation, and

WHEREAS the Ypsilanti District Library is currently engaged in The Next Chapter Campaign to raise funds and in-kind support from our local community for the new library,

NOW THEREFORE BE IT RESOLVED that the Ypsilanti Community Schools recognizes the admirable contributions that the Ypsilanti District Library makes in the lives of our students, families, and our community as a whole and the potential of this new Superior Library and encourages other community organizations to join YCS in supporting these efforts, including by supporting the Library's The Next Chapter Campaign to raise funds for the new Superior library building.

Adopted this 12th day of April, 2021

Board President

Board Vice President

Board Secretary

Board Treasurer

Board Trustee

Board Trustee

Board Trustee

ATTEST: _____
Alena Zachery-Ross, Superintendent
Ypsilanti Community Schools
1885 Packard
Ypsilanti, MI 48197

Director's Report and attachments

Library Director's Report

April 28, 2021

Superior good will

The groundbreaking celebration exceeded my expectations in just about every way: the incredible weather, the impressive turnout, the way the speeches complemented one another, and the production quality of the livestream. It was by all accounts a jubilant occasion – several staff told me it was their favorite YDL event ever. The good will and community support that were on display and were generated by our publicity foretell great things for the public phase of our capital campaign. When I signed off on the final easement with the homeowners whose property includes the county drain, they were also extremely supportive. Everyone is excited to see this happen. Onward!

Facilities:

- The Whittaker flood ruined several staff workspaces, and severely disrupted operations. Thank you to Julianne for taking the lead on the restoration project, which will be ongoing for some time.
- Siemens has mostly completed the Whittaker lighting control system replacement. Certain parts were backordered and are expected to arrive in June.
- The Michigan Avenue water remediation field work is complete. We will meet with the consultant to review soon.

Financial:

- Following approval at last month's Board meeting, I opened a YDL account with TD Ameritrade. We are now waiting for the stock gift to be received.

Fundraising:

- YDL received a \$10,000 grant from the DTE Foundation to support operations in Superior during Covid.
- The TAG teens received a \$900 award from the Neutral Zone to fund additional teen kits.

Outreach:

- The bookmobile got back on the road 4/21 with its first curbside pick-up stops. (Yay!)
- On 4/16 Mary Garboden served as a panelist for a Library of Michigan webinar about bookmobile services, which many libraries are apparently exploring these days.

Personnel:

- Part-time Whittaker Customer Services Clerk Vivi Nguyen resigned effective 4/2. We posted the vacancy and interviews are pending.

Technology:

- The majority of staff have now been migrated to Google Workspace for Nonprofits. Training is ongoing.
- With our remaining CARES Act funding, IT staff procured and installed a more powerful antenna to boost the wifi outdoors at Whittaker; a similar project will take place soon at Michigan Avenue.

Side notes:

- I spoke briefly at the Friends of the Library's annual meeting on 3/29.
- On 3/30 I recorded an interview for the Ann Arbor public TV show "FYI" about the new Superior library and the groundbreaking.
- I was the featured speaker at the Ann Arbor Rotary Club's 3/31 virtual meeting, sharing information about the new library and the groundbreaking. I am in the process of following up with attendees about the capital campaign.
- I attended the YCS Board of Education's Zoom meeting on 4/12 when they passed a resolution in support of the new Superior library project.

YDL Strategic Plan Progress Report: February-April 2021
Lisa Hoenig, YDL Director

1. Generate and support greater staff diversity

- A. Foster a workforce that reflects the community
- B. Facilitate community dialogue that builds relationships with all neighborhoods and people of all ethnicities and races
 - *The Census portion of the GIS survey is complete. Next, the committee will thus ascertain the impact of fines as researched and experienced by other public libraries (many in Michigan, including Detroit, Kent, Grand Rapids, Ferndale, and Grosse Pointe).*
 - *Virtual programming and web updates continue to feature the topics of race and anti-racism.*

2. Maximize the effectiveness of Library programs

- A. Develop a community-needs-based program proposal and evaluation process
 - *The Program proposal work group is creating a program hub on the staff Intranet, possibly based on Communico; the goal is for this to be completed by June for use in Fall 2021 program planning.*
- B. Reorganize, rebrand, and reintroduce the summer reading program
 - *2021 Summer Challenge planning is underway.*
- C. Become a valued contributor to economic development, especially small businesses
 - *The Business and Economic Development work group continues its work toward creating a web portal for business support – on hold during Covid. Programming partnerships with SCORE and the WCC Entrepreneurship Center continue.*

3. Improve the Library's fiscal health

- A. Explore millage feasibility and voter education program
 - *Millage approved November 2018.*
- B. Expand fundraising capabilities
 - *Planning for Capital Campaign public phase launch in June. Will use Fundly crowdfunding platform and feature the 2:1 Young Family Next Chapter Challenge Match.*
 - *TD Ameritrade account opened to allow YDL to accept and sell gifts of stock for their cash value.*
- C. Explore workflow opportunities and efficiencies
 - *Implementing Blue Cloud Analytics, an expanded reporting tool to measure collection usage and trends, and instituting the ability to pay fines and fees via the YDL app in 2020 – on hold during Covid.*

4. Make the best use of Library facilities

- A. Conduct facilities and space utilization studies of Michigan Avenue and Whittaker Road branches
 - *Space utilization study complete.*
- B. Improve service to Superior Township
 - *New Superior Library building project on track for May-June construction start.*
 - *New after-hours lockers partially funded by DTE operational support grant on April Board agenda.*
- C. Maximize visibility and use of the bookmobile
 - *Bookmobile work group exploring feasibility of installing signs at each of our 20 bookmobile route stops – on hold during Covid.*

5. Market Library services more effectively

- A. Examine newsletter usage, format, content, and frequency
 - *The Loop became a 12-page quarterly publication beginning with the March-May 2021 issue.*
- B. Improve internal communications
 - *Most staff have been migrated to Google Workspace for Nonprofits, providing better internal communication as well as improved resource sharing with many partner organizations.*
- C. Rebrand, develop messaging, upgrade website, and improve wayfinding
 - *Communico Attend and Reserve modules added to website for improved room reservation and event booking interfaces.*
 - *Whittaker reception desk area overhauled, making express computers and copy/print equipment easier to find.*

YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
March 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	\$350	
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	\$139	
Amazon Smile						\$0	\$0	
Sub-total	\$7,438	\$4,073	\$12,261	\$30,189	\$2,227	\$257	\$139	
Sponsorships								
EMU (Sponsorship of TEDx Talk, 4/13/17)		\$2,500	\$3,000					
Bank of Ann Arbor (New Superior Library Groundbreaking Livestream)							\$2,500	
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	\$2,500	
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		\$300	
Superior		\$500		\$7,584	\$45,900	\$30,495	\$39,928	
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	\$40,228	
Total Donations	\$64,786	\$73,269	\$71,008	\$97,328	\$100,793	\$63,310	\$243,137	

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
March 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						\$4,000	\$4,000	
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	
The Towsley Foundation ***								
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	\$160,244	\$163,000	
GRAND TOTALS	\$93,770	\$131,225	\$162,368	\$179,793	\$163,999	\$223,553	\$406,137	

Designated Fundraising to Date
YDL - Superior Construction (Gousseff Trust included) - \$981,158.24
*** Towsley Foundation Grant (Starts 2022 / \$80,000 per yr. for 5 years)
* Whittaker Rd Teen Area Improvement -\$5,550

*\$1050 remaining, expenditures =4500

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

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
CURRENT PUBLIC SERVICE OFFERINGS													
BOOKS ON WHEELS DELIVERIES	9	8	6										23
CIRCULATION													
Whittaker	12,829	11,399	11,775										36,003
Michigan	3,587	3,115	3,461										10,163
Superior	1,118	966	1,134										3,218
eProducts	12,412	11,903	12,222										36,537
TOTAL	29,946	27,383	28,592	0	0	0	0	0	0	0	0	0	85,921
COLLECTION													
Physical items added	1127	1443	225										2,795
eItems added	969	562	947										2,478
Items cataloged	186	317	163										666
CURBSIDE APPOINTMENTS													
Whittaker	1858	1630	1706										5,194
Michigan	585	524	628										1,737
Superior	212	203	175										590
TOTAL	2655	2357	2509	0	0	0	0	0	0	0	0	0	7,521
HAND PICKED FOR YOU													
Whittaker	28	21	15										64
Michigan	6	1	10										17
Superior	3	0	2										5
TOTAL	37	22	27	0	0	0	0	0	0	0	0	0	86
MELCAT													
Loans	890	934	644										2,468
Borrows	972	955	730										2,657
NEW LIBRARY CARDS													
New applications	102	74	88										264
Student eCards	55	1	0										56
TOTAL	157	75	88	0	0	0	0	0	0	0	0	0	320
PODCAST: YPSI STORIES													
Plays	544	572	686										1,802

****Whittaker Road - Flood week of 3/22/21 - Outreach/Acquisitions**

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
PRINTING ON DEMAND													
<i>Ltd. to 20 free pages/day</i>													
Whittaker	24	26	27										77
Michigan	55	51	89										195
Superior	1	4	8										13
TOTAL	80	81	124	0	0	0	0	0	0	0	0	0	285
PROGRAM/SUPPLY/KIT DISTRIBUTION													
Youth	220	272	390										882
Teen	21	24	30										75
Adult	103	83	106										292
Partner sites	0	0	0										-
TOTAL	344	379	526	0	0	0	0	0	0	0	0	0	1,249
REFERENCE													
<i>Telephone and email</i>													
Whittaker	349	559	578										1,486
Michigan	424	616	885										1,925
Superior	94	120	184										398
TOTAL	867	1295	1647	0	0	0	0	0	0	0	0	0	3,809
TAX ASSISTANCE VISITS													
Whittaker		5	103										108
Michigan		32	162										194
Superior		19	37										56
TOTAL		56	302										358
TEACHER BUNDLES													
Whittaker	1	0	1										2
Michigan	0	1	0										1
Superior	0	0	0										-
TOTAL	1	1	1	0	0	0	0	0	0	0	0	0	3
TECHNOLOGY													
Web site visitors	107,067	96,938	109,540										313,545
Wireless users	238	419	760										1,417
App users (unique)	680	681	683										2,044
TUTORING SESSIONS (826)	21	98	112										231

****Whittaker Road - Flood week of 3/22/21 - Outreach/Acquisitions**

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
VIRTUAL PROGRAMS													
<i>Live viewing or off-site</i>													
WHIT Youth/Attendance	9(37)	12(36)	7(16)										28(89)
MICH Youth/Attendance	8(191)	5(34)	8(46)										21(271)
SUP Youth/Attendance	2(193)	9(35)	1(25)										12(253)
TOTAL YOUTH	19(421)	26(105)	16(87)										61(613)
WHIT Teens/Attendance	3(19)	2(13)	2(14)										7(46)
MICH Teens/Attendance	5(30)	9(69)	1(30)										15(129)
SUP Teens/Attendance	0	0	0										-
TOTAL TEEN	8(49)	11(82)	3(44)										22(175)
WHIT Adults/Attendance	19(106)	25(139)	28(160)										72(405)
MICH Adults/Attendance	12(116)	14(549)	13(102)										39(767)
SUP Adults/Attendance	2(45)	1(39)	6(87)										9(171)
TOTAL ADULT	33(267)	40(727)	47(349)										120(1343)
TOTAL VIRTUAL EVENTS	60(737)	77(914)	66(480)										203(2131)
VIRTUAL PROGRAMS													
<i>Recorded views</i>													
Youth programs/views													
Teen programs/views													
Adults programs/views													
* Programs are totaled in Sept. to comply with State Aid reporting													
PAST COVID ACTS OF GREATNESS AND OTHER ONE-TIME EVENTS													
KN-95 mask distribution		500	3000										3,500
New book widget on web site													March
Additional mobile hotspots (10)		10											21 (total)
FUTURE COVID ACTS OF GREATNESS													
WiFi expansion at SUP													TBD
Vaccine days (fingers crossed)													TBD
Lunch distribution													Summer
Outreach to seniors re: vaccine													TBD
COVID testing days													TBD
Summer Challenge													Summer
Pop-up sidewalk browsing													Spring
Flu shot clinic													Summer
Sycamore Meadows lunch help													

****Whittaker Road - Flood week of 3/22/21 - Outreach/Acquisitions**

Department Reports

Acquisitions Department Board Report

April 2021

Department News and Activities

- Well, I didn't have "discover an indoor flood" on my 2021 bingo card, yet here we are! The biggest thing to happen in Acquisitions this past month was definitely the flood. It was quite the surreal, and upsetting, experience. In the immediate aftermath, we had to temporarily suspend MeLCat borrowing and lending. Also, a new work station and computer was set up for our Acquisitions clerk whose area was destroyed. Overall, we were able to get the department fully functioning again really quickly. I'd like to thank our Acquisitions staff for taking the flood in stride and helping with the aftermath. Likewise to the Outreach department!
- A few exciting projects are in their early stages. For example, Shoshanna and I are creating a local music genre for our CD collection. We have a large amount of donated CDs, as well as ones already in our catalog that will be re-classified, for this new genre.
- I will be meeting with the public service managers soon to discuss additional ideas and plans for projects, including expanding our Library of Things!

Statistics

- The collection budget is currently 34% encumbered.
- 163 items were cataloged in March.
- 1,172* items were added to the collection, including 947 e-items, in March.
 - *Incomplete total, does not include youth materials added as the stat sheet was destroyed in the flood.
- YDL borrowed 730 items from other libraries via MeLCat in March.
- YDL loaned 644 items to other libraries via MeLCat in March.

Submitted by Sarah Zawacki
April 22, 2021

Assistant Director
Board Report: April, 2021

The biblical flood at Whittaker Road has been time consuming, to say the least. There are many areas affected: the north hallway, outreach, acquisitions, circulation, Paula's office, drywall by the second floor elevator, room 1-C, the "holds" room, the mezzanine, and the staff break room. Needless to say, this will be a long recovery. Jim and I are securing bids from contractors, and I am working with two design firms to completely overhaul the outreach and acquisitions staff areas, including new carpeting and furniture. Workflows have definitely changed since the staff areas were designed in 2001, so this is the time for an overhaul. Staff have been temporarily established in other areas in the building and are able to complete their duties. Karen is helping me with the contents inventory, which will allow our insurance company to reimburse us for damaged items. The experience has been very upsetting, to say the least.

Karen, Chris Slay, and I, along with some public service staff, are working with our Communico team to get the events and room reservations systems set up. We are putting the product through its paces and tweaking the system as we find things. It will be much more efficient, more user-friendly, and definitely more visually appealing. It will also allow for same-day reservations (except the community room), which is a definite public service improvement. Additionally, Sheila and her Program Proposal strategic plan workgroup will be able to use it for their purposes as well. Win, Win!

Sam and I are working on embedding the Niche Academy training videos into our web site. These brief but polished tools teach users to learn library products, such as Ancestry.com, as well as learn information ranging from opening a checking account to applying for Medicare. (Think YouTube, but professionally produced and vetted by librarians!)

John and I will interview candidates this month to fill the part-time customer services clerk position that was vacated by Vivi. Thankfully, Vivi will still be with us as a sub. We wish her well in her new role!

The Sparkle Committee was waylaid by the flood, but many projects are still in progress, including collection inventories, DVD polishing, painting touch-ups, and more.

The Friends have resumed meeting, like us via Zoom. They have raised \$18,000 for YDL via online sales, which is great! Their funding will support summer pop-up concerts co-hosted with A2 Summer Fest, Summer Challenge prizes for youth and adults, an outdoor youth concert TBD here at Whittaker, the popular Zumba fitness program hosted by Outreach staff, Crafternoons hosted by Michigan Avenue staff, and The Loop. We are very grateful to them, as always!

I submitted the final report and reimbursement request to the Library of Michigan for our CARES Act funding. The \$6,400 we were awarded offset costs of the NPBI air purification system, WiFi antennas at Whittaker and Michigan, and hotspots for circulation in the community.

Brigitte is doing a great job onboarding everyone to our Google training. I attended her Gmail training this morning and was impressed with the things I didn't know I could do! I see many opportunities for staff to collaborate in a remote work environment, and I especially like the small project-based workgroups with tasking and calendar features. Neato!

Submitted by Julianne Smith, April 20, 2021

Communications & Development

Monthly report: April 2021

Major print pieces produced:

- The 2020 Annual Report has gone to the printer. It focuses on how COVID impacted our services and the ways we rose to meet the moments. It shows a timeline of notable events throughout the year and highlights innovations like our virtual *For All the World to See* exhibit and our very first podcast along with our new online card application and curbside appointments.
- We have a number of community submissions for our Summer issue of *The Loop*. This will again be 12 pages, hitting mailboxes around June 1 and will cover June-August. We'll feature our summer activities including the Summer Challenge, Noise Permit, the Superior Capital Campaign, and more.



Promotions

- We wrapped up successful promotion of the April 7th Superior Groundbreaking Celebration. We received good news coverage and a great response on social media. Around 150 people attended in person and more than 200 watched the livestream.
- April 4-10 was National Library Week so we had a weeklong social media promotion featuring our Bookmobile, the ALA Annual Report, and more. The Bookmobile post was particularly well-received (see below). We also created a post for our web page highlighting the daily events and resources ALA had, along with appropriate YDL tie-ins.



- Communications created signage, social media, and email promotion to advertise that the Bookmobile is going back on the road. Mary and Sam updated the website with new schedule information as well.
- We've gotten 25-30 submissions for our Oscar Contest, which we promoted in *The Loop*, in emails, and on social media. A handful have even come from people from out of state, which surprised us! They're not eligible for the prize, but it was still surprising.

Community Relations

- Sam and Mary have confirmed two dates (at the end of April and beginning of May) for our community conversation about reaching marginalized communities. We've gotten over 30 people interested, including community leaders like the mayor and county commissioner, as well as communication professionals from a variety of community organizations. We're expecting it to be fruitful and hope it will help reveal what the communication needs are for all of our organizations and how we can best help each other shape our tools to reach the people who need us the most.

- The YCS Elementary Caregiver presentation Sam was to deliver was cancelled due to technical difficulties, but he sent a video presentation to YCS to distribute to their parent community.

Notable Media Mentions/Partnerships

- YpsiWrites, UMMA, and YCS have collaborated on a project connecting art, writing, and community reflection that was covered nicely in Concentrate.
- WEMU interviewed Sam about our Electronics Recycling event and will run that news piece in the near future.

Notable Staff Communication Rollouts

- Sam has been working on creating a Program Hub for staff that leads them through the creation and execution of their YDL programs.
- With the admin team, Sam has been working on the implementation (and eventual training plans) for Communico, which replaces EMS as our program/reservation system.

Notable Social Media activity

- Our post about the Black Men Read reading kits reached over 1,500 people and got more than 100 engagements (including 12 shares).
- We shared a Growing Hope job posting for their Youth Programs Coordinator, which reached over 1,300 people and our post about their Summer Internship program reached over 1,400 people. This continues to show that we are a useful resource for community organizations who want to share news.
- Our National Outreach Day post with our Bookmobile picture was our most popular NLW post. It reached over 1,000 people and got over 100 engagements and 40 likes.
- Our Superior Groundbreaking wrap-up post with pictures from the event reached over 1,300 people with more than 350 engagements and more than 50 likes.
- Our Instagram Live storytimes continue to get a steady following, with several over the last month again getting more than 100 views, and most getting at least 60.



Submitted by Sam Killian on April 23, 2021

Customer Services

Monthly report: April 2021

Circulation Stats

For the month of March, we checked out 16,370 items system wide, and patrons downloaded 12,222 digital items. We also issued 88 new library cards.

Staff News

Customer Services clerk, *Vivi Nguyen*, has accepted a new job with *Growing Hope* and has resigned her half-time clerk position. Vivi will continue on at YDL as a CS clerk substitute. We are in the process of hiring a new half-time CS clerk to fill the open position.

Submitted by *John Connaghan* on April 20, 2021

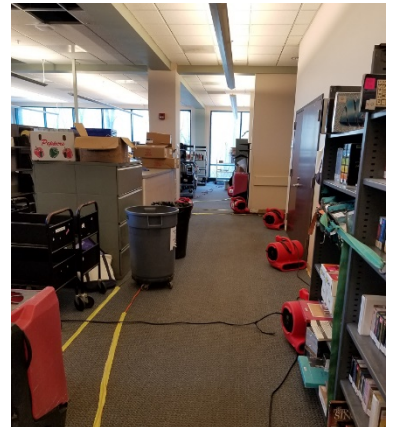
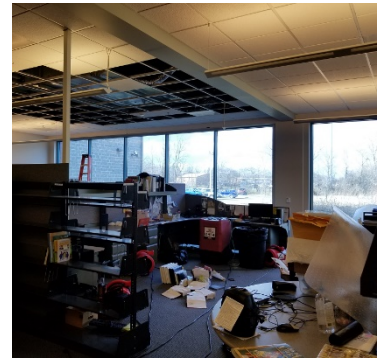
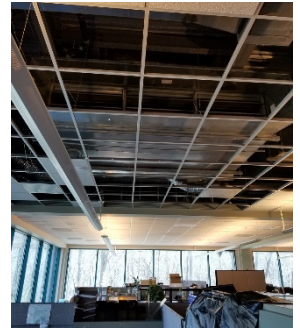
Facilities Department

Board Report: April 2021

Word in the Facilities Department is BUSY. A lot has happened in the last month.

A water pressure regulator valve going to the boiler system ruptured, and spewed thousands of gallons of water in the mezzanine. It was too much water for the drain to handle in the boiler room. The water then ran down the ventilation shaft to the second floor, then the main floor. This caused major damage to drywall, furniture, materials, carpeting, and much more. We shut off the main water supply to the building to stop the water flow. Campbell Inc. came out immediately to do repairs. Water was turned back on after a couple hours. Zolman Restoration came out to help clean up the mess. They started by vacuuming up as much water as they could. Then removed base molding, drilling holes in the drywall to dry out areas behind the wall. Some insulation had to be removed. They tried to clean the carpet, but looks like it will need to be replaced. Quite a few of the desks could not be saved, and will need to be replaced also.

Julie is working with the insurance adjuster to get things back into shape. This is a huge project, and will take at least two to three months to finish. We are working with vendors, and contractors to get estimates for repairs. Other damage was the security system, which Johnson Controls came out to repair. The adjuster recommended to have the elevator checked out also. Thyssen Krupp came out, all is good with the elevator. That is where it stands now as we get estimates, timing, and the okay from the adjuster to work on different portions of the project.



All this drama has put a hold on the Michigan Ave kitchen remodel project. We will start that up again soon as there is a lull before Whittaker Road repairs start. Phoenix

Contracting started and finished the repairs to the Michigan Ave ceiling after an HVAC pump leaked ruining the drywall and paint. The ceiling looks brand new again.



Terracon Inc. did some testing at Michigan Ave to look for the cause, and possible solution to the water entering the building through the basement walls. We had to remove shelving in preparation for the testing. Terracon recommended that we remove all loose paint on the north wall. After clean up we will get shelving back in place.

We store the stage owned by the DDA, for that favor we get to use it at Michigan Ave for programs for no charge. We delivered it to Washington Street for the DDA programs they have going on all summer. We have the other stage here for YDL programs. We will set that on up for our programs.

Helped the YDL team set up for the Superior ground-breaking ceremony. We picked up straw, spread it out, set up tents, and tables for preparation of the event. After the event, we took everything down, and stored it back at Whittaker Road.



Submitted by: Jim Reed

April 22, 2021

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

April 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. I've added the Virtual hosts to their new home. We've refreshed an antivirus solution and bookmobile remote access solution to date.
- Book Mobile – The Bookmobile recently had its initial outing with refreshed staff equipment. Feedback was appreciably positive.
- YDL Email Platform – We have now migrated a vast majority of staff. The projects is proceeding smoothly and will likely conclude in the coming weeks.
- Wi-Fi – We've received new equipment and will be formulating a plan to address Whittaker rd and Michigan ave objectives. An expansion of outdoor Wifi services towards the southern parking lot at Whittaker rd and a similar expansion to fortify Wifi access in the Michigan ave park towards Michigan Ave.

Overall System Status

- We're actively working with the YDL committee to address physical equipment arrangements. We also have a few new items regarding the improvement of web services, YDL catalog related and setting up a new multi-use platform Communico. Along with implementing the new email host we are quite busy, like bees in spring. We are also finishing up touches on replacement IPADs that will be available to the public when we re-open.

New or Upcoming Items

- Superior Data Line- We've recently worked to address the adverse issue with our dateline. A recent anticipated change unfortunately did not clear up the issue. Therefore I'll be exploring various other possibilities in excess.

Michigan Avenue Board Report: April 2021

Circ staff are continuing to handle long pull lists, many phone calls, and curbside delivery of kits, books, print jobs. We have finished handing out tax packets. Much weeding is happening upstairs and downstairs before we do some collection shifting.

Programs

Maddy did her very first storytime and is looking forward to doing many more. Kelly has done several storytimes. Pat and Maddy are hosting a Read to Rusty, Pat's greyhound, see photo below of a child reading to her upside down dog. Pat created a "Signs of Spring" Little Ones STEM kit and web content. She also ran her tween and teen book clubs and participated in creating content for the web articles about racism in children's lit.

TAG youth, with guidance from Jodi and Kelly, presented a proposal at Neutral Zone's Youth Driven Space gathering and received \$900 to continue and ramp up the Teen Subscription bags.

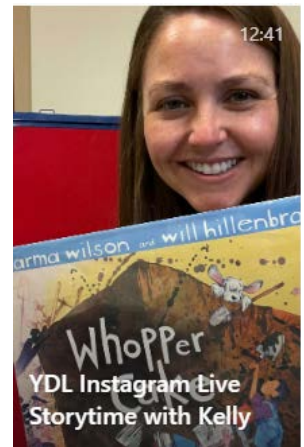
LNGO Crafternoons are at capacity every session. One of the very popular programs last month were the sugar eggs. These are eggs made with sugar and egg whites, hollowed out to place a little scene inside the egg. Many seniors had fond memories of these eggs when they were children. Many kudos to Charline for exploring the perfect technique to create these eggs. The photo is from Sheila Most, one of our seniors, who sent this egg to her granddaughter who she hasn't seen since COVID-19 started. March's Third Thursday craft was a sea glass mobile craft.

Shoshanna produced another episode of YpsiStories, made available every first Wednesday of the month. April's program features Jerome talking about early newspapers in Ypsilanti and the men behind them. Podcasts can be found on most podcast players and at ypsilibrary.org/ypsistories.

Income Taxes

AARP taxes are done for 2021! We facilitated 169 people getting their taxes done. While this is approximately half the number of tax returns AARP normally completes, it was done safely during a pandemic, which was a logistical feat! Our AARP volunteers said that it felt three times more difficult to do it this year. The majority of taxpayers that use Michigan Ave receive money back from their taxes and are simply unable to pay someone to do their taxes. We are still trickling in tax returns and signing appointments for United Way's Scan & Go service.

Despite the major effort needed this year, staff and patrons alike are pleased that we were able to provide this popular service.



Summer Program Planning

Everyone, especially youth staff, have been working on putting together programs for summer. I met with Food Gatherers and Parkridge to work out the initial details to support summer community food distribution at Parkridge. All Mich Ave youth staff and Scott Marlowe, former youth staffer, are eager to provide this service. Stay tuned for more details. Kelly has had several meetings with representatives from Engage @ EMU to collaborate on Noise Permit workshops.

Other

All but 2 staff are now fully vaccinated. The last two staff will be vaccinated by mid-May. Most of the Mich Ave staff have moved to the new Gmail system. Jerome has totally wrapped up the painting downstairs. He wouldn't let me take a photo of the paint job until the windows were cleaned so he did that too! Today Jim, Ron and Jerome installed the 8' tunnel trellis between our boxes, doubling our growing space. Maddy hopes to plant climbing peas, beans, tomatoes and squash on the trellis.

Joy Cichewicz
April 23, 2021



Outreach Services Board Report

April 2021

Superior:

- I am still euphoric over the Groundbreaking celebration. What a meaningful way to celebrate the start of construction on our new library. Thank you for the integral part you've played in getting us to that point.
- With the US & Michigan tax filing deadlines extended until May 17, we were able to offer more appointments through the month of April. We will wrap up in early May.
- In this packet, you'll see a proposal for replacement of the self-service lockers. Our staff and patrons are hopeful for the return of an after-hours pickup option. Thank you for your consideration of this expenditure.



Outreach Projects & Programs:

- The flooding event on March 22 meant lost materials, unusable workspaces, and a great deal of time spent on cleanup. Outreach team members were amazing at pitching in to get our materials cleaned up and packed up. We are grateful to Julianne, Chris, and Scott for setting us up with temporary workspaces. Thank you to Jim and the Facilities crew for helping dispose of damaged items and move boxes into storage.
- All Outreach staff have migrated to Gmail and are attending Brigitte's Gmail & Drive trainings.
- We received 165 reading/writing kits from 826michigan & Black Men Read. We have given some out to Trusted Parent Advisors, given some out at curbside, and co-hosted a distribution of kits in March with staff from Success by Six, 826, & BMR.
- I used Stacey's Mars unit to host a program with Washtenaw Intermediate School District's Young Adult program. We learned about Mars and built our very own Mars landers.



Bookmobile:

- Curbside service starts this week! While we figure out the best times and locations, we are only releasing a 3-week schedule. Visit ypsilibrary.org/bookmobile for the latest schedule. We will have fewer stops and stay a little longer than our traditional evening route. We are also trying out morning stops to see how much use the Bookmobile will have during those times.
- Scott & Chris replaced all of the technology on the Bookmobile. We have been testing and they've been refining. Everything is working well and we're ready to get back on the road.
- I served as a panelist on a Library of Michigan event: *Bookmobiles: Zooming through your community on Wheels!* The panel featured bookmobile staff from various Michigan libraries. The recording will soon be available on the [Library of Michigan website](https://libraryofmichigan.org).

Learning Never Gets Old

- Our Cooking for One, hosted by MSU Extension, started in March.
- Our combination Strength+Zumba finished this week. We will be on break until the summer and start again in June.

Submitted by Mary Garboden
April 20, 2021

Whittaker Road-Adult Services Board Report: April 2021

Here is a listing of April programs:

- 3 book discussion groups (Thursday AM, African American Authors, Mystery Lovers Book Group)
- Google Sheets for Beginners
- Dollars and Sense of eCommerce
- Writing Children's Books
- Google Docs for Beginners
- Third Thursday Craft Club (Paper Pinwheel Wreath)
- Virtual Garden Club: Flower Gardening 101
- Getting that Song Out of Your Head and Onto Paper
- Who Ya Callin' Crazy? Mental Health Attitudes Through the Ages
- Introduction to Selling on Ebay
- Google Slides for Beginners
- Grieve Well: Understanding Grief Webinar
- Preserving Family Recipes

In addition to the programs listed above, I can now report on the successful tax help services we provided this season. AARP tax help volunteers have finished and AS staff has completed all United Way Scan and Go services but for a couple of signing appointments still to be scheduled. Between the two services offered this year, there were 103 appointments in March and 65 so far in April. Everyone had to come 2 times this year to complete the process, and some had to drop off additional paperwork in between appointments. Things went as smoothly as they could; people were so appreciative that they were able to get help. Both United Way of Washtenaw County and our local AARP are to be commended for providing these services that were cancelled many other places in SE Michigan.

