



YPSILANTI  
DISTRICT  
LIBRARY

# Board of Trustees

## 2021 Information Packet



Wednesday

May 26, 2021

6:30pm

YDL-Virtual



**Ypsilanti District Library**  
**YDL Board Meeting, May 26, 2021 6:30 pm, YDL – Virtual Meeting**  
**AGENDA**

<b>AGENDA ITEM</b>	<b>Information</b>	<b>Discussion</b>	<b>Action</b>
<b>Call to Order</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>*Roll Call</b> 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"/>			
<b>Approval of the Agenda</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Public Comment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Consent Agenda</b>			
A. Proposed Minutes from April 28, 2021 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. April 2021 Financials & Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Communication</b>			
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"/>
<b>Committee Reports</b>			
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 checked="" type="checkbox"/>	
<b>Director's Report</b>			
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"/>		
<b>New Business</b>			
A. Approval of 2021 L-4029 Tax Rate Request forms	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Budget amendment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of a proposal for professional services for Whittaker parking lot phase III reconstruction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Approval of Whittaker curtain wall windows remediation phase II	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Approval of a 2021 MCACA capital improvement grant application	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Decision to hold the June 23 Board meeting virtually	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Board Member Comments</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Adjournment</b>	<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, April 28, 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, Business Office Manager Monica Gower, Community Relations Coordinator Sam Killian and Facilities Manager Jim Reed.

**APPROVAL OF THE AGENDA**

Trustee Williams moved to approve the meeting agenda with the following revision. Add an item of new business F. Decision to hold the May 26<sup>th</sup> board meeting virtually. Trustee McGee supported this motion.

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

**PUBLIC COMMENT**

NONE

**Presentation:** 2020 Annual Report by Sam Killian, Community Relations Coordinator

**CONSENT AGENDA**

Trustee Williams moved to approve the consent agenda (March 24, 2021 Virtual Meeting minutes with a correction in the minutes to the E-waste event date to May 8<sup>th</sup>, and March 2021 Financials and Check Registers) Trustee Kennedy supported this motion.

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

**COMMITTEE REPORTS**

- Friends of the Library:
  - The 2021 budget has been approved with \$18,000 allocated for the library.
  - FOL elected officers. President-Marci Kinsey, Vice President- Carole Pennington, Secretary-Bob Ferrett, Treasurer-Penny Blodgett
  - FOL will be participating in the Electronics Recycling at Whittaker Road on Saturday, May 8 from 10am – 1pm.
  - They will hold a pop-up Book Sale outside at Whittaker Road on Friday, June 6 from 10am-1pm.

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- Fundraising committee:
  - YDL has now raised \$1,514,274 total for the Superior Capital Campaign. Of that amount \$729,171 of those dollars are in pledges or parts of grants yet to be received.
  - Lisa received the first quarter 2021 reports and the investments at the Community Foundation did extremely well.
  - The library received the stock gift yesterday through the new TD Ameritrade account. Lisa will sell it in the next couple of days.
  - The Young family: "Next Chapter Challenge" is set to go. It will launch on June 1st. Lisa will have more info soon. The public campaign will begin June 1<sup>st</sup>. Information will go in the Loop, with the annual report mailing, and on the crowdfunding page and YDL website.
- Superior Township planning:
  - The library now owns the land on Harris road, YDL closed on the property 3/29/21. The easements are signed, sealed, and filed with the county.
  - Lisa is waiting on news on the Harris Road widening project. OHM has gotten approval from the Road Commission. OHM hasn't given any more information regarding the timeline or when they are bidding, it should be coming soon.
  - Lisa has been working with several different parties who are interested in seeing a safe crosswalk at the intersection of Harris and MacArthur. The township has gotten the go-ahead to do a traffic study at that corner.

**REPORT OF THE LIBRARY DIRECTOR**

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

- YDL has gotten a new grant to fund a rain garden at Whittaker. It was announced yesterday. It will be down further south of the current garden. There will be directional signs.
- Lisa and Jim had a virtual meeting with Terracon regarding the water remediation field work at the Michigan Avenue branch. They showed them a preliminary two-phased approach to solve the problems that they found during the investigation. There is going to be drain scoping done to make sure there aren't any other things they should be considering as they make these recommendations. They are going to look at cost estimates for the work they have proposed. They would not be performing the work it would be bid. They are going to third parties for estimates.
- Lisa is also planning on talking to O'Neal Construction and Terracon regarding the results that were found from the Whittaker window repair project that took place last fall and beginning of the winter. Lisa thinks there is good data collected on where the water is still coming in. Lisa would like to get a recommendation from them on the next phase the library should look at.
- The bookmobile is back on the road. They are doing a curbside delivery stop route. There have been varying results at each route. They knew it would start out slow because it is something new and different. It will take time for those who use the bookmobile to find it. Lisa is looking forward to expanding service to additional patrons.
- YDL did a pop-up browsing and check out event yesterday 4/27 at Whittaker because it was so lovely outside. It was from 2pm-5 pm, 42 people attended, 68 items were checked out. YDL plans on doing more pop-ups when the weather is good.

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**OLD BUSINESS**

**A. Whittaker adult area lighting replacement**

**YPSILANTI DISTRICT LIBRARY**

**RESOLUTION NO. 2021-9**

April 28, 2021

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

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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 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: Theresa M. Maddix

SUPPORTED BY: Bethany Kennedy

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

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**NEW BUSINESS**

- A. Approval of initial group of construction bids and alternates

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-13

April 28, 2021

RESOLUTION TO APPROVE RECOMMENDED CONSTRUCTION BIDS

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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: Kay Williams

SUPPORTED BY: Patricia Horne McGee

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

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-18

April 28, 2021

RESOLUTION TO APPROVE SUPERIOR CONSTRUCTION ALTERNATES  
#1 AND #2

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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

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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: Kay Williams

SUPPORTED BY: Patricia Horne McGee

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

- B. Resolution to authorize the Building Committee to approve future bids

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: Kay Williams

SUPPORTED BY: Patricia Horne McGee

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

- C. Proposal to purchase new patron pick-up lockers for Superior

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-15



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April 28, 2021

RESOLUTION TO PURCHASE NEW PATRON PICK-UP LOCKERS FOR SUPERIOR

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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: Brian Steimel

SUPPORTED BY: Kay Williams

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

D. Proposal to purchase new staff computers

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-16

April 28, 2021

RESOLUTION TO PURCHASE NEW STAFF COMPUTERS AND SUPPORT

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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: Bethany Kennedy

SUPPORTED BY: Patricia Horne McGee

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

E. Resolution to enter into online banking agreements with 5/3 Bank

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-17

April 28, 2021

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

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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,

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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: Theresa M. Maddix

SUPPORTED BY: Brian Steimel

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

F. Decision to hold the May 26<sup>th</sup> board meeting virtually.

Currently the library is not open so the May 2021 meeting will have to be held virtually.

OFFERED BY: Patricia Horne McGee

SUPPORTED BY: Bethany Kennedy

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

**BOARD MEMBER COMMENTS**

Trustee	Comment
Kay	The groundbreaking was fantastic. Everything went perfectly. Your staff did just wonderful things. I don't know if I ever been as good of a groundbreaking. It was fun. It wasn't horribly long; the speeches were good I loved having the little girl; there. You did well. Secondly how the staff has handled the flood was incredible. I came there two days after. It was horrible. Staff was still doing their jobs. They were coping with it. They are to be commended. Coming to work every day to that would be horrible. Commend the staff for me. I would also like to thank the board for letting Brian and I make the decision for the new building. It was good of you to trust us to do that, and we will do the very best we can. Thank you!
Pat	I will reiterate the groundbreaking was a very good move. I don't how you did it with the weather that day. You called in some favors from somewhere. It was a wonderful day. Thank you!
Theresa	I'd like to third I guess or echo the remarks about the groundbreaking. I thought it was fantastic. Jean your remarks were spectacular. Thank you for making those remarks. They've stayed with me. I also am really pleased and would like to thank the library team for pulling the local music separately. I thought that was a phenomenal idea. I frequently am interested in local music, and this will make it a lot easier to find what I haven't listened to.
Bethany	Well, I am so sorry I was home sick with covid that I couldn't make it to the groundbreaking. I thought the livestream was a great idea, I didn't think that I was going to have to use that. When you're talking about accessibility and how

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	some of these programs are bringing the library to people. I would not have been able to participate at all if it weren't for that. I wasn't there in person. I got to listen to all the wonderful speeches and see the wonderful set up and kind of share in that celebration. So that was really really wonderful. As I was going through the department reports; the LINGO crafternoons when they made those sugar eggs. The report said something about many seniors having fond memories. I thought oh I remember making those, I guess I'm a senior now.
Brian	I was really impressed with the article about Ypsi Writes. I devoured the whole article. I think it indicates a couple of things; it indicates the high level of collaboration we have in the community. The high level of professionalism we have in the programs we provide. The excellent amount of assessment we're doing in terms of those programs. I mean I'm really interested in writing in general anyway. The collaboration with Eastern and the writing center having been in my former work was kind of touching. Just seeing that article spelling it all out and our relationship in the community I thought was excellent
Kristy	I want to echo that I also thought that the groundbreaking was a fantastic event and a good beginning for the future of that library building. I appreciate Sam's annual presentation of the annual report. I am hoping that we can soon talk about reducing our quarantine times for items. With all the studies coming out about transmission and how low it is that Covid stays on physical materials. A lot of other local libraries are down to just one day versus three so we can get things to people faster again.
Jean	Something that I left out of my presentation when the Ann Arbor District Library first split away from the schools. I checked out so many books at that library that I was picked to be on the board. It was important to be there, what is important is Superior's library. I want to tell you something Kay Williams is glue, she's masking tape, she's Velcro. She was there for the very beginning of Superior. There was a complete breakdown between the township and the library there were bitter feelings, and she got a community meeting organized. Kay, I tell you I really appreciate you. And then Lisa, you coming in as a new library director and patching it up. If it not been for Kay and Lisa, we would not be looking at a new library. Kay, I appreciate you so much. I can't think of anybody better than Kay and Brian to approve the building construction contracts. Kay, I thank you so much from the bottom of my heart. When talks broke down between the library and the township. Kay got Rutledge to come in and do a community forum. I thank you so much Kay, thank you and thank you Lisa. Thank you! Both of you, the two of you and the whole library board too.
Lisa	No comments

**Adjournment**

Trustee Williams moved to adjourn at 7:48 p.m. Trustee Cooper seconded this motion.

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

Nays: None

Motion passed.



# Check Register Report

Date: 05/18/2021

Time: 8:25 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
<b>ANN ARBOR Checks</b>								
73169	04/09/21	Printed			ALER	ALERUS FINANCIAL	Employee contribu 2/2021	16,788.99
73170	04/09/21	Printed			ALLSH	ALLSHRED SERVICES	August 28,2021	650.00
73171	04/09/21	Printed			BAD	BAD AXE AREA DISTRICT LIBRARY	lost-ILL Teach yourself piano Brenda Averett	30.00
73172	04/09/21	Printed			BA	BLACKSTONE PUBLISHING	Serpentine	338.24
73173	04/09/21	Printed			DABL	DAN BLAKENEY	Super Groundbreak 4/7/21	250.00
73174	04/09/21	Printed			BCN	BLUE CARE NETWORK OF MI	May 2021 coverage	41,144.42
73175	04/09/21	Printed			CUHL	CALVIN UNIVERSITY	lost-ILL Effective Evaluation Brenda Everett	50.00
73176	04/09/21	Printed			JCARY	JAMES CAREY	3/5-3/19/2021 services	440.00
73177	04/09/21	Printed			0000000567	CENTER POINT PUBLISHING	the four winds	93.48
73178	04/09/21	Printed			COMMU	COMMUNICO	4/1/20-3/31/2022 service	10,000.00
73179	04/09/21	Printed			0000000039	DEMCO, INC.	label protectors	1,180.81
73180	04/09/21	Printed			DTE ENERGY	DTE ENERGY	whit 2/23-3/24/21 service	6,060.75
73181	04/09/21	Printed			DTE ENERGY	DTE ENERGY	whit street light 3/2021	42.89
73182	04/09/21	Printed			DTE ENERGY	DTE ENERGY	MA 3/2-3/30/21 service	1,229.66
73183	04/09/21	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	whit light for testing	1,400.00
73184	04/09/21	Printed			DEFI	DENNIS FIEMS	4/21/21 whit program	75.00
73185	04/09/21	Printed			GBAR	GRAYBAR	hubbell premise wiring	115.65
73186	04/09/21	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	omni antenna	294.13
73187	04/09/21	Printed			0000000051	THE LIBRARY NETWORK	1/1-3/31/21 circuit costs	7,134.25
73188	04/09/21	Printed			MACDON	MACDONALD PUBLIC LIBRARY	lost-ILL Sciance 101	20.95
73189	04/09/21	Printed			KEN	KEN MACGREGOR	4 copies stiched lips	52.00
73190	04/09/21	Printed			AFSCME	MICHIGAN AFSCME	4/1/21 deducted	570.95
73191	04/09/21	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	org renewal - 6/30/2022	2,047.28
73192	04/09/21	Printed			MIDWESTTAP	MIDWEST TAPE	500109045-500109047/500076473	1,525.27
73193	04/09/21	Printed			MIDWESTTAP	MIDWEST TAPE	hoopla ending 3/31/21	11,777.75
73194	04/09/21	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	March 2021 service	128.00
73195	04/09/21	Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit windows	1,106.21
73196	04/09/21	Printed			OCLC	OCLC INC.	4/1-4/30/21 billing	469.22
73197	04/09/21	Printed			OV	OVERDRIVE, INC.	01576CO21090405	6,442.13
73198	04/09/21	Printed			PCI	PHOENIX CONTRACTORS, INC.	drywall ceiling	2,765.00
73199	04/09/21	Printed			KIRO	KIMBERLEY ROWE	craft club supplies	65.89
73200	04/09/21	Printed			SAWA	SAWA BOOKS	crow's gift	43.12
73201	04/09/21	Printed			STAPAD	STAPLES ADVANTAGE	supplies	547.93
73202	04/09/21	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	2/16-3/15/21 service	8.07
73204	04/09/21	Printed			AMAZ	SYNCB AMAZON	statement 3/10/21	1,281.44
73205	04/09/21	Printed			U	ULINE	bubble bags 50ct	80.34
73206	04/09/21	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	April 2021 curbside	90.00
73207	04/09/21	Printed			WDL	WALDRON DISTRICT LIBRARY	lost-ILL Sailing to America	7.89
73208	04/09/21	Printed			0000000021	Y C U A	MA 2/20-3/20/21 service	713.24
73209	04/09/21	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	supplies	53.83
73210	04/22/21	Printed			ADT	ADT SECURITY SERVICES, INC	superior 4/1-6/30/21 service	160.02
73211	04/22/21	Printed			AF SMITH	AF SMITH ELECTRIC INC	MA - kitchen remodel	662.51
73212	04/22/21	Printed			AK	AK LAWNCARE	whit #5 snow/salt contract	3,610.00
73213	04/22/21	Printed			ALER	ALERUS FINANCIAL	YDI contribut 3/2021	16,921.63
73214	04/22/21	Printed			AES	ALLIED EAGLE SUPPLY CO	brag box/screen/eco air	446.30
73215	04/22/21	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	MA staff restroom	211.00
73216	04/22/21	Printed			BAKL	BAKER & TAYLOR #4407662	statement 3/31/21	120.75
73217	04/22/21	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 3/31/21	72.78

