



YPSILANTI
DISTRICT
LIBRARY

Board of Trustees

2021 Information Packet



Wednesday

June 23, 2021

6:30pm

YDL-Virtual

Ypsilanti District Library
YDL Board Meeting, June 23, 2021 6:30 pm, YDL – Virtual Meeting
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from May 26, 2021 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. May 2021 Financials & Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication			
A. Official Correspondence (Public)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends (Board)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Finance Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. FOL Library Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
D. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
F. Facilities	<input type="checkbox"/>	<input type="checkbox"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
New Business			
A. Study sessions with Patricia Berry Consulting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B. Decision whether to hold the July 28 meeting virtually or in person	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Minutes
of
Previous
Meeting**

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, May 26, 2021 (Unapproved)

CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:33 p.m.

Attendance

Trustees Present: Kay Williams (Washtenaw County, Superior Township, Michigan), Theresa M. Maddix (Washtenaw County, Ypsilanti, Michigan), Michigan), Kristy Cooper (Washtenaw County, Ypsilanti, Michigan) Jean Winborn (Washtenaw County, Superior Township, Michigan) Patricia Horne McGee (6:52 p.m.) (Washtenaw County, Ypsilanti, Michigan) and Brian Steimel (Washtenaw County, Ypsilanti Township, Michigan)

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower and Capital Campaign Coordinator Chris McMullen (6:51 p.m.).

APPROVAL OF THE AGENDA

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

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

PUBLIC COMMENT

NONE

CONSENT AGENDA

Trustee Maddix moved to approve the consent agenda (April 28, 2021 Virtual Meeting minutes, and April 2021 Financials and Check Registers) Trustee Williams supported this motion.

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

COMMITTEE REPORTS

- Superior Township planning:
 - Construction started today.
 - The Bid opening for the road project is tomorrow. OHM did not receive any bids the first time. Companies were too booked. They are rebidding the project with an August start in mind.
- Fundraising committee:
 - YDL has now raised \$1,516,792 total for the Superior Capital Campaign. Of that amount \$875,000 are pledges or parts of grants yet to be received.
 - The library is excited to get the Crowdfunding "Next Chapter Challenge" started on June 1st. Letters were sent out with the annual report last week. The letters encouraged people to donate and get in on June 1st to help with the crowdfunding campaign.

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, May 26, 2021 (Unapproved)

- *The Loop* is being delivered to the post office tomorrow. The cover is all about the groundbreaking and Capital Campaign launch.
- Lisa is working on an application to Debbie Stabenow's office for Federal Appropriation to cover the cost of the road project. Superior Township will be the applicant. Ken Schwartz and Brenda McKinney are going to review and add to the application. Lisa is hopeful it will attract their attention.
- Friends of the Library:
 - They are getting better at Zoom.
 - The Friends pledged \$18,000 to YDL. The YDL staff is planning to use it on many good things that will benefit the public.
 - The Friends have not been getting many membership renewals. There have been thoughts about lowering the membership cost from \$10 to \$5.
 - The Friends were good troopers with the electronic recycling. They helped out, controlled traffic, directed patrons and collected donations. They will be helping at the next recycling event as well.
 - The Friends are going to have a pop sale on Friday June 4th from 10am – 1pm. They will bring material out on carts and when it sells out they will restock it.
 - They are working their way towards accepting donations again. They are anxious to get back to their Friends role.

REPORT OF THE LIBRARY DIRECTOR

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

- Lisa is planning to bring everyone back to work at the library fulltime on June 14th. At that time the library will expand hours back to normal. What reopening will look like is yet to be determined. The reopening work group will be meeting tomorrow.
- The quarantine period for materials has been reduced from three days to one. This is a benefit for patrons. They can get their material sooner.
- In *The Loop* YDL has vague information about reopening. The library will broadcast far and wide once details are determined.
- YDL presented in a TALK webinar yesterday to Michigan libraries courtesy of Library of Michigan. There are 85 libraries signed up for opting into TALK to provide it to their patrons and manage and promote at their library. People from anywhere in Michigan can subscribe to TALK but if a library is associated with it the library will get more exposure for their programming and make it more publicized to people in their areas. YDL's goal is to have every library in Michigan subscribe to TALK. They have been strategizing on ways to recruit more libraries to do so.

NEW BUSINESS

- A. Approval of 2021 L-4029 Tax Rate Request forms

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-19

May 26, 2021

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

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, May 26, 2021 (Unapproved)

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: Theresa M. Maddix

SUPPORTED BY: Kristy Cooper

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

B. Budget amendment

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-20

May 26, 2021

RESOLUTION TO AMEND THE 2020-21 BUDGET

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

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

Whereas, 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:

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, May 26, 2021 (Unapproved)

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

OFFERED BY: Kay Williams

SUPPORTED BY: Patricia Horne McGee

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

- C. Consideration of a proposal for professional services for Whittaker parking lot phase III reconstruction

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.

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, May 26, 2021 (Unapproved)

OFFERED BY: Kay Williams

SUPPORTED BY: Theresa M. Maddix

YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

D. Approval of Whittaker curtain wall windows remediation phase II

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.

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, May 26, 2021 (Unapproved)

OFFERED BY: Kay Williams
SUPPORTED BY: Patricia Horne McGee
YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

E. Approval of a 2021 MCACA capital improvement grant application

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-23

May 26, 2021

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

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: Theresa M. Maddix
SUPPORTED BY: Patricia Horne McGee
YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

F. Decision to hold the June 23 Board meeting virtually

OFFERED BY: Kristy Cooper
SUPPORTED BY: Patricia Horne McGee
YES: 6 NO: 0 ABSENT: 1 VOTE: 6-0

BOARD MEMBER COMMENTS

Trustee	Comment
Kay	I have a question for Lisa. When TALK goes out to the libraries in the state are the things that they're using for the TALK program being done at our library?
Theresa	I want to thank the staff for continuing to be innovative. Each month I'm noting that the staff is so innovative. It continues to be the case. What really struck me this month was the image that the library member submitted with their ankle bracelet and their dog. Those kits are fantastic. To me that is a symbol of innovation that is caring and useful in a time of pandemic. Thank you to the team for continuing to be excellent in every way.

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, May 26, 2021 (Unapproved)

Pat	No comments
Kristy	I just wanted to say I really appreciated the Capital Campaign video you showed us.
Brian	I want to agree with Theresa. I have been really impressed with the kits still. I have been working through the writing prompt kit. Its delightful. I'm coming up with ideas for writing I never thought about. I agree with Theresa the kits and stuff like that continue to be excellent.
Jean	I just would like to say again thank you to the library, Lisa and the staff for being so wonderful during this very tough time. I'm so very proud of our library, staff and board. Thank you!
Lisa	TALK sends parents of children 5 and under 2 text messages a week of suggested activities to do with their child to help prepare their child for school. Libraries that participate have the ability to add up to two texts per month about local programs that might be of interest to parents of young children.

Adjournment

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

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

Nays: None

Motion passed.

Financial Report

Check Register Report

Date: 06/18/2021

Time: 3:06 pm

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
73263	05/05/21	Printed			0000000025	AFLAC	#9 & #10 payment	163.48
73264	05/05/21	Printed			LEID	LEID PRODUCTS	Superior locker deposit	7,452.50
73265	05/05/21	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Super 3/24-4/23/21 usage	406.35
73266	05/12/21	Printed			AK	AK LAWCARE	Whit monthly install #2	610.00
73267	05/12/21	Printed			ALER	ALERUS FINANCIAL	YDL contribut 4/4021	25,696.20
73268	05/12/21	Printed			AES	ALLIED EAGLE SUPPLY CO	blue brag/multifold towel	413.10
73269	05/12/21	Printed			A2Y	ANN ARBOR-YPSILANTI	membership renewal 2021	355.50
73270	05/12/21	Printed			LOR	BAKER & TAYLOR	statement 4/30/21	16.27
73271	05/12/21	Printed			BAKL	BAKER & TAYLOR #4407662	statement 4/30/21	44.07
73272	05/12/21	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 4/30/21	12.16
73273	05/12/21	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 4/30/21	272.01
73274	05/12/21	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 4/30/21	94.91
73275	05/12/21	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 4/30/21	32.28
73276	05/12/21	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 4/30/21	49.57
73277	05/12/21	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 4/30/21	2,631.10
73278	05/12/21	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 4/30/21	835.75
73279	05/12/21	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 4/30/21	1,398.41
73280	05/12/21	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 4/30/21	1,110.57
73281	05/12/21	Printed			BATT	BATTERIESPLUS	IT 20/12V	679.00
73282	05/12/21	Printed			BA	BLACKSTONE PUBLISHING	the red book	34.95
73283	05/12/21	Printed			A15	BP PRODUCTS OF NORTH AMERICA	4/6-5/5/21 billing	29.90
73284	05/12/21	Printed			CAMPINC	CAMPBELL, INC	whit-ceiling drywall	1,403.20
73285	05/12/21	Printed			JCARY	JAMES CAREY	3/26-4/30/21 service	680.00
73286	05/12/21	Printed			CDW	CDW GOVERNMENT, INC.	webcam	313.44
73287	05/12/21	Printed			CEN	CENGAGE LEARNING	ocean prey	77.97
73288	05/12/21	Printed			0000000567	CENTER POINT PUBLISHING	the bounty	93.48
73289	05/12/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	4/2021 fuel/elec	127.60
73290	05/12/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	4/2021 grounds	81.68
73291	05/12/21	Printed			JOY	JOY CICHEWICZ	supplies	84.98
73292	05/12/21	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 5/30/21 lease	1,731.63
73293	05/12/21	Printed			CIDL	CLARKSTON INDEPENDENCE	lost ILL-Cook Once Angela Duenn	22.00
73294	05/12/21	Printed			DTE ENERGY	DTE ENERGY	whit 3/25-4/23/21 service	6,721.77
73295	05/12/21	Printed			DTE ENERGY	DTE ENERGY	whit street 4/2021 service	42.16
73296	05/12/21	Printed			DTE ENERGY	DTE ENERGY	MA 3/31-4/29/21 service	1,289.34
73297	05/12/21	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	troubleshoot	750.00
73298	05/12/21	Printed			FIND	FINDAWAY WORLD, LLC	battery cover-5 pack	40.55
73299	05/12/21	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	3/2021 services	168.00
73300	05/12/21	Printed			GFEC	GALLAGHER FIRE EQUIPMENT CO.	server room inspection	450.00
73301	05/12/21	Printed			GRNG	GRAINGER	MA maintenance	152.47
73302	05/12/21	Printed			JOCO	JOHNSON CONTROLS	whit repair due to flood	1,256.31
73303	05/12/21	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	check 1 of 2 Zumba 6/8/21	180.00
73304	05/12/21	Printed			MIDWESTTAP	MIDWEST TAPE	500333557/500345250/500345251	1,045.96
73305	05/12/21	Printed			MIDWESTTAP	MIDWEST TAPE	hoopla-April 2021	11,076.18
73306	05/12/21	Printed			OCLC	OCLC INC.	5/1-5/31/21 billing	469.22
73307	05/12/21	Printed			OV	OVERDRIVE, INC.	30 items	2,350.41
73308	05/12/21	Printed			PP	PROGRESSIVE PRINTING	2020 Annual Report - 600	450.00