In other programming news, Robert will be offering our first eBay class this week; it was filled almost immediately so he will offer it again over the summer. Brigitte is working on Tips and Tricks classes for Google Products and on a Zoom hosting class, Sheila is hard at work on the upcoming Summer Challenge, Robert is also creating a Summer Library Olympics event, and I am working with YpsiWrites on a Summer Mystery Writing Project that we think will be a lot of fun! Christy has organized two upcoming recycling events, an recycling event next month and a paper shredding event later in the summer. She has gotten YDL a Washtenaw County Waste Reduction Sponsorship; it's a 3 -year contract which states they will cover 50% of our costs for an electronics recycling and a shredding event each of those years, from 2021 to 2023. We are pleased to have financial support from Washtenaw County for these events. This will be our first-ever recycle event; we are getting a lot on inquiries from the public so expect a good turnout.

Paula is applying again for the 2021-2022 Great Michigan Reads grant; the featured title is *The Women of the Copper Country*, by Mary Doria Russell. We are going to partner again with the Osher Institute of Lifelong Learning at UM to arrange for the author to come speak to our communities; we're hopeful our request will be approved.

Brigitte has conducted several staff training sessions on using Gmail and Google Drive and has more scheduled, through the end of the month.

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

- Tax help Services (United Way and Scan and Go)-through April 15th
- 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

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

Submitted by Paula Drummond April 22, 2021

Whittaker Youth Services Board Report April 2021

Program/Supply Kit Highlights

Little Ones

- [Online storytimes](#) were live three times per week this month. Thanks to everyone chipping in to keep them going--Liz, Maddy, Marlena, Kelly, Ulana, Jaclyn, Psyche, Nicole, and Jodi.
- Psyche developed a sewing and lacing kit for little ones to practice fine motor skills that was distributed to 58 kids.
- Pat created a [Signs of Spring](#) Little One STEAM with a web page that includes an outdoor scavenger hunt, tips for birding, and a coffee filter flower craft with video tutorial. The kit with craft supplies was distributed to 36 families.

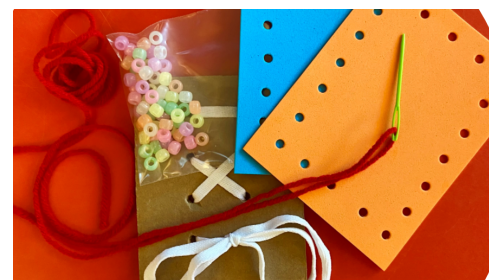
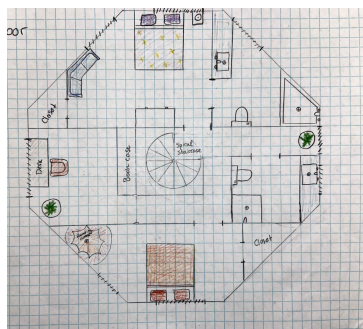
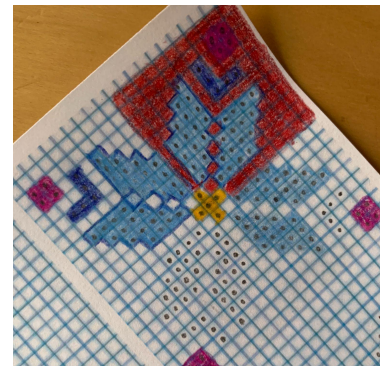
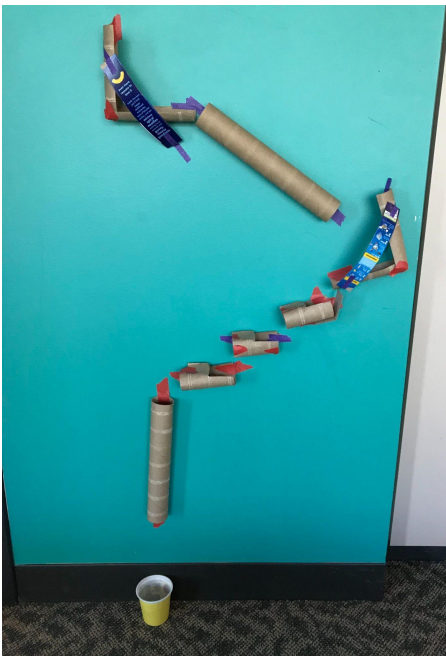
Kids & Families

[Saturday Afternoon Adventure](#) themes developed by staff since the last report are listed below. We occasionally hear from parents who send messages, photos, or videos saying how much they appreciate the kits. Here's a quote from one email: "You have all been a lifesaver for us. Keeping the kids busy and engaged with new learning themes and ideas each week. I can't even begin to tell you how much these kits have helped my family. They are wonderful and so are all of you!"

- [Mazes](#): Nicole raided the mezzanine and used paper towel tubes Marc has saved to create 100 marble run and maze kits.
- [Bioplastics](#): Liz P. created a bioplastic kit for an episode of Kitchen Science that included a mold, gelatin packs, and recipes to make bioplastic at home by following her video tutorial. 58 kits were distributed.
- [Around the World: Palestine](#): I worked with Nivean Farha, a WISD Trusted Advisor who has been helping us distribute kits, to create a web page and kit that features her home country of Palestine. Crafts included Palestinian cross stitch pattern bookmarks, a Ramadan lantern, and a paper version of backgammon. 84 kits were distributed, about half went to families Nivean works with.
- [Design a Dream Home](#): Psyche created a design your own dream home kit with graph paper, pencil, a ruler and video tutorial that was distributed to 44 kids.
- Read and Write Now: Black Men Read and 826michigan created kits with writing supplies and two books. Out of 165 kits they asked us to help distribute, only 16 remain to be claimed. Mary helped get them to families near Superior with the WISD Trusted Advisors and BMR, Nivean took some to the south side of Ypsilanti, Washtenaw Literacy distributed them to LIFT families they tutor, and the rest have been distributed via curbside.

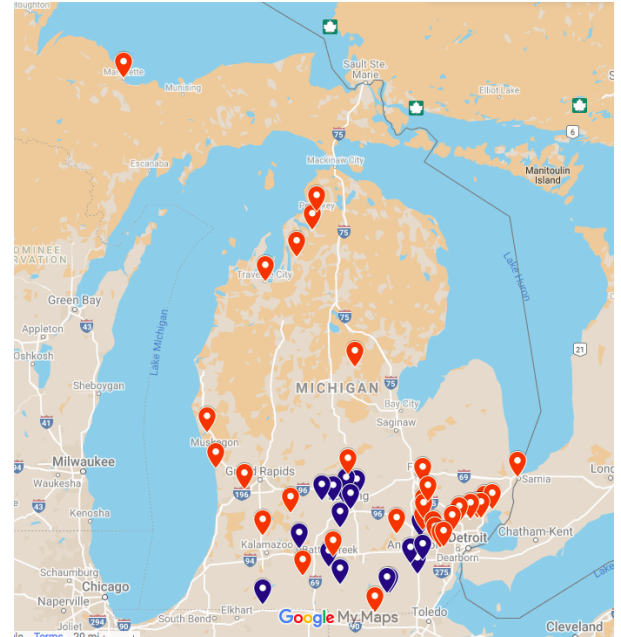
Teens

- TAG met twice and three new teens signed up. They worked on a podcast recording at one meeting to test the sound quality on Zoom. At the last meeting, they planned summer subscription pack themes and chose Juneteenth/social justice, Summer Camp, and Back to School. Several stepped up to lead each month's pack development.
- Kelly attended the Neutral Zone's annual Youth Driven Spaces conference last weekend (virtually) with four members. They prepared a pitch about their subscription pack project and earned \$900, which will help fund the kits this summer!
- The [Generator Z](#) proposal is online and we've had a lot of positive comments from teen reviewers. Kelly and I, along with TAG members, are responding to social media-like comments as part of the evaluation of the proposal.
- We nominated two members for MLive's Young Citizen of the Year award based on their grant work this year.



TALK

- This month Slava and I met with the Library of Michigan to talk through our promotional plan to roll out the service to other libraries.
- Slava created a [Google map](#) of participating TALK libraries for the TALK website. Orange libraries have expressed interest, blue libraries are already participating.
- 16 libraries from the Woodlands Library Collaborative or Washtenaw County have access to the promotional toolkits and sent at least one staff person to a training to learn how to use their MCLS TALK account and the promotional materials. These libraries make up the preliminary evaluation group HighScope will survey for feedback on improvements we can make before expanding.
- We created TALK letters of introduction for a variety of potential community partners, along with a sample MOU libraries can adapt. We're preparing guides for how to work with each type of community partner. We finished tips for partnering with laundromats and local businesses. We will meet with Reach Out and Read from UM who will help us create the guide to partnering with medical professionals. Other types of partners we will feature include schools and daycares, government offices, and parks.



Other Work

- Youth staff from all locations met to plan summer programs--a combination of outside and online. We will continue to partner on online programs and lunch distribution at two off-site locations, but we'll also host a few library-specific outdoor programs.
- Staff worked together to write four web posts about racism and diversity in children's books--Pat, Psyche, Liz, Jodi, and Mary. Thanks to Sam for helping edit and publish. Topics we covered include an [introduction](#) to the series, [What to do about racism in children's classics](#), [Why read diversely](#), and [How to diversify your reading](#). Many staff are working on curating book lists that Jaclyn is putting online. These will be linked to the series. This year's Washtenaw County United Way Equity Challenge will start on Juneteenth and will include children's resources. I reached out and they will link to our series and book lists as resources for parents in the county. Psyche and Liz are working on a shorter print version to keep at reference desks when we reopen. Liz and Psyche began brainstorming kits we might add to support parents. We started our monthly meetings this week to keep the conversation going this week.
- Psyche is working on a community mystery writing program with Paula and YpsiWrites.
- Liz is helping Brigitte with Google staff trainings. She also worked on a new set up of YDL's YouTube account because it's possible to have sub-accounts within the library account now that we're using gmail.
- I attended a Communico training with Sheila (Program Proposal work group chair) and other staff. The Program Proposal group, which includes Psyche, met afterward to discuss how we'll incorporate Communico and Project Outcome evaluations into a final program proposal workflow that will be accessible from The Hub. When staff are trained on the new process, our strategic plan work on program proposals will be about complete!
- I represented YDL at a Mom Power meeting and scheduled a trauma informed service training for youth staff with Zero to Thrive for youth staff next month as an outcome of the meeting. I also attended the WISD Success by 6 quarterly meeting this week where I learned a lot about community initiatives that I shared with youth staff.
- Mary and I met outside in the snow with a representative from Matthaei Botanical Children's Garden who reached out to partner with us on nature/loose parts play. She will help us develop summer outdoor learning opportunities we can use at all three libraries. Slava, Jaclyn and I will meet Jim this week to talk about how and where to place independent exploration art and learning activities we'll have near the garden this summer.
- Slava applied for a free bee house (no honey, just spaces for worker bees to live), thanks to a tip from Scott.
- I attended a meeting with Kelly and Mary to help Ypsi Pride brainstorm activities we could provide at an outdoor family event in June.
- Liz is redesigning Summer Challenge digital badges.

Old Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 4/22/21

Re: Consideration of a proposal to replace the Whittaker Adult area reflector lights

Last month the Board tabled its decision on replacement lighting options, since only 3 Trustees had seen the sample fixtures in person. In the intervening time:

- Enlighten provided an updated quote that includes a “low glare” cost option for the Post Top lights and a wireless dimmer option.
- Enlighten has just ordered a frosted lens for the sample fixture which will probably be the best glare-reduction method. It is being shipped from California, so it’s not clear how soon we will be able to see the result.
- Siemens confirmed that the new lighting control system on its own would not be able to dim the new lights without rewiring to let the system manage them directly. This would cost more than double the cost of purchasing Enlighten’s wireless dimmer.
- Facilities Manager Jim Reed found a very slender lift we can rent that will eliminate the need to move the stack lighting altogether. 1 month rental = \$1,000.
- I requested feedback from staff on their thoughts and preferences. All responses received are attached.
- I invited the remaining Trustees to come see the sample fixtures in person.

Based on these updates, with the input of Trustees, architects, and staff, and looking at the improvement’s bang-for-the-buck long-term, my recommendation is for the following:

Option B1: Post Top lights, low glare option	\$39,955.26
Option C: Restore uplighting Spot Lights.....	\$15,002.86
Option C: troubleshooting for Spot Light project	\$750.00
Option D: Wireless dimmer to control glare/make adjustments	\$2,631.75
<u>Lift rental.....</u>	<u>\$1,000.00</u>
Total	\$59,339.87*

Projected DTE rebates	-\$8,046.00
Grand Total after rebates	\$51,293.87

*If the frosted lens provides enough glare reduction to go without the other low glare solutions, it will reduce this cost by \$2,332.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-9

April 28, 2021

RESOLUTION TO APPROVE PURCHASE OF REPLACEMENT FIXTURES FOR THE WHITTAKER
ADULT AREA REFLECTOR LIGHTS

Whereas, the reflector lights at the Whittaker Road Library are noisy and expensive both to operate and to replace when they burn out, and

Whereas, these lights were targeted for upgrade to LED starting with the 2019 fiscal year budget to minimize cost and other issues, but suitable replacements could not be identified, and

Whereas, Enlighten has proposed two different options for replacement which are viable, and

Whereas, a sample of each option is to be installed prior to consideration of this resolution, and

Whereas, Trustees, staff, administration and architects' feedback on the results have been solicited, Now
Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Director is authorized to waive the bid process and engage Enlighten to order and install lighting as follows, for a total cost not-to-exceed \$60,000:

- ☐ 33 retrofit lights
- OR-
- ☐ 33 post-top lights
- AND-
- ☐ Restore 119 spot lights

IT IS FURTHER RESOLVED that up to \$50,000 from the Capital Asset Replacement Fund may be utilized for this project.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Lighting Proposal Update

Whittaker Library

5577 Whittaker Rd, Ypsilanti, MI 48197

UPDATED: 4/5/2021

2/2/2021



Cover Letter

Summary

Enlighten Solutions is pleased to present an updated proposal based on sampling feedback for the wall lights at the on the 2nd floor at the Whittaker library in Ypsilanti, Michigan. Two options have been provided: one to supply and install a retrofit solution that maintains the current fixture and one to supply and install a new fixture that will complement the existing architecture and provide superior downlighting. Both lighting options come with a minimum 5-year warranty and should require less maintenance and sustain quality illumination for much longer.

I have also outlined a cost to troubleshoot and potentially convert the uplight system. I encourage the library to consider addressing uplighting as it is a critical element to the perceived brightness of the 2nd floor.

One of the more labor-intensive elements of this work is moving the bookshelf lights to access the wall lights. I have outlined this cost. I am happy to discuss the potential of the Library or others taking on this task in order to reduce project costs. If others take on this task, all shelf lights blocking light fixtures to be replaced must be removed before Enlighten will begin work.

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 of 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

Lighting Recommendations

Target Illuminance: The transition space on the 2nd floor is a mixed used space that could fall into different categories depending on what is the then current use of that space. The IES recommends a range of different illuminances for various use / space types within a Library. Enlighten's recommendation is to strive for 20-30 foot candles. This will exceed the IES recommendations for Lobby transition spaces and provide a significant improvement in brightness compared to existing conditions.

Task Lighting: In order to achieve the higher foot candle recommendations (i.e. 30 – 50) for reading and computer work, Enlighten recommends task lighting similar to the table lamps that currently exist at the study and computer desks. Achieving 50 foot candles with decorative ceiling or wall lights can become quite expensive and power intensive. A more efficient path is to target the reading and computer desks with local task lamps. This will allow user control over their local lighting level.

Uplighting: Ceiling illuminance—or uplight—has a significant psychological effect on the perceived brightness of a space. Therefore, Enlighten recommends striving for a ceiling illuminances in the range of 10 – 20 foot candles. This will fulfill recommended ranges of between 60 and 80% downlight and 20 and 40% uplight.

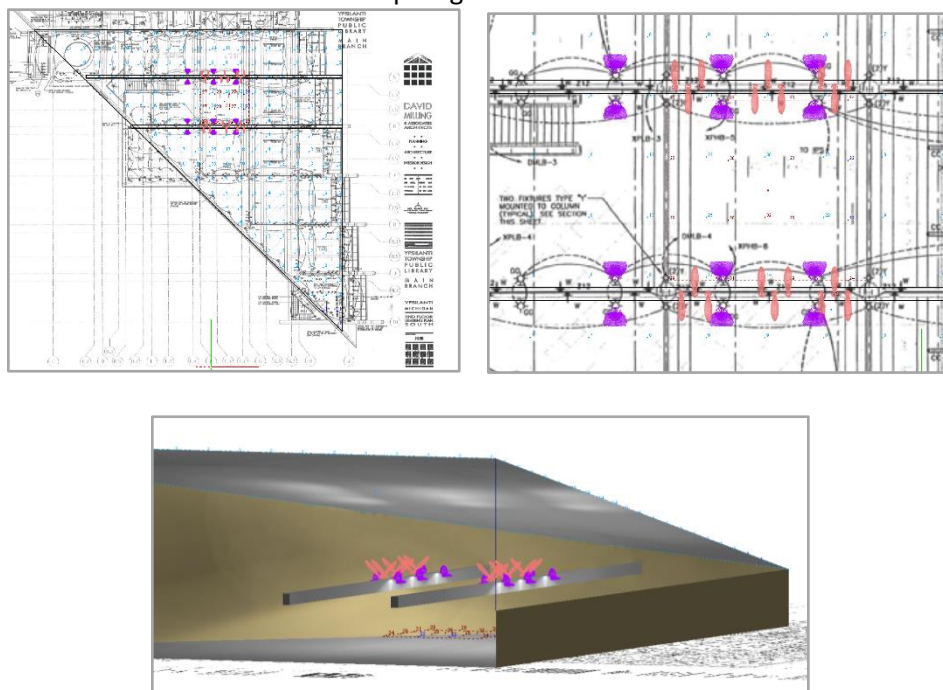
IES Table 29.2 References	
Library Illuminance Ranges	
Space Type	FC Range*
Reading Area	30-50
Printing	10-30
Lobby	10
Computers	30
Current**	6

*Avg horizontal foot candles @2.5AFF (or workplane) for avg age 25 - 65

**Avg horizontal foot candles

Foot Candle Analysis

Foot candle estimates in this proposal are arrived using BIM software, illumination data provide by the fixture manufacturers, and in field measurements of sample lights.



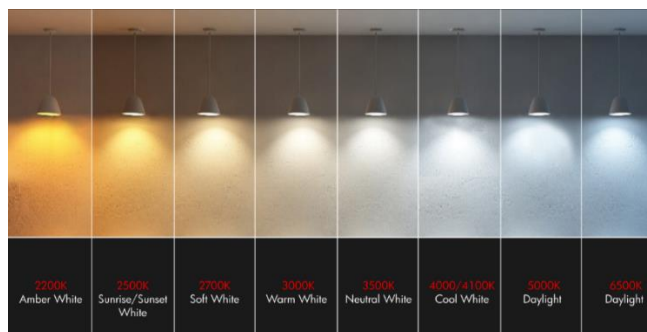
Miscellaneous

Warranties

The energy savings, maintenance savings, and brightness estimations in this proposal are based off of the manufacturer's performance specifications and warranties, Enlighten's price per light (Unit Cost) and Utility's estimated rebate.

Description	L70 Hours	Warranty	CRI
Retrofit	60,000	10 Years	80
Post Top	100,000	5 Years	70
Post Top Low Glare	100,000	5 Years	70
Spot Light	25,000	3 Years	80

All lights available in 3000K



* Rebate based on currently advertised rebate from electric utility

Schedules *Used to calculate amount of energy saved from reducing lighting wattage*

Abbrev.	Daily Hours	Weekly Hours	Annual Hours	Schedule
Library	11.9	83	4,316	M-Th 7-9 / Fri-Sat 7-6 / Sun 12-5

Energy Rates: \$0.12 / kWh *Used to calculate financial value of annual energy saved.*

Energy Saved Estimations

Electric savings estimations are calculated based on the total manufacturer's rated wattages of the system components in the current lighting fixtures and the total manufacturer's rated wattages of the new system components in potential lighting fixture. Details on these estimations are provided in the Lighting Replacement Details section of this proposal.

Maintenance & Installation Assumptions *Used to calculate financial value of annual on-site team hours saved.*

Maintenance savings are calculated based on the increased rated life of the potential lighting system versus the current lighting system. Details on these calculations are provided in the Lighting Replacement Details section of this proposal.

- Site(s) incurs an expense \$60 per hour to pay internal labor to install replace worn-out lamps, fixtures, and ballasts.
- Current lighting fixture replacement parts' costs approximately equal to cost advertised on Grainger.com.

Option A: LED Retrofit Upgrade

Pot. Lamp	Qty	Curr. Watts	Pot. Watts	Energy Savings	Mntnc Savings	Lights	Install	Rebate	Net
Move Shelf Lights	12	0	0	\$0	\$0	\$0	\$4,545	\$0	\$ 4,545
Retrofit	33	320	75	\$4,187	\$1,027	\$10,865	\$5,077	\$1,819	\$14,122
				\$4,187	\$1,027	\$10,865	\$9,622	\$1,819	\$18,667



Retrofit	Wattage	Est. Foot Candles	Brightness vs Sample
50W Sample	50	15 - 20	48%

Part A Notes:

- Keep Existing Fixture / Lower Cost / 10 Year Warranty / Less foot candles achieved as Post Top Solution
- Testing Focus: Glare / % Reflection of Reflector (Spill Factor)
 - Via testing device, lumen output can be varied to find optimum glare / foot candles balance.
- Qty includes 1 extra for stock and warranty replacement.



Option B: LED Architectural Post Top

Option	Pot. Lamp	Qty	Energy Savings	Mntnc Savings	Lights	Install	Rebate	Net
B	Move Shelf Lights	12	\$0	\$0	\$0	\$4,545	\$0	\$ 4,545
B	Post Top	33	\$3,760	\$584	\$29,700	\$7,615	\$1,634	\$35,682
Total			\$3,760	\$584	\$29,700	\$12,160	\$1,634	\$40,227



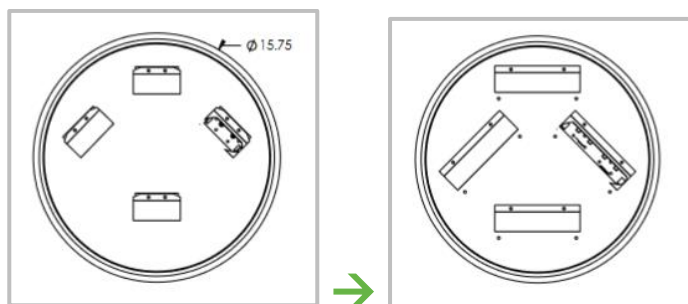
Option B Notes:

- Qtys include 1 extra for stock / warranty replacement.
- Greater footcandles / Better ratio of uplight-to-downlight balance / Architecturally Designed Fixture to complement Library Interior Design
- Glare Reduction Strategies
 - Minor Improvement: Add More LEDs & Lower Current / Lumens through Each (See adder below)
 - Small Improvement: Sandblast / Frost Glass Further → More Even Lens
 - Small Improvement: Return Uplights to Function
 - Moderate Improvement: Reduce Fixture Wattage / Lumen Output
 - Lumens - Foot Candle Tradeoff

Fixture	Wattage	Est. Foot Candles	Brightness vs Sample
Sample Full Brightness	105	30 - 40	100%
Lower Wattage Option 1	80	20 - 30	76%
Dimmed Sample	63	18 - 22	60%
Lower Wattage Option 2	53	15 - 20	50%

Option B1: LED Architectural Post Top Low Glare

Option	Pot. Lamp	Qty	Energy Savings	Mntnc Savings	Lights	Install	Rebate	Net
B1	Post Top Low Glare	33	\$3,760	\$483	\$32,032	\$7,615	\$1,634	\$38,014
Total			\$3,760	\$483	\$32,032	\$7,615	\$1,634	\$38,014



- \$80 adder per fixture / \$2640 total adder

Option C: LED Uplight Conversion

Option	Pot. Lamp	Qty	Energy Savings	Mntnc Savings	Lights	Install	Rebate	Net
C	Move Shelf Lights	6	\$0	\$0	\$0	\$2,273	\$0	\$ 2,273
C	Spot Light	118	\$9,259	\$4,741	\$4,046	\$10,957	\$4,022	\$10,981
C	Troubleshoot	1	\$0	\$0	\$0	\$750	\$0	\$ 750
Total			\$9,259	\$4,741	\$4,046	\$13,980	\$4,022	\$14,003

Uplights	Foot Candles
Est. Add'l Ceiling FC	10 - 15
Est. Add'l Floor FC	3 - 5

Option C Notes:

- Uplighting very important to preception of spaciousness and brightness.
- Uplighting will help with appearance of glare off of Option B fixture.
 - 80 / 20 to 60 / 40 downlight-to-uplight ratios recommend.
- Siemens look into circuit reconnection
- Highly recommend to complete uplights at same time as wall lights or will have to move bookshelf lights associated with wall lights again (i.e. add'l 12 Move Shelf Lights).



Option D: Wireless Controls

Option	Pot. Lamp	Qty	Lights	Rebate	Net
D	Wireless Dimmer	25	\$1,994	\$1,740	\$ 254
D	Wireless Dimmer 50%	8	\$638	\$650	\$ (12)
Total			\$2,632	\$2,390	\$ 242

Option D Notes

- The Enlighen 0-10V Dimmer should Qualify for DTE Smart Controls Increased Rebate
 - Add'l Rebate nearly offsets cost of Enlighen Wirless Dimmer
- Allows Library to go with full 100W Post Top fixture and tune wattage to glare / lighting needs.
- Allows zone dimming and daylight scheduling.
- Additional wiress dimmer switches available for occupant control

Proposal Summary

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

Option	Pot. Lamp	Qty	Total
<input type="checkbox"/> A	Retrofit	33	\$15,941.54
<input type="checkbox"/> A	Move Shelf Lights	12	\$4,545.00
A Total		45	\$20,486.54
<input type="checkbox"/> B	Post Top	33	\$37,315.38
<input type="checkbox"/> B	Move Shelf Lights	12	\$4,545.00
B Total		45	\$41,860.38
<input type="checkbox"/> B1	Post Top Low Glare	33	\$39,955.26
B1 Total		33	\$39,955.26
<input type="checkbox"/> C	Spot Light	118	\$15,002.86
<input type="checkbox"/> C	Move Shelf Lights	6	\$2,272.50
<input type="checkbox"/> C	Troubleshoot	1	\$750.00
C Total		125	\$18,025.36
<input type="checkbox"/> D	Wireless Dimmer	33	\$2,631.75
D Total		33	\$2,631.75

- *Cost includes supply, shipping, installation, and programming of the parts described in this proposal as well as disposal of replaced equipment.*
- *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 30 days.*
- *Unit pricing and total cost in this proposal for listed quantities. Pricing subject to change should final ordered quantities or parts change.*
- *Enlighten will pursue and manage available utility rebates.*
- *A down payment of 25% is required to order parts and begin the work with the remainder of payment due upon completion.*
- *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.*

Feedback on the lights:

I like the new one that looks entirely different from the existing ones, but it is too bright to actually look at so I would like to have less wattage in the bulbs. Or lumens. Whatever.

My bottom line is *whatever provides more light on the second floor*. Aesthetically I am fine with either style as long as it accomplishes that goal.

Christy

**

Christy and I both prefer the new option because it provides more light; it gets pretty dark upstairs after the sun sets, we both think the more light the better. It's also a plus that they can be adjusted with a phone app to give the level needed. I do agree with Julie that something should be installed on the underside so that the bulbs themselves don't show as much; the lighting guy that was there when I stopped in indicated they could do that; I don't know how that would impact on the brightness. The retrofit light did not appear to me to gain any light, it is a very soft light. I don't think Brigitte has been in, have not heard from Sheila or Robert what they preferred, although Sheila did say that she thought the new fixture was very bright. I know Jim preferred the new one as well.

Paula C. Drummond

**

My preference is the new lights, it provides a lot more light upstairs and it can get pretty dark at night. More light is better, especially during the winter when it gets dark early and there is only one or two workers upstairs.

Robert

**

I've had a chance to look at the two lights at the top of the stairs. I think the new round light gives much more output and in the right direction. It will be helpful to have as much light as possible in areas away from the windows. And the overall design is in keeping with the style of the building. My only concern is the shock to my eyes when looking directly at it-- it leaves me seeing white spots! If there's a way to eliminate that but keep the brightness, I'm all for it. And it'll be a relief not to hear the constant buzzing.

Thanks!

Sheila

**

I prefer the Architectural Post Top over the LED Retrofit Upgrade.
With the Post Top - I would like to have less glare, hopefully Enlighten proposals will solve that.

I don't think the LED Retrofit gave enough light for that area.

Maintenance wise - With our current reflector lights. It will be a huge upgrade to eliminate constant replacement of bulbs, and ballasts, which are expensive. Also, eliminate the buzzing noise.

--

Jim Reed
Facilities Manager

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 4/23/21

Re: Approval of three initial construction bids and consideration of alternates

Please see the attached letter of recommendation from O'Neal Construction for the first three bid categories for the Superior building project. Earthwork and Grading is the first thing that needs to happen; the other two categories we want to firm up right away so they can procure in-demand supplies. Upon award of these bids, O'Neal will mobilize the subcontractors and work can begin!

**

O'Neal's "Estimate Bid Update" that accompanies the letter shows a current estimated construction budget of \$4,608,412. The quarterly YDL fund balance projection shared in the consent agenda section of this packet has been updated with the assumption of a \$4.6M construction budget. It shows what we expect will happen to the fund balance with this level of spending, both with and without the capital campaign proceeds. Since the capital campaign has reached \$1.5M raised, we can feel fairly confident that the fund balance will remain adequate.

The Bid Update shows the bidders' total costs to include the two pavement alternates. These are shown on the page that follows the Bid Update.

1. The North driveway extension, which would allow buses to turn around; and
2. The drive-up book return loop, which is highly desired by patrons.

The total cost to add these two alternates is \$60,510. With the approval above, the Earthwork contractor will begin work soon, and will need to know exactly how to proceed. Given the fundraising success to date and the cost-effectiveness of doing all pavement at once, I recommend we accept alternates 1 and 2, increasing the overall project budget to roughly \$4,668,922.

