

Board of Trustees

2022
Information
Packet



Wednesday
June 22, 2022
6:30pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, June 22, 2022 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of new staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from May 25, 2022 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. May 2022 Financials & Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
D. FOL Library Report	<input type="checkbox"/>	<input 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. Budget amendment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Library card and borrowing policy revision	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of Superior Library surveillance camera purchase	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Award of Superior Library shelving purchase contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Award of Superior Library KI furniture purchase contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
F. Hotspot purchase for new Superior Library	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G. Copier lease renewal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
H. Additional furniture approvals	<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, May 25, 2022 (Unapproved)

CALL TO ORDER

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

Attendance

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

Trustees Absent: Kristy Cooper

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Head of Youth Services Jodi Kranke, YDL Teens Sophia Nepiuk (virtually) and Ayesha Nadine

APPROVAL OF THE AGENDA

The Agenda was approved as presented.

PUBLIC COMMENT

NONE

Presentation: Generator Z grant activities – YDL Teens (Sophia Nepiuk and Aisha Nadine) and Head of Youth Services, Jodi Krahne

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (April 20, 2022 Regular meeting minutes, April 2022 Financials and Check Registers). Trustee Maddix supported this motion.

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

Nays: None

Motion passed.

COMMUNICATION

The financial report includes the most recent Fund Balance Forecast.

COMMITTEE REPORTS

-Negotiations

- The committee met once separately and two evenings for negotiations.

-Friends of the Library

- Puzzles are selling well
- Next pop – up sale July 9, 11 a.m. to 3 p.m.
- Carole Pennington resigned from the board. They will be looking for a replacement. Patty Gensemer-Stein was elected to replace Carole as VP.
- Friends received \$996 in donations during the library's E-Cycle event.

-Fundraising

- YDL has raised \$1,779,707.60 in donations and pledges so far, for the new Superior Library.
- The \$100,000 that was pledged by The Herrick Foundation for the matching challenge was received.

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- Superior Planning Committee
 - The project is coming along with dramatic progress now.
 - The brick is in place at the new library entrance, wall framing and drywall happening inside.

REPORT OF THE LIBRARY DIRECTOR

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

- The library has put together a PR campaign for the fine-free launch. It will begin June 1.
- The downtown Michigan Avenue water remediation project is close to being done. The interior work is complete. There are only a few things to complete on the exterior.
- Due to high winds the library lost a tree in the corner of the Whittaker lot. We are going to try to replace it.
- The Chromebooks from the United Way Safe Haven grant will be out soon.

NEW BUSINESS

- A. Approval of 2022 Tax Rate Request 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: Kay Williams

SUPPORTED BY: Bethany Kennedy

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

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B. Award of Superior Library audio/visual equipment contract

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: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

F. Closed session to discuss collective bargaining negotiations

Adjourn to Closed session

Trustee Maddix moved to adjourn to closed session for the purpose of Discussing Labor Negotiations at 7:26 pm. Trustee Winborn seconded this motion.

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

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Meeting Reconvened

Trustee Steimel moved to adjourn the closed session and return to the regular meeting at 7:38 p.m. Trustee Winborn seconded this motion.

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

G. Approval of Collective Bargaining Agreement for 2022-2025

See attachment

OFFERED BY: Theresa M. Maddix

SUPPORTED BY: Brain Steimel

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

C. Award of Superior Library building security contract

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.

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OFFERED BY: Jean Winborn

SUPPORTED BY: Kay Williams

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

D. Consideration of a proposal for preliminary scope documents for Whittaker roof sealing

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: Brian Steimel

SUPPORTED BY: Jean Winborn

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

E. Consideration of EZProxy Hosted solution

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Board of Trustees Meeting
Minutes, May 25, 2022 (Unapproved)

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: Theresa M. Maddix

SUPPORTED BY: Bethany Kennedy

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

BOARD MEMBER COMMENTS

Trustee	Comment
Kay	Check to see if we still have to do roll call at our meetings. I am very very happy that the contract was approved. Everyone on all sides seemed to like it. That speaks well of Lisa and how she runs this library.
Bethany	I was so impressed with the presentation for the Generator Z grant. The wonderful work that the teens are doing at the Ypsilanti Library.
Jean	Ditto, the presentation. What the teens are doing is so important. I am not working with them anymore. Just to see what they are doing in the library makes me feel good. Thank you Lisa, for your leadership and your role in this library. I love you. I love you too Julie. Thank you so much and the staff just wonderful.
Brian	I would just echo what they said about the Generator Z. I was very impressed and love what they're doing.
Theresa	I'm quite excited that in a very short amount of time now we will be fine free. I think that is something that is really wonderful for our whole community. I was excited to see the teens. They impressed me with how well-spoken they were. I agree that the skills they acquire will serve them well moving forward. Thank

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Board of Trustees Meeting
Minutes, May 25, 2022 (Unapproved)

	you for including that presentation. Also, when I drove in today and parked usually there is a dip that I always land in and its gone. I want to thank you Lisa for pushing for the redoing of the parking lot. I think when people come it's a subconscious thing that people just feel better being able to have a nice facility where they are able to park and don't have to worry about stepping outside and stepping into a crack.
Pat	I agree with everyone. I was especially impressed by the presentation and the skills of the young people. What an opportunity for them.

Adjournment

Trustee Williams moved to adjourn at 8:01 p.m. Trustee Kennedy seconded this motion.

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

Nays: None

Motion passed.

Financial Report

Ypsilanti District Library
Balance Sheet
May 31, 2022
General Fund

	FYE 11/30/17 ACTUAL	FYE 11/30/18 ACTUAL	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FYTD 5/31/22	Current FYTD Variance from 11/30/21
Assets:							
Total Cash & Cash Equivalents	2,778,328	2,377,714	2,596,924	2,940,887	3,413,908	4,179,606	765,698
Receivables & Other assets	36,272	49,282	98,153	84,370	108,670	102,700	(5,969)
Total Assets	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	4,282,306	759,728
Liabilities	509,097	145,758	85,577	313,638	344,511	77,068	(267,443)
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	1,027,172	560,724
Total Fund Balance	2,305,503	2,281,238	2,609,500	2,711,620	3,178,067	4,205,239	1,027,172
Total Liabilities & Fund Balance	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	4,282,306	759,728

Ypsilanti District Library
Period Ending 5/31/22 (50% 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 5/31/22 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,506,662	5,568,866	5,918,352	5,888,622	4,332,204	1,556,418	73.6%
Expenditures							
Dept 100 Administrative	2,046,192	2,163,719	2,132,617	2,484,212	1,074,906	1,409,306	43.3%
Dept 200 Michigan Ave.	570,105	555,976	542,948	668,190	260,164	408,026	38.9%
Dept 300 Outreach/bookmobile	83,090	82,140	92,558	182,590	41,498	141,092	22.7%
Dept 400 Outreach/Superior Township	158,283	158,483	162,269	339,263	80,307	258,956	23.7%
Dept 500 Whittaker Rd	1,123,929	1,089,344	1,080,805	1,167,294	515,189	652,105	44.1%
Dept 600 Donations	31,845	12,312	21,629	-	12,198	(12,198)	NA
Dept 700 Grants	12,323	7,405	19,079	-	20,772	(20,772)	
Total	4,025,767	4,069,379	4,051,904	4,841,549	2,005,032	2,836,517	41.4%
Net Revenue Over Expenditures	1,480,895	1,499,486	1,866,447	1,047,073	2,327,172		
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	4,245,780		

**Ypsilanti District Library
General Fund
Period Ending 5/31/2022
(50% 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 5/31/22 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	276,431	31.3%
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	3,088,093	83.4%
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	4,469	49.7%
657.100	Smart Cards - Printing & Copies	36,686	11,776	8,765	7,500	9,914	132.2%
657.600	Guest Pass	1,417	429	263	500	353	70.6%
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	50	2.0%
679.000	Donations/Misc.	1,152	1,063	1,360	2,500	789	31.5%
681.000	Donations Designated	18,850	5,100	0	0	0	0.0%
681.080	Donations/Memorials	2,629	4,555	7,170	600	3,813	635.4%
687.000	Interest/Checking	3,233	1,037	457	500	252	50.4%
687.010	Interest/Savings	15,331	6,175	5,226	3,500	1,234	35.3%
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	0	0.0%
691.000	CARES act Credit	0	0	6,400	0	0	
Total Revenue		5,404,404	5,536,898	5,838,824	5,888,622	4,228,790	71.8%

**Ypsilanti District Library
General Fund
Period Ending 5/31/2022
(50% 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 5/31/22 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	625,703	657,068	685,029	740,549	347,420	46.9%
702.100	Professional/Accounting	6,500	5,080	7,445	7,500	4,800	64.0%
702.150	Bank Fees	5,829	3,176	1,888	6,840	1,737	25.4%
702.900	Salary/Subs	16,427	3,327	1,571	15,600	2,150	13.8%
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	6,398	50.3%
715.000	Employer Payroll Tax	144,670	144,791	148,792	176,339	74,542	42.3%
715.100	ACA Taxes Paid by employer	247	295	331	420	370	88.1%
718.000	MERS Defined Contribution	91,373	90,691	91,780	99,780	40,977	41.1%
719.000	FSA Admin Fee	691	707	729	853	320	37.6%
727.000	Office Supplies	28,789	26,412	24,088	32,400	8,364	25.8%
727.050	CARES act Exp		95	6,305		0	
727.200	Supplies-Facility	19,577	13,820	12,957	23,700	7,029	29.7%
752.000	MMU/Building Insurance	61,476	64,450	66,589	69,253	72,240	104.3%
753.000	MMU/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	193,091	44.9%
756.000	Delta Dental	36,153	34,311	34,322	35,882	17,138	47.8%
757.000	Employee Assistance Program	974	579	0	0	0	
758.000	Life Insurance	4,036	3,969	4,316	4,212	2,016	47.9%
759.000	Vision Service Plan	8,811	8,856	9,074	9,253	5,220	56.4%
762.000	STD/LTD (Disability Insurance)	12,076	11,403	10,594	10,027	5,127	51.1%
769.000	Printing & Publishing	5,427	12,840	18,325	19,000	1,632	8.6%
769.050	Classified Advertising	993	460	432	1,000	190	19.0%
774.050	Digital Collection	31,726	175,379	209,154	263,950	91,248	34.6%
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	10,187	48.5%
774.950	Play Kits	3,602	1,447	2,590	3,000	885	29.5%
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	575	3.6%
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	1,818	36.4%
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	4,072	64.1%
806.000	Talk Grant Expenses	12,625	24,342	23,383	14,938	15,468	103.5%
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	1,100	22.0%
840.000	Repair & Main Bldg			0	0	-61,688	WH Flood
850.000	Automation - Technology	154,332	183,693	128,433	162,642	47,160	29.0%
850.100	Telecommunications	6,573	-19,543	6,243	6,973	12,276	176.1%
850.200	Sirsi/Dynix	51,473	62,573	59,088	64,630	64,631	100.0%
850.500	Software Subscription	7,926	14,762	21,823	27,074	20,096	74.2%
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	8,596	39.7%
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	9,616	160.3%
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	20,223	42.2%
980.500	Branding Costs	2,561	1,188	2,201	2,500	503	20.1%
981.500	Lost Book Expense	8,546	3,749	1,094	10,200	840	8.2%
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	1,074,906	43.3%
Dept 200 Michigan Ave.							
702.000	Salaries	404,679	396,590	402,866	421,638	204,310	48.5%
702.800	Salaries-Pages	7,271	4,044	3,463	9,360	2,332	24.9%
771.000	Adult Books & Processing	31,227	25,084	22,288	26,100	8,524	32.7%
772.000	Youth Books & Processing	17,891	14,651	13,282	17,400	5,895	33.9%
776.000	Periodicals - Adult	4,244	2,979	2,802	3,000	566	18.9%
776.050	Periodicals - Youth	206	0	0	100	0	0.0%
778.000	Adult Audio/Visual	11,112	6,153	5,441	7,500	2,158	28.8%
779.000	Youth Audio/Visual	4,956	2,993	2,413	3,000	1,011	33.7%
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	7,041	35.2%
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	4,630	47.1%
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	4,453	105.6%
947.000	DTE - Electric	16,452	15,236	18,309	16,713	7,918	47.4%
949.000	Ypsilanti Comm Utilities Auth	4,802	7,707	6,864	7,136	1,604	22.5%
Total		570,105	555,976	542,948	668,190	260,164	38.9%

**Ypsilanti District Library
General Fund
Period Ending 5/31/2022
(50% 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 5/31/22 ACTUAL	YTD AS A % OF BUDGET
Dept 300 Outreach/bookmobile							
702.000	Salaries	68,078	69,159	70,870	162,704	31,406	19.3%
775.000	Library Materials	4,478	5,303	5,084	5,250	2,664	50.7%
840.000	Repair & Maintenance	5,109	6,017	14,636	8,693	5,466	62.9%
943.000	Fuel	5,425	1,661	1,967	5,943	1,962	33.0%
Total		83,090	82,140	92,558	182,590	41,498	22.7%
Dept 400 Outreach/Superior Township							
702.000	Salaries	144,398	146,792	149,424	305,556	74,473	24.4%
775.000	Library Materials	7,609	5,842	6,553	7,000	3,137	44.8%
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	490	12.3%
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	710	21.3%
947.000	DTE - Electric	1,013	960	1,044	9,146	529	5.8%
949.000	Ypsilanti Comm Utilities Auth	88	98	97	2,803	41	1.5%
Total		158,283	158,483	162,269	339,263	80,307	23.7%
DEPT 500 WHITTAKER RD							
702.000	Salaries	696,339	701,249	722,800	719,720	351,759	48.9%
702.800	Salaries-Pages	34,553	15,483	19,698	37,440	14,465	38.6%
771.000	Adult Books	64,635	41,293	41,604	51,000	17,064	33.5%
772.000	Youth Books	38,784	23,641	27,802	33,100	12,182	36.8%
776.000	Periodicals - Adult	5,915	5,239	4,405	5,000	522	10.4%
776.050	Periodicals - Youth	898	759	745	800	0	0.0%
778.000	Adult Audio/Visual	21,217	15,746	10,284	14,700	3,981	27.1%
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	15,263	33.9%
810.100	Cap Outlay Improvements			0	0	0	0.0%
840.000	Repair & Maintenance - Building	23,842	39,729	22,271	23,562	9,038	38.4%
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	10,100	44.7%
900.000	Programs - Adult	3,765	4,206	3,765	4,200	1,414	33.7%
901.000	Programs - Youth	6,298	5,697	6,659	6,500	3,181	48.9%
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	22,816	72.0%
947.000	DTE - Electric	103,549	92,512	99,414	104,763	27,422	26.2%
949.000	Ypsilanti Comm Utilities Auth	5,069	4,596	4,902	6,562	1,257	19.2%
980.000	Professional/Contractual	0	38,000		0		NA
Total		1,123,929	1,089,344	1,080,805	1,167,294	515,189	44.1%
Dept 600 Donations							
Revenue:							
	Total Revenue	87,817	18,888				
681.000	Donations/Designated	0	0	1,200		9,153	NA
681.025	Dollars for DVDs	0	0				
681.050	Arts/Cultural Program	0	0				
681.075	Donations Designated MI AVE					73,150	
681.080	Donations/Memorials	0	0	40		225	
681.100	Trustee Party Revenue	0	0				
683.200	Donation Designated - Vehicle	0	0				
683.499	Annual Appeal Designated	0	0	17,755			
683.600	Friends of Library -- designated gift	0	0	18,000		5,216	
683.700	Teen Zone Whittaker	0	0				
683.800	Superior Library Designated	0	0	200			NA
Total Donated revenue		87,817	18,888	37,195		87,744	NA

Ypsilanti District Library
General Fund
Period Ending 5/31/2022
(50% 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 5/31/22 ACTUAL	YTD AS A % OF BUDGET
Expenditures:							
	Total Expenditures	31,845	12,312				
815.100	Friends expenditures--Special items			14,045		9,021	NA
815.200	Friends expenditures--Michigan Ave						NA
681.200	Designated MA Expend					3,100	
683.101	Trustee Party Expense						NA
683.500	Annual Appeal designated			122			
683.701	Teen Zone Whittaker exp						NA
801.000	Major Events						
771.000	Adults Books & Processing						NA
771.060	Adults Books Memorials			339		77	
772.000	Youth Books			119			
774.050	Ebooks/Audio						
775.000	Library Materials (Designated)						
781.050	Arts and Cultural Programs expense						NA
901.500	Youth Programs WR			923			
900.000	Programs-Adult						
908.000	Professional Contractual			6,082			NA
	Total Expenditures	31,845	12,312	21,629		12,198	NA
Dept 700 Grants							
Revenue							
	Total Grant Revenue	14,441	13,080				
500.550	Grant-General			34,000		670	
500.600	Grant State of Michigan			0			
500.700	NEH Grant Revenue						
505.101	TCSN Grant						
507.300	Grassroots Grant						
507.400	MCLS Grant			1,350			NA
507.500	Kiwanis						
507.600	State of Michigan			2,800			
507.800	DDA Ypsi						
507.900	ALA Grant Revenue (misc)						
507.902	MLA						
507.904	NEH Heritage Grant					15,000	
507.906	A2 Comm Foundation Grant						
507.907	United Way Grant						
507.910	Blue Cross Early Lit						
681.000	Grants designated			0			
812.600	Prime Time Grant			183			
507.900	ALA Books for Teens (YALSA)						NA
507.903	ALA Discover Tech						
507.904	UofM Graham-youth program			4,000			NA
	Total Revenue	14,441	13,080	42,333		15,670	NA
Expenditures							
	Total Expenditures	12,323	7,405				
681.300	Farm & Garden Grant Exp						
700.550	Grant_general Expense			658			
770.101	TCSN Expense						
771.800	DAY Grant Expense						
772.025	ALA Books for Teens (YALSA)						
772.026	Thinking Money Exp						
772.300	ALA Discover Tech						
772.301	ALA DIA turns 20						
775.100	Graham Scholar exp			4,000			
775.400	MLCS Grant expense						
775.500	Kiwanis Grant Crossroad			156			
775.550	Kiwanis Country in the City					900	
775.600	MACACA Grant Shout it Out			2,150			
775.904	MHC Heritage Grant						
775.905	MHC Payroll exp			1,500			
777.600	MACACA Grant Ypsi Song Fest						NA
781.000	NEH Grant Expenditures (YALSA)						
781.050	Arts & Cultural Program expense						
813.000	ALA Misc						
785.100	Dancer Within						
785.200	United Way Expenditure						
812.500	Grant-NEH						
812.601	Prime Time Grant						
813.100	Lets Learn Together Outside					9,425	
901.000	Programs Youth			10,615		10,448	
906.000	AAACF						
906.100	Uof M Graham-Youth Progrm						
	Total Expenditures	12,323	7,405	19,079		20,772	NA
Total Net -- restricted for future		2,118	5,675	23,254		-5,102	NA
IMPROVEMENTS/Asset Sales							
685.000	Sale of assets					0	NA
810.100	Approved projects-Improvements fund						
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	4,332,204	
	Total Expenditures	4,025,767	4,069,379	4,051,904	4,841,549	2,005,032	41.4%
	Net Revenue Over Expenditures	1,480,895	1,499,486	1,866,447	1,047,073	2,327,172	
	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	4,245,780	

**Ypsilanti District Library
Balance Sheet
May 31, 2022
Capital Asset Replacement Fund**

	FYE 11/30/17 ACTUAL	FYE 11/30/18 ACTUAL	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FYTD 5/31/22	Current FYTD Variance from 11/30/21
Assets:							
Cash and Current Assets	417,120	399,522	1,481,745	2,807,370	3,503,051	4,539,057	1,036,006
Total Assets	417,120	399,522	1,481,745	2,807,370	3,503,051	4,539,057	1,036,006
Liabilities	-	-	-	142,355	13,454	-	(13,454)
Fund Balance	417,120	399,522	1,481,745	2,665,015	3,489,597	4,539,057	1,049,460
Total Liabilities & Fund Balance	417,120	399,522	1,481,745	2,807,370	3,503,051	4,539,057	1,036,006

Ypsilanti District Library
Capital Expenses
Period Ending 5/31/22 (50% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	YTD 5/31/22 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated		54,603	857,193	712,342
688.000	Interest	457	4,986	1,181	65
Other departments		-	-		-
Total		457	59,589	858,374	712,407
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	806
752.500	Insurance - Bldrs Rsk				6,692
780.000	Opening Day Collection				50,377
801.000	Major Events			3,544	825
910.000	Site Development	7,900	106,263	32,064	-
943.000	Fuel/Natural Gas				1,326
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	905,574
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	962,947
Total Revenue Over Expenditures		1,075,194	1,190,290	824,583	1,049,460
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	4,539,057

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
2022				
Board Assigned	1/26/2022	1,000,000	300,000	
YTD Capital Campaign & Int	5/31/2022	712,407		
YTD Expenditures	5/31/2022	-905,574	-57,373	
Balance	5/31/2022	3,955,347	583,710	4,539,058

	Project Summary Through:	
	5/31/2022	5/31/2022
	Superior	Other
Board	4,500,000	1,081,745
Capital Campaign	1,636,891	
Expense	-2,181,544	-498,035
	<u>3,955,347</u>	<u>583,710</u>

Check Register Report

Date: 06/14/2022

Time: 1:12 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
74442	05/09/22	Printed			ALER	ALERUS FINANCIAL	YDL 3/22 contribution	25,311.18
74443	05/09/22	Printed			AASO	ANN ARBOR SYMPHONY ORCHESTRA	May 2022 Kinderconcert	300.00
74444	05/09/22	Printed			A2Y	ANN ARBOR-YPSILANTI	2022 dues	375.00
74445	05/09/22	Printed			0000000545	APPLE BOOKS	Firefighters	103.87
74446	05/09/22	Printed			BAA	BANK OF ANN ARBOR	closing 4/29/22 #4396	991.03
74447	05/09/22	Printed			BENCH	BENCHMARK DESIGN STUDIO	bus ads-105	236.25
74448	05/09/22	Printed			CAMPINC	CAMPBELL, INC	whit spare monitor bearing	833.00
74449	05/09/22	Printed			CEN	CENGAGE LEARNING	queen of our times	185.93
74450	05/09/22	Printed			0000000567	CENTER POINT PUBLISHING	listening still	143.82
74451	05/09/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	April 2022 fuel/elec	195.64
74452	05/09/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	April 2022 grounds	81.68
74453	05/09/22	Printed			0000000039	DEMCO, INC.	laminate	180.69
74454	05/09/22	Printed			DTE ENERGY	DTE ENERGY	whit 3/24-4/22/22 service	5,613.64
74455	05/09/22	Printed			DTE ENERGY	DTE ENERGY	MA 3/30-4/28/22 service	1,400.90
74456	05/09/22	Printed			FST	FIRST BOOK	MA #700523229	583.44
74457	05/09/22	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	3/2022 service	562.50
74458	05/09/22	Printed			KANO	KANOPY INC.	236 play credits	498.60
74459	05/09/22	Printed			SHKO	SHEILA KONEN	flowers for craft club 4/21/22	59.21
74460	05/09/22	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	2-task chairs Admin/youth	1,100.00
74461	05/09/22	Printed			0000000051	THE LIBRARY NETWORK	3/2022 book billing	30.00
74462	05/09/22	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Super 3/24-4/23/22	458.07
74463	05/09/22	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	YDL 2022 renewal 6/30/23	2,067.75
74464	05/09/22	Printed			MIDWESTTAP	MIDWEST TAPE	501966598/501967170	1,660.42
74465	05/09/22	Printed			MIDWESTTAP	MIDWEST TAPE	hoopla ending 4/30/22	12,024.89
74466	05/09/22	Printed			NOVI	NOVI PUBLIC LIBRARY	lost-ILL Waiting to Exhale	14.00
74467	05/09/22	Printed			OCLC	OCLC INC.	billing 5/1-5/31/22	478.60
74468	05/09/22	Printed			OV	OVERDRIVE, INC.	Mulberry Hallow	98.65
74469	05/09/22	Printed			PATR	PATRON ACCOUNT	return-I Hug	6.99
74470	05/09/22	Printed			PATR	PATRON ACCOUNT	return-Unexpected Package	10.29
74471	05/09/22	Printed			PP	PROGRESSIVE PRINTING	5000 app bookmarks	431.00
74472	05/09/22	Printed			RHPL	ROCHESTER HILLS PUBLIC LIBRARY	lost ILL-That Sounds Fun Denise Hubbard	29.99
74473	05/09/22	Printed			SENS	SENSOURCE	whit people counters	6,712.64
74474	05/09/22	Printed			STAPAD	STAPLES ADVANTAGE	04/25/22 statement	554.33
74475	05/09/22	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	3/15-4/14/22 service	8.22
74476	05/09/22	Printed			THYSSENKRI	TK ELEVATOR CORPORATION	whit elev 5/1/7/31/22 coverage	1,338.52
74477	05/09/22	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	May 2022 service	90.00
74478	05/09/22	Printed			0000000030	VISION SERVICE PLAN - MI	May 2022 coverage	753.86
74479	05/09/22	Printed			0000000021	Y C U A	whit 3/20-4/25/22 service	653.56
74480	05/09/22	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 4/30/22	3.99
74481	05/18/22	Printed			0000000025	AFLAC	#11 & #12 payment	113.80
74483	05/18/22	Printed			BAA	BANK OF ANN ARBOR	closing 4/29/22 #2986	1,135.65
74484	05/18/22	Printed			BAA	BANK OF ANN ARBOR	closing 4/29/22 #0667	280.00
74485	05/18/22	Printed			BCN	BLUE CARE NETWORK OF MI	June 2022 coverage	39,750.70
74486	05/18/22	Printed			A15	BP PRODUCTS OF NORTH AMERICA	4/6-5/5/22 billing	613.13
74487	05/18/22	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 5/30/22	1,731.63
74488	05/18/22	Printed			CONSTELL	CONSTELLATION NEWENERGY-	April 2022 billing	4,680.84
74489	05/18/22	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	June 2022 coverage	2,743.72

