

Board of Trustees

2022
Information
Packet



Wednesday
March 23, 2022
6:30pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, March 23, 2022 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of new staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Audit Presentation: Luke Downing, Clark Schaefer, Hackett	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from February 23, 2022 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. February 2022 Financials & Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
G. Facilities	<input checked="" 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"/>		
Old Business			
A. Acceptance of FY2021 audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Business			
A. Consideration of a proposal from Beckett & Raeder for professional services related to Whittaker parking lot reconstruction phase II	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Consideration of a proposal to upgrade Whittaker parking lot lights to LED	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Bid from AK Lawncare to add Superior to YDL's snow removal contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Consideration of a proposal for a new door count system	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Purchase of new laptops for staff use	<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, February 23, 2022 (Unapproved)

CALL TO ORDER

President Patricia Horne McGee called the Regular Meeting to order at 6:30 p.m.

Attendance

Trustees Present: Theresa M. Maddix, Jean Winborn, Brian Steimel, Patricia Horne McGee, Bethany Kennedy and Kristy Cooper

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

APPROVAL OF THE AGENDA

Trustee Winborn moved to approve the meeting agenda, with the following change. Deletion of the audit presentation from the agenda and new business A. Trustee Maddix supported this motion.

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

PUBLIC COMMENT

NONE

CONSENT AGENDA

Trustee Winborn moved to approve the consent agenda (Jan 26, 2022 Regular meeting minutes, January 2022 Financials and Check Registers). Trustee Kennedy supported this motion.

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

COMMUNICATION

Lisa included a letter and notice of public hearing from Superior Township. Hyundai has purposed building a 50-million-dollar expansion to their facility. The tax abatement they have requested is a 50 percent tax abatement on this proposed 50 million. The library will continue to get tax on the existing facility.

COMMITTEE REPORTS

- Fundraising committee
 - There have not been many new donations received since last time the board met. Some of the money pledged was received. The grand total of funds received \$887,152.
- Superior Township Planning
 - Lisa says things are moving along at the site and the building looks great. They are going to try to defrost the building pad this week.

REPORT OF THE LIBRARY DIRECTOR

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

- One of the light poles in the front of the library was damaged by one of the library's contractors. They have agreed to repair it.

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- YDL is going to have a virtual booth at an upcoming EMU virtual career fair for part-time seasonal student workers. The library will be looking for youth and IT interns for the summer.
- YDL posted the Head of Outreach position on Friday. The posting closes on March 11th. This is to find a new person to take over the Bookmobile and Outreach when Mary Garboden becomes head of the new Superior branch.

OLD BUSINESS

A. Appointment of committees

YDL 2022 Board Committees

FINANCE

Kay Williams, Treasurer, Chair
Kristy Cooper, Trustee
Theresa Maddix, Trustee
Lisa Hoenig, Library Director
Patricia Horne McGee – Ex-Officio

POLICY

Bethany Kennedy, Vice-Pres., Chair
Kristy Cooper, Trustee
Brian Steimel, Secretary
Lisa Hoenig, Library Director
Patricia Horne McGee – Ex-Officio

FUNDRAISING

Ann Blakeslee, EMU Rep., Co-Chair
Kay Williams, Treasurer, Co-Chair
Christina McMullen, Camp.Coord.
Bethany Kennedy, Vice-President
Theresa Maddix, Trustee
Lisa Hoenig, Library Director
Julianne Smith, Assistant Director
Mary Garboden, Head, Outreach
Patty Gensemer-Stein, YDL Friends
Ken Schwartz, Superior Supervisor
Lynette Findley, Superior Clerk
Brenda McKinney, Superior Treas.
Michelle Deatrick, Community Rep.
Kerri Pepperman, Community Rep.
David Rutledge, Community Rep.
Patricia Horne McGee – Ex-Officio

PERSONNEL

Brian Steimel, Secretary, Chair
Jean Winborn, Trustee
Bethany Kennedy, Vice-President
Lisa Hoenig, Library Director
Patricia Horne McGee – Ex-Officio

FACILITIES

Kristy Cooper, Trustee, Chair
Jean Winborn, Trustee
Theresa Maddix, Trustee
Lisa Hoenig, Library Director
Jim Reed, Facilities Manager
Patricia Horne McGee – Ex-Officio

SUPERIOR BUILDING

Kay Williams, Treasurer, Chair
Brian Steimel, Secretary
Lisa Hoenig, Library Director
Julianne Smith, Assistant Director
Mary Garboden, Head of Outreach Services
Patricia Horne McGee – Ex-Officio

NEGOTIATIONS

Ypsilanti District Library
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Patricia Horne-McGee, President
Brian Steimel, Treasurer
Lisa Hoenig, Library Director
Julianne Smith, Assistant Director

Appointed by Board President, Patricia Horne McGee

NEW BUSINESS

- A. Award of Michigan Avenue Water Remediation Phase 1 project

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-5

February 23, 2022

RESOLUTION TO AWARD THE WATER REMEDIATION PHASE 1 CONTRACT FOR
MICHIGAN AVENUE AND AUTHORIZE THE USE OF FUND BALANCE

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, Terracon Consultants, Inc. performed a water infiltration investigation and recommend a phased approach to solutions, and

Whereas, the YDL Board approved undertaking Waterproofing Remediation Alternate Phase 1 as outlined in the report, and

Whereas, YDL released an Invitation to Bid and received 5 proposals from qualified bidders that have been reviewed and vetted by Terracon, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to enter into a construction contract with the low bidder, RAM Construction, for the water remediation project at Michigan Avenue.

BE IT FURTHER RESOLVED that

The Library Director is authorized to arrange for construction testing, approve change orders found warranted by Terracon, and approve additional consulting hours for Terracon if necessary.

BET IT FURTHER RESOLVED that

A total amount not-to-exceed \$140,000 from the Capital Asset Replacement fund is approved for use on this project.

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Minutes, February 23, 2022 (Unapproved)

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Brian Steimel

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

B. Resolution to eliminate overdue fines and computer guest pass fees

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-6

February 23, 2022

RESOLUTION TO ELIMINATE OVERDUE FINES
AND COMPUTER GUEST PASS FEES

WHEREAS, The American Library Association has asserted that monetary fines present an economic barrier to access of library materials and services, and

WHEREAS, there is mounting evidence that indicates eliminating fines increases library card adoption and library usage, and

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

WHEREAS, the Ypsilanti District Library Board of Trustees reviewed and discussed the final report of the strategic plan Equity, Diversity and Inclusion Work Group, which recommended the elimination of overdue fines and computer guest pass fees, and

WHEREAS, the Board unanimously agreed with this recommendation, and

WHEREAS, Library staff would like time to work through the impacts of fine elimination on the ILS, and plan to develop a broad public relations campaign to correspond with the launch of the 2022 Summer Challenge,

NOW, THEREFORE, BE IT RESOLVED that the Ypsilanti District Library Board hereby authorizes the elimination of overdue fines effective June 1, 2022, and

BE IT FURTHER RESOLVED that computer guest pass fees shall also be eliminated.

OFFERED BY: Kristy Cooper

Ypsilanti District Library
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SUPPORTED BY: Jean Winborn

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

- C. Consideration of the purchase of new computer chairs for the Whittaker Youth department

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-7

February 23, 2022

RESOLUTION TO PURCHASE NEW CHAIRS FOR THE WHITTAKER YOUTH AND TEEN
COMPUTER AREAS

Whereas, the Ypsilanti District Library strives to provide welcoming and functional facilities for its patrons to use, and

Whereas, the chairs in the Whittaker youth and teen areas were original to the building, are worn out, and need to be replaced, and

Whereas, the Library budgeted to replace the chairs this fiscal year, and

Whereas, the Library Director and Head of Youth Services reviewed replacement options, tried samples, and selected the KI Doni chair in an assortment of colors, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process and acquire the chairs specified on the attached quote for an amount not-to-exceed \$7,000.

OFFERED BY: Jean Winborn

SUPPORTED BY: Bethany Kennedy

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

- D. Consideration of the purchase of Ruckus switches

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-8

February 23, 2022

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 23, 2022 (Unapproved)

RESOLUTION TO PURCHASE RUCKUS SWITCHES, LICENSING AND WARRANTIES TO
IMPROVE CONNECTIVITY BETWEEN BRANCHES

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

Whereas, to improve the reliability and speed of our connection between branches, the addition of a Ruckus switch at each location is recommended, and

Whereas, this expense falls into the equipment replacement and maintenance category of the technology budget, and

Whereas, TLN procured the quote and will install the equipment, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the purchase and installation of three Ruckus switches as described is approved for a cost of \$7,195.00.

OFFERED BY: Brian Steimel

SUPPORTED BY: Jean Winborn

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

- E. Consideration of an alternative funding plan for the solar array

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-9

February 23, 2022

RESOLUTION TO APPROVE THE ADDITIONAL COST OF A SOLAR ARRAY TO THE
SUPERIOR CONSTRUCTION PROJECT AND DEDICATE 2022 GOUSSEFF ENDOWMENT
GRANT FUNDS TOWARD THE COST

BE IT RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The addition of a solar array to the new Superior Library construction project as proposed by Nova Consultants is approved.

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BE IT FURTHER RESOLVED THAT

The 2022 grant from the James W. and Marla J. Gousseff Fund for the Ypsilanti District Library will be applied to the cost of installation *unless equivalent funds are donated for this purpose.*

OFFERED BY: Theresa M. Maddix

SUPPORTED BY: Bethany Kennedy

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

BOARD MEMBER COMMENTS

Trustee	Comment
Bethany	I went to the evicted display downstairs before I came in. I'm going to need more time to really go through there. It was very powerful display, and I really enjoyed the MLive article on that.
Brian	I continue to be impressed by the staff. Little things jump out like Jim Reed bringing in a router from home to adjust tables for the laptops and tablets in the youth area. Stuff like that makes that staff really jump out to me.
Jean	Just thank again every time for the staff and Lisa and Julianne. Just thank you so much for your hard work.
Kristy	I want to thank the board for voting for us to go fine free. I am excited it looks like we are going to end early. I am going to check out Evicted after this.
Theresa	I have the privilege right now to work with some students at the School of Information on website redesign for another small library in MI. We have remarked before that what we have here is very special. Its nice to see that confirmed We have talked about all of the innovation the staff and the team has done through covid. When I look at that and compare that to some other places our specialness continues to really stand out. So, thank you everyone for working so hard especially the staff. This is a real treasure for our community. Thanks!
Pat	I agree with everything that's been said. I did see the Evicted exhibit. I went I thought oh I'll just zip through it. No that's not happening. I was there about two hours. Very powerful!

Adjournment

Trustee Winborn moved to adjourn at 7:14 p.m. Trustee Steimel seconded this motion.

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

Nays: None

Motion passed.

Financial Report

**Ypsilanti District Library
Balance Sheet
February 28, 2022
General Fund**

	FYE 11/30/17 ACTUAL	FYE 11/30/18 ACTUAL	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FYTD 2/28/22	Current FYTD Variance from 11/30/21
Assets:							
Total Cash & Cash Equivalents	2,778,328	2,377,714	2,596,924	2,940,887	3,413,908	3,739,288	325,380
Receivables & Other assets	36,272	49,282	98,153	84,370	108,670	104,821	(3,849)
Total Assets	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	3,844,109	321,531
Liabilities							
	509,097	145,758	85,577	313,638	344,511	179,329	(165,182)
Composition of Fund Balance							
Reserved:							
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252	0
Current YTD						-	
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357	0
Current YTD						-	
Designated:							
Improvement Fund	1,102,434	1,102,434	352,434	352,434	352,434	352,434	0
Current YTD--net of revenues						-	
Working Capital	500,000	500,000	500,000	500,000	500,000	500,000	0
Current YTD						-	
Designated: MTT settlements							
Designated: TEEN ZONE							
Current YTD							
Unreserved/Undesignated	736,990	696,080	272,195	1,753,090	1,852,576	2,319,024	466,448
Current YTD	(40,530)	(23,885)	1,478,262	99,487	466,448	486,713	20,265
Total Fund Balance	2,305,503	2,281,238	2,609,500	2,711,620	3,178,067	3,664,780	486,713
Total Liabilities & Fund Balance	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	3,844,109	321,531

Ypsilanti District Library
Period Ending 2/28/22 (25% of Year)
General Fund

ACCT #	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Approved FY 2021-2022 BUDGET	YTD 2/28/22 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,506,662	5,568,866	5,918,352	5,888,622	2,755,845	3,132,777	46.8%
Expenditures							
Dept 100 Administrative	2,046,192	2,163,719	2,132,617	2,484,212	532,353	1,951,859	21.4%
Dept 200 Michigan Ave.	570,105	555,976	542,948	668,190	126,599	541,591	18.9%
Dept 300 Outreach/bookmobile	83,090	82,140	92,558	182,590	24,833	157,757	13.6%
Dept 400 Outreach/Superior Township	158,283	158,483	162,269	339,263	39,434	299,829	11.6%
Dept 500 Whittaker Rd	1,123,929	1,089,344	1,080,805	1,167,294	239,176	928,118	20.5%
Dept 600 Donations	31,845	12,312	21,629	-	1,162	(1,162)	NA
Dept 700 Grants	12,323	7,405	19,079	-	5,574	(5,574)	
Total	4,025,767	4,069,379	4,051,904	4,841,549	969,132	3,872,417	20.0%
Net Revenue Over Expenditures	1,480,895	1,499,486	1,866,447	1,047,073	1,786,713		
Sale of Assets	-	-	-		-		
Board Designation of Funds	(1,150,000)	(1,400,000)	(1,400,000)		(1,300,000)		
Fund balance - beginning of period	2,321,780	2,652,675	2,752,161	3,218,609	3,218,609		
Fund Balance - end of period	2,652,675	2,752,161	3,218,609	4,265,682	3,705,322		

**Ypsilanti District Library
General Fund
Period Ending 2/28/2022
(25% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Approved FY 2021-2022 BUDGET	YTD 2/28/22 ACTUAL	YTD AS A % OF BUDGET
Revenue							
403.000	Superior Township Tax Levy	896,999	885,210	939,410	965,929	583,095	60.4%
425.000	City of Ypsilanti Tax Levy	808,325	836,671	866,352	883,587	169,381	19.2%
425.075	PPT Reimbursement	18,247	16,119	22,407	16,000	0	0.0%
440.000	Ypsilanti Township Tax Levy	3,283,915	3,486,095	3,653,122	3,701,210	1,970,130	53.2%
441.000	Renaissance Zone Reimb	39,574	66,633	68,165	65,000	0	0.0%
443.000	State Aid Direct	32,932	32,931	35,678	38,148	0	0.0%
447.000	State Aid Indirect	33,574	33,497	36,286	38,148	0	0.0%
500.600	Talk Grant Revenue	23,853	30,629	47,787	32,000	0	0.0%
657.000	Fines/Misc.	60,633	22,485	7,187	9,000	2,880	32.0%
657.100	Smart Cards - Printing & Copies	36,686	11,776	8,765	7,500	3,564	47.5%
657.600	Guest Pass	1,417	429	263	500	105	21.0%
661.000	Penal Fines County	111,395	84,478	113,205	108,500	0	0.0%
662.000	Coffee shop rent	1,296	0	0	0	0	NA
662.100	Community room rentals	1,850	575	0	2,500	0	0.0%
679.000	Donations/Misc.	1,152	1,063	1,360	2,500	191	7.6%
681.000	Donations Designated	18,850	5,100	0	0	0	0.0%
681.080	Donations/Memorials	2,629	4,555	7,170	600	1,150	191.6%
687.000	Interest/Checking	3,233	1,037	457	500	107	21.4%
687.010	Interest/Savings	15,331	6,175	5,226	3,500	570	16.3%
687.060	Interest/Yoder	0	0	0	0	0	NA
688.000	Interest/Endowment	1	0	6,227	0	0	0.0%
689.000	Dividends-MML	5,741	4,219	4,312	4,000	0	0.0%
690.000	Dividend Revenue Endowment	6,771	7,220	9,045	9,500	0	0.0%
691.000	CARES act Credit	0	0	6,400	0	0	0.0%
Total Revenue		5,404,404	5,536,898	5,838,824	5,888,622	2,731,171	46.4%

**Ypsilanti District Library
General Fund
Period Ending 2/28/2022
(25% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Approved FY 2021-2022 BUDGET	YTD 2/28/22 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	625,703	657,068	685,029	740,549	171,920	23.2%
702.100	Professional/Accounting	6,500	5,080	7,445	7,500	1,920	25.6%
702.150	Bank Fees	5,829	3,176	1,888	6,840	629	9.2%
702.180	Reversed Receivables	0	0	0		0	NA
702.900	Salary/Subs	16,427	3,327	1,571	15,600	718	4.6%
705.000	Employee Recognition Awards	687	336	804	750	0	0.0%
710.000	Paychex Payroll Service	12,366	11,166	12,115	12,720	3,364	26.4%
715.000	Employer Payroll Tax	144,670	144,791	148,792	176,339	36,682	20.8%
715.100	ACA Taxes Paid by employer	247	295	331	420	180	42.9%
718.000	MERS Defined Contribution	91,373	90,691	91,780	99,780	14,743	14.8%
719.000	FSA Admin Fee	691	707	729	853	167	19.6%
727.000	Office Supplies	28,789	26,412	24,088	32,400	2,827	8.7%
727.050	CARES act Exp		95	6,305		0	
727.200	Supplies-Facility	19,577	13,820	12,957	23,700	3,753	15.8%
752.000	MML/Building Insurance	61,476	64,450	66,589	69,253	0	0.0%
753.000	MML/Workers Comp	9,756	7,204	9,744	12,074	2,225	18.4%
754.000	Health Insurance	371,049	361,059	394,266	429,938	98,833	23.0%
756.000	Delta Dental	36,153	34,311	34,322	35,882	9,003	25.1%
757.000	Employee Assistance Program	974	579	0	0	0	0.0%
758.000	Life Insurance	4,036	3,969	4,316	4,212	983	23.3%
759.000	Vision Service Plan	8,811	8,856	9,074	9,253	3,015	32.6%
762.000	STD/LTD (Disability Insurance)	12,076	11,403	10,594	10,027	2,385	23.8%
769.000	Printing & Publishing	5,427	12,840	18,325	19,000	199	1.0%
769.050	Classified Advertising	993	460	432	1,000	140	14.0%
774.050	Digital Collection	31,726	175,379	209,154	263,950	34,927	13.2%
774.100	Data Bases	93,136	21,988	24,948	30,000	16,286	54.3%
774.800	System Wide DVDs	5,182	2,959	493	2,000	0	0.0%
774.900	All Materials Processing	25,838	15,899	21,270	21,000	4,251	20.2%
774.950	Play Kits	3,602	1,447	2,590	3,000	394	13.1%
774.975	Library of Things	0	0	2,876	8,000	2,992	37.4%
801.000	Major Events	10,978	6,768	2,805	15,925	0	0.0%
801.500	Learning Never Gets Old	1,962	2,246	1,999	3,000	459	15.3%
802.000	Mileage/Travel Reimbursement	2,883	289	775	5,000	145	2.9%
804.000	Workshops/Training	3,916	4,148	2,422	5,330	0	0.0%
805.000	Memberships & Dues	5,436	5,675	5,685	6,350	457	7.2%
806.000	Talk Grant Expenses	12,625	24,342	23,383	14,938	2,676	17.9%
810.000	Capital Outlay - Buildings	4,301	600	5,197	5,000	0	0.0%
810.100	Capital Outlay - Improvements	6,824	1,300	3,500	3,700	0	0.0%
812.000	Capital Outlay - Furnishings	3,949	0	268	5,000	0	0.0%
840.000	Repair & Main Bldg			0	0	8,557	0.0%
850.000	Automation - Technology	154,332	183,693	128,433	162,642	15,999	9.8%
850.100	Telecommunications	6,573	-19,543	6,243	6,973	6,138	88.0%
850.200	SirsiDynix	51,473	62,573	59,088	64,630	64,631	100.0%
850.500	Software Subscription	7,926	14,762	21,823	27,074	7,542	27.9%
890.000	The Library Network	2,796	2,796	2,796	3,000	0	0.0%
928.000	Postage	13,085	19,334	20,112	21,647	3,744	17.3%
965.000	Auditing Service	7,425	7,425	7,875	8,100	0	0.0%
975.000	Legal	8,870	6,422	5,280	6,000	1,482	24.7%
975.500	Legal - Negotiations	12,765	0	0	13,000	0	NA
980.000	Professional/Contractual	83,193	154,793	27,087	47,963	6,299	13.1%
980.500	Branding Costs	2,561	1,188	2,201	2,500	0	0.0%
981.500	Lost Book Expense	8,546	3,749	1,094	10,200	362	3.5%
990.000	Transfer Out		0	0		0	
982.000	MTT Charge Back City	-140	208	471	1,200	39	3.2%
983.000	MTT Charge Back TWP	389	200	1,070	5,000	1,039	20.8%
983.100	MTT Charge Back-Superior Twp	10,430	985	184	4,000	247	6.2%
984.050	Contributions/Endowment	0	0				NA
Total		2,046,192	2,163,719	2,132,617	2,484,212	532,353	21.4%