The budget is still somewhat in flux, as we plan to re-bid two categories, and we will consider alternate #3 later.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-13

April 28, 2021

RESOLUTION TO APPROVE RECOMMENDED CONSTRUCTION BIDS

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The bids outlined in Subcontractor Recommendation Letter #1 from O'Neal Construction, dated April 22, 2021, are approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-18

April 28, 2021

RESOLUTION TO APPROVE SUPERIOR CONSTRUCTION ALTERNATES
#1 AND #2

Whereas, public input has shown a strong desire for a drive-up book return at the new Superior library, and

Whereas, a North driveway extension would allow school buses and the bookmobile to access the parking lot, and

Whereas, the Ypsilanti District Library requested bids for the Superior Library construction project, and these two pavement alternates were offered, and

Whereas, the Library has stated these items would be added if the budget allowed, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that bid alternates #1 and #2 are approved for a total cost of \$60,510.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



April 22, 2021

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

Re: Ypsilanti District Library
Superior Township Branch Library
Subcontractor Recommendation Letter #1

Dear Lisa:

On Wednesday, April 14, 2021 @ 1pm, sealed bids were received, read publicly and tabulated for the Superior Township Branch Library. Attached for your review is the updated construction estimate summary showing the potential low bidders. At the bottom of the estimate summary, you will also find the potential cost of alternates #1, #2 and #3. Please note this updated estimate is a working document showing potential low bidders and is not a finalized Guaranteed Maximum Price for contract.

Post-bid interviews were conducted for the following bid categories and these interviews find the low bids consistent with the required bid scopes. Our recommendation to Ypsilanti District Library Board is to award these subcontracts as noted below.

- Bid Category 2A Earthwork & Grading = Diversified Excavating = \$468,350
- Bid Category 5A Structural Steel = B&A Structural Steel = \$199,420
- Bid Category 9A Gypsum Board Assemblies = Clark Contracting Services = \$705,300

Please refer to bid tabulation reports for each bid category showing the results of each bid category. Should you approve our recommendation, please sign and date this letter below, documenting the authorization to proceed.

Ms. Lisa Hoenig – Director
Ypsilanti District Library

Sign: _____ Date: _____

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

Matthew Ratzow, Senior Project Manager

o'neal construction

www.onealconstruction.com

525 W. William, Ann Arbor, Michigan 48103

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

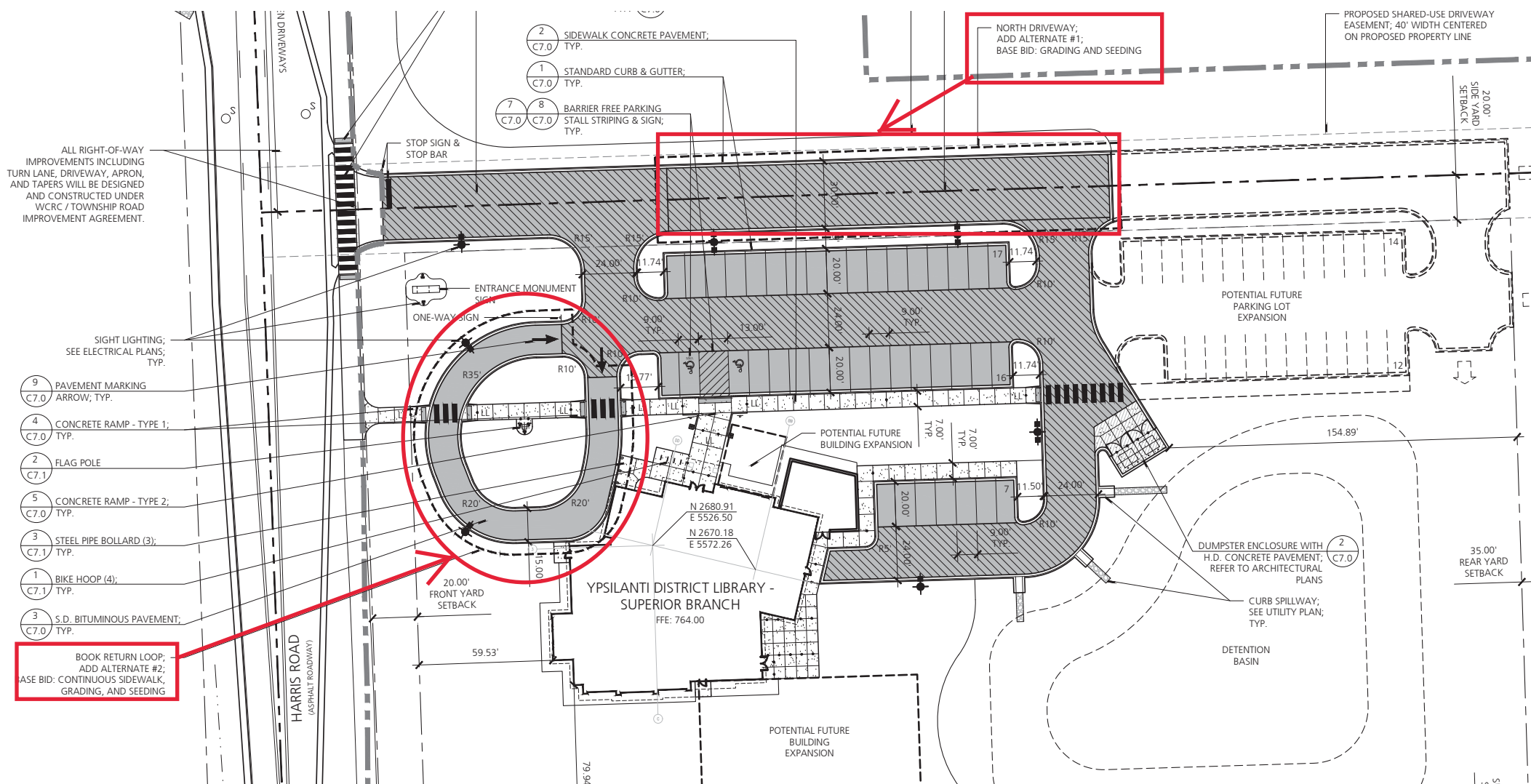
CC: Mr. Dan Whisler – Daniels & Zermack Architect

525 WEST WILLIAM, ANN ARBOR, MICHIGAN 48103 • TELEPHONE (734) 769-0770 • FAX (734) 769-1736

		ESTIMATE BID UPDATE			
		Project name & location:	Ypsilanti district Library		
			Superior Township Branch Library		
		Building size:	8,100 SF		
		Bid date: & estimator:	4/22/21 - MG / MR	Drawings:	Bid & permit set dated 2021.03.08
#	Code:	Category Name:	Pricing Source:	TOTAL COST	Remarks:
1	00000	Design Services	NOT INCLUDED	-	
2		Pre-Construction Services	OCI Budget	14,094	
3		Building Permit	ALLOWANCE	1,000	Reduced fees per Lisa's e-mail on 4/2/21
4		Performance Bond	O'Neal Construction	32,205	
5	01-000	GENERAL CONDITIONS			
6	01-000	General Conditions	O'Neal Construction	261,706	
7		final cleaning	ALLOWANCE	7,500	
8		layout & staking	Nederveld	12,538	
9		testing	G2	20,595	
10		winter conditions	NOT INCLUDED	-	
11	02-000	SITE CONSTRUCTION			
12	02-300	ROW Work	NOT INCLUDED	-	Assigned as part of a separate project
13	02-300	Early Site Clearing	ET Mackenzie	105,670	
14	02-300	Earthwork & Grading	Diversified	468,350	
15	02-301	6" Perforated French Drain	ALLOWANCE	13,400	
16	02-000	Hazardous Material Removal	Inc in 02-300	-	
17	02-500	Underground Site Utilities	Included above	-	
18	02-741	Asphalt Paving	Allied	71,680	
19	02-770	Site Concrete	GM&Sons	84,155	
20	02-820	Temp. Fencing	ALLOWANCE	7,500	
21	02-821	Permanent Fencing	Shamrock	9,350	
22	02-850	Flag Pole	OCI Budget	4,000	
23	02-900	Landscaping	Salisbury	148,454	Bid category will be rebid
24	03-000	CONCRETE			
25	03-300	Concrete Foundation/Walls	MSM	112,200	
26	03-350	Concrete Flatwork	McCarthy Construction	54,353	
27	04-000	MASONRY			
28	04-200	Masonry	Leidal & Hart	182,500	
29	05-000	METALS			
30	05-120	Structural Steel	B&A Steel	199,420	
31	06-000	WOODS & PLASTICS			
32	06-220	Millwork	Banco	123,965	
33	07-000	THERMAL & MOISTURE PROTECTION			
34	07-240	Exterior Insulation & Finish	Hoffman	195,000	Bid category will be rebid
35	07-500	Roofing	Duke	81,200	
36	07-900	Joint Sealants/Waterproofing	ISI	48,540	
37	08-000	DOORS & WINDOWS			
38	08-100	Doors/Frames/Hardware	Stafford Doors	34,990	
39	08-100	Doors/Frames/Hardware	ALLOWANCE	20,000	Labor to install 08-100
40	08-360	Overhead Doors	Overhead Door West	4,725	
41	08-800	Glass & Glazing	Lansing Glass	169,929	
42	09-000	FINISHES			
43	09-250	Gypsum Board Assemblies	Clark Contracting	705,300	
44	09-300	Ceramic Tile	Superior Floorcovering	55,600	
45	09-640	Flooring	SCI	37,759	
46	09-681	Floor Prep	ALLOWANCE	2,500	
47	09-910	Painting	Thompson Painting	16,800	
48	09-910	Painting Prep For AECS	ALLOWANCE	7,500	Reference 05-120
49	10-000	SPECIALTIES			
50	10-305	Fireplaces	American Fireplace	7,966	
51	10-430	Exterior Signage	ALLOWANCE	15,000	



52	10-440	Interior Signage	BY OWNER	-	
53	10-505	Lockers	NOT INCLUDED	-	
54	10-550	Postal Specialties	BY OWNER	-	
55	10-800	Building Accessories	Progressive Plumbing	19,300	
56	11-000	EQUIPMENT			
57	11-451	Residential Appliances	BY OWNER	-	
58	12-000	FURNISHINGS			
59	12-000	Furniture	BY OWNER	-	
60	12-490	Window Treatments	BY OWNER	-	
61	13-000	SPECIAL CONSTRUCTION			
62	13-850	Fire Alarm	Included w/Electrical	-	
63	13-900	Fire Suppression	NOT INCLUDED	-	Not required
64	15-000	MECHANICAL			
65	15-400	Plumbing	Wilbur	235,000	
66	15-700	HVAC Systems	Rob Mor	240,000	
67	16-000	ELECTRICAL			
68	16-100	Electrical	Duggan	415,640	
69	16-710	Data/Communication Wiring	NOT INCLUDED	-	
70	16-710	Security	NOT INCLUDED	-	
71	16-710	Access Control	NOT INCLUDED	-	
72	16-710	A/V	NOT INCLUDED	-	
73			Sub-Total:	4,247,384	
74					
75			OCI OH&P: %	148,658	3.50%
76			Construction Contingency:	212,369	5.00%
77					
78			TOTAL BUDGET:	\$4,608,412	
79					
80		Alternate #1 - Add North Driveway Extension		\$37,766	
81					
82		Alternate #2 - Add Book Return Driveway Loop		\$22,744	
83					
84		Alternate #3 - Deduct Bird Friendly Glazing		Pending more research with bidders	
85					
86			TOTAL BUDGET WITH ALTERNATE #1 & #2:	\$4,668,922	



BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Surveying & Layout

Bid Category No.

1B

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1	1B		Nedverveld		Yes No	\$ 10,200.00	\$	\$	\$	\$
2			Kem-Tec		Yes No	\$ 16,825.00	\$	\$	\$	\$
3				Yes No	Yes No	\$	\$	\$	\$	\$
4				Yes No	Yes No	\$	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Testing & Inspection

Bid Category No.

1C

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			G2		Yes No	\$ 20,595.00	\$	\$	\$	\$
2				Yes No	Yes No	\$	\$	\$	\$	\$
3				Yes No	Yes No	\$	\$	\$	\$	\$
4				Yes No	Yes No	\$	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Earthwork & Grading

Bid Category No.

2A

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			ET MacKenzie	Yes	Yes	\$ 563,125.00	\$ 16,500.00	\$ 12,015.00	\$	Vol Alt Noted
2			RBV Contracting	Yes	Yes	\$ 656,150.00	\$ 26,370.00	\$ 17,550.00	\$	Vol Alt Noted
3			Eagle Excavation	Yes	Yes	\$ 678,000.00	\$ 25,000.00	\$	\$	\$
4			Diversified Excavating & Site Utilities	No	Yes	\$ 468,350.00	\$ 10,785.00	\$ 6,940.00	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Asphalt Paving

Bid Category No.

2B

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Best Asphalt	Yes	Yes	\$ 98,350.00	\$	\$	\$	Stone Price Breakdown Add of \$43,620
2			Asphalt Specialists Inc	Yes	Yes	\$ 71,910.00	\$ 18,730.00	\$ 10,680.00	\$	\$
3			T&M Asphalt	Yes	Yes	\$ 92,440.00	\$ 18,170.00	\$ 8,600.00	\$	\$
4			Allied Construction	Yes	Yes	\$ 71,680.00	\$ 15,960.00	\$ 7,510.00	\$	\$
5			Nagle Paving	Yes	Yes	\$ 91,890.00	\$	\$	\$	Vol Alt Noted
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Landscaping

Bid Category No.

2C

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1				Yes No	Yes No	\$	\$	\$	\$	\$
2				Yes No	Yes No	\$	\$	\$	\$	\$
3				Yes No	Yes No	\$	\$	\$	\$	\$
4				Yes No	Yes No	\$	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Fencing

Bid Category No.

2D

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Shamrock Fence	Not RQ'd	No	Yes	\$ 9,350.00	\$ 1,450.00	\$	Vol Alt Noted
2				Yes	No	Yes	No	\$	\$	\$
3				Yes	No	Yes	No	\$	\$	\$
4				Yes	No	Yes	No	\$	\$	\$
5				Yes	No	Yes	No	\$	\$	\$
6				Yes	No	Yes	No	\$	\$	\$
7				Yes	No	Yes	No	\$	\$	\$
8				Yes	No	Yes	No	\$	\$	\$
9				Yes	No	Yes	No	\$	\$	\$
10				Yes	No	Yes	No	\$	\$	\$
11				Yes	No	Yes	No	\$	\$	\$
12				Yes	No	Yes	No	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Concrete Foundations

Bid Category No.

3A

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Poured Brick Walls	Yes	Yes	\$ 122,542.00	\$	\$	\$	
2			Fessler & Bowman	Yes	Yes	\$ 235,073.00	\$	\$ 1,083.00	\$	
3			Concrete Placement	Yes	Yes	\$ 191,660.00	\$	\$	\$	
4			MSM	No	No	\$ 112,200.00	\$	\$	\$	Not on bid form
5			JJ Barney	Yes	Yes	\$ 146,175.00	\$	\$	\$	Vol Alt Noted
6			Baruzzini	Yes	Yes	\$ 138,700.00	\$	\$	\$	
7				Yes No	Yes No	\$	\$	\$	\$	
8				Yes No	Yes No	\$	\$	\$	\$	
9				Yes No	Yes No	\$	\$	\$	\$	
10				Yes No	Yes No	\$	\$	\$	\$	
11				Yes No	Yes No	\$	\$	\$	\$	
12				Yes No	Yes No	\$	\$	\$	\$	

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Concrete Flatwork

Bid Category No.

3B

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Baruzzini	Yes	Yes	\$ 61,500.00	\$	\$	\$	\$
2			Concrete Placement	Yes	Yes	\$ 63,100.00	\$	\$	\$	\$
3			Fessler Bowman	Yes	Yes	\$ 66,200.00	\$	\$	\$	\$
4			McCarthy Construction	Yes	Yes	\$ 54,353.00	\$	\$	\$	\$
5			JJ Barney	Yes	Yes	\$ 73,500.00	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Site Concrete

Bid Category No.

3C

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			GM & Sons	Yes	Yes	\$ 84,155.00	\$	\$ 7,525.00	\$	\$
2			Fessler Bowman	Yes	Yes	\$ 85,133.00	\$ 9,744.00	\$ 13,090.00	\$	\$
3			McCarthy Construction	Yes	Yes	\$ 105,187.00	\$	\$	\$	\$
4			Concrete Placement	Yes	Yes	\$ 85,500.00	\$ 15,560.00	Deduct 9500	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Masonry

Bid Category No.

4A

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			HMC Mason Contractors	Yes	Yes	\$ 270,900.00	\$	\$	\$	\$
2			Baker Construction	Yes	Yes	\$ 209,100.00	\$	\$	\$	\$
3			J&J Construction Co	Yes	Yes	\$ 191,700.00	\$	\$	\$	\$
4			Leidal & Hart	Yes	Yes	\$ 182,500.00	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Structural & Misc. Steel

Bid Category No.

5A

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			B&A Structural Steel	Yes	Yes	\$ 199,420.00	\$	\$	\$	
2			Buckeye Steel	Yes	Yes No	\$ 354,400.00	\$	\$	\$	*Review all numbers listed Bid not on bid form
3			Lapeer Steel	No	Yes	\$ 399,018.00	\$	\$	\$	
4			Future Fabricating	Yes No	Yes No	\$	\$	\$	\$	
5				Yes No	Yes No	\$	\$	\$	\$	
6				Yes No	Yes No	\$	\$	\$	\$	
7				Yes No	Yes No	\$	\$	\$	\$	
8				Yes No	Yes No	\$	\$	\$	\$	
9				Yes No	Yes No	\$	\$	\$	\$	
10				Yes No	Yes No	\$	\$	\$	\$	
11				Yes No	Yes No	\$	\$	\$	\$	
12				Yes No	Yes No	\$	\$	\$	\$	

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Millwork

Bid Category No.

6A

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Doors & Drawers	Yes	No	\$ 127,208.00	\$	\$	\$	\$
2			Indiana Cut Stone	Yes No	Yes No	\$	\$	\$	\$	\$
3			Banco Architectural Woodwork	No	Yes	\$ 123,965.00	\$	\$	\$	\$
4			Browndog Manufacturing	Yes	Yes	\$ 126,500.00	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Roofing

Bid Category No.

7A

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Duke Roofing	No	Yes	\$ 81,200.00	\$	\$	\$	Bid not on bid form
2				Yes No	Yes No	\$	\$	\$	\$	\$
3				Yes No	Yes No	\$	\$	\$	\$	\$
4				Yes No	Yes No	\$	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Waterproofing/Joint Sealants

Bid Category No.

7B

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			DC Byers	Yes	Yes	\$ 89,995.00	\$	\$	\$	
2			Industrial Services	Yes	Yes	\$ 48,540.00	\$	\$	\$	Vol Alt Noted
3				Yes No	Yes No	\$	\$	\$	\$	\$
4				Yes No	Yes No	\$	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

EIFS

Bid Category No.

7C

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Hoffman Plastering	No	Yes	\$ 195,000.00	\$	\$	\$	\$
2				Yes No	Yes No	\$	\$	\$	\$	\$
3				Yes No	Yes No	\$	\$	\$	\$	\$
4				Yes No	Yes No	\$	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Spray Applied Insulation

Bid Category No.

7X

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1				Yes No	Yes No	\$	\$	\$	\$	\$
2				Yes No	Yes No	\$	\$	\$	\$	\$
3				Yes No	Yes No	\$	\$	\$	\$	\$
4				Yes No	Yes No	\$	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr: O'Neal Construction, Inc.
 Bid Opening Location: O'Neal Construction Office via Zoom

Bid Category Name: Aluminum & Glazing

Bid Category No. 8A

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Lansing Glass	Yes	Yes	\$ 169,929.00	\$	\$	DEDUCT \$7000	Alt #5 ADD \$12,000
2			Curtis Glass	No	Yes	\$ 251,946.00	\$	\$	Product on Hold by Guar	Additional clarifications noted
3			Calvin & Company	Yes	Yes	\$ 197,000.00	\$	\$	7000	Alt#5 DEDUCT \$1000
4			Glasco	Yes	Yes	\$ 223,000.00	\$	\$	\$	Alt#5 Non-bird etched Glass DEDUCT \$49,000 Vol Alt Noted
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Doors Frames & Hardware (Supply Only)

Bid Category No.

8B

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1				Yes No	Yes No	\$	\$	\$	\$	\$
2				Yes No	Yes No	\$	\$	\$	\$	\$
3				Yes No	Yes No	\$	\$	\$	\$	\$
4				Yes No	Yes No	\$	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Overhead Doors

Bid Category No.

8C

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			KVM Door Systems	Yes	No	\$ 4,885.00	\$	\$	\$	\$
2			Overhead Door West	Yes	Yes	\$ 4,725.00	\$	\$	\$	\$
3				Yes No	Yes No	\$	\$	\$	\$	\$
4				Yes No	Yes No	\$	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Gypsum Board Assemblies

Bid Category No.

9A

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1				Yes No	Yes No	\$	\$	\$	\$	\$
2			Great Lakes Ceiling & Carpent	Yes	Yes	\$ 1,154,741.00	\$	\$	\$	Clarifications noted
3			Clark Contracting	Yes	Yes	\$ 705,300.00	\$	\$	\$	Vol Alt Noted
4			Resurrection Carpentry	Yes	Yes	\$ 860,000.00	\$	\$	\$	\$
5			Ann Arbor Ceiling & Partition	Yes	Yes	\$ 794,800.00	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Ceramic Tile

Bid Category No.

9B

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Shores Tile Company	Yes	Yes	\$ 72,000.00	\$	\$	\$	Vol Alt Noted
2			Superior Floor Covering	Yes	Yes	\$ 55,600.00	\$	\$	\$	\$
3				Yes No	Yes No	\$	\$	\$	\$	\$
4				Yes No	Yes No	\$	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Resilient Flooring & Carpet

Bid Category No.

9C

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Shock Brothers	Yes	Yes	\$ 41,000.00	\$	\$	\$	
2			Continental Interiors	Yes	Yes	\$ 41,650.00	\$	\$	\$	
3			SCI Floor Covering	Yes	Yes	096513 - \$1,976.30 096813 - \$35,783.01		\$	\$	Clarifications Noted
4			Superior Floor Covering	Yes	Yes	\$ 47,400.00	\$	\$	\$	
5			Dean Flooring	Yes	Yes	\$ 41,500.00	\$	\$	\$	
6				Yes No	Yes No	\$	\$	\$	\$	
7				Yes No	Yes No	\$	\$	\$	\$	
8				Yes No	Yes No	\$	\$	\$	\$	
9				Yes No	Yes No	\$	\$	\$	\$	
10				Yes No	Yes No	\$	\$	\$	\$	
11				Yes No	Yes No	\$	\$	\$	\$	
12				Yes No	Yes No	\$	\$	\$	\$	

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Painting

Bid Category No.

9D

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Tye Painting	Yes	Yes	\$ 22,328.00	\$	\$	\$	
2			EJ Kaneris	Yes	No	\$ 23,941.00	\$	\$	\$	Bid not on bid form
3			Panther Painting	Yes	Yes	\$ 19,650.00	\$	\$	\$	
4			Thompson Painting	No	Yes	\$ 16,800.00	\$	\$	\$	
5			Detroit Spectrum Painters	Yes	Yes	\$ 29,400.00	\$	\$	\$	Clarifications noted
6				Yes No	Yes No	\$	\$	\$	\$	
7				Yes No	Yes No	\$	\$	\$	\$	
8				Yes No	Yes No	\$	\$	\$	\$	
9				Yes No	Yes No	\$	\$	\$	\$	
10				Yes No	Yes No	\$	\$	\$	\$	
11				Yes No	Yes No	\$	\$	\$	\$	
12				Yes No	Yes No	\$	\$	\$	\$	

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Building Accessories (Supply Only)

Bid Category No.

10A

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Progressive Plumbing	Yes	Yes	\$ 19,300.00	\$	\$	\$	Clarifications noted
2				Yes No	Yes No	\$	\$	\$	\$	\$
3				Yes No	Yes No	\$	\$	\$	\$	\$
4				Yes No	Yes No	\$	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Fireplace

Bid Category No.

11A

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			American Fireplace & BBQ	No	No	\$ 7,966.14	\$	\$	\$	Bid not on bid form
2				Yes No	Yes No	\$	\$	\$	\$	\$
3				Yes No	Yes No	\$	\$	\$	\$	\$
4				Yes No	Yes No	\$	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Plumbing

Bid Category No.

15A

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			John Darr Mechanical	Yes	Yes	\$ 205,900.00	\$	\$	\$	
2			McGovern Plumbing & Mechanical	No	No	\$ 360,000.00	\$	\$	\$	Clarifications noted.
3			Miller Boldt	Yes	Yes	\$ 365,000.00	\$	\$	\$	Vol Alt Noted
4			GF Wilbur	Yes	No	\$ 235,000.00	\$	\$	\$	Bid not on bid form
5			Boone & Darr	Yes	Yes	\$ 500,000.00	\$	\$	\$	Includes Hydronic
6			Tempco Mechanical	Yes	Yes	\$ 143,500.00	\$	\$	\$	Clarifications noted.
7			Robertson Morrison	Yes	Yes	\$ 365,000.00	\$	\$	\$	
8			Quality Aire Systems	Yes	Yes	\$ 568,000.00	\$	\$	\$	15A & 15B Combined
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

HVAC

Bid Category No.

15B

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Robertson Morrison	Yes	Yes	\$ 240,000.00	\$	\$	\$	
2			Miller Boldt	Yes	Yes	\$ 275,000.00	\$	\$	\$	Vol Alt Noted
3			Quality Aire Systems	Yes	Yes	\$ 246,000.00	\$	\$	\$	15B Only
4			Boone & Darr	Yes	Yes	\$ 325,000.00	\$	\$	\$	\$
5			Tempco Mechanical	Yes	Yes	\$ 413,584.00	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Electrical

Bid Category No.

16A

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Huron Valley Electric	Yes	Yes	\$ 481,987.00	\$	\$	\$	(2) Vol Alt Noted
2			AF Smith	Yes	Yes	\$ 518,950.00	\$	\$	\$	Vol Alt Noted
3			Duggan's Construction	Yes	Yes	\$ 415,640.00	\$	\$	\$	Clarifications Noted
4			Hatzel & Buehler	Yes	Yes	\$ 629,000.00	\$	\$	\$	\$
5			Innovated Energy Controls	Yes	Yes	\$ 449,753.00	\$	\$	\$	Vol Alt Noted
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Data Wiring

Bid Category No.

16B

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1			Duggan's Construction	Yes	Yes	15200	\$	\$	\$	\$
2				Yes No	Yes No	\$	\$	\$	\$	\$
3				Yes No	Yes No	\$	\$	\$	\$	\$
4				Yes No	Yes No	\$	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

BID REPORT FORM

Project Name: Ypsi District Library - Superior Branch
 Project Architect: Daniels and Zermack
 Engineer:
 Bid Opening Date: 4/14/2021

Project Const. Mgr:
 Bid Opening Location:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom

Bid Category Name:

Access Control

Bid Category No.

16C

	<u>Bid Category</u>	<u>Category Name</u>	<u>Contractor Name</u>	<u>Bid Bond Included</u>	<u>Addendum Ack</u>	<u>Base Bid</u>	<u>Alt 1</u>	<u>Alt 2</u>	<u>Alt 3</u>	<u>Notes</u>
1				Yes No	Yes No	\$	\$	\$	\$	\$
2				Yes No	Yes No	\$	\$	\$	\$	\$
3				Yes No	Yes No	\$	\$	\$	\$	\$
4				Yes No	Yes No	\$	\$	\$	\$	\$
5				Yes No	Yes No	\$	\$	\$	\$	\$
6				Yes No	Yes No	\$	\$	\$	\$	\$
7				Yes No	Yes No	\$	\$	\$	\$	\$
8				Yes No	Yes No	\$	\$	\$	\$	\$
9				Yes No	Yes No	\$	\$	\$	\$	\$
10				Yes No	Yes No	\$	\$	\$	\$	\$
11				Yes No	Yes No	\$	\$	\$	\$	\$
12				Yes No	Yes No	\$	\$	\$	\$	\$

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 4/20/21

Re: Resolution to authorize the Building Committee to approve future construction bids

Matt Ratzow, our Project Manager from O'Neal Construction, suggested YDL may wish to authorize the Superior Planning Committee (Kay, Brian, and Jean ex-officio) to approve future bids for the construction project. In theory, the Committee would be able to meet on an as-needed basis to make approvals, which would help keep the project on track. (It is likely a few approvals will be ready every couple of weeks.) The Committee could also approve Change Orders as they arise.

Matt told me some organizations with Boards choose to do this, others do not. O'Neal can work with either scenario. Would the Board prefer to review all bids as a body at its monthly meetings, or delegate this task to the committee? A draft resolution is provided in case of the latter.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-14

April 28, 2021

RESOLUTION TO AUTHORIZE THE BUILDING COMMITTEE TO APPROVE
FUTURE BIDS FOR THE SUPERIOR CONSTRUCTION PROJECT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Superior Building Committee is hereby authorized to approve construction bids and change orders for the Superior construction project from this date through its completion.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Mary Garboden, Head of Outreach Services

Date: 4/19/21

Re: Consideration of purchase of a new pickup locker system for Superior

As mentioned in previous board reports, the after-hours pickup lockers at YDL-Superior are no longer operational. They were purchased in 2007 for all three YDL buildings. They have consistently been more used at Superior than the other two locations. As the systems began to fail in the mid 2010's, they were discontinued at Whittaker and Michigan. Over the years, parts were taken from the Whittaker and Michigan lockers to keep the lockers operational at Superior. The company who produced the lockers no longer supports them. Our IT staff has been creative and persistent in keeping them up and running. They have reached the end of their lifespan, though, and can no longer be fixed.

We began contacting self-service locker companies in March to learn about replacement options. We are seeking a locker system that can be installed outside at the current Superior location and moved to an outside spot at the new building when it opens. We contacted four vendors with library-specific locker systems: Bibliotheca, D-Tech, Bradford Systems, and LEID. Bradford did not respond to our request for information. We had meetings with Bibliotheca, D-Tech, and LEID. We learned in the Bibliotheca meeting that they do not recommend their locker systems for outdoor use. The two remaining options are D-Tech and LEID.

LEID's SmartAxess lockers come in a standard bank of ten lockers plus a control unit. Additional locker banks can be added on at any time. The current location can fit the standard setup, but no additional locker banks. In the new library location, we would be able to add a tall bank of oversized lockers to accommodate kits and other bulky materials, which you'll see in the following proposal. LEID is a Michigan company, based in Auburn Hills.

The SmartAxess lockers do not have to be tied to the ILS (Integrated Library System), although they can be. This allows us to continue using our lockers to distribute print jobs and tax forms to people without tying it to their library card account.

Ann Arbor District Library uses SmartAxess lockers. I spoke with Eli Neiburger, Deputy Director at AADL. I learned that AADL has four of these locker systems in place - two older and two new ones. They are happy with them and have received helpful customization from the engineering team at LEID.

D-Tech's HoldIT lockers come in a standard bank of nine lockers plus control unit. They require integration with the ILS so that items do not actually get checked out to a patron's account until the patron retrieves their materials from the lockers. This means there is no way for library staff to easily place non-circulating items in a locker, such as print requests, tax forms, or activity kits. There are additional setup costs of procuring a SIP license to connect the lockers to the ILS, as well as additional ongoing licensing costs.