Check Register Report

Date: 06/14/2022

Time: 1:12 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
74490	05/18/22	Printed			DTE ENERGY	DTE ENERGY	whit street April 2022	42.46
74491	05/18/22	Printed			FST	FIRST BOOK	Summ Chall #700529188	548.59
74492	05/18/22	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA May 2022 billing	353.82
74493	05/26/22	Printed			AK	AK LAWN CARE	Whit #3 lawn maintenance	610.00
74494	05/26/22	Printed			ALER	ALERUS FINANCIAL	YDL employ April 2022 contribu	16,855.59
74495	05/26/22	Printed			AES	ALLIED EAGLE SUPPLY CO	tissue/towel/liner	457.25
74496	05/26/22	Printed			AASO	ANN ARBOR SYMPHONY ORCHESTRA	June 2022 concert	300.00
74497	05/26/22	Printed			BAKL	BAKER & TAYLOR #4407662	statement 4/30/22	151.80
74498	05/26/22	Printed			LOR	BAKER & TAYLOR 4108482	statement 4/30/22	47.35
74499	05/26/22	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 4/30/22	437.28
74500	05/26/22	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 4/30/22	137.27
74501	05/26/22	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 4/30/22	715.91
74502	05/26/22	Printed			BK7772	BAKER & TAYLOR INC. 4387772	st043022	462.15
74503	05/26/22	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 4/30/22	27.64
74504	05/26/22	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 4/30/22	8.27
74505	05/26/22	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 4/30/22	7,288.57
74506	05/26/22	Printed			0000573097	BAKER & TAYLOR, INC. 573097	Statement 4/30/22	4,187.37
74507	05/26/22	Printed			0000573121	BAKER & TAYLOR, INC. 573121	Statement 4/30/22	4,287.31
74508	05/26/22	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 4/30/22	2,318.21
74509	05/26/22	Printed			BASIC	BASIC	2021 ACA Filing	243.30
74510	05/26/22	Printed			BOD	BODMAN PLC	march 2022 services	2,850.00
74511	05/26/22	Printed			JCARY	JAMES CAREY	April 2022 service	800.00
74512	05/26/22	Printed			CASM	CASPIAN MEDITERRANEAN GRILL	2022 in-service lunch	868.19
74513	05/26/22	Printed			CDW	CDW GOVERNMENT, INC.	google chrome nonprofit	2,014.37
74514	05/26/22	Printed			0000000039	DEMCO, INC.	book repair cover tape	32.93
74515	05/26/22	Printed			MBP	DOWNRIVER BUS REPAIR, INC.	BKM oil change 5/9/22	435.55
74516	05/26/22	Printed			ELEM	ELEMENTONE CONSULTING, INC	pro fees dev & imple 1-2/2022	3,260.00
74517	05/26/22	Printed			FDC	FABER DESIGN CO.	YDL Plaza lighting	600.00
74518	05/26/22	Printed			FSCS	FOSTER,SWIFT,COLLINS&SMITH,PC	A[ril 2022 service	112.50
74519	05/26/22	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 5/13/22	981.83
74520	05/26/22	Printed			NIA	NIA KHALEED	Gen Z May 2022 intren	156.00
74521	05/26/22	Printed			KI	KRUEGER INTERNATIONAL, INC.	whit youth chairs	6,793.63
74522	05/26/22	Printed			LSC	LIGHTING SUPPLY CO.	miniture bipin B	533.89
74523	05/26/22	Printed			MNL	MADISON NATIONAL LIFE INS CO	june 2022 coverage	1,200.52
74524	05/26/22	Printed			MAKT	MAKTABATEE	karkara	23.18
74525	05/26/22	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	MA 4/24-5/23/22	374.78
74526	05/26/22	Printed			AFSCME	MICHIGAN AFSCME	4/14/22 deduct	518.75
74527	05/26/22	Printed			MIDWESTTAP	MIDWEST TAPE	502100976/502100974/502100977	529.68
74528	05/26/22	Printed			DDM	DANIEL MORRIS	Gen Z May 2022 intren	63.00
74529	05/26/22	Printed			CAL	CAL MUNSON	piano tune 5/13/22	165.00
74530	05/26/22	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	may 2022 service	128.00
74531	05/26/22	Printed			AYNA	AYESHA NADEEM	Gen Z May 2022 intren	100.00
74532	05/26/22	Printed			NEDE	HAJIRAH NADEEM	Gen Z nov-dec 2021 intren	66.00
74533	05/26/22	Printed			SLN	SOPHIA NEPIUK	Gen Z May 2022 intren	54.00

Check Register Report

Date: 06/14/2022

Time: 1:12 pm

Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
74534	05/26/22	Printed			OCLC	OCLC INC.	annual invoice 7/1/22-6/30/23	5,985.98
74535	05/26/22	Printed			OV	OVERDRIVE, INC.	01576CO22145504/22143495	4,580.71
74536	05/26/22	Printed			POG	MADISON POGUE	Gen Z May 2022 intren	66.00
74537	05/26/22	Printed			PP	PROGRESSIVE PRINTING	YDL - 150 annual reports	278.00
74538	05/26/22	Printed			QM	Q+M	fine free campaign	1,850.00
74539	05/26/22	Printed			QUAD	QUADIENT LEASING USA, INC.	mail machine 3/5-6/4/22 lease	237.00
74540	05/26/22	Printed			AMRO	AMELIA ROHIM	Gen Z April 2022 intren	84.00
74541	05/26/22	Printed			0000000443	SHERWIN-WILLIAMS	MA teen zone	323.03
74542	05/26/22	Printed			AMAZ	SYNCB AMAZON	statement 04/10/22	1,906.69
74543	05/26/22	Printed			TPAWS	THERAPAWS OF MICHIGAN	5/14/22 - Pet a Dog program	100.00
74544	05/26/22	Printed			VERIZON	VERIZON WIRELESS	4/10-5/9/22 service	434.21
74545	05/26/22	Printed			0000000030	VISION SERVICE PLAN - MI	June 2022 coverage	742.04
74546	05/27/22	Printed			0000000316	U S POSTMASTER	Permit #658	3,600.00

Total Checks: 104

Checks Total (excluding void checks):

199,561.22

Total Payments: 104

Bank Total (excluding void checks):

199,561.22

Check Register Report

Date: 06/14/2022

Time: 1:12 pm

Page: 4

Ypsilanti District Library

BANK: FIFTH THIRD BANK

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

1053	05/17/22	Printed			459675	BAKER & TAYLOR INC.	459675 Sup Open Day Collec	43,225.51
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Total Checks: 1

Checks Total (excluding void checks):

43,225.51

Total Payments: 1

Bank Total (excluding void checks):

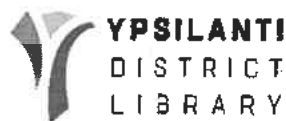
43,225.51

Total Payments: 105

Grand Total (excluding void checks):

242,786.73

Communications



Lisa Hoenig <lisa@ypsilibrary.org>

Fwd: Hello and Congratulations from the Huron Valley American Chemical Society Local Section

1 message

Jodi Krahne <jodi@ypsilibrary.org>

Fri, May 27, 2022 at 8:08 PM

To: Julianne Smith <smith@ypsilibrary.org>, Lisa Hoenig <lisa@ypsilibrary.org>, Liz Pitcher <epitcher@ypsilibrary.org>

These are the people who have hosted most of our recent STEM fests. Thanks to Liz for keeping those going!

----- Forwarded message -----

From: **Mary Lynam** <lynam@umich.edu>

Date: Fri, May 27, 2022 at 2:35 PM

Subject: Hello and Congratulations from the Huron Valley American Chemical Society Local Section

To: <epitcher@ypsilibrary.org>, <jodi@ypsilibrary.org>

CC: Alex Martin <martin.alex.d@gmail.com>, Paul Dobrowolski <pdobrowolski@caymanchem.com>, Wade Tornquist <wtornquist@umich.edu>

Dear Liz and Jodi,

I am writing on behalf of the executive committee of the Huron Valley Local Section of the American Chemical Society, HVACS, to notify you that the Ypsilanti District Library at Whittaker Road has been selected for this year's Salute to Excellence Award. This award "underscores outstanding accomplishment of service by external partners who have helped contribute to a greater public awareness of chemistry".

In particular, we salute you for your service co-organizing the STEM Fest with HVACS at the Whittaker Road Library in 2019, 2021 and 2022. Chemists from the local section interacted with children and parents at numerous stations and engaged in hands-on chemistry activities including salt recrystallization, DNA extraction from strawberries, chromatography, and synthesis of elephant toothpaste, slime and a silver mirror. In addition, in 2019, the library ran a Summer Challenge Program from June through August where chemists from the HVACS section participated and engaged children in demonstrations on Satisfying Science and Phases of Matter. Finally, we salute you for your creation of a chemistry focused STEM KIT that is available for checkout to library patrons. The kit is designed so that children may safely engage in chemistry experiments in their kitchen without the use of dangerous chemicals.

The award consists of a plaque to be presented at our upcoming Awards Banquet on June 9th, 2022 at the Eagle Crest Golf Course Clubhouse from 5.30 pm to 7.30 pm. We would like to invite you both to attend. If this is not possible perhaps two other librarians could attend to represent you.

The local section would also like to award \$500 to be used for purchase of books or activities that continue to create public awareness of chemistry to the public.

Please let me know if you will be able to attend to receive your award.

Best regards,

Mary Lynam

--

Jodi Krahne

Head of Youth Services

Ypsilanti District Library

jodi@ypsilibrary.org

734-879-1304



Lisa Hoenig <lisa@ypsillibrary.org>

AAACF Notification of ACH Payment

1 message

donotreply@aaacf.org <donotreply@aaacf.org>
 To: lisa@ypsillibrary.org

Wed, Jun 1, 2022 at 10:47 AM

RE: Grant #168054
 To whom it may concern,

The Ypsilanti Area Community Fund, an affiliate of the Ann Arbor Area Community Foundation, is pleased to present Ypsilanti District Library with this payment in the amount of \$25,859.35. This ACH payment has been sent as of 6/1/2022. You should receive the funds within three to five business days. The purpose of these funds can be found in the table below:

Account	Amount	Application ID	Grant Purpose
James W. and Marla J. Gousseff Fund for the Ypsilanti District Library	\$17,240.19	N/A	general operating support
Ypsilanti District Library Endowment Fund	\$7,225.90	N/A	support the library's mission to enrich life, stimulate intellectual curiosity, foster literacy, and encourage an informed citizenry
Ypsilanti District Library Endowment Fund-agency	\$1,393.26	N/A	support the library's mission to enrich life, stimulate intellectual curiosity, foster literacy, and encourage an informed citizenry

For questions on competitive or directed grants, please contact the appropriate Community Investment staff member: Jillian Rosen (jrosen@aaacf.org), Christopher Lemon (clemon@aaacf.org), Amina Iqbal (aiqbal@aaacf.org), or Maryellen Ferro (mferro@aaacf.org). For donor-advised fund grants and nonprofit endowment funds, please contact Katelyn Videto (kvideto@aaacf.org).

Your acceptance of this payment will certify that no individual associated with this charitable fund will receive any goods or services as a result of our grant, and that our grant will not be used to satisfy any legally binding pledge.

On behalf of the Board of Trustees, we wish you continued success in your efforts.

Sincerely,
 AAACF Team

Michigan Activity Pass

— MAP —



ANNUAL REPORT 2021-2022

The Michigan Activity Pass (MAP) program is a statewide collaborative effort between Michigan's public libraries and participating destinations.

STATISTICS

- *450 — current number of active MAP destination partners
- *637 — current number of active MAP library buildings
- *10,182— number of MAP passes circulated
- *9,825 — number of Facebook followers / 608 Twitter followers

FUNDING

- *\$2,200 — MCDA (\$200 per Cooperative / 11 Cooperatives)
- *\$5,000 — Library of Michigan Sponsorship
- *10,500 — The Library Network

EXPENSES

- *\$7,700 — Software Licensing
- *10,000 — The Library Network Staffing

The Library Network

41365 Vincenti Ct
Novi, MI 48375



100 Years of the DNR
CARING FOR MICHIGAN'S OUTDOOR PLACES AND STORIES SINCE 1921



Committee Reports

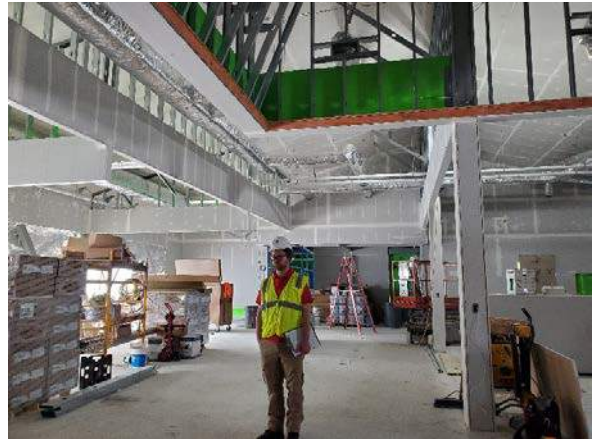
To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/17/2022
Re: Superior Planning Committee report

I attended site meetings on May 27, June 1, and June 15. Current status of the project per O'Neal site supervisor Nick Kresta:

- Drywall hanging is nearly complete and finishers have started.
- The fireplace is installed.
- Permanent water service is in the building.
- Permanent power and mechanical equipment startup is taking place this month.
- Exterior waterproofing is complete at the foundation and behind masonry. The balance of the waterproofing is scheduled for later this month.
- Exterior brick progress experienced a pause due to a material acquisition delay, but is back underway and expected to wrap up in the next two weeks.
- Windows and glazing mock-up will be installed 6/17. Pending its approval, windows are expected to begin within a few weeks afterward.
- The balance of parking lot curbs will be installed the week of 6/27 with asphalt base course targeted for July.

We have been working with Daniels & Zermack interior designer Jennifer Michalski for a number of months to select furnishings for the building. I will give a brief overview of our choices and finishes at the Board meeting, referencing the document attached. Exciting!

Now that more budget numbers are becoming known, I developed a rough working budget for the overall project. It is my hope this will help inform your decision-making as more individual approvals are presented. As always, I welcome your questions.





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.:	21
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration
DATE:	13 MAY 2022	TIME:	11:30 am
WEATHER:	Sunny	TEMPERATURE:	73°F
ESTIMATED % OF COMPLETION:	48%	CONFORMANCE WITH SCHEDULE (+,-)	On Schedule

PRESENT AT SITE:

Name:

Matt Ratzow
Shawn Courtney
Dan Whisler
Davy Shellabarger
Lisa Hoenig
HVAC
(2) (6) Carpenters
(6) Masons

Representing:

O'Neal Construction (OCI)
OCI
Daniels & Zermack Architects (DZA)
DZA
Ypsilanti District Library (YDL)
Robertson Morrison
Clark
Leidal & Hart

WORK IN PROGRESS:

- 22.1 Masonry at mechanical screen wall and brick piers at front entrance.
- 22.2 MEP rough-in.
- 22.3 Damp proofing starting at exterior wall.

OBSERVATIONS:

- 22.1 Stored materials include: CMU block, mortar, and grout, steel for dumpster enclosure, Portland cement, lumber for wood blocking, cast stone and brick, drywall and cement board, joint compound, steel studs for interior framing, acoustical insulation, MEP equipment and ductwork, door frames.
- 22.2 Some inconsistencies in the vertical mortar joints were noted at the brick being laid at the front entrance. The vertical joints at the masonry screen wall were also noted to be relatively thin, this is because the cmu wall appears to be short on some faces. The team discussed expectations for joint consistency with the mason onsite. The joints may end up looking more uniform once the brick is washed.
- 22.3 Blocking has been installed at most locations, still needed in staff area for office furniture.

ITEMS TO VERIFY:

- 22.1 DZA to verify township requirements for exterior building signage.
 - 22.1a This is confirmed to be 10% of signable wall area.

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.
 - 2.1e OCI has found a product to use for the synthetic liner and is coordinating with a product rep to determine the size needed. OCI to confirm whether plant roots penetrating the liner are a concern.
- 21.1 DZA to confirm with Structural whether the missing sheathing piece near column BB.2 is an issue.
 - 21.1a Still awaiting a response from SDI. DZA spoke to SDI on 5/26 regarding this item.
- 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.
- 22.1 DZA to provide dimensions to locate J-boxes for illuminated building signage, will reach out to Huron Sign about signage design.

ATTACHMENTS:

- 22.1 See Progress photos:









Blocking in the meeting room for coat hangers.

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.:		23	
OWNER:		Ypsilanti District Library		ARCHITECT'S PROJECT NO.:		2017-55	
CONTRACTOR:		O'Neal Construction Inc.		CONTRACT:		Contract Administration	
DATE:	27 MAY 2022	TIME:	12:30 pm	WEATHER:	Partly Cloudy	TEMPERATURE:	73°F
ESTIMATED % OF COMPLETION:			55%	CONFORMANCE WITH SCHEDULE (+,-)		On Schedule	

PRESENT AT SITE:

Name:

Matt Ratzow
Nick Kresta
Dan Whisler
Davy Shellabarger
Lisa Hoenig

Representing:

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

WORK IN PROGRESS:

23.1 Overhead MEP install & ductwork insulation.

OBSERVATIONS:

- 23.1 Stored materials include: CMU block, mortar, and grout, steel for dumpster enclosure, Portland cement, lumber for wood blocking, cast stone and brick, drywall and cement board, joint compound, steel studs for interior framing, acoustical insulation, MEP equipment and ductwork, door frames, acoustical ceiling tile and grid.
- 23.2 Brick work at the dumpster and HVAC screen walls, and at the brick piers at the entrance is complete.
- 23.3 Some of the insulation in the wall cavity at the cupola skylight appears to be sagging and not staying in place. A solution to keep the insulation in the stud cavity may be needed.
- 23.4 The fireplace unit has been installed.
- 23.5 The radiant floor heating manifold at the staff area has been installed too close to the corner of the wall and will be partially blocked by a shelving unit. The manifold can't be moved at this point so the library will need to remove shelves to access the manifold, but it is not something that should ever need urgent access in an emergency, such as a leak in the system.

ITEMS TO VERIFY:

- 23.1 DZA to verify date for potential AIA hardhat tour. It was noted in the onsite meeting that work on Harris Rd is scheduled to start in July, and that site access and parking may be a challenge during that time.

- 23.2 Roof-to-Wall vents were not installed at the cupola. OCI confirmed that they have notified the roofer to come back and install them.

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.
- 2.1e OCI has found a product to use for the synthetic liner and is coordinating with a product rep to determine the size needed. OCI to confirm whether plant roots penetrating the liner are a concern.
- 21.3 OCI to inquire about receiving a credit for downsizing utility conduit that happened early in construction.
- 23.1 Base flashing should be turned down 90° at the brick piers, not 45° as it is currently. OCI to notify the mason to make the correction.
- 23.2 OCI to acquire a new date stone to be installed at the building entrance. The stone provided by the mason has sandblasted numerals and there is too much aggregate exposed. The date stone should have incised numerals per specification 04 72 00—2.2C.
- 23.3 Structural confirmed that the missing roof sheathing at column A2 needs to be replaced. OCI is working on a way to access that spot and install the missing sheathing.
- 23.4 Some of the roof edge vents have large gaps where the shingles overlap on top of them. OCI to confirm whether this is an issue and if so, propose a solution.

ATTACHMENTS:

- 23.1 See Progress photos:





Radiant heating manifold installed in the corner of the staff area corridor; intent was that it would be closer to the door so that it isn't blocked by the shelving that will be installed in this area.



Batt insulation needs to stay in the stud cavity when drywall is installed.



Gaps where shingles overlap eave vents, missing roof to wall vents at cupola

REPORT BY: D. Shellabarger



Architect's Field Report

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

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	24
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration
DATE:	06 JUNE 2022	TIME:	2:00 pm
		WEATHER:	Sunny
		TEMPERATURE:	77°F
ESTIMATED % OF COMPLETION:	57%	CONFORMANCE WITH SCHEDULE (+,-)	On Schedule

PRESENT AT SITE:

Name:

Nick Kresta
Davy Shellabarger
Troy Foster
Huong Nguyen

Representing:

O'Neal Construction (OCI)
Daniels & Zermack Architects (DZA)
Strategic Energy Solutions (SES)
SES

WORK IN PROGRESS:

24.1 Drywalling & electrical rough-in.

OBSERVATIONS:

- 24.1 Stored materials include: CMU block, mortar, and grout, steel for dumpster enclosure, Portland cement, lumber for wood blocking, cast stone and brick, drywall and cement board, joint compound, steel studs for interior framing, acoustical insulation, MEP equipment and ductwork, door frames, acoustical ceiling tile, AVB materials.
- 24.2 Recessed boxes at the group study and meeting rooms are installed.
- 24.3 OCI pointed out that column CC2 is shown as a 6x6 square on architectural drawings but is actually a 6x8. The column will be wrapped in plywood and the glazier will adjust the size of the storefront when they are out to field measure.
- 24.4 There is a minor discrepancy in the drawings with the line of the brick piers at the group study room being slightly different between plan and section details. The priority is to have as few cut bricks as possible as shown on the plans.

ITEMS TO VERIFY:

- 24.1 SES to verify that changing the light fixture heights in the meeting room so they are not all at 12'-0" A.F.F. will not have a negative impact on the room's photometrics.

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.
 - 2.1e OCI has found a product to use for the synthetic liner and is coordinating with a product rep to determine the size needed. OCI to confirm whether plant roots penetrating the liner are a concern.
- 21.3 OCI to inquire about receiving a credit for downsizing utility conduit that happened early in construction.
- 23.1 Base flashing should be turned down 90° at the brick piers, not 45° as it is currently. OCI to notify the mason to make the correction.
- 23.2 OCI to acquire a new date stone to be installed at the building entrance. The stone provided by the mason has sandblasted numerals and there is too much aggregate exposed. The date stone should have incised numerals per specification 04 72 00—2.2C.
- 23.3 Structural confirmed that the missing roof sheathing at column A2 needs to be replaced. OCI is working on a way to access that spot and install.
- 23.4 There are a few places at the south end of the roof where there are large gaps where shingles overlap the eave vents. OCI to confirm whether this is an issue and propose a solution.
- 24.1 YDL is interested in adding outdoor power pedestals in three locations around the building. DZA discussed with OCI and SES onsite. DZA to provide a preliminary sketch for pricing.
- 24.2 DZA to issue a sketch for how to route the supply and return lines to the radiant heating manifold in the teen area.

ATTACHMENTS:

- 24.1 None.

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.:	25
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration
DATE:	10 JUNE 2022	TIME:	12:30 pm
		WEATHER:	Sunny
		TEMPERATURE:	73°F
ESTIMATED % OF COMPLETION:	60%	CONFORMANCE WITH SCHEDULE (+,-)	On Schedule

PRESENT AT SITE:

Name:

Nick Kresta
Davy Shellabarger
Lisa Hoenig

Representing:

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

WORK IN PROGRESS:

- 25.1 Drywall hanging & Taping
- 25.2 AVB install has started at the southwest end of the building and at the meeting room.

OBSERVATIONS:

- 25.1 OCI confirmed that blocking was installed at the south wall of the youth area.
- 25.2 There is a visible exposed conduit on top of the tube steel at the north group study room.
- 25.3

ITEMS TO VERIFY:

- 23.1 DZA to verify date for potential AIA hardhat tour. It was noted in the onsite meeting that work on Harris Rd is scheduled to start in July, and that site access and parking may be a challenge during that time.
- 25.1 Finish details for the radiant ceiling panels in the restrooms were discussed. DZA to respond to Nick's email with installation options.
- 25.2 The downlights in the entry vestibule have been shifted north and may conflict with CUH-1 to be installed in the ceiling. DZA to verify.
- 25.3 OCI confirmed that they have addressed with the carpenters the potential issue with batt insulation sagging out of the vertical stud cavities at the cupola skylight.

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.

- 2.1e OCI has found a product to use for the synthetic liner and is coordinating with a product rep to determine the size needed. OCI to confirm whether plant roots penetrating the liner are a concern.
- 21.3 OCI to inquire about receiving a credit for downsizing utility conduit that happened early in construction.
- 23.1 Base flashing should be turned down 90° at the brick piers, not 45° as it is currently. OCI to notify the mason to make the correction.
- 25.1 DZA to coordinate anchor points for the light fixtures above the circulation and reference desks. Currently some of them would hit at the high point of the ceiling directly under the cupola roof.

