

Board of Trustees

2022
Information
Packet



Wednesday
April 20, 2022
6:30pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, April 20, 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"/>
Presentation: YDL 2021 Annual Report, Sam Killian	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from March 23, 2022 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. March 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	
H. Strategic Planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
New Business			
A. Consideration of a Library of Things policy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Award of Parking Lot Phase II reconstruction contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Approval of the purchase and installation of carpet for YDL -Michigan's main floor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Award of contract for a Strategic Plan consultant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Closed session to discuss labor negotiations with attorney Chris Trebilcock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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, March 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, Kay Williams, Patricia Horne McGee, Bethany Kennedy and Kristy Cooper (6:32 p.m.)

Also present: Director Lisa Hoenig, Business Office Manager Monica Gower, Jodi Krahne, Angie Martin-Schwarze

APPROVAL OF THE AGENDA

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

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

Nays: None

Motion passed.

PUBLIC COMMENT

NONE

Introduction of new staff: Jodi Krahne, Head of youth services introduced Angie Martin-Schwarze, YDL's new TALK Project Para- Professional.

Audit Presentation: Luke Downing, Clark Schaefer, Hackett

CONSENT AGENDA

Trustee Winborn moved to approve the consent agenda (Feb 23, 2022 Regular meeting minutes, February 2022 Financials and Check Registers). Trustee Kennedy supported this motion.

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

Nays: None

Motion passed.

COMMUNICATION

Lisa was happy to get the Service population report that was included in the packet.

COMMITTEE REPORTS

-Personnel Committee

- Lisa and Julianne have completed their work with Element One on a compensation study for the library.
- Lisa will be meeting with the personnel and finance committees and board president regarding the report.

-Friends of the Library

- The Friends will participate in the E-Cycle event on Saturday, April 23, from 10 a.m. -4 p.m.
- Shop impacted by weather, closed 4 days.
- There will be a pop-up sale in the Whittaker Rd. lobby March 26th from 11 a.m. -3 p.m. They are looking at future dates.

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-Fundraising

- YDL received a grant through the United Way of Southeast Michigan. The library will receive 24 Chromebooks and 2 charging carts. They are to be split between Michigan Ave and Superior.
- YDL received a grant from the Mullick Foundation, it is for \$10,000 toward the new Superior Kitchenette.
- The total received toward the new Superior that is already in hand is \$989,375.33. The grand total including pledges and grants not yet received is \$1,736,591.65.

-Superior Township Planning

- The building's concrete slab installation is scheduled for next week.

-Facilities

- Committee met on March 7
- Terracon was out yesterday on the Whittaker roof, they are going to put together an overall scope for a roofing project so that the library can start getting bids for it.
- There was a logistics meeting with the contractor last week for the Michigan Ave water remediation project. The project will begin April 18th. The aspects of the project will be done simultaneously. The downtown library will be closed Good Friday through May 1st.

REPORT OF THE LIBRARY DIRECTOR

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

- The Bookmobile will be back to its regular evening route with patrons coming onboard, April 18th.
- Mobile Beacon replaced the 11 original circulating hot spots with newer ones that are compatible with their new T-Mobile service
- Lisa signed an agreement to have a social worker come to Michigan Ave and the new Superior from EMU. This is a multi-year agreement.

OLD BUSINESS

- A.** Acceptance of FY2021 audit

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.

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OFFERED BY: Kay Williams

SUPPORTED BY: Kristy Cooper

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

NEW BUSINESS

- A. Consideration of a proposal from Beckett & Raeder for professional services related to Whittaker parking lot reconstruction phase II

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 II 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:

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

OFFERED BY: Kay Williams

SUPPORTED BY: Bethany Kennedy

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

B. Consideration of a proposal to upgrade Whittaker parking lot lights to LED

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: Theresa M. Maddix

SUPPORTED BY: Brian Steimel

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

C. Bid from AK Lawncare to add Superior to YDL's snow removal contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-12

March 23, 2022

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

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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: Kristy Cooper

SUPPORTED BY: Jean Winborn

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

D. Consideration of a proposal for a new door count system

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

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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: Jean Winborn

SUPPORTED BY: Kay Williams

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

E. Purchase of new laptops for staff use

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: Brian Steimel

SUPPORTED BY: Jean Winborn

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

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BOARD MEMBER COMMENTS

Trustee	Comment
Kay	No comment
Jean	Thank you again to the library staff. I wanted to let the library know that our organization Fred Hart Williams has published a book and the library is going to get a copy of. Look for our book; "Telling our stories". Also, I am working with the Ann Arbor public library; they are doing a documentary on Jones elementary. It's the 100 th Anniversary and I attended Jones. All of the members in my family attended. My little sister was the last one with Brown vs. The Board of Education. The Ann Arbor public Library did interviews and I was part of the interviews. Also, we are presenting at the Michigan Historical conference this weekend.
Brian	It was interesting to hear Luke talk about printing. When I was working I could print things at tax time kind of slipping them in at work. Last year I used the thing where Paula printed them here for me and I picked them up. For the first time I had to print stuff here. I had never used the printer services here. I came in with my thumb drive I stuck it in and the whole thing was quite intuitive. I was quite surprised. I was able to do the whole thing without asking any questions. I was just amazed. I commend you for simple things like that being easy.
Bethany	No comment
Kristy	No comment
Pat	No comment

Adjournment

Trustee Kennedy moved to adjourn at 7:39 p.m. Trustee Winborn seconded this motion.

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

Nays: None

Motion passed.

Financial Report

**Ypsilanti District Library
Balance Sheet
March 31, 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 3/31/22	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	4,170,361	756,453
Receivables & Other assets	36,272	49,282	98,153	84,370	108,670	101,477	(7,193)
Total Assets	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	4,271,838	749,260
Liabilities	509,097	145,758	85,577	313,638	344,511	124,971	(219,540)
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	968,800	502,353
Total Fund Balance	2,305,503	2,281,238	2,609,500	2,711,620	3,178,067	4,146,867	968,801
Total Liabilities & Fund Balance	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	4,271,838	749,260

Ypsilanti District Library
Period Ending 3/31/22 (33.3% 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 3/31/22 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,506,662	5,568,866	5,918,352	5,888,622	3,662,378	2,226,244	62.2%
Expenditures							
Dept 100 Administrative	2,046,192	2,163,719	2,132,617	2,484,212	769,263	1,714,949	31.0%
Dept 200 Michigan Ave.	570,105	555,976	542,948	668,190	174,503	493,687	26.1%
Dept 300 Outreach/bookmobile	83,090	82,140	92,558	182,590	30,087	152,503	16.5%
Dept 400 Outreach/Superior Township	158,283	158,483	162,269	339,263	53,558	285,705	15.8%
Dept 500 Whittaker Rd	1,123,929	1,089,344	1,080,805	1,167,294	341,417	825,877	29.2%
Dept 600 Donations	31,845	12,312	21,629	-	7,801	(7,801)	NA
Dept 700 Grants	12,323	7,405	19,079	-	16,948	(16,948)	
Total	4,025,767	4,069,379	4,051,904	4,841,549	1,393,577	3,447,972	28.8%
Net Revenue Over Expenditures	1,480,895	1,499,486	1,866,447	1,047,073	2,268,800		
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	4,187,409		

**Ypsilanti District Library
General Fund
Period Ending 3/31/2022
(33.3% 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 3/31/22 ACTUAL	YTD AS A % OF BUDGET
Revenue							
403.000	Superior Township Tax Levy	896,999	885,210	939,410	965,929	583,232	60.4%
425.000	City of Ypsilanti Tax Levy	808,325	836,671	866,352	883,587	220,201	24.9%
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	2,816,031	76.1%
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	3,669	40.8%
657.100	Smart Cards - Printing & Copies	36,686	11,776	8,765	7,500	6,190	82.5%
657.600	Guest Pass	1,417	429	263	500	134	26.8%
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	744	29.7%
681.000	Donations Designated	18,850	5,100	0	0	0	0.0%
681.080	Donations/Memorials	2,629	4,555	7,170	600	1,337	222.8%
687.000	Interest/Checking	3,233	1,037	457	500	166	33.2%
687.010	Interest/Savings	15,331	6,175	5,226	3,500	785	22.4%
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	
Total Revenue		5,404,404	5,536,898	5,838,824	5,888,622	3,632,489	61.7%

Ypsilanti District Library
General Fund
Period Ending 3/31/2022
(33.3% 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 3/31/22 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	625,703	657,068	685,029	740,549	231,126	31.2%
702.100	Professional/Accounting	6,500	5,080	7,445	7,500	3,320	44.3%
702.150	Bank Fees	5,829	3,176	1,888	6,840	807	11.8%
702.900	Salary/Subs	16,427	3,327	1,571	15,600	699	4.5%
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	4,650	36.6%
715.000	Employer Payroll Tax	144,670	144,791	148,792	176,339	49,429	28.0%
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	22,229	22.3%
719.000	FSA Admin Fee	691	707	729	853	217	25.5%
727.000	Office Supplies	28,789	26,412	24,088	32,400	4,828	14.9%
727.050	CARES act Exp		95	6,305		0	
727.200	Supplies-Facility	19,577	13,820	12,957	23,700	4,564	19.3%
752.000	MML/Building Insurance	61,476	64,450	66,589	69,253	72,240	104.3%
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	129,490	30.1%
756.000	Delta Dental	36,153	34,311	34,322	35,882	11,612	32.4%
757.000	Employee Assistance Program	974	579	0	0	0	
758.000	Life Insurance	4,036	3,969	4,316	4,212	1,303	30.9%
759.000	Vision Service Plan	8,811	8,856	9,074	9,253	3,724	40.3%
762.000	STD/LTD (Disability Insurance)	12,076	11,403	10,594	10,027	3,378	33.7%
769.000	Printing & Publishing	5,427	12,840	18,325	19,000	199	1.0%
769.050	Classified Advertising	993	460	432	1,000	190	19.0%
774.050	Digital Collection	31,726	175,379	209,154	263,950	52,387	19.8%
774.100	Data Bases	93,136	21,988	24,948	30,000	19,024	63.4%
774.800	System Wide DVDs	5,182	2,959	493	2,000	34	1.7%
774.900	All Materials Processing	25,838	15,899	21,270	21,000	6,437	30.7%
774.950	Play Kits	3,602	1,447	2,590	3,000	462	15.4%
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	500	3.1%
801.500	Learning Never Gets Old	1,962	2,246	1,999	3,000	1,179	39.3%
802.000	Mileage/Travel Reimbursement	2,883	289	775	5,000	844	16.9%
804.000	Workshops/Training	3,916	4,148	2,422	5,330	188	3.5%
805.000	Memberships & Dues	5,436	5,675	5,685	6,350	1,490	23.5%
806.000	Talk Grant Expenses	12,625	24,342	23,383	14,938	12,847	86.0%
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	4,346	WH Flood
850.000	Automation - Technology	154,332	183,693	128,433	162,642	24,200	14.9%
850.100	Telecommunications	6,573	-19,543	6,243	6,973	6,138	88.0%
850.200	SirsiDymix	51,473	62,573	59,088	64,630	64,631	100.0%
850.500	Software Subscription	7,926	14,762	21,823	27,074	5,686	21.0%
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	4,744	21.9%
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	5,545	92.4%
975.500	Legal - Negotiations	12,765	0	0	13,000	0	0.0%
980.000	Professional/Contractual	83,193	154,793	27,087	47,963	6,906	14.4%
980.500	Branding Costs	2,561	1,188	2,201	2,500	311	12.4%
981.500	Lost Book Expense	8,546	3,749	1,094	10,200	638	6.3%
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	769,263	31.0%

**Ypsilanti District Library
General Fund
Period Ending 3/31/2022
(33.3% 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 3/31/22 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	404,679	396,590	402,866	421,638	135,921	32.2%
702.800	Salaries-Pages	7,271	4,044	3,463	9,360	1,571	16.8%
771.000	Adult Books & Processing	31,227	25,084	22,288	26,100	4,762	18.2%
772.000	Youth Books & Processing	17,891	14,651	13,282	17,400	3,388	19.5%
776.000	Periodicals - Adult	4,244	2,979	2,802	3,000	464	15.5%
776.050	Periodicals - Youth	206	0	0	100	0	0.0%
778.000	Adult Audio/Visual	11,112	6,153	5,441	7,500	1,796	23.9%
779.000	Youth Audio/Visual	4,956	2,993	2,413	3,000	126	4.2%
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	3,758	18.8%
840.025	Campbell Maint Contract	16,489	18,754	12,672	12,672	6,336	50.0%
840.050	Snow Removal/ Lawn Care	6,229	6,078	7,259	9,835	4,210	42.8%
900.000	Programs-Adult	1,493	1,625	1,462	1,700	705	41.4%
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	1,510	31.3%
943.000	Natural Gas	3,359	3,624	3,946	4,216	3,215	76.3%
947.000	DTE - Electric	16,452	15,236	18,309	16,713	5,012	30.0%
949.000	Ypsilanti Comm Utilities Auth	4,802	7,707	6,864	7,136	1,244	17.4%
Total		570,105	555,976	542,948	668,190	174,503	26.1%
Dept 300 Outreach/bookmobile							
702.000	Salaries	68,078	69,159	70,870	162,704	21,823	13.4%
775.000	Library Materials	4,478	5,303	5,084	5,250	2,314	44.1%
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	920	15.5%
Total		83,090	82,140	92,558	182,590	30,087	16.5%
Dept 400 Outreach/Superior Township							
702.000	Salaries	144,398	146,792	149,424	305,556	49,224	16.1%
775.000	Library Materials	7,609	5,842	6,553	7,000	2,310	33.0%
840.000	Repair & Maintenance	1,374	1,007	1,179	5,000	440	8.8%
840.050	Snow Removal & Lawn Care	898	980	980	4,000	327	8.2%
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	377	30.9%
943.000	Natural Gas	573	659	650	3,336	498	14.9%
947.000	DTE - Electric	1,013	960	1,044	9,146	355	3.9%
949.000	Ypsilanti Comm Utilities Auth	88	98	97	2,803	25	0.9%
Total		158,283	158,483	162,269	339,263	53,558	15.8%

**Ypsilanti District Library
General Fund
Period Ending 3/31/2022
(33.3% 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 3/31/22 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	696,339	701,249	722,800	719,720	232,184	32.3%
702.800	Salaries-Pages	34,553	15,483	19,698	37,440	9,179	24.5%
771.000	Adult Books	64,635	41,293	41,604	51,000	9,711	19.0%
772.000	Youth Books	38,784	23,641	27,802	33,100	7,734	23.4%
776.000	Periodicals - Adult	5,915	5,239	4,405	5,000	397	7.9%
776.050	Periodicals - Youth	898	759	745	800	0	0.0%
778.000	Adult Audio/Visual	21,217	15,746	10,284	14,700	2,559	17.4%
779.000	Youth Audio/Visual	7,300	4,159	4,236	5,100	217	4.3%
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	4,214	17.9%
840.025	Campbell Maint Contract	42,934	42,797	42,797	42,797	21,399	50.0%
840.050	Snow Removal/Lawn Care	16,529	16,241	16,199	22,600	8,400	37.2%
900.000	Programs - Adult	3,765	4,206	3,765	4,200	1,198	28.5%
901.000	Programs - Youth	6,298	5,697	6,659	6,500	1,871	28.8%
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	3,020	30.9%
943.000	Natural Gas	25,609	24,227	30,040	31,680	16,649	52.6%
947.000	DTE - Electric	103,549	92,512	99,414	104,763	21,723	20.7%
949.000	Ypsilanti Comm Utilities Auth	5,069	4,596	4,902	6,562	963	14.7%
980.000	Professional/Contractual	0	38,000		0		NA
Total		1,123,929	1,089,344	1,080,805	1,167,294	341,417	29.2%
Dept 600 Donations							
Revenue:							
	Total Revenue	87,817	18,888				
	Total Donated revenue	87,817	18,888	37,195		14,469	NA
Expenditures:							
	Total Expenditures	31,845	12,312				
	Total Expenditures	31,845	12,312	21,629		7,801	NA
Dept 700 Grants							
Revenue							
	Total Grant Revenue	14,441	13,080				
	Total Revenue	14,441	13,080	42,333		15,420	NA
Expenditures							
	Total Expenditures	12,323	7,405				
	Total Expenditures	12,323	7,405	19,079		16,948	NA
Total	Net -- restricted for future	2,118	5,675	23,254		-1,528	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	3,662,378	
Total Expenditures		4,025,767	4,069,379	4,051,904	4,841,549	1,393,577	28.8%
	Net Revenue Over Expenditures	1,480,895	1,499,486	1,866,447	1,047,073	2,268,800	
	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	4,187,409	

**Ypsilanti District Library
Balance Sheet
March 31, 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 3/31/22	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	4,609,720	1,106,669
Total Assets	417,120	399,522	1,481,745	2,807,370	3,503,051	4,609,720	1,106,669
Liabilities	-	-	-	142,355	13,454	-	(13,454)
Fund Balance	417,120	399,522	1,481,745	2,665,015	3,489,597	4,609,720	1,120,123
Total Liabilities & Fund Balance	417,120	399,522	1,481,745	2,807,370	3,503,051	4,609,720	1,106,669

Ypsilanti District Library
Capital Expenses
Period Ending 3/31/22 (33.3% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	YTD 3/31/22 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated		54,603	857,193	556,570
688.000	Interest	457	4,986	1,181	40
Other departments					-
Total		457	59,589	858,374	556,610
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	627
752.500	Insurance - Bldrs Rsk				6,692
780.000	Opening Day Collection				473
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
955.100	General Contractor	-	46,274	655,988	654,253
985.300	Outside Contract Expense	-			6,882
Subtotal		57,810	269,299	1,006,669	681,654
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	17,453	-	410,262	50,093
Subtotal		17,453	-	410,262	50,093
TOTAL Capital Expenditures		75,262	269,299	1,433,791	736,487
Total Revenue Over Expenditures		1,075,194	1,190,290	824,583	1,120,123
Beginning Fund Balance		399,522	1,474,716	2,665,006	3,489,597
Ending Fund Balance		1,474,716	2,665,006	3,489,598	4,609,720

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:	
	3/31/2022	3/31/2022
	Superior	Other
Board	4,500,000	1,081,745
Capital Campaign	1,481,094	
Expense	-1,957,624	-495,495
	4,023,470	586,250

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BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
74252	03/09/22	Printed			0000000025	AFLAC	#5 & 6 payments	113.80
74253	03/09/22	Printed			AGG	RIYA AGGARWAL	3/19/22 Rangoli art-fam read	150.00
74254	03/09/22	Printed			AK	AK LAWN CARE	Whit #5 plow & salt	3,000.00
74255	03/09/22	Printed			ALER	ALERUS FINANCIAL	YDL employ contri 2/28/22	18,108.39
74256	03/09/22	Printed			AES	ALLIED EAGLE SUPPLY CO	tissue/towel/liner	480.79
74257	03/09/22	Printed			0000000003	ANN ARBOR NEWS	MA 08/20/22	123.76
74258	03/09/22	Printed			BAKL	BAKER & TAYLOR #4407662	Statement 2/28/22	116.57
74259	03/09/22	Printed			LOR	BAKER & TAYLOR 4108482	Statement 2/28/22	370.02
74260	03/09/22	Printed			BK7742	BAKER & TAYLOR INC.	Statement 2/28/22	304.27
74261	03/09/22	Printed			BK7752	BAKER & TAYLOR INC.	Statement 2/28/22	95.46
74262	03/09/22	Printed			BK7762	BAKER & TAYLOR INC.	Statement 2/28/22	417.21
74263	03/09/22	Printed			BK7772	BAKER & TAYLOR INC.	Statement 2/28/22	210.30
74264	03/09/22	Printed			BK7782	BAKER & TAYLOR INC.	Statement 2/28/22	85.85
74265	03/09/22	Printed			459675	BAKER & TAYLOR INC. 459675	Statement 2/28/22	472.72
74266	03/09/22	Printed			BAKTAY	BAKER & TAYLOR, INC.	Statement 2/28/22	21.87
74267	03/09/22	Printed			0000573063	BAKER & TAYLOR, INC.	Statement 2/28/22	2,316.64
74268	03/09/22	Printed			0000573097	BAKER & TAYLOR, INC.	Statement 2/28/22	1,554.39
74269	03/09/22	Printed			0000573121	BAKER & TAYLOR, INC.	Statement 2/28/22	1,230.07
74270	03/09/22	Printed			0000573139	BAKER & TAYLOR, INC.	Statement 2/28/22	1,128.30
74271	03/09/22	Printed			0000573766	BAKER & TAYLOR, INC.	Statement 2/28/22	917.40
74272	03/09/22	Printed			BENCH	BENCHMARK DESIGN	room signage	130.00
74273	03/09/22	Printed			BA	BLACKSTONE PUBLISHING	Better off Dead	73.90
74274	03/09/22	Printed			CAMPINC	CAMPBELL, INC	whit 3/1-5/31/22 coverage	21,667.25
74275	03/09/22	Printed			JCARY	JAMES CAREY	Feb 2022 service	1,400.00
74276	03/09/22	Printed			CEN	CENGAGE LEARNING	The Love songs	77.22
74277	03/09/22	Printed			0000000567	CENTER POINT PUBLISHING	reminders of him	143.82
74278	03/09/22	Printed			CLHI	CLARK HILL	Jan 2022 service	1,666.00
74279	03/09/22	Printed			CAAL	CRANBROOK ACADEMY OF	lost-ILL Rackstraw Downes	200.00
74280	03/09/22	Printed			CADO	CADEN DO	Gen Z intern 2/22 hours	35.00
74281	03/09/22	Printed			DTE ENERGY	DTE ENERGY	whit 1/22-2/21/22 service	5,666.44
74282	03/09/22	Printed			DTE ENERGY	DTE ENERGY	whit street 2/2022	43.15
74283	03/09/22	Printed			DTE ENERGY	DTE ENERGY	MA 1/28-2/28/22 billing	1,773.91
74284	03/09/22	Printed			EMUCS	EASTERN MICHIGAN	4/10/22 play-Freshly Squeezed	80.00
74285	03/09/22	Printed			ELM	ELM USA INC.	yellow pads/solution	84.49
74286	03/09/22	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	MA Plaza Lighting	2,300.00
74287	03/09/22	Printed			ENV	ENVISIONWARE	renewal RFID station 5/31/22	5,471.90
74288	03/09/22	Printed			GORDON	GORDON FOOD SERVICE, INC.	supplies/outreach	127.50
74289	03/09/22	Printed			DEJA	DEEPA JAIN	Fam Read author visit 4/23/22	100.00
74290	03/09/22	Printed			KANO	KANOPY INC.	2/28/22 billing	366.30
74291	03/09/22	Printed			SUPR	SUPRIYA KELKAR	4/23/22 family reads author	500.00
74292	03/09/22	Printed			NIA	NIA KHALEED	Gen Z intern Feb 2022 hours	105.00
74293	03/09/22	Printed			0000000051	THE LIBRARY NETWORK	tumble/creative expansion 2022	2,887.30
74294	03/09/22	Printed			LFC	LIFESTYLE FITNESS	March/April 2022 series #2	180.00
74295	03/09/22	Printed			LFC	LIFESTYLE FITNESS	March/April 2022 series #1	180.00
74296	03/09/22	Printed			MBM	MBM TECHNOLOGY	Super 1/24-2/23/22 overage	773.27
74297	03/09/22	Printed			AFSCME	MICHIGAN AFSCME	deducted 3/3/22	518.75

