



YPSILANTI
DISTRICT
LIBRARY

Board of Trustees

2021 Information Packet



Wednesday

July 28, 2021

6:30pm

YDL-Whittaker

Ypsilanti District Library
YDL Board Meeting, July 28, 2021 6:30 pm, YDL – Whittaker Rd. Boardroom
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"/>
Introduction of new staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from June 23, 2021 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. June 2021 Financials & Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communication			
A. Official Correspondence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Ideas, Opportunities, Trends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	
B. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. FOL Library Report	<input type="checkbox"/>	<input 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. Award of contract for Whittaker Parking lot phase 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Construction testing and inspection services proposal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Repayment agreement with Superior Township for Harris Road widening project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees - Virtual Meeting
Minutes, June 23, 2021 (Unapproved)

CALL TO ORDER

President Jean Winborn called the Regular Meeting to order at 6:30 p.m.

Attendance

Trustees Present: Kay Williams (Washtenaw County, Superior Township, Michigan), Theresa M. Maddix (Washtenaw County, Ypsilanti, Michigan), Michigan), Jean Winborn (Washtenaw County, Superior Township, Michigan) Brian Steimel (6:37 p.m.) (Washtenaw County, Ypsilanti Township, Michigan) and Patricia Horne McGee (6:52 p.m.) (Washtenaw County, Ypsilanti, Michigan)

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, and Business Office Manager Monica Gower

APPROVAL OF THE AGENDA

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

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

PUBLIC COMMENT

NONE

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (May 26, 2021, Virtual Meeting minutes, and May 2021 Financials and Check Registers). Trustee Kennedy supported this motion.

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

COMMITTEE REPORTS

- Finance Committee:
 - The committee convened over email. Lisa questioned whether YDL should defer the grant from the new Gousseff endowment that the library was due to get this fall until next spring. The consensus was yes. Lisa instructed the Community Foundation to do that. Next spring YDL will get a double grant distribution from the fund that the library can use toward building construction, maintenance, or program expenses for new Superior.
- Friends of the Library:
 - They are so happy to be back.
 - The very first day they were open a shopper came in and spent two hundred dollars. They have been restocking everything.
 - They helped at the library's second ecycle event. They made \$468 dollars in donations They had a pop-up sale outside; they earned \$180 and got 10 new memberships and 5 renewals.
 - They also made \$18,000 selling online.

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Board of Trustees - Virtual Meeting
Minutes, June 23, 2021 (Unapproved)

- Friends' money does the usual things that people love; it helps with kinderconcerts, holiday concerts and summer reading. They are doing some new things this year. They have paid for a Cell phone charging station; branded camp chairs for the senior advisory board to meet outside socially distanced. They will be paying for the Ann Arbor Summer Fest concerts, summer Olympics that adult and youth are hosting and a reservation kiosk with a built-in tablet that will allow patrons to reserve a study room. Yet to come, they will also be paying for the addition of a drinking fountain with a water bottle filling station.
- Fundraising committee:
 - YDL has now raised \$1,538,539 total for the Superior Capital Campaign. Of that amount \$873,962 are pledges or parts of grants yet to be received.
 - We have netted \$22,614 as of now on the crowdfunding page.
 - Lisa wanted to thank Pat McGee because she got word that her family's foundation donated another gift of \$2,500 toward new Superior building.
 - YDL has gotten sponsorship pledges recently from Reinhart Realtors and Domino's Pizza. YDL is expanding strategies for communicating the challenge opportunity. A flier will be put in with curbside patron holds that they are picking up and there will be a display placed in the lobby about the fundraising effort. They are looking to spread the word about the crowdfunding and the match opportunity that goes until the end of July.
 - Lisa submitted on behalf of Superior Township an appropriation request to Debbie Stabenow's office for the road work that needs to be done. YDL is going to delay the road work until October 1st when the federal budget is released to see if it gets funded.
- Superior Township Planning:
 - Lisa attended the Township board meeting Monday evening, the board decided to waive 50% of YDL's utility connection fees at the new building.
 - The Township also approved the Harris Road work bid and the OHM construction administration costs. They approved them contingent upon putting together a repayment plan with the library. Lisa and Ken Schwartz are going to work on a simple repayment plan agreement to put in front of both boards in July.

REPORT OF THE LIBRARY DIRECTOR

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

- Lisa is excited Whittaker Road is now open. The library did a clap-in for the first patrons who came in Monday morning when the library reopened. Lisa thought there would be more than one patron, but it was a patron everyone knew. The patron was happy to see staff and staff was happy to see her.
- Lisa announced to staff, and it will be announced on social media that Michigan Avenue will reopen July 6.
- The youth department at Whittaker Road has been hopping. Lots of people have finished the summer challenge. Other people are signing up for it. There have been some outdoor events already including with the rain garden.
- The library required masks originally, but the governor changed the plan. There will be no more mask mandate after Tuesday.

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- The library is pretty much back to normal besides programming being outdoors, more virtual programs, and the meeting and study rooms being closed for now. Part of the reason why the meeting rooms are closed is that they are needed for extra staff space because of the flood.

NEW BUSINESS

A. Study sessions with Patricia Berry Consulting

It's almost the end of the library's 5-year strategic plan. One thing that's remains is to:

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

Lisa has been working with a fundraising coach Patricia Berry for the last year. Lisa would like to arrange board training in three 1-hour sessions. In the sessions the board would learn more about fundraising, define the role of the board, each individual's role and develop action steps for growing that role into a natural element of the board's work. Lisa proposes these as study sessions separate from the regular board meetings. All Board members in attendance were interested. Dates and times to be determined.

- B. Trustee Williams moved that the next board meeting on July 28, 2021 be in person. Trustee Steimel supported this motion.

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

BOARD MEMBER COMMENTS

Trustee	Comment
Kay	I was really impressed this time; I always am. All the department reports show what amazing employees we have. They never stop trying to do more for the patrons they serve. I was very impressed with all of things that people have been doing. Expanding their own horizons so the patron's horizons can be expanded as well.
Bethany	Congratulations on the successful reopening and I hope to be there very very soon. I can't wait to get in there. Thanks!
Theresa	The library is back! I had a chance to go into the building today. It smelled great. As well as everything else. Everything smells wonderful. You can smell the books as usual. Everything is wonderful and the lighting on the whole staircase is fantastic. I made a special point for listening for what I didn't hear and the buzzing is gone. The lights look fantastic too. It is really exciting to me that the library has reopened. Thanks for all of the hard work over past what feels like forever.
Pat	I would just kind of ditto what everyone else has said. It was very exciting to know that the library was going to reopen. Then to get the email that said the date and time. I can't believe that people thanked me for letting them know the

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	library was open again. Its exciting news. I appreciate the hard work it took to make that happen again.
Brian	I just want to thank everybody for the constructive use of the downtime. Getting so much stuff done in a period when we were closed that would have been difficult do when there were patrons in the building. I think the results are well worth it and I think dedication of the staff in that regard was great.
Jean	I want to say ditto to everything everyone has said. I thank the staff. Thank you so much for everything you have done for the library it is so wonderful.
Lisa	No comments

Adjournment

Trustee Kennedy moved to adjourn at 7:31 p.m. Trustee McGee seconded this motion.

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

Nays: None

Motion passed.

Financial Report

Check Register Report

Date: 07/21/2021

Time: 11:26 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
73359	06/09/21	Printed			0000000025	AFLAC	#11 & #12 payments	163.48
73360	06/09/21	Printed			ALER	ALERUS FINANCIAL	YDL contribut 5/31/21	17,204.36
73361	06/09/21	Printed			LOR	BAKER & TAYLOR	statement 5/31/21	14.27
73362	06/09/21	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 5/31/21	94.09
73363	06/09/21	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 5/31/21	164.81
73364	06/09/21	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 5/31/21	3,421.02
73365	06/09/21	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 5/31/21	1,284.95
73366	06/09/21	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 5/31/21	1,923.59
73367	06/09/21	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 5/31/21	361.98
73368	06/09/21	Printed			0000000589	GENE BUTMAN FORD	flex repairs-brakes/fuel pump	4,205.83
73369	06/09/21	Printed			CAMPINC	CAMPBELL, INC	MA 6/1-8/31/21 service	13,867.25
73370	06/09/21	Printed			CDW	CDW GOVERNMENT, INC.	Tripp Keyspan USB	357.18
73371	06/09/21	Printed			DTE ENERGY	DTE ENERGY	Whit 4/24-5/24/21 service	8,554.58
73372	06/09/21	Printed			DTE ENERGY	DTE ENERGY	MA 4/30-5/28/21 service	1,238.57
73373	06/09/21	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	1/2 project cost	27,475.00
73374	06/09/21	Printed			FIND	FINDAWAY WORLD, LLC	mango, Abuela and me	953.51
73375	06/09/21	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Super 4/24-5/23/21	340.29
73376	06/09/21	Printed			AFSCME	MICHIGAN AFSCME	deduct 5/15/21	539.20
73377	06/09/21	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Smith renewal 2021	85.00
73378	06/09/21	Printed			A29	MICHIGAN POWER RODDING, INC.	MA -drain line research	2,309.00
73379	06/09/21	Printed			MWP	MICHIGAN WEB PRESS	Summer 2021 LOOP	3,681.54
73380	06/09/21	Printed			MIDWESTTAP	MIDWEST TAPE	500472522/500472524/500472526	452.85
73381	06/09/21	Printed			MIDWESTTAP	MIDWEST TAPE	hoopla ending 5/31/21	11,196.43
73382	06/09/21	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	June 2021 lease	128.00
73383	06/09/21	Printed			OCLC	OCLC INC.	6/1-6/30/21 billing	469.22
73384	06/09/21	Printed			OV	OVERDRIVE, INC.	01576da1230884	3,307.21
73385	06/09/21	Printed			PP	PROGRESSIVE PRINTING	1,000 remit envelopes/paper	441.00
73386	06/09/21	Printed			QM	Q+M	summer 2021 LOOP	1,500.00
73387	06/09/21	Printed			STAPAD	STAPLES ADVANTAGE	supplies	285.05
73388	06/09/21	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	sprinkler repairs-Whit	205.25
73389	06/09/21	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	4/15-5/14/21 service	8.07
73390	06/09/21	Printed			TRICOUNTY	TRI COUNTY INTERNATIONAL	BKM- 5/24/21 service speed/tac	767.86
73391	06/09/21	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	Whit June 2021 service	525.13
73393	06/09/21	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 5/31/21	69.72
73394	06/21/21	Printed			DTE ENERGY	DTE ENERGY	whit street light May 2021 ser	41.77
73395	06/23/21	Printed			ADT	ADT SECURITY SERVICES, INC	superior 7/1-9/30/21 service	166.59
73396	06/23/21	Printed			0000000025	AFLAC	#13 & #14 payments	163.48
73397	06/23/21	Printed			AK	AK LAWN CARE	MA lawncare #4	610.00
73398	06/23/21	Printed			AASF	ANN ARBOR SUMMER FESTIVAL	pop-up concerts summer 2021	250.00
73399	06/23/21	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 5/31/21	539.84
73400	06/23/21	Printed			BAA	BANK OF ANN ARBOR	closing 5/31/21 #5906	3,301.04
73401	06/23/21	Printed			BAA	BANK OF ANN ARBOR	closing 5/31/21 #9394	1,234.48
73402	06/23/21	Printed			BASIC	BASIC	June 2021 admin plan	67.15
73403	06/23/21	Printed			BCN	BLUE CARE NETWORK OF MI	July 2021 coverage	41,144.42
73404	06/23/21	Printed			A15	BP PRODUCTS OF NORTH AMERICA	5/6-6/5/21 billing period	351.67
73405	06/23/21	Printed			CAMPINC	CAMPBELL, INC	Whit-valve replacement	848.00