East Lansing Public Library recently installed HoldIt lockers. Staff and patrons like the lockers and they are so popular that ELPL would like to add another bank of lockers to their current setup. They did report some difficulties with customer service turnaround time and quirks of the ILS integration.

Following is a chart comparing the options from LEID and D-Tech. Both systems are rated for outdoor use and can be moved to Superior's new location.

	LEID SmartAxess	D-Tech HoldIT
Base setup	10 lockers plus control unit	9 lockers plus control unit
Purchase Price	\$14,905 (includes 2nd year service plan)	\$15,745
SIP license	n/a	\$2000 estimated setup cost
Warranty period	One year	One year
Ongoing costs	Year 3 & beyond: \$750 yearly service plan	\$2900 total per year: <ul style="list-style-type: none">● \$1500 D-Tech licensing/support fee● \$1400 SIP license

Full proposals from D-Tech & LEID follow. I recommend the purchase of the LEID SmartAxess 10-door system with control unit system for \$14,905.

YDL was awarded a \$10,000 grant from the DTE Energy Foundation to provide operational support to the current Superior branch as COVID relief. Lisa plans to apply these funds toward the locker purchase with your approval, making YDL's total investment \$4,905.

When the new Superior library opens, LEID has offered to help move these lockers to the new location, and the additional 4-locker unit can be added when funds become available.



SmartAxess
Library Hold Lockers
LEID Proposal #221066a
April 15, 2021
Ypsilanti District Library
Page 1 of 20



**Ypsilanti District Library
Ypsilanti, Michigan
'SmartAxess' Library System**

Title: Library Hold Lockers

Prepared for:
Ypsilanti District Library
Attn: Mary Garboden
Head of Outreach Services
garboden@ypsilibrary.org

Presented by:
Peter M. Kujawski
pkujawski@leidproducts.com
m (603) 289-6001

Fed Tax ID: 20-3852343
Duns: 830292665
Cage: 5L 3Q8



Ypsilanti District Library
8795 Mac Arthur Blvd
Ypsilanti, MI 48198

April 15, 2021

Attn: Mary Garboden

Dear Mary,

Thank you for your great questions presented in an email on April 15th. The purpose of this revised proposal is to give you the benefit of some changes we have made to our service costs and to break out those costs separately for your Board meetings. LEID Products is pleased to submit a proposal for the library's remote lockers. LEID has been designing and producing library hold lockers specifically for outdoor use for over 16 years. Our system may be the only true ADA compliant system on the market. Proposals that include 'towers' where the doors at the top and bottom in this type of locker system are out of the reach of people with disabilities. Our system also offers a true no-touch solution utilizing your library's cards.

We have published a buyer's guide packed with useful information garnered from Directors who have been dealing with the same challenges your library undoubtedly is during this Pandemic. You and your colleagues can download a copy of our [Buyer's Guide](#). Please also note:

- **All of our systems come with Turnkey Installation, training, and full one-year warranty.**
- **ADA Compliance** – Our systems are ADA compliant.
- **Weather Resistance** – Our engineers say the reason for our clearances above ground is needed is to ensure that books are protected against water or snow accumulation, or rain splash back in addition to the ADA compliance as noted above.
- **Longevity** – Our base material is galvanized steel. Everyone knows that that the metallurgical bond of zinc to steel helps it last much longer. Powder coated steel that is not galvanized does not last as long.
- **Made in the USA** –
 - All of our major suppliers are in the USA. You would be keeping money in our country by placing an order with LEID, a Michigan Company, where the lockers are designed, engineered and the systems are assembled.

Our systems are modular and are easy to expand or add different sized lockers. Our systems come with an all LCD screen for ease of cleaning and disinfecting.

Sincerely,

Peter M. Kujawski

President

LEID Products, LLC

Mobile: (603) 289-6001 pkujawski@LEIDProducts.com



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SECURE ASSET CONTROL

LEID Experience, LEID Core Competencies and SmartAxess

Introduction

SmartGuard™ and **SmartAxess™ Secure Asset Control Systems from LEID Products**, are the most advanced biometric and electronically accessible locker, cabinet and sensitive item storage systems available, providing built-in asset management/inventory control software and RFID tracking. SmartGuard storage systems are available with varying degrees of security ranging from a Biometric Access Control System (BACS™) including fingerprint, iris or facial scanning, to the 'Access.it' System utilizing touchpad, keypad and/or card reader for access verification. Our systems allow for restricted authorized self-service pick-up and drop-off of items with electronic chain of custody reporting, controlled 24/7 through remote, web-based management and monitoring software. Pass-thru and non-pass-thru SmartGuard™ electronic cabinets/lockers are available in multiple size and configuration options. The BACS and Access.it Systems are proven inventory control and asset management systems used to secure and track critical inventory including high end equipment, evidence, medical supplies/narcotics, sensitive corporate /government materials, and library materials. LEID Products is backed by the engineering and organizational strength as a division of Patti Engineering, Inc. Patti Engineering is a leading supplier of innovative automation and process improvement services for manufacturing.

Core Competencies

- **Software and access control** technology developed with in-house engineering staff including validation and testing
- **Control systems integration** expertise for various technologies- biometrics (fingerprint & iris scanning), keypad, card readers, RFID, barcode
- **Cabinets/Lockers-** High-quality all-galvanized steel construction, 16-gauge sides, shelves and frame, welded frame with riveted assembly, electronic rotary latch locks on doors, spring-loaded front doors automatically open when unit is accessed, manual override on doors, optional rear door for pass-through installation
- **Access Control Options** - Biometric, keypad, and/or card reader
- **RFID Tracking-** Optional installation of UHF RFID chips on sensitive items that can be 'tuned' in for various read distances that can be polled rapidly to account for inventory at all times while in storage. The RFID technology also allows for fast efficient 'hot bunking' inventory control



Value Proposition

Cities, towns, and universities want to sustainably increase access to more patrons, including 24/7 coverage, improve social distancing without adding bricks and mortar. SmartAcess Library Systems from LEID Products, consisting of locker banks with electronic LCD access systems. Patrons can pick up their materials to lockers outside of the Library's main entrance 24/7, or inside schools, or at commercial stores or public facility locations. Patrons can use their card or are given a temporary pass code to access the hold lockers at the library or remotely, to access up to three door locations.

Remotely located lockers banks allow Library access for patrons not near or able to visit the library itself or not able to visit the library during normal hours. The SmartAcess Kiosk provides secure pass code authorization and access to the locker containing a patron's book or materials.

Increased productivity and efficiency

- Staff can efficiently load the lockers with the books the patrons want on regular schedules. Using RFID tracking and integrated computer processor and software, issue and return can be automated.
- Patrons get what they want, when they want it. Librarians spend more time serving more patrons remotely.
- SmartAcess allow patron access without the need for additional library staff.

Increased reliability and accuracy (with fewer resources)

- Patrons can order their materials online to be delivered to the remote locker most convenient to them.

Improved accountability

- Most modern chain of custody tracking of assets or books
- RFID tracking can support rolling inventory report

Increased Reach:

- Offer a "new location anywhere" when budget will not allow for new branch.

SmartAcess Electronic Access Cabinets can be installed practically anywhere – in malls and retail facilities, school campuses, commuter stations, and other locations. SmartAcess Electronic Access Cabinets can be sized and tailored for unique applications and locations.



"Quincy Public Library loves LEID lockers. They are easy to use for staff and patrons." Bobbi Mock,

Budget and Cost Scenarios:

In compliance with your request for a 10-door system, in this proposal we will address multiple scenarios:

- One 10- door system with an option for a 10-door system with 4-door large locker

The pricing for includes:

- Equipment/Materials
- Shipping
- Labor
- Services
- Training
- Annual Support and maintenance
- Administrative Fees
- Travel
- Warranty – 1 year
- Service Contract – 2d year
- There are no subcontractors involved in this project. You have only on company to contact, from order to installation to training to warranty and service support.

References:

We proudly provide this list of references to demonstrate that we have provided outdoor library hold lockers of similar work, scope duration and size. In addition, as judged by librarians, LEID products has received the Modern Library Awards Platinum Award (<https://www.secureassetcontrol.com/leid-wins-platinum-in-2020/ and 2021>) for quality, reliability, durability and customer service.

1. Ann Arbor District Library, Len Lemoire, Facilities Manager, 734 327-4281, llemorie@aadl.org
2. Gary Byker Memorial Library, Hudsonville MI, Melissa Huisman, Library Director, 616 669-1255 mhuisman@hudsonville.org
3. Grand Ledge Area District Library, Lise Mitchell, Director, 989620-5118, director@gladl.org
4. Quincy Public Library: Quincy, IL, Roberta "Bobbi" Mock, Manager of Circulation and Delivery Services, rmock@quincylibrary.org 217 223-1309x203
5. Carver County Minnesota, Bob Lincoln, Library Systems Administrator, blincoln@co.carver.mn.us, 6122838364.
6. Pickerington Public Library, Pickerington, OH, Tony Howard, Director, thoward@pickeringtonlibrary.org, 614 8374104x222
7. Jessamine County Library, Nicholasville, KY, David Powell, Director of IT and Technology Librarian 8598853523, dpowell@jesspublib.org
8. Athens County Public Library, Laura O'Neil, 740 805-0385, loneil@myacpl.org
9. Barrington Area Library, Vicki Rakowski, 847 382-1300x4000, vrakowski@balibrary.org
10. Fairfield County District Library, Becky Schaade, 740 653-2745x100, bschaade@fcdlibrary.org
11. Tuscarawas County Public Library, Michelle McMorrow Ramsell, 330 364-4474, mramsell@tusclibrary.org
12. City of St. Paul Public Library, Lisa Motschke, Director, 6512667059, Lisa.Motschke@ci.stpaul.mn.us

SmartAxess System Representative Work Flow:

Enrollment via the Remote Web Interface

1. Patron requests items from library
2. Librarian collects the requested items
3. Librarian registers the patron's card/code in system and assigns them locker(s)
4. Courier goes out to the locker pickup site
5. Courier logs into the system and presses the "Dropoff" button which opens all newly assigned lockers waiting for items
6. Courier deposits the items into the opened locker locations
7. Courier closes the locker locations
8. Library can optionally send patron an email saying that the items are ready for pickup and provide some basic instructions
9. Patron arrives at locker pickup site and scans their library card (or enters code manually)
10. Locker system automatically opens the locker location(s) with their items
11. Patrons closes the locker locations

Direct enrollment via the LCD Touch Screen

1. Patron requests items from library
2. Librarian collects the request items
3. Courier takes items out to the locker pickup site
4. Courier logs into the system and registers the patron's card/code in system and assigns them locker(s)
5. Courier presses the "Dropoff" button which opens all newly assigned lockers waiting for items
6. Courier deposits the items into the opened locker locations
7. Courier closes the locker locations
8. Library can optionally send patron an email saying that the items are ready for pickup and provide some basic instructions
9. Patron arrives at locker pickup site and scans their library card (or enters code manually)
10. Locker system automatically opens the locker location(s) with their items
11. Patrons closes the locker locations



LEID Proposal Summary:

The Ypsilanti District Library requested a proposal for the design, fabrication, and installation of one turnkey 10-door system with an option for an additional 4-door large locker including labor, material, and equipment to provide, install and maintain a self-service library holds kiosk. LEID calls these our SmartAxess library systems. The SmartAxess library system can act as a stand-alone system or can be optionally integrated into a library's ILS using the industry standard SIP 2 protocol or connecting information to the Cloud through a cloud hosting service. The authorized users will access system via LCD screen with a code provided by the library or by barcode card reader (which will be a pre-assigned compartment). Remote administrative functions can be conducted through a web browser (given network connection provided).

Requirements: One library Exterior (Remote) Book Locker System.

Detailed information regarding what is covered within the warranty/service: Included in this proposal.

- Electrical and data needs: Included in this proposal.
- Weather Resistant: Our systems are designed to be weather 'resistant.' We have systems successfully installed and operating in hurricane prone areas, extreme cold weather climates, and in heavy rain prone areas such as the Northwestern U.S. We recommend overhead cover for the kiosk. This proposal does not include any shelter construction or site work.

Explanation of Product:

1. Technical Specifications. See page 18. Electrical and network requirements as defined below.
2. Dimensions as shown in the drawing. Each locker is as shown in the drawing below with a compartment size of 16.5"Wx6.5"Hx14.5"D and 15.5"Wx16"Dx12.5"H for the 4-door. Our systems are modular, larger door modules can be easily attached. The above size has been proven effective for most library needs.
3. Safe and Secure Storage: The cabinets are all steel construction with 16-gauge sides, shelves, and frame. The frame is welded with riveted assembly. The doors are 16-gauge steel with automotive strength electronic rotary latch locks on the doors that are spring loaded to automatically open when the authorized patron accesses the system. There is a manual override on the doors or they all can be opened at once for the courier to place the book therein.
4. Receipt: The patron swipes her or his library card or enters their code into the kiosk to retrieve the books that were ordered through the library's system and delivered by courier to a specific door or sequence of doors. The door automatically springs open.
5. Staff Workflow: Orders received at the main branch are processed and prepared for distribution. Doors are assigned to the individual by computer at the main branch. Libraries have typically chosen their own method and timing of distribution based upon patrons' needs, time of year, weather, and library procedures.
6. Backlog: Typically, libraries using our SmartAxess systems know their patrons' needs and give them ample but not excessive time to retrieve, their books or other library materials. Times can be adjusted to prevent back up. Our systems are designed to be modular. More lockers can be added easily.
7. The courier's card opens all doors quickly or by bank of doors. The staff courier can quickly load each compartment with the books ordered by the patron into the authorized compartment issued by the main office. The courier then closes all remaining open doors.
8. Libraries using our systems have used bar code scanning, code entry, RFID reader access or even fingerprint reader to authorized access. The system quoted herein will accept bar code or manual code entry.

9. Remote Access Functionality:
 - a. Custom banner messages can be displayed
 - b. Web Managed Interface with sortable and searchable event log reporting
 - c. Accessible via Wi-Fi access point or via LAN/ internet on any modern browser
 - d. Management:
 - i. List of Locations
 - ii. Authorized User assigned to location with name and code
 - iii. Any and All Locations can be selected and opened
 - iv. Locations can be opened and assigned a user code or be locked out
 - v. Event log at the kiosk or remote computer
 - vi. Allows high number of users.
 - vii. Couriers can access and be managed through the system
10. Connection Methods: Wi-Fi or LAN
11. Safety Standards and Certifications: Our systems have been accepted for use and are being used by the Department of Defense, Department of Homeland Security, Law Enforcement Agencies, libraries and universities throughout the US. We were selected in 2020 by the Modern Library Awards at the Platinum Award level based upon: Quality, Functionality, Competitiveness; and Product Satisfaction. These ratings were provided by librarians based upon over 15 years of experience.
12. Expansion: Completely modular. New lockers can easily be added to existing systems. New remote locations can be added and networked.
13. Marketing: As described above, the screen can be loaded with a banner message. Signage or vinyl wrapping can be applied at an additional charge.
14. Service Plan: The first year is covered by the warranty. We offer second year and beyond service plans as described below and priced out in the pricing schedule.
15. Training is included.
16. Examples of our systems can be found at our website:
<https://www.secureassetcontrol.com/libraries-schools-universities/>

Configuration and System Drawings:

Based on the current solicitation and Amendments presented, the following equipment and services will be provided at the one location. The location would have:

- 1 wirelessly accessed, web enabled controller with LCD interface w/ card reader in the computer kiosk
- 1 [LKR-10D-MD] 10 Door Medium Lockers with pedestals w/ 24" pedestal w/optional 4-door large locker w/pedestal
- 1 wireless router
- 1 barcode reader
- Freight – local / common carrier (inside delivery)

System Design and Dimensions: 10-Door System Graphic:



All systems would have:

LCD Touch Screen
and Bar Code Reader
to be located at the
center of the kiosk

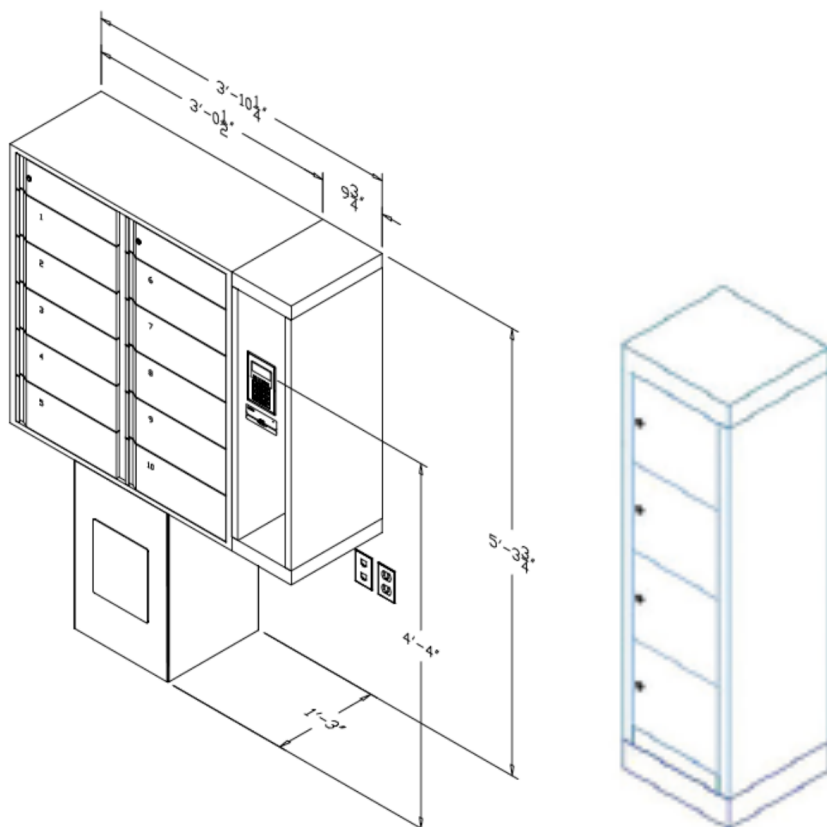


Patrons can access the system via the reader or entering a PIN code. A large screen takes up space and is more expensive to replace.

*LCD 52" center off finish floor w/ card reader or ADA 45" center off finish floor

The power requirement (120VAC / 15amp dedicated circuit) and Ethernet network connection (if required) is the responsibility of the customer. The system is ethernet or WIFI capable.

Optional System Design and Dimensions: 10-Door System Graphic with four door large locker:



The 4-door locker would be adjacent to the computer kiosk with dimensions of 18"W X 17.5"D X 62"H on top of a 12" pedestal*.

*All CAD assets were unavailable at the time of this proposal.

**SECURE ASSET CONTROL**

Customer Responsibilities

- Receive truck delivery of 'SmartAcess' equipment (common carrier / inside delivery).
- All requirements of installation - Placement of 120 VAC 15A power outlets and Cat5e RJ45 data port; mounting hardware for desired location/placement; etc.
- Provide two working library (patron) cards within two weeks of PO, IT person information (to ensure correct card format).
- Provide network connectivity between all locker sites and main library

Project Summary and Pricing

Project: 221066	SmartAcess Self-Service Library Holds System Powered by LEID for each location.	
ITEM	DETAILS	QTY
KIO-SA-SM/MD SmartAcess Small/Medium Kiosk	<ul style="list-style-type: none"> • 7" LCD for SM/MD Locker • Includes SmartAcess software license • Wireless Router 	1
(RDR-BAR) Barcode Reader	<ul style="list-style-type: none"> • Barcode reader 	1
(LKR-10D-MD) 10 Door Medium Locker	<ul style="list-style-type: none"> • 10 door medium locker • 24-inch-high pedestal for locker • Color TBD 	1
(LKR-TRM-R-MD) Right-Hand Trim Panel	<ul style="list-style-type: none"> • Large Locker Trim Panel – Right • Color TBD 	1
(LKR-TRM-L-MD) Left-Hand Trim Panel	<ul style="list-style-type: none"> • Medium Locker Trim Panel – Left • Color TBD 	1
Freight	Local / common carrier w/ inside delivery	*
Installation & onsite training	Installation and onsite training 1 trip	Incl.
Optional: 2nd year service plan	2 nd year service plan for 1 site	See Table
ITEM		Total Price
Total for equipment, freight, training, and optional service plan		See Table
Total with a 10% Michigan Library discount if ordered by 4/30/2021		See Table



SECURE ASSET CONTROL

Project: 221066a	SmartAxess Self-Service Library Holds System Powered by LEID for each location.	
ITEM	DETAILS	QTY
KIO-SA-SM/MD SmartAxess Small/Medium Kiosk	<ul style="list-style-type: none"> 7" LCD for SM/MD Locker Includes SmartAxess software license Wireless Router 	1
(RDR-BAR) Barcode Reader	<ul style="list-style-type: none"> Barcode reader 	1
(LKR-10D-MD) 10 Door Medium Locker	<ul style="list-style-type: none"> 10 door medium locker 24-inch-high pedestal for locker Color TBD 	1
(LKR-TRM-R-MD) Right-Hand Trim Panel	<ul style="list-style-type: none"> Large Locker Trim Panel – Right Color TBD 	1
(LKR-TRM-L-MD) Left-Hand Trim Panel	<ul style="list-style-type: none"> Medium Locker Trim Panel – Left Color TBD 	1
(LKR-4D-LG) 4 Door Large Locker	<ul style="list-style-type: none"> 18"wx17.5"Dx62"H 	1
(LKR-PED-LG) Locker Pedestal	<ul style="list-style-type: none"> 18"Wx17"Dx12"H 	1
Freight	Local / common carrier w/ inside delivery	*
Installation & onsite training	Installation and onsite training 1 trip	Incl.
Optional: 2 nd year service plan	2 nd year service plan for 1 site	See Table
ITEM		Total Price
Total for software, equipment, freight, training, and warranty		See Table
Total with a 10% Michigan discount if ordered by 4/30/2021		See Table

*Made in USA, Final Systems Assembled in Michigan



SECURE ASSET CONTROL

SmartAxxess
Library Hold Lockers
LEID Proposal #221066a
April 15, 2021
Ypsilanti District Library
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<u>SmartAxxess System</u>	<u>10-Door System</u>	<u>14-Door System</u>
Software, Equipment, Installation, Freight, Training	\$15,817	\$21,642
2d Year Service Plan	\$743	\$974
Total w/Service Plan	\$16,561	\$22,617
<u>Total w/10% discount</u>	<u>\$14,905</u>	<u>\$20,355</u>

Payment Terms:

This proposal is subject to LEID Products Standard Terms and Conditions (PE document #SA.008.01). Quoted pricing is valid for a period of 30 days.

LEID Terms: 50% Up front:

50% Upon Shipment

Fed Tax ID: 203852343

Duns: 830292665

Cage: 5L3Q8

Lead time: 12 weeks ARO

Delivery – 8795 MacArthur Blvd, Ypsilanti, MI 48198

LEID Products strives to make sure that you, as our customer, are satisfied with our product and services. Please feel free contact us by phone or email if you have any questions regarding this proposal.

*Please note below fields, info needed (if applicable) from the customer, must be completed before order can be processed.

Authorizing signature (*if no Purchase Order provided*):

DATE: -----

Ship to address w/ contact person info (*REQUIRED for order to be processed*):



Warranty and Technical Support Terms:

Included Warranty:

- **1 year from date of installation**
- **2nd Year starts 1st day after Warranty period.**

Support Terms:

- LEID Products will provide Emergency and Holiday support per the solicitation through local contractors if so awarded the Contract.

LEID Products provides:

- Provide technical support from the LEID Auburn Hills, MI facility:
- Within 24 hours of receiving a phone call from a representative of the purchaser or the customer during business day, LEID will respond and be ready to troubleshoot the problem.
- Within 48 hours of receiving a phone call from a representative of the purchaser or the customer during non-business day, LEID will respond and be ready to troubleshoot the problem.
- The phone support hours and all other engineering support provided locally from the LEID facility is included under this contract without additional charges. This contract includes support for keeping the supported system in working order per the applicable Functional Specification, or the project quote document. Software development for new functionality is not included under this contract as a term of warranty or extended service.
- A representative of the purchaser or the customer will be able to contact the on-call engineer via the LEID 24 hour answering service.
- Provide onsite engineering support at LEID's discretion if the issue cannot be resolved by remote connection and customer onsite assistance (evaluation components may be shipped to customer for testing as well before onsite assistance is required).
- For all out of warranty replacement components provided by LEID, there will be a 25% deduction off list price, plus shipping charges.
- LEID will keep a log of the service reports for all reported incidents at the customer's facility. The log will be available for review when requested by a representative of the purchaser or the customer.



SECURE ASSET CONTROL

Specifications:

SmartAxxess
Library Hold Lockers
LEID Proposal #221066a
April 15, 2021
Ypsilanti District Library
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FEATURES

Multiple Authentication Methods

- Pin Code
- Barcode
- RFID Card/Badge
- Magstripe Card

Touch Interface Kiosk

- Industrial panel mount computer
- Full-color LCD display
- IP65 rated weather-resistant screen
- Customizable welcome message
- Customizable images and logos
- Encrypted User Data

Multiple Location Operating Modes

- Pick-up Mode
 - Users can be assigned locker locations to pick-up items
 - Locations can be assigned expiration time to flag
 - Examples
 - After-hours pick-up
 - Mailbox pick-up
 - Online order pick-up
 - Evidence Pick-up
- Drop-off Mode
 - Users can drop off items in a locker compartment for pick-up from a courier
 - Examples
 - Library book return
 - Evidence drop-off

Temporary Storage Mode

- Users can temporarily store items in a secure location
- No pre-assigned users necessary
- User can pick their pin number or scan a card/badge
- Examples
 - Secure cell phone storage (optional integrated charging)
 - Secure weapon storage

Web Management Interface

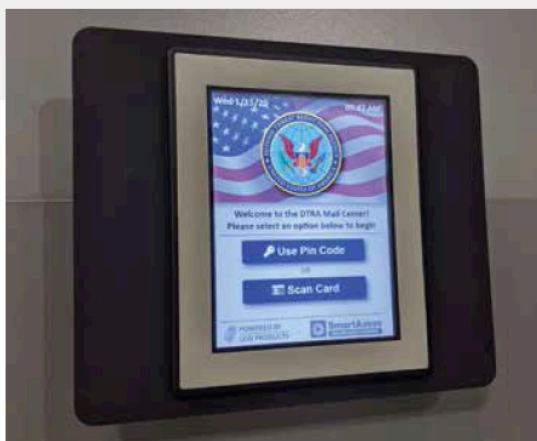
- View system status, pull log reports, assign users, manage system settings
- Accessible via any modern web browser
 - Microsoft Edge, Google Chrome, or Mozilla Firefox
- Accessible via embedded Wi-Fi access point
 - Requires Wi-Fi add-on
- Accessible via Customer Network
 - Requires customer-provided local network connection at locker site
- Accessible via Internet
 - Requires customer-provided internet connection at locker site

Multiple locker sites can be networked together to share user and event log data

Users can self-report issues with items to system administrators

SMARTAXCESS LOCKERS

- Typical library configuration – (1 or 2)-10 door banks with secure access touchpad mounted in an adjoining kiosk
- Pass-thru (built into library) or non pass-thru (remote) configurations available
- Weather-resistant 16 AWG Galvanized Steel construction suitable for outdoor/remote applications
- Powder coated for long term durability
- Available in custom colors
- Heavy duty rotary locks for reliability



Modern Library Awards



<https://www.secureassetcontrol.com/leid-wins-platinum-in-2020/>

****As Announced on 1/14/2020 LEID won Platinum in 2021****



Your library can continue to deliver books and materials to your patrons, 24/7, while maintaining social distancing during the COVID-19 pandemic. "No contact" service is here thanks to SmartAxess™ Library Systems.

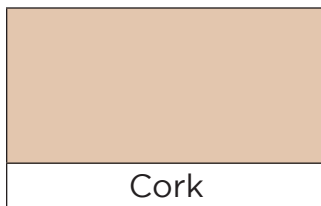
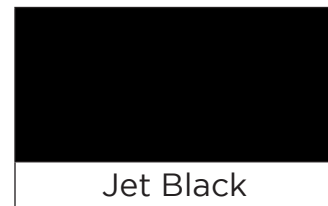
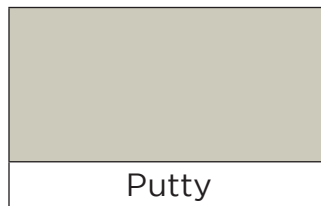
<https://www.secureassetcontrol.com/libraries-schools-universities/>



Pandemic Buyer's Guide



Standard Colors



Please Note:

- Special colors available upon request
- (Note: colors represented may vary from actual painted product)
- All colors have textured surface



D-Tech International USA

HoldIT™

Information Document



CUSTOMER FOCUSED.
Customer first.

Document: Hold TR 01
Classification: Customer
Author: Trilly Roper
Last Saved: 04/13/2020



CUSTOMER FOCUSED.
Customer first.

Document History

Date	Version	Changes	Responsible
3/23/2014	1.1	Review and release	James Roe
8/16/2015	1.2	Updated	Marvin Crisp
9/13/2017	1.3	Updated	Trilly Roper
10/25/2017	1.4	Updated	Trilly Roper
11/03/2017	1.5	Updated	Trilly Roper
15/04/2018	1.6	Updated	Marvin Crisp
08/10/2018	1.7	Updated	Trilly Roper
08/22/2018	1.8	Updated	Trilly Roper
09/27/2018	1.9	Updated	Trilly Roper
10/08/2018	1.10	Updated	Trilly Roper
12/17/18	1.11	Updated	Trilly Roper
03/13/2019	1.12	Updated	Trilly Roper
04/03/2019	1.13	Updated	Trilly Roper
04/04/2019	1.14	Updated	Trilly Roper
04/29/2019	1.15	Updated	Trilly Roper
07/18/2019	1.16	Updated	Trilly Roper
08/21/2019	1.17	Updated	Trilly Roper
09/30/2019	1.18	Updated	Trilly Roper
11/04/2019	1.19	Updated	Trilly Roper
04/07/20	1.20	Updated	Sean Novosad
04/13/2020	1.21	Updated	Marvin Crisp

WHAT COMES WITH YOUR KIOSK?



- (1) USB Cable
- (1) Pack of Bolts
- (1) Mouse
- (1) Keyboard
- (2) Admin Cards
- (1) Receipt Stickers
- (1) Card Scanner Stickers
- (6) Keys

*(NOTE: If you are using the stickers,
please place as shown in image below.)*



PRODUCT OVERVIEW

As with all our self-service products, the **holdIT™** features a large 19-inch touchscreen, positioned within convenient reach and compliant with ADA requirements. The product is designed as a modern, unique and stylish holds/pickup self-service unit, which makes it stand out in your library and attract users. The small footprint allows it to be placed almost anywhere in your library and in areas that cannot accommodate other devices. Designed to be easy to use and secure, the **holdIT** comes in a variety of options from nine lockers up to 102 on each main screen. There are two variations of **holdIT** units, indoor and outdoor.