# Check Register Report

Date: 05/18/2021

Time: 8:25 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
<b>ANN ARBOR Checks</b>								
73218	04/22/21	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 3/31/21	81.71
73219	04/22/21	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 3/31/21	271.35
73220	04/22/21	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 3/31/21	64.21
73221	04/22/21	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 3/31/21	23.68
73222	04/22/21	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 3/31/21	1,360.48
73223	04/22/21	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 3/31/21	1,470.16
73224	04/22/21	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 3/31/21	2,245.20
73225	04/22/21	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 3/31/21	897.29
73226	04/22/21	Printed			BAA	BANK OF ANN ARBOR	closing 3/31/21 #5906	2,832.00
73227	04/22/21	Printed			BAA	BANK OF ANN ARBOR	closing 3/31/21 #9394	360.41
73228	04/22/21	Printed			BASIC	BASIC	April 2021FSA admin fee	50.00
73229	04/22/21	Printed			BATT	BATTERIESPLUS	Whit tools	103.49
73230	04/22/21	Printed			BA	BLACKSTONE PUBLISHING	dark sky/double jeopardy	123.77
73231	04/22/21	Printed			CAMPINC	CAMPBELL, INC	whit HVAC repair 2/25/21	457.00
73232	04/22/21	Printed			CDW	CDW GOVERNMENT, INC.	netgear mimo ant	51.17
73233	04/22/21	Printed			CEN	CENGAGE LEARNING	74117565/74021803	641.01
73234	04/22/21	Printed			0000000567	CENTER POINT PUBLISHING	matter of life and death	93.48
73235	04/22/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Super 3/2021 fuel/elec	152.09
73236	04/22/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Super 3/21 grounds	81.68
73237	04/22/21	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 4/30/21	1,731.63
73238	04/22/21	Printed			CONSTELL	CONSTELLATION NEWENERGY-	March 2021 service	3,280.47
73239	04/22/21	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	May 2021 coverage	2,840.26
73240	04/22/21	Printed			0000000039	DEMCO, INC.	clear corner/magazine covers	377.68
73241	04/22/21	Printed			ENV	ENVISIONWARE	renewal-RFID station/reader	5,479.05
73242	04/22/21	Printed			GRNG	GRAINGER	hvac access door-Whit	103.64
73243	04/22/21	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 4/13/21	1,105.99
73244	04/22/21	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	Juniper antenna	2,145.02
73245	04/22/21	Printed			LAWR	LAWRENCE TECH UNIVERSITY	lost-ILL Research Design Brenda Averett	43.00
73246	04/22/21	Printed			0000000051	THE LIBRARY NETWORK	overdrive 5/1/21-4/30/22	3,441.75
73247	04/22/21	Printed			MNL	MADISON NATIONAL LIFE INS CO	may 2021 coverage	1,135.48
73248	04/22/21	Printed			MIDWESTTAP	MIDWEST TAPE	500254220/500254221/500287654	928.77
73249	04/22/21	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	april 21 service	128.00
73250	04/22/21	Printed			OV	OVERDRIVE, INC.	01576CO21146269	2,127.39
73251	04/22/21	Printed			PW	PLANTWISE	whit ecol burn 3/29/21	900.00
73252	04/22/21	Printed			0000000443	SHERWIN-WILLIAMS	MA kitchen credit	8.90
73253	04/22/21	Printed			AMAZ	SYNCB AMAZON	statement 4/10/21	1,962.02
73254	04/22/21	Printed			TDSM	TDS	4/22-5/21/21 service	1,231.98
73255	04/22/21	Printed			TERM	TERMINIX	Superior 3/18/21 service	234.00
73256	04/22/21	Printed			VEG	VEGMICHIGAN	5/5/21 health living program	50.00
73257	04/22/21	Printed			VERIZON	VERIZON WIRELESS	3/10-4/9/21 service	439.15
73258	04/22/21	Printed			0000000030	VISION SERVICE PLAN - MI	may 2021 coverage	750.74
73259	04/22/21	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA April 2021 service	530.63
73260	04/22/21	Printed			YPSILIB	YPSILANTI DISTRICT LIBRARY	transfer to 5/3 bank Superior	500,000.00
73261	04/22/21	Printed			ZEE	ZEE THE COOK LLC	5/6/21 program	300.00

# Check Register Report

Date: 05/18/2021

Time: 8:25 am

Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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## ANN ARBOR Checks

73262	04/22/21	Printed			ZOL	ZOLMAN RESTORATION	Whit deductible	250.00
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**Total Checks: 93**

**Checks Total (excluding void checks): 682,205.50**

**Total Payments: 93**

**Bank Total (excluding void checks): 682,205.50**

# Check Register Report

Date: 05/18/2021

Time: 8:25 am

Page: 4

Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>FIFTH THIRD BANK Checks</b>								
1020	04/01/21	Printed			G2	G2 CONSULTING GROUP, LLC	super-Env Asses Baseline	12,405.00
1021	04/01/21	Printed			ONE	O'NEAL CONSTRUCTION, INC.	super-general contract	3,034.05
1022	04/23/21	Printed			AVPRO	THE AV PRO, LLC	Super Groundbreak 4/7/21	1,000.00
1023	04/23/21	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	Superior design services	130,273.51

**Total Checks: 4**

**Checks Total (excluding void checks):**

**146,712.56**

**Total Payments: 4**

**Bank Total (excluding void checks):**

**146,712.56**

**Total Payments: 97**

**Grand Total (excluding void checks):**

**828,918.06**



# Financial Report

**Ypsilanti District Library  
Balance Sheet  
April 30, 2021  
General Fund**

	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 ACTUAL</b>	<b>FY 2017-18 ACTUAL</b>	<b>FY 2018-19 ACTUAL</b>	<b>FY 2019-20 ACTUAL</b>	<b>FYTD 4/30/21</b>
<b>Assets:</b>						
Cash: Checking	435,833	325,888	30,254	243,356	451,722	528,470
Savings	2,191,873	2,414,562	2,311,968	2,318,328	2,453,406	2,798,522
CD's	-	-	-	-	-	-
Community Foundation	28,584	30,954	31,300	31,048	34,936	41,163
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	3,368,979
Receivables & Other assets	17,384	36,272	49,282	98,153	84,370	84,386
Total Assets	2,680,432	2,814,600	2,426,996	2,695,077	3,025,257	3,453,366
<b>Liabilities</b>	334,400	509,097	145,758	85,577	313,638	60,334
<b>Composition of Fund Balance</b>						
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						-
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	681,412
Total Fund Balance	2,346,032	2,305,503	2,281,238	2,609,500	2,711,619	3,393,032
<b>Total Liabilities &amp; Fund Balance</b>	<b>2,680,432</b>	<b>2,814,600</b>	<b>2,426,996</b>	<b>2,695,077</b>	<b>3,025,257</b>	<b>3,453,365</b>

**Ypsilanti District Library**  
**Period Ending 4/30/2021 (41.7% of Year)**  
**General Fund**

ACCT #	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-2021 BUDGET	YTD 04/30/21 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,923,252	5,506,662	5,568,866	5,744,333	3,744,131	1,962,868	65.2%
<b>Expenditures</b>							
Dept 100 Administrative	1,996,606	2,046,192	2,163,719	2,384,432	918,932	1,369,294	38.5%
Dept 200 Michigan Ave.	560,976	570,105	555,976	585,399	209,480	375,592	35.8%
Dept 300 Outreach/bookmobile	85,794	83,090	82,140	88,088	32,108	55,901	36.4%
Dept 400 Outreach/Superior Township	151,311	158,283	158,483	163,154	64,677	93,890	39.6%
Dept 500 Whittaker Rd	1,096,935	1,123,929	1,089,344	1,106,414	429,499	721,894	38.8%
Dept 600 Donations	43,328	31,845	12,312	-	6,323	(6,323)	NA
Dept 700 Grants	12,190	12,323	7,405	-	1,700	(1,700)	
Total	3,947,140	4,025,767	4,069,379	4,327,487	1,662,719	2,608,548	38.4%
Net Revenue Over Expenditures	(23,888)	1,480,895	1,499,486	1,416,846	2,081,412		
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	3,433,573		

**Ypsilanti District Library  
General Fund  
Period Ending 04/30/2021  
(41.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-2021 BUDGET	YTD 04/30/21 ACTUAL	YTD AS A % OF BUDGET
<b>Revenue</b>							
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	272,713	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	1,174	7.2%
657.100	Smart Cards - Printing & Copies	40,841	36,686	11,776	10,000	75	0.8%
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	312	31.2%
687.010	Interest/Savings	7,050	15,331	6,175	5,500	1,165	21.2%
687.060	Interest/Yoder	3	0	0	0	0	NA
688.000	Interest/Endowment	1	1	0	0	0	0.0%
689.000	Dividends-MML	5,819	5,741	4,219	4,000	6,227	155.7%
690.000	Dividends-Endowmwnt	6,335	6,771	7,220	4,500	4,312	95.8%
<b>Total Revenue</b>		<b>3,835,327</b>	<b>5,404,404</b>	<b>5,536,898</b>	<b>5,744,333</b>	<b>3,720,643</b>	<b>64.8%</b>



**Ypsilanti District Library**  
**General Fund**  
**Period Ending 04/30/2021**  
**(41.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 BUDGET	YTD 04/30/21 ACTUAL	YTD AS A % OF BUDGET
<b>Expenditures</b>							
<b>Dept 100 Administrative</b>							
702.000	Salary Wages	614,161	625,703	657,068	724,412	279,879	38.6%
702.100	Professional/Accounting	5,340	6,500	5,080	7,500	1,880	25.1%
702.150	Bank Fees	5,521	5,829	3,176	6,840	872	12.8%
702.900	Salary/Subs	11,314	16,427	3,327	15,100	125	0.8%
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	5,362	43.4%
715.000	Employer Payroll Tax	141,453	144,670	144,791	153,626	61,795	40.2%
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	28,286	28.5%
719.000	FSA Admin Fee	583	691	707	806	259	32.2%
727.000	Office Supplies	28,245	28,789	26,412	32,400	7,477	23.1%
727.050	CARES act Exp			95		294	
727.200	Supplies-Facility	15,582	19,577	13,820	23,700	5,781	24.4%
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	164,633	42.3%
756.000	Delta Dental	37,616	36,153	34,311	35,601	14,385	40.4%
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	1,634	38.8%
759.000	Vision Service Plan	8,679	8,811	8,856	9,253	4,534	49.0%
762.000	STD/LTD (Disability Insurance)	10,542	12,076	11,403	10,025	4,042	40.3%
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	67,288	30.3%
774.100	Data Bases	79,791	93,136	21,988	30,000	16,086	53.6%
774.800	System Wide DVDs	6,396	5,182	2,959	4,000	26	0.7%
774.900	All Materials Processing	30,750	25,838	15,899	15,000	7,660	51.1%
774.950	Play Kits	0	3,602	1,447	2,500	46	1.8%
774.975	Library of Things	0	0	0	4,000	0	NA
801.000	Major Events	20,906	10,978	6,768	24,225	3,405	14.1%
801.500	Learning Never Gets Old	2,000	1,962	2,246	2,000	1,279	63.9%
802.000	Mileage/Travel Reimbursement	2,017	2,883	289	2,500	16	0.6%
804.000	Workshops/Training	2,361	3,916	4,148	4,500	-61	-1.4%
805.000	Memberships & Dues	5,455	5,436	5,675	5,000	3,621	72.4%
806.000	Talk Grant Expenses	0	12,625	24,342	53,263	13,481	25.3%
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%
840.000	Repair & Main Bldg				0	247	0.0%
850.000	Automation - Technology	181,162	154,332	183,693	178,800	29,620	16.6%
850.100	Telecommunications	12,788	6,573	-19,543	7,911	13,229	167.2%
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	15,167	79.9%
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	8,104	41.2%
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	11,645	31.6%
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	-28	-0.3%
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
<b>Total</b>		<b>1,996,606</b>	<b>2,046,192</b>	<b>2,163,719</b>	<b>2,384,432</b>	<b>918,932</b>	<b>38.5%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 04/30/2021  
(41.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-2021 BUDGET	YTD 04/30/21 ACTUAL	YTD AS A % OF BUDGET
<b>Dept 200 Michigan Ave.</b>							
702.000	Salaries	393,684	404,679	396,590	415,930	163,565	39.3%
702.800	Salaries-Pages	7,423	7,271	4,044	9,833	1,660	16.9%
771.000	Adult Books & Processing	31,369	31,227	25,084	25,000	5,527	22.1%
772.000	Youth Books & Processing	18,216	17,891	14,651	15,650	2,366	15.1%
776.000	Periodicals - Adult	3,949	4,244	2,979	3,000	-363	-12.1%
776.050	Periodicals - Youth	236	206	0	250	0	0.0%
778.000	Adult Audio/Visual	13,143	11,112	6,153	8,000	2,291	28.6%
779.000	Youth Audio/Visual	5,329	4,956	2,993	2,850	773	27.1%
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	5,943	29.7%
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	4,210	35.1%
900.000	Programs-Adult	693	1,493	1,625	1,700	617	36.3%
901.000	Programs-Youth	1,300	1,342	2,659	1,900	794	41.8%
940.000	Phone	4,500	4,514	4,535	4,680	1,891	40.4%
943.000	Natural Gas	4,317	3,359	3,624	3,872	2,795	72.2%
947.000	DTE - Electric	16,432	16,452	15,236	15,475	5,081	32.8%
949.000	Ypsilanti Comm Utilities Auth	5,625	4,802	7,707	6,487	2,393	36.9%
<b>Total</b>		<b>560,976</b>	<b>570,105</b>	<b>555,976</b>	<b>585,399</b>	<b>209,480</b>	<b>35.8%</b>
<b>Dept 300 Outreach/bookmobile</b>							
702.000	Salaries	66,998	68,078	69,159	70,735	28,847	40.8%
775.000	Library Materials	4,930	4,478	5,303	5,000	739	14.8%
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%
<b>Total</b>		<b>85,794</b>	<b>83,090</b>	<b>82,140</b>	<b>88,088</b>	<b>32,108</b>	<b>36.4%</b>
<b>Dept 400 Outreach/Superior Township</b>							
702.000	Salaries	136,949	144,398	146,792	149,443	60,828	40.7%
775.000	Library Materials	7,059	7,609	5,842	7,000	1,193	17.0%
840.000	Repair & Maintenance	2,220	1,374	1,007	1,000	522	52.2%
840.050	Snow Removal & Lawn Care	980	898	980	1,200	408	34.0%
900.000	Programs - adult	589	601	543	600	300	50.0%
901.000	Programs - Youth	556	600	468	600	0	0.0%
940.000	Phone	1,125	1,129	1,134	1,186	473	39.9%
943.000	Natural Gas	756	573	659	789	510	64.6%
947.000	DTE - Electric	993	1,013	960	1,061	411	38.8%
949.000	Ypsilanti Comm Utilities Auth	84	88	98	275	32	11.7%
<b>Total</b>		<b>151,311</b>	<b>158,283</b>	<b>158,483</b>	<b>163,154</b>	<b>64,677</b>	<b>39.6%</b>

**Ypsilanti District Library  
General Fund  
Period Ending 04/30/2021  
(41.7% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FY 2020-21 BUDGET	YTD 04/30/21 ACTUAL	YTD AS A % OF BUDGET
<b>DEPT 500 WHITTAKER RD</b>							
702.000	Salaries	684,699	696,339	701,249	678,063	310,283	45.8%
702.800	Salaries-Pages	37,920	34,553	15,483	42,024	5,490	13.1%
771.000	Adult Books	64,203	64,635	41,293	48,200	8,904	18.5%
772.000	Youth Books	32,150	38,784	23,641	29,400	7,894	26.9%
776.000	Periodicals - Adult	5,910	5,915	5,239	5,300	-440	-8.3%
776.050	Periodicals - Youth	852	898	759	800	0	0.0%
778.000	Adult Audio/Visual	23,585	21,217	15,746	15,500	2,637	17.0%
779.000	Youth Audio/Visual	7,979	7,300	4,159	5,100	769	15.1%
810.000	Cap Outlay Building		11,328	3,880	39,000	9,744	25.0%
810.100	Cap Outlay Improvements				0	0	0.0%
840.000	Repair & Maintenance - Building	25,445	23,842	39,729	22,440	3,932	17.5%
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	9,300	42.1%
900.000	Programs - Adult	3,325	3,765	4,206	4,200	1,278	30.4%
901.000	Programs - Youth	5,122	6,298	5,697	6,500	2,478	38.1%
903.000	Equipment Maintenance	83	6,336	820	3,000	0	0.0%
940.000	Phone	8,950	9,029	9,070	9,485	3,782	41.1%
943.000	Natural Gas	31,856	25,609	24,227	24,828	16,996	54.6%
947.000	DTE - Electric	101,664	103,549	92,512	101,712	24,231	23.0%
949.000	Ypsilanti Comm Utilities Auth	5,617	5,069	4,596	5,965	822	13.0%
980.000	Professional/Contractual	0	0	38,000	0		NA
<b>Total</b>		<b>1,096,935</b>	<b>1,123,929</b>	<b>1,089,344</b>	<b>1,106,414</b>	<b>429,499</b>	<b>38.8%</b>
<b>Dept 600 Donations</b>							
<b>Revenue:</b>							
	Total Revenue	71,011	87,817				
	<b>Total Donated revenue</b>	<b>71,011</b>	<b>87,817</b>	<b>18,888</b>		<b>19,155</b>	<b>NA</b>
<b>Expenditures:</b>							
	Total Expenditures	43,328	31,845				
	<b>Total Expenditures</b>	<b>43,328</b>	<b>31,845</b>	<b>12,312</b>		<b>6,323</b>	<b>NA</b>
<b>Dept 700 Grants</b>							
<b>Revenue</b>							
	Total Grant Revenue	16,914	14,441				
	<b>Total Revenue</b>	<b>16,914</b>	<b>14,441</b>	<b>13,080</b>		<b>4,333</b>	<b>NA</b>
<b>Expenditures</b>							
	Total Expenditures	12,190	12,323				
	<b>Total Expenditures</b>	<b>12,190</b>	<b>12,323</b>	<b>7,405</b>		<b>1,700</b>	<b>NA</b>
<b>Total</b>	<b>Net -- restricted for future</b>	<b>4,724</b>	<b>2,118</b>	<b>5,675</b>		<b>2,633</b>	<b>NA</b>
<b>IMPROVEMENTS/Asset Sales</b>							
685.000	Sale of assets	979				0	NA
810.100	Approved projects-Improvements fund						
850.100	Technology improvements						NA
	<b>Total Other Revenue</b>	<b>979</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>NA</b>
	<b>Total Revenue</b>	<b>3,923,252</b>	<b>5,506,662</b>	<b>5,568,866</b>	<b>5,744,333</b>	<b>3,744,131</b>	
	<b>Total Expenditures</b>	<b>3,946,161</b>	<b>4,025,767</b>	<b>4,069,379</b>	<b>4,327,487</b>	<b>1,662,719</b>	<b>38.4%</b>
	Net Revenue Over Expenditures	-22,909	1,480,895	1,499,486	1,416,846	2,081,412	
	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	
	<b>Ending Fund Balance</b>	<b>2,321,780</b>	<b>2,652,675</b>	<b>2,752,161</b>	<b>4,170,675</b>	<b>3,433,573</b>	

