

Board of Trustees

2022
Information
Packet



Wednesday
May 25, 2022
6:30pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, May 25, 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: Generator Z grant activities -- YDL Teens | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Consent Agenda | | | |
| A. Proposed Minutes from April 20, 2022 Regular Meeting | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. April 2022 Financials & Check Registers | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Communications | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Committee Reports | | | |
| A. Finance Committee | <input type="checkbox"/> | <input type="checkbox"/> | |
| B. Negotiations Committee | <input checked="" 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 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. Approval of 2022 Tax Rate Request forms | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Award of Superior Library audio/visual equipment contract | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Award of Superior Library building security contract | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Consideration of a proposal for preliminary scope documents for Whittaker roof sealing | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Consideration of EZProxy Hosted solution | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Closed session to discuss collective bargaining negotiations | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| G. Approval of Collective Bargaining Agreement for 2022-2025 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Board Member Comments | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Adjournment | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

**Minutes
of
Previous
Meeting**

Ypsilanti District Library
Board of Trustees Meeting
Minutes, April 20, 2022 (Unapproved)

CALL TO ORDER

President Patricia Horne McGee called the Regular Meeting to order at 6:33 p.m.

Attendance

Trustees Present: Theresa M. Maddix, Jean Winborn, Kay Williams, Patricia Horne McGee, Bethany Kennedy and Kristy Cooper (6:35 p.m.)

Trustees Absent: Brain Steimel

Also present: Director Lisa Hoenig, Business Office Manager Monica Gower, Community Relations Coordinator Sam Killian and Head of Acquisitions Sarah Zawacki

APPROVAL OF THE AGENDA

The Agenda was approved, with the following change: addition of New Business F, Construction testing proposal.

PUBLIC COMMENT

NONE

Presentation: 2021 Annual Report by Sam Killian, Community Relations Coordinator

CONSENT AGENDA

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

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

Nays: None

Motion passed.

COMMUNICATION

MML dividend check notification is in the packet. It is bigger than expected this year.

COMMITTEE REPORTS

-Fundraising

- YDL received a grant from the Mullick Foundation, it is for \$10,000 toward the new Superior Kitchenette.
- YDL received a \$1,000 sponsorship from Victory Toyota for the Grand Opening.
- The library met the \$100,000 Matching challenge goal from an anonymous local foundation donor.
- The grand total raised including pledges and grant funds not yet received is \$1,767,582.60.

REPORT OF THE LIBRARY DIRECTOR

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

- The auto renewals have started. It's the library's first step toward fine free. The library is working busily on the fine free PR campaign.
- Pop ups at Sycamore meadows started two Mondays ago. They have been very successful.
- The Bookmobile has started its normal operation of evening routes this past Monday.

Ypsilanti District Library
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Minutes, April 20, 2022 (Unapproved)

NEW BUSINESS

- A. Consideration of a Library of Things policy

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: Kay Williams

SUPPORTED BY: Bethany Kennedy

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

- B. Award of Parking Lot Phase II reconstruction contract

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-16

Ypsilanti District Library
Board of Trustees Meeting
Minutes, April 20, 2022 (Unapproved)

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: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

- C. Approval of the purchase and installation of carpet for YDL -Michigan's main floor

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-17

Ypsilanti District Library
Board of Trustees Meeting
Minutes, April 20, 2022 (Unapproved)

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: Kristy Cooper

SUPPORTED BY: Jean Winborn

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

D. Award of contract for a Strategic Plan consultant

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

Ypsilanti District Library
Board of Trustees Meeting
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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: Jean Winborn

SUPPORTED BY: Theresa M. Maddix

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

F. Allocate Capital Asset Replacement Fund Monies for Construction Testing and Inspection Services

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-19

April 20, 2022

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

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

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

Whereas, professional engineering firm Beckett and Raeder, Inc. developed a pavement evaluation and replacement plan for Whittaker Road which recommended construction testing and inspection take place, and

Whereas, YDL solicited a proposal for construction testing and inspection services from Testing Engineers and Consultants, Inc. (TEC), for hourly services estimated at \$11,423.80; Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Up to \$12,000 from the Capital Asset Replacement Fund be allocated toward construction testing and inspection services associated with Phase 2 of the pavement replacement plan for Whittaker Road.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, April 20, 2022 (Unapproved)

OFFERED BY: Theresa M. Maddix

SUPPORTED BY: Kay Williams

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

E. Closed session to discuss labor negotiations with attorney Chris Trebilcock

Adjourn to Closed session

Trustee Williams moved to adjourn to closed session for the purpose of Discussing Labor Negotiations at 8:16 pm. Trustee Cooper seconded this motion.

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

Nays: None

Motion passed.

Meeting Reconvened

Trustee Williams moved to adjourn the closed session and return to the regular meeting at 9:05 p.m. Trustee Winborn seconded this motion.

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

Nays: None

Motion passed.

BOARD MEMBER COMMENTS

| Trustee | Comment |
|---------|--|
| Kay | No comment |
| Bethany | The hard hat party was amazing and I'm excited were going in the right direction. |
| Jean | Again, thank you to the staff and everyone for all of the hard work you do. The party was amazing and I appreciate the staff, Lisa, everybody. |
| Kristy | I am excited about the coming Library of Things. |
| Theresa | No comment |
| Pat | No comment |

Adjournment

Trustee Williams moved to adjourn at 9:07 p.m. Trustee Kennedy seconded this motion.

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

Nays: None

Motion passed.

Financial Report

**Ypsilanti District Library
Balance Sheet
April 30, 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 4/30/22 | 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 | 4,203,884 | 789,977 |
| Receivables & Other assets | 36,272 | 49,282 | 98,153 | 84,370 | 108,670 | 102,089 | (6,581) |
| Total Assets | 2,814,600 | 2,426,996 | 2,695,077 | 3,025,257 | 3,522,578 | 4,305,973 | 783,395 |
| Liabilities | 509,097 | 145,758 | 85,577 | 313,638 | 344,511 | 73,779 | (270,732) |
| 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 | 1,054,127 | 587,679 |
| Total Fund Balance | 2,305,503 | 2,281,238 | 2,609,500 | 2,711,620 | 3,178,067 | 4,232,194 | 1,054,127 |
| Total Liabilities & Fund Balance | 2,814,600 | 2,426,996 | 2,695,077 | 3,025,257 | 3,522,578 | 4,305,973 | 783,395 |

Ypsilanti District Library
Period Ending 4/30/22 (41.7% 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 4/30/22 ACTUAL | REMAINING BUDGET | YTD AS A % OF BUDGET |
|-------------------------------------|-------------------------------|-------------------------------|-------------------------------|---|-------------------------------|-----------------------------|-------------------------------------|
| Total Revenues | 5,506,662 | 5,568,866 | 5,918,352 | 5,888,622 | 3,929,588 | 1,959,034 | 66.7% |
| Expenditures | | | | | | | |
| Dept 100 Administrative | 2,046,192 | 2,163,719 | 2,132,617 | 2,484,212 | 884,675 | 1,599,537 | 35.6% |
| Dept 200 Michigan Ave. | 570,105 | 555,976 | 542,948 | 668,190 | 214,361 | 453,829 | 32.1% |
| Dept 300 Outreach/bookmobile | 83,090 | 82,140 | 92,558 | 182,590 | 35,339 | 147,251 | 19.4% |
| Dept 400 Outreach/Superior Township | 158,283 | 158,483 | 162,269 | 339,263 | 66,505 | 272,758 | 19.6% |
| Dept 500 Whittaker Rd | 1,123,929 | 1,089,344 | 1,080,805 | 1,167,294 | 420,716 | 746,578 | 36.0% |
| Dept 600 Donations | 31,845 | 12,312 | 21,629 | - | (65,399) | 65,399 | NA |
| Dept 700 Grants | 12,323 | 7,405 | 19,079 | - | 19,262 | (19,262) | |
| Total | 4,025,767 | 4,069,379 | 4,051,904 | 4,841,549 | 1,575,460 | 3,266,089 | 32.5% |
| Net Revenue Over Expenditures | 1,480,895 | 1,499,486 | 1,866,447 | 1,047,073 | 2,354,127 | | |
| 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 | 4,272,736 | | |

**Ypsilanti District Library
General Fund
Period Ending 4/30/2022
(41.7% 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 4/30/22 ACTUAL | YTD AS A % OF BUDGET |
|----------------------|---------------------------------|-----------------------|-----------------------|-----------------------|------------------------------------|-----------------------|-------------------------|
| Revenue | | | | | | | |
| 403.000 | Superior Township Tax Levy | 896,999 | 885,210 | 939,410 | 965,929 | 818,347 | 84.7% |
| 425.000 | City of Ypsilanti Tax Levy | 808,325 | 836,671 | 866,352 | 883,587 | 220,217 | 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 | 2,818,532 | 76.2% |
| 441.000 | Renaissance Zone Reimb | 39,574 | 66,633 | 68,165 | 65,000 | 0 | 0.0% |
| 443.000 | State Aid Direct | 32,932 | 32,931 | 35,678 | 38,148 | 0 | 0.0% |
| 447.000 | State Aid Indirect | 33,574 | 33,497 | 36,286 | 38,148 | 0 | 0.0% |
| 500.600 | Talk Grant Revenue | 23,853 | 30,629 | 47,787 | 32,000 | 17,585 | 55.0% |
| 657.000 | Fines/Misc. | 60,633 | 22,485 | 7,187 | 9,000 | 3,949 | 43.9% |
| 657.100 | Smart Cards - Printing & Copies | 36,686 | 11,776 | 8,765 | 7,500 | 7,723 | 103.0% |
| 657.600 | Guest Pass | 1,417 | 429 | 263 | 500 | 351 | 70.2% |
| 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 | 3,788 | 631.3% |
| 687.000 | Interest/Checking | 3,233 | 1,037 | 457 | 500 | 205 | 41.0% |
| 687.010 | Interest/Savings | 15,331 | 6,175 | 5,226 | 3,500 | 1,006 | 28.7% |
| 688.000 | Interest/Endowment | 1 | 0 | 6,227 | 0 | 0 | 0.0% |
| 689.000 | Dividends-MML | 5,741 | 4,219 | 4,312 | 4,000 | 7,460 | 186.5% |
| 690.000 | Dividend Revenue Endowment | 6,771 | 7,220 | 9,045 | 9,500 | -458 | -4.8% |
| 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 | 3,899,448 | 66.2% |

**Ypsilanti District Library
General Fund
Period Ending 4/30/2022
(41.7% 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 4/30/22 ACTUAL | YTD AS A % OF BUDGET |
|--------------------------------|--------------------------------|-----------------------|-----------------------|-----------------------|------------------------------------|-----------------------|-------------------------|
| Expenditures | | | | | | | |
| Dept 100 Administrative | | | | | | | |
| 702.000 | Salary Wages | 625,703 | 657,068 | 685,029 | 740,549 | 288,199 | 38.9% |
| 702.100 | Professional/Accounting | 6,500 | 5,080 | 7,445 | 7,500 | 4,000 | 53.3% |
| 702.150 | Bank Fees | 5,829 | 3,176 | 1,888 | 6,840 | 1,067 | 15.6% |
| 702.900 | Salary/Subs | 16,427 | 3,327 | 1,571 | 15,600 | 1,581 | 10.1% |
| 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 | 5,529 | 43.5% |
| 715.000 | Employer Payroll Tax | 144,670 | 144,791 | 148,792 | 176,339 | 61,766 | 35.0% |
| 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 | 267 | 31.3% |
| 727.000 | Office Supplies | 28,789 | 26,412 | 24,088 | 32,400 | 6,673 | 20.6% |
| 727.050 | CARES act Exp | | 95 | 6,305 | | 0 | |
| 727.200 | Supplies-Facility | 19,577 | 13,820 | 12,957 | 23,700 | 5,871 | 24.8% |
| 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 | 161,291 | 37.5% |
| 756.000 | Delta Dental | 36,153 | 34,311 | 34,322 | 35,882 | 14,395 | 40.1% |
| 757.000 | Employee Assistance Program | 974 | 579 | 0 | 0 | 0 | |
| 758.000 | Life Insurance | 4,036 | 3,969 | 4,316 | 4,212 | 1,670 | 39.7% |
| 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 | 4,272 | 42.6% |
| 769.000 | Printing & Publishing | 5,427 | 12,840 | 18,325 | 19,000 | 687 | 3.6% |
| 769.050 | Classified Advertising | 993 | 460 | 432 | 1,000 | 190 | 19.0% |
| 774.050 | Digital Collection | 31,726 | 175,379 | 209,154 | 263,950 | 74,045 | 28.1% |
| 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 | 7,222 | 34.4% |
| 774.950 | Play Kits | 3,602 | 1,447 | 2,590 | 3,000 | 680 | 22.7% |
| 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 | 1,685 | 33.7% |
| 804.000 | Workshops/Training | 3,916 | 4,148 | 2,422 | 5,330 | 1,073 | 20.1% |
| 805.000 | Memberships & Dues | 5,436 | 5,675 | 5,685 | 6,350 | 1,629 | 25.7% |
| 806.000 | Talk Grant Expenses | 12,625 | 24,342 | 23,383 | 14,938 | 15,267 | 102.2% |
| 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 | -61,681 | WH Flood |
| 850.000 | Automation - Technology | 154,332 | 183,693 | 128,433 | 162,642 | 35,908 | 22.1% |
| 850.100 | Telecommunications | 6,573 | -19,543 | 6,243 | 6,973 | 12,276 | 176.1% |
| 850.200 | SirsiDynix | 51,473 | 62,573 | 59,088 | 64,630 | 64,631 | 100.0% |
| 850.500 | Software Subscription | 7,926 | 14,762 | 21,823 | 27,074 | 19,852 | 73.3% |
| 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 | 4,754 | 22.0% |
| 965.000 | Auditing Service | 7,425 | 7,425 | 7,875 | 8,100 | 8,100 | 100.0% |
| 975.000 | Legal | 8,870 | 6,422 | 5,280 | 6,000 | 6,091 | 101.5% |
| 975.500 | Legal - Negotiations | 12,765 | 0 | 0 | 13,000 | 588 | 4.5% |
| 980.000 | Professional/Contractual | 83,193 | 154,793 | 27,087 | 47,963 | 8,356 | 17.4% |
| 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 | 779 | 7.6% |
| 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 | 884,675 | 35.6% |

**Ypsilanti District Library
General Fund
Period Ending 4/30/2022
(41.7% 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 4/30/22 ACTUAL | YTD AS A % OF BUDGET |
|--|---------------------------------|-----------------------|-----------------------|-----------------------|------------------------------------|-----------------------|-------------------------|
| Dept 200 Michigan Ave. | | | | | | | |
| 702.000 | Salaries | 404,679 | 396,590 | 402,866 | 421,638 | 169,573 | 40.2% |
| 702.800 | Salaries-Pages | 7,271 | 4,044 | 3,463 | 9,360 | 1,895 | 20.2% |
| 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 | 3,398 | 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 | 1,984 | 26.5% |
| 779.000 | Youth Audio/Visual | 4,956 | 2,993 | 2,413 | 3,000 | 350 | 11.7% |
| 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 | 6,137 | 30.7% |
| 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 | 4,420 | 44.9% |
| 900.000 | Programs-Adult | 1,493 | 1,625 | 1,462 | 1,700 | 1,159 | 68.2% |
| 901.000 | Programs-Youth | 1,342 | 2,659 | 1,762 | 1,900 | 442 | 23.3% |
| 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 | 3,896 | 92.4% |
| 947.000 | DTE - Electric | 16,452 | 15,236 | 18,309 | 16,713 | 6,517 | 39.0% |
| 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 | 214,361 | 32.1% |
| Dept 300 Outreach/bookmobile | | | | | | | |
| 702.000 | Salaries | 68,078 | 69,159 | 70,870 | 162,704 | 26,461 | 16.3% |
| 775.000 | Library Materials | 4,478 | 5,303 | 5,084 | 5,250 | 2,498 | 47.6% |
| 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 | 1,349 | 22.7% |
| Total | | 83,090 | 82,140 | 92,558 | 182,590 | 35,339 | 19.4% |
| Dept 400 Outreach/Superior Township | | | | | | | |
| 702.000 | Salaries | 144,398 | 146,792 | 149,424 | 305,556 | 61,627 | 20.2% |
| 775.000 | Library Materials | 7,609 | 5,842 | 6,553 | 7,000 | 2,468 | 35.3% |
| 840.000 | Repair & Maintenance | 1,374 | 1,007 | 1,179 | 5,000 | 547 | 10.9% |
| 840.050 | Snow Removal & Lawn Care | 898 | 980 | 980 | 4,000 | 408 | 10.2% |
| 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 | 605 | 18.1% |
| 947.000 | DTE - Electric | 1,013 | 960 | 1,044 | 9,146 | 438 | 4.8% |
| 949.000 | Ypsilanti Comm Utilities Auth | 88 | 98 | 97 | 2,803 | 33 | 1.2% |
| Total | | 158,283 | 158,483 | 162,269 | 339,263 | 66,505 | 19.6% |

**Ypsilanti District Library
General Fund
Period Ending 4/30/2022
(41.7% 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 4/30/22 ACTUAL | YTD AS A % OF BUDGET |
|---------------------------------|-------------------------------------|-----------------------|-----------------------|-----------------------|------------------------------------|-----------------------|-------------------------|
| DEPT 500 WHITTAKER RD | | | | | | | |
| 702.000 | Salaries | 696,339 | 701,249 | 722,800 | 719,720 | 291,068 | 40.4% |
| 702.800 | Salaries-Pages | 34,553 | 15,483 | 19,698 | 37,440 | 11,639 | 31.1% |
| 771.000 | Adult Books | 64,635 | 41,293 | 41,604 | 51,000 | 10,141 | 19.9% |
| 772.000 | Youth Books | 38,784 | 23,641 | 27,802 | 33,100 | 7,758 | 23.4% |
| 776.000 | Periodicals - Adult | 5,915 | 5,239 | 4,405 | 5,000 | 420 | 8.4% |
| 776.050 | Periodicals - Youth | 898 | 759 | 745 | 800 | 0 | 0.0% |
| 778.000 | Adult Audio/Visual | 21,217 | 15,746 | 10,284 | 14,700 | 3,244 | 22.1% |
| 779.000 | Youth Audio/Visual | 7,300 | 4,159 | 4,236 | 5,100 | 305 | 6.0% |
| 810.000 | Cap Outlay Building | 11,328 | 3,880 | 12,515 | 45,000 | 8,469 | 18.8% |
| 810.100 | Cap Outlay Improvements | | | 0 | 0 | 0 | 0.0% |
| 840.000 | Repair & Maintenance - Building | 23,842 | 39,729 | 22,271 | 23,562 | 6,635 | 28.2% |
| 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 | 9,700 | 42.9% |
| 900.000 | Programs - Adult | 3,765 | 4,206 | 3,765 | 4,200 | 1,208 | 28.8% |
| 901.000 | Programs - Youth | 6,298 | 5,697 | 6,659 | 6,500 | 2,963 | 45.6% |
| 903.000 | Equipment Maintenance | 6,336 | 820 | 1,564 | 3,000 | 0 | 0.0% |
| 940.000 | Phone | 9,029 | 9,070 | 9,105 | 9,770 | 3,020 | 30.9% |
| 943.000 | Natural Gas | 25,609 | 24,227 | 30,040 | 31,680 | 20,019 | 63.2% |
| 947.000 | DTE - Electric | 103,549 | 92,512 | 99,414 | 104,763 | 21,766 | 20.8% |
| 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 | 420,716 | 36.0% |
| 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 | | -65,399 | NA |
| | Total Revenue | 14,441 | 13,080 | 42,333 | | 15,670 | NA |
| | Total Expenditures | 12,323 | 7,405 | | | | |
| | Total Expenditures | 12,323 | 7,405 | 19,079 | | 19,262 | NA |
| Total | Net -- restricted for future | 2,118 | 5,675 | 23,254 | | -3,592 | 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 | 3,929,588 | |
| | Total Expenditures | 4,025,767 | 4,069,379 | 4,051,904 | 4,841,549 | 1,575,460 | 32.5% |
| | Net Revenue Over Expenditures | 1,480,895 | 1,499,486 | 1,866,447 | 1,047,073 | 2,354,127 | |
| | 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 | 4,272,736 | |