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BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
74298	03/09/22	Printed			A21	MICHIGAN MUNICIPAL	4/1/22-4/1/23 coverage	72,440.00
74299	03/09/22	Printed			MWP	MICHIGAN WEB PRESS	LOOP spring 22 printing	3,988.87
74300	03/09/22	Printed			MIDWESTTAP	MIDWEST TAPE	501750494/501750496/501750495	1,292.98
74301	03/09/22	Printed			MIDWESTTAP	MIDWEST TAPE	hoopla ending 2/28/22	11,280.02
74302	03/09/22	Printed			DDM	DANIEL MORRIS	Gen Z intern Feb 2022	65.00
74303	03/09/22	Printed			AYNA	AYESHA NADEEM	intern Feb 2022	62.00
74304	03/09/22	Printed			NEDE	HAJIRAH NADEEM	Gen Z intern Feb 2022	30.00
74305	03/09/22	Printed			SLN	SOPHIA NEPIUK	Gen Z intern Feb 2022	30.00
74306	03/09/22	Printed			OCLC	OCLC INC.	March 2022 billing period	478.60
74307	03/09/22	Printed			OV	OVERDRIVE, INC.	01576DA22060789	4,338.41
74308	03/09/22	Printed			PAATH	PAATHSHALA, INC	dance wkshp 4/16/22	200.00
74309	03/09/22	Printed			PATR	PATRON ACCOUNT	return-Saving Santa	10.30
74310	03/09/22	Printed			POG	MADISON POGUE	Gen Z intern Feb 2022	58.00
74311	03/09/22	Printed			AMRO	AMELIA ROHIM	Gen Z intern Feb 2022	102.00
74312	03/09/22	Printed			0000000379	SALINE DISTRICT LIBRARY	lost-Breakfast at Tiffany's Maxine Carter	15.99
74313	03/09/22	Printed			SHOW	SHOWCASES	40 12 cd	386.21
74314	03/09/22	Printed			STAPAD	STAPLES ADVANTAGE	022522 statement	128.22
74315	03/09/22	Printed			SES	STRATEGIC ENERGY SOLUTIONS INC	whit light control-final	1,150.00
74316	03/09/22	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	1/15-2/15/22 service	8.22
74317	03/09/22	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	March 2022 fee	90.00
74318	03/09/22	Printed			VGK	VGKIDS	sum chall t-shirts 2022	310.82
74319	03/09/22	Printed			WOOD	WOODLANDS LIBRARY COOPERATIVE	2022MI labor law posters	51.00
74320	03/09/22	Printed			0000000021	Y C U A	MA 1/19-2/20/22 service	564.58
74321	03/24/22	Printed			ADT	ADT SECURITY SERVICES, INC	Superior 4/1-6/30/22 service	166.59
74322	03/24/22	Printed			0000000025	AFLAC	payment #7 & #8	113.80
74323	03/24/22	Printed			AK	AK LAWN CARE	MA #1 lawn	610.00
74324	03/24/22	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Connaghan renewal 2/28/22	748.00
74325	03/24/22	Printed			BAA	BANK OF ANN ARBOR	statement 2/28/22 #1822	825.36
74326	03/24/22	Printed			BAA	BANK OF ANN ARBOR	closing 2/28/22 #2986	1,059.72
74327	03/24/22	Printed			BAA	BANK OF ANN ARBOR	st 2/28/22 #0667	361.40
74328	03/24/22	Printed			BASIC	BASIC	3/1-3/31/22 fsa plan	50.00
74329	03/24/22	Printed			BCN	BLUE CARE NETWORK OF MI	4/1-4/30/22 coverage	38,320.82
74330	03/24/22	Printed			BOD	BODMAN PLC	MA January 2022 service	2,397.50
74331	03/24/22	Printed			CDW	CDW GOVERNMENT, INC.	startech 19in equip/cyberpower	388.20
74332	03/24/22	Printed			CEN	CENGAGE LEARNING	one italian summer	157.44
74333	03/24/22	Printed			0000000567	CENTER POINT PUBLISHING	with love from london	143.82
74334	03/24/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	feb 2022 grounds	81.68
74335	03/24/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Feb 2022 fuel/elec	265.39
74336	03/24/22	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 3/30/22	1,731.63
74337	03/24/22	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Feb 2022 service MA/Whit	6,452.73
74338	03/24/22	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	April 2022 coverage	2,608.54
74339	03/24/22	Printed			0000000039	DEMCO, INC.	award winner class labels	32.93
74340	03/24/22	Printed			FST	FIRST BOOK	#700510125	2,183.27
74341	03/24/22	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 3/13/2022	330.43
74342	03/24/22	Printed			HFP	HOTT FLASH PRODUCTIONS, LLC	3/12/22 prog Hungry for Humor	100.00
74343	03/24/22	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	1st invoice-carpet staff area	14,695.00
74344	03/24/22	Printed			0000000051	THE LIBRARY NETWORK	Envisionware es-ent	25.00

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Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
74345	03/24/22	Printed			MACCOM	MACOMB COMMUNITY COLLEGE	lost-ill 3rd bank of river	50.00
74346	03/24/22	Printed			MNL	MADISON NATIONAL LIFE INS CO	April 2022 coverage	1,313.12
74347	03/24/22	Printed			MBE	MICHIGAN'S BAT EXPERT	whit-youth area removal	60.00
74348	03/24/22	Printed			DAMI	DARRYL MICKENS	Tai Chi Series #2 of 2	180.00
74349	03/24/22	Printed			DAMI	DARRYL MICKENS	Tai Chi Series #1 of 2 spring	180.00
74350	03/24/22	Printed			MCLS	MIDWEST COLLABORATIVE FOR	TALK grant expense	10,000.00
74351	03/24/22	Printed			MIDWESTTAP	MIDWEST TAPE	501802717/501806382/501806381	1,263.37
74352	03/24/22	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	March 2022 service	128.00
74353	03/24/22	Printed			OV	OVERDRIVE, INC.	01576CO22077187	1,475.24
74354	03/24/22	Printed			SIEM	SIEMENS INDUSTRY, INC	final-whit light control	5,343.99
74355	03/24/22	Printed			AMAZ	SYNCB AMAZON	statement 2/10/2022	1,980.67
74356	03/24/22	Printed			TDSM	TDS	3/22-4/21/22 service	1,212.18
74357	03/24/22	Printed			TERM	TERMINIX	MA 3/10/22 service	141.00
74358	03/24/22	Printed			DATR	DANIEL TRUCKEY	03/24/22 program-labor hist UP	100.00
74359	03/24/22	Printed			U	ULINE	id tags	16.50
74360	03/24/22	Printed			VERIZON	VERIZON WIRELESS	2/10-3/9/2022 service	434.35
74361	03/24/22	Printed			WISD	WASHTENAW INTERMEDIATE	SUCCESS BY SIX-AAACF grant	7,540.00
74362	03/24/22	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA march 2022 service	381.77

Total Checks: 111

Checks Total (excluding void checks):

280,499.67

Total Payments: 111

Bank Total (excluding void checks):

280,499.67

Check Register Report

Date: 04/15/2022
Time: 3:44 pm
Page: 4

Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
FIFTH THIRD BANK Checks								
1045	03/02/22	Printed			ONE	O'NEAL CONSTRUCTION, INC.	period ending 12/31/21	171,098.11
1046	03/17/22	Printed			0000000470	HOME APPLIANCE MART, INC.	Superior appliances	5,184.00
1047	03/17/22	Printed			JMK	JACKSON MANUFACTURING CO. INC.	Superior thruwalls-book drops	1,698.00
			Total Checks: 3		Checks Total (excluding void checks):			177,980.11
			Total Payments: 3		Bank Total (excluding void checks):			177,980.11
			Total Payments: 114		Grand Total (excluding void checks):			458,479.78

Communications

Nancy Sylvester, MA, PRP, CPP-T

*Team/Leadership Specialist, Professor Emeritus of Speech, Rock Valley College
Professional Registered & Certified Professional Parliamentarian*

KEEPING GOVERNANCE ON TRACK

American Library Association

United for Libraries

- **Board Governing Documents**
- **Quorum**
- **Agenda**
- **Processing a Motion**
- **Precedence of Motions**
- **Meaning of Votes**
- **Script of a Motion**
- **Meeting Minutes**
- **Public Comment**
- **Open Meetings Act**
- **Board/Staff Relationship**
- **Basic Characteristics of a Motion**

BOARD GOVERNING DOCUMENTS

- Federal Laws – Internal Revenue Code, etc.
- State statutes — *State Local Library Act, State Open Meetings Act* — Available online and through the Secretary of State’s office
- Articles of Incorporation — A legal instrument that sets forth the name and object of the organization and whatever other information is needed for incorporating the organization under the laws of the particular state
- Bylaws — A document that contains the basic rules of the organization relating principally to itself as an organization
 - Each organization is different
 - Each organization’s bylaws are different
 - A board only has the authority that is given to it in the bylaws
 - No other entity (e.g. Executive Committee) has authority except what is given to it in the bylaws
- Standing Rules or Policies and Procedures — Rules adopted by the board that relate to the administration of the organization
- Parliamentary Authority — Indication of which authority the organization will refer to when there is an issue not covered by any of the above rules. *Robert’s Rules of Order Newly Revised*, 12th Edition, is the parliamentary authority for approximately 95% of the organizations in the U.S.

QUORUM

The number of voting members who must be present for business to be transacted legally.

AGENDA

The following is the agenda for organizations that are governed by *Robert's Rules of Order Newly Revised*:

- I. Approval of minutes – *Are there any corrections to the minutes as printed and distributed to the trustees?* [pause] *Hearing none, the minutes are approved as printed and distributed.*
- II. Reports of:
 - A. Officers
 - B. Boards
 - C. Standing Committees
 - D. Special Committees (select, ad hoc, task force, etc.)
- III. Special Orders (orders from the governing documents)
- IV. Unfinished Business (***not*** old business)
- V. New Business [Only that which has been properly noticed]

****Consent Agenda:** Routine, noncontroversial matters. Considered in gross, without debate or amendment.

PROCESSING A MOTION

1. ***A Member Makes a Motion***
 - a. The member words the motion properly: I move that (followed by specific statement of proposed action)
 - b. The member who made the motion has the first right to speak on the motion
 - c. Member who made the motion cannot speak against the motion, but may vote against it
 - d. The presiding officer has the right to request that the motion be in writing unless the rules indicate otherwise. NCR (No Carbon Required) paper on hand at each meeting will aid in this process
2. ***Another Member Seconds the Motion***
 - a. Motion that comes from a committee does not need a second
 - b. In seconding a motion, a person may only be agreeing that the issue should be discussed and decided upon
 - c. If there is no second, the presiding officer tells the assembly that the motion dies for lack of a second
3. ***The Chair States the Motion, Therefore Formally Placing It Before the Assembly***
 - a. Do not overlook this step. It is crucial because:
 - i. At the completion of this step, ownership of the motion is transferred from the individual who made the motion to the members present
 - ii. After this step, the motion belongs to the body, not an individual
 - b. Proper restatement of the motion by the presiding officer:
 - i. Helps make sure everyone has heard the motion, exactly as it was proposed, and
 - ii. Helps keep everyone on target as to the exact wording of the motion to be debated
 - c. If the presiding officer is unclear about the exact wording, there are two places the presiding officer can go to for assistance:
 - i. Use the NCR copy of the motion paper provided by the maker of the motion
 - ii. Ask the secretary to read the motion

4. *The Members Debate the Motion*

- a. During this time the motion is
 - i. considered pending and
 - ii. can have secondary motions applied to it
- b. Assignment of the floor: While a motion is open to debate, the first person to rise and address the chair shall be assigned the floor by the chair. Cases where the floor should be assigned to a person who may not have been the first to rise and address the chair are:
 - i. If the member who made the motion has not yet spoken on the question,
 - ii. When the person seeking the floor has not already spoken on the same motion on the same day; and
 - iii. In cases where the chair knows the opinions of the persons seeking the floor, then the assignment should alternate between those favoring and those opposing the question
- c. During debate, there are some motions that are improperly used. If that occurs, assist the maker of the motion to help make it a proper motion.
 - i. "I move to table this motion until . . ."
 - (1) Cannot table until a specific time. The intent is probably the motion to Postpone Definitely.
 - (2) Differences between Postpone Definitely and Table:
 - (a) Table is not debatable, Postpone Definitely is debatable.
 - (b) Table must be brought back by a motion to Take from the Table. Postpone Definitely **automatically** comes up when the time of postponement arrives.
 - (3) If the member uses this terminology, simply treat the motion as a motion to Postpone Definitely.
 - (a) Member: "I move to table this motion until next weeks meeting"
 - (b) Another Member: "Second"
 - (c) Presiding Officer: "It has been moved and seconded that we postpone this motion until next weeks meeting. Is there any discussion.
 - ii. "I move to table this motion so that we can kill this issue."
 - (1) Presiding Officer should rule this motion out of order and then suggest that the proper motion is to Postpone Indefinitely.
 - (2) Differences between Table and Postpone Indefinitely:
 - (a) Table is not debatable. Postpone Indefinitely is debatable.
 - (b) The motion to Postpone Indefinitely prevents the issue from coming up again at this meeting. The motion to Table does not.
 - iii. "I call the question" or "Question"
 - (1) These are two versions of the same motion. The intent of this motion is to close debate on this motion and move immediately to the vote.
 - (2) If the motion is to "Call the Question on this and all pending questions" then the effect is to close debate and require movement to the vote on the pending motion and all other pending motions. (E.g. On the amendment and on the main motion.)
 - (3) The member may not simply yell out this motion. Like all other motions, the maker must wait to be recognized.
 - (4) This motion must go through all of the steps of a motion with the following uniqueness:
 - (a) It is not debatable
 - (b) Because it takes rights away from the members, it requires a two-thirds vote.

- d. Debate must be limited to the specific motion that is pending.
 - i. The specific aspects covered in the motion are open to debate, not the whole subject area.
 - ii. If the members begin wondering away from the subject area, a nice way to bring them back on task is: "Is there any further discussion on [specifically state the subject]?"
- 5. ***The Chair Puts the Question to a Vote***
 - a. This should include restatement of the motion to be voted on. This restatement serves as a reminder of what the membership is voting on
 - b. Even in obvious votes, the presiding officer should call for votes for and votes against the motion. The only exception here is with courtesy resolutions (e.g. the resolutions at the end of the convention that thank everyone who worked on the convention.)
 - e. If the presiding officer requests that those voting in favor of the motion indicate with an affirmative response, the presiding officer should not call for negative votes with a call for "same sign." E.g. "All those in favor say 'aye', those opposed, same sign."
 - f. The presiding officer should be very comfortable with being able to determine the results of the vote. If in doubt, it is the duty of the chair to verify the vote beyond reasonable doubt, and to the satisfaction of the members
- 6. ***The Chair Announces the Results of the Vote***

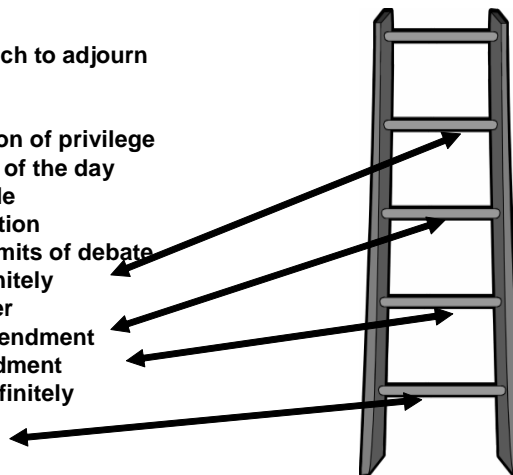
The content of a complete announcement of the results of the vote includes:

 - a. Announcement of which side has the necessary votes, and is thus the prevailing side. In a counted vote, the presiding officer should first give the count before announcing the prevailing side
 - b. Declaration as to whether the motion is adopted or lost
 - c. A statement indicating the effect of the vote
 - d. Where applicable, announcement of the next item of business

PRECEDENCE OF MOTIONS

PRECEDENCE OF MOTION

1. Fix time to which to adjourn
2. Adjourn
3. Recess
4. Raise a question of privilege
5. Call for orders of the day
6. Lay on the table
7. Previous question
8. Limit/extend limits of debate
9. Postpone definitely
10. Commit or refer
11. Secondary amendment
12. Primary amendment
13. Postpone indefinitely
14. Main motion



MEANING OF VOTES

Majority – More than half of the votes cast

Two Thirds – Two times the number of yes votes as no votes

Plurality – A method of voting in which the candidate or proposition receiving the largest number of votes is elected or selected.

Abstain – To refrain from voting

VOTING EXAMPLE		
1,000 members in the organization 100 members present 90 members vote		
Vote	Majority	Two Thirds
Of the members present	51	67
Of the entire membership	501	667
Of the members present and voting	46	60

Presiding officer votes: In all other methods of voting other than a ballot vote, the chair only votes when his or her vote affects the results.

Numerical examples would help here.

VOTE REQUIRED	YES VOTES	NO VOTES	PRESIDING OFFICER VOTE	
			YES	NO
Majority	3	3	Yes – affects results	No - fail without vote
Majority	3	2	No – pass without vote	Yes – affects results
Two Thirds	3	2	Yes – affects results	No - fail without vote
Two Thirds	4	2	No - pass without vote	Yes – affects results

SCRIPT OF A MOTION

MEMBER: I move that . . .

CHAIR: Is there a second to the motion? [This statement is eliminated if a member calls out "second" or if the motion is made on behalf of a committee.]

MEMBER: I second the motion

CHAIR: It is moved and seconded that... Is there any discussion? [Since the maker of the motion has first right to speak on the motion, the chair should call on the maker of the motion first.]

MEMBERS: Discussion occurs [It is during this time that a motion is considered pending and secondary motions may be applied to it.]

CHAIR: Is there any further discussion? Are you ready for the question? [Pause] The question is on the adoption of the motion to [clearly restate the motion]

VOICE VOTE:

All those in favor, say aye. [Pause for response]

All those opposed, say no. [Pause for response]

Are there any abstentions? [Pause for response]

[If the chair is in doubt of the results of a voice vote, then the chair should state "The chair is in doubt, therefore a rising (or counted) vote will be taken." Then proceed with a rising or counted vote.]

RISING VOTE:

Those in favor of the motion, please stand. [Pause] Please be seated.

Those opposed to the motion, please stand. [Pause] Please be seated

SHOW OF HANDS VOTE:

All those in favor of the motion, please raise your right hand. [Pause]

Please lower your hand. Thank you. Those opposed to the motion, please raise your right hand. [Pause] Please lower your hand. Thank you

BALLOT VOTE:

Please mark your ballots clearly, fold them one time, and hand them directly to a teller

ROLL CALL VOTE:

The secretary will now call the roll

CHAIR: *ANNOUNCEMENT OF VOTING RESULTS:*

UNCOUNTED VOICE, RISING OR SHOW OF HANDS VOTE:

The affirmative has it, the motion is adopted, we will [state the effect of the vote] and the next business in order is . . .

OR

The negative has it, the motion is defeated and [state the effect of the motion]

COUNTED MAJORITY VOTE:

There are _____ votes in the affirmative and _____ votes in the negative. There is a majority in the affirmative and the motion is adopted. We will [state the effect of the vote] and the next business in order is . . .

OR

There are _____ votes in the affirmative and _____ votes in the negative. There is less than a majority in the affirmative and the motion is defeated [state the effect of the vote] and the next business in order is . . .

COUNTED TWO-THIRDS VOTE:

There are _____ votes in the affirmative and _____ votes in the negative. There is a two-thirds vote in the affirmative and the motion is adopted. We will (Give the effect of the vote) and the next business in order is . . .

OR

There are _____ votes in the affirmative and _____ votes in the negative. There is less than a two-thirds vote in the affirmative and the motion is defeated (state the effect of the vote)

CHAIR: The next business in order is . . .

MEETING MINUTES

Minutes are the official record of an organization. It is crucial that they are accurate since they are the legal record of the proceedings and actions of the organization.

CONTENT

First paragraph: Kind of meeting (regular, special, etc.); the name of the organization; the date and time of the meeting; place of the meeting, if it isn't always the same; that the regular chair and secretary were present or, in their absence, the names of the persons who substituted for them; and record of the action taken on the minutes of the previous meeting. Any corrections approved by the members are made in the text of the minutes and then noted that the minutes were approved as corrected, without including the specific corrections in the minutes of the current meeting. While *Robert's* does not require inclusion of the approximate number of members present and the establishment of a quorum, many organizations choose to include that information in the minutes.

The body should include, with each motion being a separate paragraph:

- The exact wording of motions right before the vote, whether it passed or failed, and the way they were disposed of, along with the name of the maker.
- If the vote was counted, the count should be recorded. Tellers' reports, if there are any, are included. In roll call votes the record of each person's vote is included.
- Notices of motions given at one meeting to be voted on at the next meeting – previous notice is sometimes required (e.g. amendments of the bylaws).
- Points of order and appeals.
- Secondary motions that were made but not yet voted on, in cases where it is necessary to record them for completeness or clarity, e.g. a main motion, a primary amendment, a secondary amendment and the motion to postpone to the next meeting were all made and are pending. If the motion to postpone passes, the minutes of the meeting should include the wording of the main motion, the primary amendment, and the secondary amendment so that at the next meeting everyone is aware of exactly what motions will come before the assembly during Unfinished Business.
- The complete substance of oral committee reports that are given in small assemblies.
- The fact that the assembly went into committee of the whole, a parliamentary tool used more by legislative bodies than by nonprofit groups, but not the proceedings. The report of the committee of the whole is included.
- Proceedings under Informal Consideration are recorded.