Check Register Report

Date: 07/21/2021

Time: 11:26 am

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
73406	06/23/21	Printed			JCARY	JAMES CAREY	May 2021 services	560.00
73407	06/23/21	Printed			CEN	CENGAGE LEARNING	the rib king	48.73
73408	06/23/21	Printed			0000000567	CENTER POINT PUBLISHING	the last green valley	93.48
73409	06/23/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Superior grounds May 2021	81.68
73410	06/23/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Superior May 2021 fuel/electri	94.57
73411	06/23/21	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	machine lease due 6/30/21	1,731.63
73412	06/23/21	Printed			CONSTELL	CONSTELLATION NEWENERGY-	may 2021service	2,180.64
73413	06/23/21	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	July 2021 coverage	2,840.26
73414	06/23/21	Printed			0000000039	DEMCO, INC.	book trucks	1,561.51
73415	06/23/21	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit Adult summ chall	57.53
73416	06/23/21	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	whit adult area lighting	24,674.99
73417	06/23/21	Printed			FIND	FINDAWAY WORLD, LLC	the proudest blue	408.78
73418	06/23/21	Printed			FST	FIRST BOOK	whit youth summ chall 2021	378.75
73419	06/23/21	Printed			0000000108	CHRISTY HAVENS	eCycle program snacks 6/19/21	14.07
73420	06/23/21	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	Zumba training series 2 of 2	180.00
73421	06/23/21	Printed			MNL	MADISON NATIONAL LIFE INS CO	july 2021 coverage	1,135.48
73422	06/23/21	Printed			AFSCME	MICHIGAN AFSCME	deducted 6/15/21	539.20
73423	06/23/21	Printed			MCLS	MIDWEST COLLABORATIVE FOR	Ann Mem Fee 7/1/21-6/30/22	250.00
73424	06/23/21	Printed			MIDWESTTAP	MIDWEST TAPE	500539044/500539042/500539043	663.81
73425	06/23/21	Printed			MEGNIC	MEGHAN NICHOLSON	Whit Youth Summ Intern #2	2,000.00
73426	06/23/21	Printed			ONE	O'NEAL CONSTRUCTION, INC.	whit windows project	996.40
73427	06/23/21	Printed			OV	OVERDRIVE, INC.	01576CO20164237	3,546.14
73428	06/23/21	Printed			PATR	PATRON ACCOUNT	Return-never glue your friends	13.00
73429	06/23/21	Printed			PINTER	PINTER'S FLOWERLAND INC.	mulch/compost	279.42
73430	06/23/21	Printed			PW	PLANTWISE	whit maintenance 6/7/21	725.00
73431	06/23/21	Printed			RUS	MERILYNNE RUSH	talk about death wksp 7/13&20	300.00
73432	06/23/21	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	MA start up	102.50
73434	06/23/21	Printed			AMAZ	SYNCB AMAZON	statement 6/10/21	4,234.15
73435	06/23/21	Printed			TDSM	TDS	6/22-7/21/21 service	1,231.12
73436	06/23/21	Printed			TCI	TERRACON CONSULTANTS, INC.	MA Water remediation investiga	3,014.00
73437	06/23/21	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	june 2021 curbside	90.00
73438	06/23/21	Printed			VERIZON	VERIZON WIRELESS	5/10-6/9/21 service	435.30
73439	06/23/21	Printed			0000000030	VISION SERVICE PLAN - MI	july 2021 coverage	750.74
73440	06/23/21	Printed			WCROD	WASHTENAW COUNTY	4/21 chargeback	301.14
73441	06/23/21	Printed			WMU	WESTERN MICHIGAN UNIVERSITY	TALK Expense	1,231.42

Total Checks: 81

Checks Total (excluding void checks):

213,059.17

Total Payments: 81

Bank Total (excluding void checks):

213,059.17

Check Register Report

Date: 07/21/2021

Time: 11:26 am

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BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
FIFTH THIRD BANK Checks								
1026	06/03/21	Printed			BOD	BODMAN PLC	Superior Mar 2021 services	4,910.00
1027	06/03/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	YDI eng & construc escrows	38,537.50
1028	06/29/21	Printed			BOD	BODMAN PLC	4/2021 services	147.50
1029	06/29/21	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	Superior-2/28-5/29/21 service	37,976.26
1030	06/29/21	Printed			ONE	O'NEAL CONSTRUCTION, INC.	invoice date 5/11/21	10,513.76
					Total Checks: 5		Checks Total (excluding void checks):	92,085.02
					Total Payments: 5		Bank Total (excluding void checks):	92,085.02
					Total Payments: 86		Grand Total (excluding void checks):	305,144.19

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

	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FYTD 6/30/21
Assets:						
Cash: Checking	435,833	325,888	30,254	243,356	451,722	475,661
Savings	2,191,873	2,414,562	2,311,968	2,318,328	2,453,406	2,876,048
CD's	-	-	-	-	-	-
Community Foundation	28,584	30,954	31,300	31,048	34,936	41,163
Memorials	6,402	6,403	3,368	3,368	-	-
Operational Cash	356	521	824	824	824	824
Total Cash	2,663,048	2,778,328	2,377,714	2,596,924	2,940,887	3,393,696
Receivables & Other assets	17,384	36,272	49,282	98,153	84,370	85,652
Total Assets	2,680,432	2,814,600	2,426,996	2,695,077	3,025,257	3,479,348
Liabilities	334,400	509,097	145,758	85,577	313,638	84,624
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						6,227
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	683,105
Total Fund Balance	2,346,032	2,305,503	2,281,238	2,609,500	2,711,619	3,394,724
Total Liabilities & Fund Balance	2,680,432	2,814,600	2,426,996	2,695,077	3,025,257	3,479,348

Ypsilanti District Library
Period Ending 6/30/2021 (58.3% 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 06/30/21 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	4,331,991	1,412,342	75.4%
Expenditures								
Dept 100 Administrative	1,996,606	2,046,192	2,163,719	2,384,432	2,395,932	1,184,859	1,199,573	49.5%
Dept 200 Michigan Ave.	560,976	570,105	555,976	585,399	585,399	301,813	283,586	51.6%
Dept 300 Outreach/bookmobile	85,794	83,090	82,140	88,088	88,088	50,530	37,558	57.4%
Dept 400 Outreach/Superior Township	151,311	158,283	158,483	163,154	163,154	91,799	71,355	56.3%
Dept 500 Whittaker Rd	1,096,935	1,123,929	1,089,344	1,106,414	1,106,414	608,259	498,155	55.0%
Dept 600 Donations	43,328	31,845	12,312	-	-	8,926	(8,926)	NA
Dept 700 Grants	12,190	12,323	7,405	-	-	2,700	(2,700)	
Total	3,947,140	4,025,767	4,069,379	4,327,487	4,338,987	2,248,886	2,078,601	51.8%
Net Revenue Over Expenditures	(23,888)	1,480,895	1,499,486	1,416,846	1,405,346	2,083,105		
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	3,435,266		

**Ypsilanti District Library
General Fund
Period Ending 06/30/2021
(58.3% 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 06/30/21 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	619,558	896,999	885,210	936,283	936,283	807,849	86.3%
425.000	City of Ypsilanti Tax Levy	589,334	808,325	836,671	846,900	846,900	315,575	37.3%
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	3,122,054	86.3%
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	2,222	13.7%
657.100	Smart Cards - Printing & Copies	40,841	36,686	11,776	10,000	10,000	140	1.4%
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	742	29.7%
681.000	Donations Designated		18,850	5,100			0	0.0%
681.080	Donations/Memorials	711	2,629	4,555	600	600	5,804	967.3%
687.000	Interest/Checking	1,727	3,233	1,037	1,000	1,000	362	36.2%
687.010	Interest/Savings	7,050	15,331	6,175	5,500	5,500	1,780	32.4%
687.060	Interest/Yoder	3	0	0	0	0	0	NA
688.000	Interest/Endowment	1	1	0	0	0	6,227	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	4,311,955	75.1%

**Ypsilanti District Library
General Fund
Period Ending 06/30/2021
(58.3% 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 06/30/21 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	614,161	625,703	657,068	724,412	724,412	395,134	54.5%
702.100	Professional/Accounting	5,340	6,500	5,080	7,500	7,500	3,120	41.6%
702.150	Bank Fees	5,521	5,829	3,176	6,840	6,840	1,061	15.5%
702.900	Salary/Subs	11,314	16,427	3,327	15,100	15,100	194	1.3%
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	7,111	57.5%
715.000	Employer Payroll Tax	141,453	144,670	144,791	153,626	153,626	86,383	56.2%
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	45,754	46.0%
719.000	FSA Admin Fee	583	691	707	806	806	394	48.8%
727.000	Office Supplies	28,245	28,789	26,412	32,400	32,400	11,298	34.9%
727.050	CARES act Exp			95			6,305	
727.200	Supplies-Facility	15,582	19,577	13,820	23,700	23,700	7,166	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	230,464	59.2%
756.000	Delta Dental	37,616	36,153	34,311	35,601	35,601	20,066	56.4%
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	2,290	54.4%
759.000	Vision Service Plan	8,679	8,811	8,856	9,253	9,253	6,036	65.2%
762.000	STD/LTD (Disability Insurance)	10,542	12,076	11,403	10,025	10,025	5,658	56.4%
769.000	Printing & Publishing	19,300	5,427	12,840	21,200	21,200	12,850	60.6%
769.050	Classified Advertising	606	993	460	800	800	15	1.9%
774.050	Digital Collection	22,298	31,726	175,379	221,800	221,800	100,369	45.3%
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	10,131	67.5%
774.950	Play Kits	0	3,602	1,447	2,500	2,500	444	17.8%
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	1,639	81.9%
802.000	Mileage/Travel Reimbursement	2,017	2,883	289	2,500	2,500	33	1.3%
804.000	Workshops/Training	2,361	3,916	4,148	4,500	4,500	37	0.8%
805.000	Memberships & Dues	5,455	5,436	5,675	5,000	5,000	4,660	93.2%
806.000	Talk Grant Expenses	0	12,625	24,342	53,263	53,263	17,593	33.0%
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	-40,574	0.0%
850.000	Automation - Technology	181,162	154,332	183,693	178,800	178,800	32,907	18.4%
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	15,537	58.7%
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	14,659	39.8%
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	654	6.4%
982.000	MTT Charge Back City	387	-140	208	4,000	4,000	232	5.8%
983.000	MTT Charge Back TWP	1,194	389	200	10,000	10,000	37	0.4%
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	1,184,859	49.5%