**Ypsilanti District Library
General Fund
Period Ending 2/28/2022
(25% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Approved FY 2021-2022 BUDGET	YTD 2/28/22 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	404,679	396,590	402,866	421,638	100,649	23.9%
702.800	Salaries-Pages	7,271	4,044	3,463	9,360	1,125	12.0%
771.000	Adult Books & Processing	31,227	25,084	22,288	26,100	3,376	12.9%
772.000	Youth Books & Processing	17,891	14,651	13,282	17,400	2,220	12.8%
776.000	Periodicals - Adult	4,244	2,979	2,802	3,000	278	9.3%
776.050	Periodicals - Youth	206	0	0	100	0	0.0%
778.000	Adult Audio/Visual	11,112	6,153	5,441	7,500	1,115	14.9%
779.000	Youth Audio/Visual	4,956	2,993	2,413	3,000	0	0.0%
802.200	Parking	3,600	3,600	3,600	3,600	3,600	100.0%
810.000	Capital Outlay - Buildings	7,952	18,869	10,000	95,000	-3,326	-3.5%
812.000	Capital Outlay - Furnishings	7,031	6,992	3,384	2,500	0	0.0%
840.000	Repair & Maintenance - Building	15,255	13,803	16,584	20,000	3,501	17.5%
840.025	Campbell Maint Contract	16,489	18,754	12,672	12,672	3,168	25.0%
840.050	Snow Removal/ Lawn Care	6,229	6,078	7,259	9,835	3,000	30.5%
900.000	Programs-Adult	1,493	1,625	1,462	1,700	476	28.0%
901.000	Programs-Youth	1,342	2,659	1,762	1,900	211	11.1%
940.000	Phone	4,514	4,535	4,553	4,820	1,137	23.6%
943.000	Natural Gas	3,359	3,624	3,946	4,216	2,235	53.0%
947.000	DTE - Electric	16,452	15,236	18,309	16,713	3,238	19.4%
949.000	Ypsilanti Comm Utilities Auth	4,802	7,707	6,864	7,136	595	8.3%
Total		570,105	555,976	542,948	668,190	126,599	18.9%
Dept 300 Outreach/bookmobile							
702.000	Salaries	68,078	69,159	70,870	162,704	17,673	10.9%
775.000	Library Materials	4,478	5,303	5,084	5,250	1,588	30.3%
840.000	Repair & Maintenance	5,109	6,017	14,636	8,693	5,030	57.9%
943.000	Fuel	5,425	1,661	1,967	5,943	541	9.1%
Total		83,090	82,140	92,558	182,590	24,833	13.6%
Dept 400 Outreach/Superior Township							
702.000	Salaries	144,398	146,792	149,424	305,556	36,408	11.9%
775.000	Library Materials	7,609	5,842	6,553	7,000	1,617	23.1%
840.000	Repair & Maintenance	1,374	1,007	1,179	5,000	274	5.5%
840.050	Snow Removal & Lawn Care	898	980	980	4,000	245	6.1%
900.000	Programs - adult	601	543	580	600	0	0.0%
901.000	Programs - Youth	600	468	624	600	2	0.3%
940.000	Phone	1,129	1,134	1,138	1,222	284	23.3%
943.000	Natural Gas	573	659	650	3,336	327	9.8%
947.000	DTE - Electric	1,013	960	1,044	9,146	261	2.9%
949.000	Ypsilanti Comm Utilities Auth	88	98	97	2,803	16	0.6%
Total		158,283	158,483	162,269	339,263	39,434	11.6%

**Ypsilanti District Library
General Fund
Period Ending 2/28/2022
(25% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Approved FY 2021-2022 BUDGET	YTD 2/28/22 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	696,339	701,249	722,800	719,720	170,284	23.7%
702.800	Salaries-Pages	34,553	15,483	19,698	37,440	6,225	16.6%
771.000	Adult Books	64,635	41,293	41,604	51,000	7,048	13.8%
772.000	Youth Books	38,784	23,641	27,802	33,100	6,197	18.7%
776.000	Periodicals - Adult	5,915	5,239	4,405	5,000	335	6.7%
776.050	Periodicals - Youth	898	759	745	800	0	0.0%
778.000	Adult Audio/Visual	21,217	15,746	10,284	14,700	2,051	14.0%
779.000	Youth Audio/Visual	7,300	4,159	4,236	5,100	0	0.0%
810.000	Cap Outlay Building	11,328	3,880	12,515	45,000	0	0.0%
810.100	Cap Outlay Improvements			0	0	0	0.0%
840.000	Repair & Maintenance - Building	23,842	39,729	22,271	23,562	3,888	16.5%
840.025	Campbell Maint Contract	42,934	42,797	42,797	42,797	10,699	25.0%
840.050	Snow Removal/Lawn Care	16,529	16,241	16,199	22,600	6,000	26.5%
900.000	Programs - Adult	3,765	4,206	3,765	4,200	590	14.1%
901.000	Programs - Youth	6,298	5,697	6,659	6,500	1,403	21.6%
903.000	Equipment Maintenance	6,336	820	1,564	3,000	0	0.0%
940.000	Phone	9,029	9,070	9,105	9,770	2,274	23.3%
943.000	Natural Gas	25,609	24,227	30,040	31,680	11,176	35.3%
947.000	DTE - Electric	103,549	92,512	99,414	104,763	10,532	10.1%
949.000	Ypsilanti Comm Utilities Auth	5,069	4,596	4,902	6,562	475	7.2%
980.000	Professional/Contractual	0	38,000		0		NA
Total		1,123,929	1,089,344	1,080,805	1,167,294	239,176	20.5%
Dept 600 Donations							
Revenue:							
	Total Revenue	87,817	18,888				
	Total Donated revenue	87,817	18,888	37,195		9,253	NA
Expenditures:							
	Total Expenditures	31,845	12,312				
	Total Expenditures	31,845	12,312	21,629		1,162	NA
Dept 700 Grants							
Revenue							
	Total Revenue	14,441	13,080	42,333		15,420	NA
Expenditures							
	Total Expenditures	12,323	7,405	19,079		5,574	NA
	Total Expenditures	12,323	7,405	19,079		5,574	NA
Total	Net -- restricted for future	2,118	5,675	23,254		9,846	NA
IMPROVEMENTS/Asset Sales							
685.000	Sale of assets					0	NA
810.100	Approved projects-Improvements fund						NA
850.100	Technology improvements						NA
	Total Other Revenue	0	0	0		0	NA
	Total Revenue	5,506,662	5,568,866	5,918,352	5,888,622	2,755,845	
	Total Expenditures	4,025,767	4,069,379	4,051,904	4,841,549	969,132	20.0%
	Net Revenue Over Expenditures	1,480,895	1,499,486	1,866,447	1,047,073	1,786,713	
	Fund Balance Beginning of Year	2,321,780	2,652,675	2,752,161	3,218,609	3,218,609	
	Board Designation	-1,150,000	-1,400,000	-1,400,000	0	-1,300,000	
	Ending Fund Balance	2,652,675	2,752,161	3,218,609	4,265,682	3,705,322	

**Ypsilanti District Library
Balance Sheet
February 28, 2022
Capital Asset Replacement Fund**

	FYE 11/30/17 ACTUAL	FYE 11/30/18 ACTUAL	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FYTD 2/28/22	Current FYTD Variance from 11/30/21
Assets:							
Cash and Current Assets	417,120	399,522	1,481,745	2,807,370	3,503,051	4,287,524	784,473
Total Assets	417,120	399,522	1,481,745	2,807,370	3,503,051	4,287,524	784,473
Liabilities	-	-	-	142,355	13,454	-	(13,454)
Fund Balance	417,120	399,522	1,481,745	2,665,015	3,489,597	4,287,524	797,927
Total Liabilities & Fund Balance	417,120	399,522	1,481,745	2,807,370	3,503,051	4,287,524	784,473

Ypsilanti District Library
Capital Expenses
Period Ending 2/28/22 (25% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	YTD 2/28/22 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated		54,603	857,193	49,274
688.000	Interest	457	4,986	1,181	27
Other departments		-	-		-
Total		457	59,589	858,374	49,301
Transfer from Operating Fund		1,150,000	1,400,000	1,400,000	1,300,000
Expenditures					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual			16,860	4,740
Subtotal		-	-	16,860	4,740
Dept 400 Superior Construction					
702.150	Bank Fees	4		620	461
752.500	Insurance - Bldrs Rsk				6,692
801.000	Major Events			3,544	521
910.000	Site Development	7,900	106,263	32,064	-
975.000	Legal/Attorney	19,815	10,944	16,797	-
980.000	Prof/Contractual	16,245	12,709	21,763	-
981.000	Architect Fees	13,846	93,110	275,895	12,207
985.100	General Contractor	-	46,274	655,988	483,155
Subtotal		57,810	269,300	1,006,670	503,035
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	17,453	-	410,262	43,599
Subtotal		17,453	-	410,262	43,599
TOTAL Capital Expenditures		75,262	269,300	1,433,792	551,374
Total Revenue Over Expenditures		1,075,194	1,190,290	824,582	797,927
Beginning Fund Balance		399,522	1,474,716	2,665,006	3,489,597
Ending Fund Balance		1,474,716	2,665,006	3,489,597	4,287,524

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 Campaign & Int 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	
Capital Campaign & Int	11/30/2021	858,374		
YTD Expenditures	11/30/2021	-1,006,670	-427,122	
Balance	11/30/2021	3,148,514	341,083	3,489,597

	Project Summary Through:	
	2/28/2022	2/28/2022
	Superior	Other
Board	4,500,000	1,081,745
Capital Campaign	973,785	
Expense	-1,779,005	-489,001
	3,694,780	592,744

Check Register Report

Date: 03/15/2022

Time: 1:05 pm

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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								
74150	02/07/22	Printed			CDW	CDW GOVERNMENT, INC.	external ssd sandisk/buffalo	783.02
74151	02/07/22	Printed			DTE ENERGY	DTE ENERGY	whit 12/22/21-1/21/22 service	5,485.66
74152	02/07/22	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Super 12/24/21-1/23/22 overage	396.19
74153	02/07/22	Printed			TDSM	TDS	1/22/22-2/21/22 service	1,246.13
74154	02/07/22	Printed			0000000021	Y C U A	MA 12/20/21-1/19/22 service	546.86
74155	02/11/22	Printed			0000000025	AFLAC	dedect #3 & #4	113.80
74156	02/11/22	Printed			AK	AK LAWCARE	whit #4 plow and salt	3,000.00
74157	02/11/22	Printed			0000000545	APPLE BOOKS	Firefighters	103.87
74158	02/11/22	Printed			BAA	BANK OF ANN ARBOR	closing 1/31/22 #1822	288.84
74159	02/11/22	Printed			BAA	BANK OF ANN ARBOR	statement 1/31/22 #0667	517.34
74160	02/11/22	Printed			BAA	BANK OF ANN ARBOR	statement 1/31/22 #2986	1,210.13
74161	02/11/22	Printed			BATT	BATTERIESPLUS	recycle - 3	839.70
74162	02/11/22	Printed			BCN	BLUE CARE NETWORK OF MI	March 2022 coverage	41,180.58
74163	02/11/22	Printed			A15	BP PRODUCTS OF NORTH AMERICA	1/6-2/5/22 billing period	404.32
74164	02/11/22	Printed			BSB	BSB COMMUNICATIONS INC.	service agreements 2022	975.00
74165	02/11/22	Printed			CAMPINC	CAMPBELL, INC	whit-actuator	1,266.10
74167	02/11/22	Printed			CEN	CENGAGE LEARNING	made in china	362.11
74168	02/11/22	Printed			0000000567	CENTER POINT PUBLISHING	a man of honor	143.82
74169	02/11/22	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 2/28/22 (lease/prop tax)	2,139.30
74170	02/11/22	Printed			COL	COLIBRI SYSTEMS NORTH AMERICA	standard/mini covers	805.14
74171	02/11/22	Printed			0000000039	DEMCO, INC.	NEW labels - red	83.57
74172	02/11/22	Printed			CADO	CADEN DO	Gen Z Intern Jan 2022	77.00
74173	02/11/22	Printed			DTE ENERGY	DTE ENERGY	MA 12/29/22-1/27/22 coverage	1,706.61
74174	02/11/22	Printed			DTE ENERGY	DTE ENERGY	whit street Jan 2022	44.43
74175	02/11/22	Printed			ENV	ENVISIONWARE	renewal 4/1/22-3/31/23	4,367.40
74176	02/11/22	Printed			FIND	FINDAWAY WORLD, LLC	dune	143.96
74177	02/11/22	Printed			FST	FIRST BOOK	Gen Z	244.00
74178	02/11/22	Printed			KANO	KANOPY INC.	Jan 2022 billing	456.30
74179	02/11/22	Printed			NIA	NIA KHALEED	Gen Z Intern Jan 2022	165.00
74180	02/11/22	Printed			MNL	MADISON NATIONAL LIFE INS CO	K.Roach	114.28
74181	02/11/22	Printed			AFSCME	MICHIGAN AFSCME	deducted 2/3/22	540.50
74182	02/11/22	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	premium 7/1/21-7/1/22	2,953.00
74183	02/11/22	Printed			MIDWESTTAP	MIDWEST TAPE	501581692/501581693/501569632	1,126.86
74184	02/11/22	Printed			MIDWESTTAP	MIDWEST TAPE	hoopla ending 1/31/22	12,436.97
74185	02/11/22	Printed			DDM	DANIEL MORRIS	Gen Z Intern Jan 2022	84.00
74186	02/11/22	Printed			AYNA	AYESHA NADEEM	Gen Z Intern Jan 2022	54.00
74187	02/11/22	Printed			NEDE	HAJIRAH NADEEM	Gen Z Intern Jan 2022	93.00
74188	02/11/22	Printed			SLN	SOPHIA NEPIUK	Gen Z Intern Jan 2022	132.00
74189	02/11/22	Printed			NICH	NICHE ACADEMY	renewal 2022	2,800.00
74190	02/11/22	Printed			OCLC	OCLC INC.	2/1-2/28/22 billing	478.60
74191	02/11/22	Printed			OV	OVERDRIVE, INC.	01576CO22032625	2,788.41
74192	02/11/22	Printed			POG	MADISON POGUE	Gen Z Intern Jan 2022	74.00
74193	02/11/22	Printed			QUAD	QUADIENT LEASING USA, INC.	mail machine12/5/21-3/4/22	237.00
74194	02/11/22	Printed			AMRO	AMELIA ROHIM	Gen Z Intern Jan 2022	81.00
74195	02/11/22	Printed			STAPAD	STAPLES ADVANTAGE	1/25/22 statement	422.82
74196	02/11/22	Printed			0000000465	STATE OF MICHIGAN	whit boiler inspection	240.00
74197	02/11/22	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Super 12/15/21-1/14/22 period	8.22
74198	02/11/22	Printed			AMAZ	SYNCB AMAZON	statement 1/10/22	1,631.84
74199	02/11/22	Printed			TERM	TERMINIX	MA-BB Canines	631.00
74200	02/11/22	Printed			TCI	TERRACON CONSULTANTS, INC.	MA water remediation	4,740.00
74201	02/11/22	Printed			0000000316	U S POSTMASTER	Loop spring 2022 #658	3,500.00

Check Register Report

Date: 03/15/2022

Time: 1:05 pm

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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								
74202	02/11/22	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	Feb 2022 curbside	90.00
74203	02/11/22	Printed			WCROD	WASHTENAW COUNTY	12/21 board review	31.61
74204	02/11/22	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 1/31/22	46.19
74205	02/24/22	Printed			ALER	ALERUS FINANCIAL	YDL contribution Jan 2022	18,152.79
74206	02/24/22	Printed			LOR	BAKER & TAYLOR 4108482	statement 01/31/2022	879.88
74207	02/24/22	Printed			BAKL	BAKER & TAYLOR #4407662	statement 01/31/2022	91.09
74208	02/24/22	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 01/31/2022	539.74
74209	02/24/22	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 01/31/2022	406.74
74210	02/24/22	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 01/31/2022	788.41
74211	02/24/22	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 01/31/2022	297.99
74212	02/24/22	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 01/31/2022	208.61
74213	02/24/22	Printed			BAKTAY	BAKER & TAYLOR, INC. 4108472	statement 01/31/2022	71.82
74214	02/24/22	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 01/31/2022	4,297.11
74215	02/24/22	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 01/31/2022	2,451.43
74216	02/24/22	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 01/31/2022	5,077.44
74217	02/24/22	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 01/31/2022	1,074.83
74218	02/24/22	Printed			BASIC	BASIC	FSA admin fee Feb 2022	50.00
74219	02/24/22	Printed			BENCH	BENCHMARK DESIGN STUDIO	RTA-visually impaired vinyl	82.00
74220	02/24/22	Printed			BA	BLACKSTONE PUBLISHING	The Escape	332.62
74221	02/24/22	Printed			BPDO	BLOSSOM PEDIATRIC DENISTRY	Ethan Jessee	600.00
74222	02/24/22	Printed			BOD	BODMAN PLC	MA work Dec 2021	1,292.50
74223	02/24/22	Printed			BSB	BSB COMMUNICATIONS INC.	2/15/22 bluetooth/hearing aid	595.60
74224	02/24/22	Printed			CEN	CENGAGE LEARNING	Led Zeppelin	213.67
74225	02/24/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Jan 2022 grounds	81.68
74226	02/24/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Jan 2022 fuel/elec	250.98
74227	02/24/22	Printed			CMPL	CLINTON MACOMB PUBLIC LIBRARY	lost-ILL How to be a bad Frenchie Rawls	28.00
74228	02/24/22	Printed			CONSTELL	CONSTELLATION NEWENERGY-	12/22/21-1/27/22 billing	5,823.86
74229	02/24/22	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Mar 2022 coverage	2,801.14
74230	02/24/22	Printed			FST	FIRST BOOK	Gen Z	474.30
74231	02/24/22	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	Jan 2022 service	63.00
74232	02/24/22	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 2/13/22	239.22
74233	02/24/22	Printed			DEJA	DEEPA JAIN	4/2/22 Fam Rd workshop	100.00
74234	02/24/22	Printed			JOCO	JOHNSON CONTROLS	MA 3/1/22-2/28/23 elev monitor	334.74
74235	02/24/22	Printed			0000000051	THE LIBRARY NETWORK	K95 masks	93.60
74236	02/24/22	Printed			MNL	MADISON NATIONAL LIFE INS CO	March 2022 coverage	1,053.76
74237	02/24/22	Printed			MICHGAR	MICHIGAN GARDENER	whit 2022 bulk order	118.00
74238	02/24/22	Printed			MIDWESTTAP	MIDWEST TAPE	501652674/501652676	887.31
74239	02/24/22	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Feb 2022 service	128.00
74240	02/24/22	Printed			OV	OVERDRIVE, INC.	Atlas of the Heart	524.79
74241	02/24/22	Printed			PATR	PATRON ACCOUNT	return-Dinosaurs before dark	16.99
74242	02/24/22	Printed			APS	ANTOINETTE PRESSLEY SANON	2/19/22-Seemed so Far program	200.00
74243	02/24/22	Printed			QM	Q+M	Spring 2022 LOOP design	1,500.00

Check Register Report

Date: 03/15/2022
 Time: 1:05 pm
 Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
74244	02/24/22	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	Statistical Abstr us 202	217.89
74245	02/24/22	Printed			TDSM	TDS	2/22-3/21/22 service	1,254.04
74246	02/24/22	Printed			THYSSENKRI	TK ELEVATOR CORPORATION	whit 2/1-4/30/22 elev maint	1,338.52
74247	02/24/22	Printed			TROY	TROY PUBLIC LIBRARY	lost-ILL How to Norish Your Ch	36.07
74248	02/24/22	Printed			VERIZON	VERIZON WIRELESS	1/10-2/9/22 coverage	434.39
74249	02/24/22	Printed			0000000030	VISION SERVICE PLAN - MI	march 2022 coverage	738.92
74250	02/24/22	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA Feb 2022 service	380.05
74251	02/24/22	Printed			YM	YOURMEMBERSHIP.COM, INC.	MLA job posting	140.00

Total Checks: 101	Checks Total (excluding void checks):	161,195.00
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Total Payments: 101	Bank Total (excluding void checks):	161,195.00
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Check Register Report

Date: 03/15/2022

Time: 1:05 pm

Page: 4

Ypsilanti District Library

BANK: FIFTH THIRD BANK

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

1044	02/21/22	Printed				MEADOWBROOK INSURANCE GROUP	superior 2/9-8/9/2022 coverage	6,692.00
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Total Checks: 1

Checks Total (excluding void checks): 6,692.00

Total Payments: 1

Bank Total (excluding void checks): 6,692.00

Total Payments: 102

Grand Total (excluding void checks): 167,887.00

Communications

**LIBRARY OF MICHIGAN - DEPT OF EDUCATION
CERTIFICATION OF POPULATION REPORT**

Library:	Ypsilanti District Library		
City:	Ypsilanti	County:	Washtenaw
Cooperative:	The Library Network	Type:	District
Class:	6	Library Fiscal Year:	12/01 - 11/30

Municipality Served	County	Percent	Legal Population	Contract Population	Certified Population
Superior Township	Washtenaw	78.907	11,703	0	11,703
Ypsilanti City	Washtenaw	100.000	20,648	0	20,648
Ypsilanti Township	Washtenaw	100.000	55,670	0	55,670
Total			88,021	0	88,021



STATE OF MICHIGAN
OFFICE OF THE GOVERNOR
LANSING

GRETCHEN WHITMER
GOVERNOR

GARLIN GILCHRIST II
LT. GOVERNOR

March 1, 2022

Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197

Dear Friends,

Happy March is Reading Month! Let's celebrate all the wonderful libraries across Michigan that provide Michiganders of all ages with resources, knowledge, and fellowship. Your service to your community is invaluable and has the potential to change lives.