Check Register Report

Date: 06/18/2021

Time: 3:06 pm

Page: 2

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
73309	05/12/21	Printed			QUAD	QUADIENT LEASING USA, INC.	3/05-6/4/21 lease	237.00
73310	05/12/21	Printed			KIRO	KIMBERLEY ROWE	sel-care kit supplies	38.62
73311	05/12/21	Printed			SIEM	SIEMENS INDUSTRY, INC	whit light controls	25,941.00
73312	05/12/21	Printed			SEI	SOCIAL EXPLORER, INC.	2nd payment Demographicurve	975.00
73313	05/12/21	Printed			STAPAD	STAPLES ADVANTAGE	statement 4/25/21	1,077.37
73314	05/12/21	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	3/16-4/15/21 service	8.07
73315	05/12/21	Printed			TERM	TERMINIX	whit 3/18/21 service	450.00
73316	05/12/21	Printed			TCI	TERRACON CONSULTANTS, INC.	MA water remediation	6,850.00
73317	05/12/21	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	May 2021 curbside	90.00
73318	05/12/21	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	Mich Ave May 2021 service	520.51
73319	05/12/21	Printed			0000000021	Y C U A	whit 3/20-4/20/21 service	601.99
73320	05/12/21	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 4/30/21	115.48
73321	05/25/21	Printed			AK	AK LAWCARE	whit #3 installment lawn care	610.00
73322	05/25/21	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	lopez-Geiman renewal 2021	224.00
73323	05/25/21	Printed			BAA	BANK OF ANN ARBOR	closing 4/30/21 #5906	129.71
73324	05/25/21	Printed			BAA	BANK OF ANN ARBOR	closing 4/30/21 #9394	1,421.11
73325	05/25/21	Printed			BAA	BANK OF ANN ARBOR	closing 4/30/21 #5384	167.47
73326	05/25/21	Printed			BASIC	BASIC	fsa fee - May 2021	67.15
73327	05/25/21	Printed			BA	BLACKSTONE PUBLISHING	21st birthday	235.81
73328	05/25/21	Printed			BCN	BLUE CARE NETWORK OF MI	June 2021 coverage	41,144.42
73329	05/25/21	Printed			CUHL	CALVIN UNIVERSITY	lost-ILL Philosophical inquiry Julia Hoving	50.00
73330	05/25/21	Printed			CDW	CDW GOVERNMENT, INC.	tripp 33ft cmx outdoor	36.01
73331	05/25/21	Printed			CEN	CENGAGE LEARNING	death with double edge	108.71
73332	05/25/21	Printed			CLHI	CLARK HILL	service through 4/30/21	392.00
73333	05/25/21	Printed			COL	COLIBRI SYSTEMS NORTH AMERICA	standard covers	275.92
73334	05/25/21	Printed			CONSTELL	CONSTELLATION NEWENERGY-	April 2021 service	2,701.61
73335	05/25/21	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	June 2021 coverage	2,840.26
73336	05/25/21	Printed			0000000039	DEMCO, INC.	custom rubber stamps	118.31
73337	05/25/21	Printed			FST	FIRST BOOK	#700419702	129.00
73338	05/25/21	Printed			0000000467	HISTORICAL SOCIETY OF MICHIGAN	2021 renewal	65.00
73339	05/25/21	Printed			IBC	INTERNATIONAL BOOK CENTRE INC.	To Mecca	57.85
73340	05/25/21	Printed			JOCO	JOHNSON CONTROLS	wh monitor 6/1/21-5/31/22 fire	1,245.00
73341	05/25/21	Printed			MNL	MADISON NATIONAL LIFE INS CO	june 2021 coverage	1,135.48
73342	05/25/21	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/21-7/1/22 premium	2,952.00
73343	05/25/21	Printed			MWN	MICHIGAN WEBS NET LLC	6/9/21 program-MI Nature Getaw	250.00
73344	05/25/21	Printed			MIDWESTTAP	MIDWEST TAPE	500407131/500407130/500407132	748.62
73345	05/25/21	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	may 2021 service	128.00
73346	05/25/21	Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit windows	507.61
73347	05/25/21	Printed			OV	OVERDRIVE, INC.	01576DA21224507	1,604.28
73348	05/25/21	Printed			PREM	PREMIER AUTO GLASS GROUP	YDL Flex windsheild	382.58
73349	05/25/21	Printed			PP	PROGRESSIVE PRINTING	2,500 summer flyers 2021	429.00
73350	05/25/21	Printed			SIS	STERLING INDEPENDENT SERVICES	TALK IRB #8901 NHSR	950.00
73351	05/25/21	Printed			TDSM	TDS	5/22-6/21/21 service	1,232.61
73352	05/25/21	Printed			TCI	TERRACON CONSULTANTS, INC.	whit windows	960.00
73353	05/25/21	Printed			THOM WEST	THOMSON REUTERS-WEST	MI Child support	299.00
73354	05/25/21	Printed			THYSSENKRI	TK ELEVATOR CORPORATION	whit 5/1-7/31/21 service	1,296.01

Check Register Report

Date: 06/18/2021

Time: 3:06 pm

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	
ANN ARBOR Checks									
73355	05/25/21	Printed			0000000316	U S POSTMASTER	Summer 2021 LOOP Permit #658	3,400.00	
73356	05/25/21	Printed			UDM	UNIVERSITY OF DETROIT	Lost-ILL Reliability Validity Brenda Averett	100.00	
73357	05/25/21	Printed			VERIZON	VERIZON WIRELESS	4/10-5/9/2021 service	435.34	
73358	05/25/21	Printed			0000000030	VISION SERVICE PLAN - MI	june 2021 coverage	750.74	
					Total Checks: 96		Checks Total (excluding void checks):		179,882.08
					Total Payments: 96		Bank Total (excluding void checks):		179,882.08

Check Register Report

Date: 06/18/2021

Time: 3:06 pm

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
--------------	------------	--------	----------------	----------------	---------------	-------------	-------------------	--------

FIFTH THIRD BANK Checks

1024	05/05/21	Printed			ONE	O'NEAL CONSTRUCTION, INC.	super-Reg for payment	8,256.37
1025	05/05/21	Printed			BP	BRADLEY PERKINS	Sup Grndbk 4/7/21 balance	300.00

Total Checks: 2	Checks Total (excluding void checks):	8,556.37
------------------------	--	-----------------

Total Payments: 2	Bank Total (excluding void checks):	8,556.37
--------------------------	--	-----------------

Total Payments: 98	Grand Total (excluding void checks):	188,438.45
---------------------------	---	-------------------

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

	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FYTD 5/31/21
Assets:						
Cash: Checking	435,833	325,888	30,254	243,356	451,722	573,869
Savings	2,191,873	2,414,562	2,311,968	2,318,328	2,453,406	2,827,782
CD's	-	-	-	-	-	-
Community Foundation	28,584	30,954	31,300	31,048	34,936	34,936
Memorials	6,402	6,403	3,368	3,368	-	-
Operational Cash	356	521	824	824	824	824
Total Cash	2,663,048	2,778,328	2,377,714	2,596,924	2,940,887	3,437,411
Receivables & Other assets	17,384	36,272	49,282	98,153	84,370	85,080
Total Assets	2,680,432	2,814,600	2,426,996	2,695,077	3,025,257	3,522,491
Liabilities						
	334,400	509,097	145,758	85,577	313,638	73,217
Composition of Fund Balance						
Reserved:						
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252
Current YTD						-
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357
Current YTD						-
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	737,655
Total Fund Balance	2,346,032	2,305,503	2,281,238	2,609,500	2,711,619	3,449,274
Total Liabilities & Fund Balance	2,680,432	2,814,600	2,426,996	2,695,077	3,025,257	3,522,491

Ypsilanti District Library
Period Ending 5/31/2021 (50% of Year)
General Fund

ACCT #	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	Original FY 2020-2021 BUDGET	Amended FY 2020-2021 BUDGET	YTD 05/31/21 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,923,252	5,506,662	5,568,866	5,744,333	5,744,333	4,104,085	1,640,248	71.4%
Expenditures								
Dept 100 Administrative	1,996,606	2,046,192	2,163,719	2,384,432	2,395,932	1,075,727	1,308,705	44.9%
Dept 200 Michigan Ave.	560,976	570,105	555,976	585,399	585,399	254,429	330,970	43.5%
Dept 300 Outreach/bookmobile	85,794	83,090	82,140	88,088	88,088	39,184	48,904	44.5%
Dept 400 Outreach/Superior Township	151,311	158,283	158,483	163,154	163,154	78,307	84,847	48.0%
Dept 500 Whittaker Rd	1,096,935	1,123,929	1,089,344	1,106,414	1,106,414	510,630	595,784	46.2%
Dept 600 Donations	43,328	31,845	12,312	-	-	6,452	(6,452)	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	4,338,987	1,966,430	2,361,057	45.3%
Net Revenue Over Expenditures	(23,888)	1,480,895	1,499,486	1,416,846	1,405,346	2,137,655		
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	2,752,161	2,753,829	2,752,161		
Fund Balance - end of period	2,321,780	2,652,675	2,752,161	4,169,007	4,159,175	3,489,816		

**Ypsilanti District Library
General Fund
Period Ending 05/31/2021
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	Original FY 2020-2021 BUDGET	Amended FY 2020-2021 BUDGET	YTD 05/31/21 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	619,558	896,999	885,210	936,283	936,283	767,208	81.9%
425.000	City of Ypsilanti Tax Levy	589,334	808,325	836,671	846,900	846,900	272,875	32.2%
425.075	PPT Reimbursement	20,105	18,247	16,119	12,000	12,000	0	0.0%
440.000	Ypsilanti Township Tax Levy	2,212,989	3,283,915	3,486,095	3,617,971	3,617,971	2,985,238	82.5%
441.000	Renaissance Zone Reimb		39,574	66,633	50,000	50,000	0	0.0%
443.000	State Aid Direct	30,201	32,932	32,931	35,678	35,678	0	0.0%
447.000	State Aid Indirect	30,646	33,574	33,497	35,678	35,678	0	0.0%
500.600	Talk Grant Revenue	75,358	23,853	30,629	67,473	67,473	30,769	45.6%
657.000	Fines/Misc.	67,077	60,633	22,485	16,250	16,250	1,420	8.7%
657.100	Smart Cards - Printing & Copies	40,841	36,686	11,776	10,000	10,000	91	0.9%
657.600	Guest Pass	1,745	1,417	429	0	0	0	0.0%
661.000	Penal Fines County	116,084	111,395	84,478	97,500	97,500	0	0.0%
662.000	Coffee shop rent	3,500	1,296	0	0	0	0	NA
662.100	Community room rentals	1,250	1,850	575	500	500	0	0.0%
679.000	Donations/Misc.	4,993	1,152	1,063	2,500	2,500	596	23.8%
681.000	Donations Designated		18,850	5,100			0	0.0
681.080	Donations/Memorials	711	2,629	4,555	600	600	5,613	935.5%
687.000	Interest/Checking	1,727	3,233	1,037	1,000	1,000	332	33.2%
687.010	Interest/Savings	7,050	15,331	6,175	5,500	5,500	1,478	26.9%
687.060	Interest/Yoder	3	0	0	0	0	0	NA
688.000	Interest/Endowment	1	1	0	0	0	0	0.0%
689.000	Dividends-MML	5,819	5,741	4,219	4,000	4,000	4,312	107.8%
690.000	Dividend Revenue Endowment	6,335	6,771	7,220	4,500	4,500	7,718	171.5%
691.000	CARES act Credit	0	0	0	0	0	6,400	0.0%
Total Revenue		3,835,327	5,404,404	5,536,898	5,744,333	5,744,333	4,084,049	71.1%