**Ypsilanti District Library
Balance Sheet
April 30, 2022
Capital Asset Replacement Fund**

| | FYE 11/30/17 | FYE 11/30/18 | FY 11/30/19 | FY 11/30/20 | FY 11/30/21 | FYTD | Current FYTD |
|---|---------------------|---------------------|--------------------|--------------------|--------------------|----------------|----------------------|
| | ACTUAL | ACTUAL | ACTUAL | ACTUAL | ACTUAL | 4/30/22 | Variance from |
| | | | | | | | 11/30/21 |
| Assets: | | | | | | | |
| Cash and Current Assets | 417,120 | 399,522 | 1,481,745 | 2,807,370 | 3,503,051 | 4,566,525 | 1,063,474 |
| Total Assets | 417,120 | 399,522 | 1,481,745 | 2,807,370 | 3,503,051 | 4,566,525 | 1,063,474 |
| Liabilities | - | - | - | 142,355 | 13,454 | - | (13,454) |
| Fund Balance | 417,120 | 399,522 | 1,481,745 | 2,665,015 | 3,489,597 | 4,566,525 | 1,076,928 |
| Total Liabilities & Fund Balance | 417,120 | 399,522 | 1,481,745 | 2,807,370 | 3,503,051 | 4,566,525 | 1,063,474 |

Ypsilanti District Library
 Capital Expenses
 Period Ending 4/30/22 (41.7% of Year)

| ACCT # | ACCOUNT NAME | FY 11/30/19 ACTUAL | FY 11/30/20 ACTUAL | FY 11/30/21 ACTUAL | YTD 4/30/22 ACTUAL |
|-----------------------------------|-----------------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Revenue | | | | | |
| Dept 400 Superior Construction | | | | | |
| 683.800 | Superior Library Designated | | 54,603 | 857,193 | 695,261 |
| 688.000 | Interest | 457 | 4,986 | 1,181 | 53 |
| Other departments | | - | - | | - |
| Total | | 457 | 59,589 | 858,374 | 695,314 |
| 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 | 7,280 |
| Subtotal | | - | - | 16,860 | 7,280 |
| Dept 400 Superior Construction | | | | | |
| 702.150 | Bank Fees | 4 | | 620 | 762 |
| 752.500 | Insurance - Bldrs Rsk | | | | 6,692 |
| 780.000 | Opening Day Collection | | | | 7,151 |
| 801.000 | Major Events | | | 3,544 | 807 |
| 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 | 18,429 |
| 955.100 | General Contractor | - | 46,274 | 655,988 | 820,238 |
| 985.300 | Outside Contract Expense | - | | | 6,882 |
| Subtotal | | 57,810 | 269,299 | 1,006,669 | 860,961 |
| 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 | 918,334 |
| Total Revenue Over Expenditures | | 1,075,194 | 1,190,290 | 824,583 | 1,076,980 |
| 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 | 4,566,577 |

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: | |
|------------------|--------------------------|-----------|
| | 4/30/2022 | 4/30/2022 |
| | Superior | Other |
| Board | 4,500,000 | 1,081,745 |
| Capital Campaign | 1,619,745 | |
| Expense | -2,136,931 | -498,035 |
| | 3,982,815 | 583,710 |

Check Register Report

Date: 05/18/2022

Time: 3:44 pm

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

| Check Number | Check Date | Status | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name | Check Description | Amount |
|-------------------------|------------|---------|----------------|----------------|---------------|--------------------------------|--------------------------------|-----------|
| ANN ARBOR Checks | | | | | | | | |
| 74363 | 04/06/22 | Printed | | | A15 | BP PRODUCTS OF NORTH AMERICA | statement 3/6/22 | 379.33 |
| 74364 | 04/06/22 | Printed | | | DTE ENERGY | DTE ENERGY | whit 2/22-3/23/22 service | 5,481.21 |
| 74365 | 04/06/22 | Printed | | | 0000000030 | VISION SERVICE PLAN - MI | April 2022 coverage | 709.70 |
| 74366 | 04/06/22 | Printed | | | 0000000021 | Y C U A | MA 2/20-3/20/22 service | 571.82 |
| 74367 | 04/14/22 | Printed | | | 0000000025 | AFLAC | #9 & #10 payment | 113.80 |
| 74368 | 04/14/22 | Printed | | | AES | ALLIED EAGLE SUPPLY CO | multifold towel/tissue | 997.36 |
| 74369 | 04/14/22 | Printed | | | 0000000559 | ASSOCIATED PLUMBING & SEWER | whit youth restroom | 630.00 |
| 74370 | 04/14/22 | Printed | | | BALD | BALDWIN PUBLIC LIBRARY | lost ILL-Outer space chase | 12.99 |
| 74372 | 04/14/22 | Printed | | | BAA | BANK OF ANN ARBOR | closing 3/31/22 #2986 | 2,836.21 |
| 74373 | 04/14/22 | Printed | | | BAA | BANK OF ANN ARBOR | closing 3/31/22 #4396 | 22.49 |
| 74374 | 04/14/22 | Printed | | | BAA | BANK OF ANN ARBOR | closing #0667 | 3,208.68 |
| 74375 | 04/14/22 | Printed | | | BENCH | BENCHMARK DESIGN STUDIO | parking signs-Whit | 395.00 |
| 74376 | 04/14/22 | Printed | | | BA | BLACKSTONE PUBLISHING | shadows reel | 349.53 |
| 74377 | 04/14/22 | Printed | | | BCN | BLUE CARE NETWORK OF MI | May 2022 coverage | 39,750.70 |
| 74378 | 04/14/22 | Printed | | | BOD | BODMAN PLC | MA work | 350.00 |
| 74379 | 04/14/22 | Printed | | | A15 | BP PRODUCTS OF NORTH AMERICA | 3/6-4/5/22 billing | 428.79 |
| 74380 | 04/14/22 | Printed | | | BSB | BSB COMMUNICATIONS INC. | 3/11/22 remote service | 290.00 |
| 74381 | 04/14/22 | Printed | | | CAMPINC | CAMPBELL, INC | circulation pump | 2,256.00 |
| 74382 | 04/14/22 | Printed | | | JCARY | JAMES CAREY | March 2022 services | 680.00 |
| 74384 | 04/14/22 | Printed | | | CDW | CDW GOVERNMENT, INC. | cannon pixma inkjet printer | 9,061.93 |
| 74385 | 04/14/22 | Printed | | | CEN | CENGAGE LEARNING | Recovery Agent | 56.98 |
| 74386 | 04/14/22 | Printed | | | CIT | CIT TECHNOLOGY FIN SERV INC. | due 4/30/2022 | 1,731.63 |
| 74387 | 04/14/22 | Printed | | | CLHI | CLARK HILL | Feb 2022 service | 196.00 |
| 74388 | 04/14/22 | Printed | | | CSH | CLARK SCHAEFER HACKETT | 2021 audit final payment | 8,100.00 |
| 74389 | 04/14/22 | Printed | | | COMMU | COMMUNICO | 4/1/22-3/31/2023 broadcast | 14,016.23 |
| 74390 | 04/14/22 | Printed | | | 0000000027 | DELTA DENTAL PLAN OF MICHIGAN | May 2022 coverage | 2,782.60 |
| 74391 | 04/14/22 | Printed | | | CADO | CADEN DO | Gen Z March 2022 | 28.00 |
| 74392 | 04/14/22 | Printed | | | DTE ENERGY | DTE ENERGY | MA 3/1-3/29/22 service | 1,505.08 |
| 74393 | 04/14/22 | Printed | | | DTE ENERGY | DTE ENERGY | whit March 2022 service | 43.10 |
| 74394 | 04/14/22 | Printed | | | GORDON | GORDON FOOD SERVICE, INC. | Superior/AACF grant | 129.35 |
| 74395 | 04/14/22 | Printed | | | KANO | KANOPY INC. | march 2022 billing | 428.40 |
| 74396 | 04/14/22 | Printed | | | NIA | NIA KHALEED | Gen Z March 2022 | 170.00 |
| 74397 | 04/14/22 | Printed | | | 0000000051 | THE LIBRARY NETWORK | overdrive mag 4/23/22-4/22/23 | 8,550.05 |
| 74398 | 04/14/22 | Printed | | | MANPOW | MANPOWER | week ending 12/31/21 | 843.20 |
| 74399 | 04/14/22 | Printed | | | MBM | MBM TECHNOLOGY SOLUTIONS | Whit 2/24-3/23/22 | 905.23 |
| 74400 | 04/14/22 | Printed | | | MICHLIB | MICHIGAN LIBRARY ASSOCIATION | Brown renewal 5/31/22 | 85.00 |
| 74401 | 04/14/22 | Printed | | | MIDWESTTAP | MIDWEST TAPE | 501904428/501904425/501904570 | 1,435.65 |
| 74402 | 04/14/22 | Printed | | | MIDWESTTAP | MIDWEST TAPE | 3/31/22 ending | 12,147.55 |
| 74403 | 04/14/22 | Printed | | | DDM | DANIEL MORRIS | Gen Z intern March 2022 | 58.00 |
| 74404 | 04/14/22 | Printed | | | AYNA | AYESHA NADEEM | Gen Z intern March 2022 | 92.00 |
| 74405 | 04/14/22 | Printed | | | NEDE | HAJIRAH NADEEM | Gen Z intern March 2022 | 51.00 |
| 74406 | 04/14/22 | Printed | | | SLN | SOPHIA NEPIUK | Gen Z intern March 2022 | 138.00 |
| 74407 | 04/14/22 | Printed | | | OCLC | OCLC INC. | 4/1-4/30/22 billing | 478.60 |
| 74408 | 04/14/22 | Printed | | | OV | OVERDRIVE, INC. | 01576DA22095699 | 6,670.00 |
| 74409 | 04/14/22 | Printed | | | PATR | PATRON ACCOUNT | return-Soul Music | 19.08 |
| 74410 | 04/14/22 | Printed | | | PATR | PATRON ACCOUNT | return-Burn | 35.00 |
| 74411 | 04/14/22 | Printed | | | PATR | PATRON ACCOUNT | Return-The Short Course | 51.75 |
| 74412 | 04/14/22 | Printed | | | POG | MADISON POGUE | Gen Z intern March 2022 | 60.00 |
| 74413 | 04/14/22 | Printed | | | PP | PROGRESSIVE PRINTING | 600 annual reports 2021 | 488.00 |
| 74414 | 04/14/22 | Printed | | | RHPL | ROCHESTER HILLS PUBLIC LIBRARY | lost-Unexplained Jacob Carroll | 21.99 |
| 74415 | 04/14/22 | Printed | | | AMRO | AMELIA ROHIM | Gen Z intern March 2022 | 66.00 |

Check Register Report

Date: 05/18/2022

Time: 3:44 pm

Page: 2

Ypsilanti District Library

BANK: ANN ARBOR

| Check Number | Check Date | Status | Void/Stop Date | Reconcile Date | Vendor Number | Vendor Name | Check Description | Amount |
|-------------------------|------------|---------|----------------|----------------|---------------|-----------------------------------|--------------------------------|----------|
| ANN ARBOR Checks | | | | | | | | |
| 74416 | 04/14/22 | Printed | | | SHOW | SHOWCASES | 100 one-time single dvd case | 245.16 |
| 74417 | 04/14/22 | Printed | | | JUL | JULIANNE SMITH | PLA conference travel reimburs | 318.12 |
| 74418 | 04/14/22 | Printed | | | STAPAD | STAPLES ADVANTAGE | st 03/25/22 | 592.19 |
| 74419 | 04/14/22 | Printed | | | STUD | SUPERIOR TOWNSHIP UTILITY DEPT | 2/15-3/15/22 service | 8.22 |
| 74420 | 04/14/22 | Printed | | | TERM | TERMINIX | superior 3/28/22 service | 107.00 |
| 74421 | 04/14/22 | Printed | | | TCI | TERRACON CONSULTANTS, INC. | MA water remediation | 2,540.00 |
| 74422 | 04/14/22 | Printed | | | THOM WEST | THOMSON REUTERS-WEST | 03/04/22 invoice | 274.00 |
| 74423 | 04/14/22 | Printed | | | UMSI | UNIQUE MANAGEMENT SERVICES, | April 2022 curbside | 90.00 |
| 74424 | 04/21/22 | Printed | | | AK | AK LAWCARE | whit lawn maintenance #2 | 610.00 |
| 74425 | 04/21/22 | Printed | | | AMERICAN L | AMERICAN LIBRARY ASSOCIATION | Sales renewal 4/30/22 | 54.00 |
| 74426 | 04/21/22 | Printed | | | BASIC | BASIC | April 2022 admin fee | 50.00 |
| 74427 | 04/21/22 | Printed | | | CTS | CHARTER TOWNSHIP OF SUPERIOR | March 2022 grounds | 81.68 |
| 74428 | 04/21/22 | Printed | | | CTS | CHARTER TOWNSHIP OF SUPERIOR | March 2022 fuel/elec | 189.90 |
| 74429 | 04/21/22 | Printed | | | CLHI | CLARK HILL | march 2022 services | 588.00 |
| 74430 | 04/21/22 | Printed | | | CONSTELL | CONSTELLATION NEWENERGY- | march 2022 service | 4,051.26 |
| 74431 | 04/21/22 | Printed | | | ESL | ENLIGHTEN SOLUTIONS LLC | whit lighting | 8,469.20 |
| 74432 | 04/21/22 | Printed | | | FST | FIRST BOOK | #700519455 Kelly | 354.00 |
| 74433 | 04/21/22 | Printed | | | HOME | HOME DEPOT CREDIT SERVICES | statement 4/13/22 | 309.43 |
| 74434 | 04/21/22 | Printed | | | MNL | MADISON NATIONAL LIFE INS CO | May 2022 coverage | 1,261.46 |
| 74435 | 04/21/22 | Printed | | | MWA | MOVE WITH ALOHA LLC | 5/7/22 Luau dance | 200.00 |
| 74436 | 04/21/22 | Printed | | | MY FAVORIT | MY FAVORITE PLANT COMPANY | April 2022 lease | 128.00 |
| 74437 | 04/21/22 | Printed | | | PW | PLANTWISE | Whit burn 4/12/22 | 900.00 |
| 74439 | 04/21/22 | Printed | | | AMAZ | SYNCB AMAZON | statement 3/10/22 | 2,847.58 |
| 74440 | 04/21/22 | Printed | | | VERIZON | VERIZON WIRELESS | 3/10-4/9/22 service | 434.23 |
| 74441 | 04/21/22 | Printed | | | A4 | WASTE MANAGEMENT OF MICHIGAN | MA Arpil 2022 billing | 460.10 |

Total Checks: 76

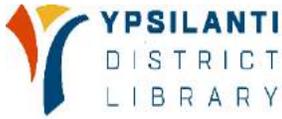
Checks Total (excluding void checks):

155,072.54

Total Payments: 76

Bank Total (excluding void checks):

155,072.54



Lisa Hoenig <lisa@ypsilibrary.org>

FB projection

1 message

Jim Carey <jcarey@ypsilibrary.org>

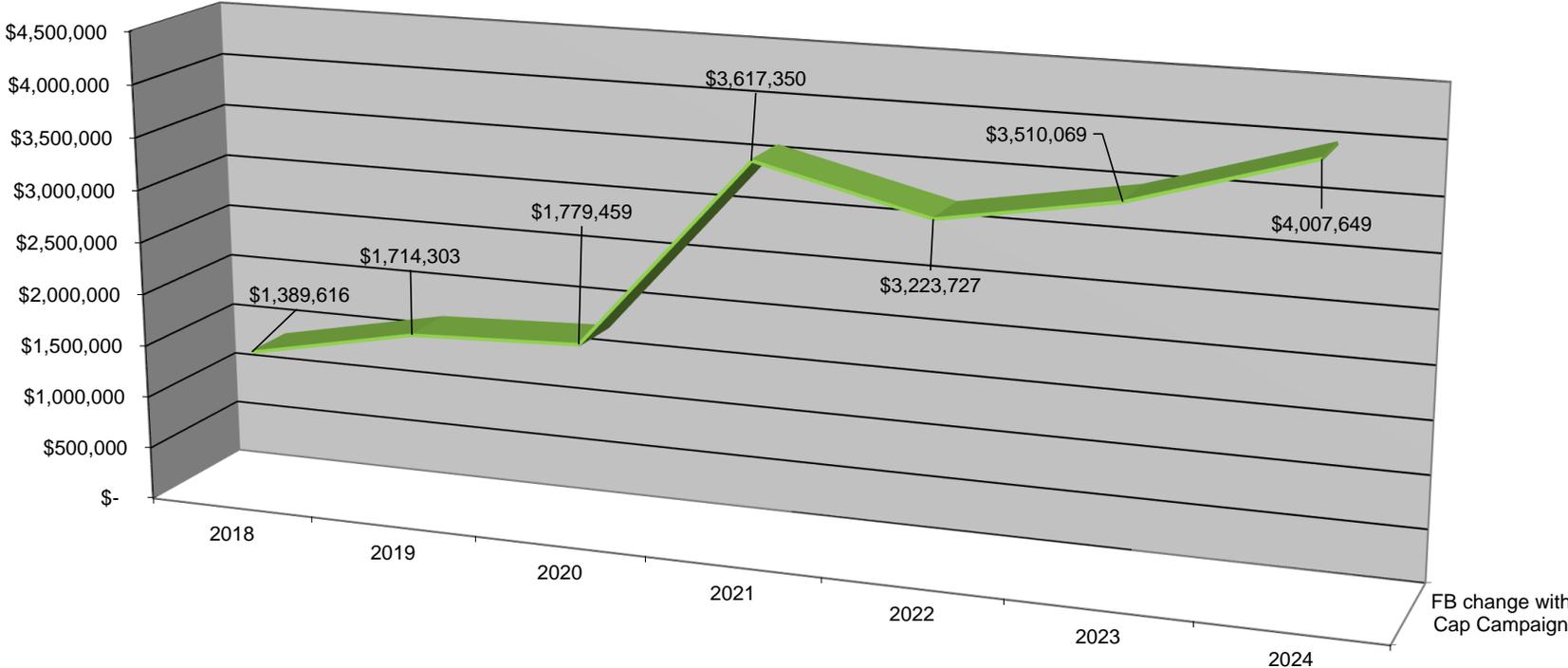
Fri, May 20, 2022 at 1:17 PM

To: Lisa Hoenig <lisa@ypsilibrary.org>, Monica Gower <mgower@ypsilibrary.org>

Attached is the updated Fund Balance projection that began as a part of the Superior project and now takes into account the recent payroll increases and the new taxable values for the municipalities in the district. I have also revised the future assumed increases in taxable values slightly (I remain very conservative in my projections 1% - 2% taxable value increase per year). Barring other sectors of increase this should prove to be a worst case scenario. FYI, the final FB number (2024) is about \$550K less than the last update. We did budget for some amount of increase in payroll expense in the last version, but this version incorporates more accurate data.

