



YPSILANTI
DISTRICT
LIBRARY

Board of Trustees

2021 Information Packet



Wednesday

September 22, 2021

6:30pm

YDL-Whittaker

Ypsilanti District Library
YDL Board Meeting, September 22, 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"/>
Consent Agenda			
A. Proposed Minutes from August 25, 2021 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. August 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 checked="" type="checkbox"/>	
D. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
F. Facilities Committee	<input type="checkbox"/>	<input type="checkbox"/>	
G. Personnel Committee	<input type="checkbox"/>	<input checked="" 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. Proposed upgrade to YDL surveillance system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Authorization of hot water piping repairs at Whittaker Road	<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 Meeting
Minutes, August 25, 2021 (Unapproved)

CALL TO ORDER

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

Attendance

Trustees Present: Kay Williams (joining from Zoom from Washtenaw County, Superior Township, Michigan due to a broken leg), Theresa M. Maddix, Jean Winborn, Brian Steimel, and Patricia Horne McGee, Bethany Kennedy and Kristy Cooper (6:31 p.m.)

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

APPROVAL OF THE AGENDA

Trustee Williams moved to approve the meeting agenda with the addition of New Business D Resolution to authorize the addition of window cleaning to phase two Whittaker curtain wall window remediation work. Trustee Maddix supported this motion.

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

PUBLIC COMMENT

NONE

CONSENT AGENDA

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

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

COMMITTEE REPORTS

- Friends of the Library:
 - Met on Monday. Monetarily they have about \$30,000 in the bank. Recently they paid the library \$1022 for children's programs, general programs and Summer Challenge. They also donated \$1,000 to the Next Chapter Campaign. They have made a weekly average of \$300 in store since opening. Online sales are doing well. FOL is ordering a Square so that they can process credit cards. They will be participating in the document shredding event this Saturday 8/28/21 from 10 a.m. – 1 p.m. The fall book sale will be Sept 23rd -26th in the Community Room. The holiday book sale is on 11/20 in the community room from 11 a.m. -4 p.m.
 - Fundraising committee- Lots of activity. The library had raised \$1,658,487.57. Less than \$350,000 to go to YDL's two-million-dollar goal. Currently on the crowdfunding page there is a challenge to raise

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Minutes, August 25, 2021 (Unapproved)

\$25,000 for the opening day collection of picture books. Starting October 1st, YDL will have another matching challenge for \$100,000. Lisa also advised that the library received an unexpected legacy gift from David C. Boyd. He put the library in his will in 2003 and he passed away in 2020. He left the library \$10,000.

- Superior Township planning- Diversified installed the sanitary sewer line under Harris road. They will now work to extend water and sewer across the site. Lisa attended the first bi-weekly construction site meeting this morning. She was able to walk the site with the architect and construction management team.
- Facilities Committee- Met this month. The bookmobile is back on the road after a lengthy wait to fix some electrical issues and replace seat belts. The Whittaker adult area study table lamps are in route and should be delivered next week.
- Personnel - Shania Zwalesky was promoted to Full time Clerk at Michigan Ave following the departure of Dee Sharpe. Shania's previous part time position has been posted.

REPORT OF THE LIBRARY DIRECTOR

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

- The library is following MIOSHA Guidance. Requiring staff to wear masks in public areas. The library is also encouraging patrons to do the same but it is not mandated. The library convened a small group to consider reopening Superior. Given the activity of the Delta Variant the idea has been tabled for now. The idea will be reconsidered monthly until we feel it's safe to open.
- The library will have a flu shot clinic for YDL staff, friends and trustees on September 29th from 1-4 pm.
- Board study sessions with fundraising coach Patricia Berry will take place on Wed Sept 8 and Wed Oct 13th from 6:30pm to 8:00 pm.

NEW BUSINESS

- A. Discussion of Michigan Avenue water infiltration investigation report.
The facilities committee met to discuss this report. Everyone agreed that Alternate Phase 1 was the best course of action to get started. It will tackle the main findings and give the library some time to decide how to proceed.
- B. Consideration of a proposal for construction administration services from Terracon Consultants, Inc.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-27

August 25, 2021

RESOLUTION TO CONTRACT WITH TERRACON CONSULTANTS, INC. AND AUTHORIZE
THE USE OF FUND BALANCE FOR WATERPROOFING REMEDIATION PHASE 1
CONSULTING AT MICHIGAN AVENUE

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

Whereas, YDL engaged Terracon Consultants, Inc. to perform a water infiltration investigation and recommend a phased approach to solutions, and

Whereas, the YDL Facilities Committee recommends undertaking Waterproofing Remediation Alternate Phase 1 as outlined in the water infiltration investigation report, and

Whereas, Terracon has provided a proposal for Limited Building Enclosure Consulting Services for this phase of work, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage Terracon Consultants, Inc. for consulting services at Michigan Avenue as described in a proposal dated August 20, 2021, for an amount not to exceed \$26,400.

BE IT FURTHER RESOLVED that

The Capital Asset Replacement fund shall be used for this project.

OFFERED BY: Brian Steimel

SUPPORTED BY: Bethany Kennedy

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

C. Discussion of awarding a contract to conduct a compensation study

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-28

August 25, 2021

RESOLUTION TO AUTHORIZE THE PERSONNEL COMMITTEE TO AWARD A CONTRACT
TO CONDUCT A COMPENSATION STUDY

Whereas, the Ypsilanti District Library strives to attract and retain a high-quality, diverse workforce, and

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Board of Trustees Meeting
Minutes, August 25, 2021 (Unapproved)

Whereas, YDL would like to conduct a compensation study as the first step in moving toward a more competitive salary structure, and

Whereas, compensation study proposals were solicited from three consulting firms, but questions remain, and

Whereas, the Personnel Committee would like to conduct interviews to determine whether to accept one of these proposals or solicit more, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Personnel Committee is hereby authorized to conduct consultant interviews and award a contract to conduct a compensation study for a fee not-to-exceed \$10,000.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Patricia Horne McGee

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

- D. Authorize the addition of window cleaning to phase two Whittaker curtain wall window remediation work.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-29

August 25, 2021

RESOLUTION TO AUTHORIZE THE ADDITION OF WINDOW CLEANING TO PHASE TWO
WHITTAKER CURTAIN WALL WINDOW REMEDIATION WORK

Whereas, on May 26 the Ypsilanti District Library Board of Trustees authorized the Library Director to engage O'Neal Construction, Inc. for project management services, including administering the Glasco subcontract for Whittaker curtain wall window remediation Phase 2, and

Whereas, an amount not to exceed \$85,000 from the Capital Asset Replacement Fund was allocated to this phase of the project, and

Whereas, the Library desires to add cleaning of window bays 4 and 5 to the project to allow for effective adhesion of the waterproofing products applied, and

Whereas, three quotations were solicited by O'Neal Construction, and the low bid from Allied is expected to be recommended following scope review, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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Board of Trustees Meeting
Minutes, August 25, 2021 (Unapproved)

The not-to-exceed amount for Whittaker windows Phase 2 is adjusted to \$88,000 to accommodate window cleaning work.

OFFERED BY: Theresa M. Maddix

SUPPORTED BY: Patricia Horne McGee

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

BOARD MEMBER COMMENTS

Trustee	Comment
Brian	I am just really happy to see that the building is opening up. When I read in the packet that there were 70 participants at the Stem bubble event; that made me very happy. Just seeing that we have that many people for one event made me very happy. Plus, I love being able to browse the shelves again.
Bethany	No comments
Pat	No comments
Kay	I want to thank you all for letting me not have to come tonight. I actually broke my leg. I did it last week. Today I got the boot. There was no way I could come to the meeting. I appreciate you letting me do this. I will try really hard to do some healing in the next two weeks.
Kristy	No comments
Theresa	No comments
Jean	Thank the staff, Lisa, everybody, for a wonderful opening of the library. Everybody that I speak to is excited. It feels like were moving closer to normal. I'd like to thank the library staff.
Lisa	I want to remind everybody that we are meeting in two weeks on September 8th here in the board room.

Adjournment

Trustee Maddix moved to adjourn at 7:41 p.m. Trustee McGee seconded this motion.

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

Nays: None

Motion passed.

Financial Report

Check Register Report

Date: 09/16/2021

Time: 9:09 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								
73512	08/10/21	Printed			0000000025	AFLAC	#17 & #18 pay periods	138.64
73513	08/10/21	Printed			AES	ALLIED EAGLE SUPPLY CO	bath tissue/towel/polish	259.21
73514	08/10/21	Printed			A16	ANN ARBOR DISTRICT LIBRARY	lost ILL-You Are Enough Barb Hutton	25.99
73515	08/10/21	Printed			0000000003	ANN ARBOR NEWS	MA 12 weeks 10/9/21	112.28
73516	08/10/21	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 7/31/21	737.41
73517	08/10/21	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 7/31/21	434.13
73518	08/10/21	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 7/31/21	26.80
73519	08/10/21	Printed			BAA	BANK OF ANN ARBOR	closing 7/30/21 #9394	502.93
73520	08/10/21	Printed			BAA	BANK OF ANN ARBOR	closing 7/30/21 #5906	414.67
73521	08/10/21	Printed			BASIC	BASIC	July 2021 admin fee	67.15
73522	08/10/21	Printed			BENCH	BENCHMARK DESIGN STUDIO	TALK flyers & posters	1,500.00
73523	08/10/21	Printed			BOX	BOXCAR STUDIO	Sept 1 renewal	1,800.00
73524	08/10/21	Printed			CEN	CENGAGE LEARNING	Choose Me	157.44
73525	08/10/21	Printed			0000000567	CENTER POINT PUBLISHING	out of hounds	93.48
73526	08/10/21	Printed			CHBUCO	CHARLESTOWN BUILDING COMPANY	#1 of 3 payments	27,170.00
73527	08/10/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	July 2021 fuel/elec	119.52
73528	08/10/21	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	July 2021 grounds	81.68
73529	08/10/21	Printed			JOY	JOY CICHEWICZ	program supplies 2021	230.48
73530	08/10/21	Printed			CLHI	CLARK HILL	June 2021 services	392.00
73531	08/10/21	Printed			0000000039	DEMCO, INC.	8 rolls laminate	310.36
73532	08/10/21	Printed			CADO	CADEN DO	teen steer comm june/July 2021	130.00
73533	08/10/21	Printed			DTE ENERGY	DTE ENERGY	whit 6/24-7/23/21 service	10,928.22
73534	08/10/21	Printed			DTE ENERGY	DTE ENERGY	MA 6/30-7/29/21 service	1,879.55
73535	08/10/21	Printed			DTE ENERGY	DTE ENERGY	whit July 2021 street light	41.63
73536	08/10/21	Printed			LEID	LEID PRODUCTS	Superior lockers	7,452.50
73537	08/10/21	Printed			0000000051	THE LIBRARY NETWORK	Consumer Rpts 7/21-6/22	2,947.00
73538	08/10/21	Printed			0000000082	THE LIBRARY STORE, INC.	easels	271.94
73539	08/10/21	Printed			LSC	LIGHTING SUPPLY CO.	triple tube/biax	488.67
73540	08/10/21	Printed			AFSCME	MICHIGAN AFSCME	deducted 8/5/21	496.70
73541	08/10/21	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Russell renewal 9/30/21	85.00
73542	08/10/21	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/21-7/1/22 premium	2,952.00
73543	08/10/21	Printed			MIDWESTTAP	MIDWEST TAPE	500735172/500752576/500752579	3,229.31
73544	08/10/21	Printed			MIDWESTTAP	MIDWEST TAPE	hoopla ending 7/31/21	11,145.60
73545	08/10/21	Printed			AYNA	AYESHA NADEEM	teen steer comm june/July 2021	130.00
73546	08/10/21	Printed			SLN	SOPHIA NEPIUK	teen steer comm june/July 2021	130.00
73547	08/10/21	Printed			OCLC	OCLC INC.	8/1-8/31/21 billing	478.60
73548	08/10/21	Printed			OV	OVERDRIVE, INC.	01576CO21292035	6,506.57
73549	08/10/21	Printed			PATR	PATRON ACCOUNT	Mini Encyc of Goldfish	14.95
73550	08/10/21	Printed			PDL	PLYMOUTH DISTRICT LIBRARY	lost ILL-Adventures in Odyssey	19.00
73551	08/10/21	Printed			PP	PROGRESSIVE PRINTING	App bookmarks	242.00
73552	08/10/21	Printed			QUAD	QUADIENT LEASING USA, INC.	mail machine lease 6/5-9/4/21	237.00
73553	08/10/21	Printed			KAREY	KAMRON REYNOLDS	Noise Permit summer 2021	400.00
73554	08/10/21	Printed			AMRO	AMELIA ROHIM	Gen Z intern june/july 2021	100.00
73555	08/10/21	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	US Labor Stats	207.37
73556	08/10/21	Printed			SDT	SPINNING DOT THEATRE	7/28/21 performance	150.00
73557	08/10/21	Printed			STAPAD	STAPLES ADVANTAGE	statement 7/25/21	271.86
73558	08/10/21	Printed			SATEOFMICH	STATE OF MICHIGAN	Ford Flex plate renewal	171.00
73559	08/10/21	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Superior 6/16-7/15/21 water	8.07

Check Register Report

Date: 09/16/2021

Time: 9:09 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								
73561	08/10/21	Printed			AMAZ	SYNCB AMAZON	statement 7/10/21	1,657.62
73562	08/10/21	Printed			TERM	TERMINIX	Superior treatment 7/8/21	240.00
73563	08/10/21	Printed			TCI	TERRACON CONSULTANTS, INC.	MA water remediation	2,466.00
73564	08/10/21	Printed			TRICOUNTY	TRI COUNTY INTERNATIONAL	Bkm repairs	2,352.57
73565	08/10/21	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	curbside August 2021	90.00
73566	08/10/21	Printed			VGK	VGKIDS	1000 books t-shirts	279.00
73567	08/10/21	Printed			0000000030	VISION SERVICE PLAN - MI	August 2021 coverage	762.56
73568	08/10/21	Printed			WCROD	WASHTENAW COUNTY	6/21 MTT/STC invoice ledger	482.82
73569	08/10/21	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	Whit August 2021 service	517.22
73570	08/10/21	Printed			0000000021	Y C U A	MA 6/20-7/19/21 coverage	587.62
73571	08/10/21	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 7/31/21	27.90
73572	08/16/21	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	whit table lamps-balance	6,944.34
73573	08/23/21	Printed			AK	AK LAWCARE	MA lawn #6	610.00
73574	08/23/21	Printed			ALER	ALERUS FINANCIAL	YDL empl 7/21 contribution	17,226.80
73575	08/23/21	Printed			BAA	BANK OF ANN ARBOR	closing 7/30/21 #5384	582.64
73576	08/23/21	Printed			BASIC	BASIC	August 2021 admin fee	217.15
73577	08/23/21	Printed			BCN	BLUE CARE NETWORK OF MI	September 2021 coverage	40,175.32
73578	08/23/21	Printed			A15	BP PRODUCTS OF NORTH AMERICA	7/6-8/5/21billing period	48.69
73579	08/23/21	Printed			JCARY	JAMES CAREY	7/16-8/6/21 services	500.00
73580	08/23/21	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 7/30 & 8/30 & prop tax 21	4,342.50
73581	08/23/21	Printed			CONSTELL	CONSTELLATION	July 2021 services	1,277.88
73582	08/23/21	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	september 2021 coverage	2,840.26
73583	08/23/21	Printed			EMUCS	EASTERN MICHIGAN UNIVERSITY	YDL Noise Permit 2021	400.00
73584	08/23/21	Printed			FST	FIRST BOOK	Mich Ave summer 2021	484.45
73585	08/23/21	Printed			SZG	SINCERE ZION GODWIN	Podcast-School issues sum 2021	72.00
73586	08/23/21	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 8/13/21	2,221.90
73587	08/23/21	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	Juniper Networks	7,456.35
73588	08/23/21	Printed			JOCO	JOHNSON CONTROLS	whit 5/1/21-4/30/22 sprink/fir	678.05
73589	08/23/21	Printed			SOATS	CHELSEA LISIECKI	nartive plants - 92	322.00
73590	08/23/21	Printed			MNL	MADISON NATIONAL LIFE INS CO	september 2021 coverage	1,160.92
73591	08/23/21	Printed			MIDWESTTAP	MIDWEST TAPE	500806589/500832490/500806992	403.19
73592	08/23/21	Printed			MMG	MLIVE MEDIA GROUP	general help ad	309.65
73593	08/23/21	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	august 2021	128.00
73594	08/23/21	Printed			MEGNIC	MEGHAN NICHOLSON	#4 summer 2021 internship	1,000.00
73595	08/23/21	Printed			PW	PLANTWISE	natural area maint 8/3/21	725.00
73596	08/23/21	Printed			PP	PROGRESSIVE PRINTING	500 children's bookmarks	168.00
73597	08/23/21	Printed			00000000300	SCHOLASTIC INC.	superior summ rd 2021	427.78
73598	08/23/21	Printed			TDSM	TDS	8/22-9/21/21 coverage	1,242.00
73599	08/23/21	Printed			TERM	TERMINIX	whit 8/2/21 wasp service	300.00
73600	08/23/21	Printed			THYSSENKRI	TK ELEVATOR CORPORATION	Whit 8/1-10/31/21 coverage	1,296.01
73601	08/23/21	Printed			TUT	TUTOR.COM	tutor 2021	2,000.00
73602	08/23/21	Printed			00000000316	U S POSTMASTER	Fall 2021 LOOP	3,400.00
73603	08/23/21	Printed			VERIZON	VERIZON WIRELESS	7/10-8/9/21 service	435.28
73604	08/23/21	Printed			YNPN	YPSILANTI NATIVE	38 Fox Sedge	114.00

Total Checks: 92

Checks Total (excluding void checks):

194,662.18

Total Payments: 92

Bank Total (excluding void checks):

194,662.18

Check Register Report

Date: 09/16/2021

Time: 9:09 am

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Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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FIFTH THIRD BANK Checks

1033	08/02/21	Printed			BOD	BODMAN PLC	5/2021 services	982.50
1034	08/06/21	Printed			ONE	O'NEAL CONSTRUCTION, INC.	Superior 6/30/21 ending	165,438.39

Total Checks: 2	Checks Total (excluding void checks):	166,420.89
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Total Payments: 2	Bank Total (excluding void checks):	166,420.89
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Total Payments: 94	Grand Total (excluding void checks):	361,083.07
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**Ypsilanti District Library
Balance Sheet
August 31, 2021
General Fund**

	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FYTD 8/31/21
Assets:						
Cash: Checking	435,833	325,888	30,254	243,356	451,722	238,467
Savings	2,191,873	2,414,562	2,311,968	2,318,328	2,453,406	2,862,485
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	3,142,939
Receivables & Other assets	17,384	36,272	49,282	98,153	84,370	86,785
Total Assets	2,680,432	2,814,600	2,426,996	2,695,077	3,025,257	3,229,724
Liabilities	334,400	509,097	145,758	85,577	313,638	120,081
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	398,025
Total Fund Balance	2,346,032	2,305,503	2,281,238	2,609,500	2,711,619	3,109,644
Total Liabilities & Fund Balance	2,680,432	2,814,600	2,426,996	2,695,077	3,025,257	3,229,724