**Ypsilanti District Library  
Balance Sheet  
April 30, 2021  
Capital Asset Replacement Fund**

	<b>FY 2015-16 ACTUAL</b>	<b>FY 2016-17 ACTUAL</b>	<b>FY 2017-18 ACTUAL</b>	<b>FY 2018-19 ACTUAL</b>	<b>FY 2019-20 ACTUAL</b>	<b>FYTD 4/30/21</b>
<b>Assets:</b>						
Cash and Current Assets	594,787	417,120	399,522	1,481,745	2,807,370	4,272,095
Total Assets	594,787	417,120	399,522	1,481,745	2,807,370	4,272,095
<b>Liabilities</b>	-	-	-	-	142,355	142,355
Fund Balance	594,787	417,120	399,522	1,481,745	2,665,015	4,129,740
<b>Total Liabilities &amp; Fund Balance</b>	594,787	417,120	399,522	1,481,745	2,807,370	4,272,095



Ypsilanti District Library  
Capital Expenses  
Period Ending 4/30/2021 (41.7% of Year)

ACCT #	ACCOUNT NAME	YTD 04/30/21 ACTUAL
<b>Revenue</b>		
Dept 400 Superior Construction		
683.800	Superior Library Designated	577,716
688.000	Interest	705
Other departments		-
<b>Total</b>		<b>578,420</b>
Transfer from Operating Fund		1,400,000
<b>Expenditures</b>		
Dept 200 Michigan Avenue Projects		
980.000	Prof/Contractual	-
Subtotal		-
Dept 400 Superior Construction		
702.150	Bank Fees	4
801.000	Major Events	1,000
910.000	Site Development	116,370
975.000	Legal/Attorney	10,757
980.000	Prof/Contractual	15,005
981.000	Architect Fees	204,536
985.100	General Contractor	39,719
Subtotal		387,391
Dept 500 Whittaker Projects		
980.000	Prof/Contractual	126,305
Subtotal		126,305
<b>TOTAL</b>		<b>513,695</b>
Total Revenue Over Expenditures		1,464,725
Beginning Fund Balance		<b>2,665,015</b>
<b>Ending Fund Balance</b>		<b>4,129,740</b>

Current Board Assignment

# Communications



**FOR IMMEDIATE RELEASE:**

May 4, 2021

**CONTACT:**

Danielle Mauter

[Danielle.mauter@metroparks.com](mailto:Danielle.mauter@metroparks.com);

810-494-6009

## **Huron-Clinton Metroparks joins Michigan Activity Pass Program**

*As of May 1, Metropark daily entry passes at all 13 parks are available for card holders of all Michigan public libraries to “check out” FREE for the day*

**[Brighton, Mich.]** The Huron-Clinton Metroparks and the system’s 13 unique parks are now officially the newest destinations in the Michigan Activity Pass (MAP) program, offering public library card holders across the state the chance to check out and access these world-class outdoor recreational spaces and opportunities for free.

The MAP program provides free or discounted admission to more than 450 locations, including historic sites, cultural attractions, state parks and campgrounds. With the Metroparks’ participation, patrons can check out a daily vehicle park pass to visit their preferred Metropark location, much like they would check out a book from their local library. The program is courtesy of the Michigan Cooperative Directors Association, Library of Michigan, Institute of Museum and Library Services, Blue Cross Blue Shield of Michigan, the Michigan Department of Natural Resources, the Michigan Recreation and Park Association (mParks), and The Library Network.

“Public libraries play such an important role in our communities. That’s why we’re thrilled to join the MAP program and launch this new partnership with the Michigan Library Network,” said Metroparks Director Amy McMillan. “Our goal is to help ensure more Michiganders can experience all the different sites and attractions our park system has to offer. We urge library patrons to ‘check us out’.”

As one of Southeast Michigan’s special treasures, the Metroparks system includes 13 distinctive park settings over nearly 25,000 acres that provide access to the beauty of nature, diverse outdoor recreational opportunities, and vast educational resources year-round for those who live, work and play in and around Livingston, Macomb, Oakland, Washtenaw, and Wayne counties.

McMillan added that participation in the MAP program is one of many efforts that the Metroparks is making to help remove barriers to access and bolster equitable outdoor recreation opportunities for all.

“The Metroparks are an exciting addition to the MAP program and gives library patrons expanded access to public lands and outdoor spaces that have become even more important during the pandemic,” said Brigitte Felix, librarian and MAP expert at The Library Network.

Felix said using the MAP program is fast and easy to use. Visitors can simply search destinations by category or zip code, including how far they are willing to travel. Once they select a choice,

they can secure a free pass for mobile use or to print off and present it at the designated Metroparks entrance attendant within one week.

To learn more about the Michigan Activity Pass program, including a complete list of supported venues and participating libraries, visit [michiganactivitypass.info](http://michiganactivitypass.info). To learn more about the Metroparks and the distinct features and activities available at each, visit [metroparks.com](http://metroparks.com).

###

#### **About Huron-Clinton Metroparks**

One of America's premier metropolitan park systems, the Huron-Clinton Metroparks have served the people of Southeast Michigan since 1940. Managed by the Huron-Clinton Metropolitan Authority, the Metroparks are made up of 13 properties in Livingston, Macomb, Oakland, Washtenaw, and Wayne counties. Available activities include fishing, swimming, boating, hiking, nature study, biking, golf, winter sports and more. The Metroparks also provide educational resources on science, nature, history and the environment. Learn more at [Metroparks.com](http://Metroparks.com).

#### **About The Library Network (TLN)**

[The Library Network \(TLN\)](#) is a public library cooperative serving member libraries in southeast Michigan as well as other libraries throughout the state. Through library cooperatives the Michigan State Legislature is empowered to equitably distribute state aid to libraries to maximize the impact of shared funding for services to Michigan residents and visitors. The Library Network is "Libraries Working Together."

# Committee Reports

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 5/20/2021

**Re:** Superior Planning Committee report

- Following approval of the initial construction bids at the last Board meeting, our engineering and design team worked to wrap up the remaining items required by OHM. A second Engineering Plan Review letter was issued on 5/12 (attached).
- A pre-construction meeting was held 5/19 with OHM, the Township Building and Utilities Department representatives, O'Neal Construction, Diversified, and various members of our team. We went through a checklist of items that will govern the project and filled in a few missing details.
- O'Neal and I are waiting to hear back from the Building Official exactly what the Township will require as far as fees and bonds. Ken Schwartz indicated the Township would waive as many fees as possible for the library. If everything goes according to plan, construction should begin 5/24!
- I reached out to TLN about getting a fiber connection to the new building. We have a meeting set up on site with an engineer from AT&T on 5/25.
- OHM bid the road project but did not receive any bids. They got feedback that companies were too booked, but that a late summer/early fall project would be more appealing. They are rebidding the project with an August construction start in mind.

May 21, 2021

**CHARTER TOWNSHIP OF SUPERIOR**

3040 N. Prospect Road  
Ypsilanti, MI 48198

Attention: **Lynette Findley, Township Clerk**

Regarding: **Ypsilanti District Library – Superior Township Branch**  
**Engineering Plan Review No. 2 (amended)**  
**OHM Job No. 0140-19-1010**

Dear Ms. Findley,

The Applicant has provided 7 sets of updated construction set plans dated May 12, 2021 to the Township to be utilized for site construction purposes, and the necessary insurance certificate has been provided by the General Contractor. Also there has been further clarification by the Township related to bonds and fees required for the project, therefore this section has been updated below from our previous letter.

**Additional Requirements for Site Construction**

The following is an update on these items regarding future site work:

- A construction schedule showing major items of work and project completion date is required by Contractor.
- Site Performance Bond requirement has been waived by the Township.
- A refundable Site Inspection Escrow amount of \$33,780 is required to be established by the Applicant with the Township Building Department. This is based on the Engineering Standards formula of \$14,500 + 4% of amount over \$250,000. If this amount is exceeded due to actual effort expended and based on the efficiency of site work construction progress, additional funds may be requested by the Township to cover necessary inspection efforts.
- The amount of Utility Connection Fees is currently under consideration by the Township.
- Utility Repair Bond has been waived by the Township.
- Shop drawing submittal approvals for utility installation will be required by Applicant's Contractor prior to the start of construction. The shop drawing review process is currently underway between contractor and OHM.

**Project Completion and As-Builts**

The final acceptance of this project after construction is contingent upon the Township Building Department Certificate of Occupancy, relevant agency approvals, receipt of record set plans, payment of any outstanding escrow fees, confirmation of recorded easements for public utilities, and final site work approval by Township Consultants.

Also, prior to final acceptance the Applicant will be required to post a two-year Maintenance and Guarantee Bond for public utilities in the amount of \$97,140.



The standards for submitting digital as-built drawings will be provided to the Applicant at the site pre-construction meeting. Digital as-builts in the form of acceptable electronic submittal/file transfer, and two (2) sets of black line drawings shall be submitted to our office following completion of site work, and prior to substantial completion of the project.

If you have any questions regarding our review, please feel free to contact me at (734) 466-4439.

Sincerely,  
**OHM Advisors**

---

George Tsakoff, PE  
Principal

cc: Ken Schwartz, Township Supervisor (via e-mail)  
Richard Mayernik, CBO, Building Department (via e-mail)  
Laura Bennett, Planning Coordinator (via e-mail)  
Lisa Hoenig, Ypsilanti District Library Director (via e-mail)  
Daniel Whisler, Daniels and Zermack Architects (via e-mail)  
Brian Barrick, Beckett & Raeder (via e-mail)



**Director's**  
**Report**  
and attachments

## **Library Director's Report**

### **May 26, 2021**

#### **Moving to reopen at last!**

With the vaccine making an impact on the pandemic and the state quickly easing restrictions, we are also moving to the next stage of reopening the library. Hours at Whittaker and Michigan Avenue will return to normal on June 14, with the introduction of computer use by appointment at Whittaker and expanded curbside hours at all three locations. If the computer use by appointment goes well and case levels continue to decline, we will move to a grab-and-go service shortly thereafter, welcoming the community back inside for the first time since March 2020. Hopefully by then indoor capacity limits will be eliminated and better masking guidelines will be established. "Normal" appears to be on the horizon!

#### **Facilities:**

- The Whittaker ceiling lights are on order. We anticipate installation to begin June 7 and last about 7 working days.
- Production of the Adult area tabletop lights experienced Covid-related delays. We now expect them in early August.
- Jim Reed and I met with the Terracon consultants regarding the Michigan Avenue water remediation investigation on 4/27. Jim has arranged for camera scoping of the drains to provide the final piece of field data; once those results are in, Terracon will develop cost estimates for recommended Phase I repairs.

#### **Financial:**

- We received our first gift of stock and sold it via our TD Ameritrade account for more than \$500 over what the donor pledged to contribute. A successful first transaction!
- Enlighten submitted paperwork on YDL's behalf for the DTE Energy Efficiency Program for Business – the rebates associated with the Whittaker Adult area lighting changes.

#### **Fundraising:**

- The Whittaker Youth Department received a grant of \$814 from the Washtenaw County Water Resources Commissioner's Office to start a rain garden. They were also awarded a Sponsor-A-Hive native bee house from The Bee Conservancy.
- Sam, Chris McMullen and I have been busy developing materials to launch the Next Chapter Capital Campaign publicly on June 1<sup>st</sup>. This includes a crowdfunding page, publicity in The Loop, a social media toolkit, a press release, and a mailing to stakeholders. Please help us spread the word about the Young Family Next Chapter Challenge as broadly as possible!

#### **Personnel:**

- Part-time Whittaker Customer Services Clerk Jacquelyn Peterson resigned effective 5/17. Megan Watts, a terrific former YDL Page, was hired to fill the existing PT vacancy. We have posted a FT position internally and will determine next steps once that has been filled.
- Congratulations to Communications Intern LaDaisha Greenfield, who has accepted a full-time position elsewhere. Her last day is 5/28, and she will be missed! We will post her position soon.
- As in past years, we've hired three Youth Department Interns to assist over the summer. Amanda Signori and Annie Flynn will be helping out at Whittaker, and Paul Rizik at Michigan Avenue.

#### **Side notes:**

- I spoke to the Rotary Club of Ypsilanti on 5/3 about the Superior building project and capital campaign.
- The A2Y Chamber invited me to do their "Member Spotlight" interview recently. It will be a video posted online; I will share when available.
- In response to our recent press release regarding the Next Chapter capital campaign and the Young Challenge, Lucy Ann Lance interviewed me. The piece aired 5/21.

# **YDL Dashboards**

**YPSILANTI DISTRICT LIBRARY**  
**FUND DEVELOPMENT DASHBOARD**  
**April 2021**

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2021 YTD	2021 Goal
<b>Friends of YDL Annual Support</b>	\$46,316	\$43,360	\$36,050	\$36,000	\$31,000			
<b>Memorial Gifts</b>	\$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	
<b>Annual Giving Campaign</b>	\$4,054	\$3,582	\$9,712	\$7,745	\$7,604	\$14,764	\$350	
<b>Additional fundraising activities</b>								
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	
<b>Sponsorships</b>								
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	
<b>YDL Endowment Fund</b>								
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	
<b>Designated Donations</b>	\$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	
<b>Total Donations</b>	\$64,786	\$73,269	\$71,008	\$97,328	\$100,793	\$63,310	\$243,137	

**YPSILANTI DISTRICT LIBRARY**  
**FUND DEVELOPMENT DASHBOARD**  
**April 2021**

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2021 YTD	2021 Goal
<b>Grants</b>								
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						
DTE Foundation							\$10,000	
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						
Nuetral Zone -TAG Youth Driven Project							\$900	
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		
<b>Total Grants</b>	<b>\$28,985</b>	<b>\$57,956</b>	<b>\$91,360</b>	<b>\$82,465</b>	<b>\$63,206</b>	<b>\$160,244</b>	<b>\$173,900</b>	
<b>GRAND TOTALS</b>	<b>\$93,770</b>	<b>\$131,225</b>	<b>\$162,368</b>	<b>\$179,793</b>	<b>\$163,999</b>	<b>\$223,553</b>	<b>\$417,037</b>	

**Designated Fundraising to Date**

YDL - Superior Construction (Gousseff Trust included) - \$1,183,612.39

\*\*\* 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
<b>CURRENT</b>													
<b>PUBLIC SERVICE OFFERINGS</b>													
<b>BOOKS ON WHEELS</b>													
<b>DELIVERIES</b>	9	8	6	10									33
<b>CIRCULATION</b>													
Whittaker	12,829	11,399	11,775	10,748									46,751
Michigan	3,587	3,115	3,461	3,186									13,349
Superior	1,118	966	1,134	747									3,965
Bookmobile	0	0	0	113									113
eProducts	12,412	11,903	12,222	10,499									47,036
<b>TOTAL</b>	<b>29,946</b>	<b>27,383</b>	<b>28,592</b>	<b>25,293</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>111,214</b>
<b>COLLECTION</b>													
Physical items added	1127	1443	225	940									3,735
eltems added	969	562	947	585									3,063
Items cataloged	186	317	163	301									967
<b>CURBSIDE APPOINTMENTS</b>													
Whittaker	1858	1630	1706	1,587									6,781
Michigan	585	524	628	507									2,244
Superior	212	203	175	165									755
Bookmobile	0	0	0	21									21
<b>TOTAL</b>	<b>2655</b>	<b>2357</b>	<b>2509</b>	<b>2280</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,801</b>
<b>HAND PICKED FOR YOU</b>													
Whittaker	28	21	15	13									77
Michigan	6	1	10	3									20
Superior	3	0	2	0									5
Bookmobile	0	0	0	7									7
<b>TOTAL</b>	<b>37</b>	<b>22</b>	<b>27</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>109</b>
<b>MELCAT</b>													
Loans	890	934	644	864									3,332
Borrows	972	955	730	890									3,547
<b>NEW LIBRARY CARDS</b>													
New applications	102	74	88	77									341
Student eCards	55	1	0	3									59
<b>TOTAL</b>	<b>157</b>	<b>75</b>	<b>88</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400</b>
<b>PODCAST: YPSI STORIES</b>													
Plays	544	572	686	802									2,604