 **Superior Model_2018_2024_043022.pdf**
226K

Fund Balance Effect Superior Construction as of Apr 30, 2022



■ FB change with Cap Campaign

**Ypsilanti District Library Projection
As of Apr 30, 2022**

| | Actual 2018 | Actual 2019 | Actual 2020 | Actual 2021 | Budget 2022 | Projected 2023 | Projected 2024 |
|--|------------------------|------------------------|------------------------|------------------------|------------------------|---------------------------|---------------------------|
| Revenues | | | | | | | |
| Tax Levy | 3,441,986 | 5,047,060 | 5,290,728 | 5,546,456 | 5,664,791 | 5,684,832 | 5,831,371 |
| Penal Fines | 116,084 | 111,395 | 84,478 | 113,205 | 108,500 | 120,000 | 120,000 |
| State Aid | 60,847 | 66,506 | 66,428 | 71,964 | 76,296 | 50,000 | 50,000 |
| Lost Books | 67,077 | 60,633 | 22,485 | 7,187 | 9,000 | - | - |
| Investment Earnings | 20,935 | 31,077 | 18,651 | 23,940 | 17,500 | 17,540 | 17,601 |
| Miscellaneous | 213,787 | 179,312 | 84,702 | 95,362 | 2,300 | 34,550 | 34,550 |
| Total Revenue | 3,920,716 | 5,495,983 | 5,567,473 | 5,858,114 | 5,878,387 | 5,906,922 | 6,053,522 |
| Expenditures | | | | | | | |
| Personnel | 2,628,722 | 2,697,009 | 2,669,463 | 2,771,859 | 3,277,540 | 3,659,514 | 3,715,425 |
| Contractual Services and Books | 465,159 | 478,245 | 407,840 | 407,650 | 565,193 | 573,671 | 582,276 |
| Operating Costs | 846,939 | 804,657 | 795,102 | 765,199 | 866,917 | 888,153 | 905,259 |
| Capital Outlay | 7,997 | 41,385 | 26,722 | 34,864 | 156,200 | 158,543 | 160,921 |
| Total Expenditures | 3,948,817 | 4,021,296 | 3,899,127 | 3,979,572 | 4,865,850 | 5,279,881 | 5,363,881 |
| Net Change in Fund Balance | (\$28,101) | \$1,474,687 | \$1,668,346 | \$1,878,542 | \$1,012,537 | \$627,042 | \$689,641 |
| Additional Expenditures | | | | | | | |
| Capital Costs | | | 269,300 | 1,149,025 | 3,181,675 | | |
| Other Operating Costs | | | | - | 800,000 | 90,700 | 92,061 |
| Salaries & Wage increases | | | - | - | - | - | - |
| total additional | | | <u>269,300</u> | <u>1,149,025</u> | <u>3,981,675</u> | <u>90,700</u> | <u>92,061</u> |
| Transfer of Surplus to Capital Asset Superior | | -\$1,150,000 | -\$1,150,000 | -\$1,200,000 | -\$1,000,000 | -\$500,000 | |
| Transfer to Capital Asset-Other | | | -\$250,000 | -\$200,000 | -\$300,000 | -\$100,000 | -\$100,000 |
| Fund Balance Beginning of the Year | | \$1,389,616 | \$1,714,303 | \$1,713,349 | \$2,692,866 | \$1,423,727 | \$1,710,069 |
| Funds from Capital Improvement | | | | \$1,650,000 | \$3,000,000 | \$350,000 | |
| Funds assigned from surplus to other | | | | | | | |
| Fund Balance End of the Year | \$1,389,616 | \$1,714,303 | \$1,713,349 | \$2,692,866 | \$1,423,727 | \$1,710,069 | \$2,207,649 |
| Funds from Capital Campaign | | | \$66,110 | \$858,374 | \$875,516 | | |
| With Capital Campaign | \$ 1,389,616 | \$1,714,303 | \$1,779,459 | \$3,617,350 | \$3,223,727 | \$3,510,069 | \$4,007,649 |

Communications

5,226

ACTIVE LIBRARY
ADVOCATES



Leading the advancement of all Michigan
Libraries through advocacy, education
and engagement.

\$214,308



Total Value of
VOLUNTEER
Hours
(based on Independent
Sector)

130

YEARS

Celebrating our Founding

\$459,257

GRANTS
and Other
AWARDS
Received



INCREASE TO
STATE AID FOR
LIBRARIES
SINCE 2020.

\$3,000,000



127,573
PAGE VIEWS
Website Engagement

MLA is a collaborative network
of libraries, library professionals,
and library supporters.

470
TITLES

Total Titles Read
and Reviewed for
Literary Awards

81,985 READ
Newsletters Read (33% open rate)

We are
STRONGER
together!

2,000

MLA
MEMBERSHIP
AND
GROWING

46

Hours
AVERAGE
VOLUNTEER
HOURS/YEAR

7,630

MLA 
Social Media
FOLLOWERS
(Combined -
Facebook, Twitter,
Instagram, LinkedIn)

MLA serves as a
forum for collaboration,
cooperation, and partnership for
our diverse membership.

173
AMBASSADORS

MLA Volunteer
Ambassadors
(including board members)

9
AWARDEES

Outstanding
Individuals
Honored with
Awards

Working together to protect and
promote our libraries and advance
the library profession in Michigan.

2855
PEOPLE



Professional
Development
Attendance
(free and paid events)

Since 1891, MLA has been a
vibrant and dynamic
service organization.

ADDITIONAL RESOURCE
DEPLOYMENT TO LIBRARY
OF MICHIGAN

\$800,000

MLA is an indispensable and
valued leader, partner and
advocate for Michigan libraries.



3,384
Legislative Bills
Read and Analyzed



SERVED
1,200
Yearly "Informal" Consultations



MICHIGAN LIBRARY ASSOCIATION

MLA BY THE NUMBERS | 2022



CHEERS TO

25 + *Years!*

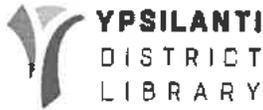
of serving others

You're invited to join a
RETIREMENT CELEBRATION
honoring

Brenda McKinney

May 27th, 2022 11:30 AM - 1:30 PM

3040 N. Prospect Road
Ypsilanti, MI 48198



Lisa Hoenig <lisa@ypsilibrary.org>

Your Quarterly Statement for GY040 - Ypsilanti District Library

1 message

kcr18@kroger.com <kcr18@kroger.com>
Reply-To: kcr18@kroger.com
To: info@ypsilibrary.org, lisa@ypsilibrary.org

Thu, May 12, 2022 at 8:14 AM



Your Kroger Account

[Community Rewards Home Page](#)



Dear Ypsilanti District Library (GY040),

The Kroger Co. Family of Stores is committed to bringing hope and help to the local neighborhoods we call home. Our stores are on a mission to not just part of, but to help create a stronger community. We recognize that every community has unique causes that need support. Thank you for being such an important organization in our community.

We encourage you to ask your supporters to link their rewards card to your organization. Community Rewards is easy to use. The more your supporters shop with us, the more money your organization will earn!

We are committed to carefully protecting our customer's personal information. In order to meet their expectation of privacy, we have adopted a simple policy to never share a customer's personal

01-Feb-2022 to 30-Apr-2022

66 Households

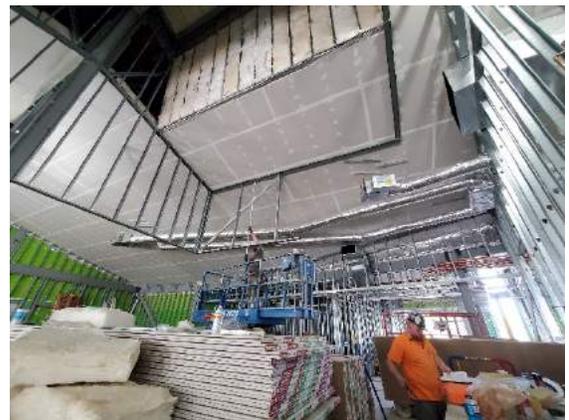
\$ 167.10 Total Donations

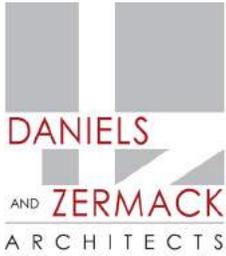
Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 5/20/2022
Re: Superior Planning Committee report

Mary attended the April 29 site meeting while I was out of town; I attended the most recent meeting, on May 13. Current status of the project:

- Interior framing is complete and door frames installed.
- Electrical, mechanical and plumbing system have passed their rough inspections.
- Interior drywall is in progress.
- Exterior brick has commenced and is expected to be complete near the beginning of June.
- Windows and glazing are scheduled for early June.
- Parking lot light poles are in place.
- Site work including curbs, grading, and parking lot base course will commence after masonry wraps up.
- OHM now anticipates the Harris Road widening project to run July-September.





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.: | 20 | | | | |
| OWNER: | Ypsilanti District Library | ARCHITECT'S PROJECT NO.: | 2017-55 | | | | |
| CONTRACTOR: | O'Neal Construction Inc. | CONTRACT: | Contract Administration | | | | |
| DATE: | 15 APR 2022 | TIME: | 12:00 pm | WEATHER: | Partly Cloudy | TEMPERATURE: | 45°F |
| ESTIMATED % OF COMPLETION: | 42% | 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:

20.1 Attic insulation, drywall, and foil facing being installed.

OBSERVATIONS:

- 20.1 Stored materials include: CMU block, mortar, and grout, steel for dumpster enclosure, Portland cement, lumber for wood blocking, cast stone, and brick, batt insulation and foil facing, drywall, joint compound, steel studs for interior framing.
- 20.2 Additional fasteners have been installed at the underside of the roof trusses through the sheathing as required per OCI's survey.
- 20.3 The foil facing is not sealed well to the sheathing in some areas, and there are other spots where there is a gap in the cold formed stud cavities (see photo on page 3). OCI and DZA discussed possible solutions, including adding spray foam to critical areas to help seal air gaps where it is difficult to have a continuous air barrier with the foil.
- 20.4 The concrete slab at the reading areas has some rough spots that will need to be smoothed. OCI has already notified the contractor of areas in the kitchenette area that also need smoothing.

ITEMS TO VERIFY:

- 20.1 After the site walk, OCI and DZA met with the EIFS subcontractor to discuss potential issues with the heavy duty mesh installation. A potential alternative is to use one layer of intermediate

(11 oz.) mesh with the standard mesh in the reveals, but the impact rating of this combination needs to be verified.

20.1a Sto has since confirmed that this would be below the specified Ultra High impact rating, but they have not tested this combination to determine exactly how close it would be (they think it would be a *High* impact rating).

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.

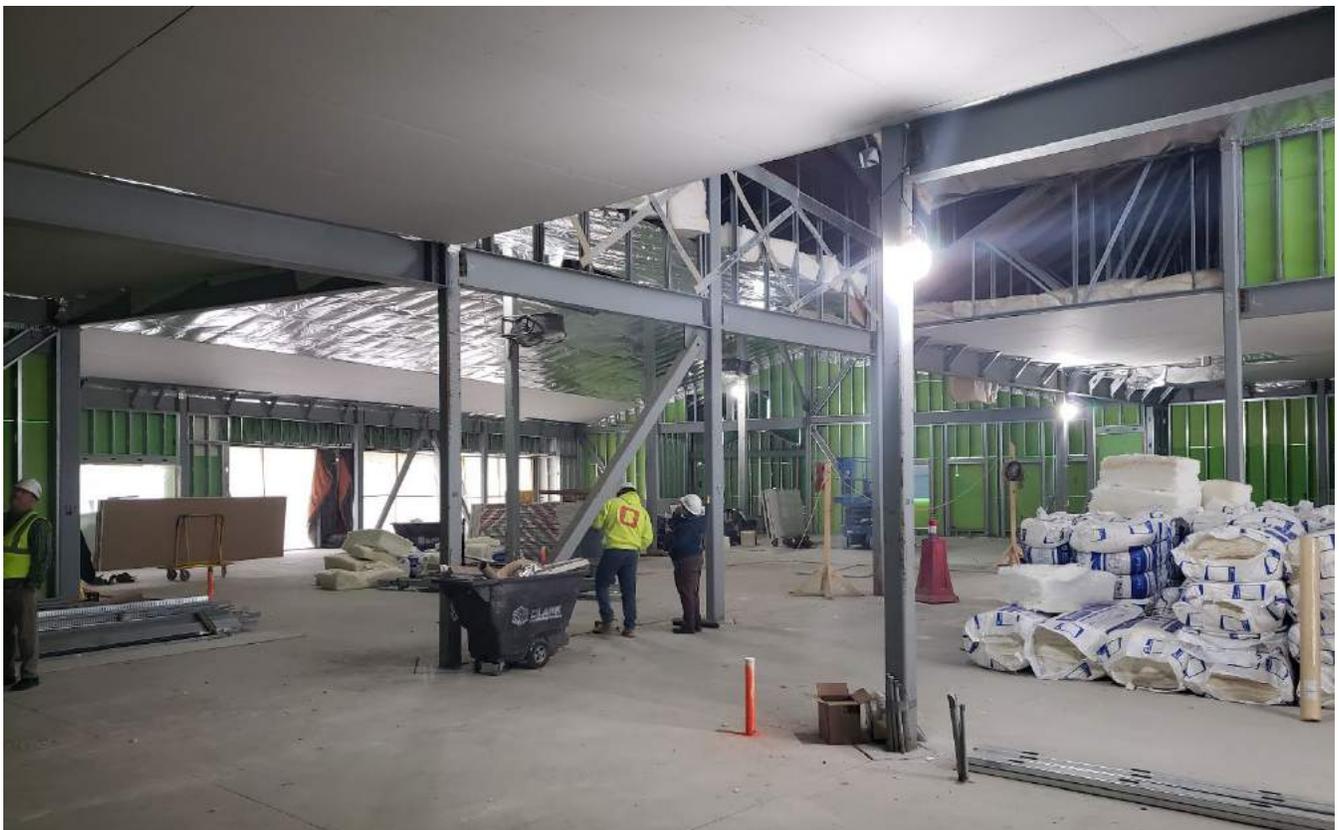
20.1 OCI to suggest solutions to the gaps in the air barrier/foil mentioned previously.

20.2 DZA to send marked up A/V drawings to OCI for reference for bulletin #6 work.

20.3 OCI to provide pricing to install irrigation system as discussed onsite after the site walk.

ATTACHMENTS:

20.1 See Progress photos:



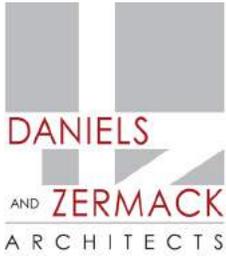


Foil needs to seal the inside of stud cavities and other gaps.



Rough/bumpy areas on the new concrete slab need to be ground smooth.

REPORT BY: D. Shellabarger



Architect's Field Report

| | |
|------------|---|
| OWNER | X |
| ARCHITECT | X |
| CONTRACTOR | X |
| FIELD | |
| OTHER | |

| | | | |
|-----------------------------------|--|--|-------------------------|
| PROJECT: | Ypsilanti District Library Superior Branch | FIELD REPORT NO.: | 21 |
| OWNER: | Ypsilanti District Library | ARCHITECT'S PROJECT NO.: | 2017-55 |
| CONTRACTOR: | O'Neal Construction Inc. | CONTRACT: | Contract Administration |
| DATE: | 29 APR 2022 | TIME: | 11:30 pm |
| | | WEATHER: | Partly Cloudy |
| | | TEMPERATURE: | 48°F |
| ESTIMATED % OF COMPLETION: | 45% | CONFORMANCE WITH SCHEDULE (+,-) | On Schedule |

PRESENT AT SITE:

Name:

Nick Kresta
 Shawn Courtney
 Matt Ratzow
 Dan Whisler
 Davy Shellabarger
 Mary Garboden
 (1) Electrician
 (5) Carpenters

Representing:

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

WORK IN PROGRESS:

- 21.1 Wall and soffit framing.
- 21.2 MEP rough-in.

OBSERVATIONS:

- 21.1 Stored materials include: CMU block, mortar, and grout, steel for dumpster enclosure, Portland cement, lumber for wood blocking, cast stone, and brick, batt insulation and foil facing, drywall and cement board, joint compound, steel studs for interior framing, acoustical insulation, MEP equipment and ductwork, door frames.
- 21.2 Parking lot light poles have been erected but are not yet powered.
- 21.3 The main duct run from the RTU has been installed.
- 21.4 Spray foam has been added at the base of the exterior wall cavities, at the truss cavity where the group study roof meets the main building's west exterior wall, and at structural columns where the foil barrier was unable to seal as detailed.
- 21.5 The meeting room closet door has been framed incorrectly (it was changed for bulletin 06) and will have to be redone.

ITEMS TO VERIFY:

- 21.1 OCI to confirm whether spray foam was adequately applied at the cupola overhang per onsite discussion.
- 21.2 OCI is verifying with the flooring installer whether the concrete floor slab requires further smoothing.

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.
- 20.3 OCI to provide pricing to install irrigation system as discussed onsite after the site walk.
- 21.1 DZA to confirm with Structural whether the missing sheathing piece near column BB.2 is an issue. (follow up email was sent after this site visit, still awaiting a response).
- 21.2 OCI to provide a cost breakdown for the conduit relocation that was associated with relocating the transformer pad as part of Bulletin 4, and for the changes to doors 127 & 128 as discussed in the meeting.
- 21.3 OCI to inquire about receiving a credit for downsizing utility conduit that happened early in construction.

ATTACHMENTS:

- 21.1 See Progress photos:





Main duct run above the staff area.



Spray foam added to truss cavity at the group study roof.

REPORT BY: D. Shellabarger

**Director's
Report
and attachments**

Library Director's Report May 25, 2022

Big changes

The Board Negotiations Committee met with representatives of AFSCME on May 4 and 11. I was very pleased to deliver a proposal for staff raises that brings salaries more in line with market rates, and will make YDL more competitive in hiring and retaining quality staff. Thank you for your support of the millage that brought us the funding, the compensation study that gave us target wage figures, and your ongoing recognition of the important work we do. The staff make the library what it is. Labor Attorney Chris Trebilcock will join us once again in closed session to summarize the changes prior to the Board's vote on the draft Collective Bargaining Agreement.

On June 1, YDL will become a fine-free library! Our PR campaign is set to launch, Sirsi-Dynix has been engaged to remove existing fine records from our database, and staff are eager to make the change. We hope to attract many new borrowers by removing a barrier to access that's been synonymous with libraries for so long. Exciting!

Facilities:

- The Michigan Avenue water remediation project is wrapping up. Interior work is complete and only a few items remain on the exterior. Concrete will be poured 5/24 and the Plaza should reopen by week's end.
- Architect Kyle Keaffaber and Enlighten's Brennan Booms co-presented a proposed upgrade to Library Plaza's lighting to the Ypsilanti Historical Commission on 5/10. They impressed the group and were granted approval; I'm excited to move forward on this at last.

Personnel:

- Our new Communications Intern is Samantha Huck, a student at WCC's Washtenaw Technical Middle College. She joined the YDL team effective May 10 and is fitting right in.
- We have also selected three Youth Interns for the summer. On May 25 Kaitlyn Johnson and Samantha Cooney will begin work in the Whittaker Youth Department, and Antoinette Moncrieff will start at Michigan Avenue.

Service Highlights:

Joy Cichewicz again worked with the volunteer organization Washtenaw Faces Race to present a virtual anti-racism conference. Public attendance was very good despite late publicity.

Technology:

- We received the 24 Chromebooks from the United Way's Safe Haven grant in the first week of May. IT staff are getting the first half ready to deploy at Michigan Avenue. Very exciting!
- The digital display screens that promote library services and events now use Communico Broadcast, and show scheduled events for the upcoming week in real time.