**Ypsilanti District Library
General Fund
Period Ending 05/31/2021
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	Original FY 2020-2021 BUDGET	Amended FY 2020-2021 BUDGET	YTD 05/31/21 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	614,161	625,703	657,068	724,412	724,412	338,681	46.8%
702.100	Professional/Accounting	5,340	6,500	5,080	7,500	7,500	2,560	34.1%
702.150	Bank Fees	5,521	5,829	3,176	6,840	6,840	1,010	14.8%
702.900	Salary/Subs	11,314	16,427	3,327	15,100	15,100	187	1.2%
705.000	Employee Recognition Awards	472	687	336	750	750	0	0.0%
710.000	Paychex Payroll Service	8,927	12,366	11,166	12,360	12,360	6,234	50.4%
715.000	Employer Payroll Tax	141,453	144,670	144,791	153,626	153,626	74,196	48.3%
715.100	ACA Taxes Paid by employer	0	247	295	371	371	181	48.7%
718.000	MERS Defined Contribution	85,593	91,373	90,691	99,361	99,361	38,750	39.0%
719.000	FSA Admin Fee	583	691	707	806	806	326	40.5%
727.000	Office Supplies	28,245	28,789	26,412	32,400	32,400	9,019	27.8%
727.050	CARES act Exp			95			6,305	
727.200	Supplies-Facility	15,582	19,577	13,820	23,700	23,700	7,155	30.2%
752.000	MML/Building Insurance	59,627	61,476	64,450	67,673	67,673	66,589	98.4%
753.000	MML/Workers Comp	9,016	9,756	7,204	10,544	10,544	3,840	36.4%
754.000	Health Insurance	361,244	371,049	361,059	389,438	389,438	197,548	50.7%
756.000	Delta Dental	37,616	36,153	34,311	35,601	35,601	17,225	48.4%
757.000	Employee Assistance Program	1,006	974	579	0	0	0	0.0%
758.000	Life Insurance	4,213	4,036	3,969	4,212	4,212	1,962	46.6%
759.000	Vision Service Plan	8,679	8,811	8,856	9,253	9,253	5,285	57.1%
762.000	STD/LTD (Disability Insurance)	10,542	12,076	11,403	10,025	10,025	4,850	48.4%
769.000	Printing & Publishing	19,300	5,427	12,840	21,200	21,200	8,852	41.8%
769.050	Classified Advertising	606	993	460	800	800	0	0.0%
774.050	Digital Collection	22,298	31,726	175,379	221,800	221,800	82,319	37.1%
774.100	Data Bases	79,791	93,136	21,988	30,000	30,000	16,086	53.6%
774.800	System Wide DVDs	6,396	5,182	2,959	4,000	4,000	49	1.2%
774.900	All Materials Processing	30,750	25,838	15,899	15,000	15,000	8,823	58.8%
774.950	Play Kits	0	3,602	1,447	2,500	2,500	77	3.1%
774.975	Library of Things	0	0	0	4,000	4,000	0	NA
801.000	Major Events	20,906	10,978	6,768	24,225	24,225	1,869	7.7%
801.500	Learning Never Gets Old	2,000	1,962	2,246	2,000	2,000	1,459	72.9%
802.000	Mileage/Travel Reimbursement	2,017	2,883	289	2,500	2,500	16	0.6%
804.000	Workshops/Training	2,361	3,916	4,148	4,500	4,500	-12	-0.3%
805.000	Memberships & Dues	5,455	5,436	5,675	5,000	5,000	4,325	86.5%
806.000	Talk Grant Expenses	0	12,625	24,342	53,263	53,263	14,507	27.2%
810.000	Capital Outlay - Buildings	0	4,301	600	5,000	5,000	0	0.0%
810.100	Capital Outlay - Improvements	3,062	6,824	1,300	3,700	3,700	0	0.0%
812.000	Capital Outlay - Furnishings	2,562	3,949	0	5,000	5,000	0	0.0%
840.000	Repair & Main Bldg					0	1,569	0.0%
850.000	Automation - Technology	181,162	154,332	183,693	178,800	178,800	30,162	16.9%
850.100	Telecommunications	12,788	6,573	-19,543	7,911	7,911	13,229	167.2%
850.200	SirsiDynix	55,644	51,473	62,573	62,224	62,224	59,088	95.0%
850.500	Software Subscription	0	7,926	14,762	18,985	26,485	13,961	52.7%
890.000	The Library Network	2,796	2,796	2,796	3,000	3,000	0	0.0%
928.000	Postage	13,874	13,085	19,334	19,655	19,655	11,768	59.9%
965.000	Auditing Service	7,275	7,425	7,425	7,875	7,875	7,875	100.0%
975.000	Legal	9,804	8,870	6,422	4,000	8,000	4,261	53.3%
975.500	Legal - Negotiations	0	12,765	0	0	0	0	NA
980.000	Professional/Contractual	91,121	83,193	154,793	36,822	36,822	12,561	34.1%
980.500	Branding Costs	2,415	2,561	1,188	2,500	2,500	373	14.9%
981.500	Lost Book Expense	10,553	8,546	3,749	10,200	10,200	641	6.3%
982.000	MTT Charge Back City	387	-140	208	4,000	4,000	0	0.0%
983.000	MTT Charge Back TWP	1,194	389	200	10,000	10,000	-32	-0.3%
983.100	MTT Charge Back-Superior Twp	955	10,430	985	10,000	10,000	0	0.0%
984.050	Contributions/Endowment	0	0	0				NA
Total		1,996,606	2,046,192	2,163,719	2,384,432	2,395,932	1,075,727	44.9%

**Ypsilanti District Library
General Fund
Period Ending 05/31/2021
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	Original FY 2020-2021 BUDGET	Amended FY 2020-2021 BUDGET	YTD 05/31/21 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	393,684	404,679	396,590	415,930	415,930	196,457	47.2%
702.800	Salaries-Pages	7,423	7,271	4,044	9,833	9,833	2,002	20.4%
771.000	Adult Books & Processing	31,369	31,227	25,084	25,000	25,000	6,321	25.3%
772.000	Youth Books & Processing	18,216	17,891	14,651	15,650	15,650	2,989	19.1%
776.000	Periodicals - Adult	3,949	4,244	2,979	3,000	3,000	-363	-12.1%
776.050	Periodicals - Youth	236	206	0	250	250	0	0.0%
778.000	Adult Audio/Visual	13,143	11,112	6,153	8,000	8,000	2,541	31.8%
779.000	Youth Audio/Visual	5,329	4,956	2,993	2,850	2,850	773	27.1%
802.200	Parking	0	3,600	3,600	3,600	3,600	3,600	100.0%
810.000	Capital Outlay - Buildings	2,373	7,952	18,869	20,000	20,000	6,850	34.3%
812.000	Capital Outlay - Furnishings	0	7,031	6,992	2,500	2,500	0	0.0%
840.000	Repair & Maintenance - Building	28,501	15,255	13,803	20,000	20,000	6,083	30.4%
840.025	Campbell Maint Contract	17,761	16,489	18,754	12,672	12,672	6,336	50.0%
840.050	Snow Removal/ Lawn Care	6,125	6,229	6,078	12,000	12,000	4,630	38.6%
900.000	Programs-Adult	693	1,493	1,625	1,700	1,700	741	43.6%
901.000	Programs-Youth	1,300	1,342	2,659	1,900	1,900	968	51.0%
940.000	Phone	4,500	4,514	4,535	4,680	4,680	2,270	48.5%
943.000	Natural Gas	4,317	3,359	3,624	3,872	3,872	3,184	82.2%
947.000	DTE - Electric	16,432	16,452	15,236	15,475	15,475	6,371	41.2%
949.000	Ypsilanti Comm Utilities Auth	5,625	4,802	7,707	6,487	6,487	2,677	41.3%
Total		560,976	570,105	555,976	585,399	585,399	254,429	43.5%
Dept 300 Outreach/bookmobile								
702.000	Salaries	66,998	68,078	69,159	70,735	70,735	34,934	49.4%
775.000	Library Materials	4,930	4,478	5,303	5,000	5,000	1,316	26.3%
840.000	Repair & Maintenance	8,487	5,109	6,017	6,693	6,693	2,532	37.8%
943.000	Fuel	5,379	5,425	1,661	5,660	5,660	403	7.1%
Total		85,794	83,090	82,140	88,088	88,088	39,184	44.5%
Dept 400 Outreach/Superior Township								
702.000	Salaries	136,949	144,398	146,792	149,443	149,443	73,669	49.3%
775.000	Library Materials	7,059	7,609	5,842	7,000	7,000	1,670	23.9%
840.000	Repair & Maintenance	2,220	1,374	1,007	1,000	1,000	522	52.2%
840.050	Snow Removal & Lawn Care	980	898	980	1,200	1,200	490	40.8%
900.000	Programs - adult	589	601	543	600	600	300	50.0%
901.000	Programs - Youth	556	600	468	600	600	0	0.0%
940.000	Phone	1,125	1,129	1,134	1,186	1,186	568	47.9%
943.000	Natural Gas	756	573	659	789	789	560	70.9%
947.000	DTE - Electric	993	1,013	960	1,061	1,061	489	46.1%
949.000	Ypsilanti Comm Utilities Auth	84	88	98	275	275	40	14.7%
Total		151,311	158,283	158,483	163,154	163,154	78,307	48.0%

**Ypsilanti District Library
General Fund
Period Ending 05/31/2021
(50% of Year)**

ACCT #	ACCOUNT NAME	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	Original FY 2020-2021 BUDGET	Amended FY 2020-2021 BUDGET	YTD 05/31/21 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	684,699	696,339	701,249	678,063	678,063	370,126	54.6%
702.800	Salaries-Pages	37,920	34,553	15,483	42,024	42,024	6,626	15.8%
771.000	Adult Books	64,203	64,635	41,293	48,200	48,200	11,864	24.6%
772.000	Youth Books	32,150	38,784	23,641	29,400	29,400	9,270	31.5%
776.000	Periodicals - Adult	5,910	5,915	5,239	5,300	5,300	-440	-8.3%
776.050	Periodicals - Youth	852	898	759	800	800	0	0.0%
778.000	Adult Audio/Visual	23,585	21,217	15,746	15,500	15,500	3,140	20.3%
779.000	Youth Audio/Visual	7,979	7,300	4,159	5,100	5,100	1,012	19.9%
810.000	Cap Outlay Building		11,328	3,880	39,000	39,000	10,494	26.9%
810.100	Cap Outlay Improvements				0	0	0	0.0%
840.000	Repair & Maintenance - Building	25,445	23,842	39,729	22,440	22,440	6,856	30.6%
840.025	Campbell Maint Contract	42,979	42,934	42,797	42,797	42,797	21,399	50.0%
840.050	Snow Removal/Lawn Care	14,596	16,529	16,241	22,100	22,100	10,100	45.7%
900.000	Programs - Adult	3,325	3,765	4,206	4,200	4,200	1,620	38.6%
901.000	Programs - Youth	5,122	6,298	5,697	6,500	6,500	2,579	39.7%
903.000	Equipment Maintenance	83	6,336	820	3,000	3,000	0	0.0%
940.000	Phone	8,950	9,029	9,070	9,485	9,485	4,540	47.9%
943.000	Natural Gas	31,856	25,609	24,227	24,828	24,828	19,308	77.8%
947.000	DTE - Electric	101,664	103,549	92,512	101,712	101,712	30,995	30.5%
949.000	Ypsilanti Comm Utilities Auth	5,617	5,069	4,596	5,965	5,965	1,141	19.1%
980.000	Professional/Contractual	0	0	38,000	0	0		NA
Total		1,096,935	1,123,929	1,089,344	1,106,414	1,106,414	510,630	46.2%
Dept 600 Donations								
Revenue:								
	Total Revenue	71,011	87,817					
	Total Donated revenue	71,011	87,817	18,888			19,155	NA
Expenditures:								
	Total Expenditures	43,328	31,845					
	Total Expenditures	43,328	31,845	12,312			6,452	NA
Dept 700 Grants								
Revenue								
	Total Grant Revenue	16,914	14,441					
	Total Revenue	16,914	14,441	13,080			881	NA
Expenditures								
	Total Expenditures	12,190	12,323					
	Total Expenditures	12,190	12,323	7,405			1,700	NA
Total	Net -- restricted for future	4,724	2,118	5,675			-819	NA
IMPROVEMENTS/Asset Sales								
685.000	Sale of assets	979					0	NA
810.100	Approved projects-Improvements fund							NA
850.100	Technology improvements							NA
Total Other Revenue		979	0	0			0	NA
Total Revenue		3,923,252	5,506,662	5,568,866	5,744,333	5,744,333	4,104,085	
Total Expenditures		3,946,161	4,025,767	4,069,379	4,327,487	4,338,987	1,966,430	45.3%
	Net Revenue Over Expenditures	-22,909	1,480,895	1,499,486	1,416,846	1,405,346	2,137,655	
	Fund Balance Beginning of Year	2,344,689	2,321,780	2,652,675	2,752,161	2,752,161	2,752,161	
	Board Designation		-1,150,000	-1,400,000	0	0	-1,400,000	
	Ending Fund Balance	2,321,780	2,652,675	2,752,161	4,169,007	4,157,507	3,489,816	