Product Features:

- Full integration with most Library Management Systems (ILS) using Standard Interchange Protocol (SIP2)
- Fully automatic self-opening doors
- Mifare, biometric, barcode and magnetic stripe user ID access
- 19-inch clear, simple touch screen monitor interface
- Printed receipt for all holds/pick-ups
- Large capacity lockers with the ability to hold multiple items
- Viewable (onscreen) library account and printable receipts for patrons
- Material is checked-out when patron opens the locker
- Locker grouping option
- Remote loading of data from staff desk
- Automatic allocation of locker and quick-load with transit barcode entry
- 4 Optional door/locker sizes (single, double, triple, quadruple)



Each **holdIT** unit is configured in sections.

The main section is the user screen kiosk. This kiosk allows the system to communicate with the users and the ILS. Housed in this section is the 19-inch touch screen, printer, scanner (or other user identification readers) and the computer. This section also has nine usable lockers. (single size door option provided)

The lockers-only section has 15 lockers (single size door option provided) All 15 of the lockers can be used for holds. This section must be connected to the main section (kiosk with touch screen) to function.

The returns bin section contains the bin and eight usable lockers for holds (single size door option provided)



Each unit Depth (footplate is the deepest part) 470mm (18.5")

Width 520mm (25.5")

Height 1895mm (74.6")

single size door option

Each locker Depth 410mm (16.1")

Width (this does not include the lock) 430mm (16.9")

Height 100mm (3.9")

Double size door option

Each locker Depth 410mm (16.1")

Width (this does not include the lock) 430mm (16.9")

Height 225mm (8.85")

Triple size door option

Each locker Depth 410mm (16.1")

Width (this does not include the lock) 430mm (16.9")

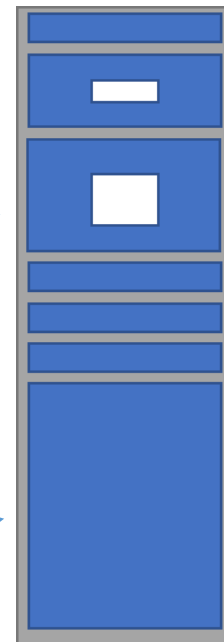
Height 345mm (13.5")

Quadruple size door option

Each locker Depth 410mm (16.1")

Width (this does not include the lock) 430mm (16.9")

Height 725mm (28.5")



The **HoldIT** is a modular kiosk, so the screen can be purchased with any combination of lockers. Additional lockers can also be added at a later date.

The kiosk comes in any powder coat RAL color.
To view color availability, please visit:

<https://d-techinternational.com/us/products/vending/holdit-color-selector/>



NOTE: The kiosk can also be wrapped.

D-Tech recommends that if wrapping the kiosk this is done onsite by a professional wrapping company

External Kiosk

When ordering an external version of the HoldIT™ we recommend that the kiosk is covered for extreme weather conditions, the lockers are provided with weather proof seals around each locker, Please see below for information of water proof cabling exit point on the kiosk.

External Kiosks



Cable to exit from under waterproof box

The box is 41" from floor level and 19" from the side of the cabinet

CONNECTION

There are two parts to the **HoldIT**, the kiosk itself (**HoldIT**) and the software that sits on the staff station (**client**) in the library location. The kiosk needs to connect to the client software. The client needs to “talk” to the **HoldIT** via MYSQL. We use a database name to connect.

So, if the client is named ABClibrary, we would add this in the connection string. Please see example below:

#MYSQL connection

Dbhostname=ABCLibrary

The client uses TCP/IP on port 3306. These will need to be allowed on the network, otherwise the client will not be able to “talk” to the **HoldIT** kiosk.



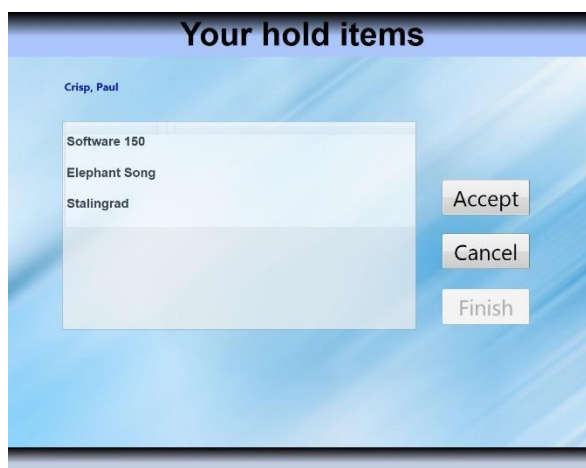
PATRON OPERATION



Patrons follow a series of onscreen guides.

First, the patron selects **Pick Up** Then they scan their library card, or they can manually input their card number using the touch screen keypad.

(NOTE: If the kiosk has the magnetic swipe option, they'll be asked to swipe their card.)



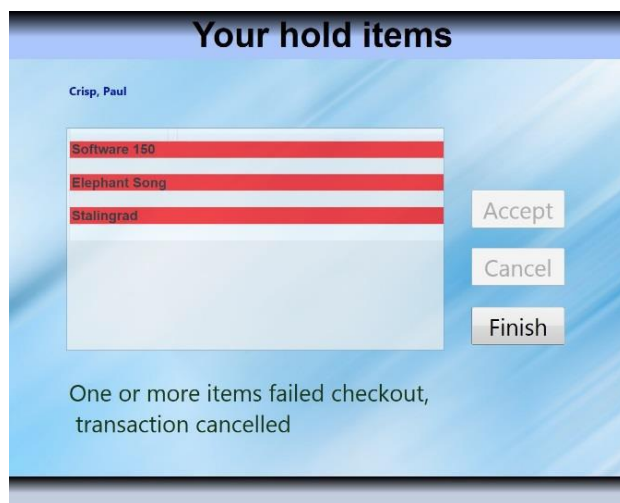
Once their library card has been inputted, a list of items securely stored in the locker is displayed. Press **Accept** to proceed or Cancel to exit.



After the patron selects **Accept**, the items are “checked out.” The list turns green, and the door pops open.

The patron can then take the items out of the locker. They should close the door afterward. (The locker will then be available to load again.)

Lastly, the patron presses **Finish** to complete the transaction. If **Finish** is not pressed, the transaction will still complete and the screen will timeout.



If items cannot be picked up due to ILS policies (e.g. the patron has too many items already out on loan), then all items in the locker will be denied check out and the door will not open. The highlighted items will be shown in red, and the transaction will be canceled.

Note: You will need to inform your patron to wait until they have received notification of the holds becoming available in the HoldIT™. This will avoid patrons arriving to pick up holds and the item not being loaded.

MAIN SCREEN UNIT STAFF ACCESS AT KIOSK

The main screen unit contains nine usable lockers. The top locker is **NOT** usable locker space. This locker contains electrical equipment. The top locker can only be opened by a key (supplied).

The main screen door on the unit is opened with two locks. One key is used for both locks. The PC is in this unit. It includes a keyboard and a mouse.

The unit needs to be plugged in. The black power cord connects into the back of the kiosk and into your power outlet. At the back of the main screen unit, there is a grey box with a **black switch** on the top. This switch needs to be switched on.

When you switch on the kiosk PC, you should see **blue LED lights** illuminated on the sides of the machine.

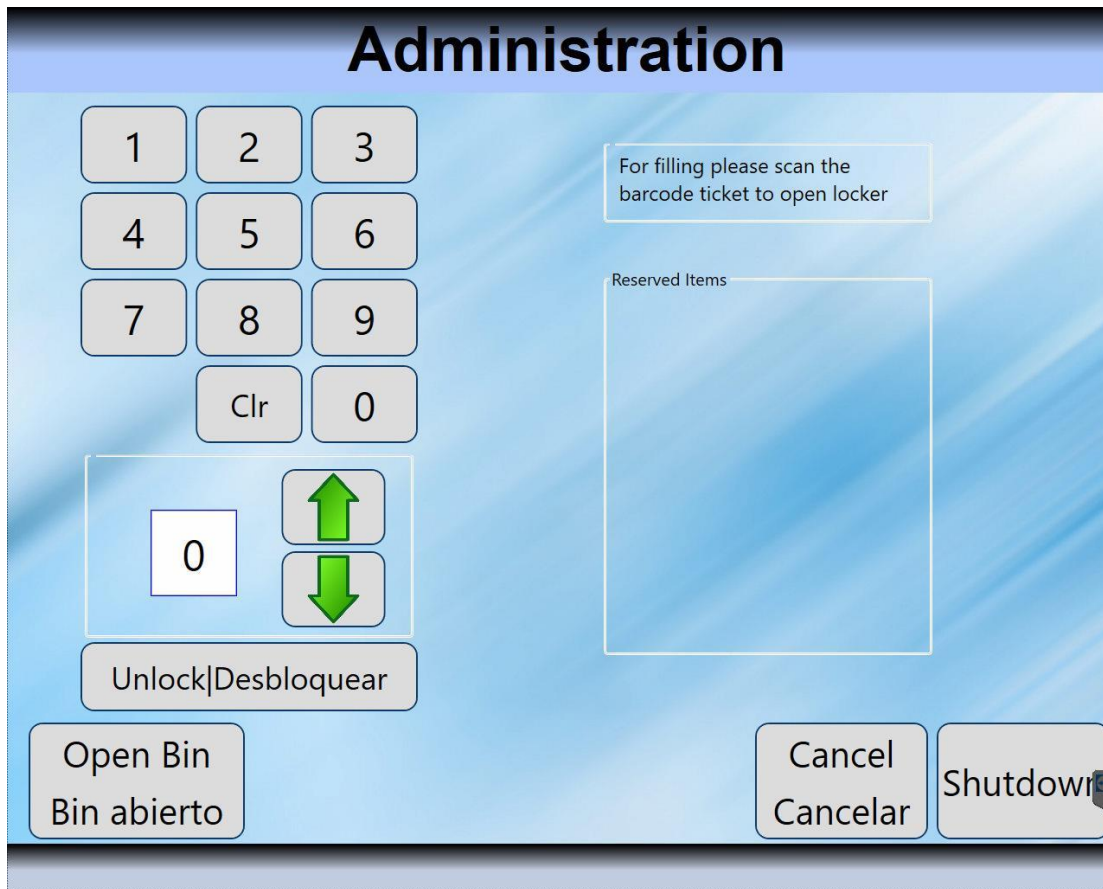
The locker doors can be opened once the PC has been switched on.

On the main screen (software) you will see a **D-Tech HoldIT** icon. Double click this icon. It starts the software.



You will then see this screen (left). Press **Pick up** and, using the keyboard, type **211123**. Then press Enter. (This is the default admin number.)

Once you have pressed Enter, you will see the **Administration** screen. This screen will allow you to manually open the lockers.



On the left side, you will see the up and down buttons. The number next to them relates to the locker that will open if you press **unlock**. Open all the doors by selecting the locker number and pressing Open Locker until all doors are open. The open bin button opens the return bin door if you have this unit.

15 Locker Unit

A 15 Locker Unit contains 15 lockers. All lockers are usable spaces for holds.

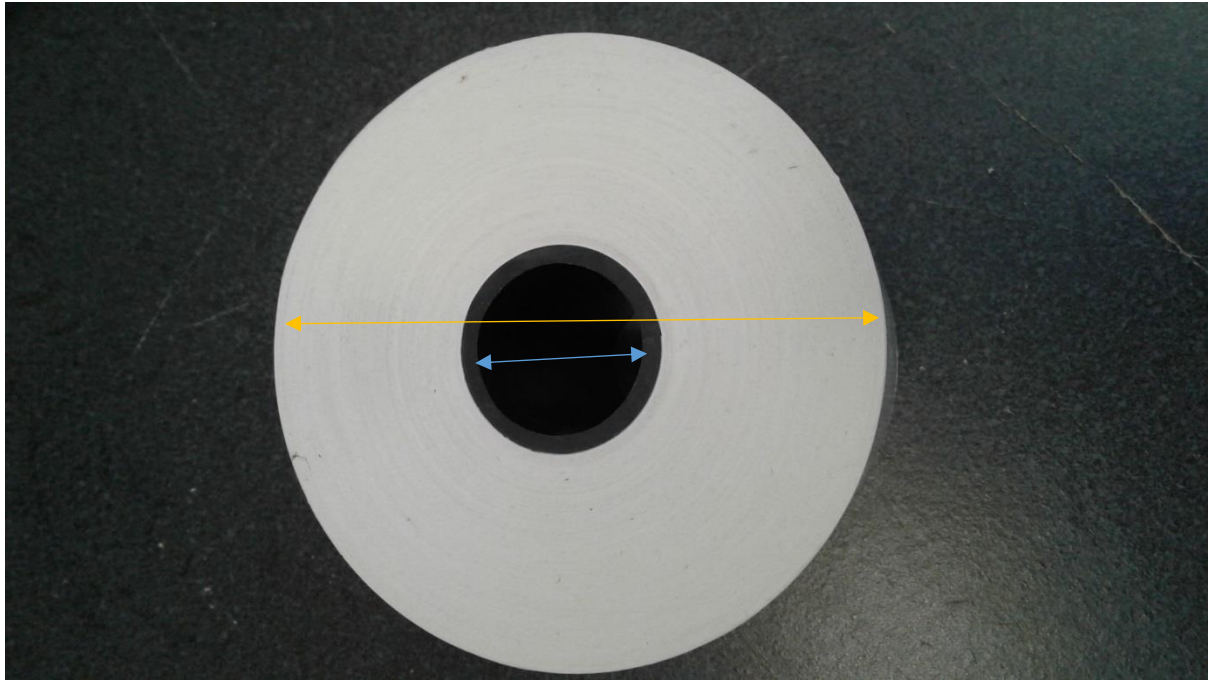
Bin Locker Unit

A Bin Locker Unit has eight usable locker spaces for holds. This unit also contains a Returns Bin. The Returns Bin is opened using open bin button the unit also contains a Return Draw.

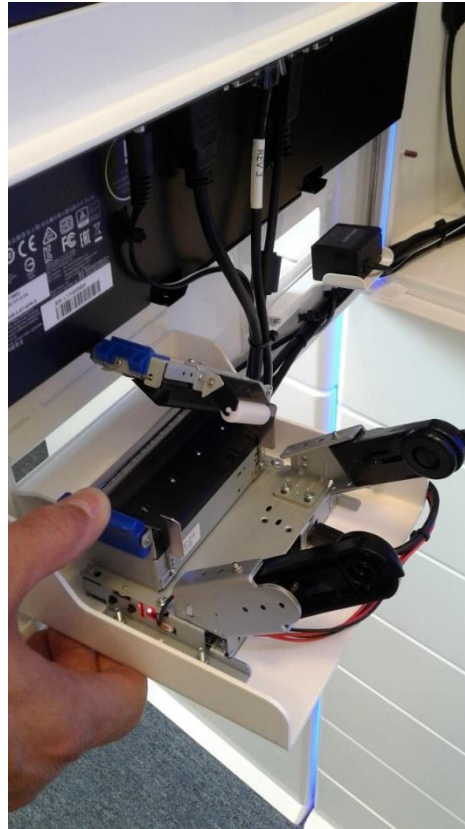
To return an item, open the drawer, place the item inside, and close the drawer. The returned item then drops down to the Returns Bin.

RECEIPT PRINTER AT THE KIOSK

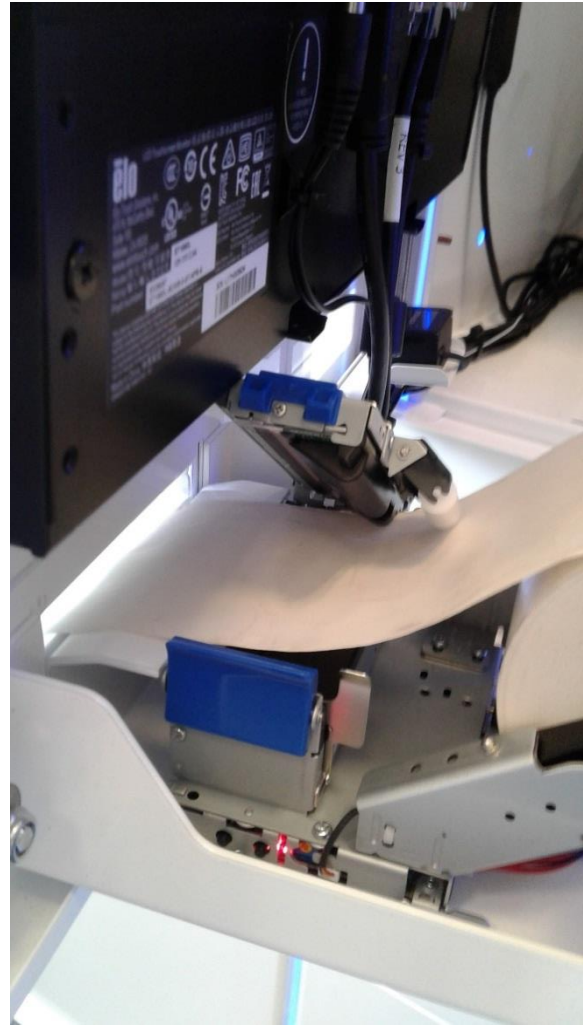
Receipt roll size core 1" roll width 3 3/4" (please note you can purchase directly from D-Tech)



To change the receipt paper at the kiosk, unlock the main screen doors with the key supplied. You will see the back end of the printer/receipt holder (below).

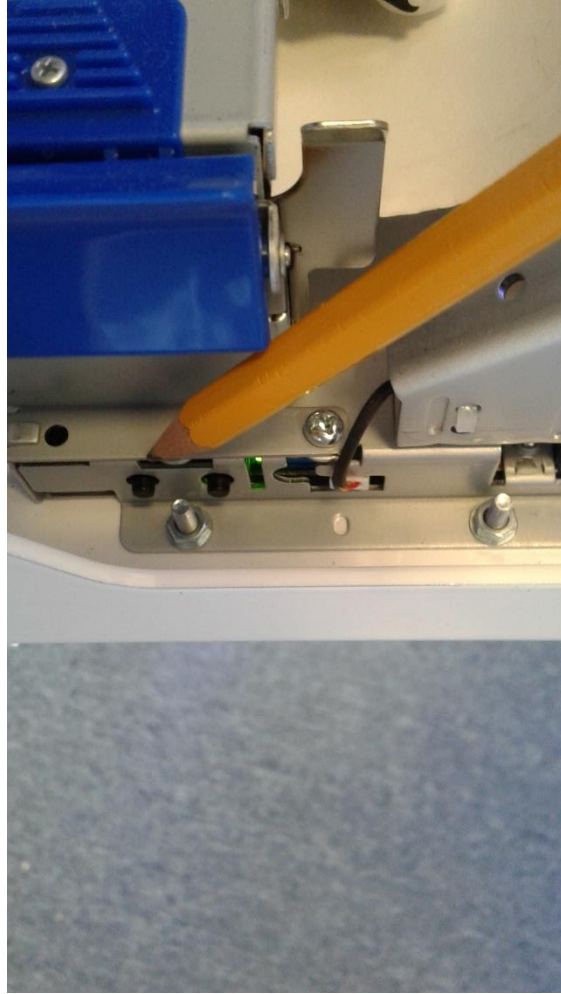
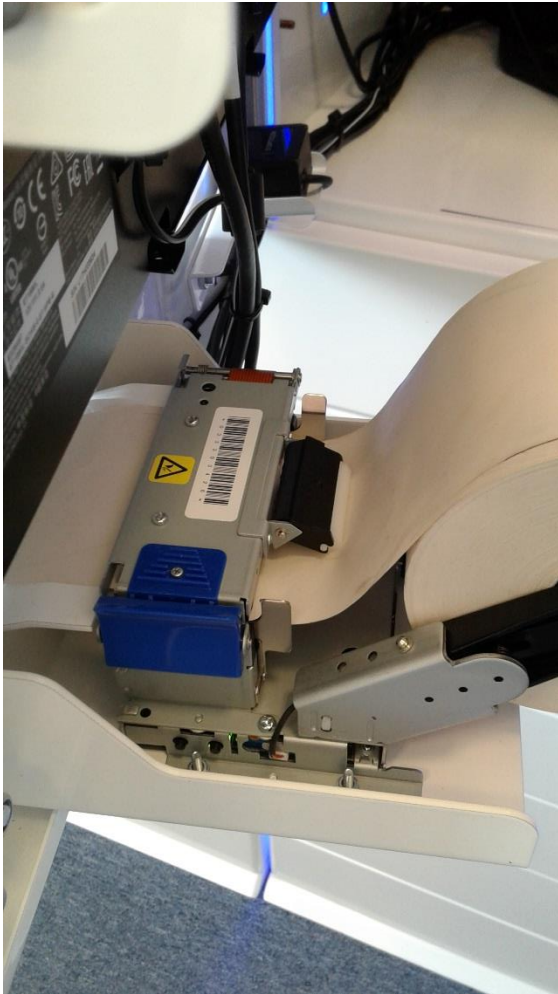


Press the **blue button** on the left of the printer to release the arm (above).



Insert the receipt roll as shown above.

With the arm released, thread the paper through to the outside of the machine (above).



Close the arm until it attaches back to the printer (above).
To feed the receipt paper through, press the small black button as indicated by the pencil in the picture above.

(NOTE: The receipt roll paper is thermal. This means no ink cartridge is needed.)

STAFF MANAGER LOCKER ALLOCATION

The **holdIT Staff Station (client)** screen is used for allocating empty lockers to patrons.

To allocate a locker to a patron:

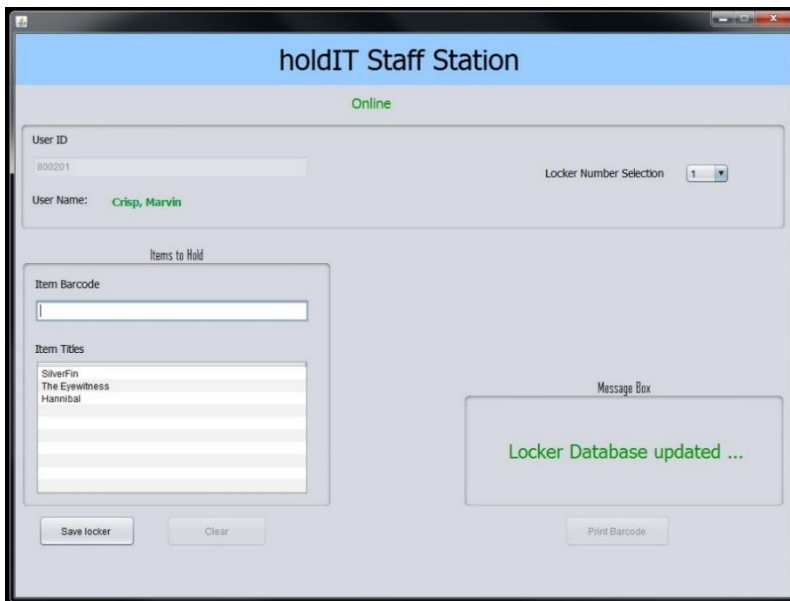
1. Select an available empty locker from the **Locker Number Selection** drop down menu.
2. Enter the patron's library card number in the **User ID** field and press enter. The library card holder's name will be displayed underneath.
3. Enter the items' barcodes in the **Item Barcode** field and press enter. The titles will appear in the Item Titles list. Once you have entered all the items, press the **Save Locker** button. This will save the patron info and item barcodes to the locker selected.
4. The **Message Box** will display "Locker Database Updated." This will remove that locker from the availability. You will then need to press **Print Barcode**, and the printer will print a small receipt with the barcode and item titles.

Keep the receipt. It will be used to open the locker door when you go to load the items into the **HoldIT**.

ADDING ITEMS TO AN EXISTING LOCKER

If a patron already has items on hold, more items can be added to their locker.

Using the **holdIT Staff Station** screen, enter the patron's library card number to display their current locker. You will see a popup telling you the patron already has a locker allocated, and you will be asked to confirm if you wish to add to the existing locker. After confirming, use steps #3 and #4 from the previous page to add additional items.

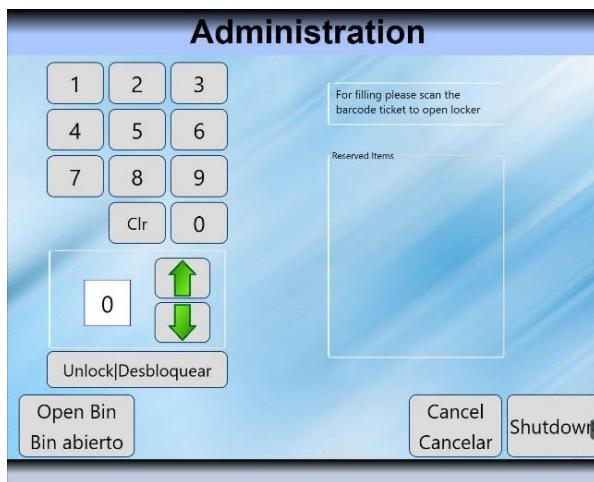


The screenshot shows the 'holdIT Staff Station' web application. At the top, it says 'Online'. Below this, there are input fields for 'User ID' (containing '800201') and 'Locker Number Selection' (a dropdown menu showing '1'). The 'User Name' is displayed as 'Crisp, Marvin'. Below the user information, there is a section titled 'Items to Hold' which contains an 'Item Barcode' input field and a list of 'Item Titles' (SilverFin, The Eyewitness, Hannibal). At the bottom left of this section are 'Save locker' and 'Clear' buttons. On the right side, there is a 'Message Box' displaying 'Locker Database updated ...'. At the bottom right is a 'Print Barcode' button.

LOADING AT THE KIOSK



On the main screen, press **Pick Up** and scan the supplied admin card.

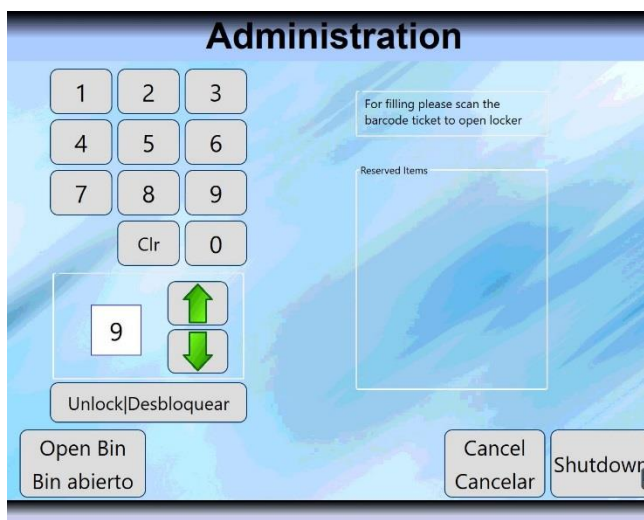


You will see the following screen (left).

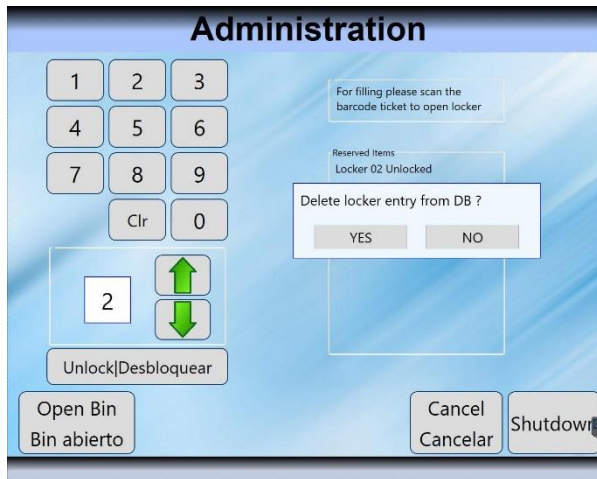
You do not need to do anything with this screen. Just scan the printed receipt containing the barcode and item titles for a patron that you have from the client, and the selected door will pop open. Place the items inside and shut the door. That's it.

Do the same with other users' items until you have finished. Once finished, press **Back** to return to the main screen.

REMOVING EXPIRED HOLDS



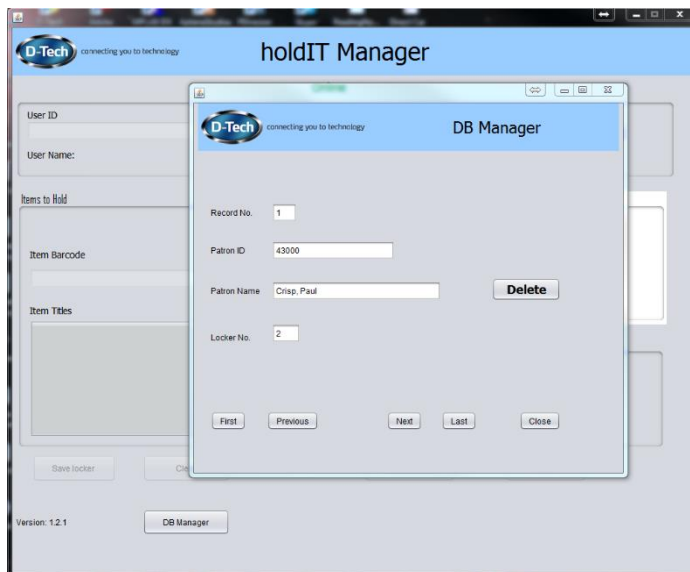
If a patron has not picked up items and the deadline for retrieval has passed, use the **Administration** screen to open the locker and remove the expired items. You can use the arrows to select a locker or use the keypad to choose a specific locker number.



If the locker contains an item(s) that require removal you will then be prompted to delete the items from the HoldIT database. If the items are not to be removed then simply select "No".

Alternativly items can also be deleted from the client softwear, once items have been deleted the locker number then becomes available for selection.

(NOTE: this will remove all the contents of the locker from the database.)



Cleaning

It is recommended that the holdIT kiosk is kept clean, this will ensure that patrons will continue to use the kiosk. We recommend using anti- bacterial wipes on the front doors and inside the lockers. However, do not use them on the touch screen. We recommend only using screen wipes. With external kiosks, we highly recommend cleaning the unit at least once a week.

Trouble shooting

System does not turn on after plugging in	Check fuse in plug Check switch is on behind PC – located on white box
Screen black but power on	Check fuses in white box Check power switch is on – this is located on the back of the screen
System Offline – no connection to ILS	Check fuse in white box Check network cable is plugged in Check network point is patched in and live and on the network Check PC network setting are correct Check ILS SIP2 login details are correct
Door will not open	Check door will open on admin screen Check power is ON Open manually and remove lock and check connections
Touch screen does not work	Check USB cable is plugged in to screen Reboot PC
Printer not working	Check printer has power Check printer is default printer in windows setting Check for paper jams
Staff station not connecting to holdIT™	Check network connection between holdIT™ and staff station PC Ping IP address – check network settings Firewalls
Doors not swinging open	Check to make sure the kiosk is level Make small adjustments to the doors by just twisting the door a little when its open.

Now you have your new kiosk please follow

<https://dtechinternational.freshdesk.com/support/signup>

fill in your details and you are now able to create tickets ask questions and view what's being done with them.