Throughout history, libraries have been beacons of knowledge. The Ypsilanti District Library is no different, providing events, books, and programs for people of all ages. Libraries plant seeds of inspiration in our young people and create a nurturing environment for their ideas to grow. It is incumbent on all of us to work together to ensure our communities succeed, which is why we are thankful for Ypsilanti District Library and the library professionals, staff, and volunteers who go above and beyond to make a real difference in people's lives.

Thank you always for your hard work, and especially throughout these past two years. Not only have you continued to provide traditional resources, but libraries across Michigan have stepped up as crucial institutions in the coordination of public health programs. From COVID testing and vaccination to COVID-related information, libraries have continued to meet the ever-changing needs of their communities, supporting not only strong minds, but strong bodies too. I am so proud to work alongside you as we build a brighter future for all Michiganders.

Again, wishing everyone at the Ypsilanti District Library a happy March is Reading Month! I send my best wishes for a successful next chapter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Gretchen Whitmer".

Gretchen Whitmer
Governor of Michigan

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 3/18/2022
Re: Superior Planning Committee report

I attended site meetings on March 4 and 18. Status/plans as of today's meeting:

- Roof sheathing is complete and shingles and boxes for solar panel circuitry installed.
- The weather has been good and they've successfully defrosted the building pad. When I visited today underground plumbing had been installed and inspected. Crews were working to level the ground surface. Next week the concrete slab installation is scheduled.
- Exterior façade work will take place in the spring once temperatures allow. Targeting the beginning of April.
- We held several meetings with the architect to discuss A/V, building security, surveillance system, and data cabling.
- Book return chutes were ordered and received by YDL.
- We've also selected and ordered our kitchen appliances.
- The Building Committee approved consideration of adding back a couple of items that were nixed during late rounds of budget cutting: glass partition for the group study rooms to improve visibility, and upgrading the floor finish from sealed concrete in the kitchenette, delivery area, and supplies rooms. Total originally estimated for these was \$5,000-\$6,000; O'Neal will get updated quotes before we finalize.
- Mary and Jim have re-worked the design of the garden beds to account for the high cost of lumber. Jim will purchase the needed lumber soon, and we will store it until we're ready to go.
- I locked in a natural gas rate for the new building; it is higher than the rate we locked for the other two, but less than where they are expected to go...
- The community input session on 2/24 to collect feedback on options for traffic crossings at Harris and MacArthur was well-attended and deemed a success. Stay tuned for more on the group's findings.



Architect's Field Report

OWNER	X
ARCHITECT	X
CONTRACTOR	X
FIELD	
OTHER	

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	16
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration
DATE:	21 FEB 2022	TIME:	11:30 am
		WEATHER:	Sunny
		TEMPERATURE:	18°F
ESTIMATED % OF COMPLETION:	35%	CONFORMANCE WITH SCHEDULE (+,-)	On Schedule

PRESENT AT SITE:

Name:

Nick Kresta
 Shawn Courtney
 Matt Ratzow
 Dan Whisler
 Davy Shellabarger
 Lisa Hoenig
 Mary Garboden
 Jim Reed

Representing:

O'Neal Construction (OCI)
 OCI
 OCI
 Daniels & Zermack Architects (DZA)
 DZA
 Ypsilanti District Library (YDL)
 YDL
 YDL

Carpenters

Clark

WORK IN PROGRESS:

16.1 Roof sheathing installation.

OBSERVATIONS:

- 16.1 Stored materials include: CMU block, mortar, and grout, steel for dumpster enclosure, Portland cement, lumber for wood blocking, CFMF roof trusses, shingles, modified bitumen sheet roofing, ice and water guard, plywood sheathing, cast stone, and brick.
- 16.2 RTU-1 has been placed on the concrete pad in the mechanical screen area.
- 16.3 Sheathing has been installed on most of the roof, the trusses at the large overbuild west of the meeting room have not yet been installed.
- 16.4 Gas and power have been connected to the site. OCI will set up heaters and fans to thaw the building pad once the roof is fully enclosed.
- 16.5 OCI noted that Clark has been doing OT and weekend work to make up for time lost on the roof truss delivery.

ITEMS TO VERIFY:

- 16.1 OCI is coordinating with DTE on whether the gas meter can be shifted closer to the building so that it isn't located directly under the roof overhang.

INFORMATION OR ACTION REQUIRED:

- 2.1 Storm water detention basin to be re-excavated for 12in. clay liner.
 - 2.1d OCI is still in discussion with G2 about what testing will be required if existing or imported clay will be used for a liner. The option to use a synthetic liner in lieu of clay will be explored, since it may end up costing less than using a clay liner with all of the testing involved.
- 7.1 OCI to provide a sample of the river rock stone that will go around the perimeter of the building.
- 14.2 The vertical members of the girder trusses under the cupola are short of where they are supposed to be. OCI to propose a solution for how to frame out the area under the cupola to be in accordance with the construction drawings. The group discussed this onsite and OCI confirmed that Trigon is working through possible options, including attaching additional framing to the existing trusses, or remanufacturing the girder trusses to the correct dimensions.
- 15.1 OCI to coordinate with YDL for a potential hardhat tour of the site during national library week.
 - 15.1a YDL has formed a hardhat party committee for this event. The possibility of doing two tours, one on Friday, 04/08 at around 3:30pm, and one the next day, was discussed so that those with different work schedules can attend.
- 15.2 OCI to submit revised pay application #17 per discussion at OAC meeting.
- 16.1 YDL to coordinate with OCI for a potential video shoot at the construction site. Date TBD.

ATTACHMENTS:

- 16.1 See Progress photos:







REPORT BY: D. Shellabarger



Architect's Field Report

OWNER	<u>X</u>
ARCHITECT	<u>X</u>
CONTRACTOR	<u>X</u>
FIELD	_____
OTHER	_____

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	17				
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55				
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration				
DATE:	04 MAR 2022	TIME:	10:30 am	WEATHER:	Sunny	TEMPERATURE:	28°F
ESTIMATED % OF COMPLETION:	35%	CONFORMANCE WITH SCHEDULE (+,-)	On Schedule				

PRESENT AT SITE:

Name:

Nick Kresta
Shawn Courtney
Matt Ratzow
Dan Whisler

Representing:

O'Neal Construction (OCI)
OCI
OCI
Daniels & Zermack Architects (DZA)

Lisa Hoenig

Ypsilanti District Library (YDL)

Carpenters

Clark

WORK IN PROGRESS:

17.1 Roof sheathing installation continuing.

OBSERVATIONS:

- 17.1 Stored materials include: CMU block, mortar, and grout, steel for dumpster enclosure, Portland cement, lumber for wood blocking, shingle materials, modified bitumen sheet roofing, ice and water guard, plywood sheathing, cast stone, and brick.
- 17.2 Temporary heating in process in northwest corner at toilet area. Area is enclosed to isolate from main space.
- 17.3 Some small areas of roof sheathing is not installed along column line A at 2 line. OCI to review with structural engineer when on site.

ITEMS TO VERIFY:

- 17.1 OCI is still coordinating with DTE on whether the gas meter can be shifted closer to the building so that it isn't located directly under the roof overhang.
- 17.2 DZA to check on status of spray foam and gypsum board submittals.

INFORMATION OR ACTION REQUIRED:

- 2.1 Storm water detention basin to be re-excavated for 12in. clay liner.
 - 2.1d OCI is still in discussion with G2 about what testing will be required if existing or imported clay will be used for a liner. The option to use a synthetic liner in lieu of clay will be explored, since it may end up costing less than using a clay liner with all of the testing involved.
- 7.1 OCI to provide a sample of the river rock stone that will go around the perimeter of the building.
- 15.1 OCI to coordinate with YDL for a potential hardhat tour of the site during national library week.
 - 15.1a YDL has formed a hardhat party committee for this event. The possibility of doing two tours, one on Friday, 04/08 at around 3:30pm, and one the next day, was discussed so that those with different work schedules can attend.
- 16.1 YDL to coordinate with OCI for a potential video shoot at the construction site. Date TBD.
- 17.1 OCI / Clark to provide engineering seal for box beam alternate design solution at cupola where truss members short.
- 17.2 OCI will need to coordinate electrical power and data stubs into millwork at circ and reference desk cabinetry.
- 17.3 DZA to review Change Request 94016 regarding ceiling tile change to SLT.

ATTACHMENTS:

- 17.1 See Progress photos:











REPORT BY: D. Whisler

date:	March 14th, 2022	topic:	YDL Site Visit
to:	SDI	re:	SDI site visit on March 14th, 2022
from:	Alex Willets	via:	alex@sdistructures.com

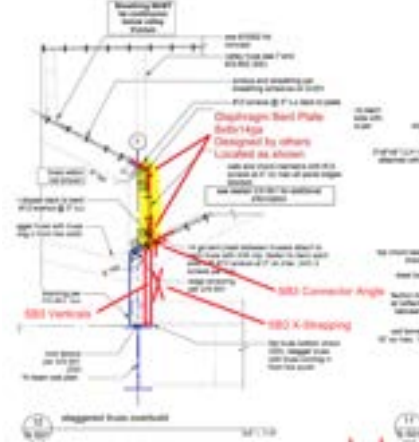
I walked through the construction site and took the following images:



Noticed that a portion of the sheathing on grid line 2 East of Grid CC per detail 13/S-501 has not been installed. This sheathing is critical and is acting as a shearwall to transfer load down to the steel frame. See sketch below per RFI 48



Noticed that a portion of the sheathing on grid line 2 west of CC, above the lower cross bracing per detail 12/S-501 has not been installed. This sheathing is critical and is acting as a shearwall to transfer load down to the lower sheathing and steel frame. See sketch below per RFI 48



date: March 14th, 2022 **topic:** YDL Site Visist
to: SDI **re:** SDI site visit on March 14th, 2022
from: Alex Willets **via:** alex@sdistructures.com

I walked through the construction site and took the following images:



Noticed that 1 piece of continuous blocking was provided instead of 2 per 10/S-502. This was accepted in RFI 55. However, it appears that several of the blocking connections appear to not be centered on the columns. This is still acceptable provided that the clips are soundly attached. Please confirm that the clips are entirely attached to the columns and the infill blocking is fastened to the sheeting.



To: YDL Board Facilities Committee
From: Lisa Hoenig, Library Director
Date: 3/17/2022
Re: Facilities Committee report

The Facilities Committee met on 3/7 to discuss and provide direction on capital improvement priorities for FY2022. The following projects were discussed:

Whittaker Parking Lot Phase II

Last year's reconstruction was Phase III of the original pavement plan. Two phases remain. Phase II is by far the largest and most expensive, but it (the North lot) is in very rough shape. After Phase III was completed last year, I requested an updated estimate for Phase II with the recommended base layer that TEC recommended for Phase III. Keep in mind pricing is constantly in flux, but the Phase III final cost was much less than its original estimate.

\$355,602.46 – COMMITTEE PRIORITY

Whittaker Windows – additional bays

We have completed the recommended sealing of two of the 6 curtain wall window bays (#4 and #5). Bay #2 was the original test bay two years ago and some sealing was performed at that time. In theory we have 4 bays yet to complete. Since last year's work was finished so late in the season, we have not had sufficient rain to know the current status of leaks. My hope is we might wait a year before proceeding with another phase of window sealing. Spring is coming; stay tuned.

\$87,500 = approximate cost for window washing, consulting, and work for 2 bays.

Whittaker Roof

The Whittaker roof is 20 years old, and some of the leaks we have experienced lately stem from joints between the metal roof and the masonry. The caulking is simply aging. This should be less expensive than sealing 2 window bays, and if the windows seem to be holding well, I would like to do this project in lieu of a window phase this year.

Preliminary quote, likely to increase: \$18,400 – COMMITTEE PRIORITY

Whittaker Lighting

When we did the lighting renovation in the Adult area last year, Brennan Booms from Enlighten took the time to review all of Whittaker's lighting. He gave us a recommendation for improvements we could make if/when we wanted to move forward with more LED. I included his parking lot lighting recommendation in the FY22 Operating budget and will bring that proposal to the March Board meeting for consideration. I believe the parking lot lighting upgrade will give us the most "bang for the buck," but the other options would save money on electricity and maintenance while making improvements. **PARKING LOT LIGHTING -- COMMITTEE PRIORITY**

Whittaker Staff Entrance

The last few winters, we have had problems with ice build-up on the pavement outside the staff entrance coming from roof melt spillover. We might consider asking for a potential fix for this when/if we have the roof sealing work done, or we might consider some type of awning over the staff door to deflect the water. This requires more investigation but is definitely becoming an issue.

COMMITTEE PRIORITY DEPENDENT ON COST

Michigan Avenue First Floor Carpeting

I put a placeholder of \$80,000 in the Operating Budget for carpet replacement this year, and we have begun the selection process. Library Design Associates measured and studied the work involved, and they suggest we are likely to come in under budget. In the meantime, the estate gift from Grace Sweeney for Michigan Avenue should be about this same amount of money. Between this and the carpet savings, we could do additional work downtown. We should know the amount of the estate gift anytime now – surely by late spring. Below are some partially-funded or not-yet-funded projects at Michigan Avenue we might consider.

Michigan Avenue Library Plaza Lighting

We have about \$11,000 in donations that are earmarked to improve lighting in Library Plaza. We've engaged Architect Kyle Keaffaber and Enlighten rep Brennan Booms to help us find solutions that 1) will achieve our goals for safety and aesthetics; 2) are affordable; and 3) will meet the requirements of the Ypsilanti Historical Commission. Brennan recently shared a variety of options and we selected two to focus on. We've spent some of the donated money on consulting to get where we are now. The projects currently under consideration have the estimate below, but are subject to change.

\$28,182 – COMMITTEE PRIORITY

Michigan Avenue Parking Lot/Entry Lighting

When Brennan gave us the options for the Plaza, he also provided an estimate for upgrading the parking lot and entry lighting at Michigan Avenue to LED. This is a less expensive undertaking than Whittaker because there are fewer lights.

\$4,692

Michigan Avenue Basement Lighting

We received a gift from Michigan Avenue patron Sylvus Tarn of more than \$9,000 to improve the lighting in the Michigan Avenue basement. Like the Whittaker adult area, the MA basement currently uses a lot of up-lighting. Brennan Booms has been investigating options and tells me an aesthetically-pleasing solution will cost considerably more than the currently-allocated gift budget. I will keep you posted as we learn more.

COMMITTEE PRIORITY DEPENDENT ON COST

"The River" and Library Plaza Concrete

This project has been a saga. We wanted to replace the blue "river" in the Plaza, which has been damaged over the years by snow plowing equipment. We couldn't find a contractor who was willing to replace it with decorative concrete as we wanted; the job was too small. Later we enlarged the project by adding additional concrete elements: repair to damaged curbs and enlarging the dumpster pad. We awarded the project to a contractor who became a no-show, so it remains incomplete. We'd still like to do this if we could find a firm with the right skills willing to take it on.

\$10,000 was set aside for this in 2019 but never spent; costs would surely be greater now.

**Director's
Report
and attachments**

Library Director's Report **March 23, 2022**

Gradually returning to normal

With updated CDC, MIOSHA and WCHD guidance, we revised our COVID Preparedness and Response Plan this month. Staff are no longer required to wear masks indoors, but most continue to wear them when working with the public. Outreach staff have been making school visits, and we plan to return the Bookmobile to its regular evening route with patrons coming on board beginning April 18th. Very excited about all of this!

With the visible progress on our construction project, we've seen an uptick in the number of new library card registrations by Superior Township residents. The after hours lockers at Superior have waiting lists for the first time. Tax help is much in demand at all locations, the Whittaker Youth Department has been full of visitors lately, and Michigan Avenue Adult visitors seem to be returning to pre-COVID levels. People are finding their way back to the library, and we are delighted.

Fundraising:

- We finally received our very first Amazon Smile donation this month. According to Smile metrics, 34 people are shopping to support YDL. We've earned \$187.56 to date.
- Two grant applications were submitted this month, to the Kiwanis Club of Ann Arbor and St. Joseph Mercy Health System.

Personnel:

- Our Communications Intern, Harper Klotz, resigned effective 3/15 citing a heavy school course load. We will host virtual tables at the upcoming EMU and WCC summer job fairs, seeking Interns for Youth, IT, and Communications.
- We received 8 applications for Head of Outreach Services and will conduct interviews soon.

Technology:

- Mobile Beacon offered to replace our 11 original circulating hot spots with newer units that are compatible with their new T-Mobile service. We hope this will improve coverage in our service area. The new units arrived on 3/3 and are being processed.
- YDL was awarded a grant through the United Way of Southeast Michigan, and will receive 24 Chromebooks and 2 charging stations to be split between Michigan Avenue and new Superior. When these arrive we'll be able to host computer classes at the branches, among other things.

Side Notes:

- Our official service population as of the 2020 Census is 88,021. We gained 5,047 people.
- Jodi Krahnke, Kelly Pedersen Scott and Shoshanna Wechter all presented at the MLA Spring Institute in Mount Pleasant. Jodi and Kelly about using the Youth Driven Spaces model with teens, and Shoshanna on podcasting. Way to represent YDL!
- Julianne Smith is attending PLA in Portland the week of the Board meeting.
- There's still time to check out the *Black Voices of Dignity* exhibit at Michigan Avenue (through 4/30) as well as *Evicted* at Whittaker (through 3/31). Both are definitely worth a look!

YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
February 2022

Strategy	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2021 YTD	2022 YTD	2022 Goal
Friends of YDL Annual Support	\$43,360	\$36,050	\$36,000	\$31,000		\$18,000		\$24,000
Memorial Gifts								
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	\$5,951	\$2,695	\$2,261	\$3,550	\$3,008		\$0	
Annual Giving Campaign	\$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	\$652	\$276	\$306	\$256		\$237		
Trustee Parties	\$3,421	\$5,489	\$3,760					
Kroger Community Rewards					\$257	\$455		
Amazon Smile					\$0	\$0		
Sub-total	\$4,073	\$6,945	\$28,189	\$2,227	\$257	\$5,693		
Sponsorships								
EMU (Sponsorship of TEDx Talk, 4/13/17)	\$2,500	\$3,000						
Bank of Ann Arbor (New Superior Library Groundbreaking Livestream)						\$2,500	\$2,500	
Bank of Ann Arbor (Vehicle Donation)		\$2,000	\$2,000					
Gene Butman Ford (Vehicle Donation)		\$3,316						
Beal Investment-TedX Sponsor		\$900						
The Mosaic Foundation	\$1,000	\$1,000		\$1,000				
Fifth Third Bank (Flag Pole - New Superior)					\$5,000			
St. Joseph Mercy Ann Arbor (New Superior Grand Opening)							\$5,000	
Northstar Bank							\$1,000	
Sub-total	\$3,500	\$10,216	\$2,000	\$1,000	\$5,000	\$2,500	\$7,500	
YDL Endowment Fund								
General	\$10,400	\$2,505	\$6,025	\$5,350	\$3,675	\$4,000		
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	\$10,400	\$2,505	\$9,277	\$5,700	\$9,684	\$215,588	\$0	
Designated Donations								
General Fund	\$450	\$620	\$1,229	\$1,037	\$101			
Michigan Ave		\$1,000	\$1,000	\$1,000		\$300	\$9,153	
Superior	\$500		\$7,584	\$45,900	\$30,495	\$358,815	\$130,893	
Adult Fiction	\$500		\$600	\$500				
Bookmobile			\$1,000					
Memorial Gifts	\$953	\$1,264	\$443	\$225				
MI Ave Plaza Lighting				\$1,000		\$10,000		
Youth Programming				\$50				
Sub-total	\$2,403	\$2,884	\$11,856	\$49,712	\$30,596	\$369,115	\$140,046	
Total Donations	\$73,269	\$71,008	\$97,328	\$100,793	\$63,310	\$611,246	\$147,546	

**YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
February 2022**

Strategy	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2021 YTD	2022 YTD	2022 Goal
Grants								
AAACF Community Impact Grant							\$15,000	
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	\$111,142	
Kiwanis-Early Childhood Priority 1 Committee	\$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]	\$3,200	\$2,970	\$2,800		\$2,800			
MCACA-Ypsi Song Fest	\$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	\$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 Children's Foundation							\$23,100	
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				
YDL Endowment Fund Proceeds	\$5,210	\$5,816	\$6,335	\$6,571	\$7,220	\$7,718		
Young Family Foundation						\$200,000	\$100,000	
Ypsilanti Downtown Development Authority					\$800			
Total Grants	\$57,956	\$91,360	\$82,465	\$63,206	\$160,244	\$515,152	\$234,242	
GRAND TOTALS	\$131,225	\$162,368	\$179,793	\$163,999	\$223,553	\$1,126,398	\$381,788	

Designated Fundraising to Date
YDL - Superior Construction (Gousseff Trust included) - \$1,502,566.60
*** Towsley Foundation Grant (Starts 2022 / \$80,000 per yr. for 5 years)
* Whittaker Rd Teen Area Improvement -\$5,550

*\$1050 remaining, expenditures =4500

Department Reports

Acquisitions Department Board Report

March 2022

Department News and Activities

- Mobile Beacon, which provided our initial wi-fi hotspots, replaced all the devices with new ones that should have better service coverage. I am currently processing these replacements and they will be ready for circulation soon.
- I continue to attend meetings regarding the Superior Opening Day collection and communicate with Baker & Taylor as things proceed.
- We are aiming for a June launch of the Library of Things collection.
- Acquisitions staff continues to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

Statistics

- The collection budget is currently 29% encumbered.
- 346 items were cataloged in February.
- 2,123 items, including 999 e-items, were added in February.
- YDL borrowed 786 items from other libraries via MeLCat in February.
- YDL loaned 910 items to other libraries via MeLCat in February.

Submitted by Sarah Zawacki
March 16, 2022

Assistant Director
Board Report: March, 2022

Your annual March Madness statistics are attached. All of our digital offerings have seen considerable growth over last year. Hoopla continues to outpace Overdrive usage, and I chalk that up to the ease of use of the platform.

In other data-driven news, I think the dashboard is having an identity crisis. When we switched from a strictly numerical report to a COVID version, which was meant to highlight new or altered services during our closure, we both lost some metrics and gained new insights. Going back to the “old dashboard” is an option, but I would like to overhaul it for several reasons: the internal process of gathering and reporting statistics is very inefficient and a source of considerable frustration for staff, the infrastructure of our reporting system is not automated, meaning data often needs to be entered twice or manually tabulated from paper; the numbers collected serve departments differently and do not always immediately translate to other reporting requirements, such as the State Aid Report; and, mostly, our dashboard is not visualized, which I think is a big shortcoming. I have evaluated several different tools this month (some are very expensive and are not happening!), and have narrowed it down to two products. If the board members have specific requests for data you would like to see on the dashboard, now is the time to let me know!

Lisa and I worked on issuing an RFP for a new strategic planning consultant, and it was released on March 16. We envision the next plan being “lite” compared to the last one, as many of the major components previously tackled will be unnecessary for the next 3 years (millage feasibility, rebranding, phone survey, etc.). We look forward to seeing the proposals on April 6.

Another long-term project I am working on is the overhaul of the Emergency Procedures Manual. Originally published in 2013, the Manual left a lot to be desired in terms of helpful information ... “Call 911 and file an incident report” seemed to be the advice for most emergencies. I think there is a better way to both satisfy liability concerns and guide staff during emergencies. Lisa met with an MML representative who had a nifty risk management checklist, which I will incorporate into our own procedures. It is worth repeating that this is a long-term project (!)

My other activities this month include:

- Summer Challenge preparation
- Review of applicants for the new Head of Outreach Services
- Finalization of the first floor remediation plan
- Purchase of kitchenette appliances for new Superior
- Planning meetings for Mich Ave water remediation, exterior lighting, and carpet replacement
- Return of the canines to Mich Ave (March 28)
- Two media interviews in relation to the exhibit (MLive and Eastern Echo)
- Superior planning meetings for AV, security, and the opening day collection

I will be the PLA conference in Portland later this month. I appreciate the continuing education opportunity!

Submitted by Julianne Smith, March 17, 2022

	WHIT	MICH	SUP	ADVENTURES SELECTED
JAN	0	0	3	Yankee Air Museum
FEB	1	0	0	Yankee Air Museum
MAR	1	0	0	Yankee Air Museum
APR	1	1	0	Yankee Air Museum
MAY	8	2	2	Howell Nature Center, Kensington Metropark, Chaldean Cultural Center, Hidden Lake Gardens, Hudson Mills Metropark, Lake St. Clair Metropark, Mill Race Historical Village, Thunder Bay River State Forest Campground, Willow Metropark
JUN	9	2	3	Kensington Metropark, Pinckney State Recreation Area, SEA LIFE Michigan, Willow Metropark, Delhi Metropark, Dexter-Huron Metropark, Hudson Mills Metropark, Lake Erie Metropark, Lake St. Clair Metropark, Lower Huron Metropark, Van Etten Lake State Forest Campground, Yankee Air Museum
JUL	13	5	2	Belle Isle Park, Hudson Mills Metropark, Island Lake State Recreation Area, Kensington Metropark, Stony Creek Metropark, Brighton Recreation Area, Delhi Metropark, Dennon Museum Center, Dexter-Huron Metropark, Grand Mere State Park, Howell Nature Center, Lake Erie Metropark, Lower Huron Metropark, UM Museum of Natural History, Yankee Air Museum
AUG	12	6	5	Detroit Institute of Arts, Dexter-Huron Metropark, Island Lake State Recreation Area, Kensington Metropark, Lower Huron Metropark, Yankee Air Museum, Belle Isle Park, Howell Nature Center, Huron Meadows Metropark, Lake Erie Metropark, Outdoor Adventure Center, Plymouth Historical Museum, Sterling State Park, Stony Creek Metropark, Waterloo State Recreation Area, Willow Metropark
SEP	11	2	2	Great Lakes Shipwreck Museum, Howell Nature Center, Hudson Mills Metropark, Kensington Metropark, Belle Isle Park, Delhi Metropark, Detroit Institute of Arts, Lake Erie Metropark, LEGOLAND Discovery Center, Lower Huron Metropark, Meadowbrook Hall, Stony Creek Metropark, Willow Metropark
OCT	3	5	3	Belle Isle Park, Hudson Mills Metropark, Huron Meadows Metropark, Kensington Metropark, Willow Metropark, Howell Nature Center, Saugatuck Dunes State Park, Seven Lakes State Park, Dexter-Huron Metropark, Howell Nature Center, Lower Huron Metropark
NOV	3	1	1	Hudson Mills Metropark, Kensington Metropark, Dexter-Huron Metropark, Gilmore Car Museum, Yankee Air Museum
DEC	3	1	2	Detroit Institute of Arts, Kensington Metropark, Yankee Air Museum, Kelsey Museum of Archaeology, Michigan Firehouse Museum, Yankee Air Museum
TOTAL	65	25	23	



Proudly supporting 113 Adventures in 2021

2020=23



Consumer Health Complete	0	0	1	0	0	0	8	2	4	8	2	6	31
<i>Consumer Reports</i>	70	49	38	40	67	56	66	47	54	61	100	51	699
<i>Creative Bug</i>	26	16	8	6	3	12	4	4	9	4	18	18	49
Demographics Now (Gale)	Statistics Unavailable for this Product												0
Early World of Learning (World Book)	1	2	1	0	0	8	4	6	2	3	2	11	40
EBSCO eBooks (all)	1	0	0	0	0	1	38	9	9	29	7	14	108
Education Source	2	1	0	3	2	1	19	5	9	16	4	10	72
Entrepreneurial Studies Source	0	0	0	0	0	0	6	1	0	0	1	1	9
Environment Complete	0	0	0	0	0	0	3	1	0	0	1	1	6
ERIC	0	0	0	1	8	0	5	1	2	7	1	3	28
Fiction Core Collection	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Food America</i>	6	0	2	2	4	1	1	4	2	12	6	3	21
Funk & Wagnalls New World Encyclopedia	0	0	0	0	0	0	5	1	2	7	1	3	19
Graphic Novels Core Collection	0	0	0	0	0	0	0	0	0	0	0	0	0
Harvard Faculty Seminar Series	0	0	0	3	2	1	11	4	6	4	3	7	41
HealthSource: Consumer Edition	0	0	0	4	0	0	5	1	3	9	1	3	26
HealthSource: Nursing/Academic Edition	0	0	0	0	0	0	3	1	0	0	1	1	6
History Reference Center	0	0	0	0	0	0	5	1	2	7	1	3	19
Hobbies & Crafts Reference Center	0	0	0	0	0	0	2	6	0	0	0	1	9

Home Improvement Reference Center	1	1	0	0	0	1	0	0	1	1	0	0	5
Humanities Source	0	0	0	0	0	0	3	1	0	0	1	1	6
Image Collection	0	0	0	0	2	1	11	9	7	5	3	7	45
Jewish Studies Source	0	0	0	0	0	0	3	1	0	0	1	1	6
Learning Express Library (MEL)	Yearly Total Only Reported												8
Legal Information Reference Center	0	0	0	0	0	2	2	0	2	7	0	4	17
Legal Source	0	0	0	0	0	0	3	1	0	0	1	1	6
Library & Information Science Source	0	0	0	0	8	0	3	1	0	0	1	1	14
Literary Reference Center	0	0	0	0	0	0	5	1	2	7	3	3	21
Mango Languages	178	182	219	190	253	141	98	77	182	172	144	152	1988
Marketline and Medtrack Co. Profiles	0	0	0	0	0	0	3	1	0	0	0	1	5
MAS Complete	0	0	0	0	0	0	8	2	2	7	2	4	25
MasterFILE Complete	0	0	0	0	0	0	10	3	4	9	5	6	37
Medical Video & Animation Collection	0	0	0	0	0	0	3	1	0	0	0	1	5
Michigan History Magazine	Statistics Unavailable for 2021												0
Middle and Junior High Core Collection	0	0	0	0	0	0	0	0	0	0	0	0	0
Middle Search Plus	0	0	0	0	0	0	8	2	2	7	2	4	25
Muzzy	2	0	0	3	0	0	0	18	4	4	6	10	47
My Heritage Library Edition	2	0	0	0	1	1	1	1	2	0	0	0	8

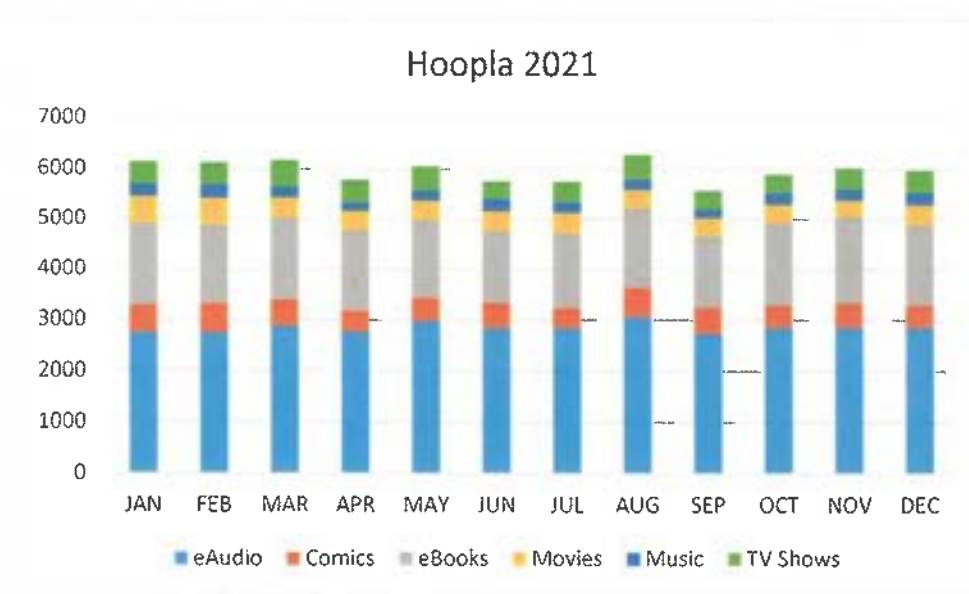
Small Business Reference Center	0	0	0	0	0	0	0	0	6	0	0	1	7
Small Engine Repair Reference Center	0	0	0	0	0	0	0	0	0	0	0	0	0
Topic Overviews K-5	0	0	0	0	0	0	0	0	0	0	0	0	0
Topic Overviews 6-12	0	0	0	0	0	0	0	0	0	0	0	0	0
Topic Overviews in Public Libraries	0	0	0	0	0	0	2	0	2	7	0	2	13
<i>TumbleBook Library</i>	26	39	37	19	11	11	32	39	80	86	61	60	501
<i>Tutor.com</i>	4	0	0	0	0	0	0	1	14	1	5	1	26
<i>Value Line Investment Survey (searches)</i>	3385	4355	2232	5434	4323	2079	19987	2098	6545	5347	5434	6765	67984
Video Encyclopedia of the 20th Century	0	0	0	0	0	0	3	0	0	0	0	0	3
Vocational Studies Premier	0	0	0	0	0	0	3	1	0	0	1	1	6
Web News	4	0	0	3	2	2	11	6	8	6	5	8	55
World History Image Collection	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTALS	7346	7618	5597	7890	9049	7348	25099	5921	11543	9231	12119	16386	125,054

2020=60,702

Blue = MEL

Red = YDL Subscription

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
eAudio	2748	2738	2871	2756	2962	2832	2837	3049	2732	2,844	2849	2853	34,071
Comics	537	576	524	416	472	502	397	589	515	447	484	441	5,900
eBooks	1628	1560	1622	1595	1535	1421	1467	1575	1404	1627	1701	1587	18,722
Movies	534	544	409	387	394	394	417	376	370	375	347	404	4,951
Music	251	261	215	176	213	262	225	203	177	238	223	259	2,703
TV Shows	442	445	531	455	477	349	408	495	374	366	419	430	5,191
BingePass												12	12
TOTALS	6140	6124	6172	5785	6053	5760	5751	6287	5572	5897	6023	5986	71,550



2020=53,705

UNIQUE USERS

JAN	677
FEB	681
MAR	683
APR	698
MAY	658
JUN	747
JUL	804
AUG	866
SEP	886
OCT	1069
NOV	1215
DEC	1155

AVERAGE 845
2020=664

NEW USERS

JAN	95
FEB	88
MAR	68
APR	96
MAY	85
JUN	126
JUL	132
AUG	130
SEP	151
OCT	298
NOV	430
DEC	343

TOTAL 2,042
2020=1,141

YDL Unique App Users by Month 2021



New Users Added Each Month



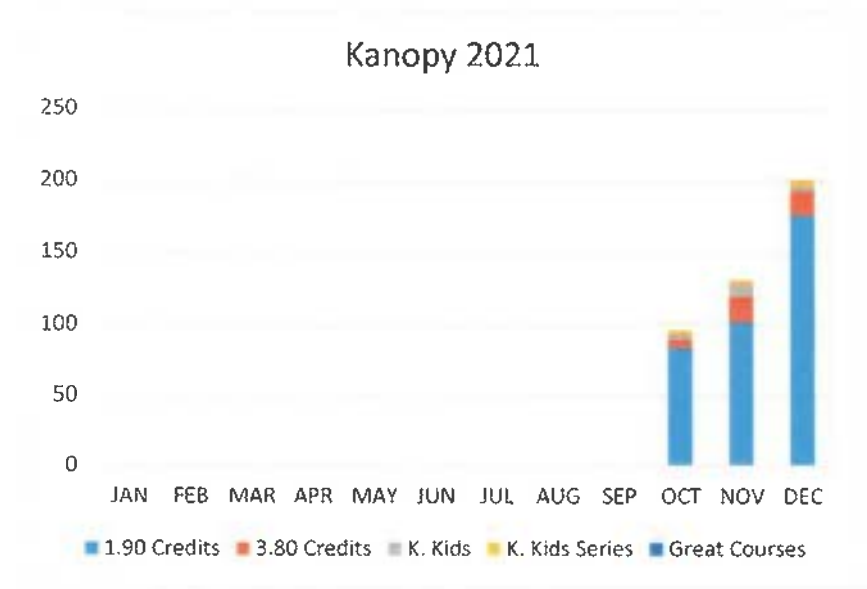
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
eBooks	2751	2419	2526	2409	2386	2456	2209	2463	2235	2418	2301	2512	29085
eAudio	2279	1992	2145	2026	2003	1874	1994	2232	2092	2204	1996	2120	24957
eVideo	5	2	1	7	7	1	7	1	1	8	3	18	61
eMagazines	189	340	446	272	281	287	239	283	299	396	404	352	3788
TOTAL	5224	4753	5118	4714	4677	4618	4449	4979	4627	5026	4704	5002	57,891

Overdrive 2021



2020=56,239

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
1.90 Credits										84	102	176	362
3.80 Credits										6	18	17	41
K. Kids										3	7	3	13
K. Kids Series										3	4	5	12
Great Courses										0	0	0	-
TOTALS										96	131	201	428



Communications & Development

Monthly report: March 2022

Major print/design pieces produced:

- Work is in progress for the 2021 Annual Report. We're highlighting our reopening news, the Groundbreaking and Capital Campaign progress on the new Superior Branch, and other ways we engaged with our community and patrons in 2021. It should be ready for the April Board meeting.
- We ordered Summer Challenge t-shirts this year for patron-facing staff to wear during the Summer Challenge months.



Promotions

- **Capital Campaign:** As of 3/16 we've raised over \$196,000 in the crowdfunding portion of our Capital Campaign. Over \$78,000 has been raised in our current matching challenge from more than 100 donors, which means we're more than $\frac{3}{4}$ of the way to our \$100,000 goal. We continue to share social media and email updates, along with photos of the construction progress, to keep interest in the campaign going. We're planning some fresh videos and other promotion to get us over the top. We are also working on materials for the Hard Hat party next month.
- **In general:** Boosting info about our Oscars Contest, the Family Read, and the Libby App with posts on social media and our blog.
- **Looking forward:** Working on plans to roll out our fine-free PR campaign with advertising, news articles, and more. The goal is to make sure we reach as many community members as possible to maximize reach and effectiveness and bring more people to YDL for whom fines were a barrier to access.