- The Assembly may order that a report of great importance be entered in the minutes.
- Name and subject of the guest speaker may be entered, but the minutes should not include a summary of the speaker's remarks.

Last paragraph: hour of adjournment

NOT INCLUDED

- The opinion or interpretation of the secretary
- Judgmental phrases e.g. "heated debate" or "valuable comment"
- Discussion: Minutes are a record of what was *done* at the meeting, not what was *said* at the meeting
- Motions that were withdrawn
- Name of seconder is unnecessary

DISTRIBUTION OF MINUTES

I recommend sending the minutes out in advance of the next meeting. Actually, it is best to send them out as soon as possible after the meeting, while members still remember what occurred and when. The problem with sending them out before they are approved is that there are eventually two sets of minutes of the same meeting distributed – the draft version and the adopted version. This potential problem is averted by simply labeling the draft minutes which are distributed before next meeting as draft minutes and the approved minutes as approved, giving date of approval. The heading draft or approved should go at the top of the first page of the minutes in the title and in the footer on each page of the minutes.

ATTACHMENTS

The official copy of the minutes should have attached to it the original signed copy of:

- Committee Reports
- Officers Reports
- Written Motions
- Tellers Reports
- Correspondence

APPROVAL

If the minutes have been distributed to the members before the next meeting then the approval process can be very short. A formal motion to approve the minutes is not necessary. But, such a motion is not out of order. The presiding officer simply asks "Are there any corrections to the minutes as printed?" If there are none, or after all corrections have been made, the presiding officer may say "There being no corrections [or "no further corrections"] to the minutes, the minutes stand approved as printed (or as corrected)."

This method allows the membership to approve the minutes without a formal vote. This is so because the only proper way to object to the approval of the secretary's draft of the minutes is to offer a correction to it.

A member who was not in attendance at the meeting for which minutes are being approved is not prevented from participating in their correction or approval. If the next regular meeting will not be held within a quarterly time interval or there will be a change in the membership (such as a change in a number of the members of the board due to elections), a minutes approval committee should be used. In that case, the minutes approval committee reviews the minutes, corrects them, if necessary, and approves them on behalf of the membership. Some organizations have their board of directors serve as the minutes approval committee for the membership meetings.

SIGNATURE

After the minutes have been corrected and approved by the membership, they should be signed by the secretary and can be signed by the president. The word "approved" and the date of the approval should also be included. Using the term "Respectfully Submitted" is considered outdated and shouldn't be used.

MINUTES BOOK

The official copy of the minutes should be entered in the Minutes Book and kept by the secretary. These are the property of the organization, not the secretary. If the organization has a headquarters office, the official copy of the minutes should be kept there.

COPIES

If the members receive a copy of the minutes it is not necessary for them to receive all the attachments. When they do not receive the attachments, the minutes should include a brief summary of the attachments.

PUBLIC COMMENT

Control the Public Comment time by setting and enforcing reasonable rules. The Rules should be read by the Chair at the beginning of the Public Comment portion of the meeting and should be included on the meeting agenda.

Examples of possible rule subjects:

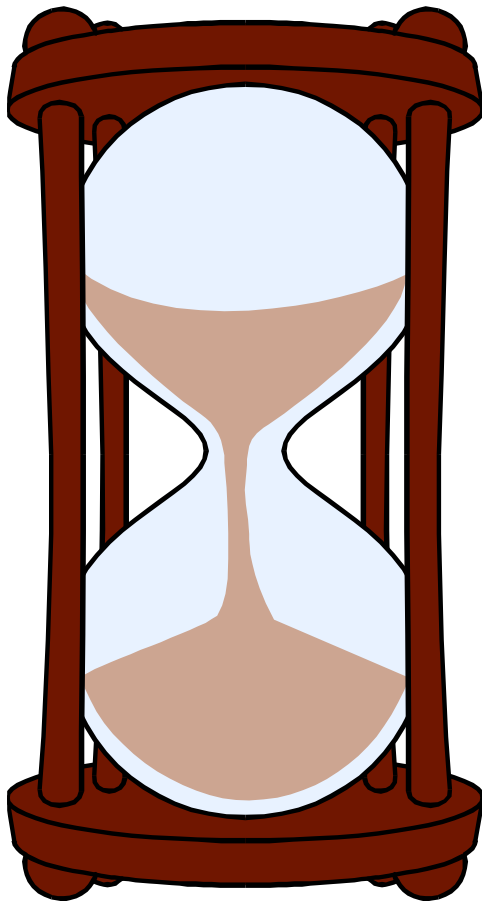
1. Time limit for Public Comment time
2. Time limit for each individual speaking
3. Limit number of times per meeting, or cannot speak a second time until everyone wishing to speak a first time has done so
4. Must speak respectfully
5. Relevant subject matter

OPEN MEETINGS ACT

Bottom line: Trustees/board members may not talk/discuss amongst themselves board issues outside of a board meeting.

Each state's Open Meetings Act is different. Know your state's Open Meetings Act!

BOARD — STAFF RELATIONSHIP



BOARD OF DIRECTORS

CHAIRMAN/PRESIDENT

LIBRARY DIRECTOR

STAFF

BASIC CHARACTERISTICS OF MOTIONS ©

From: *The Complete Idiot's Guide to Robert's Rules*

The Guerrilla's Guide to Robert's Rules

Nancy Sylvester, MA, PRP, CPP-T www.nancysylvester.com

MOTION	PURPOSE	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED
1. <i>Fix the Time to Which to Adjourn</i>	Sets the time for a continued meeting	No	Yes	No ¹	Yes	Majority
2. <i>Adjourn</i>	Closes the meeting	No	Yes	No	No	Majority
3. <i>Recess</i>	Establishes a brief break	No	Yes	No ²	Yes	Majority
4. <i>Raise a Question of Privilege</i>	Asks an urgent question regarding rights	Yes	No	No	No	Ruled by chair
5. <i>Call for Orders of the Day</i>	Requires that the meeting follow the agenda	Yes	No	No	No	One member
6. <i>Lay on the Table</i>	Puts the motion aside for later consideration	No	Yes	No	No	Majority
7. <i>Previous Question</i>	Ends debate and moves directly to the vote	No	Yes	No	No	Two-thirds
8. <i>Limit or Extend Limits of Debate</i>	Changes the debate limits	No	Yes	No	Yes	Two-thirds
9. <i>Postpone to a Certain Time</i>	Puts off the motion to a specific time	No	Yes	Yes	Yes	Majority ³
10. <i>Commit or Refer</i>	Refers the motion to a committee	No	Yes	Yes	Yes	Majority
11. <i>Amend an amendment (Secondary Amendment)</i>	Proposes a change to an amendment	No	Yes	Yes ⁴	No	Majority
12. <i>Amend a motion or resolution (Primary Amendment)</i>	Proposes a change to a main motion	No	Yes	Yes ⁴	Yes	Majority
13. <i>Postpone Indefinitely</i>	Kills the motion	No	Yes	Yes	No	Majority
14. <i>MAIN MOTION</i>	Brings business before the assembly	No	Yes	Yes	Yes	Majority

¹ Is debatable if the motion is made while no question is pending

² Unless no question is pending

³ Majority, unless it makes the question a special order

⁴ If the motion it is being applied to is debatable

Note: Motions above are in the Order of Precedence of Motions.

Based on Robert's Rules of Order Newly Revised, 12th Edition

BASIC CHARACTERISTICS OF MOTIONS ©

From: *The Complete Idiot's Guide to Robert's Rules*

The Guerrilla's Guide to Robert's Rules

Nancy Sylvester, MA, PRP, CPP-T www.nancysylvester.com

MOTION	PURPOSE	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED
<i>Point of Order</i>	Requests that the rules be followed	Yes	No	No	No	Ruled by chair
<i>Appeal from the Decision of the Chair</i>	Challenges a ruling of the chair	Yes	Yes	Depends ⁴	No	Majority ⁵
<i>Suspend the Rules</i>	Allows the group to violate the rules (not bylaws)	No	Yes	No	No	Two-thirds
<i>Objection to Consideration</i>	Keeps the motion from being considered	Yes ⁶	No	No	No	Two-thirds ⁷
<i>Division of the Question</i>	Separates consideration of the motion	No	Yes	No	Yes	Majority
<i>Division of the Assembly</i>	Requires a standing vote	Yes	No	No	No	One member
<i>Parliamentary Inquiry or Request for Information</i>	Allows a member to ask a question about the business at hand	Yes	No	No	No	Responded to by chair
<i>Withdraw a Motion (after stated by the chair)</i>	Removes a motion from consideration	Yes	Depends ⁸	No	No	Majority
<i>Take from the Table</i>	Resumes consideration of a motion that was laid on the table	No	Yes	No	No	Majority
<i>Reconsider</i>	Considers a motion again	Yes ⁹	Yes	Depends ¹⁰	No	Majority
<i>Rescind or Amend Something Previously Adopted</i>	Repeals a previously adopted motion or amends it after it has been adopted	No	Yes	Yes	Yes	Depends ¹¹

⁴ If the motion it is being applied to is debatable

⁵ Majority in negative required to reverse chair's decision

⁶ Yes, until debate has begun or a subsidiary motion other than Lay on the Table has been stated by the chair

⁷ Two- thirds against consideration sustains objection

⁸ Yes, if motion is made by the person requesting permission; no, if made by another member

⁹ When another member has been assigned the floor, but not after he or she has begun to speak

¹⁰ Only if the motion to be reconsidered is debatable

¹¹ Requires a) a majority with notice, b) two- thirds, **OR** c) majority of entire membership



michigan municipal league liability and property pool

April 5, 2022

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

RE: Michigan Municipal League Liability and Property Pool Dividend Check

At the September 9, 2021, MML Liability & Property Pool Board of Directors meeting, the Board voted to return \$2.45 million in member equity to current members of the program who renew during 2022. Since the **Ypsilanti District Library** renewed with the Pool as of April 1, 2022, enclosed is the Library's check number 011922 in the amount of \$6,660.

There are many advantages to being a Member of the MML Liability & Property Pool and this is one of them ... surplus is returned to MML Liability & Property Pool Members rather than to insurance company stockholders!

If you have any questions, please let me know. You can reach me at (248) 204-6137.

Sincerely,

Judy

Judith A. Thomson-Torosian, CPCU, CIC, ARM
Service and Sales Manager

Service Provider: Meadowbrook® Inc.

Loss Control & Member Services: PO Box 2054, Southfield, MI 48037-2054; (800) 482-2726;
Claims: 3196 Kraft Ave. SE, Suite 206, Grand Rapids, MI 49512-2065; (616) 942-0311; (800) 752-7477; Fax 616-649-1796

www.mml.org

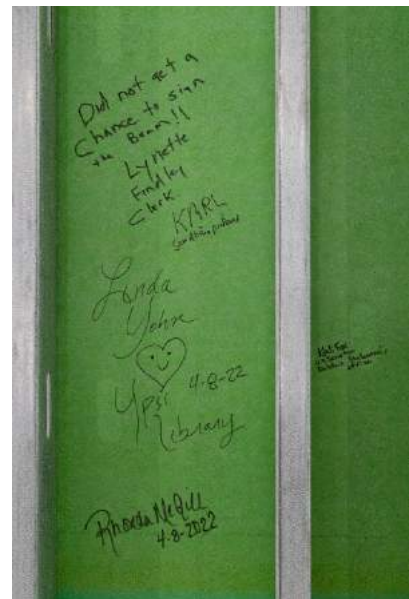
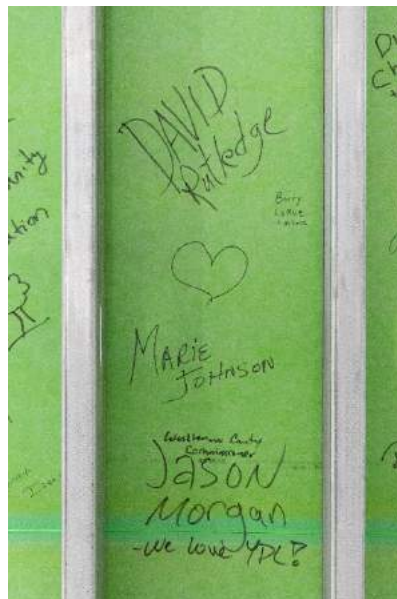
Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 4/15/2022
Re: Superior Planning Committee report

I attended site meetings on April 1 and 15. Status/plans as of today's meeting:

- The roof is complete
- The concrete slab is in place.
- Solar panels have been ordered and the application to DTE for a permit is presently being submitted.
- Measurements for windows have been taken and window frame fabrication is underway.
- Attic and subceiling insulation and drywall are in progress.
- Wall framing starts the week of 4/18.
- Still targeting exterior façade work to start in April.
- Mechanical, electrical, and plumbing systems will begin later this month (April).
- Parking lot light poles are expected to be erected by the end of April.
- Hard hat parties were a tremendous success – thank you to the entire Board for attending!
- We released RFPs for A/V and building security systems, the deadline for responses is 4/21.
- I requested a quote for installing a sprinkler system, something that was nixed in the budget-cutting process. I think this could be a good use of our Gousseff Endowment grant money since the \$20K donation came in for the solar panels. I would like to avoid complaints about brown grass!
- The road project is scheduled to begin in June and go through August-September.
- Superior Township and OHM plan to add a crosswalk at Barrington to the road project; they will budget it as a change order and the Library will not be responsible for payment for that part of the project.







Architect's Field Report

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

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	18
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration
DATE:	18 MAR 2022	TIME:	12:00 pm
		WEATHER:	Sunny
		TEMPERATURE:	48°F
ESTIMATED % OF COMPLETION:	40%	CONFORMANCE WITH SCHEDULE (+,-)	On Schedule

PRESENT AT SITE:

Name:

Nick Kresta
Shawn Courtney
Matt Ratzow
Dan Whisler
Davy Shellabarger
Lisa Hoenig

Representing:

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

WORK IN PROGRESS:

18.1 Interior underground install, spreading stone.

OBSERVATIONS:

- 18.1 Stored materials include: CMU block, mortar, and grout, steel for dumpster enclosure, Portland cement, lumber for wood blocking, modified bitumen sheet roofing, cast stone, and brick, PVC piping.
- 18.2 Roof shingles are complete and boxes for the solar panel wiring have been installed.
- 18.3 The building pad is defrosted and dried; OCI has the floor slab pouring scheduled for next week.

ITEMS TO VERIFY:

- 18.1 DZA noted that it appears there are areas where the fasteners through the roof sheathing at the top chord of the trusses do not meet the specified spacing requirements. OCI to survey missing fasteners through the roof sheathing; the requirements for fastener spacing can be found on sheets S-001 and S-003, as well as the response to RFI #41 and the reviewed ETF fastener submittal.

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.
- 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.
- 18.1 OCI to add spray foam insulation at the stud cavity where the roof trusses from the group study meet the main building form (see photo on page 5). This will be formally addressed in upcoming bulletin 5. Additional sheathing to be added as needed to contain the spray foam.

ATTACHMENTS:

- 18.1 See Progress photos:







Examples of areas on the top chords where the fasteners don't appear to meet the required spacing.



Spray foam insulation to be added in the stud cavities where the group study attic meets the west wall of the main building form.

REPORT BY: D. Shellabarger



Architect's Field Report

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

PROJECT:		Ypsilanti District Library Superior Branch		FIELD REPORT NO.:		19	
OWNER:		Ypsilanti District Library		ARCHITECT'S PROJECT NO.:		2017-55	
CONTRACTOR:		O'Neal Construction Inc.		CONTRACT:		Contract Administration	
DATE:	01 APR 2022	TIME:	12:00 pm	WEATHER:	Partly Cloudy	TEMPERATURE:	40°F
ESTIMATED % OF COMPLETION:			45%	CONFORMANCE WITH SCHEDULE (+.-)		On Schedule	

PRESENT AT SITE:

Name:

Nick Kresta
Shawn Courtney
Dan Whisler
Davy Shellabarger
Lisa Hoenig

Representing:

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

(3) Concrete slab

WORK IN PROGRESS:

- 19.1 Slab on grade work, control joints being cut today.
- 19.2 Completing masonry foundation work.

OBSERVATIONS:

- 19.1 Stored materials include: CMU block, mortar, and grout, steel for dumpster enclosure, Portland cement, lumber for wood blocking, cast stone, and brick, PVC piping.
- 19.2 Underground plumbing has been installed.
- 19.3 Floor boxes and conduit are partially installed, the remaining boxes will be installed when the rest of the slab is poured (along with radiant floor heating).
- 19.4 Gas meter has been relocated, now approximately 18 inches from the window.

ITEMS TO VERIFY:

- 19.1 None.

INFORMATION OR ACTION REQUIRED:

- 2.1 Storm water detention basin to be re-excavated for 12in. clay liner.

2.1d OCl 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.

19.1 OCl to issue updated master schedule.

ATTACHMENTS:

19.1 See Progress photos:







REPORT BY: D. Shellabarger

**YPSILANTI DISTRICT LIBRARY SUPERIOR TWP BRANCH LIBRARY
PROJECT SCHEDULE**

ID	Task Name	Duration	Start	Finish	Timeline																							
					Qtr 3, 2021			Qtr 4, 2021			Qtr 1, 2022			Qtr 2, 2022			Qtr 3, 2022			Qtr 4, 2022								
					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct								
1	Superior Twp Permit Release	1 day	Wed 7/7/21	Wed 7/7/21	Superior Twp Permit Release																							
6	Structural Steel Delivery	75 days	Wed 7/7/21	Tue 10/19/21	Structural Steel Delivery																							
2	Earthwork & Utilities	115 days	Thu 7/8/21	Wed 12/15/21	Earthwork & Utilities																							
3	Concrete Foundations	30 days	Tue 7/20/21	Mon 8/30/21	Concrete Foundations																							
4	CMU @ Foundations	10 days	Tue 9/14/21	Mon 9/27/21	CMU @ Foundations																							
23	Underslab Plumbing & Elec	15 days	Tue 9/14/21	Mon 10/4/21	Underslab Plumbing & Elec																							
7	Structural Steel Install	20 days	Wed 10/20/21	Tue 11/16/21	Structural Steel Install																							
5	Parking Lot Stone	10 days	Fri 10/22/21	Thu 11/4/21	Parking Lot Stone																							
8	Exterior Stud Walls	40 days	Thu 11/11/21	Fri 1/7/22	Exterior Stud Walls																							
24	Site Concrete - Partial	5 days	Mon 11/15/21	Fri 11/19/21	Site Concrete - Partial																							
15	Roof Trusses	20 days	Mon 1/10/22	Fri 2/4/22	Roof Trusses																							
9	Roof Sheathing	25 days	Mon 2/7/22	Fri 3/11/22	Roof Sheathing																							
10	Shingle Roof	10 days	Mon 3/14/22	Fri 3/25/22	Shingle Roof																							
11	Interior underground	10 days	Mon 3/14/22	Fri 3/25/22	Interior underground																							
12	Concrete Slab on Grade	10 days	Mon 3/28/22	Fri 4/8/22	Concrete Slab on Grade																							
13	Subceiling	8 days	Mon 4/11/22	Wed 4/20/22	Subceiling																							
14	Interior Metal Studs	20 days	Thu 4/21/22	Wed 5/18/22	Interior Metal Studs																							
25	Overhead MEP Rough	15 days	Thu 4/28/22	Wed 5/18/22	Overhead MEP Rough																							
26	In-Wall MEP Rough	10 days	Thu 5/19/22	Thu 6/2/22	In-Wall MEP Rough																							
27	Drywall Board/Tape/Sand	25 days	Fri 6/3/22	Fri 7/8/22	Drywall Board/Tape/Sand																							
28	Interior Finishes	40 days	Fri 7/1/22	Fri 8/26/22	Interior Finishes																							
16	Damproofing and AVB transition	5 days	Mon 4/25/22	Fri 4/29/22	Damproofing and AVB transition																							
17	Brick Veneer	15 days	Mon 5/2/22	Fri 5/20/22	Brick Veneer																							
18	Glazing	20 days	Mon 5/23/22	Mon 6/20/22	Glazing																							
19	EIFS	30 days	Tue 6/21/22	Tue 8/2/22	EIFS																							
20	Curbs and Asphalt Base	10 days	Mon 5/2/22	Fri 5/13/22	Curbs and Asphalt Base																							
21	Site Concrete - Sidewalks	10 days	Mon 8/1/22	Fri 8/12/22	Site Concrete - Sidewalks																							
22	Asphalt Paving	3 days	Mon 8/15/22	Wed 8/17/22	Asphalt Paving																							
29	Final Inspections	3 days	Mon 8/29/22	Wed 8/31/22	Final Inspections																							
30	Substantial Completion	0 days	Wed 8/31/22	Wed 8/31/22	Substantial Completion																							

Director's Report and attachments

Library Director's Report

April 20, 2022

Hard hats everywhere!

Thank you to the entire Board for attending our hard hat parties during National Library Week. It was wonderful to see everyone's reaction to the new Superior construction. We hope guests will help spread the word about the capital campaign, and attract more donors to our very worthy cause.

Meanwhile, the Michigan Avenue water remediation project is about to begin. Michigan Avenue closed 4/15 to begin preparing for the interior work, which requires staff to remove books and shelving in the basement, among other things. If all goes to plan and the weather holds up, the project should take about 2 weeks, with the branch reopening on May 2.

Financial:

- I received word that the Grace Sweeney Trust has been settled, and YDL's distribution check is available. We will receive \$73,149.50, a very generous gift indeed. These funds will go toward carpet and other capital improvement projects slated for Michigan Avenue.

Personnel:

- We staffed virtual tables at the recent EMU and WCC career fairs. Several candidates emerged for Youth and Communications Intern positions; we will interview soon.
- Our Head of Outreach Services interviews did not produce a suitable candidate. We are weighing options and will likely repost once the compensation study is implemented.