Contact Details

D-Tech International USA
609 435 5846

Mary Garboden
Ypsilanti District Library

April 7, 2021
Valid for 30 Days

HoldIT™ Quotation External

Item No	Description		Unit Total	Price Total
D-THOL-DITM20-external	HoldIT™ secure main unit with a 19" touch screen, patron card barcode reader and receipt printer, 9 Lockers included white finish	1	\$11,995.00	\$11,995.00
D-THOL-DITM60E	HoldIT™ Locker finishing side panels white finish	2	\$250.00	\$500.00
Services Color Selector	RAL Color choice https://d-techinternational.com/us/products/vending/		\$750.00	\$750.00
SERVICES	Installation and training of all hardware and software to be carried out by qualified D-Tech engineers	1	\$2,500.00	\$2,500.00
TOTAL	9 Lockers			\$15,745.00

Item No	Description of License, support and hardware maintenance after the first 12 months		Unit Total	Price Total
Services	D-Tech Services License, Support and Maintenance (Applicable following your 12-month warranty). A complete package to cover equipment listed above; includes license fees with software support over the phone and via remote access through TeamViewer as well as on site help at the discretion of D-Tech when required. Includes all updates and upgrades relevant to the application used. If the hardware will breakdown (accidental or deliberate damage precluded) D-Tech will replace it or repair in proper running order within scope of the SLA. Current specified daytime 08:30 – 17:30 hours can be covered Main screen unit and 1 x 15 locker unit 1 x return locker unit)	Year 2		\$1,500.00
		Year 3		\$1,500.00
		Year 4		\$1,500.00
		Year 5		\$1,500.00

Terms and Conditions

Prices indicates any taxes (but not on ongoing costs)
All prices are subject to confirmation prior to order
Quotation valid for 30 days
12-months warranty on all equipment specified in quotation
Payment must be made within 30 days of the date of invoice
Power, data in location and SIP2 connection on ILS must be setup before installation day
Warranty expires 12 months after installation, Installation must take place with 12 month of delivery date
Full terms and conditions available on request

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-15

April 28, 2021

RESOLUTION TO PURCHASE NEW PATRON PICK-UP LOCKERS FOR SUPERIOR

Whereas, the Ypsilanti District Library strives to provide high quality services, and

Whereas, the after-hours pick-up lockers at Superior have ceased functioning, and

Whereas, the Superior lockers are heavily used, and are especially needed during the pandemic closure, and

Whereas, the Head of Outreach researched options and solicited quotes for replacement lockers that could be relocated when the new Superior library opens, and

Whereas, following her research, Mary recommended purchase of the LEID SmartAxess 10-door system with control unit, and

Whereas, YDL received a \$10,000 operational support grant from the DTE Energy Foundation, to be used to support Covid-era services at the current Superior library, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the recommended locker system specified on the attached quote be acquired from LEID Products LLC, for \$14,905, and

IT IS FURTHER RESOLVED THAT \$10,000 of this purchase come from the DTE grant and the remaining \$4,905 come from the Superior Construction Fund.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 4/22/2021
Re: Approval of purchase of new staff computers

We budgeted \$40,000 to replace the library staff's computers this fiscal year. Prices have gone up significantly since 2019 when we purchased new public PCs. Lead time for receiving new equipment is running around 3 months, so we decided it didn't behoove us to wait any longer. Fortunately, by opting to migrate to Gmail we saved \$10,000 budgeted to move to a hosted email service.

IT Manager Scott Ostby researched options and identified equipment that will meet our needs. A brief description of main features for the selected CPU and support package follows this memo.

Three quotes are attached. A fourth quote direct from HP has been requested but not yet received. Cost summary so far:

Vendor	Quote
Insight (Open market)	\$44,549.10
Insight (OMNIA Partners)	\$44,999.10
CDW-G	\$45,243.45

I recommend purchasing the equipment from the low bidder, whether it be Insight or HP.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-16

April 28, 2021

RESOLUTION TO PURCHASE NEW STAFF COMPUTERS AND SUPPORT

Whereas, the Ypsilanti District Library strives to provide high quality tools for staff to use in service to its patrons, and

Whereas, the current staff computers are more than 6 years old and no longer covered by warranty, and

Whereas, the Library budgeted to replace these computers this fiscal year, and

Whereas, the Information Technology Manager researched options and solicited three quotes for the desired computers and support, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the equipment specified on the attached quotes be acquired from the low bidder, Insight Public Sector, for \$44,549.10.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

PC:

- Desktop
- Form Factor: Small Form Factor
- Processor: AMD Ryzen 7 Pro
- RAM: 8GB
- Hard Drive: 256GB SSD
- OS: Windows 10 Pro

Modern office users require smaller form factors that can keep up with serious workloads. The redesigned HP EliteDesk 805 Small Form Factor answers the requirement for robust power and expansion in a highly secure small form factor PC.

Support:

- Care Pack Next Business Day Hardware Support
- Extended service agreement
- parts and labor
- 5 years
- on-site
- NBD

The Electronic HP Care Pack Services (e-Care Pack) capability allows you to order, receive, update, and activate a wide range of valuable HP Care Pack Services over the Internet. Administered through the HP Services Network (CSN), it is a fast and simple process that enables immediate registration and service activation.

Increase equipment availability and productivity with high-quality onsite and remote support for your HP hardware, as well as selected multivendor equipment. This flexible HP Care Pack packaged service covers desktops, workstations, servers, notebooks and laptops, network equipment, and printing.

Choose Next Business Day Hardware Support when you need to: extend your hardware warranty coverage for key systems and devices; obtain easy-to-buy, easy-to-use onsite services; improve hardware performance and uptime; increase the return on your HP and multivendor hardware investments; enjoy consistent service coverage across geographically dispersed sites.



Thank you for choosing CDW-G. We have received your quote request. | [View in browser](#)

[Hardware](#) [Software](#) [Services](#) [IT Solutions](#) [Brands](#) [Tech Library](#)

Review and Complete Purchase



Scott Ostby,

Thank you for considering CDW-G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

Quote #	Quote Date	Quote Reference	Customer #
1C4NDB0	04/19/2021	2021-YDLPC REPL	4963629

Order Details					
Item		Qty	CDW #	Unit Price	Ext. Price
 <u>HP EliteDesk 805 G6 - SFF - Ryzen 7 Pro 4750G 3.6 GHz - AMD PRO - 8 GB - SS</u> Mfg. Part#: 28R66UT#ABA Contract: Michigan Master Computing-MiDEAL (071B6600110)		45	6354116	\$906.87	\$40,809.15
 <u>HP ESP Only HP e-Care Pack Next Business Day Hardware Support</u> Mfg. Part#: U7899E UNSPSC: 81111812 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)		45	585482	\$98.54	\$4,434.30

Subtotal \$45,243.45

Sales Tax \$0.00

Grand Total **\$45,243.45**

Purchaser Billing Info	Deliver To
------------------------	------------

Billing Address:

5577 WHITTAKER RD
YPSILANTI, MI 48197-9752
Phone: (734) 482-4110

Shipping Address:

YPSILANTI DISTRICT LIBRARY
ATTN:SCOTT OSTBY
5577 WHITTAKER RD
YPSILANTI, MI 48197-9752
Phone: (734) 482-4110
Shipping Method: UPS Freight LTL, Special Services

**Sales Contact Info**

Ryan Marron | (877) 219-8208 | ryamarr@cdwg.com

Need Help?

[My Account](#)[Support](#)[Call 800.800.4239](tel:800.800.4239)

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

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SOLD-TO PARTY 11112432

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

SHIP-TO PARTY

YPSILANTI DISTRICT LIBRARY
ATTN: SCOTT OSBTY
5577 WHITTAKER RD.
TECHNOLOGY MANAGER
YPSILANTI MI 48197

Quotation

Quotation Number : [223564821](#)
Document Date : 19-APR-2021
PO Number :
PO Release :
Sales Rep : Ronald Walters
Email : RONALD.WALTERS@INSIGHT.COM
Telephone : 9374159463

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : PERIMETER INTERNATIONAL/LTL
Terms of Delivery : FOB ORIGIN
Currency : USD

Material	Material Description	Quantity	Unit Price	Extended Price
28R66UT#ABA	HP EliteDesk 805 G6 - SFF - Ryzen 7 Pro 4750G 3.6 GHz - AMD PRO - 8 GB - SSD 256 GB OPEN MARKET	45	879.99	39,599.55
U7899E	Electronic HP Care Pack Next Business Day Hardware Support - extended service agreement - 5 years - on-site OPEN MARKET	45	99.99	4,499.55
Product Subtotal				39,599.55
Services Subtotal				4,499.55
Freight				450.00
TAX				0.00
Total				44,549.10

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

Sincerely,

Ronald Walters
9374159463
RONALD.WALTERS@INSIGHT.COM

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies"

link below.

Effective Oct. 1, 2018, the U.S. government imposed tariffs on technology-related goods. Technology manufacturers are evaluating the impact on their cost and are providing us with frequent cost updates. For this reason, quote and ecommerce product pricing is subject to change as costs are updated. If you have any questions regarding the impact of the tariff on your pricing, please reach out to your sales team.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

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

SOLD-TO PARTY 11112432

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

SHIP-TO PARTY

YPSILANTI DISTRICT LIBRARY
ATTN: SCOTT OSBTY
5577 WHITTAKER RD.
TECHNOLOGY MANAGER
YPSILANTI MI 48197

Quotation

Quotation Number : [223581192](#)
Document Date : 22-APR-2021
PO Number :
PO Release :
Sales Rep : Ronald Walters
Email : RONALD.WALTERS@INSIGHT.COM
Telephone : 9374159463

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : PERIMETER INTERNATIONAL/LTL
Terms of Delivery : FOB ORIGIN
Currency : USD

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

Material	Material Description	Quantity	Unit Price	Extended Price
28R66UT#ABA	HP EliteDesk 805 G6 - SFF - Ryzen 7 Pro 4750G 3.6 GHz - AMD PRO - 8 GB - SSD 256 GB OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	45	899.99	40,499.55
U7899E	Electronic HP Care Pack Next Business Day Hardware Support - extended service agreement - 5 years - on-site OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	45	99.99	4,499.55
Product Subtotal				40,499.55
Services Subtotal				4,499.55
TAX				0.00
Total				44,999.10

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

Sincerely,

Ronald Walters
9374159463
RONALD.WALTERS@INSIGHT.COM

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

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

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

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

Thanks for choosing Insight!

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

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

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 4/20/21

Re: Resolution to enter into online banking agreements with 5/3 Bank

YDL opened accounts at 5/3 Bank in February 2020 to hold the funds for the Superior library project. We have been using their basic online banking interface, but recently learned they have a more robust platform we are entitled to use. This would have at least two benefits for us:

1. The current interface only allows for a single user, which must be a signer (me). This means Monica does not have access and cannot pull up statements, etc. The advanced system will allow us to assign multiple users when warranted.
2. With the new interface, we would have the ability to require a second signer's authorization to send an ACH or make a wire transfer. This was a recommendation of our auditors in the past. So far this is the first banking system we've encountered that will allow for this functionality.

For us to be granted access to the system and make use of these features, Board approval of two online banking agreements is required. The 5/3 Bank "Master Treasury Management Agreement" and "Online Channel Access Agreement" are attached for your review and consideration.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-17

April 28, 2021

RESOLUTION TO ENTER INTO ONLINE BANKING AGREEMENTS
WITH 5/3 BANK

Whereas, the Ypsilanti District Library banks with a number of financial institutions, including 5/3 Bank, and

Whereas, 5/3 Bank requires Board approval of the Master Treasury Management Agreement and Online Channel Access Agreement prior to granting access to a more robust online banking system, and

Whereas, this system would benefit YDL by making more efficient use of staff time and resources and allowing for the required two signatures on ACH and wire transactions, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Library Director is authorized to enter into the Master Treasury Agreement and Online Channel Access Agreement with 5/3 Bank.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



FIFTH THIRD BANK

38 Fountain Square Plaza
Cincinnati, Ohio 45263

Master Treasury Management Agreement

This Master Treasury Management Agreement ("*Agreement*") is by and between the undersigned "*Customer*" and Fifth Third Bank, N. A. ("*Bank*") and is effective as of the date executed by Bank as indicated on the Signature Page to this Agreement (the "*Effective Date*"). Unless otherwise defined herein, capitalized terms shall have the meaning provided in Section 26 of this Agreement below.

June 2020

Classification: Internal Use



SECTION 1. BANK SERVICES

Section 1.1. Service Terms. Customer desires to obtain and Bank agrees to provide the Services as set forth in this Agreement and more specifically described in the applicable Service Terms. The Commercial Account Rules apply to the use of an Account in connection with a Service, and together with this Agreement, govern the Services. In the event of a direct conflict between the Service Terms and this Agreement, the Service Terms will control. If there is a conflict between this Agreement and the Commercial Account Rules, the provisions of this Agreement prevail to the extent necessary to resolve the conflict. Any reference to this Agreement shall be deemed to include the applicable Service Terms, any Related Agreements and the Implementation Materials.

Section 1.2. Customer Use. Customer may request a Service by any means Bank permits, provided that such Service will not be available unless and until Bank approves and enables the Service for Customer. By using the Service, Customer acknowledges and agrees it has received a copy of the Service Terms for that Service, the Service Terms apply to Customer's use of the Service, and the Service Terms are incorporated into, and made a part of, this Agreement. Neither party is bound by or subject to the Service Terms for any Service Customer does not use. Bank provides the Services for the sole and exclusive benefit of Customer, and if Bank approves in writing, Customer's Affiliates.

Section 1.3. Accounts. Customer shall at all times have and maintain with Bank one or more Accounts for use in connection with a Service and maintain in such Account sufficient Available Funds to pay for Customer's use of, and transactions in, such Accounts, including Fees and other expenses payable to Bank.

Section 1.4. Use of Third Parties. (a) Any Vendor used by Customer is Customer's agent and not Bank's, and Customer is liable and solely responsible for: (i) any Vendor's use of the Services or failure to comply with this Agreement, including any Security Procedures or operating requirements relating to the Services; and (ii) all fees, costs and expenses owed to each Vendor for its services. (b) Customer acknowledges and agrees that Bank may arrange for certain or all aspects of the Services, including software and processing, to be performed or provided by a Processor and that Customer shall have no rights or remedies and agrees not to bring a claim or cause of action against any such Processor for the Services, but only against Bank. Bank's Processors are obligated to comply with the terms of this Agreement; provided, that, Bank is solely liable and responsible for the aspects of the Service provided by its Processors to the same extent as if Bank has performed or failed to perform the Service.

SECTION 2. ONLINE CHANNEL ACCESS AGREEMENT

Customer is required to enter into and maintain an Online Channel Access Agreement in effect between Customer and Bank in order to use and access the Services (the "OCAA"). The OCAA in effect from time to time governs the Access Channels and Channel Services (each as defined in the OCAA) used to access the Services where applicable. The Channel Services available in connection with these Services include the ability to view and manage Account information, transmit Instructions, Payment Orders and other

directions and decisions to Bank, and other online features as described in this Agreement or the Service Terms. The Access Channels and Channel Services are each hereby deemed “Services” under this Agreement.

SECTION 3. CUSTOMER INFORMATION

Section 3.1. Service Information; Implementation. Customer agrees to provide all information that Bank reasonably requires in order to set up and provide the Services to Customer, including, but not limited to, completing the Implementation Materials. Customer (a) represents and warrants that all information provided or to be provided to Bank by Customer's representatives on the Implementation Materials or otherwise in connection with the Services is true and correct, and (b) agrees to provide any additional information that Bank may reasonably require to begin, or continue providing, the Services. Any changes made by Customer to the information provided to Bank must be made in writing and will be effective after Bank has had a reasonable opportunity to act on the changed information. Any addition, deletion or change to any Services or Service Terms requested by Customer (each, a “*Change Request*”) is subject to Bank's approval and must be submitted with information required by, and in a form acceptable to, Bank. No Change Request will become operative or effective until Bank has had an opportunity to review and respond to such Change Request, which the Bank agrees to do within a reasonable period of time.

Section 3.2. Personnel. Bank is entitled to rely upon the accuracy and authenticity of all Instructions, information and authorizations received from an officer or authorized employee or representative of Customer (an “*Authorized Agent*”) and those purporting to be from an Authorized Agent. Customer agrees to notify Bank immediately of any change in the status of an Authorized Agent. Customer acknowledges that Bank may require a reasonable time period to implement any such change. Customer agrees that Bank may refuse to comply with requests from any individual until Bank receives documentation reasonably satisfactory to Bank confirming the individual's authority.

SECTION 4. FEES AND TAXES

Customer agrees to pay Bank the fees and charges for Services as disclosed to Customer, including in any fee schedule, along with fees and charges for any requested or required special service or handling (collectively, the “*Fees*”), as they may be changed by Bank from time to time without amending this Agreement. Customer is responsible for all taxes attributable to its use of the Services or this Agreement (excluding taxes based on Bank employees, property or net income). Unless other arrangements are made for payment of the Fees, Bank will automatically debit an Account in the amount of such Fees when due.

SECTION 5. INSTRUCTIONS

Each Instruction that is sent to Bank electronically in accordance with this Agreement including the applicable Service Terms shall be considered to be an original writing and to have been signed by an Authorized Agent. Customer is solely responsible for the accuracy and completeness of each Instruction or communication sent to Bank. Any Instruction or other communication Customer sends to Bank will not be effective until Bank actually receives it and has had a reasonable opportunity to act upon it.

SECTION 6. BANK REPRESENTATIONS AND WARRANTIES

Bank represents and warrants to Customer that: (a) Bank is duly organized, validly existing, and in good standing in the jurisdiction in which Bank is organized; (b) the execution, delivery and performance by Bank of this Agreement has been authorized by all necessary corporate and governmental action; (c) the persons signing this Agreement on Bank's behalf are duly authorized to do so; (d) this Agreement represents Bank's legal, valid and binding obligation; and (e) Bank's execution and performance of this Agreement and Bank's provision of the Services do not and will not violate any Applicable Law, Bank's articles of association or bylaws or any material agreement applicable to the Services by which Bank is bound. EXCEPT AS EXPRESSLY SET FORTH ELSEWHERE IN THIS AGREEMENT OR IN THE APPLICABLE SERVICE TERMS, BANK MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EITHER EXPRESS OR IMPLIED, OF ANY KIND WITH RESPECT TO ANY SERVICE OR BANK'S PERFORMANCE OF THE SERVICES, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. NO DESCRIPTIONS OR SPECIFICATIONS CONSTITUTE REPRESENTATIONS OR WARRANTIES OF ANY KIND.

SECTION 7. CUSTOMER REPRESENTATIONS AND WARRANTIES

Customer represents and warrants to Bank that: (a) Customer is duly organized, validly existing, and in good standing in the jurisdiction in which Customer is organized, and is validly qualified in any other jurisdiction where Customer does business and is required to be qualified except where the failure to be so qualified would not have a material adverse effect on Customer; (b) the execution, delivery and performance by Customer of this Agreement and the use of the Services have been authorized by all necessary entity and governmental action; (c) the persons signing this Agreement on Customer's behalf are duly authorized to do so; (d) this Agreement represents Customer's legal, valid and binding obligation; (e) the execution and performance of this Agreement and the use of the Services do not and will not violate in any material respect any Applicable Law, Customer's entity governing documents, or any material agreement by which Customer is bound; (f) each Account that Customer maintains with Bank, and all use of the Services, is solely for a legitimate business or commercial purpose and not a personal, family or household purpose, and (g) the use of the Services does not and will not subject Bank, or Bank's Processors, to the privacy and security requirements of the Health Insurance Portability and Accountability Act, as a business associate (defined at 45 CFR 160.103) or otherwise, unless Customer has notified Bank of such requirements and the parties have entered into a business associate agreement in a form reasonably acceptable to Bank. Customer reaffirms these representations and warranties each time it uses a Service and agrees to promptly notify Bank if any representation or warranty made by Customer is no longer true.

SECTION 8. SECURITY PROCEDURES; OPERATING PROCEDURES

Section 8.1. Establishment. Customer will use the Services, Access Channels and Channel Services in accordance with the terms of the Agreement, including any Security Procedures offered by Bank in connection with the Services and as may be set forth in the applicable Implementation Materials. The Security Procedures verify the origin and authenticity of Instructions and communications sent to Bank, and are not designed to detect errors in any Instruction sent to Bank. Where permitted, Customer will select from the Security Procedures for a particular Service from those offered and recommended by Bank in the set-up process for that Service, and agrees to implement changes to the Security Procedures issued by Bank as needed. Customer agrees that such Security Procedures selected by Customer are commercially

reasonable and suitable for Customer with respect to Customer's intended use of the applicable Services, including the size, type, and frequency of Customer's Payment Orders. If Customer requests or chooses to communicate any Payment Order or other Instruction to Bank in a manner that varies from the Security Procedures, then Customer will be deemed to have refused the Security Procedures that Bank recommends as commercially reasonable and Customer agrees to be bound by such Payment Order or Instruction, whether or not authorized, when accepted by Bank in good faith.

Section 8.2. Verification. Any Instructions and Payment Orders communicated to Bank in Customer's name in compliance with the Security Procedures, and all access to and use of Services and Channel Services using the Security Procedures assigned to Customer, are considered authorized by Customer, whether or not authorized, and Customer shall be bound by the same in accordance with Applicable Law and the terms of this Agreement. Bank has no obligation to accept an Instruction or Payment Order that is not communicated in compliance with the Security Procedures, and Bank shall not be responsible for refusal to act upon any Instruction or Payment Order received which does not comply with the Security Procedures.

Section 8.3. Electronic Funds Transfers. In connection with the use of Bank's wire transfer, ACH, SWIFT, Real Time Payments and other electronic funds transfer Services (whether or not through or with any clearinghouse or third party), Bank recommends that Customer establish an approval protocol appropriate for Customer's particular circumstances (including the size, type and frequency of such transactions) as part of the Security Procedures to prevent unauthorized transactions. If Customer does not establish and require adherence to an approval protocol for such funds transfers or if Customer selects a "no approval" option, Customer assumes the risks of all transactions that could have been prevented by requiring such protocol or approval. Funds transfers involving only internal electronic funds transfers between Accounts may not be subject to all of the Security Procedures required for external electronic funds transfers.

Section 8.4. Credentials. Access to some Services may require the use of certain Credentials. Proper use of the Credentials is part of the Security Procedures for these Services. The use of the Credentials is subject to any terms of use or license accompanying the Credentials as applicable, and may only be used as and where delivered to Customer and only for the purpose of accessing Services. The Credentials and the related technology, documentation and materials at all times remain the Bank's or its Processor's property.

Section 8.5. Authority. The Security Procedures are in addition to and do not limit, revoke or affect the authority of any person (whether by course of dealing or otherwise) to transmit Instructions in Customer's name. Bank may continue to rely upon such authority and Bank is authorized to act upon Instructions received from persons acting pursuant to such authority. Customer is bound by any authorized Payment Order or other Instruction, and by use of the Channel Services by authorized personnel.

Section 8.6. Other Applications. (a) As part of the Security Procedures, Bank applies software and other programs and processes ("Additional Programs") to select certain Instructions for further review and verification by Customer. The application of these Additional Programs may delay the processing of Instructions or other transactions until Bank obtains such verification. Bank will use reasonable efforts to obtain such verification, provided; that Customer understands and agrees that Bank has no obligation to use or comply with any such Additional Programs, and Customer agrees that these additional procedures



are NOT a substitute for proper Account controls and management on its part. Bank is not responsible for its refusal to act upon or delay in processing any Instruction that does not comply with this Agreement or the applicable Service Terms, or as a result of properly following the Security Procedures or applying Additional Programs. (b) Notwithstanding the foregoing, Bank may in its sole discretion implement internal monitoring systems to evaluate Customer's transactions and the risk of potential fraudulent activity ("*Transaction Monitoring*"). Transaction Monitoring is part of Bank's internal processing and is not part of the Additional Programs or Security Procedures, and Customer agrees that the Security Procedures will be considered commercially reasonable regardless of whether they incorporate information from Transaction Monitoring or not. Bank reserves the right to reject Payment Orders and other Instructions verified by the Security Procedures in the event Bank identifies a risk of potential fraudulent activity and Bank shall not be liable for its refusal to act upon any Payment Order or other Instructions based upon the results of Transaction Monitoring.

Section 8.7. Safeguarding the Security Procedures. Customer agrees to (a) maintain the complete security and confidentiality of the Security Procedures, and (b) institute and use prudent internal security procedures and practices to control access to and use of the Security Procedures. Customer's failure to protect the confidentiality of the Security Procedures may enable unauthorized access to the Services and to Customer's Accounts and data. Customer agrees to notify Bank immediately if there has been a breach of its security, or any Security Procedure has been lost, stolen, misused or compromised. In addition to Customer's obligations to safeguard the Security Procedures and establish procedures to ensure their confidentiality, Customer agrees to change the Credentials periodically and whenever: (x) anyone who has had access to the Credentials is no longer employed or authorized by Customer to use the Services; or (y) there is known or suspected unauthorized access to the Security Procedures.

Section 8.8. Customer Systems. Customer is responsible for maintaining the security and reliability of the hardware, software and all other aspects of the information technology infrastructure and systems used by Customer to access or use the Services, Accounts and Account information, and for any malfunction, security breach, virus, inaccuracy or other failure of any of its information technology infrastructure.

SECTION 9. COMPLIANCE

This Agreement and the use and provision of Services are subject to all Applicable Law, including without limitation, the UCC and Operating Rules. Both parties agree to be bound by the Operating Rules where applicable and to comply with Applicable Law in using or providing the Services, as the case may be.

SECTION 10. LIMITATION OF LIABILITY

CUSTOMER AGREES, TO THE MAXIMUM EXTENT PERMITTED BY LAW, THAT IN ADDITION TO ANY OTHER LIMITATION ON BANK'S LIABILITY IN THIS AGREEMENT OR THE OCAA, IN NO EVENT WILL BANK (OR ITS OFFICERS, DIRECTORS, SHAREHOLDERS, AFFILIATES, EMPLOYEES OR AGENTS) BE LIABLE OR RESPONSIBLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE, SPECIAL OR SPECULATIVE LOSSES, EXPENSES, INJURY, COSTS OR DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, REVENUE, SAVINGS, TIME, DATA, GOODWILL AND OPPORTUNITIES, ATTORNEYS' FEES, AND COURT AND OTHER DISPUTE RESOLUTION COSTS) THAT CUSTOMER OR ANY OTHER PERSON MAY INCUR OR SUFFER IN CONNECTION WITH THIS

AGREEMENT, EVEN IF BANK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS, COST OR DAMAGE AND REGARDLESS OF THE TYPE OF CLAIM.

Bank's liability to Customer arising from any Service or this Agreement will be limited to Customer's actual monetary damages that are the direct result of Bank's negligence or willful misconduct. Notwithstanding the foregoing, for Payment Orders which are governed by and subject to UCC Article 4A, Bank is liable only for interest losses attributable to Bank's failure to exercise ordinary care resulting in the failure, delay, or improper execution of any Payment Order as required by UCC Article 4A. In addition to the foregoing limitation, in the instance of any overbilling by Bank that is timely reported by Customer as required by this Agreement, Bank's liability shall not exceed the amount overbilled by and paid to Bank by Customer. In no instance shall Bank be responsible or liable for any (a) act or omission of Customer's officers, employees or agents, or of any other third party (other than Bank's Processors), (b) failure to act by Bank if Bank reasonably believed taking the omitted action would have violated Applicable Law, or (c) interception of information relating to the Customer or its transactions as a result of Customer's use of the Internet or other Access Channel or the Channel Services that is not the result of Bank's gross negligence or willful misconduct.

SECTION 11. INDEMNIFICATION OBLIGATIONS

Section 11.1. Customer. To the fullest extent not prohibited by Applicable Law, Customer agrees to indemnify and hold Bank and its officers, directors, employees, affiliates, shareholders and agents harmless from and against any and all Losses resulting directly or indirectly from, or arising in connection with: (a) Customer's breach of any of Customer's agreements, representations, warranties or covenants in this Agreement, the Service Terms or any other Related Agreement; (b) Customer's violation of Applicable Law; or (c) Customer's use of the Services and Bank complying with or carrying out any Instruction or other direction given to Bank in accordance with this Agreement. Customer is not, however, obligated to indemnify Bank for any Losses directly resulting from Bank's gross negligence, willful misconduct, or bad faith.

Section 11.2. Bank. To the fullest extent not prohibited by Applicable Law, Bank agrees to indemnify and defend at Bank's own expense or settle any action brought against Customer to the extent that it is based on a claim that Customer's use of a Service directly infringes a copyright, trademark or patent or constitutes misappropriation of a third-party trade secret, provided, however, that Customer: (a) promptly notifies Bank in writing of such claim; (b) has not made any admission of liability or agreed to any settlement or other material issue relating to such claim; (c) reasonably cooperates with Bank at Bank's expense in the defense or settlement; and (d) gives Bank sole control and authority over all aspects of the defense or settlement of such claim.

SECTION 12. BANK RECORDS.

Bank's records as to this Agreement and Related Agreements, Services and transactions using the Services shall be controlling in the event of any conflict with Customer's records. Customer authorizes Bank (but Bank is not obligated) to record electronically and retain telephone conversations between Customer and Bank. Imaging and electronic records will be retained by Bank, and copies of such records will be available at Customer's request and expense, until such records are disposed of in accordance with Bank's then current policies and procedures.

SECTION 13. CONFIDENTIALITY, PRIVACY AND SECURITY

Section 13.1. Customer. Subject to Customer's duties under Applicable Law, Customer agrees to keep confidential and not disclose to any third party (other than its agents) Bank's Fees, Service Terms, software, non-public Service features and other proprietary information and systems Bank and its Processors provide and disclose in connection with the Services. Customer acknowledges the exclusive ownership by Bank or its Processors of such information, and agrees to use such information solely for purposes of using the Services.


Section 13.2. Bank. Bank acknowledges that non-public information Bank obtains from Customer in connection with providing a Service to Customer may be confidential. Bank has implemented policies, procedures, and controls to safeguard Customer information in accordance with Applicable Law and regulatory guidelines.

SECTION 14. ACCOUNT MANAGEMENT

Section 14.1. Customer Information Review. Customer is responsible for monitoring its use of the Services and all activity in its Accounts with Bank. Information regarding transactions with the Services is reported on Customer's periodic Account statement and is available through the Channel Services. Depending upon the Services that Customer uses, Customer will have access to Account and transaction information on a prior day, intraday and/or real time basis. Account and transaction information changes frequently and is subject to updating, verification and correction. Bank assumes no responsibility for Customer's reliance on any Account or Service information reported on an intraday or prior day basis that is subsequently updated, verified or corrected. Customer understands and agrees to: (a) regularly review the Account and transaction information (including statements) that Bank makes available to Customer; and (b) notify Bank as soon as reasonably possible of any error, unauthorized transaction, discrepancy or other similar matter (each, an "Error").