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

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
<b>PRINTING ON DEMAND</b>													
<i>Ltd. to 20 free pages/day</i>													
Whittaker	24	26	27	44									121
Michigan	55	51	89	75									270
Superior	1	4	8	10									23
<b>TOTAL</b>	<b>80</b>	<b>81</b>	<b>124</b>	<b>129</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>414</b>
<b>PROGRAM/SUPPLY/KIT DISTRIBUTION</b>													
Youth	220	272	390	420									1,302
Teen	21	24	30	12									87
Adult	103	83	106	65									357
Partner sites	0	0	0	0									-
<b>TOTAL</b>	<b>344</b>	<b>379</b>	<b>526</b>	<b>497</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,746</b>
<b>REFERENCE</b>													
<i>Telephone and email</i>													
Whittaker	349	559	578	339									1,825
Michigan	424	616	885	481									2,406
Superior	94	120	184	127									525
Bookmobile	0	0	0	5									5
<b>TOTAL</b>	<b>867</b>	<b>1295</b>	<b>1647</b>	<b>952</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,761</b>
<b>TAX ASSISTANCE VISITS</b>													
Whittaker		5	103	67									175
Michigan		32	162	45									239
Superior		19	37	25									81
<b>TOTAL</b>		<b>56</b>	<b>302</b>	<b>137</b>									<b>495</b>
<b>TEACHER BUNDLES</b>													
Whittaker	1	0	1	1									3
Michigan	0	1	0	0									1
Superior	0	0	0	0									-
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>TECHNOLOGY</b>													
Web site visitors	107,067	96,938	109,540	85,095									398,640
Wireless users	238	419	760	788									2,205
App users (unique)	680	681	683	698									2,742
<b>TUTORING SESSIONS (826)</b>	21	98	112	100									331

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

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
<b>VIRTUAL PROGRAMS</b>													
<i>Live viewing or off-site</i>													
WHIT Youth/Attendance	9(37)	12(36)	7(16)	13(30)									41(119))
MICH Youth/Attendance	8(191)	5(34)	8(46)	6(39)									27(310)
SUP Youth/Attendance	2(193)	9(35)	1(25)	1(7)									13(260)
<b>TOTAL YOUTH</b>	<b>19(421)</b>	<b>26(105)</b>	<b>16(87)</b>	<b>20(76)</b>									<b>81(689)</b>
WHIT Teens/Attendance	3(19)	2(13)	2(14)	2(13)									9(59)
MICH Teens/Attendance	5(30)	9(69)	1(30)	4(20)									19(149)
SUP Teens/Attendance	0	0	0	0									-
<b>TOTAL TEEN</b>	<b>8(49)</b>	<b>11(82)</b>	<b>3(44)</b>	<b>6(33)</b>									<b>28(208)</b>
WHIT Adults/Attendance	19(106)	25(139)	28(160)	22(174)									94(579)
MICH Adults/Attendance	12(116)	14(549)	13(102)	9(80)									48(847)
SUP Adults/Attendance	2(45)	1(39)	6(87)	3(48)									12(219)
<b>TOTAL ADULT</b>	<b>33(267)</b>	<b>40(727)</b>	<b>47(349)</b>	<b>34(302)</b>									<b>154(1645)</b>
<b>TOTAL VIRTUAL EVENTS</b>	<b>60(737)</b>	<b>77(914)</b>	<b>66(480)</b>	<b>60(411)</b>									<b>263(2542)</b>
<b>VIRTUAL PROGRAMS</b>													
<i>Recorded views</i>													
Youth programs/views													
Teen programs/views													
Adults programs/views													
<i>* Programs are totaled in Sept. to comply with State Aid reporting</i>													
<b>PAST COVID ACTS OF GREATNESS AND OTHER ONE-TIME EVENTS</b>													
KN-95 mask distribution		500	3000										3,500
New book widget on web site													March
Additional mobile hotspots (10)		10											21 (total)
Pop-up sidewalk browsing				42									42
<b>FUTURE COVID ACTS OF GREATNESS</b>													
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
Flu shot clinic													Summer
Sycamore Meadows lunch help													

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



# Department Reports

# Acquisitions Department Board Report

## May 2021

### Department News and Activities

- Acquisitions staff continue to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, and cataloging. Additionally, some staff members are helping with various Sparkle inventory projects.
- I am once again representing YDL on the Washtenaw Reads screening committee. We have just started meeting on Zoom and are making our way through suggestions, both from committee members and the public. The public can submit suggestions through June 18, with more information available here: [https://aadl.org/washtenawreads/suggest\\_a\\_title](https://aadl.org/washtenawreads/suggest_a_title)

### Statistics

- The collection budget is currently 41% encumbered.
- 301 items were cataloged in April.
- 1,525 items were added to the collection, including 585 e-items, in April.
- YDL borrowed 890 items from other libraries via MeLCat in April.
- YDL loaned 864 items to other libraries via MeLCat in April.

Submitted by Sarah Zawacki  
May 19, 2021

**Assistant Director**  
**Board Report: May, 2021**

Bids are slowly coming in for the restoration work needing to be done at Whittaker post-flood. I have requested bids from YDL's longtime contractors Library Design and Phoenix Contractors. They will be compared with that of Zolman (mitigation team) and presented to our insurance adjuster with our recommendation. June should see significant movement in this regard.

Progress on the new Communico (room reservation and events) platform is slow but steady. The depth of customization available makes it a powerful but very time-consuming roll-out. Since all staff members will eventually need to use the product, our small "build" team is dedicated to ensuring that the back end is completely fool proof. We are trying to not let "perfection be the enemy of good," but it's taking longer than I hoped.

The Friends attended the ~~stampede~~ eCycle Day and earned \$243 plus a box of chocolates in donations. Despite the chaos, they were not deterred and will be helping out at the next event on June 19. That is some serious dedication. In addition to their help on eCycle Day, the Friends will hold their first pop-up sale on June 4 at 10:00 here at Whittaker. They have been very successful selling online, but I know they are looking forward to hosting events in person again. Come visit and buy a book!

With funding from the Friends, we purchased our first cell/device charging station. We are constantly asked by patrons (prior to closing) where they could go to charge their phone. Now we have an answer! The wall-mounted station will be on the first floor where the magazine collection resides. Because we are adding new furniture to that area, it will be visible to patrons sitting in the space, as well as in direct sight of staff. It can be branded for even more fun.



I have spent some time onboarding new staff: two new interns for the Whittaker Youth Department and a new Customer Service Clerk (Megan) as well. Megan is a former Page, so she is well-prepared to take on a new role, and we welcome her back! There is one more opening in the Customer Service Department, which we hope to fill quite soon.

The Sparkle Committee continues to plug away on various projects. Although we were waylaid by the flood, collection inventories, small repairs, shifting, and stack signage are all completed weekly. The collection inventory is especially relevant to me, because if we do purchase a new ILS in the next year or two, our database will be accurate, and we will not pay for the transfer of bibliographic records of missing items.

The Safe Services Committee has been hard at work ironing out the details of offering computer use by appointment at Whittaker. Just when we think we have it down, the state or federal guidance changes, requiring revisions to our plan and edits to our communications drafted for the public. The ongoing conflicts between MIOSHA and MDHHS is becoming comedic (staff must wear masks but not patrons; we can't ask for vaccine cards but we can ask why someone isn't masked)... The Library of Michigan does try to guide us between the two agencies, but even that becomes conflicting at times. At this point, as someone who does believe in the vaccine, I would like to just open our doors after July 4. That idea may or may not prove popular with the staff, but continued closure is becoming a hardship for the public and the safety guidance is waning.

**Submitted by Julianne Smith, May 20, 2021**

# Communications & Development

Monthly report: May 2021

## Major print pieces produced:

- The Summer issue of The Loop (June-August) is heading to the printer soon. The 12-page newsletter covers summer activities, our Capital Campaign, reopening details and other YDL resources, and includes info from community organizations like YCS, Food Gatherers, YpsiWrites and more.
- We printed 2,500 flyers for the Washtenaw County Sheriff's (WCSO) Interrupters campaign (see below).

## Promotions

- **Capital Campaign:** The communication team has been hard at work creating and distributing a press release about the Next Chapter Capital Campaign that launches June 1. We've set up our crowdfunding page ([ypsilibrary.org/nextchapter](https://ypsilibrary.org/nextchapter)). Additionally, we're working with Better Planet Media to produce a promotional video.
- Sam and LaDaisha worked on a post to highlight resources as part of Asian/Pacific American Heritage Month. The post shared booklists, Around the World pages and other places people could find resources for and about the Asian/Pacific American community.
- We're starting to promote our Summer Challenge and will have the banners up early next month. More social media and blog posts will be forthcoming, and press releases will be distributed to some local media.
- We promoted our Electronics Recycling event via a press release, boosted social media posts, and word of mouth. It was very popular and we're planning another shortly because high demand caused the truck to fill up much faster than we anticipated.

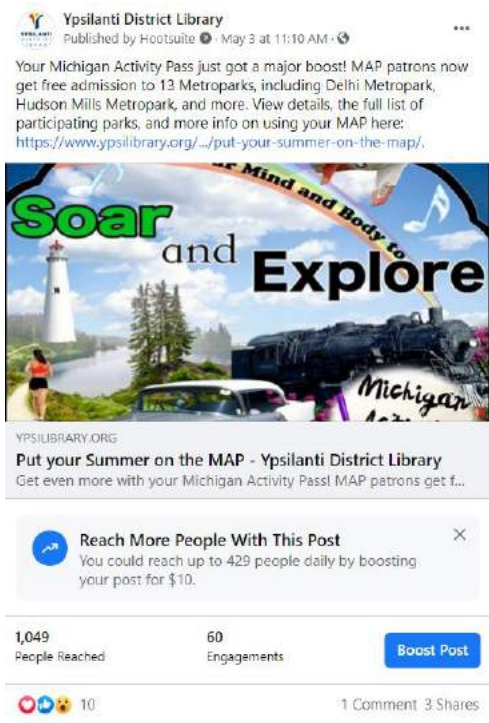
## Community Relations

- We printed 2,500 copies of a flyer highlighting our summer resources to be included in a packet for the WCSO Interrupters campaign. The flyer includes information to help families access our resources like Internet and the Summer Challenge.
- Sam and Mary finished hosting two conversations with area organizations about reaching marginalized communities. Sam will work on the follow up notes for that and help lead the discussion about where the group goes from here with the information we've collected.
- We're working on finalizing the details on participating in the YCS Boots on the Ground campaign, which will include helping distribute YCS materials at community events, as well as potentially via the Bookmobile and curbside. We also may have staff participating in the door-to-door campaign alongside YCS officials.
- Sam is part of a Michigan Libraries PR group that meets once a month to discuss topics related to marketing and communications for Libraries. This month the discussion was about promoting summer activities. There were a lot of interesting ideas we might want to apply towards our Summer Challenge.



## Notable Staff Communication

- It's bittersweet, but we're saying goodbye to our longtime intern LaDaisha. She's accepted a full-time position and her last day will be May 28. She's been an excellent partner and will be missed!
- Sam posted Brigitte's Google Drive and Gmail training materials on the staff Intranet. Thanks to Brigitte for the great training!
- We're working on finalizing our Communico events system rollout and will have training plans and materials once it's finalized.



## Notable Social Media activity

- Our post about the Metroparks becoming part of the MAP program reached over 1,000 people with 60 engagements and 10 likes on Facebook.
- Our post about the winner of our Oscars Contest reached almost 1,000 people with more than 25 likes and 100 engagements on Facebook.
- Our posts on Electronic Recycling reached thousands of people and got a lot of engagements before, during, and after the event.
- Our recent Live from the Library videos on Instagram have all gotten between 50 and 100 views.

*Submitted by Sam Killian on May 21, 2021*

## **Customer Services**

Monthly report: May 2021

### ***Circulation Stats***

For the month of April, we checked out 14,794 items system wide, and patrons downloaded 10,499 digital items. We also issued 80 new library cards, three of which were Student eCards. The Whittaker Road library had 1,555 curbside appointments.

### ***Staff News***

*Megan Watts*, who previously works at YDL-Whittaker as a page, has accepted the part-time Customer Services clerk position recently vacated by *Vivi Nguyen*. *Megan's* first day back at YDL will be May 20, 2021.

Customer Services clerk, *Jacquelyn Peterson*, has accepted a new job with the *Saline District Library* and has resigned her half-time clerk position as of May 18, 2021.

We have internally posted a full-time Customer Services clerk position for YDL-Whittaker. We will be interviewing the interested candidates.

Submitted by *John Connaghan* on May 20, 2021

# Facilities Department

## Board Report: May 2021

Even with no patrons in the buildings, the Facilities Department has a lot going on. Here are some of the highlights.

We finally got all the kitchen cabinets in from Home Depot to finish the installation at Michigan Ave. We are now waiting for the counter top company to measure, manufacture, and install which usually takes about 3 weeks. As soon as that is done, we can install the sink and staff can start using their new breakroom.

Also, at Michigan Ave, Joy picked up a trellis. Jim, Ron, and Jerome put it up for the garden area. Maddy then filled the boxes with compost material for her garden.

Enlighten has ordered the lights for the 2<sup>nd</sup> floor of Whittaker Road. They plan to begin the installation the week of June 7. Estimated time to get the work done is one week. We will rent a lift for Enlighten to use. We will keep it for a couple weeks to work on other lights on the 2<sup>nd</sup> floor as well. We can also use it to do some cleaning hard to reach places we can't get to with a ladder.

Siemens had an interruption in their work on the new lighting controls, new parts were added to the install. They are due to ship from the manufacturer June 3<sup>rd</sup>. We will schedule Siemens to come finish the project once the parts are in.



Lois has been working hard painting the lower part of all the book shelf ends. They get beat up from carts and vacuums hitting them quite often over time. This part of Julie's Sparkle program. You can really see the difference after they have been re-painted.



Helped Adult Services by setting up signage, directional cones, caution tape to direct traffic for the Electronic Recycling program which was a huge success.



Plantwise came out to conduct a controlled burn of our prairie grass areas at Whittaker Road. This will help keep the native plants healthy, and prevent invasive plants to take root. Plantwise uses precaution with all the correct gear needed. The fire department is also notified as a precaution.



**Submitted by: Jim Reed**

**May 20, 2021**



# INFORMATION TECHNOLOGY SERVICES DEPARTMENT

May 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.
- 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 all staff to ensure systems are ready to address recent and upcoming changes to our operations.

## New or Upcoming Items

- Re-opening – We've actively taken part in re-organizing equipment and are anticipating final system adjustments to the patron system for our re-opening.
- Obtaining equipment refresh pricing to our security camera system
- Exploring additional patron technology solutions in regards to an anticipated federal funding increase.

## Michigan Avenue Board Report: May 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.

### Programs

Pat developed a kit and webpage on Ancient Egypt. Jenny worked with Jaclyn Morrow to create self-care kits for moms just in time for Mother's Day. Jenny was able to get a donation of free silver bracelets with an inspiring word engraved on them. Kelly and Maddy helped with Live Storytimes on YouTube and Instagram. Kelly and Jodi received a grant from Neutral Zone to pay for the very popular monthly Teen Subscription Kits.

Crafternooners have been making jewelry. The photo to the left is one person's ankle bracelet being admired by her dog. Self-care kits are still going out, about 40 per month. We held our first scheduled outdoor book browse on Tuesday and it was pretty busy. We are planning to offer outdoor book browsing every other Tuesday and Saturday this summer. Shoshanna has put out another episode of Ypsi Stories, this time about the Sculpture Garden that was active at Water Street.

We are now finished with United Way's Scan & Go tax service with the exception of two tax returns waiting to be signed by a tardy tax payer. Scan & Go efforts resulted in 84 tax returns filed and approximately \$183,456 in money put in tax payer's pockets. Along with AARP, we facilitated 253 tax returns being submitted. It was twice as difficult as in a normal year but most of the taxpayers coming to our facility are low income and the money they receive back is very much needed. This service is definitely relevant to our patron's lives.