**Ypsilanti District Library
General Fund
Period Ending 06/30/2021
(58.3% 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 06/30/21 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	393,684	404,679	396,590	415,930	415,930	230,800	55.5%
702.800	Salaries-Pages	7,423	7,271	4,044	9,833	9,833	2,309	23.5%
771.000	Adult Books & Processing	31,369	31,227	25,084	25,000	25,000	7,499	30.0%
772.000	Youth Books & Processing	18,216	17,891	14,651	15,650	15,650	3,350	21.4%
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	2,869	35.9%
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	9,864	49.3%
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	7,729	38.6%
840.025	Campbell Maint Contract	17,761	16,489	18,754	12,672	12,672	9,504	75.0%
840.050	Snow Removal/ Lawn Care	6,125	6,229	6,078	12,000	12,000	4,943	41.2%
900.000	Programs-Adult	693	1,493	1,625	1,700	1,700	875	51.5%
901.000	Programs-Youth	1,300	1,342	2,659	1,900	1,900	1,177	61.9%
940.000	Phone	4,500	4,514	4,535	4,680	4,680	2,649	56.6%
943.000	Natural Gas	4,317	3,359	3,624	3,872	3,872	3,449	89.1%
947.000	DTE - Electric	16,432	16,452	15,236	15,475	15,475	7,609	49.2%
949.000	Ypsilanti Comm Utilities Auth	5,625	4,802	7,707	6,487	6,487	3,177	49.0%
Total		560,976	570,105	555,976	585,399	585,399	301,813	51.6%
Dept 300 Outreach/bookmobile								
702.000	Salaries	66,998	68,078	69,159	70,735	70,735	40,826	57.7%
775.000	Library Materials	4,930	4,478	5,303	5,000	5,000	1,444	28.9%
840.000	Repair & Maintenance	8,487	5,109	6,017	6,693	6,693	7,506	112.1%
943.000	Fuel	5,379	5,425	1,661	5,660	5,660	754	13.3%
Total		85,794	83,090	82,140	88,088	88,088	50,530	57.4%
Dept 400 Outreach/Superior Township								
702.000	Salaries	136,949	144,398	146,792	149,443	149,443	86,073	57.6%
775.000	Library Materials	7,059	7,609	5,842	7,000	7,000	2,031	29.0%
840.000	Repair & Maintenance	2,220	1,374	1,007	1,000	1,000	689	68.9%
840.050	Snow Removal & Lawn Care	980	898	980	1,200	1,200	572	47.6%
900.000	Programs - adult	589	601	543	600	600	300	50.0%
901.000	Programs - Youth	556	600	468	600	600	281	46.8%
940.000	Phone	1,125	1,129	1,134	1,186	1,186	662	55.8%
943.000	Natural Gas	756	573	659	789	789	579	73.4%
947.000	DTE - Electric	993	1,013	960	1,061	1,061	564	53.2%
949.000	Ypsilanti Comm Utilities Auth	84	88	98	275	275	48	17.6%
Total		151,311	158,283	158,483	163,154	163,154	91,799	56.3%

**Ypsilanti District Library
General Fund
Period Ending 06/30/2021
(58.3% 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 06/30/21 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	684,699	696,339	701,249	678,063	678,063	428,522	63.2%
702.800	Salaries-Pages	37,920	34,553	15,483	42,024	42,024	7,845	18.7%
771.000	Adult Books	64,203	64,635	41,293	48,200	48,200	15,339	31.8%
772.000	Youth Books	32,150	38,784	23,641	29,400	29,400	11,476	39.0%
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	3,706	23.9%
779.000	Youth Audio/Visual	7,979	7,300	4,159	5,100	5,100	2,212	43.4%
810.000	Cap Outlay Building		11,328	3,880	39,000	39,000	12,644	32.4%
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	8,952	39.9%
840.025	Campbell Maint Contract	42,979	42,934	42,797	42,797	42,797	32,098	75.0%
840.050	Snow Removal/Lawn Care	14,596	16,529	16,241	22,100	22,100	11,430	51.7%
900.000	Programs - Adult	3,325	3,765	4,206	4,200	4,200	1,634	38.9%
901.000	Programs - Youth	5,122	6,298	5,697	6,500	6,500	5,385	82.8%
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	5,298	55.9%
943.000	Natural Gas	31,856	25,609	24,227	24,828	24,828	21,224	85.5%
947.000	DTE - Electric	101,664	103,549	92,512	101,712	101,712	39,591	38.9%
949.000	Ypsilanti Comm Utilities Auth	5,617	5,069	4,596	5,965	5,965	1,343	22.5%
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	608,259	55.0%
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			8,926	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			2,700	NA
Total	Net -- restricted for future	4,724	2,118	5,675			-1,819	NA
IMPROVEMENTS/Asset Sales								
685.000	Sale of assets	979					0	NA
810.100	Approved projects-Improvements fund							
850.100	Technology improvements							NA
Total Other Revenue		979	0	0			0	NA
Total Revenue		3,923,252	5,506,662	5,568,866	5,744,333	5,744,333	4,331,991	
Total Expenditures		3,946,161	4,025,767	4,069,379	4,327,487	4,338,987	2,248,886	51.8%
	Net Revenue Over Expenditures	-22,909	1,480,895	1,499,486	1,416,846	1,405,346	2,083,105	
	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	3,435,266	

**Ypsilanti District Library
Balance Sheet
June 30, 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 6/30/21
Assets:						
Cash and Current Assets	594,787	417,120	399,522	1,481,745	2,807,370	4,124,215
Total Assets	594,787	417,120	399,522	1,481,745	2,807,370	4,124,215
Liabilities	-	-	-	-	142,355	142,355
Fund Balance	594,787	417,120	399,522	1,481,745	2,665,015	3,981,860
Total Liabilities & Fund Balance	594,787	417,120	399,522	1,481,745	2,807,370	4,124,215

Ypsilanti District Library
Capital Expenses
Period Ending 6/30/2021 (58.3% of Year)

ACCT #	ACCOUNT NAME	YTD 06/30/21 ACTUAL
Revenue		
Dept 400 Superior Construction		
683.800	Superior Library Designated	611,771
688.000	Interest	1,135
Other departments		-
Total		612,906
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	223
801.000	Major Events	3,294
910.000	Site Development	116,370
975.000	Legal/Attorney	15,814
980.000	Prof/Contractual	53,543
981.000	Architect Fees	242,512
985.100	General Contractor	58,489
Subtotal		490,244
Dept 500 Whittaker Projects		
980.000	Prof/Contractual	205,816
Subtotal		205,816
TOTAL		696,060
Total Revenue Over Expenditures		1,316,846
Beginning Fund Balance		2,665,015
Ending Fund Balance		3,981,860

Current Board Assignment

Capital Asset Replacement Fund
Composition of Fund Balance

		Superior Project	Other	Total
2019	opening balance 11/30/18	0	399,522	
Board Assigned	1/23/2019	1,150,000		
Balance	11/30/2019	1,150,000	331,745	1,481,745
2020				
Board Assigned	1/22/2020	1,150,000	250,000	
Capital prior to 11/30/20		66,110		
Expenses Paid prior to 11/30/20		-269,300	-13,540	
Balance	11/30/2020	2,096,810	568,205	2,665,015
2021				
Board Assigned	1/27/2021	1,200,000	200,000	
YTD Capital Campaign & Int	6/30/2021	612,906		
YTD Expenditures	6/30/2021	-490,244	-205,816	
Balance	6/30/2021	3,419,472	562,389	3,981,861

	Summary	
	6/30/2021	6/30/2021
	Superior	Other
Board	3,500,000	781,745
Capital Ca	679,016	
Expense	-759,544	-219,356
	3,419,472	562,389

Communications

Free Tax Preparation Program Impact (FY 21)



United Way
of Washtenaw County

United Way of Washtenaw County's Volunteer Income Tax Assistance (VITA) Program provides free tax preparation services to individuals and families with low incomes, helping them to receive the maximum refund possible to meet their own financial needs or save for the future. This year our services also helped people access COVID-19 stimulus payments.

Our Impact: By the Numbers

669: Number of free tax returns filed

\$1.42 million: total in tax returns and credits returned to Washtenaw County

\$2,136: Average tax refund amount

\$167,250: Total amount saved by participants by using our free service*

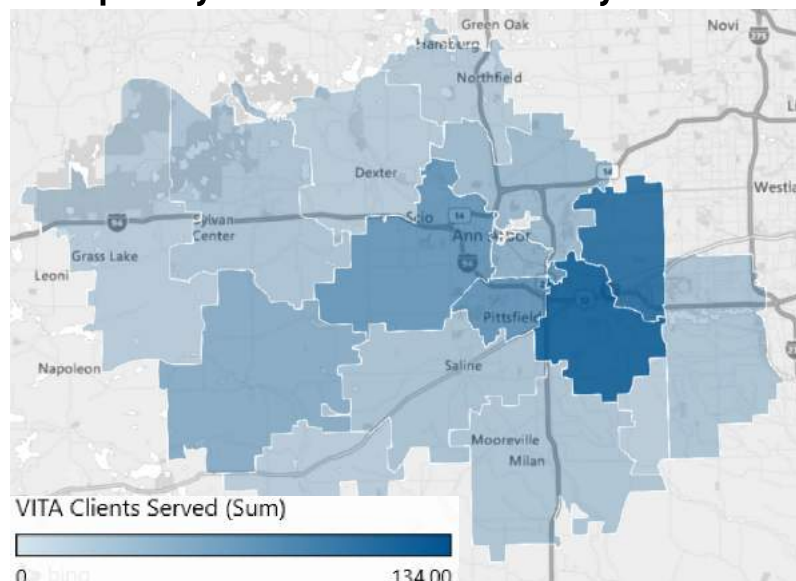
100+ clients: Referred for financial education and navigation services

* Calculated using average cost of filing a tax return at a paid preparer: \$250

Why This Matters

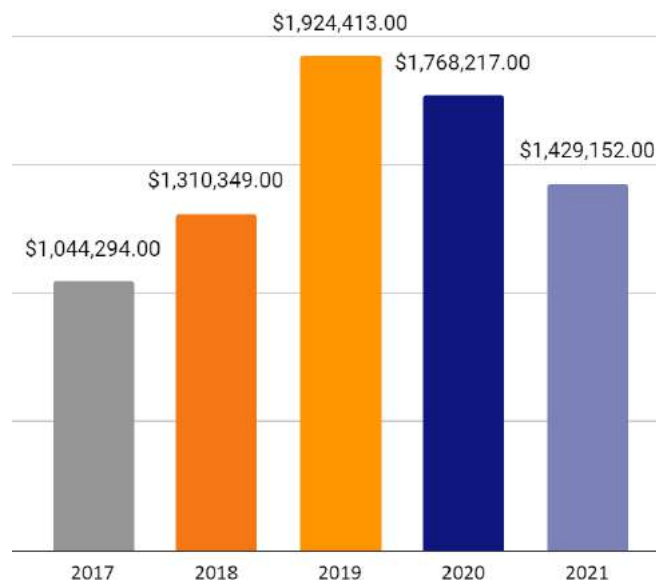
VITA provides services that are confidential and educational. Tax filing bolsters financial stability within our community, as a tax refund is often the largest sum of money a family will receive in a year. Credits like the Earned Income Credit and Child Tax Credit can only be accessed by filing a tax return. Studies show tax refundss help families get out of debt or save for the future, and those dollars strengthen our economy.

Participants by location in Washtenaw County



Total Dollars Returned to Washtenaw County in Tax

Refunds and Credits



Participant Profile

\$19,187: Average annual participant income

57: Average age of tax program participant

6-99: Age range of program participants

24% : Received the Earned Income Tax Credit, a credit designed to help working families

23% received unemployment, most due to the pandemic.

Why This Matters

According to a United Way report, 31% of Washtenaw County Residents are Asset Limited, Income Constrained, and Employed (ALICE). More than half (56%) of these ALICE community members reside in the Ypsilanti area. This is why our financial stability work focuses largely on supporting agencies and individuals in the Ypsilanti community.

"Without you, I wouldn't know what to do! And I definitely would not have the nest egg that I have now. Thank you so very much for helping and for answering all my questions with patience and kindness." - VITA Client

Tax Credits Support Working Families

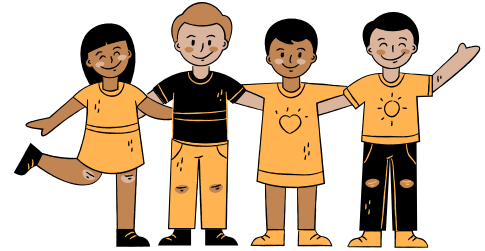
Many tax credits are used as a way to improve the financial stability of working families. Credit calculations and eligibility are complex, and the amount of the credit decreases as a family's income increases.

Child Tax Credit:
\$2,000 per child under 17

***Expanding for the 2021 tax year to support even more families**

Child Care Credit: \$1050 per child under 13 - provides partial reimbursement of childcare costs so caregivers can work or go to school.