Section 14.2. Error Reporting. Customer understands that the nature of certain transactions and Applicable Law relating to certain Services require that Customer provide Timely Notice (defined below) of an Error in order to preserve or exercise rights against third parties that may have been the beneficiary of such Error. "Timely Notice" is defined as notice provided to Bank: (a) on the same Business Day with respect to any Payment Order (including Real Time Payments), (b) the next Business Day for other electronic funds transfers, or (c) within thirty (30) days for any other Instruction, transaction or Service (ninety (90) days in the case of Fees), following the date on which such information is sent by Bank or otherwise made available to Customer. If Customer fails to provide Timely Notice to Bank of any Error, then Customer shall be precluded from asserting such Error against Bank. The Timely Notice requirement does not limit Bank's or Customer's rights to attempt to collect on unauthorized or fraudulent transactions from other banks. Notwithstanding the forgoing, Bank reserves the right, in its sole discretion, to adjust transaction records for good cause after the expiration of the Timely Notice time periods.

Section 14.3. Loss Prevention. Customer agrees to institute, maintain and enforce Customer Measures. In addition to the Customer Measures, Bank offers a variety of Services and other tools designed to assist Customer in reducing or stopping the incidence of fraud and unauthorized activity in Customer's Accounts, including enhanced reporting Services, Notifications, positive pay, ACH transaction control, disbursement control, information reporting and Account management Services and features. To the extent



Customer chooses not to use one of these Services or tools or implement Customer Measures, and the proper use of that Service, tool or Customer Measure could reasonably have prevented a Loss due to an incidence of fraud or unauthorized activity suffered or incurred by Customer (an “Incident”), Customer will be deemed to have assumed the risk of such Incident, shall hold the Bank harmless for the amount of such Loss, and will be precluded from asserting that Bank is responsible for such Incident.

SECTION 15. OVERDRAFTS

Bank may delay or refuse to process any item, transaction or Instruction that would result in an Overdraft (as defined in the Commercial Account Rules) in Customer’s Account. Bank processes items and other debits to Customer’s Account in the order described in the Commercial Account Rules. If Bank decides in its discretion to process an item, transaction or Instruction despite the Overdraft, Customer agrees to reimburse Bank immediately for: (a) the full amount of any Overdraft or shortfall created by that item, transaction or Instruction; (b) all Overdraft Fees; (c) interest on the amount of the Overdraft or shortfall for the day the Overdraft or shortfall was created and for each following day until the Overdraft or shortfall has been paid; and (d) all Losses Bank incurs in collecting the Overdraft from Customer.

SECTION 16. TRANSACTION LIMITS

Bank has the right to limit Customer’s transaction volume or dollar amounts, suspend any or all Services and refuse to execute transactions, or terminate any or all Services if Bank in good faith determines that: (a) providing any Service to Customer could reasonably be expected to result in a violation of any Applicable Law or a material loss to Bank, (b) Bank is entitled to terminate the applicable Service pursuant to Section 19 of this Agreement (with or without the lapse of time or notice), or (c) Customer is in default under this Agreement or any Related Agreement. In addition, Bank may limit the types of Instructions Customer may send to Bank for processing or execution. To the extent not restricted by Applicable Law, Bank will promptly communicate decisions regarding such limitations to Customer. Bank reserves the right to limit transaction volume or dollar amounts in any other circumstances, provided Bank gives Customer prior notice of any material limitation or decrease in previously communicated limitations. Customer agrees to provide Bank, upon its request from time to time, with such financial information and statements and other documentation as Bank reasonably determines to be necessary or appropriate to enable Bank to evaluate its exposure or risk.

SECTION 17. BANK RIGHT OF SETOFF; SECURITY INTEREST

Bank has the right to obtain payment of any unpaid amount owed to Bank under this Agreement or any Related Agreement by setting off and debiting any of Customer’s Accounts or accounts with Bank or any of Bank’s affiliates at any time (excluding any Account expressly titled to clearly demonstrate that the Account is held by Customer in a fiduciary or representative capacity for a third party such as, for example, a custodial Account) for the amount owed. Bank’s rights are limited to the extent of limitations and restrictions imposed by Applicable Law. Customer grants to Bank a security interest in all Accounts held by Customer now or in the future with Bank or any of Bank’s affiliates to secure payment of any and all obligations under the Agreement; provided that this security interest shall be subordinate to any security interest separately agreed to in writing by Bank.



SECTION 18. FORCE MAJEURE

Neither party shall be responsible, and neither shall incur any liability to the other, for any failure, error, malfunction or any delay in carrying out any of its obligations under this Agreement directly resulting from causes beyond such party's reasonable control, including without limitation, fire, casualty, lockout, strike, pandemic, epidemic, or disease outbreak, legally mandated quarantine or travel or work restrictions, unavoidable accident, failure of networks, the Internet or telecommunications systems, act of God, act of terrorism, riot, war or the enactment, issuance or operation of any adverse governmental law, ruling, regulation, order or decree, or an emergency that prevents such party from operating normally; provided, however, that Customer shall not be relieved of its responsibility for timely performance of any of its payment obligations to Bank.

SECTION 19. TERM AND TERMINATION

Section 19.1. Term. This Agreement shall remain in full force and effect until terminated by either party as provided in this Agreement. Either party may terminate this Agreement or any Service at any time by giving thirty (30) days' prior written notice of termination to the other party.

Section 19.2. Bank. Bank may terminate this Agreement or terminate or suspend any Service immediately upon notice to Customer if: (a) Customer breaches a material obligation under this Agreement or Related Agreement or violates any Applicable Law or the Operating Rules in connection with the Services or any Related Agreement; (b) Customer becomes insolvent, is placed in receivership or is adjudicated bankrupt or Customer becomes subject to any voluntary or involuntary bankruptcy proceeding or any assignment for the benefit of its creditors; (c) Customer's financial condition has become materially impaired in Bank's good faith opinion such that Customer is unlikely to be able to perform its material obligations to Bank; (d) any person or group acting in concert that is not a controlling stockholder of Customer on the date of this Agreement acquires, directly or indirectly (whether by merger, stock purchase or issuance, recapitalization, reorganization or otherwise), a majority of Customer's outstanding equity interests; or (e) the continued provision of Services in accordance with the terms of this Agreement would, in Bank's good faith opinion, violate Applicable Law or any requirement of any regulatory authority or subject Bank to an unacceptable risk of loss or material security risk.

Section 19.3. Effect. Upon any termination of this Agreement, Customer shall: (a) promptly pay to Bank all sums due or to become due under this Agreement; (b) securely destroy or immediately return (if required by the Service Terms) to Bank at Customer's expense, the Security Procedures (if applicable), and all related Implementation Materials, and all copies and reproductions thereof, whether written or in magnetic media and whether received from Bank or otherwise; and (c) have no further right to make use of the Services.

Section 19.4. Survival. Termination of a Service or this Agreement does not relieve or excuse Customer's payment obligations for any Services that Bank provides to Customer before or after the Service or this Agreement is terminated, nor does it release Customer or Bank from any of Bank's respective obligations that arose or became effective prior to such termination. In addition, all provisions of this Agreement relating to the parties' warranties, representations, confidentiality or non-disclosure obligations, proprietary rights, limitation of liability, and indemnification shall survive the termination of a Service or this Agreement.

SECTION 20. ENTIRE AGREEMENT

This Agreement, together with any Related Agreements constitutes the complete and exclusive statement of the agreement between the parties with respect to the Services and supersedes any prior or contemporaneous agreements between the parties with respect to such Services. Nothing in this Agreement confers a right or benefit on any person or entity other than Bank and Customer.

SECTION 21. AMENDMENT

Section 21.1. Generally. This Agreement, including the Service Terms, may be modified by a written agreement executed and signed by the parties. Bank may, however, modify this Agreement, including the Service Terms, by giving Customer thirty (30) calendar days' prior written notice. If Customer continues to use any Service or the affected Service, as the case may be, after the expiration of the thirty-day period or a later effective date specified in such notice, Customer is bound by the Agreement or Service Terms as the case may be, as so modified.

Section 21.2. Regulatory Changes, Security Measures. Notwithstanding the foregoing, (a) if a modification to this Agreement or the Service Terms is required by or under Applicable Law or by a regulatory authority with jurisdiction over Bank, or (b) if modifications to the Security Procedures are required in order to maintain the security and integrity of Customer's use of the services, but without an adverse material effect on Customer's use of the Services, then in either instance Bank may modify this Agreement, the applicable Service Terms or Security Procedures by giving Customer notice of the modification by any means permitted, and the modification will be effective immediately upon Bank giving such notice.

SECTION 22. ASSIGNMENT

Customer may not sell, assign or transfer, or grant a security interest in any of its rights or obligations under this Agreement without Bank's prior written consent. Bank may assign its rights and obligations under this Agreement in whole or in part without Customer's consent (a) pursuant to, or in connection with any merger, consolidation or amalgamation involving Bank or its parent company, or the sale or transfer of all or substantially all of Bank's assets or stock, or (b) in connection with the sale or other disposition involving a line of Bank's business to which this Agreement relates. Bank will use reasonable efforts to notify Customer of any such assignment. Customer expressly reserves its right to terminate any or all Services in the event of any such transaction.

SECTION 23. GOVERNING LAW; VENUE; WAIVER OF JURY TRIAL

This Agreement and any claims or disputes relating to or arising out of this Agreement or the Services shall exclusively be governed by, and construed in accordance with, the laws of the State of Ohio, without regard to Ohio's conflict of law principles, and with applicable federal laws and regulations. Customer irrevocably submits to the nonexclusive jurisdiction of the courts of the state and federal courts located in Hamilton County, Ohio and agrees that any legal action or proceeding with respect to this Agreement may be commenced in such courts. EACH PARTY HERETO EXPRESSLY, IRREVOCABLY, KNOWINGLY AND VOLUNTARILY WAIVES ANY RIGHT TO A TRIAL BY JURY IN ANY SUIT, ACTION OR PROCEEDING ARISING OUT OF OR RELATED TO THIS AGREEMENT.



SECTION 24. MISCELLANEOUS

Section 24.1. No Extension of Credit. Except as expressly provided in the applicable Service Terms, nothing in this Agreement or any Related Agreement requires Bank to extend any credit of any type (including, but not limited to, any Overdraft), even if Bank has done so in the past.

Section 24.2. Notices. Except as otherwise specifically provided in the Service Terms, including the Implementation Materials with respect to a particular Service, notices under this Agreement shall be provided in writing by nationally recognized overnight courier, hand delivery, U.S. Mail or email. The Bank also reserves the right to provide notice to Customer electronically via email or posting to the Bank's online platform, each of which Customer agrees will be considered "*in writing*." The address for notices to Customer will be the address the Bank has in its records with respect to this Agreement or the particular Service, as applicable. The address for notices to Bank will be as the Bank specifies to Customer in writing, including in the Implementation Materials. Notices shall be deemed effective: (a) when received, if sent by overnight courier or hand delivery; (b) within five (5) days if sent by U.S. Mail; or (c) when sent or posted, if provided via email or posting to the Bank's online platform.

Section 24.3. Information and Audit. In order for Bank to comply with its obligations under Applicable Law and the Operating Rules, upon Bank's request Customer agrees to: (a) provide the records Customer maintains with respect to Customer's use of Services as required by Applicable Law, the Operating Rules, and this Agreement, (b) provide internal and external audit reports relating to Customer's use of the Services and Customer's information technology infrastructure and operational processes and procedures, and (c) permit Bank (including its regulators and auditors) reasonable access during normal business hours to audit Customer's (including Customer's Vendors) compliance with the terms of this Agreement, Applicable Law and the Operating Rules.

Section 24.4. Counterparts. The Agreement may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute a single instrument.

Section 24.5. Severability. If performance of Services in accordance with the terms of this Agreement would result in a violation of any Applicable Law, then this Agreement and any Related Agreement shall be deemed amended to the degree necessary to comply with such Applicable Law, and Bank shall incur no liability to Customer as a result of such violation or amendment. If any provision of this Agreement is held to be invalid, illegal or unenforceable, such provision shall be valid, legal and enforceable to the maximum extent permitted by such holding and the validity, legality, or enforceability of the other provisions of this Agreement will not be affected or impaired by such holding.

Section 24.6. Headings. Headings are for reference purposes only and are not part of this Agreement.

Section 24.7. Waiver. No party's failure or delay in exercising any right or remedy under this Agreement will operate as a waiver of such right or remedy, nor shall any waiver by either party of any breach of the other party's obligations under this Agreement operate as a waiver of any prior, current or subsequent breach. No waiver will be effective unless made in writing.

Section 24.8. Electronic Execution and Consent. The parties agree that this Agreement, the Related Agreements and any Service Terms are entered into on an interstate basis and agree that the Agreement and Services are subject to the Electronic Signatures in Global and National Commerce Act and may be executed and delivered by facsimile, electronic mail in PDF or similar format, or other electronic method, and that the copies or counterpart signature pages so sent shall be treated and have the same force and effect as delivery of an original with a manual signature. Customer agrees and consents that Bank may, at its option, send to Customer any record, notice, disclosure, account statements and other information via electronic means (including through a Channel Service), including information that Bank is required by Applicable Law to provide to Customer in writing. Electronic communication methods include methods Bank employs that deliver visual text or images to be displayed on a computer or mobile device screen, such as e-mail, SMS or other mobile phone text, and posting through a Channel Service. Customer consents to receive account statements and other notices from Bank electronically. Bank may, however, require that Customer deliver an original of this Agreement and any Related Agreement with a manual original signature.

SECTION 25. AFFILIATES

Section 25.1. Joinder. By executing this Agreement, Initial Customer, each Affiliate listed below (if any), and Bank agree that each such Affiliate shall have all of the rights and obligations of, and shall for all purposes be a party under this Agreement as a “Customer.” Additional Affiliates can be added through an addendum to this Agreement in the form required by Bank and executed by Initial Customer and Bank.

Section 25.2. Affiliate Representation, Warranty and Covenant. Initial Customer represents, warrants and covenants to Bank that (a) each entity signing this Agreement as an Affiliate meets the definition of Affiliate and shall continue to meet such definition as long as the entity receives or uses the Services, (b) the individual signing on behalf of the Initial Customer is duly authorized to execute this Agreement on behalf of each Affiliate, and (c) that each Affiliate hereby agrees to be bound by the terms of this Agreement for the use of the Services.

Section 25.3. Role of Initial Customer; Responsibility. Each Affiliate hereby authorizes Initial Customer, and Bank may rely on Initial Customer's authority, to act as agent for such Affiliate in connection with any and all matters relating to the Agreement, including, without limitation, administering the Services and originating transactions (i.e., ACH, wire, other electronic funds transfer or check), executing Implementation Materials, acceptance and allocation of the payment of interest or earnings credits, terminating the Agreement, collection and negotiation of items for deposit, agreeing to modifications and amendments to the Agreement, adding new Affiliates, and receiving notices under the Agreement (which will be effective against the Customer, even if such notices and communications are sent only to Initial Customer); any and all such actions by the Initial Customer shall be binding on the Affiliates. Each Affiliate agrees that it is responsible for the payment of Fees or maintenance of required balances for the Services that it receives from Bank, and for all obligations and liabilities it incurs.

Section 25.4. Single Channel Access. Initial Customer and any Affiliate acknowledge and agree that the Security Procedures provided by Bank to the Initial Customer shall be used in order to use the Services, and that such Security Procedures are commercially reasonable for the Instructions to be provided on behalf of each Affiliate. As such, each Customer acknowledges and agrees that (a) Bank may rely on



and act on any and all communications and Instructions it receives through a Access Channel using the Security Procedures assigned to the Initial Customer and Bank's reliance shall not constitute negligence or willful misconduct or bad faith, (b) each Customer shall be bound by such use of the Services and any Instructions (including funds transfers) and liable for any transactions debiting the Account of the Affiliate, and (c) Bank shall have no liability or responsibility for notifying any Affiliate with which Initial Customer shares its Security Procedures. Each Affiliate and Initial Customer understand and agree that use of the Services and any transactions affecting each Affiliate's Accounts may be reflected on the records of Bank as initiated by the Initial Customer.

Section 25.5. Guarantee. Initial Customer unconditionally and irrevocably guarantees to Bank the full and prompt payment and performance by each Affiliate of all obligations they or any of them may incur under this Agreement, including but not limited to obligations for Fees and charges, indemnification, and in any case that any payment to Bank by an Affiliate is set aside, rescinded or otherwise required to be returned in any bankruptcy or similar proceeding. Initial Customer agrees to pay any and all such amounts upon demand by Bank.

SECTION 26. DEFINITIONS

"Account" or "Accounts" means one or more commercial demand deposit accounts at Bank that is maintained or controlled by Customer.

"Affiliate" means any entity that is directly or indirectly controlled by Initial Customer through ownership of at least a majority of the equity interests of, or holding voting control over such entity.

"Applicable Law" means all applicable federal and state laws, rules and regulations as in effect from time to time governing or relating to the Agreement or the Services, including, without limitation, the Operating Rules and the rules of any funds transfer system, and the rules of, and regulations administered by, the Office of Foreign Assets Control of the U.S. Treasury Department.


"Available Funds" means those funds that are made available for immediate withdrawal in an account with Bank in accordance with Bank's Funds Availability Policy.

"Business Day" means any day other than a Saturday, Sunday, holiday or other day on which the Bank is not required or permitted to be closed.

"Commercial Account Rules" means the agreement provided to Customer and governing Customer's Accounts.

"Credentials" means the user name, personal identification numbers, identification codes, passwords and other identifying and authentication inputs, security token or authentication device, equipment or software that the Customer uses to access the Services.

"Customer Measures" means reasonable procedures, policies, internal controls and measures including reasonably available software design to ensure the secure and authorized use of the Services and Channel Services including, as appropriate for Customer and its use of Services: (a) comprehensive legal compliance, business continuity and data protection programs, (b) security and data protection software and



technology, including firewalls; (c) regularly monitoring the Accounts and use of the Services; (d) control of user Credentials; (e) ongoing training and education to management, employees, and Vendors on the secure use of the Services and various forms of threats to security including email scams, phishing and similar attacks; and (f) regular auditing of Account activity and assessment (at least annually) the security of its information technology infrastructure and Customer Measures.

“Cutoff Time” means the time on any Business Day when Bank will no longer accept Instructions or process transactions (including Payment Orders) for that Business Day and any such Instructions received after such time, if accepted, and transactions processed on that day will be processed as of the next Business Day.

“Implementation Materials” means any documents that facilitate the use of a Service, specifications, set-up and sign-up forms provided by Bank, and those completed and submitted by Customer, including electronically, and written Security Procedures.

“Initial Customer” means the entity signing as the “Customer” on the signature page to this Agreement.

“Instruction” means any Payment Order, other wire transfer instruction, ACH Entry (as defined in the Operating Rules), file, batch release, request, instrument or other message, instruction or direction provided using Customer’s Security Procedures, or otherwise provided by or on behalf of Customer to Bank to perform a Service or take action on behalf of Customer or its Accounts.

“Losses” means any and all claims, actions, demands, losses, damages, judgments, liabilities, costs and expenses (including, without limitation, reasonable attorneys’ fees and court costs) and all costs of settlement of claims.

“Operating Rules” means the rules, regulations and operating guidelines of the National Automated Clearinghouse Association and those of any regional clearinghouse, payment card association (e.g., MasterCard Incorporated), or any payment network (e.g., SWIFT, ECCHO, The Clearing House Payments Company L.L.C.) in effect from time to time used by Bank to provide the Services.

“Payment Order” has the meaning ascribed thereto in Article 4A of the UCC, and shall include, but not be limited to, instructions given for the use of any Service for the origination, processing and payment of electronic funds transfers, including any wire transfers, ACH Entries, and any internal funds transfers between Accounts.

“Processors” means any third-party processors engaged by Bank to provide any part of the Services.

“Related Agreements” means the Service Terms, Account Rules, Fee agreement, the OCAA, and any resolution or other document establishing Customer’s authority to engage in the Services and open Accounts with Bank and appoint individuals as Authorized Agents.



“Security Procedures” means the Credentials, call-back protocols, and other systems, software and procedures provided by Bank or its Processors for authenticating Instructions, transactions and use of the Services.

“Service Terms” means the terms and conditions for the Services provided by Bank to Customer under this Agreement, including the Treasury Management Services Terms & Conditions Book available at 53.com/tm-tc and any Implementation Materials.

“Services” means the treasury management services described in this Agreement, the OCAA and the Service Terms or otherwise incorporated herein.

“UCC” or **“Uniform Commercial Code”** means the Uniform Commercial Code, as enacted in the State of Ohio.

“Vendor” means any third-party service provider used by Customer in connection with the Services or to whom Customer give access to any Service, including through the Channel Services.

[Signature Page Immediately Follows]

In Witness Whereof, the parties have caused this Agreement to be executed by their respective duly authorized representatives as of the Effective Date.

CUSTOMER NAME:

Ypsilanti District Library

Tax ID: 38-2462745

By: _____

Print name: Lisa Hoenig

Print title: Director

NOTE: If required by resolution, second officer of Customer must sign below:

By: _____

Print name: _____

Print title: _____

Signing as a duly authorized officer or agent of each of the Affiliates listed below:

By: _____

Print name: _____

Print title: _____

This Agreement includes the following Affiliates:

Affiliate Name:

Tax ID No.:



FIFTH THIRD BANK

**38 Fountain Square Plaza
Cincinnati, Ohio 45263**

Online Channel Access Agreement

This Online Channel Access Agreement ("*Agreement*") is between the undersigned "*Customer*" and Fifth Third Bank, National Association ("*Bank*") and is effective as of the later date executed by Bank and set forth on the Signature Page (the "*Effective Date*"). Capitalized terms shall have the meaning provided in this Agreement, including Section 16 below, or if not defined in this Agreement, the meaning provided in the Commercial Account Rules or the Master Treasury Management Agreement ("*MTMA*"), as applicable.

SECTION 1. CHANNEL SERVICES.

Section 1.1. Description. Channel Services enable access to, and electronic management of, the Services and Related Accounts that Bank provides. Bank reserves the right to add Channel Services, enhance the functionality and features of the Channel Services and extend the application of the Channel Services to other Services at any time without notice. Information provided through the Channel Services about a Related Account is provided “as is,” changes frequently and is subject to updating, verification and correction. Information Customer obtains through a Channel Service is not the official record of the Related Account or any transaction unless otherwise specified. Bank assumes no responsibility for Customer’s reliance on any Related Account or Service information subsequently updated, verified or corrected.

Section 1.2. Services and Implementation. Each of the Services is governed by the applicable Bank Agreements including this Agreement and as elected by Customer in the Implementation Materials. Nothing in this Agreement expands, changes, limits or restricts any of the respective obligations or rights of the parties under the applicable Bank Agreements. It is the intention of the parties that this Agreement and each Bank Agreement be construed and interpreted to give effect to the respective provision of each to the greatest extent practical. To the extent of any conflict between this Agreement and the Bank Agreements with respect to the Channel Services the terms of this Agreement shall control. If Bank is not a party to the Bank Agreement, Customer acknowledges and agrees that Bank is providing the Channel Services in conjunction with the provider of the Services under that Bank Agreement and consents to all access to the Services provided through this Agreement. Customer acknowledges and agrees that Bank may arrange for certain or all of the aspects of the Services, including software and processing to be performed or provided, by Processors engaged by Bank and that Customer shall have no rights or remedies against any such Processor for the Services, but only against Bank. Bank’s Processors are obligated to comply with the confidentiality, privacy and security requirements of this Agreement. Bank is liable and solely responsible for the aspects of the Service provided by its Processors.

Section 1.3. Intellectual Property. Bank and its Processors or other third parties involved in providing the Channel Services (if any) own and exclusively retain any and all patent, trademark, copyright or trade secret rights (collectively referred to as “*Intellectual Property Rights*”) and any related rights associated with the Channel Services and the software, design, functionality, processes, procedures, systems, know-how, inventions, sales materials, technical materials, Channel Documentation and other materials provided in connection with the Channel Services as well as the content and other works of authorship provided, displayed or published in connection with the Channel Services. Customer further acknowledges and agrees that Bank or its Processors or such other third parties, as the case may be, shall exclusively own all Intellectual Property Rights in and to any and all improvements, enhancements, derivative works, modifications, or developments made to or resulting from any of the foregoing, including those developed, worked on, learned, or conceived by Bank or its Processors in connection with providing the Channel Services to Customer, and Customer assigns any such rights to Bank or its designee. Customer’s sole right is to use the Channel Services as provided in this Agreement.

Section 1.4. Availability. While Bank will use commercially reasonable efforts to have its Channel Services available at all times, one or more of the Channel Services may be

temporarily unavailable due to routine or unscheduled maintenance or upgrades, or the occurrence of unauthorized activity or other events or circumstances beyond Bank's control including economic and political events, periods of high volume, and system attacks and Bank's response to such events or circumstances. Customer agrees that Bank shall not be liable if a Channel Service is not available for use at any time.

Section 1.5. Third Party Software and Linked Sites. The Channel Services may provide the opportunity to use or access software or services that are not part of the Channel Services or Services ("*Third-Party Software*") and links to the websites of third parties ("*Linked Sites*") but are each provided by a third party other than a Processor ("*Third-Party Provider*"). Use of Third-Party Software and Linked Sites through links or otherwise is solely at Customer's election, risk and expense. Customer is responsible for obtaining and complying with the Third-Party Provider's license or terms of use. Except where we explicitly provided otherwise in a Bank Agreement or this Agreement, Bank does not endorse or assume any responsibility for any such Third-Party Software, Linked Site or for any obligation of the Third-Party Provider to Customer. Customer agrees that the Third-Party Provider (and not Bank) is solely liable and responsible to Customer for any content, services, any problems or claims with respect to the Third-Party Software or Linked Site including any security or data breach.

Section 1.6. Mobile Apps. Bank's Mobile Apps enable access to certain Channel Services through the use of a supported electronic wireless device, such as a smartphone or tablet device ("*Mobile Device*"). The Mobile App for Fifth Third Direct is available to Users that have been granted User Rights, some of which may only be enabled in the set-up and implementation process. Customer agrees that, where required, the acceptance by Users of software and terms of use associated with the acquisition of a Mobile App is authorized by Customer, and shall be binding upon Customer and each User. In addition to any fees disclosed by Bank to Customer for use of the underlying Channel Services or Services accessed through Mobile Apps, Customer and may incur charges from its telecommunications carrier for use of the Mobile App. Bank is not responsible for any such charges that Customer or Users may incur. The use of Mobile Apps presents unique risks in addition to those associated with the use of the Internet generally. Those risks include the potential loss or compromise of a Mobile Device with a Mobile App, the increased exposure to potential unauthorized access to communications and to malware and similar invasive software. Customer assumes all risks of using the Mobile Apps for the Channel Services any Services by all of its Users, and are responsible for managing the use and security of the Mobile Devices to combat these and other risks associated with mobile banking.

Section 1.7. Risks of Internet Use. Since the Internet is inherently unsecure and since there is a risk that data communications and transfers through the Channel Services may be subject to interruption, interception, failure, unavailability, delay or unauthorized access or dissemination ("*Failure Events*"), Bank agrees to take commercially reasonable steps to maintain the security of such data communications and transfers, including using encryption and other industry standard security features. Except where Bank fails to take such commercially reasonable steps, Bank shall not be liable for any Failure Events that occur, including any loss of privacy or data, or use by others of such data communications or transfers. Under no circumstances, shall Bank be liable for any Failure Events that occur prior to Customer or the User establishing a secure connection to Bank's authorized portal or after properly terminating that connection.

SECTION 2. PROCESS.

Section 2.1. Set Up and Implementation. Customer may elect to enable Channel Services for one or more Services through the corresponding Bank Agreement or this Agreement. In the set up process for a new or added Channel Service, Bank requires that Customer provide Bank with information necessary to establish the Channel Service and establish the User Rights of the Customer's Users, including those executing this Agreement and any Channel Service Schedule, and providing set up information to Bank. Bank may rely on the information provided to Bank by Customer in this process in establishing and providing the Channel Services to Customer. Any changes by Customer to the information provided to Bank must be made in writing and will not be effective until received by Bank has had a reasonable opportunity to act or such changes.

Section 2.2. Limited Use. Bank grants Customer, for Customer's internal business purposes solely in connection with a Service, a non-exclusive, non-transferable, limited and revocable right to use and access the Channel Services. Customer agrees to use the Channel Services only in connection with the Services for legitimate business purposes and only in accordance and in compliance with Applicable Law. Bank provides the Channel Services for the sole and exclusive benefit of Customer and Customer's Affiliates who become a party to this Agreement. Customer agrees not to access, or allow Users to access, the Channel Services from any country where such use or access is prohibited by United States sanctions regulations, Applicable Law or local law. If access to any software is provided through the Channel Services, Customer agrees not to download the software outside the United States. Any Vendor used by Customer in connection with the Channel Services or to whom Customer gives access to any Service including through the Channel Services is Customer's agent and not Bank's, and Customer is liable and solely responsible for: (a) any Vendor's failure to comply with this Agreement and manage Related Account information, transmit Instructions and other directions and decisions to us and other online features as described in this Agreement or the Bank Agreement including any Security Procedures or operating requirements relating to the Channel Services; and (b) all fees, costs and expenses owed to each Vendor for its services.

Section 2.3 Fees; Setoff. Fees associated with the Channel Services, if any, are specified in the applicable Channel Service Schedule, or as separately agreed by the parties in writing. In addition, Customer is subject to fees, interest and other charges as required under the applicable Bank Agreement. Customer and Users shall be responsible for any internet access or telecommunications charges they incur in connection with the use of the Channel Services including use of a Mobile Device. Customer agrees that, in the event Customer fails to pay the amount of fees due and owing under this Agreement, Bank may set off against an Account held by Customer at Bank to pay the amount of such fees, interest or charges (excluding any Account expressly titled to clearly demonstrate that the Account is held by Customer in a fiduciary or representative capacity for a third party such as, for example, a custodial Account).

Section 2.4. Restrictions. Customer agrees that it will not, and will not allow its employees, contractors, agents or Vendors to, directly or indirectly: (a) decompile, reverse engineer, disassemble or otherwise attempt to derive source code or trade secrets relating to the Channel Services; (b) copy (except in the case of normal backups and archival copies), reproduce, or incorporate any portion of the Channel Services, or seek to circumvent any restrictions or measures controlling access to the Channel Services; (c) license, lease, encumber, distribute, resell, or otherwise transfer, co-brand, frame, or link any portion of the Channel

Services; or (d) adapt, modify, transform or create derivative works of, any aspect of the Channel Services (including the removal or alteration of any copyright, trademark or proprietary rights notice).

SECTION 3. CHANNEL ADMINISTRATION.

Section 3.1. Channel Administrator. The administrative features for the management of the Channel Services are controlled and managed by Customer's Channel Administrator(s). The Channel Administrator has broad authority to manage the Channel Services including the authority and responsibility to appoint additional Channel Administrators with the authority for one or more Services, which includes the authority to:

- select and configure features and Channel Services for Customer's specific requirements;
- designate and delete Users, and assign and administer User Rights (except where Bank specifically reserves this right to itself in a Channel Service Schedule or Bank Agreement);
- select and administer Security Procedures and User controls related to the Channel Services;
- enable use of Mobile Apps for Users for certain Services;
- accept and act on all communications from Bank regarding the Channel Services; and,
- designate itself as a User with rights to the Channel Services for some or all of the linked Services.