Notable Media Mentions

- Eastern Echo, MLive, and Lucy Ann Lance all covered the Evicted exhibit.

Community Relations

- Sam and Mary continue to attend Parkridge meetings and provide YDL updates. Sam attended the Engage@EMU meeting this month.
- We sent our third submission to Groundcover News, a newspaper that creates opportunity and a voice for low-income people. We shared info about getting masks and test kits through YDL, and about the Black Voices of Dignity Exhibit at YDL-Michigan.

Notable Social Media activity

- More than 1,200 people saw our post of the roof nearing completion at the new Superior building, with nearly 60 engagements and over 20 likes.
- More than 2,500 people saw the post sharing the news about a large donation to our seed library with over 180 engagements, including 55 likes and 10 shares. We were trying to identify the anonymous donor.
- Nearly 2,000 people saw our post sharing information about the Housing Choice Voucher program, with over 130 engagements, including 76 shares. This again shows we're a valuable source of community information.
- Over 1,400 people saw our post about the Friends of YDL Pop-up Sale later this month, with 68 engagements, including 16 likes and 10 shares.
- Several recent short video posts highlighting our storytimes have each earned more than 60 reactions on Instagram.



Submitted by Sam Killian on March 18, 2022



The Evicted Exhibit in the Whittaker Branch of the Ypsilanti Library.

Ypsilanti District Library-Whittaker is hosting the “Evicted” exhibit through March 31 to spread awareness about the under-representation of evictions across the U.S.

“Evicted” showcases how evictions throughout the country have deeply impacted communities, notably Black women, and is a cause of poverty. The exhibit highlights personalized data from Matthew Desmond’s book by the same name and confronts the preconceptions of eviction.

“The ‘Evicted’ exhibit is really based on the recession in 2008–2009,” Julianne Smith said, the assistant director of YDL. “Visitors should be prepared to experience how eviction affects all of us. It brings home the fact that housing insecurity is a national issue, and the repercussions go throughout the community; it’s just not individual people.”

Matthew Desmond’s book, “Evicted: Poverty and Profit in the American City,” is a significant work of inspiration for the exhibit. Elements from the book are showcased throughout the exhibit, reflecting eviction rates throughout the United States.

“Desmond’s book personalizes data and reveals a human side of eviction as something many people experience on a day-to-day scale,” Sam Killian, the community relations coordinator at YDL, said. “There are different rooms in the exhibit that reflect eviction in many aspects, such as a visual representation of

all the U.S states mapped out in cardboard boxes showcasing eviction rates in each state. For example, Michigan is in the top six, the highest in the Midwest.”

The exhibit consists of four houses, and the first house has audio and video of people talking about eviction-related stories. The second house highlights the different populations affected by evictions, and the third goes through eviction proceedings in court. The final house shows what happens during an eviction, including belongings being placed on the street.

“Evicted is sponsored by the National Building Museum in Washington DC, and it's based on Matthew Desmond's book of the same theme and what he discovered; eviction is really a cause of poverty,” Smith said. “It's very powerful, and it's very sad.”

Killian and Smith hope the visitors to the exhibit can see the multi-layers beneath the concept of eviction and how people are affected by it.

“My hope is that the exhibit shows the human side that seeks out the larger problem that most people don't think about,” Killian said. “In response, I hope that people can generate compassion and want to help now more than ever with Covid and especially since previous protections have been taken away.”

Smith said the exhibit is meant to inspire its visitors and empower them to create change in their community.

“There are some dangerous preconceived notions that people who are evicted are not working by choice or they're too lazy, or they don't pay their rent, and that's very rare.” Smith said. “I want people to look at the back end of eviction and see this is a societal problem. It humanizes people who have been through eviction and helps people understand that many of the problems related are the results of poverty, not its cause. I think the alarming trends surrounding eviction such as the disproportionate number of Black women who are victims and how landlords have representation and the tenants don't warrant further discussion.

“The library just doesn't put exhibits up because they're interesting; the point of them is to continually deepen the dialogue to humanize situations, to be one of the institutions in the community that is here to help. Ultimately, when people attend our programs and exhibits, we always want them to affect change, so when you leave, we want you to feel empowered to make you want to do something whether it's in your life or somebody else's; it's to provide positive momentum, and we always hope that happens.”

YDL-Whittaker is located at 5577 Whittaker Road. For more information about the ‘Evicted’ exhibit, visit ypsilibrary.org.

SHARE



Advertisement



Ann Arbor

Ypsilanti library hosts traveling exhibit documenting ongoing eviction crisis

Published: Feb. 19, 2022, 9:30 a.m.

"Evicted" exhibit brings eviction crisis data to life at Ypsilanti District Library Whittaker branch



By **Jacob Hamilton | jhamilt3@mlive.com**

YPSILANTI, MI -- The newest exhibit at Ypsilanti District Library was inspired by the financial crisis of 2008, but it's more relevant now than ever.

"Evicted," the district's first in-person exhibit since the COVID-19 pandemic began, traces its roots to author

Matthew Desmond's Pulitzer Prize-winning novel "Evicted: Poverty and Profit in the American City." That non-fiction book, published in 2016, followed the lives of eight families facing eviction during the mortgage crisis.

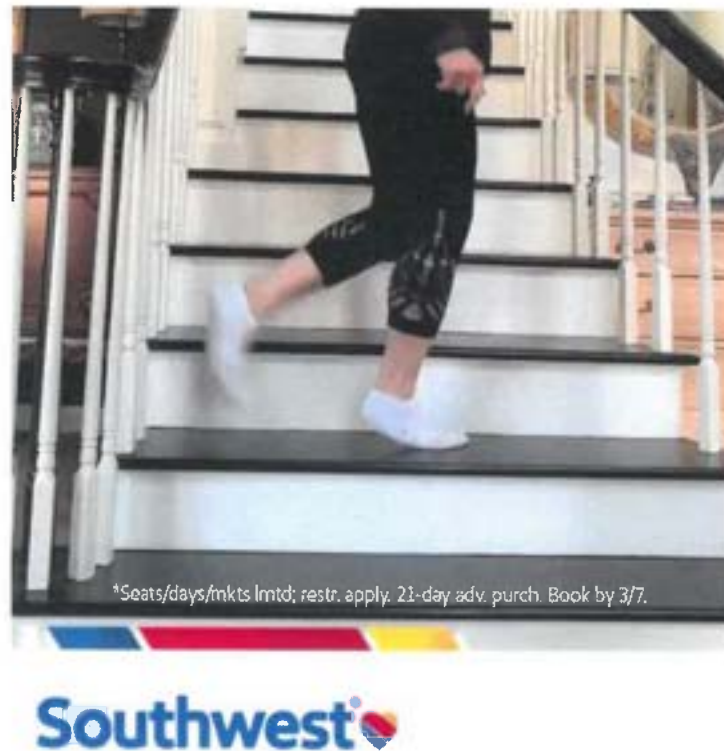
Advertisement

The traveling exhibit, now open at YDL's Whittaker branch, draws on Desmond's data-driven reporting and a similar humanist sensibility to represent the eviction crisis through infographic-style installation art, mini-documentaries and shocking statistics.

YDL Assistant Director Julianne Smith says that the library, which was closed to the public from March 2020 to June 2021 due to COVID-19, had been in the process of securing the traveling exhibit for several years. The exhibit opened earlier this month, and with the end of the federal moratorium on evictions, it couldn't have come at a better time.

The centerpiece of "Evicted" is a large-scale map of the U.S. covered in cardboard cubes sized proportionally to the number of eviction filings for that state in 2016. Michigan's outsized share - 190,403 - is represented by the sixth-largest box, by far the largest in the Midwest. For that year, Michigan ranked sixth in the nation behind Maryland, New York, Georgia, Texas and North Carolina.

Advertisement



“When you look at this, it’s immediately apparent. We have a national problem with housing insecurity and eviction,” Smith said. “Visually, you can see that Michigan had an enormous number of evictions compared to other states. Even if you’re not personally affected by eviction, when you look at that, it means something different to you.”

Beyond the data, the exhibit’s five “houses” offer both tactile and audio-visual insights into the human cost of the crisis. Each cubicle-sized box focuses on a different aspect of eviction, from the often overwhelming court process to the policies, ordinances and systemic problems that cause a vicious cycle of eviction and poverty.

“This exhibit really does humanize it. It really shows you, in addition to the numbers, the stories of people that this has happened to and it makes it harder to look away from it,” Community Relations Coordinator Sam Killian said.

In one room, a wooden pallet occupies most of the floor space, piled with a cacophony of household items haphazardly Saran-wrapped together to represent the shocking moment that a family arrives at what was once

their home to find their belongings in the street.

Advertisement



Replay

“It goes on the sidewalk, where your neighbors can see what you own, take what you own,” Smith said. “It’s a terrible, terrifying and humiliating experience.”

The exhibit inside YDL’s Whittaker branch, 5577 Whittaker Road in Ypsilanti Township, is free and open to the public. To supplement the exhibit, the library is offering additional programming including a virtual book discussion on March 1, one-on-one conversations with attorneys on March 3 and an episode of the district’s monthly podcast focusing on redlining and housing segregation in the city of Ypsilanti. The statistics used for the exhibit, the methodology behind gathering that data and more recent numbers can all be found on www.evictionlab.org.



Replay

Smith said YDL is particularly proud to partner with the Washtenaw County Bar Association and Legal Services of South Central Michigan offer the “Ask a Lawyer” sessions to community members who have questions about an ongoing eviction or landlord/tenant dispute. Community members can register for a time slot [using the form at this link.](#)

“A lot of the programs you see are hands-on, ‘help is here’ programs. They’re not just intellectual exercises,” she said.

YDL’s Whittaker branch, 5577 Whittaker Road in Ypsilanti Township is open Monday through Thursday 9 a.m. to 9 p.m., Friday and Saturday 10 a.m. to 6 p.m. and Sunday 1 to 5 p.m.

Advertisement

MORE YPSILANTI NEWS:

[Ypsilanti officials release details about fatal crash that occurred minutes after police traffic stop](#)

[Major Ypsilanti road, bridge upgrades in the pipeline. Here are the projects to watch](#)

[Ypsilanti-area sewer main collapse causes sinkhole, sewage discharge into Huron River](#)

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

Customer Services

Monthly report: March 2022

Circulation Stats

For the month of February, we checked out 28,864 items system wide.

Patrons also downloaded 11,334 digital items.

We also issued 241 new library cards.

The Whittaker Road library had 90 curbside appointments.

Submitted by *John Connaghan* on March 17, 2022

Facilities Department

Board Report: March 2022

A couple things happening in the Facilities Department along with our daily duties this past month. Here are some of the highlights:

Siemens finally finished the lighting controls project. After installation, they had to work out some issues that come up. Everything is working as intended. To the right is a picture of the control panel screen we use to set the lighting schedule.



Ron helped the Michigan Ave Youth Staff with their shelf shifting project. He took down the smaller shelves, and installed larger ones for the graphic novels which are bigger, and more popular these days.



Here's Ron putting new wiper blades on the Flex.

The Red Box covering the Michigan Ave fountain had to be repainted. Someone had spray painted some graffiti on it. The box will be coming down soon, and the fountain will be up and running.



A new alarm was installed on the Whittaker Road Community Room exterior door. The old one developed a problem with the circuit board. It was less expensive to replace it than to repair it.

Julie, Karen, and myself have been working in the Whittaker Road mezzanine getting rid of unneeded items that have cluttered up the area. More storage space will be available, and the area will be more efficient for staff to use when we get done.

A Whittaker Road sidewalk light pole got knocked over by our snowplow company. They are having A.F. Smith Electrical Co. get us a new one and install it at no cost to the library. It will take about 90 days or so get the new light pole assembly. The manufacturer has to build a new to match the specifications we want.

Mary Garboden and I have been planning and designing the garden boxes to go in at the new Superior branch. We have been working with Dan Whisler on the location of the garden at the new property.

One of the water circulation pumps for the Michigan Ave heating needed a new bearing assembly. We noticed it had started to screech, and could cause further damage to the pump if not repaired. A Campbell Inc. technician picked up the needed parts, repaired it, and is up and running properly now.



Submitted by: Jim Reed

March 17, 2022

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

March 2022

Status Report

- Security update – Recently we received a long awaited shipment of equipment and have installed updated recording devices, new updated software, and a replacement camera for a failed unit. This likely concludes current projects and we look forward to the new superior building's added requirements.
- Antivirus – CrowdStrike is installed on primary patron systems. We are continuing to get a feel for the system. It has shown to impact some of our maintenance/support processes but overall it appears to work well.
- Sensus People Counting – We've worked with Sensus to provide an accurate quote for the addition of this technology to our system. The company has shown a lot of interest and the project is ready to proceed at our discretion. Some added features incorporate more accurate counts, addition of Whittaker Rd exhibit/community room counting, and possibly displays assisting staff/patron with occupancy details.
- Virtual Meeting equipment – Our next step in virtual meeting equipment is to attempt to find a solution for meeting room technology. Currently this is being explored through the new Superior building process.
- Wi-Fi – We've made a recent adjustment that so far appears to be helping to improve connectivity and Virtual Meeting/communications. 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 are anticipated for 2022.
- New servers – 2022 will continue the process 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, updated backup infrastructure, and brought a few critical/new systems online.
- TLN WAN and Intranet connectivity – TLN is quoting some additional hardware that we will utilize to improve the interconnectivity of our buildings. This should help shore up these connections for all purposes.
- New Laptops & Chromebooks – We are expecting to bolster our supply of these devices by a few dozen in the next few months. The Chromebooks in particular should provide excellent opportunity to incorporate a system that works well in many education environments.

Overall System Status

- We're currently focused on rolling out new equipment and look forward to reviewing our systems as a whole to determine points of improvement for 2022. We will also be focused on tasks related to the new Superior location in a few months so we anticipate a busy spring.

New or Upcoming Items

- We'll be assisting in rebuilding our water damaged staff area at Whittaker rd.

Michigan Avenue Board Report: March 2022

Programs

- **Little Ones** - Jenny has restarted her storytime after another long hiatus and she got a very nice group of kiddos. She is excited to build up participation. A homeschool group has been meeting at the library on Monday mornings so their kids could socialize together. Pat has been actively working with them, providing toys, crafts, tables, books, sensory objects, etc. They have told Pat how enjoyable it is to bring the kids knowing that they'll have new library learning experiences every week.
- **Kids & Families** – Family Maker Night was fully registered, every family got to make at least 2 types of calming glitter bottles, one with colored water/oil mix, and one with clear school glue/water mix. Families had lots of fun! Pat held both her kids and tween book clubs and Read to Paddington.
- **Teens** – Kelly's book club at WSC charter school has been going great with 11-12 kids consistently coming. She is working with an English teacher at the school. The business entrepreneur classes have had low attendance but the kids who are coming are very eager. TAG attendance at Mich Ave has been low but creating subscription packs is bringing them in. Ozone House's Drop-in Center has closed but their PrideZone group was able to meet at the library in person for the first time in two months. It was clearly a happy time for everyone and we look forward to this ongoing collaboration with Ozone House.
- **Adults** - I helped Edda Williams setup her Black History exhibit. Edda has put a lot of work into the exhibit and there have been many comments about how informative it is. Washtenaw African American Genealogy is going like gangbusters. There are multiple people every month that want to get reminder emails for the meetings and 20+ are routinely in attendance.
- **Seniors** – AARP continues to do taxes two days a week. I'm grateful to the staff for managing the calls, intake packet handouts and mailing, along with assisting the volunteers, questions about the program, and endless calls to sign up. The waitlist is over 60 and for the first time we believe we might not be able to knock off the entire wait list. Mateen Jafferson of Jafferson Computers led an excellent program on Cybersecurity, focusing on tweaking settings on a PC and in the browser to make it more difficult to fall victim to scams. Crafternoons attendance has been great and the ladies always share their appreciation for getting together, have a little fun with a craft, and stretch their brain cells. This month we're making tissue paper/resin faux stained glass pictures..



Building - We've had some exciting meetings about replacing the upstairs carpet that is utterly worn out, adding lights to Library Plaza, and the start of the water remediation project. I can tell you that all the staff are very happy to see these projects take place and Lisa has a lot on her plate! Youth staff, with the help of Ron Pierson, made a major shift in the youth collection to highlight the higher circulating and new materials.

Staff – Shoshanna’s podcast was referenced in an [MLIVE](#) article. The article was about Mattie Dorsey who was a mover and shaker, influencing housing changes on the South Side of Ypsi. Shoshanna was also invited to be on a panel about library podcasts. Significantly, YpsiHistory was the only podcast that was entirely local information, an important part of what libraries are good at doing. Kelly also went to Spring Institute with Jodi and they presented on using teen voices to guide programming, the subscription packs are a wonderful example of that. Jodi and Kelly also quickly wrote and submitted a \$50k St. Joes Investing in our Communities Grant which proposes a teen-driven mental health programming and activities. Youth staff are going through the Ryan Dowd Homeless Library training and finding them very useful. Kim is meeting the Library of Things committee that is working on policies, collection guidelines, etc. The collection will be spread across all branches. Courtney, Nicole, Pat and myself attended a Barrier Busters and DTE overview. It is helpful to know what CAN be done when we are working with the public. Section 8 waiting list for Washtenaw County has reopened and we have been getting quite a few patrons needing help filling out the forms. We’ve had to call the MSHDA helpline to get assistance walking people through the process. Charline is infinitely patient when handling these issues. Today we will be a survey location for the Housing Bureau for Seniors. They are trying to find out the housing needs for older LGBTQ+ folks. Nicole, Jenny, and I have been in two meetings getting ready for Summer Challenge. It feels great to be moving toward non-Covid impacted programming.

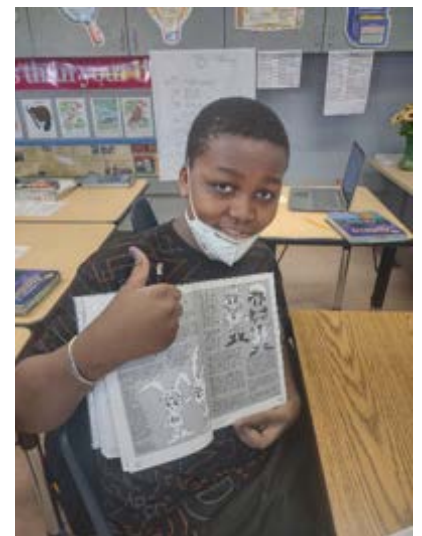
Other - Lisa received a grant that will bring 12 Chromebooks to Mich Ave and Superior. We are starting to talk about how we can implement them in programming. Lastly, there is a two year plan for an overhaul of sewer and water lines along with narrowing roads to make cars drive slower and to make room for safer bike routes. Great progress!

Joy Cichewicz
March 18, 2022

Outreach Services Board Report March 2022

Superior:

- Stacey, Liz, Nicole, Christy, and I continue ordering books for the new library. It is a fun, albeit time-consuming process with many unique challenges. The most rewarding part, of course, will be seeing people scoop up new books by the armful when we open our doors!
- Stacey, Liz, and I have done Scan & Go Tax Preparation intakes for 21 clients, with a few more left to go this season. We stopped taking new appointments in early March because the turnaround time for the preparers was becoming much longer than anticipated. The United Way preparers are now catching up on some of their backlog. In our new building, I will look for ways to offer in-person services through AARP. I believe this will allow us to offer greater capacity and a higher level of service than we are currently able to.
- Monique & I attended a community meeting for residents of Sycamore Meadows. The County & Superior Township are working together on implementing a planning grant for crosswalks at a few points around MacArthur and Harris. Monique and I led children's activities and were able to speak with families about the new library building.



Outreach Projects & Programs:

- We are busy preparing for the beginning of the pop-up libraries at Sycamore Meadows. Nicole is heading up the selection of books and educational toys for giving away.
- March is reading month at local schools. We have fielded quite a few requests for special visits to classrooms. The highlights have been seeing each advisory class at Ypsilanti Community Middle School for a quick talk about the library and a Book Bingo activity. Thanks to the Friends, we were able to provide enticing prizes for Book Bingo. Many students are getting their first library card at these visits.
- Nicole and I made a visit to Ypsilanti Community Connected School, YCS' mostly online option. We gave a "how to do library research" presentation to the middle schoolers, set them up with student ecards, and did Book Bingo.
- I did a virtual visit with Early Head Start, reading stories and telling families about TALK and the library.