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

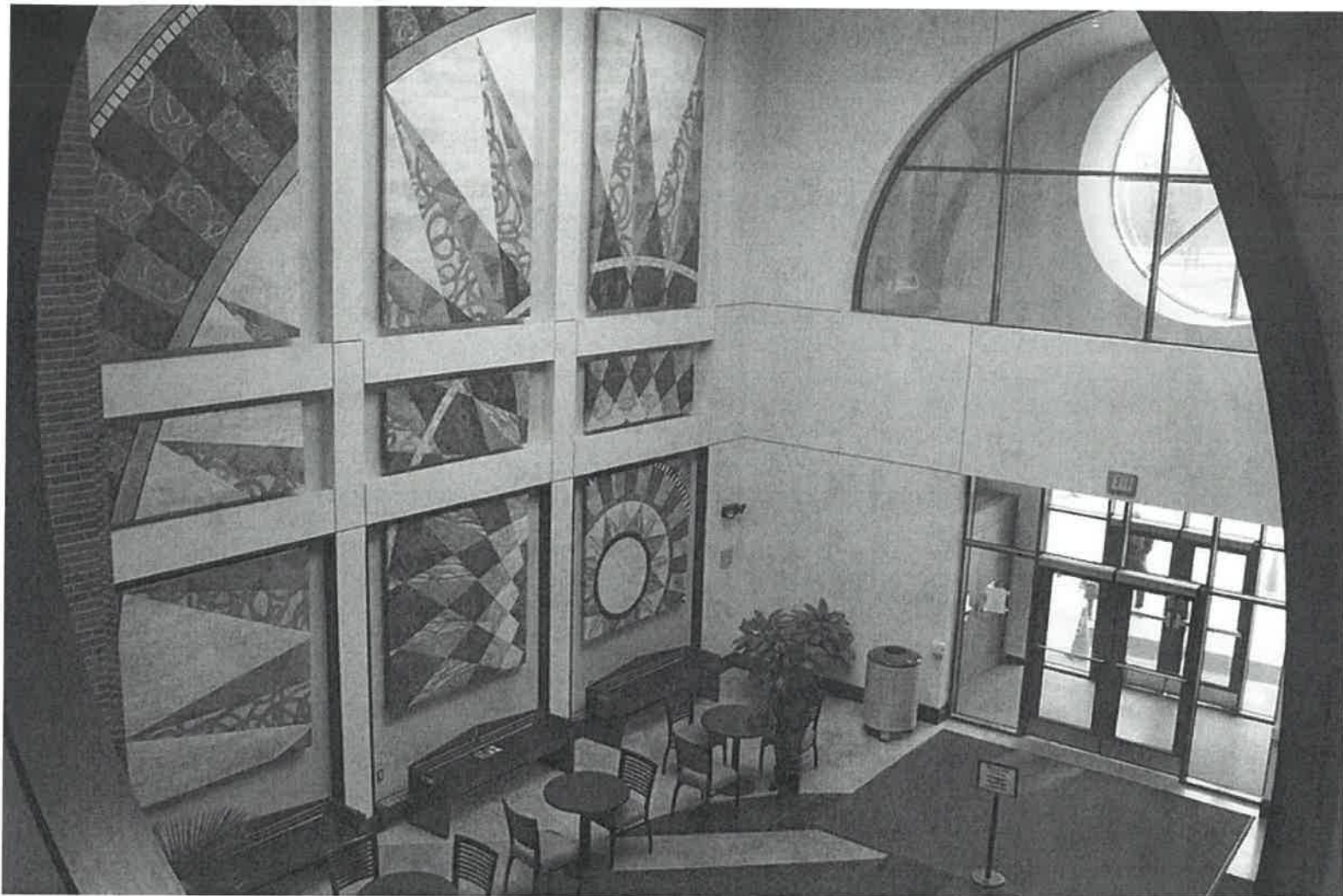
	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FYTD 5/31/21
Assets:						
Cash and Current Assets	594,787	417,120	399,522	1,481,745	2,807,370	4,233,367
Total Assets	594,787	417,120	399,522	1,481,745	2,807,370	4,233,367
Liabilities	-	-	-	-	142,355	142,355
Fund Balance	594,787	417,120	399,522	1,481,745	2,665,015	4,091,012
Total Liabilities & Fund Balance	594,787	417,120	399,522	1,481,745	2,807,370	4,233,367

Ypsilanti District Library
 Capital Expenses
 Period Ending 5/31/2021 (50% of Year)

ACCT #	ACCOUNT NAME	YTD 05/31/21 ACTUAL
Revenue		
Dept 400 Superior Construction		
683.800	Superior Library Designated	577,831
688.000	Interest	927
Other departments		-
Total		578,757
Transfer from Operating Fund		1,400,000
Expenditures		
Dept 200 Michigan Avenue Projects		
980.000	Prof/Contractual	-
Subtotal		-
Dept 400 Superior Construction		
702.150	Bank Fees	4
801.000	Major Events	3,294
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	47,975
Subtotal		397,941
Dept 500 Whittaker Projects		
980.000	Prof/Contractual	154,819
Subtotal		154,819
TOTAL		552,760
Total Revenue Over Expenditures		1,425,997
Beginning Fund Balance		2,665,015
Ending Fund Balance		4,091,012

Current Board Assignment

Communications



MLive file photo. Courtesy of Sam Killian. Courtesy of Sam Killian

"Group brings together art and writing with walking tours of Ypsilanti." 6/3/2021 159 shares

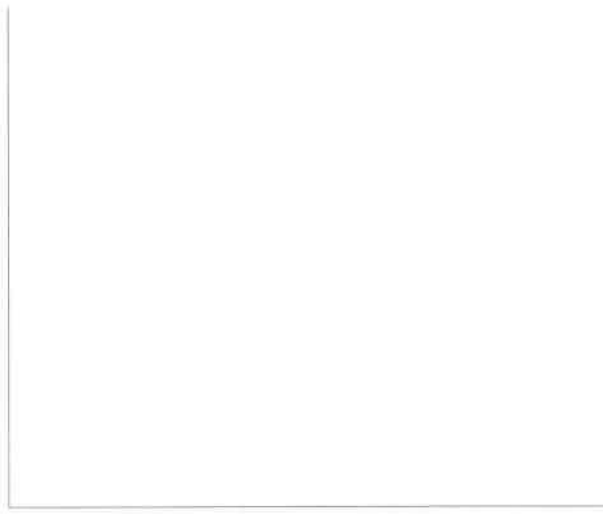
By [Juliana Lumaj.J.lumaj@mlive.com](mailto:Juliana.Lumaj.J.lumaj@mlive.com)

YPSILANTI, MI -- A new art and writing tour hopes to reveal a different side of Ypsilanti.

The Public Art and Writing Tour will launch June 10 as part of a new program taken on by YpsiWrites, a nonprofit community writing center, in collaboration with the University of Michigan Museum of Art.

YpsiWrites will be offering three walking tours of the Ypsilanti area that include Depot Town, downtown Ypsilanti and Eastern Michigan University.

Advertisement



These maps will include a number of designated areas where residents can find art in the city, as well as reflective and whimsical writing prompts associated with the art that encourage participants to write by answering questions, YpsiWrites Co-Founder Cathy Fleischer said.

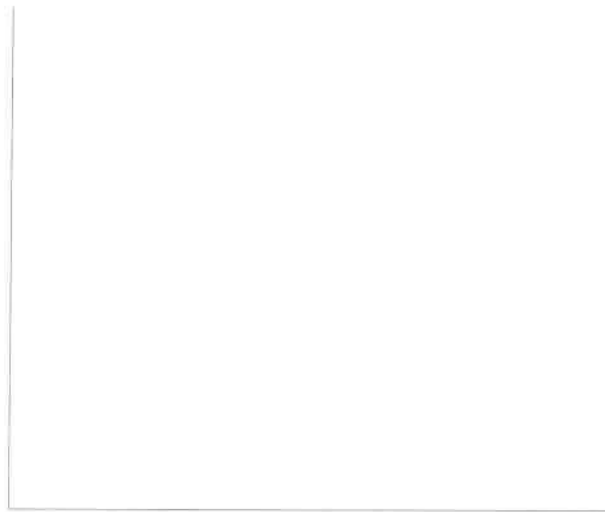
The maps also include bus stops and parking structures to make the experience as accessible as possible, she said.

Grace Vandervliet, curator for Museum Teaching and Learning at UMMA, met with Fleischer and other co-founder of YpsiWrites Ann Blakeslee, about incorporating art and writing together.

“One day Grace said, ‘Let’s just get together and think what can we do that would be cool, that brings together art and writing.’ So we chatted about it and brainstormed, and that’s where this idea arose,” Fleischer said. “There are some other cities that do this kind of work, and so Grace was able to bring to us some of the work that they had done.”

YpsiWrites began in 2019 and is a collaboration between Eastern Michigan University’s Writing Center and the EMU Office of Campus and Community Writing, as well as 826 Michigan and the Ypsilanti District Library.

Advertisement



The idea behind YpsiWrites is that they believe that everyone is a writer and that everyone's writing matters, Fleischer said. Their goal is to try to make people in the Ypsilanti community feel welcomed and empowered at every stage of their writing journey, she said.

YpsiWrites, located inside the Ypsilanti District Library at 5577 Whittaker Road, offers writing consultations, peer tutoring, and workshops to help people work on their writing skills, Fleischer said.

One way they've helped the community in the past was by assisting the Girl Scouts in developing a book club by providing materials needed to get started, said Alyssa Allen, a graduate assistant at YpsiWrites.

The Public Art and Writing Tour came together through a group of volunteers who went out in Ypsilanti and found artwork that they believed could be relatively easy to access for participants, Allen said.

"So obviously, it's not officially ADA approved or anything, but it was created with the intent that people with a lot of different accessibility levels could do this tour, which I just think is a really nice thing to consider when you're building something like this," Allen said.

An example from one of the writing tour maps is a prompt relating to a mural at the Ypsilanti City Hall that states, "As you look at the mural, notice the eagle and the duck. Why do you think the artist included these two birds? What do they have to do with Ypsilanti?"

Fleischer believes that people of all ages and backgrounds would enjoy these walking tour maps.

“I can imagine a family going out and having a fun afternoon of doing this, I can imagine a group of 20-year-olds going out and doing this as a fun thing to do,” Fleischer said.

The three maps for the Public Art and Writing Tour will be released on its launch date, June 10.

Those interested can find the maps on that date [here](#).

The website will be providing QR codes so that participants can download them, and the Ypsilanti District Library will be printing out 200 maps and offering them at 5577 Whittaker Road and 229 W. Michigan Ave.

UMMA will also be donating writing journals to the first 200 participants, who can use those journals to write about their experience on this tour who can later share their writing on the YpsiWrites [website](#).

Read more:

[Pride month being celebrated in downtown Ypsilanti with events through June](#)

[Ann Arbor women transform camper into traveling photo booth, entertainment venue](#)

[Double the amount of federal stimulus funds coming to Ann Arbor, Ypsilanti Township](#)

Note to readers: if you purchase something through one of our affiliate links we may earn a commission.

Around the web

Shop The Roper By Lucchese.

Lucchese | Sponsored

Former Tigers pitcher who forged career around the globe dies at 37

Frankie De La Cruz was among those traded for Miguel Cabrera in 2007.

MLive.com



A final rendering of what the future Ypsilanti District Library will look like from the front view (Photo Credit of architect Dan Whisler of Daniels and Zermack Architects).

Starting on Tuesday, June 1, the Ypsilanti District Library is going to launch the public phase of the Next Chapter Capital Campaign to support the construction of the new Superior Library.

Initially, the Ypsilanti District Library hoped to have opened a new library back in 2007, but due to the recession, this was difficult. However, a millage would be successfully passed in 2018, and based on the support of the millage there was the promise to begin building the new library as well.

The passing of the millage helped the Ypsilanti District Library save money for the new library, but citizens also impacted the process in another way as well. Citizens were also invited to public sessions in which they got to raise their voices on what they wanted to see included in the new library.

Based on this input, some of the new additions to the library will be an increased size compared to the current library, 20 computers, a meeting room with a kitchenette, two group study rooms, a fireplace in the waiting area, an outdoor programming space, and a drive-up book return.

During the initial quiet phase of the campaign, over \$1.5 million was donated to support the construction of the library. The Library also earmarked \$3.5 million towards the new library but to combat rising costs from numerous COVID-19 pandemic delays and other construction concerns, the Ypsilanti District Library strives to raise \$500,000 to reach the final goal of \$2 million through the upcoming campaign.

The Eastern Echo

The Echo Is Hiring Writers And Editors

Also to be part of the public campaign, there will be a matching challenge with the Young Family Foundation. Through the matching challenge, which will begin on Tuesday, June 1 through July 31, the Young family will match every dollar donated with two of their own.