Ypsilanti District Library
Period Ending 8/31/2021 (75% 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 08/31/21 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	3,923,252	5,506,662	5,568,866	5,744,333	5,744,333	4,675,934	1,068,399	81.4%
Expenditures								
Dept 100 Administrative	1,996,606	2,046,192	2,163,719	2,384,432	2,395,932	1,501,631	882,801	62.7%
Dept 200 Michigan Ave.	560,976	570,105	555,976	585,399	585,399	389,454	195,945	66.5%
Dept 300 Outreach/bookmobile	85,794	83,090	82,140	88,088	88,088	65,877	22,211	74.8%
Dept 400 Outreach/Superior Township	151,311	158,283	158,483	163,154	163,154	119,006	44,148	72.9%
Dept 500 Whittaker Rd	1,096,935	1,123,929	1,089,344	1,148,438	1,148,438	783,216	365,222	68.2%
Dept 600 Donations	43,328	31,845	12,312	-	-	10,665	(10,665)	NA
Dept 700 Grants	12,190	12,323	7,405	-	-	8,060	(8,060)	
Total	3,947,140	4,025,767	4,069,379	4,369,511	4,381,011	2,877,909	1,491,602	65.7%
Net Revenue Over Expenditures	(23,888)	1,480,895	1,499,486	1,374,822	1,363,322	1,798,025		
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	4,126,983	4,117,151	3,150,186		

**Ypsilanti District Library
General Fund
Period Ending 08/31/2021
(75% 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 08/31/21 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	619,558	896,999	885,210	936,283	936,283	817,739	87.3%
425.000	City of Ypsilanti Tax Levy	589,334	808,325	836,671	846,900	846,900	386,259	45.6%
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	3,159,093	87.3%
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	35,678	100.0%
447.000	State Aid Indirect	30,646	33,574	33,497	35,678	35,678	36,286	101.7%
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	6,191	38.1%
657.100	Smart Cards - Printing & Copies	40,841	36,686	11,776	10,000	10,000	2,156	21.6%
657.600	Guest Pass	1,745	1,417	429	0	0	63	0.0%
661.000	Penal Fines County	116,084	111,395	84,478	97,500	97,500	113,205	116.1%
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	861	34.4%
681.000	Donations Designated		18,850	5,100			0	0.0
681.080	Donations/Memorials	711	2,629	4,555	600	600	5,854	975.6%
687.000	Interest/Checking	1,727	3,233	1,037	1,000	1,000	394	39.4%
687.010	Interest/Savings	7,050	15,331	6,175	5,500	5,500	2,556	46.5%
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	4,621,761	80.5%

**Ypsilanti District Library
General Fund
Period Ending 08/31/2021
(75% 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 08/31/21 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	614,161	625,703	657,068	724,412	724,412	512,243	70.7%
702.100	Professional/Accounting	5,340	6,500	5,080	7,500	7,500	4,940	65.9%
702.150	Bank Fees	5,521	5,829	3,176	6,840	6,840	1,230	18.0%
702.900	Salary/Subs	11,314	16,427	3,327	15,100	15,100	480	3.2%
705.000	Employee Recognition Awards	472	687	336	750	750	0	0.0%
710.000	Paychex Payroll Service	8,927	12,366	11,166	12,360	12,360	8,933	72.3%
715.000	Employer Payroll Tax	141,453	144,670	144,791	153,626	153,626	111,690	72.7%
715.100	ACA Taxes Paid by employer	0	247	295	371	371	331	89.1%
718.000	MERS Defined Contribution	85,593	91,373	90,691	99,361	99,361	59,955	60.3%
719.000	FSA Admin Fee	583	691	707	806	806	528	65.5%
727.000	Office Supplies	28,245	28,789	26,412	32,400	32,400	15,684	48.4%
727.050	CARES act Exp			95			6,305	
727.200	Supplies-Facility	15,582	19,577	13,820	23,700	23,700	9,781	41.3%
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	6,792	64.4%
754.000	Health Insurance	361,244	371,049	361,059	389,438	389,438	295,519	75.9%
756.000	Delta Dental	37,616	36,153	34,311	35,601	35,601	25,785	72.4%
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	2,966	70.4%
759.000	Vision Service Plan	8,679	8,811	8,856	9,253	9,253	6,798	73.5%
762.000	STD/LTD (Disability Insurance)	10,542	12,076	11,403	10,025	10,025	7,303	72.8%
769.000	Printing & Publishing	19,300	5,427	12,840	21,200	21,200	14,760	69.6%
769.050	Classified Advertising	606	993	460	800	800	355	44.3%
774.050	Digital Collection	22,298	31,726	175,379	221,800	221,800	132,086	59.6%
774.100	Data Bases	79,791	93,136	21,988	30,000	30,000	21,033	70.1%
774.800	System Wide DVDs	6,396	5,182	2,959	4,000	4,000	257	6.4%
774.900	All Materials Processing	30,750	25,838	15,899	15,000	15,000	12,732	84.9%
774.950	Play Kits	0	3,602	1,447	2,500	2,500	812	32.5%
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	2,195	9.1%
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	222	8.9%
804.000	Workshops/Training	2,361	3,916	4,148	4,500	4,500	364	8.1%
805.000	Memberships & Dues	5,455	5,436	5,675	5,000	5,000	4,915	98.3%
806.000	Talk Grant Expenses	0	12,625	24,342	53,263	53,263	17,711	33.3%
810.000	Capital Outlay - Buildings	0	4,301	600	5,000	5,000	397	7.9%
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	-46,419	0.0%
850.000	Automation - Technology	181,162	154,332	183,693	178,800	178,800	51,477	28.8%
850.100	Telecommunications	12,788	6,573	-19,543	7,911	7,911	19,747	249.6%
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	16,516	62.4%
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	15,405	78.4%
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	4,653	58.2%
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	17,952	48.8%
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	885	8.7%
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	520	5.2%
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	1,501,631	62.7%

**Ypsilanti District Library
General Fund
Period Ending 08/31/2021
(75% 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 08/31/21 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	393,684	404,679	396,590	415,930	415,930	300,272	72.2%
702.800	Salaries-Pages	7,423	7,271	4,044	9,833	9,833	2,568	26.1%
771.000	Adult Books & Processing	31,369	31,227	25,084	25,000	25,000	10,666	42.7%
772.000	Youth Books & Processing	18,216	17,891	14,651	15,650	15,650	4,334	27.7%
776.000	Periodicals - Adult	3,949	4,244	2,979	3,000	3,000	2,139	71.3%
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	4,036	50.5%
779.000	Youth Audio/Visual	5,329	4,956	2,993	2,850	2,850	873	30.6%
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	10,000	50.0%
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	10,506	52.5%
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	5,363	44.7%
900.000	Programs-Adult	693	1,493	1,625	1,700	1,700	1,212	71.3%
901.000	Programs-Youth	1,300	1,342	2,659	1,900	1,900	1,407	74.0%
940.000	Phone	4,500	4,514	4,535	4,680	4,680	3,411	72.9%
943.000	Natural Gas	4,317	3,359	3,624	3,872	3,872	3,533	91.2%
947.000	DTE - Electric	16,432	16,452	15,236	15,475	15,475	11,118	71.8%
949.000	Ypsilanti Comm Utilities Auth	5,625	4,802	7,707	6,487	6,487	4,912	75.7%
Total		560,976	570,105	555,976	585,399	585,399	389,454	66.5%
Dept 300 Outreach/bookmobile								
702.000	Salaries	66,998	68,078	69,159	70,735	70,735	53,001	74.9%
775.000	Library Materials	4,930	4,478	5,303	5,000	5,000	1,784	35.7%
840.000	Repair & Maintenance	8,487	5,109	6,017	6,693	6,693	10,029	149.8%
943.000	Fuel	5,379	5,425	1,661	5,660	5,660	1,063	18.8%
Total		85,794	83,090	82,140	88,088	88,088	65,877	74.8%
Dept 400 Outreach/Superior Township								
702.000	Salaries	136,949	144,398	146,792	149,443	149,443	111,755	74.8%
775.000	Library Materials	7,059	7,609	5,842	7,000	7,000	2,688	38.4%
840.000	Repair & Maintenance	2,220	1,374	1,007	1,000	1,000	815	81.5%
840.050	Snow Removal & Lawn Care	980	898	980	1,200	1,200	735	61.3%
900.000	Programs - adult	589	601	543	600	600	300	50.0%
901.000	Programs - Youth	556	600	468	600	600	430	71.7%
940.000	Phone	1,125	1,129	1,134	1,186	1,186	853	71.9%
943.000	Natural Gas	756	573	659	789	789	609	77.2%
947.000	DTE - Electric	993	1,013	960	1,061	1,061	757	71.4%
949.000	Ypsilanti Comm Utilities Auth	84	88	98	275	275	65	23.5%
Total		151,311	158,283	158,483	163,154	163,154	119,006	72.9%

**Ypsilanti District Library
General Fund
Period Ending 08/31/2021
(75% 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 08/31/21 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	684,699	696,339	701,249	720,087	720,087	550,408	76.4%
702.800	Salaries-Pages	37,920	34,553	15,483	42,024	42,024	11,675	27.8%
771.000	Adult Books	64,203	64,635	41,293	48,200	48,200	20,846	43.2%
772.000	Youth Books	32,150	38,784	23,641	29,400	29,400	15,712	53.4%
776.000	Periodicals - Adult	5,910	5,915	5,239	5,300	5,300	4,092	77.2%
776.050	Periodicals - Youth	852	898	759	800	800	745	93.1%
778.000	Adult Audio/Visual	23,585	21,217	15,746	15,500	15,500	5,454	35.2%
779.000	Youth Audio/Visual	7,979	7,300	4,159	5,100	5,100	2,584	50.7%
810.000	Cap Outlay Building		11,328	3,880	39,000	39,000	12,515	32.1%
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	12,406	55.3%
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	12,999	58.8%
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	4,940	76.0%
903.000	Equipment Maintenance	83	6,336	820	3,000	3,000	1,185	39.5%
940.000	Phone	8,950	9,029	9,070	9,485	9,485	6,823	71.9%
943.000	Natural Gas	31,856	25,609	24,227	24,828	24,828	23,781	95.8%
947.000	DTE - Electric	101,664	103,549	92,512	101,712	101,712	60,389	59.4%
949.000	Ypsilanti Comm Utilities Auth	5,617	5,069	4,596	5,965	5,965	2,930	49.1%
980.000	Professional/Contractual	0	0	38,000	0	0		NA
Total		1,096,935	1,123,929	1,089,344	1,148,438	1,148,438	783,216	68.2%
Dept 600 Donations								
Revenue:								
	Total Revenue	71,011	87,817					
	Total Donated revenue	71,011	87,817	18,888			21,840	NA
Expenditures:								
	Total Expenditures	43,328	31,845					
908.000	Professional Contractual						6,082	NA
	Total Expenditures	43,328	31,845	12,312			10,665	NA
Dept 700 Grants								
Revenue								
	Total Grant Revenue	16,914	14,441					
	Total Revenue	16,914	14,441	13,080			32,333	NA
Expenditures								
	Total Expenditures	12,190	12,323					
	Total Expenditures	12,190	12,323	7,405			8,060	NA
Total	Net -- restricted for future	4,724	2,118	5,675			24,273	NA
IMPROVEMENTS/Asset Sales								
685.000	Sale of assets	979					0	NA
810.100	Approved projects-Improvements fund							NA
850.100	Technology improvements							NA
	Total Other Revenue	979	0	0			0	NA
	Total Revenue	3,923,252	5,506,662	5,568,866	5,744,333	5,744,333	4,675,934	
	Total Expenditures	3,946,161	4,025,767	4,069,379	4,369,511	4,381,011	2,877,909	65.7%
	Net Revenue Over Expenditures	-22,909	1,480,895	1,499,486	1,374,822	1,363,322	1,798,025	
	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	4,126,983	4,115,483	3,150,186	

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

	FY 2015-16 ACTUAL	FY 2016-17 ACTUAL	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 ACTUAL	FYTD 8/31/21
Assets:						
Cash and Current Assets	594,787	417,120	399,522	1,481,745	2,807,370	4,148,875
Total Assets	594,787	417,120	399,522	1,481,745	2,807,370	4,148,875
Liabilities	-	-	-	-	142,355	142,355
Fund Balance	594,787	417,120	399,522	1,481,745	2,665,015	4,006,520
Total Liabilities & Fund Balance	594,787	417,120	399,522	1,481,745	2,807,370	4,148,875

Ypsilanti District Library
 Capital Expenses
 Period Ending 8/31/2021 (75% of Year)

ACCT #	ACCOUNT NAME	YTD 08/31/21 ACTUAL
Revenue		
Dept 400 Superior Construction		
683.800	Superior Library Designated	835,411
688.000	Interest	1,157
Other departments		-
Total		836,568
Transfer from Operating Fund		1,400,000
Expenditures		
Dept 200 Michigan Avenue Projects		
980.000	Prof/Contractual	2,330
Subtotal		2,330
Dept 400 Superior Construction		
702.150	Bank Fees	316
801.000	Major Events	3,294
910.000	Site Development	137,734
975.000	Legal/Attorney	16,797
980.000	Prof/Contractual	58,448
981.000	Architect Fees	242,512
985.100	General Contractor	223,928
Subtotal		683,028
Dept 500 Whittaker Projects		
980.000	Prof/Contractual	209,705
Subtotal		209,705
TOTAL		895,063
Total Revenue Over Expenditures		1,341,505
Beginning Fund Balance		2,665,015
Ending Fund Balance		4,006,520

Current Board Assignment

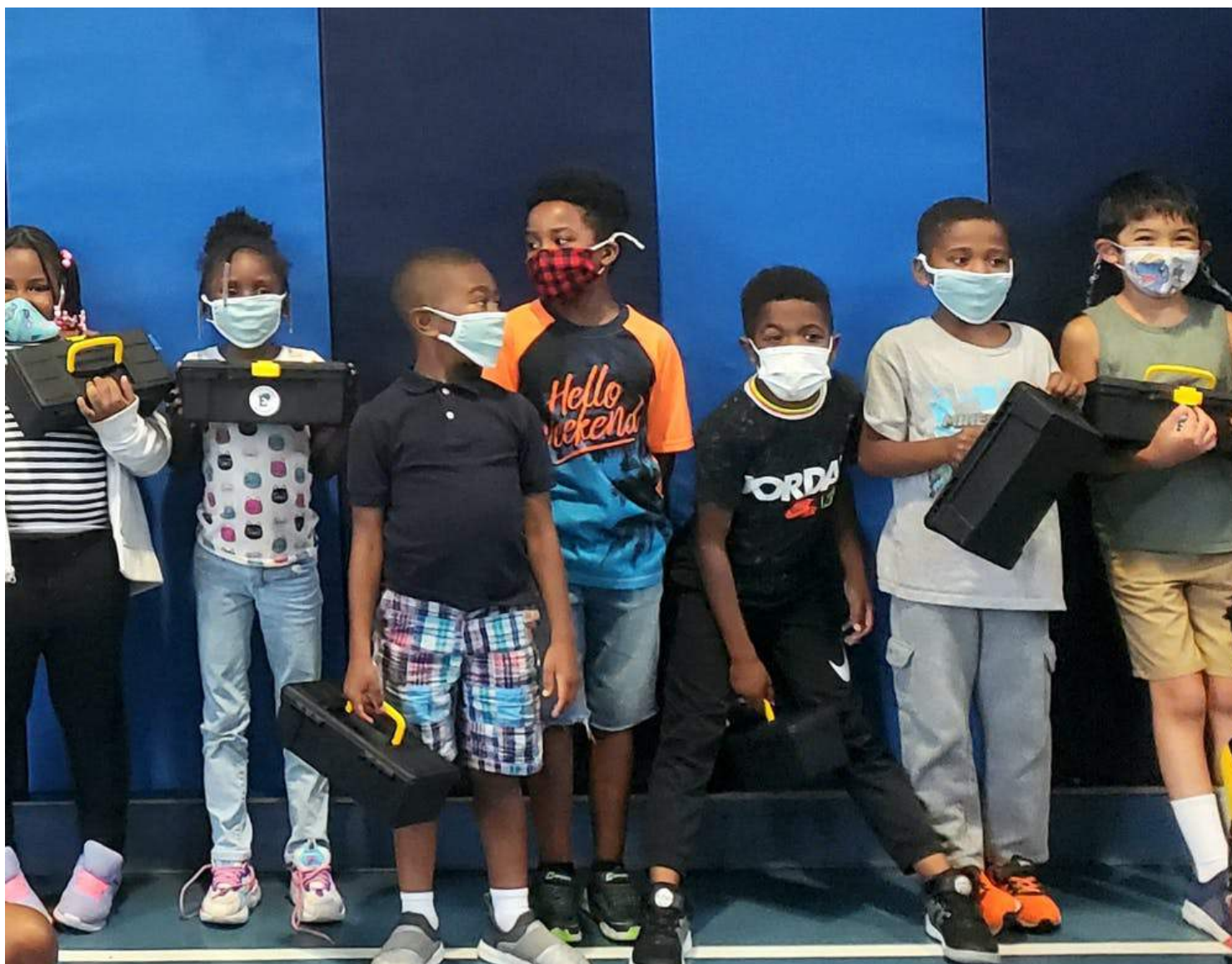
Capital Asset Replacement Fund
Composition of Fund Balance

		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	8/31/2021	836,568		
YTD Expenditures	8/31/2021	-683,028	-212,035	
Balance	7/31/2021	3,450,350	556,170	4,006,521

	Summary	
	8/31/2021	8/31/2021
	Superior	Other
Board	3,500,000	781,745
Capital Ca	902,678	
Expense	-952,328	-225,575
	3,450,350	556,170

Communications

By MUKTAR AHMED



Kids involved in the program with the STEM kits. (Photo courtesy of Ypsilanti District Libraries)

EMU Digital Divas, a series of programs founded 11 years ago at EMU with the goal of promoting STEM (science, technology, engineering, mathematics) to middle and high school girls, have teamed up with Ypsilanti District Libraries (YDL) in partnership with five organizations to hand out five specialized kits to kids in the Ypsilanti community.

Several project kits have been delivered to students in the Ypsilanti area to peak interest in science and technology.

The objective of these project kits is to introduce STEM to school aged children in a stress free environment where they can have fun and create while also learning and retaining useful information that could be beneficial to them in the future.

“It's infusing terminology and hands on application to these kids in the back of their minds. It's going to stick even if they don't know exactly what we're doing,” said Bia Hamed, the Digital Divas Program Director, she continued, “The future is technology, let's not kid ourselves. Even knowing the terminology

is a big deal and that's what these stem kits are helping with and they are introducing different careers to these kids.”

A total of five STEM kits will have been delivered and distributed to the kids by the first week of August. Each kit was designed by the five partnered organizations (Ford Labs, GameAbove, Dominos, GE, and the EMU Construction Management Alumni Group). These teach the kids useful information in regards to stem.