Side Notes:

- Julianne and I met with Washtenaw Literacy's new Director, Carole McCabe. She's enthusiastic about her new role and our strong partnership should seamlessly continue through the transition.
- I wrapped up my executive coaching hours with Patricia Berry this month. The fundraising skills she helped me build are definitely proving effective!
- My 3-year term as a judge for the John Cotton Dana Library Public Relations Award comes to an end at the ALA Conference in June. Reviewing the submissions was rewarding, and each year I came away with great ideas. I look forward to actually meeting my peers and the 2021 winners in D.C. next month!
- YDL will be closed for In-Service Day on June 3. We're looking forward to being together as a staff for the first time since 2019. Strategic planning is on the agenda.

YDL Dashboards

**YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
May 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 | \$24,000 |
| Memorial Gifts | | | | | | | | |
| In Memory of Marcia Peters | | \$525 | \$100 | | | | | |
| In Memory of Xavier Small | \$5,951 | | | | | | | |
| In Memory of Robert Warren | | \$2,170 | \$150 | \$100 | | | | |
| In Memory of Ingrid Koch | | | \$1,011 | | | | \$50 | |
| 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 | \$4,695 | \$2,261 | \$3,550 | \$4,008 | \$0 | \$50 | |
| 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 | |
| Victory Toyota (New Superior Grand Opening) | | | | | | | \$1,000 | |
| Sub-total | \$3,500 | \$10,216 | \$2,000 | \$1,000 | \$5,000 | \$2,500 | \$8,500 | |
| 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 | \$82,603 | |
| Superior | \$500 | | \$7,584 | \$45,900 | \$30,495 | \$358,815 | \$272,025 | |
| 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 | | | | |
| Sub-total | \$2,403 | \$2,884 | \$11,856 | \$49,712 | \$30,596 | \$369,115 | \$354,790 | |
| Total Donations | \$73,269 | \$73,008 | \$97,328 | \$100,793 | \$64,310 | \$612,246 | \$370,402 | |

**YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
May 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 | | | |
| Ann Arbor Rotary Foundation | | | | | | | \$5,000 | |
| Blue Cross Complete of MI - Early Literacy Program | | | | \$1,200 | | | | |
| CARES Act Grant | | | | | \$6,400 | | | |
| Children's Foundation | | | | | | | \$23,100 | |
| Downtown Association of Ypsilanti [Direct] | \$1,700 | | | | | | | |
| DTE Foundation | | | | | | \$10,000 | | |
| Ezra Jack Keats Minigrant, EJK Foundation | \$500 | | | | | | | |
| Generations United | | | | \$1,500 | | | | |
| Generator Z (Lakeshore Connections) | | | | | | \$24,000 | | |
| Graham Scholars (Solar Energy Stem Kits) | | | | | | | \$250 | |
| Graham Scholars Summer Internship Program | | | | | \$4,000 | \$4,000 | | |
| Gro More Good Grassroots Grant | | | | \$500 | | | | |
| Herrick Foundation | | | | | | \$150,000 | \$100,000 | |
| Humane Society of the United States | | | | | | \$2,000 | | |
| 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 - Public Library Services Grant | | | | \$1,555 | | | | |
| LSTA - Talk, Early Literacy Texting | | \$71,650 | \$61,250 | \$42,100 | | | | |
| 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 - Prime Time Family Reading | \$3,000 | | \$3,000 | \$2,700 | | | | |
| MHC - Ypsilanti African American Oral History Archive | \$24,350 | | | | | | | |
| MHC- Arts & Humanities Touring Grant | | \$324 | | | | | | |
| MParks | | | | | \$3,000 | | | |
| Mullick Foundation (New Superior Kichenette) | | | | | | | \$10,000 | |
| 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 | | | | | |
| 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 | \$200,000 | |
| Ypsilanti Downtown Development Authority | | | | | \$800 | | | |
| Total Grants | \$57,956 | \$91,360 | \$82,465 | \$63,206 | \$161,044 | \$517,152 | \$464,492 | |

| | | | | | | | | |
|---------------------|------------------|------------------|------------------|------------------|------------------|--------------------|------------------|--|
| GRAND TOTALS | \$131,225 | \$164,368 | \$179,793 | \$163,999 | \$225,353 | \$1,129,398 | \$834,894 | |
|---------------------|------------------|------------------|------------------|------------------|------------------|--------------------|------------------|--|

| |
|--|
| Designated Fundraising to Date |
| YDL - Superior Construction (Gousseff Trust included) - \$1,845,477.60 |
| *** Towsley Foundation Grant (Starts December 2022 / \$80,000 per yr. for 5 years) |
| * Whittaker Rd Teen Area Improvement -\$5,550 |

*\$1050 remaining, expenditures =4500

| 2022 | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTALS |
|---|--|---------------|---------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------------|
| CURRENT PUBLIC SERVICE OFFERINGS | | | | | | | | | | | | | |
| BOOKS ON WHEELS DELIVERIES | 11 | 12 | 17 | 13 | | | | | | | | | 53 |
| CIRCULATION | | | | | | | | | | | | | |
| Whittaker | 25,932 | 26,501 | 29,474 | 32,846 | | | | | | | | | 114,753 |
| Michigan ** | 5,913 | 5,538 | 6,457 | 4,370 | | | | | | | | | 22,278 |
| Superior | 703 | 693 | 648 | 604 | | | | | | | | | 2,648 |
| Bookmobile | 154 | 331 | 52 | 606 | | | | | | | | | 1,143 |
| eProducts | 12,547 | 11,334 | 12,364 | 11,712 | | | | | | | | | 47,957 |
| TOTAL | 45,249 | 44,397 | 48,995 | 50,138 | 0 | 188,779 |
| COLLECTION | | | | | | | | | | | | | |
| Physical items added | 1,206 | 1,124 | 884 | 783 | | | | | | | | | 3,997 |
| Items added | 1,714 | 999 | 1,121 | 792 | | | | | | | | | 4,626 |
| Items cataloged | 460 | 346 | 376 | 260 | | | | | | | | | 1,442 |
| CURBSIDE APPOINTMENTS | | | | | | | | | | | | | |
| Whittaker | 166 | 90 | 73 | 67 | | | | | | | | | 396 |
| Michigan | 36 | 34 | 27 | 21 | | | | | | | | | 118 |
| Superior | 162 | 142 | 159 | 144 | | | | | | | | | 607 |
| Bookmobile | 50 | 108 | 176 | 79 | | | | | | | | | 413 |
| TOTAL | 414 | 374 | 435 | 311 | 0 | 1,534 |
| DOOR COUNT | (New counters installed 4/15-MA & 4/22-Whit) | | | | | | | | | | | | |
| Whittaker | 8,486 | 8,643 | 12,214 | 11,042 | | | | | | | | | 40,385 |
| Michigan ** | 3,921 | 6,398 | 6,776 | 3,394 | | | | | | | | | 20,489 |
| Superior | | | | | | | | | | | | | - |
| Bookmobile | | | | 107 | | | | | | | | | 107 |
| TOTAL | 12,407 | 15,041 | 18,990 | 14,543 | 0 | 60,981 |
| HAND PICKED FOR YOU | | | | | | | | | | | | | |
| Whittaker | 0 | 0 | 0 | 0 | | | | | | | | | - |
| Michigan | 0 | 0 | 0 | 0 | | | | | | | | | - |
| Superior | 0 | 2 | 0 | 0 | | | | | | | | | 2 |
| Bookmobile | 5 | 10 | 15 | 8 | | | | | | | | | 38 |
| TOTAL | 5 | 12 | 15 | 8 | 0 | 40 |
| MELCAT | | | | | | | | | | | | | |
| Loans | 972 | 910 | 1,017 | 818 | | | | | | | | | 3,717 |
| Borrows | 979 | 786 | 842 | 907 | | | | | | | | | 3,514 |

** Michigan Avenue location closed for repairs 4/18-5/9/22

| 2022 | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTALS |
|---|--------------|--------------|--------------|-------------|----------|----------|----------|----------|----------|----------|----------|----------|---------------|
| NEW LIBRARY CARDS | | | | | | | | | | | | | |
| New applications | 330 | 241 | 359 | 226 | | | | | | | | | 1,156 |
| Student eCards | 0 | 0 | 142 | 0 | | | | | | | | | 142 |
| TOTAL | 330 | 241 | 501 | 226 | 0 | 1,298 |
| PODCAST: YPSI STORIES | | | | | | | | | | | | | |
| Plays | 91 | 237 | 93 | 82 | | | | | | | | | 503 |
| PRINTING ON DEMAND <i>Ltd. to 20 free pages/day</i> | | | | | | | | | | | | | |
| Whittaker | | | | | | | | | | | | | - |
| Michigan | | | | | | | | | | | | | - |
| Superior | 2 | 3 | 3 | 8 | | | | | | | | | 16 |
| TOTAL | 2 | 3 | 3 | 8 | 0 | 16 |
| PROGRAM/SUPPLY/KIT DISTRIBUTION | | | | | | | | | | | | | |
| Youth | 19 | 5 | 6 | 0 | | | | | | | | | 30 |
| Teen | 0 | 0 | 0 | 0 | | | | | | | | | - |
| Adult | 49 | 37 | 13 | 16 | | | | | | | | | 115 |
| Partner sites | 0 | 0 | 0 | 0 | | | | | | | | | - |
| TOTAL | 68 | 42 | 19 | 16 | 0 | 145 |
| REFERENCE | | | | | | | | | | | | | |
| Whittaker | 1,933 | 1,947 | 2,800 | 2,386 | | | | | | | | | 9,066 |
| Michigan ** | 1,787 | 1,995 | 2,373 | 1,099 | | | | | | | | | 7,254 |
| Superior | 71 | 121 | 117 | 75 | | | | | | | | | 384 |
| Bookmobile | 5 | 20 | 18 | 30 | | | | | | | | | 73 |
| TOTAL | 3,796 | 4,083 | 5,308 | 3590 | 0 | 16,777 |
| TAX ASSISTANCE VISITS | | | | | | | | | | | | | |
| Whittaker | | 47 | 79 | 19 | | | | | | | | | 145 |
| Michigan | | 89 | 131 | 56 | | | | | | | | | 276 |
| Superior | | 16 | 20 | 0 | | | | | | | | | 36 |
| TOTAL | | 152 | 230 | 75 | | | | | | | | | 457 |
| TEACHER BUNDLES | | | | | | | | | | | | | |
| Whittaker | 0 | 0 | 0 | 0 | | | | | | | | | - |
| Michigan | 0 | 0 | 0 | 0 | | | | | | | | | - |
| Superior | 0 | 0 | 0 | 0 | | | | | | | | | - |
| TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | - |
| TECHNOLOGY | | | | | | | | | | | | | |

** Michigan Avenue location closed for repairs 4/18-5/9/22

| 2022 | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | TOTALS |
|---|----------------|-------------------|-------------------|-------------------|-----|-----|-----|-----|-----|-----|-----|-----|-------------------|
| Web site visitors | 112,212 | 101,681 | 107,123 | 93,999 | | | | | | | | | 415,015 |
| Wireless users | 4,256 | 5,303 | 5,376 | 5,498 | | | | | | | | | 20,433 |
| App users (unique) | 1,257 | 1,225 | 1,357 | 1,373 | | | | | | | | | 5,212 |
| TUTORING SESSIONS (826) | 0 | 0 | 0 | 0 | | | | | | | | | - |
| PROGRAMS <i>Virtual or in-person, live</i> | | | | | | | | | | | | | |
| WHIT Youth/Attendance | 11(111) | 33(658) | 47(1,319) | 45(1,245) | | | | | | | | | 136(3,333) |
| MICH Youth/Attendance | 5(34) | 7(87) | 13(170) | 13(186) | | | | | | | | | 38(477) |
| SUP Youth/Attendance | 3(55) | 3(75) | 17(435) | 4(345) | | | | | | | | | 27(910) |
| TOTAL YOUTH | 19(200) | 43(820) | 77(1,924) | 62(1,776) | | | | | | | | | 201(4,720) |
| WHIT Teens/Attendance | 4(49) | 7(71) | 8(44) | 5(37) | | | | | | | | | 24(201) |
| MICH Teens/Attendance | 5(19) | 7(28) | 5(31) | 7(49) | | | | | | | | | 24(127) |
| SUP Teens/Attendance | 0 | 0 | 0 | 0 | | | | | | | | | - |
| TOTAL TEEN | 9(68) | 14(99) | 13(75) | 12(86) | | | | | | | | | 48(328) |
| WHIT Adults/Attendance | 27(167) | 34(177) | 40(225) | 36(135) | | | | | | | | | 137(704) |
| MICH Adults/Attendance | 11(143) | 8(87) | 13(99) | 4(28) | | | | | | | | | 36(357) |
| SUP Adults/Attendance | 3(46) | 5(63) | 6(92) | 6(86) | | | | | | | | | 20(287) |
| TOTAL ADULT | 41(356) | 47(327) | 59(416) | 46(249) | | | | | | | | | 193(1,348) |
| TOTAL VIRTUAL EVENTS | 69(624) | 104(1,246) | 149(2,415) | 121(2,442) | | | | | | | | | 443(6,727) |
| VIRTUAL PROGRAMS <i>Recorded views</i> | | | | | | | | | | | 0 | | |
| Youth programs/views | | | | | | | | | | | | | |
| Teen programs/views | | | | | | | | | | | | | |
| Adults programs/views | | | | | | | | | | | | | |
| <i>* Programs are totaled in Sept. to comply with State Aid reporting</i> | | | | | | | | | | | | | |
| PAST COVID ACTS OF GREATNESS AND OTHER ONE-TIME EVENTS | | | | | | | | | | | | | |
| KN-95 mask distribution | 1,000 | 3,000 | 3,000 | 1,000 | | | | | | | | | 8,000 |
| COVID Rapid Test Kits | 300 | 300 | 0 | 300 | | | | | | | | | 900 |
| Pop-up sidewalk browsing | | | | | | | | | | | | | - |
| Vaccine days | | | | | | | | | | | | | - |
| FUTURE COVID ACTS OF GREATNESS | | | | | | | | | | | | | |
| WiFi expansion at SUP | | | | | | | | | | | | | TBD |
| Lunch distribution (Parkridge) | | | | | | | | | | | | | - |
| Electronics Recycling | | | | 331 | | | | | | | | | - |
| Sycamore Meadows lunch help | | | | | | | | | | | | | - |

** Michigan Avenue location closed for repairs 4/18-5/9/22

Department Reports

Acquisitions Department Board Report

May 2022

Department News and Activities

- I continue to attend meetings regarding the Superior Opening Day collection and load records from Baker & Taylor into our catalog.
- The expanded Library of Things is officially launching on June 26, with a kick-off event in the Whittaker Road community room.
- I am representing YDL on a history sub-committee for the city's Bicentennial celebration planned for 2023.
- The Washtenaw Reads screening committee has started meeting. We will be making our way through public and committee suggestions to find the next Read for our community. Like last year, we will narrow the titles down to three and then the public will vote for their favorite.
- 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 44% encumbered.
- 260 items were cataloged in April.
- 1,575 items, including 792 e-items, were added in April.
- YDL borrowed 907 items from other libraries via MeLCat in April.
- YDL loaned 818 items to other libraries via MeLCat in April.

Submitted by Sarah Zawacki
May 19, 2022

Assistant Director
Board Report: May, 2022

The new kitchen appliances for Superior have arrived. Big George's has agreed to store them for us until we are ready for installation. News reports abound of people waiting over a year for appliance orders to arrive, so I think we are beyond lucky (and smart!) to have made our selections when we did.

We had a false start with a possible savings of using existing left-over shelving from the Whittaker build for new Superior. Alas ... the specifications are such that we can't reasonably supply the quantities needed to meet the quota and thus reduce the cost. Consequently, all new shelving will be installed (as was planned anyway).

Along with Lisa, Brian, and Pat, I am pleased that contract negotiations have concluded and that the new CBA received unanimous support from its members. Staff have been very patient with low salaries for a long time. I am glad that the increases are coming when they are; lots of people on staff are struggling with the inflation issues.

I would like to give a special thanks to Sam, Paula, Amy, Brigitte, and Karen for helping me and the Friends set up for their book sale. Due to a last minute cancelation, they literally had no one to help and were faced with canceling the sale. It was YDL staff to the rescue, and the show will go on. The League of Women Voters will also be outside Whittaker on Sunday during the sale to register voters and share the new congressional maps.

Thanks is due twice to Karen for helping me organize our annual staff in-service day on June 3. We have not had one since 2019, so this is exciting! Our strategic planners will be here (one in person, one remotely), and attorney Virginia Cardwell will be presenting on wills, probate, and estate planning (I am calling this the "necessary" strategic planning session!) Following our staff photo and years of service pin ceremony, we will take a trip to the new Superior so staff can get a preview of what's to come. Thank you to the Friends for sponsoring our lunch, which will be catered by Caspian Mediterranean Grill.

Lisa and I had a nice meet and greet with Washtenaw Literacy's new Executive Director, Carole McCabe. It was good to meet her in person and affirm the nice working relationship WL continues to have with YDL.

The EZ Proxy purchase on the agenda this evening is a necessary subscription to ensure that our databases continue to be available to our patrons from their home devices. Vendors require that access to their products be controlled either through proxy or API; proxy is the preferred method for us. Approximately ten products will utilize the service.

I have been working on creating new slides advertising these databases so that Sam can post them on our new Communico Broadcast module. They can be scheduled across the board or by specific location or department, which makes them very targeted and relevant.

*Supposedly, our new "flood furniture" will be arriving in mid- to late-June. We do not have a closing date scheduled, but the electricians will be visiting us next week to make sure they have all their boxes checked prior to installation.

Sparkling continues in the Mezzanine as time permits. Jim and I are discarding relics and creating space for the undamaged first floor furniture, which will be moved upstairs during the remodel. The "false wall" by the elevator will be dismantled, and excess shelving will be reassembled for the Friends.

I am actually enjoying redoing our Emergency Manual, and if you are ever stuck in the elevator, I feel confident I could help you! Since procedures will vary by location, instructions for each scenario will be customized accordingly and reflect the new building in Superior.

The risk management people should love us.

Submitted by Julianne Smith, May 19, 2022



Communications & Development

Monthly report: May 2022

Major print/design pieces produced:

- We printed more than 5,000 of our Summer Challenge flyers to distribute with the Interrupters campaign as well as school backpacks. The piece highlights the Summer Challenge, as well as our Fine Free initiative and Library of Things collection.
- We're finalizing the summer issue of The Loop, which should reach mailboxes around June 1. It will feature information about our Fine Free initiative, the Summer Challenge, and our new Library of Things additions.



Promotions

- **Capital Campaign:** As of 5/18 we've raised over \$239,600 in the crowdfunding portion of our Capital Campaign. We need to raise a little more than \$230,000 to reach our \$2M fundraising goal.



- **Fine Free:** We are finalizing our fine-free PR campaign. We've worked with our designers to create materials for new banners, posters, bus advertisements, website and social media images, bookmarks, and more. We'll be launching June 1 with updates on social media and our website as well as press releases and announcements shared with our community groups like Parkridge.
- Sam is working with Robert, Kim, and the rest of the Library of Things team to create a new web page for the upcoming Library of Things expansion.

Notable Media Mentions

- MLive wrote about our Seed Library and 500-packet donation (see attached article).
- Lucy Ann Lance did a radio interview with Sam about the Seed Library.
- YDL was included in a Concentrate Media photo essay about students celebrating Earth Day at Erickson Elementary.
- EMU Today wrote about the YpsiWrites storytelling workshop with Ryan Estrada.

Staff News

- Samantha Huck has started as the new communications intern. She is a student at WCC's Washtenaw Technical Middle College and also volunteers in the Youth Department. We're excited to have her bring her writing skills aboard!