Earned Income Tax Credit:
Maximum credit per one child: \$3,584



" [With my tax refund] I've paid bills and not only got groceries, but with what I saved, was able to stock up a bit on the costly things, like paper products and boxed and canned goods. I even had enough to get a card and a good gift for my granddaughter's graduation."- VITA client

VITA: Powered by Volunteers

VITA is a nationwide volunteer powered program. Volunteers take exams to become IRS certified volunteer tax preparers. This year our volunteers went above and beyond to provide services to our community even with the restrictions of the pandemic. Our community partners provided locations throughout Washtenaw County for people to access tax preparation.



Our Community Partners:

Aid in Milan

Community Resource Center (Manchester)

Housing Bureau for Seniors

Ypsilanti District Libraries

**1574 Hours of
Volunteer Service**



49 certified volunteers

Want to learn more about how to help families and individuals through tax filing? Visit <https://www.uwwashtenaw.org/volunteer-vita-0> to read more about becoming a VITA Volunteer

COVID-19 Vaccines



Saturday, July 24
11am - 1pm

During the library summer Olympic games!

FREE!



Ypsilanti District Library - Whittaker
5577 Whittaker Rd, Ypsilanti, MI 48197

Look for our RV!



WALK-UP!
No appointment needed

This site is providing Pfizer or one-dose Johnson & Johnson vaccines.

***If you get a 1st dose of Pfizer at this pop-up, you can get a 2nd dose either at the Health Department (555 Towner in Ypsilanti) or at a local pharmacy.**

Open to everyone 12 years old or older*

***Those 17 years old or younger must bring a parent or guardian**



Have questions? Call 734-544-6700

www.washtenaw.org/COVID19vaccine

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/23/2021
Re: Superior Planning Committee report

- As I reported verbally at the June meeting, the Township Board awarded the contract for the Harris Road widening project to the low bidder, Asphalt Specialists, Inc., for an amount not-to-exceed \$330,502.98 on 6/21. The repayment agreement for this work and other costs associated with the road project was approved by the Township Board at its 7/19 meeting, and is on the YDL Board agenda as New Business C.
- On 6/21 the Township Board also approved a resolution to waive 50% of certain utilities connection fees for the new library. YDL has since paid the fees, which cleared the way for the Township to issue our Building permit.
- Construction continues! Diversified prepared the base for the building's foundation with crushed stone. Materials for the foundation and sanitary sewer work are on site, and they expect to begin pouring concrete next week. They will close Harris Road for a couple of days sometime soon to install the sanitary sewer line; waiting for road signage, barricades, and barrels – there is so much construction in the region currently, these items have been unavailable to rent.
- G2 performed additional testing of the contaminated soils to be trucked off site, as required by the landfill. When the test results are known we will sign off on the paperwork and they will begin hauling the excess away.



Director's Report

and attachments

Library Director's Report **July 28, 2021**

Open for business!

Whittaker reopened Monday, 6/21, and Michigan Avenue on 7/6, with the only exception meeting and study room use. Patrons are very excited to be back, and we're excited, too! The Friends are also back in action! It is wonderful to be doing the normal business of a public library again. The Covid closure taught us many lessons we'll take with us moving forward, but we want to remain open a long, long time.

I hope to safely reopen Superior this fall. In the meantime, the new after-hours lockers from LEID were installed on 7/19 and are a wonderful upgrade. We are confident patrons will love them. I submitted an application for an ARPA equipment grant to the Library of Michigan on 7/15 to purchase identical locker systems for Whittaker and Michigan Avenue. A grant award announcement is expected in August.

The bookmobile is off the road, waiting for service in a very long line of heavy trucks. Once repairs are complete we'll resume the most recently-scheduled curbside route. When we can bring patrons back on board the bus, we'll know things really are "normal" again. We can't wait!

Facilities:

- Flood-related repairs have begun at Whittaker! Charlestown Building Company is working on the second floor staff lounge first, to free the Community Room from staff lunch and break duty. Indoor programs should resume there in the fall.
- Siemens continues fine-tuning the new lighting control system at Whittaker.
- Landscaping work near the new roadway behind Whittaker is complete. This wrapped up phase I of the window project.

Financial:

- The Young Family Next Chapter Challenge is entering its final week. As of this writing we've raised over \$66,000 toward our \$100,000 goal. The challenge ends 7/31. Keep helping us spread the word!
- We received rebates requested from DTE for the Adult area lighting project (\$3,965.49) and the new lighting control system (\$2,730) this month.

Personnel:

- Harper Klotz is our new Communications Intern. Harper started 7/13, and having worked for *The Michigan Daily*, brings a good deal of experience in writing as well as graphic design to YDL.

Technology:

- Our team has been working hard to get Communico set up, and we're on track to go live with it for the fall programming season. Staff training is underway. We all agree it's a robust product and will make navigating event registration and room reservations online clean and simple.

Save the Date!

- September 29th from 1-4 p.m. Walgreens will offer a flu shot clinic for YDL staff, Friends, and Trustees in the Whittaker Board Room. I'll let you know when sign-up begins.
- Our Board study sessions with fundraising coach Patricia Berry are confirmed for Wednesday, September 8, and Wednesday, October 13. Both sessions will take place from 6:30-8:00 p.m. in the Board Room. Patricia and I both look forward to seeing you there!

YDL Strategic Plan Progress Report: May-July 2021
Lisa Hoenig, YDL Director

1. Generate and support greater staff diversity

- A. Foster a workforce that reflects the community
- B. Facilitate community dialogue that builds relationships with all neighborhoods and people of all ethnicities and races
 - *The EDI committee hasn't met (flooding and reopening), but is expected to complete its recommendations by the end of the year. Based on the GIS study results and other research, we anticipate one recommendation will be to move to become a fine free library.*
 - *Virtual programming and web updates continue to feature the topics of race and anti-racism.*

2. Maximize the effectiveness of Library programs

- A. Develop a community-needs-based program proposal and evaluation process
 - *The Program proposal work group is working to create a program hub on the staff Intranet for use in Fall 2021 program planning, and considering the need for in-person, virtual, and hybrid programming options.*
- B. Reorganize, rebrand, and reintroduce the summer reading program
 - *2021 Summer Challenge is underway!*
- C. Become a valued contributor to economic development, especially small businesses
 - *The Business and Economic Development work group continues its work toward creating a web portal for business support – on hold during Covid. Programming partnerships with SCORE and the WCC Entrepreneurship Center continue.*

3. Improve the Library's fiscal health

- A. Explore millage feasibility and voter education program
 - *Millage approved November 2018.*
- B. Expand fundraising capabilities
 - *Launched Fundly crowdfunding platform for the Superior capital campaign June 1st, featuring the 2:1 Young Family Next Chapter Challenge Match.*
 - *Board study sessions for fundraising coaching with Patricia Berry scheduled for fall 2021.*
- C. Explore workflow opportunities and efficiencies
 - *Re-envisioning the Whittaker staff work areas that were damaged in the 2021 flood. Renovations will rearrange staff workstation locations to make better use of space and improve workflows.*

4. Make the best use of Library facilities

- A. Conduct facilities and space utilization studies of Michigan Avenue and Whittaker Road branches
 - *Whittaker second floor lighting upgrade complete.*
- B. Improve service to Superior Township
 - *New Superior Library building construction underway!*
 - *New after-hours lockers partially funded by DTE operational support grant installed July 2021.*
- C. Maximize visibility and use of the bookmobile
 - *Bookmobile work group exploring feasibility of installing signs at each of our 20 bookmobile route stops – on hold during Covid.*

5. Market Library services more effectively

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

YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
June 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		\$5,000	
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	\$285	
Amazon Smile						\$0	\$0	
Sub-total	\$7,438	\$4,073	\$12,261	\$30,189	\$2,227	\$257	\$5,285	
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	\$1,000	
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	\$200,921	
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	\$249,284	

YPSILANTI DISTRICT LIBRARY FUND DEVELOPMENT DASHBOARD

June 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						
DTE Foundation							\$10,000	
Ezra Jack Keats Minigrant, EJK Foundation		\$500						
Gro More Good Grassroots Grant					\$500			
Graham Scholars Summer Internship Program						\$4,000	\$4,000	
Generations United					\$1,500			
IMLS National Leadership Grant (TALK)						\$71,324	\$59,534	
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						\$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	\$23,360	\$57,956	\$91,360	\$82,465	\$63,206	\$160,244	\$241,152	
GRAND TOTALS	\$88,145	\$131,225	\$162,368	\$179,793	\$163,999	\$223,553	\$490,436	

Designated Fundraising to Date

YDL - Superior Construction (Gousseff Trust included) - \$1,226,996.23
*** 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	7							53
CIRCULATION													
Whittaker	12,829	11,399	11,775	10,748	10,548	15,784							73,083
Michigan	3,587	3,115	3,461	3,186	3,486	3,254							20,089
Superior	1,118	966	1,134	747	704	873							5,542
Bookmobile	0	0	0	113	149	23							285
eProducts	12,412	11,903	12,222	10,499	10,720	10,379							68,135
TOTAL	29,946	27,383	28,592	25,293	25,607	30,313	0	0	0	0	0	0	167,134
COLLECTION													
Physical items added	1127	1443	225	940	443	945							5,123
eltems added	969	562	947	585	1,827	726							5,616
Items cataloged	186	317	163	301	289	319							1,575
CURBSIDE APPOINTMENTS													
Whittaker	1,858	1,630	1,706	1,587	1,430	1,075							9,286
Michigan	585	524	628	507	516	511							3,271
Superior	212	203	175	165	151	143							1,049
Bookmobile	0	0	0	21	30	0							51
TOTAL	2,655	2,357	2,509	2,280	2,127	1,729	0	0	0	0	0	0	13,657
HAND PICKED FOR YOU													
Whittaker	28	21	15	13	16	6							99
Michigan	6	1	10	3	8	1							29
Superior	3	0	2	0	1	2							8
Bookmobile	0	0	0	7	0	1							8
TOTAL	37	22	27	23	25	10	0	0	0	0	0	0	144
MELCAT													
Loans	890	934	644	864	956	1006							5,294
Borrows	972	955	730	890	794	883							5,224
NEW LIBRARY CARDS													
New applications	102	74	88	77	93	202							636
Student eCards	55	1	0	3	0	0							59
TOTAL	157	75	88	80	93	202	0	0	0	0	0	0	695
PODCAST: YPSI STORIES													
Plays	544	572	686	802	961	1,068							4,633

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

****Whittaker Road re-opened 6/21/21- Michigan Ave. 7/6/21**

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	30							191
Michigan	55	51	89	75	63	57							390
Superior	1	4	8	10	10	4							37
TOTAL	80	81	124	129	113	91	0	0	0	0	0	0	618
PROGRAM/SUPPLY/KIT DISTRIBUTION													
Youth	220	272	390	420	263	18							1,583
Teen	21	24	30	12	21	0							108
Adult	103	83	106	65	71	35							463
Partner sites	0	0	0	0	0	0							-
TOTAL	344	379	526	497	355	53	0	0	0	0	0	0	2,154
REFERENCE <i>Telephone and email</i>													
Whittaker	349	559	578	339	279	2008							4,112
Michigan	424	616	885	481	375	392							3,173
Superior	94	120	184	127	126	58							709
Bookmobile	0	0	0	5	20	52							77
TOTAL	867	1295	1647	952	800	2510	0	0	0	0	0	0	8,071
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	0							3
Michigan	0	1	0	0	0	0							1
Superior	0	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	103,324							588,114
Wireless users	238	419	760	788	710	1,529							4,444
App users (unique)	680	681	683	698	658	747							4,147
TUTORING SESSIONS (826)	21	98	112	100	29	0							360