Lisa Hoenig, Library Director of the Ypsilanti District Library, is grateful for the donations received so far and is looking forward to the upcoming campaign being able to let the public participate and be a part of the fundraising effort. She hopes that residents of Ypsilanti and others would consider donating to the campaign as it would be an investment towards the community that would bring many opportunities to the people.

“I think it’s an investment in the community,” Hoenig said. “It’s a sign of hope, a symbol of community...It will help improve educational outcomes and help improve equity in our county because there isn’t a library in the area and there are a lot of folks who live in that vicinity who could certainly benefit from the existence of the things that a library could bring. So donating to this project is gonna give a lot of boost to the community for generations.”

Hoenig hopes that with the opening of a new library, those in the vicinity may be able to come to the library as a place to grow, meet people of various ages, for art and entertainment opportunities, lunch programs, concerts, and educational opportunities.

“There will be many, many benefits to having a full-service library in that area of our community and we can’t wait,” Hoenig said.

Dr. Ann Blakeslee, a professor of English at Eastern Michigan University and a co-founder of YpsiWrites, is a part of the Capital Campaign Committee for the new library. Prior to the upcoming campaign, YpsiWrites reached out to Ypsilanti District Library three years ago, and starting from there many YpsiWrites programs would join in conjecture with programs provided by the library.

One of the reasons Blakeslee joined the Campaign Committee was due to her experience visiting the library and witnessing for herself how beneficial a more spacious library would be for the people. Blakeslee supports that despite the growth of the digital age, libraries and what they have provided for the people have stayed and that may be a reason why some may consider donating to the campaign.

“Libraries have not at all been diminished in importance or in their vitality,” Blakeslee said. “They are important community spaces and they’re spaces that are safe and open to everyone.”

The new library will be located on 1900 Harris Road and construction began on May 24. Hoenig hopes that the library will be open to the public as soon as the summer of 2022. However, this will depend on whether there will be any further delays or other concerns that occur.

To learn more about the new library and how to support it, visit the Ypsilanti District Library’s website.

SHARE



Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/18/2021
Re: Superior Planning Committee report

- Construction began the day of our Board meeting, 5/26! I have walked and driven by the site every few days since. Diversified has been moving earth and the site plan is beginning to emerge. You can see the book return drive-through loop, and other pavement areas, the building foundation, and the stormwater retention pond have been staked. O'Neal has a construction trailer on site, and last week installed fencing around the perimeter. On 6/14 I walked to the site in a light rain, and snapped some fantastic pictures of a double rainbow over the construction site, which we will use to promote our crowdfunding campaign!
- We met on site with an engineer from AT&T on 5/25 to discuss getting fiber to the building; he applauded us for getting him involved so early and promised to get started.
- OHM rebid the road project and this time received 5 bids. The low bidder was Asphalt Specialists, Inc., for an amount not-to-exceed \$330,502.98. They are being recommended for the work, and a resolution to accept this bid will be on the Township Board's 6/21 agenda. Ken Schwartz and I plan to draft a simple repayment agreement to place on both Boards' agendas in July.
- On 6/21 the Township Board will also consider a resolution to waive certain utilities connection fees for the new library. It is likely we will need to pay a portion of these fees; I plan to attend the meeting to hear the decision.
- The Board Building Committee approved O'Neal Construction's Subcontractor Recommendation Letter #2, dated 6/10 (attached). The Committee also approved Alternate #5, bird-friendly glass, for an increased cost of \$12,000. The glass specified in this alternate is a higher-rated product against bird strikes, and is also more aesthetically pleasing to the human eye.
- We received an official acknowledgement of receipt of our Baseline Environmental Assessment from the Michigan Department of Environment, Great Lakes and Energy.





June 10, 2021

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

Re: Ypsilanti District Library – Superior Township Branch Library
Subcontractor Recommendation Letter #2

Dear Lisa:

Attached for your review is the updated construction estimate summary showing the potential low bidders.

Please note this updated estimate is a working document showing potential low bidders and is not a finalized Guaranteed Maximum Price for contract.

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

- Bid Category 1B Surveying & Layout = Nederveld, Inc. = \$10,200
- Bid Category 1C Testing = G2 Consulting = \$20,595
- Bid Category 3A Concrete Foundations = MSM LLC. = \$112,200
- Bid Category 4A Masonry = Leidal & Hart Masonry = \$182,500
- Bid Category 15A Plumbing = Wilbur Plumbing = \$235,000
- Bid Category 15B HVAC = Robertson Morrison = \$240,000
- Bid Category 16A Electrical = Duggan Construction Services = \$415,640

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

Ms. Lisa Hoenig – Director
Ypsilanti District Library

Sign: _____ Date: _____

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

Matthew Ratzow, Senior Project Manager

o'neal construction

www.onealconstruction.com

525 W. William, Ann Arbor, Michigan 48103
P. (734) 769-0770 F. (734) 769-1736 M. (734) 216-5588

CC: Mr. Dan Whisler – Daniels & Zermack Architect

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



ESTIMATE BID UPDATE					
Project name & location:		Ypsilanti district Library Superior Township Branch Library			
Building size:		8,100	SF		
Bid date: & estimator:		5/27/21 - MR	Drawings:	Bid & permit set dated 2021.03.08	
#	Code:	Category Name:	Pricing Source:	TOTAL COST	Remarks:
1	00000	Design Services	NOT INCLUDED	-	
2		Pre-Construction Services	OCI Budget	14,094	
3		Building Permit	ALLOWANCE	1,000	Reduced fees per Lisa's e-mail on 4/2/21
4		Performance Bond	O'Neal Construction	32,205	
5	01-000	GENERAL CONDITIONS			
6	01-000	General Conditions	O'Neal Construction	261,706	
7		final cleaning	ALLOWANCE	7,500	
8		layout & staking	Nederveld	12,538	Letter of Recommendation #2
9		testing	G2	20,595	Letter of Recommendation #2
10		winter conditions	NOT INCLUDED	-	
11	02-000	SITE CONSTRUCTION			
12	02-300	ROW Work	NOT INCLUDED	-	Assigned as part of a separate project
13	02-300	Early Site Clearing	ET Mackenzie	105,670	Work Complete in 2020
14	02-300	Earthwork & Grading	Diversified	486,075	Includes Alternate #1 & #2
15	02-301	6" Perforated French Drain	ALLOWANCE	13,400	
16	02-000	Hazardous Material Removal	Inc in 02-300	-	
17	02-500	Underground Site Utilities	Included above	-	
18	02-741	Asphalt Paving	Allied	95,150	Includes Alternate #1 & #2
19	02-770	Site Concrete	GM&Sons	101,424	Includes Alternate #1 & #2
20	02-820	Temp. Fencing	ALLOWANCE	7,500	
21	02-821	Permanent Fencing	Shamrock	9,350	
22	02-850	Flag Pole	OCI Budget	4,000	
23	02-900	Landscaping	Salisbury	148,454	Bid category will be rebid
24	03-000	CONCRETE			
25	03-300	Concrete Foundation/Walls	MSM	112,200	Letter of Recommendation #2
26	03-350	Concrete Flatwork	McCarthy Construction	54,353	
27	04-000	MASONRY			
28	04-200	Masonry	Leidal & Hart	182,500	Letter of Recommendation #2
29	05-000	METALS			
30	05-120	Structural Steel	B&A Steel	199,420	Letter of Recommendation #1
31	06-000	WOODS & PLASTICS			
32	06-220	Millwork	Banco	123,965	
33	07-000	THERMAL & MOISTURE PROTECTION			
34	07-240	Exterior Insulation & Finish	Hoffman	195,000	Bid category will be rebid
35	07-500	Roofing	Duke	81,200	
36	07-900	Joint Sealants/Waterproofing	ISI	48,540	
37	08-000	DOORS & WINDOWS			
38	08-100	Doors/Frames/Hardware	Stafford Doors	34,990	
39	08-100	Doors/Frames/Hardware	ALLOWANCE	20,000	Labor to install 08-100
40	08-360	Overhead Doors	Overhead Door West	4,725	
41	08-800	Glass & Glazing	Lansing Glass	169,929	
42	09-000	FINISHES			
43	09-250	Gypsum Board Assemblies	Clark Contracting	705,300	Letter of Recommendation #1
44	09-300	Ceramic Tile	Superior Floorcovering	55,600	
45	09-640	Flooring	SCI	37,759	
46	09-681	Floor Prep	ALLOWANCE	2,500	
47	09-910	Painting	Thompson Painting	16,800	
48	09-910	Painting Prep For AESS	ALLOWANCE	7,500	Reference 05-120
49	10-000	SPECIALTIES			
50	10-305	Fireplaces	American Fireplace	7,966	
51	10-430	Exterior Signage	ALLOWANCE	15,000	
52	10-440	Interior Signage	BY OWNER	-	
53	10-505	Lockers	NOT INCLUDED	-	
54	10-550	Postal Specialties	BY OWNER	-	
55	10-800	Building Accessories	Progressive Plumbing	19,300	
56	11-000	EQUIPMENT			
57	11-451	Residential Appliances	BY OWNER	-	
58	12-000	FURNISHINGS			
59	12-000	Furniture	BY OWNER	-	
60	12-490	Window Treatments	BY OWNER	-	
61	13-000	SPECIAL CONSTRUCTION			
62	13-850	Fire Alarm	Included w/Electrical	-	
63	13-900	Fire Suppression	NOT INCLUDED	-	Not required
64	15-000	MECHANICAL			
65	15-400	Plumbing	Wilbur	235,000	Letter of Recommendation #2
66	15-700	HVAC Systems	Rob Mor	240,000	Letter of Recommendation #2
67	16-000	ELECTRICAL			
68	16-100	Electrical	Duggan	415,640	Letter of Recommendation #2
69	16-710	Data/Communication Wiring	NOT INCLUDED	-	
70	16-710	Security	NOT INCLUDED	-	
71	16-710	Access Control	NOT INCLUDED	-	
72	16-710	AVV	NOT INCLUDED	-	
73		Sub-Total:		4,305,848	
74					
75		OCI OH&P: %		150,705	3.50%
76		Construction Contingency:		215,292	5.00%
77					
78		TOTAL BUDGET:		\$4,671,845	
79					

BID REPORT FORM

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

Project Const. Mgr:
 Bid Opening Location:
 Bid Category Name:
 Bid Category No.

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

Surveying & Layout

1B

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

Award Recommendation

BID REPORT FORM

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

Project Const. Mgr:
 Bid Opening Location:
 Bid Category Name:
 Bid Category No.:

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

Testing & Inspection
1C

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

Award Recommendation

BID REPORT FORM

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

Project Const. Mgr:
 Bid Opening Location:
 Bid Category Name:
 Bid Category No.:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom
Concrete Foundations
3A

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

BID REPORT FORM

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

Project Const. Mgr:
 Bid Opening Location:
 Bid Category Name:
 Bid Category No.

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom
Masonry
4A

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

BID REPORT FORM

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

Project Const. Mgr:
 Bid Opening Location:
 Bid Category Name:
 Bid Category No.

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom
Plumbing
15A

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

BID REPORT FORM

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

Project Const. Mgr:
 Bid Opening Location:
 Bid Category Name:
 Bid Category No.

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom
HVAC
15B

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

BID REPORT FORM

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

Project Const. Mgr:
 Bid Opening Location:
 Bid Category Name:
 Bid Category No.:

O'Neal Construction, Inc.
 O'Neal Construction Office via Zoom
Electrical
16A

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

**Director's
Report
and attachments**

Library Director's Report June 23, 2021

Welcome back!

Announcements from the CDC, Governor's office, and MIOSHA in quick succession caused us to rethink our plans for a gradual reopening. As you know, Whittaker reopens Monday, 6/21. We are reopening fully, with the only exception being meeting and study rooms. All programming will be held either outside or virtually until further notice. Unvaccinated people will be required to wear masks. Julianne and the Sparkle Committee have been working up a sweat making a last push for reorganizing and cleaning Whittaker. Despite the flood damage the building looks great, and we cannot wait to welcome everyone back to YDL. Curbside will continue for those who wish to use it. As of 6/14 we are no longer quarantining materials. Returns will continue to be fine exempt through the end of July. My hope is to open Michigan Avenue on 7/6 if all goes well.