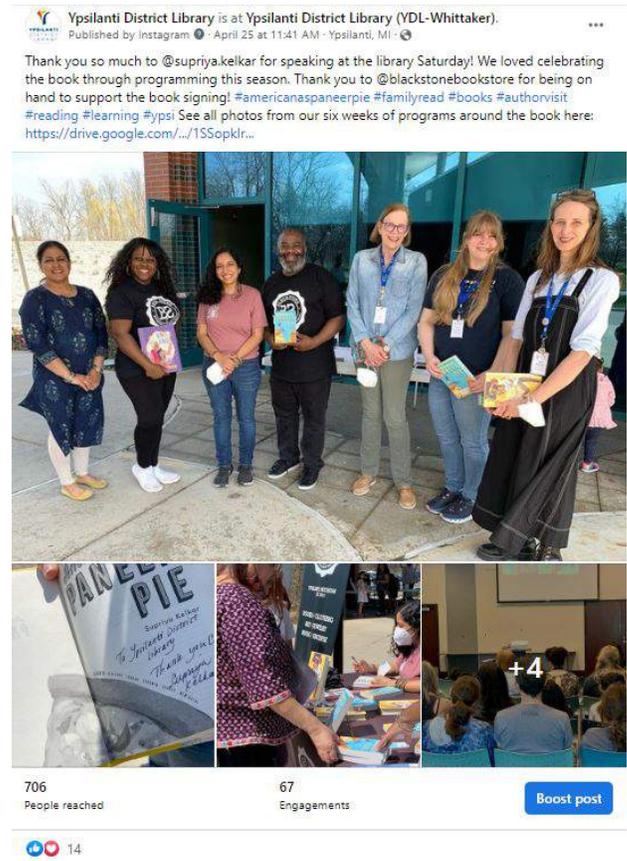
Community Relations

- 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. For May, we shared info about getting masks and test kits through YDL and the Friends of YDL Book Sale.
- Sam is serving on the Communications subcommittee for the Ypsilanti Bicentennial celebration, working with other community professionals to help spread the word about Bicentennial activities.
- Sam was helping collect and create items to bring for table displays at the upcoming A2SF Live! Here! Now! Summer Concerts in the Ypsilanti community.

Notable Social Media activity

- A post sharing information about getting help with energy bills from DTE and other agencies was shared 20 times and seen by nearly 3,000 people. This again shows we're a valuable outlet for community information.
- Nearly 1,000 people saw our post about the Black and Brown Theatre production at YDL-Whittaker and it had 40 engagements.
- Our post sharing information about the Ypsilanti Senior Center free daycare program for "Grandfamilies" was seen by over 4,300 people with 139 engagements, including 28 shares and 17 likes.
- Over 1,100 people saw our post about our YpsiWrites Mother's Day card workshop. It got 30 engagements, including 8 shares.
- An Instagram post sharing about Supriya Kelkar's author visit as part of the Family Read program got almost 70 engagements on Facebook and 60 likes on Instagram.
- 120 people watched the Rescuing Democracy Faces Race community discussion on Facebook.



Submitted by Sam Killian on May 20, 2022

Customer Services

Monthly report: May 2022

Circulation Stats

For the month of April, we checked out 38,426 items system wide.

Patrons downloaded 11,712 digital items.

We also issued 226 new library cards.

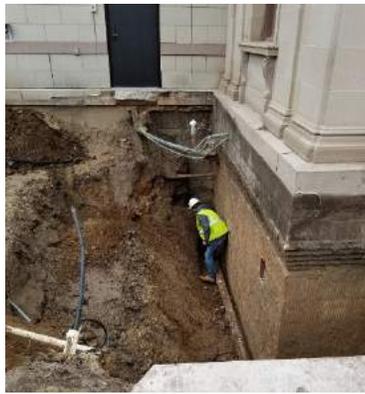
The Whittaker Road library had 67 curbside appointments.

Submitted by *John Connaghan* on May 17, 2022

Facilities Department

Board Report: May 2022

Michigan Ave was the main focus for the last month with Ram Construction working on the water remediation project. Jim, Ron, and help from Chris in IT, we got all the necessary shelving, Teen Zone computer desks, peg board, magnet displays removed from the walls, and covered up shelving to keep materials free from dust so Ram could do their work without any of our stuff in the way.



Ram added stucco on the Teen Zone and Youth walls, while outside they excavated the area by the employee entrance to work on the outside of the south wall adding waterproofing material.

While this was happening, DTE came to raise the gas meter on the northeast corner of the building, where Ram will add concrete to prevent water from puddling up in that area which added to the water issue in the basement.



Ram Construction finished up inside. So Facilities got back to work putting stuff back into place. Joy asked us to add some shelving, and move a file cabinet behind the Youth Circ Desk. Nicole asked for some help to re-decorate the Teen Zone. We helped her out a little bit with the project.



Brennan's group from Enlighten came out to install some new LED lighting at the Whittaker Road facility. They replaced lighting near the front entrance, under the awning by the Community Room, and wall lighting by the garage and the employee entrance. Parking lot lights will happen at a later date.



The trucking company that moves the Evicted exhibit came to pick up the display. We helped the driver load his truck, so he can get it to its next stop in St. Louis.

Submitted by: Jim Reed

May 18, 2022

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

May 2022

Status Report

- Superior Requirements – We're actively preparing and planning on all things 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 are online with the new system and working to fine tune counts, we anticipate being fully operational.
- Virtual Meeting equipment – We've identified a product line that should work quite seamlessly while meeting some cost objectives. We will initially be implementing a system in a room at Whittaker Rd that closely matches the needs of the new Superior building to serve as a proof of concept and allow staff to familiarize themselves with the solution.
- Wi-Fi – We've made a recent adjustment that so far appears to be helping to improve connectivity and Virtual Meeting/communications. An expansion of outdoor Wifi services towards the southern parking lot at Whittaker Rd and a similar expansion to fortify Wifi access in the Michigan Ave park towards Michigan Ave are anticipated for 2022.
- New servers – 2022 will continue the process of system upgrades. Newly acquired hardware/virtual software provides us with a platform to grow and refresh almost every one of our in-house systems. I've added the Virtual hosts to their new home, updated backup infrastructure, and brought a few critical/new systems online.
- TLN WAN and Intranet connectivity – TLN is quoting some additional hardware that we will utilize to improve the interconnectivity of our buildings. This should help shore up these connections for all purposes.
- New Laptops & Chromebooks – We are expecting to bolster our supply of these devices by a few dozen in the next few months. The Chromebooks in particular should provide excellent opportunity to incorporate a system that works well in many education environments.

Overall System Status

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

New or Upcoming Items

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

Michigan Avenue Board Report: May 2022

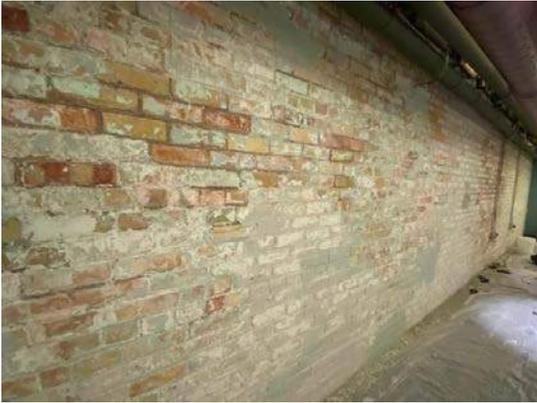
Building: Everything this month was geared toward facilitating construction and other projects to be done during our closing. The construction workers inside the building changed the Teen Zone's ugly scaling brickwork into stucco walls that look beautiful and smooth. The damaged wall became a smooth pale lilac color chosen by our TAG teens. Some of our young men really wanted a galaxy so Nicole created a fabulous galaxy mural on the undamaged arched wall that pulled all the colors together. The youth outside wall had times when dirty water would pour in on the picture books and the bricks were starting to get damaged. That wall also became a smooth pale peach stucco wall. To waterproof the outside, they dug a 12' hole against the southeast staff entrance corner. There were some delays but now the waterproofing is done, the hole is filled in and they are getting ready to pour concrete. We hope to have outside work done by the end of next week. Tuckpointing all around the building and re-caulking the ramps are complete. I want to thank Lisa and the Board for investing the funds to maintain this jewel of downtown. I also want to thank Jim and Ron for the countless hours they spent taking care of a list of projects and enabling us to make improvements on this building.

Programs: We moved programs to Whit Rd during our closing. Leap into Science was another fantastic program focused on wind energy. Guitar Club, kid and teen book clubs also successfully moved to Whit Rd. Kelly and Nicole did a mug painting program with teens. Scott worked with YpsiWrites to put on a virtual 3 panel comic. Many hours went into a collaboration with Washtenaw Faces Race to put on a webinar mini-conference called **Rescuing Democracy 2022-Before it's too late**. This is a very important topic and we had some fabulous speakers especially keynote speaker, Peter J. Hammer, Director of the Damon J. Keith Center for Civil Rights and a law professor at Wayne State. This conference would not have been possible without the competent help of Mary and Paula. It takes 3 people to handle tech when putting on a complex event such as a conference and they were fantastic!

Staff: Mich Ave staff were able to work a lot of hours in the Adult, Circ, and Youth departments. They were also able to help Outreach get door hangers ready. Unfortunately, the day we were going to hand them out was pouring rain so we haven't yet done that. While we were closed there was an intensified focus on getting some training done. Several staff became Mel Mavens or are partially through the courses. This training is geared toward becoming familiar with using the Melcat Databases for answering reference questions. All staff have also watched at least two training sessions of the Homeless Library training. A couple staff have watched MANY training sessions. Everyone finds these very useful in managing challenging clientele. Kim did a hard weed of audiobooks. Covid forced a move to more digital collections and physical audiobooks are just not being used to the extent they were pre-Covid. Shoshanna has been organizing June forums with the League of Women Voters for the Ypsilanti mayoral and Ward 3 candidates.

Joy Cichewicz
May 20, 2022





Outreach Services Board Report May 2022

Staff News

- A hearty congratulations to Liz Getty, who recently completed her coursework for her Master's in Library and Information Science at Wayne State!

Superior:

- Planning for new Superior continues. Stacey and I helped select seating & tables; Julianne and I are working with the design team on our request for proposal for shelving
- I attended the April 29 construction meeting in Lisa's place. It was incredibly exciting to see the progress made since the Hard Hat Party.
- Our Opening Day Collection selection process with Baker & Taylor continues. Most of the carts have now been received by our selectors and we continue to work as speedily as we can to meet the deadlines set by BT.



Outreach Projects & Programs:

- Joy, Jodi, and I worked with 826michigan to formulate a proposal for Washtenaw County's Community Priority Fund. We propose partnering with 826michigan to deliver after-school tutoring & teen peer support Monday-Thursday throughout the school year at all three locations.
- Stacey represented YDL at a YCS career night. Turnout was low but she made good connections with those who were there.
- Mary, Nicole, and Liz hosted the WISD students in April & May for science and art activities. Pictured above right is a student painting with shaving cream and watercolor paints.
- Mary & Jenny went to Erickson Earth Day event. We visited with over 100 people while handing out library information and Bug Kits from Scrap Creative Reuse.



- Nicole and Psyche represented YDL at WISD's early childhood educator's conference. Psyche gave a presentation about new diverse books for preschoolers, and Nicole staffed an informational table about YDL services.
- Stacey presented a flight science program for participants at YIES Bright Futures after-school program.
- Our pop-up libraries at Sycamore Meadows continue to go well. We have now had three, and attendance has increased each time. We are starting to invite other community agencies to provide services and information, based on resident requests.



LNGO

- Our latest virtual fitness series concluded and we started our in-person Tai Chi series.
- Khi delivered large print books to Ypsilanti Township Senior Center and Gilbert Residence.

Bookmobile:

- Our full-service evening route is picking up steam! We are seeing more patrons now than we had during our curbside route.
- The bookmobile went to the shop for routine maintenance to the generator and hydraulic leveling system.



Submitted by Mary Garboden,
May 13, 2022

Whittaker Road-Adult Services Board Report: May 2022

Here is a listing of May programs:

- Grieve Well: Understanding Grief Webinar
- Google Docs for Beginners (Adult-Virtual)
- Microsoft Word – Basics
- Small Business Savvy: Staging Your Products for Online Sales (partnership with SCORE)
- Thursday Morning Book Group
- Microsoft Excel – Basics
- Mother's Day Cards/Crafts (with Youth Department)
- Google Docs Tips & Tricks (Adult-Virtual)
- Gmail - Basics
- Microsoft Word – Intermediate
- Creating a 3-panel Comic (partnership with YpsiWrites)
- Microsoft Excel – Intermediate
- Google Sheets for Beginners (Adult-Virtual)
- Pet a Therapy Dog!
- Microsoft PowerPoint – Basics
- Beachcombing Florida Beaches
- Google Slides for Beginners (Adult-Virtual)
- Google Calendar - Basics
- Small Business Savvy: Show Me the Money! Financing Your Business (partnership with SCORE)
- Microsoft Excel – Pivot Tables (Intermediate)
- Google Sheets Tips & Tricks (Adult-Virtual)
- Virtual Mystery Lover's Book Group
- How to Host a Zoom Meeting (Adult-Virtual)
- Virtual African American Authors Book Discussion Group

This month, we hosted two programs that were well attended; Robert had 47 attendees for the Mother's Day Cards/Crafts program on May 8th and Christy had 53 for her Pet a Therapy Dog! Program. The dogs were well-behaved and people really enjoyed giving them some petting. I also wanted to mention that 331 cars came by the April e-cycling event. People were very pleased to get rid of their old electronic devices, appliances, cords, etc. We are pleased to keep all of those items out of landfills and to support a local business, Advance Computer Recycling, who handles this event for us. Kudos to Christy for managing this major event. Look for her other major recycling program, paper shredding, in August.

The staff committee working on the Library of Things collection is making good progress; we are still on track to have this collection ready to go by our Thing-O-Rama event in late June.

Adult Services Department staff will be staffing an information table at several of the local Live Here Now concerts being presented by The Ann Arbor Summer Festival. We'll have library-related information (Summer Challenge, Library of Things, Kanopy, etc.) and have a chance to talk with patrons out in the community.

Brigitte and Paula helped the Friends of YDL with setup for their big May book sale. Many boxes of books had to be hauled down from the mezzanine to the Community Room.

Paula and Christy are still selecting books for the new YDL-Superior collection. It's still a very time-consuming task but we are still making progress slowly but steadily.

-Submitted by Paula Drummond May 18, 2022

Whittaker Youth Services Board Report May 2022

Programs

LITTLE ONES

Storytimes 797 people attended 25 storytimes in April. Marlena's session concluded with kids dressed like royalty. Those who wanted to, made capes and crowns to wear. We have been using ribbon wands instead of a parachute with toddlers since covid. See them in action to the right.

May Day Nature Walk Psyche worked with the Washtenaw County Parks Department to host a Saturday morning storytime attended by 32. After hearing a read aloud, kids made wands and used them to wake up the earth.

KinderConcerts The first in-person concert since early 2020 featured the viola. It did not make it into The Loop, so attendance was much smaller than usual (68), but it was a nice ease back into the program. They will return in late June for another concert featuring the trumpet.

KIDS & FAMILIES

EMU Theatre for the Young performed *Freshly Squeezed: A Festival of New Plays for Young Audiences* on a Sunday afternoon in April. They are eager to keep the library as a venue and offered to return in the fall.

Family Read The Family Read concluded with an author visit and Black Stone Bookstore sold books for the author signing. 225 people engaged with programming over the 6 weeks.

Spring Luau Jaclyn coordinated a luau where families could watch and learn hula with dancers from Move with Aloha attended by 32.

Princess and the Pea Black and Brown Theatre offered a free performance of the *Princess and the Pea*, told in rhyming verse by four actors. It was the first trip to the library for many of the 55 who attended. They learned about it from the flyer shared by the schools.

Love of Learning Club Jaclyn's year-long series ends this week. As patrons have become more aware and covid rates leveled off, it has attracted a steady number of attendees. She looks forward to offering it again next school year.

Graphic Novel Book Club Liz's weekly book group meetings ended in April. She built a group of regulars who loved meeting up for the activities and readings. They read three books over the course of the program.

TEENS

TAG Attendance dropped in April because students had so many exams, but picked up again the first week of May. They plan to continue Anime Club once a month in the summer and offer a meet up where teens can trade books and do a craft.

Generator Z The April pack theme was Food Justice and May is all about Finance and Local Business. Teens have been curating resources for the packs and the newsletter. The podcast team will interview teens from Growing Hope's intern program for the next episode. We hosted a cookie decorating workshop for the May meetup.

Other Work

Book Displays We have two displays for Asian American and Pacific Island Heritage Month, one in Youth curated by Psyche and one in YA curated by a teen volunteer.

Field Trips We are preparing to welcome five groups from YCS and LCS next week.



Self Directed Activities Psyche made this month’s bulletin board where kids are adding flowers to a spring scene. Play spaces include Liz’s pizzeria and Marlena’s storytelling corner with costumes and props. Everyone chips in to create scavenger hunts.

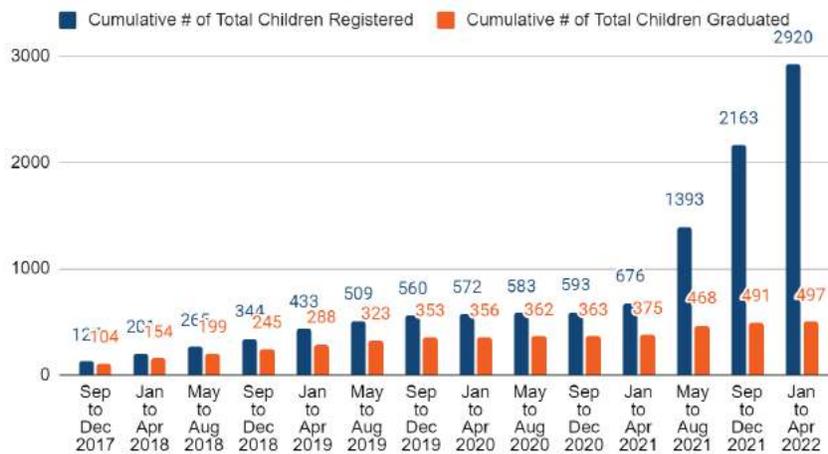


TALK

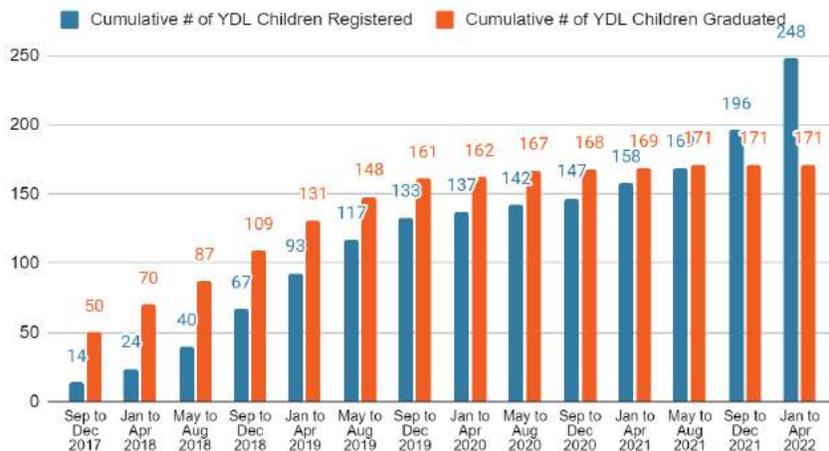
- Our current focus is to help and encourage the 184 Michigan libraries that have signed for TALK to promote the service to their patrons and actively use their MCLS account to send event notifications to their users. We offered three trainings over Zoom since the last board report and will offer one next week. Angie has been reaching out to libraries to verify email addresses and contact information. She has also offered a quick how-to get started training to those we can see have not used their MCLS account yet. Our [latest newsletter](#) encouraged libraries to sign up at least 15 new users over the summer so we can double our numbers.
- We built a new “toolkit” folder with summer promotional resources. It includes a Collaborative Summer Program Early Literacy Reading Log, used by most libraries, that has a TALK QR code. We also included a guide to working with summer community partners such as parks and farmers’ markets, branded outdoor scavenger hunts with a TALK QR code, a slide deck of tips, and video recording of our Gear Up for Summer with TALK webinar. I met with READSquared and they cloned our TALK challenge and made it available to all Michigan libraries with the click of a button. Thanks to Liz for creating the digital badge for the mission. Instructions for how to use it are included in our Gear Up for Summer guide.
- Angie created graphs of users over time. The two below show number of children who are registered in blue and total graduates who have aged out when they turned six years old in orange.