ATTACHMENTS:

- 25.1 See Progress photos:



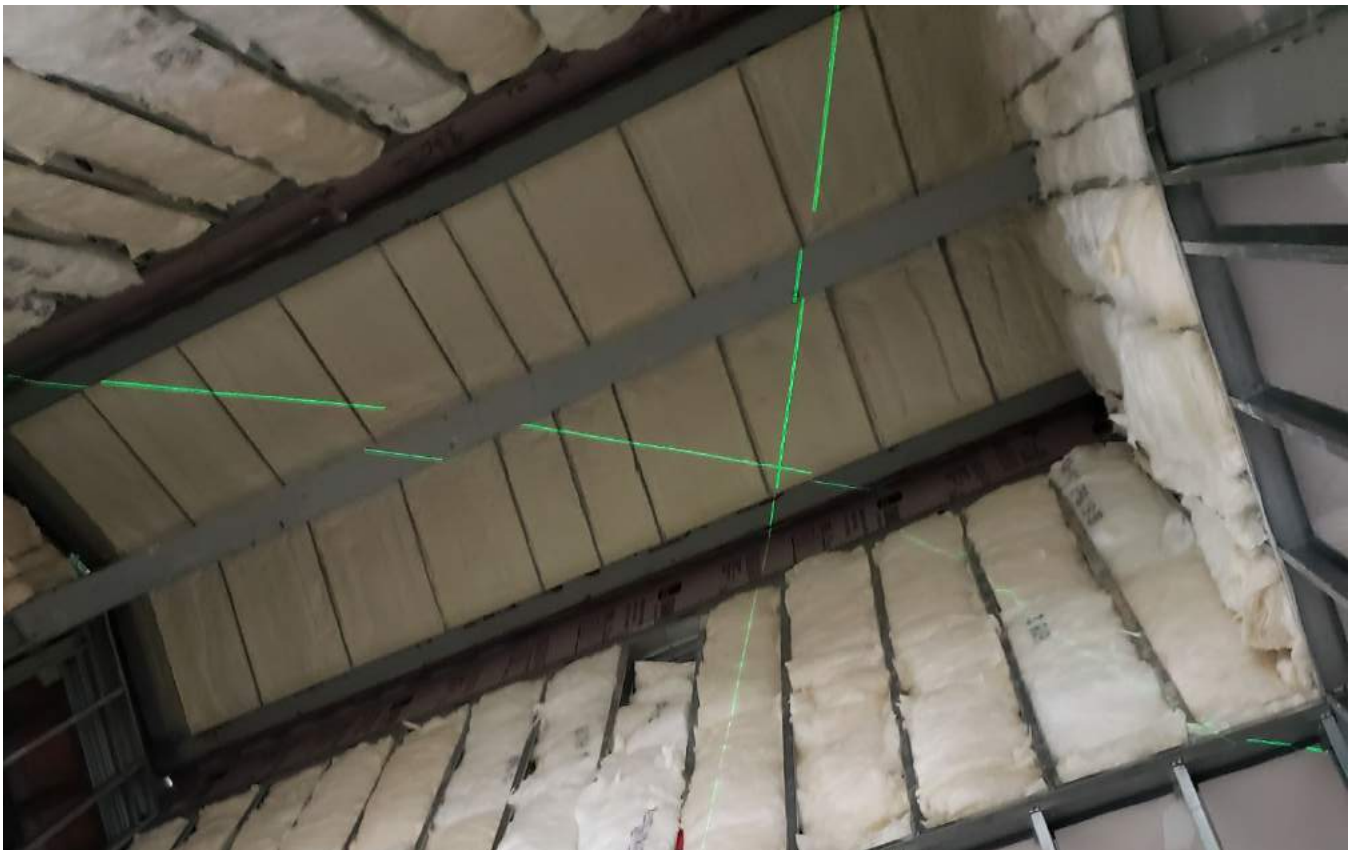
AVB (light blue) application has started on the exterior.



Horizontal grille opening in meeting room does not appear to match what is on the drawings, but it is centered at the correct height of 10'-10" A.F.F.



Downlights at entry vestibule



Lighting anchor point above the circulation desk currently hits the high part of the cupola roof.



Recessed boxes for the monitors/TVs have been installed. Note the exposed conduit on top of the Tube steel beam.

REPORT BY: D. Shellabarger

Ypsilanti District Library
Superior Branch Library Construction Project Budget

June 15, 2022

Revenues

Designated YDL fund balance	\$	4,500,000
Capital Campaign:		
<i>Young Family Foundation gift</i>	\$	400,000
<i>Towsley Foundation grant</i>	\$	400,000
<i>Marla J. Gousseff Trust endowment gift</i>	\$	214,578
<i>Herrick Foundation grant</i>	\$	250,000
<i>MCACA Capital Improvements grant</i>	\$	50,000
<i>Washtenaw County Commission allocation</i>	\$	50,000
<i>Knight Foundation grant</i>	\$	50,000
<i>Children's Foundation grant</i>	\$	23,100
<i>Mullick Foundation grant</i>	\$	10,000
<i>Ann Arbor Farm & Garden grant</i>	\$	5,000
<i>Humane Society of the United States grant</i>	\$	2,000
<i>Private donations to-date</i>	\$	374,639
<i>Outstanding campaign pledges to-date</i>	\$	22,550
<i>Projected additional donations/grants/crowdfunding</i>	\$	198,133
Grand Total:	\$	6,550,000

Expenses

Construction budget -- current contract amount:	\$	4,851,745	additional changes pending
Architectural design services:	\$	447,500	
Furnishings allowance (includes shelving):	\$	303,000	
Audio/Visual contract:	\$	76,160	
Building security:	\$	6,703	
Security cameras:	\$	22,477	
Computers/other technology:		TBD	some existing + some new
Outdoor furniture:	\$	3,000	
Signage allowance:	\$	20,000	
Kitchen appliances	\$	5,184	
Opening day collection (est):	\$	250,000	
Endowment fund contribution:	\$	200,000	
Other costs (legal, surveys, permits, etc. estimate):	\$	200,000	
Grand Total:	\$	6,385,769	

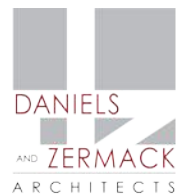
Anticipated Library Opening: October 2022

Potential Additional Project Expenses

Interactive Play Area	\$	25,000
Reading Garden	\$	50,000
Total:	\$	75,000

Furniture Selection Summary

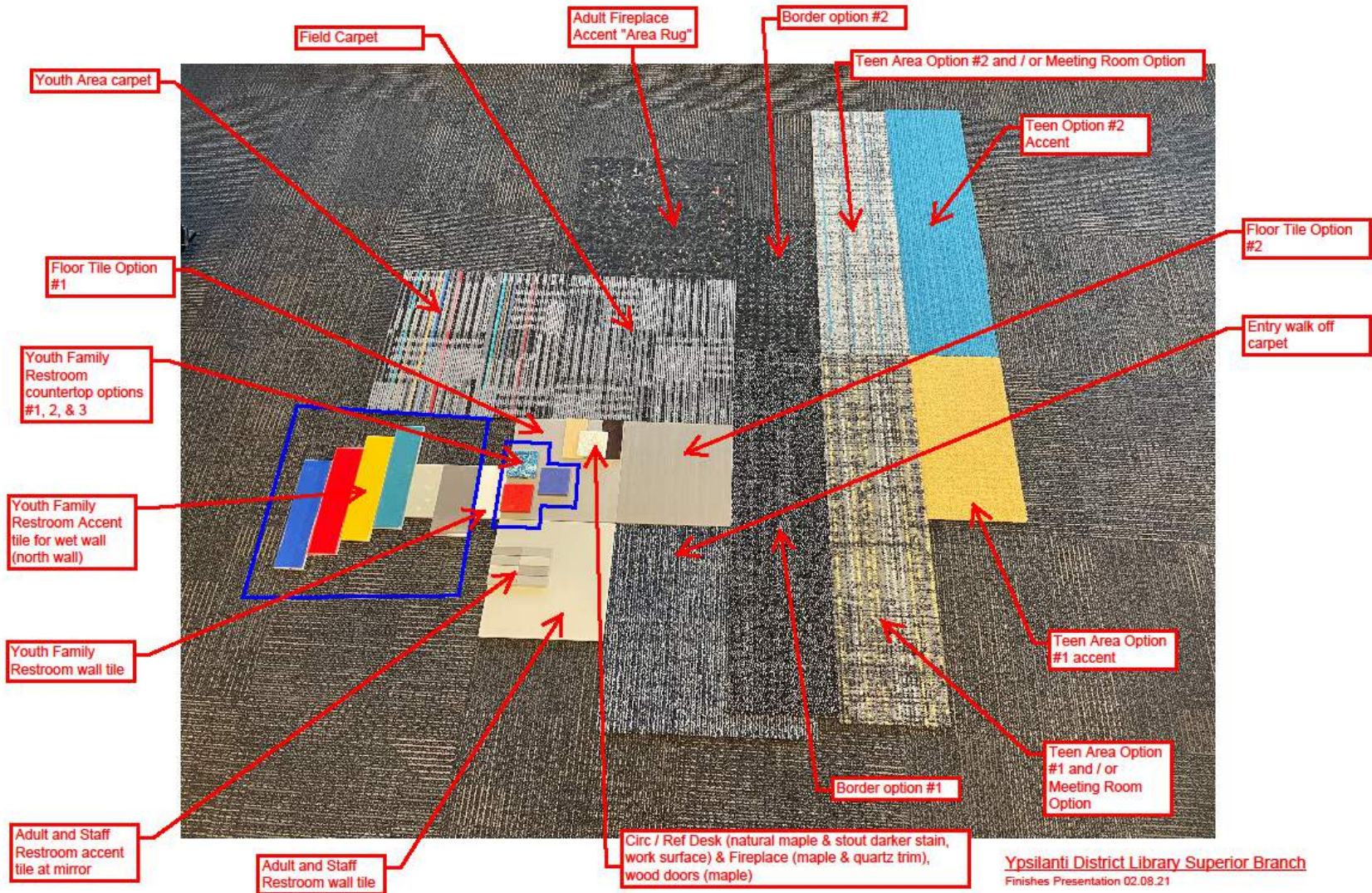
June 16th, 2022



FLOOR PLAN



INTERIOR BUILDING FINISHES



[illegible]

YDL Superior Branch Furniture

Fireplace chairs - JSI Bespace Lounge with side table [BeSPACE | JSI \(jsifurniture.com\)](http://jsifurniture.com)



Palmieri Flex – Adult Computer Tables (Reader Tables Without Screens)

[Flex - Palmieri Furniture](#) web link



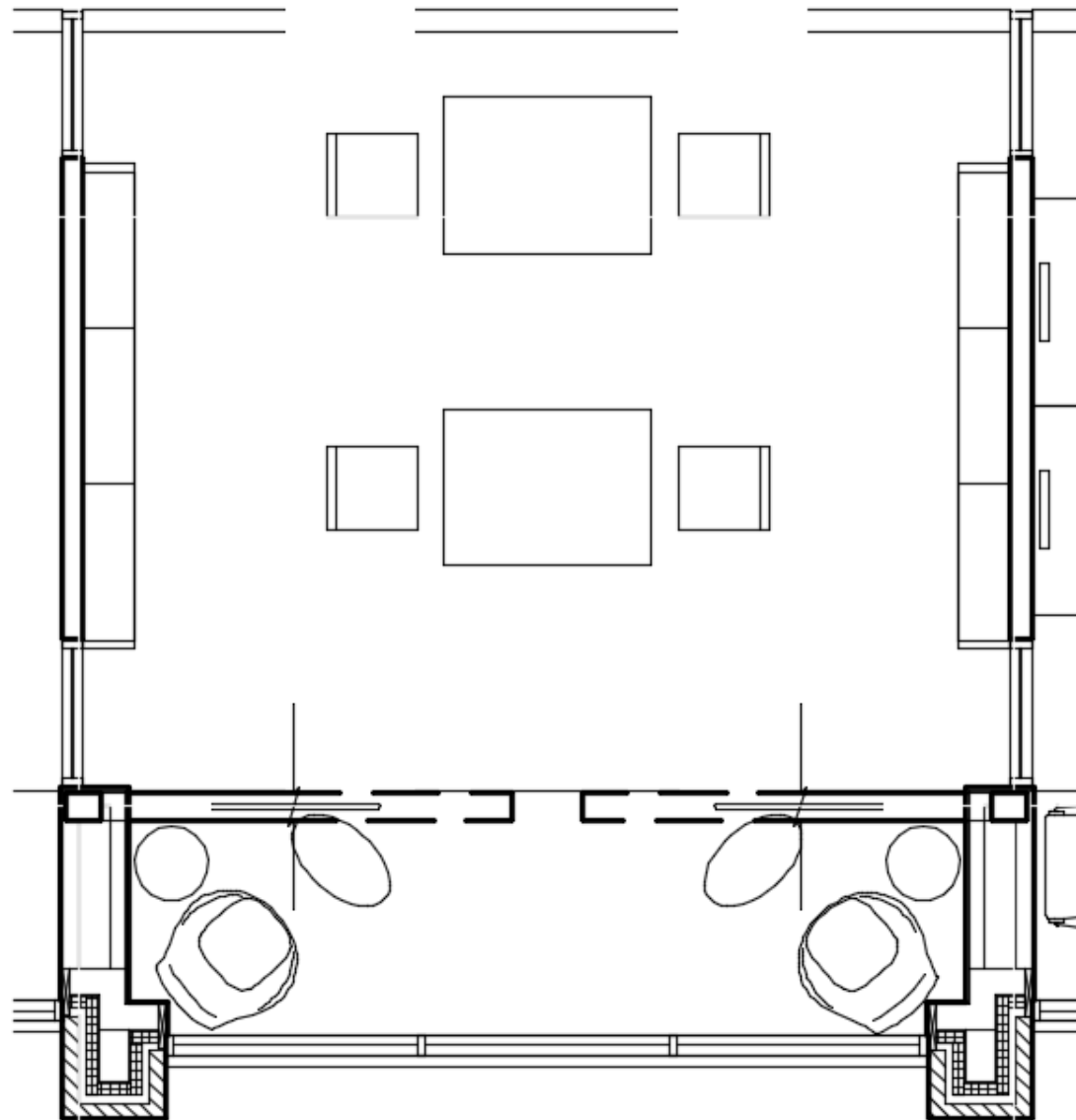
Adult Reader & Computer chair

KI Doni Chair

Notes: upholstered readers and group study, task @ computers, fun color honey bee used in teen



Teen Area



Teen Lounge Area - Keilhauer Ponder Chair, Plunk Ottoman, and Sip Stool/Table



Back Office Finishes



Task Chair

Knoll Generation family

[Generation by Knoll® Ergonomic Chair | Knoll](#)



KI Pirouette meeting room tables – Stack chair options

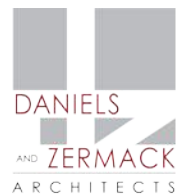
[Pirouette Tables](#) | [Products](#) | [KI](#)



Meeting Room - Chair

KI Opt4 Stack chair [Opt4 Stack Chair | Products | KI](#)

selected all poly resin in black



Library Youth Department Previous Selections Summary

from meetings on December 16th, 2021

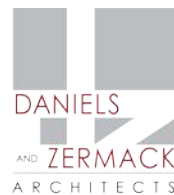
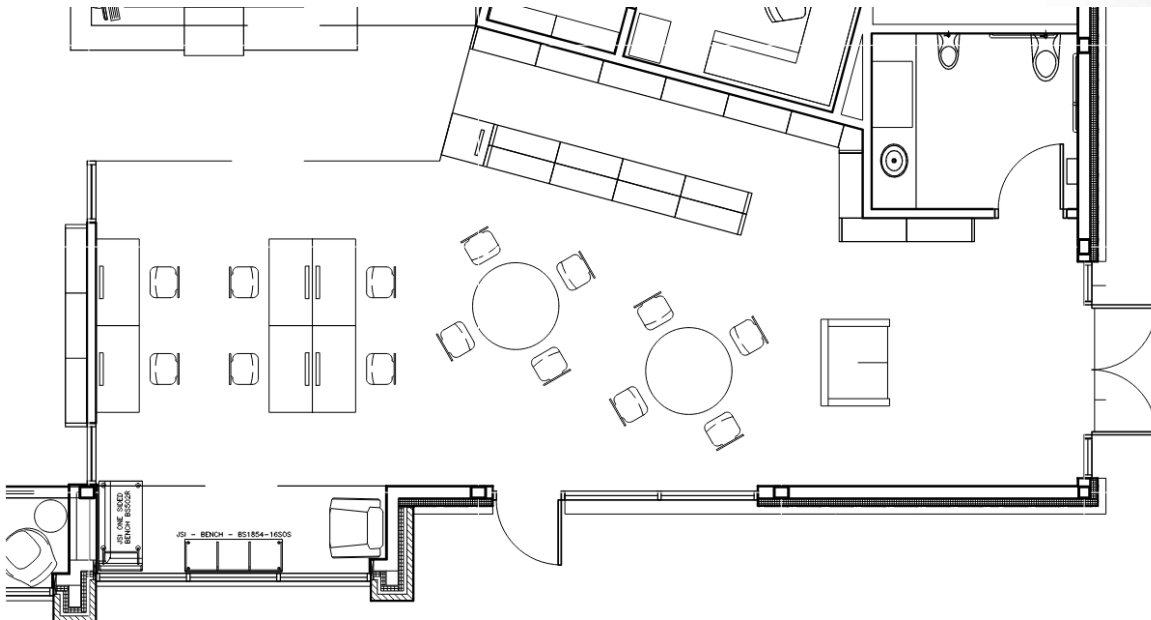
Youth Department – Preliminary Furniture Style selections



Lounge Seating

JSI BeSpace lounge and storage bench grouping

50" on armed bench BS502R; 54" w Bench Height Credenza Open Storage BS1854-16SOS



Additional Kids seating

KI My Place Stools

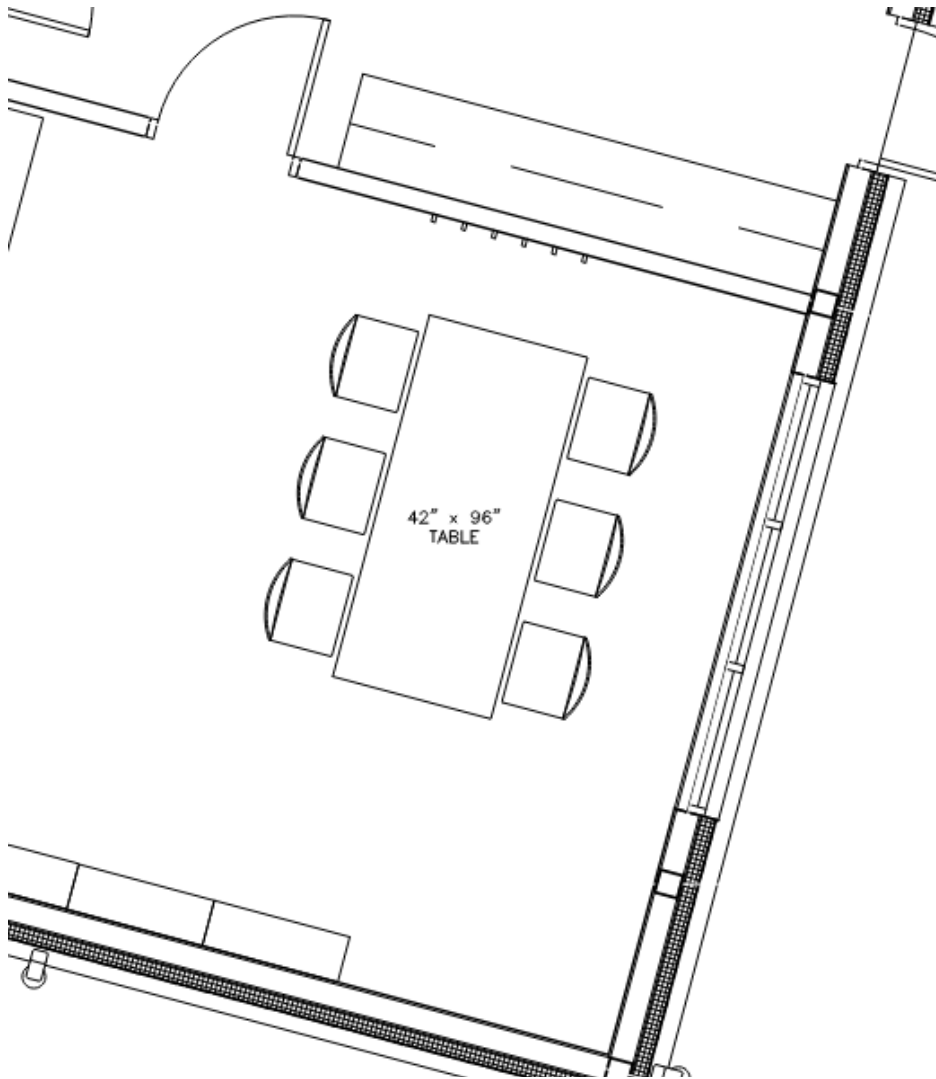
[MyPlace Lounge Furniture | Products | KI](#)



Z

Back of House Collaboration Area

Large Stationary KI Pillar worktable at standard height selected



Director's Report and attachments

Library Director's Report

June 22, 2022

Summer Buzz

On June 1, YDL became a fine-free library! Our PR campaign is definitely grabbing attention, and we've had quite a bit of press coverage. We're excited to see how the change plays out statistically. You will start to see reports on measurable impacts with this packet.

Ten days later, the 2022 Summer Challenge launched with a terrific kick-off event at Michigan Avenue. Free lunches for youth will be served at Michigan Avenue starting 6/20. The new garden boxes downtown look great (thanks, Derek and Nicole Russell!), and gardening events at Whittaker are happening too. The Library of Things kick-off event is 6/26. Be sure to check out the rest of our summer line-up in *The Loop* or online.

Facilities:

- The Michigan Avenue water remediation project is complete. It wasn't a glamorous project, but it was an important step in ensuring the future of our historic structure.
- Whittaker will be closed 7/11-12 while new carpet and furnishings are installed to repair last year's flood damage. It has taken tireless work by Julianne and the affected staff to finally get here. We are ready!
- Michigan Avenue will be closed for first floor carpet installation 8/15-20.
- The new computer chairs in the Whittaker Youth department are in and look fabulous!

Fundraising:

- The James L. and Faith Knight Foundation has awarded a \$50,000 grant to YDL in support of the Next Chapter Capital Campaign. We were delighted with this news, as we applied back in August 2021.
- Mary Garboden and I attended the Ann Arbor Rotary Club's Awards Presentation on 6/2. At the conclusion of the event, they announced that each grantee would receive an additional \$600, a nice surprise!

Personnel:

- Our first staff in-service in 3 years was held 6/3, and it kicked off our new round of strategic planning. It was wonderful to have our full staff back together again. Stay tuned on next steps in the planning process.
- Michigan Avenue Adult Librarian Kim Rowe's last day at YDL is 6/18. She accepted a job closer to home, something I can relate to very well. We have posted the vacancy. I reposted two positions with revised salary ranges 6/1: Building Monitor and Head of Outreach Services. The deadline for all three jobs is 6/27.

Technology:

- 12 of the 24 Chromebooks from the United Way's Safe Haven grant were deployed at Michigan Avenue this month. The other half will be used at new Superior.
- We received our Outdoor Programming Kit from TLN's MI-83 ARPA grant. The kit includes a tent canopy and a sound system, which was used for the first time at the Summer Challenge kick-off. We are delighted to have this equipment and staff will make great use of it.
- We are still waiting to receive the Surface laptops also expected as part of the MI-83 grant.

Side Notes:

- I was interviewed by Crystal Campbell on 6/7 for the County Administrator's e-newsletter feature on a community leader. We met at the small Superior branch and afterward toured the construction site.
- I gave another tour to representatives from Comerica Bank on 6/7, and to donors Don and Nancie Loppnow on 6/14. The Loppnows were thrilled to see the fireplace they sponsored.
- I attended the Ann Arbor Summer Festival's "Here Live Now!" concert by the Gabriel Brass Band in Fireman's Park on June 4th. This is our second year partnering with AASF to bring a concert to the neighborhood. So much fun!

DTE FOUNDATION FINAL REPORT

Ypsilanti District Library Operational Grant: 2021/22

Submitted: May 26, 2022

Thanks to a generous operational grant of \$10,000 from the DTE Foundation, the Ypsilanti District Library installed new and improved after-hours pick-up lockers at its Superior branch. The grant came to the rescue just in time, as the old but popular lockers at the 1,000 sq.-ft. branch finally failed.

Prior to Covid, the tiny Superior branch had limited hours, so after-hours pickup lockers were important for patron access. Because the library has no space for social distancing, it has remained closed since the onset of the pandemic. Staff have continued to work from the shuttered branch to make sure vital community needs are met. The lockers allow staff to connect patrons with partners and resources, helping them navigate the pandemic and the social, economic and educational challenges it brought to light. There are numerous vulnerable areas nearby including northeast Ypsilanti and Willow Run, as well as the MacArthur Boulevard area of Superior Township - the highest density, lowest income block in Washtenaw County. The new lockers have been crucial in providing contact-free pickup of books and other materials by library patrons in this area, where few other community services exist. Although patrons can no longer come inside, the tiny library remains a vital resource for the community, in part because of the new lockers. They have been integral in helping us maintain connections with the children and families in the nearby neighborhoods.

It is important to note that we use the lockers for more than just pick-up of books/movies and CDs/DVDs. The lockers also support people who need job information printed out; people who are picking up free early literacy or youth activity kits; and people who are picking up COVID test kits and KN-95 masks. All of this and more can be requested through locker pickup. During the tax season, patrons were able to pick up tax forms and free tax preparation materials through the lockers.

People love the flexibility of the lockers, and some will use the lockers at the Superior library even though it isn't the closest YDL branch to their house, because they can get their items when it is convenient for them.

The Ypsilanti District Library has long dreamed of building a full-service library branch to replace the "temporary" location we've occupied since 2007. With the passage of a new millage in 2018, it finally became possible, and a new 7,800 square foot branch is under construction just down the street. When the new Superior Library opens this fall at 1900 Harris Road, the lockers acquired with the DTE Foundation's grant funds will be moved there, providing seamless access to YDL patrons.

The new lockers have significant technological advantages over the ones they replace. The staff interface allows for better management of reservations and large-quantity requests. For patrons, the advantages are even greater. The new lockers are more generously-sized, which means that the once-common occurrence of a book or library item not fitting in a locker is now a rarity. Perhaps most importantly, the patron interface is touch free, allowing users to simply scan their library card and grab their items without needing to use a keypad at all.

The new lockers are extremely popular. As a result of their installation, use by patrons has dramatically increased. For example, this past weekend (May 22nd), the lockers were totally full of materials for patron pickup, forcing staff to pause reservations. They were turned back on again Monday morning for appointment reservations to resume. This is the second time this year that demand has been so great, we had to temporarily shut them down for new reservations. As we continue to track locker usage at the current Superior library and demand remains high, we do have the ability to add more lockers.

LOCKER STATS

Number of lockers purchased and installed: 10

Total locker pickups since usage began on July 24, 2021: 1,102

Average pickups per month: 121

July 2021 – 17

August 2021 – 142

September 2021 – 108

October 2021 – 126

November 2021 – 115

December 2021 - 88

January 2022 - 137

February 2022 - 127

March 2022 - 127

April 2022 – 115

PROMOTIONS

We have been happy to promote DTE Foundation's support. Recognition has included:

- ✓ Foundation logo included on Locker Reservation page on the YDL website (see page below)
<https://www.ypsilibrary.org/services/borrowing/lockers-self-check/>
- ✓ Foundation logo included in donor listing on the new Superior library page on YDL website -
<https://www.ypsilibrary.org/engage/our-new-library/>
- ✓ Recognition in Summer 2021 issue of YDL's quarterly newsletter, *The Loop*; mailed to every resident in YDL district (approximately 42,000 households). See attached Summer 2021 newsletter, page 4.