Facilities:

- The Whittaker Adult Area overhead lighting project is complete, and we are thrilled with the results. The space looks warm, welcoming, bright and airy, and there are no buzzing ballasts! The post-top fixtures look appear as if part of the original design. Thank you to all staff who pitched in to move books and shelves so the electricians could access the lights. It was a big job, and you were all troopers! Can't wait to get the tabletop lights in August.
- Siemens finished installation of the new lighting control system on 6/18. Jim will be trained on the system next week, and he, Siemens, and the SES engineer will review the punch list to make sure everything is functioning as desired.
- On 6/3 Jim and I met with Beckett & Raeder engineer Brian Barrick to review the parking lot phase 3 reconstruction project. We posted the resulting bid announcement on 6/11. Bids are due by 7/8; I expect to have a cost proposal for your consideration at the July Board meeting.

Financial:

- The YDL Teens Generator Z grant proposal was accepted! They will be awarded \$24,000 to expand teen self-care and mental health kits. Congratulations to all!
- The crowdfunding phase of the Next Chapter Capital Campaign kicked off 6/1 with the Young Family Next Chapter Challenge. As of this writing we've raised over \$22,000 toward our \$100,000 goal. The challenge ends 7/31. Please help us spread the word!

Personnel:

- Part-time Whittaker Customer Services Clerk Shane Sales has been promoted to Full-time.
- Longtime Michigan Avenue Page Frances Tashnick is retiring after 13 years of service to YDL. Best wishes, Frances!
- Our UM Graham Scholars Intern for 2021-22 is Meg Nicholson, helping expand our garden-to-table curriculum.

Public Service highlights:

- The 2021 Summer Challenge is underway! We have been invited to many outreach events already and are making the most of engaging with patrons again.
- Be sure to read about the newest YDL material type, Wonderbooks, in the Acquisitions and Youth Services reports.

Side notes:

- Prior to our Board meeting on 6/23 I'm speaking at Bill Young's latest Dollars for Scholars event, and I have been invited to present to the Ann Arbor North Rotary Club in September.
- The Library of Michigan has released an equipment grant opportunity with ARPA funds. "Shovel ready" projects of \$25,000 or more that fit the grant criteria are encouraged to apply by July 15. I plan to request funding to replace the after hours pick-up lockers at Whittaker and Michigan Avenue with unit similar to the one on order for Superior.
- I'm on the judging panel for the John Cotton Dana Library Public Relations Award. Covid impacted submissions this year, but they are still fascinating and provide tons of ideas. We plan to finalize the list of 8 winners on 6/24.
- Director vacation: I will be out of town from 6/27 through 7/5. Happy Independence Day!

YDL Dashboards

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

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2021 YTD	2021 Goal
Friends of YDL Annual Support	\$46,316	\$43,360	\$36,050	\$36,000	\$31,000			
Memorial Gifts	\$1,923							
In Memory of Marcia Peters			\$525	\$100				
In Memory of Xavier Small		\$5,951						
In Memory of Robert Warren			\$2,170	\$150	\$100			
In Memory of Ingrid Koch				\$1,011				
In Memory of Beatrice L. and Harman F. Sperry				\$1,000				
In Memory of Mary Welzenbach					\$1,000			
In Memory of Pete Murdock					\$1,500			
In Memory of Diane Horn					\$950			
In Memory of Jannette M. Gable			\$2,000					
In Memory of Marguerite Leighton						\$1,008		
In Memory of William M. White Jr.						\$2,000		
In Memory of John C. Slicker						\$1,000		
Sub-total	\$1,923	\$5,951	\$2,695	\$2,261	\$3,550	\$3,008	\$0	
Annual Giving Campaign	\$4,054	\$3,582	\$9,712	\$7,745	\$7,604	\$14,764	\$350	
Additional fundraising activities								
Gala 150 year anniversary				\$24,123				
Annual Report Mailing			\$1,180		\$1,971			
Dining for Dollars	\$273	\$652	\$276	\$306	\$256			
Trustee Parties	\$7,165	\$3,421	\$5,489	\$3,760				
Bank of Ann Arbor (Vehicle Donation)			\$2,000	\$2,000				
Gene Butman Ford (Vehicle Donation)			\$3,316					
Kroger Community Rewards						\$257	\$139	
Amazon Smile						\$0	\$0	
Sub-total	\$7,438	\$4,073	\$12,261	\$30,189	\$2,227	\$257	\$139	
Sponsorships								
EMU (Sponsorship of TEDx Talk, 4/13/17)		\$2,500	\$3,000					
Bank of Ann Arbor (New Superior Library Groundbreaking Livestream)							\$2,500	
Beal Investment-TedX Sponsor			\$900					
The Mosaic Foundation	\$1,000	\$1,000	\$1,000		\$1,000			
Fifth Third Bank (Flag Pole - New Superior)						\$5,000		
Sub-total	\$1,000	\$3,500	\$4,900	\$0	\$1,000	\$5,000	\$2,500	
YDL Endowment Fund								
General		\$10,400	\$2,505	\$6,025	\$5,350	\$3,675		
YDL (Yoder Fund Transfer/ Yates Fund Transfer)				\$3,252		\$3,369		
Superior					\$350	\$2,641		
Marla J. Gousseff Trust: The James W. and Marla J. Gousseff Fund for YDL							\$199,921	
Sub-total	\$0	\$10,400	\$2,505	\$9,277	\$5,700	\$9,684	\$199,921	
Designated Donations	\$4,054							
General Fund		\$450	\$620	\$1,229	\$1,037	\$101		
Michigan Ave			\$1,000	\$1,000	\$1,000		\$300	
Superior		\$500		\$7,584	\$45,900	\$30,495	\$39,928	
Adult Fiction		\$500		\$600	\$500			
Bookmobile				\$1,000				
Memorial Gifts		\$953	\$1,264	\$443	\$225			
MI Ave Plaza Lighting					\$1,000			
Youth Programming					\$50			
Sub-total	\$4,054	\$2,403	\$2,884	\$11,856	\$49,712	\$30,596	\$40,228	
Total Donations	\$64,786	\$73,269	\$71,008	\$97,328	\$100,793	\$63,310	\$243,137	

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

Strategy	2015 Actual	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2021 YTD	2021 Goal
Grants								
ALA-PBS Great American Reads series				\$2,000				
ALSC Dia Turns 20 Mini Grant		\$2,000						
ALSC STEAM Strengthening Communities Grant					\$5,000	\$5,000		
Ann Arbor Farm & Garden		\$985				\$5,000		
Blue Cross Complete of MI - Early Literacy Program					\$1,200			
CARES Act Grant						\$6,400		
Downtown Association of Ypsilanti [Direct]		\$1,700					\$10,000	
DTE Foundation								
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	\$7,718	
Ypsilanti Downtown Development Authority						\$800		
Total Grants	\$28,985	\$57,956	\$91,360	\$82,465	\$63,206	\$160,244	\$181,618	
GRAND TOTALS	\$93,770	\$131,225	\$162,368	\$179,793	\$163,999	\$223,553	\$424,755	

Designated Fundraising to Date
YDL - Superior Construction (Gousseff Trust included) - \$1,189,760.81
*** Towsley Foundation Grant (Starts 2022 / \$80,000 per yr. for 5 years)
* Whittaker Rd Teen Area Improvement -\$5,550

*\$1050 remaining, expenditures =4500
 ** IMLS National Leadership Grant - TALK 2021 grant amount is \$59,534

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
CURRENT PUBLIC SERVICE OFFERINGS													
BOOKS ON WHEELS DELIVERIES	9	8	6	10	13								46
CIRCULATION													
Whittaker	12,829	11,399	11,775	10,748	10,548								57,299
Michigan	3,587	3,115	3,461	3,186	3,486								16,835
Superior	1,118	966	1,134	747	704								4,669
Bookmobile	0	0	0	113	149								262
eProducts	12,412	11,903	12,222	10,499	10,720								57,756
TOTAL	29,946	27,383	28,592	25,293	25,607	0	0	0	0	0	0	0	136,821
COLLECTION													
Physical items added	1127	1443	225	940	443								4,178
eltems added	969	562	947	585	1,827								4,890
Items cataloged	186	317	163	301	289								1,256
CURBSIDE APPOINTMENTS													
Whittaker	1,858	1,630	1,706	1,587	1,430								8,211
Michigan	585	524	628	507	516								2,760
Superior	212	203	175	165	151								906
Bookmobile	0	0	0	21	30								51
TOTAL	2,655	2,357	2,509	2,280	2,127	0	0	0	0	0	0	0	11,928
HAND PICKED FOR YOU													
Whittaker	28	21	15	13	16								93
Michigan	6	1	10	3	8								28
Superior	3	0	2	0	1								6
Bookmobile	0	0	0	7	0								7
TOTAL	37	22	27	23	25	0	0	0	0	0	0	0	134
MELCAT													
Loans	890	934	644	864	956								4,288
Borrows	972	955	730	890	794								4,341
NEW LIBRARY CARDS													
New applications	102	74	88	77	93								434
Student eCards	55	1	0	3	0								59
TOTAL	157	75	88	80	93	0	0	0	0	0	0	0	493
PODCAST: YPSI STORIES													
Plays	544	572	686	802	961								3,565

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

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
PRINTING ON DEMAND <i>Ltd. to 20 free pages/day</i>													
Whittaker	24	26	27	44	40								161
Michigan	55	51	89	75	63								333
Superior	1	4	8	10	10								33
TOTAL	80	81	124	129	113	0	0	0	0	0	0	0	527
PROGRAM/SUPPLY/KIT DISTRIBUTION													
Youth	220	272	390	420	263								1,565
Teen	21	24	30	12	21								108
Adult	103	83	106	65	71								428
Partner sites	0	0	0	0	0								-
TOTAL	344	379	526	497	355	0	0	0	0	0	0	0	2,101
REFERENCE <i>Telephone and email</i>													
Whittaker	349	559	578	339	279								2,104
Michigan	424	616	885	481	375								2,781
Superior	94	120	184	127	126								651
Bookmobile	0	0	0	5	20								25
TOTAL	867	1295	1647	952	800	0	0	0	0	0	0	0	5,561
TAX ASSISTANCE VISITS													
Whittaker		5	103	67	0								175
Michigan		32	162	45	7								246
Superior		19	37	25	3								84
TOTAL		56	302	137	10								505
TEACHER BUNDLES													
Whittaker	1	0	1	1	0								3
Michigan	0	1	0	0	0								1
Superior	0	0	0	0	0								-
TOTAL	1	1	1	1	0	0	0	0	0	0	0	0	4
TECHNOLOGY													
Web site visitors	107,067	96,938	109,540	85,095	86,150								484,790
Wireless users	238	419	760	788	710								2,915
App users (unique)	680	681	683	698	658								3,400
TUTORING SESSIONS (826)	21	98	112	100	29								360

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

2021	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
VIRTUAL PROGRAMS													
<i>Live viewing or off-site</i>													
WHIT Youth/Attendance	9(37)	12(36)	7(16)	13(30)	7(10)								48(129)
MICH Youth/Attendance	8(191)	5(34)	8(46)	6(39)	4(30)								31(340)
SUP Youth/Attendance	2(193)	9(35)	1(25)	1(7)	1(12)								14(272)
TOTAL YOUTH	19(421)	26(105)	16(87)	20(76)	12(52)								93(741)
WHIT Teens/Attendance	3(19)	2(13)	2(14)	2(13)	2(15)								11(74)
MICH Teens/Attendance	5(30)	9(69)	1(30)	4(20)	3(15)								22(164)
SUP Teens/Attendance	0	0	0	0	0								-
TOTAL TEEN	8(49)	11(82)	3(44)	6(33)	5(30)								33(238)
WHIT Adults/Attendance	19(106)	25(139)	28(160)	22(174)	24(163)								118(742)
MICH Adults/Attendance	12(116)	14(549)	13(102)	9(80)	14(113)								62(960)
SUP Adults/Attendance	2(45)	1(39)	6(87)	3(48)	2(7)								14(226)
TOTAL ADULT	33(267)	40(727)	47(349)	34(302)	40(283)								194(1,928)
TOTAL VIRTUAL EVENTS	60(737)	77(914)	66(480)	60(411)	57(365)								320(2,907)
VIRTUAL PROGRAMS													
<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>													
PAST COVID ACTS OF GREATNESS AND OTHER ONE-TIME EVENTS													
KN-95 mask distribution		500	3000										3,500
New book widget on web site													March
Additional mobile hotspots (10)		10											21 (total)
Pop-up sidewalk browsing				42	39								81
FUTURE COVID ACTS OF GREATNESS													
WiFi expansion at SUP													TBD
Vaccine days (fingers crossed)													TBD
Lunch distribution													Summer
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**