Service Highlights:

- Auto-renewals are now available! Materials will be automatically renewed one day prior to the due date except when there are holds or the 5-renewal limit has been reached.
- Pop-up library service at Sycamore Meadows started 4/11 in partnership with Success by 6. Despite rain closing the event a bit prematurely, it was a very positive launch.
- Regular Bookmobile evening routes resume Monday, 4/18.
- YDL was selected to receive Covid test kits for distribution from the Michigan Department of Health and Human Services. We are already working to distribute our first batch of 300.

Technology:

- The new Mobile Beacon hotspots are now in circulation.
- New staff laptops approved at the March meeting have arrived.
- The SenSource door counter for Michigan Avenue was installed; Whittaker's installation to be scheduled soon.

Side Notes:

- We finally signed off on the furniture and carpet order for the Whittaker flood remediation. Materials have a 6-week lead time, but we will need to schedule the installation carefully; it is likely to require a one-day closure.
- I will be away on vacation from April 27-May 2, returning to YDL May 3.

YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
March 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	\$5,216	
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	\$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	\$159	
Amazon Smile					\$0	\$0	\$188	
Sub-total	\$4,073	\$6,945	\$28,189	\$2,227	\$257	\$5,693	\$346	
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	
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	\$5,000	\$1,500	
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	\$216,588	\$1,500	
Designated Donations								
General Fund	\$450	\$620	\$1,229	\$1,037	\$101			
Michigan Ave		\$1,000	\$1,000	\$1,000		\$300	\$9,453	
Superior	\$500		\$7,584	\$45,900	\$30,495	\$358,815	\$271,025	
Adult Fiction	\$500		\$600	\$500				
Bookmobile			\$1,000				\$162	
Memorial Gifts	\$953	\$1,264	\$443	\$225				
MI Ave Plaza Lighting				\$1,000		\$10,000		
Youth Programming				\$50				
Northstar Bank (Superior)							\$1,000	
Sub-total	\$2,403	\$2,884	\$11,856	\$49,712	\$30,596	\$369,115	\$281,640	
Total Donations	\$73,269	\$71,008	\$97,328	\$100,793	\$63,310	\$612,246	\$296,202	

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
March 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							
Neutral 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	\$249,242	
GRAND TOTALS	\$131,225	\$162,368	\$179,793	\$163,999	\$223,553	\$1,127,398	\$545,444	

Designated Fundraising to Date
YDL - Superior Construction (Gousseff Trust included) - \$1,604,524.10
*** Towsley Foundation Grant (Starts 2022 / \$80,000 per yr. for 5 years)
* Whittaker Rd Teen Area Improvement -\$5,550

*\$1050 remaining, expenditures =4500

[illegible]

[illegible]

[illegible]

Department Reports

Acquisitions Department Board Report

April 2022

Department News and Activities

- The new wi-fi hotspots are now in circulation.
- I continue to attend meetings regarding the Superior Opening Day collection. We have started to receive our catalog records from our vendor, Baker & Taylor.
- The Library of Things committee has been working on a policy for the collection, in preparation for our big launch event in June.
- 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 37% encumbered.
- 376 items were cataloged in March.
- 2,005 items, including 1,131 e-items, were added in March.
- YDL borrowed 842 items from other libraries via MeLCat in March.
- YDL loaned 1,017 items to other libraries via MeLCat in March.

Submitted by Sarah Zawacki
April 13, 2022

Assistant Director
Board Report: April, 2022

I enjoyed attending the PLA conference in Portland last month and am very grateful for the continuing education opportunity! I attended workshops on data curation and presentation, EDI, policing in libraries and social justice, security strategies, collective bargaining, and many other events. I had never visited Portland before, so that was an added bonus. On a sad note, I have never seen so many homeless individuals and tent communities in my life. It was nothing less than tragic.

We wrapped up the Evicted exhibit on March 31 (actually, Jim and Chris wrapped it up because I was in Key West!). We had nice comments in the visitor log, good media coverage, good program attendance, and an estimated visitor count of 5,214. Exhibit visitors usually range from 6-9,000, so that was a good outcome in my opinion, given it was our first post-COVID offering. Our next exhibit will be in September, 2023: A Colorful Dream, Photography by Adrien Broom.



Lisa and I reviewed the strategic planning proposals and are in agreement about our top two picks. The hired firm will be able to meet the entire staff and begin the staff portion of the planning process at our annual in-service on June 3.

Mary and I are ironing out the complex details of the shelving specifications for new Superior. Volumes per linear foot, end panels by range depth, and budgets by collection are keeping us sharp.

The Friends had a successful pop-up sale, earning \$407 in cash and \$164 in credit cards (\$571.00). They have purchased two new book trucks and are now selling a variety of reading-themed magnets in the book shop – very nice! Their next pop-up sale will be April 30 from 11-3:00.

I am pleased to report that we *finally signed off on the new remodel of the Outreach and Acquisitions Departments due to flooding. The timeline for installation is TBD, but the designer reports that we are looking at a 6-week timeline for receipt of product (which is awesome, given the supply chain issues). We will need to close Whittaker for one day since we will be moving out all of the office furniture to lay new carpet in entirety, but we will obviously choose a day that is least disruptive to the public.

The following projects remain in the hopper:

- Hiring a new Head of Outreach Services
- Revision of the Emergency Manual
- Revision of the Dashboard

Submitted by Julianne Smith, April 14, 2022

Communications & Development

Monthly report: April 2022

Major print/design pieces produced:

- We printed the 2021 Annual Report which highlights our reopening, the Groundbreaking and Capital Campaign progress on the new Superior Branch, and other ways we engaged with our community and patrons in 2021.
- We're collecting content for the Summer issue of The Loop, which will feature information about our Fine Free initiative, the Summer Challenge, and our new Library of Things additions.



Promotions

- **Capital Campaign:** As of 4/13 we've raised over \$236,400 in the crowdfunding portion of our Capital Campaign. We surpassed our last \$100,000 challenge goal and are in the final stages of our crowdfunding, hoping to reach our \$237,901 goal to put us at \$500,000. The communications department created a number of posters and materials for the Hard Hat parties on April 8 & 9, including a frame people could use for selfies.
- April 3-9 was National Library Week so we had a weeklong social media promotion featuring our Bookmobile, the ALA Annual Report, the Capital Campaign, and more. We also created a post for our web page with ALA resources and appropriate YDL tie-ins.
- **Looking forward:** Working on plans to roll out our fine-free PR campaign to make sure we reach as many community members as possible to bring more people to YDL for whom fines were a barrier to access.

Notable Media Mentions

- A Concentrate article about the EMU Digital Divas program talked about our collaboration with them on STEM kits.
- The City of Ypsilanti newsletter mentioned our Electronics Recycling event on April 23.
- The A2Y Chamber posted info about our Superior fundraising progress when we met our challenge goal (see above)
- A fun Eastern Echo article about preserving the recorded history of veterans mentions YDL-Michigan as a place where the people running the project did some of their work!

Community Relations

- Sam and Mary continue to attend Parkridge meetings and provide YDL updates. Sam attended the Engage@EMU meeting this month.
- We continue to submit information to Groundcover News. We shared info about getting masks and test kits through YDL and our Electronics Recycling event.
- Sam will serve on the Communications subcommittee for the Ypsilanti Bicentennial celebration, working with other community professionals to help spread the word about Bicentennial activities.

Notable Social Media activity

- A post sharing details about picking up masks and COVID test kits reached more than 3,300 people with 84 engagements and 13 shares.
- The post sharing details about our Electronics Recycling event reached more than 1,000 people with 46 engagements.
- Our post sharing info about the EMU Theatre for the Young performance of Freshly Squeezed reached over 1,000 people with 56 engagements.
- Our post sharing the news about our Superior Next Chapter fundraising milestone (along with new aerial photos) reached over 1,300 people with 88 engagements, including 20 likes.
- 50 people liked our Instagram post sharing pictures from our Rangoli Art event.
- 74 people liked our video on Instagram announcing the return of Storytimes.
- 64 people liked our video on Instagram sharing our Friday Playtime set up.

Ypsilanti District Library
Published by Hootsuite · April 6 at 11:10 AM · 🌐

We're celebrating [#LibraryGivingDay](#) by thanking YOU for helping us meet our \$100,000 matching challenge in the Next Chapter campaign! Enjoy new aerial shots from the new Superior building site (courtesy of Better Planet Media). We're in the final push: ypsilibrary.org/nextchapter.



1,335
People reached

88
Engagements

[Boost post](#)

👍❤️ 20

1 Comment 2 Shares

Submitted by Sam Killian on April 15, 2022

Customer Services

Monthly report: April 2022

Circulation Stats

For the month of March, we checked out 36,631 items system wide.

Patrons also downloaded 12,364 digital items.

We also issued 359 new library cards, and 142 Student eCards.

The Whittaker Road library had 73 curbside appointments.

Submitted by *John Connaghan* on April 12, 2022

Facilities Department

Board Report: April 2022

Lots of meetings in preparation for the water remediation project to be happening at the Michigan Ave facility. Meetings with Ram Construction to coordinate the project - Meetings with staff so they know what to expect – Meetings with Joy, she has a list of things she would like done while the building is closed to patrons.

Brennan with Enlighten had a sample light to try out in the Whittaker Road parking lot. If we like the sample, we can move forward with project. He used our lift to reach a couple of the fixtures. Enlighten will have to rent a lift to reach the majority of the lights since ours will only reach a few of them. Also, meetings with Enlighten concerning a potential project at the Michigan Ave facility in the plaza, and parking lot areas.



The Evicted exhibit ended March 31st. With a lot of help from Chris Slay from IT, and with some help from Karen, we took the exhibit down, and packed it away in the crates. It is now staged in the lobby waiting to be picked up, and on its way to the next



destination.

Plantwise Restoration did their controlled burn at Whittaker Road that they do every spring to help our prairie grassland areas grow stronger, and healthier. We close the ventilation system so we don't bring in any smoke into the building while the burn is taking place. The Fire Department is on alert for any emergencies. Plantwise will also be doing a treatment in the fall to eliminate any invasive species, like the pesky phragmites plant that is very harmful to native plants.



Submitted by: Jim Reed

April 14, 2022

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

April 2022

Status Report

- Superior Requirements – We're actively preparing and planning on all thing Superior related. Some items include Camera system, Wifi, Access Points, Audio Video System, Pc's, Phone System, printers and all other equipment.
- Sensus People Counting – We'll be installing our initial system at Michigan Ave 4/15. This coincides with a closure at Michigan which will give us some time to tailor the system to our needs but limit real world testing in some aspect. We're looking forward to updating our people counting capabilities.
- 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.
- 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.

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 Ave Board Report

April 2022

Programs:

- Maddy and I held our first Leap into Science event focusing on light and shadows. We had a nice crowd and it went great!
- Jenny led a Rangoli art event in honor of our Family Read book.
- Jenny and Scott led an egg decorating program that included duck eggs and lots of different processes. Jenny's storytimes are getting good attendance.
- Pat worked with one of our patrons from India to create Madhubani art. To everyone's surprise, Supriya Kelkar, author of American as Paneer Pie, showed up for the event. The kids were really excited to meet the author. Supriya also participated in the art project.
- AARP is finished. They completed taxes for 264 people this year compared to 169 in 2021 and 454 in 2019, our last "normal" year. It is always a valiant effort both by the AARP volunteers and by Mich Ave upstairs staff who remind folks about their appointments and to pick up their intake packets, and fill last minute cancellations. Youth staff make people feel welcome, help them to use computers, bathrooms, or direct them to other services. It takes the whole team to make everything go smoothly. The coordinators guesstimate that 80-90% of the clients receive money back. A lot of our seniors are living at subsistent levels and that money is much needed.
- We were working with the Big Brothers Big Sisters to have our Summer Challenge Kickoff tied to their Big Little Fair. The Fair is delayed till fall so we are replanning the Summer Challenge Kickoff.
- YpsiWrites setup up a Blackout Poetry station and people are participating.
- Washtenaw Faces Race has settled on a Friday 5/13/2022 and have speakers lined up to hold a conference called, Rescuing Democracy 2022: Before it's too late.

Other:

- An Ann Arbor nonprofit called TheDot.org offered to provide menstrual products for the public for free, dispensed from baskets in our bathrooms. We will be part of a six-month pilot to see how the use/misuse is. Today they delivered 1400 products. We are the only location in the Ypsilanti area that they have served. After 6 months we will evaluate to see whether this is a viable service.
- Kelly and Jodi submitted an "Investing in our Communities" grant to St. Joe with a very short turnaround time but did not receive the grant.

Building:

- We are getting prepared for being closed for 2 weeks for water remediation construction.
- We have also chosen carpet to replace the upstairs carpet which is very well worn.
- There are a number of projects that we planned to do in the building and fill some desk needs at Whittaker Rd. We are grateful for Jim and Ron's help with the projects.

Submitted by Joy Cichewicz,
April 13, 2022



Outreach Services Board Report

April 2022

Superior:

- Stacey, Monique, and I helped plan and staff the Hard Hat parties on April 8 & 9. What a wonderful time! Thanks to Kay for helping cut out and press 100 buttons for the swag table!
- We closed Superior for one day because of short staffing. Superior's staff was needed at Michigan Ave.
- I worked with Joy, Jodi, and partners from 826michigan and EMU's Center for Campus and Community Writing to develop and submit a proposal to the Washtenaw County Community Priority Fund for after school tutoring at all three locations and teen peer support at Michigan Ave & Superior.
- We finished the Scan & Go tax season with 25 returns.



Outreach Projects & Programs:

- Along with Success by Six Trusted Parent Advisors, we hosted the first of the Sycamore Meadows Pop-up library events. Kids were very excited to visit with staff and get free books and toys. One entrepreneurial elementary student brought his school popcorn sale (yum!). We had to take everything down early due to rain, but it was a great first event.
- I attended the latest YCS LEAP advisory meeting. The main purpose of the meeting was to choose books for the next high school and middle school distribution. Pat and I helped recommend books for this purchase.
- We have a new partnership with Scrap Creative Reuse. They donated 200 bug kits for us to distribute in the library and at Outreach events. We are already planning on taking them to three upcoming events.
- We received 1000 more KN-95 masks from the Washtenaw County Health Dept & 300 test kits from Michigan Department of Health and Human Services for distribution to the public.
- We concluded our March visits to Ypsilanti Community Middle School advisory classes. In total, we saw 364 students in 13 classes.
- Nicole represented the library at a wellness & mental health fair at Parkridge Community Center.



- Stacey led a bee house program for school-aged kids at Whittaker as part of the Spring Break Steam series.

LNGO

- Khi & I delivered large print books to the Senior Center on Congress St.
- Our current round of virtual fitness concludes next week. Excitingly, we begin our next fitness class in-person on Tuesday, April 19. The series is a 6-week Tai Chi series.

Bookmobile:

- Our full-service evening route will begin Monday, April 18. We have been cleaning and reorganizing in preparation for welcoming patrons inside.
- There is a water leak coming from the roof. Jim pulled out cracked caulk and replaced it. That helped but has not entirely eliminated the problem, so he will keep working on it.

Submitted by Mary Garboden,
April 14, 2022

Whittaker Road-Adult Services Board Report: April 2022

Here is a listing of April programs:

- Google Docs for Beginners (Virtual)
- Microsoft Excel – Basics
- Ready for a Career Change?
- Microsoft PowerPoint – Basics
- Small Business Savvy: The engine behind the marketing drive (aka, boring stuff)
- Thursday Morning Book Group
- Microsoft Word – Basics
- AARP Tax Help
- Google Drive - Basics
- How to Host a Zoom Meeting (Virtual)
- Microsoft Publisher – Basics
- Microsoft Word – Intermediate
- Google Docs Tips & Tricks (Virtual)
- Microsoft Excel – Intermediate
- Google Calendar - Basics
- Introduction to Library Streaming Services
- Small Business Savvy: Getting Started with Social Media Marketing
- Third Thursday Craft Club
- Google Sheets for Beginners (Virtual)
- Computer Basics - Getting Started
- Electronics Recycling
- African American Authors Bk Discussion Group-Unbound
- Virtual Mystery Lover's Book Group-The Killings at Badger's Drift
- Computer Basics - Getting Started
- Google Sheets Tips & Tricks (Virtual)
- Internet Basics - How to Search the Web
- Hummingbirds, the Avian Flying Pilots
- Google Slides for Beginners (Virtual)
- Microsoft Excel – Pivot Tables

AARP Tax Help services have now ended at Whittaker Road; AARP volunteers at this location helped 145 taxpayers file their taxes in 9 sessions. There are still people on our wait list, but many did eventually get an appointment. AARP wanted to run a second day at Whittaker Road but could not due to a lack of AARP volunteers. We could have filled slots if they had enough volunteers to run another day, the need is great in our community. Everything ran smoothly thanks to the great AARP volunteers. The Whit Adult Services team also did a great job with the many tasks that keep this service going: we all spent time making up/getting packets ready for pickup or mailing, making appointment reminder calls, booking appointments, and spending much time on the phone explaining the entire process to those looking for an appointment. This year Adult Services staff also took turns serving as the AARP greeter each week as the person who has done this in the past was unable to do it this year. Robert got 45 entries in the annual Oscars contest that took place during the month of March and Paula facilitated a

book discussion on the *Parable of the Sower* in partnership with UMS (the University Musical Society). Christy is organizing this year's Electronics Recycling Event which will take place on Saturday, April 23. We had a good turnout last year; people were very happy to get rid of old household appliances, laptops, and other electronics, we expect a good turnout this year as well!

Staff is wrapping up Summer program plans now. We don't generally offer as many programs during the summer months; our adult patrons tend to be busy with activities with their children and/or outdoor projects, so we have learned over the years to scale back. Sheila is the Adult Services representative on the Summer Challenge Committee that is working now on this annual summer event. We will have a Master Gardener on hand once a month to answer garden questions, an author talk, a program on seed saving, a presentation from the Alzheimer's Association, and a series of "How to" programs that will utilize/showcase some of our database resources. The biggest event we are planning is a "Thing-A-Rama" of our new Library of Things collection geared for adults. Patrons will be able to view the new Things and check them out the day of the event.

Paula and Robert are on a staff committee that is working through policies and procedures for this new collection. We are excited that it will finally become a reality this summer! Thanks to Sarah, Mary and Kim who are also on this committee and to Julie, Lisa and John for their help with policies and procedures. Christy also deserves thanks for cataloging many of the Things for the collection.

As Covid cases have gone down, Brigitte has been offering in person one-on-one tech help for seniors again. She is getting quite a few calls for help these days.

Paula is now assisting Christy with the selection of adult level non-fiction materials for the new YDL-Superior collection. It's very time consuming but we're making progress slowly but steadily.

-Submitted by Paula Drummond April 13, 2022

Whittaker Youth Services Board Report April 2022

Programs

LITTLE ONES

Storytimes In March, 768 people attended 23 storytimes, just slightly less than pre-covid averages per storytime.

Saturday mornings This season we are offering one Saturday morning program for little ones each month with stories and a nature activity. Ulana kicked off the series with a program about seeds. Families planted seeds to take home and left some that are growing in the storyroom.

KIDS & FAMILIES

STEMfest 165 people visited hands-on science stations this past weekend at the STEM event Liz coordinated with the local chapter of the American Chemical Society.

Spring Break STEAM Spring break activities at 2pm each afternoon were popular, averaging 54 people per session. Kids got to make bee houses, a board game, perler bead art, fairy houses, and play with color science. Thanks to Stacey, Liz, Psyche, Marlena, and Ulana each chipping in to host a day. Fairy houses with supplies provided by UM Matthaei Botanical Gardens were most popular!

Family Read So far we have had about 45-50 people at each Family Read supporting program. At YDL-Whittaker kids made colorful sand rangoli on the lobby floor with a local artist, and the paneer pizza recipe from the book with Liz. At YDL-Michigan Pat coordinated an Indian folk art workshop led by one of our regular patrons from India that the author attended! YpsiWrites prompts and other supporting materials can be found on our [Family Read web page](#). We look forward to a dance workshop and then the author talk and book signing.

Week Days Jaclyn's Love of Learning afternoon program continues through mid May. Liz's weekly graphic novel book group just concluded with outdoor games on the lawn.

TEENS

TAG I finished the [Youth Volunteer Opportunities web page](#) based on TAG conversations. They are now planning summer programs.

Generator Z An intern hosted a paint and plant program to go with the April theme. The podcast team interviewed members of the Staying Power poetry slam group for an upcoming episode. Kelly's team continues to create packs and Mary helps get them to community partners.

Other Work

Self led activities for kids in the department Marlena designed this month's popular interactive bulletin board. Kids are making birds to add to the scene! Staff continue to create new scavenger hunts and Ypsi Writes provides monthly activities for a youth writing bin.

Summer planning Everyone is brainstorming fun ideas for outdoor movement and STEAM programs and thinking up challenges for families to complete as part of the Summer Challenge.

TALK Angie has been carefully analyzing data from all Michigan libraries to see who is signed up, who isn't, who is actively using the service, who isn't. We met with HighScope who will soon have library survey data for us to help us adapt our toolkits before sharing with libraries in Indiana. We met the MCLS team this week who shared possible plans for how they will offer the service to libraries after the grant. We meet LM next week to go over Angie's findings and continue to promote the service to new libraries and support their use of the service in their communities. We offered Zoom Q&A sessions to TALK libraries and will continue those through May.

Submitted by Jodi Krahnke April 13, 2022



Old Business

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 4/14/2022
Re: Consideration of a Library of Things Policy

Sarah Zawacki, YDL's Head of Acquisitions, will join us at the Board meeting. Sarah leads a staff committee working to build a more complete collection of Things. They've purchased an expanded variety of items (including a sewing machine, some go-pro cameras, and hedge clippers) that patrons will be able to borrow following a big kick-off in June.

The committee created two "Tiers" of Things. The lower tier includes Things like jigsaw puzzles, play kits and ukuleles. Their cost is not too prohibitive and they aren't in any way dangerous. Tier 2 items include more expensive items and things like the hedge clippers, which have the potential to injure someone. Our attorney advised us to limit these to borrowers 18 and up, and to have them sign a borrower agreement the first time they check one out.