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

****Whittaker Road re-opened 6/21/21- Michigan Ave. 7/6/21**

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)	10(133)							58(262)
MICH Youth/Attendance	8(191)	5(34)	8(46)	6(39)	4(30)	7(43)							38(383)
SUP Youth/Attendance	2(193)	9(35)	1(25)	1(7)	1(12)	8(627)							22(899)
TOTAL YOUTH	19(421)	26(105)	16(87)	20(76)	12(52)	25(803)							118(1544)
WHIT Teens/Attendance	3(19)	2(13)	2(14)	2(13)	2(15)	2(12)							13(86)
MICH Teens/Attendance	5(30)	9(69)	1(30)	4(20)	3(15)	8(70)							30(234)
SUP Teens/Attendance	0	0	0	0	0	0							-
TOTAL TEEN	8(49)	11(82)	3(44)	6(33)	5(30)	10(82)							43(320)
WHIT Adults/Attendance	19(106)	25(139)	28(160)	22(174)	24(163)	23(312)							141(1,054)
MICH Adults/Attendance	12(116)	14(549)	13(102)	9(80)	14(113)	14(121)							76(1,081)
SUP Adults/Attendance	2(45)	1(39)	6(87)	3(48)	2(7)	3(47)							17(273)
TOTAL ADULT	33(267)	40(727)	47(349)	34(302)	40(283)	40(480)							234(2,408)
TOTAL VIRTUAL EVENTS	60(737)	77(914)	66(480)	60(411)	57(365)	75(1,365)							395(4,272)
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
Electronics Recycling						9,433 pds							9,433 pds
Lunch distribution (Parkridge)						25							25
FUTURE COVID ACTS OF GREATNESS													
WiFi expansion at SUP													TBD
Vaccine days (fingers crossed)													7/24/21
COVID testing days													TBD
Flu shot clinic													9/29/21

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

****Whittaker Road re-opened 6/21/21- Michigan Ave. 7/6/21**

Department Reports

Acquisitions Department Board Report

July 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.
- The Washtenaw Reads Screening Committee has one more meeting to go in which we will determine our finalists to send on to the Steering Committee.
- Fading spine labels have been an on-going headache for our department. It's an issue all over the library world, as labels made with thermal printers and labels fade in the sun and over time. However, I've found a new option that uses actual ink and so far they are working well. These new labels should be a big timesaver for our department.
- We have new ceiling tiles! Our department space is starting to come together again after the flood. It's certainly been a big adjustment these past few months so it is nice to see the light at the end of the tunnel.

Statistics

- The collection budget is currently 58% encumbered.
- 319 items were cataloged in June.
- 1,671 items were added to the collection, including 726 e-items, in June.
- YDL borrowed 883 items from other libraries via MeLCat in June.
- YDL loaned 1,006 items to other libraries via MeLCat in June.

Submitted by Sarah Zawacki
July 22, 2021

Communications & Development

Monthly report: July 2021

Major print pieces produced:

- We reordered 2,500 more of our App bookmarks (to replace the ones lost in the flooding).
- We made large posters for the Capital Campaign to display in the lobbies of Whittaker and Michigan Ave. They have QR codes that people can scan to go directly to our fundraising page.
- We're compiling info for the next Loop issue, which will cover September-November. Our 12-page Fall issue will talk about reopening (featuring some staff interviews), and cover more of our Fall news.



Promotions

- **Capital Campaign:** The new (shorter) promotional video is on our social media and fundraising pages, and we've made updates to our home page and added materials in the lobby to make it even easier for people to donate. We're including a blurb in our weekly summary emails, and have a separate email going out each week that highlights the campaign. As of July 21, we had raised \$65,705 from 132 donors. We have a boosted post on social media running until July 31 to highlight the Young Family Challenge.
- **Reopening:** We had another interview on WEMU about the Michigan Ave reopening and promoted it in emails and social media. Our announcement when the doors were officially open again had a great response on social media (see below).
- We're still promoting the **Summer Challenge**. Challenges have been featured each week in our emails and very regularly on our social media.
- We made a new Gardening Page that we've promoted in emails and on social media.

Notable Media Mentions

- MLive, On the Ground Ypsi and WEMU covered the \$24,000 grant our TAG teens received from Generator Z to boost the Teen Supply packs!
- The Eastern Echo featured the YpsiWrites Art/Writing Tour.
- WEMU had a clip about our Michigan Ave reopening.
- The A2Y Chamber featured their interview w/ Lisa along with info about our Capital Campaign.

Community Relations

- The Washtenaw County Health Department is offering vaccines and vaccine information at our Summer Olympic Games event on July 24 at Whittaker Road.
- We'll have a table at the YCS Jazz in the Parking Lot event on July 23.

Notable Staff Communication


- Sam has begun training staff for our Communico rollout. He's completed training with approvers and department heads and is in the process of helping creators learn how to input event data for our website. He'll add trainings on reserving rooms and running reports once we've finished with the event training.

- Harper Klotz, our new Communications Intern, started July 13. They'll be assisting with writing blog posts, articles for the Loop, YDL emails, flyers, and other promotional work.

Notable Social Media activity

Ypsilanti District Library
Published by Hootsuite · July 6 at 9:40 AM · 🌐

Welcome back to Michigan Ave! We're so excited to see you in the building again. Visit ypsilibrary.org/reopening for all the latest reopening news. While you're there, check out the [Untold Stories of Liberation & Love Anthology](#) poetry banners by the fountain and around the plaza.



Get More Messages for Ypsilanti District Library ✕
You can add a Messenger button to your post to get more messages for Ypsilanti District Library.

5,751 People Reached	445 Engagements	Boost Post
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👍❤️ 73 3 Comments 16 Shares

- The post about our reopening at Michigan Ave reached 5,751 people with 73 likes, 16 shares, and 445 engagements.
- Our post about reaching 100 donors in the Capital Campaign reached almost 2,000 people and got more than 150 engagements, 16 likes and 10 shares.
- Two posts about our attendance at Jazz in the Parking Lot reached over 1,500 people and got about 50 engagements. We're still a good outlet for sharing community information.
- Post about new lockers at Superior reached over 800 people 25 likes and 40 engagements.
- We've had over 100 views on each of the last 2 Instagram Storytimes.

Submitted by Sam Killian on July 23, 2021

Customer Services

Monthly report: July 2021

Circulation Stats

For the month of June, we checked out 19,934 items system wide, and patrons downloaded 10,379 digital items. We also issued 202 new library cards. The Whittaker Road library had 1,075 curbside appointments.

Staff News

We've hired a new page at YDL-Whittaker. Her name is Anna Hernandez. Anna and her family are longtime patrons of YDL. Anna is very excited to be working at one of her most favorite places!

Also, we'll be hiring some additional pages for YDL-Whittaker. The job posting is up and we have already received several new applications.

Submitted by *John Connaghan* on July 21, 2021

Facilities Department

Board Report: July 2021

With the Whittaker Road, and Michigan Ave building opening to the public – Facilities had a lot to do in preparing to welcome patrons. Everything had to be put back in place, and clean before patrons could enter the buildings.

Other projects that happened at the same time:

While we still had the lift we used for the Whittaker Road 2nd floor lighting project, we used it to work on a number of other hard to get light fixtures we needed to reach. Much safer in the lift opposed to using a ladder. We replaced bulbs and any necessary ballasts to make sure everything is working properly.



We hung a large picture in the stairwell to the Michigan Ave Youth Department.

We had to fabricate a damaged air vent in the Youth Department also.



Johnson Control did their annual inspection of the fire extinguishers at all three buildings, and the Bookmobile too. They also tested the Michigan Ave Fire alarms, and inspected the Fire Suppression system, including the sprinkler heads.

Whittaker Road Fire Suppression system will be inspected later this month.

The back-up battery for the Superior burglar alarm needed to be replaced. All is working properly now. Superior is getting new lockers for patrons to pick up their books during afterhours. Facilities removed the old lockers in preparation for the new lockers to be installed by LEID Products next week.



Submitted by: Jim Reed

July 15, 2021

Michigan Avenue Board Report: July 2021

We are open!!!

We had a two-week scramble to get our public spaces ready and, thanks to all Michigan Ave and facilities staff working together, we opened with an uncluttered and shiny building. We are constantly hearing from patrons about how happy they are that we are open. The number of people coming in the door is gradually increasing but circulation has definitely increased. Teens are so happy to have a place to see each other again and are finally participating in programs. Some of our teens are talking about tough times during the pandemic.

Programs

Kelly created a story walk around the library using “I Got the Rhythm” by Connie Schofield-Morrison and Maddy hung the pages. Several parents have mentioned how much they like the walk. Kelly has also been hard at work putting subscription packs together. Noise Permit workshops were not attended but now that we are open and can see the kids, teens are coming to the program. Pat worked with Liz Getty and Mary Garboden to create a video about bird observation. Jenny, Pat, and Amanda are leading the Power of Story programs at Parkridge with 12-15 youth at each one. We are roughly patterning our methods off of Prime Time. It’s so fun to have the kids engaged, laughing and talking about the story. Jenny, Paul and I have been doing weekly food distribution at Parkridge. It started out slow but has gradually picked up and last week we were able to give out all the food. Pat is meeting both her book clubs in person under the pavilion at Whittaker and kids are so happy to see each other. She has scheduled a new Therapaws reading dog for the fall. He is a Newfoundland, a great big gentle giant of a dog, aptly named Paddington. The kids will love him!

Ann Arbor Song Fest held a country music concert in our parking lot featuring John Holk and The Sequins with about 75 socially distanced people in attendance. Untold Stories of Love and Liberation, a poetry collective for women of color, hung their banners along the Michigan Avenue fences. The banners, which receive lots of attention, include excerpts from powerful poems and photos of the poets. Unfortunately the poetry reading and launch of their zine, Ypsi on My Mind, was rained out but is rescheduled for this coming Tuesday on July 27th instead. Crafternoons, led by Charline and I, met in person for the first time since Covid and there were many smiles. We made flower pots using papercrete, a concoction of recycled paper pulp, perlite, and cement, to make a malleable mud that dries into a durable outdoor material. Kim, with Charline’s assistance, beautified blue drinking glasses with metallic gold, bake on paint pens. Scott’s guitar club had 12 people in attendance at their session at Ypsi Farmer’s Marketplace. Scott is now the Mich Ave liaison with YpsiWrites. Scott is a writer and will be a great champion for writing programs. Shoshanna produced another great Ypsi Stories podcast featuring James Mann speaking on where Ypsilanti got its name. The



Washtenaw African American Genealogy group, supported by Charline, is regularly receiving 24 or more people in attendance every month.

Staff

Maddy received an MLA Equity Fund grant to attend the National Conference of African-American Librarians along with funds toward memberships in various library organizations. She has also applied and been accepted to Wayne State University School of Library Science. Maddy comes in excited every day to work at YDL and I know she'll be a wonderful librarian. All staff are receiving training on Communico in the next two weeks so we can all use the new event calendar/room reservation system. Staff are happy we're open and to see familiar faces. All youth staff attended a webinar on how to deescalate fights put on by Ryan Dowd. Ryan Dowd runs a large homeless shelter in Atlanta and wrote "The Librarian's Guide to Homelessness." Mich Ave staff consider him one of the best trainers for practical, easy to remember approaches for handling difficult situations.

Speaking of homelessness, apparently a homeless couple has found a place to live in the library plaza. A family of pigeons has set up childrearing and housekeeping on the new outside wireless router. 😊

We are all happy that we are open!

Joy Cichewicz
July 23, 2021



Outreach Services Board Report

July 2021

Superior:

- The new lockers were installed July 19. We are currently training staff and plan to begin offering them to the public next week. Patrons and staff alike are excited to have after-hours pickup options once again.
- Meg Nicholson, the U-M Graham intern, continues her weekly gardening on Thursday mornings. The garden is looking great and will soon be laden with cucumbers, beans, and tomatoes for visitors to pick.
- Liz, Stacey, Nicole, Monique, and I are planning some outdoor events for the fall and getting trained on Communico, our new event management system.