### Summer Program Planning

Jenny and Joy, along with help from most youth staff, will be doing weekly Summer Food Service Distribution at Perry Elementary. Jenny, Joy and Pat, along with Psyche, Liz Pitcher and a summer intern will be doing a once a week pilot of Power of Stories, a program modeled somewhat from Prime Time, for 6-8 year olds, at Parkridge's summer camp. Kelly has been partnering with Engage @ EMU to provide a series of workshops for Noise Permit. The workshops look a bit different than previous years, including more visual arts, but we hope to attract a large variety of artists this year. She has also been working with their Upward Bound program to put on a poetry slam.

Scott is moving Guitar Club to in-person meetings at the Farmer's Market. They will meet in the building or outside, depending on the weather. Everyone in the group is now fully vaccinated and are very tired of trying to do guitar via Zoom. Scott is also changing the Visual Book Club to a Graphic Novel Book Club and they will be meeting outside at Bobcat Bonnie's starting in June. I can't help but think we're moving slowly to normal! Along with the Book Browse dates, we have planned several performances in the library plaza. We hope for a light, but enthusiastic audience!



## Ypsi Stories Episode 7: Ypsilanti's Water Street Sculpture Garden

Genealogy & Local History | May 5, 2021

### Listen



Episode 7: Ypsilanti's Water Street Sculpture Garden  
Ypsi Stories

Ypsilanti's Water Street Sculpture Garden, also known as the Water Street Commons, was a symbiotic and community run outdoor space in the city of Ypsilanti which was most active between June 2013 and April 2016.

Professor Beth Currans, as a researcher, as a participant, and as an observer, was in the perfect position to study and document this phenomenon in recent Ypsilanti history.

The images and videos on this page illustrate the story Professor Currans tells, and show how people used the space to build community, support, and connection. **Click on the images to view the larger versions. Keep scrolling for videos and images that really take you inside!**

More about our podcast speaker



Happy Hour at the commons. Photo courtesy of Beth Currans.



- 6/23 Ann Arbor Summer Fest Concert: John Holk and the Sequins
- 6/25 Untold Stories of Liberation and Love Poetry Readings and E-zine Launch
- 7/15 Noise Permit Poetry Slam featuring EMU's Upward Bound students
- 8/6 Noise Permit Summer Concert

### Staff

All Michigan Ave staff, with the exception of one, are fully vaccinated. The last one has received her first shot and should be fully vaccinated by mid-June. Paul Rizik will be starting as a summer library intern. In addition to having a master's degree in Russian Linguistics, he comes with a lot of experience in doing farm-to-school programming with AmeriCorps Vista.

### Building

Jerome painted Room 2 at the bottom of the stairs. Jim has the new kitchen about two thirds done. Maddy has organized and labeled a ton of craft supplies in clear containers. Once Jim is done with the kitchen we will put supplies in 6 pantry cupboards to keep craft stuff organized and easy to find. Joy added  $\frac{3}{4}$  a yard of compost to the garden boxes and Maddy has started planting the garden, planting climbing varieties of many things to utilize the new trellis. This is her first experience planting a garden so she is learning a lot. The library plaza has been quite beautiful this spring.

Joy Cichewicz  
May 21, 2021





# Outreach Services Board Report

## May 2021

### Superior:

- We closed the books on the 2020 Scan & Go Tax season. We were busier this year than ever before. We assisted 58 clients at Superior. The average return amount of \$2184 means a combined total of \$126,672 tax dollars returned to community members at Superior alone, over half a million dollars for the three YDL locations combined!
- We will soon plant the garden for patrons to pick from and enjoy. While we won't have cooking programs this year, we'll have a sign inviting people to pick from the garden. We will also have a set of painted wings for a beautiful garden photo opp, courtesy of Jaclyn from Whittaker Youth department.
- We are excited to have new after-hours pickup lockers on the way. We anticipate installation by the end of the summer.

### Outreach Projects & Programs:

- To date, we have nine summer sites enrolled in our Summer Challenge Champions program. Through this program, we are able to bring the library's Summer Challenge to kids at day camps and other summer programs. Each site will receive three visits from an Outreach staffer, a bin of books to read at camp, and the standard Summer Challenge prizes.
- Virtual Schoolwork Support with 826michigan wrapped up in early May. I want to give a HUGE shout out to Nicole Russell, our Outreach Librarian who served as the main point of contact between YDL and 826michigan. This partnership had many moving parts. Nicole did a great job wrangling all the people and details.
- Our cooking program with ZeeTheCook went very well. Zee Shami, the facilitator, showed participants how to make a fattoush salad.



### Bookmobile:

- We have been on the road with limited curbside service for about a month now. We have tried both morning and afternoon slots. The afternoon slots are much more popular. With the extension of library hours in June, we'll shift our curbside bookmobile times to afternoon/early evening.
- We recently discovered that the speedometer and tachometer are intermittently malfunctioning. We'll take the bookmobile in for repair next week. It should be a half-day job.

### Learning Never Gets Old

- Monique & Nicole co-hosted a Zen Doodle workshop for our older adult participants. It was a great success and there is interest in holding it as a recurring event.
- Our Senior Advisory Board has requested to meet outside, in person over the summer. As long as local conditions allow, we plan on going forward with socially distanced outdoor meetings.



Submitted by Mary Garboden,  
May 19, 2021

## Whittaker Road-Adult Services Board Report: May 2021

Here is a listing of May programs:

- 3 book discussion groups (Thursday AM, African American Authors, Mystery Lovers Book Group)
- Google Slides for Beginners
- Electronics Recycling
- How to Host a Zoom Meeting
- Google Docs for Beginners
- Growing Your Business Internationally
- Virtual Garden Club: Container Gardening 101
- Healthy Living Through Plant-Based Nutrition
- Google Docs Tips and Tricks for Adults
- Google Sheets for Beginners
- Google Sheets Tips and Tricks

Our first ever Electronics Recycling Event did not turn out as expected; demand far exceeded capacity. The truck was filled within a half hour, so the event was over quickly and many were left disappointed. This was a learning experience for us! We are looking to offer another electronics recycling event in June for those who were not able to drop off items this month. Christy is working on arrangements now. We typically do not offer as many programs in the summer besides the Summer Challenge as we find that attendance is significantly lower. Sheila is the point person for the adult side of the Summer Challenge so has been busy working on that. We do have some fun things planned: Robert and I are working with Jaclyn from the Youth Department to create a Library Olympics program for all ages, with library-themed competitions such as book tosses. Look for that in July. Paula has been working with YpsiWrites on a Mystery Maker summer event that we're folding into our Summer Challenge. People will be invited to write their own mystery story throughout the summer months; together with YpsiWrites, we'll provide writing prompts and resources as well as a mystery-themed kit each month to get people interested in this initiative. The kits are made possible thanks to the generosity of the Friends of YDL. We are also making sure each month to dedicate some kits to go with staff to summer sites where they can distribute them to those who may not be able to get to our facilities. We're also going to offer a paper shredding event, which run more smoothly than the electronics recycling event, as we have done them several times before. Brigitte has expanded her class offerings with new classes on Tips and Tricks for Google Docs, Sheets, and Slides and did her first Zoom hosting how-to class this month.

United Way let us know that the people we helped at Whittaker received \$37,128 in refunds (based on average refund per return).

All staff is now using Gmail and Google products to work collaboratively. We appreciate the new opportunities to communicate and collaborate across departments and with outside partners. It's great to have these new tools in our toolbox.

Whit Adult Services staff is currently preparing for the resumption of public pc services in June. Paula and Christy are both on the Safe Services Committee, which is working with Whit AS to determine how to safely offer this service. We look forward to returning to Whittaker full time and getting the pcs fired up again! Thanks to Chris for making sure that the pcs are ready to go.

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

- Weeding parts of the collection
- Attending meetings
- Attending webinars for training and information
- Planning/presenting virtual programs and classes
- Cataloging materials
- Scheduling curbside appointments
- Ordering materials
- Answering reference questions over the telephone
- Pulling materials on the daily list of requests placed by patrons
- Creating /Assembling craft program supply kits
- Taking care of patron print job requests

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

Submitted by Paula Drummond May 19, 2021

# Whittaker Youth Services Board Report May 2021

## Program/Supply Kit Highlights

### Little Ones

- We offered 3 [online storytimes](#) per week, finishing the spring season last Saturday. In May we celebrated Asian and Pacific American Heritage Month by reading new picture books by Asian and Asian American authors.
- I created a Little Ones STEAM about [colors](#) and assembled 72 kits with games activities to build fine-motor, turn-taking, and early math skills.
- Marlena recorded a new [T-Bear episode](#) and assembled 24 kits with a small stuffed animal and blanket kids could use to put their own animal to bed while following along with T-Bear.

### Kids & Families

[Saturday Afternoon Adventure](#) themes developed by staff since the last report:

- [Microbiology](#): Liz G. created a webpage and kit with Petri dishes she got from a local lab, which were distributed to 25 families.
- [Ancient Egypt](#): Pat developed a field trip back in time to ancient Egypt, with web content that allowed kids to virtually visit the pyramids and learn about mythology, and a kit distributed to 55 kids with supplies to build an origami pyramid and write their name in hieroglyphics.
- [Mother's Day](#): Jenny and Jaclyn worked together to make a self-care kit for moms that included donated bracelets Jenny procured, along with tea, chocolate, and coupons for kids to color and give as a gift. 92 families received a supply kit, including the WISD Trusted Parent Advisors who have made it possible for us to reach families this year who can't get to the library easily. Along with the supply kits, Jaclyn and Jenny created a webpage with self-care tips and a video about how to make a bouquet from plastic bottles.
- [Seed Starting](#): We've come full circle this year in our Garden to Table virtual series. Slava assembled kits with seeds, soil and cups that were distributed to 45 families to go with our Seed Starting webpage.

### Teens

- TAG met twice last month and they continue to work on social justice and teen supply packs. They divided up the summer supply pack topics and were given deadlines to submit supply lists and other content to Kelly. We've been impressed with their dedication and initiative to follow through on tasks they volunteer for.

### Other Work

- Slava and I gave two TALK presentations at Library of Michigan meetings in May and began allowing more libraries to begin participating. 44 libraries currently have an MCLS TALK account and access to our toolkits. We have over 100 people signed up for a Library of Michigan webinar we'll present next week where we will give a deeper look at the toolkits and answer questions. We expect more libraries to officially sign up at that time. Slava updated the [Google map](#) of participating TALK libraries, which you can see to the right.
- Jaclyn is painting wings murals for YDL-Whittaker and YDL-Superior as part of our independent outdoor exploratory offerings for families this summer.
- I have almost finished setting up the Summer Challenge in ReadSquared. Many staff sent ideas for new explore challenges participants can do around the community this year. These new activity suggestions and Liz's updated badges will give the game a fresh look and feel, while keeping the structure of how to play the same to make participating easy. We are also offering a one page handout with activities for very little learners to make it easier for their parents to participate. Psyche is designing the one-page handout.





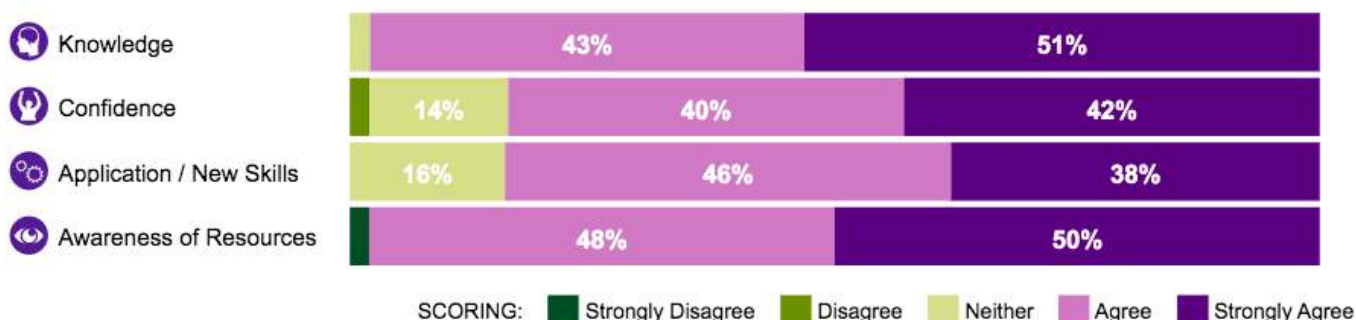
- Online program stats only reflect the views a video received in the month it was posted. Sometimes that might be the last day of the month and only a couple of views get noted. However, many of the units we created have generated broader interest. Videos that have received at least 200 views include the tour of the Flint Planetarium arranged by Pat for her Night Sky webpage, Liz's how-to/troubleshooting video for the popping boba Kitchen Science supply kit she created, an introduction to karate video I asked a local martial arts studio to record last summer, Joy's hunt for the queen bee video, and a Pete the Cat video I made with my husband last August for the Build a Storytime page. Many of our local farm and garden tours and outdoor art videos from last summer have over 100 views, and series such as the songs and rhymes like Ulana made for the Build a Storytime page and Marlena's traditional tales have averaged a significant number of views. The most popular content has been the Family Read unit Nicole and I worked on last fall. The four chapter read aloud videos that were created have been viewed 3,530 times. Because they've been unlisted on YouTube since the fall, we know people are finding them through the YDL website. I regularly get emails from librarians and teachers across the country thanking us for the online content and asking questions. It's nice to know people are finding the webpages useful.
- Last week a Project Outcome survey was sent to everyone who used the online form or called to reserve an adult crafting kit, youth supply kit, or teen subscription pack this school year. We've had 53 responses so far, which are summarized below. I'll send one more reminder to complete the survey and then fully look at the results. Two comments are below:
  - My kids and I personally loved the kits. This is the first time I've ever heard about it. As soon as I knew about it I started contacting the library about it and I am very thankful to everyone working in the library.*
  - The kids like having something new to explore, subjects to learn about. I like that everything needed was included and I didn't need to get anything else. I loooved the ancient Egypt kit! I was touched by the content of the Mother's Day kit. I've been wearing the bracelet and love the reminder on it :) My family has enjoyed the question prompts and are excited to use them at the dinner table. I truly appreciate the gift <3*

## Results

A total of **53** survey responses were collected. Of the percentage of patrons surveyed who either **agreed or strongly agreed** that they benefited from the service or program:



The full results of the survey(s) are shown below. (Note that due to rounding, percentages may not add up to 100%)



- This week, thanks to our partnership with Mom Power, 12 youth staff received trauma training from Zero to Thrive at UM. Karen Smith gave a presentation about the increase in childhood trauma due to the pandemic and shared trauma informed methods we can use when a child is having a meltdown or poor behavior to help the child or the parent. We will also be able to easily model some of her tips at storytimes.
- We welcomed two MLIS interns to the department this week. Annie Flynn is a student at University of Michigan with a background in art education. Amanda Signori is a student at Indiana University and has a background in nutrition. I look forward to the library benefiting from their individual areas expertise and providing them hands-on experience learning about youth services. Thanks to Liz for meeting their first day and giving a tour while I was on vacation.
- We learned we will receive the free bee house that Slava applied for and are excited to be able to add it to our outdoor learning offerings!

Submitted by Jodi Krahne May 20, 2021



# **Old Business**

# **New Business**

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 5/19/2021  
**Re:** Approval of 2021 L-4029 Tax Rate Request Forms

Each June YDL must submit L-4029 forms to the Washtenaw County Clerk's Office to request the appropriate tax be levied by each of the municipalities in the library district. The signatures of the Board President and Secretary are required on the approved forms.

Accountant Jim Carey prepares these forms based on figures from the County Equalization Department. For the sixth consecutive year, the operating millage tax rates are being rolled back by Headlee. This indicates steady economic growth in our community, which is wonderful, but the law caps growth of our revenues.