I shared the attached draft policy with the Policy Committee. We've made a few little tweaks, but overall the group feels it is a well-conceived approach. I recommend the policy for adoption.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-15

April 20, 2022

RESOLUTION TO ADOPT POLICY B9: LIBRARY OF THINGS POLICY

Whereas, the Ypsilanti District Library's mission, "to enrich life, stimulate intellectual curiosity, foster literacy, and encourage an informed citizenry," is realized through its materials collections, and

Whereas, Library of Things collections are popular options that provide borrowers with access to items which they might rather borrow than purchase, and

Whereas, staff have worked to expand YDL's Library of Things collection, which will be available to borrowers in June, and

Whereas, guidelines for borrowing and use of YDL's Library of Things have been developed in the interest of fiscal responsibility and public safety, and

Whereas, the proposed Library of Things Policy has been reviewed by legal counsel and the Board Policy Committee, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached draft policy B9: Library of Things Policy is adopted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

B9

LIBRARY OF THINGS POLICY

Draft: 4/15/2022

Guidelines for Borrowing and Use

- The Library will provide a current list of “Things,” which will be updated as items are added or removed.
- The Library of Things consists of two tiers. Tier 1 Things can be checked out by any Ypsilanti District Library cardholder. Tier 2 Things can only be checked out by Ypsilanti District Library cardholders age 18 or older. Tier 2 items are designated based on safety and financial factors.
- Library of Things must be checked out at the checkout desk at any YDL location, not at self-check.
- Library of Things **MUST** be returned to any YDL checkout desk, not to the book drop.
- A valid Ypsilanti District Library card and no outstanding fees over \$25.00 is required to borrow a Thing. Things may not be checked out by The Library Network reciprocal borrowing cards, nor may they be lent through inter-library loan.
- **Borrowers 18 years or older may check out any Thing. Borrowers 17 years old or younger may only check out Tier 1 items. Borrowers may not lend the Thing to another person.**
- *A valid Ypsilanti District Library card, the YDL app with patron’s barcode, or Government issued ID with a picture and current address must be presented at check-out.*

Checkout Limits

- A Thing may be borrowed for three weeks.
- Library of Things items may be renewed up to two times, unless another patron has a hold on the Thing.
- Borrowers may check out a maximum of three Things at a time.
- Borrowers may reserve a Thing in advance through the Ypsilanti District Library online catalog or app, in person, or by phone.

Fines and Liability

- If the Thing is more than 30 days overdue, it is considered lost or converted to your own use and the borrower will receive a bill to cover the replacement cost. If a billed item is returned in good condition within 6 months, the bill will be removed from the borrower’s account.
- The borrower is solely responsible for the Thing and will be billed for the repair or replacement cost associated with any damage or loss of a Thing and/or accessories.
- A list of replacement costs of Things is maintained by the Library and is available for viewing upon request.

- The Ypsilanti District Library is not responsible for the loss of data, manufacturing defects in quality of workmanship or materials inherent in any borrowed Thing, or any damage caused while using a Thing.
- Borrowers must sign the Borrower's Agreement for Tier 2 Things.
- Borrowers are responsible for any damage to the Thing and/or its accessories. Borrowers must cease using the Thing immediately and notify the Library if the Borrower has any concerns about the safety or working condition of a Thing.
- Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, provides that any person who converts for their own use or fails to return rented tangible library property shall be guilty of larceny, and be prosecuted for a misdemeanor.

Care and Operation

- The Thing may only be used and operated in compliance with the Library's policies and manufacturer's guidelines.
- Borrower shall not make any modifications or alterations to the Thing.
- All Things shall be returned in the same or better condition as they were when issued, excluding normal wear and tear. All Things shall be returned clean.
- Use care when handling and using the Thing.
- Things must be returned with all parts, components, and accessories.

Violations and Appeals

- The Library Director or designee may refuse to lend any of the Things if a patron has violated this Policy, including losing or damaging any Thing.
- The Borrower may appeal the Library Director or designee's decision to the Library Board by filing a written appeal with the Library Board President within 10 business days of the notice of refusal.

Library of Things
BORROWER AGREEMENT

Patron Name: _____

Library Card #: _____ Phone #: _____

I understand that I am fully responsible for any and all Things (as defined by the Library of Things Policy) checked out on my library card at any time and for the safe and timely return of the Item(s) to a Library staff member. **If any Item(s) or any part of an Item(s) checked out on my card at any time is damaged, lost, or stolen I understand that I am responsible for all applicable charges.** My signature below indicates that I have read, understand, and agree to the terms of the Borrower Agreement and to pay for any items that are damaged, lost or stolen as determined by the Library. I agree to return the Item(s) by the due date and time identified at the time of check out. If the Item(s) are not returned by the due date, I understand that the Library has the authority to contact law enforcement to recover the Item(s) and that I may be subject to criminal charges. In addition, I grant my written consent for the Library to provide any information to law enforcement that is necessary to recover or assist in the prosecution regarding the Item(s) not returned by the due date.

In being permitted to borrow the Item(s), I hereby voluntarily waive, release, and discharge and covenant not to sue the Ypsilanti District Library, its successors, assignees, officers, agents, employees and volunteers (the "Releasees") for any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages of death, personal injury, property damage and loss of data, and from any and all liabilities, damage, injuries, actions or causes of action either at law or in equity, whether caused by any defect in the Item, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing or use of the Item.

This is a legally binding release, waiver, discharge and covenant not to sue, made voluntarily by me, the undersigned releaser, on my own behalf, and on my behalf of my heirs, executors, administrators, legal representatives and assigns.

I have read the entire document and my signature below indicates my agreement with the above statements. I understand that this Agreement applies to any Thing that I check out now and in the future.

Signature of Borrower: _____ **Date:** _____

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 4/13/22
Re: Award of contract for Whittaker parking lot phase II reconstruction

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

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

Beckett and Raeder Inc. prepared specifications and YDL released an RFP on 3/28. This project includes work to completely reconstruct the north lot. You can review the 155-page RFP here: [YDL Bid Documents 2022-04-01.pdf](#).

We received three bids for the construction portion of the project. I was very pleased they all fell within a consistent range, lower than our estimate.

Nagle Paving Company \$273,690
Asphalt Specialists, Inc. \$291,320
Best Asphalt, Inc. \$293,000

BRI conducted a post-bid interview and vetted the low bidder, Nagle Paving Company.

BRI's specifications call for the same approach to undercut the pavement that the construction testing firm recommended for the southeast lot. Though it is not expected, the construction testing firm could find different results in this area. I am requesting approval of a modest contingency with this contract award should that be the case.

I recommend awarding the construction contract for Whittaker Pavement Phase II to Nagle Paving Company for an amount not to exceed \$300,000.

Upon award, the work will commence on or after August 22. It is expected to take approximately 3 weeks, weather permitting, and be completed no later than September 16.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-16

April 20, 2022

RESOLUTION TO AWARD THE CONTRACT FOR PHASE 2 OF THE PAVEMENT
REPLACEMENT PLAN, AUTHORIZE THE LIBRARY DIRECTOR TO EXECUTE
THE CONTRACT, AND ALLOCATE CAPITAL ASSET REPLACEMENT FUND
MONIES FOR THE PROJECT

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

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

Whereas, professional engineering firm Beckett and Raeder, Inc. developed a pavement evaluation and replacement plan for Whittaker Road and bids were accepted on Phase 2 of the plan, and

Whereas, the low bid from Nagle Paving Company was found to be complete and acceptable,

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

The contract for Phase 2 of Pavement Renovations as described in the March 28, 2022, bid documents is awarded to Nagle Paving Company and

BE IT FURTHER RESOLVED that:

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

IT IS FURTHER RESOLVED that:

Up to \$300,000 from the Capital Asset Replacement Fund shall be allocated toward Phase 2 of Pavement Renovations as described in the bid documents.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

BID FORM

Owner: Ypsilanti District Library
Project: Whittaker Road Library Pavement Renovations - Phase 2
Landscape Architect/
Engineer: Beckett & Raeder Inc.
To: Ypsilanti District Library
Whittaker Road Library Pavement Renovations - Phase 2
5577 Whittaker Road
Ypsilanti, MI 48197
Attn: Lisa Hoenig, Director

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

Whittaker Road Library Pavement Renovations - Phase 2

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

PHASE 2 BASE PROPOSAL SUM

The Phase 2 Base Proposal Sum is solicited and the lump sum amount shall be inserted in the blank space provided below. The Phase 2 Base Proposal Sum shall be the lump sum bid amount for all Work shown on the Drawings and specified in the Specifications. Award of Contract, if made, will be to the Contractor whose bid is determined to be in the best interest of the Owner.

\$ 273,690.00

TWO HUNDRED SEVENTY-THREE THOUSAND SIX HUNDRED NINETY DOLLARS
AND ZERO CENTS
(Written Amount)

UNIT PRICES

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

DESCRIPTION	UNIT	UNIT COST
DEMOLITION		
Pavement Sawcutting (full depth)	lf	<u>1.50</u>
Concrete Pavement Removal	sf	<u>2.75</u>
Bituminous Pavement Removal (including base to specified depth)	sf	<u>1.25</u>
SOIL EROSION AND SEDIMENTATION CONTROL		
Inlet Filter	ea	<u>275.00</u>
EARTHWORK		
Undercut and Backfill with Class II Sand	cy	<u>89.50</u>
Granular Base (MDOT Class II Sand)	cy	<u>45.00</u>
Aggregate Base (MDOT 21AA)	cy	<u>49.50</u>
PAVING		
Concrete Barrier Curb	lf	<u>38.50</u>
Concrete Pavement 4"	sf	<u>8.75</u>
Concrete Pavement 8"	sf	<u>13.75</u>
Bituminous Pavement 4"	sf	<u>2.80</u>
Crack Clean & Seal	lf	<u>1.65</u>
UTILITIES		
Edge drain with compacted Class II Sand backfill	lf	<u>12.00</u>

PROJECT LAYOUT

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

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

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

Dated and signed at NOVI State of
MICHIGAN this 12TH day of APRIL, 2022.

Signature Robert Nagle

Bidder NAGLE PAVING COMPANY

By ROB NAGLE

Title VICE PRESIDENT

Business Address 39525 W. 13 MILE #.300
NOVI, MI 48377

Telephone 248 553-0600

AFFIDAVIT OF NONCOLLUSION BY CONTRACTOR

State of Michigan _____)
County of Oakland _____) SS

ROB NAGLE, BEING DULY SWORN deposes and says

that he/she is VICE PRESIDENT
(Title)

of NAGLE PAVING COMPANY
(Insert Name of Bidder)

who submits herewith a Proposal and Bid to Ypsilanti District Library for Whittaker Road Library Pavement Renovations - Phase 2.

That all statements of fact in such proposal are true;

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

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

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

Subscribed and sworn to before me this

12TH day APRIL, 20 22

by

ROB NAGLE

Christina L Kuchar
Notary Public

VICE PRESIDENT
(Title)

CHRISTINA L KUCHAR
Notary Public, State of Michigan
County Of Oakland
My Commission Expires 02-11-2024
Acting in the County of Oakland

CNA INSURANCE COMPANIES

BID BOND

KNOW ALL MEN BY THESE PRESENTS:

That we Nagle Paving Company, 39525 West 13 Mile Road, Novi, MI 48377

Principal, and Western Surety Company, One Towne Square, Suite 1075, Southfield, MI 48076

Surety, are held and firmly bound unto Ypsilanti District Library, 5577 Whittaker Road, Ypsilanti, MI 48197

Obligee, in the sum of Five Percent of Accompanying Bid -----

Dollars (\$ 5%) for the payment of which we bind ourselves, our legal representatives, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has submitted or is about to submit a proposal to Obligee on a contract for
Whittaker Road Library Pavement Renovations - Phase 2

NOW, THEREFORE, if the said contract be awarded to Principal and Principal shall, within such time as may be specified, enter into the contract in writing and give such bond or bonds as may be specified in the bidding or contract documents with surety acceptable to Obligee; or if Principal shall fail to do so, pay to Obligee the damages which Obligee may suffer by reason of such failure not exceeding the penalty of this bond; then this obligation shall be void; otherwise to remain in full force and effect.

Signed, sealed and dated April 12th, 2022

Nagle Paving Company

(Principal)

by

(Seal)

Western Surety Company

(Surety)

by

Susan L. Small, Attorney-in-Fact

G-23054-C

CNA

For All the Companies in the Group

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint:

Steven K Brandon, T J Griffin, John L Budde, Patrick Williams, Terence J Griffin, Susan L Small, Alan P Chandler, Individually

of Farmington Hills, MI, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 9th day of March, 2021.



WESTERN SURETY COMPANY

Paul T. Brufat, Vice President

State of South Dakota }
County of Minnehaha }

ss

On this 9th day of March, 2021, before me personally came Paul T. Brufat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires.

March 2, 2026



M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 12th day of April, 2022.



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

Form P4280-7-2012

Go to www.cnasurety.com > Owner / Obligatee Services > Validate Bond Coverage, if you want to verify bond authenticity.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 4/12/2022

Re: Approval of purchase and installation of carpet for YDL-Michigan's main floor

I put an \$80,000 placeholder in this year's operating budget to replace the carpet on Michigan Avenue's main floor. However, we have \$3,326 remaining to put toward replacement carpet from an insurance check from our HVAC service provider. I would like to complement those dollars with funds from the settlement of Grace Sweeney's trust in lieu of the library budget, and use the savings to complete some other capital projects at Michigan Avenue.

Working with a designer from Library Design Associates (LDA), our staff team selected a carpet tile from Shaw, which we plan to arrange in a herringbone pattern. I will have sample tiles at our meeting for show and tell, and several documents attached provide specifications for the carpet.

LDA's staff are extremely well-versed in moving library stacks and furniture for the installation of carpet, and I wanted their expertise for this project. We plan to schedule the installation to take place right after the conclusion of the Summer Challenge. It will require a closure of approximately 1 week.

The total cost on the attached quote for the purchase and installation of the carpet is \$53,193.00. I request your approval of this purchase.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-17

April 20, 2022

RESOLUTION TO PURCHASE AND INSTALL NEW CARPET
FOR THE MICHIGAN AVENUE MAIN FLOOR

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

Whereas, the carpeting at Michigan Avenue is 20 years old and heavily worn, and

Whereas, the Library budgeted to replace the carpeting on the main floor this fiscal year, and

Whereas, a staff committee worked with an interior designer from Library Design Associates to make a carpet selection that it believes will be both attractive and durable, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Shaw Disperse carpeting specified on the attached quote from Library Design Associates be purchased and installed for a total cost of \$53,193.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



**LIBRARY
DESIGN
ASSOCIATES
INC.**

1149 South Main Street
Plymouth, Michigan 48170-2213

Telephone: (734) 459-5000

PROPOSAL

Date 03/24/22
Proposal No. P-34196
Page 1

To
Ypsilanti District Library
Attn: Lisa Hoenig, Director
lisa@ypsilibrary.org

Item	Qty.	Catalog No.	Description	Unit Price	Total
1	1		<p>In accord with our recent meetings, I am pleased to submit the following pricing for carpet replacement on the main floor of the Michigan Ave. Branch.</p> <p>All pricing is good for (30) days and subject to reconfirmation thereafter.</p> <p>Any additional repairs required to the wood subfloor discovered upon removal of the existing carpet will be quoted on a time and material basis.</p> <p>All labor and material required to replace the carpet on the main floor of the building. Pricing includes labor to remove and properly dispose of existing carpet, all required floor prep including a skim coat to prevent any reaction between the existing adhesive and new, installation of new carpet tile in a herringbone pattern, and all required stack and furniture moving.</p>	53,193.00	53,193.00
2	1		<p>Carpet: Shaw Disperse, color: Movement</p> <p>All labor and material as listed in Item #1 above, except with Interface Silver Linings, color: Walnut Line.</p>	56,112.00	56,112.00

We propose to furnish the material specified above at the prices quoted under the conditions stated here.
Deliveries are subject to delays from fire, strikes or other causes beyond our control.

Delivered and Installed
Delivery F.O.B.

Matt de Bear
By Library Design Associates, Inc.

To order the items listed, sign and return, signifying your acceptance.

Accepted by/Title/Date



Disperse 9x36

Product Type	Carpet Tile
Collection	Diffuse + Disperse
Style Number	5T184
Construction	Multi-Level Pattern Loop
Fiber	Ecosolution Q® Nylon
Dye Method	100% Solution Dyed
Primary Backing	Synthetic
Secondary Backing	Ecworx® Tile
Protective Treatments	SSP® Shaw Soil Protection
Recommended Adhesive	Shaw 5000, Shaw 5100, Shaw 4151, LokDots, LokWorx, Shaw 3800 or Shaw 5036



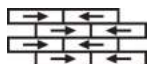
	u.s.	metric
Product Size	9 in x 36 in	23 cm x 91 cm
Area per Carton	45 ft²	4.18 m²
Pieces per Carton	20 pcs	
Gauge	1/12 in	47.2 per 10 cm
Stitches	8.5 per in	34.0 per 10 cm
Finished Pile Thickness	0.094 in	2.39 mm
Average Density	6128 oz/yd³	0.227 g/cm³
Kilotex		9.24
Total Thickness	0.226 in	5.74 mm
Tufted Weight	16 oz/yd²	542.5 g/m²

Product permits installation with various dye lots.

Recommended Installation Method



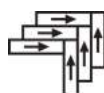
Monolithic



Brick



Ashlar



Herringbone



Stagger

Coordinating Products

Carpet Tile: **Diffuse 9x36, Diffuse 24x24 Ecologix®, Diffuse 24x24 Ecologix® Es, Diffuse 24x24 Ecworx®, Disperse 24x24**

Performance + Testing

Antimicrobial Assessment	Passes (AATCC-174) (When installed using Shaw 5036 adhesive)
Pill Test	Pass
Radiant Panel	Class I
NBS Smoke	Less Than 450
Electrostatic Propensity	Less Than 3.5 kv
CRI Green Label Plus (GLP)	USA GLP9968 China GLP1263
ADA Compliance	>0.6, meets the recommended static coefficient of friction for ADA walking surfaces and accessible routes***

Test Reports may be included or listed by the manufacturing/inventory style number as opposed to the noted selling style number.

Warranties

Lifetime Commercial Limited Warranty

Product Transparency

Shaw Contract is dedicated to providing clients with a building chemistry that's safe and dependable. Working together, we will help you meet your goals as they pertain to material health. EcoWorx® products with Eco Solution Q® Nylon are Cradle to Cradle Certified® Silver and assessed for impacts on human health and the environment. This product can be recycled. When it's time to replace, we can collect and recycle it through our Environmental Guarantee.*

Attributes + Certifications

Cradle to Cradle Certified®

Health Product Declaration (HPD)

Environmental Product Declaration (EPD)

Living Building Challenge (LBC)

Declare

NSF 140

CRI Green Label Plus (GLP)

Building Research Establishment (BRE)

Good Environmental Choice Australia (GECA)

Singapore Green Label

CE Marking (EN 14041)

Environmental Guarantee*

Total Recycled Content

Product Packaging

Country of Origin**

LEED Contribution Credit

MR Credit: Building Product Disclosure and Optimization
Environmental Product Declarations - Option 1: Environmental Product Declaration (EPD)

MR Credit: Building Product Disclosure and Optimization
Material Ingredients - Option 1: Material Ingredient Reporting

MR Credit: Building Product Disclosure and Optimization
Material Ingredients - Option 2: Material Ingredient Optimization

MR Credit: Building Product Disclosure and Optimization
Sourcing of Raw Materials - Option 2: Leadership Extraction Practices

EQ Credit: Low Emitting Materials
Option 1: Product Category Calculations

MR Credit: Interiors Life-Cycle Impact Reduction
Option 3: Design for Flexibility

Silver Level (Version 4.0)**1,000 ppm Disclosure****3rd Party Certified in Accordance with ISO14044, ISO14025 & EN15804****Free of Red List Chemicals****LBC Compliant USA | China****Gold****USA GLP9968 | China GLP1263****Certified USA****Certified****Certified****3rd Party Certified**

Shaw Pledges to Transport And Recycle Any Ecoworx Tile or Broadloom Carpet Within The United States And Canada At No Cost to The Customer.

38% (Pre-Consumer 38% | Post-Consumer 0%)**100% Recyclable****USA & China****3rd Party Certified in Accordance with ISO14044, ISO14025 & EN15804****C2C Silver Level (Version 4.0)****3rd Party Certified in Accordance with ISO14044, ISO14025 & EN15804**

Environmental Guarantee: Shaw Pledges to Transport And Recycle Any Ecoworx Tile or Broadloom Carpet Within The United States And Canada At No Cost to The Customer.

Green Label Plus Certification: GLP9968**Ecoworx Tile with Lokdots Installation System**

Additional Information

* To learn more about the recyclability of our products and our Environmental Guarantee, please visit shawcontract.com/sustainability.

**Meets or exceeds all local and national regulations in country of manufacture.

***This carpet is manufactured to be ADA compliant, but to be fully ADA compliant, the end-user must ensure the carpet is adhered to the floor and installed as outlined in the ADA standards.

[Installation Guidelines](#)

[Maintenance Guidelines](#)

Specifications are subject to nominal manufacturing variance. Material supply and/or manufacturing processes may necessitate changes without notice.

This product is an exclusive design and may not be duplicated in any manner. Use of this design in the creation of another product design is also strictly prohibited.

Visit shawcontract.com/testing for more information.



Corporate Headquarters +1 800 257 7429 | +1 706 532 7984 | Atlanta +1 404 853 7429 | Bengaluru +91 80 6773 0202 | Beijing +86 10 6568 588 | Chicago +1 312 467 1331 | Dubai +971 4 584 6956 | Hong Kong +852 2623 0371 | Latin America (Miami) +1 305 827 5912 | London +44 207 961 4120 | Los Angeles +1 800 233 1614 | Melbourne +61 3 9939 8543 | Mexico City +55 5010 7600 | Mumbai +91 22 6284 5050 | Nantong +86 400 800 7429 | New York +1 212 953 7429 | Paris +33 (0) 1 81 22 44 39 | San Francisco +1 415 955 1920 | Santiago +562 2431 5000 x 550 | São Paulo +55 11 3071 1702 | Shanghai +86 21 3338 4000 | Singapore +65 6733 1811 | Sydney +1 800 556 302

Carpet Tile Lifetime Commercial Limited Warranty For EcoWorx® With Stain And Color

Shaw Industries, Inc. ("Company") warrants this EcoWorx®, EcoWorx® ES, EcoWorx® NT, EcoWorx® PX, EcoWorx® Walkoff carpet tile products made with 100% solution-dyed yarns when used in the proper fit-for-use indoor commercial applications. The warranty belongs to you, the original end-use purchaser, and begins when you purchase the carpet and extends for the limited warranty period stated above. The warranty is further limited to the period of time the carpet is owned and maintained by the original end-use purchaser. The basis of any warranty-related claim is the original Company or authorized dealer invoice.