Outreach Projects & Programs:

- We are now on our second route of visits to Summer Challenge Champions sites. At this visit, we hear about their reading progress, read a couple of stories, and share STEM activity kits, courtesy of EMU's College of Engineering & Technology.
- Outdoor event outreach continues. In the last month, we've sent staff to a neighborhood event at Ford Lake Village, Family Empowerment Program activities at Hamilton Crossing & Sauk Trail Point, and Ann Arbor SummerFest shows at various Ypsilanti-area sites.
- Liz, Pat, and I collaborated to create a video about birdwatching at YDL. Major kudos go to Pat for providing interview material and Liz for doing an excellent job of video production/editing.
- We are supporting the Summer Food Service Program at Sycamore Meadows. This year, meals are given once per week to last until the next week.
- Stacey's geocache activity as a part of Summer Challenge is getting good use. User photo submissions have been a lot of fun, including the one to the right.



Bookmobile:

- We took the bookmobile to Tri-County for service on the wiring and seat belts in early July. Staffing shortage and supply chain challenges have meant a long turnaround time for work. We hope to be back on the road soon.



Learning Never Gets Old

- We had our two-part "Real Talk About Dying" program with Merilynne Rush. We had 20 participants in our first session and 18 for the second one. We dedicated this program to former Senior Advisory Board member Diane Horn, who passed away two years ago.
- Our latest series of Zumba/Strength Training just finished. We'll resume again in September. We had over 40 people registered.

Submitted by Mary Garboden,
July 22, 2021

Whittaker Road-Adult Services Board Report: July 2021

Here is a listing of July programs:

- 2 book discussion groups (African American Authors, Mystery Lovers Book Group)
- Google Slides for Beginners
- How to Host a Zoom Meeting
- Google Docs for Beginners
- Saturday Morning Mindfulness (2 sessions)
- Virtual Garden Club: Fall Gardening
- Library Summer Olympics
- Google Docs Tips and Tricks
- Google Sheets for Beginners
- Google Sheets Tips and Tricks

This is another light programming month for us. The second ecycle event in June went very well; we worked with a local company this time around, Advance Computer Recycling-Resources LLC. They were great to work with; if all goes well, we'll repeat this event next year. Thanks to Christy Havens who made all the arrangements. Between the two events, over 17,000 pounds of electronics did NOT end up in a landfill! Christy is now setting up a Document Shredding event that will take place on August 28th. Robert is getting ready for a family friendly Library Summer Olympics, featuring events like book tosses, literature quizzes, and putting a shelf of books in Dewey Decimal order. It should be fun for all.

We also heard this week from United Way of Ann Arbor. YDL-Whittaker, Michigan Avenue and Superior all participated in last year's VITA tax help program. The UW VITA program returned over 1.4 million dollars to Washtenaw county; they completed 669 tax returns even though Covid meant that people just dropped off information and returns were prepared remotely. While there was a learning curve for most staff, it was something meaningful we offered during our closed time.

We'll also offer a class on selling on eBay and a craft program for adults in August.

Reopening has gone well. We have talked to many happy patrons who stop by to tell us how happy they are to be able to come inside again. Some without internet access came back day one and have continued to come in. We're all glad we can serve patrons again! The new lighting is wonderful and we are awaiting the new table lights; it will be a big improvement to have power on top of the tables instead of having to crawl underneath them. We're also continuing to monitor window leaks and are looking forward to the next round of repairs.

All staff is taking training on our new events/room registration software system; we're looking forward to in person programs again this Fall.

Submitted by Paula Drummond July 21, 2021

Whittaker Youth Services Board Report July 2021

Programs

LITTLE ONES

- Virtual Storytimes air Tuesday mornings on YouTube and Saturday mornings on Instagram. Thanks to staff from all locations working on these, we each only have to do one or two this summer. We're all ready to read to kids in person again and many people are asking when regular storytimes will return.
- Jaclyn led four sessions of Stories in Motion at Whittaker. Attendance started with a few families and grew as people became aware of programs.
- We held 3 storytimes offsite so far in July--one in an Ypsilanti Township park and 2 at Rutherford Pool. They averaged 12 attendees each.

KIDS & FAMILIES

Outdoor STEAM We hosted five sessions of Outdoor STEAM since the last board report. About 50 people attended each one, close to normal numbers for a summer afternoon program. On rainy days we've moved the program under the front awning and still had a lot of people attend! Themes included nature fairy houses, rockets and kites, nature art, campout, and STEM stations with an EMU chemist.

Garden Gatherings Garden Gatherings have mostly been rained out and when it hasn't rained, attendance has been lower than Outdoor STEAM. When we cancel due to rain, Meg creates a web page and we get information ready for people to grab and go, including the writing prompts Meg creates and activities designed by Annie and Amanda. Offerings have included sun prints, tree ring science, nature collages, and soil exploration. Meg has also been updating and improving other [garden related web pages](#).

Y on the Fly The Ann Arbor YMCA program has also been rained out a number of times, but there are participants on days it's not raining, playing sports in the parking lot.

TEENS

Generator Z Steering Committee The teens on the grant steering committee have been busy!

- They wrote a press release with Sam's guidance. Two were interviewed by Sarah Rigg for a [Concentrate Media article](#). Ayesha Nadeem came to the library for a photoshoot and then went to WEMU's studio to be [interviewed by Lisa Barry](#).
- They finalized job descriptions for the school year positions, which I put on a [web page](#).
- They started working with Liz P. on a brand and logo we will use on flyers and packaging.
- They will finalize an informational presentation with Kelly and Liz G. this week to help with recruiting. They hope to find a DEI presenter to learn tips they can use to make sure the hiring process is inclusive.
- I got the podcast platform set up after talking with Shoshanna about her experience with Ypsi Stories.

TAG Kelly and I began making plans for how to divide the group again so we can include teens we see in the library who were less likely to have kept logging into Zoom all year. In August we'll offer in-person meetings at both locations that we'll try to connect via Zoom using set ups that IT is working on.

Other Work

Summer Challenge 1294 people are signed up and 340 have earned a prize by logging at least 6 books.

TALK

- TALK work has slowed down this month, but we are up to 120 libraries with an MCLS TALK account and access to the TALK toolkits.
- We are working with Sam to get materials printed for a local promotional push in September and will be scheduling more trainings for other libraries in August.



- Lisa arranged for us to confer with a lawyer who is working on a short contract libraries will agree to by checking a box before accessing the MCLS toolkits to make sure they will abide by the IMLS and Twilio rules we agreed to.

Fall Planning

- I am tracking AAP and CDC recommendations for students returning to school. We know it's important to return to in-person storytimes and have a plan worked out where staff will pair up and offer concurrent hands-on activities while smaller groups listen to read alouds in the community room each week.
- We will offer family programs on the weekends and be outside while the weather permits. Sam helped me reconnect with EMU in the hopes of finding a work study student or two to offer drop in homework help after school.
- Knowing families will probably be looking for ways to help their kids catch up on reading, Liz is working on in-library activities families can do to work on early reading skills, and she and Psyche will build kits families can check out in the fall. Jaclyn and Marlena are developing ideas to engage kids with reading and writing at the library.
- TAG wants to focus on academic support in the fall, including the college application process, so Kelly and I are working on a *Making College Accessible* series.

Reopening

- We have been excited to see families again! It's fun to see how much taller the kids are since we last saw them.
- Everyone is happy to be back and check out books. All the Play and STEM kits that Liz, Psyche, and acquisitions worked on while we were closed disappeared from the shelves within the first week along with the new Wonderbooks. We can't keep new graphic novels and picture books on the shelves, which had been overflowing with materials while we were closed.
- Because kids would have to sit one foot from each other at our small iPad table, I chose not to put the iPads out yet, and only one person has asked about them. Most people who come in looking for toys are thrilled with the scavenger hunts and activities staff have all chipped in to create to make the department fun and keep kids engaged.
- We celebrated three birthdays in our department this week and Mary took a photo of us one day when almost everyone was working. See Ulana in her birthday crown Marlena made!
- I do a lot of posting on Instagram and it's fun to see patrons' posts about returning to the building. See one to the right that I reposted that received almost 100 likes.

Submitted by Jodi Krahnke July 21, 2021



Old Business

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/22/21
Re: Award of contract for Whittaker parking lot phase III reconstruction

At the May 2021 Board meeting it was decided to move forward with soliciting bids for phase III of Whittaker's parking lot reconstruction plan. The approximate costs were presented as follows:

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

BRI professional services proposal: \$8,580

Construction testing (est): \$9,000

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

Beckett and Raeder Inc. prepared specifications and YDL released an RFP on 6/11. In addition to replacing the pavement in the southeast lot, this project includes work to repair cracking on Veteran's Drive. You can review the 155-page RFP here: [YDL Bid Documents 2021-06-11 REV.pdf](#).

We received three bids as follows for the construction portion of the project:

Asphalt Specialists, Inc. \$99,610

Best Asphalt, Inc. \$105,000

Nagle Paving Company \$112,690

BRI conducted post-bid interviews and vetted all three firms. They recommend the low bidder, Asphalt Specialists, Inc.

BRI's specifications call for extensive drainage underneath the pavement to combat the water damage we have experienced. The extent of undercutting required is unknown. It will be determined on site during the project by the construction testing firm. Therefore, I am requesting approval of a significant contingency with this contract award.

I recommend awarding the construction contract for Whittaker Pavement Phase III to Asphalt Specialists, Inc. for an amount not to exceed the original construction estimate of \$155,569.

Upon award, the work will commence between mid-August and early September. It is expected to take approximately 2 weeks, weather permitting, and be completed no later than September 17.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-24

July 28, 2021

RESOLUTION TO AWARD THE CONTRACT FOR PHASE 3 OF THE PAVEMENT
REPLACEMENT PLAN, AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE
THE CONTRACT, AND ALLOCATE CAPITAL ASSET REPLACEMENT FUND
MONIES FOR THE PROJECT

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 and bids were accepted on Phase 3 of the plan, and

Whereas, the low bid from Asphalt Specialists Inc. was found to be complete and acceptable,

NOW, THEREFORE, IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The contract for Phase 3 of Pavement Renovations as described in the June 11, 2021, bid documents is awarded to Asphalt Specialists Inc.; and

BE IT FURTHER RESOLVED that:

Library Director Lisa Hoenig is authorized to execute the contract; and

IT IS FURTHER RESOLVED that:

Up to \$155,569 from the Capital Asset Replacement Fund shall be allocated toward Phase 3 of Pavement Renovations as described in the bid documents.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Asphalt Specialists Inc.

1780 E. Highwood

Pontiac, MI 48340

OWNER:

(Name, legal status and address)

Ypsilanti District Library

5577 Whittaker Road Ypsilanti, MI 48197

BOND AMOUNT: Five Percent (5%) of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)

Ypsilanti District Library – Whittaker Road Library Pavement Renovations Phase 3

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 8TH day of July, 2021

(Witness)

(Witness)

Asphalt Specialists Inc.

(Principal)

(Title)

Hudson Insurance Company

(Surety)

(Title)

Susan L Small, Attorney-in-Fact

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

Init.

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BID BOND POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That HUDSON INSURANCE COMPANY, a corporation of the State of Delaware, with offices at 100 William Street, New York, New York, 10038, has made, constituted and appointed, and by these presents, does make, constitute and appoint

Alan P. Chandler, Robert Trobec, Jeffrey A. Chandler, Kathleen M. Irelan, Ian J. Donald, Susan L. Small, John L. Budde
of the state of Michigan

its true and lawful Attorney(s)-in-Fact, at New York, New York, each of them alone to have full power to act without the other or others, to make, execute and deliver on its behalf, as Surety, bonds and undertakings given for any and all purposes.

Such bonds and undertakings when duly executed by said Attorney(s)-in-Fact, shall be binding upon said Company as fully and to the same extent as if signed by the President of said Company under its corporate seal attested by its Secretary.