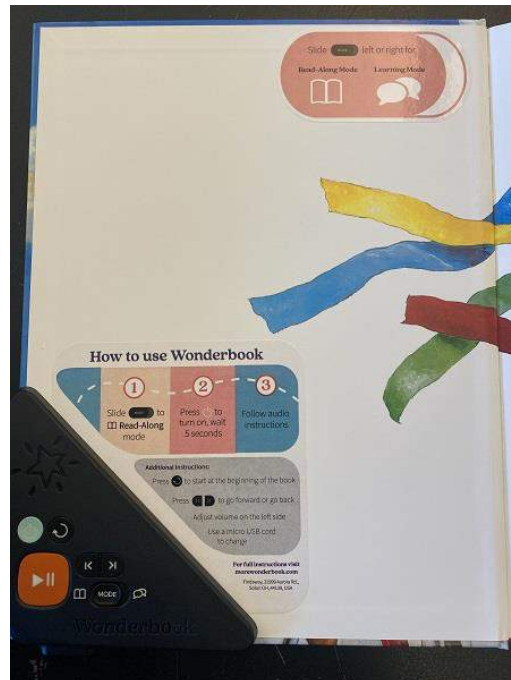
Department Reports

Acquisitions Department Board Report

June 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 continue to meet bi-weekly with the rest of the Washtenaw Reads Screening Committee to discuss and evaluate potential titles for this year's Read.
- We just launched a new material in the Whittaker Road youth department: Wonderbooks. Wonderbooks are from the same company as Playaways. They are picture books with a built-in MP3 audiobook. Kids can listen as they read-along, or chose "Learning Mode," which asks questions about the story. More information about Wonderbooks is available here: <https://playaway.com/wonderbook/>



Statistics

- The collection budget is currently 48% encumbered.
- 289 items were cataloged in May.
- 2,270 items were added to the collection, including 1,827 e-items, in May.
- YDL borrowed 794 items from other libraries via MeLCat in May.
- YDL loaned 956 items to other libraries via MeLCat in May.

Submitted by Sarah Zawacki
June 17, 2021

Communications & Development

Monthly report: June 2021

Major print pieces produced:

- The summer issue of The Loop (June-August) hit mailboxes in the first week of June. The 12-page piece covered summer activities, our Capital Campaign, reopening details and other YDL resources, and includes info from community organizations like YCS, Food Gatherers, YpsiWrites and more.



Promotions

- **Capital Campaign:** Launched June 1. In a little over two weeks we've raised more than \$22,000. We've promoted our crowdfunding page on social media and at meetings around town as well as in the news. We've used a video, produced by Better Planet Media on the page and in promotion. We're hoping to create another, shorter, video with him soon.
- **Reopening:** We've been helping get displays ready for reopening at Whittaker, creating new and updated signage. We've also reached out to a few media outlets to advertise the reopening plans, and have had a number of incredibly popular social media posts about it (see below).
- **Summer Challenge** banners are up and we're planning (hopefully) weekly highlights of challenges.
- We're promoting our additional Electronics Recycling event on a variety of social media channels.

Notable Media Mentions

- The YpsiWrites art tour (which we're handing out maps for) was covered in MLive, EMU Today, Click on Detroit, and Fox 2 Detroit.
- Our Capital Campaign was covered by the Eastern Echo, and Lucy Ann Lance.
- WEMU covered the A2SF concerts that we've partnered on and mentioned our partnership.
- The A2Y Chamber has a video interview spotlight with Lisa ready to air promoting our service, reopening plans, Superior Project, and the Summer Challenge.
- Ypsi Township promoted our Electronics Recycling event on their page
- Youth Summer Camps that we're participating in were covered by Concentrate, with a mention of us in the article.

Community Relations

- Sam finalized notes from the two community discussions we had on connecting with underprivileged groups in our community and has sent it out to the Parkridge and EMU Engage Groups for feedback/next steps.
- We're partnering with Ypsi Pride with staff at events like First Friday and sent flyers for them to hand out at their Family Night.

Notable Staff Communication

- We've posted an opening for a new Communications Intern to take LaDaisha's place. Sam has also started training Khi on a variety of website and communication tasks to get some additional help since Khi has an interest in communication work.
- We're pausing the Communico rollout (temporarily) while we work on reopening plans, but Sam will schedule trainings once the rollout resumes.

We're thrilled to share our plan to reopen safely! Starting June 14, you'll see more curbside appts. Most services inside Whittaker will resume June 21. Visit ypsilibrary.org/reopening for details and to see our safety measures. Thanks for your patience, we can't wait to see you!

YPSILANTI DISTRICT LIBRARY

WELCOME BACK!

- Starting June 14, extended curbside hours at all locations
- Starting June 21, most normal operations (including browsing and computer use) resume at Whittaker

QUESTIONS?
Call 734-482-4110 -- or --
Visit ypsilibrary.org/reopening
for more details.



Reach More People With This Post

You could reach up to 340 people daily by boosting your post for \$25.

4,382
People Reached

501
Engagements

Boost Post

114

16 Comments 27 Shares

Notable Social Media activity

- Our promotion of the VegMichigan food giveaway was seen by more than 1,400 people and had over 130 engagements on Facebook.
- Our post about our 2nd Electronics Recycling event was seen by more than 3,200 people and had over 350 engagements, including 40 likes and 30 shares.
- The post advertising the Superior Capital Campaign using rainbow pictures at Superior and Whittaker got more than 80 engagements and 29 likes and was seen by more than 1,000 people.
- Our job posting for the new communications intern was seen by more than 1,000 people and had almost 80 engagements on Facebook.
- Posts about our Whittaker reopening details (2) combined for more than 5,700 views, 600 engagements, 150 likes, and 40 shares.
- The Instagram post showcasing our presence at Ypsi Pride had 114 likes.

Submitted by Sam Killian on June 18, 2021

Customer Services

Monthly report: June 2021

Circulation Stats

For the month of May, we checked out 14,887 items system wide, and patrons downloaded 10,730 digital items. We also issued 93 new library cards. The Whittaker Road library had 1,407 curbside appointments.

Staff News

The opening for the full-time Customer Services clerk at Whittaker Road has been filled by *Shane Sales*. We will soon be posting an opening for a new half-time CS clerk.

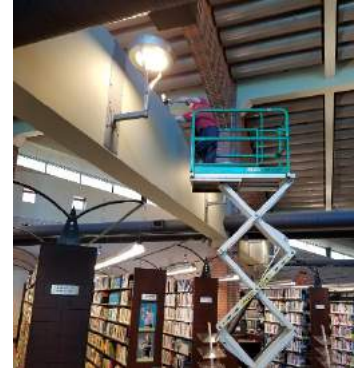
Submitted by *John Connaghan* on June 17, 2021

Facilities Department

Board Report: June 2021

Busy times in the Facilities Department, many projects to be done.

The huge project to replace the reflector lights which created so many issues has been completed. Enlighten took about seven working days to finish. Book shelves needed to be removed to fit a lift we rented to reach the over the stacks. It was time consuming, and physically challenging. Enlighten replaced the accent lighting also. Everything is much brighter than before. Staff and patrons will be happy with the change.



Julie wanted to clear out shelving, and rearrange as part of her Sparkle Committee. More room in the triangle bay area at Whittaker Road.



Youth projects – Install a Bee House, build a rack for Community Weaving, hang canvas at Whittaker Road and Superior that Jaclyn Morrow painted for the Youth. Repainted youth restroom, and hung pictures by the baby changing table.



Signs are up at Whitaker Road, Michigan Ave, and Superior for the Summer Reading Challenge.

Submitted by: Jim Reed
June 16, 2021



INFORMATION TECHNOLOGY SERVICES DEPARTMENT

June 2021

Status Report

- PC Replacement/Windows 10 Update – We will be updating the last few PC's in the coming weeks.
- 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 offering all of our computer systems along with a new Wifi system.
- 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've been busy helping all of our locations get ready for our re-opening. Some tasks required quite a lot of effort but we've been very happy with the results. We anticipate offering a warm welcome to our patrons at Whittaker as we focus our attention at preparing our remaining locations.

New or Upcoming Items

- Obtaining equipment refresh pricing to our security camera system
- Exploring additional patron technology solutions in regards to an anticipated federal funding increase.
- YDL- Internet Filter: We'll be taking up this effort once again to find a new system for YDL.
- We've ordered new Staff pc's but anticipate a Fall delivery date.
- Staff Laptop Order – We have a few new laptops on order to assist with some of our current remote technology needs.

Michigan Avenue Board Report: June 2021

Programs

Outside Book Browse has been pretty well-attended. As expected, on Tuesday's we get traffic from the Farmer's Market. On Saturday's we seem to get families with young kids who are riding their bikes to the library. Once we open we will no longer conduct Book Browsers. For YpsiPride, Maddy, Jenny, Paul and I worked with Outreach and Whit Rd youth staff to manage several tables of activities for youth and teens. It was very gratifying to see people in person again! Several hundred youth were served. In addition, Maddy and Jenny created a beautiful and dramatic rainbow butterfly wing mural for a photo backdrop. Maddy, Paul and Meg, the YDL Graham Scholar, created a plan for creating rotating signage and adding some plant labels.



Shoshanna has a podcast schedule planned through October. Charline and Shoshanna are presenting this Saturday to the Washtenaw African American Genealogy group. Scott's Guitar Club has got a shot in the arm now that they are meeting in person at the Marketplace Hall at Growing Hope's Farmer Market space. They had the highest attendance since we closed for Covid. The same thing has happened with the Graphic Novel Book Club that met at Bobcat Bonnies. Crafternoons has finished their jewelry series making some lovely necklaces and earrings.



Staff

All MA staff are vaccinated. Many staff who have families in other states and have barely seen them are eagerly scheduling vacations. It will be a busy summer as we all adapt to being open. Paul Rizik, our new summer intern, has started and acclimating well. Frances Tashnick, our shelper for 13 years, has decided to retire just before we open. I have been elected to be on the Kiwanis board, starting in October. Jenny, myself and my husband worked with a crew of volunteers to paint Black Lives Matter on South Washington St. Jodi and Kelly received a \$25k grant from Generator Z to go towards the very successful teen subscription kits! All youth staff have been trained for helping with Summer Food Service. Jenny and I will be co-coordinating food distribution at Parkridge Community Center and our staff will also help with distribution at Sycamore Meadows.



Building

We are getting ready to open the first week of July. Pat and Ron have been adding 5' shelves in the picture book section to provide more room for face out picture books. Ron put back all the shelves in the teen zoon after the water remediation investigation was over and Kelly has reshelved the teen collection.

We just finished a huge shifting project upstairs. It started last summer by downsizing both the magazine and oversize collections, moving the science fiction to the magazine space, doing months of hard weeding of fiction and nonfiction. Then doing a last major swap of fiction/nonfiction collections to give them more space and all the fiction sections flow together. The last part of these collection moves couldn't have happened without being



closed. The average user might not notice the difference but it creates a focus on marketing and usage. The upstairs staff have been working together to make this happen but special kudos go to Dee who handled most of the physical weeding and to Kim who has done the majority of the book shift to the tune of 40,000+ steps according to her Fitbit. For 1 1/2 days books were literally on every surface including 100s of them on the floor.

We are looking forward to opening and seeing folks!

Joy Cichewicz
June 18, 2021



Outreach Services Board Report

June 2021

Superior:

- The garden is planted and adorned with beautiful wings, courtesy of Jaclyn. We planted in a way that visitors can harvest from outside of the garden. We'll have a sign up saying what can be harvested at any given time. A big thanks to Stacey for doing the bulk of the weeding!
- Our extended hours started June 14. In deciding on these hours, we looked at the most popular curbside appointment times - morning and early evening. We made sure that we offer plenty of both.
- The new lockers are slated to arrive in early July. I'm working with Scott & Jim to coordinate the removal of the old ones in preparation for the installation of the new ones.