The Eastern Echo

The Echo Is Hiring
Writers And Editors



STEM kits donated by EMU's construction management alumni being dropped off to the library (Photo courtesy of Bia Hamed)

The kit developed by Ford Labs, one of the five partners, Abbey Knick, a former EMU student who previously volunteered with the Digital Divas, said, “We gave them a product - build a car, and then we gave them what they were measuring, we chose the distance and then we encouraged how do you test?; How do you repeat a process and see improvements and growth in your product because that's what we do in our workplace. We work in software, we gave them a very physical thing to build but the process is still the same - creating a product.”

The kits are being distributed by the Ypsilanti District Libraries, through their Summer Challenge Champions program, the library's formal outreach program that partners with camps and daycares to bring the library to kids who are unable to go because they are at camp.

“Having these kits has been great because they are high quality, educational and contain useful material that can be used in a number of ways and that can help kids keep learning,” said Stacey Palazzolo, an outreach librarian who developed the Summer Challenge Champion program being used to distribute the STEM kits to the kids. “So far the response from the kids has been great, they love them.”

In 2020 the Digital Divas' planned on doing live after school programs at five metro Detroit middle schools for eighth graders, the grade where most girls lose interest in STEM. Due to the pandemic, they had to pivot and turn it into a virtual program. "At the end of it we got letters from the kids saying they were no longer intimidated by STEM because they took it on and did it. They know what it's about where before they didn't and didn't even want to try it. So that was positive," Hamed said.

"The library wanted to initially do something along the lines of a stem kit and even applied for a grant but, didn't receive it. Getting the kits from EMU was an unexpected surprise that helped out a lot," Palazzolo said, " I mean this is excellent, I'm so happy that we have these stem kits to give out. I wanted to do this before this was something we could do and now It just sort of happened and really I can't thank EMU enough for what they're doing."

"I'm grateful to the community partners, let's keep it going. It doesn't have to stop, it can go into the fall, it can go year round," Hamed said.

For more information on Digital Diva's visit their website. For more information on YDL, visit their website.

SHARE





Washtenaw County Broadband Task Force
Established by the Washtenaw County Board of Commissioners
Working to Achieve Countywide Broadband Equity by 2022



MEDIA RELEASE

September 16, 2021

For Immediate Release

For More Information Contact:

Barbara Fuller – Chair, Washtenaw County Broadband Task Force
734-646-5100 or barb@provide.net

WASHTENAW COUNTY BOARD OF COMMISSIONERS ALLOCATE AMERICAN RESCUE PLAN FUNDING TO ACHIEVE COUNTYWIDE BROADBAND EQUITY

WASHTENAW COUNTY, MI- At their meeting last evening, the Washtenaw County Board of Commissioners approved funding that will close the digital divide in the entirety of the county and achieve 100% high speed broadband internet access to every home. \$14.6 million in American Rescue Plan funds were obligated by the Board, which, when coupled with recent broadband grant awards, will allow digital infrastructure to be built and offered to every residence, regardless of address.

“This is a huge win for every resident of Washtenaw County’, states Barbara Fuller, Chair of the Washtenaw County Broadband Task Force. ‘The Board of Commissioners tasked us with achieving countywide broadband equity more than 5 years ago, and here we are! I’m grateful for their collective leadership and willingness to acknowledge that access to reliable high speed broadband internet service is a necessity, and then provide the funding to help those who would have otherwise been left behind. All Washtenaw County residents will soon have the ability to virtually learn, stay in touch with family, benefit from telemedicine and telebanking and so much more. This is truly life-changing, for so many.”

District 1 Commissioner and member of the Broadband Task Force Jason Maciejewski added, “Allocating funds to make the broadband infrastructure available to all Washtenaw County residents is a transformational moment. Tele-health services, educational access, work-from-home opportunities, and the ability to accomplish everyday tasks online will become available countywide. I am proud of the hard

work and dedication of the Broadband Task Force and appreciative of the support from all of my fellow County Commissioners. Their collective determination to bridge the digital divide in our county is truly remarkable. This is what local government is all about, positively impacting people's lives."

Another member of the Broadband Task Force, Shannon Beeman, and District 3 Commissioner states, "Allocating \$14.6 million of our \$72 million American Rescue Funds was a big ask; we had some difficult conversations, but maintained open lines of communication, which got us to where we are today."

Vice Chair of the Broadband Task Force and Lyndon Township resident Ben Fineman summarizes the feelings of the group by stating, "As Lyndon Township has just recently completed its broadband construction, I can attest to how much it improves the quality of life, for everyone. I am grateful for the commitment from each of the members of the Broadband Task Force, their work to gather the information our County Commissioners used to make this historic decision required immense commitment to finding a solution. Funding digital accessibility is the right thing to do as it will provide countless opportunities for those who have been denied access for far too long."

In the short term, the Broadband Task Force will now engage with ISP providers to develop a construction/implementation schedule that meets the requirements of the American Rescue Plan Act and update their [webpage](#) as information is available and timelines are identified.

Long term goals of the Commissioners include ensuring financial factors do not prohibit access to high speed internet as well as digital literacy and educational opportunities for those who may be new to navigating the internet.

###



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

September 8, 2021

Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197-9752

Dear Director:

We have received, from the Department of Treasury, the calculated amount of tax revenue lost due to the renaissance zone in your service area.

Based on these figures, we processed checks via mail or electronic funds transfer to the libraries on September 3, 2021. The amount calculated by Treasury for your library was \$68,164.55.

If you have any questions concerning how your library amount was calculated, please contact Mr. Howard Heideman, Director of Tax Policy, Office of Revenue and Tax Analysis at (517) 335-7437.

Sincerely,

A handwritten signature in cursive script that reads "Randy Riley".

Randy Riley
State Librarian

LIBRARY OF MICHIGAN

702 WEST KALAMAZOO STREET • P.O. BOX 30007 • LANSING, MICHIGAN 48909
www.michigan.gov/libraryofmichigan • 517-335-1516

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 9/17/2021
Re: Superior Planning Committee report

I attended the third bi-weekly construction site meeting this morning, and much progress was evident from just two weeks ago.

- Diversified installed the sanitary sewer line all the way back to the county drain. There were some complications when unmarked underground lines were discovered close to the drain. We brainstormed a solution that worked well; all that remains is connecting to the drain itself. Just waiting on a permit for that.
- Water mains are in, have been pressure tested and chlorinated; lab results approved. They are working on getting underground plumbing into the building now.
- DTE finally met with O'Neal this week and gave them an estimate of 8 weeks before we have electricity to the site. O'Neal will move their construction trailer closer to the work and use its generator for temporary power.
- The electricians are working to connect the light pole bases with conduit; this work should be complete next week.
- Masons have installed block around much of the building's perimeter. The shape of the building is emerging!
- The drives and parking lot areas are well-defined. They are installing finger drains under the parking area and book return driveway. If all goes well, they plan to stone the drives and lots, install curbs and gutters, and put down the base coat of asphalt before winter.
- O'Neal has created a second construction entrance to the site on the North end of the parcel, across from Barrington Drive. This will allow our crews uninterrupted access when the Harris Road work begins.
- OHM held a pre-construction meeting for the Harris Road project on 9/14. Representatives from O'Neal were in attendance. OHM plans to begin construction after 10/1. If the federal budget has not been approved by that time, I will pressure them to wait until we know whether our appropriation request is approved.

**Director's
Report
and attachments**

Library Director's Report September 22, 2021

Wheels in Motion

Many changes and improvements are underway at YDL. It's exciting, but a lot to keep track of! This month's report charts progress (and a few setbacks).

Facilities:

- The bookmobile's return to action was short-lived. The electrical repairs did not stick, and the shop is still backed up. We are very disappointed but have little choice but to wait.
- Jim is to be trained on the new lighting control system at Whittaker next week.
- The Whittaker Adult Area study table lamps are in! They look great, and patrons are already utilizing the power and data ports! Computer table lamps will be installed next.
- Allied washed the exterior of Whittaker curtain wall window bays 4 & 5 September 9-10 in preparation for remediation project Phase 2. The sealing work is expected to begin the week of September 27.
- Parking lot reconstruction project Phase 3 began 9/7. Asphalt Specialists Inc. has been on the job as weather allowed, and their work looks good. We knew the original specifications would need to be expanded. After the first proof roll, TEC tested and recommended another 4" of excavation and limestone gravel to ensure a lasting result. This was completed 9/17; TEC will now test again to determine whether ready to pave.
- After nearly a full year under construction, the Michigan Avenue staff kitchen is complete!
- I met with Terracon and our construction attorney regarding Michigan Avenue water remediation phase 1. We decided the time window is too short to complete the project this fall; we plan to release the RFP over the winter, bring construction bids to the Board for approval in February, and perform the work in late April.
- Julianne leads the Whittaker flood remediation. We meet with Library Design staff on 9/21 to discuss the particulars of new furniture and carpeting for the Outreach and Acquisitions area.

Financial:

- Aubree's Dine to Donate event raised \$237.45 for YDL. Thanks to everyone who enjoyed a pizza!
- We received our Renaissance Zone reimbursement this month: \$68,164.55, slightly more than we budgeted.
- I am working with Bank of Ann Arbor to increase our credit card limit, as more and more vendors no longer accept checks.

Personnel:

- YDL's newest PT Customer Service Clerk is Courtney Duke, who begins at Michigan Avenue on 9/21. Courtney is a former teacher with a diverse skill set; we're excited to have her join our team.
- Three new Pages joined the YDL staff this month. As circulation increases, we're very grateful to have them aboard!

Service Highlights:

- The 2021 Summer Challenge wrapped up at the end of August. Much fun was had, and lots of learning took place! Check out the Whittaker Youth Services report for details.

- Study Rooms reopen Monday, 9/20, with self-serve registration kiosks available to book them.
- Very soon YDL will add Kanopy to its list of digital offerings, with a large catalog including art films and documentaries for our patrons to enjoy.

Side Notes:

- Jodi Krahnke and I worked with our attorney to develop a legal agreement TALK libraries must agree to prior to receiving a TALK account. This will help ensure all texts originating from the libraries adhere to the Twilio terms of service and best practices to serve users.
- The Library of Michigan is waiting for the state to release ARPA funds before announcing Equipment Grant awards. They hope this will happen before the end of the year; it's an unfortunate delay, but we're willing to wait if our request for new lockers is funded.
- I gave my first in-person presentation since Covid to the Ann Arbor North Rotary Club on 9/9.
- Julianne heads up the YDL Diversity Work Group. She has included a progress report, including the GIS survey we commissioned from Social Explorer, in her Assistant Director's report this month. It's well worth perusing. Please review, as we will discuss the work group's recommendations later this year.

Save the Date!

- September 23-26th: Friends of the Library Book Sale in the Community Room.
- September 29th from 1-4 p.m.: Walgreens flu shot clinic for YDL staff, Friends, and Trustees.
- October 1st: the Next Chapter Capital Campaign's second matching grant period begins. We will receive a match from a generous local foundation donor for all contributions up to \$100,000. Please help us spread the word!
- The next Board study session with fundraising coach Patricia Berry is Wednesday, October 13, from 6:30-8:00 p.m. in the Board Room.

YDL Dashboards

**YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
August 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		\$2,685	
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							\$211,588	
Sub-total	\$0	\$10,400	\$2,505	\$9,277	\$5,700	\$9,684	\$212,588	
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	\$263,636	

**YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
August 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			
Generator Z (Lakeshore Connections)							\$24,000	
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		
Washtenaw County Commission Superior Allocation							\$50,000	
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	\$315,152	
GRAND TOTALS	\$88,145	\$131,225	\$162,368	\$179,793	\$163,999	\$223,553	\$578,787	

Designated Fundraising to Date	
YDL - Superior Construction (Gousseff Trust included) - \$1,318,548.57	
*** 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	14	15					82
CIRCULATION													
Whittaker	12,829	11,399	11,775	10,748	10,548	15,784	30,538	30,622					134,243
Michigan	3,587	3,115	3,461	3,186	3,486	3,254	5,039	5,645					30,773
Superior	1,118	966	1,134	747	704	873	670	656					6,868
Bookmobile	0	0	0	113	149	23	129	318					732
eProducts	12,412	11,903	12,222	10,499	10,720	10,379	10,200	11,266					89,601
TOTAL	29,946	27,383	28,592	25,293	25,607	30,313	46,576	48,507	0	0	0	0	262,217
COLLECTION													
Physical items added	1127	1443	225	940	443	945	730	1,200					7,053
eltems added	969	562	947	585	1,827	726	1,186	1,688					8,490
Items cataloged	186	317	163	301	289	319	241	438					2,254
CURBSIDE APPOINTMENTS													
Whittaker	1,858	1,630	1,706	1,587	1,430	1,075	227	173					9,686
Michigan	585	524	628	507	516	511	102	44					3,417
Superior	212	203	175	165	151	143	136	159					1,344
Bookmobile	0	0	0	21	30	0	20	181					252
TOTAL	2,655	2,357	2,509	2,280	2,127	1,729	465	376	0	0	0	0	14,498
HAND PICKED FOR YOU													
Whittaker	28	21	15	13	16	6	0	0					99
Michigan	6	1	10	3	8	1	0	0					29
Superior	3	0	2	0	1	2	0	0					8
Bookmobile	0	0	0	7	0	1	0	1					9
TOTAL	37	22	27	23	25	10	0	0	0	0	0	0	144
MELCAT													
Loans	890	934	644	864	956	1006	898	999					7,191
Borrows	972	955	730	890	794	883	1,058	1,320					7,602
NEW LIBRARY CARDS													
New applications	102	74	88	77	93	202	349	376					1,361
Student eCards	55	1	0	3	0	0	0	0					59
TOTAL	157	75	88	80	93	202	349	376	0	0	0	0	1,420
PODCAST: YPSI STORIES													
Plays	544	572	686	802	961	1,068	1,184						5,817

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

****Whittaker Rd. reopen June 21st**

****Michigan Ave reopen July 6th**

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	3						393
Superior	1	4	8	10	10	4	7	1					45
TOTAL	80	81	124	129	113	91	10	1	0	0	0	0	629
PROGRAM/SUPPLY/KIT DISTRIBUTION													
Youth	220	272	390	420	263	18	0	50					1,633
Teen	21	24	30	12	21	0	0	63					171
Adult	103	83	106	65	71	35	56	24					543
Partner sites	0	0	0	0	0	0	0	0					-
TOTAL	344	379	526	497	355	53	56	137	0	0	0	0	2,347
REFERENCE <i>Telephone and email</i>													
Whittaker	349	559	578	339	279	2,008	4,131	2,957					11,200
Michigan	424	616	885	481	375	392	1,563	2,175					6,911
Superior	94	120	184	127	126	58	71	73					853
Bookmobile	0	0	0	5	20	52	0	65					142
TOTAL	867	1295	1647	952	800	2,510	5,765	5,270	0	0	0	0	19,106
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	0	0					3
Michigan	0	1	0	0	0	0	0	0					1
Superior	0	0	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	106,125	100,727					794,966
Wireless users	238	419	760	788	710	1,529	3,918	4,987					13,349
App users (unique)	680	681	683	698	658	747	804	866					5,817
TUTORING SESSIONS (826)	21	98	112	100	29								360

****Whittaker Road - Flood week of 3/22/21 - Outreach/Acquisitions**
****Whittaker Rd. reopen June 21st**
****Michigan Ave reopen July 6th**

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)	21(329)	7(137)					86(728)
MICH Youth/Attendance	8(191)	5(34)	8(46)	6(39)	4(30)	7(43)	8(72)	5(47)					51(502)
SUP Youth/Attendance	2(193)	9(35)	1(25)	1(7)	1(12)	8(627)	6(472)	7(579)					35(1,950)
TOTAL YOUTH	19(421)	26(105)	16(87)	20(76)	12(52)	25(803)	35(873)	19(763)					172(3,180)
WHIT Teens/Attendance	3(19)	2(13)	2(14)	2(13)	2(15)	2(12)	2(10)	2(8)					17(104)
MICH Teens/Attendance	5(30)	9(69)	1(30)	4(20)	3(15)	8(70)	4(20)	2(11)					36(265)
SUP Teens/Attendance	0	0	0	0	0	0	0	0					-
TOTAL TEEN	8(49)	11(82)	3(44)	6(33)	5(30)	10(82)	6(30)	4(19)					53(369)
WHIT Adults/Attendance	19(106)	25(139)	28(160)	22(174)	24(163)	23(312)	20(115)	22(208)					183(1,377)
MICH Adults/Attendance	12(116)	14(549)	13(102)	9(80)	14(113)	15(171)	14(134)	10(105)					101(1,370)
SUP Adults/Attendance	2(45)	1(39)	6(87)	3(48)	2(7)	3(47)	2(69)	0					19(342)
TOTAL ADULT	33(267)	40(727)	47(349)	34(302)	40(283)	41(530)	36(318)	32(313)					303(3,089)
TOTAL VIRTUAL EVENTS	60(737)	77(914)	66(480)	60(411)	57(365)	76(1,415)	77(1,221)	55(1,095)					528(6,638)
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							
Vaccine days							28						28
Lunch distribution (Parkridge)						25	79	59					163
Sycamore Meadows lunch help							67	80					147
FUTURE COVID ACTS OF GREATNESS													TBD
WiFi expansion at SUP													TBD
COVID testing days													Summer
Summer Challenge													
Flu shot clinic													September

****Whittaker Road - Flood week of 3/22/21 - Outreach/Acquisitions**
****Whittaker Rd. reopen June 21st**
****Michigan Ave reopen July 6th**

Department Reports

Acquisitions Department Board Report

September 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. As always, we will be extra busy these next few months as the fiscal year wraps up.
- I visited Canton Public Library with Assistant Director Julianne, Customer Services Manager John, and Outreach Manager Mary to see their furniture and office set-ups as we will be getting the same line of products for our flood-damaged work areas.
- Myself and Acquisitions Clerk Gail (who also works at the circulation desk) attended training for the new Communico room reservation system.
- Acquisitions Clerk Brenda has been working on an inventory project, making sure everything is accounted for and accurate on our shelves.

Statistics

- The collection budget is currently 77% encumbered.
- 438 items were cataloged in August.
- 2,888 items were added to the collection, including 1,688 e-items, in August.
- YDL borrowed 1,320 items from other libraries via MeLCat in August.
- YDL loaned 999 items to other libraries via MeLCat in August.

Submitted by Sarah Zawacki
September 16, 2021

Assistant Director
Board Report: August, 2021

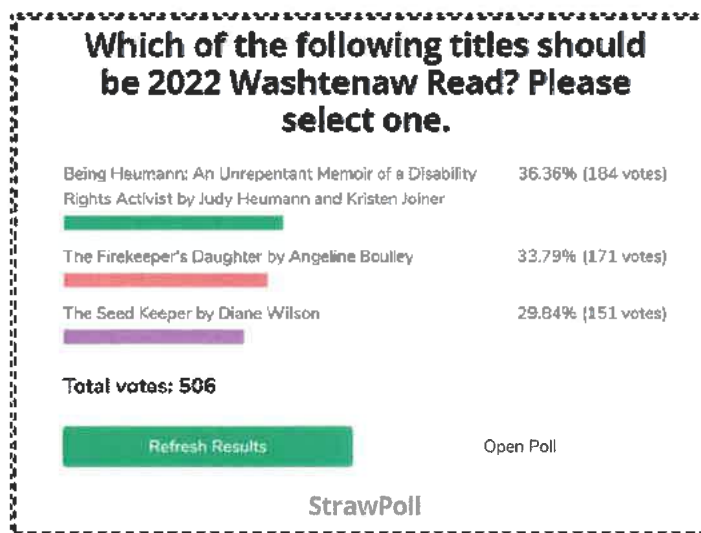
Kanopy (a popular streaming service) will be offered to our patrons in the next few weeks. It has a rich array of films and a very friendly interface. It will nicely complement our growing collection of digital resources.