- Estabrook contacted us to place March is Reading Month posters in the youth areas at YDL-Michigan and YDL-Whittaker. Students are asked to visit the library and take a selfie with the poster. According to Michigan Ave staff, the activity has brought in many new faces who have asked questions about the library and stayed around to explore the youth department. Quite a win-win!
- Stacey did an after-school visit to Bright Futures at Ypsilanti International Elementary School, delivering a book bundle to the teacher and talking to students about the library.
- I picked up 3000 children's KN-95 masks from the Washtenaw County Health Department. These are being distributed at each library location and on the bookmobile.



LNGO

- Khi & I delivered large print books to Cross Street Village and the Village at St. Joseph Mercy. I have been training Khi, as he is taking over the responsibilities for this service.
- Our latest round of virtual fitness continues, with an adapted HIIT (High Intensity Interval Training) for older adults. One of our participants recently emailed Monique with this feedback:

One thing I'd like Jerry to know is how much I have learned in her classes.

I now have a repertoire of movements I can do for balance, strength, elevating my heart rate, etc. These can be done while participating in a Zoom webinar, watching TV, etc. I have been able to change my behavior in a significant way because she emphasized over and over the everyday opportunities we have to fit exercise into our lives.

This is a huge benefit for me (in addition to class time) and I'd like to thank her.

I'd like to thank you too for proving once again that LIBRARIES CHANGE LIVES!

Bookmobile:

- We will soon announce the return of our full-service evening route. Beginning April 18, we'll have two staff inside and invite patrons aboard once again to browse for books and pick up holds. We are excited to welcome them back!

Submitted by Mary Garboden,
March 16, 2022

Whittaker Road-Adult Services Board Report: March 2022

Here is a listing of March programs:

- Evicted Book Discussion
- Google Sheets for Beginners (Adult-Virtual)
- Small Business Savvy: Bitcoins, NFTs, and Digital Assets
- Thursday Morning Book Group
- Virtual Ask a Lawyer: Housing Issues
- AARP Tax Help (5 Sessions)
- Microsoft Word – Basics
- Google Sheets Tips & Tricks (Adult-Virtual)
- Microsoft Excel – Basics
- Google Docs for Beginners (Adult-Virtual)
- Hungry for Humor
- Small Business Savvy: Building Better Small Business Websites
- Microsoft Excel – Intermediate
- Google Docs Tips & Tricks (Adult-Virtual)
- How to Host a Zoom Meeting (Adult-Virtual)
- Microsoft Word – Intermediate
- Simply tomatoes
- Microsoft Excel – Pivot Tables (Intermediate)
- Computer Basics - Getting Started
- The Labor History of Michigan's Upper Peninsula: GMR event
- Microsoft PowerPoint – Basics
- Google Calendar - Basics
- Google Drive - Basics
- Let's talk about Earthseed: Parable of the Sower Discussion
- African American Authors Bk Discussion Group
- Virtual Mystery Lover's Book Group
- Internet Basics - How to Search the Web
- Microsoft Publisher – Basics

AARP Tax Help Services continue to run smoothly; we are still getting calls from people looking for appointments but we filled all slots by the middle of February at both Michigan Avenue and Whittaker Road. We were able to refer a few people to YDL-Superior for their United Way Scan and Go Service; those slots are also filled now. We currently have a lengthy waiting list for Tax Help Services; there are always some cancellations so hopefully all/most on the waitlist will be able to get an appointment slot.

Our book discussion and Virtual Ask a Lawyer: Housing Issues events in support of the Evicted Exhibit went well. The lawyers from the Washtenaw County Bar Association and Legal Services of South Central Michigan were great to work with; there may be opportunities to partner with them for other events in the future. We had a good turnout at our Small Business Savvy event on bitcoin, NFTS and other digital assets. I publicized this event on Michlib and noted some attendees from other locations around Michigan. One library contacted me after the event to see if they could get the speaker for their library.

I've posted the recording of this event on YDL's YouTube Channel so those who are interested but could not attend have access to the information.

Paula, Sheila and Brigitte attended the virtual overview from DTE on programs and services they offer for low-income customers. We now have a better idea of what they can do and are better able to refer people to this information as needed.

We had our first meeting of our Library of Things committee to begin work on policies and procedures for this new collection. We have representation from all departments and will continue to meet so that the anticipated summer rollout of this collection goes smoothly. We anticipate holding an Open House style event in early Summer to showcase this new collection for our patrons. We plan on each branch housing some of the items for easy access.

-Submitted by Paula Drummond March 16, 2022

Whittaker Youth Services Board Report March 2022

Programs

LITTLE ONES

Activity Stations and Play Times 425 parents and little ones enjoyed play and hands-on stations at 17 programs in February and we enjoyed seeing them!

Storytimes This month's storytimes are approaching pre-Covid numbers and are averaging 33 people each, with some sessions approaching 60. So far we feel we can safely offer one read aloud followed by activities each time.

Preschool and Kindergarten Resource Fair Almost 60 people attended this year's resource fair to talk to representatives from our two public school districts and 6 other preschools, as well as representatives from WISD. Angie was on hand to sign people up for TALK. Kids who attended enjoyed play-based activity stations that Psyche set up including sensory bins shown here, a current post-storytime favorite at Discovery Time for 2-4 year olds.

KIDS & FAMILIES

Saturday Family Programs 40 people enjoyed art stations at our Art Walk that featured the work of African American artists ranging from Romare Bearden, Jacob Lawrence, and Alma Thomas to contemporary artists such as Amy Sherald and Bisa Butler, with many others in between. Liz and Psyche helped me create stations that included Kehinde Wiley backgrounds and greenscreen technology Liz used that resulted in family portraits like the one seen here. 34 people made board games to take home with Ulana the first weekend in March.

Weekday Programs Both Liz's Graphic Novel Book Group and Jaclyn's Love of Learning program for homeschool families are increasing in attendance. Jaclyn now regularly has about 25 people each week.

Family Read Kickoff We have exciting programs planned for the next six weeks to engage people around the book *American as Paneer Pie*, starting with rangoli art at both YDL-Whittaker and YDL-Michigan this weekend. Thanks to Pat, Nicole, and Liz P. for being part of the planning team.

TEENS

TAG At TAG meetings we continued brainstorming teen volunteer options and had a visit from Ypsi Writes representatives who took away teen writing program ideas. Anime continues to draw a steady group and TAG members hope to add a K Pop Meetup.

Generator Z Kelly and I made a presentation to other Michigan Youth Librarians at MLA's Spring Institute last week, using the subscription pack project to model how other libraries might use Youth Driven Spaces methods for more successful teen programming. Two interns joined us as co-presenters via Zoom. In addition to the regular work of creating packs and the podcast, we hosted our first in-person program tied to the packs—a pop up pretzel dipping workshop led by an intern that was attended by 11 happy teens. See a few photos of interns at work below.

Other Work

Toys Toys are all back out and we've divided up the work of creating play-based learning stations again.

Summer Challenge The committee met again this week to touch base and make sure we're on track for a June 11 kickoff that will take place downtown.

TALK I've been training Angie to work at the reference desk and bringing her up to speed on TALK. She jumped into researching local partners and getting to know more about other Michigan libraries that have signed up for TALK so we can improve their use of the service. We'll host two Zoom sessions for libraries over the coming weeks.



Submitted by Jodi
Krahnke March 16,
2022



Old Business

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-4

March 23, 2022

RESOLUTION TO ACCEPT THE FISCAL YEAR 2021 AUDIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2021 as presented are accepted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 3/17/2022

Re: Consideration of a proposal for professional services for Whittaker parking lot Phase II reconstruction

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

Phase I of the pavement replacement plan was completed in the fall of 2017, and included the circle drive and the Library's portion of Veteran's Drive. Last year we completed Phase III, the main South lot. With the high water table and original pavement that was not well reinforced, the North parking lot is in terrible shape. The Facilities Committee and I recommend completing this phase (Phase II) of the plan this year. This is the largest lot, and the most expensive of the phases. Its use by heavy vehicles (the bookmobile, garbage and delivery trucks) has contributed to the deterioration.

Brian provided an updated cost estimate for the work to be specified in this phase (attached) that includes the same reinforcement construction testing firm TEC recommended for Phase III. He also prepared a proposal for BRI to perform construction administration services for this phase. Once again, both Brian and I recommend hiring a construction testing firm to ensure we document that the project has been carried out to specification. With the first phase of the project, we went back to the contractor for additional work in areas where it had not been performed correctly – this was possible because of the construction testing.

Construction estimate (bid could be higher or lower): \$355,603

BRI professional services proposal: \$9,640

Construction testing (est): \$10,000

Approximate total cost for parking lot project: \$375,243

Please refer to the Quarterly Fund Balance Projection (provided in last month's packet) and the last page of the latest YDL financial report for perspective on these costs.

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

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-10

March 23, 2022

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

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

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

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

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

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

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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

BE IT FURTHER RESOLVED that:

Up to \$10,000 from the Capital Asset Replacement Fund is allocated toward these services.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

YDL Whittaker - Phase II Pavement Renovations

Ypsilanti District Library

Estimate of Probable Construction Costs

September 2021

DESCRIPTION	UNIT	UNIT COST	QTY.	UNIT TOTAL
SITE PREPARATION AND EROSION CONTROL				
Inlet Filter	ea	\$250.00	4	\$1,000.00
Pedestrian Traffic Control	ls	\$1.00	1,500	\$1,500.00
Vehicular Traffic Control	ls	\$1.00	1,500	\$1,500.00
Bituminous Removal	sy	\$6.75	4,825	\$32,568.75
Bituminous Base Removal (8")	cy	\$25.00	1,080	\$27,000.00
				<u>\$63,568.75</u>
EARTHWORK				
Geogrid reinforcement	sy	\$5.00	4,825	\$24,125.00
MDOT 21AA Limestone Base (8")	sy	\$21.00	2,825	\$59,325.00
MDOT Class II Engineered Fill	cy	\$27.00	540	\$14,580.00
Misc. Base Preparation & Trenching	ls	\$1.00	1,500	\$1,500.00
				<u>\$99,530.00</u>
PAVEMENTS				
MDOT 4E1 HMA Leveling Course	tn	\$115.00	660	\$75,900.00
MDOT 5E1 HMA Wearing Course	tn	\$115.00	400	\$46,000.00
Pavement Markings	ls	\$1.00	3,500	\$3,500.00
				<u>\$125,400.00</u>
SITE UTILITIES				
Pavement Edge Drain, 4" HDPE Perf	lf	\$12.00	2,000	\$24,000.00
Storm Structure Tap for Edge Drain	ea	\$250.00	0	\$0.00
				<u>\$24,000.00</u>
UNDERCUT ALLOWANCE				
Over-Excavation (12" depth for 10-25% of area)	cy	\$35.00	320	\$11,200.00
Engineered Fill (12" depth for 10-25% of area)	cy	\$27.00	320	\$8,640.00
				<u>\$19,840.00</u>
SITE CONSTRUCTION TOTAL				
SUBTOTAL				\$332,338.75
General Conditions & Mobilization (2%)				\$6,646.78
Owner Contingency (5%)				\$16,616.94
SITE CONSTRUCTION COST TOTAL				<u>\$355,602.46</u>

Notes:

- Estimate represents work to be installed immediately and does not include escalation for deferral.
- Material costs have been highly volatile during the pandemic. Estimate reflects BRI's best available information.
- Estimate assumes 8-inches of limestone base removal and replacement as recommended by TEC for Phase III.

March 9, 2022

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

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



Dear Lisa,

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

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

SCOPE OF WORK

TASK 1 - Evaluation & Recommendations

1.1 Site Investigation

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

1.2 Recommendations

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

1.3 Meetings

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

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

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

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Traverse City, MI 49684

231.933.8400 ph
231.944.1709 fx

Toledo, Ohio
419.242.3428 ph



1.4 Bid Documents

BRI will produce an abbreviated set of bid documents for YDL’s use in soliciting contractor proposals. For efficiency, bid documents from the 2017 and 2021 projects will be used as a basis, and edited as necessary for the current Phase II work. Bid documents are anticipated to include the following:

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

TASK 2 – Bid Period

2.1 Bidding and Award

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

TASK 3 – Construction Period

3.1 Construction Administration

BRI will assist YDL in review of material submittals, construction observation, and pay applications. BRI will make up to three (3) site visits to review field conditions and answer contractor questions. As with the previous 2017 and 2021 projects, we recommend YDL contract an independent testing agency for full-time observation and inspection.

ASSUMPTIONS

BRI makes the following assumptions in preparation of this proposal:

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

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

SCHEDULE

BRI understands YDL would like to complete the above scope of work to allow for construction in Summer/Fall 2022.

PROFESSIONAL FEE

For the work outlined above, BRI proposes an **estimated fee of \$9,640**. Hourly services will be billed monthly according to actual hours expended. Provided electronic communication of documents is acceptable to YDL, we do not anticipate a need for reimbursable expenses.

ADDITIONAL SERVICES

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

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

Sincerely,



Brian D. Barrick, PLA, ASLA
Principal

Attach: BRI 2022 Rates



initiative

2022 Professional Service Fee and Structure

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

AS REQUIRED BY CLIENT:

Principal	\$155.00 Hour
Senior Associate	\$135.00 Hour
Senior Project Manager	\$130.00 Hour
Senior Professional Engineer	\$130.00 Hour
Associate	\$125.00 Hour
Senior Project Professional/Landscape Architect/Planner	\$120.00 Hour
Project Manager	\$120.00 Hour
Professional Engineer	\$120.00 Hour
Senior GIS Specialist	\$110.00 Hour
Project Engineer (E.I.T.)	\$105.00 Hour
Senior Project Site Representative	\$100.00 Hour
Project Professional/Landscape Architect/Planner	\$100.00 Hour
GIS Technician	\$ 90.00 Hour
Resident Project Site Representative	\$ 80.00 Hour
Computer Technician /CAD Technician	\$ 80.00 Hour
Clerical	\$ 65.00 Hour
Interns (non-degreed)	\$ 60.00 Hour
Inspection Forms	At Cost
Printing and Duplicating	At Cost
Photography	At Cost
Postage / UPS / FedEx	At Cost
Permit Application Fees	At Cost
Site Plan Review Fees	At Cost
Travel Expenses (Airfare, Lodging, Meals, Fares, etc)	At Cost
Mileage	At Current Federal Rate

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

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 3/17/2022

Re: Consideration of a proposal to upgrade Whittaker parking lot lighting to LED

In the FY2022 budget I included a \$20,000 placeholder to upgrade Whittaker's exterior lighting to LED. This figure was based on an estimate Brennan Booms from Enlighten gave us last summer. Prices have gone up, and an updated proposal is attached. Jim Reed and I have discussed the options, and feel that the current lot brightness is adequate.

As we are in the midst of so many capital projects, I recommend we go with "Option C" in the proposal, which upgrades all of the lights that require a lift to replace. The ground-level lighting would not be included. The project qualifies for some small rebates from DTE, which are broken out on page 2 of the proposal.

Upgrading these lights will result in long-term cost savings on multiple levels:

- Energy cost savings for lights that operate for long hours (from 5:00 p.m. to 8:00 a.m. in the deepest part of winter);
- LED bulbs last longer than conventional ones, so fewer supply purchases will be needed;
- With less frequent maintenance, we will save on electrician's labor costs and lift rental costs.

I didn't solicit quotes from other vendors for this project because we have developed such a positive relationship with Enlighten. Brennan proved himself as extremely creative, knowledgeable and resourceful when proposing lighting solutions for the Whittaker adult area projects, which had long stymied us. He provided a gratis recommendation for LED upgrades for the entire Whittaker building last year. I can solicit additional quotes if you wish, but I have great confidence in Enlighten and feel very comfortable waiving the bid process for this work.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-11

March 23, 2022

RESOLUTION TO UPGRADE THE WHITTAKER PARKING LOT LIGHTING

Whereas, the Ypsilanti District Library is committed to being fiscally responsible with public resources, and LED upgrades will result in a long-term cost savings, and

Whereas, the Library budgeted to upgrade the Whittaker parking lot lighting to LED this fiscal year, and

Whereas, to stay within budget, the Library Director recommends “Option C” proposed by Enlighten, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process and engage Enlighten to upgrade the parking lot lights as outlined in “Option C” on the attached proposal for a total cost of \$16,938.39.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Exterior Lighting Proposal Update

Ypsilanti District Library

Whittaker Library

5577 Whittaker Rd, Ypsilanti, MI 48197



Exteriors

Option A

Pot. Lamp	Qty	Curr. Watts	Pot. Watts	Elctrc. Savings	Mntnc Savings	Lights	Install	Rebate	Net	PayBack
Book Drop Light	1	90	26	\$34	\$16	\$354	\$147	\$10	\$ 491	9.8
LED Can Lamp	8	90	40	\$210	\$154	\$803	\$747	\$80	\$ 1,469	4.0
LED Ground Lamp	17	90	13	\$688	\$274	\$500	\$1,927	\$0	\$ 2,427	2.5
LED Sign Lamp	4	90	13	\$162	\$62	\$118	\$373	\$0	\$ 491	2.2
Post Top Lg	20	300	140	\$1,682	\$406	\$6,735	\$4,380	\$800	\$10,315	4.9
Post Top Med	4	175	100	\$158	\$71	\$1,135	\$533	\$100	\$ 1,569	6.8
Post Top Short	4	175	135	\$84	\$72	\$6,129	\$587	\$100	\$ 6,616	42.5
Wallpack Lg	3	175	60	\$181	\$53	\$536	\$440	\$75	\$ 901	3.8
Wallpack Sm	1	175	25	\$79	\$16	\$149	\$147	\$10	\$ 286	3.0
				\$3,278	\$1,125	\$16,460	\$9,280	\$1,175	\$24,565	5.6



Post Top Med, Post Top Tall retrofit kit



Post Top Short (actual fixture would be in black)

NOTES

Post Top Short will be a close but not exact match of 2 replaced entry pole top fixtures

Option A maintains current lot brightness

Sampling: \$1287.25 would be helpful to determine good fit of reflective plate for parking lot fixtures. Can be applied towards final project cost.