The carpet must be installed in accordance with the Company's installation guidelines and specifications. The product must be maintained in accordance with the Company's cleaning and maintenance guidelines and such product care must continue throughout the duration of the original installation. Damage resulting from a failure to follow installation and cleaning/maintenance guidelines will not be covered under this warranty. Installation and carpet care guidelines are available through your dealer, the website, or from a service representative at the phone number below.

WHAT THE WARRANTY COVERS

Under normal use during the warranty period when installed and maintained as recommended, the Company warrants the following:

- **Abrasive Wear** – This carpet using our approved face fiber will lose no more than 10% of the pile face fiber, by weight. This warranty does not cover appearance retention, matting, crushing, and normal appearance changes.
- **Static Protection** – This carpet will not generate static build-up in excess of 3.5 kV as tested by AATCC Test Method 134.
- **Stain** – This carpet will resist permanent stains caused by spills of all acid-based substances.
- **Colorfastness to Light and Atmospheric Contaminants** – Carpet made exclusively with 100% solution-dyed yarn will not display a significant change in color due to exposure to light or exposure to atmospheric contaminants (Ozone or Oxides of Nitrogen).
- **Edge Ravel** – This carpet will not edge ravel.
- **Tuftbind/Zippering** – This backing system will provide superior tuft bind strengths consistent with accepted industry standards for this type backing.
- **Delamination** – This backing will not delaminate from the face carpet.
- **Dimensional Stability** – This backing will provide dimensional stability, per the AACHEN Test.

WHAT CONDITIONS APPLY?

- For jobsite and floor preparation conditions, see product-specific installation guidelines.
- Any moisture-related testing (calcium chloride, relative humidity and pH) is not the responsibility of the Company and all issues related to moisture, including any carpet-related issues, are excluded from this warranty.
- For best results, ambient temperatures should remain above 50°F and the ambient humidity should not fall below 40%.
- Chair pads are recommended under roller caster chairs to inhibit premature wear of the surface of the carpet.
- Replacement carpet will come only from current running-line products comparable to the warranted product.
- In order to make a stain claim under this guarantee, the owner must have attempted to remove the stain within (3) three working days after occurrence of the spill using the Company's recommended cleaning procedures and must notify the Company immediately if stain removal is not successful.
- The owner must allow a Company representative to attempt to remove the stain. If, under testing and analysis performed by the Company, and subject to other limitations set forth herein, the tested carpet or the cleaned area is found to have a rating of less than 8 under the AATCC 175, Stain Resistance of Pile Yarn Floor Covering Test, the Company will pay for the attempted removal of the stain by the Company representative and replace the original carpet in the affected area, up to 100 times the size of the stain, free of charge, including installation. If the stain is removed as warranted, all stain removal costs will be the responsibility of the owner.

This warranty does not cover the following:

- Carpet installed on stairs or in areas subject to abnormal foot-traffic use (i.e. golf spikes, other spiked footwear, ski boots, and the like).
- Damage from flooding or excessive moisture from existing moisture or alkalinity-related issues.
- Burns, cuts, fading, matting, pills, pulls, odor, soiling, staining, tears or damage due to improper installation.
- General soiling, discoloration, appearance change due to pile distortion, and exposure to substances or contaminants which degrade or destroy yarn or the color of the carpet.
- Carpet which has been surface treated with materials not recommended by the Company or which have been subjected to abnormal use or to cleaning agents or maintenance methods not recommended or approved by the Company.

WHAT IF YOU NEED WARRANTY SERVICES

You, the original purchaser, will contact your authorized dealer or Company sales representative for claim service. Please provide a valid proof of purchase and a detailed description of the issue, along with photographs showing the concern. Samples should be submitted for review/testing when available. The dealer

or Company sales representative will file a claim via www.ShawNow.com and submit the information you provided. A Company claims representative will thoroughly evaluate your claim. If you have questions, you can contact Shaw Industries Financial Services, PO Box 2128, Dalton, GA 30722, 1-800-257-7429.

WHAT WE WILL DO

If we find a defect covered under this warranty, we will repair the affected area to conform to the warranty. If repair is not commercially practical, the Company may, at its sole option, replace the affected carpet or refund the proportional purchase price for the affected area. The Company will pay the reasonable costs for product, freight and labor for claims filed within the first 15 years. After 15 years, the Company will pay only for product. Any costs incurred for moving equipment, furnishings, partitions and the like that were installed over the Company's commercial product will be at the customer's expense.

NOTE: The warranty is not transferable. It extends only to the original end use purchaser. Shaw Industries Inc. does not grant to any person or entity the authority to create for it any obligation or liability in connection with this product. Shaw Industries Inc. shall not be liable to the consumer or any other person or entity for any incidental, special or consequential damages, arising out of breach of this limited warranty or any implied limited warranty (excluding merchantability).

All implied warranties, including an implied warranty of merchantability or fitness for a particular purpose, are hereby limited to the duration of this limited warranty. Some states do not allow the exclusion or limitation of implied warranties or the limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to the purchaser. This warranty gives the purchaser specific legal rights, such rights may vary from State to State.

GREEN LABEL PLUS

INDOOR AIR QUALITY TESTING PROGRAM
THIS CERTIFIES THAT

Shaw Industries, Inc.

Shaw Residential, Tuftex, Shaw Contract, Shaw Hospitality, Patcraft,
Philadelphia Commercial

Address: 616 E Walnut Ave,
Dalton, GA 30721, United States

HAS MET THE REQUIREMENTS OF
THE CARPET AND RUG INSTITUTE'S GREEN
LABEL PLUS PROGRAM FOR CATEGORY:

14X Pre-dyed Nylon with Amorphous Resin Backing

Range of Total VOCs
0.5 mg/m³ or less

Product Type: Broadloom, Modular Tile

Description: Ecologix, EcoWorx, EcoWorx 6, ES, and Strataworx

Joe W. Yarbrough, President
The Carpet and Rug Institute, Inc.

Certification Date: 06/15/2004
Expiration Date: 09/30/2022

To view all GLP-Certified products visit www.carpet-rug.org/glpproducts.



THE CARPET AND RUG INSTITUTE
100 SOUTH HAMILTON STREET
DALTON GA 30720-4612 UNITED STATES



GLP9968

This product complies with
California DPH Section 01350
Version 1.2

A USGBC® recognized third
party certification program
for LEED v4.1 EQ Credit
Low-Emitting Materials.



To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 4/15/2022
Re: Award of contract for Strategic Plan consultant

Assistant Director Julianne Smith and I released an RFP for Strategic Planning Facilitation Services on March 15. With all the uncertainty that's come with the pandemic, we elected for a 3-year plan this time around to refine and expand on the work of the 2017-2021 plan. We proposed an aggressive timeline so the chosen firm could facilitate a planning session at the June 3 staff in-service day, and hope to have a new plan in place before the start of the new fiscal year. There is a \$20,000 placeholder in the budget for strategic plan facilitation.

We received 4 proposals in response to the RFP. They were wide-ranging in cost, scope, approach, and geographic location of the consultants. Quick and dirty overview:

The Ivy Group (VA): Our previous strategic plan consulting firm. Owner Pam Fitzgerald sold the firm in the intervening time since our work together, and we don't know anyone there anymore. The process proposed was identical to what we executed last time, minus the phone survey we commissioned. The price was the highest received, nearly \$50,000.

Co/Lab Capacity (WA): Very high-concept proposal did not define the nuts and bolts of their process very well. They use a Harwood-like aspirations-based process which sounded appealing, but the price tag was also fairly high, at \$34,950.

ReThinking Libraries (IN): This firm proposed a "nimble approach" to strategic planning with flexibility to meet each individual client library's needs. We were impressed by their client list and proposed process. Cost not-to-exceed \$25,100.

Fast-Forward Libraries (IL): Also an interesting proposal. This firm had qualified consultants who have also worked with some Michigan libraries. They offered a more traditional methodology. Cost not-to-exceed \$25,000.

The Board Strategic Plan Committee, Julianne and I reviewed the proposals and recommend ReThinking Libraries for our project. Their proposal is attached. They come highly recommended by several other Michigan Libraries, including the Redford Township District Library. Garrett Hungerford, my successor as RTDL's Director, engaged them in 2018 and gave them a glowing review.

Julianne and I spoke with Rob Cullin and Janet Nelson of ReThinking Libraries over Zoom this morning and would feel very comfortable working with them. Rob told us that because we have already completed the recent GIS study, they would be able to take \$500-\$700 off the not-to-exceed price stated, making them the low bidder.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-18

April 20, 2022

RESOLUTION TO AWARD A STRATEGIC PLAN FACILITATION CONTRACT

Whereas, the Ypsilanti District Library released a Request for Proposals for Strategic Planning Facilitation Services, and

Whereas, four proposals were received, reviewed, and considered by the Board Strategic Planning Committee, and

Whereas, following the Library Director's discussions with the firms' references and the facilitators themselves, the Committee recommends awarding the contract to ReThinking Libraries, LLC, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the contract for Strategic Plan Facilitation services is awarded to ReThinking Libraries, LLC, for an amount not-to-exceed \$25,100.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Request for Proposal Strategic Planning Facilitation



YPSILANTI
DISTRICT
LIBRARY

— *ask Why* —

SECTION I: INTRODUCTION

The Ypsilanti District Library (YDL) is seeking consultant services to assist the Board, staff, and community in developing a comprehensive strategic plan. The plan will include goals, measurable objectives, and proposed activities to meet community needs for the next three (3) years. The strategic plan will examine our community's growth patterns and demographics and identify needs and services with respect to future trends and technologies, in addition to existing inequities and gaps. It will also identify relevant funding needs to respond to service demands.

The goal of this project is to create a widely-supported strategic plan aligned with stakeholder and resident input, including but not exclusive to the following objectives:

- Ensure that library services and resources are in line with user needs and expectations.
- Boost visibility, awareness, and patronage among residents.
- Improve recognition as a community partner organization.
- Create a vibrant workplace that continues to attract and retain talented, creative, and service-oriented employees.
- Develop strategies toward the long-term goals identified in YDL's 2019 Space Needs Assessment.

SECTION II: BACKGROUND

YDL is a Class VI district library on the eastern edge of Washtenaw County, Michigan. The district boundaries include the City of Ypsilanti, the Ypsilanti Charter Township, and the portion of Superior Charter Township outside the Ann Arbor Public School District. YDL's service population is just over 88,000 (2020 Census), and includes 33,899 borrowers, or 38.5% of the district. The library is an independent taxing authority governed by an elected board of seven trustees who serve 4-year terms. The library operates three separate locations: a 60,000 square-foot facility in Ypsilanti Township, a 12,000 square-foot branch in the downtown area of the City of Ypsilanti, and an improved 7,800 square-foot branch in Superior Township is currently under construction and expected to open in the fall of 2022. In addition, a traveling Bookmobile makes regular routes through the community and frequent visits to area schools (pre-COVID). Administrative offices are located at the Whittaker Road location in Ypsilanti Township. Both the nonprofit organization Washtenaw Literacy and the volunteer-based Friends of the Ypsilanti District Library host their administrative offices on the first floor of the Whittaker Road facility. Office space is provided *gratis* by YDL.

YDL currently employs 59 staff members, 36 of whom are full-time, and 19 of whom hold the MLS degree. Staff in the librarian, clerk, and paraprofessional job classifications are part of AFSCME Local Union 3451. The library has six public service departments (acquisitions, adult services, customer services, the Michigan Avenue branch, youth services, and outreach services), and an operations team, which includes an assistant director, two IT staff, a facilities manager and staff, a business office manager, a receptionist, a communications coordinator, and a part-time capital campaign coordinator dedicated to the new Superior Branch project.

YDL is funded by four dedicated operating millages and has an annual budget of \$5,917,025. Three of these millages were voted in perpetuity (1993, 1998 and 2010). A new millage in 2018, an outcome of the library's most recent strategic plan, restored the library to fiscal health and increased the library budget enough to build a long-promised branch in Superior Township, replacing the library's temporary location in a 1,200 square-foot room in a fire station. The library retired all existing bond debt in 2019. Nearly 95% of YDL's budget comes from local property taxes.

YDL is a member of The Library Network (TLN) cooperative and participates in the statewide MelCat interlibrary loan program. Our current ILS, Horizon by SirsiDynix, is run internally by YDL staff.

The library publishes and mails its newsletter, **The Loop**, to all residents in the district on a quarterly basis. **The Loop** was reformatted and rebranded as part of the past strategic plan. Changes included a greater focus on services (v. programs), community partner columns, a newsprint format, and the ability to send via bulk mail. These changes were in response to the community's known problem as a "news desert." Partial funding for this is provided by the Friends of YDL. An electronic newsletter is also sent to subscribers via email weekly. There are currently 3,465 subscribers.

Current Mission, Vision, and Core Value Statements

Mission Statement

As a community resource, the Ypsilanti District Library's mission is to enrich life, stimulate intellectual curiosity, foster literacy, and encourage an informed citizenry.

Vision Statement

The Ypsilanti District Library is a community partner in promoting lifelong learning. More than books, YDL provides access to information in a variety of formats. Excellent service is our commitment.

Core Values

1. *Public Trust: We commit to being fiscally responsible with public resources, to protecting patron confidentiality, and to providing safe, well-maintained and accessible facilities.*
2. *Equal Access: We believe in equal access to all YDL resources.*
3. *Diversity: We are committed to reflecting the diversity of our community through our collections, services, and staff.*
4. *Excellent Service: We commit to excellent service by providing accurate and reliable information in a respectful interaction between well-trained, friendly, and efficient staff and all members of our community.*
5. *Outreach and Partnership: We will actively develop partnerships and joint activities with community groups to further the YDL mission.*
6. *Idea Gathering Place: As an idea-gathering place, the library promotes the democratic ideals of intellectual freedom by providing for a free exchange of information and ideas from a wide variety of viewpoints.*

SECTION III: PAST STRATEGIC PLAN AND CURRENT INITIATIVES

The library's 2017-2021 strategic plan was an ambitious undertaking that resulted in considerable change and forward momentum (see <https://www.ypsilibrary.org/about/connect/strategic-plan/>). A professional phone survey of residents, a millage feasibility study, a space utilization study, a rebrand of the library, and additional activities moved YDL on a positive trajectory. The next strategic plan will thus include implementing some recommendations of the study undertaken previously. For example, a newly-created EDI workgroup contracted with the firm Social Explorer to design a custom GIS survey of the YDL district. This resulted in the workgroup recommendation of becoming a fine-free library, which YDL will implement this summer. The workgroup had additional recommendations to address issues of equity in the next strategic plan which will be important going forward.

In addition to its past plan, YDL staff have been responsive to the COVID pandemic and the changes it has necessitated. Many needs have been identified by staff that should be explored during the next planning process. Some of these include:

- Better support for seniors
- Better support for teens

- Finding ways to implement space study recommendations, including the renovation of the former “coffee shop” space at Whittaker Road
- Combating misinformation / collaborating with our schools
- Selecting and migrating to a new ILS
- The “decolonization” of the library catalog / review of past practices and current relevance of headings and genres
- An overhaul of the existing Collection Development Manual (2005)
- Exploring improved communication tools between branches
- Future EDI initiatives
- Nurturing and retaining staff, and implementing the results of a recent compensation study; strategizing how to increase staff diversity in a union environment
- Exploring district expansion to include Augusta Township.

SECTION III: PROJECT SCOPE

The YDL is seeking an experienced, professional facilitator to perform the following:

- Facilitate the strategic planning process using a methodology effective for public libraries.
- Gather data through community research that focuses on library users, non-users, and stakeholders to identify needs over the next three year period.
- Facilitate planning meetings and public input sessions.
- Identify and refine service priorities, goals, objectives, and activities, including those presented in this RFP.
- Identify gaps where current library operation is insufficient to meet those service priorities.
- Compile data as appropriate.
- Write and present the strategic plan that will be communicated to the library’s stakeholders.

The proposed plan should include:

- An up-to-date community profile and identification of library segment markets.
- An assessment of the library’s environment, including evaluation of strengths and weaknesses, quality of services, reputation, management and budget, etc.
- Updated comparisons to peer libraries identified in the last strategic plan in the areas of program, services, finances, resources, space, etc.
- A review of current trends in library service and technology and an analysis of user expectations in regard to those trends.

- An analysis of the impact of the pandemic on library usage and recommended responses to downward trends or negative perceptions.
- Recommendations for improvements to services, finances, collection, technology, marketing, and staffing.
- Methods for keeping the process and participants focused and on-task, ensuring that the hard questions are asked, addressed and resolved.
- A built-in process for regular review, evaluation and adjustment to the plan resulting from changes in the economic, demographic, or political climate.

SECTION IV: PROPOSAL CONTENT REQUIREMENTS

Proposals must include the following elements:

- A cover letter providing a brief description of the firm or individual, name, address of consultant, telephone number, and email address of principal contact person.
- Executive summary of the highlights of the proposal, which should not exceed one page in length, but convey the facilitator's understanding of the purpose and expected outcomes of this project.
- A list of key personnel who would be involved in the process, with a description of their backgrounds and areas of expertise.
- A summary of the consultant's qualifications and relevant experience, including evidence of knowledge of modern public library services, trends, and functions.
- A work plan that contains a description of the methodology, tasks, timeline, and an estimate of the amount of time that would be spent on the project.
- Exclusions or exceptions. Note any part of the proposal that is beyond the expertise of the consultant, or would be better handled by local library staff.
- A project budget which includes consulting costs, clerical costs, and data analysis costs.
- Indicate a "not to exceed" total cost. Provide an estimate of the number of facilitator hours to be provided and the rate per hour. Any travel required by the facilitator, which is part of the normal scope of work, will be at the facilitator's expense.
- A statement of the insurance carried by the facilitator and a signature by an individual authorized to bind the proposer, with a statement that the proposal is a firm offer for a 90-day period.
- References. Contact information for at least three organizations for which the facilitator has provided strategic planning services.
- One sample of a complete report which the facilitator has prepared for a similar project.

SECTION V: SELECTION CRITERIA

Proposals will be reviewed and evaluated by the Library Director and the Library Board's Strategic Planning Committee. Criteria for evaluation will include:

- Responsiveness of the written proposal to the purpose and scope of the project.
- Demonstrated knowledge, skills, and experience in conducting strategic planning projects for public libraries and other non-profits.
- Methodology for carrying out tasks in the scope of work.
- Reasonable proposed fees.
- Satisfactory performance record.
- Ability to meet deadlines and operate within budget.
- Excellent written and oral communications skills.

The Committee may, at its discretion, request one or more consultants attend a meeting, make a brief presentation, and answer questions posed by the Committee.

YDL reserves the right to select a strategic planning facilitator based directly on the proposal or to negotiate with one or more respondents.

YDL reserves the right to reject any and all proposals.

YDL will not reimburse costs of preparing the RFP responses. The Library reserves the right to cancel the award of contract at any time prior to the execution of the contract by both parties. The responding consultants bear sole risk and responsibility for costs incurred in the preparation and mailing of the proposal.

All information submitted shall be public record and subject to disclosure pursuant to the Michigan Freedom of Information Act. No Library Board or staff member shall have a financial interest in any proposal.

SECTION VI: SUBMISSION INFORMATION AND TIMEFRAME

Respondents must submit one (1) original and four (4) copies of the completed proposal to:

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

Ypsilanti, MI 48197

Proposals are due by 5:00 p.m. April 6, 2022, and shall be submitted in a sealed envelope marked with the name and address of the consultant and STRATEGIC PLAN BID PROPOSAL. Electronic submission is also acceptable. Proposals may be e-mailed to Lisa@ypsilibrary.org.

From responses to this Request for Proposal, the Library Board Strategic Planning Committee will select facilitators to be interviewed virtually or by telephone. A contract will be awarded on or before Wednesday, April 20, 2022. YDL reserves the right to reject any and all proposals without penalty. The facilitator will perform the identified research and execute the process between contract award and October 26, 2022.

The facilitator is expected to present an orientation and brainstorming session on the strategic planning process to YDL staff at the YDL Staff In-Service Day on June 3, 2022.

A draft report/plan and executive summary are to be submitted to the Library Director by the end of September, 2022. The facilitator shall provide one unbound original and 8 copies of the draft report.

The final strategic plan and executive summary are to be presented by the facilitator in person at the October 26, 2022 Library Board of Trustees meeting. The facilitator will provide one unbound original and 8 copies of the final report. A copy of the final report must also be provided electronically. All raw and summary data is to be delivered to the Ypsilanti District Library at the conclusion of the strategic planning process.

SECTION VII: TECHNICAL ASSISTANCE / CLARIFICATION

Any request for clarification of the information contained in this RFP must be submitted in writing by April 4, 2022, to:

**Lisa Hoenig, Director
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197
E-mail: Lisa@ypsilibrary.org**

An interpretation of this RFP given by any person other than the Library Director shall be invalid.



Strategic Planning Facilitation Services

Ypsilanti District Library
Ypsilanti, MI

Prepared by ReThinking Libraries
April 6, 2022

April 6, 2022

Lisa Hoenig
Director
5577 Whittaker Road
Ypsilanti, MI 48197
(906) 226-4303
Lisa@ydsilibrary.org

Lisa,

We would love the opportunity to work with you and your community and are pleased to submit a proposal for consulting services to assist in the development of a *Strategic Plan* for the Ypsilanti District Library (YDL).

Over the past several years, our team has developed a successful and efficient way to plan with libraries. As we discussed, instead of strict adherence to a fixed methodology, we work with each client to tailor the planning tools to best fit each library and their community. We focus on the overarching goal of creating a strategic plan that can live and react to today's quickly shifting world. Regardless of overall methodology settled upon, our work typically includes the following activities:

- Collection and library data analysis
- Direct input from stakeholders (users and non-users), staff, and board members with a focus on aspirational input over problem-focused input, adapted to COVID related constraints as necessary
- Segmented demographic analysis
- A comparison benchmark report (with multiple comparison cohorts both regional and national)
- Discussion of best practices for 21st century libraries as a part of the stakeholder input process, which is part of our aspirational input (or appreciative inquiry) process.