At the end of the fiscal year, the EDI workgroup will propose that YDL become a fine-free library. While we realize the optics of this proposal given that we are actively fundraising, we would like the Board to have advance notice of our recommendation. While we will provide many more details for you to consider, I am attaching here two documents that address the issue of fines through an equity lens: a 2019 Statement from the American Library Association and the demographic survey we contracted for through Social Explorer. The once “radical” idea of eliminating late fines is increasingly becoming the norm. For fun, you can see libraries across the US who have gone fine-free here: <https://endlibraryfines.info/fine-free-library-map/>

The Friends have had many successes of late. They received about \$200 in donations during the shredding event in August. They had online sales of \$399 over Labor Day weekend (I attached the titles/prices of what they sold – it’s always interesting and unexpected)! And, the biggest news, they now have a Square Reader and will accept credit cards during the September sale. Kudos to them.

Staff from Washtenaw Literacy joined me and the Outreach, Circulation, and Acquisitions teams to a field trip to Canton to see the Trendway furniture line we are considering for YDL. Matt and Jennifer from Library Design will be on site September 21 so we can finalize the details of the purchase. Please keep your fingers crossed that the supply chain is up to speed.

- We have onboarded 3 new staff members this month.
- Lisa and I met with architect Kyle Keaffaber regarding a potential lighting improvement project downtown.
- The personnel committee interviewed two firms regarding a potential compensation study.
- Communico “reserve” (room bookings for patrons) will be ready by end of week.
- I attended a very informative webinar on the growing trend of “First Amendment Audits” and how staff should and should not respond.
- Ancestry’s remote access has been extended through December 31, 2021.
- Just a reminder that board members are welcome to come to the Flu Shot Clinic on September 29 from 1-4:00. We will be in the Community Room at Whittaker.
- Between the windows, the parking lot, task lighting replacements (they look beautiful!), and flood repairs, we are looking a little messy around here.
- The unofficial results of the Washtenaw Read selection is here!



Submitted by Julianne Smith, September 16, 2021



Resolution on Monetary Library Fines as a Form of Social Inequity

Whereas monetary fines present an economic barrier to access of library materials and services;

Whereas there is mounting evidence that indicates eliminating fines increases library card adoption and library usage;

Whereas monetary fines create a barrier in public relations, and absorb valuable staff time applying, collecting, and managing dues;

Whereas the first policy objective listed in ALA Policy B.8.10 (Library Services to the Poor) as approved by ALA Council on January 28, 2019, states that the American Library Association shall implement these objectives by "Promoting the removal of barriers to library and information services, particularly fees, and overdue charges";

Whereas ALA Policy B.4.2 (Free Access to Information) "asserts that the charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services";

Whereas in Economic Barriers to Information Access, An Interpretation of the Library Bill of Rights, ALA states "All library policies and procedures, particularly those involving fines, fees, or other user charges, should be scrutinized for potential barriers to access;

Whereas libraries will need to take determined and pragmatic action to dismantle practices of collecting monetary fines

Whereas libraries of all types are responsive to bodies, be they school districts, boards of trustees, college and university administration, or government entities and therefore need to be able to make the case to those bodies about eliminating fines; and

Whereas monetary fines ultimately do not serve the core mission of the modern library; now, therefore, be it



Resolved, that the American Library Association (ALA), on behalf of its members

1. adds a statement to the Policy Manual that establishes that "The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services.";
2. urges libraries to scrutinize their practices of imposing fines on library patrons and actively move towards eliminating them; and
3. urges governing bodies of libraries to strengthen funding support for libraries so they are not dependent on monetary fines as a necessary source of revenue.
4. establish a working group to develop information resources, including strategies and tips, for libraries interested in abolishing fines, with a report due to Council at the 2019 Annual Conference

Adopted by the Council of the American Library Association
Monday, January 28, 2019, in Seattle, WA

A handwritten signature in black ink, appearing to read "Mary W. Ghikas".

Mary W. Ghikas, Executive Director
and Secretary of the ALA Council



YPSILANTI
D I S T R I C T
L I B R A R Y

Demographic Analysis
YDL Library Service Area Population & Patron Profile

About this Report

This report, based on 2015-19 American Community Survey and Ypsilanti District Library data, seeks to ensure the achievement of equity, diversity and inclusion for the greater Ypsilanti community. It identifies at-risk segments of the population based on economic, education, health, age, race, and family structures. Where relevant, the report compares and contrasts the Ypsilanti community demographics with state and national figures to provide a benchmark that will allow the district to meet its equity, diversity and inclusion goals.

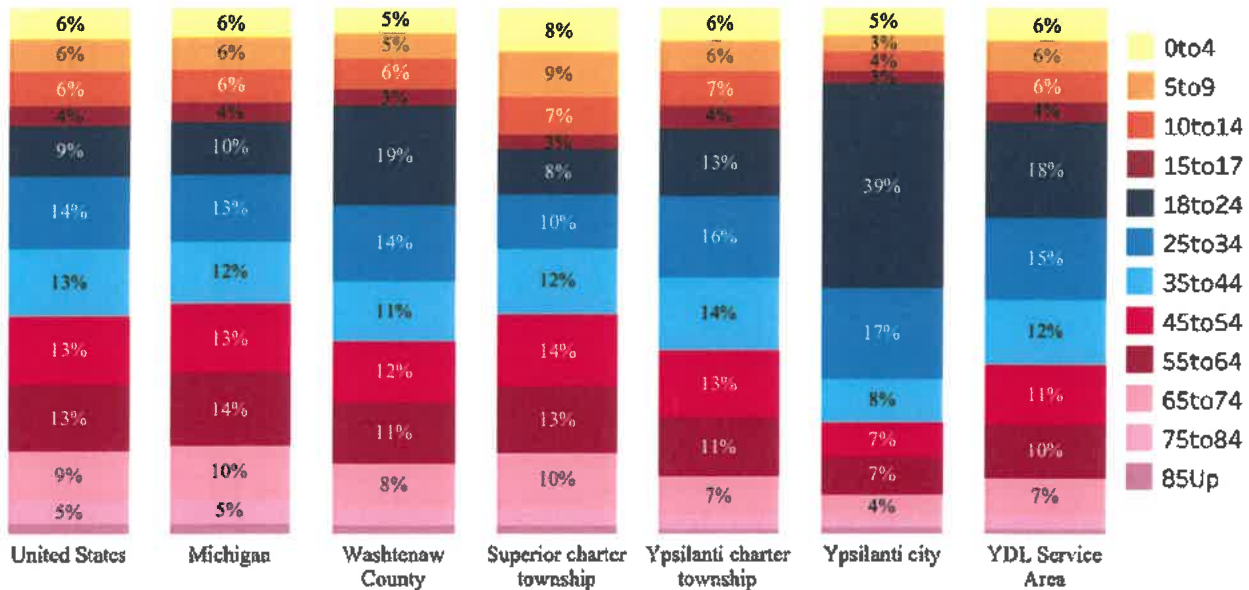
A good library is a reflection of its community. More than a repository of useful information, it is a gathering place for all members of the community. Defining and understanding the unique characteristics of a community is a vital step in ensuring that all members of the community are served by its library.

This report was developed with analysis by Andrew Beveridge, president and co-founder of Social Explorer, and designed by Ed Parsons, executive product manager. It explores the library's service area by various relevant demographic characteristics, including age; gender; race; income and poverty; education; internet access; family structure; and health.

Ypsilanti Library Service Area Community Demographics

AGE

Figure: Age Composition of YDL Service Area & Relevant Geographies



The most unique demographic characteristic of the Ypsilanti community would appear to be its relative youth. The typical Ypsilanti resident is slightly older than 24 years old, while the typical American is 38 years old.

Young people, however, make up a disproportionately small percentage of library patrons. The 19,500 people under the age of 18 account for 21 percent of the area’s total population but only 14 percent of patrons. If there’s encouraging news for this cohort, it’s that 1 in 4 people younger than 18 – almost 5,000 young adults -- regularly use the library.

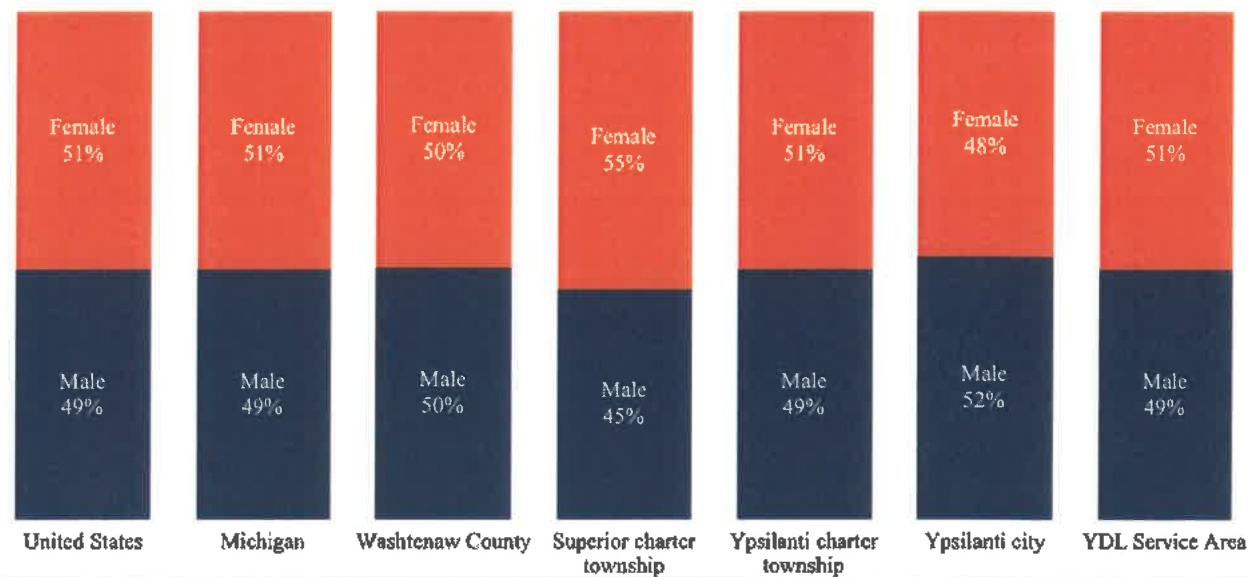
The largest share of library patrons come from the 18- to 44-year-old group, which is expected, given the size of the population. They make up 50 percent of the area’s total population and 45 percent of patrons. Among the 40,800 people between the ages of 18 and 44, about 16,700 -- slightly more than 40 percent -- can be considered to be library patrons.

People between the ages of 45 and 64 make up 22 percent of the area’s population and 24 percent of library patrons. Within the age group, the 8,193 people who regularly use the library make up 41 percent of people between the ages of 45 and 64.

The most consistent share of library patrons would appear to be among people who are older than 65. They account for roughly 11 percent of the population and 11 percent of all patrons. The 3,700 patrons over the age of 65 constitute about 38 percent of the group’s total population.

GENDER

Figure: Sex Composition of YDL Service Area & Relevant Geographies



Female library patrons account for approximately 3 of every 5 library visitors. The largest female group includes women between the ages of 18 and 44; 51 percent of the 20,200 people in this cohort qualify as library patrons. Women between the ages of 45 and 64 are a distant second, with 47 percent (almost 5,000 people) regularly using the library.

Women older than 65 account for about 10 percent of female library patrons. Almost 2,300 of the 5,300 females (42 percent) in the service area regularly use the library. Women younger than 18 have the smallest percentage of any age group when it comes to visiting the library; only 2,500 of the 9,600 women (26 percent) in the service area are considered library patrons.

Men make up a considerably smaller percentage of library patrons than women. Among the 13,000 male library patrons, the largest share – almost half – came from men between the ages of 18 and 44. About

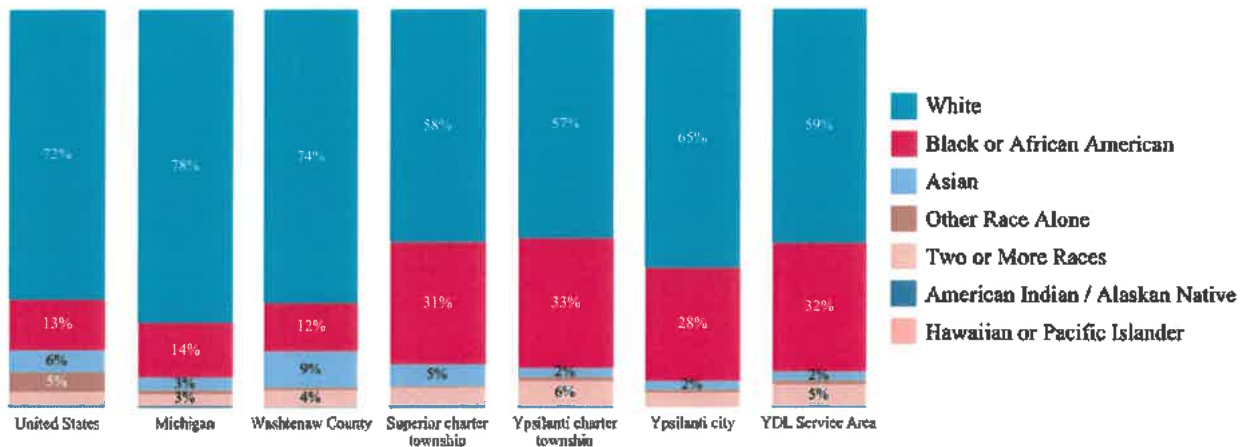
30 percent of men between the ages of 18 and 44 said they regularly used the library. The next largest share consisted of almost 3,200 men between the ages of 45 and 64.

One-third of the 9,400 men in the 45- to 64-year-old cohort are library patrons.

About 2,200 males younger than 18 made up slightly less than 7 percent of all visitors. The young library patrons represented about 22 percent of the age group. Almost 1,400 men over 65 (32 percent of the total in the age group) regularly visited the library.

RACE

Figure: Race Composition of YDL Service Area & Relevant Geographies



The Ypsilanti library district’s service area is among the most diverse in the region, with a lower percentage of non-Hispanic whites than the surrounding area. About 55 percent (49,917) of the district’s residents are white, non-Hispanic – far less than the 75 percent in Michigan, 70 percent in Washtenaw, 62 percent in Ypsilanti proper, or 61 percent in the entire United States. The largest ancestral groups in the Ypsilanti area are German and Irish.

The second largest racial/ethnic group in the library district is the black, non-Hispanic population (27,797), which makes up almost 31 percent of the population within the service area. This figure is not significantly different from the black, non-Hispanic population in Ypsilanti proper (28 percent) but far exceeds the black, non-Hispanic makeup of Ann Arbor charter township (2.1 percent), Washtenaw County (12 percent), the state of Michigan (14 percent) or the United States (12 percent).

Hispanics, the nation's fastest-growing ethnic group, make up slightly less than 6 percent of the Ypsilanti Library Service Area – slightly more than the roughly 4.5 percent in Washtenaw County or Ypsilanti proper. The region has a small but relatively consistent Hispanic population across geographic boundaries, ranging from 4.2 percent in Superior charter township to 6.7 percent in Ypsilanti charter township. Hispanics make up 5 percent of Michigan's population but almost 18 percent of the U.S. population.

The Ypsilanti area still tends to have fewer first-generation immigrant households than the United States. Only 10 percent of people in Ypsilanti city speak a language other than English at home, about the same percentage as the state of Michigan but far less than the 22 percent of U.S. households that speak other languages at home.

INCOME AND POVERTY

The relative youth of Ypsilanti ensures that it will have a high percentage of lower income residents. The city's median household income in 2019 was \$39,332, far less than the statewide average of \$57,144 and the national figure of \$62,843.

While the percentage of extremely poor households in the Ypsilanti Library Service Area (13.5 percent with reported income \leq \$15,000 annually) is far lower than the 21.3 percent of extremely poor households in the City of Ypsilanti, the service area still shows signs of being severely challenged, especially when compared to wealthier surrounding enclaves such as Ann Arbor charter township (4.8 percent extremely low income).

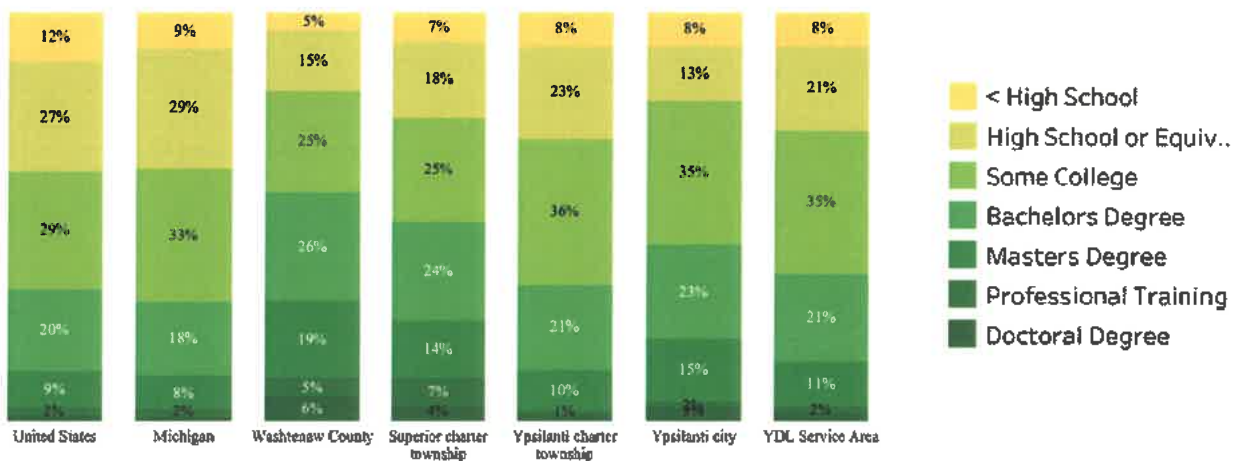
The poverty rate in Ypsilanti city is among the highest in the nation. Almost 1 in 3 residents of the city is living below the poverty line. Statewide, 14.4 percent of residents are poor; nationally, the poverty rate in 2019 was 13.4 percent. Among families, the poverty situation appears less dire; only 13.7 percent of families in the library service area are poor, although 24.3 percent of families in Ypsilanti proper live below the poverty line. The Ann Arbor charter township has the lowest poverty rate (1.7 percent) for families, according to the 2015-19 American Community Survey.

The library service area has a very modest middle class, with 25 percent of households reporting incomes between \$40,000 and \$75,000 – roughly the same percentage as the City of Ypsilanti and Washtenaw County. The middle income population ranges from 13.8 percent in Ann Arbor charter township to 26.4 percent in Ypsilanti charter township.

Slightly less than 5 percent of the service area’s households make more than \$200,000, according to the 2015-19 American Community Survey. The figure is less than half the Washtenaw County percentage of 11 percent. The percentage of households in the area that make more than \$200,000 annually ranges from 3.1 percent in Ypsilanti city to 31.8 percent in Ann Arbor charter township.