In Witness Whereof, HUDSON INSURANCE COMPANY has caused these presents to be of its Senior Vice President thereunto duly authorized, on this 3rd day of March, 20 21 at New York, New York.



Attest
Dina Daskalakis
Corporate Secretary

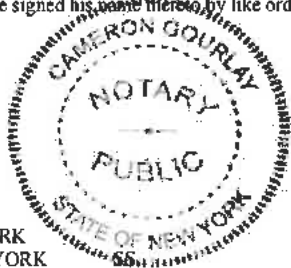
HUDSON INSURANCE COMPANY

By Michael P. Cifone
Michael P. Cifone
Senior Vice President

STATE OF NEW YORK
COUNTY OF NEW YORK. SS.

On the 3rd day of March, 20 21 before me personally came Michael P. Cifone to me known, who being by me duly sworn did depose and say that he is a Senior Vice President of HUDSON INSURANCE COMPANY, the corporation described herein and which executed the above instrument, that he knows the seal of said Corporation, that the seal affixed to said instrument is such corporate seal, that it was so affixed by order of the Board of Directors of said Corporation, and that he signed his name thereto by like order.

(Notarial Seal)



Cameron Gourlay
CAMERON GOURLAY
Notary Public, State of New York
No. 01GO6372305
Qualified in New York County
Commission Expires June 4, 2022

CERTIFICATION

STATE OF NEW YORK
COUNTY OF NEW YORK

The undersigned Dina Daskalakis hereby certifies:

That the original resolution, of which the following is a true and correct copy, was duly adopted by unanimous written consent of the Board of Directors of Hudson Insurance Company dated July 27th, 2007, and has not since been revoked, amended or modified:

"RESOLVED, that the President, the Executive Vice Presidents, the Senior Vice Presidents and the Vice Presidents shall have the authority and discretion, to appoint such agent or agents, or attorney or attorneys-in-fact, for the purpose of carrying on this Company's surety business, and to empower such agent or agents, or attorney or attorneys-in-fact, to execute and deliver, under this Company's seal or otherwise, bonds obligations, and recognizances, whether made by this Company as surety thereon or otherwise, indemnity contracts, contracts and certificates, and any and all other contracts and undertakings made in the course of this Company's surety business, and renewals, extensions, agreements, waivers, consents or stipulations regarding undertakings so made; and

FURTHER RESOVLED, that the signature of any such Officer of the Company and the Company's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seal when so used whether heretofore or hereafter, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed."

THAT the above and foregoing is a full, true and correct copy of Power of Attorney issued by said Company, and of the whole of the original and that the said Power of Attorney is still in full force and effect and has not been revoked, and furthermore that the Resolution of the Board of Directors, set forth in the said Power of Attorney is now in force.

Witness the hand of the undersigned and the seal of said Corporation this 8TH day of July, 2021



By Dina Daskalakis
Dina Daskalakis, Corporate Secretary

BID FORM

Owner: Ypsilanti District Library
Project: Whittaker Road Library Pavement Renovations - Phase 3
Landscape Architect/
Engineer: Beckett & Raeder Inc.
To: Ypsilanti District Library
Whittaker Road Library Pavement Renovations - Phase 3
5577 Whittaker Road
Ypsilanti, MI 48197
Attn: Lisa Hoenig, Director

The undersigned, having examined the Drawings and Specifications, and having familiarized him/herself with local conditions affecting the cost of work, hereby proposes to furnish all necessary machinery, tools, apparatus, and other means of construction, to do all work, to furnish all materials, and equipment except as otherwise specified herein; and for the lump sum price named to complete the work described herein in strict conformity with the requirements of the Drawings and Specifications entitled:

Whittaker Road Library Pavement Renovations - Phase 3

Prepared by Beckett & Raeder, Inc., including Addenda No.'s _____, _____, _____, and _____ issued thereto.

PHASE 3 BASE PROPOSAL SUM

The Phase 3 Base Proposal Sum is solicited and the lump sum amount shall be inserted in the blank space provided below. The Phase 3 Base Proposal Sum shall be the lump sum bid amount for all Work shown on the Drawings and specified in the Specifications. Award of Contract, if made, will be to the Contractor whose bid is determined to be in the best interest of the Owner.

\$ 99,610⁰⁰

NINETY NINE THOUSAND SIX HUNDRED TEN DOLLARS

(Written Amount)

UNIT PRICES

Contractor shall submit installed unit prices for items of work stated below. Prices shall include all base material required for the installation of the item. The Owner reserves the right to increase or decrease the base proposal sum by up to thirty percent (30%) on the basis of the unit prices stated. The Owner reserves the right to negotiate with the Bidder on any or all unit prices listed in this Bid Form. Unit prices given shall include all profit and overhead. Contractor "mark-up" will not be paid in addition to the prices given below. (Unit price list is not intended to be a complete representation of the entire progress)

DESCRIPTION	UNIT	UNIT COST
DEMOLITION		
Pavement Sawcutting (full depth)	lf	<u>\$2⁰⁰</u>
Concrete Pavement Removal	sf	<u>\$3⁰⁰</u>
Bituminous Pavement Removal (including base to specified depth)	sf	<u>\$0⁷⁰</u>
SOIL EROSION AND SEDIMENTATION CONTROL		
Inlet Filter	ea	<u>\$100⁰⁰</u>
EARTHWORK		
Undercut and Backfill with Class II Sand	cy	<u>\$60⁰⁰</u>
Granular Base (MDOT Class II Sand)	cy	<u>\$35⁰⁰</u>
Aggregate Base (MDOT 21AA)	cy	<u>\$50⁰⁰</u>
PAVING		
Concrete Barrier Curb	lf	<u>\$45⁰⁰</u>
Concrete Pavement 4"	sf	<u>\$10⁰⁰</u>
Concrete Pavement 8"	sf	<u>\$15⁰⁰</u>
Bituminous Pavement 4"	sf	<u>\$2⁵⁰</u>
Crack Clean & Seal	lf	<u>\$0⁶⁸</u>
UTILITIES		
Edge drain with compacted Class II Sand backfill	lf	<u>\$10⁰⁰</u>

PROJECT LAYOUT

It shall be the responsibility of the Contractor to provide all instrumental surveying required to layout and construct the work. Surveying shall be performed by a Registered and Licensed Land Surveyor. The Owner and the Landscape Architect/ Engineer shall have access to the work site at all times to verify the project layout.

The undersigned affirms that neither he/she nor agents, officers or employees of the Contractor submitting this lump sum bid have directly or indirectly entered into any agreements, participated in any collusion, or otherwise taken action in restraint of free competitive bidding in connection with the bid for this project.

The undersigned agrees that if this lump sum proposal is accepted by the Owner, he/she will enter into the Contract, furnishing all bonds and other contract requirements and commence construction, within 10 business days of the Notice of Award/Notice to Proceed, and will complete the entire Work of the Contract within the given schedule and the provisions of the project specifications.

Dated and signed at ASPHALT SPECIALISTS INC. State of
MICHIGAN this 8TH day of JULY, 2021.

Signature



Bidder

ASPHALT SPECIALISTS INC.

By

BRUCE ISRAEL

Title

VICE PRESIDENT

Business Address

1700 E. HIGHWOOD
PONTIAC, MI 48340

Telephone

248.334.4570

AFFIDAVIT OF NONCOLLUSION BY CONTRACTOR

State of Michigan

County of Oakland

)

SS

)

Bruce Israel BRUCE ISRAEL, BEING DULY SWORN deposes and says

that he/she is VICE PRESIDENT
(Title)

of ASPHALT SPECIALISTS INC.
(Insert Name of Bidder)

who submits herewith a Proposal and Bid to Ypsilanti District Library for Whittaker Road Library Pavement Renovations - Phase 3.

That all statements of fact in such proposal are true;

That such bidder has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the Ypsilanti District Library, or of any other bidder or anyone else interested in the proposed contract; and further

That prior to the public opening and reading of proposals, said bidder:

- a. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal;
- b. Did not, directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham proposal, or that anyone should refrain from bidding or withdraw his proposal;
- c. Did not, in any manner, directly or indirectly seek by agreement, communication or conference with anyone to raise or fix the proposal price of said bidder or of anyone else, or to raise or fix any overhead profit or cost element of his proposal price, or of that of anyone else;
- d. Did not, directly or indirectly, submit his proposal price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to any person or persons who have a partnership or other financial interest with said bidder in his business.

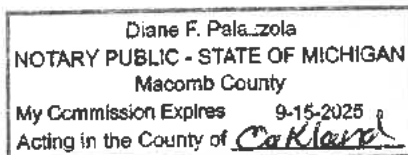
Subscribed and sworn to before me this

8th day July, 2021

Diane F. Palazzola
Notary Public

Bruce Israel

by BRUCE ISRAEL
VICE PRESIDENT
(Title)



To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/23/21
Re: Construction testing and inspection services proposal

If the Board awards a contract for Phase III of the Whittaker Road pavement replacement plan, we will need to hire a construction testing and inspection firm as well. In the pavement evaluation and replacement plan, Beckett & Raeder recommended we have testing done during and after the project, assuring the work is done to specification. Past and recent experience at YDL indicate this would be a good idea.

Attached is a proposal from TEC, the engineering firm that produced YDL's 2015 Environmental Boring Report, and managed Construction Testing and Inspection Services for Phase One. Brian Barrick of Beckett & Raeder recommends sticking with the same firm for consistency; he has reviewed the proposal and found it to his satisfaction.

I request the Board waive the bid process and approve the use of up to \$10,000.00 from the Capital Asset Replacement fund for this purpose.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-25

July 28, 2021

RESOLUTION TO ALLOCATE CAPITAL ASSET REPLACEMENT FUND MONIES
FOR CONSTRUCTION TESTING AND INSPECTION SERVICES

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 which recommended construction testing and inspection take place, and

Whereas, YDL solicited a proposal for construction testing and inspection services from Testing Engineers and Consultants, Inc. (TEC), for hourly services estimated at \$9,357.60; Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Up to \$10,000 from the Capital Asset Replacement Fund be allocated toward construction testing and inspection services associated with Phase 3 of the pavement replacement plan for Whittaker Road.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Testing Engineers & Consultants, Inc.

1343 Rochester Road • PO Box 249 • Troy, Michigan 48099-0249
(248) 588-6200 or (313) T-E-S-T-I-N-G
Fax (248) 588-6232

Engineering Client Success

TEC Proposal Number: 010-21-0241

Date Issued: July 23, 2021

Ms. Lisa Hoenig, Library Director
c/o Beckett&Raeder, Inc.
535 West Williams Street, Suite 101
Ann Arbor, Michigan 48103

**Re: Construction Testing and Inspection Services
Ypsilanti District Library
Ypsilanti, Michigan**

Dear Ms. Hoenig:

Testing Engineers & Consultants, Inc. (TEC) is pleased to submit our proposal to provide Construction Testing and Inspection Services for the Ypsilanti District Library – Pavement Testing in Ypsilanti, Michigan. It is our understanding that the proposed project will consist of construction and testing services including earthwork, paving and utilities testing.

Scope of Testing and Observation Services

It is anticipated that the construction materials testing and observation services will include but not necessarily be limited to the following:

- **Site Earthwork/Site Utility Backfill** – TEC will provide engineering technician or geotechnical professional/engineer to:
 - a. Monitor proof-rolling operations and make recommendations for undercutting and/or stabilization, if required.
 - b. Monitor the placement of engineered fill and backfill at the site using a nuclear density gauge to ensure that the soils are properly compacted.
 - c. Monitor, inspect and test the placement of stone or other approved sub-base material for concrete slabs and asphalt pavement.
 - d. Monitor utility trench backfill operations to verify use of proper materials, methods and compaction.

Copyright 2020 Testing Engineers & Consultants, Inc. All rights reserved.