Upcoming promotions will include:

- ✓ Social media posts in June 2022 highlighting Foundation support and success of new locker system, as well as increased demand. (Facebook, Twitter, Instagram)
- ✓ Acknowledgement of DTE Energy Foundation support at Superior library Grand Opening Celebration Week – November 14 – 19, 2022.
- ✓ Recognition on the new Superior library's digital donor recognition display.

Ypsilanti District Library Website Locker Reservation Page



**New Lockers Made Possible
With Support From**



24-HOUR LOCKER PICKUP:

In addition to curbside pickup, YDL-Superior offers after-hours pickup. You may pick up your requested items in a locker outside the front door. The lockers were purchased with help from a generous gift from the **DTE Foundation**. When your requested materials arrive, [schedule a pickup slot](#). If you choose locker pickup, your items will be checked out to you and placed in a locker for 48 hours.

When you arrive to pick your items,

1. Scan your library card or enter the last 7 digits of your library card number.
2. Retrieve your items from the door that opens. Press “done” on the touchpad.
3. If you have a large quantity of items, you may have more than one door. After you press “done,” the next door will open.
4. Close the locker door.

Materials placed in a locker will be available for the next 48 hours. If you are unable to retrieve your materials within 48 hours, notify library staff before they are due to expire. Staff can arrange with you for pickup on another day. Expired items are checked in and returned to their original locations.

YDL-Superior staff can be reached at 734-879-1310.

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	\$100	
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	\$225	
Sub-total	\$4,073	\$6,945	\$28,189	\$2,227	\$257	\$5,693	\$484	
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	\$370,539	

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	\$835,031	

Designated Fundraising to Date

YDL - Superior Construction (Gousseff Trust included) - \$1,868,017.60
*** 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	20								73
CIRCULATION													
Whittaker	25,932	26,501	29,474	32,846	30,683								145,436
Michigan **	5,913	5,538	6,457	4,370	5,639								27,917
Superior	703	693	648	604	511								3,159
Bookmobile	154	331	52	606	1,214								2,357
eProducts	12,547	11,334	12,364	11,712	12,699								60,656
TOTAL	45,249	44,397	48,995	50,138	50,746	0	0	0	0	0	0	0	239,525
COLLECTION													
Physical items added	1,206	1,124	884	783	952								4,949
eltems added	1,714	999	1,121	792	1,270								5,896
Items cataloged	460	346	376	260	406								1,848
CURBSIDE APPOINTMENTS													
Whittaker	166	90	73	67	62								458
Michigan	36	34	27	21	6								124
Superior	162	142	159	144	121								728
Bookmobile	50	108	176	79	0								413
TOTAL	414	374	435	311	189	0	0	0	0	0	0	0	1,723
DOOR COUNT	(New counters installed 4/15-MA & 4/22-Whit)												
Whittaker	8,486	8,643	12,214	11,042	9,380								49,765
Michigan **	3,921	6,398	6,776	3,394	2,969								23,458
Superior													-
Bookmobile				107	352								459
TOTAL	12,407	15,041	18,990	14,543	12,701	0	0	0	0	0	0	0	73,682
HAND PICKED FOR YOU													
Whittaker	0	0	0	0	0								-
Michigan	0	0	0	0	0								-
Superior	0	2	0	0	0								2
Bookmobile	5	10	15	8	0								38
TOTAL	5	12	15	8	0	0	0	0	0	0	0	0	40
MELCAT													
Loans	972	910	1,017	818	831								4,548
Borrows	979	786	842	907	728								4,242

** Michigane 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	240								1,396
Student eCards	0	0	142	0	0								142
TOTAL	330	241	501	226	240	0	0	0	0	0	0	0	1,538
PODCAST: YPSI STORIES													
Plays	91	237	93	82	122								625
PRINTING ON DEMAND													
<i>Ltd. to 20 free pages/day</i>													
Whittaker													-
Michigan													-
Superior	2	3	3	8	2								18
TOTAL	2	3	3	8	2	0	0	0	0	0	0	0	18
PROGRAM/SUPPLY/KIT DISTRIBUTION													
Youth	19	5	6	0	0								30
Teen	0	0	0	0	0								-
Adult	49	37	13	16	14								129
Partner sites	0	0	0	0	0								-
TOTAL	68	42	19	16	14	0	0	0	0	0	0	0	159
REFERENCE													
Whittaker	1,933	1,947	2,800	2,386	2,091								11,157
Michigan **	1,787	1,995	2,373	1,099	1,247								8,501
Superior	71	121	117	75	72								456
Bookmobile	5	20	18	30	131								204
TOTAL	3,796	4,083	5,308	3,590	3,541	0	0	0	0	0	0	0	20,318
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	0								-
Michigan	0	0	0	0	0								-
Superior	0	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	90,948								505,963
Wireless users	4,256	5,303	5,376	5,498	5,453								25,886
App users (unique)	1,257	1,225	1,357	1,373	1,269								6,481
TUTORING SESSIONS (826)	0	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)	10(253)								146(3,586)
MICH Youth/Attendance	5(34)	7(87)	13(170)	13(186)	8(80)								46(557)
SUP Youth/Attendance	3(55)	3(75)	17(435)	4(345)	3(136)								30(1,046)
TOTAL YOUTH	19(200)	43(820)	77(1,924)	62(1,776)	21(469)								222(5,189)
WHIT Teens/Attendance	4(49)	7(71)	8(44)	5(37)	10(477)								34(678)
MICH Teens/Attendance	5(19)	7(28)	5(31)	7(49)	5(56)								29(183)
SUP Teens/Attendance	0	0	0	0	0								-
TOTAL TEEN	9(68)	14(99)	13(75)	12(86)	15(533)								63(861)
WHIT Adults/Attendance	27(167)	34(177)	40(225)	36(135)	34(240)								171(944)
MICH Adults/Attendance	11(143)	8(87)	13(99)	4(28)	13(163)								49(520)
SUP Adults/Attendance	3(46)	5(63)	6(92)	6(86)	5(42)								25(329)
TOTAL ADULT	41(356)	47(327)	59(416)	46(249)	52(445)								245(1,793)
TOTAL VIRTUAL EVENTS	69(624)	104(1,246)	149(2,415)	120(2,442)	88(1,447)								530(8,174)
VIRTUAL PROGRAMS											0		
<i>Recorded views</i>													
Youth programs/views													
Teen programs/views													
Adults programs/views													
<i>* Programs are totaled in Sept. to comply with State Aid reporting</i>													
PAST COVID ACTS OF GREATNESS AND OTHER ONE-TIME EVENTS													
KN-95 mask distribution	1,000	3,000	3,000	1,000									8,000
COVID Rapid Test Kits	300	300	0	300									900
Electronics Recycling				331									
Pop-up sidewalk browsing													
Vaccine days													-
FUTURE COVID ACTS OF GREATNESS													
WiFi expansion at SUP													TBD
Lunch distribution (Parkridge)													-
Sycamore Meadows lunch help													-

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

Department Reports

Acquisitions Department Board Report

June 2022

Department News and Activities

- I continue to attend meetings for the Superior Opening Day collection, the Ypsilanti Centennial history sub-committee, and the Washtenaw Reads screening committee.
- Work on the Library of Things is wrapping up. Our kick off event is on June 26.
- 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 50% encumbered.
- 406 items were cataloged in May.
- 2,222 items, including 1,270 e-items, were added in May.
- YDL borrowed 728 items from other libraries via MeLCat in May.
- YDL loaned 831 items to other libraries via MeLCat in May.

Submitted by Sarah Zawacki
June 16, 2022

Assistant Director
Board Report: June, 2022

Our annual in-service day was successful, and strategic planning is underway! Lisa and I are scheduling dates for community input sessions and a retreat to gather more information about what new or improved services the community would like us to undertake. Thank you to the Friends of YDL for sponsoring our lunch that day – Caspian Mediterranean Grill was a hit!

YDL is now fine free – thank you! A group of us met to review what kind of data we can and might collect to measure the impact of this on library usage. I am guessing that it will take considerable time to measure real change, as the statistics will be collected monthly and won't provide too much insight until we can compare data year over year (which will be wonky anyway due to COVID).

The never-ending flood remediation project may be reaching its end. All materials have been received, and the necessary installation team has been scheduled. For reference, the flood happened in March of 2021 (!) We will close the library July 11 and 12; the vendor assures me that their team can complete the work over two days. New carpet will be installed in the back of the house, as well as behind the circulation desk and in study room 1-C and the patron holds area. Damaged furniture will be discarded; salvageable units will be dismantled and taken to the Mezzanine. Washtenaw Literacy will be completely remodeled. New furniture, along with the necessary data and electrical conduit, will be installed. Thankfully, only one library program will be affected, and it is possible to move it outdoors to the patio.

In other Sparkling news, Jim, Karen, and I continue to carve out a few hours here and there to work on the Mezzanine, including dismantling the pony wall to create more room for the Friends, discard past relics, remove shelving, etc. A more satisfying achievement was accomplished by circulation clerk Shane Sales, who completely restrung the fish mobile in the triangular bay! The wire slowly eroded due to the sun exposure, and the fish were falling off the lines one by one over the years. Thanks to Shane, it has been restored to its original design, and it looks great! Another exciting undertaking was the planting of the flower containers at the Whittaker entrance.



Mary, Lisa, and I met to discuss possible staffing configurations for new Superior, and we have a position open downtown for an adult services librarian. This is in addition to the Head of Outreach opening, which we hope will draw more candidates with an improved salary range.

I continue to plug away at the Emergency Manual; I'm working with Chris Slay in IT to add IP addresses to our database profiles prior to moving to the new proxy service; the bed bugs dogs will conduct their quarterly sniff this month; and Jim and I worked with Marci and her team of sorters from the Friends to clean off the dock (many "donations" of trash have been received of late).

Submitted by Julianne Smith, June 17, 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 June 17, 2022

Customer Services

Monthly report: June 2022

Circulation Stats

For the month of May, we checked out 38,047 items system wide.

Patrons downloaded 12,699 digital items.

We also issued 240 new library cards.

The Whittaker Road library had 62 curbside appointments.

Lost Item Fees

The following chart shows the monthly dollar amount levied to patron accounts for items that have gone to “lost” status. The first column is the total amount levied. The second column is the total amount credited back to patrons for returned “lost” items. The third column is the amount we have received in payments for “lost” items.

We will frequently be tracking these ‘lost’ fee amounts to see the impact of the two recent changes we have made to our circulation policies, auto-renewal and fine free.

You’ll note the June month-to-date totals already show the impact that auto-renewals are having on the amount for “lost” materials that have so far been levied to patron accounts.

Month	Amount Levied	Amount Credited	Payments Received
January	\$6,087	\$3,779	\$705
February	\$5,709	\$4,953	\$219
March	\$4,695	\$3,603	\$502
April	\$4,891	\$2,569	\$401
May	\$6,279	\$4,539	\$240
June (Month-to-date)	\$821	\$523	\$343

Submitted by *John Connaghan* on June 16, 2022

Facilities Department

Board Report: June 2022

Ram Construction has finished up with their part of the water remediation project at Michigan Ave. The last step was to finish the cement work by the employee entrance. Now our part to finish some of the last details has begun. Sprinkler system is up and running, fountain soon to follow, and topsoil for Joy's pollinator garden is to be delivered any day now.



Picked up lumber at Home Depot, delivered it to Nicole's house for her husband to make new planter boxes for the Michigan Ave garden. When done, we picked them up so he could do the final assembly at the library. The plaza was not available for the First Friday event. So, we put up the stage in the parking lot at Michigan Ave.



New banners, new signage, and Jaclyn's wings were put up at Whittaker Road, Michigan Ave, Superior, and New Superior. Repaired the gate on the Superior Garden. Showed Kevin how to use the carpet cleaner to clean the toddler rug in the Whittaker Road Youth Department.





Submitted by: Jim Reed

June 16, 2022

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

June 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.
- Sensource People Counting – We are online with the new system and proceeding with additional staff training for interested parties.
- 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'll be adding some capacity to Michigan Ave to help increase wireless coverage in July, I hope to mount 1 additional access point at that time. Cost to expand services in the southern lot at Whittaker may prohibit an expansion at this time.
- 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 – We are currently scheduling this installation with TLN.
- 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 for the next few months.

New or Upcoming Items

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

Michigan Avenue Board Report: June 2022

Building and IT

The concrete was poured and cured in time for Summer Challenge Kick Off but not in time for the PrideZone celebration so we held that in the parking lot. The lawn is mowed, topsoil is being delivered next week to reestablish the pollinator garden, and once the fountain is running we will be fully functional outside. Nicole's husband, Derek, took our old corrugated metal from the teen zone walls and turned them into magnificent planting boxes, nearly doubling our garden space. I know this was hours and hours of work! Nicole, Maddy, and Derek shoveled 4 yards of compost into the boxes and the garden is fully planted. Pat and Nicole decorated the bulletin board to get us ready for Summer Challenge. Nicole also made a Summer Fun banner and put laminated badges on the fence around the plaza and Maddy and Jenny made giant dragonfly wings as a photo prop. Menstruation products from The Dot Org are in both the upstairs bathrooms and are being used, with great feedback for patrons. Once a shelf is added to family bathroom, we will also have them available there. Chris delivered the grant-funded dozen Chromebooks in a charging cart. Along with Mary, Julianne, and Chris we have developed usage procedures and will have them available for in-house use and classes. Thanks to Scott and Chris, Communico now feeds into our large kiosk so Michigan Ave events are highly represented. This has been a goal for a long time.



Programs

Lunches will start next week. We are looking forward to seeing kiddos back in the library. We hosted Ozone House's PrideZone Celebration on First Friday. It was the most successful interaction of teens that I've seen since the pandemic and it was heartwarming. We hosted Summer Challenge Kickoff and got approximately 200 people for the blow up obstacle course, lots of yard games, pendulum painting, giant bubbles and our giant dog, Paddington, stopped by. We had a good group for Family Maker Time and we made mosaic stepping stones. Scott's Guitar Club is growing, with about a dozen people last week. Shoshanna and I are working with the League of Women Voters to hold a Mayoral Forum on June 22. It is the first time there has ever been a full slate of Black candidates and Taryn Willis will act as moderator.



Outreach

Jenny and Liz created a Selfie Station at the Riverside Arts Center. It is part of the "love is Love" exhibit. Jenny received donations from many vendors for Summer Challenge prizes. Each donor received a fairy door, laser cut by my husband Rick, and painted by Jenny and other staff. Jenny delivered them to the store owners. Hunting down the fairy doors is one of the Summer Challenge activities. Pat and Nicole helped with 6th grade field trips at Whittaker.



Staff:

The Staff Inservice was informative and we want to thank the board for allowing us to close and have an all-staff learning opportunity. It ended with a tour of the new Superior which was great because many of us had never seen it. After 10 years at YDL, Kim is leaving us to be an adult services librarian at the Saline District Library where she will be able to walk to her job. Her last day is this Saturday. The job is posted. We have a new summer intern, Antoinette Moncrief, who started with us three weeks ago. Antoinette lives a block away from Mich Ave and has been a heavy user of the library for many years. .

Joy Cichewicz
June 17, 2022



Outreach Services Board Report

June 2022

Staff News

- Staff in-service was a success; it was valuable for everyone to provide input for the new strategic plan. The tour of superior was exciting and a big hit!
- The Head of Outreach position has been re-posted. I am working on creating documentation to pass along to the next department head.
- Staff have been getting trained on Library of Things and getting refreshed Summer Challenge.



Superior:

- We are nearly done with the Baker & Taylor Opening Day Collection selection process. We have a few small collection areas we are doing outside of that process. We will move on to those next. After that, we'll have our new collection ordered in its entirety!
- I joined Lisa in attending a Rotary of Ann Arbor recognition event, where grant recipients got to meet and briefly present their funded projects. We were surprised to all be awarded an extra \$600, over and above our original grant amount.
- We are beginning to plan the grand opening celebrations, tentatively slated for the week of November 14. Stay tuned for the exciting lineup!

Outreach Projects & Programs:

- Nicole helped plan and staff the wildly successful Summer Challenge Kickoff, held at YDL-Michigan.
- Nicole and I assisted with the 6th grade field trips from Ypsilanti Community Middle School. Students had a wonderful time learning about library resources and exploring the collections on their own.
- Stacey presented Summer Challenge information to students at Ann Arbor Learning Community.
- We are rolling with Summer Challenge Champions, our outreach program to summer camps and schools. We added an orientation component for the site coordinators in order to help everyone better understand the program. Kudos to Stacey for organizing and presenting those. Our visit to camps began this week and will continue through mid-August.



- Liz attended Superior Parks' Kite & Rocket Day, helping participants build and launch paper airplanes.
- Psyche attended a Childs elementary PTO meeting to present about Summer Challenge.
- Liz Getty & Liz Pitcher brought an activity and Summer Challenge signup information to the June Lincoln Schools Reading in the Park event.
- I attended the Lincoln Schools' Picnic in the Park event for families of English as a Second Language students. I read stories, led families in a book bingo activity, and brought some fun yard games.
- Mary and Stacey hosted a library information & activity table at the Ann Arbor Summer Fest concert at Fireman's Park.
- We are seeing more and more people at the Sycamore Meadows Pop-up Libraries. I recently met with our partners at Success by Six Great Start Collaborative to strategize about how to draw more adults to the event. So far the strategies are working well. At our event this week, we had at least 15 adults stop by, along with over 30 children.



LNGO

- Our six-week Tai Chi series concluded. Participants have already asked when we will do it again.
- Our Creative Aging: Acrylic Painting series started today. This series lasts eight weeks and will include a display of the artwork in the Community Room in August.
- Khi delivered large print books to Mission Point of Superior Woods and the Village at Trinity Health St. Joseph.



Bookmobile:

- We have been off the road for two weeks due to brake issues. The bookmobile was towed to Downriver Bus & Truck Repair. We are awaiting delivery of a gauge to complete the repair work.

Submitted by Mary Garboden,
June 15, 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 June 2022

Programs

Storytimes After a quiet May, storytimes are back this week!

Garden Planting 30 people stopped by the garden on a Saturday in May to help Jaclyn, Psyche, and our master gardener consultant Amy put plants in the ground.

Native Plant Swap The Washtenaw County Water Resource Commission held a native plant swap attended by 42 this past weekend. They gave advice about how to care for the pollinator and rain gardens.

Summer Kids Programs Starting this week for 8 weeks we're offering themed programs Tuesday-Friday at 2pm. Tuesday: Outdoor Explorers, Wednesday: Summer STEAM, Thursday: Dance and movement, Friday: Outdoor games and exploratory learning stations. Marlena kicked off the season with Tree Time and taught kids how to examine the circles on a tree section to read its history.

TAG TAG members have been working on planning and advertising their summer Book Swaps and they started a new giant pixel art project.

Generator Z The final pack theme for June is Express Yourself through Art. We'll be creating a user survey and wrapping up the project with a final report to Generator Z. We were also invited to participate in a documentary about Generator Z projects and are waiting for details.

Other Work

Interns We welcomed two interns to the department. Kaitlyn Johnson is a Louisiana State University MLIS student and graduate of EMU's Children's Literature program. Samantha Cooney studied Language and Literature at EMU with minors in digital media and art and will begin her MLIS at Wayne State University in the fall. They both have experience working with children and have jumped into learning how to work at the reference desk and help with summer programs.

Field Trips 160 kids, parents, and teachers visited the library for tours at the end of May. Thanks to youth staff from all locations for helping and to Mary for coordinating the YCS tours. We are now scheduling YCS summer school classroom visits.

Around the Department

- We have four ways Summer Challenge players can earn badges: a birding activity box the Audubon Society helped curate, a selfie station designed by Liz, an Art Cart developed by Marlena, and wings in the garden painted by Jaclyn.
- Interns and Ulana created a Pride book display for June and Ulana created a Juneteenth display.
- Marlena decorated the portal and created a bookshelf bulletin board. Everyone who signs up for the Summer Challenge gets to decorate a book spine with their name and it to the shelf.
- Jim's staff cleaned the baby rug and the new chairs make everything look clean and bright!

Summer Challenge I updated the staff user guide, set up ReadSquared, and held two Zoom trainings to get staff ready for the summer. Jenny was a major contributor to prizes, gathering an enticing set of items for grand prizes. Liz created digital badges. YDL-Michigan hosted a successful kickoff party. Less than a week into the program, 656 people have signed up!

STEM award Liz and I attended a banquet to accept a Salute to Excellence award from the local chapter of the American Chemical Society that included a \$500 gift Liz will use to continue her development of STEM programs and kits.

TALK Angie and I worked with MCLS on website adjustments to make it easier for libraries to use. Angie continues to track data. She is finishing up some of the Spanish action images for the TALK website and creating monthly newsletters. **Submitted by Jodi Krahne June 15, 2022**



Old Business

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/17/22
Re: Budget amendment

In the budget amendment that accompanies this memo we made adjustments to Revenues and Expenditures based on the following:

- Elimination of overdue fines and charging for guest passes.
- Salaries and benefits changes following the conclusion of collective bargaining. (As costs for additional staffing in the Outreach/Superior departments remain unknown, we plan to revise those accounts in the November amendment.)
- Legal fees already eclipsed their adopted budget for the second year in a row. Expenses have included contract amendments for the Michigan Avenue water remediation project, policy matters, HR matters related to COVID, and typical library law and labor questions.
- Increased gas prices (mileage, TLN delivery, natural gas).
- Additions to our software subscriptions, including Hosted EZ Proxy.
- Previously estimated figures now known (building insurance, some items in professional/contractual, TALK).

I am happy to field any questions you may have.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-26

June 22, 2022

RESOLUTION TO AMEND THE 2021-22 BUDGET

Whereas, the Ypsilanti District Library Board of Trustees approves an annual budget prior to the December 1 start of each fiscal year, and

Whereas, the budget is a working document and unforeseen changes can and do occur during the course of a fiscal year, and

Whereas, figures for staff salaries and benefits have been modified significantly following the conclusion of collective bargaining with the AFSCME union, and

Whereas, in light of these changes, more accurate budget figures for certain revenue and expenditure accounts have been approximated, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2022 be amended as presented.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Proposed Budget FY 2021-22

					Original Adopted FY 2021-22 Budget	Proposed Budget Amendment FY 2021-22
ACCT #	ACCOUNT NAME	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL		
Revenue						
403.000	Superior Township Tax Levy	896,999	885,210	939,410	965,929	965,929
425.000	City of Ypsilanti Tax Levy	808,325	836,671	866,352	883,587	883,587
440.000	Ypsilanti Township Tax Levy	3,283,915	3,486,095	3,653,122	3,701,210	3,701,210
425.075	PPT reimbursement	18,247	16,119	22,407	16,000	16,000
441.000	Renaissance Zone Reimb	39,574	66,633	68,165	65,000	65,000
443.000	State Aid Direct	32,932	32,931	35,678	38,148	38,148
447.000	State Aid Indirect	33,574	33,497	36,286	38,148	38,148
500.600	IMLS TALK	23,853	30,629	47,787	32,000	42,000
657.000	Fines/Misc.	60,633	22,485	7,187	9,000	6,000
657.100	Smart Cards - Printing & Copi	36,686	11,776	8,765	7,500	7,500
657.600	Guest Pass	1,417	429	263	500	375
661.000	Penal Fines County	111,395	84,478	113,205	108,500	108,500
662.000	Coffee shop rent	1,296	0	0	0	0
662.100	Community room rentals	1,850	575	0	2,500	2,500
679.000	Donations/Misc.	1,152	1,063	1,360	2,500	2,500
681.000	Donations Designated	18,850	5,100	0		
681.080	Donations/Memorials	2,629	4,555	7,170	600	600
687.000	Interest/Checking	3,233	1,037	457	500	500
687.010	Interest/Savings	15,331	6,175	5,226	3,500	3,500
687.070	Interest/Yates Memorial	1	0	0	0	
688.000	Interest/Endowment			6,227		
689.000	Dividends	5,741	4,219	4,312	4,000	4,000
690.000	Dividend Revenue Endwmnt	6,771	7,220	9,045	9,500	9,500
691.000	CARES act Credit			6,400		
	Transfer from Improvement Fund	0	0	0		
	Transfer from(to) Fund Balance	(1,480,896)	(1,499,486)	(1,866,448)	(1,047,073)	(919,357)
	Sale of Assets	0	0	0	0	0
Total Revenue		3,923,508	4,037,411	3,972,376	4,841,549	4,976,140