EDUCATION

Figure: Education Composition of YDL Service Area & Relevant Geographies



Members of [highly educated households tend to use libraries more](#). Slightly more than 37 percent of adults living in the Ypsilanti service area have earned a bachelor’s degree or higher. This shouldn’t be surprising, given its proximity to Ann Arbor (where 76 percent of adults have a college degree).

The greatest percentage (34 percent) of adults in the service area have completed some college; about 8 percent are high school dropouts. In Michigan, 33 percent of adults finished some college, while 9.2 percent dropped out of high school. Nationwide, 28.9 percent of adults have attended college, and 12 percent have dropped out of high school.

Comparatively speaking, the educational attainment figures bode well for the Ypsilanti service area, with a range of 33.2 percent of the adult population holding college degrees in Ypsilanti charter township to 84 percent in Ann Arbor charter township. Among adults older than 25 years old, only 29.2 percent of people in Michigan have a college degree; nationwide, 32 percent have a postsecondary degree.

INTERNET ACCESS

Libraries have emerged as a primary location for Americans to get internet access, especially high-speed broadband access that's [available to only 73 percent](#) of the population. In that respect, the Ypsilanti Library Service Area is representative of the country, with 73 percent of its residents having a broadband subscription. That figure, however, is much less than several surrounding areas. Ann Arbor charter township, for example, has 91.7 percent broadband penetration; Washtenaw County has 78 percent broadband; the state of Michigan has 82 percent broadband; and 83 percent of U.S. households report having broadband.

Likewise, the library service area is fairly representative when it comes to the percentage of residents without internet access. Slightly less than 10 percent of people in the area have no internet access; about 15 percent of Michigan households and 14 percent of U.S. households don't have access to the internet, according to the 2015-19 American Community Survey.

FAMILY STRUCTURE

A 2015 Pew Research Center poll found that a library closure would have a [“major impact” on 39 percent of parents](#) with young children. The Ypsilanti Library Service Area has fewer married-couple households than most of the surrounding area, with only 35.3 percent of households including a traditional married couple. Washtenaw County, for example, reports about 46 percent married households; Michigan and the U.S. both have about 48 percent married family households.

Ypsilanti city also has a much lower percentage of households with children. Only 17 percent of the city's household report related children living in a household. Almost 30 percent of Michigan households and slightly more than 30 percent of U.S. households report related children living under the same roof.

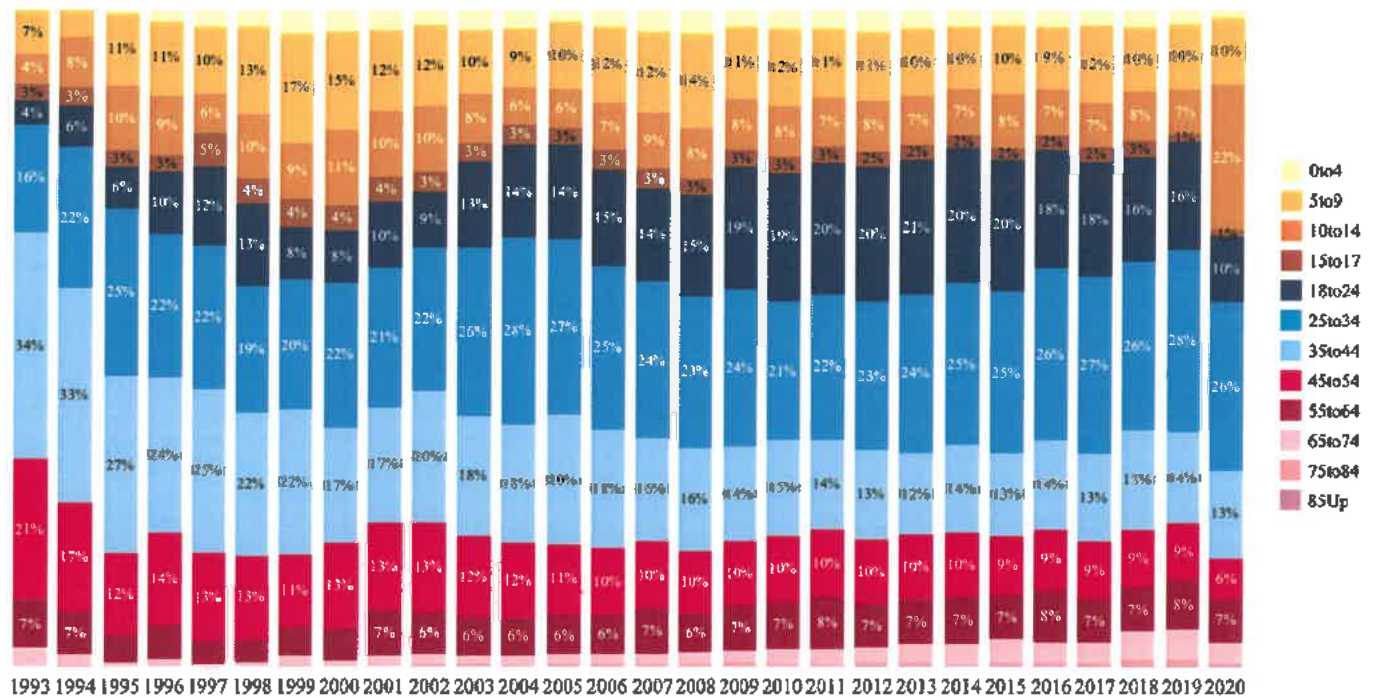
HEALTH

Almost 1 in 10 people living in the Ypsilanti Library Service Area have a disability. The percentages of disabled people range from 5.1 percent in Ann Arbor charter township to 11 percent in Ypsilanti charter township. The greater Washtenaw County area reports that 6.8 percent of its residents have some type of disability; the state of Michigan, 14.1 percent; and the United States, 12.5 percent.

Ypsilanti District Library Patron Profile

PATRON AGE

Figure: Age at Time of Registration, by Year

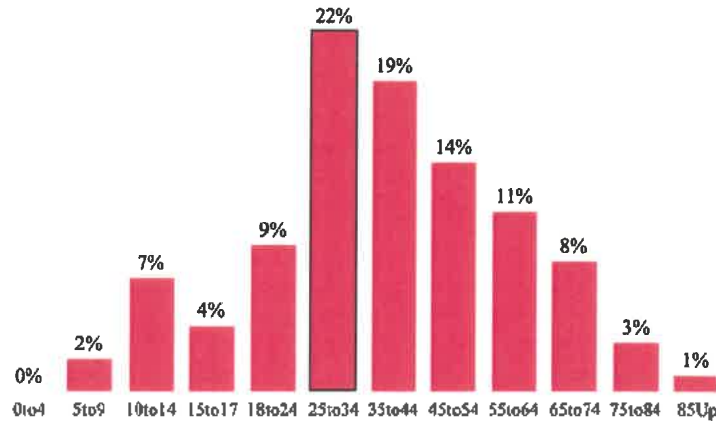


The average age at time of record creation for all patrons, is 30 years. This is relatively consistent since 1993. There is some nuance. For example, in the mid-late 1990s, first-time registrants were more likely to be aged 31-45 than they were to be age 18-30. In the mid-late 2000s, the opposite is true. This unfortunately doesn't result in an overall younger audience profile, because since the 1990s there has been a slight decline in child utilization (with the exception of a spike in child registration in 2020).

AGE DISTRIBUTION

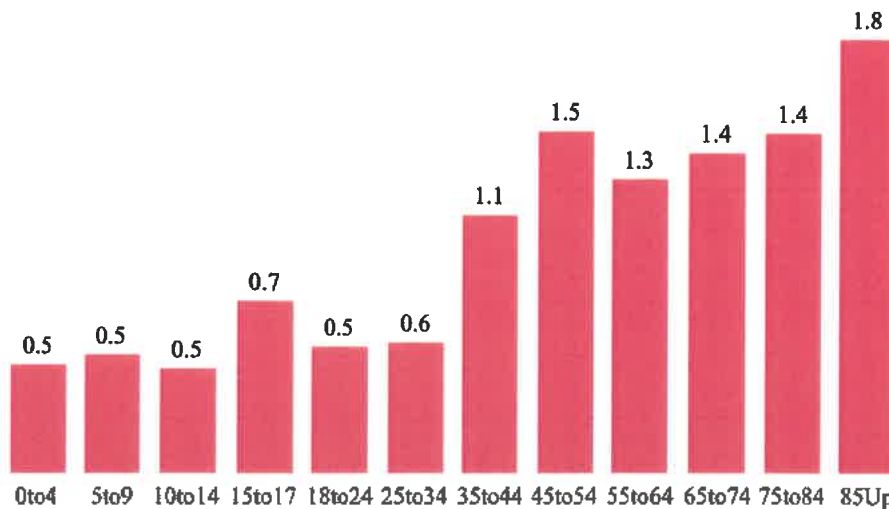
Among children, patronage to the YDL peaks between ages 8-10. There is very little active patronage among teens. Nearly 50% of patrons are within the 18-45 year old age range.

Figure: Age of Active Patrons (Expiring after 1/1/2018)



SERVICE UTILIZATION BY AGE

Figure: Average Monthly Checkouts by Age, Active Patrons



There is a clear upward trend, such that increased age corresponds to greater checkout frequency, with patrons age 30+ far outpacing the activity levels of younger cohorts.

Patrons older than 31 years are the most active, averaging 1.3 checkouts per month across the life of their patronage. This is more than double the number of checkouts of 18-30 year-olds (0.6 checkouts per month). Patrons under age 30 average one checkout approximately every two months.

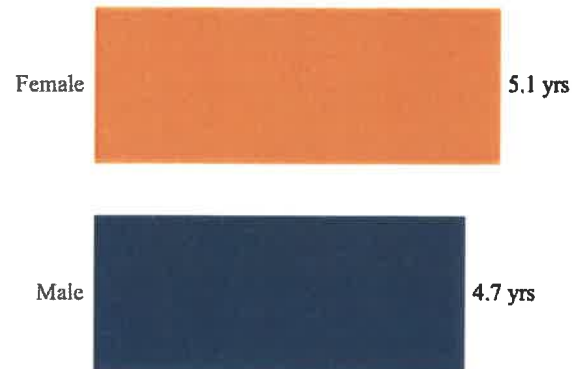
PATRON GENDER

The patron profile skews female, with 61% of all active patrons reporting a female gender identity. Female patrons tend to remain engaged with YDL for an average of 6.4 years, which is nearly 8 months longer than the Male patron average of 5.7 years.

Patron Sex Ratio
(Active Patrons)



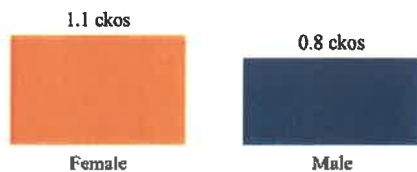
Average Total Years of Patronage
(Inactive Patrons)



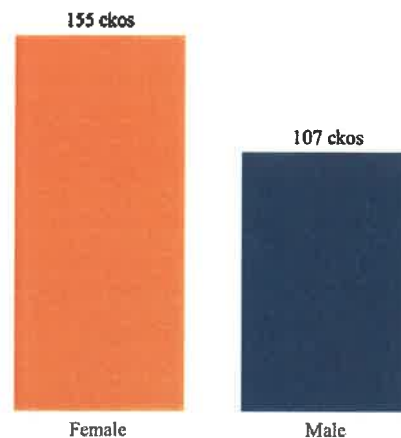
SERVICE UTILIZATION BY GENDER

Female patrons outperform male patrons in service utilization, with 27% more checkouts per month, and 45% more checkouts across the lifetime of their patronage.

Monthly Checkouts by Sex
(Active Patrons)



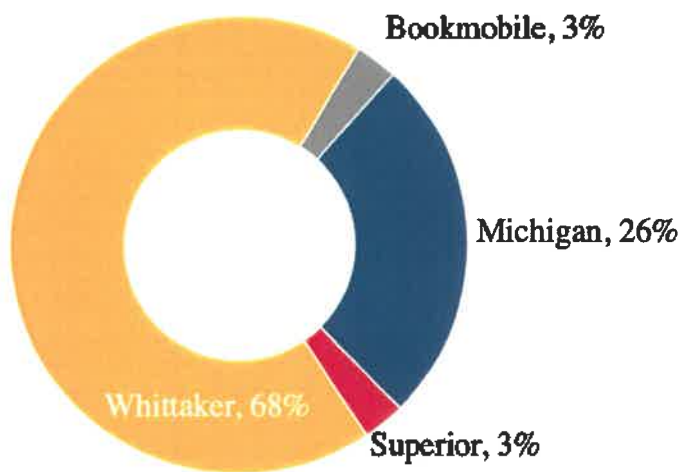
Lifetime Checkouts by Sex
(Active Patrons)



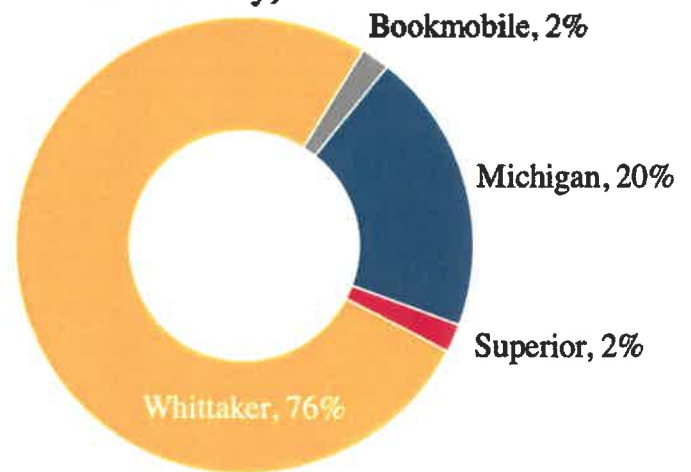
PATRONAGE BY BRANCH

PATRONAGE BY BRANCH

Active Patrons by Branch



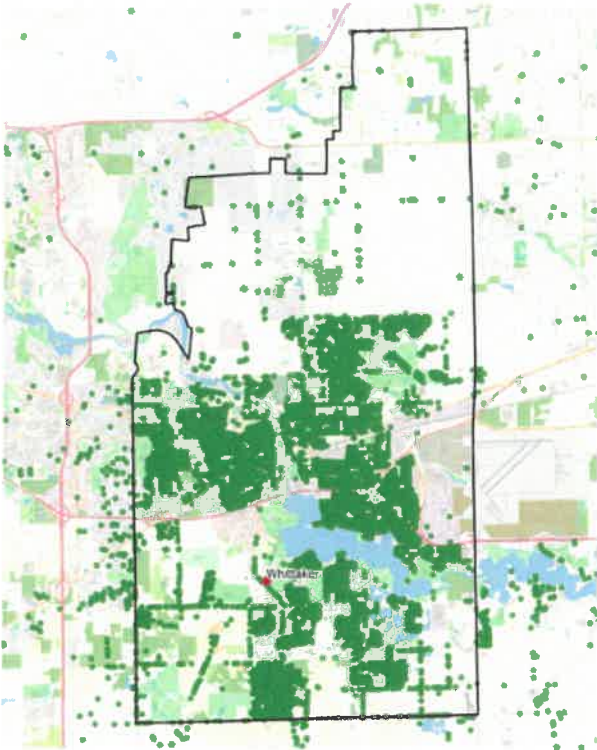
**Total Lifetime Checkouts by Branch
(Active Patrons Only)**



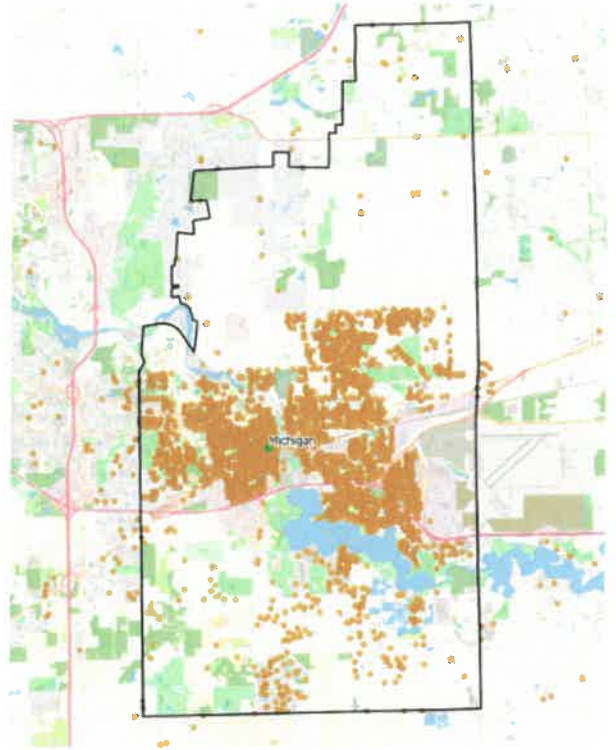
- The vast majority of patrons and checkouts are associated with the **Whittaker** location.
- The **Michigan** location accounts for approximately 1 out of 4 patrons, and 1 out of 5 checkouts.
- 3% of patrons are associated with the **Bookmobile**, and about 2% of all checkouts among active patrons are associated with the Bookmobile.
- The **Superior** location accounts for approximately 3% of patrons and 2% of checkouts.