Cumulative # of Total Children Registered and Graduated



Cumulative # of YDL Children Registered and Graduated



Old Business

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 5/18/2022
Re: Approval of 2022 L-4029 Tax Rate Request Forms

Each June YDL must submit L-4029 forms to the Washtenaw County Clerk's Office to request the appropriate tax be levied by each of the municipalities in the library district. The signatures of the Board President and Secretary are required on the approved forms.

Accountant Jim Carey prepares these forms based on figures from the County Equalization Department. For the seventh consecutive year, the operating millage tax rates are being rolled back by Headlee. This indicates steady economic growth in our community, which is wonderful, but the law caps growth of our revenues.

YDL's operating millages are authorized by approval of these forms.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-20

May 25, 2022

RESOLUTION TO APPROVE L-4029 TAX RATE REQUEST FORMS FOR 2022

Whereas the Ypsilanti District Library receives the bulk of its revenue from dedicated millages approved by the voters of the City of Ypsilanti, Ypsilanti Township, and Superior Township, and

Whereas L-4029 Tax Rate Request forms are required each year to authorize the collection of these taxes,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2022 L-4029 Tax Rate Request forms are approved as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

| | |
|---|---|
| County(ies) Where the Local Government Unit Levies Taxes Washtenaw | 2022 Taxable Value of ALL Properties in the Unit as of 5-23-2022 431,184,173 |
| Local Government Unit Requesting Millage Levy Ypsilanti District Library/Charter Township of Superior | For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5) ** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2022 Current Year "Headlee" Millage Reduction Fraction | (7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|--|---|---|---|---|---|---|---|
| CA24' 89' | Oper. | 93 & 98 | 1.6000 | 1.4477 | .9874 | 1.4294 | 1.0000 | 1.4294 | | 1.4294 | N/A |
| CA24' 89' | Oper. | 11/2/10 | .3800 | .3646 | .9874 | .3600 | 1.0000 | .3600 | .3600 | | N/A |
| Voted | Oper. | 11/6/18 | .7000 | .6825 | .9874 | .6739 | 1.0000 | .6739 | | .6739 | 12/31/29 |
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|-----------------------------------|---|--|------|
| Prepared by Lisa Hoenig | Telephone Number (734) 879-1300 | Title of Preparer Library Director | Date |
|-----------------------------------|---|--|------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.

| | | | |
|---|-----------|-----------------------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | Brian Steimel | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | Patricia Horne McGee | |

| | |
|--|------|
| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
| For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

| | |
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| County(ies) Where the Local Government Unit Levies Taxes Washtenaw | 2022 Taxable Value of ALL Properties in the Unit as of 5-23-2022 377,102,105 |
| Local Government Unit Requesting Millage Levy Ypsilanti District Library/City of Ypsilanti | For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5) ** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2022 Current Year "Headlee" Millage Reduction Fraction | (7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|--|---|---|---|---|---|---|---|
| CA24' 89' | Oper. | 93 & 98 | 1.6000 | 1.4477 | .9874 | 1.4294 | 1.0000 | 1.4294 | 1.4294 | | N/A |
| CA24' 89' | Oper. | 11/2/10 | .3800 | .3646 | .9874 | .3600 | 1.0000 | .3600 | .3600 | | N/A |
| Voted | Oper. | 11/6/18 | .7000 | .6825 | .9874 | .6739 | 1.0000 | .6739 | | .6739 | 12/31/29 |
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|-----------------------------------|---|--|------|
| Prepared by Lisa Hoenig | Telephone Number (734) 879-1300 | Title of Preparer Library Director | Date |
|-----------------------------------|---|--|------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

| | | | |
|---|-----------|-----------------------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | Brian Steimel | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | Patricia Horne McGee | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.

| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
|--|------|
| For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

2022 Tax Rate Request (This form must be completed and submitted on or before September 30, 2022)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

| | |
|--|---|
| County(ies) Where the Local Government Unit Levies Taxes Washtenaw | 2022 Taxable Value of ALL Properties in the Unit as of 5-23-2022 1,564,461,897 |
| Local Government Unit Requesting Millage Levy Ypsilanti District Library/Charter Township of Ypsilanti | For LOCAL School Districts: 2022 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties. |

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2022 tax roll.

| (1) Source | (2) Purpose of Millage | (3) Date of Election | (4) Original Millage Authorized by Election Charter, etc. | (5) ** 2021 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (6) 2022 Current Year "Headlee" Millage Reduction Fraction | (7) 2022 Millage Rate Permanently Reduced by MCL 211.34d "Headlee" | (8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction | (9) Maximum Allowable Millage Levy * | (10) Millage Requested to be Levied July 1 | (11) Millage Requested to be Levied Dec. 1 | (12) Expiration Date of Millage Authorized |
|---------------|---------------------------|-------------------------|--|--|---|---|---|---|---|---|---|
| CA24' 89' | Oper. | 93 & 98 | 1.6000 | 1.4477 | .9874 | 1.4294 | 1.0000 | 1.4294 | | 1.4294 | N/A |
| CA24' 89' | Oper. | 11/2/10 | .3800 | .3646 | .9874 | .3600 | 1.0000 | .3600 | .3600 | | N/A |
| Voted | Oper. | 11/6/18 | .7000 | .6825 | .9874 | .6739 | 1.0000 | .6739 | | .6739 | 12/31/29 |
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|-----------------------------------|---|--|------|
| Prepared by Lisa Hoenig | Telephone Number (734) 879-1300 | Title of Preparer Library Director | Date |
|-----------------------------------|---|--|------|

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

| | | | |
|---|-----------|-----------------------------|------|
| <input type="checkbox"/> Clerk | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> Secretary | | Brian Steimel | |
| <input type="checkbox"/> Chairperson | Signature | Print Name | Date |
| <input checked="" type="checkbox"/> President | | Patricia Horne McGee | |

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2022 for instructions on completing this section.

| Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY) | Rate |
|--|------|
| For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal | |
| For Commercial Personal | |
| For all Other | |

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 5/19/2022
Re: Award of Superior Library audio/visual equipment contract

Dan and I released the attached RFP for A/V equipment for the new Superior library on 3/31/22. We forwarded it to a number of companies and posted it on our website, but only received one bid.

TelSystems is a well-known and reputable local firm. Daniels and Zermack, our IT Department and I had a lengthy meeting with them to thoroughly review their initial proposal. We trimmed some things and made adjustments to others to bring down the cost, yet keep the finished product high quality for our patrons.

The revised proposal includes A/V equipment for the main meeting room, a building-wide paging system, and monitors for two different digital displays. We have decided our IT staff will purchase and install equipment for the group study rooms themselves, to maintain consistency across YDL buildings.

Unfortunately, TelSystems has advised us that lead time for procuring some of the equipment quoted is greater than 6 months, so it is likely the new library will open without some of its meeting room A/V. Though that is disappointing, the proposed system should provide the flexibility and options needed in a modern library setting, and be worth the wait.

I recommend awarding the Superior A/V equipment contract to TelSystems for \$76,160.28.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-21

May 25, 2022

RESOLUTION TO AWARD THE AUDIO-VISUAL EQUIPMENT CONTRACT FOR
THE NEW SUPERIOR LIBRARY

Whereas, the Ypsilanti District Library is building a new branch library at 1900 Harris Road in Superior Township, and

Whereas, the Library wishes to offer flexible, high-quality audio-visual equipment in the meeting room, and install a building-wide paging service and two digital displays, and

Whereas, a Request for Proposals for such audio-visual equipment was released on March 31, 2022, and

Whereas, the proposal from TelSystems was carefully reviewed and revised to best meet the needs of the Library and its patrons, and

Whereas, time is of the essence to procure equipment and wire the building while under construction, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the contract for the new library's audio-visual equipment and installation is awarded to TelSystems for the cost of \$76,160.28.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Ypsilanti District Library
New Superior Branch Library Project
Final 3/28/22

Audio / Visual Systems Request for Proposal

The Ypsilanti District Library is seeking proposals for the design and implementation of an audio / visual system and equipment for the new Superior Branch Library facility.

Project Background:

The Ypsilanti District Library (YDL) is currently building a new, one story 8,100 sf public library building located at 1900 Harris, Ypsilanti, MI. Construction of the new building is anticipated to be complete September 1, 2022, with furniture delivery and Library move in planned for September 2022 with the facility being opened to the public in mid-October 2022. Project schedule may change, based on Construction Manager's anticipated Construction Completion Schedule.

The Audio / Visual Systems and equipment is intended to be installed and operational in time for the Library to occupy the new facility and open to the public in early mid-October 2022.

Proposed Schedule:

| | |
|--|---------------------------|
| Issue RFP | March 31, 2022 |
| Proposal responses due | April 21, 2022, 4:00 p.m. |
| Bid Opening | April 21, 2022, 4:30 p.m. |
| Evaluation of proposals / question follow up | |
| Anticipated Contract Award / Notice to proceed | May 25/26, 2022 |
| Anticipated Installation completion / Staff training | October 1, 2022 |

Submission of Proposals:

Proposals should be addressed to Lisa Hoenig, Library Director, Ypsilanti District Library. **Proposals must be emailed to Lisa Hoenig (lisa@ypsilibrary.org) with a copy emailed to Daniel E. Whisler, AIA (dwhisler@danielsandzermack.com) no later than Thursday, April 21, at 4:00 pm. The email subject line should contain the following information: [FIRM NAME] YDL Superior Branch Audio / Visual System Proposal.**

Evaluation of Proposals:

The Library will review and evaluate all proposals received in accordance with this RFP. This evaluation will be conducted in the manner appropriate, as deemed by YDL, for the selection of a firm and proposed systems that, in the library's sole discretion, will provide the best audio / visual system solution and value for the Library. Proposal evaluation will include, but not be limited to, the following:

- Evaluation of functionality and effectiveness of proposed audio / visual systems
- Ease of use of proposed systems for Library staff
- Firm's experience and successful past performance on similar projects
- Firm's reference checks
- Firm's ability to meet proposed schedule
- Proposed system cost and value to the library

The Ypsilanti District Library reserves the right to accept and / or reject any and all proposals for any reason or for no reason or explanation and may waive any irregularity in the RFP submission process in determining a contract award for the proposed scope of work.

Questions:

Questions on this Request for Proposal or to schedule a site visit, if necessary, may be directed to Daniel E. Whisler, AIA (734.761.2090, dwhisler@danielsandzermack.com) who will disseminate information to the Library and respond with any proposal clarifications required.

Audio / Visual System Design Preliminary Scope of Work

Scope of work to include the following, refer to attached drawings that supplement this scope or work description:

Audio / Visual System design to include:

1. **Base Bid Scope of Work:** Design, specification, and installation of a complete audio / visual system and equipment for Meeting Room to include the following:
 - a. Complete audio / visual system for Meeting Room 111: Provide large Flat Panel Display Monitor, minimum 98" diagonal dimension, Commercial IPS 4K Ultra HD display at north wall, model NEC C981Q 98" Class UHD IPS LCD display or equivalent. Include audio sound system and wall or ceiling mounted speakers as appropriate for space. Include audio amplifier, front wall and floor audio / visual jacks (locate floor devices within floor box at center of room) and controls, mounts, and miscellaneous wire and hardware for a complete, fully operational system. Identify any additional power or data communication infrastructure that would be required for proposed system but is not included in current construction documents for coordination with Construction Manager. Coordinate location of wall mounted control panels with Architect.

- b. Include goose neck microphone at lectern, handheld dynamic unidirectional digital wireless microphone, omnidirectional wireless lavalier microphone, and boundary microphones for use at tables.
 - c. Include recessed wall or ceiling mounted speakers for audio system. Note room has high cathedral ceiling with acoustical drywall finish. Coordinate with Architect and Construction Manager if wall or ceiling mounted speakers are proposed requiring speaker junction box and conduit extension to an accessible ceiling.
 - d. A/V equipment rack, if required, may be located on north wall in Storage 111A, provided 48" clear below equipment rack is maintained. Refer to Plan for location.
 - e. Include Lectern with audio and visual controls for Meeting Room 111, including power and HDMI inputs for laptop presentations, equivalent to ARRAY Series MRTA – SQ -25 System Lectern as manufactured by Marshall Furniture, Inc. Maple wood veneer finish with SQ square aluminum corner accent.
 - f. Include an ADA compliant assistive listening system for Meeting room 111.
2. **Alternate 1:** Provide separate pricing for the design, specification, and installation of an Enhanced Meeting Room Audio / Visual System. In addition to Base Bid, provide a complete enhanced A/V system to:
- a. Add Camera at rear of room for live streaming broadcast and recording of presentations, including necessary equipment, components, and integration with Library's Data Network to support live and recorded broadcast of presentations.
 - b. Add Camera at front of room to provide two-way video conferencing capability, including all necessary components and integration into network.
 - c. Add additional room boundary microphones as required to support two-way video conferencing capability.
 - d. Identify any additional power or data communication infrastructure that would be required for proposed system but is not included in current construction documents for coordination with Architect and Construction Manager.
3. **Base Bid Scope of Work:** Design, specification, and installation of complete Digital Signage systems and equipment to include the following:
- a. Digital Signage: Large wall mounted Flat Panel Display monitor on West wall of Entry Lobby 102 for electronic display of events and other Library information. Anticipated Monitor size to be Commercial 75" diagonal 4k HDR display, equivalent to model LG 75" UT640S Series UHD Commercial Signage TV, or size as recommended for room dimensions.
 - b. Digital Signage: Large wall mounted Flat Panel Display monitor on East wall of Lobby / Theft Detection 121 above photocopier for electronic display of donor recognition, events, and other Library information. Anticipated Monitor size to be Commercial 65" diagonal 4k HDR display, equivalent to model LG 65" UT640S Series UHD Commercial Signage TV, or size as recommended for available mounting space and adjacent millwork cabinetry and equipment. Available wall space / maximum monitor width approximately 61".

- c. Provide HDMI input wall plate, miscellaneous wiring and hardware, and universal tilt wall mount brackets for all wall mounted Flat Panel Display monitors appropriate for intended mounting location and function. Coordinate with Library's IT staff for network connections and digital signage software to be used for monitor content display. Each monitor will display unique content.
 - d. Identify any additional power or data communication infrastructure that would be required for proposed system but is not included in current construction documents for coordination with Architect and Construction Manager.
4. **Alternate 2:** Provide separate pricing for the design, specification, and installation of digital collaboration / video conferencing capability at Group Study 127 and Group Study 128 including the following:
- a. Wall mounted Flat Panel Display located on wall above group study reader table, monitor size as recommended for room and available space.
 - b. Include wall or display mounted Camera to provide two-way video capability
 - c. Include wall or display mounted audio speakers.
 - d. Provide microphone as recommended to support two-way video conferencing capability, fixed wall or display mounted type preferred over movable tabletop type.
 - e. Provide capability to connect laptop to monitor for screen sharing, in addition to video conferencing capability.
 - f. Provide mini conferencing PC hardware as required, control panel, HDMI input wall plate, miscellaneous hardware components and wiring, and universal tilt wall mount brackets for display monitor mounting. Provide additional components and functionality as recommended for space and configuration.
 - g. Identify any additional power or data communication infrastructure that would be required for proposed system but is not included in current construction documents for coordination with Architect and Construction Manager.
5. **Base Bid Scope of Work:** Provide the design, specification, and installation of ceiling mounted speakers throughout public areas for integration into the library provided telephone system for broadcasting announcements. Include exterior wall mounted speaker at outdoor youth programming area. Include all equipment, amplifiers, wiring, and integration into the library provided phone system. The phone system will be rack mounted in the library data rack and it is assumed rack space is available for associated speaker equipment.
6. **General:** Coordinate with Library IT Staff for any additional audio / visual equipment proposed to be installed within server room data racks or provide separate rack or wall mounted equipment near source equipment. Coordinate all equipment and device locations with Architect.
7. Include with your proposal a copy of Audio / Visual vendor's standard contract terms and available insurance coverages.

8. Include a list of client references for whom your firm has installed similar Audio / Visual systems. Any client references for public libraries or similar public entities should be highlighted where relevant.
9. Include in your proposal response, at a minimum, the following:
 - a. Total installed cost for the proposed systems including all materials, equipment and installation labor for a complete and fully operational system
 - b. Proposed system components
 - c. Any operational information that may inform the Library in determining the user interface / ease of operation of the proposed system
 - d. Identify any variances from or enhancements to proposed Audio / Visual System scope of work outlined above.
 - e. Resume / Experience of key personal who will work with the Library on this project.
 - f. The Firm's ability to meet proposed project schedule and any supply chain long lead times that may affect the project completion.
 - g. Any other information you believe would be helpful to the Library in evaluating proposals and making a contract award.