Proposed Budget FY 2021-22

					Original Adopted FY 2021-22 Budget	Proposed Budget Amendment FY 2021-22
ACCT #	ACCOUNT NAME	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL		
Expenditures						
Dept 100 Administrative						
702.000	Salary Wages	625,703	657,068	685,029	740,549	755,549
702.100	Professional/Accounting	6,500	5,080	7,445	7,500	7,500
702.150	Bank Fees	5,829	3,176	1,888	6,840	6,840
702.900	Salary/Subs	16,427	3,327	1,571	15,600	15,600
705.000	Recognition Awards	687	336	804	750	750
710.000	Paychex Payroll Service	12,366	11,166	12,115	12,720	12,720
715.000	Employer FICA	144,670	144,791	148,792	176,339	178,940
715.100	ACA Taxes Paid by employer	247	295	331	420	420
718.000	MERS Defined Contribution	91,373	90,691	91,780	99,780	105,893
719.000	FSA Admin Fees	691	707	729	853	853
727.000	Office Supplies	28,789	26,412	24,088	32,400	32,400
727.050	CARES act Exp		95	6,305	0	0
727.200	Supplies-Facility	19,577	13,820	12,957	23,700	23,700
752.000	MML/Building Insurance	61,476	64,450	66,589	69,253	72,240
753.000	MML/Workers Comp	9,756	7,204	9,744	12,074	12,074
754.000	Health Insurance	371,049	361,059	394,266	429,938	429,938
756.000	Dental Insurance	36,153	34,311	34,322	35,882	35,882
757.000	Employee Assistance Program	974	579	0	0	0
758.000	Life Insurance	4,036	3,969	4,316	4,212	4,212
759.000	Vision Service Plan	8,811	8,856	9,074	9,253	9,253
762.000	STD/LTD	12,076	11,403	10,594	10,027	13,027
769.000	Printing & Publishing	5,427	12,840	18,325	19,000	19,000
769.050	Classified Advertising	993	460	432	1,000	1,000
774.050	Digital Collections	31,726	175,379	209,154	263,950	263,950
774.100	Data Bases	93,136	21,988	24,948	30,000	30,000
774.800	System Wide DVDs	5,182	2,959	493	2,000	2,000
774.900	All Materials Processing	25,838	15,899	21,270	21,000	21,000
774.950	Play Kits	3,602	1,447	2,590	3,000	3,000
774.975	Library of Things	0	0	2,876	8,000	8,000
801.000	Major Events	10,978	6,768	2,805	15,925	15,925
801.500	Learning Never Gets Old	1,962	2,246	1,999	3,000	3,000
802.000	Mileage/Travel Reimbursement	2,883	289	775	5,000	6,200
804.000	Workshops/Training	3,916	4,148	2,422	5,330	5,330
805.000	Memberships & Dues	5,436	5,675	5,685	6,350	6,350
806.000	IMLS Talk Grant Expenses	12,625	24,342	23,383	14,938	59,028
810.000	Capital Outlay - Building & La	4,301	600	5,197	5,000	5,000
810.100	Capital Outlay - Improvement	6,824	1,300	3,500	3,700	3,700
812.000	Capital Outlay - Furnishings	3,949	0	268	5,000	5,000
850.000	Automation - Technology	154,332	183,693	128,433	162,642	162,642
850.100	Telecommunications	6,573	(19,543)	6,243	6,973	6,973
850.200	SirsiDynix	51,473	62,573	59,088	64,630	64,630
850.500	Software Subscriptions	7,926	14,762	21,823	27,074	35,074
890.000	The Library Network	2,796	2,796	2,796	3,000	4,500
928.000	Postage	13,085	19,334	20,112	21,647	21,647
965.000	Auditing Service	7,425	7,425	7,875	8,100	8,100
975.000	Legal	8,870	6,422	5,280	6,000	15,000
975.500	Legal-Negotiations	12,765	0	0	13,000	13,000
980.000	Professional/Contractual	83,193	154,793	27,087	47,963	56,563
980.500	Branding Costs	2,561	1,188	2,201	2,500	2,500
981.500	Lost Book Expense	8,546	3,749	1,094	10,200	10,200
982.000	MTT Charge Back City	(140)	208	471	1,200	1,200
983.000	MTT Charge Back Ypsi Twp	389	200	1,070	5,000	5,000
983.100	MTT Charge Back-Superior	10,430	985	184	4,000	4,000
990.000	Contribution to endowment	0	0	0		
Total		2,046,192	2,163,720	2,132,618	2,484,212	2,586,303

Proposed Budget FY 2021-22

					Original Adopted FY 2021-22 Budget	Proposed Budget Amendment FY 2021-22
ACCT #	ACCOUNT NAME	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL		
Dept 200 Michigan Ave.						
702.000	Salaries	404,679	396,590	402,866	421,638	429,638
702.800	Salaries-Pages	7,271	4,044	3,463	9,360	9,360
771.000	Adult Books	31,227	25,084	22,288	26,100	26,100
772.000	Youth Books	17,891	14,651	13,282	17,400	17,400
776.000	Periodicals - Adult	4,244	2,979	2,802	3,000	3,000
776.050	Periodicals - Youth	206	0	0	100	100
778.000	Adult Audio/Visual	11,112	6,153	5,441	7,500	7,500
779.000	Youth Audio/Visual	4,956	2,993	2,413	3,000	3,000
802.200	Parking Fees	3,600	3,600	3,600	3,600	3,600
810.000	Capital Outlay - Building	7,952	18,869	10,000	95,000	95,000
812.000	Capital Outlay - Furnishings	7,031	6,992	3,384	2,500	2,500
840.000	Repair & Maintenance - Buildi	15,255	13,803	16,584	20,000	20,000
840.025	Campbell Maint Contract	16,489	18,754	12,672	12,672	12,672
840.050	Snow Removal/ Lawn Care	6,229	6,078	7,259	9,835	9,835
900.000	Programs-Adult	1,493	1,625	1,462	1,700	1,700
901.000	Programs-Youth	1,342	2,659	1,762	1,900	1,900
940.000	Phone	4,514	4,535	4,553	4,820	4,820
943.000	Natural Gas	3,359	3,624	3,943	4,216	5,716
947.000	DTE - Electric	16,452	15,236	18,309	16,713	16,713
949.000	Ypsi Community Util Auth	4,802	7,707	6,864	7,136	7,136
Total		570,104	555,976	542,947	668,190	677,690
Dept 300 Outreach/bookmobile						
702.000	Salaries	68,078	69,159	70,870	162,704	162,704
775.000	Library Materials	4,478	5,303	5,084	5,250	5,250
840.000	Repair & Maintenance	5,109	6,017	14,636	8,693	8,693
943.000	Fuel	5,425	1,661	1,967	5,943	5,943
Total		83,090	82,140	92,557	182,590	182,590
Dept 400 Outreach/Superior Township						
702.000	Salaries	144,398	146,792	149,424	305,556	305,556
775.000	Library Materials	7,609	5,842	6,553	7,000	7,000
840.000	Repair & Maintenance	1,374	1,007	1,179	5,000	5,000
840.025	Campbell Maint Contract					0
840.050	Snow Removal & Lawn Care	898	980	980	4,000	4,000
900.000	Programs - adult	601	543	580	600	600
901.000	Programs - Youth	600	468	624	600	600
940.000	Phone	1,129	1,134	1,138	1,222	1,222
943.000	Natural Gas	573	659	650	3,336	3,336
947.000	DTE - Electricity	1,013	960	1,044	9,146	9,146
949.000	Water	88	98	97	2,803	2,803
Total		158,283	158,483	162,269	339,263	339,263

Proposed Budget FY 2021-22

					Original Adopted FY 2021-22 Budget	Proposed Budget Amendment FY 2021-22
ACCT #	ACCOUNT NAME	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL		
DEPT 500 WHITTAKER RD						
702.000	Salaries	696,339	701,249	722,800	719,720	730,720
702.800	Salaries-Pages	34,553	15,483	19,698	37,440	37,440
771.000	Adult Books	64,635	41,293	41,604	51,000	51,000
772.000	Youth Books	38,784	23,641	27,802	33,100	33,100
776.000	Periodicals - Adult	5,915	5,239	4,405	5,000	5,000
776.050	Periodicals - Youth	898	759	745	800	800
778.000	Adult Audio/Visual	21,217	15,746	10,284	14,700	14,700
779.000	Youth Audio/Visual	7,300	4,159	4,236	5,100	5,100
810.000	Capital Outlay - Building	11,328	3,880	12,515	45,000	45,000
840.000	Repair & Maintenance - Buildi	23,842	39,729	22,271	23,562	23,562
840.025	Cambell Maint Contract	42,934	42,797	42,797	42,797	42,797
840.050	Snow Removal/Lawn Care	16,529	16,241	16,199	22,600	22,600
900.000	Programs - Adult	3,765	4,206	3,765	4,200	4,200
901.000	Programs - Youth	6,298	5,697	6,659	6,500	6,500
903.000	Equipment Maintenance	6,336	820	1,564	3,000	3,000
940.000	Phone	9,029	9,070	9,105	9,770	9,770
943.000	Natural Gas	25,609	24,227	30,040	31,680	43,680
947.000	DTE - Electric	103,549	92,512	99,414	104,763	104,763
949.000	Ypsilanti Comm Utilities Auth	5,069	4,596	4,902	6,562	6,562
980.000	Professional Contractual	0	38,000	0		
Total		1,123,929	1,089,344	1,080,805	1,167,294	1,190,294
DEPT 600 DONATIONS REVENUE		87,817	18,888	37,195		
Subtotal		87,817	18,888	37,195	0	0
DEP 600 DONATIONS EXPENDITURES		31,845	12,312	21,629		
Subtotal		31,845	12,312	21,629	0	0
Total Donations Net		55,972	6,576	15,566	0	0
DEP 700 GRANTS REVENUE		14,441	13,080	42,333		
Subtotal		14,441	13,080	42,333	0	0
DEP 700 GRANTS EXPENSE		12,323	7,404	19,079	0	0
Subtotal		12,323	7,404	19,079	0	0
Total Grants Net		2,118	5,676	23,254	0	0
Revenue		4,025,766	4,069,379	4,051,904	4,841,549	4,976,140
Total Expenditures		4,025,766	4,069,379	4,051,904	4,841,549	4,976,140
Net Surplus (Deficit)		(0)	0	0	0	0

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/15/22

Re: Consideration of a revision to policy B7: Library Card and Borrowing Policy

With the move to fine-free on June 1, some mentions of fines in the Library Card and Borrowing policy need to go. The policy also needed an update to reflect Covid-era changes allowing patrons to apply for a library card online. The changes are straightforward, simply making sure our policy matches current practice.

The revision has been reviewed by the Policy Committee.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-27

June 22, 2022

RESOLUTION TO REVISE POLICY B7: LIBRARY CARD
AND BORROWING POLICY

Whereas, the Ypsilanti District Library has a Library Card and Borrowing Policy which outlines the procedures required to obtain a library card and borrowing privileges, and

Whereas, the library has recently allowed online library card registration and has eliminated overdue fines, and

Whereas, the draft policy presented reflects current practice, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached Library Card and Borrowing Policy revision is adopted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

B7
LIBRARY CARD BORROWING POLICY
Approved: 10/24/2013
DRAFT 6/8/2022

Purpose

The Ypsilanti District Library is committed to providing Ypsilanti area residents equal access to all YDL resources. Library cards are issued in order to identify eligible users. This policy states the procedures associated with library card registration and borrowing privileges.

Obtaining a Library Card

A YDL library card may be obtained at the Circulation Desk of any YDL facility, or online through the YDL website. All patrons registering for a library card must complete a Library Card Application. The initial card is free of charge as is a one-time free replacement card. A replacement fee of \$1 is charged for additional lost cards. Library cards are issued for 1 or 2 years. At the end of 1 or 2 years, cardholders may renew their card for an additional 1 or 2 years by providing a photo ID and updating contact information.

Applying for a YDL library Card in Person

To apply for a library card in person, stop by the checkout desk at any YDL facility. You'll need to bring valid photo identification (driver's license, passport, state identification) showing your current address located in YDL's service area. If you've recently moved or your photo identification does not reflect your current address in our service area, please bring an official piece of mail with your name and current address along with your photo identification.

Applying for a YDL Library Card Online

To apply for a card online, visit <https://www.ypsilibrary.org/services/borrowing/library-cards/>. Use the "Apply for a Library Card" link to access the online YDL card application. Complete and submit the online application, attaching a picture of your valid photo identification showing your current address located in YDL's service area. If you've recently moved or your photo identification does not reflect your current address in our service area, you'll be required to attach a picture of an official piece of mail with your name and current address.

Library Card Eligibility

Library cards are issued to all residents of YDL's service area (City of Ypsilanti, Ypsilanti Township, and the portion of Superior Township not in the Ann Arbor School district) regardless of age. Anyone under 18 years of age is required to have a parent or guardian present to sign the library card application if applying in person at a YDL facility. If applying online, the parent or legal guardian will be required to submit the required photo identification and proof of address as stated in the section for applying online.

Eligibility Categories:

- **RESIDENTS OF THE CITY OR TOWNSHIP OF YPSILANTI, OR SUPERIOR TOWNSHIP (2 Years)**
To apply for a library card, stop by the checkout desk at any YDL location, or apply online through the YDL website.
- **EMPLOYEES IN OUR SERVICE AREA (1 Year)**
If you work in YDL's service area (City of Ypsilanti, Ypsilanti Township, or Superior Township) you are eligible for an Ypsilanti District Library card. If applying in person, you'll need to bring current proof of your employment (recent paycheck stub or letter from your employer) along with a valid photo identification (driver's license, passport, state identification) with your current address. If applying online, submit your proof of employment along with your valid photo identification and proof of address.
- **PROPERTY OWNERS (1 Year)**
If you own property in YDL's service area (Ypsilanti City, Ypsilanti Township or Superior Township) you are eligible for an Ypsilanti District library card. If applying in person, you'll need to bring current proof of property ownership (for example, tax receipt for property or deed) and a valid photo identification (driver's license, passport, state identification) with your current address. If applying online, submit your proof of property ownership along with your valid photo identification with your current address.
- **RECIPROCAL CARDS (1 Year)**
The Ypsilanti District Library participates in The Library Network (TLN) cooperative. If your home library is part of TLN and offers reciprocal borrowing privileges, and you are a patron in good standing at your home library, you are eligible to use your card at any YDL location. To use YDL's services (check out books, cds, and dvds; use the computers, etc.) you need to bring in your home library card along with valid photo identification (driver's license, passport, state identification) with your current address. See the list of member libraries here. <https://tln.org/page/members> Participating libraries are marked with an asterisk (*).
- **NON-RESIDENT CARDS**
Non-resident cards are available at \$150 per year for those who do not live, work, or own property in YDL's service area or do not qualify through TLN's reciprocal borrowing program. Non-resident cards may be applied for in person at any YDL location or online through the YDL website. Non-resident cardholders do not have access to YDL's e-resources.

Library Card Changes

- **ADDRESS CHANGE**
It is the patron's responsibility to notify the library of any change of address. You may visit any checkout desk to update an address. Provide photo ID with current address (driver's license, passport, state ID) or an official piece of mail (utility bill) addressed to you.
- **LOST LIBRARY CARDS**

Notify the Library immediately if you lose your library card so that no one else will be able to use it. Library cardholders are responsible for all items checked out to their account. A lost library card can be replaced for a fee of \$1. You will need to provide photo ID with current address (driver's license, state ID, or passport).

- **LIBRARY CARD RENEWALS**

Most library cards are valid for 2 years after the date of issue. If your library card has expired or is nearing expiration, you will be asked present a valid picture ID with proof of eligibility to renew or reactivate your card. If renewing in person, a new application is not necessary for renewal except in cases where the original card no longer has a record in our system. If renewing online, you will need to complete and submit the online renewal application which will include submitting your valid photo identification with current address in the YDL service area.

Confidentiality

Access to a patron's record is permitted only to that patron. Access by other individuals is allowed only with the written permission of that patron.

Parents can only be given a total fine amount of their child's record, unless a signed Release of Minor Child's Library Record (RMCLR) is on file. Individuals designated by the RMCLR may be given additional information about a child's record.

Unless designated by a RMCLR, titles cannot be given out to a parent unless the child is present or verbally gives their approval over the telephone. A printout of the child's record or receipts for lost items which have been paid by the parent must be mailed to the child.

Books cannot be checked out to a patron without that patron's permission; possession of another patron's library card or valid picture id implies permission to use the card. Patrons may designate another person to pick up material 'on hold' provided the material is checked out to the requesting patron.

Borrower Responsibilities and Privileges

Ypsilanti District Library cardholders may borrow circulating material including books, DVDs, Blu-ray, CDs and magazines. YDL is not responsible for any damage caused to playback equipment by DVDs, Blu-ray, CDs or other audiovisual materials. Incomplete items may not be accepted for return.

The individual to whom the card is issued is responsible for the following:

- The return, in good condition, of all materials borrowed
- Payment of fees ~~fin~~es incurred for any ~~overdue~~, damaged or lost materials
- Reporting a lost or stolen card immediately
- All charges on the card until it is reported lost or stolen
- Reporting promptly any changes in name, address or phone number
- All charges on the card as the result of lending the card or library materials to another individual

Overdue and Lost Items

In order to safeguard the collection and make materials available to as many people as possible, the Library sets limits on the number of materials a person may check out. Borrowing privileges may be suspended until any overdue items are returned and fees are paid.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 6/16/2022

Re: Consideration of Superior Library surveillance camera purchase

Following consultation with the Superior design team, Information Technology Manager Scott Ostby solicited two quotes for cameras compatible with our surveillance system. The firm we have worked with in the past to install camera equipment did not bid, so these are both new vendors. The quotes are attached for your review.

The low bid from Presidio is based on REMC contract group pricing. I recommend contracting with Presidio to provide and install the surveillance cameras at the new Superior library for \$22,477.26.

We have worked with Daniels and Zermack and O'Neal to ensure the wiring and other infrastructure needed will be provided prior to installation. As unknowns could still arise, I have added a small budget contingency to the resolution.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-28

June 22, 2022

RESOLUTION TO APPROVE THE PURCHASE AND INSTALLATION OF
SURVEILLANCE CAMERAS 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 add coverage of the new library to its surveillance system, and

Whereas, Information Technology staff met with the Architect and Library Director to define the required scope, and

Whereas, the Information Technology Manager solicited two quotes for the needed cameras, 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 surveillance cameras is awarded to Presidio for cost not to exceed \$25,000.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

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

sostby@ypsilibrary.org
(p) 734-482-4110
(f) (734) 482-0047

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

cdamer@presidio.com
(p) +1.248.468.0719

Customer#: YPSIL002

Contract Vehicle: Michigan REMC 2019-2024 Computers and Networking Contract-Avigilon

Account Manager: Cassie Damer

Inside Sales Rep: Christy Beard

Title: PhySec-Camera Additions Superior Site

Avigilon HW pricing valid through June 30, 2022.

#	Part #	Description	Unit Price	Qty	Ext Price
1	ACC7-ENT	ACC 7 Enterprise camera channel	\$199.40	9.00	\$1,794.60
2	12.0W-H5A-FE-DO1-IR	12.0 MP; Fisheye Dome Camera; Day/Night; WDR; 1.6mm f/2.0; Next-Generation Analytics; Integrated IR Comments: Surface mount camera	\$790.72	4.00	\$3,162.88
3	5.0C-H5M-DO1-IR	5.0 MP WDR; LightCatcher; Day/Night; Outdoor Dome; 2.8mm f/1.2; IR Comments: Surface mount camera	\$350.66	2.00	\$701.32
4	24C-H4A-3MH-270	3x 8 MP; WDR; LightCatcher; 4mm; Camera Only Comments: Requires dome cover H4AMH-DO-COVR1 & mount	\$1,472.80	1.00	\$1,472.80
5	24C-H4A-3MH-180	3x 8 MP; WDR; LightCatcher; 5.2mm; Camera Only Comments: Requires dome cover H4AMH-DO-COVR1 & mount	\$1,472.80	3.00	\$4,418.40
6	32C-H4A-4MH-360	4x 8 MP; WDR; LightCatcher; 4mm; Camera Only Comments: Requires dome cover H4AMH-DO-COVR1 & mount	\$1,683.20	1.00	\$1,683.20
7	H4AMH-DO-COVR1	Outdoor Dome Cover for H4 Multisensor	\$112.21	5.00	\$561.05
8	H4AMH-AD-DOME1	Outdoor surface mount adapter; must order either a H4AMH-DO-COVR1 or H4AMH-DO-COVR1-SMOKE.	\$112.21	2.00	\$224.42
9	H4AMH-AD-PEND1	Outdoor pendant mount adapter; must order one of IRPTZ-MNT-Wall1 or IRPTZ-MNT-NPTA1 and one of H4AMH-DO-COVR1 or H4AMH-DO-COVR1-SMOKE.	\$112.21	3.00	\$336.63
10	IRPTZ-MNT-WALL1	Pedant w/Video mount adapter. For use with H4 IR PTZ or H4A-MH-AD-PEND1 on H4 Multisensor.	\$66.63	1.00	\$66.63
11	IRPTZ-MNT-NPTA1	Pedant NPT adapter. For use with H4 IR PTZ or H4A-MH-AD-PEND1 on H4 Multisensor.	\$38.57	2.00	\$77.14
12	H4-MT-CRNR1	Corner mount adapter for use with H4A-MT-Wall1; H4-BO-JBOX1; H4SL; H4F; H4 PTZ; H4 IR PTZ and H4 Multisensor cameras. Comments: For 270 & 360 cameras	\$63.12	2.00	\$126.24
13	H4AMH-AD-IRIL1	Optional IR illuminator ring; up to 30m (100ft); for use with H4AMH-DO-COVR1. Comments: For exterior multisensors	\$231.44	5.00	\$1,157.20
14	POE-INJ2-60W-NA	Indoor single port Gigabit PoE++ 60W; North American power cord included. May also be used in European Union; Japan; Australia; New Zealand; Mexico; China; South Korea; Russia; Argentina; Saudi Arabia; Kuwait; UAE and Brazil. Temperature range of the PoE Comments: w/ exterior multisensors	\$105.20	5.00	\$526.00
15	MISC-PhySec-CONSUMABLE	Physical Security / AV Consumable Supplies Comments: Exterior misc materials weather tight drip loop for corner cameras and wall cameras	\$35.00	5.0000	\$175.00

**QUOTE:**

2001822012102-01

DATE:

06/01/2022

PAGE:

2 of 2

16	PS-SVC-PHYSEC-FF	Physical Security Presidio Professional Services Fixed Fee	\$5,843.75	1.0000	\$5,843.75
Comments: Installation only, no programming is included. Cabling by others.. **Labor does not include coring the exterior for the cabling** Presidio assumes cabling is already outside to exact location.					

			Sub Total:	\$22,327.26
			Shipping:	\$150.00
			Grand Total:	\$22,477.26

This quote is governed by Terms and Conditions of REMC 2019-2024 Computers and Networking Contract - Avigilon
Standard-Terms-for-Purchase-of-Services or Goods

Quote valid for 30 days from date shown above.
All prices subject to change without notice. Supply subject to availability.

Purchase Order should be issued to:
Presidio Networked Solutions Group LLC
6355 East Paris Ave
Caledonia, MI 49316

Pursuant to this contract your PO must reflect the following contract:
REMC 2019-2024 Computers and Networking Contract - Avigilon

Tax ID# 76-0515249; Size Business: Large; CAGE Code: OKDO5; DUNS#15-405-0959; CEC 15-506005G
Credit: Net 30 days (all credit terms subject to prior Presidio credit department approval)
Delivery: FOB Terms Destination

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

Customer Signature

Date

Expiration Date: 6/4/2022

Account Manager: Robert Suszynski

Bill To:

Ypsilanti District Library
5577 Whitaker Rd.
Ypsilanti, Michigan 48197
United States
Attn:Scott Ostby

Ship To:

Ypsilanti District Library
5577 Whitaker Rd.
Ypsilanti, Michigan 48197
United States
Attn:Scott Ostby

Notes:

Ypsilanti Library Cameras
New construction installation of
6 interior cameras and 5 exterior cameras.
22 Lens Views Total
Assumptions are that camera heights are
ladder accessible.

Customer to provide: NVR Appliance, POE
power, 2 camera licenses, programming,
cabling.
If lift is required for exterior cameras.

LINE	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1	4.00	12.0W-H5A-FE-DO1-IR 12.0 MP; Fisheye Dome Camera; Day/Night; WDR; 1.6mm f/2.0; Next- Generation Analytics; Integrated IR	\$941.00 USD	\$3,764.00 USD
2	2.00	5.0C-H5M-DO1-IR 5.0 MP WDR; LightCatcher; Day/Night; Outdoor Dome; 2.8mm f/1.2; IR	\$418.00 USD	\$836.00 USD
3	1.00	24C-H4A-3MH-270 3x 8 MP; WDR; LightCatcher; 4mm; Camera Only	\$1,754.00 USD	\$1,754.00 USD
4	3.00	24C-H4A-3MH-180 3x 8 MP; WDR; LightCatcher; 5.2mm; Camera Only	\$1,754.00 USD	\$5,262.00 USD
5	1.00	32C-H4A-4MH-360 4x 8 MP; WDR; LightCatcher; 4mm; Camera Only	\$2,004.00 USD	\$2,004.00 USD
6	4.00	H4AMH-AD-PEND1 Outdoor pendant mount adapter; must order one of IRPTZ-MNT-Wall1 or IRPTZ-MNT-NPTA1 and one of H4AMH-DO-COVR1 or H4AMH-DO- COVR1-SMOKE.	\$133.00 USD	\$532.00 USD
7	4.00	IRPTZ-MNT-WALL1 Pedant wVideo mount adapter. For use with H4 IR PTZ or H4A-MH-AD- PEND1 on H4 Multisensor.	\$79.00 USD	\$316.00 USD
8	5.00	H4AMH-DO-COVR1 Outdoor Dome Cover for H4 Multisensor	\$133.00 USD	\$665.00 USD
9	1.00	H4AMH-AD-DOME1 Outdoor surface mount adapter; must order either a H4AMH-DO-COVR1 or H4AMH-DO-COVR1-SMOKE.	\$133.00 USD	\$133.00 USD
10	2.00	H4-MT-CRNR1 Corner mount adapter for use with H4A-MT-Wall1; H4-BO-JBOX1; H4SL; H4F; H4 PTZ; H4 IR PTZ and H4 Multisensor cameras.	\$76.00 USD	\$152.00 USD
11	1.00	H4-MT-POLE1 Pole mount adapter for use with H4A-MT-Wall1; H4-BO-JBOX1; H4SL; H4F; H4 PTZ; H4 IR PTZ and H4 Multisensor cameras.	\$76.00 USD	\$76.00 USD
12	9.00	ACC7-ENT ACC 7 Enterprise camera channel	\$237.00 USD	\$2,133.00 USD
13	1.00	MISCELLANEOUS MATERIAL MISCELLANEOUS MATERIAL	\$250.00 USD	\$250.00 USD

Expiration Date: 6/4/2022

Account Manager: Robert Suszynski

LINE	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
14	1.00	Identify Labor IDENTIFY- INSTALLATION, TERMINATION, PROGRAMMING, TESTING AND PROJECT MANAGEMENT	\$5,470.00 USD	\$5,470.00 USD

Approved By:

Robert Suszynski

Payment Term: Net 30

Product Total	\$17,877.00 USD
Project Services	\$5,470.00 USD
Subtotal	\$23,347.00 USD
Shipping And Handling	\$80.00 USD
Total	\$23,427.00 USD

Expiration Date: 6/4/2022

Account Manager: Robert Suszynski

Please review the information contained in this document and ensure that it satisfies the needs pertaining to the anticipated outcome. Once you have reviewed and approved the proposed scope of work, please sign and return back so we can begin the work.