All findings are synthesized, and goals and strategies are collaboratively developed to successfully guide Ypsilanti District Library into the future. The final deliverable provides YDL with a process to keep its strategic plan living, breathing, and updated throughout its lifetime.

This proposal is firm and irrevocable for 90 days. We look forward to the opportunity to respond to questions and further explain our process as needed. Please don't hesitate to contact us with any questions.

Best regards,



Rob Cullin
Managing Principal
7249 Arbuckle Commons, Suite 438
Brownsburg, IN 46112
317-509-3268 rob@rethinkinglibraries.org

Executive Summary

The Ypsilanti District Library's (YDL) leadership has expressed interest in consulting services to assist with the creation of their next strategic plan. ReThinking Libraries (RTL) is pleased to submit a proposal for partnering with YDL on this important project. It is understood that YDL is embarking on this process beginning in April of 2022 to develop a plan to guide decision-making over the next three years, to be complete and adopted by the board by October of 2022. It will define the role of the Library and governance by the Library Board of Trustees and will also serve as a framework for setting Library vision, goals and creating a service plan. The plan will reflect the needs and realities of the Library, align with the overall needs of your community and help elevate the role of the Library to a higher level of service.

This is intended to be a highly collaborative process incorporating extensive input from Library leadership, Library staff, Library Trustees, Friends of the Library, community leaders and residents. Input will be gathered using a variety of means as determined by the consultants and the Library Planning Team. It is intended to engage both users and non-users of the Library. We will work with the Library to determine the best approach, whether it is virtual, in-person or a hybrid process incorporating both virtual and in-person activities in the development of the plan. Every effort will be made to conduct this process in an inclusive manner allowing broad participation while taking into account the Library desires, local COVID guidelines and the comfort level of participants.

The RTL team views its role in this project as facilitator and collaborator. We don't make decisions for you; we help you make the best decisions about your Library's present and future. We will analyze information and offer professional recommendations based upon observation, stakeholder feedback, demographics, and assessment of Ypsilanti District Library's existing services, facility, and community. We will also facilitate staff and board strategy planning meetings to help the team find the right strategic vision for your community's library. RTL will work with the YDL team, prior to the formation of the plan, to benchmark and evaluate library practices, staffing, efficiencies, etc. Once the plan has been created, RTL will also be available to YDL to offer best practices for measuring progress as the plan is implemented.

Of key importance to a project such as this is the quality of the communication and collaboration between RTL and YDL's Strategic Planning Team. As your consultants, we must effectively share analyses and opinions, so all stakeholders can fully understand the implications of decisions that may be made. In turn, the Strategic Planning Team must help RTL fully understand the local context related to any resulting choices. Timely response in providing requested information and replies will help to keep the project on schedule and all participants fully engaged.

The Strategic Planning Team members will actively participate in the creation of the *Strategic Plan* so they are fully invested in the process and the final product. It is essential all involved have a clear vision of what needs to be done based on the in-depth assessment of the existing situation, the consideration of new and emerging trends in library services, and an understanding of local realities and sensibilities. Included will be training on processes allowing for the on-going evaluation of progress toward the established goals and the understanding and confidence to develop new strategies as the plan evolves.

It is important to account for shifts in community composition and uncover changing needs. This will not only take into account changes to the residential population but also resulting changes to the business community, educational landscape and governmental organizations in the area. Any possible partnerships and collaborations that maximize resources while minimizing duplication of services will help to utilize public funds more efficiently.

Key Staff - Library Experience and Backgrounds

For this project, RTL's team will be led by Managing Principal, Rob Cullin though just as actively involved will be Principal/Senior Consultant, Janet Nelson. Together Rob and Janet will be responsible for coordination of all onsite and offsite work, managing the project communications and timelines, and coordinating all deliverables. We may partner with other RTL Associates and will include them in the project as needed typically for functions like assisting with community discussion groups (note taking).

Rob Cullin helped launch Kimberly Bolan & Associates in November 2004 which evolved into ReThinking Libraries in 2020. Rob's primary involvement with KBA began in 2005 when he and Kim co-authored *Technology Made Simple* and began writing and presenting together across the United States. Since then, Rob has been involved in many of KBA/RTL's strategic planning and facility planning projects. Through his previous work as President and Co-Founder of Evanced Solutions, LLC (later acquired by Demco, Inc.) he was involved with thousands of libraries across the USA, Canada, and Australia. With a broad set of experiences reaching beyond libraries, Rob has direct specialties in strategic planning, community engagement, complex data and demographic analysis, marketing, service, and organizational design. He was also a *Library Journal* recognized "Mover & Shaker" in 2008.

Janet Nelson co-founded ReThinking Libraries with Rob Cullin in 2020. She began working with Rob on library consulting in 2019 and has been involved with numerous strategic planning and facility projects. She has over 20 years of experience in the education market, 17 of those years with Demco, Inc. During her tenure with Demco she started as a Furniture Product Manager and moved into a variety of more strategic roles. Her focus has always been directed toward helping librarians and library staff better serve their communities. Janet helped launch the Demco Library Interiors division and began collaborating with Kimberly Bolan on teen library spaces in 2006. Over time, that relationship evolved into more comprehensive projects and shared speaking engagements on library trends. Additional projects at Demco involved engaging with industry partners and library leaders/staff to create dialog and better understand the immediate and future needs of U.S. libraries. Specific areas of expertise include strategic planning, marketing strategy, research and development, and space planning.

SEE APPENDIX A FOR COMPLETE RESUMES

The RTL team has capacity to manage this project from the proposal stage through to the final delivery on the plan and is readily available via phone, email or video conferencing. The team is very adept at managing multiple projects at a time, providing strong communication and quality service to keep the things moving and delivering the project on schedule.

Primary Contact

Robert (Rob) Cullin, Managing Principal
7249 Arbuckle Commons, Suite 438
Brownsburg, IN 46112
317-509-3268
rob@rethinkinglibraries.org

Secondary Contact

Janet Nelson, Principal/Sr. Consultant
1218 McMahon Drive
Sun Prairie, WI 53590
608-444-1733
janet@rethinkinglibraries.org

Company Information

In 2004 Rob Cullin helped Kimberly Bolan start Kimberly Bolan & Associates, a national library consulting firm based outside Indianapolis (IN). Once Kim returned to work as a library administrator, Rob continued his work in library consulting. Janet Nelson joined Rob in 2019 and they relaunched the business as ReThinking Libraries in 2020. Over the past 17 years, the RTL Team has been involved in numerous facilities projects, strategic plans, building programs, and other work with hundreds of libraries across the US. Clients range from small rural public libraries to large urban facilities, and everything in between.

The RTL Team focuses on helping public libraries improve their operations and better serve their constituents. Areas of specialization include Strategic Planning and Assessment, Facility and Space Planning and Design, Marketing Planning and Community Awareness, and 21st Century Library Services and Transformation.

Our team is passionate about understanding what it takes to be a successful and thriving 21st century library. Our approaches assist libraries with understanding and implementing successful services and spaces, increasing the efficiency of operational processes such as circulation and information services, incorporating and managing technology, streamlining behind-the-scenes activities, improving web-based access, and more. We are about helping libraries survive and thrive in an environment of constant change. Change occurs every day with shifting demographics, newer and better technologies, increasing real and virtual competition, not to mention, a somewhat uncertain financial outlook. Our team addresses these issues using a holistic approach.

Company Insurance Coverage

ReThinking Libraries maintains adequate insurance in the areas of General Liability, Auto Liability, Professional Liability and Workers Compensation. The library district or other appropriate entity may be named as a Certificate Holder upon request. A sample Certificate of Insurance can be found in Appendix C. The levels of coverage carried may be seen in that example.

Our Strategic Planning Experience

Strategic planning is a primary service offered by RTL. Rob has led over 50 public library strategic or related planning projects in the past 7 years. Janet also has been involved in developing 20 strategic plans in the two and a half years she has been with the organization. Our services are differentiated by our custom approach that is adapted to the needs of each client. We bend to meet your needs and not the other way around. Typically, the process evolves throughout the course of the project to achieve the best results. Our approach can be very basic for libraries that are new to strategic planning or quite advanced for those pushing for more cutting-edge approaches to library service.

Our team has been involved in strategic planning for a multitude of organizations since 1996. Our work has taken place with libraries, library associations, non-profit organizations, and small and large for-profit businesses. We have been facilitators, analysts, executives, team leaders, and team members in plan development. Since 2014 alone, RTL team members have worked with over 100 different library organizations; conducted over 600 community engagement sessions with over 9,000 attendees; and conducted more than 75 online surveys with over 20,000 participants. We don't just plan community engagement with our clients, we help them successfully get people engaged in the processes.

Throughout these experiences, as well as Rob and Janet's previous business experiences, they have worked with a variety of strategic planning methodologies, approaches, and styles. This variety has enabled them to work with many different approaches to address planning for various types of organizations, communities, and organizational cultures.

A sampling of the recent Strategic Plans and Community Assessments facilitated:

- Perry Memorial Public Library (NC) – (2022) – Strategic Planning
- Mason County District Library (MI) – (2022) – Strategic Planning
- Fulton County Public Library (IN) – (2022) – Strategic Planning
- Clive Public Library (IA) – (2021-2022) – Strategic Planning
- Newburgh-Chandler Public Library (IN) – (2021) – Strategic Planning
- Saratoga Springs Public Library (NY) – (2020-2021) – [Strategic Planning](#)
- West Haven Library (CT) – (2020-2021) – [Strategic Planning and Efficiency Study](#)
- Adrian District Library (MI) – (2020-2021) – [Strategic Planning](#) and Facility Planning
- Saline District Library (MI) – (2020-2021) – [Strategic Planning](#)
- Catawba County Public Library (NC) – (2019-2020) – [Strategic](#) and Master Facilities Planning
- Waverly Public Library (IA) – (2018 and 2020) – [Strategic Planning](#) and Facility Assessment
- Cedar Falls Public Library (Cedar Falls, IA) – (2020) – [Strategic Planning](#)
- Liberty Lake Public Library (WA) – (2019) – [Strategic and Facility Planning](#)
- Alexandrian Public Library (IN) – (2019) – Strategic Planning
- Redford Township Public Library (MI) – (2018) – [Strategic](#) and Facility Planning
- Orion Township Public Library (MI) – (2014 and 2017) – Strategic and Facility Planning
- Allen County Public Library (Fort Wayne, IN) – (2018) – [Strategic](#) and Master Facilities Planning
- St Joseph County Public Library (South Bend, IN) – (2017) – [Community Needs Assessment](#)
- Pike County Public Library (Petersburg, IN) – (2017) – Strategic Planning and Facility Assessment

For all of these clients and our many others not listed here, we worked to determine the approach and methodologies that would give each library the best results and fit within their allotted budgets. ***Sample project reports are available upon request and several links are provided to access additional information.***

Our Philosophy and Approach

RTL believes every community is different which means every library is different. What works in one community may not work in another (even nearby) community. Our approach to library planning and assessment is based on collaboration, open communication, and showing stakeholders “the possibilities” for their Library. It is also about identifying what stakeholders and members of the community want and need from their Library in terms of services and spaces. Understanding the community and the Library is at the center of our process.

At a core level, RTL is not married to a single philosophy or methodology of strategic planning. A variety of different approaches and tool sets can help any organization arrive at a solid plan. Throughout our professional work, we have been exposed to and worked with many philosophies, processes, and tools and, if selected, we will work with your team to determine what tools and methodologies best fit your community and your library.

All that being said, RTL does have two overriding philosophies that drive our vision for successful and dynamic strategic planning for 21st century libraries:

1. Ample community input from library users, non-users, community leaders, staff, and board members based on aspirational discussions instead of problem-focused dialogue. Though we don't formally call this appreciative inquiry, many of the premises and approaches are similar.
2. A final plan that is dynamic and easy to “live.” The plan must maintain a certain level of flexibility, while still being measurable, to address the shifting landscape facing today's public libraries.

Our methodology centers on the previously mentioned philosophies and helping organizations build both a strategic framework and a more strategically-minded culture. This methodology helps differentiate between the three key levels of strategy: organizational, programmatic, and operational. We incorporate research and analysis of existing data with direct staff and user input gathered through community engagement sessions, online surveys, and one-on-one discussions. Typically, RTL's process leads to a 2-6-page plan that encompasses the top levels of strategy. In addition, a separate annual work plan is developed focusing on the operational level with the details and tactics of the plan.

A big strength of this process is its inherent design around feedback. As you live the plan, the process helps you constantly evaluate your Library against what is planned and, when necessary, allows for changes and adjustments to be made. No plan can predict the future. The best plan and process is one that accepts this fact and builds evolution into the process, while still maintaining a discipline holding to the higher mission and vision of the library and its community.

Regardless of the process and tools chosen for your project, RTL's overall goal for strategic planning is to encourage our clients to think and innovate. We are interested in motivating libraries to move to the next level. We want our clients to end up with a concise plan they can live and breathe, not just file with their state agency and/or stick in a drawer. Our role is not to develop the “consultants' plan” or the “staff and board's plan” for YDL. Rather, our responsibility is to help YDL educate its public, generate ideas and solutions, and develop a plan that reflects its community members and the future.

Public libraries in the 21st century, regardless of size and budget, can thrive and become the center of their community, providing valuable services and facilities for residents of all ages. Focused and visionary planning is the only way libraries can continue to be successful within the confines of limited human and fiscal resources. The result is an improved library that effectively delivers services targeted to the community's expectations.

Process

ReThinking Libraries takes a holistic view of planning. We incorporate library usage data, local demographic and psychographic information, multiple forms of community input and benchmarking data to develop a plan seeking to understand past history but focusing on future aspirations and the initiatives and activities needed to achieve the vision. Our expertise in community engagement is a strength and we help libraries maximize community participation during the input phase. Since we work nationally, we are adept at navigating the requirements of different library governance structures and are familiar with the wide variety of funding models characteristic of public libraries. We are well versed in the trends impacting today's libraries and have practical experience that can be applied to a variety of different situations.

Our own processes have been tested over the past two years, but we have successfully adapted and are now well versed in conducting planning activities in virtual, hybrid or in-person environments based on health requirements and client desires. We have also had opportunities to dig more deeply into some pressing concerns including diversity, equity and inclusion, homelessness and poverty, sustainability, and other issues that are core to libraries collectively and to specific communities. These new approaches have resulted in more engaged participation by both organizations and individuals and plans that more deeply address some of the core issues making libraries vital to their communities.

The events of the past two years have also made it clear that it is virtually impossible to predict the future and therefore critical that organizational culture, plans and processes are designed in a way that is flexible and can adapt rather than collapse under pressure. The nimble approach we encourage has helped our clients modify their approaches and move their libraries forward, even when their expected plans and outcomes change. This holds true in a crisis situation like we just experienced or simply as Library and community needs change.

As part of a typical strategic planning process, RTL will:

1. **Conduct a kick-off meeting** to discuss process and define initial elements such as YDL Strategic Planning Team introductions, timeline, library data requirements, community engagement methods, etc.
2. **Establish a high-level timeline** that incorporates all agreed upon activities and deliverables to be completed by an agreed upon end date. Timeline will become more detailed as expectations are more clearly defined and schedules are developed. Depending upon scope, plans typically take 4-8 months to complete.
3. **Review and analyze data and information** gathered throughout this process and work with the Strategic Planning Team, discussing what it means to be a successful and thriving 21st century library and how that translates to the planning process.
4. **Gather and analyze stakeholder input** from the community (users and non-users), staff, board members, etc. via community stakeholder discussion sessions and surveys. Working with the YDL Marketing team is essential in promoting both the community discussion sessions and the surveys through multiple channels.
 - a. Our typical approach for a library of YDL's size involves conducting about 8-10 in-person and/or virtual stakeholder sessions. RTL works with each client to adjust the approach to this engagement process to meet the needs of the community and library and the practicalities of the public health situation at the time of the sessions. With Library assistance to provide translation, sessions can be offered in Spanish or other languages as well.

- b. The format of sessions is generally as follows but will be tailored to your specific needs. These descriptions provide a sense of the scope of community input we will want to replicate, if possible, based on local guidance surrounding public health constraints.
 - i. Targeted Groups: 8-10 Total (Staff (2-3), Board (1 including Director), and targeted representative members of the public who are personally invited to the sessions).
 - ii. PLUS, one (1) Open All-Community Session.
 - iii. The content for these sessions can be the same or may be focused on particular topics essential to the community. Even when the overall discussion framework is the same, RTL tailors the conversations based on the particular experiences, life stages, and discussion interests of those in attendance.
 - iv. The targeted sessions may involve reaching out to specific groups (e.g., parents, seniors, educators) or may be defined by a particular topic (e.g., Youth and Education, Equity/ Diversity/Inclusion) whereas the open forum is more general and available to anyone in community who is interested in participating.
 - v. This phase centers around showing people the possibilities for their library and gathering aspirational input. For every client, RTL develops at least one but often multiple custom conversation enabling presentations that best suit the client's community.
 - vi. IF adjustments are needed to reduce travel costs, the pandemic limits community gatherings, or it just makes more sense for some or all of your groups to meet virtually, RTL has become very skilled in stimulating good conversations and discussions in these virtual sessions. In some cases, virtual staff and community discussions have even been better than in-person sessions, as the format offers some advantages in offering balanced discussions and the opportunity for equal contributions from all participants.
 - c. RTL can also work with the Strategic Planning Team to develop and conduct a general web-based convenience survey of the public. Our approach is to work with our clients to promote and advertise the survey on a broad level, targeting users and non-users.
 - i. RTL does not recommend spending extra library dollars to conduct full scientific-level studies. RTL has been involved in projects that made this investment and, in the end, did not get fundamentally better or more useful results than with this convenience survey approach.
 - ii. A paper version of the survey is also provided to the library (copies supplied by the library) for distribution to those community members who prefer that format. Typically, library staff or volunteers then enter these completed surveys but RTL can provide this service for a separate fee.
5. **Facilitate a Strategic Planning Retreat.** This is typically a 6-to-8 hour long strategy session (over one to two days) that usually includes the Library Planning Team along with other key stakeholders (15 to 25 people in total typically) including, but not limited to, additional staff (supervisory and non-supervisory staff), Board members, community leaders, and general community members.
- a. A "Findings Book" is developed from the data and research conducted and distributed to participants prior to the session, and a virtual session ahead of the retreat is held to offer a chance to discuss the "findings" and go through any questions related to its contents.
 - b. During this *Retreat*, we will distill the input gathered and discuss it, along with the best practices for 21st century public libraries. Through a series of small group and larger group exercises, the session will use a ground up approach to surface top issues and strategic opportunities that ultimately lead to the final plan.
-

- c. YDL's current mission, vision and values will also be reviewed and refined or developed as a basis for the key strategies.
 - d. Through the Retreat, RTL continues incorporating an aspirational approach to the planning process. The group will work to discover:
 - i. YDL's identity (What is YDL? What does YDL want to be?)
 - ii. The key ingredients and focus of YDL strategies
 - iii. YDL's Mission, Vision and Core Values
 - e. Again, the approach to this Retreat may need to be adjusted based on the evolving state of public health. This could mean working with a smaller group or some other in-person or virtual approach devised by RTL in conjunction with YDL leadership.
6. **Develop a high level 2-6-page *Strategic Plan*.** This is the initial deliverable directly resulting from the *Retreat*. This document sets the high-level focus areas and strategic outcomes for the library and is structured in a concise way to provide easy reference and guidance to library leadership and staff. The approach to this document is also to develop a format that can live, breath, and be easily referenced on a day-to-day basis.
7. **Assist the Library Planning Team with the creation of a detailed *Work Plan*.** This document with a 12-month time frame will be developed each year and focuses on the details of executing the high level plan (e.g., action steps, tactics, milestones, resources, budget/funding, etc.).
- a. The *Work Plan* is developed primarily by Library leadership and staff with some initial formatting and structuring and then kickoff assistance from RTL. But like with all things related to how we work the approach can be modified if needed. This is followed by remote guidance and assistance as needed.
 - b. RTL will work with YDL to make sure this plan is actionable, measurable, and help to establish a process where this Work Plan is updated and reviewed frequently and renewed annually.
8. **Develop presentation(s) and present Library Board with strategic planning progress and high-level plans** at multiple stages in the course of the process as needed/requested. We find every client and Board varies in how often they want to check in or hear from us during the project. We work with each client to deliver the desired level of engagement (within reason).

Our process develops the long-term vision and identifies areas where effort is needed to achieve those goals. The annual work plan details the specifics to achieve progress toward the goals and is evaluated and adjusted on a regular basis. Since it is nearly impossible to predict the future three years in advance, we have found the annual work plan to be a much more productive means of guiding the library. Typically, most of the work plan is developed by Library leadership and staff as they are much closer to the needs and capabilities of the Library and the community. As consultants, we are available to help guide the work plan and offer suggestions that help to push the Library in areas which may be outside of their comfort zone, but we can be more involved if needed.

Since the services we offer tend to be bespoke and tailored to needs of each client, we allow our clients to determine if there are areas where they have staff expertise that may enhance the process. Our process is very collaborative and our experience has shown the involvement of Library leadership, staff, Board, Friends and the community encourages ownership and creates a plan that is better understood and more easily acted upon.

Deliverables

RTL's deliverables will/can include:

- A detailed community analysis including demographics, mapping of key social indicators/measurements
- Organizational and community assessments
- A multi-cohort comparison benchmark analysis of primary library metrics, regional, state, national and "best-in-class"
- Collection turnover analysis
- A summary compiled from stakeholder sessions, online survey, etc., which will include key priorities and goals emerging from these inputs
- A 2-6-page high-level *Strategic Plan* focusing on the top 4-6 priorities coming out of the process.. *This is structured in a way to be an asset for the board and administration for reference on a consistent basis to gauge progress easily and efficiently.*

SEE APPENDIX B –HIGH-LEVEL PLAN EXAMPLE

- A one-page summary of the plan suitable for sharing with stakeholders
- Assisting with the development of a detailed *Work Plan* that specifically addresses the details necessary for successfully executing the plan, including actions, timeline, resources, budget, etc. Most of the work here is done by the library staff but with the assistance and guidance of RTL.

Timeline Estimates

The COVID-19 pandemic has introduced issues making it somewhat difficult to plan activities and set forth a definitive timeline for projects such as this. We will work with YDL to determine the best approach and schedule activities and deadlines accordingly as the situation unfolds. The following outlines likely activities expected for the project. RTL will work with YDL and the Board to develop the timeline that best meets the timing needs and balances the best results in terms of community engagement.