Additional Information

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

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

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.

| BILL TO | | JOB LOCATION | |
|--|--|---------------------------------|--|
| Company: Ypsilanti District Library | Company: Ypsilanti District Library | Date: 2022-04-19 | |
| Address: 229 West Michigan Ave Ypsilanti, MI 48197 | Address: 229 West Michigan Ave Ypsilanti, MI 48197 | Sales Rep: RON RUTH | |
| Contact: | Contact: | Phone: (248)202-8468 | |
| Phone: | Phone: | Email: RRUTH@THALNER.COM | |

| TITLE |
|--------------------|
| Superior Branch AV |

| PART NUMBER | MANUFACTURER | DESCRIPTION | QTY | UNIT PRICE | TOTAL PRICE |
|-------------------------------|--------------|--|------|------------|-------------|
| Digital Signage | | | | | |
| 75US340C | LG | 75" 75US340C0UD 4K HDR Display | 1.00 | \$1,952.00 | \$1,952.00 |
| 65US340C | LG | 65" 4K HDR Display | 1.00 | \$1,075.00 | \$1,075.00 |
| ST660 | Peerless | PEERLESS SMARTMOUNT UNIVERSAL TILT WALL MOUNT ST660 - MOUNTING KIT (BRACKET, TI | 2.00 | \$103.50 | \$207.00 |
| RCI-CUSTOM | RCI Custom | HDMI input plate | 2.00 | \$60.98 | \$121.96 |
| MISC-EXPENSE | | Misc Material | 2.00 | \$66.67 | \$133.34 |
| MISC-EXPENSE | | Shipping | 2.00 | \$69.47 | \$138.94 |
| INSTALLATION - I | | Installation Services | 2.00 | \$960.00 | \$1,920.00 |
| Digital Signage Total: | | | | | \$5,548.24 |

| | | | | | |
|----------------------|-----------|--|----------|------------|-------------|
| Paging | | | | | |
| CSA1300Z | JBL | Single-Channel 300W Amplifier | 1.00 | \$489.22 | \$489.22 |
| RPAK-810-72 | Lowell | Speaker Package-8in Speaker, 5W 70/25V xfmr, Can, Tile Bridge, Grille, (2 each) | 10.00 | \$117.43 | \$1,174.30 |
| Control 23-1 | JBL | 3" 2-WAY SURFACE-MT SPKR, BLK 3" Two-Way Vented Loudspeaker, Invisiball Installation System (plus U- | 1.00 | \$118.87 | \$118.87 |
| 25225 | West Penn | PENN SPEAKER WIRE 16G 3000 0 0 | 1,000.00 | \$0.28 | \$280.00 |
| MISC-EXPENSE | | Misc Material | 1.00 | \$133.33 | \$133.33 |
| MISC-EXPENSE | | Shipping | 1.00 | \$81.05 | \$81.05 |
| INSTALLATION - I | | Installation Services | 1.00 | \$9,877.00 | \$9,877.00 |
| Paging Total: | | | | | \$12,153.77 |

| | | | | | |
|----------------------|-----------------|--|------|------------|------------|
| Room 111 | | | | | |
| HD-TX-101-C-1G-E-B-T | Crestron | DM Lite Transmitter for HDMI Signal Extension over CATx Cable, Wall Plate, Black Textured | 1.00 | \$254.88 | \$254.88 |
| HD-TX-101-C-1G-E-W-T | Crestron | DM Lite Transmitter for HDMI Signal Extension over CATx Cable, Wall Plate, White Textured | 1.00 | \$254.88 | \$254.88 |
| HD-RX-4K-410-C-E-SW4 | Crestron | DMPS Lite 4K Multiformat 4x1 AV Switch and Receiver with 4-Port Ethernet Switch | 1.00 | \$2,046.34 | \$2,046.34 |
| TSW-770-W-S | Crestron | 7 in. Wall Mount Touch Screen, White Smooth | 1.00 | \$1,207.32 | \$1,207.32 |
| CONTROL 28-1-WH | JBL | 8" 2-WAY SURFACE-MT SPKR, WHT Control 28-1 in white. | 2.00 | \$258.40 | \$516.80 |
| CDi1000 | Crown | 2X500W Power Amplifier | 1.00 | \$777.41 | \$777.41 |
| DWR-12-17PD | Middle Atlantic | 12SP/17D WALLRACK W/PLEXI | 1.00 | \$633.29 | \$633.29 |
| PD-915R | Middle Atlantic | 9OUT15ARCKMNT POWER CEN | 1.00 | \$115.24 | \$115.24 |
| C981Q | NEC | 98" 4K Display 3 Year Warranty | 1.00 | \$8,743.53 | \$8,743.53 |
| LTM1U | Chief | Micro-Adjust Tilt Wall Mount Large | 1.00 | \$266.93 | \$266.93 |
| FCAV1U | Chief | FUSION PULLOUT | 1.00 | \$313.50 | \$313.50 |
| PAC526FW | Chief | WALL ENC16X16MTI-DPRE/PST INST-WHITE | 1.00 | \$124.43 | \$124.43 |
| PT12X-SDI-WH-G2 | PTZ Optics | 12X Optical Zoom PTZ Camera 3G-SDI, HDMI, CVBS, IP Streaming 1920 x 1080p 72.5 degree FOV (W | 2.00 | \$1,518.29 | \$3,036.58 |
| HCM1WH | HuddleCamHD | Small Camera Wall Mount, 3x, 1 | 2.00 | \$87.80 | \$175.60 |

| PART NUMBER | MANUFACTURER | DESCRIPTION | QTY | UNIT PRICE | TOTAL PRICE |
|------------------------|----------------|--|------|-------------|-------------|
| Room 111 | | | | | |
| HI5-R0 | Aja | HD/SD SDI to HDMI, includes 1-meter HDMI cable | 1.00 | \$364.94 | \$364.94 |
| 999-8210-000 | Vaddio | AV BRIDGE SYSTEM | 1.00 | \$2,078.77 | \$2,078.77 |
| CP4. | Crestron | 4-Series Control System | 1.00 | \$1,219.51 | \$1,219.51 |
| AMS-1816P | Luxul | AV SERIES 18-Pt/16 PoE+ GbE Mngd Sw | 1.00 | \$725.61 | \$725.61 |
| TesiraFORTE DAN VT | Biamp | TesiraFORTE DAN VT Fixed I/O DSP with 12 analog inputs, 8 analog outputs, 8 channels configurable US | 1.00 | \$2,865.85 | \$2,865.85 |
| MXA920W-R | Shure | Ceiling Array Microphone, Round, White | 2.00 | \$3,842.68 | \$7,685.36 |
| 60-1471-13 | Extron | USB Extender Plus R Twisted Pair Extender for USB Peripherals | 1.00 | \$500.00 | \$500.00 |
| 60-1473-13 | Extron | USB Extender Plus D T Twisted Pair Extender for USB Peripherals - Decorator-Style Wallplate | 1.00 | \$615.85 | \$615.85 |
| MX418/C | Shure | Cardioid-18" Gooseneck Condenser Microphone, Attached Preamp with XLR, Shock Mount, Flange Mount, Sn | 1.00 | \$212.20 | \$212.20 |
| A400SM | Shure | Recessed Shock Mount for All Microflex® and Easyflex® Gooseneck Microphones | 1.00 | \$21.95 | \$21.95 |
| TEL CUSTOM | CUSTOM | Marshall MRTA-22-XX lectern premium finish | 1.00 | \$3,225.61 | \$3,225.61 |
| ATW-1312/L | Audio Technica | System 10 PRO Digital Wireless System 10 PRO Digital Wireless System includes: ATW-RC13 rack-mount r | 1.00 | \$809.76 | \$809.76 |
| FM 558 PRO | Williams AV | FM Plus Large-area Dual FM and Wi-Fi assistive listening system with 4 FM R38 receivers. Features c | 1.00 | \$1,727.13 | \$1,727.13 |
| RCI-CUSTOM | RCI Custom | 3.5MM rack plate | 1.00 | \$0.00 | \$0.00 |
| MISC-EXPENSE | | Apple gift card for app | 1.00 | \$0.00 | \$0.00 |
| MISC-EXPENSE | | Misc Material | 1.00 | \$739.00 | \$739.00 |
| MISC-EXPENSE | | Shipping | 1.00 | \$314.00 | \$314.00 |
| INSTALLATION - I | | Installation & Programming | 1.00 | \$16,886.00 | \$16,886.00 |
| Room 111 Total: | | | | | \$58,458.27 |
| Subtotal: | | | | | \$76,160.28 |
| Tax: | | | | | \$0.00 |
| Total: | | | | | \$76,160.28 |

IF YOU WISH TO ACCEPT THIS PROPOSAL AND RELATED STATEMENT OF WORK, PLEASE SIGN AND RETURN

BUYER: _____ SIGNATURE: _____ DATE: _____
 (Print Name)

General Terms and Conditions

These Terms & Conditions are by and between Thalner Electronic Laboratories, Inc. d/b/a TEL Systems, Inc. and the undersigned Customer (the "Customer")

1. **PRICING** All prices good up to 15 days after quote date, and all sales are considered final.
2. **INSTALLATION:** Customer hereby grants to TEL Systems the right to install the equipment, and represents and warrants that all necessary governmental and third-party approvals for installation have been obtained. Delays in installation caused by public agencies, manufacturers, suppliers, acts of God, strikes or other union bargaining, and all acts not directly attributable to TEL Systems shall not in any way affect the obligations of Customer. TEL Systems shall not be responsible for damages for any such delay.
3. **TAXES, FEES, AND PERMITS:** Customer agrees to pay TEL Systems all State and Local taxes, excises, permits, and fees if required. All dollars in this agreement are pretax unless otherwise stipulated.
4. **PAYMENT:** Payment accepted in the form of cash, cleared business or personal check or other pre-approved electronic payment options. Financing options are available and must be agreed upon before sale.
5. **SHIPPING:** All shipments of Equipment are FOB TEL Systems' distribution facilities, unless otherwise noted in quotation.
6. **RESPONSIBILITY:** Please reference the proposal number on purchase orders or correspondence. Until balance is paid, Customer agrees to take proper care of the Equipment on premises and to be responsible for its damage or loss by fire, theft, casualty or any other cause whatsoever, and will not permit or suffer same to be removed from the place of its location at address of Customer, without written consent of TEL Systems or assigns.
7. **GENERAL:** This Agreement constitutes the sole and entire understanding between the parties with respect to the subject matter hereof and supersedes all prior conversations, agreements, representations and promises, whether verbal or written. No modification of this Agreement shall be valid unless made in writing and properly signed by each party.
8. **INFRASTRUCTURE:** In the event that TEL Systems is installing equipment or systems that require connectivity to the Customer network including, but not limited to, VOIP / SIP / POTs connectivity, Internet Access, Wireless Network Access, firewall traversal, port forwarding, and/or RF COAX, TEL Systems may advise Customer as to the network requirements. Any responsibility for infrastructure on the part of TEL Systems stops at the installed equipment's network jack or wireless connection; and configuration of the network settings on the device sold. TEL Systems is not responsible for updating network settings in the event the Customer's network changes. If the Customer's network is not "Plug and Play" then any custom network settings must be supplied by the Customer to TEL Systems before the completion of installation.
9. **INSTALLATION AND SITE PREPARATION:** Installation (field assembly, interconnection, equipment calibration and checkout) is to be performed by the TEL Systems' trained technical employees. There may be times that TEL Systems will find it necessary to employ sub-contractors to assist in or carry out, in whole or in part, the installation. TEL Systems shall coordinate and cooperate with other trades to facilitate satisfactory work progress. If the TEL System's work in progress is impeded by other trades and/or contractors (excluding TEL System's own subcontractors) or by scheduling delays due to the Customer, time delays in the final installation as well as additional charges including labor, travel and reasonable expenses may result.
10. The Customer shall be responsible for preparing, at its own expense, the installation site in accordance with the TEL Systems' instructions, including the requirements specified in the quotation. TEL Systems shall not be responsible for any high voltage electrical work, conduits, raceways, cable trays, ceiling modifications, structural modifications, or mechanical systems modifications. Unless otherwise specified, Customer shall provide TEL Systems with source code (uncompiled) including GUI touch panel files for any non-TEL Systems programmed remote control systems required to be modified under the terms of this agreement. All building renovations, structural, aesthetic, trim, finish work or otherwise are not included in TEL Systems' pricing.
11. Installation price reflects work performed during normal business hours only, unless specified in writing.
12. The Customer shall provide TEL Systems with reasonable access to the installation site before delivery, for purposes of determining site readiness for installation, and shall designate an individual on Customer's staff to serve as a contact person for all site preparation and installation issues. The installation will be scheduled through this single point of contact. If the Customer needs to move the pre-scheduled installation date 10 business days or closer before the pre-scheduled install date, additional fees may incur.
13. Customer shall provide TEL Systems with access to the installation site to prepare for installation. The Customer shall indemnify the TEL Systems against any loss, damage or claim arising out of the condition of the storage and installation premises. Customer shall obtain at its expense and keep effective all permissions, licenses, and permits whenever required for the installation and/or use of the Equipment and the premises where the Equipment shall be situated.
14. **LIMITATIONS OF WARRANTY – PRODUCTS OF OTHERS:** This proposal will include a limited one-year, on-site parts and labor warranty against defective workmanship on the installation and on the products included in the system. The system warranty is initiated at the time of substantial system completion. Please see the TEL Systems Warranty/Implementation Agreement for more details and clarifications.
15. Unless otherwise specified, no warranty is provided for "consumables" including batteries, lamps, glassware and evacuated devices. TEL Systems' obligation with respect to any material or part identified in the quotation, literature, or specifications furnished to the Customer as manufactured or supplied by others, shall be to pass on to the Customer the applicable manufacturer's warranties, if any. TEL Systems makes no implied or assumed claims regarding performance, capabilities or interface capability of the equipment listed unless otherwise noted.
16. **CHOICE OF LAW AND SEVERABILITY:** This agreement shall be interpreted in accordance with and governed in all respects by the law of the State of Michigan. Should any provision of this agreement be found invalid or unenforceable by a court of law, it shall not affect the validity of any other provision contained herein.
17. **RESTOCKING FEES:** Equipment returns must be authorized in writing by TEL Systems and may incur a re-stocking fee plus total freight.
18. Additional Freight Charges and/or Surcharges may be applied to the Final Invoice.
19. **CHANGE ORDERS:** Any changes made to the design of the system or the contractual agreements in implementation or functionality may result in a price change and will require a "Change Order" form signed by an authorized decision maker for the Customer.
20. **CONFIDENTIALITY:** This Entire Document and all information enclosed including drawings, specifications and designs is the property of TEL Systems. Proprietary information provided to Customer (or agents) is for the sole purpose of demonstrating TEL Systems' capabilities and shall be held in confidence. These Materials may not be copied, distributed or disclosed in any way without the sole written permission of an authorized representative of TEL Systems.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 5/19/2022
Re: Award of Superior Library building security contract

Dan and I released an RFP for building security scope of work for the new Superior library on 3/31/22. We forwarded it to a number of companies and posted it on our website, but only received two bids. They are both acceptable, and both companies had glowing references, but one is significantly higher than the other.

The low bidder has a higher rate for monitoring, and requires a 5-year contract for that monthly service. It's held steady at \$80/month for the first year, but could possibly go higher after that.

The low bidder, Solucient, initially submitted a very incomplete bid. Dan sent an email outlining all the RFP requirements that were missing, and they revised it, but included a diagram of their proposed installation that was the wrong plan. We eventually received a corrected one. These errors do not instill much faith in the firm for me.

Allstar Alarm, the high bidder, told me this happens all the time -- they charge what installation actually costs and do not "milk" money from clients later through monitoring costs. They initially quoted a 3-year contract, but agreed to extend to 5 years so we could compare apples to apples. They also didn't include glass break detectors on the windows, which they quoted as an optional \$3,749 to install. (We are not sure they're actually necessary and think we could live without them.) Solucient included 7 in their bid, while Allstar would provide 13 if we wanted to pay.

Down the road, if we like whatever firm we go with, I'd like to make a move so we have a consistent vendor across all three buildings. I got quotes from Allstar Alarm for Whittaker and Michigan Avenue, thinking the savings might tip the scales, but it did not make a huge difference.

Quotes for Superior attached, with a summary here:

- Solucient installation + 5 years monitoring @ \$80/month (could go higher):
\$2,390.78 + \$4,800 = 7,190.78
- Allstar Alarm installation + 5 years monitoring @ \$46/month (locked in rate):
\$6,703 + \$2,760 = \$9,463

I queried the Building Committee about this decision, and they were split. Nick Kresta, our O'Neal site supervisor on the project, strongly advocates for Allstar. My gut tells me this is the way to go. We want to save money where we can, but sometimes you get what you pay for, and it is not a huge difference in the long run. My recommendation for the award is Allstar Alarm.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-22

May 25, 2022

RESOLUTION TO AWARD THE BUILDING SECURITY CONTRACT FOR THE
NEW SUPERIOR LIBRARY

Whereas, the Ypsilanti District Library is building a new branch library at 1900 Harris Road in Superior Township, and

Whereas, a reliable building security system is desired, and

Whereas, an RFP for a building security system and monitoring service was released on March 31, 2022, and

Whereas, two proposals were received and considered by the project Architect and Library Director, and

Whereas, time is of the essence to wire the building while under construction, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the contract for the new library's building security system is awarded to Allstar Alarm for an installation cost of \$6,703.00.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Ypsilanti District Library
New Superior Branch Library Project
Final 3/28/22

Building Security System Request for Proposal

The Ypsilanti District Library is seeking proposals for the design and implementation of a complete building security system for the new Superior Branch Library facility.

Project Background:

The Ypsilanti District Library (YDL) is currently building a new, one story 8,100 sf public library building located at 1900 Harris, Ypsilanti, MI. Construction of the new building is anticipated to be complete September 1, 2022, with furniture delivery and Library move in planned for September 2022 with the facility being opened to the public in mid-October 2022. The Project Schedule may change, based on Construction Manager's anticipated Construction Completion Schedule.

The Building Security systems are intended to be installed and operational in time for the Library to occupy the new facility and open to the public in early to mid-October 2022.

Proposed Schedule:

| | |
|--|---------------------------|
| Issue RFP | March 31, 2022 |
| Proposal responses due | April 21, 2022, 4:00 p.m. |
| Bid Opening | April 21, 2022, 4:10 p.m. |
| Evaluation of proposals / question follow up | |
| Anticipated Contract Award / Notice to proceed | May 25/26, 2022 |
| Anticipated Installation completion / Staff training | October 1, 2022 |

Submission of Proposals:

Proposals should be addressed to Lisa Hoenig, Library Director, Ypsilanti District Library. **Proposals must be emailed to Lisa Hoenig (lisa@ypsilibrary.org) with a copy emailed to Daniel E. Whisler, AIA (dwhisler@danielsandzermack.com) no later than Thursday, April 21, 2022 at 4:00 pm. The email subject line should contain the following information: [FIRM NAME] YDL Superior Branch Building Security Proposal.**

Evaluation of Proposals:

The Library will review and evaluate all proposals received in accordance with this RFP. This evaluation will be conducted in the manner appropriate, as deemed by YDL, for the selection of a firm and proposed systems that, in the library's sole discretion, will provide the best security solution and value for the Library. Proposal evaluation will include, but not be limited to, the following:

- Evaluation of functionality and effectiveness of security coverage
- Ease of use of proposed systems for Library staff
- Ability to expand system as future needs change
- Firm's experience and successful past performance on similar projects
- Firm's reference checks
- Firm's ability to meet proposed schedule
- Proposed system cost and value to the library

The Ypsilanti District Library reserves the right to accept and / or reject any and all proposals for any reason or for no reason or explanation and may waive any irregularity in the RFP submission process in determining a contract award for the proposed scope of work.

Questions:

Questions on this Request for Proposal or to schedule a site visit, if necessary, may be directed to Daniel E. Whisler, AIA (734.761.2090, dwhisler@danielsandzermack.com) who will disseminate information to the Library and respond with any proposal clarifications required.

Building Security System Scope of Work

Refer to attached drawings for additional project information. Scope of work to include the following, refer to attached drawings that supplement this scope or work description:

Building Security System design to include:

1. Design, specification, and installation of a fully functional complete, integrated digital Alarm system including:
 - a. Security panels, devices, cabling, and any miscellaneous components required for the design and installation of a complete system.
 - b. Interface security system, as required, with fire alarm systems, where appropriate.
 - c. Provide building perimeter Security Intrusion detection system utilizing recommended security controls that may include door and window contacts, glass break detectors, motion sensor controls, or combination thereof.
 - d. Separate zoning of security alarm system is not required, a single zone of control is sufficient.
 - e. Provide 24/7 monitoring service of building security alarm systems.

- f. Include window contacts to provide Intrusion Detection and open window detection for operable window units. Refer to attached drawings for locations of operable window units.
 - g. Provide building security alarm control pad where indicated on plan. Security alarm pad to support a four-digit code for arming and disarming the security system. Support for minimum of 25 unique user codes is required. Security alarm pad shall support a 60 second delay. Security alarm pad shall have an alpha numeric keypad for code entry.
2. Coordinate location of Building Security Panel Equipment with Architect, Construction Manager, and Owner's IT staff for equipment proximity to data racks and electrical panels located in Electrical / Server room 113, provided sufficient space available. Refer to attached drawings for possible panel locations subject to confirmation in the field.
 3. Indicate in the proposal any power and communications requirements to be provided by others in support of building security alarm system. Indicate where security cabling conduit raceways may be required for building security device locations that are not served by accessible ceiling areas and coordinate with Architect and Construction Manager. Conduits for inaccessible locations, if required, will be provided by the electrical contractor.
 4. Provide system programming and configuration to deliver a complete and fully functional system capable of accomplishing the Library's intended security system goals and areas of coverage.
 5. Provide staff training for all software and hardware for building security system.
 6. Provide minimum one year of 24/7 building security system monitoring services. Include cost estimate of annual monitoring service renewal for second year.
 7. Provide minimum one year warranty or equipment manufacturer's standard warranty if longer.
 8. Coordinate systems installation with building Construction Manager, O'Neal Construction, and with ongoing construction work and furniture delivery / owner move in.
 9. Include with your proposal a copy of security vendor's standard contract terms and available insurance coverages.
 10. Include a list of client references for whom your firm has installed similar building security systems. Any client references for public libraries or similar public entities should be highlighted where relevant.