PATRON PROXIMITY TO BRANCH

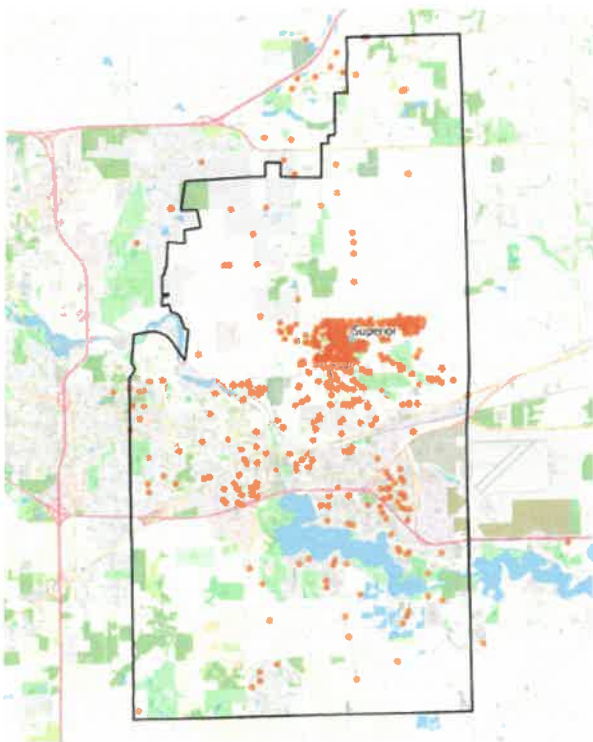
Whittaker Patrons



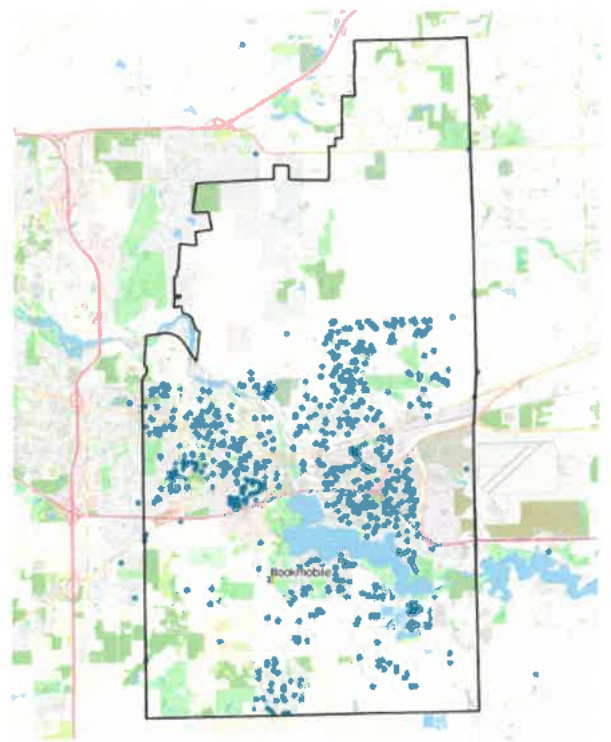
Michigan Patrons



Superior Patrons

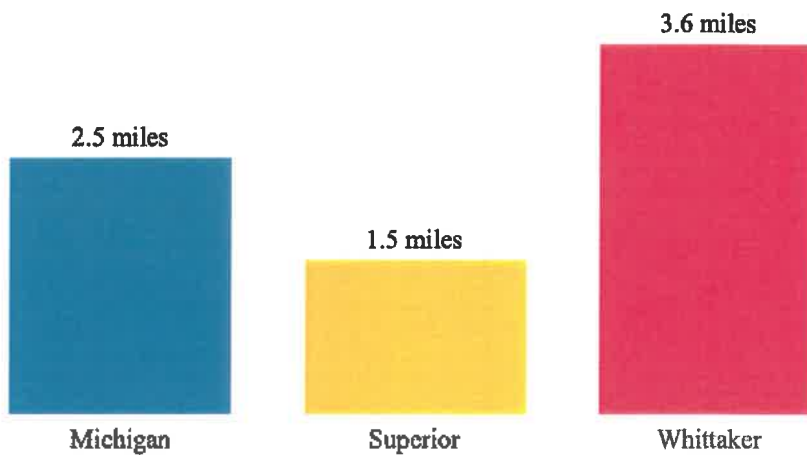


Bookmobile Patrons



On Average, patrons live within 3.5 linear miles of the branch they are associated with, and within 3.9 miles of the Whittaker branch.

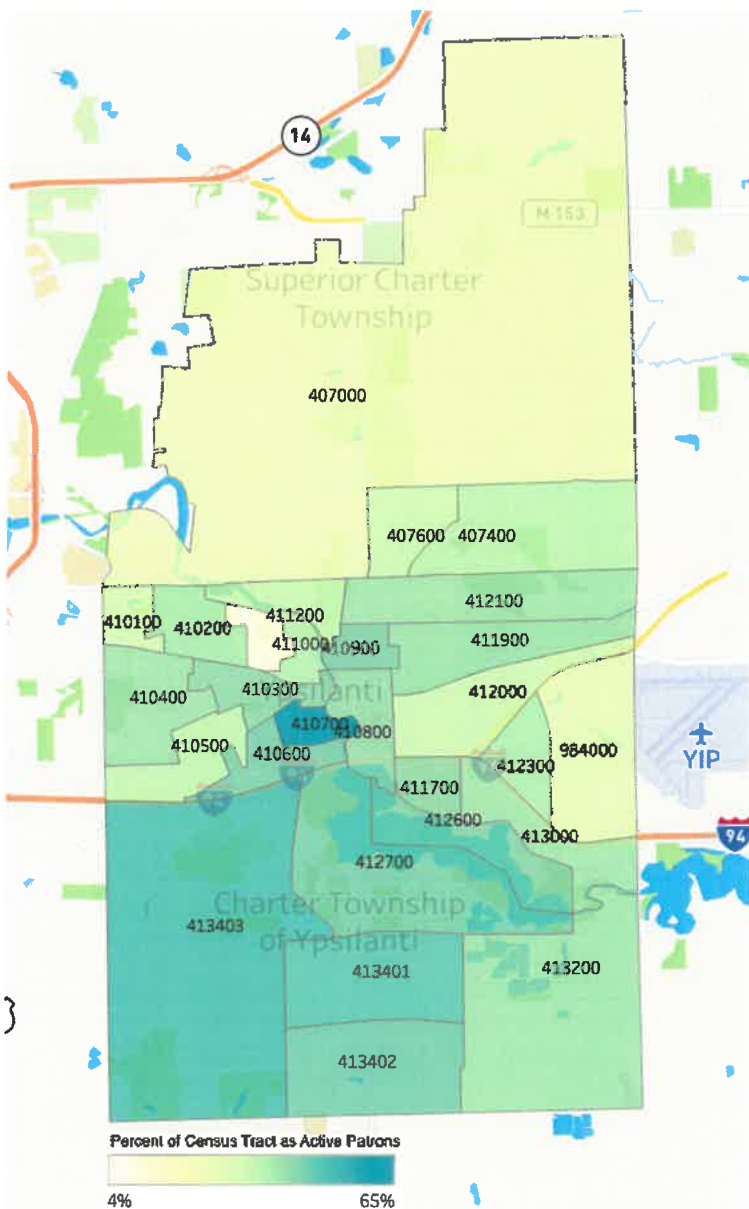
Average Distance from Home to Recent Branch



Ypsilanti District Library – Population Capture

POPULATION CAPTURE BY CENSUS TRACT

- 40% of the service area population are patrons of the YDL system.
- The Tract where the YDL Whittaker branch is situated is the most engaged, with active patrons accounting for 65% of the population.
- The northernmost tract (4070) which includes Superior township, is the least engaged, with active patrons accounting for 24% of the population.
- Tract 411100 is largely uninhabited, and is an outlier



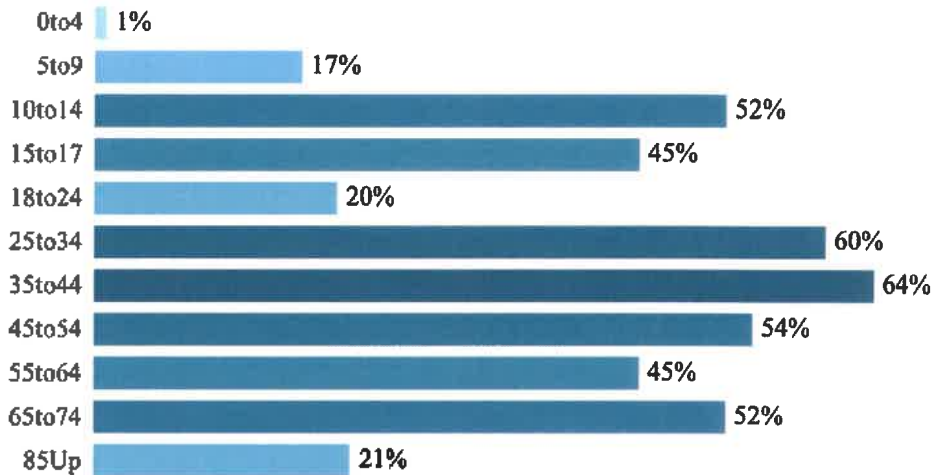
Census Tract	# Patrons	% of Tract
407000	457	24%
407400	2140	37%
407600	1069	34%
410100	934	31%
410200	932	40%
410300	1903	43%
410400	1484	40%
410500	946	35%
410600	1193	46%
410700	791	65%
410800	730	42%
410900	702	45%
411000	1028	36%
411100	113	4%
411200	905	35%
411700	947	43%
411900	1408	42%
412000	1395	33%
412100	1296	40%
412300	1161	38%
412600	1074	45%
412700	2582	46%
413000	1441	40%
413200	1849	40%
413401	2226	49%
413402	2544	47%
413403	1067	51%
984000	12	26%

EMU

POPULATION CAPTURE BY AGE & SEX

AGE

Figure: Percent of YDL Service Area Population Currently Engaged, by Age

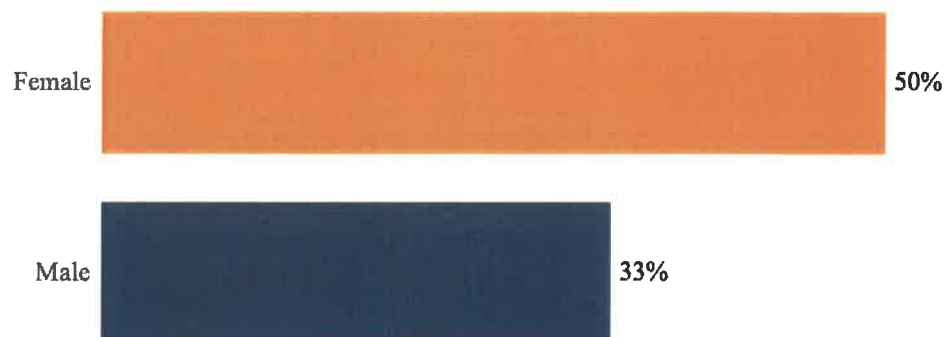


- YDL services above-average percentages of the service area’s adult population (age 25-84).
- The 18-24 year old age group has below-average representation among active patrons, though this is likely due to this population’s university-related transience.
- Children under age 10 are engaged at nearly half the rate of the rest of the population.

SEX

Though male and female populations are approximately equal in size, a greater proportion of female residents in the service area are engaged with the YDL. While 48% of female residents are active patrons, only 30% of male residents are active patrons.

Figure: Percent of YDL Service Area Population Currently Engaged, by Sex

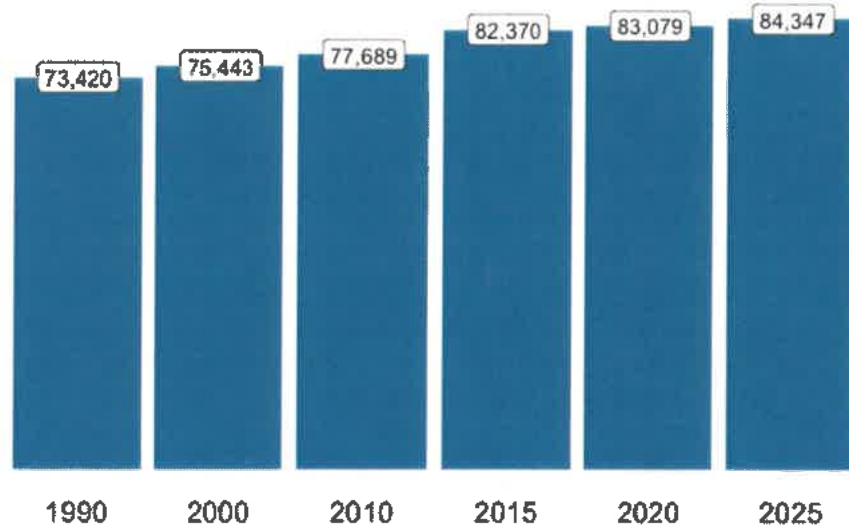


**Ypsilanti Library Service Area
2025 Population Projections**

2025 SERVICE AREA POPULATION PROJECTIONS

The overall service area is expected to maintain a trend of modest population growth.

YDL Service Area

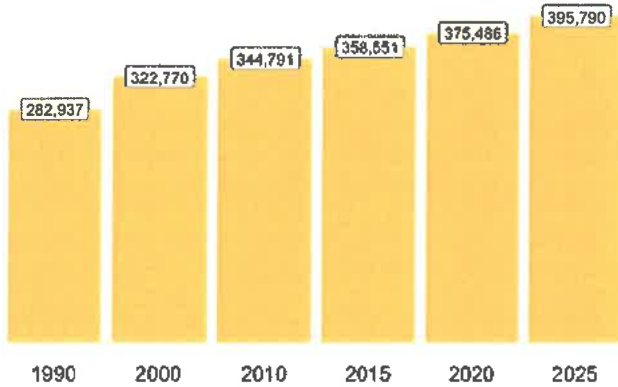


Geography	1990	2000	2010	2015	2020	2025
Washtenaw County	282937	322770	344791	358551	375486	395790
Ann Arbor city	109608	114024	113934	117303	121690	126027
Ypsilanti city	24846	22237	19435	22086	22926	23062
Ann Arbor charter township	3463	4385	4067	4771	7647	8056
Superior charter township	8720	10740	13058	13148	13607	14456
Ypsilanti charter township	45307	49182	53362	55358	55055	55869
YDL Service area	73420	75443	77689	82370	83079	84347

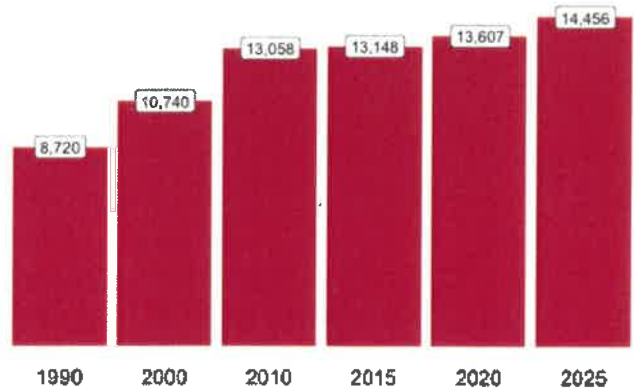
2025 REGIONAL POPULATION PROJECTIONS

Consistently, the Ypsilanti District Library’s component, encompassing, and surrounding geographies should expect population growth over the next 5 years.

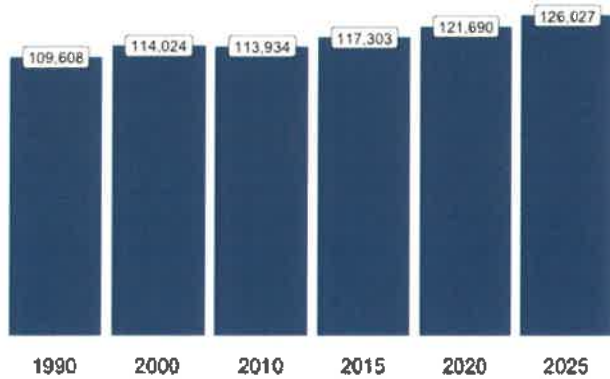
Washtenaw County



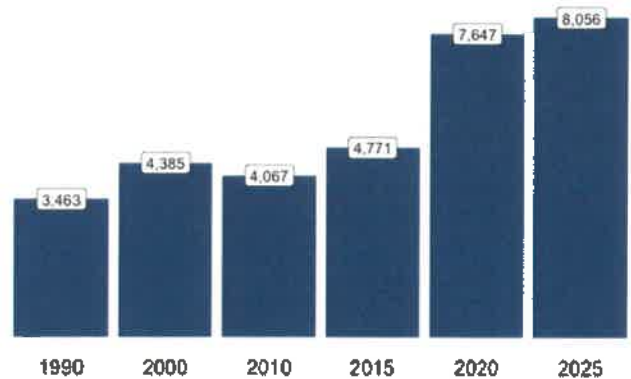
Superior charter township



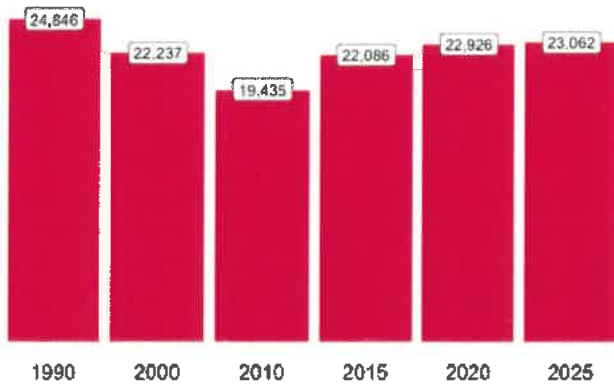
Ann Arbor city



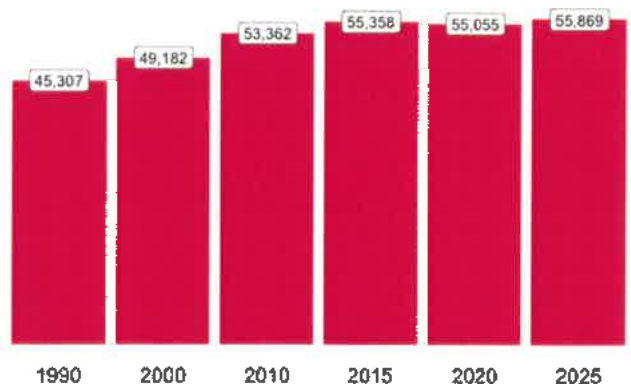
Ann Arbor charter township



Ypsilanti city



Ypsilanti charter township



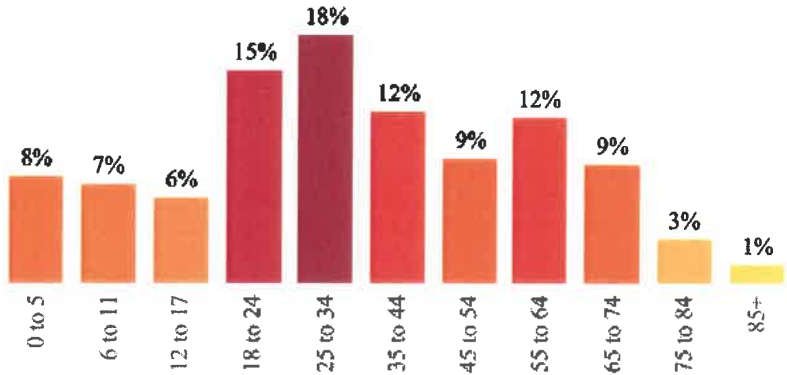
2025 POPULATION DEMOGRAPHICS

The population structure in the YDL Service Area is not forecasted to change radically in the next 5 years. Current efforts to increase engagement with under-served demographics should continue to serve the priorities of the YDL for years to come.

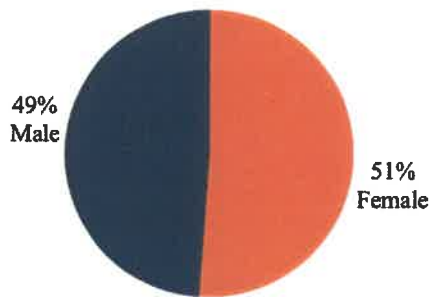
The age structure will be largely similar, with a slight aging of the population. A population that has a higher proportion of adults favors the library, given adult utilization rates meaningfully exceeding those of the youth patrons.

The sex structure of the population is forecasted to remain unchanged, and minor percentage point changes to the racial composition of the YDL Service Area suggest that the greater diversity that the service area currently displays over that of the nation, state, and county will persist into the foreseeable future.