Anticipated Timeline

- | | |
|--------------------------|---|
| • April 2022 | Kickoff |
| • April-June 2022 | Data Gathering and Analysis |
| • April-May 2022 | Community Engagement/Stakeholder Planning and Promotion |
| • June 3, 2022 | Staff Orientation and Brainstorming |
| • June-July 2022 | Staff, Board, and Friends Sessions & Interviews |
| • June-July 2022 | Community Engagement/Stakeholder Sessions and Surveys |
| • August 2022 | Synthesis and Planning Retreat, and Delivery of Findings Book |
| • September 2022 | High-Level Plan Development & Delivery to Library – within 2 weeks following the retreat |
| • September-October 2022 | Plan Refinement – 1-2 weeks following receipt of feedback |
| • October 26, 2022 | Approval of final High-Level Plan at YDL Board meeting |
| • Fall 2022 | 12-Month Detailed Work Plan Development – Training, Support, and Assistance delivered following Board approval of Plan with ongoing support and assistance until the 12-Month Plan is complete. |
| • Annually | Ongoing Support/Assistance as needed with developing subsequent 12-Month Work Plans |

Cost Estimate

For this project, we are offering YDL the following rates:

- \$160/hour for Principals (Rob and Janet)
- \$100/hour for Other Associates

Work Area / Deliverable	Typical Costs
Kickoff / Data Collection / Logistics / Project Management	\$2,900
Data Analysis: Demographics, Advanced Benchmarks, Collection Analysis	\$3,500
Focus Group Facilitation (includes prep, execution and follow-up)	\$5,400
Online Survey Design, Deployment, and Analysis	\$3,700
Strategic Retreat, includes all prep, data packet compilation, and virtual or onsite time	\$5,900
3-5 Year High Level Plan Development	\$1,900
In-person plan review with the Board	\$900
12-Month Work Plan Development Assistance	\$900
Total Not to Exceed Amount	\$25,100 (150-160 total hours)

Billing Approach:

- For Time and Material Option billing is done monthly as incurred. Detailed invoices are provided with all expended time and incurred expenses listed with receipts.
 - For this option expenses will be billed as they occur:
 - Travel expenses will be billed at cost. All travel will originate from Indianapolis, IN and/or Sun Prairie, WI based on driving or flying into Marquette
 - Any other miscellaneous (printing, shipping, etc.) expenses will be billed at cost.

References

Trista Smith, Library Director
Newburgh-Chandler Public Library
4111 Lakeshore Dr., Newburgh, IN 47630
812-942-9997 tsmith@ncplibraries.org

Projects: *This project began in April of 2021 and was completed in November 2021. This strategic planning process took a more internal focus and involved several extra sessions with staff to uncover unmet needs and opportunities. During this process, RTL also assessed the library's current services and reviewed community needs for library services overall. (RTL project)*

Jennifer Wrzesinski, Director
Adrian District Library
143 E. Maumee Street, Adrian, MI
517-265-2265 jwrzesinski@adrian.lib.mi.us

Projects: *This is one of our most recent Strategic Planning projects which began in September 2020 . and was conducted completely virtually due to COVID-19. As a result of the plan, a second. Initiative is underway to develop a Facility Plan that will better utilize the space within their building. (RTL project)*

Colleen Bailie, Executive Director
West Haven Public Library
300 Elm Street
West Haven, CT
203-937-4233 x4500 cbailie@westhavenlibrary.org

Projects: *Beginning in 2020 and completing in Spring 2021, we facilitated an analysis of services, efficiency study and developed strategies for WHPL. The study included significant community and stakeholder engagement and was completed virtually due to COVID-19 restrictions. (RTL project)*

Siobhan Loendorf, Director
Catawba County Library System
115 West C Street, Newton, NC 28658
828-465-8660 sloendorf@catawbacounty.nc.gov

Projects: *In 2019-20, facilitated and developed their 2020-2024 Strategic Plan. RTL also assessed all eight locations in their sprawling countywide system and developed a complete Facility Plan for the library system. (RTL Project)*

Mary Abplanalp, Director
Jennings County Public Library
2375 IN-3, North Vernon, IN
812-346-2091 x225 mary.abplanalp@jenningslib.org

Projects: *Facilitated and developed their 2015-2018 Strategic Plan and are starting on the development of their next Plan. In addition, RTL personnel have help to provide multiple facility and redesign projects for the library since 2010. Currently working on new Strategic Plan.(KBA projects/RTL Project)*

We encourage you to speak to any of our clients or references or you may refer to RTL's website at www.rethinkinglibraries.org for additional information. Sample High-level Project Plans can be found in Appendix B.

APPENDIX A:

Resumes

ROBERT CULLINEmail: rob@rethinkinglibraries.org**ReThinking Libraries****2004 – present (2004 -2019 dba as Kimberly Bolan and Associates, LLC)***Managing Principal / Library Evolutionist*

Prior to starting ReThinking Libraries, LLC with Janet Nelson, Rob helped establish Kimberly Bolan & Associates in November 2004. His consulting work kicked off when he co-authored *Technology Made Simple* with Kim Bolan and began writing and presenting together with her across the USA. Rob has been involved in all of RTL's strategic plans and most of the strategic planning work completed by KBA. He has also completed a number of facilities projects under both organizations. Through his work as the Co-Founder of Evanced Solutions LLC and later at Demco, Inc., he has been involved with thousands of libraries around the world. With a broad set of experiences reaching even beyond libraries, Rob has direct specialties in community engagement, strategic planning, technology, data, demographic & psychographic analysis, marketing, and organizational design.

Relevant Project Experience:

Newburgh-Chandler Public Library (IN) – Strategic Planning (2021-Present)
 Saratoga Springs Public Library (NY) – Strategic Planning (2020-2021)
 West Haven Library (CT) – Strategic Planning and Efficiency Study (2020-2021)
 Adrian District Library (MI) – Strategic Planning and Facility Planning (2020-Present)
 Saline District Library (MI) – Strategic Planning (2019-Present)
 Catawba County Public Library (NC) – Strategic Planning and Master Facilities Planning (2019-2020)
 Redford Township District Library (MI) – Strategic Planning (2018)
 Charlotte-Mecklenburg Public Library (NC) – Facilities Master Plan (2020-2021)
 Tuscaloosa Public Library (AL) – Facility Visioning (2021)
 Free Library of Philadelphia (PA) – POE Study (2018-2019)
 Allen County Public Library (IN) – Facility Programming, Planning & Design, Strategic Planning (2017-2018)
 Indianapolis Public Library (IN), New Eagle Branch – Facility Programming, Planning & Design (2017-2019)
 St Joseph County Library (IN) – Facility Master Plan (2017)
 Hamilton East Public Libraries (IN) – Facility Programming, Planning & Design (2015-2019)
 Lincoln County Public Library (NC) – Facilities Master Plan (2016-2017)
 Community Library Network (ID) – Facility Programming and Planning for 7 Branches (2015-2018)
 Anderson Public Library (IN) – Strategic Planning and Facility Planning (2015-2019)
 Greenwich Library (CT) – Facilities & Services Planning and Design (2013-2018)
 Orion Township Public Library (MI) – Strategic Planning, Facilities Planning & Design (2013-2018)
 Jennings County Library (IN) – Planning & Design, Strategic Planning, Org. Development (2014-2018)

ADDITIONAL EXPERIENCE:**Evanced Solutions, LLC, Indianapolis, Indiana****2002 – 2014***President and Co-Founder***As part of Demco, Inc. Madison, Wisconsin****2011 – 2014***Vice President***PUBLICATIONS:***Technology Made Simple*, Chicago: ALA, 2007."Web, Library, and Teen Services 2.0," *Young Adult Library Services*, Winter 2007."Technology Planning: The Big Picture for Small Libraries," *WebJunction* (November 20, 2006).**HONORS AND AWARDS:**

2008 Library Journal's Movers and Shakers Award

EDUCATION:

Purdue University, West Lafayette, IN and Indianapolis, IN, B.S. Electrical Engineering Technology

GE Six Sigma – Green Belt Certified

JANET NELSONEmail: janet@rethinkinglibraries.org**ReThinking Libraries****2019 – present (initially dba Kimberly Bolan and Associates)***Principal and Senior Consultant*

Janet co-founded ReThinking Libraries, LLC with Rob Cullin in 2020. Prior to that, she began her career in the library industry in 1999 as a Furniture Product Manager with Demco, Inc. During her time there, she worked in a variety of roles but always with a focus on providing libraries across the US with the products and services to best serve their communities. She was part of the team that envisioned and developed a service offering, known today as Demco Interiors. Janet began collaborating with Kimberly Bolan & Associates, LLC on design projects in 2006, starting with teen spaces. The collaboration evolved into more comprehensive library projects, speaking engagements and co-authoring articles on library trends.

In addition to her furniture/project experience, Janet has been involved in market research, strategic planning, and customer engagement, all focused on more thoroughly understanding and serving library needs. While at Demco she facilitated a "What's Next?" Forum bringing together visionary library leaders and launched the online Ideas & Inspiration platform to share library ideas. With a broad set of experiences reaching even beyond libraries, Janet has direct specialties in strategic planning, marketing, research and development and space planning.

Relevant Project Experience:

Newburgh-Chandler Public Library (IN) – Strategic Planning (2021-Present)
 Huntingburg Public Library (IN) – Strategic Planning (2021)
 Saratoga Springs Public Library (NY) – Strategic Planning (2020-2021)
 West Haven Library (CT) – Strategic Planning and Efficiency Study (2020-2021)
 Adrian District Library (MI) – Strategic Planning and Facility Planning (2020-Present)
 Saline District Library (MI) – Strategic Planning (2019-Present)
 Catawba County Public Library (NC) – Strategic Planning and Master Facilities Planning (2019-2020)
 Charlotte-Mecklenburg Public Library (NC) – Facilities Master Plan (2020-2021)
 Tuscaloosa Public Library (AL) – Facility Visioning (2021)
 Handley Regional Library (VA) – Facility Assessment (2019-2020)
 Madison Central Library (WI) – Facility Design and Implementation (2013-2015)
 Jennings County Library (IN) – Facility Design and Implementation (2011)
 University of WI-Madison, Helen C. White Library (WI) – Facility Design and Implementation (2009-2012)

ADDITIONAL EXPERIENCE:**Nasco, Inc., Fort Atkinson, WI****2017 – 2019***Category Manager, Elementary Education/Early Learning***Demco, Inc., Madison, WI****1999 – 2016***Director, Library Engagement and Solutions*

- Collaborated on content strategy that included creation of *Ideas + Inspiration* website, webinars and relevant information and articles
- Developed *What's Next?*, customer forum to explore future library needs
- Co-led start-up of Demco Interiors from feasibility studies to fully operational business unit

PUBLICATIONS:*"Just for Them", Library Journal's Library by Design, May 2010.*

Demco Ideas & Inspiration Blog Posts and Webinars, 2012 – 2016

Demco Interiors Blog, 2012 – 2016; ReThinking Libraries Blog, 2020-Present

EDUCATION:

University of Wisconsin-Stout, Menomonie, WI, M.S. Home Economics: Clothing (Design & Manufacturing)

University of Wisconsin-Stevens Point, Stevens Point, WI, B.A. Fashion Merchandising

APPENDIX B:

Sample Strategic Plan

This is a sample of a high-level plan formats we've developed for a client. We'll work with you to make sure the format of your plan is optimized to how you want and need it. Additional background information is typically provided in a separate document. An annual work plan is also developed that provides the specific tactics involved in executing the high-level plan.



catawba county
library system

MAKING. LIVING. BETTER.

2020 – 2023 Strategic Plan

Developed October 2019 to August 2020

Facilitated by
Rob Cullin & Janet Nelson

ReThinking Libraries, LLC

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ReThinking Libraries, LLC



Catawba County Library System

2020 – 2023 Strategic Plan



catawba county
library system

Our Vision | What we aspire to
in our work and community
Connect. Explore. Thrive.

Our Mission | What we commit to
Empowering lives and building community by bringing
people, information, and ideas together.

Values | What we believe in

1. Providing Exceptional Service with Integrity and Respect
2. Connecting People with Empowering Resources and Expertise
3. Enhancing Early and Lifelong Learning
4. Collaborating to Build Strong Inclusive Communities
5. Ensuring Equitable Access, Engagement, and Employment

Core Competencies | How we help our community thrive

1. Inspiring Children and Adults with Lifelong Learning Opportunities
2. Delivering the Right Resources at the Right Time—Connecting People with the Information They Need When They Need It
3. Empowering People with High-Tech, High-Touch Technology Services
4. Strengthening Community through Outreach & Partnerships
5. Engaging People with Positive Experiences, Creativity and Storytelling
6. Fostering Innovation, Collaboration, and Community Connections

GOAL 1: Connect



Connect the community to information and ideas wherever they are, whenever they need it.

We will connect all in our community to information, resources, and ideas. We will make these connections both physically and digitally; inside and outside the walls of our buildings. We will be the concierge for the community. **Connect** is about how we put people together with content and resource but also connect people to each other.

Keywords: Relationships, Ownership (inside and out), Voices of the Community, Engagement, Access, Equity, Beyond the Building, Partner(s), Collaborate, Platform, Diverse People and Ideas, Underserved, Inclusion, Concierge, Multi-generational, Cradle-to-Coffin, Civic Engagement, Linkage to Local Expertise/Experience/History

Outcomes:

- Increase in engagement of the community with the library
- Increase in community awareness of library services
- Increase in community partnerships overall
- Increase/maintain high level of community members believing that the library helps make CC a better place to live
- Users attest to getting to the answers/help they need from the library to live better lives

Potential Initiatives:

- Re-evaluate & optimize hours/locations /services
- Optimize staff structure to serve community efficiently/effectively
- Expand Library-2-Go and outreach opportunities
 - Enhance Pop up Library Services
 - Add Bookmobile like services
- Expand access to online resources and programming
- Conduct a Marketing assessment and look to improve library marketing and engagement efforts
- Expand/improve the library's website and web presence
- Develop an info package for patrons
- Facilitate community conversations and civic dialogue
- Develop libraries as destination spaces
 - Upgrade physical spaces within the libraries and architecturally
 - Upgrade signage within libraries
 - Add more study rooms/small and large group collaborative spaces
 - Expand Spanish collection and enhance space at Newton focused on Spanish-speaking library resources
 - Create both Quiet and Collaborative spaces at multiple locations
 - Improve Universal Design within libraries (accessibility)

GOAL2: Explore



Be the physical and digital portal to exploring the world of knowledge, learning, and the legacies of our communities.

We will further the quality of our spaces, technology, and resources to entice exploration, spark curiosity, and foster lifelong learning for all of our communities. **Explore** is all about fostering the passions of our community for knowledge, learning, and growth.

Keywords: Experienced based, Destination, Free Access to New Things, Learning and Education, Active (Activating), Sampling?, Physical Setting, Spaces, Innovation, New/Tomorrow Tech, Trustable Information, Sustainability Knowledge and Awareness, History, Legacies, Curiosity (fueling that), Spaces that Engage and Transform

Outcomes:

- Community attends and rates library programs as successful, impactful, and innovative
- Enhanced early literacy initiatives and usage of Early Literacy Areas
- Increased confidence in personal learning, skills, abilities
- Community has increased satisfaction (survey & anecdotal) and usage (visits) of the Library (service, spaces, equipment, & resources)
- Increase usability and usage of digital resources

Potential Initiatives:

- Digital presence and online resources
- Re-evaluate programming and initiatives/outcomes
- Increase the long-term role of virtual programming
- Enhance the Arts @ the Library initiative
- Create a computer lab for teaching technology
- Create/Enhance tactile Children's areas within the libraries
- Optimize early literacy work and partnerships
- Develop/Enhance digital creation studio as an expansion of current maker resources
- Develop and grow libraries as destination spaces architecturally
- Facilitate community conversations and civic dialogue

GOAL 3 : Thrive



Nurture connections and partnerships within the community to help the Catawba community thrive.

We will foster people, partners, and organizations within the community to help support equity of access and quality of life for all. **Thrive** is all about supporting the happiness and well being of all in the community— providing access to the tools, resources, and spaces people need to succeed and thrive.

Keywords: Empowering, Nurturing (the connections and exploration), Alignment of Community Partners, Working on Shared Community Goals, Supportive Spaces, Purpose & Fulfillment, Learning Through our Patrons, An Outlet for Community Skills, Responsive to Community, Making. Living. Better. (Together), Raising the Tide, A Better, Kinder, Educated, Equitable, and Inclusive Community, Quality of Life

Outcomes:

- Partner and community focused, building community
- Improved Health outcomes (awareness and access)
- Impacts related to Workforce development
- Residents feel the Library enhances their quality of life
- Partners rate library positively on impact to their organization and their constituents
- Staff participate and are active in the community
- Staff rate improvements to their quality of life

Potential Initiatives:

- Increase mental health and well-being programming
- Build coalitions for festivals, Maker Fairs
- Enhance partnerships, i.e., Tourism, Chamber, Schools, others
- Partner for better Wi-fi in community, Apple-CommScope, others
- Renovate/Expand Main Library as Community Destination
- Co-locate with Cooperative Extension-shared training/programming
- Expand Little Free Libraries throughout the community
- Eliminate late fines
- Build capacity of the Friends of the Library as library and community advocates
- Increase usage and roles for volunteers and enhance their engaging and rewarding experience at the library
- Increase advocacy with County and Municipal Leaders
 - Enhance dialogue with Conover City Leadership relating to collaborative initiatives and spaces
- Look for ways to expand and diversify revenue sources for the library
- Expand grant writing and applications
- Explore the development of a community-based mentoring program
- Increase and diversify fundraising for the library
- IT dedicated to library-on staff and stationed at Newton Library

Catawba County Library System Strategic Plan for 2020-2024



The Catawba County Library System (CCLS) strategic planning process for 2020 – 2024 began in October 2019 and completed in August 2020, under the guidance of the Catawba County Library System Library Director and Board of Library Consultants Rob Cullin and Janet Nelson of Kimberly Bolan and Associates (KBA) facilitated the process.

The Process: CCLS's strategic planning process included the following key areas.

Gathering and analyzing community input and data, including benchmarking, demographic analysis, and collection analysis. In addition, CCLS staff and Catawba County residents were involved in exploring ideas and possibilities for the library as a thriving 21st Century Library. In person stakeholder sessions were conducted by KBA in February 2020. Participants included the general public, parents and caregivers, educators, community leaders and partners, senior citizens, students, CCLS staff members, and library advisory board members. Frequent library users and infrequent and non-users were involved and ranged in ages and backgrounds. These stakeholders participated in the discussions regarding the CCLS's services and strategic future. In addition to the stakeholder sessions, an online survey was conducted in February 2020. Those surveyed included a strong mix of library users as well as infrequent and non-users. Participants ranged from 12 to over 76 years of age.

Developing solutions through what was originally to be an in-person *Strategic Planning Retreat* planned for April 2020. Due to the Coronavirus pandemic, the *Retreat* was moved to July 2020. During the *Retreat*, all data and community input, and updated staff input, was reviewed with a planning team of ten people, consisting of the Library director, staff members, Library advisory board members, and community leaders. Using the data, the group worked to establish essential strategic areas, specific goals, and related investments required to implement the goals. The envisioned plan is designed to help the library thrive over the next five years and beyond.

Providing a path to results, as illustrated in this document and the companion work plan. The intent is to guide CCLS with a plan that can live, breathe, and be readily implemented on a day-to-day and year-to-year basis.

What We Heard: The community focus groups, and online survey explored numerous topics including customer service, youth services, adult services, outreach services, programming, technology and digital services, facilities/buildings, collections and resources, and overall 21st Century public library best practices. Detailed summaries of all stakeholder feedback and online survey results were provided in separate documents to CCLS's leadership and reviewed in depth during the *Strategic Planning Retreat*. All stakeholder input, data analysis, and follow-up exploration work led to the strategic focuses, goals, and investments outlined in this document.

Evaluation & Collaboration: With the goal of making progress in the defined areas and outcomes over the next three years, CCLS and county administration, staff, and advisory board will regularly evaluate their progress and achievements. Objectives set forth in this plan will be accomplished as outlined and will be reviewed regularly with these stakeholders. This balanced and systematic process also emphasizes that the resulting plan will be iterative and evolve substantially over the next several years.

The keys to CCLS's implementation, evaluation and, ultimately, the success of its strategic plan will be:

- A thorough understanding of the plan, as well as active involvement in implementation by staff, county administration, and Library Advisory Board
- Frequent and ongoing communication between administration and staff
- Frequent and ongoing communication between CCLS's staff and the community
- Active collaboration between CCLS's Advisory Board, administration, county leadership, staff, outside organizations, and the community

APPENDIX C:

Sample Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/15/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dimond Bros. Insurance, LLC 11708 North College Avenue Carmel IN 46032		CONTACT NAME: Adrian Duckworth PHONE (A/C, No, Ext): (317) 853-3500 E-MAIL ADDRESS: adrian.duckworth@dimondbros.com FAX (A/C, No): (317) 853-3501	
INSURED ReThinking Libraries, LLC 7249 Arbuckle Commons Suite 438 Brownsburg IN 46112		INSURER(S) AFFORDING COVERAGE INSURER A: The Hartford INSURER B: Philadelphia Indemnity Insurance Co INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 18058	

COVERAGES**CERTIFICATE NUMBER:** CL2212417027**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		36SBAAK1TAX	01/29/2022	01/29/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			36SBAAK1TAX	01/29/2022	01/29/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	36WECAK1TLU	01/29/2022	01/29/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Professional Liability			PHSD1557638	07/08/2021	07/08/2022	Each Claim \$1,000,000 Annual Aggergate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Proposal # RFP-SH22-001

Subject to the terms and conditions of the policy, City of Sterling Heights, is added as additional insureds on the General Liability but only if required by written contract and only with respects to liability arising out of the goods provided by or on behalf of the named insured for the Certificate Holder.

The Producer shown on the ACORD 25 will provide the Certificate Holder 30 days written notice of cancellation if cancellation of the policy(ies) shown on the Certificate is initiated by the Insurance Company(ies) for reasons other than non-payment of premium.

CERTIFICATE HOLDER**CANCELLATION**City of Sterling Heights Purchasing Department
40555 Utica Road

Sterling Heights

MI 48313

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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