Other Options

Option	Light	Qty	Total
A	Wallpack Lg	3	\$975.63
A	Wallpack Sm	1	\$296.02
A	Post Top Med	4	\$1,668.63
A	Post Top Short	4	\$6,716.08
A	Book Drop Light	1	\$500.78
A	Post Top Lg	20	\$11,115.29
A	LED Can Lamp	8	\$1,549.49
A	LED Ground Lamp	17	\$2,426.67
A	LED Sign Lamp	4	\$490.98
Total		62	\$25,739.57

Option	Light	Qty	Total
B	Wallpack Lg	3	\$975.63
B	Wallpack Sm	1	\$296.02
B	Post Top Short	4	\$6,716.08
B	Book Drop Light	1	\$500.78
B	Post Top Lg	4	\$1,880.39
B	Post Top XL	20	\$15,438.82
B	LED Can Lamp	8	\$1,549.49
B	LED Ground Lamp	17	\$2,426.67
B	LED Sign Lamp	4	\$490.98
Total		62	\$30,274.86

Option	Light	Qty	Total
C	Wallpack Lg	3	\$1,308.96
C	Wallpack Sm	1	\$629.35
C	Post Top Med	4	\$2,001.96
C	Post Top Lg	20	\$11,115.29
C	LED Can Lamp	8	\$1,882.82
Total		36	\$16,938.39

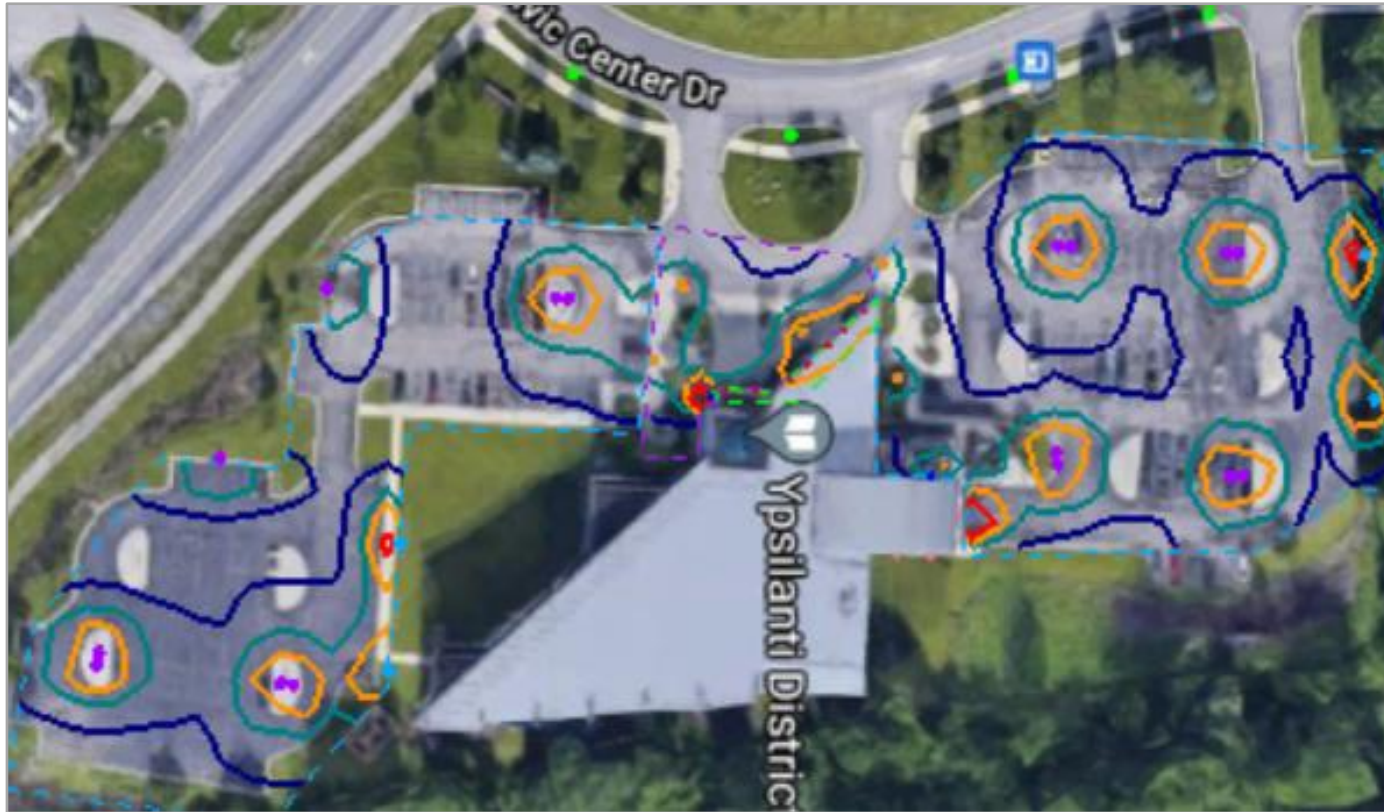
Option A: Includes all exterior lights besides rear ground lights | Maintains current lot brightness

Option B: Includes all exterior lights besides rear ground lights | Increases current lot brightness | Decreases savings slightly

Option C: Option A but only lights that require large lift (Parking lot / street poles / wall packs / can lights)

Photometric Analysis

Option A



Outdoor Area will be moderately lit between 3 and 5 foot candles (FC). Areas far from poles will still be dim (0-1 FC)

Retrofit kit for Tall and Medium Post tops come in higher wattages (+Brighter, -Higher Cost, -Lower Energy Savings)

Areas above 1 FC

Areas above 3 FC

Areas above 5 FC

Areas above 10 FC

Proposal Summary

- This proposal includes Enlighten supplying the following lights

Option	Light	Qty	Total
A	Wallpack Lg	3	\$975.63
A	Wallpack Sm	1	\$296.02
A	Post Top Med	4	\$1,668.63
A	Post Top Short	4	\$6,716.08
A	Book Drop Light	1	\$500.78
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C	Post Top Lg	20	\$11,115.29
C	LED Can Lamp	8	\$1,882.82
Total		36	\$16,938.39

- Pricing shown in this proposal valid for 30 days.
- \$1,287.25 Sampling Fee can applied towards final cost.
- Unit pricing and total cost in this proposal for listed quantities. Pricing subject to change should final ordered quantities or parts change.
- Sales tax will not be included on invoice. Library sales tax exempt.
- Materials ordered and installation scheduled upon 50% downpayment.
- Postponements may occur due to COVID-19 related delays.
- Proposals costs include supply, delivery to site, installation, and disposal. Costs do not include repair or troubleshooting of circuit issues or other services not described.
- Apart from total proposed project cost, the information including but not limited to lighting measurements, proposed solutions, proposal photos, and related information is proprietary to Enlighten Solutions and shall not be shared with any outside parties.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 3/17/2022

Re: Proposal to add new Superior to the YDL snow removal contract

Please refer to the attached proposal. I recommend the Board add snow removal for the new Superior library to YDL's existing contract with A.K. Lawncare for a total of \$10,000 for the 2022-23 season.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-12

March 23, 2022

RESOLUTION TO ADD THE SUPERIOR LIBRARY
TO THE YDL SNOW REMOVAL CONTRACT

Whereas, the Ypsilanti District Library has a 3-year seasonal contract for Snow Removal Services with A.K. Lawncare for YDL-Whittaker and YDL-Michigan, and

Whereas, A.K. Lawncare has a satisfactory performance record, and

Whereas, the 2022-23 season remains on the contract, and

Whereas, the new YDL-Superior library will require snow removal services during this period, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the proposal to add the new Superior library to the existing snow removal contract with A.K. Lawncare for a total of \$10,000 for the 2022-23 winter season is accepted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



A Professional Snow & Ice Management Company

2022/2023 Snow Maintenance Proposal

305 W. Main St.
Milan, MI 48160
734-439-3063 office
734-439-5649 fax
www.ak-lawncare.com

Date: March 10, 2022

Submitted to: **Ypsilanti District Library**

1900 Harris Road
Ypsilanti, MI 48198

We hereby submit specifications and estimates for:

Parking lots, entrances, and walks. Plowing and shoveling to begin after 1.5" accumulation of snow as the result of snowfall or drifted snow. Salting occurs after plowing or during icy conditions.

**Return services will be provided every 2"-4" of additional accumulation.*

**Ice melt will be used on sidewalks.*

Total Snow Removal & De-icing Cost: \$ 10,000.00

Payment of \$ 2,000.00 commencing November 1st, 2022 – March 1st, 2023. (5 months)

Contract begins November 1, 2022 and ends April 15th, 2023.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation for above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Our workers are fully covered by Workers Compensation Insurance. The Owner acknowledges that some damage to the property of the Owner is reasonably foreseeable as a consequence of the Contractor's performance of this Agreement, and such reasonably foreseeable damage includes, but is not limited to, damage to concrete, asphalt, sod, grass and planting materials and surface damage to curbs and asphalt due to the clearing of snow. All perimeters are marked off with orange plastic stakes.

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date of Acceptance _____
Ypsilanti District Library – 1900 Harris Road

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 3/17/2022
Re: Consideration of a proposal for a new door count system

A standard statistical measure of library usage is library visits. We often use this metric in decision-making, and it is required on our annual state aid report. YDL's existing system for counting library visits is inaccurate. We use our security gate software. At Whittaker, the gates are located at the entrance to the library proper (at the entry closer to the Friends' shop). They do not count people who only use the lobby, café space, restrooms, or community room. The gates also do not count multiple people who pass through simultaneously.

We have long wished to acquire a new system that would not only be more accurate, but which we could install at more strategic locations. I put \$5,000 in the FY2022 budget as a placeholder for this project.* After assessing the marketplace, we selected the SenSource system described in the attached brochures. It uses heat-sensing technology, so will count all bodies that enter (a parent carrying a child, for example).

The attached quote provides for installation of four SenSource counters. Our IT staff have worked with SenSource representatives to determine the unique needs of each of the following locations:

- Inside the main entry doors at Whittaker
- At the door to the Community Room at Whittaker (for counting exhibit visitors)
- Inside the main entry doors at Michigan Avenue
- Inside the main entry doors at new Superior

The quote also includes 3 years of software licensing at a discounted rate.

I recommend the Board waive the bid process and approve the addition of SenSource door counting systems as outlined on the attached quotation.

*The Superior installation will come out of the construction budget, and the software licensing will come from the Software Subscriptions budget, making the quote \$1,846.50 over my \$5,000 budget estimate.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-13

March 23, 2022

RESOLUTION TO PURCHASE A NEW DOOR COUNTING SYSTEM

Whereas, the Ypsilanti District Library collects statistics on library usage for reporting and decision-making, and

Whereas, to improve the accuracy of door count statistics, the addition of a new system specifically designed for this purpose is desired, and

Whereas, IT and Administration staff researched the marketplace and selected the SenSource system as the best option overall to meet YDL's needs, and

Whereas, SenSource representatives have visited YDL-Whittaker and YDL-Michigan to determine the unique installation requirements at each location, and

Whereas, YDL staff negotiated for discounted rates for the four units and a 3-year software licensing agreement, Now Therefore,

IT IS HEREBY RESOLVED to waive the bid process and purchase SenSource equipment, installation, and software licensing as described on the attached quotation for a cost of \$9,503.00.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



3890 Oakwood Ave., Youngstown, OH 44515
 Phone # 800-239-1226 Fax # 877-517-2586

Quotation

16276

Date
3/15/2022
Terms
TERMS PENDING
FOB
Factory

THIS IS NOT AN INVOICE

Bill To:

Ypsilanti District Library
 5577 Whittaker Road
 Ypsilanti, MI 48197

Ship To

Ypsilanti District Library
 5577 Whittaker Road
 Ypsilanti, MI 48197

Rep Contact:

Item	Description	Qty	Price/Ea.	Total
	---Ypsilanti District Library---			
	YDL - Michigan - Sensor Hardware			
-/PC-VIDH	3D People Counting Sensor	1	845.00	845.00
10% Discount	10% Discount		-10.00%	-84.50
SS-BRKT-MOUNT-VIDH-1/4-20	VIDH 1/4-20 Adapter	1	0.00	0.00
SS-BRKT-MOUNT-PIVOT	White Aluminum VIDH Sensor Ceiling Mount Bracket 360 Degree Adjustable Indoor Outdoor Metal Mount	1	0.00	0.00
	YDL - Michigan - Vea Reporting Service & Support			
SRVC-VEACLOUD-YEAR	Annual Data Hosting Service Fee w/ VeaCloud Platform - Traffic	3	180.00	540.00
	*3 Years of Vea Service			
15% Discount	15% Discount		-15.00%	-81.00
	YDL - Michigan - Installation			
Installation Sensor	Sensor installation at designated mounting position	1	350.00	350.00
Installation Cable Run	Network cabling from sensor position to network switch to establish PoE connectivity	1	595.00	595.00
Installation Add	2nd Technician Fee	1	600.00	600.00
WSP-VID3-SUPPORT-CONFIGURA...	Remote SenSource Technical Support to Configure & Commission Sensor	1	60.00	60.00
	YDL - Superior - Sensor Hardware			
-/PC-VIDH	3D People Counting Sensor	1	845.00	845.00
10% Discount	10% Discount		-10.00%	-84.50
SS-BRKT-MOUNT-VIDH-1/4-20	VIDH 1/4-20 Adapter	1	0.00	0.00
SS-BRKT-MOUNT-PIVOT	White Aluminum VIDH Sensor Ceiling Mount Bracket 360 Degree Adjustable Indoor Outdoor Metal Mount	1	0.00	0.00
	YDL - Superior - Vea Reporting Service & Support			
Quote only valid for 90 days. Sales tax will be added where applicable. Shipping charges will be applied at current UPS rates upon shipping.			Sales Tax (0.0%)	
			Total	



3890 Oakwood Ave., Youngstown, OH 44515
 Phone # 800-239-1226 Fax # 877-517-2586

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 Ypsilanti, MI 48197

Rep Contact:

Item	Description	Qty	Price/Ea.	Total
SRVC-VEACLOUD-YEAR	Annual Data Hosting Service Fee w/ VeaCloud Platform - Traffic	3	180.00	540.00
	*3 Years of Vea Service			
15% Discount	15% Discount		-15.00%	-81.00
	YDL - Superior - Installation			
Installation Sensor	Sensor installation at designated mounting position	1	350.00	350.00
Self-install Cable Run	Customer responsible for running network cable from their network switch to the sensor mounting position	1	0.00	0.00
WSP-VID3-SUPPORT-CONFIGURA...	Remote SenSource Technical Support to Configure & Commission Sensor	1	60.00	60.00
	YDL - Whittaker - Sensor Hardware			
-/PC-VIDH	3D People Counting Sensor	2	845.00	1,690.00
10% Discount	10% Discount		-10.00%	-169.00
SS-BRKT-MOUNT-VIDH-1/4-20	VIDH 1/4-20 Adapter	2	0.00	0.00
SS-BRKT-MOUNT-PIVOT	White Aluminum VIDH Sensor Ceiling Mount Bracket 360 Degree Adjustable Indoor Outdoor Metal Mount	2	0.00	0.00
	YDL - Whittaker - Vea Reporting Service & Support			
SRVC-VEACLOUD-YEAR	Annual Data Hosting Service Fee w/ VeaCloud Platform - Traffic	6	180.00	1,080.00
	*3 Years of Vea Service			
15% Discount	15% Discount		-15.00%	-162.00
	YDL - Whittaker - Installation			
Installation Sensor	Sensor installation at designated mounting position	2	350.00	700.00
Installation Cable Run	Network cabling from sensor position to network switch to establish PoE connectivity	2	595.00	1,190.00
Installation Add	2nd Technician Fee	1	600.00	600.00
Quote only valid for 90 days. Sales tax will be added where applicable. Shipping charges will be applied at current UPS rates upon shipping.			Sales Tax (0.0%)	
			Total	



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Ypsilanti District Library
 5577 Whittaker Road
 Ypsilanti, MI 48197

Rep Contact:

Item	Description	Qty	Price/Ea.	Total
WSP-VID3-SUPPORT-CONFIGURA...	Remote SenSource Technical Support to Configure & Commission sensors	2	60.00	120.00
Quote only valid for 90 days. Sales tax will be added where applicable. Shipping charges will be applied at current UPS rates upon shipping.			Sales Tax (0.0%) USD 0.00	
			Total	USD 9,503.00



VEA TRAFFIC

VEA ANALYTICS & REPORTING PLATFORM



**TRAFFIC
ANALYSIS**



FORECASTING

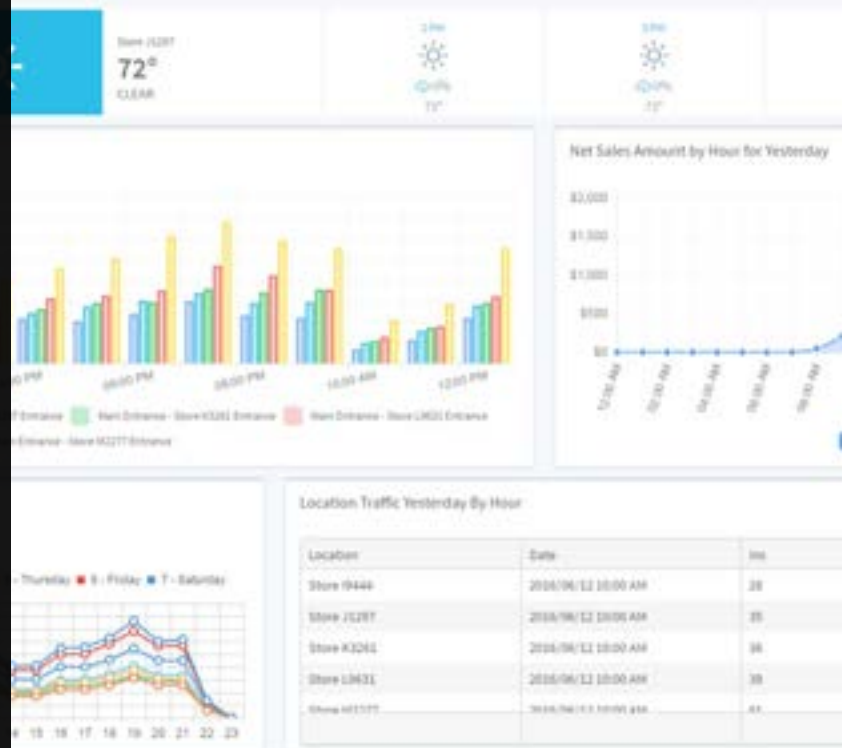


**INCLUDED
API**

INVALUABLE INSIGHTS & OPPORTUNITIES



VEA TURNS RAW
TRAFFIC DATA
INTO ACTIONABLE
INSIGHTS





01 MODERN ARCHITECTURE

Vea is developed by SenSource's in-house team of software engineers using modern microservices based architecture. Thoughtful separation between application components enables a high-performing, scalable platform.

02 HOSTED

Vea is hosted on a secure cloud service platform, offering more reliability, ease of access and faster upgrades than on-premise software.

03 SECURE

All aspects of Veas are developed with security by design such as login authentication, cloud hosting environment and customer data schemas. Request a copy of our Security Policy for details.

04 API INCLUDED

A RESTful API is available by default for all Veas application features to integrate traffic data with your existing business software. Robust API documentation included.

05 VISIBILITY TO DEVICE FLEET

Vea puts you in control of your people counting system with visibility to your device fleet, including offline sensor monitoring, date of last data push, and current sensor status.

06 DATA FILTERS & CLARITY

Quickly analyze data using Veas's standard filtering options, such as by time frame or sensor. Easily add scheduled operating hours to only view relevant data.

VEA FEATURES
02

VEA FEATURES

STANDARD FEATURES FOR TRAFFIC DATA



FEATURES



TRAFFIC ANALYSIS
Patterns & Peak Times



PREDICTIVE TRAFFIC
Forecast Future Daily Traffic



COMPARISONS
Historical & Between Facilities



REST API
Integrate with existing systems

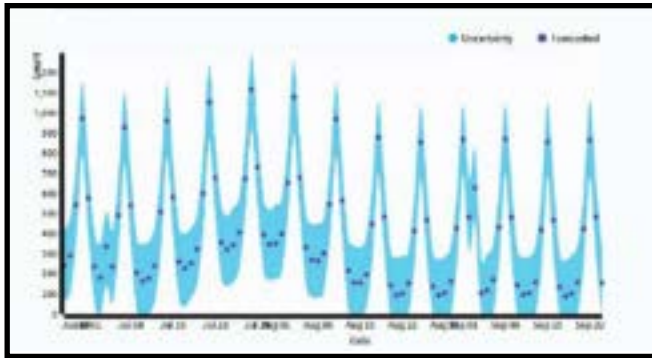
Vea arms you with sophisticated decision-making analytics based on how and when people interact with your facility.

01
ANALYZE

Vea is preloaded with visuals and calculations so you can begin analyzing your traffic data right away. Easily make changes or build your own dashboards using intuitive drag-and-drop widgets.

02
COMPARE

Comparisons turn your data into insights. Compare traffic to previous periods. Realize traffic patterns and peak traffic times. Compare usage of multiple entrances or between multiple facilities.



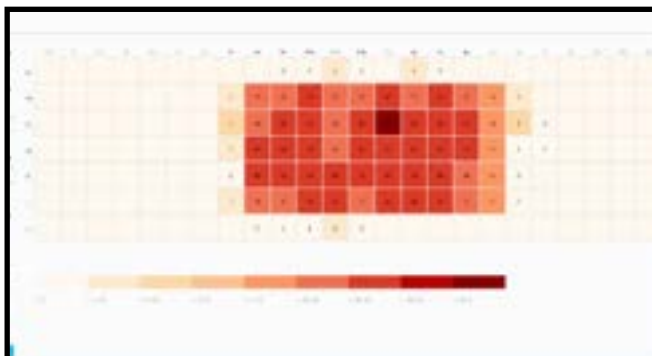
03 FORECAST TRAFFIC

Improve operational efficiencies by knowing your facility's future traffic trends. Ve'a's robust algorithms forecast traffic with unmatched accuracy. Forecasts are based on your historical data and automatically adapts to seasonality and trends.