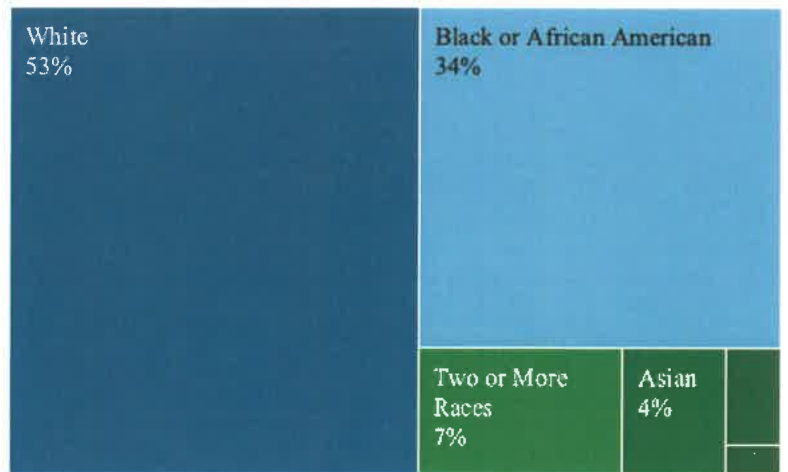
2025 Population by Age



2025 Population by Sex



2025 Population by Race



Notes/Disclaimers

N_ckos

This number likely represents total number of checkouts across the life of a person's patronage. This challenges the possibility of studying actual service utilization frequency by year or month. As a stand-in for actual data consisting of individual checkout transactions for each customer, lifetime ckos are distributed across the lifetime of a patrons membership in order to generate utilization rates such as 'Average Monthly Checkouts'.

Average Monthly Checkouts

"Average Monthly Checkouts" is derived from the total number of checkouts (n_ckos) across the lifetime of a patrons membership, divided by the number of months since their initial registration. This methodology lends itself to an under-representation of engagement among long-standing patrons who may have had periods of inactivity since their original registration. This methodology also lends itself to an over-representation of engagement among recently registered members, who have fewer months across which to distribute their checkouts.

Furthermore, this is not a strong representation of the typical number of items checked out by a patron in a typical month, and is instead a means of distributing consumption across time to enable comparative analysis.

This methodology is used due to limitations in the available data. A more refined analysis would require data inclusive of every single item that is checked out across a given period of time, inclusive of the patron ID associated with each of the checkouts.

Distance from home to branch

Calculated by computing linear distance between latitude & longitude coordinates for home & for branch, and multiplying by 69 (approx. mileage per 1 degree of lat/lon distance). This is linear distance, "as the crow flies". Actual traveled distance may vary.

Data Quality

Does a patron have freedom to move between branches? If so, how is location assigned? Is this "most recent location"? Location where the patron registered? There are implications here when it comes to the interpretation of about geographic distribution of patrons.

Friends of YDL Online Sales over Labor Day Weekend, 2021

Title	Note	Year	Price
Classic TV Westerns 300 Episodes	DVD	2008	50
Tales Of Norse Mythology	Barnes and Noble-Leather	2017	28
Complete Terry and the Pirates, Vol. 1: 1934-1936	Withdrawn Library Book	2007	20
Nicholas Roerich: The Life & Art of a Russian Master	Hardcover	1989	70
he ABC of Lettering	Hardcover	1986	17
Mental alchemy	Rosicrucian library		60
George L. Beam and the Denver & Rio Grande: Volume II	Hardcover	1989	15
The Historical Bigfoot	Trade Paperback	2006	18
Understanding Comics: The Invisible Art	Trade Paperback	2014	11
De Revolutionibus Orbium Coclestium, Copernicus	Folio Society-Leather	2008	70
The Complete Terry and the Pirates, Vol. 5: 1943-1944	Withdrawn Library Book		40
			399

Communications & Development

Monthly report: September 2021

Major print pieces produced:

- The fall issue of The Loop hit mailboxes the first week of September. It focuses on back to school, reopening details, and more! We were able to publish community content from Ypsi and Lincoln schools, the Health Department, YpsiWrites, Growing Hope, and more.



Promotions

- **Capital Campaign:** As of 9/15 we're about \$7,000 away from reaching our \$25,000 goal to fund the picture book collection at the new library. On 10/1 we'll start another matching challenge, and have made a few videos to post on our site, the crowdfunding page, and social media. The videos feature people talking about what the library means to them, what their favorite library moments were, and what they're thinking about the new library.
- **Library Card Signup Month:** We had an article about Library Card Sign-up Month in the Fall issue of The Loop, and have a blog post that directs people to more resources (including a Library Bingo Card!) that they can use to help celebrate and promote getting your library card. We've also featured it in our weekly emails.
- **Friends Book Sale:** We had an article in The Loop about the Friends Annual Book Sale and have promoted it in emails and on social media.

Notable Media Mentions

- There is an article forthcoming in American Libraries Magazine about "local history" podcasts being produced by libraries, and they're featuring an interview with Shoshanna about Ypsi Stories.
- Kelly Scott and YDL were mentioned in a Concentrate article about Washtenaw Community College STEAM classes and resources.
- MLive had an article about the Parkridge Summer Festival and the YDL Booth and services were featured in that roundup.
- The YpsiWrites Art Walk was featured in a Reinhardt Realtor's blog about walking tours in our area.

Community Relations

- **Dine to Donate at Aubree's** – On September 8, Aubree's hosted a Dine to Donate event to benefit YDL that brought in \$237 for the library.
- Sam has given three talks (partnering with YpsiWrites) on marketing writing: one focused on reaching your audience, one focused on brand writing tips, and one focused on editing tips.
- Sam and Mary continue to attend Parkridge meetings and provide YDL updates.

Notable Staff Communication

- Sam has officially finished Communico Room Reservation training with the staff and we'll be opening up most rooms for patron use again soon.

Notable Social Media activity

Ypsilanti District Library
Published by Hootsuite · September 4 at 11:45 AM · 🌐

Congratulations to all of our Summer Challenge Prize Winners! Thanks to everyone who participated, and we already can't wait for next year's Summer Challenge.

CONGRATULATIONS
TO OUR SUMMER CHALLENGE WINNERS!

Grand Prize:
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1,330 People Reached 67 Engagements Boost Post

👍❤️ 16 1 Share

- Our post highlighting the Summer Challenge Prize Winners reached over 1,300 people with almost 70 engagements.
- The post highlighting the construction progress at the new Superior Building with aerial shots reached more than 1,000 people with over 70 engagements and 20 likes.
- Our post about the Friends Book Sale reached over 800 people with almost 50 engagements.

Submitted by Sam Killian on September 17, 2021

Customer Services

Monthly report: September 2021

Circulation Stats

For the month of August, we checked out 37,241 items system wide, and patrons downloaded 11,266 digital items. We also issued 376 new library cards.

The Whittaker Road library had 173 curbside appointments.

Staff News

We've hired two new pages at YDL-Whittaker, Emma Seibert and Rose Allen.

Emma and her family are long time users of YDL. Her father, Perry Seibert, hosted a film series at Whittaker for a number of years.

Rose, is currently a sophomore at EMU, and has previously worked as a page for the Waterford Township Public Library.

We are very happy to have them both join the Customer Services team at Whittaker.

Submitted by *John Connaghan* on September 15, 2021

Facilities Department

Board Report: September 2021

Busy is the word in the Facilities Department with all the routine things that happen every day. Here are a few of some of the things added to our list.

Another shipment of withdrawn books boxed up, palletized, and picked up by Better World Books (BWB). Friends of the Library get to check out all books, to see if they want to put in their sale before we send them to BWB. Five pallets, 200 boxes of books sent out. BWB sends us a portion of the sale of any book they sell. No cost to us to ship the books, BWB covers that cost.



Helped Christy get set up for Shredding Day for patrons. Signage, cones, tent, recycle boxes, and trash cans set up to help things run smoothly.



A leak developed in a drain pipe from the Whittaker Road second floor into the office area. Associated plumbing came out. They are putting together a proposal to replace a cast iron pipe that split. The plumber said it looks like the settling of the building over the years put pressure on the pipe to cause the damage. It is temporarily fixed until repairs are done.



A hot water heating loop pipe developed a leak in the Whittaker Road Youth Department area. Campbell, Inc. is putting together a proposal for repairs on that pipe. After repairs are complete, Drywall work will need to be done on the ceiling area.



ASI Paving has begun their work on the south parking lot. Hopefully the weather cooperates so the work will be done in a timely manner.



Submitted by: Jim Reed

September 16, 2021

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

September 2021

Status Report

- PC Replacement: We are anticipating the Delivery of Staff Pc's. The best estimate for delivery has been roughly October and so far that is staying true. We will be working on building some custom images for the various staff computer environments ahead of time to help accelerate the rollout of the new equipment throughout November.
- Antivirus – TLN recently switched their antivirus partner which we subscribe to. The new provider is Crowdstrike and was selected as the best solution out of three candidates by TLN. We are currently migrating systems and will do so throughout October.
- New servers – 2021 will be a year of system upgrades. Newly acquired hardware/virtual software provides us with a platform to grow and refresh almost every one of our in house systems. I've added the Virtual hosts to their new home.
- Virtual Meeting equipment – We've worked to build Technology Equipment kits that support the majority of technology needs when performing virtual programing/meetings. These kits will be made available to all locations and intend to be reservable through our new event/room reservation platform Communico.
- Wi-Fi – We've received new equipment and will be formulating a plan to address Whittaker Rd and Michigan Ave objectives. An expansion of outdoor Wifi services towards the southern parking lot at Whittaker Rd and a similar expansion to fortify Wifi access in the Michigan Ave park towards Michigan Ave.
- YDL- Internet Filter: We'll be working with TLN to implement Open DNS internet Filtering. We're hopeful to have this fully operational sometime in September.

Overall System Status

- We're happy to report that Whittaker and Michigan are both open for business. We are actively preparing Superior for an anticipated future opening.
- Misc New Equipment – We'll be adding some focused printers to assist in layout redesign, Communico room reservation kiosks for patron self-service, and add some additional equipment after some input from recent staffing area redesign considerations.

New or Upcoming Items

- Exploring additional patron technology solutions in regards to an anticipated federal funding increase.

Michigan Avenue Board Report: September 2021

Programs

We've had our first in-person programs with Family Maker Day, Knitting Plus, Manga interest group, financial aid for college, and Read to Paddington. Understandably, attendance has been low for most in-person programs but we hope it will gradually build up as people feel more confident that people are masking. All staff are masked and, even though we are only recommending that patrons mask, almost all patrons are masked. Pat's book clubs continue to meet outside at Whittaker.

Shoshanna has received recording equipment so she will be able to record podcasts in person. Almost all the current podcasts were recorded through Zoom but in-person recordings are usually better quality. The podcasts have been running for a full year now!

Joy setup a display created by the 911 Museum & Memorial for the 20th anniversary of 911. There have been many people stopping to peruse the posters. Many thanks to Sam for printing the large format posters!

Staff

We have hired V Oakes as shelving page. V started coming to the library since they were a young child and LOVES the library. V is very excited to work in their favorite place! We are also very excited to bring in Courtney Duke to fill the part-time clerk position. She was chosen from a large pool of candidates. Pat has been deeply involved in the Program Planning Committee and will be part of the training crew. Most youth staff are going to the youth services diversity meetings and doing follow up tasks like book lists and content on the website. Pat is writing a piece on Critical Race Theory for the youth page. Kelly, Mary and other staff are meeting with Liberate Don't Incarcerate to learn more about deescalating and other options to deal with problems in the library before calling the police. Kelly is working hard putting together 100 teen subscription packs, ordering supplies, and meeting with the steering committee.

Building

The program room is almost empty of all the things piled in there during our painting and reorganization projects. The kitchen counter is finally installed and Jim and Ron have added the sink, faucet, and garbage disposal. This project was started in October last year and, due to difficulty getting cabinets and counters, is finally almost done. It will make a big difference for the staff to have the freshened up kitchen. DTE replaced a leaning and rotting light pole in the parking lot.

Joy Cichewicz
September 17, 2021



Tween Book Club



Read to Paddington



Family Maker Day-Soap Clouds



911 Exhibit

Outreach Services Board Report

September 2021

Superior:

- We hosted a pop-up browsing event on September 2. The weather was great and we saw about 30 people. We are excited to host another on September 30, weather permitting. We plan to host two per month while the weather allows.
- The garden is winding down for the summer. It was a great season with visitors getting to pick their own produce when they came through. While we didn't do the traditional cooking programs of pre-Covid times, we were able to chat with people about recipes and cooking/eating methods casually as we saw them.
- The lockers continue to be well-used and popular. In August, nearly 90% of our pickup appointments were for lockers. Just 16 appointments out of 158 total were for curbside.

Outreach Projects & Programs:

- We had staff and library information at various back to school events, including a Lincoln Schools Food Truck night, Joyful Treats Back to School Bash, an open house at Erickson, and Beatty's drive-through family welcome event.
- Washtenaw Promise held a block party at Fireman's Park for residents of the area. We tried out some of our new lawn games (thanks to Friends of YDL) and had a wonderful time visiting with kids & families. We were able to distribute leftover activity kits for kids to take home.
- We had a table at the annual Parkridge Summer Fest. Stacey, Maddy, and a couple of volunteers handed out library information and did a simple craft with children.
- We presented our teacher services to staff at Beatty & Holmes. I met with the Principal of Ford ELC to share this information as well.
- Liz is a key staff member in the Teen Subscription Pack project. She is helping with interviews for interns, helping the organizing committee create media pieces, and attending organizing committee meetings.
- Monique is the Outreach representative on the Program Proposal & Evaluation Committee. The Committee is rolling out a comprehensive, streamlined process for staff to plan and evaluate our public programs.
- Staff are now trained on the room reservation component of the new website calendar.
- We had a very successful year of Summer Challenge Champions. Eleven sites participated, which is our most to date. Major kudos go to Stacey for running this program each year and making sure we make improvements each year.
- We continue to issue student ecards (access to digital materials only) for classrooms in our district. We began offering this program in Spring of 2020 and teachers have loved the chance to get digital resources to their students when parents have not filled out the standard library card application.



Bookmobile:

- After about a month back on the road after electrical work, we experienced intermittent failure of the same electrical components as before. Due to the safety concerns prevented by this failure, we are off the road while we are waiting for our service shop to diagnose and solve the issue.

Learning Never Gets Old

- Our latest six-week round of Zumba/Strength training started this week. We continue to offer this program virtually. It has become a perpetual favorite.
- Senior Advisory Board continues to meet monthly, in person since mid-summer.

Submitted by Mary Garboden,
September 16, 2021

Whittaker Road-Adult Services Board Report: September 2021

Here is a listing of September programs:

- 3 book discussion groups (Virtual African American Authors, Virtual Mystery Lovers Book Group, Thursday AM Book Group)
- Google Slides for Beginners
- How to Host a Zoom Meeting
- Google Docs for Beginners
- Saturday Morning Mindfulness (virtual, 2 sessions)
- Virtual Monthly Gardening Tips
- Microsoft Publisher – Basics
- Microsoft Word – Basics
- Microsoft Word – Intermediate
- Microsoft Excel – Basics
- Microsoft Excel – Intermediate
- Microsoft PowerPoint – Basics
- Computer Basics - Getting Started
- Internet Basics - How to Search the Web
- Google Docs Tips and Tricks
- Google Sheets for Beginners
- Google Sheets Tips and Tricks
- Gmail – Basics
- Google Drive – Basics
- Google Calendar - Basics
- Introduction to Selling Items on Etsy
- Promotional Writing: Writing Engagingly and Persuasively, Session 1 (presented by Sam)
- Promotional Writing: Writing Engagingly and Persuasively, Session 2 (presented by Sam)
- Promotional Writing: Writing Engagingly and Persuasively, Session 3 (presented by Sam)
- The Solar System (Virtual Program)
- Cord Cutting 101
- Strategies and Celebrations for LGBT Business Owners (virtual)

We have a lot of programs in September, including both in-person and virtual computer classes; so far things have gone well with the in-person computer courses. Brigitte is also still offering one on one tech help and is doing her LNGO walks twice monthly on Fridays for seniors. Several of our Fall programs have switched back to virtual mode due to Covid concerns. All YpsiWrites programs will be virtual during this programming season, as well as two of the three book groups. We will monitor conditions and work with program presenters to keep things safe for everyone. All staff have attended training or watched a video for our new reservation system and will attend/watch a video on how to use our soon-to-be started Kanopy streaming video service; we are excited to offer this to our patrons. Summer Challenge in Covid times was indeed a challenge; numbers are lower (Jodi is writing up a summary report) but those who did participate were happy that we offered it. Thanks to Sheila who set up the adult program this year.

Paula has been working with YpsiWrites and the Ypsilanti DDA on a scavenger hunt for one of the upcoming First Friday events in downtown Ypsilanti. I am on the Downtown team, which has written clues for participating downtown organizations and businesses, including YDL-Michigan Avenue. YDL staff member Scott Marlowe is also on the downtown team.

Patrons continue to express their appreciation that we are open and available to help them. On one recent afternoon, I spent my first hour and a half helping three different patrons with multiple wireless printing needs. I took a call today from someone who needs to use a computer to do their 2020 income tax return so they can get their Covid tax credit and also recently helped an elderly couple find out when they could expect their tax refunds. They are on a fixed income so were relieved to find out they would get their refunds soon. It's gratifying for us to be able to help people in person again!

Jim Reed has now installed the new tabletop lights on the tables between the reference desk and the public pcs. Now our patrons have lights, power, and charging capabilities without having to crawl under tables! We appreciate this on behalf of our patrons, who are already using the charging and power options. Thanks to the Jim, Lisa and the Board for making this happen!

-Submitted by Paula Drummond September 15, 2021

Whittaker Youth Services Board Report August 2021

Programs

LITTLE ONES

Storytimes for the fall begin next week and run for 8 weeks. We look forward to doing in-person storytimes again that incorporate hands-on STEAM. We'll be outside as long as possible, working in pairs to keep numbers of people in one space low, with signage and new routines to help everyone stay safe. We've spent this month preparing.

KIDS & FAMILIES

Love of Learning Jaclyn will offer a weekly program for school aged kids, 6-9 years old, who are learning at home this year. Each program will be centered around a book and include themed activities that teach library skills and feature resources for home learners.

Saturday Family Programs Staff will take turns offering a weekly family program starting this Saturday with outdoor art. Upcoming topics include a birding walk with the Audubon Society and an outdoor STEM fest with local scientists.

TEENS

TAG returned to in-person meetings. Only 3 teens attended in late August, but 5 attended this week, so I'm hopeful the meetings will continue to grow. Some teens who participated via Zoom during the school year are still uncomfortable meeting in-person, but others are eager to reconnect with peers and in-person allows for teens using the library to be invited to join rather than log on from home.

Generator Z Steering Committee 33 teens applied for one of 6 internships and we'll be conducting short Zoom interviews this coming week to fill the positions. Kelly, Liz G., and I look forward to working with a larger group of teens from around the district to highlight the opportunities for youth action and voice at the library.

Other Work

Summer Challenge 1,370 people signed up and 782 earned a prize by logging at least 6 books. See the attached Summer Challenge report for details.

Grab and Go Book Bundles We are trying a new way to make it easy for parents to quickly get books by bundling 10 books, fiction and nonfiction, around a theme for a specific age level. Liz created the first three! We'll see if they're popular and build them as needed.

Garden and Outdoor Play Spaces have been mostly cleaned up. We gave away a lot of tomatoes and peppers with salsa recipes from the reference desk this summer. Flowers are still in bloom, but Slava is gradually cleaning up the beds. The loose nature parts from Matthaei Botanical Garden have been stored for the winter or put into Play Kits for checkout, and Jaclyn hosted a closing art celebration for her community weaving project.