11. Include in your proposal response, at a minimum, the following:

- a. Total installed cost for the proposed systems including all materials, equipment and installation labor for a complete and fully operational system
- b. Monthly or annual service cost
- c. Proposed system components
- d. Any operational information that may inform the Library in determining the user interface / ease of operation of the proposed system
- e. Identify any variances from or enhancements to proposed security coverage scope of work outlined above.
- f. Resume / Experience of key personal who will work with the Library on this project
- g. The Firm's ability to meet proposed project schedule and any supply chain long lead times that may affect the project completion.
- h. Any other information you believe would be helpful to the Library in evaluating proposals and making a contract award.

Additional Information

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

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

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.

April 21, 2022

Ypsilanti District Library
Lisa Hoenig
1900 Harris Road
Ypsilanti, Mi 48197



Dear Lisa,

Thank you for the opportunity to quote your security system for the new Ypsilanti District Library. Allstar Alarm proposes the following protection:

Security System Basic Coverage, door contacts, motion detectors and window contacts

- One (1) LTE cellular communicator for a safer communication path.
- One (1) Honeywell alarm panel with backup battery.
- One (1) alpha keypad.
- One (1) interior siren.
- Seven (7) motion detectors.
- Seven (7) door contacts.
- Twelve (12) window contacts.
- Honeywell's Total Connect Remote Service, sends text or email whenever the system is armed or disarmed. You can also arm or disarm the system remotely. This will also allow you to set-up or delete codes remotely, all from your smart phone or computer.
- Programming and testing.

Installed price: \$6,703.00 plus tax (tax exempt certificate request)

Man lift rental: \$800.00 per trip (potentially 2 trips, one for the prewire and one for the finish, this will be required unless a man lift is made available for our use).

Total price: \$8,303.00

(Installed prices are valid for 30 days, installed price is subject to change before proposal acceptance)

Central station monitoring fee: \$46.00 per month, three year agreement.

Additional Coverage Option

1) Thirteen (13) glass break detectors.

Installed Price: \$3,749.00 plus tax (tax exempt certificate request) Accept_____ Decline_____

Note

- 2)** 50% deposit is due upon proposal acceptance; the remaining 50% is due upon installation completion.
- 3)** Low voltage permits are not included. If it becomes a requirement of the local authority having jurisdiction (AHJ) that permits be submitted for and obtained, additional costs associated with submitting for and obtaining permits will be billed to building owner at the exact cost determined by the local jurisdiction.

Thank you for the opportunity to provide the above proposal for the Security System. Please call me with any questions or to let me know how to proceed.

Sincerely,
Kevin Popp
Allstar Alarm Company.
248-943-9715
kevinpopp@allstaralarmllc.com.

Authorization to Proceed:

Sign and Date

SOLUCIENT
SECURITY *SOLVED.*



YPSILANTI
DISTRICT
LIBRARY

Solucient Security Systems
7241 Fenton Road
Grand Blanc, MI 48439
(248) 473-9400
Fax: 989.686.2623
solucientsecurity.com

April 21, 2022

Ypsilanti District Library
1900 Harris
Ypsilanti, MI 48197

Dear Lisa Hoenig

Thank you for the opportunity to submit this proposal for a custom security system for **Ypsilanti District Library**. You will find that it meets all your operation and security issues utilizing an array of leading-edge technology.

Your selection of Solucient's ***intrusion detection*** solution will provide **Ypsilanti District Library** with a reliable and affordable alarm system that is monitored around-the-clock by our experienced operators at our company-owned and operated UL Certified, 5-Star rated central station.

Answers to previous questions are as follows:

- 1-4. Layout of all alarm devices is attached.
 - 7 Door contacts (3 single doors & 2 double doors)
 - 12 wireless Window contacts
 - 4 Motion Detectors: range of 60 feet and a 90 degree wide angle
 - Glass Break detectors: cover all glass types with a range of 25 feet
 - 1 keypad offering everything requested
5. All work and installation of system is done by Solucient Techs
6. Users names will be given before install for programming and call list. Training provided onsite after install.
7. The monthly Professional Services cover monitoring and maintenance of the system installed by Solucient.
8. Monthly rate is fixed for 1 year
9. Contract is for 5 years.

With your approval of this proposal, Solucient Security Systems will begin the process to install your system according to the requested time frame. We remain available to you and your staff to answer questions and welcome the opportunity to discuss the proposal in further detail.

Thank you again and I look forward to having **Ypsilanti District Library** join the Solucient roster of highly satisfied customers.

Sincerely,

Tiffany Marchand

Client Relationship Specialist
(810) 240-4519

| QTY | Description |
|-----|--|
| 1 | DMP Control Panel |
| 1 | Honeywell Siren |
| 1 | DMP Keypad |
| 1 | Cell Communicator |
| 7 | Single & Double Door Contacts |
| 7 | Glass Break Detector |
| 4 | Motion Detectors |
| 5 | Prox Fobs for arming & disarming the system (included) |
| 1 | Wireless Transmitter |
| 12 | Wireless Window Contacts |

| | |
|--|-------------------|
| Intrusion Protection Sub Total | \$2,390.78 |
| Monthly Professional Services Total | \$80.00 |

MONITORING SERVICE:

- 24-hour monitoring of all alarms by our local central station
- Dispatch of appropriate authorities
- Notification to designated personnel

INCLUDED

Notes:

- The above price includes professional installation by Solucient technicians at the date and time agreed upon at the signing of the service agreement.
- The above price does not include applicable taxes, permits or the labor to pull permits if permits are needed.
- The above purchase price is subject to a 50% deposit, with balance due upon completion of installation.
- This proposal is good for 30 days from above date.

Tiffany Marchand
Client Relationship Specialist

tmarchand@sonitrolgreatlakes.com
Phone: (810) 240-4519

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 5/19/2022

Re: Consideration of a proposal for preliminary scope documents for Whittaker roof sealing

I met with the Facilities Committee in March and shared the following regarding the Whittaker roof:

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

The Committee supported the idea, and I solicited a quote to get a general idea of cost. The result was a bid that lacked scope. This raised concerns that without a guiding document outlining expectations and some general oversight, the true needs of the roof work could be missed.

Terracon knows our building and its issues well, and has prepared the attached proposal which would provide companies interested in the roof sealing project with the scope of work required. Terracon would also do site visits to ensure the work proceeded according to the established parameters.

We will not do a formal bid package, but the documents will allow us to solicit complete quotes and compare apples to apples. I recommend accepting the Terracon proposal so we can be confident in a thorough result, to be completed by the end of the fiscal year.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-23

May 25, 2022

RESOLUTION TO CONTRACT WITH TERRACON CONSULTANTS, INC. AND
AUTHORIZE THE USE OF FUND BALANCE FOR PREPARATION OF
PRELIMINARY SCOPE DOCUMENTS FOR WHITTAKER ROOF SEALING

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

Whereas, the Whittaker Road Library is 20 years old and has a history of building leaks, and

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

Whereas, two phases of work on the curtainwall windows have been completed, and roof leaks are currently more prevalent, and

Whereas, Terracon has provided a proposal to prepare preliminary scope documents for this phase of work, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and engage Terracon Consultants, Inc. as described in the attached proposal dated April 20, 2022, for an amount not to exceed \$9,850.00.

BE IT FURTHER RESOLVED that

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

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

April 20, 2022

Ypsilanti District Library
Ms. Lisa Hoenig, Director
5577 Whittaker Road
Ypsilanti, MI 48197
P: (734) 879-1300
E: lisa@ypsilibrary.org

RE: Proposal for Preliminary Scope Documents- Roof Sealing

Whittaker District Library
5577 Whittaker Road
Ypsilanti, MI 48197
Terracon Proposal No. PFR226078

Dear Ms. Hoenig:

Based on our conversations with you and our review of the roof at the above referenced facility, **Terracon Consultants, Inc. (Terracon)** is pleased to submit this proposal to provide a preliminary scope document for sealant work at the roof level for the Ypsilanti District Library (Client) for the above-referenced project. This proposal presents our understanding of the project scope, our proposed services, fees for the services, and a method for authorizing these services.

1. PROJECT INFORMATION

Terracon has been asked to prepare a scope document to identify the location and recommended repair approach for the installation and replacement of sealants at the roof of the Ypsilanti District Library facility. These services are based on the recommendations of the Terracon review of the field conditions on March 22, 2022.

2. SCOPE OF SERVICES

Terracon proposes the following:

2.1 Preliminary Scope Documents

- Site visit: Terracon will be on site for no more than 4 hours to collect photographs and review existing conditions to serve as the basis for the scope documents. This scope was complete on March 22, 2022.
- Scope Document: Terracon will develop a preliminary scope document that will utilize select portions of previous documents provided by Client, photographs taken of site conditions, and limited sketches as determined appropriate by Terracon.
 - Terracon will provide an electronic document that incorporates our recommendations. This document will not be sealed by a licensed

Proposal for Preliminary Scope Documents- Roof Sealing

Whittaker Library ■ Ypsilanti, MI
April 20, 2022 ■ Project No. PFR226078



Architect/Engineer and will not be suitable for procurement of bids or to serve as contract documents for construction.

- Specification are not included in this scope.
- No performance verification testing, including adhesion, air leakage, or water infiltration is included in this scope.

2.2 General Consulting Services

Fees for General Consulting Services have been included in the compensation section below. These services will be charged at the applicable hourly rate for meetings, clarifications (emails/phone), and communication requested by Client that are not explicitly indicated above. If no services are provided beyond the scope of services above, no Additional Consulting hours will be charged. Fees will be charged to the project based on the fee schedule indicated below.

3. CLIENT RESPONSIBILITIES

- Provide safe and timely access to all site areas and spaces necessary to complete the proposed scope of services. During our site visit, we request that a Client/Owner representative who is familiar with the site accompany our representatives.
- Provide a safe workplace for staff while on site.

4. INCIDENT AND INJURY FREE (IIF)

As part of Terracon's focus on employee well-being and in accordance with Terracon's safety rules and practices, all Terracon personnel will utilize/wear Personal Protective Equipment (PPE) while on the project site, including areas inside and outside the building(s). PPE will include, at a minimum, high-visibility safety vests, steel-toed footwear, and safety glasses. As necessary for the project type PPE may also include hearing protection and safety headwear (hard hats) as well as face masks as required by Terracon's policies and practices.

Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to the coronavirus. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes. Client acknowledges its responsibility for notifying Consultant of any circumstances that present a risk of exposure to the coronavirus or individuals who have tested positive for COVID-19 or are self-quarantining due to exhibiting symptoms associated with the coronavirus.

Proposal for Preliminary Scope Documents- Roof Sealing

Whittaker Library ■ Ypsilanti, MI
April 20, 2022 ■ Project No. PFR226078



5. COMPENSATION

The following represents proposed lump sum fees for services offered in this proposal.

| Task | Fee |
|---|-------------------|
| 2.1 Preliminary Scope Document (lump sum) | \$8,100.00 |
| 2.2 General Consulting (hourly) | \$1,350.00 |
| Total Fee | \$9,450.00 |

The fee assumes the work will be performed during normal business hours. Additional fees may be charged if our field activities are delayed, postponed or otherwise affected by Client or other parties. Additional services may be provided by Terracon upon request when accompanied by a change order.

Travel expenses, living expenses, and any other expenses incurred in connection with additional services will be charged in addition to the above fees on a direct reimbursable basis. Automobile mileage in personal vehicles will be charged at the IRS approved mileage rates. Should outside testing laboratory services be necessary, a surcharge will be added to the costs.

Fees for additional and hourly services will be charged in accordance with the following fee schedule upon written approval from Client. Travel time to and from the job site to be included in chargeable time plus reimbursable expenses.

| | |
|--------------------------------------|-------------------|
| Approved Project Reviewer (APR)..... | \$250.00 per hour |
| Senior Engineer/Architect..... | \$225.00 per hour |
| Staff Engineer/Architect..... | \$185.00 per hour |
| Facilities Professional..... | \$160.00 per hour |
| Project Manager..... | \$135.00 per hour |
| Technician..... | \$110.00 per hour |
| CAD Operator..... | \$105.00 per hour |
| Administrative Support..... | \$75.00 per hour |

Proposal for Preliminary Scope Documents- Roof Sealing

Whittaker Library ■ Ypsilanti, MI
April 20, 2022 ■ Project No. PFR226078



AUTHORIZATION

Our work will be performed in accordance with the Terms and Conditions of the attached Master Service Agreement Task Order (Task Order), the terms of which will control in the event of any conflict with this proposal. To authorize us to proceed with the scope of services presented in this proposal, please sign and date the space provided within the Task Order. Project initiation may be expedited by sending a copy of the signed Task Order via e-mail to Jared.Lawrence@terracon.com.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please contact us.

Sincerely,
Terracon Consultants, Inc.

Jared Lawrence, NCARB
Senior Architect
Facilities Engineering Services

David Joyce, EI, BECxP, CxA+BE
Group Manager
Facilities Engineering Services

Attached: Agreement for Services

AGREEMENT FOR SERVICES

This **AGREEMENT** is between Ypsilanti District Library (“Client”) and Terracon Consultants, Inc. (“Consultant”) for Services to be provided by Consultant for Client on the Ypsilanti District Library- Whittaker Branch Roof Sealing project (“Project”), as described in Consultant’s Proposal dated 04/20/2022 (“Proposal”), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

- 1. Scope of Services.** The scope of Consultant’s services is described in the Proposal, including but not limited to the Scope of Services section (“Services”), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. Consultant’s Services do not include the investigation or detection of, nor do recommendations in Consultant’s reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant’s findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
- 2. Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client’s request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
- 3. Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client’s review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant’s current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
- 5. Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client’s sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant’s reliance agreement, subject to the prior approval of Consultant and Client.
- 6. LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT’S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$25,000 OR CONSULTANT’S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT’S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT’S COMMERCIAL GENERAL LIABILITY POLICY.**
- 7. Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant’s Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant’s substantial completion of Services on the project.
- 8. Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT’S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
- 9. Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers’ compensation insurance in accordance with the laws of the states having jurisdiction over Consultant’s employees who are engaged in the Services, and employer’s liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$2,000,000 occ / \$4,000,000 agg); (iii) automobile liability insurance (\$2,000,000 B.I. and P.D. combined single limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

- 10. CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**
- 11. Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
- 12. Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
- 14. Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- 15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- 16. Utilities.** Unless otherwise stated in the Proposal, Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
- 17. Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to the coronavirus. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes. Client acknowledges its responsibility for notifying Consultant of any circumstances that present a risk of exposure to the coronavirus or individuals who have tested positive for COVID-19 or are self-quarantining due to exhibiting symptoms associated with the coronavirus.

Consultant: **Terracon Consultants, Inc.**

By: _____ Date: **4/20/2022**

Name/Title: **Jared B Lawrence / Senior Architect**

Address: **611 Lunken Park Dr
Cincinnati, OH 45226-1813**

Phone: **(513) 321-5816** Fax: **(513) 321-0294**

Email: **Jared.Lawrence@terracon.com**

Client: **Ypsilanti District Library**

By: _____ Date: _____

Name/Title: **Lisa Hoenig / Director**

Address: **5577 Whittaker Road
Ypsilanti, MI 48197**

Phone: **(734) 879-1300** Fax: _____

Email: **lisa@ypsilibrary.org**

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 5/19/2022
Re: Consideration of EZProxy Hosted solution

For years YDL has used a free product called EZProxy to allow patrons to use the databases we pay for from home. It provides a screen to enter your library card number and PIN, then verifies user status with our patron database before allowing you to proceed to Consumer Reports, CreativeBug, Tutor.com, etc.

The stand-alone EZProxy product is no longer supported, so we've been looking for a replacement. We investigated a product called Open Athens, which sounded great but turned out to be quite expensive. We've circled back to EZProxy's new hosted version, provided by OCLC, who knows libraries. It is also a paid solution but more affordable and more friendly than Open Athens.

Next year I plan to migrate to a new ILS, and taking this step now will ensure compatibility there, too.

We would like to implement EZProxy Hosted for a one-time fee of \$2,060. After that it will have an annual subscription cost, currently \$4,137.51.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-24

May 25, 2022

RESOLUTION TO IMPLEMENT AND SUBSCRIBE TO EZPROXY HOSTED

Whereas, the Ypsilanti District Library strives to provide high quality services for its patrons' use, and

Whereas, the current proxy solution for YDL's paid databases is no longer supported, and

Whereas, YDL Information Technology staff researched replacement options and costs, and

Whereas, EZProxy Hosted from OCLC was determined to be the best and most affordable solution, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Library Director is authorized to accept the proposal to implement and subscribe to EZProxy Hosted solution from OCLC for an initial cost not to exceed \$6,400.00.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



OCLC Symbol
YPD
Customer ID
27404

Currency
USD
Expires
6/30/2022

Proposal
Quote # 1000017810
5/18/2022

Ypsilanti District Library

Christopher Slay
Support Tech II
5577 Whittaker Rd
Ypsilanti MI 48197
United States

| Item Code | Item | Amount |
|--------------|---|-------------------|
| 3000086 | EZproxy Hosted | \$4,137.51 |
| 4000039 | EZproxy Implementation (Onetime Fee) | \$2,060.00 |
| Total | | \$6,197.51 |

Notes

OCLC's fiscal year is July 1st - June 30th. The above is FY22 pricing and additional price increases will apply in FY23. The annual subscription date will be determined by the date that the service begins and is in full production.

Signature

Printed Name

Date

For questions, please contact OCLC representative: Scott Hojnacki at hojnacks@oclc.org.

This transaction is subject to the relevant OCLC Framework Agreement ("FA") and the Schedules related to each product listed on this notice, found at: <http://oclc.org/service-agreements>, unless a signed agreement governing the transaction has been entered into by the parties.

**BOARD OF TRUSTEES OF THE
YPSILANTI DISTRICT LIBRARY
RESOLUTION NO. 2022-25**

RESOLUTION RATIFYING COLLECTIVE BARGAINING AGREEMENT

Minutes of a meeting of the Board of Trustees of the Ypsilanti District Library, County of Washtenaw, State of Michigan, held in the Library on the 25th day of May, 2022 at 6:30 o'clock, p.m., prevailing Eastern Time.

PRESENT: Trustees _____

ABSENT: Trustees _____

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____:

WHEREAS, on or around May 11, 2022 representatives of the Board and AFSCME reached a tentative agreement on the terms and conditions for a new collective bargaining agreement effective June 1, 2022 through May 31, 2025;

WHEREAS, on or around May 18, 2022 members of AFSCME met to vote and by a majority vote ratified the tentative agreement;

WHEREAS, the Board having been provided a summary of the terms and conditions of the new collective bargaining agreement has determined that the terms and conditions are satisfactory and will help maintain the long-term financial health of the Library; and

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby resolves that the new collective bargaining agreement effective June 1, 2022 through May 31, 2025 be ratified and that the President of the Board and the Secretary of the Board are authorized to execute the agreement on behalf of the Board.

AYES: Trustees _____

NAYS: Trustees _____

RESOLUTION DECLARED ADOPTED.

Secretary, Board of Trustees
Ypsilanti District Library
County of Washtenaw, Michigan

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of Ypsilanti District Library, County of Washtenaw, Michigan, at a meeting held on the 25th day of May, 2022, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary, Board of Trustees
Ypsilanti District Library
County of Washtenaw, Michigan