Outreach Projects & Programs:

- We are making initial visits to our ten Summer Challenge Champions sites, bringing bins of books, doing a storytime, and giving out a signup prize.
- We have been to many fun community events in the last week, including Ypsi Pride, Ann Arbor SummerFest at Fireman's Park, Lincoln Community Schools Reading in the Park, and Hamilton Crossing.
- We created and compiled content for a Community Read partnership with Matthei Botanical Gardens & Nichols Arboretum. Liz is putting the finishing touches on a Birds of YDL video. [Check it all out here.](#)
- Khi has recently begun helping Sam with communications work one day a week. He is learning the ropes of the email list, website, and social media to add to our communications presence.
- All Outreach staff have received training to serve lunches at Sycamore Meadows and Parkridge Community Center.
- Nicole continues to serve in the online storytime rotation. She is looking forward to outdoor, in-person storytimes this summer.



Bookmobile:

- We began our extended curbside route June 14. There has been a nice uptick in visitors, and our regular patrons are very excited to see more of us.
- The tachometer & speedometer were replaced. We have experienced a couple of times when the backup camera has stopped working. We will take the bookmobile to get that addressed.

Learning Never Gets Old

- SAB will have its first outdoor, in person meeting this week. Members are very excited to see each other face to face for the first time in over a year.
- Our latest series of Zumba/Strength Training started this week. We have over 40 people registered. There continues to be a great demand for these online fitness classes.

Submitted by Mary Garboden,
June 16, 2021

Whittaker Road-Adult Services Board Report: June 2021

Here is a listing of June 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
- VegMichigan Food Giveaway
- Virtual Garden Club: Common Garden Pests and Disease
- Michigan Nature Getaways
- Eycling
- Google Docs Tips and Tricks
- Google Sheets for Beginners
- Google Sheets Tips and Tricks

We typically offer less programs for adults in the summer months as attendance drops during this time. We do promote the Summer Challenge and this year are also active participants in two YpsiWrites Initiatives, Public Art/Public Writing and the Mystery Maker Challenge. Both of these initiatives are also within this year's Summer Challenge. The Public Art/Public Writing project features maps and writing prompts for 3 routes: Downtown Ypsilanti, Depot Town, and the EMU Campus areas; the sculpture at YDL-Michigan is one of the featured pieces of public art on the Downtown Ypsilanti route. YDL is printing out the maps upon request and has packets with maps and a small notebook as giveaways while supplies last. They are available at all YDL locations. The Mystery Maker Challenge kicks off on June 21st; there are also free packet giveaways while supplies last to encourage and inspire patrons to write a mystery over the course of the summer. We also have two mystery-themed raffle prize bags that will be awarded at the end of the Summer Challenge. All of this is made possible thanks to the generosity of the Friends of YDL, who provided the funding; we are very appreciative of their support! The Friends are also providing funding for our Summer Library Olympics, which will happen next month; Robert is the lead on this program, more on that next month. Sheila arranged for a very successful plant-based food giveaway program offered by VegMichigan; 60 people picked up a free food packet despite rainy weather. Christy has arranged another ecycle event this month, working with a local vendor with multiples trucks and routing traffic to Huron River Drive instead of Whittaker Road. Hopefully these changes will help prevent the difficulties we encountered last month. Brigitte continues to offer virtual classes on Google suite products and assisting seniors with technology needs with one-on-one virtual sessions.

The other big project this month was the moving of books off/on shelves as new lighting was installed on the second floor at Whittaker Road. It was a big job that took up most of a week but the results are well worth it-no more buzzing noise, improved lighting, and the ability to adjust lighting levels when needed on gloomy days and evenings.

Here are a couple of pictures of books off the usual shelves; we repurposed other shelving, tops of shelving, and tables while the new lights were being installed. There was a lot to move over the course of two weeks.



Thanks to Jim, Ron, Christy, Sheila, Robert, Mara, Leann, and Karen for their help! This was a LOT of work!



Whit Adult Services staff is currently preparing for opening on June 21st. We are excited to welcome patrons into our facility and look forward to helping people in person again. Paula called everyone on our list of those who wanted to be notified when they could use a pc again; people without access were very happy to hear that they can come in and use a pc soon! We've also been telling people who call that they can come in soon and have gotten very happy responses there as well. We think we will be busy come June 21.

-Submitted by Paula Drummond June 17 2021

Whittaker Youth Services Board Report June 2021

Programs

LITTLE ONES

- We've been on a storytime break, but Nicole kicked off the summer season with a YouTube storytime this Tuesday.
- Jaelyn offers the first session of Stories in Motion this week outside of Whittaker. She will read aloud and lead kids through yoga and movement designed for ages 4-8.
- I have two Ypsi Township Parks Storytimes and two Rutherford Pool Tot Splash Storytimes lined up for July. When the Farmer's Market is ready, we will send staff to read aloud there too. Joy, Mary, and I have a shared document to make sure outreach events are covered by staff from all locations.

KIDS & FAMILIES

Frog Fun at Frog Island At the end of May, Marlena hosted a frog hunt with frog facts kids could read in the updated Frog Island park attended by 46 people for our first outdoor in-person event.

Outdoor STEAM We're offering 8 sessions of science and art on Wednesday afternoons starting this week with a painting party coordinated by Psyche, attended by 22. While the number of attendees was low compared to a usual summer, it was exciting to see families again and they had plenty of space to spread out while visiting painting stations. Everyone said they were looking forward to finding their own books next week.

Garden Gatherings The first of 8 Friday morning sessions that facilitate exploration of nature and the garden begin this week with a reading of *Ruby's Birds*, as part of our collaboration with the Matthaei Botanical Garden/Nichols Arboretum Community Read. Kids will be able to go on a bird scavenger hunt and build nests with playdough and natural items they gather. Annie and Amanda prepared activities for most weeks, Slava will both be on hand to answer questions about the garden and help families pick what's ready, and Meg prepared weekly writing prompts.

Y on the Fly The Ann Arbor YMCA will be at Whittaker on Friday afternoons leading contactless games kids can play on the lawn.

TEENS

We found out we received the Generator Z grant! TAG is excited to be able to fully carry out their vision to provide supply kits and books to help bring mental health relief to teens, and to get the kits to a broader section of youth in our district. Of the \$24,000 they have to work with, about 1/3 is earmarked for youth internships and 2/3 for supplies. Mary, Kelly, Liz G. and I met to sketch out a plan for hiring teens during the school year. We plan on offering information sessions this summer to attract teens to apply, and a steering committee of TAG members will meet weekly to help set job descriptions, work on promotion, and get the project started.

Other Work

Reopening All staff have been preparing for reopening by cleaning and straightening--the patron area, our storage closets, and our office space. We now have new book displays up and shelves in order, old posters down, and furniture arranged. We will not put out toys when we first open.

Marlena and Psyche created indoor I Spy games to occupy kids and we'll have art supplies. Outside we developed an exploratory play area with Jim's help. It includes a weaving wall Jaelyn designed where people can weave fabric into a wire frame for a community art project, a wings mural, a "chalkstacle course" Liz made with directions for kids to walk in a zigzag line and jump like a dinosaur, and loose parts nature play bins donated by Matthaei Botanical Children's Garden. See a stick fort above that kids built at Outdoor STEAM this week using the loose parts. I ordered sign holders and we have activities and Summer Challenge information around the garden along with signs Slava created to show people what they can pick each week. Parents took lettuce, collard greens and herbs after the program this week.

Collection development Liz and Psyche made great progress in cleaning up and adding to our STEM and Play Kit collections, which Sarah has been processing. We added Wonderbooks this month, which are picture books with an audio component so kids can listen to the story while they turn the pages. Amy helped Psyche interfile the Early Readers, which were leveled into three ranges of difficulty that were not searchable in the catalog, making it difficult for patrons to easily find books.



Training I trained a majority of people in the department on how to help patrons with computers because most were hired during the pandemic and haven't had to use Envisionware or the security log. Everyone is now familiar with guest passes, releasing print jobs, and scanning documents. Interns are ready to go with Horizon as well. Most of my department attended a Summer Food training so we can help at outreach sites if needed.

Summer Challenge The program opened for participants to log their reading, learning, and exploring last Saturday. 725 people are signed up, with about half most likely being campers Mary and Stacey are working with.

- 22 staff attended one of two Summer Challenge training sessions I offered so they are ready to help patrons who need account assistance.
- Stacey hid geocache boxes that Annie made, each with information about a famous artist or musician from Ypsi and a button people who find the cache can take as swag.
- Marlena and Kelly made storywalks for each location that will be live next week.
- Jenny helped coordinate using content from the Riverside Art Center Creative Toolkits. Liz printed stickers and handouts for our department and everyone helped stuff envelopes that also include crayons and colored pencils for kids to use to complete the activities. We'll distribute them at lunch sites and to Summer Challenge participants who are interested.
- Amanda is creating weekly Instagram stories to help with promotion.

Outreach Liz, Psyche and I helped at Ypsi Pride. One TAG member served as a liaison on the planning committee and gave a moving poetry reading. Liz, Meg, Amanda and I went to the A2SF Fireman's Park concert. Psyche and Annie are attending another A2SF concert this week at North Bay. Liz went to the first LCS Reading in the Park. Slava read garden themed stories at Growing Hope's open house.

Summer Kits for Kids As we transition back to in-person programs outside, we're still creating some online programming and offering a handful of kits. Psyche and Paula worked on an YpsiWrites Mystery writing pack and Paula put together an Art Walk writing pack we can distribute to families. Mary coordinated bird house kits as part of the Community Read we'll help give away. I'm working with a team at EMU who is building STEM kits we will offer families starting next month.

Diversity in Kids' Literature Most youth staff continue to meet monthly to talk about what's new and how we're meeting all patrons' needs and interests with our collections. Liz led the May meeting and gave a presentation about our department's pre-pandemic diversity audit. Psyche led the June meeting and staff discussed what they learned at a recent webinar about dismantling racism in digital collections and how it applies to our work.

TALK 100 libraries, ¼ of the public libraries in Michigan, now have an MCLS TALK account and access to the TALK toolkits! We've given a number of pitches, trainings, and presentations. All Michigan public libraries other than Detroit and AADL are members of one of ten cooperatives. Lisa joined Slava and I this week to talk about TALK with library cooperative leaders so they can share information with libraries in their regions. We already presented to one cooperative in February and many of their libraries signed up, and now we have plans to work with two more cooperatives. Sam drafted a press release we will send statewide with the help of the cooperatives. Lisa has also been helping us work out details with the Library of Michigan to promote TALK on their website and at the Secretary of State offices.

New staff We welcomed Meg Nicholson to the department last week, our 2021-2022 UM Graham Scholars Intern. She has jumped into helping and has already seen all three gardens and met staff at each location. She's ready to learn about our community and gardening programs so she can lead a team of students next year in helping us refine our Garden to Table curriculum and educational opportunities for families.

Submitted by Jodi Krahnke June 17, 2021



Old Business

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/16/21
Re: Study sessions with Patricia Berry Consulting

Believe it or not, we are reaching the end of our 5-year strategic plan. We've made tremendous progress, and continue to move forward. One of the remaining items is:

Conduct training for Board and Library leadership on fundraising strategy in general and major gift and capital programs, in particular.

I have been working with fundraising coach Patricia Berry over the course of the past year. I have learned much, and we've raised nearly two million dollars! Patricia's relationship-focused fundraising approach is refreshing and different. Please check out these two terrific videos to get a feel for her style and her thinking:

- [After the Gift: Creating a Relationship Circle](#) (YouTube 13 minutes)
- [The Relationship Journey](#) (YouTube 18 minutes)

I would like to arrange some Board training to ground you in her philosophy of philanthropy, where everything is a gift, be it a relationship, someone's time, an invitation, a connection, or a financial contribution. Patricia and I both believe advocacy and fundraising go hand in hand. Even if as an individual you do not see yourself as a fundraiser, as a Trustee you are an advocate, so this training will be beneficial.

Patricia has proposed three 1-hour sessions in which we would learn more about fundraising, define the role of the Board, explore your individual roles, and develop some action steps for growing that role into a natural element of the Board's work, for the future success of the library. I would like to propose we do these as study sessions, separate from our regular Board meetings so you can come in fresh and thoughtful. Please be prepared to discuss this, including your preference for in-person or virtual sessions, and their timing.