04 REVIEW LOCATIONS

Quickly see variances in metrics amongst locations with Ve'a's geographic mapping feature. It's designed for customers with multiple locations as well as to zoom in and view different buildings on a campus.



05 VISUALIZE PEAK TRAFFIC

Reveal patterns and detect correlations with Ve'a's day-hour heatmap. It offers great visual representation of multiple data points in a tabular form, such as highest traffic times of a day or week.

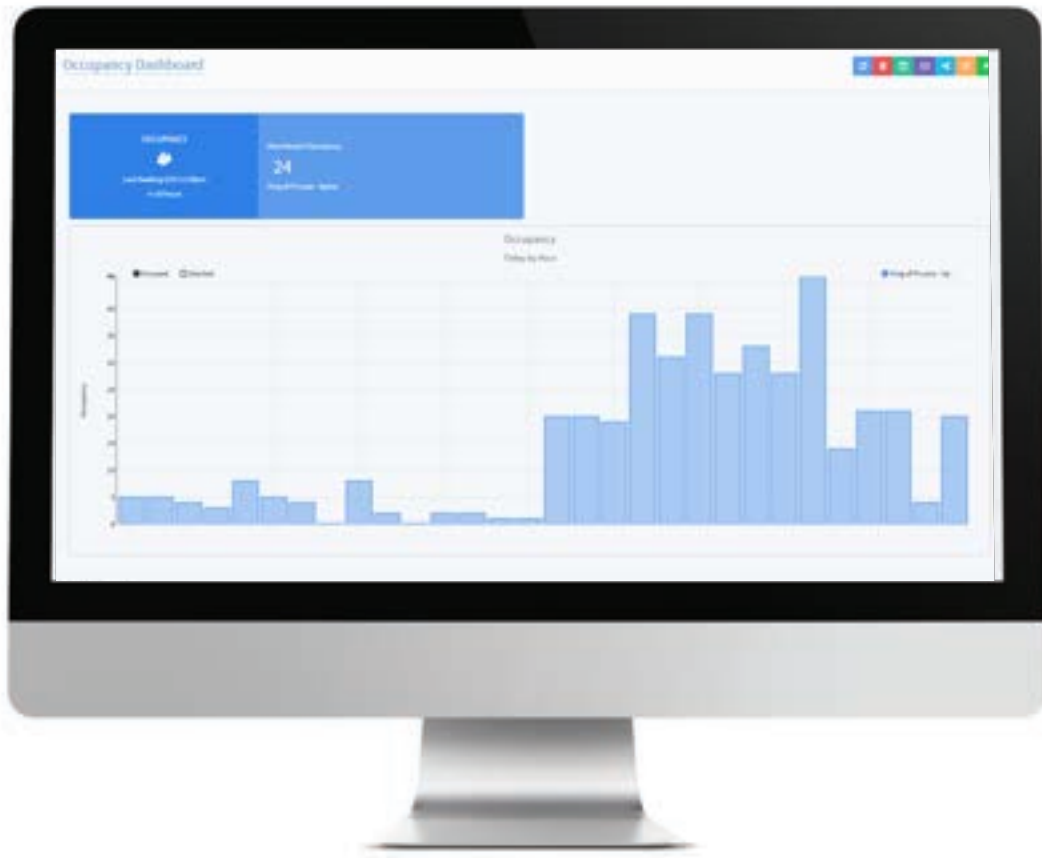


OCCUPANCY METRICS

03

VEA OCCUPANCY

ADDITIONAL FEATURE



Vea handles the complexities of aggregating data from multiple entrances and provides you with a single, clean view of facility occupancy. This metric is achieved by monitoring the traffic at each entrance to a facility, or area, to calculate the total entering and exiting traffic.

COMMON APPLICATIONS

- Record attendance
- Obide by regulations
- Space management

FLEXIBLE DATA RESETTNG STRATEGIES

- Daily
- Beginning of operating hours
- Manual reset

VIDH SERIES

SENSOURCE VIDH SERIES PEOPLE COUNTING TECHNOLOGY



**UNMATCHED
ACCURACY**

**CONTINUALLY
IMPROVING
TECHNOLOGY**

**ADVANCED
FEATURES**

THE SOLUTION

HOW IT WORKS



**MOST ACCURATE
PEOPLE COUNTING SOLUTION**
97% or greater accuracy, guaranteed



SENSOR FEATURES



WiFi data transmission available



Up to 8 zones per sensor



Up to 10 counting lines per sensor



- Fill level
- Dwell time
- Waiting time
- Differentiate adults from children

HOW IT WORKS

1.

DETECT & COUNT

The VIDH Series people counting sensor combines highly dynamic stereoscopic cameras with onboard computing power and puts precise image processing and feature-rich application software into a sleek and minimalistic design.

2.

TRANSMIT DATA

Using PoE, a single cable provides power and network connectivity. Data is processed on the sensor itself, no additional servers are needed, making real-time data available for immediate action and count lines and zones can be drawn on the sensor individually. WiFi data transmission is available.

3.

REPORT

Vea Analytics completes the solution, providing a cloud-based platform for analyzing and reporting traffic data. Your annual subscription also includes technical support services.



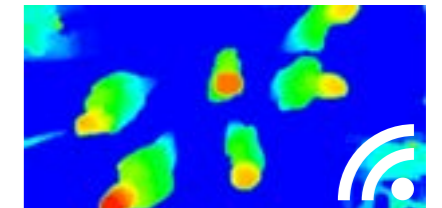
Robust Operation

Resistant to all kinds of external influences, such as shadows, light changes and heat emission. Up to 10 sensors can be stitched into a single view for large area monitoring.



Plug-and-Play

Easy to install, remotely configurable even for multi-sensor stitching (no floor mats or marks).



WiFi Services

For those installations where PoE is not possible, WiFi data transmission will allow count data to be securely sent to the cloud.

THE EXPERTISE BEHIND ACCURATE DATA



Our team of experts will custom configure the sensor settings during installation to ensure optimal accuracy. Accuracy is validated by video to meet our standards. Your sensor's health is continually monitored by our team for instances such as offline status or out of scope accuracy.

**97%+ ACCURACY
GUARANTEED**

+ Accuracy certified by SenSource technicians

+ Accuracy validated by video

Sensors custom configured for your facility

+ Ongoing sensor health & accuracy monitoring



INSTALLATION SERVICES

Full installation services available for single sites as well as full rollouts. Certified technicians will run cable, install the sensor, and test for functionality and accuracy. Documentation is available for self-installation.

MOUNTING ACCESSORIES

Each sensor comes with a standard mount kit that includes fasteners to mount the sensor to a drywall or acoustic/drop tile ceiling. It also includes a 1/4-20 back plate to accommodate accessory mounts or standard camera mounts.

For installations that cannot use our standard mounting kit, the below accessories are available. Request a pricing sheet.



RECESSED MOUNT

Simply drill a 5.6" - 5.9" round hole, secure the sensor with screws and snap on the front face cover.



SURFACE MOUNT

Mark ceiling location for mounting and data cable, secure the sensor and mounting ring into the ceiling with screws and snap on the front face cover.



OUTDOOR MODELS

Includes pre-assembled VIDH sensor enclosed in an outdoor-rated casing and cabling.



EXTENSION POLE

Available in 22-40" (silver or white) or 10-18" (silver). Includes extension pole with bracket and screws. Used on any ceiling or wall type to lower the sensor from the ceiling or extend the depth from a wall.



PIVOT MOUNT

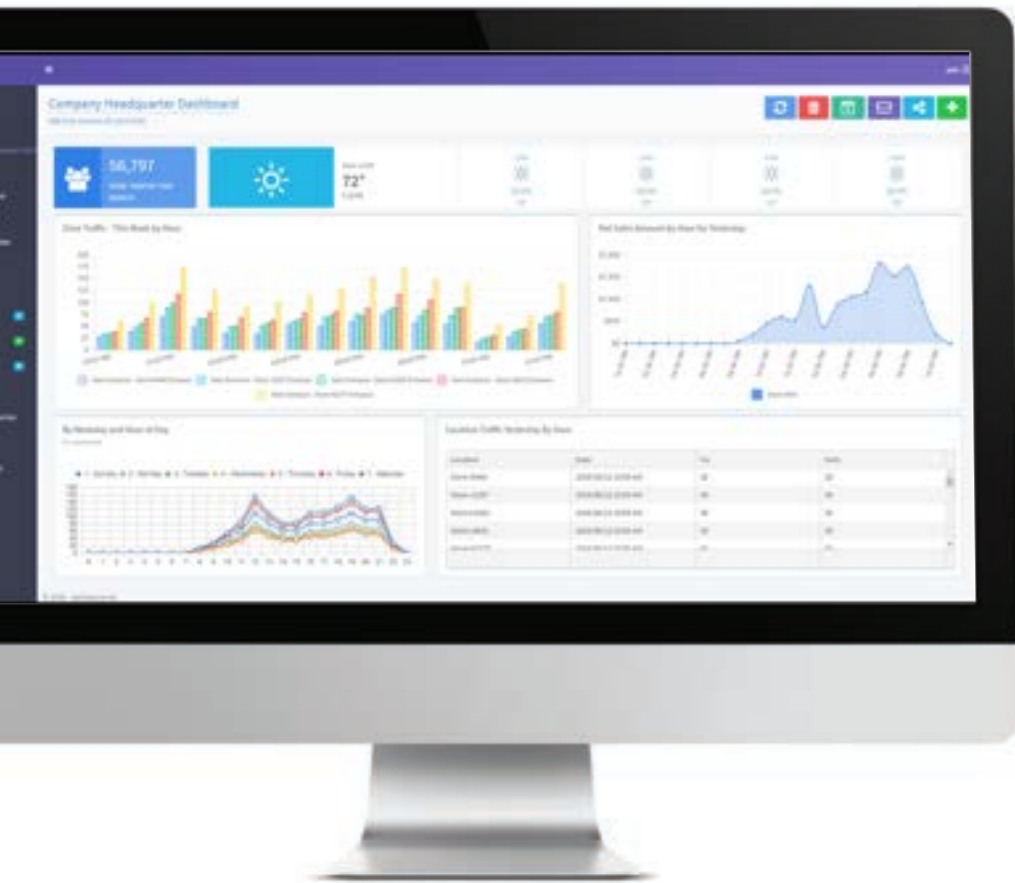
Available in black or white. Includes pivot mount and screws. Used on any ceiling type, allowing to tilt the sensor in any direction.



ADAPTER PLATE

Includes mounting adapter plate and screws. Used for workboxes or drop pole mount.

VEA ANALYTICS PLATFORM



Vea unlocks the power of your traffic data by using visuals of performance metrics to reveal insights for data-driven decisions.


ANALYZE & REPORT


Dashboards and data grids can be shared with other Vea users, exported for further analysis, or automatically received in your inbox. Data is hosted on our secure servers and is accessible to verified users anywhere, anytime and on any device through Vea's web login.


INTEGRATE


For those looking to analyze more than just traffic data, Vea also reports on occupancy metrics and retail interior metrics. See the chart to the right for included features. A RESTful API is available for all Vea application features to integrate traffic data with your existing business software.

STANDARD FEATURES

-  **TRAFFIC ANALYSIS**
Patterns & Peak Times

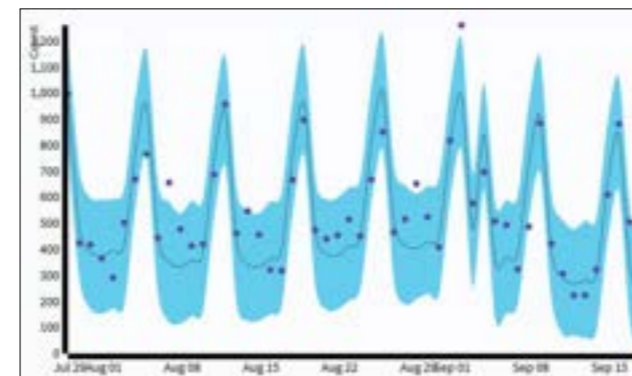
-  **PREDICTIVE TRAFFIC**
Forecast Future Daily Traffic

-  **COMPARISONS**
Historical & Between Facilities

-  **REST API**
Integrate with existing systems

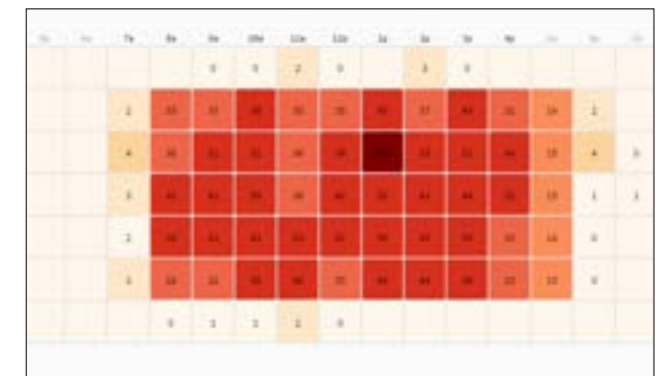
LEVELS TO MEET YOUR DATA ANALYSIS NEEDS

	TRAFFIC	TRAFFIC + OCCUPANCY	RETAIL ANALYTICS	INTERIOR ANALYTICS
DETAILED TRAFFIC	✓	✓	✓	
SENSOR HEALTH MONITORING	✓	✓	✓	✓
API ACCESS	✓	✓	✓	✓
OCCUPANCY		✓	✓	
POS INTEGRATION			✓	
LABOR INTEGRATION			✓	
QUEUE & ENGAGEMENT				✓
CUSTOMER JOURNEY ANALYSIS				✓



PREDICTIVE ANALYTICS

Improve operational efficiencies by knowing your facility's future traffic trends.
Vea's robust algorithms forecast traffic with unmatched accuracy. Forecasts are based on your historical data and automatically adapts to seasonality and trends.



VISUAL REPRESENTATIONS

Quickly see variances in metrics, reveal patterns and detect correlations using Vea's map features.
The day-hour heatmap reveals peak facility usage hours throughout the week. Additional visuals include geographic maps to compare multiple facilities; charts and graphs; cards and gauges.

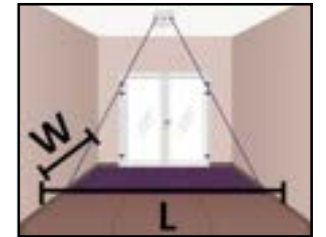
04 VIDH SERIES TECHNICAL SPECIFICATIONS

VIDH SERIES TECHNICAL SPECS

PARAMETER	
Working principle:	3D stereo vision distance measurement
Installation angle:	-45°..0..45° x-axis -45°..0..45° y-axis
Operation temperature:	32°...131° F (0°... 55° C)
Storage temperature:	-40°...185 F° (-40°... 85°C)
Air humidity:	0 ... 90%
Connection:	RJ-45 Ethernet
Power supply:	Input voltage U _{POE} (PD class 0) via Ethernet
Power consumption:	6W (125 mA at 48 V DC)
Required illumination:	min. 3 lux, HDR
Data storage:	over 120 days (depending on counting elements)
Multisensor:	up to 9 sensors
Size (LxWxH):	6.3 x 6.3 x 1.7 in (159.5 x 159.5 x 41.4 mm)
Weight:	14 oz (430 g)
Mounting height:	6.6 - 19.7 ft (2.0 - 6.0 m)

ORDERING	
Mounting Height Range	Part Number
6.6 - 19.7 ft	PC-VIDH
Vea Software - Traffic - Traffic + Occupancy - Retail Analytics - Interior Analytics	Web-based, hosted SaaS for reporting and analysis. Annual subscription includes technical support services

05 VIDH SERIES MOUNTING CHART



Height	PC-VIDH		PC-VIDH (Extended Mode)	
	L	W	L	W
6.56	6.07	5.25		
7.22	7.38	6.40		
7.87	8.86	7.55		
8.53	10.17	8.69		
9.19	11.48	9.84		
9.51	12.14	10.33		
9.84	12.80	10.83		
10.50	14.27	12.14		
11.15	15.58	13.12		
11.48	16.24	13.78	7.22	6.23
11.81	16.90	14.44	7.55	6.56
12.47	18.21	15.42	8.04	7.05
13.12	19.69	16.57	8.69	7.38
13.45			8.86	7.55
13.78			9.19	7.87
14.44			9.68	8.37
15.09			10.33	8.86
15.75			10.83	9.19
16.08			11.15	9.51
16.40			11.32	9.68
17.06			11.98	10.17
17.72			12.47	10.66
18.37			12.96	10.99
19.03			13.62	11.48
19.69			14.11	11.98

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 3/17/2022
Re: Purchase of laptops for staff use

YDL provides laptops for staff use, and with increased work from home and more virtual programs, they are in demand. We allocated \$10,000 of the Technology budget to purchase new staff laptops this year. IT Manager Scott Ostby obtained two quotes for 10 laptops (attached).

I recommend purchasing them from the low bidder, CDW-G.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-14

March 23, 2022

RESOLUTION TO PURCHASE NEW LAPTOPS FOR STAFF USE

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

Whereas, demand for staff laptops has increased since the pandemic, and

Whereas, the Library budgeted to purchase staff laptops this fiscal year, and

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

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the equipment specified on the attached quotes be acquired from the low bidder, CDW-G, for \$9,618.30.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

QUOTE CONFIRMATION



DEAR SCOTT OSTBY,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
1C78CYL	3/8/2022	IT-LTOP2022	4963629	\$9,618.30

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Dell Latitude 3520 - 15.6" - Core i5 1135G7 - 8 GB RAM - 256 GB SSD Mfg. Part#: 4R6NG Contract: Michigan Master Computing-MiDEAL (071B6600110)	10	6826724	\$824.43	\$8,244.30
Dell 5Y Accidental Damage Service - accidental damage coverage - 5 years - Mfg. Part#: 848-8175 Electronic distribution - NO MEDIA Contract: Michigan Master Computing-MiDEAL (071B6600110)	10	6691400	\$137.40	\$1,374.00

PURCHASER BILLING INFO	SUBTOTAL	\$9,618.30
Billing Address: YPSILANTI DISTRICT LIBRARY ACCOUNTS PAYABLE 5577 WHITTAKER RD YPSILANTI, MI 48197-9752 Phone: (734) 482-4110 Payment Terms:	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$9,618.30
DELIVER TO	Please remit payments to:	
Shipping Address: YPSILANTI DISTRICT LIBRARY ATTN:SCOTT OSTBY 5577 WHITTAKER RD YPSILANTI, MI 48197-9752 Phone: (734) 482-4110 Shipping Method: UPS Ground (2- 3 Day)	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION		
	Ryan Marron (877) 219-8208	ryamarr@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
For more information, contact a CDW account manager
© 2022 CDW•G LLC 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



INSIGHT PUBLIC SECTOR SLED
 6820 S HARL AVE
 TEMPE AZ 85283-4318
 Tel: 800-467-4448

SOLD-TO PARTY 11112432

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

SHIP-TO

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

Quotation	
Quotation Number	: 224767481
Document Date	: 08-MAR-2022
PO Number	:
PO Release	:
Sales Rep	: Ronald Walters
Email	: RONALD.WALTERS@INSIGHT.COM
Telephone	: +19374159463

We deliver according to the following terms:

Payment Terms : Net 30 days
 Ship Via : Insight Assigned Carrier/Ground
 Terms of Delivery: : FOB ORIGIN
 Currency : USD

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

Material	Material Description	Quantity	Unit Price	Extended Price
4R6NG	Dell Latitude 3520 - 15.6" - Core i5 1135G7 - 8 GB RAM - 256 GB SSD OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	10	859.99	8,599.90
848-8175	5YR ACCIDENTAL DAMAGE SVC DOWN OPEN MARKET	10	139.71	1,397.10
			Product Subtotal	8,599.90
			Services Subtotal	1,397.10
			TAX	0.00
			Total	9,997.00

PURCHASE ORDER REQUIREMENTS:
 Quote Number:224767481

Purchase Order Number: _____

Authorized by/Title: _____ (please print)

Authorized Signature: _____ Date: _____

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

Sincerely,

Ronald Walters
+19374159463
RONALD.WALTERS@INSIGHT.COM

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

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

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

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

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

Thanks for choosing Insight!

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

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

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

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