All services undertaken are subject to the following policy. Reports are submitted for exclusive use of the clients to whom they are addressed. Their significance is subject to the adequacy and representative character of the samples and the comprehensiveness of the tests, examinations and surveys made. No quotation from reports or use of TEC's name is permitted except as expressly authorized by TEC in writing.

CONSULTING ENGINEERS & FULL-SERVICE PROFESSIONAL TESTING AND INSPECTION
OFFICES IN ANN ARBOR, DETROIT, AND TROY
FOUNDED IN 1966



Testing Engineers & Consultants, Inc.

Client: Lisa Hoenig, Library Director c/o Beckett&Raeder, Inc.

Date: July 23, 2021

TEC Proposal Number: 010-21-0241

- **Bituminous Paving** – TEC will provide a Senior Engineering Technician to perform observation and testing of aggregate base materials and asphalt leveling and wearing courses.
 - a. Observe laydown of asphalt paving, check temperatures and proper compaction of asphalt material.
 - b. Perform testing of concrete curbs/gutters and drives for proper air content, slump, unit weight and cast cylinders for compressive strength testing.
- **Concrete Inspection, Sampling and Testing** – TEC will provide engineering technician/inspector to:
 - a. Verify, review and confirm the concrete mix designs for exterior flatwork are per the project plans and specifications.
 - b. Monitor the placement of all concrete and perform testing of the fresh concrete including measurement of its slump, air content, temperature and casting of test cylinders per project specifications.
 - c. Notify client or designated individual of any concrete delivered to project site that does not meet the project specifications.
 - d. Transport the cylinders to laboratory and perform laboratory compressive strength tests on cured concrete cylinders at specified ages.

TEC Schedule of Fees

Personnel:

- ClericalHour \$ 40.00
- Senior Engineering TechnicianHour \$ 56.00
- Project Engineer/ManagerHour \$ 115.00
- Professional EngineerHour \$ 125.00

Laboratory Tests:

- Concrete Cylinder TestsEach \$ 16.00
- Moisture Density Relationship of Soils.....Each \$ 170.00
- Asphalt Extraction/GradationEach \$ 210.00

Equipment/Reimbursables:

- Nuclear Density GaugeDay \$ 40.00
- Mileage.....Mile \$ 0.72

Testing Engineers & Consultants, Inc.

Client: Lisa Hoenig, Library Director c/o Beckett&Raeder, Inc.

Date: July 23, 2021

TEC Proposal Number: 010-21-0241

Breakdown of Estimated Fees

Inspection/Testing Activity	Qty.	Unit	Unit Cost	Sub-Total	Total
Earthwork Testing (Undercut, Class II and 21AA Aggregate Base Compaction Testing)					
Senior Engineering Technician	40	Hours	\$56.00	\$2,240.00	
Nuclear Density Gauge	5	Day	\$40.00	\$200.00	
Moisture Density Relationship	2	Each	\$170.00	\$340.00	\$2,780.00
Paving Testing (Bituminous Pavement and Concrete Pavement/Curb Testing)					
Senior Engineering Technician	40	Hours	\$56.00	\$2,240.00	
Nuclear Density Gauge	5	Day	\$40.00	\$200.00	
Asphalt Extraction/Gradation	2	Each	\$210.00	\$420.00	
Moisture Density Relationship	1	Each	\$170.00	\$170.00	
Concrete Cylinder Tests	12	Each	\$16.00	\$192.00	\$3,222.00
Utilities Testing (Class II Sand Compaction Testing)					
Senior Engineering Technician	20	Hours	\$56.00	\$1,120.00	
Nuclear Density Gauge	5	Day	\$40.00	\$200.00	
Moisture Density Relationship	2	Each	\$170.00	\$340.00	\$1,660.00
Engineering and Reimbursables					
Clerical	5	Hours	\$40.00	\$200.00	
Project Engineer/Manager	10	Hours	\$115.00	\$1,150.00	
Mileage	480	Mile	\$0.72	\$345.60	\$1,695.60
Estimated Testing Fees					\$9,357.60

Terms and Conditions:

1. The quoted fees represent standard rates for eight hours of continuous work including travel time between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday. Overtime rates would be applicable for Saturday and hours other than those stated above at 1.5 times the standard rate. Premium rates will be applicable for hours worked on Sundays and Holidays at 2.0 times the standard rate.
2. A four-hour minimum, inclusive of travel time and equipment charges, will apply to field services. The four-hour minimum will not apply to material sampling, cylinder collection, or engineering services.
3. The invoice will be based upon the actual work performed and at the quoted rates. Unless otherwise stated, invoices are due 30 days from the invoice date. An administrative fee of 1.5% per month will be added to all delinquent accounts. It is agreed that the client is liable for all costs and expenses of collection, including reasonable attorney's fees, whether or not legal proceedings are instituted. Disputes of invoiced amounts must be submitted in writing within 30 days of invoice date.
4. Except for circumstances caused by the willful misconduct of TEC, all claims for damages asserted against TEC by a client or third party, including claims against TEC's directors, officers, shareholders, employees and agents, are limited to the lesser amount of \$25,000 or the total dollar value of this contract.

Testing Engineers & Consultants, Inc.

Client: Lisa Hoenig, Library Director c/o Beckett&Raeder, Inc.

Date: July 23, 2021

TEC Proposal Number: 010-21-0241

Terms and Conditions: (cont'd)

5. All reports, plans, specifications, computer files, field data, notes and other documents prepared by TEC, as instruments of service shall remain the property of TEC. TEC shall retain all common law, statutory and other reserved rights, including the copyright thereto. The client shall not reuse or make any modifications to reports, plans, specifications, computer files or other documents without the prior written authorization of TEC.
6. In an effort to resolve any conflicts that arise during this project or following the completion of this project, the client and TEC agree that all disputes between them arising out of or relating to this project shall be submitted to nonbinding mediation unless the parties mutually agree otherwise.

TEC appreciates the opportunity to propose our services with the Ypsilanti District Library and Beckett&Raeder, Inc. on this exciting project in the city of Ypsilanti. Please contact us if you have questions or need additional information.

Respectfully submitted,



Ruben E. Ramos, P.E.
Vice President
Engineering and Construction Services

RER/jb

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 7/22/21

Re: Repayment agreement with Superior Township for Harris Road widening project

As you know, the Washtenaw County Road Commission required us to agree to widen Harris Road in order to obtain a driveway permit for the new Superior library. The Township generously agreed to pay for the engineering for the road project, and to front the money for the road construction. Before construction commences, they require approval of a repayment agreement.

Supervisor Ken Schwartz and I had verbally agreed to this, the only part remaining to be determined was the amount of interest the Township would propose. The attached agreement was drafted by an attorney for the Township and passed by the Superior Township Board of Trustees at their meeting on 7/19.

You will see they opted for "2 percent simple interest." With 3 annual payments, assuming our total reimbursable costs start at around \$400,000, I estimate this would amount to about \$16,200.

I asked the Township to include a clause that if we pay in full prior to the first payment's due date, no interest will be charged. I am still working to have either the state or federal government foot the bill for the road. We should learn the outcome of our federal appropriation request in early October, and construction work would commence after that.

If you approve Resolution 2021-26, the original agreement requires signatures of the Board President and Secretary.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-26

July 28, 2021

RESOLUTION TO ENTER INTO A REPAYMENT AGREEMENT WITH SUPERIOR
TOWNSHIP FOR COSTS ASSOCIATED WITH HARRIS ROAD WIDENING

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

Whereas, the Washtenaw County Road Commission approved the new Library's driveway permit contingent on widening of Harris Road, and

Whereas, Superior Township has agreed to pay for the widening of the road so the Library can allocate adequate funds to building construction, with repayment by the Library starting in 2023 as described in the attached agreement, and

Whereas, the Superior Township Board of Trustees approved the agreement on July 19, 2021,
Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library Board agrees to the repayment agreement as presented, and the Library Director is authorized to negotiate the final reimbursable costs with Superior Township officials upon completion of the Harris Road widening project.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

YPSILANTI DISTRICT LIBRARY REPAYMENT FOR PUBLIC ROAD IMPROVEMENTS AGREEMENT

This agreement entered into on July 19, 2021, by the Charter Township of Superior, a Michigan municipal corporation (the Township) and the Ypsilanti District Library (YDL).

RECITALS

- A. In 2012, the Township acquired a 12-acre parcel of land on Harris Road between Geddes Road and MacArthur Boulevard (the Harris Road Property) with the intent that a portion of the land would be used for a future site for a YDL branch located within the Township.
- B. In 2016, the YDL approached the Township about constructing a branch library on the Harris Road Property, subject to the approval of a library millage to fund the construction of the branch library.
- C. In November of 2018, the voters approved the requested millage enabling the YDL to proceed forward with its plans to establish a branch library on the Harris Road Property.
- D. In order to facilitate the construction of the branch library, the Township rezoned the Harris Road Property from A-2 to PSP.
- E. In January of 2020, the Township applied for a commercial driveway permit from the Washtenaw County Road Commission (WCRC) to provide for access to the Harris Road Property in anticipation the construction of a branch library.
- F. As a condition for the issuance of a commercial driveway permit the WCRC is requiring certain road improvements including extending the left turn lane on a portion of southbound Harris Road south of Geddes Road. This commercial drive will not only serve the branch library but also the remaining land of the Harris Road Property not used by the YDL. Future expansion of the parking shall require a separate mutually acceptable agreement between the Township and YDL, and is not governed under this document.
- G. In consideration of the YDL agreeing to move forward with the construction of a branch library in the Township and the benefits that a community based library branch will provide to the residents of the Township, including but not limited to access to educational, technological and information resources that were not previously available, in December of 2020, the Township split off 4.26 acres from

the 12 acres of the Harris Road Property (the Donated Property) and sold it to the YDL for the sum of One Dollar (\$1.00).


- H. Based upon a preliminary agreement between the Township and the YDL regarding the repayment of costs incurred by the Township, the Township contracted with OHM Advisors in June of 2021 to provide contract administration and construction engineering services in connection with the road improvements required by the WCRC.
- I. The Township also accepted a bid from Asphalt Specialists, Inc. (ASI) for the required road improvements for an amount not to exceed \$330,502.08, subject to the Township receiving an acceptable repayment agreement with the YDL.
- J. The Township has reviewed and approved the preliminary and final site plan for the proposed branch library.
- K. On July 1, 2021, the Township issued building permits to the YDL for construction of the branch library.

Based upon the foregoing, it is agreed as follows:

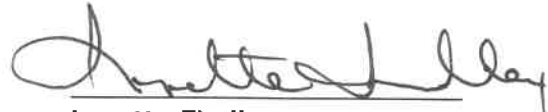
- 1. The YDL will build a branch library on the Donated Property according to the plans submitted to and approved by the Township.
- 2. The YDL will reimburse the Township the following costs incurred by the Township in connection with the road improvements mandated by the WCRC;
 - 2.1. All costs charged by ASI.
 - 2.2. All costs charged by OHM, less the cost charged by OHM for preliminary engineering.
 - 2.3. All other costs related to the road improvements mandated by the WCRC or mutually agreed to by the parties.
- 3. When all road improvements have been accepted the WCRC, the Township and YDL will meet to settle and finalize the costs chargeable (the Reimbursable Costs) to the YDL.
- 4. The YDL shall be responsible for maintaining the parking lot and the commercial driveway as outlined in an easement agreement effective 11/16/20.
- 5. The YDL agrees to repay the Township the Reimbursable Costs in three (3) three equal annual installments, at two percent simple interest; the payments being due on or before January 1, 2023, January 1, 2024, and January 1, 2025. If paid in full before the first payment is due, the interest would be waived.

6. This agreement becomes effective after adoption by both governing boards and executed in writing by the respective representatives.

Jean Winborn
YDL Board President


Kenneth Schwartz
Supervisor
Charter Township of Superior

Bethany Kennedy
YDL Board Secretary


Lynette Findley
Clerk
Charter Township of Superior