Accepted by:

Title:

Date:

PO:

www.Chooseid.com

25163 Dequindre Road, Madison Heights, Michigan 48071

Office – (313) 556-2244 | Fax – (313) 556-2222

Toll Free – (866) 863-9311

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/16/2022
Re: Award of Superior Library shelving contract

Daniels & Zermack worked closely with Julianne Smith and Mary Garboden to determine shelving needs for the new library. We made the decision early on to use the same type and color of shelving that we have at Whittaker, to maximize flexibility when future changes may be desired.

There is only one supplier for this shelving, The Casper Corporation of Farmington. Their bid to provide the metal shelving parts we need is \$47,532.

For the wooden end panels and tops, the bid documents requested a base bid and an alternate. The base bid is a two-layer more sophisticated-looking end panel, while the alternate is more plain. Both are acceptable to our staff furniture selection team, but as these are custom-made, we wanted cost options. See attached for a rendering of the proposed end panels.

I requested that D&Z obtain additional quotes for the woodwork in addition to Casper. They were able to get a second quote from HLF Furniture of Belleville. (A third firm chose not to respond.)

	Base bid	Alternate bid	Total w/base bid	Total w/alternate bid
The Casper Corporation	\$80,308	\$55,461	\$127,840	\$102,993
HLF Furniture	\$48,642	\$40,314	\$96,174	\$87,846

The placeholder for shelving in our budget estimate was \$97,000, so we could go with the more sophisticated end panels from HLF and still stay within budget. If we feel okay about the simpler end panels, we could save \$8,328 by accepting their alternate bid.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-29

June 22, 2022

RESOLUTION TO APPROVE THE PURCHASE OF SHELVING 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 and Architect have determined the shelving needs of the facility, and

Whereas, while the metal shelving components are single-source, additional bids were solicited for the wooden components, and

Whereas, a base bid and an alternate bid for the wooden end panels were obtained from two different vendors, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the metal shelving components be acquired from The Casper Corporation for a total of \$47,532, and

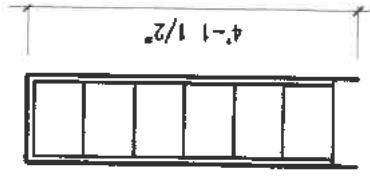
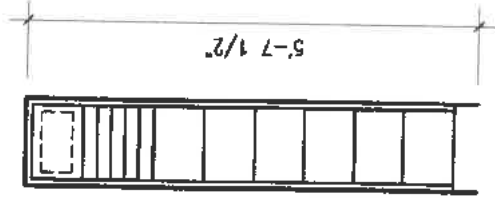
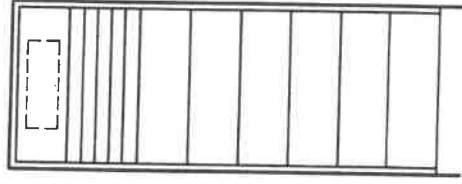
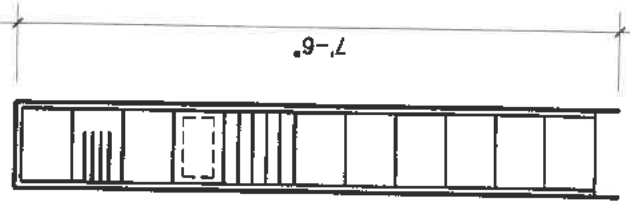
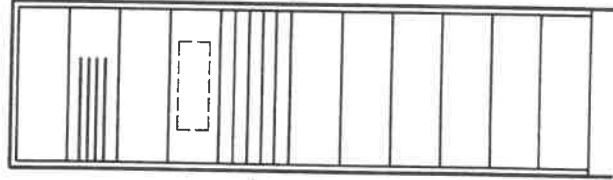
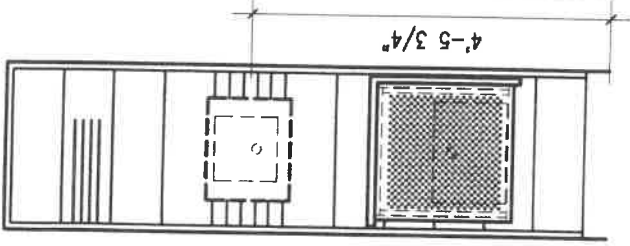
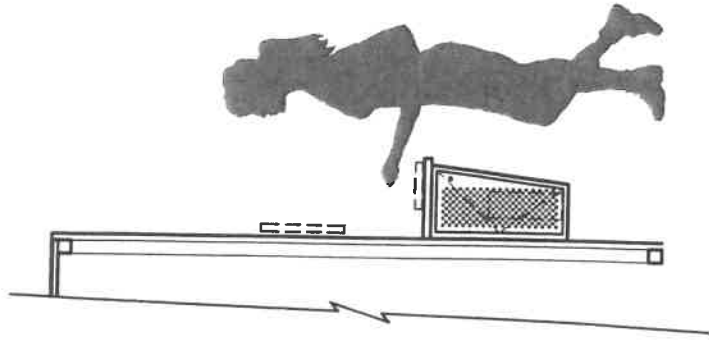
BE IT ALSO RESOLVED THAT the wooden components of the shelving be acquired from HLF Furniture as follows:

- ☐ Accepting the base bid for \$48,642
- OR-
- ☐ Accepting the alternate bid for \$40,314.

OFFERED BY: _____

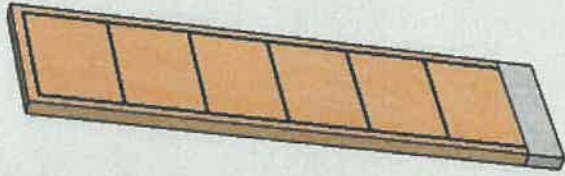
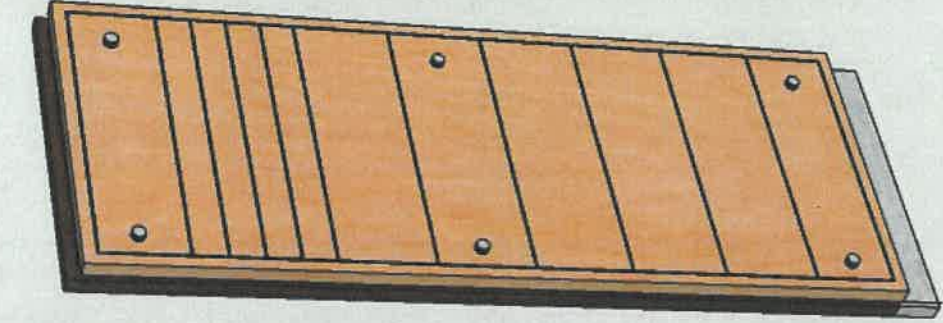
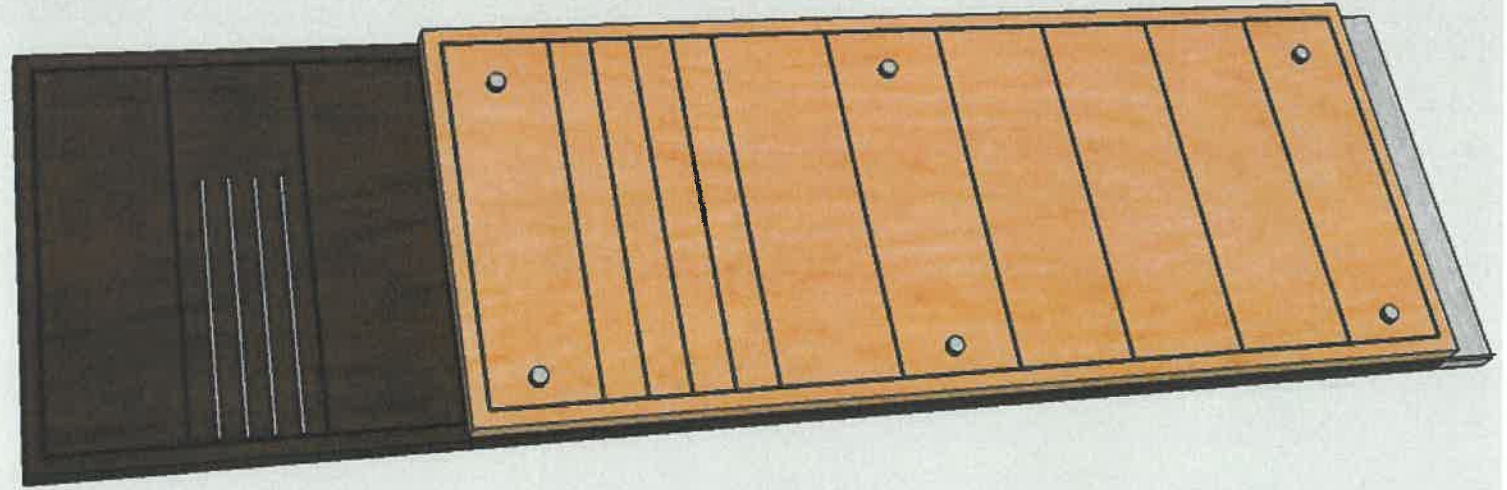
SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

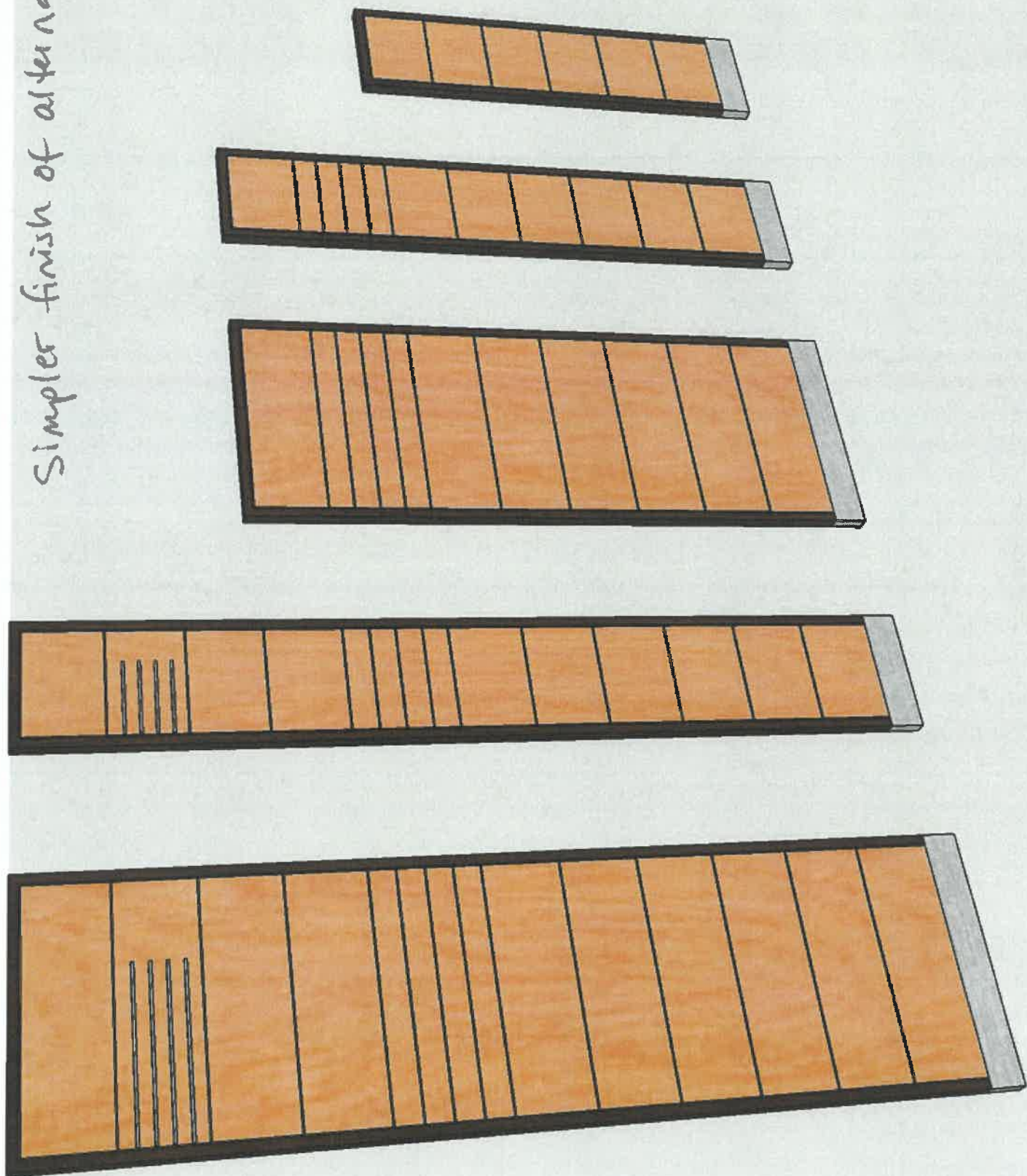


SCALE: $\frac{1}{2}$ " = 1'-0"

Base bid design. All end
panels have a second wood
layer in contrasting color.
Our service desks use the two
colors.



Simpler finish of alternate bid.



BIDDER'S CERTIFICATION:

I hereby certify that all statements here are made herein on behalf of:

THE CASPER CORPORATION
(Name of Corporation, Partnership or Person submitting Bid)

A Corporation organized and existing under the laws of the State of

MICHIGAN
A Partnership consisting of

An Individual trading as _____

of the City of FARMINGTON HILLS

of the State of MICHIGAN

that I have examined and carefully prepared this bid from the Contract Documents and have checked the same in detail before submitting this bid, that the prices are neither directly nor indirectly the result of an agreement with any other prime bidder, that I have full authority to make such statements and submit this bid on its behalf, and that the said statements are true and correct.


Signature

ACCOUNT REPRESENTATIVE
Title

24081 Research Dr. Farmington Hills, MI 48335
Address

517 - 202-1231 cell
Area Code Phone

END OF BID FORM

Bid Form

Owner Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48111

Project Miscellaneous Furniture
Superior Township Branch Library
1900 Harris Road
Superior Charter Township, MI 48198

Interior Design Daniels and Zermack Architects
2080 South State
Ann Arbor, MI 48104.

NAME OF BIDDER: The CASPER CORPORATION

ADDRESS: 24081 Research Dr. Farmington Hills, MI

PHONE: 517-262-1231

DATE: June 9, 2022

Base Proposal:

The undersigned, having familiarized himself with all local conditions likely to be encountered affecting the cost of the work and having carefully examined the contract documents and any and all addenda issued, does hereby propose to furnish all the labor, materials, tools, equipment, and services necessary to perform and complete in a workmanlike manner, the work required in connection with the project above set forth, all in accordance with the Contract Documents prepared by Daniels and Zermack Architects, dated May 27, 2022.

In consideration of all of the above requirements, the undersigned agrees to accept in payment for the following manufacturers' group(s), as noted, the sum of:

\$ 127,840.00 (_____ dollars).

In consideration of all of the above requirements, the undersigned agrees to accept in payment for the following the bid groups the sum of :

Bid - Cantilever Metal Shelving & Components

Individual Item Cantilevered Shelving

Manufacturer:	Unit Code:	Qty:	Unit Cost:	Extended Cost:
Cantilevered Shelving	SHS-1	8	\$395.00	\$ 3,160.00
	SHS-1A	2	\$442.00	\$ 884.00
	SHS-1B	2	\$410.00	\$ 820.00
	SHS-2	1	\$540.00	\$ 540.00
	SHS-3	10	\$356.00	\$ 3,560.00
	SHS-4	5	\$412.00	\$ 2,060.00
	SHS-5	1	\$435.00	\$ 435.00
	SHS-6	3	\$465.00	\$ 1,395.00
	SHD-1	18	\$600.00	\$ 10,800.00
	SHD-2	2	\$576.00	\$ 1,152.00
	SHD-3	4	\$900.00	\$ 3,600.00
	SHD-4	4	\$564.00	\$ 2,256.00
	CF-1	1	\$870.00	\$ 870.00
	Freight IN	1	\$3,500.00	\$3,500.00
	Install/Handling	1	\$12,500.00	\$ 12,500.00
			Total:	\$ 47,532.00

In consideration of all of the above requirements, the undersigned agrees to accept in payment for the following the bid groups the sum of :

Bid - Cantilever Metal Shelving & Components (con't)

Individual Item End Panel

Base bid

Manufacturer:	Unit Code:	Qty:	Unit Cost:	Extended Cost:
End Panel	EP-1	1	\$1,944.00	\$ 1,944.00
	EP-1A	2	\$2,049.00	\$ 4,098.00
	EP-2	9	\$3,145.00	\$ 28,305.00
	EP-2A (W/ OPAC)	1	\$4,880.00	\$ 4,880.00
	EP-3	1	\$1,895.00	\$ 1,895.00
	EP-4	5	\$1,535.00	\$ 7,675.00
	EP-5	2	\$2,560.00	\$ 5,120.00
	EP-5A	2	\$2,207.00	\$ 4,414.00
	EP-5B	1	\$2,795.00	\$ 2,795.00
	EP-5C (W/ OPAC)	1	\$3,935.00	\$ 3,935.00
	EP-6	1	\$1,595.00	\$ 1,595.00
	EP-6A	1	\$1,595.00	\$ 1,595.00
	EP-6B	1	\$310.00	\$ 310.00
	EP-7	1	\$1,440.00	\$ 1,440.00
Total:				\$ 70,001.00

Bid - Cantilever Metal Shelving & Components (con't)

Individual Item Shelf Tops/OPAC

Manufacturer:	Unit Code:	Qty:	Unit Cost:	Extended Cost:
Shelf Tops/OPAC	ST-1	1	\$419.00	\$ 419.00
	ST-2	1	\$1,165.00	\$ 1,165.00
	ST-3	2	\$820.00	\$ 1,640.00
	ST-4	1	\$1,608.00	\$ 1,608.00
	ST-5	1	\$315.00	\$ 315.00
	ST-6	1	\$515.00	\$ 515.00
	ST-7	1	\$985.00	\$ 985.00
	ST-8	1	\$1,685.00	\$ 1,685.00
	ST-9	1	\$1,975.00	\$ 1,975.00
Total:				\$ 10,307.00

Total:	\$ 127,840.00

In consideration of all of the above requirements, the undersigned agrees to accept in payment for the following the bid groups the sum of :

Bid - Cantilever Metal Shelving & Components (con't)

Individual Item End Panel

Alternate

ALTERNATE

Manufacturer:	Unit Code:	Qty:	Unit Cost:	Extended Cost:
End Panel	EP-1	1	\$1,198.00	\$ 1,198.00
	EP-1A	2	\$1,259.00	\$ 2,518.00
	EP-2	9	\$1,905.00	\$ 17,145.00
	EP-2A (W/ OPAC)	1	\$3,639.00	\$ 3,639.00
	EP-3	1	\$1,175.00	\$ 1,175.00
	EP-4	5	\$991.00	\$ 4,955.00
	EP-5	2	\$1,521.00	\$ 3,042.00
	EP-5A	2	\$1,337.00	\$ 2,674.00
	EP-5B	1	\$1,621.00	\$ 1,621.00
	EP-5C (W/ OPAC)	1	\$2,888.00	\$ 2,888.00
	EP-6	1	\$1,131.00	\$ 1,131.00
	EP-6A	1	\$1,131.00	\$ 1,131.00
	EP-6B	1	\$310.00	\$ 310.00
	EP-7	1	\$858.00	\$ 858.00
	CF-1	1	\$869.00	\$ 869.00
Total:				\$ 45,154.00

Bid - Cantilever Metal Shelving & Components (con't)

Individual Item Shelf Tops/OPAC

Manufacturer:	Unit Code:	Qty:	Unit Cost:	Extended Cost:
Shelf Tops/OPAC	ST-1	1	\$419.00	\$ 419.00
	ST-2	1	\$1,165.00	\$ 1,165.00
	ST-3	2	\$820.00	\$ 1,640.00
	ST-4	1	\$1,608.00	\$ 1,608.00
	ST-5	1	\$315.00	\$ 315.00
	ST-6	1	\$515.00	\$ 515.00
	ST-7	1	\$985.00	\$ 985.00
	ST-8	1	\$1,685.00	\$ 1,685.00
	ST-9	1	\$1,975.00	\$ 1,975.00
Total:				\$ 10,307.00

Total:	\$55,461.00
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In consideration of all of the above requirements, the undersigned agrees to accept in payment for the following the bid groups the sum of :

Bid - Cantilever Metal Shelving & Components (con't)

Individual Item End Panel

Manufacturer:	Unit Code:	Qty:	Unit Cost:	Extended Cost:
End Panel	EP-1	1	\$ 1,258.00	\$ 1,258.00
	EP-1A	2	\$ 1,258.00	\$ 2,516.00
	EP-2	9	\$ 1,590.00	\$ 14,310.00
	EP-2A (W/ OPAC)	1	\$ 4,470.00	\$ 4,470.00
	EP-3	1	\$ 1,158.00	\$ 1,158.00
	EP-4	5	\$ 1,059.00	\$ 5,295.00
	EP-5	2	\$ 1,398.00	\$ 2,796.00
	EP-5A	2	\$ 1,326.00	\$ 2,652.00
	EP-5B	1	\$ 1,398.00	\$ 1,398.00
	EP-5C (W/ OPAC)	1	\$ 4,278.00	\$ 4,278.00
	EP-6	1	\$ 1,113.00	\$ 1,113.00
	EP-6A	1	\$ 1,113.00	\$ 1,113.00
	EP-6B	1	\$ 1,113.00	\$ 1,113.00
	EP-7	1	\$ 1,120.00	\$ 1,120.00
Total:				\$ 44,590.00

Bid - Cantilever Metal Shelving & Components (con't)

Individual Item Shelf Tops/OPAC

Manufacturer:	Unit Code:	Qty:	Unit Cost:	Extended Cost:
Shelf Tops/OPAC	ST-1	1	\$ 114.00	\$ 114.00
	ST-2	1	\$ 516.00	\$ 516.00
	ST-3	2	\$ 341.00	\$ 682.00
	ST-4	1	\$ 749.00	\$ 749.00
	ST-5	1	\$ 114.00	\$ 114.00
	ST-6	1	\$ 227.00	\$ 227.00
	ST-7	1	\$ 330.00	\$ 330.00
	ST-8	1	\$ 660.00	\$ 660.00
	ST-9	1	\$ 660.00	\$ 660.00
Total:				\$ 4,052.00

Total:	\$ 48,642.00

BIDDER'S CERTIFICATION:

I hereby certify that all statements here are made herein on behalf of:

HLF Furniture, Inc
(Name of Corporation, Partnership or Person submitting Bid)

A Corporation organized and existing under the laws of the State of

MICHIGAN
A Partnership consisting of

An Individual trading as

of the City of

of the State of

that I have examined and carefully prepared this bid from the Contract Documents and have checked the same in detail before submitting this bid, that the prices are neither directly nor indirectly the result of an agreement with any other prime bidder, that I have full authority to make such statements and submit this bid on its behalf, and that the said statements are true and correct.

Signature

Title

Address

Area Code

(734)

Phone

697-3000

END OF BID FORM



HLF Furniture, Inc.
44001 Van Born Rd.
Belleville, MI 48111

(734) 697-3000 - Phone
(734) 697-3008 - Fax
www.hlfurniture.com

QUOTE DATE: June 16, 2022
QUOTE #: H-061622-1
LEAD TIME: 6-8 WEEKS

QUOTE BY: Harold Becker

QUOTATION

Customer				Misc	
Name		Ypsilanti District Library		Rep	
Address				Terms T.B.D	
City		State		FOB	DESTINATION
Phone		Fax		Ship Via	BEST WAY
Attn Lisa Hoening CC Jennifer Michalski				Tag Alternate F1.5	

Qty	Description	Unit Price	TOTAL
1	EP-1	\$ 992.00	\$ 992.00
2	EP-1A	\$ 992.00	\$ 1,984.00
9	EP-2	\$ 1,270.00	\$ 11,430.00
1	EP-2A (W/OPAC)	\$ 4,150.00	\$ 4,150.00
1	EP-3	\$ 915.00	\$ 915.00
5	EP-4	\$ 856.00	\$ 4,280.00
2	EP-5	\$ 1,055.00	\$ 2,110.00
2	EP-5A	\$ 974.00	\$ 1,948.00
1	EP-5B	\$ 1,055.00	\$ 1,055.00
1	EP-5C (W/OPAC)	\$ 3,926.00	\$ 3,926.00
1	EP-6	\$ 867.00	\$ 867.00
1	EP-6A	\$ 867.00	\$ 867.00
1	EP-6B	\$ 867.00	\$ 867.00
1	EP-7	\$ 871.00	\$ 871.00

Ship to

Name	
Address	
City	State Zip
Phone	Fax
Attn	

Subtotal	\$ 36,262.00
Delivery & Install	Included
TOTAL	\$ 36,262.00

Price Shown is Net

****All First Time Customers: A 50% Deposit is Required****

Price shown is based on information as provided by the customer, any changes or revisions to these specifications may result in a price adjustment. Sales tax not included. Quote is valid for 45 days unless otherwise specified.

Thank you for your business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/16/2022
Re: Approval of Superior Library KI furniture purchase

A staff committee worked with Architect Dan Whisler and Interior Designer Jennifer Michalski from Daniels and Zermack to select furniture for the new Superior library. We are very excited about our choices and how well the color palette and fabrics match the design and feel we want in the space.

To obtain the furniture we selected, we will be working with 5 different vendors. KI's is the first quote available for approval, and covers the largest number of items. Furniture we selected from KI includes all the back of house office furniture (except task chairs), kitchenette, meeting room furniture, kids' soft stools, reading/computer chairs for the adult and teen areas.

When I discussed the attached quote with Jennifer today, she let me know what we were looking at was a draft. Jennifer wants to triple-check all of the finish selections. I received the finalized quote today, but Jennifer is away until Monday. Should anything need to change, I will bring a revision to our meeting.