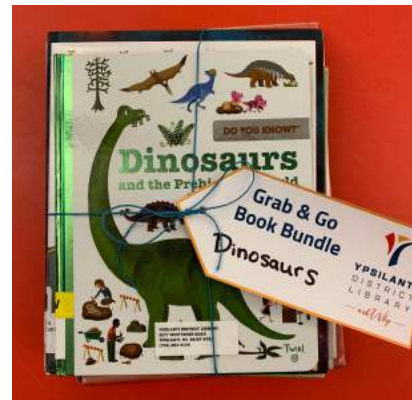
Scavenger Hunts remain popular. Everyone is chipping in to keep new versions available for regular patrons. Jaclyn's Pokemon hunt was especially popular this month.

Program Planning and Evaluation Work Group is nearing the end of its work. Psyche and I have both been attending work group meetings and helping prepare the training sessions to share the new plan with other staff.

TALK

- 152 libraries have signed up and received an MCLS TALK account and access to the TALK toolkits.
- 1,802 children are being served by the program statewide, including 380 children in YDL's zip codes.
- I created another short training video and *Guide to Launching TALK*.
- Slava and I hosted 5 presentations and training sessions.
- Slava is compiling an email list to correspond with previous TALK promoters in our district to get them new promotional materials, and is researching new potential partners as well.

Submitted by Jodi Krahnke September 16, 2021



SUMMER CHALLENGE

2021 End of Summer Report



ACTIVITIES LOGGED



READ

11,329
Books

639
more read
badges
earned



LEARN

152 Library
Event Codes

177
fewer
learn
badges
earned

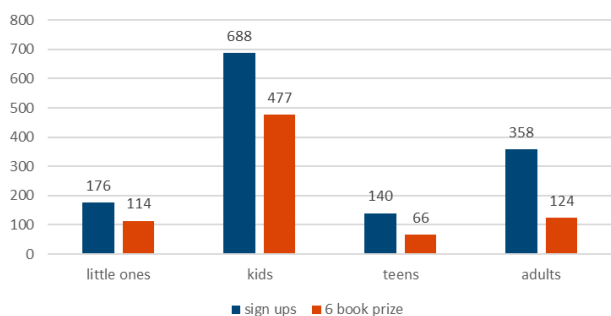


EXPLORE

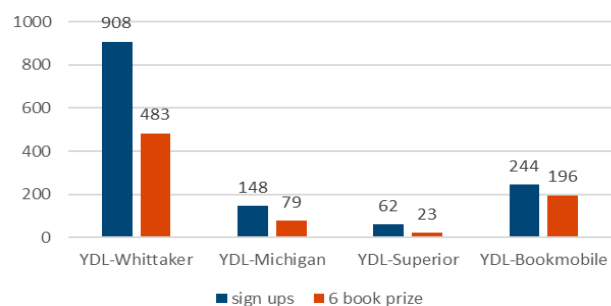
1,052 Explore
Challenges

646
fewer
explore
badges
earned

SIGN UPS AND 6 BOOK PRIZES BY AGE GROUP



SIGN UPS AND 6 BOOK PRIZES BY LOCATION



The Summer Challenge kicked off on June 12 and ran through August 31. It was the second year it was impacted by Covid-19.

YDL-Whittaker reopened to the public June 19. Instead of the usual daily library lunch service followed by a learning program, the Youth Department offered outdoor STEAM programs one afternoon each week and a gardening program one morning each week, while the Adult Department offered online programs.

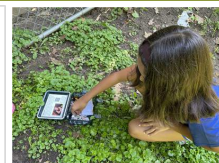
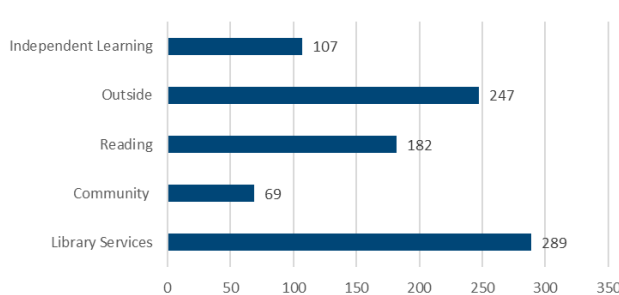
YDL-Michigan reopened July 6, with some in-person teen programs and Zoom programs for adults and youth. YDL-Superior remained closed all summer. With fewer programs to attend, there were less event codes to find and log compared to previous years, so the number of LEARN badges earned decreased. With no prize for participants who completed challenges, fewer EXPLORE badges were awarded as well.

The Outreach Department was able to connect with 11 camps to bring the Summer Challenge to kids in the community, helping boost the number of participants by enrolling almost 170 kids.

EXPLORING THE LIBRARY AND COMMUNITY

Participants earned badges by exploring library services such as the Library of Things and Ancestry.com, and by completing independent learning challenges such as attending an outdoor concert, visiting a park, or paying forward with acts of kindness.

NUMBER OF EXPLORE BADGES EARNED BY CATEGORY



5 geocache boxes we hid around town were found 80 times!

1,362 people signed up for the Summer Challenge

475 more participants than 2020

781 (57%) of participants read at least 6 books

338 more prizes awarded in 2020



GRAND PRIZES

- Black Stone Bookstore
- 24th Cheese-cakerie
- Go! Ice Cream
- Ypsilanti Running Company
- Golden Rhino Games
- Cultivate Coffee & Taphouse
- ModelCave
- Unicorn Feed & Supply
- Twisted Willow
- Puffer Reds
- Aubree's Pizza
- Bellflower
- Little Ones Get Creative
- Mystery Prize Packs

18 grand prize baskets worth \$60-\$150 each were awarded to raffle winners

657 books and McDonald's coupons for free ice cream given to youth

124 YDL first aid kits given to adults

500 Riverside Arts creativity packs given to kids who signed up

Thanks to the Friends of the Ypsilanti District Library for funding prizes!



LUNCH & LEARN

YDL was in charge of summer meal distribution at Parkridge Community Center and also sent staff each week in July and early August to help distribute meals at Sycamore Meadows.

Families could drive or walk up and pick up 7 days of breakfasts and lunches for youth 18 and under.



SUMMER CHALLENGE CHAMPIONS

- 11** Summer Challenge Champion sites
- 33** staff visits to sites
- 166** prize books distributed
- 379** STEM kits distributed
- 591** kids heard a read aloud



LEARNING WITH THE LIBRARY

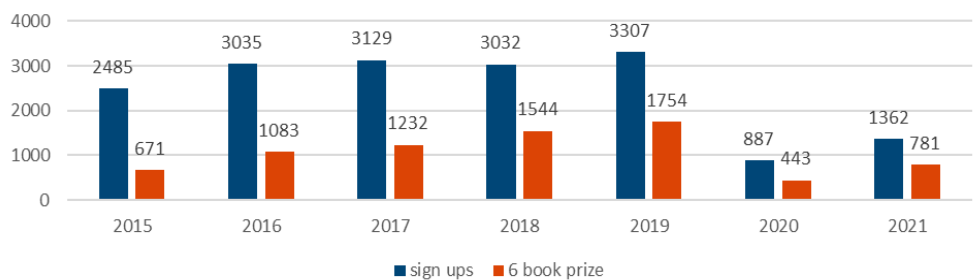
In-person and virtual events allowed the public to engage as they were comfortable. Offerings covered a wide range of interests for all ages—STEM, comic drawing, adult crafts, guitar lessons, LINGO fitness, and genealogy.

- 25** storytimes
- 17** computer classes
- 324** supply kits
- 16** STEAM and gardening programs
- 17** book groups



- 5** staff visits to Parkridge
- 66** kids heard read alouds and participated in conversations

SUMMER CHALLENGE PARTICIPATION OVER 7 YEARS



Old Business

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 9/16/2021
Re: Proposed upgrade to YDL surveillance system

As you know, the Library Privacy Act was amended in late 2020. The amendments to the Act require libraries to retain any surveillance footage they create for a 7-day retention period. (Aside: this was originally in the retention schedule as 2 months; when we pointed out the incredible difficulty that requirement posed, the attorneys worked to get it changed.)

Our video surveillance system was purchased in 2016. It performs well and staff rely on it for information when security incidents occur. It is time for a software upgrade. We would like to purchase additional storage capacity at the same time to meet the new LPA requirement. The proposed unit is scalable for next year's move to the new Superior building.

Information Technology Manager Scott Ostby requested the attached quotations for the necessary equipment and licensing. Summary:

Security 101:	\$18,113.58
Presidio:	\$12,642.21

We set aside \$10,000 for the surveillance system software upgrade in our FY2020-21 budget. We've saved money in other areas of the IT project budget, so the Presidio quote with the added storage capacity is within our means.

I recommend approval of the purchase of this equipment and licensing from the low bidder, Presidio Networked Solutions Group.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-30

September 22, 2021

RESOLUTION TO PURCHASE EQUIPMENT AND LICENSING TO UPGRADE THE
YDL SURVEILLANCE SYSTEM

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

Whereas, the library's surveillance system is 5 years old and needs a software upgrade, and

Whereas, the Library Privacy Act now requires surveillance footage be retained for 7 days, and

Whereas, the Library budgeted to upgrade the system this fiscal year, and

Whereas, the Information Technology Manager researched options and solicited two quotes for the desired system upgrade, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the equipment and licensing specified on the attached quotes be acquired from the low bidder, Presidio Networked Solutions Group, LLC, for \$12,642.21.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

TO: Ypsilanti District Library
 Scott Ostby
 5577 Whittaker Road
 Ypsilanti, MI 48197

 ostby@ypsilibrary.org
 (p) 734-482-4110

FROM: Presidio Networked Solutions Group, LLC
 Cassie Damer
 48325 Alpha Dr
 Suite 150
 Wixom, MI 48393

 cdamer@presidio.com
 (p) +1.248.468.0719

Customer#: YPSIL002 **Contract Vehicle:** Michigan REMC 2019-2024 Computers and Networking Contract-Avigilon
Account Manager: Cassie Damer
Inside Sales Rep: Christy Beard
Title: PHYSEC-Ypsilanti Library ACC Upgrade No Services Included
Comments: Notes: Standard manufactures warranty on parts. Quote includes replacing 3 servers with new 16 Port HD Avigilon servers and upgrading the ACC licensing to ACC7. No Presidio services are included.

#	Part #	Description	Unit Price	Qty	Ext Price
YDL- Michigan Ave-Site					
1	VMA-AS3-16P12-NA	HD Video Appliance Pro 16-Port 12TB unit; NA. ACC licenses sold separately <i>Comments: 9 cameras in use</i>	\$3,932.71	1.00	\$3,932.71
2	ACC7-ENT-VER-UPG	ACC 5 or 6 to ACC 7 ENT VER UPG	\$19.28	16.00	\$308.48
Total (YDL- Michigan Ave-Site):					\$4,241.19
YDL- Superior-Site					
3	VMA-AS3-16P12-NA	HD Video Appliance Pro 16-Port 12TB unit; NA. ACC licenses sold separately <i>Comments: 3 cameras in use</i>	\$3,932.71	1.00	\$3,932.71
4	ACC7-ENT-VER-UPG	ACC 5 or 6 to ACC 7 ENT VER UPG	\$19.28	4.00	\$77.12
Total (YDL- Superior-Site):					\$4,009.83
YDI- Whittaker-Site					
5	VMA-AS3-16P12-NA	HD Video Appliance Pro 16-Port 12TB unit; NA. ACC licenses sold separately <i>Comments: 12 cameras in use</i>	\$3,932.71	1.00	\$3,932.71
6	ACC7-ENT-VER-UPG	ACC 5 or 6 to ACC 7 ENT VER UPG	\$19.28	16.00	\$308.48
Total (YDI- Whittaker-Site):					\$4,241.19
Option 1: Optional Bigger server and Camera Pricing					
7	VMA-AS3-24P24-NA	HD Video Appliance Pro 24-Port 24TB unit; NA. ACC licenses sold separately	\$6,338.61	1.00	\$6,338.61
8	2.0C-H5A-D1-IR	2.0 MP (1080p) WDR; LightCatcher; Day/Night; Indoor Dome; 3.3-9mm f/1.3 P-Iris lens; Integrated IR; Next-Generation Analytics <i>Comments: Optional Interior camera. Pricing does not include cabling or install</i>	\$557.13	1.00	\$557.13
9	6.0C-H5A-DO1-IR	6.0 MP WDR; LightCatcher; Day/Night; Outdoor Dome; 4.9-8mm f/1.8 P-Iris lens; Integrated IR; Next-Generation Analytics <i>Comments: Optional Exterior Camera. Pricing does not include cabling or install</i>	\$842.45	1.00	\$842.45
10	12.0W-H5A-FE-DO1-IR	12.0 MP, Fisheye Dome Camera, Day/Night, WDR, 1.6mm f/2.0, Next-Generation Analytics, Integrated IR <i>Comments: Optional Fisheye Interior/Exterior Camera. Pricing does not include cabling or install</i>	\$1,150.00	1.00	\$1,150.00

Total (Option 1: Optional Bigger server and Camera Pricing):		\$8,888.19
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Sub Total:	\$12,492.21
Shipping:	\$160.00
Grand Total:	\$12,642.21

This quote is governed by Terms and Conditions of REMC 2019-2024 Computers and Networking Contract - Avigilon
Standard-Terms-for-Purchase-of-Services or Goods
Quote valid for 30 days from date shown above.
All prices subject to change without notice. Supply subject to availability.

Purchase Order should be issued to:
Presidio Networked Solutions Group LLC
6355 East Paris Ave
Caledonia, MI 48316

Pursuant to this contract your PO must reflect the following contract:
REMC 2018-2024 Computers and Networking Contract - Avigilon

Tax ID# 76-0516249; Size Business: Large; CAGE Code: OKD05; DUNS#15-405-0959, CEC 15-506005G
Credit: Net 30 days (all credit terms subject to prior Presidio credit department approval)
Delivery: FOB Terms Destination

Customer hereby authorizes and agrees to make timely payment for products delivered and services rendered, including payments for partial shipments

Customer Signature

Date



Security101®

Security 101 - Detroit
7767 Ronda Dr.
Canton, MI 48187
Phone: 734-237-8317
Fax:
Website: www.security101.com

Date: 5/21/2021
Proposal #: 152785.0
Prop. Title: S101 Ypsilanti Public Library Avigilon Upgrade
Sales Rep: Tracy Pemberton
Email: tpemberton@security101.com

Proposal

Bill to: Ypsilanti Library
5577 Whittaker Rd
Ypsilanti, MI 48197

Ship to: Attn: Scott Ostby
Ypsilanti Library
5577 Whittaker Rd
Ypsilanti, MI 48197

Box sale for Avigilon upgrade.

Qty.	Part Description (Manufacturer - Part Number)	Unit Price	Extended Price	Discount Amount	Final Price
48	ACC 5 or ACC 6 to ACC 7 Enterprise Edition Version Upgrade license (AVIGILON VIDEO - ACC7-ENT-VER-UPG)	\$32.13	\$1,542.24	(\$231.36)	\$1,310.88
3	HD Video Appliance Pro 16-port 12TB unit, NA. ACC licenses sold separately (AVIGILON VIDEO - VMA-AS3-T6P12NA)	\$6,426.00	\$19,278.00	(\$2,891.70)	\$16,386.30
					\$17,697.18

Payment Terms

50% upon Deposit
40% upon Equipment Installed
10% upon Training Complete

TOTALS	
EQUIPMENT	\$17,697.18
WARRANTY	\$0.00
SHIPPING	\$416.40
TOTAL INVESTMENT	\$18,113.58
TAX	\$0.00
TOTAL INVESTMENT WITH TAX	\$18,113.58

Security 101 Representative

Date

Ypsilanti Library Representative

Date

P.O. Number

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 9/17/2021

Re: Authorization of hot water piping repairs at Whittaker Road

The HVAC system at Whittaker heats the building with water piped around the building. A significant repair is needed in the ceiling of the Youth Department to resolve a leak. The cost is greater than I can approve without your authorization. Please see the attached work authorization agreement for details.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2021-31

September 22, 2021

RESOLUTION TO AUTHORIZE HVAC REPAIRS AT WHITTAKER ROAD

Whereas, Campbell, Inc. has recommended significant repairs to the Whittaker Road heating, ventilating and air conditioning system, and

Whereas, these repairs are recommended to resolve a leak and ensure smooth operation of the system moving forward, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached work authorization agreement from Campbell, Inc. to repair hot water piping at Whittaker Road at a cost of \$5,031 is approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Phone: (419) 476-4444 Fax: (419) 476-9352

WORK AUTHORIZATION AGREEMENT

Customer: Ypsilanti District Library
Site Contact: Jim Reed
Project
Address: 5577 Whittaker Road
City: Ypsilanti
State/Zip: MI 48197
Phone #: (734) 879-1300

Project Name: Hot Water Piping Repairs
Contact: Lisa Hoenig
Invoice
Address: 5577 Whittaker Road
City: Ypsilanti
State/Zip: MI 48197
Email: lisa@ypsilibrary.org

The undersigned CUSTOMER, hereby authorized and directs CONTRACTOR, to perform the following work:

Proposal# PP11853

Subject: While responding to a service request it was found that the Hot Water Piping was leaking at several mechanical joints. We recommend replacing the gaskets listed below.

Campbell, Inc. will provide all labor and material to complete the scope of work listed below.

Scope of work:

- Increase opening in drywall to gain access to pipe and fittings as needed
- Isolate and drain piping from nearest valves
- Add pipe saddle and hanger to LH side of piping to support while repairs are made
- Disconnect fittings, clean mating surfaces and replace (2) Grooved x Flange Gasket on Circuit Setter
- Disconnect fittings, clean mating surfaces and replace (2) Grooved Coupling Gasket for Valve
- Disconnect fittings, clean mating surfaces and replace (2) Grooved Coupling Gasket for 45
- Insulate exposed piping as needed

Customer to repair drywall and install access panel for future use

Price assumes use of customers on-site lift

The total agreement price for this work to be: \$5,031

Approximate price based on Time and Material: _____

Exclusions: overtime work, natural gas service, repair or additional work not included in this scope.

We reserve the right to withdraw this proposal if not accepted within 30 days.

TERMS: 50% at signing and 50% on completion with invoices due and payable within 10 days of receipt.
Additional terms and conditions on the second page.

CONTRACTOR:
Campbell, Inc.

CUSTOMER:

Scott A. Hurst 9/15/2021

Scott A. Hurst (DATE)

(SIGNATURE)

(PRINT NAME) (DATE)



TERMS & CONDITIONS

1. Customer shall permit contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during contractor's normal working hours.
2. Contractor warrants that the workmanship hereunder shall be free from defects for ninety (90) days from date of installation. If any replacement part or item or equipment proves defective, Contractor will extend Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates then in effect.
3. Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
5. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
6. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
7. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, or loss expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
10. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's hazard Communication Standard Regulations.
11. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility of third parties, arising out of or in connection with the Contractor's work under this agreement.
12. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes or material are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
13. UNDER NO CIRCUMSTANCE, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATION OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