YDL's operating millages are authorized by approval of these forms.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-19

May 26, 2021

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2021

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Whereas the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and

Whereas L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2021 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:      NO:      ABSENT:      VOTE:

# **2021 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2021)

## **MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

**Carefully read the instructions on page 2.**

County(ies) Where the Local Government Unit Levies Taxes <b>Washtenaw</b>	2021 Taxable Value of ALL Properties in the Unit as of 5-24-2021 <b>357,431,161</b>
Local Government Unit Requesting Millage Levy <b>Ypsilanti District Library/City of Ypsilanti</b>	For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2021 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2021 Current Year "Headlee" Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CA24' 89'	Oper.	93 & 98	1.6000	1.4653	.9880	1.4477	1.0000	1.4477	1.4477		N/A
CA24' 89'	Oper.	11/2/10	.3800	.3691	.9880	.3646	1.0000	.3646	.3646		N/A
Voted	Oper.	11/6/18	.7000	.6908	.9880	.6825	1.0000	.6825		.6825	12/31/29

Prepared by <b>Lisa Hoenig</b>	Telephone Number <b>(734) 879-1300</b>	Title of Preparer <b>Library Director</b>	Date
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		<b>Bethany Kennedy</b>	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		<b>Omer Jean Winborn</b>	

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2021 for instructions on completing this section.**

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

# **2021 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2021)

## **MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

**Carefully read the instructions on page 2.**

County(ies) Where the Local Government Unit Levies Taxes <b>Washtenaw</b>	2021 Taxable Value of ALL Properties in the Unit as of 5-24-2021 <b>386,156,867</b>
Local Government Unit Requesting Millage Levy <b>Ypsilanti District Library/Charter Township of Superior</b>	For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

**This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.118. The following tax rates have been authorized for levy on the 2021 tax roll.**

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2021 Current Year "Headlee" Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CA24' 89'	Oper.	93 & 98	1.6000	1.4653	.9880	1.4477	1.0000	1.4477		1.4477	N/A
CA24' 89'	Oper.	11/2/10	.3800	.3691	.9880	.3646	1.0000	.3646	.3646		N/A
Voted	Oper.	11/6/18	.7000	.6908	.9880	.6825	1.0000	.6825		.6825	12/31/29

Prepared by <b>Lisa Hoenig</b>	Telephone Number <b>(734) 879-1300</b>	Title of Preparer <b>Library Director</b>	Date
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2021 for instructions on completing this section.**

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		<b>Bethany Kennedy</b>	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		<b>Omer Jean Winborn</b>	

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**\*\* IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

# **2021 Tax Rate Request** (This form must be completed and submitted on or before September 30, 2021)

## **MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS**

**Carefully read the instructions on page 2.**

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes <b>Washtenaw</b>	2021 Taxable Value of ALL Properties in the Unit as of 5-24-2021 <b>1,479,661,885</b>
Local Government Unit Requesting Millage Levy <b>Ypsilanti District Library/Charter Township of Ypsilanti</b>	For LOCAL School Districts: 2021 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2021 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2020 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2021 Current Year "Headlee" Millage Reduction Fraction	(7) 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CA24' 89'	Oper.	93 & 98	1.6000	1.4653	.9880	1.4477	1.0000	1.4477		1.4477	N/A
CA24' 89'	Oper.	11/2/10	.3800	.3691	.9880	.3646	1.0000	.3646	.3646		N/A
Voted	Oper.	11/6/18	.7000	.6908	.9880	.6825	1.0000	.6825		.6825	12/31/29

Prepared by <b>Lisa Hoenig</b>	Telephone Number <b>(734) 879-1300</b>	Title of Preparer <b>Library Director</b>	Date
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**CERTIFICATION:** As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature	Print Name	Date
<input checked="" type="checkbox"/> Secretary		<b>Bethany Kennedy</b>	
<input type="checkbox"/> Chairperson	Signature	Print Name	Date
<input checked="" type="checkbox"/> President		<b>Omer Jean Winborn</b>	

\* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

\*\* **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

**Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2021 for instructions on completing this section.**

Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag, Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 5/21/21  
**Re:** Budget amendment

In the budget amendment that accompanies this memo Expenditures have increased. Net Revenue is over Expenses \$11,500 less than in the current version of the budget. We only made two adjustments:

- With the addition of Communico, Software Expenses increased by \$7,500.
- Legal fees for the year had already eclipsed their adopted budget. Expenses have included contract amendments for the lighting control system installation, policy matters including FOIA, HR matters related to COVID, and typical library law and labor questions. To be on the safe side, I doubled the \$4,000 budget.

I am happy to field any questions you may have.



YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-20

May 26, 2021

RESOLUTION TO AMEND THE 2020-21 BUDGET

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

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

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

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2021 be amended as presented.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:      NO:      ABSENT:      VOTE:

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

**Revenue**

Superior Township Tax Levy	936,283
City Tax Levy	846,900
Ypsilanti Township Tax Levy	3,617,971
State of Michigan PPT reimbursement/Ren Zone Reimb	62,000
State Aid Direct	35,678
State Aid Indirect	35,678
State of Michian TALK Grant	67,473
Fines/Misc.	16,250
Smart Cards - Printing & Copies	10,000
Penal Fines County	97,500
Rental Income-community room	500
Donations/Misc.	2,500
Donations/Memorials	600
Interest/Checking	1,000
Interest/Savings	5,500
Dividend Revenue	4,000
Dividend Revenue Endowment	4,500
Transfer (to)/from Fund Balance	(1,405,346)

**Total Revenue** **4,338,987**

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**EXPENDITURES by Department**

Dept 100 Administrative	2,395,932
Dept 200 Michigan Ave	585,399
Dept 300 Outreach Services- Bookmobile	88,088
Dept 400 Outreach Services - Superior Township	163,154
Dept 500 Whittaker Road	1,106,414

**Total Expenditures** **4,338,987**

<b>EXPENDITURES by Category</b>	Category as % of 2020-2021	
		Expense
Salaries and Benefits	2,817,971	64.9%
Public Utilities	166,124	3.8%
Repairs and Maintenance	143,902	3.3%
Materials	448,350	10.3%
Technology	248,935	5.7%
Other	513,705	11.8%
<b>Total Expenditures</b>	<b>4,338,987</b>	<b>100.0%</b>

**Net Revenue Over (Under) Expenses**

**0**

**Proposed Budget Amendment FY 2020-21**

					Adopted Budget FY 2020-2021	5/26/21 Proposed Budget Amendment FY 2020-2021
ACCT #	ACCOUNT NAME	FY 2017-2018 ACTUAL	FY 2018-2019 Actual	FY 2019-2020 Actual		
<b>Revenue</b>						
403.000	Superior Township Tax Levy	619,558	896,999	885,210	936,283	936,283
425.000	City of Ypsilanti Tax Levy	589,337	808,325	836,671	846,900	846,900
440.000	Ypsilanti Township Tax Levy	2,212,989	3,283,915	3,486,095	3,617,971	3,617,971
425.075	PPT reimbursement	20,105	18,247	16,119	12,000	12,000
441.000	Renaissance Zone Reimb		39,574	66,633	50,000	50,000
443.000	State Aid Direct	30,201	32,932	32,931	35,678	35,678
447.000	State Aid Indirect	30,646	33,574	33,497	35,678	35,678
500.600	TALK Grant Revenue	75,358	23,853	30,629	67,473	67,473
657.000	Lost Books/Misc.	67,077	60,633	22,485	16,250	16,250
657.100	Smart Cards - Printing & Cop	40,841	36,686	11,776	10,000	10,000
657.600	Guest Pass	1,745	1,417	429	0	0
661.000	Penal Fines County	116,084	111,395	84,478	97,500	97,500
662.000	Coffee shop rent	3,500	1,296	0	0	0
662.100	Community room rentals	1,250	1,850	575	500	500
679.000	Donations/Misc.	4,993	1,152	1,063	2,500	2,500
681.000	Donations Designated		18,850	5,100	0	
681.080	Donations/Memorials	711	2,629	4,555	600	600
687.000	Interest/Checking	1,727	3,233	1,037	1,000	1,000
687.010	Interest/Savings	7,050	15,331	6,175	5,500	5,500
687.060	Interest/Yoder	3	0	0	0	0
687.070	Interest/Yates Memorial	1	1	0	0	0
689.000	Dividends	5,819	5,741	4,219	4,000	4,000
690.000	Dividend Revenue Endwmnt	6,335	6,771	7,220	4,500	4,500
	Transfer from Improvement Fund	0				
	Transfer from Fund Balance	0	0	0	0	0
	Sale of Assets	0	0	0	0	
<b>Total Revenue</b>		<b>3,835,330</b>	<b>5,404,404</b>	<b>5,536,897</b>	<b>5,744,333</b>	<b>5,744,333</b>

**Proposed Budget Amendment FY 2020-21**

					Adopted Budget FY 2020-2021	5/26/21 Proposed Budget Amendment FY 2020-2021
ACCT #	ACCOUNT NAME	FY 2017-2018 ACTUAL	FY 2018-2019 Actual	FY 2019-2020 Actual		
Expenditures						
Dept 100 Administrative						
702.000	Salary Wages	614,161	625,703	657,068	724,412	724,412
702.100	Professional/Accounting	5,340	6,500	5,080	7,500	7,500
702.150	Bank Fees	5,521	5,829	3,176	6,840	6,840
702.900	Salary/Subs	11,314	16,427	3,327	15,100	15,100
705.000	Recognition Awards	472	687	336	750	750
710.000	Paychex Payroll Service	8,927	12,366	11,166	12,360	12,360
715.000	Employer Payroll Tax	141,453	144,670	144,791	153,626	153,626
715.100	ACA Taxes Paid by employer	0	247	295	371	371
718.000	MERS Defined Contribution	85,593	91,373	90,691	99,361	99,361
719.000	FSA Admin Fees	583	691	707	806	806
727.000	Office Supplies	28,245	28,789	26,412	32,400	32,400
727.050	CARES act Exp			95		
727.200	Supplies-Facility	15,582	19,577	13,820	23,700	23,700
752.000	MML/Building Insurance	59,627	61,476	64,450	67,673	67,673
753.000	MML/Workers Comp	9,016	9,756	7,204	10,544	10,544
754.000	Health Insurance	361,244	371,049	361,059	389,438	389,438
756.000	Dental Insurance	37,616	36,153	34,311	35,601	35,601
757.000	Employee Assistance Program	1,006	974	579	0	0
758.000	Life Insurance	4,213	4,036	3,969	4,212	4,212
759.000	Vision Service Plan	8,679	8,811	8,856	9,253	9,253
762.000	STD/LTD	10,542	12,076	11,403	10,025	10,025
769.000	Printing & Publishing	19,300	5,427	12,840	21,200	21,200
769.050	Classified Advertising	606	993	460	800	800
774.050	Digital Collection	22,298	31,726	175,379	221,800	221,800
774.100	Data Bases	79,791	93,136	21,988	30,000	30,000
774.800	System Wide DVDs	6,396	5,182	2,959	4,000	4,000
774.900	All Materials Processing	30,750	25,838	15,899	15,000	15,000
774.950	Play Kits	0	3,602	1,447	2,500	2,500
774.975	Library of Things	0	0	0	4,000	4,000
801.000	Major Events	20,906	10,978	6,768	24,225	24,225
801.500	Learning Never Gets Old	2,000	1,962	2,246	2,000	2,000
802.000	Mileage/Travel Reimbursement	2,017	2,883	289	2,500	2,500
804.000	Workshops/Training	2,361	3,916	4,148	4,500	4,500
805.000	Memberships & Dues	5,455	5,436	5,675	5,000	5,000
806.000	Talk Grant Expenses		12,625	24,342	53,263	53,263
810.000	Capital Outlay - Building & La	0	4,301	600	5,000	5,000
810.100	Capital Outlay - Improvement	3,062	6,824	1,300	3,700	3,700
812.000	Capital Outlay - Furnishings	2,562	3,949	0	5,000	5,000
850.000	Automation - Technology	181,162	154,332	183,693	178,800	178,800
850.100	Telecommunications	12,788	6,573	(19,543)	7,911	7,911
850.200	SirsiDynix	55,644	51,473	62,573	62,224	62,224
850.500	Software Subscriptions	0	7,926	14,762	18,985	26,485
890.000	The Library Network	2,796	2,796	2,796	3,000	3,000
928.000	Postage	13,874	13,085	19,334	19,655	19,655
965.000	Auditing Service	7,275	7,425	7,425	7,875	7,875
975.000	Legal	9,804	8,870	6,422	4,000	8,000
975.500	Legal-Negotiations	0	12,765	0	0	0
980.000	Professional/Contractual	91,121	83,193	154,793	36,822	36,822
980.500	Branding Costs	2,415	2,561	1,188	2,500	2,500
981.500	Lost Book Expense	10,553	8,546	3,749	10,200	10,200
982.000	MTT Charge Back City	387	(140)	208	4,000	4,000
983.000	MTT Charge Back Ypsi Twp	1,194	389	200	10,000	10,000
983.100	MTT Charge Back-Superior	955	10,430	985	10,000	10,000
990.000	Contribution to endowment	0				
Total		1,996,606	2,046,192	2,163,720	2,384,432	2,395,932

**Proposed Budget Amendment FY 2020-21**

ACCT #	ACCOUNT NAME	FY 2017-2018 ACTUAL	FY 2018-2019 Actual	FY 2019-2020 Actual	Adopted Budget FY 2020-2021	5/26/21 Proposed Budget Amendment FY 2020-2021
<b>Dept 200 Michigan Ave.</b>						
702.000	Salaries	393,684	404,679	396,590	415,930	415,930
702.800	Salaries-Pages	7,423	7,271	4,044	9,833	9,833
771.000	Adult Books	31,369	31,227	25,084	25,000	25,000
772.000	Youth Books	18,216	17,891	14,651	15,650	15,650
776.000	Periodicals - Adult	3,949	4,244	2,979	3,000	3,000
776.050	Periodicals - Youth	236	206	0	250	250
778.000	Adult Audio/Visual	13,143	11,112	6,153	8,000	8,000
779.000	Youth Audio/Visual	5,329	4,956	2,993	2,850	2,850
802.200	Parking Fees	0	3,600	3,600	3,600	3,600
810.000	Capital Outlay - Building	2,373	7,952	18,869	20,000	20,000
812.000	Capital Outlay - Furnishings	0	7,031	6,992	2,500	2,500
840.000	Repair & Maintenance - Build	28,501	15,255	13,803	20,000	20,000
840.025	Campbell Maint Contract	17,761	16,489	18,754	12,672	12,672
840.050	Snow Removal/ Lawn Care	6,125	6,229	6,078	12,000	12,000
900.000	Programs-Adult	693	1,493	1,625	1,700	1,700
901.000	Programs-Youth	1,300	1,342	2,659	1,900	1,900
940.000	Phone	4,500	4,514	4,535	4,680	4,680
943.000	Natural Gas	4,317	3,359	3,624	3,872	3,872
947.000	Electricity	16,432	16,452	15,236	15,475	15,475
949.000	Ypsi Community Util Auth	5,625	4,802	7,707	6,487	6,487
980.200	Construction/renovation					
980.000	Professional/Contractual	0				
<b>Total</b>		<b>560,976</b>	<b>570,104</b>	<b>555,976</b>	<b>585,399</b>	<b>585,399</b>
<b>Dept 300 Outreach/bookmobile</b>						
702.000	Salaries	66,998	68,078	69,159	70,735	70,735
775.000	Library Materials	4,930	4,478	5,303	5,000	5,000
840.000	Repair & Maintenance	8,487	5,109	6,017	6,693	6,693
943.000	Fuel	5,379	5,425	1,661	5,660	5,660
<b>Total</b>		<b>85,794</b>	<b>83,090</b>	<b>82,140</b>	<b>88,088</b>	<b>88,088</b>
<b>Dept 400 Outreach/Superior Township</b>						
702.000	Salaries	136,949	144,398	146,792	149,443	149,443
775.000	Library Materials	7,059	7,609	5,842	7,000	7,000
840.000	Repair & Maintenance	2,220	1,374	1,007	1,000	1,000
840.050	Snow Removal & Lawn Care	980	898	980	1,200	1,200
900.000	Programs - adult	589	601	543	600	600
901.000	Programs - Youth	556	600	468	600	600
940.000	Phone	1,125	1,129	1,134	1,186	1,186
943.000	Natural Gas	756	573	659	789	789
947.000	Electricity	993	1,013	960	1,061	1,061
949.000	Water	84	88	98	275	275
<b>Total</b>		<b>151,311</b>	<b>158,283</b>	<b>158,483</b>	<b>163,154</b>	<b>163,154</b>