We are able to purchase from KI using a Sourcewell group purchasing contract. As the group has already negotiated the best pricing, there is no need for additional quotes. The grand total of the draft quote is \$73,258.25.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-30

June 22, 2022

RESOLUTION TO APPROVE THE PURCHASE OF KI FURNITURE 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 a committee of library staff worked with the architect and designer from Daniels and Zermack Architects to make furniture selections for the new facility, and

Whereas, many of the furnishings selected are manufactured by KI, and

Whereas, the Library is a member of the Sourcewell purchasing group, and KI participates in Sourcewell group pricing, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the KI furnishings specified on the finalized quote provided at the Board meeting are approved for a purchase price of \$73,258.25.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



QUOTATION: 22ddw-549833-1/C

YDL - Jun 16

CREATED 6/13/2022 | REVISED 6/16/2022 | Valid Through 7/13/2022



YDL - Jun 16

KI is pleased to present the enclosed quotation. The following items are included:

- Quote
- Summary
- Itemized Quote
- Detailed PO requirements
- Product Options

Sales Team:

Brenda Reed
Sales Specialist
brenda.reed@ki.com
248.496.5559

Daryl Wendt
Inside Sales
daryl.wendt@ki.com
(877) 639-0643



Quote Number: 22ddw-549833-1/C

CREATED 6/13/2022 / REVISED 6/16/2022 | Valid Through 7/13/2022

PRODUCT TOTALS	\$66,598.41
See Quote Detail Summary	\$6,659.84
GRAND TOTAL	\$73,258.25

Contract Information:

OT53838CZ1 Sourcewell #121919-KII -Delv/Inst

Requested Delivery Date:

To be Determined

Sold To

Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197
Customer # 21340

End User

Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197
End User # 21340

Ship To

To be Determined

Installation

To be Determined




Client Notes:

Sourcewell Tier 4 including D&I






QUOTATION

CREATED 6/13/2022
VALID THROUGH 7/13/2022
Prepared By Daryl Wendt
Quote Filename YDL - Jun 16 - 22ddw-549833-1/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: ADULT AREA 126							
1.1	DNWB00	Doni Tapered Wood Leg Armless Chair,Uph Seat,Two-Tone	10		\$567.93	\$5,679.30	
		Two-Tone Poly Color Wood Finish Glide Option Seat Upholstery Doni Upholstery NFR		Outside Blue Grey/Inside Cool Grey /OGR/ICG Natural on Beech /BNA Plastic glides /GPL Compliance to TB 117-2013 /NFR KOM (KI Ordered Material-Additional Fees Required) /KOM Supplier: ARC COM Pattern: WINDLASS Color: TWILIGHT 11 AC-62820 Yardage per Unit: Subject to change by quantity 0.395 Price Per Yard: \$85.62 Net Upcharge \$33.82 per Unit Shown in sell price:			
		Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
Tag 1: ADULT AREA 126						WorkGroup Product Subtotal	\$5,679.30
Tag 1: COMPUTERS 129							
2.1	DN5B00	Doni Task Armless Chair,Uph Seat,Two-Tone	16		\$435.50	\$6,968.00	
		Two-Tone Poly Color Base Color Caster Option Seat Upholstery Doni Upholstery NFR		Outside Blue Grey/Inside Cool Grey /OGR/ICG Black /BL Carpet casters /CCC Compliance to TB 117-2013 /NFR KOM (KI Ordered Material-Additional Fees Required) /KOM Supplier: ARC COM Pattern: WINDLASS Color: TWILIGHT 11 AC-62820 Yardage per Unit: Subject to change by quantity 0.406 Price Per Yard: \$85.64 Net Upcharge \$34.77 per Unit Shown in sell price:			
		Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
Tag 1: COMPUTERS 129						WorkGroup Product Subtotal	\$6,968.00
Tag 1: GROUP STUDY 127							
3.1	DNWB00	Doni Tapered Wood Leg Armless Chair,Uph Seat,Two-Tone	4		\$567.93	\$2,271.72	
		Two-Tone Poly Color Wood Finish Glide Option Seat Upholstery Doni Upholstery NFR		Outside Blue Grey/Inside Cool Grey /OGR/ICG Natural on Beech /BNA Plastic glides /GPL Compliance to TB 117-2013 /NFR KOM (KI Ordered Material-Additional Fees Required) /KOM Supplier: ARC COM Pattern: WINDLASS Color: TWILIGHT 11 AC-62820 Yardage per Unit: Subject to change by quantity 0.395 Price Per Yard: \$85.62 Net Upcharge \$33.82 per Unit Shown in sell price:			
		Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from GREEN BAY, WI					







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Line	Model	Qty.	Sell Price	Extended Total	TBD Options
Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
Tag 1: GROUP STUDY 127				WorkGroup Product Subtotal	\$2,271.72
Tag 1: GROUP STUDY 128					
4.1	DNWB00	Doni Tapered Wood Leg Armless Chair, Uph Seat, Two-Tone	4	\$567.93	\$2,271.72
		Two-Tone Poly Color Wood Finish Glide Option Seat Upholstery Doni Upholstery NFR	Outside Blue Grey/Inside Cool Grey /OGR/ICG Natural on Beech /BNA Plastic glides /GPL Compliance to TB 117-2013 /NFR KOM (KI Ordered Material-Additional Fees Required) /KOM Supplier: ARC COM Pattern: WINDLASS Color: TWILIGHT 11 AC-62820 Yardage per Unit: Subject to change by quantity 0.395 Price Per Yard: \$85.62 Net Upcharge \$33.82 per Unit Shown in sell price:		
Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
Tag 1: GROUP STUDY 128				WorkGroup Product Subtotal	\$2,271.72
Tag 1: KITCHENETTE					
5.1	BS25FX-74P	Barron Fixed Leg, Square, X Base, 74P Edge, 30x30"	1	\$654.03	\$654.03
		Edge Color Surface Finish KI Laminates Base Finish Base Options Table Height Other Than 29"	Kensington Maple edge /EKM KI Laminates Standard KENSINGTON MAPLE 10776-60 /LKM Chrome /CH No casters -NCST Standard height (29") -NO		
Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
5.2	O4PSPB	Opt4 High Density Stacking Chair, Poly Seat/Poly Back	2	\$150.93	\$301.86
		Opt4 Frame Color Opt4 Poly & Mesh Color Poly and/or Mesh Colors - NFR Opt4 Glides	Chrome /CH Compliance to TB 117-2013 /NFR Black /O4BL Nylon glides, non-ganging /NG		
Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
Tag 1: KITCHENETTE				WorkGroup Product Subtotal	\$955.89



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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: MEETING ROOM							
6.1	O4PSPB	Opt4 High Density Stacking Chair,Poly Seat/Poly Back	30		\$150.93	\$4,527.90	
		Opt4 Frame Color Chrome /CH Opt4 Poly & Mesh Color Compliance to TB 117-2013 /NFR Poly and/or Mesh Colors - NFR Black /O4BL Opt4 Glides Nylon glides, non-ganging /NG Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
6.2	PINR2466T-74P	Pirouette,Nesting Training,Rectangular,24x66",74P Edge	15		\$800.40	\$12,006.00	
		Edge Color Kensington Maple edge /EKM Grommet/Power Option No grommets, PowerUp, wire management/No cutouts /NNN Laminate KI Laminates Standard KI Laminates KENSINGTON MAPLE 10776-60 /LKM Leg Finish Starlight Silver Metallic /SX Casters/Glides Black wheel, Silver hub-2 locking/2 non-locking /4EC Modesty Panel No modesty panel /NMP Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
Tag 1: MEETING ROOM WorkGroup Product Subtotal						\$16,533.90	
Tag 1: OFFICE 119							
7.1	2.KP20522.P105	P SERIES DOUBLE BIT LOCK #105	6		\$8.19	\$49.14	
	No Image Available	Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
7.2	3CMN	Center Drawer	1		\$108.81	\$108.81	
		Standard Trim Finishes Warm Grey /WG Lock Option No lock core /NLC Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
7.3	7D/B2442-74P-P	700 Series Desk,Bridge,Partial Modesty Panel,74P Edge,24x42"W	1		\$601.97	\$601.97	
		Grommets Grommets - left and right /G Grommet Color Warm Grey grommet /GWG Enamel Color Starlight Silver Metallic /SX Surface Finish Additional laminates Additional Additional Laminates WILSONART - 2 week additional lead time /LW WILSONART - 2 week additional lead time NORDIC LINEN - FINE VELVET /501538 Edge Color Warm Grey /TWG Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					







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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
7.4	7D/D2472-74P-P	700 Series Desk,Partial Modesty Panel,74P Edge,24x72"W	1		\$775.71	\$775.71	
		Grommets Grommet Color Enamel Color Surface Finish Additional Laminates WILSONART - 2 week additional lead time WILSONART - 2 week additional lead time Edge Color Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.	Grommets - left and right Warm Grey grommet Starlight Silver Metallic Additional laminates WILSONART - 2 week additional lead time NORDIC LINEN - FINE VELVET TEXTURE Warm Grey	/G /GWG /SX Additional /LW /501538 /TWG			
7.5	7D/D3672-74P-F	700 Series Desk,Full Modesty Panel,74P Edge,36x72"W	1		\$965.25	\$965.25	
		Grommets Grommet Color Enamel Color Surface Finish Additional Laminates WILSONART - 2 week additional lead time WILSONART - 2 week additional lead time Edge Color Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.	Grommets - left and right Warm Grey grommet Starlight Silver Metallic Additional laminates WILSONART - 2 week additional lead time NORDIC LINEN - FINE VELVET TEXTURE Warm Grey	/G /GWG /SX Additional /LW /501538 /TWG			
7.6	87.9323	Velcro Wire Manager Kit	2		\$8.19	\$16.38	
	No Image Available	Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
7.7	DNWB00	Doni Tapered Wood Leg Armless Chair,Uph Seat,Two-Tone	1		\$567.93	\$567.93	
		Two-Tone Poly Color Wood Finish Glide Option Seat Upholstery Doni Upholstery NFR Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.	Outside Blue Grey/Inside Cool Grey Natural on Beech Plastic glides Compliance to TB 117-2013 KOM (KI Ordered Material-Additional Fees Required) Supplier: Pattern: Color: Yardage per Unit: Subject to change by quantity Price Per Yard: \$85.62 Net Upcharge per Unit Shown in sell price:	/OGR/ICG /BNA /GPL /NFR /KOM ARC COM WINDLASS TWILIGHT 11 AC-62820 0.395 \$33.82			
7.8	LEDTK.31.SGL.GN	Single Shelf/Cabinet LED Task Light,31"W, for 42 & 48" Overhead/Shelf	2		\$121.10	\$242.20	
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					



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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
7.9	MOD.MC1.36	Dean Clamp-on Module, 36" Cord	1		\$158.13	\$158.13	
		Power Module Color		Warm Grey	.WG		
		Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
7.10	PDCU/20	Cushioned Seat For Mobile Pedestal,20"D	1		\$203.80	\$203.80	
		Ped Cushion Fabric		KOM (KI Ordered Material-Additional Fees Required)	/KOM		
				Supplier:	ARC COM		
				Pattern:	WINDLASS		
				Color:	TWILIGHT 11		
					AC-62820		
				Yardage per Unit: Subject to change by quantity	1		
				Price Per Yard: \$85.63 Net Upcharge	\$85.63		
				per Unit Shown in sell price:			
		Soft Part Trim Colors		Warm Grey	/WG		
		Price Description: Delivered/Open Market Lead Time: 6 - 8 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
7.11	PRDS36/WW/LB	Wireworks Universal Overhead w/Steel Door,Load Bar Mount,36"W	2		\$559.85	\$1,119.70	
		Overhead Assembly		Fully Assembled	/F		
		Overhead Paint Color Selection		Starlight Silver Metallic paint, Warm Grey	/SX/HWG		
				plastic trim			
		Key Option		No lock core	/NLC		
		Lock Color		Satin Chrome	/SCL		
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
7.12	PTB03616	Overhead Tackboard,16"H,36"W	2		\$146.84	\$293.68	
		Mounting Option		Load bar mounted	/YLBM		
		Tackboard Fabric		Fabric Grade 1	GRD1		
		VSG1 Fabric		2 SPECTRUM	2SUPHPECTRU		
					M		
		2 SPECTRUM		WATERFALL	/S1WL		
		Trim Color		Warm Grey	/WG		
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
7.13	S7L/364804D	700 Series Files Lat File,4H-36Wx18Dx51-1/2"H	1		\$1,246.05	\$1,246.05	
		Pull Options		Arc nickel pull	/ARCN		
		Unit Color		Starlight Silver Metallic	/SX		
		Counterbalance Option		With Counterbalance	/CBW		
		Lock Option		No lock core	/NLC		
		Lock Color		Satin Chrome	/SCL		
		Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
7.14	S7P/1520WBBF	700 Series Files Supporting Ped-Box/Box/File-20" Nominal	1		\$503.10	\$503.10	
		Depth					
		Pull Options		Arc nickel pull	/ARCN		
		Unit Color		Starlight Silver Metallic	/SX		
		Lock Option		No lock core	/NLC		
		Lock Color		Satin Chrome	/SCL		
		Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					



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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
7.15	S7P/1524MBF	700 Series Files Mobile Ped-Box/File-24" Nominal Depth	1		\$575.06	\$575.06	
		Pull Options Arc nickel pull /ARCN Unit Color Starlight Silver Metallic /SX Lock Option No lock core /NLC Lock Color Satin Chrome /SCL Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
7.16	S7P/PENTRAY	Pencil Tray for 6" Box Drawers,Black Only	1		\$5.27	\$5.27	
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
7.17	SWLB.36	Wall Mounted Load Bar,36"W	2		\$87.17	\$174.34	
		Paint Color Starlight Silver Metallic .SX Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
7.18	CFS05.SL	Monitor Arm,12" Post,Dual Screen,Two 10" Arms,Silver	1		\$311.22	\$311.22	
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
Tag 1: OFFICE 119						WorkGroup Product Subtotal	\$7,917.74
Tag 1: STAFF AREA 116 OPT 1							
8.1	2.KP20522.P101	P SERIES DOUBLE BIT LOCK #101	4		\$8.19	\$32.76	
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.2	2.KP20522.P102	P SERIES DOUBLE BIT LOCK #102	4		\$8.19	\$32.76	
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.3	2.KP20522.P103	P SERIES DOUBLE BIT LOCK #103	3		\$8.19	\$24.57	
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					


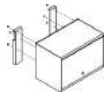
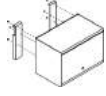
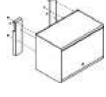
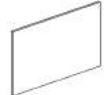


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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
8.4	2.KP20522.P104	P SERIES DOUBLE BIT LOCK #104	3		\$8.19	\$24.57	
	No Image Available						
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.5	87.9323	Velcro Wire Manager Kit	6		\$8.19	\$49.14	
	No Image Available						
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.6	LEDTK.17.SGL.GN	Single Shelf/Cabinet LED Task Light, 17"W, for 24-36" Overhead/Shelf	4		\$98.87	\$395.48	
							
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.7	LEDTK.31.SGL.GN	Single Shelf/Cabinet LED Task Light, 31"W, for 42 & 48" Overhead/Shelf	2		\$121.10	\$242.20	
							
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.8	LEDTK.44.SGL.GN	Single Shelf/Cabinet LED Task Light, 44"W, for 54" and Larger Overhead/Shelf	2		\$139.23	\$278.46	
							
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.9	MOD.MC1.36	Dean Clamp-on Module, 36" Cord	4		\$158.13	\$632.52	
		Power Module Color Warm Grey .WG					
		Price Description: Delivered/Open Market Lead Time: 5 - 7 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.10	PLLT4296-74P	Pillar Table, Post Leg, Rectangular, 42x96", 29"H, 74P Edge	1		\$1,384.70	\$1,384.70	








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Line	Model	Qty.	Sell Price	Extended Total	TBD Options
	 <p> Edge Color Warm Grey edge /EWG Grommet/PowerUp Option Modules, Nacre in-surface w/USB-A/C /MA2 w/wire management (2) Power Module Color Warm Grey /PUWG Cord Length 9' cord length /9 Laminate Additional laminates Additional Additional Laminates WILSONART - 2 week additional lead time /LW WILSONART - 2 week additional lead time NORDIC LINEN - FINE VELVET /501538 TEXTURE Leg Finish Starlight Silver Metallic /SX Casters/Glides Casters /CST Modesty Panel No modesty panel /NMP </p> <p> Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from BONDUEL, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change. </p>				
8.11	 <p> PRDS36/UN/LB Unite Universal Overhead w/Steel Door,Load Bar Mount,36"W 4 \$559.85 </p> <p> Overhead Assembly Fully Assembled /F Overhead Paint Color Selection Starlight Silver Metallic paint, Warm Grey /SX/HWG plastic trim Key Option No lock core /NLC Lock Color Satin Chrome /SCL </p> <p> Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change. </p>			\$2,239.40	
8.12	 <p> PRDS48/UN/LB Unite Universal Overhead w/Steel Door,Load Bar Mount,48"W 2 \$617.18 </p> <p> Overhead Assembly Fully Assembled /F Overhead Paint Color Selection Starlight Silver Metallic paint, Warm Grey /SX/HWG plastic trim Key Option No lock core /NLC Lock Color Satin Chrome /SCL </p> <p> Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change. </p>			\$1,234.36	
8.13	 <p> PRDS54/UN/LB Unite Universal Overhead w/Steel Door,Load Bar Mount,54"W 2 \$659.88 </p> <p> Overhead Assembly Fully Assembled /F Overhead Paint Color Selection Starlight Silver Metallic paint, Warm Grey /SX/HWG plastic trim Key Option No lock core /NLC Lock Color Satin Chrome /SCL </p> <p> Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change. </p>			\$1,319.76	
8.14	 <p> PTBO3620 Overhead Tackboard,20"H,36"W 4 \$181.94 </p> <p> Mounting Option Load bar mounted /YLBM Tackboard Fabric Fabric Grade 1 GRD1 VSG1 Fabric 2 SPECTRUM 2SUPHPECTRU M 2 SPECTRUM WATERFALL /S1WL Trim Color Warm Grey /WG </p> <p> Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change. </p>			\$727.76	



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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
8.15	PTBO4820	Overhead Tackboard,20"H,48"W	2		\$221.72	\$443.44	
		Mounting Option Tackboard Fabric VSG1 Fabric 2 SPECTRUM Trim Color	Load bar mounted Fabric Grade 1 2 SPECTRUM WATERFALL Warm Grey	/YLB GRD1 2SUPHPECTRU M /S1WL /WG			
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.16	PTBO5420	Overhead Tackboard,20"H,54"W	2		\$224.06	\$448.12	
		Mounting Option Tackboard Fabric VSG1 Fabric 2 SPECTRUM Trim Color	Load bar mounted Fabric Grade 1 2 SPECTRUM WATERFALL Warm Grey	/YLB GRD1 2SUPHPECTRU M /S1WL /WG			
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.17	SWLB.48	Wall Mounted Load Bar,48"W	2		\$99.45	\$198.90	
		Paint Color Starlight Silver Metallic		.SX			
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.18	SWLB.54	Wall Mounted Load Bar,54"W	2		\$118.17	\$236.34	
		Paint Color Starlight Silver Metallic		.SX			
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.19	SWLB.72	Wall Mounted Load Bar,72"W	2		\$124.61	\$249.22	
		Paint Color Starlight Silver Metallic		.SX			
		Price Description: Delivered/Open Market Lead Time: 3 - 5 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.20	UCANTST.L	Unite Standard Cantilever Bracket,Left	7		\$19.31	\$135.17	
		Trim Color Starlight Silver Metallic		/SX			
		Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.21	UCANTST.R	Unite Standard Cantilever Bracket,Right	3		\$19.31	\$57.93	
		Trim Color Starlight Silver Metallic		/SX			
		Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					



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Line	Model		Qty.		Sell Price	Extended Total	TBD Options
8.22	UEOR48	Unite End-Of-Run Condition,48"H	1		\$39.78	\$39.78	
		Trim Color		Starlight Silver Metallic	/SX		
		Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.23	ULP24WBBF	U-Series Worksurface Supporting Pedestal,Box/Box/File,24"	1		\$340.47	\$340.47	
		Nominal Depth					
		Paint Color		Starlight Silver Metallic	/SX		
		Bracket		No Bracket	/NB		
		Lock Option		No lock core	/NLC		
		Lock Color		Satin Chrome	/SCL		
		Pull Style		U-Series pull (standard)	/USP		
		Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.24	ULP24WBBF	U-Series Worksurface Supporting Pedestal,Box/Box/File,24"	1		\$340.47	\$340.47	
		Nominal Depth					
		Paint Color		Starlight Silver Metallic	/SX		
		Bracket		No Bracket	/NB		
		Lock Option		No lock core	/NLC		
		Lock Color		Satin Chrome	/SCL		
		Pull Style		U-Series pull (standard)	/USP		
		Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.25	ULP24WBBF	U-Series Worksurface Supporting Pedestal,Box/Box/File,24"	3		\$394.29	\$1,182.87	
		Nominal Depth					
		Paint Color		Starlight Silver Metallic	/SX		
		Bracket		24" Worksurface (Unite)	/UN24		
		Lock Option		No lock core	/NLC		
		Lock Color		Satin Chrome	/SCL		
		Pull Style		U-Series pull (standard)	/USP		
		Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.26	ULP24WBBF	U-Series Worksurface Supporting Pedestal,Box/Box/File,24"	1		\$394.29	\$394.29	
		Nominal Depth					
		Paint Color		Starlight Silver Metallic	/SX		
		Bracket		24" Worksurface (Unite)	/UN24		
		Lock Option		No lock core	/NLC		
		Lock Color		Satin Chrome	/SCL		
		Pull Style		U-Series pull (standard)	/USP		
		Price Description: Delivered/Open Market Lead Time: 4 - 6 Weeks; Ships from PEMBROKE, ONT Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					



QUOTATION





CREATED 6/13/2022
VALID THROUGH 7/13/2022
Prepared By Daryl Wendt
Quote Filename YDL - Jun 16 - 22ddw-549833-1/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
8.27	UMFR2448	Unite Mono Fabric Panel, Standard Base Raceway, 24Wx48"H	1		\$266.18	\$266.18	
		Top Cap Trim Color Panel Fabric Side 1 VSG1 Fabric 2 SPECTRUM Panel Fabric Side 2 VSG1 Fabric 2 SPECTRUM Electrical Code	Flat trim (std) Starlight Silver Metallic Fabric Grade 1 2 SPECTRUM WATERFALL Fabric Grade 1 2 SPECTRUM WATERFALL Domestic - with cutouts	/F /SX GRD1 2SUPHPECTRU M /S1WLS1 GRD1 2SUPHPECTRU M /S1WLS2 /DP			
		Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.28	UMFR5448	Unite Mono Fabric Panel, Standard Base Raceway, 54Wx48"H	1		\$433.49	\$433.49	
		Top Cap Electrical Code Trim Color Panel Fabric Side 1 VSG1 Fabric 2 SPECTRUM Panel Fabric Side 2 VSG1 Fabric 2 SPECTRUM	Flat trim (std) Domestic - with cutouts Starlight Silver Metallic Fabric Grade 1 2 SPECTRUM WATERFALL Fabric Grade 1 2 SPECTRUM WATERFALL	/F /DP /SX GRD1 2SUPHPECTRU M /S1WLS1 GRD1 2SUPHPECTRU M /S1WLS2			
		Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.29	UNWM48	Unite Adjust Wall Mount, 48"	1		\$106.47	\$106.47	
		Finish Color	Warm Grey	/WG			
		Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.30	UNWT30	Unite Wall Track 30"H	9		\$20.48	\$184.32	
		Finish Color	Warm Grey	/WG			
		Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.31	UPSLI2429	Unite Support Leg, Panel Mounted, Insert, 24x27-3/4"H	2		\$216.45	\$432.90	
		Orientation Edge Style Trim Color Insert Type Insert Color	Left 74P edge Starlight Silver Metallic Perforated steel Starlight Silver Metallic	/L /74P /SX /PS /ISX			
		Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					



QUOTATION




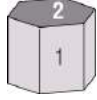
CREATED 6/13/2022
VALID THROUGH 7/13/2022
Prepared By Daryl Wendt
Quote Filename YDL - Jun 16 - 22ddw-549833-1/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
8.32	UPSLI2429	Unite Support Leg,Panel Mounted,Insert,24x27-3/4"H	2		\$216.45	\$432.90	
		Orientation Right /R Edge Style 74P edge /74P Trim Color Starlight Silver Metallic /SX Insert Type Perforated steel /PS Insert Color Starlight Silver Metallic /ISX Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.33	USPLPL	Unite Splice Plate,For 24 & 30" Deep Worksurfaces	2		\$4.68	\$9.36	
		Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.34	UWR2454-74P	Unite Rectangular Worksurface,74P Edge,24x54"W	2		\$227.57	\$455.14	
		Edge Color Warm Grey edge /EWG Grommet Option Grommet : Center /C Grommet Color Warm Grey grommet /WG Laminate Color Additional laminates Additional Additional Laminates WILSONART - 2 week additional lead time /LW WILSONART - 2 week additional lead time NORDIC LINEN - FINE VELVET /501538 TEXTURE Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.35	UWR2472-74P	Unite Rectangular Worksurface,74P Edge,24x72"W	2		\$245.12	\$490.24	
		Edge Color Warm Grey edge /EWG Grommet Option Grommet : Center /C Grommet Color Warm Grey grommet /WG Laminate Color Additional laminates Additional Additional Laminates WILSONART - 2 week additional lead time /LW WILSONART - 2 week additional lead time NORDIC LINEN - FINE VELVET /501538 TEXTURE Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
8.36	UWR2496-74P S22328124	*Modified-Unite Rectangular Worksurface,74P Edge,24x96"W	2		\$431.27	\$862.54	
		Edge Color Warm Grey edge /EWG Grommet Option Grommet : Center /C Grommet Color Warm Grey grommet /WG Laminate Color Additional laminates Additional Additional Laminates WILSONART - 2 week additional lead time /LW WILSONART - 2 week additional lead time NORDIC LINEN - FINE VELVET /501538 TEXTURE Worksurface/top - Shape / size modification 102" wide *Modified Additional 10 working days lead-time is required Note: Lead-time Change Price Description: Delivered/Open Market Lead Time: 10 - 12 Weeks; Ships from MANITOWOC, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
Tag 1: STAFF AREA 116 OPT 1						WorkGroup Product Subtotal	\$16,358.98



QUOTATION



CREATED 6/13/2022
VALID THROUGH 7/13/2022
Prepared By Daryl Wendt
Quote Filename YDL - Jun 16 - 22ddw-549833-1/C

Line	Model		Qty.		Sell Price	Extended Total	TBD Options
Tag 1: STORAGE							
10.1	O4DA.BL	Transport Dolly for High Density Stack Chair, Poly or Mesh Seat Only	2		\$282.56	\$565.12	
		Price Description: Delivered/Open Market Lead Time: 2 - 4 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
10.2	O4PSPB	Opt4 High Density Stacking Chair, Poly Seat/Poly Back	20		\$150.93	\$3,018.60	
		Opt4 Frame Color Chrome /CH Opt4 Poly & Mesh Color Compliance to TB 117-2013 /NFR Poly and/or Mesh Colors - NFR Black /O4BL Opt4 Glides Nylon glides, non-ganging /NG Price Description: Delivered/Open Market Lead Time: 8 - 10 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
Tag 1: STORAGE						WorkGroup Product Subtotal	\$3,583.72
Tag 1: TEEN AREA 125							
11.2	DNW200	Doni Tapered Wood Leg Armless Chair, Uph Seat, Solid Color	4		\$525.15	\$2,100.60	
		Poly Seat & Back Color Compliance to TB 117-2013 -NFR Poly Seat & Back Color NFR Honey Bee /PHY Wood Finish Natural on Beech /BNA Glide Option Plastic glides /GPL Seat Upholstery Compliance to TB 117-2013 /NFR Doni Upholstery NFR KOM (KI Ordered Material-Additional Fees Required) /KOM Supplier: ARC COM Pattern: SHERLOCK Color: PRIMARY #1 61940 Yardage per Unit: Subject to change by quantity 0.625 Price Per Yard: \$43.70 Net Upcharge \$27.31 per Unit Shown in sell price: Price Description: Delivered/Open Market Lead Time: 7 - 9 Weeks; Ships from GREEN BAY, WI Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					
Tag 1: TEEN AREA 125						WorkGroup Product Subtotal	\$2,100.60
Tag 1: default							
12.1	MP18H/CGL/FC	MyPlace 18" Hexagon, Concealed Glides, Contrast	1		\$652.28	\$652.28	
		Highest Grade Contrasting Fabric Fabric Grade K K Fabric Contrast #1/Base Compliance to TB 117-2013 /NFR Fabric Contrast #1/Base Fabric Grade K K Fabric SHIFT SHIFT SHIFT PRISM /27.328.052.P Fabric Contrast #2/Seat Compliance to TB 117-2013 NFR Fabric Contrast #2/Seat Fabric Grade F F Fabric ORIGIN ORIGIN ORIGIN MANDARIN /27.332.259.P Moisture Barrier No Moisture Barrier /NMB Price Description: Delivered/Open Market Lead Time: 6 - 8 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 6/16/2022 and is subject to change.					