Customer understands that Customer may, at its option, enable multiple or separate Channel Administrators for each Service. If Customer has included Affiliates under this Agreement, Customer may designate separate Channel Administrators for each Affiliate and the Affiliate's Services or may have a common Channel Administrator for one or more Affiliates. The Channel Administrators (set up by Bank on Customer's instruction in the implementation process) may also have authority for Channel Services over all Affiliates.

Section 3.2. Designation and Authority. (a) Customer will appoint a person or persons to serve as the Channel Administrator or Channel Administrators in writing on a form or forms Bank requires in the implementation process or if Customer does not then have an acting Channel Administrator. Customer agrees to not permit the sharing of Credentials or the use of any Credentials except by the person authorized by Customer or the Channel Administrator.

(b) The Channel Administrator has complete authority to manage Customer's use of the Channel Services including enabling User Rights. As part of the set up and implementation process, Bank will provide the Channel Administrator designated by Customer with its initial sign-on credentials and establish the Services to which he or she shall have access. The Channel Administrator must then establish its own password. Customer is solely responsible for maintaining the privacy and security of the Credentials once established and for any use of the Channel Services and Services associated with those Credentials.

(c) The Channel Services may allow the Channel Administrator to set transaction limitations, establish controls, develop templates, manage Credentials (other than User IDs provided by Bank) and utilize security features for the Channel Services. Failure to properly implement and manage limitations, controls, and security features increases the risks of, and Customer's exposure to, unauthorized transactions.

(d) Customer may have the option to require "*Dual Control Administration*," meaning that the approval of a second Channel Administrator is required to verify the designation and authorization of a User. Bank recommends that Customer elect to require Dual Control Administration. Bank will rely on the authority of the Channel Administrator and Users designated by the Channel Administrator until Bank receives written notice of a change from an authorized representative of Customer that Customer will be using Dual Control Administration and Bank has had a reasonable opportunity to act on and approve the notice.

SECTION 4. SECURITY AND SECURITY PROCEDURES.

Section 4.1. Effect. Access to Channel Services is subject to Security Procedures that Bank establishes with Customer. All use of the Channel Services through the Security Procedures will be deemed to have been authorized by Customer. Each direction, message or other instruction sent to Bank through the Channel Services by a User using the User's Credentials and applicable Security Procedures will be treated by Bank as authorized and shall bind Customer. Customer is responsible for the accuracy, completeness and timeliness of all such instructions sent through the Channel Services. The Security Procedures are not designed to detect errors in any communications to Bank or other use of the Channel Services. Use of the Services by Users themselves may be subject to the same or additional Security Procedures as required by the Bank Agreement or this Agreement. Bank may update its requirements with respect to Credentials by giving Customer notice through the applicable Users and Channel Administrator.

Section 4.2. Safeguarding the Security Procedures. Customer agrees to maintain the security and confidentiality of the Security Procedures and Implementation Materials. Customer's failure to protect the confidentiality and integrity of the Security Procedures may enable an unauthorized person to use the Channel Services and access Customer's Related Accounts and data, and transfer funds from Related Accounts. Customer must notify Bank as soon as reasonably possible if there has been a breach of its security, or any Security Procedure have been lost, stolen, misused or compromised. Customer should contact its relationship manager, Bank's customer support services or contact person indicated in the Channel Documentation. If a User is no longer authorized, Customer is responsible for terminating that User's User Rights. Bank may suspend the Channel Services if Bank believes the security of the Channel Services has been compromised.

Section 4.3 Customer Responsibilities. In addition to using and protecting the Security Procedures, it is Customer's responsibility to: (a) institute and use current and reasonable measures to mitigate the risks associated with the access to and use of the Channel Services and Services; (b) institute and enforce effective policies and procedures to control the use of the Channel Services, and ensure that its personnel use the Channel Services only as authorized and within the limits of their permission or authority; and (c) carefully monitor the activities of the Users using the Channel Services for compliance with this Agreement and Customer's internal control policies and require Users to maintain the safety and confidentiality of their Credentials

including by regularly changing their passwords. In addition to taking these measures, Customer acknowledges that Bank offers certain tools designed to assist Customer in controlling the incidence of unauthorized use of the Channel Services. If Customer chooses not to implement Customer Measures, and the proper use of that Service or Customer Measure could reasonably have prevented a Loss due to the incidence of fraud, or unauthorized activity Customer shall hold the Bank harmless for such Losses that could have reasonably been prevented.

Section 4.4. Customer Systems. Customer is responsible for having and maintaining functioning hardware, software, infrastructure, mobile and other communication devices, Internet access and service and information technology systems including reasonable and current security features and protections (collectively "*Customer Systems*") necessary for use with the Access Channels and for meeting the technical specifications set forth in the Channel Documentation. Customer is responsible for any malfunction, compromise, security breach or other misuse or problems with the Customer Systems and for the information transmitted and received through the Customer Systems.


Section 4.5. Additional Authentication. Bank has no duty to monitor Customer's use of the Channel Services. Bank may, however, in its discretion, apply a variety of techniques and programs that may trigger a requirement for a User to respond to an email or message from Bank to provide additional authentication before permitting certain actions of the User including a change in User's profile and certain transactions. Users will not be able to complete the desired actions until additional authentication is provided. Customer is not entitled to rely on these programs or techniques as a substitute for its own internal control of the activities of its Users.

SECTION 5. ELECTRONIC COMMUNICATIONS; CONSENT.

The parties agree that this Agreement and the Bank Agreements are entered into on an interstate basis and agree that those Agreements and Services and Channel Services are subject to the Electronic Signatures in Global and National Commerce Act and may be executed and delivered by facsimile, electronic mail in PDF or similar format or other electronic method. Customer agrees and consents that Bank may, at its option, send to Customer any record, notice, disclosure, account statements and other information including information that Bank is required by Applicable Law to provide to Customer in writing via electronic means (including through a Channel Service.) Electronic communications include commercially reasonable electronic communications methods Bank employs that deliver visual text or images to be displayed on a computer or mobile device screen (such as e-mail, SMS or other mobile phone text, and posting through a Channel Service). This is Customer's consent to receive account statements and other notices from Bank electronically. Bank's records as to the executed Agreement shall be controlling. Bank may, however, require that Customer deliver an original of this Agreement with a manual original signature.

SECTION 6. NOTIFICATIONS.

Section 6.1. Establishment. Users are required to accept certain administrative emails and text notifications and may elect to receive certain other email or text notifications relating to an activity, status or action relating to their Channel Services and any Services including for additional authentication Bank may require (all such emails and texts, "*Notifications*"). The Notification feature is set up by each User and depends on the User specifying a valid and current



email address or phone number. Customer consents to the sending of email and text notifications to Users, including to any Mobile Devices and through any Mobile App, and understands that such messages could result in charges to the Users or Customer for such messages from the carriers of such messages.

Section 6.2. Informational Use. Notifications are provided for Customer's and User's information and convenience only. Notifications do not constitute a Bank record and are not intended as a substitute for proper account management or regular use of Bank's account management or other information related Services.

Section 6.3. Delivery Risks. Notifications may be delayed or prevented by a variety of circumstances beyond Bank's control. Bank does not guarantee the delivery of any Notifications. Notifications are sent via the Internet or wireless networks without being encrypted or otherwise coded in any way. Bank will not be liable in any way for non-delivery, delayed or wrong delivery of Notifications, the content in Notifications, or Customer's use of, or reliance on, the absence of any Notification for any purpose. Replies to a Notification are not permitted and will not be read or acted upon.

SECTION 7. BANK REPRESENTATIONS AND WARRANTIES.

Bank represents and warrants to Customer that: (a) Bank's duly organized, validly existing, and in good standing in the jurisdiction in which Bank is organized; (b) the execution, delivery and performance by Bank of this Agreement has been authorized by all necessary corporate and governmental action; (c) the person(s) signing this Agreement is duly authorized to do so; (d) this Agreement represents Bank's legal, valid and binding obligation; and (e) execution and performance of this Agreement and provision of the Channel Services does not violate any Applicable Law, Bank's bylaws or any material agreement by which Bank is bound. No descriptions or specifications constitute representations or warranties of any kind. Bank is acting as an independent contractor in providing the Channel Service and not as Customer's agent or as a fiduciary. EXCEPT AS EXPRESSLY SET FORTH ELSEWHERE IN THIS AGREEMENT, BANK MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, EITHER EXPRESS OR IMPLIED, OF ANY KIND WITH RESPECT TO ANY ACCESS CHANNELS OR CHANNEL SERVICES OR OUR PERFORMANCE OF ANY SERVICES OR THE CHANNEL SERVICES, INCLUDING, WITHOUT LIMITATION, THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. NO DESCRIPTIONS OR SPECIFICATIONS CONSTITUTE REPRESENTATIONS OR WARRANTIES OF ANY KIND.

SECTION 8. CUSTOMER REPRESENTATIONS AND WARRANTIES.

Customer represents and warrants to us that: (a) Customer is duly organized, validly existing, and in good standing in the jurisdiction in which Customer is organized, and is validly qualified in any other jurisdiction where Customer does business and is required to be qualified except where the failure to be so qualified would not have a material adverse effect on Customer; (b) the execution, delivery and performance by Customer of this Agreement including each Channel Service Schedule and the Implementation Materials has been authorized by all necessary entity and governmental action; (c) the person or persons signing this Agreement including each Channel Service Schedule and the Implementation Materials on Customer's behalf is (are) duly authorized to do so; (d) this Agreement including each Channel Service Schedule represents Customer's legal, valid and binding obligation; (e) the execution and performance of

this Agreement including each Channel Service Schedule, and the use of the Channel Services do not and will not violate in any material respect any Applicable Law, Customer's entity governing documents, or any material agreement by which Customer is bound; and (f) each transaction Customer conducts, and each account Customer has with Bank is conducted or maintained for a business or commercial purpose and not a personal, family or household purpose. Customer reaffirms these representations and warranties each time it executes a Channel Service Schedule and each time it uses a Channel Service and agrees to promptly notify Bank if any representation or warranty made by Customer is no longer true.

SECTION 9. COMPLIANCE

This Agreement and the use and provision of the Channel Services are subject to all Applicable Law. Each party agrees to comply with Applicable Law in using or providing the Channel Services, as the case may be. Customer agrees to comply with the requirements of the Channel Documentation provided for the Channel Services.

SECTION 10. LIMITATION OF LIABILITY.

CUSTOMER AGREES TO THE MAXIMUM EXTENT PERMITTED BY LAW THAT IN ADDITION TO ANY OTHER LIMITATION ON BANK'S LIABILITY IN THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY CHANNEL SERVICE SCHEDULE OR BANK AGREEMENT, IN NO EVENT WILL BANK (OR ITS OFFICERS, DIRECTORS, SHAREHOLDERS, AFFILIATES, EMPLOYEES OR AGENTS) BE LIABLE OR RESPONSIBLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE, SPECIAL OR SPECULATIVE LOSSES, EXPENSES, INJURY, COSTS OR DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOST PROFITS, REVENUE, SAVINGS, TIME, DATA, GOODWILL AND OPPORTUNITIES, ATTORNEYS' FEES, AND COURT AND OTHER DISPUTE RESOLUTION COSTS) THAT CUSTOMER OR ANY OTHER PERSON MAY INCUR OR SUFFER IN CONNECTION WITH THIS AGREEMENT OR ANY CHANNEL SERVICE PROVIDED BY BANK, EVEN IF BANK HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH LOSS, COST OR DAMAGE AND REGARDLESS OF THE TYPE OF CLAIM. IN THE CASE OF ANY CONFLICT BETWEEN ANY LIMITATIONS OF LIABILITY IN THIS AGREEMENT INCLUDING A CHANNEL SERVICE SCHEDULE, OR A BANK AGREEMENT, THE BROADER LIMITATION SHALL CONTROL TO THE MAXIMUM EXTENT PERMITTED BY LAW.

Customer further agrees, to the maximum extent permitted by law, that Bank's liability to Customer arising from any Channel Service will be limited to actual monetary damages that are the direct result of Bank's negligence or willful misconduct. Notwithstanding the forgoing, for any Instructions that are Payment Orders which are governed and subject to UCC Article 4A, Bank is liable only for damages required to be paid under UCC Article 4A. In addition to the forgoing limitation, in the instance of any overbilling by Bank that is timely reported by Customer as required by this Agreement, Bank's liability shall not exceed the amount overbilled by and paid to Bank by Customer. In no instance shall Bank be responsible or liable for (a) any act or omission of Customer's officers, employees or agents, or of any third party (other than Bank's Processors), (b) any failure to act by Bank if Bank reasonably believed taking the omitted action would have violated Applicable Law, or (c) any interception of information relating to the Customer or its transactions as a result of Customer's use of the Internet or other Access Channel that is not the result of Bank's gross negligence or willful misconduct. Customer is also subject to any further limitations of liability set forth in an applicable Channel Service Schedule or Bank Agreement.

SECTION 11. INDEMNIFICATION OBLIGATIONS

Section 11.1. Customer. To the fullest extent not prohibited by Applicable Law, Customer agrees to indemnify and hold Bank and its officers, directors, employees, affiliates, shareholders and agents harmless from and against any and all losses, liabilities, damages, actions, claims, demands and expenses including court costs and reasonable attorneys' fees and expenses ("Losses") resulting directly or indirectly from, or arising in connection with: (a) Customer's breach of any of Customer's agreements, representations, warranties or covenants in this Agreement or any Channel Service Schedule; (b) Customer's violation of Applicable Law in connection with any Channel Service or this Agreement; (c) Customer's use of the Channel Services and Bank's complying with or carrying out any instruction or other direction given to Bank in accordance with this Agreement or a Channel Service Schedule; or (d) a claim or action of a third party Provider or Vendor. Customer is not, however, obligated to indemnify Bank or hold Bank harmless for any Loss directly resulting from Bank's gross negligence or willful misconduct.

Section 11.2. Bank. To the fullest extent not prohibited by Applicable Law, Bank agrees to indemnify and defend or settle at its expense any action brought against Customer to the extent that it is based on a claim that a Channel Service as used by Customer in accordance with this Agreement directly infringes a U.S. copyright, trademark or patent or constitutes misappropriation of a third-party trade secret, provided, however, that Customer: (a) promptly notifies Bank in writing of such claim; (b) has not made any admission of liability or agreed to any settlement or other material issue relating to such claim; (c) reasonably cooperates with Bank at Customer's expense in the defense or settlement; and (d) at Bank's request, gives Bank sole control and authority over all aspects of the defense or settlement of such claim.

SECTION 12. TERM AND TERMINATION.

Section 12.1. Term. This Agreement is effective as of the Effective Date and shall remain in effect until terminated by either party as provided in this Agreement; provided, that in the event any Bank Agreement or Service is terminated then the Corresponding Access Channel or Channel Service Schedule will also be terminated, but without terminating this Agreement. This Agreement or any Channel Service Schedule may be terminated by either party at any time by giving thirty (30) days' prior written notice of termination to the other party.

Section 12.2. Bank Termination. Bank may terminate this Agreement or terminate or suspend any or all of the Channel Services immediately if (a) Customer breaches a material obligation under this Agreement or violated any Applicable Law in connection with the Channel Services or any other material agreement with Bank; (b) Customer becomes insolvent, is placed in receivership or is adjudicated bankrupt or Customer becomes subject to any voluntary or involuntary bankruptcy proceeding or any assignment for the benefit of its creditors; (c) Customer's financial condition has become materially impaired in Bank's good faith opinion based on reasonable evidence such that Bank believes Customer is likely to be unable to perform its material obligations to Bank; (d) any person or group acting in concert that is not a controlling stockholder of Customer on the date of this Agreement acquires, directly or indirectly (whether by merger, stock purchase or issuance, recapitalization, reorganization or otherwise), a majority of Customer's outstanding equity interests; or (e) the continued provision of any of the Channel Services in accordance with the terms of this Agreement would, in Bank's good faith opinion, cause Bank to violate Applicable Law or any requirement, policy or directive of any regulatory authority, or would subject us to an unacceptable risk of loss or material security risk.

Section 12.3. Effect. Upon any termination of this Agreement, Customer shall: (a) promptly pay to Bank all sums due or to become due under this Agreement, (b) securely destroy (or return to Bank if requested by Bank) at Customer's expense all Channel Documentation, Security Procedures, and related Implementation Materials, and all copies and reproductions thereof, whether written or in magnetic media and whether received from Bank or otherwise; and (c) have no further right to make use of the Channel Services.

Section 12.4. Survival. Termination of the Channel Service or this Agreement does not relieve or release Customer's payment obligations for any Channel Service or Service Bank provides before and after the Channel Service or this Agreement is terminated, nor does it release Customer or Bank from any of our respective obligations that arose or became effective prior to such termination. In addition, all provisions of this Agreement relating to the parties' warranties, representations, confidentiality or non-disclosure obligations, proprietary rights, limitation of liability and indemnification shall survive the termination of the Channel Services or this Agreement.

SECTION 13. FORCE MAJEURE.

Neither party shall be responsible, and neither shall incur any liability to the other, for any failure, error, malfunction or any delay in carrying out any of its obligations under this Agreement directly resulting from causes beyond such party's reasonable control, including without limitation, fire, casualty, lockout, strike, unavoidable accident, failure of the internet or telecommunications systems, act of God, act of terrorism, riot, war or the enactment, issuance or operation of any adverse governmental law, ruling, regulation, order or decree, or an emergency that prevents such party from operating normally.

SECTION 14. MISCELLANEOUS.

Section 14.1. Entire Agreement. This Agreement together with the applicable Channel Service Schedule and Channel Services provisions of the Bank Agreements (if any), applicable terms of use of any Mobile Apps (if any) constitutes the complete and exclusive statement of the agreement between the parties with respect to the Channel Services and supersedes any prior or contemporaneous agreements between the parties with respect to such Channel Services. If there is a conflict between this Agreement and a Bank Agreement, the terms of this Agreement shall control to the extent necessary to resolve the conflict. Nothing in this Agreement confers a right or benefit on any person or entity other than Bank and Customer, except for any Processors.

Section 14.2. Amendment. This Agreement including any Channel Service Schedule may be modified by a written agreement executed and signed by the parties. Bank may, however, modify this Agreement including any Channel Service Schedule by giving Customer written notice. If Customer or a User uses or accesses the applicable Channel Services after the expiration of thirty (30) days of the giving or posting of such notice (or a later effective date specified in such notice or posting), Customer is bound by this Agreement including Channel Service Schedule as so modified. Notwithstanding the foregoing, if a modification to this Agreement or any Channel Service Schedule is required by or under Applicable Law or by a regulatory authority with jurisdiction over Bank or is, in Bank's sole good faith opinion, necessary to preserve or enhance the security of the Channel Services or update the functionality (including if required by a Processor), Bank may modify this Agreement including any Channel Service

Schedule by giving Customer notice of the modification by any means permitted by Applicable Law, and the modification will be effective immediately upon Bank giving such notice.

Section 14.3. Assignment. Customer may not sell, assign or transfer any of its rights or obligations under this Agreement without Bank's prior written consent. Bank may assign its rights and obligations under this Agreement in whole or in part without Customer's consent (a) pursuant to, or in connection with any merger, consolidation or amalgamation involving Bank or its parent company, or the sale or transfer of all or substantially all of Bank's assets or stock, or (b) in connection with the sale or other disposition involving a line of business to which this Agreement relates. Bank will use reasonable efforts to notify Customer of any such assignment. Customer expressly reserves its right to terminate any or all Services in the event of any such transaction.

Section 14.4. Governing Law; Venue; Waiver of Jury Trial. This Agreement and any claims or disputes relating to or arising out of this Agreement or the Channel Services shall exclusively be governed by, and construed in accordance with, the laws of the State of Ohio, without regard to Ohio's conflict of law principles, and with applicable federal laws and regulations. Customer irrevocably submits to the nonexclusive jurisdiction of the state and federal courts in Ohio and agrees that any legal action or proceeding with respect to this Agreement may be commenced in such courts. EACH PARTY EXPRESSLY, IRREVOCABLY, KNOWINGLY AND VOLUNTARILY WAIVES ANY RIGHT TO A TRIAL BY JURY IN ANY SUIT, ACTION OR PROCEEDING ARISING OUT OF OR RELATED TO THIS AGREEMENT.

Section 14.5. Notices. Except as otherwise specifically provided in the Service Terms, Channel Service Schedule, Channel Documentation or the Implementation Materials with respect to a particular Channel Service, notices under this Agreement shall be provided in writing by nationally recognized overnight courier, hand delivery or email. The Bank also reserves the right to provide notice to Customer electronically via email or posting to the Bank's online platform or Access Channel, each of which Customer agrees will be considered "in writing." The address for notices to Customer will be the address the Bank has in its records with respect to this Agreement or the particular Service, as applicable. The address for notices to Bank will be as the Bank specifies to Customer in writing, including in the Implementation Materials. Notices shall be deemed effective: (i) when received, if sent by overnight courier or hand delivery; (ii) three (3) days after sending, if sent by U.S. Mail; or (iii) when sent or posted, if provided via email or posting to the Bank's online platform.

Notwithstanding any terms in this Section to the contrary, any addition, deletion or change to any Services or Service Terms requested by Customer (each, a "*Change Request*") must be submitted in a form acceptable to the Bank. No Change Request will become operative or effective until the Bank has had an opportunity to review and respond to such Change Request, which the Bank agrees to do within a reasonable period of time.

Section 14.6. Counterparts. The Agreement may be executed in counterparts, each of which shall be deemed an original and all of which shall constitute a single instrument.

Section 14.7. Severability. If performance of the Channel Services in accordance with the terms of this Agreement would result in a violation of any Applicable Law to which Bank is subject, then this Agreement shall be deemed amended to the degree necessary to comply with such Applicable Law, and Bank shall incur no liability to Customer as a result of such violation or amendment. If any provision of this Agreement is held to be invalid, illegal or unenforceable, such

provision shall be valid, legal and enforceable to the maximum extent permitted by such holding and the validity, legality, or enforceability of the other provisions of this Agreement will not be affected or impaired by such holding.

Section 14.8. Headings. Headings are for reference purposes only and are not part of this Agreement.

Section 14.9. Waiver. No party's failure or delay in exercising any right or remedy under this Agreement will operate as a waiver of such right or remedy, nor shall any waiver by either party of any breach of the other party's obligations under this Agreement operate as a waiver of any prior, current or subsequent breach. No waiver will be effective unless made in writing.

SECTION 15. AFFILIATES.

Section 15.1. Joinder. By executing this Agreement, Customer (as indicated on the Signature Page and for purposes of this Section the "Initial Customer"), each Affiliate of Customer listed below on the Signature Page (if any), and Bank agrees that each such Affiliate shall have all of the rights and obligations of, and shall for all purposes be a party under this Agreement as, "Customer." Additional Affiliates can be added through an addendum to this Agreement in the form required by Bank and executed by Customer, that Affiliate and Bank.

Section 15.2. Representation. Initial Customer represents, warrants and covenants to Bank that (a) each entity signing this Agreement as an Affiliate meets the definition of Affiliate and shall continue to meet such definition as long as the entity receives or uses the Services, (b) and the individual signing on behalf of the Initial Customer is duly authorized to execute this Agreement on behalf of each Affiliate, and (c) that each Affiliate hereby agrees to be bound by the terms of this Agreement for the use of the Services.

Section 15.3. Role of Initial Customer; Responsibility. Each Affiliate agrees that it is responsible for the payment of fees or maintenance of required balances for the Services that it receives from Bank, and for all obligations and liabilities it incurs. Each Affiliate hereby authorizes Initial Customer, and Bank may rely on Initial Customer's authority, to act as agent for such Affiliate in connection with any and all matters relating to the Agreement, including, without limitation, administering the Services and originating transactions (i.e., ACH, wire or check), executing Implementation Materials, terminating the Agreement, agreeing to modifications and amendments to the Agreement, adding new Affiliates, and receiving notices under the Agreement (which will be effective against the Customers, even if such notices and communications are sent only to Initial Customer); any and all such actions by the Initial Customer shall be binding on the Affiliates.

Section 15.4. Single Channel Access. Initial Customer and any Affiliate acknowledge and agree that the Security Procedures and Credentials provided by Bank to the Initial Customer shall be used to use the Services. As such, each Affiliate acknowledges and agrees that (i) Bank may rely on and act on any and all communications and Instructions it receives through Channel Services using the Security Procedures and Credentials assigned to the Initial Customer and Bank's reliance shall not constitute negligence or willful misconduct or bad faith, (ii) each Customer shall be bound by such use of the Services and any Instructions (including funds transfers) and liable for any transactions debiting the Account of the Affiliate, and (iii) Bank shall have no liability or responsibility for notifying any Affiliate with which Initial Customer shares its

Security Procedures. Each Affiliate and Initial Customer understands and agrees that use of the Services and any transactions affecting each Affiliate's Accounts may be reflected on the records of Bank as initiated by the Initial Customer.

Section 15.5. Guarantee. Initial Customer unconditionally and irrevocably guarantees to Bank the full and prompt payment and performance by each Affiliate of all obligations they or any of them may incur under this Agreement, including obligations for fees and charges, indemnification obligations, in any case that any payment to Bank by an Affiliate is set aside, rescinded or otherwise required to be returned in any bankruptcy or similar proceeding. Initial Customer agrees to pay any and all such amounts upon demand by Bank.

SECTION 16. DEFINITIONS.

"Access Channels" means Fifth Third Direct, the Mobile Apps and other websites or portals, and direct access that Bank makes available to its commercial, business and financial institution customers. Bank's Access Channels do not include portals or other means of access that may be provided by or available through a third party and clearly marked as such.

"Account" or "Accounts" means one or more commercial demand deposit accounts at Bank that is maintained or controlled by Customer.

"Affiliate" means any entity that is directly or indirectly controlled by the Customer through ownership of at least a majority of the equity interests of, or holding voting control over, such entity.

"Agreement" includes the Online Channel Access Agreement, the applicable Channel Service Schedule and all Channel Documentation.

"Applicable Law" means all applicable federal and state laws, rules and regulations as in effect from time to time governing or relating to the Agreement or the Services, including, without limitation, the Operating Rules and the rules of any funds transfer system, and the rules of, and regulations administered by, the Office of Foreign Assets Control of the U.S. Treasury Department.

"Bank Agreements" means each of the separate written agreements (including the MTMA), account documentation, notes, related agreements and other documents and instruments in effect between Customer and Bank and which govern the applicable Service. Customer may be required to enter into an agreement with a third party service provider that enables Bank to provide Channel Services to Customer.

"Business Day" means any other day other than a Saturday, Sunday, holiday or other day on which the Bank is required or permitted to be closed.

"Channel Administrator" means each individual appointed by Customer as the Customer administrator for Channel Services on the Implementation Materials or other written instruction.

“Channel Documentation” means the online or text manual and user guides Bank provides to Customer that contain technical specifications, instructions and guides for using a Channel Service.

“Channel Service Schedule” means a schedule or addendum executed by Bank and Customer that expressly refers to or incorporates this Agreement (including the applicable Bank Agreements) and sets forth the features, functionality and other aspects of the Channel Service available to Customer for a particular Service.

“Channel Services” means, collectively, the Access Channels and the services, functionality, content and features available for use with or through the Access Channels as more particularly set forth in this Agreement and the applicable Channel Service Schedule or Bank Agreement (but not including the Services themselves).

“Credentials” means the user name, personal identification numbers, identification codes, passwords and other identifying and authentication inputs, security token or authentication device, equipment or software, that the Channel Administrator and Users use or apply in order to access the Channel Services.

“Customer Measures” means those commercially reasonable procedures to prevent fraud, misuse and unauthorized use of Related Accounts that are implemented, maintained and enforced by Customer.

“Cutoff Time” means the time on any Business Day when Bank will no longer accept Instructions or process transactions (including Payment Orders) for that Business day and any such Instructions received after such time, if accepted, and transactions processed on that day will be processed as of the next Business Day.


“Designated Account” means a demand deposit, savings, lease, loan, commercial card, transaction or investment account with Fifth Third Bank, NA or other provider of the applicable Service in Customer’s name or to which Customer or any of its Affiliates has been granted access by express authority of the account owner that has been authorized by Customer for access through a Channel Service.

“Implementation Materials” means any documents that facilitate the use of a service, specifications, set-up and sign-up forms provided by Bank, and those completed and submitted by Customer, including electronically.

“Instruction” means a Payment Order or other instruction for a wire transfer, electronic funds transfer, ACH Entry (as defined in the Operating Rules), file, batch release or other message, instruction or direction to Bank.

“Losses” means any and all claims, actions, demands, losses, damages, judgments, liabilities, costs and expenses (including, without limitation, reasonable attorneys’ fees and court costs) and all costs of settlement of claims.

“Mobile Apps” means the applications or “apps” Bank makes available and authorize for downloading by Customer and Users on Mobile Devices.



“Operating Rules” means the Operating Rules and Operating Guidelines of the National Automated Clearinghouse Association, the Electronic Check Clearing House Organization Rules, and the rules of any other national or regional clearinghouse, payment card association (e.g., MasterCard Incorporated), or payment network in effect from time to time and in which Bank participates and uses to provide Services.

“Payment Order” has the meaning ascribed thereto in Article 4A of the UCC.

“Processors” means any third-party processors engaged by Bank to provide any part of the Services.

“Security Procedures” means the Credentials, call back protocols, and other systems or procedures provided by Bank or its Processors for authenticating Instructions, transactions and the use of a Channel Service.

“Services” has the meaning set forth in the applicable Bank Agreement.

“Service Terms” means the terms and conditions for the Services provided by Bank to Customer under this Agreement, including any Implementation Materials or otherwise incorporated herein.

“UCC” or “Uniform Commercial Code” means the Uniform Commercial Code, as enacted in the State of Ohio.

“User Rights” means the entitlements and other rights provisioned by the Channel Administrator or Bank to a User, subject to any restrictions imposed by the Channel Administrator or Bank (including rights to certain types of Channel Services, dollar amount, account and transaction type limitations, Channel Services and approval processes) with respect to some, all or a defined set of the Channel Services.

“Users” means personnel, or sets or types of personnel including the Channel Administrator, whose User Rights have been established in accordance with this Agreement.

“Vendor” means any third party service provider used by Customer in connection with the Services or to whom Customer give access to any Service, including through an Access Channel or the Channel Services.

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective duly authorized representatives as of the Effective Date.

CUSTOMER NAME:

Ypsilanti District Library

Tax ID: 38-2462745

By: _____

Print Name: Lisa Hoenig

Print Title: Director

Note: If required by resolution, second officer of Customer must sign below

By: _____

Print Name: _____

Print Title: _____

Signing as a duly authorized officer or agent of each of the Affiliates listed below

By: _____

Print Name: _____

Print Title: _____

This Agreement includes the following Affiliates:

Affiliate Name:

Tax ID No.:

_____	_____
_____	_____
_____	_____