**Proposed Budget Amendment FY 2020-21**

		FY 2017-2018	FY 2018-2019	FY 2019-2020	Adopted	5/26/21
ACCT #	ACCOUNT NAME	ACTUAL	Actual	Actual	Budget FY 2020-2021	Proposed Budget Amendment FY 2020-2021
<b>DEPT 500 WHITTAKER RD</b>						
702.000	Salaries	684,699	696,339	701,249	678,063	678,063
702.800	Salaries-Pages	37,920	34,553	15,483	42,024	42,024
771.000	Adult Books	64,203	64,635	41,293	48,200	48,200
772.000	Youth Books	32,150	38,784	23,641	29,400	29,400
776.000	Periodicals - Adult	5,910	5,915	5,239	5,300	5,300
776.050	Periodicals - Youth	852	898	759	800	800
778.000	Adult Audio/Visual	23,585	21,217	15,746	15,500	15,500
779.000	Youth Audio/Visual	7,979	7,300	4,159	5,100	5,100
810.000	Capital Outlay - Building		11,328	3,880	39,000	39,000
840.000	Repair & Maintenance - Build	25,445	23,842	39,729	22,440	22,440
840.025	Cambell Maint Contract	42,979	42,934	42,797	42,797	42,797
840.050	Snow Removal/Lawn Care	14,596	16,529	16,241	22,100	22,100
980.000	Professional Contractual			38,000		
900.000	Programs - Adult	3,325	3,765	4,206	4,200	4,200
901.000	Programs - Youth	5,122	6,298	5,697	6,500	6,500
903.000	Equipment Maintenance	83	6,336	820	3,000	3,000
940.000	Phone	8,950	9,029	9,070	9,485	9,485
943.000	Natural Gas	31,856	25,609	24,227	24,828	24,828
947.000	Electricity	101,664	103,549	92,512	101,712	101,712
949.000	Ypsilanti Comm Utilities Auth	5,617	5,069	4,596	5,965	5,965
<b>Total</b>		<b>1,096,935</b>	<b>1,123,929</b>	<b>1,089,344</b>	<b>1,106,414</b>	<b>1,106,414</b>
<b>DEPT 600 DONATIONS REVENUE</b>		71,011	87,817	18,888		
<b>Subtotal</b>		71,011	87,817	18,888	0	
<b>DEP 600 DONATIONS EXPENDITURES</b>		43,328	31,845	12,312		
<b>Subtotal</b>		43,328	31,845	12,312	0	
<b>Total Donations Net</b>		27,683	55,972	6,576	0	
<b>DEP 700 GRANTS REVENUE</b>		16,914	14,441	13,080		
<b>Subtotal</b>		16,914	14,441	13,080	0	
<b>DEP 700 GRANTS EXPENSE</b>		12,190	12,323	7,405	0	
<b>Subtotal</b>		12,190	12,323	7,405	0	
<b>Total Grants Net</b>		4,724	2,118	5,675	0	
685.000	Sale of Assets	979				
Revenue		3,924,234	5,506,662	5,568,865	5,744,333	5,744,333
Total Expenditures		3,947,140	4,025,766	4,069,380	4,327,487	4,338,987
Net Surplus (Deficit)		(22,906)	1,480,896	1,499,485	1,416,846	1,405,346

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 5/19/21

**Re:** Consideration of a proposal for professional services for Whittaker parking lot phase III reconstruction

In April 2017 the Board approved the development of an overall pavement evaluation and replacement plan for Whittaker Road that YDL could complete in phases in over time. Brian Barrick of Beckett and Raeder, Inc., performed this work. Under the auspices of a different firm, Brian worked on the original Whittaker Road project, is a local resident and patron, and is very familiar with conditions on our property and in our area.

Phase I of the pavement replacement plan was completed in the fall of 2017, and included the circle drive and the Library's portion of Veteran's Drive. With the high water table and original pavement that was not as heavily reinforced, the rest of the parking lot continues to deteriorate. I would like to consider completing Phase III of the plan this year – indicated in green on the attached drawing. This is the most heavily-used area of the lot, and given our budget, also the smallest of the remaining phases.

Brian provided an updated cost estimate for the work to be specified in this phase (attached), as well as a proposal from BRI to perform construction administration services for this portion of the project. In addition, both Brian and I recommend hiring a construction testing firm to ensure we document that the project has been carried out to specification. With the first phase of the project, we went back to the contractor for additional work in areas where it had not been performed correctly – this was possible because of the construction testing.

Construction estimate (bid could be higher or lower): \$155,569

BRI professional services proposal: \$8,580

Construction testing (est): \$9,000

**Approximate total cost for parking lot project: \$173,149**

The Facilities Committee met on 5/17 and recommended bringing this project to the full Board for consideration. Please refer to the Quarterly Fund Balance Projection provided in last month's consent agenda for financial perspective on these capital improvement requests. In addition to this project, Phase II of the windows project is on this agenda, and cost information regarding Phase I of water remediation repairs at Michigan Avenue is forthcoming.

I recommend engaging Beckett and Raeder, Inc. to provide the construction administration services outlined on the attached proposal. If approved, you will still have the opportunity to approve or reject the paving bids if you feel they are too high.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-21

May 26, 2021

RESOLUTION TO APPROVE A PROPOSAL AND AUTHORIZE CAPITAL ASSET  
REPLACEMENT FUND MONIES FOR CONSTRUCTION ADMINISTRATION  
SERVICES FOR WHITTAKER ROAD PARKING LOT RESTORATION PHASE III

---

Whereas, the Library maintains a Capital Asset Replacement Fund to provide for higher-cost or larger-scope building maintenance projects necessary from time to time, and

Whereas, the condition of Whittaker Road's aging pavement and its underlying infrastructure is a complex, ongoing issue, and

Whereas, professional engineering firm Beckett and Raeder, Inc. developed a pavement evaluation and replacement plan for Whittaker Road in 2017, and

Whereas, this plan allowed BRI to expediently develop a bid proposal package for the high-priority traffic circle in 2017 and was intended to help the library wisely budget and prioritize future work, and

Whereas, YDL is now considering repair and replacement of parking lot Phase III, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage Beckett and Raeder, Inc. for Whittaker parking lot Phase III construction administration services.

BE IT FURTHER RESOLVED that:

Up to \$8,600 from the Capital Asset Replacement Fund is allocated toward these services.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:          NO:          ABSENT:          VOTE:



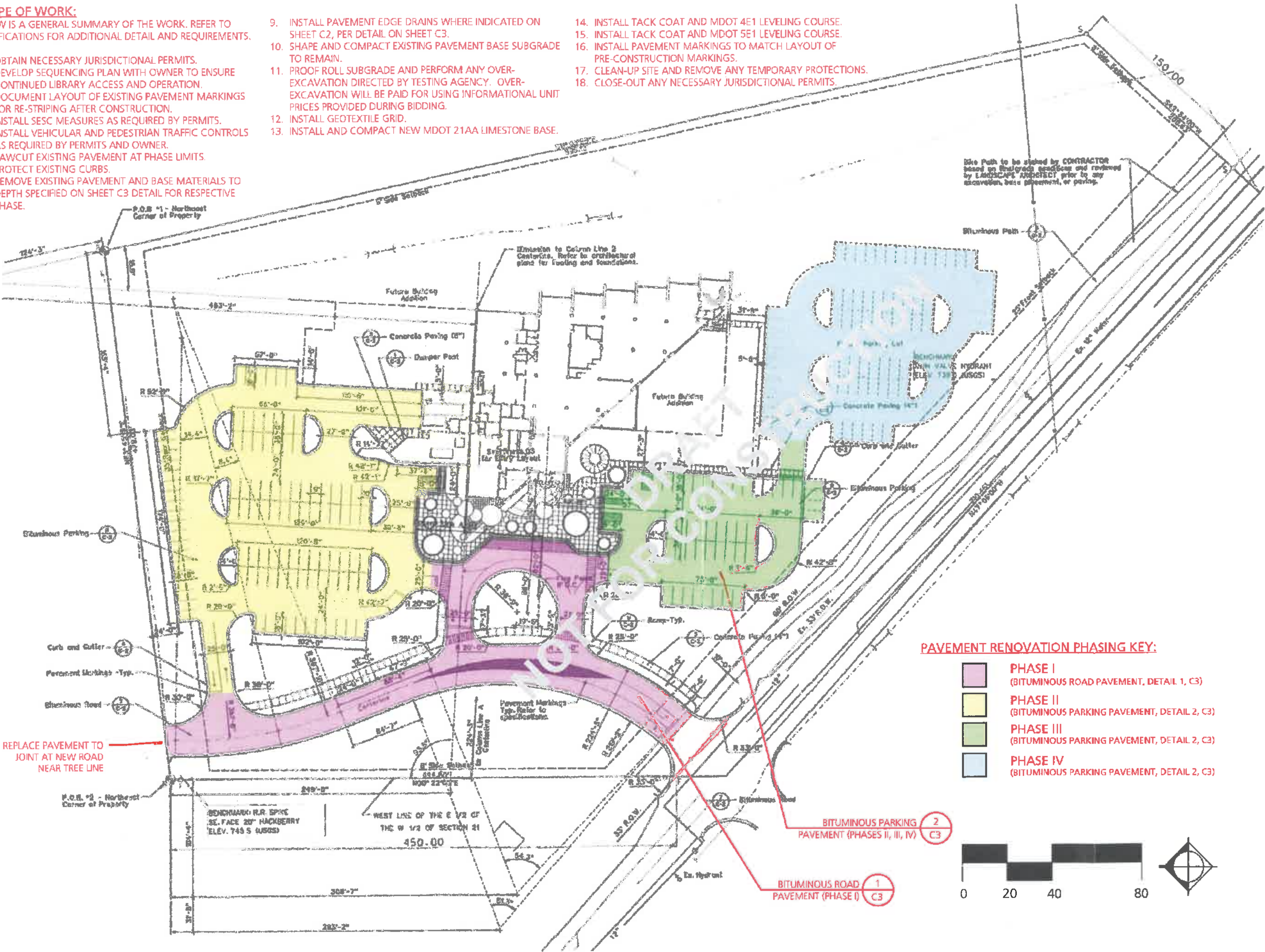
**SCOPE OF WORK:**

BELOW IS A GENERAL SUMMARY OF THE WORK. REFER TO SPECIFICATIONS FOR ADDITIONAL DETAIL AND REQUIREMENTS.

1. OBTAIN NECESSARY JURISDICTIONAL PERMITS.
2. DEVELOP SEQUENCING PLAN WITH OWNER TO ENSURE CONTINUED LIBRARY ACCESS AND OPERATION.
3. DOCUMENT LAYOUT OF EXISTING PAVEMENT MARKINGS FOR RE-STRIPING AFTER CONSTRUCTION.
4. INSTALL SESC MEASURES AS REQUIRED BY PERMITS.
5. INSTALL VEHICULAR AND PEDESTRIAN TRAFFIC CONTROLS AS REQUIRED BY PERMITS AND OWNER.
6. SAWCUT EXISTING PAVEMENT AT PHASE LIMITS.
7. PROTECT EXISTING CURBS.
8. REMOVE EXISTING PAVEMENT AND BASE MATERIALS TO DEPTH SPECIFIED ON SHEET C3 DETAIL FOR RESPECTIVE PHASE.

9. INSTALL PAVEMENT EDGE DRAINS WHERE INDICATED ON SHEET C2, PER DETAIL ON SHEET C3.
10. SHAPE AND COMPACT EXISTING PAVEMENT BASE SUBGRADE TO REMAIN.
11. PROOF ROLL SUBGRADE AND PERFORM ANY OVER-EXCAVATION DIRECTED BY TESTING AGENCY. OVER-EXCAVATION WILL BE PAID FOR USING INFORMATIONAL UNIT PRICES PROVIDED DURING BIDDING.
12. INSTALL GEOTEXTILE GRID.
13. INSTALL AND COMPACT NEW MDOT 21AA LIMESTONE BASE.

14. INSTALL TACK COAT AND MDOT 4E1 LEVELING COURSE.
15. INSTALL TACK COAT AND MDOT 5E1 LEVELING COURSE.
16. INSTALL PAVEMENT MARKINGS TO MATCH LAYOUT OF PRE-CONSTRUCTION MARKINGS.
17. CLEAN-UP SITE AND REMOVE ANY TEMPORARY PROTECTIONS.
18. CLOSE-OUT ANY NECESSARY JURISDICTIONAL PERMITS.



**B R**  
**Beckett & Raeder**  
Landscape Architecture  
Planning & Engineering  
Environmental Services

Beckett & Raeder, Inc.  
535 West William, Suite 101  
Ann Arbor, MI 48103  
734.663.2622  
734.663.6753 fx

Consultants

Scale

Project Title

Ypsilanti District Library

Whittaker Road Library  
Pavement Renovations

Ypsilanti, MI

Sheet Title

Pavement Renovation  
Phasing Plan

Dates

05.11.17 Phase I Bids

Scale

Quality Control

Drawn: B. Beckett  
Checked: B. Beckett  
Approved: B. Beckett

Project Number

XXXXXXX

Sheet Number

C1

# YDL Whittaker - Phase III Pavement Renovations

## Ypsilanti District Library

### Estimate of Probable Construction Costs

May 2021

DESCRIPTION	UNIT	UNIT COST	QTY.	UNIT TOTAL
<b>SITE PREPARATION AND EROSION CONTROL</b>				
Inlet Filter	ea	\$250.00	4	\$1,000.00
Pedestrian Traffic Control	ls	\$1.00	1,500	\$1,500.00
Vehicular Traffic Control	ls	\$1.00	500	\$500.00
Bituminous Removal	sy	\$6.75	1,930	\$13,027.50
Bituminous Base Removal	cy	\$25.00	215	\$5,375.00
				<b>\$21,402.50</b>
<b>EARTHWORK</b>				
Geogrid reinforcement	sy	\$5.00	1,930	\$9,650.00
MDOT 21AA Limestone Base	sy	\$10.50	1,930	\$20,265.00
MDOT Class II Engineered Fill	cy	\$27.00	215	\$5,805.00
Misc. Base Preparation & Trenching	ls	\$1.00	1,500	\$1,500.00
				<b>\$37,220.00</b>
<b>PAVEMENTS</b>				
MDOT 4E1 HMA Leveling Course	tn	\$115.00	265	\$30,475.00
MDOT 5E1 HMA Wearing Course	tn	\$115.00	160	\$18,400.00
Pavement Markings	ls	\$1.00	1,500	\$1,500.00
				<b>\$50,375.00</b>
<b>SITE UTILITIES</b>				
Pavement Edge Drain, 4" HDPE Perf	lf	\$12.00	950	\$11,400.00
Storm Structure Tap for Edge Drain	ea	\$250.00	0	\$0.00
				<b>\$11,400.00</b>
<b>UNDERCUT ALLOWANCE</b>				
Over-Excavation (12" depth for 10-25% of area)	cy	\$35.00	240	\$8,400.00
Engineered Fill (12" depth for 10-25% of area)	cy	\$27.00	240	\$6,480.00
				<b>\$14,880.00</b>
<b>SITE CONSTRUCTION TOTAL</b>				
<b>SUBTOTAL</b>				<b>\$135,277.50</b>
General Conditions & Mobilization (5%)				\$6,763.88
Owner Contingency (10%)				\$13,527.75
<b>SITE CONSTRUCTION COST TOTAL</b>				<b>\$155,569.13</b>

#### Notes:

- Estimate represents work to be installed immediately and does not include escalation for deferral.
- Material costs have been highly volatile during the pandemic. Estimate reflects BRI's best available information.

May 7, 2021  
**REVISED May 10, 2021**

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



**Regarding: Whittaker Road Library  
Phase III Parking Lot Reconstruction**

Dear Lisa,

Beckett & Raeder, Inc. (BRI) is pleased to offer this professional service proposal to Ypsilanti District Library (YDL) for continued assistance in its multi-phase pavement rehabilitation initiative.

For this current effort, BRI proposes to build upon work begun in 2017 and assist YDL in bidding and construction administration of Phase III Improvements, as well as corrective actions for entry drive pavement cracking adjacent to the bus stop. More specifically, we propose the Scope of Work and resulting fees described below:

## **SCOPE OF WORK**

### **TASK 1 - Evaluation & Recommendations**

#### **1.1 Site Investigation**

BRI will perform an on-site investigation of existing conditions to document current conditions of the entry drive, Phase III lot, and detention basins adjacent to the Phase III lot. Findings will be documented by photographs, sketches, measurements, or other appropriate methods.

#### **1.2 Recommendations**

Based on information gathered through on-site investigation, BRI will make recommendations for corrective actions including pavement cross section design, underdrainage, and detention basin maintenance. Draft recommendations will be reviewed with YDL staff prior to development of final bid documents.

#### **1.3 Meetings**

BRI will attend a total of two (2) meetings during Task 1 for the following purposes:

- Meeting with YDL staff to review draft recommendations
- Meeting with YDL staff and/or Board to review final recommendations

**Beckett & Raeder, Inc.**  
535 West William, Suite 101  
Ann Arbor, MI 48103

734 **663.2622** ph  
734 **663.6759** fx

Petoskey Office  
616 Petoskey St., Suite 100  
Petoskey, MI 49770

231.347.2523 ph  
231.347.2524 fx

Traverse City Office  
921 West 11th St., Suite 2E  
Traverse City, MI 49684

231.933.8400 ph  
231.944.1709 fx

Toledo, Ohio  
419.242.3428 ph

## 1.4 Bid Documents

BRI will produce an abbreviated set of bid documents for YDL's use in soliciting contractor proposals. For efficiency, bid documents from the 2017 entry drive project will be used as a basis, and edited as necessary for the current Phase III work. Bid documents are anticipated to include the following:

- Phasing Plan
- Pavement Replacement Plan noting locations of underdrainage and standard/heavy-duty pavement limits.
- Pavement Cross Section Details
- Underdrainage Details
- Detention Basin Corrective Actions
- Technical Specifications

## TASK 2 – Bid Period

### 2.1 Bidding and Award

BRI will assist YDL in soliciting bids from qualified contractors, answer contractor questions during the bid period, review the bids received, and make recommendation for award to the YDL Board.