QUOTATION

CREATED 6/13/2022
VALID THROUGH 7/13/2022
Prepared By Daryl Wendt
Quote Filename YDL - Jun 16 - 22ddw-549833-1/C

Line	Model	Qty.	Sell Price	Extended Total	TBD Options
12.2	MP18H/CGL/FC	1	\$652.28	\$652.28	
	 <p> MyPlace 18" Hexagon, Concealed Glides, Contrast Highest Grade Contrasting Fabric Fabric Contrast #1/Base Fabric Contrast #1/Base Fabric SHIFT Fabric Contrast #2/Seat Fabric Contrast #2/Seat Fabric ORIGIN Moisture Barrier Price Description: Delivered/Open Market Lead Time: 6 - 8 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 6/16/2022 and is subject to change. </p>	<p> Fabric Grade K Compliance to TB 117-2013 Fabric Grade K SHIFT PRISM Compliance to TB 117-2013 Fabric Grade F ORIGIN CHILI No Moisture Barrier </p>	<p> K /NFR K SHIFT /27.328.052.P NFR F ORIGIN /27.332.238.P /NMB </p>		
12.3	MP18H/CGL/FC	1	\$652.28	\$652.28	
	 <p> MyPlace 18" Hexagon, Concealed Glides, Contrast Highest Grade Contrasting Fabric Fabric Contrast #1/Base Fabric Contrast #1/Base Fabric SHIFT Fabric Contrast #2/Seat Fabric Contrast #2/Seat Fabric ORIGIN Moisture Barrier Price Description: Delivered/Open Market Lead Time: 6 - 8 Weeks; Ships from HIGH POINT, NC Please Note: Leadtime calculated on 6/16/2022 and is subject to change. </p>	<p> Fabric Grade K Compliance to TB 117-2013 Fabric Grade K SHIFT PRISM Compliance to TB 117-2013 Fabric Grade F ORIGIN AZURE No Moisture Barrier </p>	<p> K /NFR K SHIFT /27.328.052.P NFR F ORIGIN /27.332.154.P /NMB </p>		
Tag 1: default				WorkGroup Product Subtotal	\$1,956.84

Quote Summary

Product SubTotal:	\$66,598.41
Estimated Materials and Commodity Surcharge effective July 12, 2021 (Actual amount charged will be determined at the time the order is placed)	\$6,659.84
Estimated Sales Tax:	See Notes
Quote Total:	\$73,258.25

NOTES:

- Images shown above are intended for approximate visual reference only and may not represent the exact models, numbers, descriptions or options selected. Refer to the model number/description/options shown for full product specifications.
- Sales Tax (For Shipment within the United States Only): Estimated sales/use tax will be calculated when order is entered. It is the customer's responsibility to pay any applicable sales/use tax due upon invoicing. A customer will not be charged sales tax if (1) a Resale Certificate, (2) an Exempt Organization Certificate, or (3) a Direct Pay permit is on file with KI's Finance Department. If no certificate is on file, the appropriate sales/use tax rate in effect at shipment will be applied and tax will be added to the customer's invoice.
- This project contains non-standard items which are not returnable and not cancelable. The warranty on non-standard product that alters function is 1 year. The warranty on non-standard product that does not alter function, but only finish (i.e., paint or plastic color, laminate, grommet removal) matches that of the standard product. Modification to U.L. Listed products eliminates the listing. Product will not have U.L. Listing labels unless specifically spelled out on this quote.
- Customer Owned/Ordered Materials (COM/COL/COV)- The following details apply when clients choose to purchase upholstery materials:
 - Materials are applied as swatched by the supplier.
 - Any changes to direction must be submitted as a modification request and may influence the yardage calculation.
 - Yardage calculations must factor pattern repeat.
 - Fabric supplied on multiple rolls require one additional yard per roll to be added to the yardage requirements.
 - Material should be from a single dye lot to ensure consistency.
 - Ensure materials are shipped prepaid to the appropriate manufacturing facility.
 - Refer to www.ki.com/terms for additional details.

PROJECT LEAD TIME SUMMARY:

- Manufacturing lead time begins once the order is complete and acknowledged. Delivery dates are determined per order based on the longest lead time per shipping location and are confirmed on the order acknowledgement.

<u>Shipping Location</u>	<u>MFG Lead Time Range</u>
HIGH POINT, NC	6 - 8 Weeks
BONDUEL, WI	8 - 10 Weeks
GREEN BAY, WI	8 - 10 Weeks
PEMBROKE, ONT	8 - 10 Weeks
MANITOWOC, WI	10 - 12 Weeks

- Lead times are subject to change based on quantities, manufacturing capacity and surface material selections. Laminate and/or fabrics outside the standard KI ingrade program may have extended lead time.
- For more information or questions regarding delivery consolidation, contact KI Customer Service.

Customer represents that the product information contained within this quote is complete and accurate. Changes to quantities and/or options/finishes will affect this quote. If applicable, other charges such as freight, tax, installation and/or delivery fees may be added at time of order.

Sales resulting from purchase orders issued by the customer to KI (Whether related to this quotation or otherwise) are governed and controlled by the Terms and Conditions found at www.KI.com/terms

Prepared by Daryl Wendt
Market Code: 9=9=State/Local Gov't

Opportunity #: 549833

Quote Filename: YDL - Jun 16 - 22ddw-549833-1

Final Considerations:

To ensure your Purchase Order (PO) is processed quickly and efficiently, please adhere to the following requirements:

1. All purchase orders must be issued to KI or KI c/o the dealer with this address:
KI
1330 Bellevue Street
Green Bay, WI 54302
2. The following items must be included on all purchase orders:
 - Sold To/Bill To Information: complete legal name, address, telephone number and fax number
 - Ship To Information: complete legal name, address, contact name, contact phone number
 - Purchase Order Number: a customer-specific identifier, typically a sequential purchase order number or requisition number
 - Issue Date: date the purchase order was issued
 - Sales Tax: applicable sales tax will be added upon KI invoicing. If tax exempt, customer must provide or have the tax exempt certificate on file at KI
 - Purchase Order Total: total of all items and services included on the purchase order
 - Authorization: signature of authorized purchasing agent or buying entity
 - Order Details: reference a fully optioned KI quote (ex: 11KGH-85432) or include all the information listed below
 - Quantity of each item
 - Complete model number, including all finish and option information (by line item)
 - Net purchase price (by line item)
 - Extended net purchase price (all line items)
 - Any additional applicable charges (ex: installation and/or delivery charges)
 - Contract name and/or number if pricing is based on a contract reference
3. Signatures on a quote or a worksheet cannot be accepted as a purchase order.
4. In the event that you do not have a formal Purchase Order process, please contact your KI Sales Representative or call 1-800-424-2432, and we will assist you with creating a PO.

We appreciate your cooperation in providing us with all the required information listed above on your Purchase Order. Complete information helps us serve you better. Thank you for your order.

Purchase Orders that do not meet these requirements will be placed on hold until complete information is received by KI. Purchase orders on hold are not released to manufacturing or assigned a delivery date. KI order lead times begin once the order is released to manufacturing.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/16/2022
Re: Consideration of Superior Library wi-fi hotspots purchase

IT Manager Scott Ostby solicited the attached quote for hotspots to provide wi-fi in the new Superior building. The quote is from Insight Public Sector and is based on a group pricing contract from OMNIA Partners. We would like to order the hotspots now to ensure delivery by the time we need them.

I recommend the purchase of hotspots from Insight Public Sector as specified for \$8,416.78.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-31

June 22, 2022

RESOLUTION TO APPROVE THE PURCHASE OF WI-FI HOTSPOTS 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 add coverage of the new library to its wireless Internet network, and

Whereas, the IT Manager defined the required scope and solicited a quote for the needed hotspots, 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 wireless hotspots as described on the accompanying quote be acquired from Insight Public Sector for \$8,416.78.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

SOLD-TO PARTY 11112432

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

SHIP-TO

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

Quotation

Quotation Number : [225124790](#)
Document Date : 09-JUN-2022
PO Number :
PO Release :
Sales Rep : Ronald Walters
Email : RONALD.WALTERS@INSIGHT.COM
Telephone : +19374159463

We deliver according to the following terms:

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

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

Material	Material Description	Quantity	Unit Price	Extended Price
MIST-AP43-1S-1Y	Juniper AP43 - wireless access point - Bluetooth, Wi-Fi 6 - cloud-managed - with 1-year Cloud Subscription (default service is SUB-MAN) AN) OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	4	1,509.38	6,037.52
MIST-AP63-1S-1Y	MIST SYSTEMS : PREMIUM PERFORMANCE OUTDOOR MULTIGIGABIT WI-FI 802.11AX (SPECIFY IF AP63 OR AP63E) WITH ADAPTIVE BLE INCLUDES ONE 1YR CLOUD SUBSCRIPTION (DEFAULT SERVICE IS SUB-MAN) AND A MOUNTING BRACKET KIT OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	1	2,379.26	2,379.26
Product Subtotal				8,416.78
TAX				0.00
Total				8,416.78

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

Sincerely,

Ronald Walters
+19374159463
RONALD.WALTERS@INSIGHT.COM

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

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

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

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

Thanks for choosing Insight!

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

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

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

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

<https://www.insight.com/terms-and-policies>

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/17/2022
Re: Consideration of a new photocopier lease agreement

YDL's current 4-year lease of Konica Minolta print/copy/scan equipment expires in October. For the most part, the Library has been very happy with the performance of the machines and the support received from our vendor, MBM Technology Solutions.

Konica Minolta remains our top choice based on 1) the functionality of available options and 2) staff and patron satisfaction and comfort level with our existing service.

IT Manager Scott Ostby solicited two quotes for a new 4-year lease of Konica Minolta equipment which are attached. The models specified are all current, updated versions of the equipment we currently have, with one additional copier for the new Superior library's staff area.

The attached quotes from MBM Technology Solutions and Konica Minolta include 2 different costs: Monthly cost to lease the equipment; and Per-copy maintenance cost.

Purchasing directly from Konica Minolta we would receive MI Deal pricing (a statewide government contract). This results in a \$84.28 lower monthly cost than MBM for the equipment. Over 48 months this totals a savings of \$4,045.65.

We lease three different types of equipment. For one type of machine our per copy cost with Konica Minolta would go down, for the other two types, it would go up slightly. MBMs per copy prices would stay fairly consistent, but the savings would not eclipse the savings from the MI Deal lease.

Scott is requesting a revised quote from Konica Minolta that will add one Jamex unit he realized we need (to collect payment for copies at new Superior). This is likely to add about \$110/month. Copies of the revised quote will be available at our meeting.

I recommend awarding the contract to Konica Minolta and utilizing the group purchasing discount.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-32

June 22, 2022

RESOLUTION TO ENTER INTO A NEW 4-YEAR LEASE AGREEMENT FOR
PHOTOCOPY/PRINT/SCAN EQUIPMENT

Whereas, the Ypsilanti District Library provides photocopy/print/scan/fax services for patrons using leased equipment, and

Whereas, the Library also leases such equipment for use by staff to do their jobs, and

Whereas the Library's Information Technology Manager studied the technology behind the latest systems and solicited input from staff, and

Whereas, he solicited two competitive proposals for the desired Konica Minolta equipment, with Konica Minolta's MI Deal government contract providing the best pricing, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the copier lease contract is awarded to Konica Minolta.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



MBM

seamless technology integration

375 Robbins Drive
Troy, MI 48063

248.597.1095
Fax 248.597.1069

PROPOSAL

Number MBMQ23564

Date Apr 5, 2022

Sold To

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

Phone (734) 482-4110
Fax (734) 482-0047

Ship To

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

Phone (734) 482-4110
Fax (734) 482-0047

Library Network Contract

Account Manager	P.O. Number	Ship Via	Terms
Carl Spaleny		MBM Installation	48- Month FMV Lease

Qty	Description
-----	-------------

- | | |
|---|--|
| 5 | <p>NEW Konica Minolta bizhub C450i Systems</p> <p>bizhub C450i Color 45 PPM Printer/Copier/Scanner - 10.1" touchscreen - Includes PS, PCL & XPS Controller, 8 GB Standard Memory, Web Browser, Dual Scan Document Feeder up to 280 opm, Duplex Unit, 256 GB SSD, USB Interfaces for Scan-to-USB Thumb Drive/Print-from-USB Thumb Drive, USB Local Printing, Two 500-sheet Universal Paper Cassette.</p> <p>PC-416 Paper Feed Cabinet - 2,500 sheets; Letter-Size (Portrait)</p> <p>FK-514 Fax Kit (Supports 1st & 2nd fax line)</p> <p>OT-513 Output Tray</p> <p>ESP Diagnostic Power Filter 120V/15A</p> |
| 1 | <p>NEW Konica Minolta bizhub C550i System</p> <p>bizhub C550i Color 55 PPM Printer/Copier/Scanner - 10.1" touchscreen - Includes PS, PCL & XPS Controller, 8 GB Standard Memory, Web Browser, Dual Scan Document Feeder up to 280 opm, Duplex Unit, 256 GB SSD, USB Interfaces for Scan-to-USB Thumb Drive/Print-from-USB Thumb Drive, USB Local Printing, Two 500-sheet Universal Paper Cassette.</p> <p>PC-416 Paper Feed Cabinet - 2,500 sheets; Letter-Size (Portrait)</p> <p>FS-539 SD Booklet Finisher (50 Sheets) floor finisher equipped with Saddle Stitcher that provides center-stapled and folded booklets (up to 20-page booklets), half-fold and tri-fold (for letter-size paper only); Supports banner paper. Includes off-line staple function.</p> <p>RU-513 Relay Unit</p> <p>PK-524 2/3-Hole Punch Kit</p> <p>FK-514 Fax Kit (Supports 1st & 2nd fax line)</p> <p>ESP Diagnostic Power Filter 120V/15A</p> |
| 7 | <p>NEW Konica Minolta bizhub C300i Systems</p> <p>bizhub C300i Color 30 PPM Copier/Printer - 10.1" touchscreen - DF-714 Dual Scan Document Feeder - Includes PS, PCL & XPS Controller, 8 GB Standard Memory, Web Browser, Duplex Unit, 256 GB SSD, USB Interfaces for Scan-to-USB Thumb Drive/Print-from-USB Thumb Drive, USB Local Printing, Two 500-sheet Universal Paper Cassette.</p> <p>FK-514 Fax Kit (Supports 1st & 2nd fax line)</p> <p>DK-516 Enhanced Copy Desk (Storage only)</p> <p>ESP Diagnostic Power Filter 120V/15A</p> |

Continued On Next Page ...

Qty	Description		
6	NEW Jamex Payment Solution Model 9557B Jamex 9557B Kit, Multi-Copy Bill & Coin Vend System with Escrow. Includes: Interface Solutions Cable, Manual Jamex Model # 57BASE Software Suite, Includes Reporting Shipping Delivery and Installation Network / Security Assessment & Additional Trainings Pickup old MFP, hard drive and settings wipe, return shipping to lease company *** Includes Satisfaction of Current Lease Delivery and Installation Setup and Configuration of MFP		

Investment Options

Print Solution Investment:

Association Pricing Program: Library Network

[] NEW 48- Month FMV Lease Payment: \$2,346.73 per month

Supplies and Maintenance:

Konica Minolta bizhub C450i/C550i

B/W Copies Billed Monthly at \$0.00645 per image

Color Copies Billed Monthly at \$0.044 per image

Konica Minolta bizhub C300i

B/W Copiers Billed Monthly at \$0.0084 per image

Color Copies Billed Monthly at \$0.062 per image

NO BASE OF MINIMUM REQUIRED, YOU ONLY PAY FOR WHAT YOU OUTPUT.

MBM WILL PROVIDE THE FIRST 3 YEARS A FIXED COST PER IMAGE. WITH WHAT IS REMAINING OF THE LAST YEAR OF LEASE WILL EXPERIENCE A 10% BUMP. (OUR CUSTOMER PLAN IS TO USUALLY UPGRADE AROUND 6 MONTHS AHEAD OF LEASE END).

Supplies and Maintenance are billed monthly in arrears

Includes all supplies, parts and onsite service, excludes paper and staples

Taxes Not Included

MBM WILL CONTRIBUTE \$1,500 TO THE NEW LIBRARY PROJECT

Thank you for your business!

Carl Spaleny

Technology Solutions Specialist

Cell Phone: (248) 480.1118

Customer Signature / Date

Signed Name Printed / Title / P.O. Number

This Quote is valid for 14 days from the above quotation date. To accept this proposal, please sign and return to your Account Manager. An authorized signature will be considered as acceptance of this proposal. In the event of whole or partial cancellation, this order may be subjected to restocking charges

These prices do NOT include applicable taxes, insurance, shipping, delivery, setup fees, installation, or any cables or cabling services or material unless specifically listed above or in accompanying proposal. In the event project and/or delivery of equipment is delayed by customer, the equipment will be invoiced at customer terms at the time MBM Technology Solutions is notified of the delay. Any promo item prices are subject to change upon promo expiration. Lease documentation fees charged by the leasing company will be on your first month's leasing invoice. Supply subject to availability.

6/9/2022
Scott Ostby
Ypsilanti District Library

State of Michigan MiDeal contract - awarded and bid pricing

Quantity	Model	Monthly lease per unit cost - 48 months FMV	Total Monthly lease pricing
	7 BH C300i	\$ 89.55	\$ 626.84
	5 C450i	\$ 153.41	\$ 767.07
	1 C550i	\$ 205.55	\$ 205.55
Total			\$ 1,599.46

Jamex \$662.99

\$ 2,262.45

BRENDA JOHNSON

Contract Program Manager - State
of Michigan

**Konica Minolta Business Solutions
U.S.A., Inc.**

bjohnson@kmbs.konicaminolta.us

Office: 734-452-4162



bizhub C300i



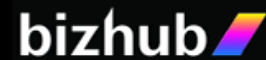
bizhub C300i Copier/Printer/Scanner/DF-714 - Includes PS, PCL & XPS Controller, 8 GB Standard Memory, Web Browser, Duplex Unit, 256 GB SSD, USB Interfaces for Scan-to-USB Thumb Drive/Print-from-USB Thumb Drive, USB Local Printing, Optional Authentication Device Connection, Service USB Firmware Updates, Developer Unit (1,000K Yield), and Drum Unit (K:170K/C:65K Yield).

[Click on picture for online specifications](#)

Item Number	Description	48 Mo Lease Price	
AA2K013	bizhub C300i COPIER/PRINTER/DF-714	\$69.58	
B/W	per copy click price b/w	\$0.0075	
Color	per click price color	\$0.0500	
7670525506	Delivery Charge - Level 1	Incl	
7640018094	Basic Network Service - BNS04	Incl	
7640015657	bizhub SECURE	\$6.68	
ACV2WY1	JS-508 JOB SEPARATOR	\$6.81	\$5.64
135700	DK-516 Enhanced Copy Desk (Storage only)	\$3.02	
XGPCS15DKM	ESP Diagnostic Power Filter 120V/15A	\$3.46	
Total per unit		\$89.55	
Total for 6		\$626.84	



bizhub C450i



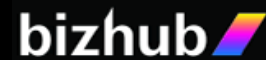
bizhub C450i Copier/Printer/Scanner - Includes PS, PCL & XPS Controller, 8 GB Standard Memory, Web Browser, Duplex Unit, 256 GB SSD, USB Interfaces for Scan-to-USB Thumb Drive/Print-from-USB Thumb Drive, USB Local Printing, Optional Authentication Device Connection, Service USB Firmware Updates, Developer Unit (1,000K Yield), and Drum Unit (K:170K/C:65K Yield)

[Click on picture for online specifications](#)

Item Number	Description	48 Mo Lease Price	
AA7R011	bizhub C450i	\$117.37	
B/W	per copy click price b/w	\$0.0070	
Color	per click price color	\$0.0500	
7670525507	Delivery Charge - Level 2	Incl	
7640018094	Basic Network Service - BNS04	Incl	
7640015657	bizhub SECURE	\$6.68	
AAV5013	PC-416 PAPER FEED CABINET 2500-SHEET	\$19.10	
ACV2WY1	JS-508 JOB SEPARATOR	\$6.81	
XGPCS15DKM	ESP DIAGNOSTIC POWER FILTER 120V/15A	\$3.46	
Total per unit		\$153.41	
Total for 5		\$767.07	



bizhub C550i



bizhub C550i Copier/Printer/Scanner - Includes PS, PCL & XPS Controller, 8 GB Standard Memory, Web Browser, Duplex Unit, 256 GB SSD, USB Interfaces for Scan-to-USB Thumb Drive/Print-from-USB Thumb Drive, USB Local Printing, Optional Authentication Device Connection, Service USB Firmware Updates, Developer Unit (1,000K Yield), and Drum Unit (K:170K/C:65K Yield)

[Click on picture for online specifications](#)

Item Number	Description	48 Mo Lease Price	
	bizhub C550i	\$142.18	
B/W	per copy click price b/w	\$0.0068	
Color	per click price color	\$0.0500	
7670525507	Delivery Charge - Level 2	Incl	
7640018094	BASIC NETWORK SERVICE - BNS04	Incl	
7640015657	bizhub SECURE	\$6.68	
AAV5013	PC-416 PAPER FEED CABINET 2500-SHEET	\$19.10	
AAR4WYE	FS-539 SD 50-SHEET BOOKLET FINISHER	\$24.48	
A87JWY2	RU-513 RELAY UNIT FOR FS-534/FS-536	\$1.66	
AC28W11	PK-524 2/3 PUNCH UNIT FOR FS-539	\$7.98	
XGPCS15DKM	ESP DIAGNOSTIC POWER FILTER 120V/15A	\$3.46	
Total		\$205.55	

JAMEX

Item	Qty	Part #	Description	Price	Ext. Price
1	6	401062	Model: 9557 Network Enabled, Multi-Copy, Bill,Coin Unit	\$2,917.00	\$17,502.00
2	6	7.64E+09	Model: 57BASE, Free-Standing Base	\$165.00	\$990.00
			Maintenance		
3	7,218	7.64E+09	Extended Hardware Warranty (3 addl years on 6 units)	\$1.00	\$7,218.00
			Professional Services		
4	1	7.64E+09	Solutions Delivery Charge - Level A	\$1.00	\$1.00
5	6	DIRPROJOS OLT3	KM PRO SERVICES OFFICE SOLUTIONS TIER 3	\$225.00	\$1,350.00
			Purchase Price	Total	\$27,061.00
			48 month \$1 buy out - Telp		\$662.99

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 6/17/2022
Re: Additional furniture approvals

In addition to the shelving and KI furniture quote that are on this agenda, Daniels & Zermack has four additional groupings of furniture products in process:

1. TMC kids tables and chairs and Palmieri Flex tables for adult and teen reading, computer, and group study chairs: bids expected July 1.
2. JSI kids and fireplace lounge furniture and Keilhauer Teen lounge furniture: manufacturers are working to provide final delivered and installed pricing.
3. Knoll task seating: the dealer is currently working on a quote. Pricing with delivery and installation is covered under government group purchase contract.
4. Bid Pack 4 – miscellaneous items
 - a. Kids wall with iPad stations
 - b. Outdoor furniture
 - c. Any additional items needed

With uncertainty over lead times, we would like to order these selections as soon as the quotes are firmed up. Would the Board like to delegate the approval of these expenses to the Building Committee? Another option would be to hold a special Board meeting.