## TASK 3 – Construction Period

### 3.1 Construction Administration

BRI will assist YDL in review of material submittals, construction observation, and pay applications. BRI will make up to three (3) site visits to review field conditions and answer contractor questions. As with the previous 2017 project, we recommend YDL contract an independent testing agency for full-time observation and inspection.

## ASSUMPTIONS

BRI makes the following assumptions in preparation of this proposal:

- Township Site Plan or Engineering approvals will not be required.
- Construction Permit submittals and fees will be by the selected Contractor.
- Fees assume pavement replacements will be limited to bituminous parking lots. Replacement of concrete curbs are not anticipated at this time.
- Construction documents will be developed in a lump sum format without pay items and quantities.

Should any of the above assumptions change during the course of the project, BRI reserves the privilege to revise this proposal or request fee for additional services.

## SCHEDULE

BRI understands YDL would like to complete the above scope of work to allow for construction in Summer/Fall 2021.

## PROFESSIONAL FEE

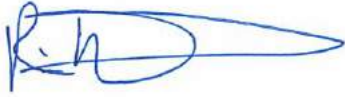
For the work outlined above, BRI proposes an **estimated fee of \$8,580**. Hourly services will be billed monthly according to actual hours expended. Provided electronic communication of documents is acceptable to YDL, we do not anticipate a need for reimbursable expenses.

### **ADDITIONAL SERVICES**

Any additional services will be provided upon authorization according to the attached hourly rates or a prepared additional services agreement.

We look forward to working with you on this project! Please feel free to contact us to discuss any components of our proposal.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. D. Barrick", with a long horizontal flourish extending to the right.

Brian D. Barrick, PLA, ASLA  
Principal

Attach: BRI 2021 Rates



*initiative*

## 2021 Professional Service Fee and Structure

Beckett & Raeder, Inc. / BRI, Inc. is pleased to submit for consideration the following fees for professional services and time / material services:

### AS REQUIRED BY CLIENT:

Principal	\$145.00 Hour
Senior Associate	\$135.00 Hour
Senior Project Manager	\$130.00 Hour
Senior Professional Engineer	\$130.00 Hour
Associate	\$125.00 Hour
Senior Project Professional/Landscape Architect/Planner	\$120.00 Hour
Project Manager	\$120.00 Hour
Professional Engineer	\$120.00 Hour
Senior GIS Specialist	\$110.00 Hour
Project Engineer (E.I.T.)	\$105.00 Hour
Senior Project Site Representative	\$100.00 Hour
Project Professional/Landscape Architect/Planner	\$100.00 Hour
GIS Technician	\$ 90.00 Hour
Resident Project Site Representative	\$ 80.00 Hour
Computer Technician /CAD Technician	\$ 80.00 Hour
Clerical	\$ 65.00 Hour
Interns (non-degreed)	\$ 60.00 Hour
Inspection Forms	At Cost
Printing and Duplicating	At Cost
Photography	At Cost
Postage / UPS / FedEx	At Cost
Permit Application Fees	At Cost
Site Plan Review Fees	At Cost
Travel Expenses (Airfare, Lodging, Meals, Fares, etc)	At Cost
Mileage	At Current Federal Rate

*Note: Rates will be adjusted on the first of each year and billings will reflect the rates in effect at the time of services rendered*

**To:** YDL Board of Trustees  
**From:** Lisa Hoenig, Library Director  
**Date:** 5/19/2021  
**Re:** Approval of Whittaker curtain wall windows remediation phase II

Phase I of the repairs to the curtain wall windows yielded good results. Leaking is greatly reduced, but still present in some areas. Jim Reed and I met with the O'Neal and Terracon architects on May 11<sup>th</sup> to review data collected and determine a course of action for a potential Phase II of the project. It was recommended we seal the glass in bays 4 and 5, where staff recorded the majority of leaks since the completion of Phase I.

O'Neal Construction (project manager) and Terracon (YDL water remediation consultant) have existing contracts with YDL for work on the windows. Both submitted change forms to accommodate this project without revisiting the lawyers.

In the O'Neal change request you will see reductions for two contingencies. These are Board-approved amounts that were saved in Phase I of the project; O'Neal still has this on its books as a ceiling to work with, but we have not been billed for these yet.

O'Neal/Glasco project cost:	\$76,696.00
<u>Terracon consulting cost:</u>	<u>\$6,400.00</u>
<b>Grand Total:</b>	<b>\$83,096.00</b>

The Facilities Committee met to discuss the project on 5/17 and recommends moving ahead with the work.

If approved, Glasco has indicated they would be ready to begin in mid-late August. All work would take place on the exterior of the building, with a duration of approximately 5 weeks.



YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-22

May 26, 2021

RESOLUTION TO AUTHORIZE THE COMMENCEMENT OF PHASE TWO WHITTAKER  
CURTAIN WALL WINDOW REMEDIATION WORK AND USE OF CAPITAL ASSET  
REPLACEMENT FUND MONIES FOR THE PROJECT

---

Whereas, the Library maintains a Capital Asset Replacement Fund to provide for higher-cost building maintenance and repairs necessary from time to time, and

Whereas, the Whittaker Road Library windows have leaked since the building opened, and

Whereas, a consulting team assembled by Architect Betsy Baird of O'Neal Construction investigated the cause in 2019 and proposed several options to remedy this problem, and

Whereas, the YDL Board considered options and preferred a phased approach to repairs, and

Whereas, using design specifications prepared by Terracon, Inc., O'Neal Construction solicited bids from qualified subcontractors of various trades to perform phase one of the work, which was completed in 2020, and

Whereas, a public bid opening was held on June 23, 2020, and the low bidder for Glazing was Glasco, who performed the work satisfactorily and submitted a quotation that included future phases, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage O'Neal Construction, Inc. for project management services, including administering the Glasco subcontract.

BE IT FURTHER RESOLVED that

An amount not to exceed \$85,000 from the Capital Asset Replacement Fund shall be allocated to this phase of the project.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:          NO:          ABSENT:          VOTE:



## SUPPLEMENT TO AGREEMENT FOR SERVICES

CHANGE TO  
SCOPE OF SERVICES AND FEES

This SUPPLEMENT to AGREEMENT FOR SERVICES to the original Agreement for Services (original Agreement dated 02/28/2020, Agreement reference number FR206032) is between Ypsilanti District Library ("Client") and Terracon Consultants, Inc. ("Consultant") for additional or changed Services to be provided by Consultant for Client on the Project, as described in the Agreement for Services. This Supplement is incorporated into and part of the Agreement for Services.

1. Scope of Services. The scope of the additional or changed Services are described in the Scope of Services section of the Consultant's Supplemental Proposal, unless Services are otherwise described below or in Exhibit B to this Supplement (which section or exhibit are incorporated into the Supplement).

Per the project team meeting May 11, 2021, Terracon understands that the project may be extended to include the installation of cured silicone tape and and replacement of the perimeter sealant joints located along the jambs of the curtain wall systems located in Bay 4 and 5 along the East Elevation indicated in Terracon's documents. Based on that meeting, Terracon will provide the following additional consulting services:

- Submittal review and Project Management.
- Site Visit to meet with project team, review material installation; four (4) included, up to two (2) hours on site each visit. Provide report for each visit.
- Additional Consulting, including review of Contractor's Payment Applications. Charged at hourly rate indicated on referenced proposal.

Water verification testing is not included in the scope and can be proposed separately.

2. Compensation. Client shall pay compensation for the additional or changed Services performed at the fees stated in the Supplemental Proposal unless fees are otherwise stated below or in Exhibit C to this Supplement (which section or exhibit are incorporated into the Supplement).

Submittal review and Project Management (Lump Sum).....	\$800
Site Visit (Lump Sum), charged at \$1200 per visit.....	\$4,800
Additional Consulting (Hourly) .....	\$800
Total (Not-to-Exceed).....	\$6,400

All terms and conditions of the Agreement for Services shall continue in full force and effect. This Supplement is accepted and Consultant is authorized to proceed.

Consultant:	Terracon Consultants, Inc.		
By:	Date:	5/17/2021	
Name/Title:	Jared B Lawrence / Senior Architect		
Address:	611 Lunken Park Dr Cincinnati, OH 45226-1813		
Phone:	(513) 321-5816	Fax:	(513) 321-0294
Email:	Jared.Lawrence@terracon.com		

Client:	Ypsilanti District Library		
By:	Date:		
Name/Title:	Lisa Hoenig / Director		
Address:	5577 Whittaker Road Ypsilanti, MI 48197		
Phone:	(734) 879-1300	Fax:	
Email:	lisa@ypsilibrary.org		



525 W. William  
Ann Arbor, MI 48103

## Change Request

**To:** Ypsilanti District Library  
5577 Whittaker Rd  
Ypsilanti MI  
Ph: (734) 482-4110

**Number:** 98004  
**Date:** 5/11/2021  
**Job:** 1504 Ypsi Libry Bldg Envlp Rpr Ph 1  
**Phone:**

**Description:** Phase 2 Bays 4 & 5

We are pleased to offer the following specifications and pricing to make the following changes:

\*Terracon Services not included see seperate proposal

\*\* General Conditions to be completed on a time & material basis

\*\*\*Glasco is commitmitting to commence the work in mid to late August 2021.

Description	Labor	Material	Equipment	Subcontract	Other	Price
GENERAL CONDITIONS ALLOWANCE	\$6,000.00					\$6,000.00
GLASCO				\$70,696.00		\$70,696.00
The total direct cost to perform this work is ..... (Please refer to attached sheet for details.)						\$76,696.00
			OCI Bond	\$76,696.00	1.00%	\$766.96
			OCI Fee	\$77,462.96	12.00%	\$9,295.56
			Owner Contingency	\$76,696.00	-9.42%	\$-7,222.50
			OCI Contingency	\$76,696.00	-35.52%	\$-27,240.30
<b>Total:</b>						<b>\$52,295.72</b>

If you have any questions, please contact us.

Submitted by: Nicole Wallace  
O'Neal Construction

Approved by: \_\_\_\_\_  
Date: \_\_\_\_\_



## Subcontractor Bid Form

**PLEASE NOTE BIDS ARE TO BE E-MAILED on 06/22/2020 AT 2:00PM TO:**

**CROBINSON@ONEALCONSTRUCTION.COM**

With the subject of YDL Building Envelope Repair Bid

**Proposal Submitted By:**

Company Name:

*Clarco Corp*

Company Address:

*18205 Weaver St. Detroit, MI*

Phone Number:

*313-838-1040*

Email Address:

*Sherwhite@clarco corp. com*

**Project Description:**

Ypsilanti District Library building envelope repair and access road installation

**Lump Sum Proposal:**

Includes one-year guarantee or otherwise required by the contract documents.

The undersigned proposes to perform the above-described work in accordance with the drawings and specifications:

**BASE BID:**

Bid Category:

*BA Two Hundred Twenty Eight Thousand* *228,000*  
(Amount in Words - This Governs) (Amount in Figures)

**Bid Bond:**

Bid bond in the amount of \$

*2280*

in form of

*Surety*

**Performance Bond:**

Cost to provide a satisfactory performance bond

Add \$

*2,280*

**Alternate Pricing:**

**Alternate No. 1 - Bid Pack 2A:** Provide Alternate Option 2 pricing to provide 8" min. gravel fill with geo textile fabric in lieu of Option 1  
(Add/Deduct) \$

**Alternate No. 2 – Bid Pack 2A:** Price to keep stripped topsoil on site, re-spread and seed  
(Add/Deduct) \$ \_\_\_\_\_

**Alternate No. 3 – Bid Pack 2A:** All grass and vegetation at the (6) curtainwall bays between new access road and the existing river rock is to be removed. Extend new access road cross section into these areas.

**Option A – 4" Stone w/ Geo Textile Fabric**  
(Add/Deduct) \$ \_\_\_\_\_

**Option B – 8" Stone w/ Geo Textile Fabric**  
(Add/Deduct) \$ \_\_\_\_\_

**Alternate No. 4 – Bid Pack 8B:** Price to include maintenance and regular cleaning of the existing curtains wall system for a period of 1 year

(Add/Deduct) \$ 63,000 - based on one cleaning  
After completion of Bid Category 8A  
Exterior only

**Phasing Breakdown Unit Cost:**

**Phase 1:** Price to complete the work/scope depicted in details 1 and 4 on A-501 for all (6) curtain wall bays. This being Phase 1 of a multi phased project approach. The remainder of the work to take place in subsequent phases at a later date.

\$ 45,344

**Subsequent Phase:** Price to complete the remainder of the work (i.e. jamb and mullion cap sealant and jamb to masonry sealant work) per curtain wall bay

Price / Bay \$ 32,291<sup>00</sup> ADD 3,057<sup>00</sup> For work to be performed in 2021

**Voluntary Alternates:**

*\* PRICE INCREASES DUE TO MATERIAL & LABOR INCREASES*

Voluntary Alternate No. 1: Add / Deduct - \$ \_\_\_\_\_

Description: \_\_\_\_\_

Voluntary Alternate No. 2: Add / Deduct - \$ \_\_\_\_\_

Description: \_\_\_\_\_

$\$32,297 \times 2 = \$64,582.00$   
 $\$3,057 \times 2 = \$6,114.00$   
**Total \$70,696.00**

Experience Modifier Ratio: \_\_\_\_\_

Please List Company's E.M.R.: .72

**Following to be Noted:**

Addendum(s):

# \_\_\_\_\_ Date: \_\_\_\_\_  
# \_\_\_\_\_ Date: \_\_\_\_\_

**Project Specific Comments and Instructions:**

1. Bidder agrees not to revoke or withdraw this bid until ninety (90) days following submittal of bid.

It is understood that the prices bid include furnishing of all supervision, labor and materials, all applicable state and local sales taxes and all state and local permit fees necessary for the construction of the project, complete in every detail, and in accordance with the plans and specifications.

The Subcontractor hereby represents that they have reviewed the plans, examined the site in detail, and familiarized themselves with existing and anticipated conditions, which might affect the progress of the work. The apparent low bidder may be required to submit references as requested by the construction manager.

The undersigned agrees to enter into a subcontract for the scope of work defined above. It is also understood that the Owner reserves the right to accept any bid deemed advantageous and reject any or all bids.

Submitted by:

Signature: \_\_\_\_\_

Date: 5/17/21  
6/22/20

Print Name/Title: Stephen Hohenchil Pres

**To:** YDL Board of Trustees

**From:** Lisa Hoenig, Library Director

**Date:** 5/19/21

**Re:** Resolution to approve a MCACA grant application submission

By June 1st we plan to apply for a second Capital Improvement grant from the Michigan Council for Arts and Cultural Affairs. MCACA requires our governing body to approve submission before applications are considered. Capital Campaign Coordinator Christina McMullen will join us to describe the proposal and answer any questions you may have.

**Proposal summary:** We are asking the board for approval to apply for a grant for \$100,000 toward the construction of the Superior Library to the MCACA capital improvement program (CIP).

MCACA works to increase and broaden the influence of arts and culture within Michigan communities. CIP is a competitive matching grant program for arts organizations and municipalities that provides funding assistance for the expansion, renovation, or construction of arts and cultural facilities.

The new Superior branch of the library will be a center for arts and cultural programming, just as our existing branches are. We expect to host musical performances, art classes, stage plays, art exhibitions, authors and guest speakers, and more. As there are no other venues in this area, the library will play an important role in engaging residents in the arts and humanities.

The funding must be matched 1:1 cash or in manufactured products, with the match coming from the fund balance already allocated to the project. We are requesting support for the pavement portion of the project, as it is integral to getting school children to the library by bus for arts and cultural experiences. Grant monies must be expended by Sept. 30, 2022.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-23

May 26, 2021

RESOLUTION TO APPROVE THE SUBMISSION OF A 2021 MCACA CAPITAL  
IMPROVEMENT GRANT APPLICATION

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BE IT RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Capital Improvement Program grant application presented by Capital Campaign Coordinator Christina McMullen is approved for submission to the Michigan Council for Arts and Cultural Affairs.

OFFERED BY: \_\_\_\_\_

SUPPORTED BY: \_\_\_\_\_

YES:      NO:      ABSENT:      VOTE: