

Board of Trustees

2022
Information
Packet



Wednesday
July 27, 2022
6:30pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, July 27, 2022 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation: Library Plaza lighting upgrade, Kyle Keaffaber, Faber Design, and Brennan Booms, Enlighten	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from June 22, 2022 Regular Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. June 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 type="checkbox"/>	
D. FOL Library Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
G. Facilities	<input type="checkbox"/>	<input type="checkbox"/>	
H. Strategic Planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
New Business			
A. Approval of Library Plaza lighting upgrade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Consideration of Michigan Avenue basement lighting upgrade proposal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Discussion of Superior Building Committee meeting regarding steel cost escalation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Award of contract to seal the Whittaker Road roof	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Consideration of the purchase of new staff computers	<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, June 22, 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, Bethany Kennedy and Kristy Cooper (6:42 p.m.)

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Community Relations Coordinator Sam Killian and Communications Intern Samantha Huck

APPROVAL OF THE AGENDA

The Agenda was approved as presented.

PUBLIC COMMENT

NONE

Introduction of new staff: Sam Killian introduced YDL's new Communications Intern Samantha Huck

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (May 25, 2022 Regular meeting minutes, May 2022 Financials and Check Registers). Trustee Maddix supported this motion.

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

Nays: None

Motion passed.

COMMUNICATION

Lisa was informed that Tuesday evening at the City of Ypsilanti city council meeting they would be reading for the second time a proposal to give a Brownfield property to a developer and waive taxes for them for the next several decades. Normally the library is notified by legal document of the public hearing. Lisa is trying to find out if they were required to inform us or if it has been to date a courtesy.

COMMITTEE REPORTS

-Fundraising

- YDL has received over \$1.2 million in donations. There is \$420,000 in outstanding pledges and grant funds. This includes the Towsley grant. The grand total raised so far is \$1.85 million, with about \$150,000 more to raise.
- The James L. and Faith Knight Foundation awarded YDL a \$50,000 grant.

-Superior Planning Committee

- The bird friendly glass is starting to be installed.
- YDL received the first grant from the Gousseff endowment. Lisa would like to use it to install a lawn sprinkler system. Lisa is getting quotes for this.

REPORT OF THE LIBRARY DIRECTOR

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

- The last couple of days YDL has been having work done in the parking lot. The lights are being changed to LED. They should be finished by Monday.

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- YDL received the Outdoor Programming Kit from TLN's ARPA grant. The kit included a tent canopy and sound system.

NEW BUSINESS

A. Budget amendment

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: Kay Williams

SUPPORTED BY: Jean Winborn

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

B. Library card and borrowing policy revision

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-27

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 22, 2022 (Unapproved)

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: Bethany Kennedy

SUPPORTED BY: Kay Williams

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

C. Consideration of Superior Library surveillance camera purchase

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

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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: Jean Winborn

SUPPORTED BY: Brian Steimel

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

D. Award of Superior Library shelving purchase contract

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 alternate bid for \$40,314.

OFFERED BY: Brian Steimel

SUPPORTED BY: Jean Winborn

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

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E. Award of Superior Library KI furniture purchase contract

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: Kristy Cooper

SUPPORTED BY: Theresa M. Maddix

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

F. Hotspot purchase for new Superior Library

YPSILANTI DISTRICT LIBRARY

Ypsilanti District Library
Board of Trustees Meeting
Minutes, June 22, 2022 (Unapproved)

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: Theresa M. Maddix

SUPPORTED BY: Kay Williams

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

G. Copier lease renewal

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

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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: Kay Williams

SUPPORTED BY: Brian Steimel

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

H. Additional furniture approvals

Delegation of the approval of the additional furniture quotes to the building committee.

OFFERED BY: Jean Winborn

SUPPORTED BY: Bethany Kennedy

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

BOARD MEMBER COMMENTS

Trustee	Comment
Kay	I just want to say that with all the things we did tonight I'm getting so excited about the new building. I have been on this board for 14 years waiting for this building.
Bethany	I agree with Kay. It was a lot of new business, but it is all very exciting. I am very excited to see it moving forward after everyone's hard work.
Jean	I would like to also thank everybody for all this wonderful stuff going on. I'm really excited about this library opening. Especially my little niece she's just waiting. She said, "there is green paper wrapped around it and you can't get in it". "I know they're not working on it". I said, "yes they are". "They are working on it". I'd like to say thank you to the staff for that. I would also like to thank Paula Drummond. My writing teacher had a book signing here. Paula was so efficient and tremendous. I'd like to thank the library for sponsoring that. The third thing I'd like to say is I was interviewed by Lucy Ann Lance. The statue that went up on Monday was one of my ancestors that was in the Massachusetts 54 th he is buried there. She told the story. I put in a plug for the library because we have our African American genealogy that was started at Michigan Avenue. This

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	is our tenth year. We are going to have a celebration this year at the library. So, thank you!
Brian	Congratulations to Ypsi stories for being nominated in Current's best of Washtenaw 2022, best podcast. The voting is going on now. You can vote every day. If you go to Currents site you can vote for Ypsi stories as the best podcast in Washtenaw County
Kristy	No comment today.
Theresa	I would thank the team for launching a new summer reading challenge. This is a fun time of year when the challenge kicks off.
Pat	Ditto. Thank you all for everything and a very productive meeting. I appreciate it.

Adjournment

Trustee Kennedy moved to adjourn at 7:42 p.m. Trustee Winborn seconded this motion.

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

Nays: None

Motion passed.

Financial Report

**Ypsilanti District Library
Balance Sheet
June 30, 2022
General Fund**

	FYE 11/30/17 ACTUAL	FYE 11/30/18 ACTUAL	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FYTD 6/30/22	Current FYTD Variance from 11/30/21
Assets:							
Total Cash & Cash Equivalents	2,778,328	2,377,714	2,596,924	2,940,887	3,413,908	4,074,067	660,159
Receivables & Other assets	36,272	49,282	98,153	84,370	108,670	103,200	(5,470)
Total Assets	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	4,177,267	654,689
Liabilities	509,097	145,758	85,577	313,638	344,511	104,651	(239,859)
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	894,549	428,101
Total Fund Balance	2,305,503	2,281,238	2,609,500	2,711,620	3,178,067	4,072,616	894,549
Total Liabilities & Fund Balance	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	4,177,267	654,689

Ypsilanti District Library
Period Ending 6/30/22 (58.3% of Year)
General Fund

ACCT #	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Amended FY 2021-2022 BUDGET	YTD 6/30/22 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,506,662	5,568,866	5,918,352	5,895,497	4,580,865	1,307,757	77.7%
Expenditures							
Dept 100 Administrative	2,046,192	2,163,719	2,132,617	2,586,303	1,265,197	1,219,015	48.9%
Dept 200 Michigan Ave.	570,105	555,976	542,948	677,690	314,261	353,929	46.4%
Dept 300 Outreach/bookmobile	83,090	82,140	92,558	182,590	49,986	132,604	27.4%
Dept 400 Outreach/Superior Township	158,283	158,483	162,269	339,263	95,587	243,676	28.2%
Dept 500 Whittaker Rd	1,123,929	1,089,344	1,080,805	1,190,294	620,923	546,371	52.2%
Dept 600 Donations	31,845	12,312	21,629	-	15,967	(15,967)	NA
Dept 700 Grants	12,323	7,405	19,079	-	24,396	(24,396)	
Total	4,025,767	4,069,379	4,051,904	4,976,140	2,386,316	2,455,233	48.0%
Net Revenue Over Expenditures	1,480,895	1,499,486	1,866,447	919,357	2,194,549		
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	4,137,966	4,113,157		

**Ypsilanti District Library
General Fund
Period Ending 6/30/2022
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Original FY 2021-2022 BUDGET	Amended FY 2021-2022 BUDGET	YTD 6/30/22 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	896,999	885,210	939,410	965,929	965,929	851,519	88.2%
425.000	City of Ypsilanti Tax Levy	808,325	836,671	866,352	883,587	883,587	315,251	35.7%
425.075	PPT Reimbursement	18,247	16,119	22,407	16,000	16,000	41	0.3%
440.000	Ypsilanti Township Tax Levy	3,283,915	3,486,095	3,653,122	3,701,210	3,701,210	3,201,315	86.5%
441.000	Renaissance Zone Reimb	39,574	66,633	68,165	65,000	65,000	0	0.0%
443.000	State Aid Direct	32,932	32,931	35,678	38,148	38,148	21,476	56.3%
447.000	State Aid Indirect	33,574	33,497	36,286	38,148	38,148	21,476	56.3%
500.600	Talk Grant Revenue	23,853	30,629	47,787	32,000	42,000	17,585	41.9%
657.000	Fines/Misc.	60,633	22,485	7,187	9,000	6,000	4,613	76.9%
657.100	Smart Cards - Printing & Copies	36,686	11,776	8,765	7,500	7,500	11,483	153.1%
657.600	Guest Pass	1,417	429	263	500	375	470	125.2%
661.000	Penal Fines County	111,395	84,478	113,205	108,500	108,500	0	0.0%
662.000	Coffee shop rent	1,296	0	0	0	0	0	NA
662.100	Community room rentals	1,850	575	0	2,500	2,500	325	13.0%
679.000	Donations/Misc.	1,152	1,063	1,360	2,500	2,500	960	38.4%
681.000	Donations Designated	18,850	5,100	0	0	0	0	0.0
681.080	Donations/Memorials	2,629	4,555	7,170	600	600	3,948	658.1%
687.000	Interest/Checking	3,233	1,037	457	500	500	351	70.2%
687.010	Interest/Savings	15,331	6,175	5,226	3,500	3,500	1,601	45.7%
688.000	Interest/Endowment	1	0	6,227	0	0	0	0.0%
689.000	Dividends-MML	5,741	4,219	4,312	4,000	4,000	7,460	186.5%
690.000	Dividend Revenue Endowment	6,771	7,220	9,045	9,500	9,500	8,161	85.9%
691.000	CARES act Credit	0	0	6,400	0	0	0	
Total Revenue		5,404,404	5,536,898	5,838,824	5,888,622	5,895,497	4,468,036	75.8%

**Ypsilanti District Library
General Fund
Period Ending 6/30/2022
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Original FY 2021-2022 BUDGET	Amended FY 2021-2022 BUDGET	YTD 6/30/22 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	625,703	657,068	685,029	740,549	755,549	414,463	54.9%
702.100	Professional/Accounting	6,500	5,080	7,445	7,500	7,500	5,380	71.7%
702.150	Bank Fees	5,829	3,176	1,888	6,840	6,840	1,884	27.5%
702.900	Salary/Subs	16,427	3,327	1,571	15,600	15,600	3,394	21.8%
705.000	Employee Recognition Awards	687	336	804	750	750	605	80.6%
710.000	Paychex Payroll Service	12,366	11,166	12,115	12,720	12,720	7,337	57.7%
715.000	Employer Payroll Tax	144,670	144,791	148,792	176,339	178,940	89,131	49.8%
715.100	ACA Taxes Paid by employer	247	295	331	420	420	370	88.1%
718.000	MERS Defined Contribution	91,373	90,691	91,780	99,780	105,893	48,484	45.8%
719.000	FSA Admin Fee	691	707	729	853	853	374	43.8%
727.000	Office Supplies	28,789	26,412	24,088	32,400	32,400	10,050	31.0%
727.050	CARES act Exp		95	6,305				
727.200	Supplies-Facility	19,577	13,820	12,957	23,700	23,700	8,309	35.1%
752.000	MML/Building Insurance	61,476	64,450	66,589	69,253	72,240	72,240	100.0%
753.000	MML/Workers Comp	9,756	7,204	9,744	12,074	12,074	4,884	40.5%
754.000	Health Insurance	371,049	361,059	394,266	429,938	429,938	224,285	52.2%
756.000	Delta Dental	36,153	34,311	34,322	35,882	35,882	19,820	55.2%
757.000	Employee Assistance Program	974	579	0	0	0	0	
758.000	Life Insurance	4,036	3,969	4,316	4,212	4,212	2,362	56.1%
759.000	Vision Service Plan	8,811	8,856	9,074	9,253	9,253	5,962	64.4%
762.000	STD/LTD (Disability Insurance)	12,076	11,403	10,594	10,027	13,027	5,982	45.9%
769.000	Printing & Publishing	5,427	12,840	18,325	19,000	19,000	6,862	36.1%
769.050	Classified Advertising	993	460	432	1,000	1,000	330	33.0%
774.050	Digital Collection	31,726	175,379	209,154	263,950	263,950	110,701	41.9%
774.100	Data Bases	93,136	21,988	24,948	30,000	30,000	19,024	63.4%
774.800	System Wide DVDs	5,182	2,959	493	2,000	2,000	61	3.0%
774.900	All Materials Processing	25,838	15,899	21,270	21,000	21,000	12,785	60.9%
774.950	Play Kits	3,602	1,447	2,590	3,000	3,000	1,166	38.9%
774.975	Library of Things	0	0	2,876	8,000	8,000	2,992	37.4%
801.000	Major Events	10,978	6,768	2,805	15,925	15,925	812	5.1%
801.500	Learning Never Gets Old	1,962	2,246	1,999	3,000	3,000	2,139	71.3%
802.000	Mileage/Travel Reimbursement	2,883	289	775	5,000	6,200	2,032	32.8%
804.000	Workshops/Training	3,916	4,148	2,422	5,330	5,330	1,073	20.1%
805.000	Memberships & Dues	5,436	5,675	5,685	6,350	6,350	4,557	71.8%
806.000	Talk Grant Expenses	12,625	24,342	23,383	14,938	59,028	17,933	30.4%
810.000	Capital Outlay - Buildings	4,301	600	5,197	5,000	5,000	0	0.0%
810.100	Capital Outlay - Improvements	6,824	1,300	3,500	3,700	3,700	0	0.0%
812.000	Capital Outlay - Furnishings	3,949	0	268	5,000	5,000	1,100	22.0%
840.000	Repair & Main Bldg			0	0	0	-61,688	WH Flood
850.000	Automation - Technology	154,332	183,693	128,433	162,642	162,642	52,364	32.2%
850.100	Telecommunications	6,573	-19,543	6,243	6,973	6,973	12,276	176.1%
850.200	SirsiDynix	51,473	62,573	59,088	64,630	64,630	64,631	100.0%
850.500	Software Subscription	7,926	14,762	21,823	27,074	35,074	22,596	64.4%
890.000	The Library Network	2,796	2,796	2,796	3,000	4,500	0	0.0%
928.000	Postage	13,085	19,334	20,112	21,647	21,647	8,596	39.7%
965.000	Auditing Service	7,425	7,425	7,875	8,100	8,100	8,100	100.0%
975.000	Legal	8,870	6,422	5,280	6,000	15,000	10,966	73.1%
975.500	Legal - Negotiations	12,765	0	0	13,000	13,000	7,620	58.6%
980.000	Professional/Contractual	83,193	154,793	27,087	47,963	56,563	26,490	46.8%
980.500	Branding Costs	2,561	1,188	2,201	2,500	2,500	814	32.5%
981.500	Lost Book Expense	8,546	3,749	1,094	10,200	10,200	908	8.9%
982.000	MTT Charge Back City	-140	208	471	1,200	1,200	48	4.0%
983.000	MTT Charge Back TWP	389	200	1,070	5,000	5,000	1,126	22.5%
983.100	MTT Charge Back-Superior Twp	10,430	985	184	4,000	4,000	1,467	36.7%
984.050	Contributions/Endowment	0	0					NA
Total		2,046,192	2,163,719	2,132,617	2,484,212	2,586,303	1,265,197	48.9%

**Ypsilanti District Library
General Fund
Period Ending 6/30/2022
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Original FY 2021-2022 BUDGET	Amended FY 2021-2022 BUDGET	YTD 6/30/22 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	404,679	396,590	402,866	421,638	429,638	243,788	56.7%
702.800	Salaries-Pages	7,271	4,044	3,463	9,360	9,360	2,692	28.8%
771.000	Adult Books & Processing	31,227	25,084	22,288	26,100	26,100	10,259	39.3%
772.000	Youth Books & Processing	17,891	14,651	13,282	17,400	17,400	8,405	48.3%
776.000	Periodicals - Adult	4,244	2,979	2,802	3,000	3,000	566	18.9%
776.050	Periodicals - Youth	206	0	0	100	100	0	0.0%
778.000	Adult Audio/Visual	11,112	6,153	5,441	7,500	7,500	2,653	35.4%
779.000	Youth Audio/Visual	4,956	2,993	2,413	3,000	3,000	1,011	33.7%
802.200	Parking	3,600	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	95,000	-1,376	-1.4%
812.000	Capital Outlay - Furnishings	7,031	6,992	3,384	2,500	2,500	0	0.0%
840.000	Repair & Maintenance - Building	15,255	13,803	16,584	20,000	20,000	9,216	46.1%
840.025	Campbell Maint Contract	16,489	18,754	12,672	12,672	12,672	9,504	75.0%
840.050	Snow Removal/ Lawn Care	6,229	6,078	7,259	9,835	9,835	4,840	49.2%
900.000	Programs-Adult	1,493	1,625	1,462	1,700	1,700	1,309	77.0%
901.000	Programs-Youth	1,342	2,659	1,762	1,900	1,900	442	23.3%
940.000	Phone	4,514	4,535	4,553	4,820	4,820	1,510	31.3%
943.000	Natural Gas	3,359	3,624	3,946	4,216	5,716	4,659	81.5%
947.000	DTE - Electric	16,452	15,236	18,309	16,713	16,713	9,297	55.6%
949.000	Ypsilanti Comm Utilities Auth	4,802	7,707	6,864	7,136	7,136	1,884	26.4%
Total		570,105	555,976	542,948	668,190	677,690	314,261	46.4%
Dept 300 Outreach/bookmobile								
702.000	Salaries	68,078	69,159	70,870	162,704	162,704	36,729	22.6%
775.000	Library Materials	4,478	5,303	5,084	5,250	5,250	2,844	54.2%
840.000	Repair & Maintenance	5,109	6,017	14,636	8,693	8,693	7,733	89.0%
943.000	Fuel	5,425	1,661	1,967	5,943	5,943	2,680	45.1%
Total		83,090	82,140	92,558	182,590	182,590	49,986	27.4%
Dept 400 Outreach/Superior Township								
702.000	Salaries	144,398	146,792	149,424	305,556	305,556	89,178	29.2%
775.000	Library Materials	7,609	5,842	6,553	7,000	7,000	3,428	49.0%
840.000	Repair & Maintenance	1,374	1,007	1,179	5,000	5,000	547	10.9%
840.050	Snow Removal & Lawn Care	898	980	980	4,000	4,000	572	14.3%
900.000	Programs - adult	601	543	580	600	600	45	7.5%
901.000	Programs - Youth	600	468	624	600	600	19	3.2%
940.000	Phone	1,129	1,134	1,138	1,222	1,222	377	30.9%
943.000	Natural Gas	573	659	650	3,336	3,336	798	23.9%
947.000	DTE - Electric	1,013	960	1,044	9,146	9,146	573	6.3%
949.000	Ypsilanti Comm Utilities Auth	88	98	97	2,803	2,803	49	1.8%
Total		158,283	158,483	162,269	339,263	339,263	95,587	28.2%

**Ypsilanti District Library
General Fund
Period Ending 6/30/2022
(58.3% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Original FY 2021-2022 BUDGET	Amended FY 2021-2022 BUDGET	YTD 6/30/22 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	696,339	701,249	722,800	719,720	730,720	421,407	57.7%
702.800	Salaries-Pages	34,553	15,483	19,698	37,440	37,440	16,622	44.4%
771.000	Adult Books	64,635	41,293	41,604	51,000	51,000	20,749	40.7%
772.000	Youth Books	38,784	23,641	27,802	33,100	33,100	14,021	42.4%
776.000	Periodicals - Adult	5,915	5,239	4,405	5,000	5,000	642	12.8%
776.050	Periodicals - Youth	898	759	745	800	800	0	0.0%
778.000	Adult Audio/Visual	21,217	15,746	10,284	14,700	14,700	4,305	29.3%
779.000	Youth Audio/Visual	7,300	4,159	4,236	5,100	5,100	1,238	24.3%
810.000	Cap Outlay Building	11,328	3,880	12,515	45,000	45,000	15,263	33.9%
810.100	Cap Outlay Improvements			0	0	0	0	0.0%
840.000	Repair & Maintenance - Building	23,842	39,729	22,271	23,562	23,562	13,166	55.9%
840.025	Campbell Maint Contract	42,934	42,797	42,797	42,797	42,797	32,098	75.0%
840.050	Snow Removal/Lawn Care	16,529	16,241	16,199	22,600	22,600	10,500	46.5%
900.000	Programs - Adult	3,765	4,206	3,765	4,200	4,200	1,510	36.0%
901.000	Programs - Youth	6,298	5,697	6,659	6,500	6,500	3,445	53.0%
903.000	Equipment Maintenance	6,336	820	1,564	3,000	3,000	0	0.0%
940.000	Phone	9,029	9,070	9,105	9,770	9,770	3,020	30.9%
943.000	Natural Gas	25,609	24,227	30,040	31,680	43,680	24,908	57.0%
947.000	DTE - Electric	103,549	92,512	99,414	104,763	104,763	36,529	34.9%
949.000	Ypsilanti Comm Utilities Auth	5,069	4,596	4,902	6,562	6,562	1,501	22.9%
980.000	Professional/Contractual	0	38,000		0	0		NA
Total		1,123,929	1,089,344	1,080,805	1,167,294	1,190,294	620,923	52.2%
Dept 600 Donations								
Revenue:								
	Total Revenue	87,817	18,888					
	Total Donated revenue	87,817	18,888	37,195			96,658	NA
Expenditures:								
	Total Expenditures	31,845	12,312					
	Total Expenditures	31,845	12,312	21,629			15,967	NA
Dept 700 Grants								
Revenue								
	Total Grant Revenue	14,441	13,080					
	Total Revenue	14,441	13,080	42,333			16,170	NA
Expenditures								
	Total Expenditures	12,323	7,405					
	Total Expenditures	12,323	7,405	19,079			24,396	NA
Total	Net -- restricted for future	2,118	5,675	23,254			-8,226	NA
IMPROVEMENTS/Asset Sales								
	685.000 Sale of assets						0	NA
	810.100 Approved projects-Improvements fund							NA
	850.100 Technology improvements							NA
	Total Other Revenue	0	0	0			0	NA
Total Revenue		5,506,662	5,568,866	5,918,352	5,888,622	5,895,497	4,580,865	
Total Expenditures		4,025,767	4,069,379	4,051,904	4,841,549	4,976,140	2,386,316	48.0%
	Net Revenue Over Expenditures	1,480,895	1,499,486	1,866,447	1,047,073	919,357	2,194,549	
	Fund Balance Beginning of Year	2,321,780	2,652,675	2,752,161	3,218,609	3,218,609	3,218,609	
	Board Designation	-1,150,000	-1,400,000	-1,400,000	0	0	-1,300,000	
	Ending Fund Balance	2,652,675	2,752,161	3,218,609	4,265,682	4,137,966	4,113,157	

**Ypsilanti District Library
Balance Sheet
June 30, 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 6/30/22	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	3,989,463	486,412
Total Assets	417,120	399,522	1,481,745	2,807,370	3,503,051	3,989,463	486,412
Liabilities	-	-	-	142,355	13,454	-	(13,454)
Fund Balance	417,120	399,522	1,481,745	2,665,015	3,489,597	3,989,463	499,866
Total Liabilities & Fund Balance	417,120	399,522	1,481,745	2,807,370	3,503,051	3,989,463	486,412

Ypsilanti District Library
Capital Expenses
Period Ending 6/30/22 (58.3% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	YTD 6/30/22 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated		54,603	857,193	697,292
688.000	Interest	457	4,986	1,181	76
Other departments		-	-		-
Total		457	59,589	858,374	697,368
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	16,720
Subtotal		-	-	16,860	16,720
Dept 400 Superior Construction					
702.150	Bank Fees	4		620	808
752.500	Insurance - Bldrs Rsk				6,692
780.000	Opening Day Collection				84,731
801.000	Major Events			3,544	825
910.000	Site Development	7,900	106,263	32,064	-
943.000	Fuel/Natural Gas				1,482
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	30,950
955.100	General Contractor	-	46,274	655,988	1,267,721
985.300	Outside Contract Expense	-			31,668
Subtotal		57,810	269,299	1,006,669	1,424,877
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	17,453	-	410,262	55,906
Subtotal		17,453	-	410,262	55,906
TOTAL Capital Expenditures		75,262	269,299	1,433,791	1,497,502
Total Revenue Over Expenditures		1,075,194	1,190,290	824,583	499,866
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	3,989,463

Capital Asset Replacement Fund
Composition of Fund Balance

		Superior Project	Other	Total
2019	opening balance 11/30/18	0	399,522	
Board Assigned	1/23/2019	1,150,000		
Balance	11/30/2019	1,150,000	331,745	1,481,745
2020				
Board Assigned	1/22/2020	1,150,000	250,000	
Capital Campaign & Int prior to 11/30/20		66,110		
Expenses Paid prior to 11/30/20		-269,300	-13,540	
Balance	11/30/2020	2,096,810	568,205	2,665,015
2021				
Board Assigned	1/27/2021	1,200,000	200,000	
Capital Campaign & Int	11/30/2021	858,374		
YTD Expenditures	11/30/2021	-1,006,670	-427,122	
Balance	11/30/2021	3,148,514	341,083	3,489,597

	Project Summary Through:	
	6/30/2022	6/30/2022
	Superior	Other
Board	4,500,000	1,081,745
Capital Campaign	1,621,852	
Expense	-2,700,846	-513,287
	<u>3,421,006</u>	<u>568,458</u>

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Date: 07/20/2022

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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								
74547	06/09/22	Printed			A.A.	A.A. TECH., INC.	MA-state weight test	1,240.00
74548	06/09/22	Printed			AES	ALLIED EAGLE SUPPLY CO	liner/tissue/towel	507.66
74549	06/09/22	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Palazzolo renewal 2022	150.00
74550	06/09/22	Printed			0000000003	ANN ARBOR NEWS	whit - 11/26/22	119.75
74551	06/09/22	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	whit 1st fl men's restroom	790.50
74552	06/09/22	Printed			BECRAU	BECKETT & RAEDER	whit phase 2 parking lot	2,635.00
74553	06/09/22	Printed			BENCH	BENCHMARK DESIGN STUDIO	fine free	685.00
74554	06/09/22	Printed			CAMPINC	CAMPBELL, INC	ma 6/1-8/31/22 service	13,867.25
74555	06/09/22	Printed			JCARY	JAMES CAREY	may 2022 services	580.00
74556	06/09/22	Printed			CDW	CDW GOVERNMENT, INC.	Tripp 20ft hdmi cab	26.52
74557	06/09/22	Printed			CLHI	CLARK HILL	2022 negotiations	1,788.50
74558	06/09/22	Printed			0000000039	DEMCO, INC.	'new' coded paper	83.57
74559	06/09/22	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit youth supplies	290.10
74560	06/09/22	Printed			DTE ENERGY	DTE ENERGY	whit street May 2022	42.03
74561	06/09/22	Printed			DTE ENERGY	DTE ENERGY	whit 4/23-5/23/22 service	9,064.95
74562	06/09/22	Printed			DTE ENERGY	DTE ENERGY	MA 4/29-5/27/22 service	1,379.44
74563	06/09/22	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	MA light design report	1,950.00
74564	06/09/22	Printed			FIND	FINDAWAY WORLD, LLC	Dreamers	802.85
74565	06/09/22	Printed			LFITH	LORI FITHIAN	7/1/22 Drummunity program	500.00
74566	06/09/22	Printed			GFEC	GALLAGHER FIRE EQUIPMENT CO.	server room inspection	335.00
74567	06/09/22	Printed			GOLDEN	DEBRA GOLDEN	#1 of 2 painting series	500.00
74568	06/09/22	Printed			GORDON	GORDON FOOD SERVICE, INC.	2022 in-service	305.91
74569	06/09/22	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	chrome upgrade	777.60
74570	06/09/22	Printed			DEJA	DEEPA JAIN	crafternoons	100.00
74571	06/09/22	Printed			JOCO	JOHNSON CONTROLS	whit-Simplex Prog 4010	1,584.08
74572	06/09/22	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	#1 of 2 series	180.00
74573	06/09/22	Printed			AFSCME	MICHIGAN AFSCME	deducted 5/12/22	518.75
74574	06/09/22	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Smith renewal-7/31/2023	85.00
74575	06/09/22	Printed			MWP	MICHIGAN WEB PRESS	LOOP summer 2022	4,490.18
74576	06/09/22	Printed			MIDWESTTAP	MIDWEST TAPE	502165356/502163386/502165355	691.85
74577	06/09/22	Printed			MIDWESTTAP	MIDWEST TAPE	Hoopla ending 5/31/22	12,826.41
74578	06/09/22	Printed			ANMO	ANTHONY MORGAN	pridezone celebration 2022	400.00
74579	06/09/22	Printed			NGBH	NO GRAVITY BOUNCE HOUSE	2022 Sum Read Kickoff	237.43
74580	06/09/22	Printed			OCLC	OCLC INC.	june 2022 billing	478.65
74581	06/09/22	Printed			OV	OVERDRIVE, INC.	01576CO22161470	2,380.64
74582	06/09/22	Printed			PP	PROGRESSIVE PRINTING	bookmarks 5000-no fines	1,066.00
74583	06/09/22	Printed			QM	Q+M	LOOP summer 2022	1,500.00
74584	06/09/22	Printed			SCHOLASTIC	SCHOLASTIC BOOK FAIRS	outreach	525.73
74585	06/09/22	Printed			STAPAD	STAPLES ADVANTAGE	st 05/25/22	740.90
74586	06/09/22	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	4/15-5/16/22 service	8.22
74587	06/09/22	Printed			TCI	TERRACON CONSULTANTS, INC.	MA water remed	6,960.00
74588	06/09/22	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	June 2022 fee	90.00
74589	06/09/22	Printed			WCROD	WASHTENAW COUNTY	4/22 MTT/STC invoice	1,315.97
74590	06/09/22	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	Whit june 2022 coverage	414.41
74591	06/09/22	Printed			0000000021	Y C U A	MA 4/24-5/20/22 service	523.90
74592	06/09/22	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 5/31/22	50.71
74593	06/23/22	Printed			0000000025	AFLAC	#13 & #14 payments	113.80
74594	06/23/22	Printed			AK	AK LAWN CARE	MA #4 lawn laintenance	610.00
74595	06/23/22	Printed			ALER	ALERUS FINANCIAL	Employ contribution 5/31/22	16,941.59

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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								
74596	06/23/22	Printed			AES	ALLIED EAGLE SUPPLY CO	tissue/towel	383.81
74597	06/23/22	Printed			BAKL	BAKER & TAYLOR #4407662	statement 5/31/2022	152.67
74598	06/23/22	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 5/31/2022	112.24
74599	06/23/22	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 5/31/2022	5.79
74600	06/23/22	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 5/31/2022	171.06
74601	06/23/22	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 5/31/2022	157.96
74602	06/23/22	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 5/31/22	3,604.86
74603	06/23/22	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 5/31/22	1,820.63
74604	06/23/22	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 5/31/22	1,770.95
74605	06/23/22	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 5/31/22	2,606.42
74606	06/23/22	Printed			BAA	BANK OF ANN ARBOR	due 6/25/22 #0667	3,724.42
74607	06/23/22	Printed			BAA	BANK OF ANN ARBOR	due 6/25/22 #2986	2,908.22
74608	06/23/22	Printed			BASIC	BASIC	June 2022 FSA fee	53.30
74609	06/23/22	Printed			BECRAU	BECKETT & RAEDER	Whit park lot phase II	3,177.50
74610	06/23/22	Printed			BENCH	BENCHMARK DESIGN STUDIO	whit signage	55.00
74611	06/23/22	Printed			BCN	BLUE CARE NETWORK OF MI	july 2022 coverage	38,992.87
74612	06/23/22	Printed			A15	BP PRODUCTS OF NORTH AMERICA	5/6-6/5/22 coverage	718.04
74613	06/23/22	Printed			BSB	BSB COMMUNICATIONS INC.	5/17-6/13/22 service	1,305.00
74614	06/23/22	Printed			CEN	CENGAGE LEARNING	Chasing History	127.45
74615	06/23/22	Printed			0000000567	CENTER POINT PUBLISHING	A Light Beyond the tre	287.64
74616	06/23/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	May 2022 grounds	81.68
74617	06/23/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	May 2022 fuel/elec	132.58
74618	06/23/22	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 6/30/22 - lease	1,731.63
74619	06/23/22	Printed			CLHI	CLARK HILL	services through 5/31/22	5,243.00
74620	06/23/22	Printed			COL	COLIBRI SYSTEMS NORTH AMERICA	standard/mini	1,207.61
74621	06/23/22	Printed			CONSTELL	CONSTELLATION NEWENERGY-	May 2022 billing	2,452.41
74622	06/23/22	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	July 2022 coverage	2,682.06
74623	06/23/22	Printed			MBP	DOWNRIVER BUS REPAIR, INC.	June service-brakes	2,267.00
74624	06/23/22	Printed			FST	FIRST BOOK	whit youth 3700537733	689.25
74625	06/23/22	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	May 2022 service	1,350.00
74626	06/23/22	Printed			G2	G2 CONSULTING GROUP, LLC	MA wtare remed 5/1-6/2/22	2,480.00
74627	06/23/22	Printed			GORDON	GORDON FOOD SERVICE, INC.	whit youth supplies	20.37
74628	06/23/22	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 6/13/2022	593.45
74629	06/23/22	Printed			JOCO	JOHNSON CONTROLS	whit 6/1/22-5/31/23 alarm/dete	1,245.00
74630	06/23/22	Printed			KANO	KANOPY INC.	211 play credits 5/31/22	436.50
74631	06/23/22	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	#2 of 2 LNGO fitness series	180.00
74632	06/23/22	Printed			MNL	MADISON NATIONAL LIFE INS CO	july 2022 coverage	1,200.52
74633	06/23/22	Printed			AFSCME	MICHIGAN AFSCME	deducted 6/9/22	518.75
74634	06/23/22	Printed			MCLS	MIDWEST COLLABORATIVE FOR	7/1/22-6/30/23 membership	250.00
74635	06/23/22	Printed			MIDWESTTAP	MIDWEST TAPE	502224173/502224172/502224174	997.57
74636	06/23/22	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	June 2022 service	128.00
74637	06/23/22	Printed			OV	OVERDRIVE, INC.	01576CO00194698	3,809.60

Check Register Report

Date: 07/20/2022

Time: 11:39 am

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								
74638	06/23/22	Printed			PINTER	PINTER'S FLOWERLAND INC.	MA garden	119.70
74639	06/23/22	Printed			RELI	RETHINKING LIBRARIES, LLC	strat plan 2022 project	3,360.00
74640	06/23/22	Printed			ROSEPL	ROSEVILLE PUBLIC LIBRARY	lost-ILL Adult Children of Emo	18.89
74641	06/23/22	Printed			SALEMSOU	SALEM-SOUTH LYON DIST LIBRARY	lost-ILL Matilda Ericka Jost	25.00
74642	06/23/22	Printed			0000000300	SCHOLASTIC INC.	youth summ read	1,303.53
74643	06/23/22	Printed			SD	SIRSIDYNIX	fine fee work	800.00
74644	06/23/22	Printed			SPPL	SPIES PUBLIC LIBRARY	lost-ILL Cultivating a Childs	24.00
74646	06/23/22	Printed			AMAZ	SYNCB AMAZON	statement 05/10/22	2,606.54
74647	06/23/22	Printed			TERM	TERMINIX	MA 3/28/22 BB dogs	810.00
74648	06/23/22	Printed			VERIZON	VERIZON WIRELESS	5/10-6/9/22 service	434.00
74650	06/23/22	Printed			0000000030	VISION SERVICE PLAN - MI	july 2022 coverage	742.04
74651	06/23/22	Printed			YM	YOURMEMBERSHIP.COM, INC.	head-lib Outreach	140.00
74652	06/23/22	Printed			YPSILIB	YPSILANTI DISTRICT LIBRARY	trans Gousseff grant to Superi	17,240.19
74653	06/30/22	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/22-7/1/23 coverage	2,659.00
74654	06/30/22	Printed			ZOZO	ZOHO CORPORATION	1 yr subscrip 6/10/22-6/9/23	1,076.00
					Total Checks: 106		Checks Total (excluding void checks):	216,447.55
					Total Payments: 106		Bank Total (excluding void checks):	216,447.55

Check Register Report

Date: 07/20/2022

Time: 11:39 am

Page: 4

Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
FIFTH THIRD BANK Checks								
1054	06/06/22	Printed			AALLC	ALLSTAR ALARM LLC	Superior-deposit security equi	3,351.50
1055	06/06/22	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	Superior-Feb-Apr 2022 services	12,520.91
1056	06/06/22	Printed			ONE	O'NEAL CONSTRUCTION, INC.	Superior-invoice 3/21/22	151,594.65
1057	06/06/22	Printed			TEL	THALNER ELECTRONIC	Superior	248.86
1058	06/16/22	Printed			459675	BAKER & TAYLOR INC. 459675	st 5/31/22	34,354.53
1059	06/16/22	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Superior water meter	1,028.99
1060	06/24/22	Printed			HLF	HLF FURNITURE, INC.	Superior 50% deposit	20,157.00
1061	06/24/22	Printed			ONE	O'NEAL CONSTRUCTION, INC.	superior invoice 4/20/2022	85,005.74
1062	06/30/22	Printed			ONE	O'NEAL CONSTRUCTION, INC.	superior- invoice 5/20/2022	210,883.19
					Total Checks: 9		Checks Total (excluding void checks):	519,145.37
					Total Payments: 9		Bank Total (excluding void checks):	519,145.37
					Total Payments: 115		Grand Total (excluding void checks):	735,592.92

Communications



Doug Coombe

Mary Garboden, Paula Drummond, and Sarah Zawacki at the Ypsilanti District Library's "Thing-o-Rama."

Ypsilanti

From games to power tools, Ypsi library's new Library of Things has some thing for everyone

SARAH RIGG | WEDNESDAY, JUNE 29, 2022

Though the Ypsilanti District Library has offered items other than books for years, it recently launched a Library of Things including everything from pow

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tools to games to kitchen gadgets.



Doug Coombe

"Thing-o-Rama" event at the Ypsilanti District Library to introduce the Library of Things.



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Though the Ypsilanti District Library (YDL) has offered items other than books for many years, it recently launched a Library of Things (LOT) including everything from power tools to games to kitchen gadgets.

A "Thing-o-Rama" event was held Sunday, June 26, to introduce patrons to the collection of about 100 items. YDL's Community Relations Coordinator Sam Killian says YDL's website has previously referenced the Library of Things as a way of describing offerings that weren't books.

"But it wasn't necessarily ever a honed collection of stuff, just a name to encompass things like puzzles," Killian says.



"Thing-o-Rama" event at the Ypsilanti District Library to introduce the Library of Things.

By contrast, the new LOT collection has been curated deliberately, has its own webpage, and welcomes community suggestions for new additions. LOT items also be available in the library's catalog and can be checked out just like books.

DVDs. Patrons can suggest items to add to the LOT via online or paper forms as well. One small difference is that checking out certain power tools requires a waiver, since they can be dangerous if used incorrectly.

Growing YDL's LOT

YDL Head of Outreach Services Mary Garboden says kilowatt meters, used to measure the power draw of household items, were among the first non-traditional items the library added to its collection 13 years ago. YDL added a self-serve Seed Library in 2014, as well. Magnifiers for patrons with low vision followed, as did wifi hotspots at the beginning of the COVID-19 pandemic.

"Over the years, we added things based on different needs," Garboden says.

She notes that the Ann Arbor District Library (AADL) is a pioneer of the Library of Things idea, and YDL modeled its collection after AADL and a few other libraries around the U.S. YDL Head of Acquisitions Sarah Zawacki says Libraries of Things have become a trend in libraries.

"We're always looking to bring new and exciting materials to our patrons," Zawacki says. "I'm excited to start an official, curated collection and really start to grow it."

For the initial LOT collection, Zawacki and other librarians came up with a list of potential items, from board games to technology to office supplies.





"Thing-o-Rama" event at the Ypsilanti District Library to introduce the Library of Things.

"Within our budget, we really wanted to hit different areas of interest," Zawacki says. "But we're really hoping it will be a community-driven collection with input from patrons."

Most of the LOT items are things that people might only need very occasionally, or that they might want to try before buying.

"How many times are you going to need a Darth Vader cake pan?" Garboden asks. "But collectively, across Ypsilanti, there might be a lot of need for it, and we've got it for you."

Zawacki says some board games can cost \$40 and more, so it could be useful for patrons to check out a game and play it before they decide to invest in their own copy.

"Or you may only need it for a one-time use and don't want to buy it and have it just sitting around," Zawacki says. "Instead, you can come here and check out a kilowatt meter or radon detector or a tool for soil moisture testing."



"Thing-o-Rama" event at the Ypsilanti District Library to introduce the Library of Things.

Killian says he likes the LOT's oversize games, like a giant Jenga set that could be used at a community or family gathering. He says it's nice to have that catalog of items for use during library-hosted events as well. Garboden loves that the library offers games and puzzles.

"I like anything in the category of things that bring people together," she says. "We are a gathering space, virtually and literally. Being able to share resources — that's what we're good at. Why not do that with more than books, movies, and music?"

Zawacki says she thinks the LOT's pickleball sets will be of interest to patrons since the game is trendy right now.

"Also, our happy lights are a pretty cool thing. We have two of those you can use for seasonal depression," Zawacki says. "It's a cool option but a bit expensive, so you can try them out for three weeks before buying."

Growing the Seed Library

YDL's Seed Library is also an under-used community resource that librarians are hoping to bring attention to in addition to the LOT collection.

Garboden says the seed library was started in response to many requests from individuals and groups in the community. Librarians looked at other models, including the nationally-known Richmond Grows Seed Lending library in Richmond, Calif.

"I know it might seem like a stretch that a library might provide seeds, but to me, seeds are about stories," Garboden says. "[YDL] tries to preserve local stories, like we do with our Ypsi Stories podcast, and seeds are a part of that."

She says her family had lots of stories to go with seeds that they saved over the years, and she loves "knowing that other people in the community are growing those seeds and building their own stories around them."





"Thing-o-Rama" event at the Ypsilanti District Library to introduce the Library of Things.

The Seed Library is housed in filing cabinets at the library's downtown and Whittaker branches, and it's self-serve for those who want to pick up or drop off seeds.

"There's no obligation to return anything, but we want to let people know that it all depends on donations," Garboden says. "It's pretty depleted right now. We got a huge anonymous donation of 500 seed packets this spring, but it's pretty much gone now. It doesn't matter whether it's something you grew or bought or even leftover partial seed packets. We take all fruit, vegetables, culinary herbs, and flower seeds."

Garboden notes that YDL recently eliminated fines on late items, and while that may not seem related, it's all a part of YDL staff's mission of meeting community needs.

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"Between going fine-free and expanding the types of things you can get at the library, we want to invite community members who maybe previously weren't patrons to return or try it out for the first time," Garboden says. "It's all about meeting people where they're at. It's about making sure we are meeting the needs of people like we should. And that is a moving target, and we want to be responsive."

More information about the YDL Seed Library is available [here](#). More information about the LOT can be found [here](#).

Sarah Rigg is a freelance writer and editor in Ypsilanti Township and the project manager of On the Ground Ypsilanti. She joined Concentrate as a news writer in early 2017 and is an occasional contributor to other Issue Media Group publications. You may reach her at sarahrigg1@gmail.com.

All photos by Doug Coombe.

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Friday, July 8, 2022

LISA HOENIG
YPSILANTI DISTRICT LIBRARY
5577 WHITTAKER RD
YPSILANTI, MI 48197

Project ID# DTE-22-76411

RE: Incentive Check Payment: Customer Payment
DTE Energy Efficiency Program for Business
Project Location: Ypsilanti District Library 5577 WHITTAKER RD

Dear LISA HOENIG,

Congratulations!

Your incentive check for participating in the DTE Energy Efficiency Program for Business is enclosed. As directed, this check in the amount of \$1,362.50 has been issued to YPSILANTI DISTRICT LIBRARY*.

We appreciate your interest in the DTE Energy Efficiency Program for Business and your help in achieving energy savings at your facility and in the state of Michigan. This program and associated incentives have successfully influenced thousands of commercial and industrial customers to implement energy savings projects. Your efforts will reduce your energy consumption for years to come. If you have any questions about your next energy efficiency project, please call the Program Team at 866.796.0512, or email us at dtesaveenergy@dnv.com.

Wishing you continued success,

DTE Energy Efficiency Program for Business
P.O. Box 11289
Detroit, MI 48211

*Please be advised that, at the end of the year, a 1099 Form may be issued to the IRS for cumulative incentives paid during year 2022 to your business. You should discuss the tax treatment of these incentives with your tax adviser.



Lisa Hoenig <lisa@ypsilibrary.org>

\$500,000 added to FY23 State Aid to Libraries

1 message

Deborah Mikula <dmikula@milibraries.org>

Fri, Jul 1, 2022 at 11:59 AM

Reply-To: dmikula@milibraries.org

To: lisa@ypsilibrary.org



July 1, 2022

MLA Members and Friends,

Your work to advocate for increased investment in libraries has again been rewarded.

For the third straight year, MLA is proud to announce an additional \$500,000 has been included in the State of Michigan budget for State Aid to Libraries. In addition, \$800,000 was allocated for the library pilot program that addresses a partnership between public and school libraries. Resources were also included for the Poet Laureate (\$100,000), and \$1.2 million was awarded through an enhancement grant to the Inkster Library. (One hundred unique projects were identified to receive \$205 million in the newly released budget.)

The state budget also includes \$25 million for out of school time (OST) grants, split between intermediate school districts (ISD) and community-based organizations (CBO) with at least 60% going to CBO which includes nonprofits, libraries and local municipalities.

No deal was reached between the Governor and the legislature for any major tax cuts or rebates, despite a near \$9 billion state surplus. Federal stimulus packages and unexpectedly high tax collections have created the surplus and there will be further talks taking place this fall. Continued advocacy will be needed with the state legislature to

ensure federal COVID relief dollars that remain unspent can be deployed for the benefit of public libraries and Michigan youth and families.

Linked here is a copy of the [General Omnibus Budget](#) for your perusal, as well as the [Education Omnibus Budget](#) which is where the OST grants are listed.

Thank you to Governor Whitmer and to the Michigan Senators and Representatives who continue to recognize the value and importance that libraries bring to every community and campus throughout Michigan.



Deborah E. Mikula
Executive Director
Michigan Library Association

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



Michigan Library Association | [3410 Belle Chase Way, Suite 100, Lansing, MI 48911](#)

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Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/22/2022
Re: Superior Planning Committee report

I attended site meetings on June 29 and July 8. The next meeting is scheduled for 7/26, and I will provide a verbal report. Current status of the project per O'Neal site supervisor Nick Kresta:

- Drywall finishing is nearly complete.
- Brick and stone masonry are complete and the mason has demobilized.
- Phase 1 of sidewalk are placed, with phase 2 (the balance) scheduled for early August.
- Windows and glass are over 50% complete
- The solar panels are currently being installed and should be complete by 7/22.
- Most site grading is complete, with only fine grading and touch-up left to do.
- The pond clay liner is scheduled to be installed the week of 7/25 and complete sometime the first week of August.
- Painters are starting this this week (7/22).
- Tile installation starts the week of 7/25.
- Ceiling grid is starting and light fixtures will follow close behind.

Since our last Board meeting, the Building Committee approved furniture orders for the bulk of interior furnishings; only small details remain (outdoor bench, literature racks and bulletin boards for copy area, etc.).

O'Neal and the earthwork subcontractor determined a source for clay to import to line the stormwater pond. This source's clay was tested by G2 and found to be acceptable, so we are finally good to go on that part of the project.

O'Neal has obtained quotes for installing a sprinkler system, and others for additional data cabling needs. I am waiting for a bit of clarification before passing these on to the Building Committee. Should be soon.

The Building Committee approved an extension of our Builder's Risk insurance policy, since O'Neal's substantial completion date has been delayed. Unfortunately, two other issues have cropped up this week that could delay things further:

1. The exterior of the building will be clad in a material known as EIFS. The EIFS contractor has been waiting on an adhesive but was otherwise set to begin work soon. I was just informed of an additional delay. From Matt Ratzow:

Frustrating news was received about the delivery of the rigid foam insulation needed to begin EIFS installation. We expected this material to already be on site, however we're now being told the order is delayed and won't be ready for another month. OCI is

pushing the subcontractor, the local STO manufacturer's rep, everyone involved to get this improved. If, at all possible, partial shipments have been requested, in hopes that we can get enough rigid foam to get started. We're continuing to push this situation for improvement, and we'll update you once we know more. We are also reviewing what, if any, alternative tasks need to be done to allow interior progress to continue and not be impacted by the EIFS.

2. TLN, YDL and AT&T had a site meeting in Summer 2021 to plan for a fiber internet connection to the building. They assured us we had plenty of time and would be good to go. TLN's Angie Micheline retired this week, but the day before her retirement received this message from AT&T:

I have received an update for 1900 Harris Rd that is unfortunately bad news. Engineering has informed us that they have run into a permit issue. I don't have clarification if this is a county/city/state permit that is needed. They cannot continue their work until this permit is acquired. Our escalation team is unable to step in since this is a government requirement/issue. The date that has been noted for completion is now 10/17 which is obviously well past our due date. This comes as an unwelcome surprise since our systems qualified this site initially. I've included multiple contacts on this response in case anyone has any suggestions on how this could possibly be sped up.

Angie/Mike, we need to think of a plan B for this location. We will do whatever we can to get this permit as fast as possible but, speaking from experience, trying to obtain a permit from a government entity faster than usual can be difficult.

Angie and I agree that this is 100% on AT&T and completely unacceptable. I am trying to learn more about what level of government is responsible for this permitting to move things forward. Very frustrating.

Grand Opening plans are moving forward with a number of programs solidified, needs for swag identified, and a guest list for our ribbon cutting underway! I am confident that despite the speed bumps described above, we will be open in our new space by 11/14.







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.:	26
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration
DATE:	21 JUNE 2022	TIME:	12:30 pm
		WEATHER:	Sunny
		TEMPERATURE:	95°F
ESTIMATED % OF COMPLETION:	62%	CONFORMANCE WITH SCHEDULE (+,-)	On Schedule

PRESENT AT SITE:

Name:

Nick Kresta
Shawn Courtney
Dan Whisler
Davy Shellabarger

Representing:

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

WORK IN PROGRESS:

- 26.1 Drywall hanging.
- 26.2 Brick at group study Exterior.

OBSERVATIONS:

- 26.1 Window mockup at the west exterior wall near the adult stacks was reviewed.
- 26.2 Wing walls at the teen area have been framed per A-SK-04.
- 26.3 Header blocking at window and door openings is not flush with the blocking at jambs, not clear why it was done this way.

ITEMS TO VERIFY:

- 26.1 The detailing of the metal flashing at the top of the brick apron was discussed. DZA questioned whether simply lapping flashing pieces with sealant would be enough to keep water out versus an S-seam slip joint, like how roof coping is typically done. OCI to investigate options for this detail.
- 26.2 The box for the camera at the book returns may have been installed too far from the corner to be able to have a view of the drive-up book return. Need to verify if the camera can still be installed in the proper location.
- 26.3 Detailing at exterior window jambs needs to be coordinated to avoid large caulk joints.

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.
- 26.1 It appears the nailers at the roof fascia are not all extending $\frac{3}{4}$ " below the underside sheathing as shown in the drawings, OCI to investigate. Some of the boards are also becoming warped and will either need to be straightened or replaced before the metal fascia can be installed.
- 26.2 The wood blocking at the top of the brick apron has been cut with a dual/partial pitch instead of the single pitch across the whole piece as shown on architectural details. This could lead to moisture issues, particularly at windows so the blocking needs to be sloped as shown in drawings. OCI to coordinate with the contractor for a solution.
- 26.3 It appears only one caulk color was used for the window mockup. DZA would like to see the other colors as discussed previously. OCI to coordinate.

ATTACHMENTS:

- 26.1 See Progress photos:





Blocking should be sloped over the whole width as shown in Arch details.



Frit pattern on bird-friendly glass.



Gap at exterior windows, coordination needed



Window caulk at interior



Header/Jamb framing.



J. Box for camera may need to be moved for camera view angle.



Warped nailers at the roof fascia.



Framing at Teen Area wing walls.

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.:		27	
OWNER:		Ypsilanti District Library		ARCHITECT'S PROJECT NO.:		2017-55	
CONTRACTOR:		O'Neal Construction Inc.		CONTRACT:		Contract Administration	
DATE:	29 JUNE 2022	TIME:	11:30 pm	WEATHER:	Partly Cloudy	TEMPERATURE:	81°F
ESTIMATED % OF COMPLETION:		65%		CONFORMANCE WITH SCHEDULE (+.-)		On Schedule	

PRESENT AT SITE:

Name:

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

Representing:

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

WORK IN PROGRESS:

- 27.1 Drywall finishing.
- 27.2 Damp proofing and brick laying at south reading areas and near staff area.
- 27.3 Site Grading.
- 27.4 Glaziers onsite measuring.

OBSERVATIONS:

- 27.1 Stored materials include: Mortar, and grout, steel for dumpster enclosure, cast stone and brick, drywall and cement board, joint compound, steel studs for interior framing, acoustical insulation, MEP equipment and ductwork, door & window frames, acoustical ceiling tile, AVB materials.
- 27.2 Rigid insulation hasn't been installed tight to masonry ties above in some areas, will make it difficult to complete insulation installation. Gaps between sheets must also be spray foamed to make the insulation continuous per specification 07 21 00—3.5A.
- 27.3 There is an exposed conduit below ceiling level near column B4 on the lobby/circulation side that needs to be moved so it will not be visible.

ITEMS TO VERIFY:

- 27.1 OCI to verify if bipolar ionization filters have been installed in the HVAC system. They may be included in the RTU.
- 27.2 YDL is considering adding panic buttons at the circulation desk and the branch director's desk. Lisa will confirm after the next building committee meeting.

INFORMATION OR ACTION REQUIRED:

- 2.1 Storm water detention basin to be re-excavated for 12in. clay liner.
 - 2.1f OCl is planning to move forward with the clay liner in lieu of a membrane. OCl is currently obtaining samples for testing.
- 27.1 OCl to confirm the lead time for a replacement main fuse for the temporary switchgear that will be used to power the building until the permanent equipment can be delivered to the site.
- 27.2 Drywall has not been installed up to the deck at the above wall dividing the two group study rooms. OCl is not sure if acoustical insulation has been installed in the cavity either. This should be an acoustically insulated wall to deck per drawing A1.1.
- 27.3 Issues with hanging the light fixtures above the circulation and reference desks were discussed. The large boxes that contain drivers for the LED lighting can't be installed at an angle if the fixture is hung with the power cable as intended. It is acceptable for the fixtures to be hung with aircraft cable with the power cables wrapped around. OCl to confirm if this is a viable option.

ATTACHMENTS:

- 27.1 See Progress photos:





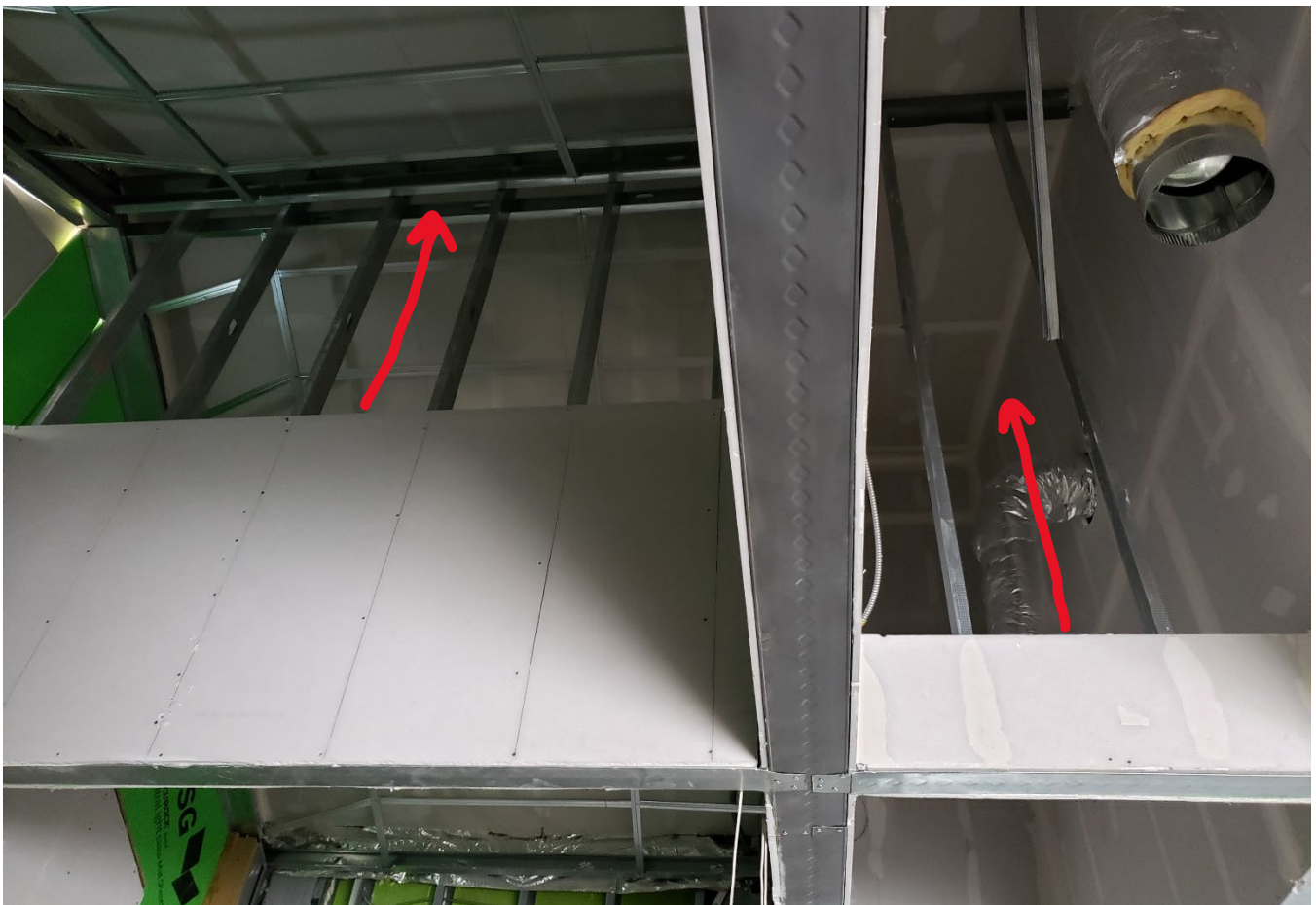
Spray foam to be installed at insulation gaps



Insulation not installed tight to underside of masonry ties



Exposed conduit at column B4



Group study dividing wall should be an acoustic wall to deck.



Box for light fixtures at circulation and reference desks.

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.:	28
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration
DATE:	08 JULY 2022	TIME:	10:45 pm
		WEATHER:	Sunny
		TEMPERATURE:	82°F
ESTIMATED % OF COMPLETION:	68%	CONFORMANCE WITH SCHEDULE (+,-)	On Schedule

PRESENT AT SITE:

Name:

Nick Kresta
Matt Ratzow
Dan Whisler
Davy Shellabarger
Lisa Hoenig

Representing:

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

WORK IN PROGRESS:

- 28.1 Solar bracket mount installation.
- 28.2 Cast stone work at the meeting room exterior.
- 28.3 Site Grading.
- 28.4 Glazing installation.
- 28.5 Drywall Finishing.

OBSERVATIONS:

- 28.1 Stored materials include: Mortar, and grout, cast stone and brick, drywall and cement board, joint compound, acoustical insulation, MEP equipment and ductwork, door & window frames, acoustical ceiling tile, AVB materials.
- 28.2 Boiler unit is onsite in the boiler room.
- 28.3 Blocking at the top of the brick apron is being corrected to have a single, continuous slope as shown in the drawings.
- 28.4 The plastic geogrid is exposed and may be damaged in a few spots at the book return loop. It is probably not substantial enough to be a concern.
- 28.5 At the brick pier between the teen and youth areas (column line C), there is a spot at the top that can't be filled with brick due to the positioning of one of the double roof trusses. This will be covered by thickening the EIFS above the window.

ITEMS TO VERIFY:

- 28.1 OCI to confirm that the fasteners for the solar bracket mounts are hitting the roof truss top chords. It appears the row on the east end of the roof in particular is not in a straight line.
- 28.2 The light fixture on the north wall of toilet room 118 should extend the entire length of the wall, but the hole cut in the ceiling is about 1ft short on both sides. OCI to confirm the size of the light fixture to be installed.
- 28.3 OCI to confirm if the sheathing installed at the interior of the meeting room storage closet has been installed correctly (it says "this side out" on the inside face).

INFORMATION OR ACTION REQUIRED:

- 2.1 Storm water detention basin to be re-excavated for 12in. clay liner.
 - 2.1f OCI is planning to move forward with the clay liner in lieu of a membrane. OCI is currently obtaining samples for testing.
- 27.1 OCI to confirm the lead time for a replacement main fuse for the temporary switchgear that will be used to power the building until the permanent equipment can be delivered to the site.
- 27.2 Drywall has not been installed up to the deck at the above wall dividing the two group study rooms. OCI is not sure if acoustical insulation has been installed in the cavity either. This should be an acoustically insulated wall to deck per drawing A1.1.
- 28.1 Joints in the main return duct need to be sealed (see photo). OCI to coordinate.
- 28.2 Control joints to be added to drywall bulkheads and or soffits at the reading areas, circulation desk, and meeting room as discussed in the field. See building sections, interior elevations, and RCP.

ATTACHMENTS:

- 28.1 See Progress photos:





Solar bracket mounts not installed in a straight line



Corrected blocking with continuous single slope



Exposed geogrid at the book return loop



Gap in brick due to positioning of truss chord behind sheathing.



Light fixture in Toilet Room [118] should extend the full length of the wall.



Purple sheathing at interior of meeting room storage closet.



Joint in main return duct needs to be sealed.

REPORT BY: D. Shellabarger

Ypsilanti District Library
Superior Branch Library Construction Project Budget

July 19, 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>	\$	392,076
<i>Outstanding campaign pledges to-date</i>	\$	8,050
<i>Projected additional donations/grants/crowdfunding</i>	\$	195,196
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	\$265,847.65 so far
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

Director's Report and attachments

Library Director's Report July 27, 2022

That's a Wrap!

The Whittaker staff area has been transformed! In the March 2021 flood, our Outreach and Acquisitions staff lost many of their work spaces and belongings. Everyone limped along with temporary quarters and shared equipment... until now. Thanks to Julianne, who gamely took on the insurance company and contractors, staff now have a beautiful and functional re-designed work area, with new carpet and cubicles. Customer Services got new carpet and a re-arranged staff space, and some Administrative area staff also got furniture upgrades using parts and pieces no longer needed downstairs. HUGE kudos to Julie, Jim Reed, and all the other staff who worked so hard to make this happen. Whittaker was closed 2 days longer than expected, but the results speak for themselves. Please let Julianne or I know if you would like a tour!

Facilities:

- On 6/24 the LED upgrade to the Whittaker parking lot lights was completed. The tree lost in a storm was replaced.
- The fountain has been turned on in Library Plaza, and topsoil delivered to restore the pollinator garden following our recent water remediation project excavation.

Fundraising:

- The Ann Arbor Kiwanis Club awarded us a \$3,000 grant to seed a community mural project on the concrete surface of the outdoor programming area at new Superior. We are applying for a MACC grant to cover the remaining costs.
- Don and Nancie Loppnow will host a house party for the Next Chapter Capital Campaign in early August; we are very grateful and looking forward to sharing more about the project with guests.
- I led multiple tours of the new building with potential donors and stakeholders, and have several more scheduled.

Personnel:

- I recently put out a call for staff to express interest in positions at new Superior, and had a great response. We interviewed 3 candidates for Head of Outreach and 2 candidates for Adult Librarian at Michigan Avenue. All selections will be announced soon. Next up: the remaining Outreach Department positions.
- Jodi Krahne and I attended the ALA Annual Conference in Washington, D.C. It was a very rewarding experience! I met and had my photo taken with Carla Hayden, the Librarian of Congress; I attended an LOC Open House and saw behind the scenes; talked to various ILS vendors and identified the major players to consider next year; and met my John Cotton Dana Award judging colleagues in person to give out awards!

Service Highlights:

- YDL's expanded Library of Things was officially launched in late June with quite a bit of press coverage. Patrons are making great use of it.
- I ordered 11 more wi-fi hotspots to circulate.
- The YDL Bookmobile, Flex, and bike contingent took part in the 2022 Ypsilanti Independence Day Parade. Thanks to everyone who braved the heat and joined us!



YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
June 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	\$13,631	\$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	\$1,450	
Dining for Dollars	\$652	\$276	\$306	\$256		\$237		
Trustee Parties	\$3,421	\$5,489	\$3,760					
Kroger Community Rewards					\$257	\$455	\$326	
Amazon Smile					\$0	\$0	\$225	
Sub-total	\$4,073	\$6,945	\$28,189	\$2,227	\$257	\$5,693	\$2,001	
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	\$2,500	
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	\$2,500	
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				\$662	
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	\$355,290	
Total Donations	\$73,269	\$73,008	\$97,328	\$100,793	\$64,310	\$612,246	\$381,971	

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
June 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							\$5,600	
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	
James & Faith Knight Foundation							\$50,000	
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	\$25,859	
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	\$540,951	
GRAND TOTALS	\$131,225	\$164,368	\$179,793	\$163,999	\$225,353	\$1,129,398	\$922,923	
Designated Fundraising to Date								
YDL - Superior Construction (Gousseff Trust included) - \$1,944,589.60								
*** 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	22							95
CIRCULATION													
Whittaker	25,932	26,501	29,474	32,846	30,683	33,468							178,904
Michigan **	5,913	5,538	6,457	4,370	5,639	6,895							34,812
Superior	703	693	648	604	511	561							3,720
Bookmobile	154	331	52	606	1,214	979							3,336
eProducts	12,547	11,334	12,364	11,712	12,699	12,746							73,402
TOTAL	45,249	44,397	48,995	50,138	50,746	54,649	0	0	0	0	0	0	294,174
COLLECTION													
Physical items added	1,206	1,124	884	783	952	987							5,936
eltems added	1,714	999	1,121	792	1,270	2,187							8,083
Items cataloged	460	346	376	260	406	373							2,221
CURBSIDE APPOINTMENTS													
Whittaker	166	90	73	67	62	104							562
Michigan	36	34	27	21	6	5							129
Superior	162	142	159	144	121	139							867
Bookmobile	50	108	176	79	0	0							413
TOTAL	414	374	435	311	189	248	0	0	0	0	0	0	1,971
DOOR COUNT	(New counters installed 4/15-MA & 4/22-Whit)												
Whittaker	8,486	8,643	12,214	11,042	9,380	10,346							60,111
Michigan **	3,921	6,398	6,776	3,394	2,969	4,204							27,662
Superior													-
Bookmobile				107	352	146							605
TOTAL	12,407	15,041	18,990	14,543	12,701	14,696	0	0	0	0	0	0	88,378
HAND PICKED FOR YOU													
Whittaker	0	0	0	0	0	0							-
Michigan	0	0	0	0	0	0							-
Superior	0	2	0	0	0	0							2
Bookmobile	5	10	15	8	0	0							38
TOTAL	5	12	15	8	0	0	0	0	0	0	0	0	40
MELCAT													
Loans	972	910	1,017	818	831	847							5,395
Borrows	979	786	842	907	728	836							5,078

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

2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
NEW LIBRARY CARDS													
New applications	330	241	359	226	240	334							1,730
Student eCards	0	0	142	0	0	0							142
TOTAL	330	241	501	226	240	334	0	0	0	0	0	0	1,872
PODCAST: YPSI STORIES													
Plays	91	237	93	82	122	93							718
PRINTING ON DEMAND													
<i>Ltd. to 20 free pages/day</i>													
Whittaker													-
Michigan													-
Superior	2	3	3	8	2	11							29
TOTAL	2	3	3	8	2	11	0	0	0	0	0	0	29
PROGRAM/SUPPLY/KIT DISTRIBUTION													
Youth	19	5	6	0	0	0							30
Teen	0	0	0	0	0	0							-
Adult	49	37	13	16	14	0							129
Partner sites	0	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	2,902							14,059
Michigan **	1,787	1,995	2,373	1,099	1,247	1,901							10,402
Superior	71	121	117	75	72	82							538
Bookmobile	5	20	18	30	131	71							275
TOTAL	3,796	4,083	5,308	3,590	3,541	4,956	0	0	0	0	0	0	25,274
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	0							-
Michigan	0	0	0	0	0	0							-
Superior	0	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	96,865							602,828
Wireless users	4,256	5,303	5,376	5,498	5,453	4,799							30,685
App users (unique)	1,257	1,225	1,357	1,373	1,269	1,323							7,804
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)	31(995)							177(4,581)
MICH Youth/Attendance	5(34)	7(87)	13(170)	13(186)	8(80)	11(153)							57(710)
SUP Youth/Attendance	3(55)	3(75)	17(435)	4(345)	3(136)	8(298)							38(1,344)
TOTAL YOUTH	19(200)	43(820)	77(1,924)	62(1,776)	21(469)	50(1,446)							272(6,635)
WHIT Teens/Attendance	4(49)	7(71)	8(44)	5(37)	10(477)	4(19)							38(697)
MICH Teens/Attendance	5(19)	7(28)	5(31)	7(49)	5(56)	1(18)							30(201)
SUP Teens/Attendance	0	0	0	0	0	0							-
TOTAL TEEN	9(68)	14(99)	13(75)	12(86)	15(533)	5(37)							68(898)
WHIT Adults/Attendance	27(167)	34(177)	40(225)	36(135)	34(240)	32(114)							203(1,058)
MICH Adults/Attendance	11(143)	8(87)	13(99)	4(28)	13(163)	2(17)							51(534)
SUP Adults/Attendance	3(46)	5(63)	6(92)	6(86)	5(42)	0							25(329)
TOTAL ADULT	41(356)	47(327)	59(416)	46(249)	52(445)	34(131)							279(1,924)
TOTAL VIRTUAL EVENTS	69(624)	104(1,246)	149(2,415)	120(2,111)	88(1,447)	89(1614)							619(9,457)
VIRTUAL PROGRAMS													
<i>Recorded views</i>											0		
Youth programs/views													
Teen programs/views													
Adults programs/views													
<i>* Programs are totaled in Sept. to comply with State Aid reporting</i>													
PAST COVID ACTS OF GREATNESS AND OTHER ONE-TIME EVENTS													
KN-95 mask distribution	1,000	3,000	3,000	1,000		3,000							11,000
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

July 2022

Department News and Activities

- I'm writing this from my new office! It feels great to have the re-model complete and to be moved into our new spaces. Thank you to everyone who helped make this happen!
- I continue to attend meetings for the Ypsilanti Bicentennial history sub-committee. We are planning a book of essays about various Ypsilanti historical events from the past 50 years. I will be contributing an essay about the establishment of our library district. The book will be published in 2023.
- Work on the Washtenaw Reads Screening Committee is wrapping up. We have one more meeting to go, where we will decide on the three finalists. The finalists will then go to a public vote.
- 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 55% encumbered.
- 373 items were cataloged in June.
- 3,174 items, including 2,187 e-items, were added in June.
- YDL borrowed 847 items from other libraries via MeLCat in June.
- YDL loaned 836 items to other libraries via MeLCat in June.

Submitted by Sarah Zawacki
July 21, 2022

Assistant Director
Board Report: July, 2022

The first floor remodel is finally done! I will have a final walk through with Library Design to address any last minute adjustments or repairs, but I do not expect anything major. The new space is absolutely beautiful ... from the carpet to the furniture to everything in between. The staff has been very patient with a long and frustrating experience. It's nice to see Amy smiling down there in her spot! I owe an enormous thank you to Jim, Chris, and Karen, who helped with the exhausting grunt work of dismantling and moving furniture and shelving.



While the first floor is done, we are still waiting on receipt of replacement plank flooring for the second floor staff lounge. That, and the addition of walk-off flooring in the staff entryway, will complete the flood remediation work.

Interviews is the name of the game this month. We seem to have open positions at every level, and we have spent considerable time meeting with candidates. The first improvement to the salary ranges does not seem to be drawing a plethora of qualified applicants. My personal opinion is that the increases are not enough, especially for existing staff. We interviewed candidates for a new Head of Outreach, adult services librarian (downtown), custodial assistance, and we have interviews scheduled for circulation clerks in the new Superior branch. Positions will also soon be posted for librarians and paraprofessionals for the Outreach Department (almost all of the current staff there will transfer to the new branch).

Lisa and I met with Ann Arbor District Library's new director (but long-time staff member) Eli Neiburger for a "meet and greet" here at Whittaker. Lisa, Mary, and I will also Zoom with Derrick Jackson, Washtenaw County Sheriff's Office Director of Community Engagement, next week. They are working from a "Community Violence Intervention Team" approach to combat gun violence in our community. We are happy to collaborate.

The print portion of the opening day collection for new Superior is nearing completion. Staff still have a few small collections to finish outside of the vendor contract (Large Print, Early Readers, Parenting), but the bulk of the work is done. I signed off with a new vendor to begin the audiovisual portion of the project. I expect this to go very smoothly. Midwest is a long-time vendor of ours, and they are very organized and efficient.

Quickly:

- Lisa and I continue working on the strategic planning surveys and scheduling the feedback sessions;
- The Friends earned \$306 at their July pop-up sale;
- I am beginning new designs and elements for my Banned Books Week display. Challenges to materials have been rampant across the country this year, and censorship in libraries is a real threat. I hope to raise both eyebrows and awareness of the important role libraries play in protecting our right to read.

Submitted by Julianne Smith, July 22, 2022

Communications & Development

Monthly report: July 2022

Major print/design pieces produced:

- We're finalizing content for the fall issue of The Loop. Major content will include an article about the new Superior branch opening, along with highlighting National Library Card Sign Up Month and Banned Book Week, profiles of new directors at Washtenaw Literacy and 826michigan, election info, and more.



Promotions

- **Capital Campaign:** As of 7/20 we've raised \$269,001 in the crowdfunding portion of our Capital Campaign. We have around \$200,000 left to reach our \$2M fundraising goal. We're looking to focus on purchasing memorial trees or benches to help us close the gap.
- **Library of Things:** Built a website, sent press releases, did social media promotion and a blog post to highlight the new Library of Things collection. Also working on a bookmark to hand out with info.

Notable Media Mentions

- The A2Y Chamber covered our \$50,000 grant award from the Knight Foundation.
- A Concentrate article about Washtenaw Promise highlights our partnership with them.
- MLive covered:
 - our new Library of Things collection
 - Neighborhood Theatre Group shows at YDL-Whittaker
 - our participation in the Community Business Mixer on July 16
 - the Mayoral Candidates Forum we co-hosted with the League of Women Voters
- Click on Detroit had an article about our TAG member Ayesha Nadeem being recognized as a 2022 Carson Scholar as a result of her academic and community service efforts.
- Concentrate and the Eastern Echo covered our new Library of Things.

Community Relations

- Sam and Mary continue to attend Parkridge meetings and provide YDL updates.
- We continue to submit information to Groundcover News. For July, we shared info about being fine free and the YDL Document Shredding event.
- 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.

Notable Social Media activity

- Over 1,600 people saw the post sharing information about cooling centers around Washtenaw County with nearly 60 engagements and 21 shares.
- More than 1,100 people saw the post we shared about Market Storytime with more than 20 engagements.
- More than 1,000 people saw the Children Body Safety Training post (one at YDL-Michigan) with 50 engagements and 10 likes.
- Nearly 1,300 people saw the post about Whittaker reopening after carpeting work, with nearly 100 engagements and over 40 likes.
- Nearly 1,000 people saw our post introducing the Library of Things with 100 engagements and 35 likes.
- More than 220 people liked the Capoeira video we shared on Instagram.

Submitted by Sam Killian on July 22, 2022



Customer Services

Monthly report: July 2022

Circulation Stats

For the month of June, we checked out 41,903 items system wide.

Patrons downloaded 12,746 digital items.

We also issued 334 new library cards.

The Whittaker Road library had 104 curbside appointments.

Submitted by *John Connaghan* on July 20, 2022

Facilities Department

Board Report: July 2022

The main project of the month was the final stages of the repairs from the boiler flooding Acquisitions, and Outreach departments. Starting with removing staff's belongings, dismantling furniture we wanted to keep and re-use elsewhere. Monica, and the IT Department remodeled parts of their offices. While the carpet and desks were removed, new lights bulbs in all the fixtures in Acquisitions, Outreach, and Circ department work area. Some fixtures needed ballasts also. At the same time, Washtenaw Literacy office, and parts of the Circulation department was painted while all the furniture was out of the way. After carpet, and new desk installation by Library Design contractors, all looks bright, fresh, and new!

While the paint was out, rooms 2A & 2B were painted. Room 1C was freshened up as well. These rooms are used frequently, and needed some attention.



Enlighten installed the new LED lights in the Whittaker Road parking lot. These lights will save energy, and be less maintenance and more reliable than the metal halide style that was removed.

We had some poison ivy growing around the Whittaker Road property. Plantwise came out to spray and kill the plants. AK Lawncare will remove the plants after they die. We will keep an eye out to make sure no more grow back.



Submitted by: Jim Reed

July 20, 2022

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

July 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.
- Virtual Meeting equipment – We have a demo room at Whittaker Road in the 2nd floor meeting room 2B. We will be putting together additional plans for 5 other meeting rooms at all locations including 2 at the new superior building.
- Digital Signage – We have modified our digital signage displays at Whittaker road. We relocated a display to our 2nd floor hallway right outside of the elevator and restroom area. This is a high traffic area that present new possibilities for focused content.
- Wi-Fi – Whittaker Rd's staff area renovation caused a bit of a delay, I hope to add the access point for Mich Ave during their carpeting project in August.
- 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 – I will be working with TLN on this through the end of July and possibly into August, Starting July 21st.
- 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.

New or Upcoming Items

- Michigan Ave Carpet Replacement
- Superior's Grand Opening

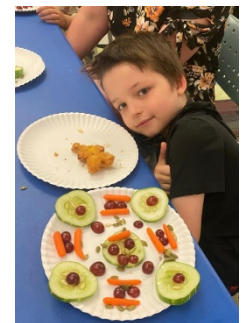
Michigan Avenue Board Report: July 2021

Programs

The Mayoral Forum went extremely well with Shoshanna's coordination, much help from the League of Women Voters and the assistance of moderator, Taryn Willis. It is the first time that the City of Ypsilanti has had all Black candidates! It was also the first time that we used the PA system that we received from TLN's grant. It was exactly what we needed for this program. Shoshanna's latest podcast was an exclusive interview with Lee Osler, most well-known for his 1983 local hit, "[Back to Ypsilanti](#)." The podcast was in partnership with the *Local Music Show*, which airs on WCBN-FM Ann Arbor. Scott has had high attendance for the Guitar Club and Charline and Shania took over Kim's Third Thursday program this week.



We started out the summer serving lunches but we had very low or no turnout so discontinued the service. We have had more families come in with little ones as the summer continues. The Friends have generously paid for new early childhood toys which Pat picked out and they are already being heavily used. Jenny and Maddy did an origami mobile at Family Maker, Maddy and Nicole have had two Garden to Table programs, making painted rocks at the first one and the last was making fruit and veggie mandalas and cooking zucchini. We worked with Outreach to represent the library at Juneteenth's Kids Corner with crafts. Kelly had a well-attended teen program to make resin coasters. Pat has had full attendance at her book clubs and Read to Paddington program. She also organized Lori Fithian from Drummunity to lead kiddos in making rhythms. A YCS summer class came for a tour and Nicole created a then/now activity about how places in Ypsilanti have changed. Pat and Jenny are doing weekly Power of Story programs at Parkridge with lots of great interaction with the kids. All the youth staff are taking turns on doing storytimes at parks, Depot Town Farmer's Market, Rutherford Pool and YCS Jazz Fest tonight.



Staff

Staffing service desks has been challenging this month. Kim Rowe has taken a job at the Saline Library. Yesterday we interviewed for that position. Kelly had a healthy little girl, baby Zooey, on July 12 and is on a 3-month maternity leave. There are always a lot of summer vacations but we've had a lot of illness and injuries this month and Pat's brother-in-law, a very wonderful person in his family and community, also passed. Everyone has been great at being flexible about schedule changes and working a few extra hours. I was able to send about 1/2 the staff to Library of Things training.



Building and IT

We received a dozen Chromebooks just over a month ago and should have our processes in place for in-house use. Brigitte is planning on teaching some classes at our location in the fall. Jim ordered top soil and has filled in the hole where the pollinator garden was so we can put some edging around it and start replanting it. Our elevator stopped in between the floors with the Food Gatherers delivery person in it. YFD came and got him out with one of our young patrons paying close attention.



Joy Cichewicz
July 22, 2022

Outreach Services Board Report June 2022

Staff News

- We held interviews for the re-posted Head of Outreach Services position and hope to have a confirmed hire very soon.
- Coinciding with the June launch of the Library of Things, all Outreach staff received training in procedures for circulating LOT items.
- We are happily settling in to our new office spaces after the renovations to repair flood damage. A huge thank you to Julianne for getting this all done, plus Facilities and IT for making the work go as smoothly and quickly as possible!

Superior:

- We have finished submitting orders for the Baker & Taylor Opening Day Collection process. Shelving is anticipated to be delivered September 12. We will soon finalize a delivery date for the BT collection items, likely at the end of September. We will move the current Superior collection on October 8 with a public Book Brigade event.
- The lineup of activities for Grand Opening week is shaping up. Look for more details in the next issue of the Loop. Be sure to mark your calendars for the ribbon cutting date of November 14!

Outreach Projects & Programs:

- Our Summer Challenge Champions visits continued. Thanks to our continued partnership with EMU Game Above, we have STEM kits to give out to every camper at each visit. Pictured to the right are some of this year's campers with their Kinetic Machines kits.
- I visited Ypsilanti Community Schools' Grizzly Learning Camp to teach 5th & 6th graders how to use our online databases and catalog to find research materials.
- Outreach staff, along with staff from Michigan Ave & Whittaker, hosted a library booth at the Juneteenth Festival Kids' Corner. The theme was Black Joy, and we used the bookmobile, book trike, and various activities to tie into it.



- Liz hosted students from EMU's Community Nursing class for a tour and instruction about accessing health information at the library.
- The Sycamore Meadows pop-up library events are growing. At the last one, we had approximately 70 people. Along with Success by Six and Legal Services of South Central Michigan, we hosted one additional event beyond the scheduled Mondays in June to help people apply for COVID Emergency Relief before the CERA program application window closed at the end of June.

LNGO – Learning Never Gets Old

- Our latest round on LNGO Fitness started up, with 25 people registered.
- Our Acrylic Painting series is going well, with two classes left. The instructor is painting the Whittaker building as a demonstration throughout class. She painted outside at length one day and answered questions from many curious patrons!
- Khi delivered large print books to Cross Street Village and the city's Senior Center. We are bringing on a new site, the Villa at Parkridge.



Bookmobile:

- The Bookmobile was a hit at the Juneteenth festival. It was the first big event we've sent it to since COVID. Word has spread and we are getting multiple requests for Bookmobile appearances!
- It was wonderful having the Bookmobile, the Flex, Library Trustees, and community supporters in the Independence Day parade after a two-year hiatus.
- We have been off the road for a week due to a battery issue. It was overcharging and we have taken it to the mechanic. As the mechanic continues to be short staffed, we have been waiting for it to be seen in the queue.



Submitted by Mary Garboden,
July 21, 2022

Whittaker Road-Adult Services Board Report: July 2022

Here is a listing of July programs:

- Google Sheets for Beginners (Adult-Virtual)
- Microsoft Word – Basics
- Google Docs for Beginners (Adult-Virtual)
- Microsoft Excel – Basics
- Do-It-Yourself Database Series: Smart Thermostats
- Google Sheets Tips & Tricks (Adult-Virtual)
- Microsoft Word – Intermediate
- Microsoft Publisher – Basics
- How to Host a Zoom Meeting (Adult-Virtual)
- Computer Basics - Getting Started
- Google Docs Tips & Tricks (Adult-Virtual)
- Microsoft Excel – Intermediate
- Virtual African American Authors Book Discussion Group
- Microsoft PowerPoint – Basics
- Gmail - Basics
- Virtual Mystery Lover's Book Group
- Garden Questions? Ask the Master Gardener!
- Do-It-Yourself Database Series: Researching Stocks
- Internet Basics - How to Search the Web
- Google Slides for Beginners (Adult-Virtual)
- Microsoft Excel – Pivot Tables (Intermediate)

Fall program planning is largely finished. The Small Business Savvy programs will start up again in September. This has been a great partnership with the Ann Arbor Area Score office. Brigitte will be offering 3 computer classes on Google Chromebooks/Google content at Michigan Avenue and will also offer a Chromebook class at Superior during their opening week. Robert will also offer a class on YDL online resources at Superior during their opening week.

The Library of Things collection kickoff went well and the collection is now being actively used. The Giant games have been the most requested items thus far. We have gotten a couple of suggestions for items to add. Once a bit of time passes and we see what the most popular items are, the LOT Committee will meet again to order additional items. Michigan Avenue will be housing some of the collection after their carpeting has been replaced and new Superior will also house some items. We're glad to see patrons making use of this collection and that feedback has been positive! I did an interview with an MLive Reporter about our LOT collection which was in the Sunday, July 17th issue of the Ann Arbor News and is posted on MLive as well.

Paula and Christy did finish book selection assignments for adult Non-Fiction for new Superior. Robert will be participating in the development of YDL's next Strategic Plan and is currently scheduled to attend an all-day retreat in September.

Submitted by Paula Drummond July 20, 2022

Whittaker Youth Services Board Report July 2022

Programs

Our department regularly meets to set goals for new programs and services based on what we read and hear from families. Knowing everyone has experienced stress and isolation the past two years, our current goal is to provide safe, easy, fun activities to give families a mental break and the chance to reconnect. So this summer we focused on play-based learning experiences. Thanks to everyone in the department for working as a team to provide outdoor and station-based programs to help people comfortably gather in large groups, even the days the building was closed to the public! We are almost half way through six out of eight weeks of summer programming and the numbers below reflect the season rather than the month.

Storytimes We hosted 25 storytimes attended by 768 people. By offering welcoming, inclusive spaces, and being attentive to book, flannel board, and song choices, attendees more closely mirror the demographics of our community than in previous years, with some families who are at the library for supervised visits also attending. Staff helped with offsite storytimes in city and township parks, at Rutherford Pool, and at the Farmers' Market with youth staff from other departments.

Family Programs We offered 23 family programs on weekday afternoons attended by 874 people. Programs provided a wide range of experiences—breakdance, classical music, fidgets, water play, storytelling, slime, Pokemon hunt, tree STEM, cooking, yoga—just to name a few. See photos on page two for a few highlights of people enjoying the library this summer!

Performances 98 people attended the June Kinderconcerts. The Neighborhood Theatre Group needed a performance space and we had an opening. They performed a family-friendly play written by a local writer that was attended by 45 one Saturday.

TAG has many new members this summer as teens' schedules changed. They are currently planning a college application resource fair for the fall and have hosted two book swap/activity programs and monthly anime club this summer.

Other Work

Garden The garden is thriving this year! Jaclyn chose the plants and keeps it maintained, other staff chip in to make sure it's watered. There are small fairy and dinosaur gardens too! Julianne purchased a mud kitchen that Psyche and Liz helped assemble. We've seen lots of play happening outside with the kitchen and the loose nature parts donated by UM's Gaffield Children's Garden. Kids use tree slices as plates and they have been building small fairy houses and large forts.

Generator Z A film crew took over the teen area one day in late June. Kelly and I along with three interns were interviewed and one TAG member helped by pretending to open a pack and be surprised by the contents. Two interns helped me create a final survey. We've only had 14 responses so far, but it was nice for the interns to see positive feedback from recipients. One teen wrote, "During the pandemic I didn't have much to look forward to or do so these packs really helped bring some positivity into my life during that time and helped me stay busy with the books that I received." Interns also submitted reflections and quotes were used for the final report that will be submitted this week!

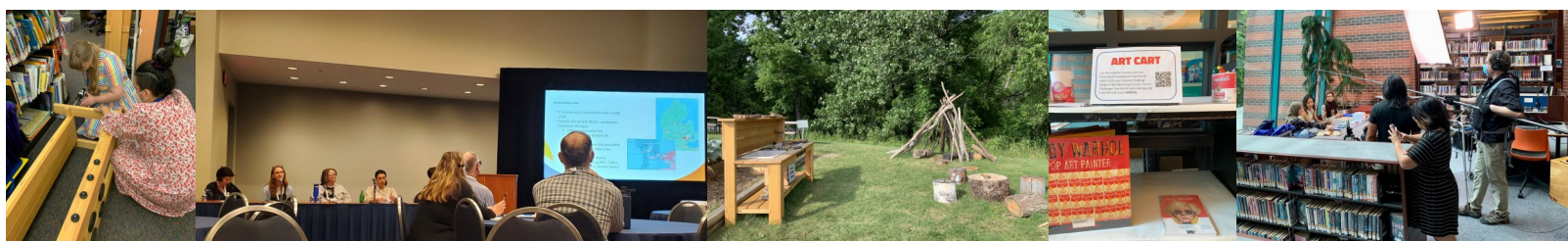
Around the Department Marlena created a new art station featuring Andy Warhol's soup cans. Samantha created a book display about animals and the zoo. Jaclyn turned the pretend play space into a sushi restaurant. Marlena reset the Lego area to include a storytelling component. Sam is helping clean up the book club kits and make sure they are the current brand, and Kaitlyn is helping make sure the youth series are complete and in good condition.

Kits Liz has many Reading Kits in the queue for processing. These are popular and help parents help their kids work on specific reading skills by grade level. Liz and Psyche were accepted to give a presentation about our youth kits at MLA this fall!

Summer Challenge 1,779 people have signed up for the Summer Challenge, up from last year, but not as many as pre-covid.

TALK I went to ALA in late June and was part of an IMLS panel presentation where I shared a bit about the evolution of our TALK project through two phases of IMLS funding. (Thanks to Lisa for the photo!) Q+M started a social media and web campaign statewide to help boost the number of Michigan users. Angie has taken on more reference desk time, but she is also working on learning iMovie so we can clean up the training videos with new screenshots. In late August we'll meet with staff from the state libraries of Arizona and Indiana to talk about how to offer the service to libraries in those states.

Submitted by Jodi Krahne July 20, 2022





Old Business

New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/20/2022
Re: Michigan Avenue Plaza lighting upgrade

As a tribute to her late husband, Grace Sweeney gave the library the \$1,000 remaining in his election campaign account when he passed away. She wished for this money to seed an upgrade to the lighting in Library Plaza, for increased security and a more welcoming ambiance. Later, we received a gift of \$10,000 from the estate of David C. Boyd, which I also earmarked for this project.

After that, I conversed with different architects about various approaches to improving the Plaza's lighting, which presented many challenges. In the end I decided to work with Kyle Keaffaber (formerly of krM Architecture, who performed YDL's space needs study) and Brennan Booms of Enlighten. We considered a variety of solutions they proposed, knowing that we would need approval from the Ypsilanti Historical Commission prior to any work.

I have asked Kyle and Brennan to present the resulting plan with you, which has received the Commission's approval. Enlighten's proposal and Faber Design's Lighting Plan (required for permitting) are included in this packet. I think you will be impressed with their thoughtful and thorough approach, and the amenities it will bring to the Plaza.

In addition to the funds mentioned above, I plan to use money from the Michigan Avenue Capital Outlay line of the 2021-22 budget, some of which was already earmarked for this project. Thanks to the generous donation from Grace Sweeney's estate, we will still have enough to complete the first floor carpet replacement and the basement lighting upgrade proposed elsewhere in this packet.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-33

July 27, 2022

RESOLUTION TO UPGRADE LIGHTING AND ELECTRICAL AMENITIES IN
LIBRARY PLAZA

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

Whereas, better lighting and electrical amenities are desired in Library Plaza to improve safety and security and make the space more inviting, and

Whereas, the Library received donations toward this project and budgeted to upgrade the lighting this fiscal year, and

Whereas, the Library Director engaged consultants from Faber Design and Enlighten to develop a lighting plan that would meet the both the Library's needs and the City's requirements, and

Whereas, the Ypsilanti Historical Commission has approved the plan the consultants outlined, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Enlighten to execute the Library Plaza lighting and electrical upgrade plan as described for a total cost of \$42,819.17.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Courtyard Lighting Options

Ypsilanti District Library

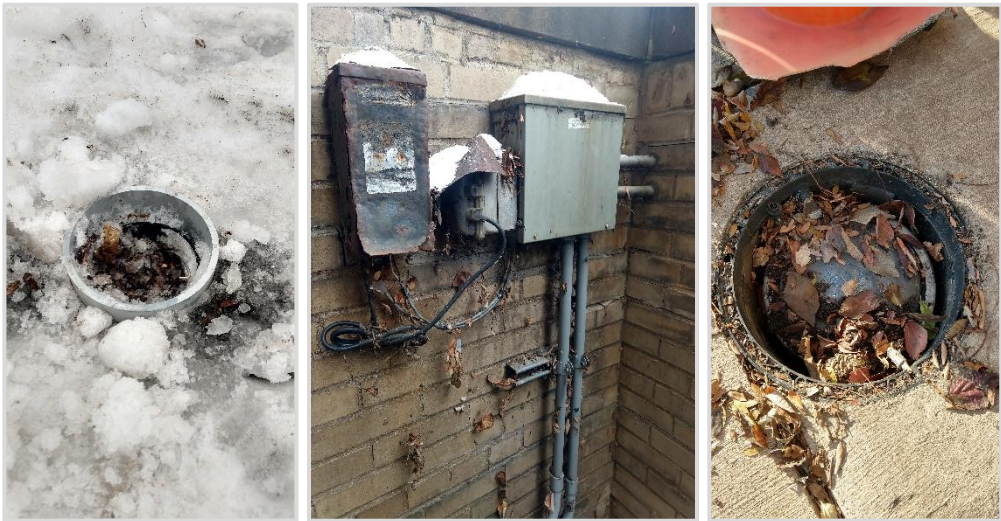
Michigan Avenue Library

229 W Michigan Ave, Ypsilanti, MI 48197



Preliminary Work

Confirming Circuit Availability and Operability



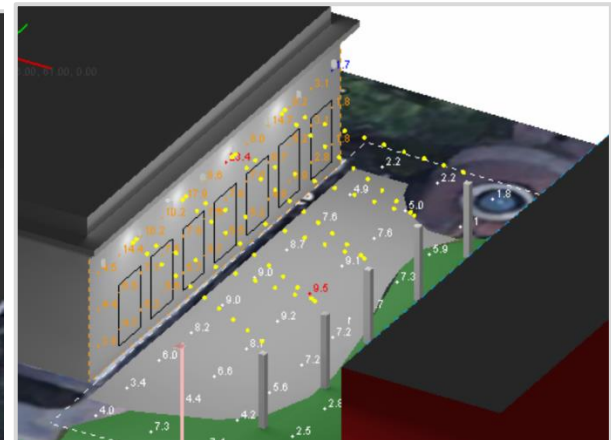
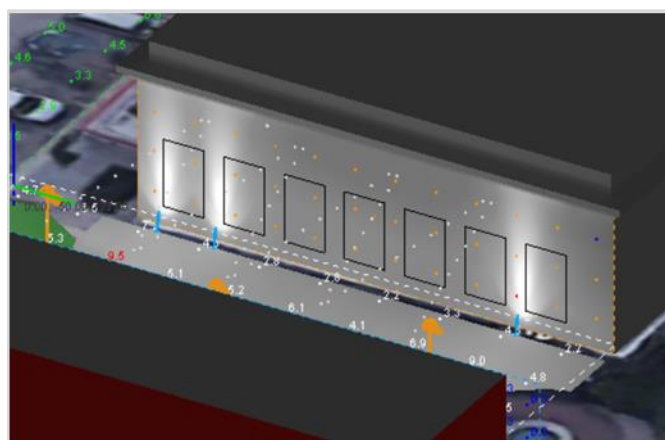
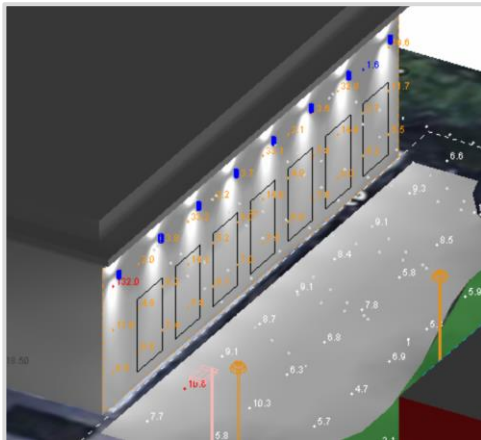
Existing Circuit Summary							
Panel	Panel Label	Circuit	Total Wattage	Voltage	Amps	Capacity	Utilization
LPB	Pole Lights	19	550	120	4.6	20	23%
LPB	Landscape	10	1040	120	8.7	20	43%
LPB	Courtyard Plugs	26	Plugload	120	Vary	20	Vary
LPB	Flag Pole	8	250	120	2.1	20	10%
LPA	Roof Flood	11	Unknown	120	Unknown	20	<100%
LPA	Spares	40,42	0	120	0.0	20	0%
LPB	Spares	35,37	0	120	0.0	20	0%

Small issue with landscape lights diagnosed and repaired

Explore Lighting Options

Goals

- Minimize Light Intrusion into neighboring apartments
- Illuminate courtyard to provide welcoming, secure feel
- Achieve 3 – 8 foot candles
- Aesthetically complement courtyard and library
- Gain approval from historic commission
- Be compatible with existing available circuits
- Be resistant to vandalism and public use space activity

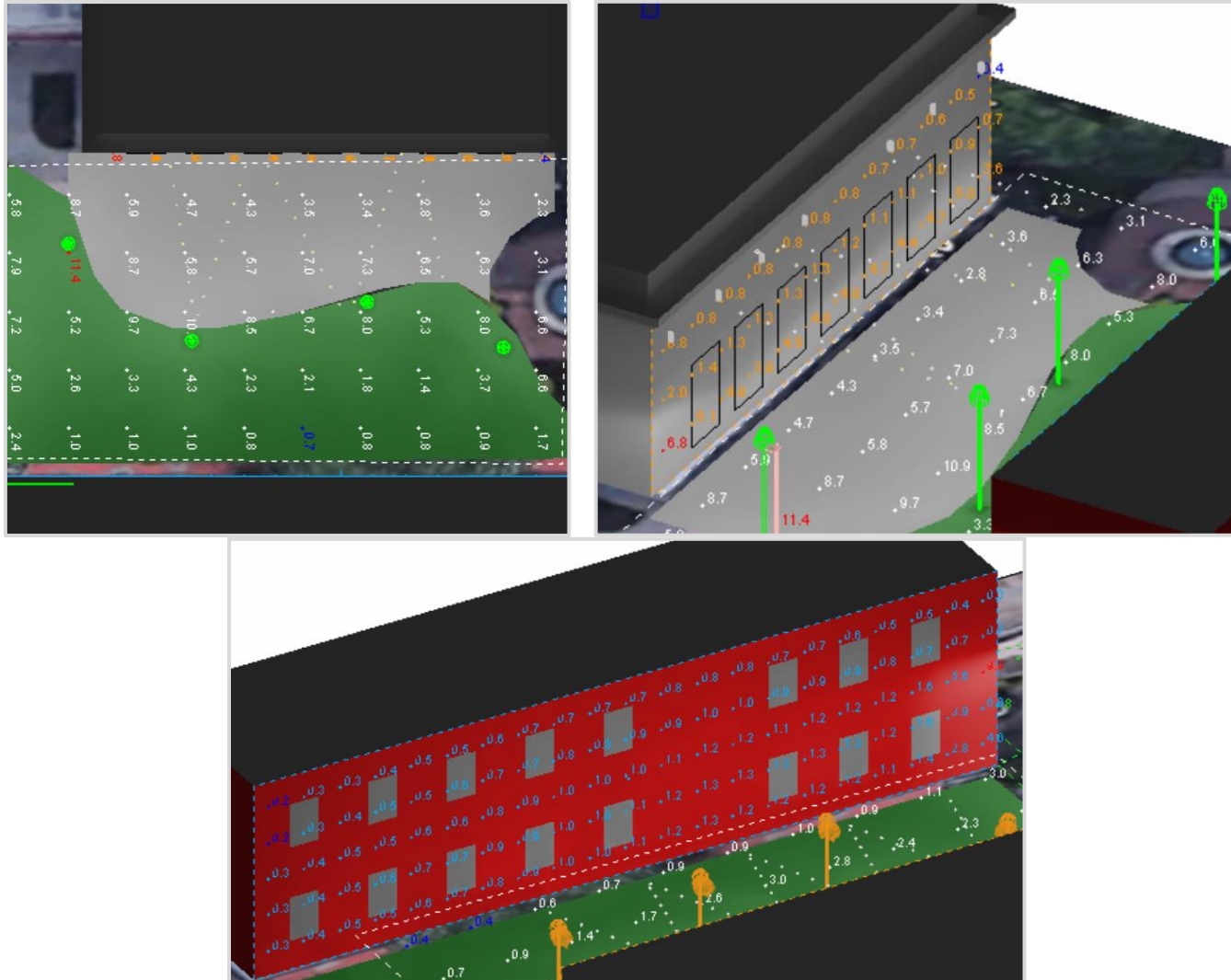


Left: Wall Cylinders → Building penetrations required / Lower chance of Historic Commission approval / Would still require additional illumination sources
Middle: In Ground Wall Wash → Limited Illumination, Asymmetric distribution along building, Prone to Vandalism
Right: Festoon Lights → No up light control would cause more lighting intrusion into neighboring residences

Final Lighting Option

Add 4 pole top lights / Convert existing lights to LED (landscape, entry, flag, parking)

Remove wall wash lights (water sealing project)



>0.5 Foot candles still projected at some parts of property line at neighbor building. Still drop below 1FC at 2nd floor residential windows.

+3-9 FC in concrete area / 1 – 3 FC in grass area

+1-4 FC on Library Facade

+Less light intrusion into neighboring bldg: 1 FC at 1st floor Windows (Commercial?) / >1FC at 2nd Floor Windows (Residential)

Color Temperature

2700K: Most historically accurate / Contrast greatest w/street & rear lot (4000K) most / Will feel slightly dimmer / Difficult to source for outdoor lights

3000K: Close to 2700K / Will contrast street parking lot CCT (4000K) somewhat → If any uplighting done, will have to do 3000K or 2700K per City.

4000K: Not allowed by Historic Commission / Will match street & parking lot CCT (4000K) most / Will feel brightest



Parking Lot Photometric Analysis



+Current Lot Illumination: 1 – 4FC / Avg 1FC

+New Lot Illumination: 3-10 FC / Avg 5 FC

Power Pedestal, Inground Outlets



Installing power pedestal will include trenching, pulling new power from existing in ground circuits, and installing concrete base.

Final Proposal

Light	Qty	Total
Pole Top	4	\$6,803.48
Pole Base	4	\$3,497.90
4" Pole	4	\$14,671.83
Landscape Light	7	\$3,169.24
Transformer	1	\$491.21
Area Light	2	\$3,666.82
LED HO Lamp	2	\$470.09
Timer	1	\$777.47
Dumpster	1	\$641.03
LED MR16	6	\$92.56
Flag Light	1	\$650.07
Power Pedestal	1	\$5,432.26
Ground Outlet	1	\$1,844.95
Wall Retro	2	\$610.26
	37	\$42,819.17



Left to Right: Pole Top, Pole Top Alternate, Pole Base, Landscap Light, Area Light (Parking Lot), LED HO Lamp (Entry Poles), Flag Light, LED MR 16 (Fountain)

- +For pole tops will pull and trench power from East parking lot pole
- +All pole top lights will have be anchored into concrete base
 - +11' Steel poles robust to denting (vs aluminum)
 - +11' will keep fixtures below 2nd floor neighboring windows

Proposal Summary

- *This proposal includes Enlighten supplying the following lights*

Light	Qty	Total
Pole Top	4	\$6,803.48
Pole Base	4	\$3,497.90
4" Pole	4	\$14,671.83
Landscape Light	7	\$3,169.24
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Power Pedestal	1	\$5,432.26
Ground Outlet	1	\$1,844.95
Wall Retro	2	\$610.26
37		\$42,819.17

- *Pricing in this proposal good for 30 days.*
- *Unit pricing and total cost in this proposal for listed quantities. Pricing subject to change should final ordered quantities or parts change.*
- *Sales tax will not be included on invoice. Library sales tax exempt.*
- *Materials ordered and installation scheduled upon 50% downpayment.*
- *Postponements may occur due to COVID-19 related delays.*
- *Current material lead times: 4-6 weeks*
- *Proposals costs include supply, delivery to site, installation, and disposal.*

Al-0

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 7/22/2022

Re: Consideration of Michigan Avenue basement lighting upgrade proposal

The Michigan Avenue Youth spaces are poorly lit because they are in a basement, and the staff have long struggled with the lack of natural light. I have been extremely impressed with Brennan Booms' expertise in finding solutions to tough lighting questions (the Whittaker Adult area case in point), so I asked him to take a look.

He did a photometric analysis that showed most of the current fixtures provide uplighting, but little direct light. The attached proposal would resolve this, and make the basement a brighter, cheerier place. Brennan will be present at our meeting to answer any questions you may have.

Although Brennan is a wizard with photometrics, he readily admits he is not a designer, so I enlisted Jennifer Kotelnicki of Library Design Associates to help us decide on the size and color of the proposed fixtures. She pointed out that there is already "a lot going on" in the basement, so we settled on a uniform size, a single color, and hanging the fixtures all at the same level. Looking at the space, I agree wholeheartedly that this is a sound approach.

With the funds set aside for Michigan Avenue capital improvements this year and the money donated from Grace Sweeney's estate, this project falls within our budget. It completes a series of capital improvement projects that enhance the environment downtown with something for everyone:

- Staff kitchen renovation – done!
- Water remediation phase 1 – done!
- Main floor carpeting – week of August 15
- Plaza lighting upgrade – on this agenda
- Basement lighting upgrade

When these projects are complete I plan to use our remaining funds to reupholster the last few lounge chairs on the main floor.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-34

July 27, 2022

RESOLUTION TO UPGRADE THE MICHIGAN AVENUE BASEMENT LIGHTING

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

Whereas, the Michigan Avenue Youth Department's basement location and dim lighting do not make the space very inviting for patrons or staff, and

Whereas, an improvement to the lighting situation is desired, and

Whereas, the Library Director engaged a consultant from Enlighten to develop a lighting upgrade plan to make the space bright and cheerful, and

Whereas, the Library budget earmarked for Michigan Avenue capital improvements along with an estate gift make this project affordable, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Enlighten to execute the basement lighting upgrade as proposed for a total cost of \$71,185.00.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Basement Lighting Proposal

Ypsilanti District Library

Michigan Avenue Library

229 W Michigan Ave, Ypsilanti, MI 48197



Overview

Summary

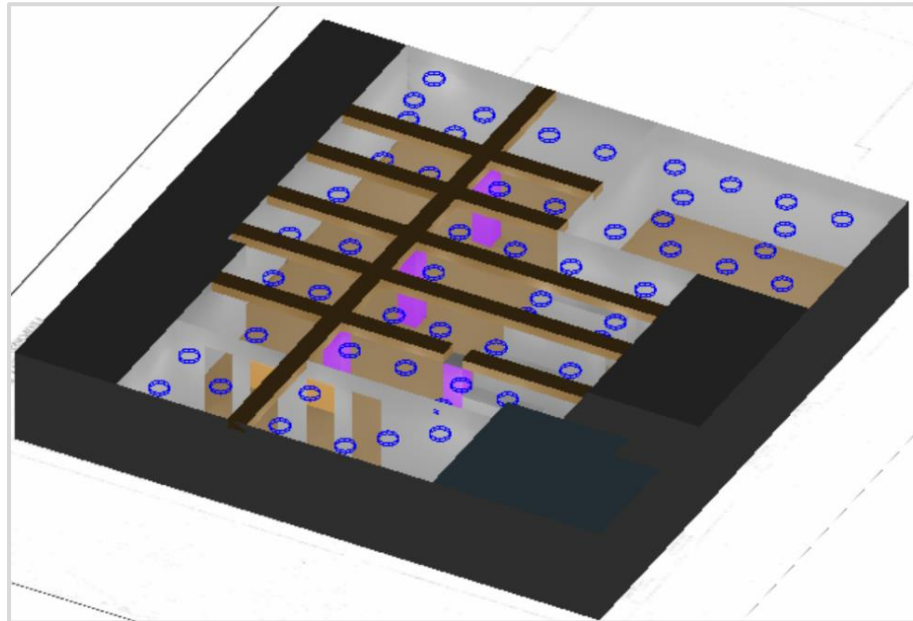
Enlighten Solutions is pleased to present a report detailing steps and costs to replace and improve lighting in the basement of Michigan Avenue library in downtown Ypsilanti, Michigan. Several options have been provided and an in-depth photometric analysis completed. Details and recommendations on illumination levels, glare, nighttime lighting, and emergency lighting have all been outlined. Please feel free to direct any questions to my below contact information.

Contact Information

Brennan Booms CEM, LC, MSE

Enlighten | 21580 Garfield Rd. | Northville, MI 48167

313-300-2843 (Phone) | www.enlightensolns.com



(Left) Rendering of 3D Photometric Analysis of Basement



(R) Existing Fixtures which provide little downlight

Lighting Recommendations

Introduction The library's basement is split into three patron areas: the main floor and two doored meeting rooms. The IES's recommendations for various use / space types within a Library are shown below. Reading is the best categorization of the space use throughout the main floor as tables and book stacks represent most of this space. A computer area resides on the north side of the main room as well. The two doored rooms for meetings and presentations reside at the northeast and northwest corners of the basement. Enlighten's recommendation is to strive for 30 – 50 foot candles. This will meet the IES' recommendations for Reading Areas as well as fall within the parameters of Computer Areas.

Details In order to achieve these illumination levels, Enlighten recommends replacing the existing fixtures that provided mainly up-light and limited down-light with suspended fixtures that provide mainly down-light and some up-light. Preserving illumination on the low ceilings via fixture uplight will make the space feel more spacious and brighter. Achieving a target range of 30 – 50 foot candles on the task planes (e.g. tables & desks) will not require extremely high-lumen outputs as fixture quantity is plentiful in the basement. Since lumen levels for the recommended basement fixtures will not need to be extremely high (~2,800 lumens for basement fixtures vs. ~9,700 lumens at Whittaker 2nd Floor fixtures), fixture glare should not be a huge concern. Installing samples should help confirm this as well as confirm the best aesthetic and illumination fit for the basement.

Emergency & Night Lighting The existing ceiling fixtures contain integrated backup ballasts which allow them to continue to illuminate for a 90-minute power-outage period. Enlighten has provided two options in this report to retain this functionality with new fixtures. On a similar note, no nightlights exist in the main floor area of the basement. Enlighten recommends converting a few fixtures to nightlights by easily utilizing unswitched power already running to some existing fixtures. (Nightlights are fixtures that cannot be switched off and so provide some level of illumination in case lights switches are turned off typically in an after-hours scenario.)

Detailed Illumination Goals

- Target Task Plane Average Foot Candles: 40 (min 30 / max 50)
- Target Ceiling Foot Candles: 25 – 40%
- Target Task Plane Foot Candles: 75 – 60%
- Maintain emergency lighting functionality in basement
- In addition to achieving a target foot candle level, the new fixtures should minimize glare

1st Floor Reference Light Levels

- Central Tables: 20 - 40Fc → Could be slightly brighter for basement but good range
- Stacks: 30 - 50 FC → Good light levels
- Computers Near East Windows: 50-60FC a little too bright

IES Table 29.2 References	
Library Illuminance Ranges	
Space Type	FC Range*
Reading Area	30-50
Printing	10-30
Lobby	10
Computers	30

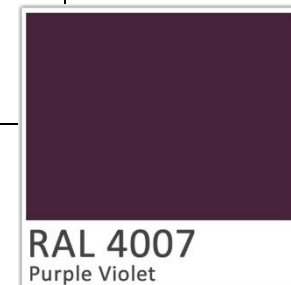
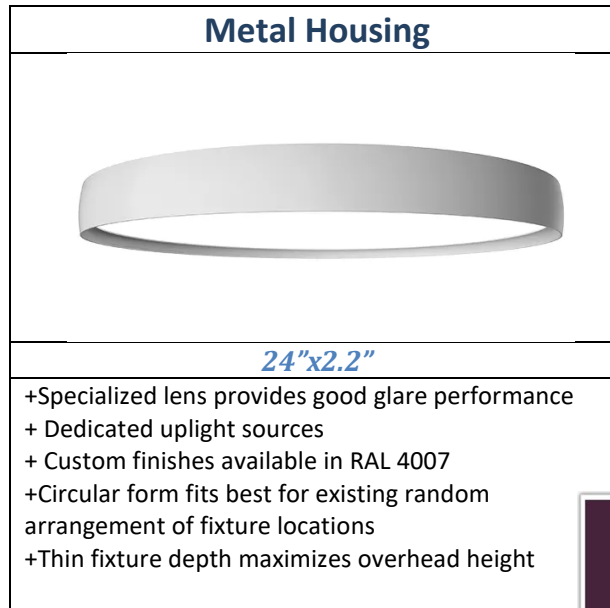
Fixture Options

Suspended Ceiling Fixtures

All options hung just below existing pipes via aircraft cable at ~9' above the floor

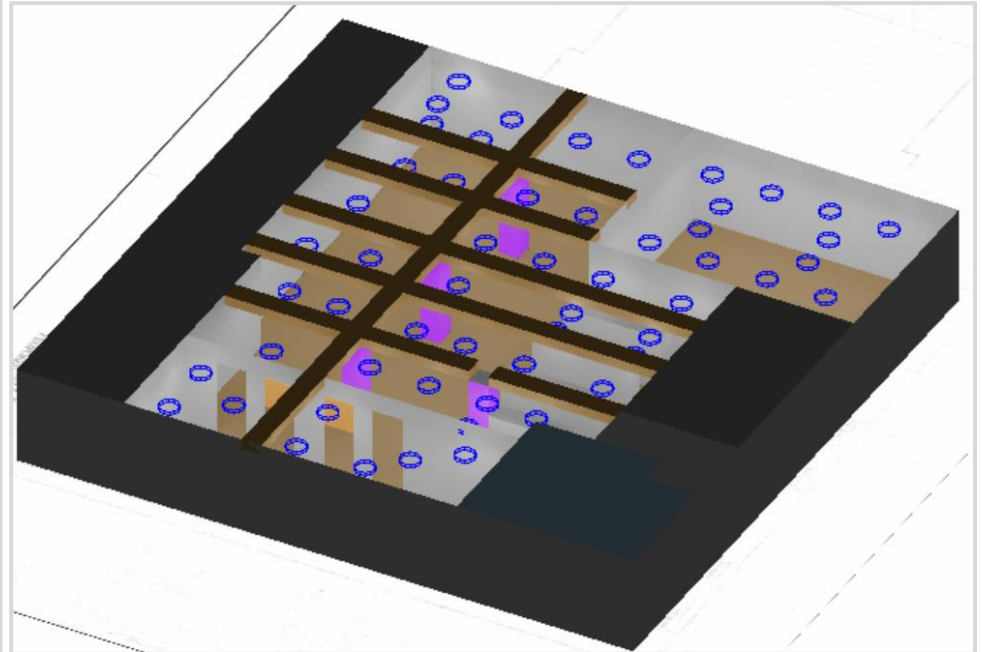
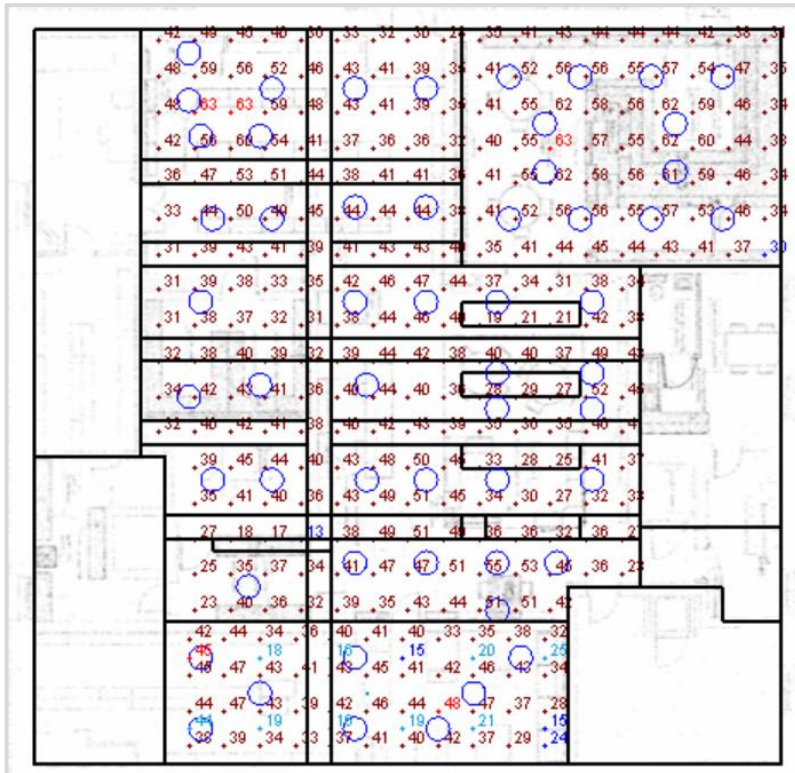
20 Emergency Capable Fixtures / 36 Regular Fixtures

Pot. Lamp ▼	Qty	Curr Watts	Pot. Watts	Elctrc. Savings	Mntnc Savings	Cost	Rebate	Net
Equip	1	0	0	\$0	\$0	\$1,333	\$0	\$ 1,333
Ceiling 24"	36	39	28	\$786	\$129	\$42,329	\$405	\$41,924
Ceiling 24" Emg	20	39	28	\$778	\$799	\$27,522	\$401	\$27,122
				\$1,564	\$928	\$71,185	\$806	\$70,379



Photometric Analysis

Basement Patron Areas



Estimated Illuminances (Foot Candles)

Task Plane: 40 FC Avg | Typical Range: 35 – 45 FC | Maximum: 63FC

Ceiling Illuminances: 23 FC | Task Plane-Ceiling Ratio: 65% / 35%

Current Illuminances

30 FC directly underneath fixtures | 5- 10 FC everywhere else

1st Floor Reference Illuminances

Central Tables: 20 - 40Fc → Could be slightly brighter for basement

Stacks: 30 - 50 FC → Good light levels

Computers Near East Windows: 50-60FC a little too bright

Recommended Fixture Parameters

Description	Model	OEM	L70 Hours	Watts	Lumens	Efficacy	Temp	Base	Warranty
Ceiling Metal	JARP-DI-18-28W-30K-90-D-WH-SUK	Jademar	100,000	28	2,714	97	4000K	Suspended	10 Years
Ceiling Metal Emg	JARP-DI-18-28W-30K-90-D-WH-SUK-EM15	Jademar	100,000	28	2,714	97	4000K	Suspended	10 Years
Ceiling Fabric	FD-24-S-L / SV4-40D24-30-9 / CCK-SV4	Chameleon	50,000	28	2,772	99	4000K	Suspended	5 Years
Ceiling Fabric Emg	FD-24-S-L / SV4-40D24-30-9 / CHA-EM-ITA / CCK-SV4	Chameleon	50,000	28	2,772	99	4000K	Suspended	5 Years
Pin Lamp	11PLG24QCS	MaxLite	50,000	11	1,450	132	4000K	G24Q	5 Years
T8 2'	L9T8DE235-CG4	MaxLite	50,000	9	1,125	125	4000K	G13	5 Years
T8 4'	L11.5T8DE440-CG4	MaxLite	50,000	11	1,750	159	4000K	G13	5 Years
Bugeye	EML-2HWHOSD	MaxLite	50,000	0	76	n/a	4000K	Surface Mount	5 Years
Exit	EXAC-RW	Maxlite	50,000	0	-	n/a	Red	Surface Mount	5 Years

Ceiling Metal is 18" in diameter. Also available in 24" and 36" and these costs are detailed earlier in proposal.

Additional Discussion Items

Cost Estimates

Please note that costs shown are attempted to be as accurate as possible and based on actual current material and labor quotes. Due to the current economic environment, fluctuations may be possible on timescales greater than 30 – 60 days into the future.

Samples

It's recommended that 1 sample be installed. Fine-tuning of lumen output can be performed, and real-life fixture aesthetics and illumination qualities can be confirmed.

Color Temperature

Recommendation: 4000K → Will help to brighten space → Will compliment existing teal ceiling and white walls → Easier to find lamp and retrofit kits in 4000K than 3500K



Proposal Summary

- *This proposal includes Enlighten supplying the following lights*

Pot. Lamp ▾	Qty	Total
Equip	1	\$1,333
Ceiling 24"	36	\$42,329
Ceiling 24" Emg	20	\$27,522
		\$71,185

- *Pricing in this proposal good for 30 days.*
- *Unit pricing and total cost in this proposal for listed quantities. Pricing subject to change should final ordered quantities or parts change.*
- *Current material lead times 5 – 6 weeks.*
- *Sales tax will not be included on invoice. Library sales tax exempt.*
- *Materials ordered and installation scheduled upon 50% downpayment.*
- *Postponements may occur due to COVID-19 related delays.*
- *Proposals costs include supply, delivery to site, installation, and disposal.*

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 7/22/2022

Re: Discussion of Superior Building Committee meeting regarding steel cost escalation

As I have shared, the structural steel contractor on the Superior building project has requested a significant increase in payment over their original bid due to the “unprecedented” escalation in steel costs. On 7/19 the Superior Building Committee and I met with Will Gordon and Matt Ratzow from O’Neal and architect Dan Whisler to review the situation and strategize a way forward.

I am attaching a summary of emails to provide everyone with additional background information. This is a complex situation, but essentially the contractor could decide to litigate, and though O’Neal is confident they would win, in the end legal costs could exceed what we might pay in a settlement. So far the contractor has made no move to do so, they have only made a request.

We believe the contractor has some culpability here, but appreciate that they did not hold the project hostage. At the close of the 7/19 meeting, the committee felt offering a payment between \$16,000-\$20,000 as a good will gesture would be reasonable. I will draft a statement of explanation proposing this offer and bring it to our meeting after running it by O’Neal and Dan. We can make any adjustments to the statement the Board wishes.

If the contractor accepts the offer, I will request a motion to approve the payment at a future Board meeting.

Mon, Jun 6, 12:02 PM

Matt

Ratzow <mratzow@onealconstruction.com>

to me, Dan, William

Hi Lisa -

Here is the summary we discussed.

Structural steel subcontractor experienced material cost escalation on the above project, during this timeframe and is requesting a change order for the unforeseen escalation.

Material Cost Summary:

1. Material Cost on bid day (4/14/21) = \$80,047 (includes tax)
2. Material Cost when material order placed (9/15/22) = \$144,202.42 (includes tax)
3. Material Cost Escalation = \$64,155.42

Refer to attached industry price tracker graph from SteelBenchmarker (January 2002 to April 2022)

Please review this information.

Thank you.

Matthew Ratzow, Senior Project Manager
o'neal construction

Dan

Whisler <dwhisler@danielsandzermack.com>

to me, Matt, William, Dan

Tue, Jun 7, 1:57 PM

Attached is the North American steel escalation information that I found online. This shows that the steel cost from April to November has increased by 40.5%. B&A's cost increase below suggest an 80% material increase. In absence of more concrete back up, it would be helpful to have a better handle on their bid day material costs given such a wide disparate or perhaps we should rely on published data.

As an aside, the \$65k escalation costs represents 32% of their contract amount. I do not know what the typical profit margin for a steel contractor would be, but I am sure it is not that much.

Dan

Matt Ratzow <mratzow@onealconstruction.com>
to Dan, me, William

Thu, Jun 9, 2:24 PM

Using the example of the North American Steel Escalation Information and the 40.5% material increase in the industry, a proposed settlement would be \$32,419.00

Please review and let us know your thoughts.

**

Lisa Hoenig <lisa@ypsilibrary.org>
to Matt, Dan, William

Thu, Jun 9, 2:44 PM

That would more or less be splitting the difference. I think we all agree the subcontractor has some culpability here, so I would like to factor that into the calculation as well. How can we do that?

**

Matt Ratzow

Thu, Jun 23, 4:13 PM

We agree, there should be culpability. B&A will feel there's culpability by using the percentage multiplier from North American Steel Escalation of 40.5%, which obviously differs from their calculation resulting in an offer approximately half of what was requested.

I agree about the submittal timeline, when looking at the attached SteelBenchmarker HRB pricetrack data, July pricing and September pricing are very close per the graph, therefore not sure that it would result in much price difference.

Four facts worth mentioning in our discussion and decision on this topic.

1. We agree that escalation is a real thing inquired by B&A Steel, the question is how much?
2. Looking at their invoicing, B&A did secure over \$36,000 in material in July and August, prior to shop drawing approvals.
3. B&A didn't hold the project hostage and despite escalation, which they had already paid, proceeded with fabrication and installation.
4. Structural bids were \$199,420, \$354,400 and \$399,018. Cost could have turned much worse had B&A not seen the project through.

We're not advocating one way or another, just trying to provide information from both directions and keep this discussion moving forward. Ultimately, we'll offer what YDL feels is best considering the situation.

Wed, Jul 13, 3:55 PM (9 days ago)

Dan Whisler

A few clarifying points from my perspective.

1. We agree that steel costs increased so yes escalation is a real thing. However, we do not presume that such an increase is the Owner's responsibility in this instance. That should be the starting point of any discussions.
2. The fact that B&A secured some materials early suggest they could have secured everything for the job once under contract, perhaps as early as May or June. It appears they thought it in their best interest to secure some materials but not everything that was required for the job. Perhaps they were gambling on a lower cost while also hedging against additional increases. Our understanding is they did not advise the team of this at the time so they clearly were assuming any risk. It is many weeks if not months later that they sought additional compensation from the owner. I still hold the justification for their request is weak, given we have a lump sum bid, and the fact they cannot clearly document how they arrived at their bid number does not help their arguments.
3. Agreed B&A completed the project as per contract and did not hold up the project. That is appreciated in such challenging times.
4. Agreed their bid was very competitive with respect to the other bids received. However, did we not have a bid bond that could have been used had they refused to complete the work which may have mitigated any additional cost from next low bidders?

As I have stated previously, given the difficult supply chain issues and more recent inflation, every subtrade can likely demonstrate their costs may be higher than what they anticipated for the project at bid time so there is a concern of precedent setting with this issue so how it is resolved must protect the Library from further requests by other trades using this issue as a rationale.

I am in agreement that negotiating some settlement may be in everyone's best interest to avoid a protracted fight with B&A. However, in my opinion, such a negotiation is undertaken by the Library more as an act of good will. I am not certain how to translate that into a cost negotiation between B&A's proposed escalation and what we have documented that escalation to be and at what timeframe to draw the line. Steel material acquisition in June may have represented less than a 20% increase from the March costs. Perhaps that is a reasonable offer from the Library.

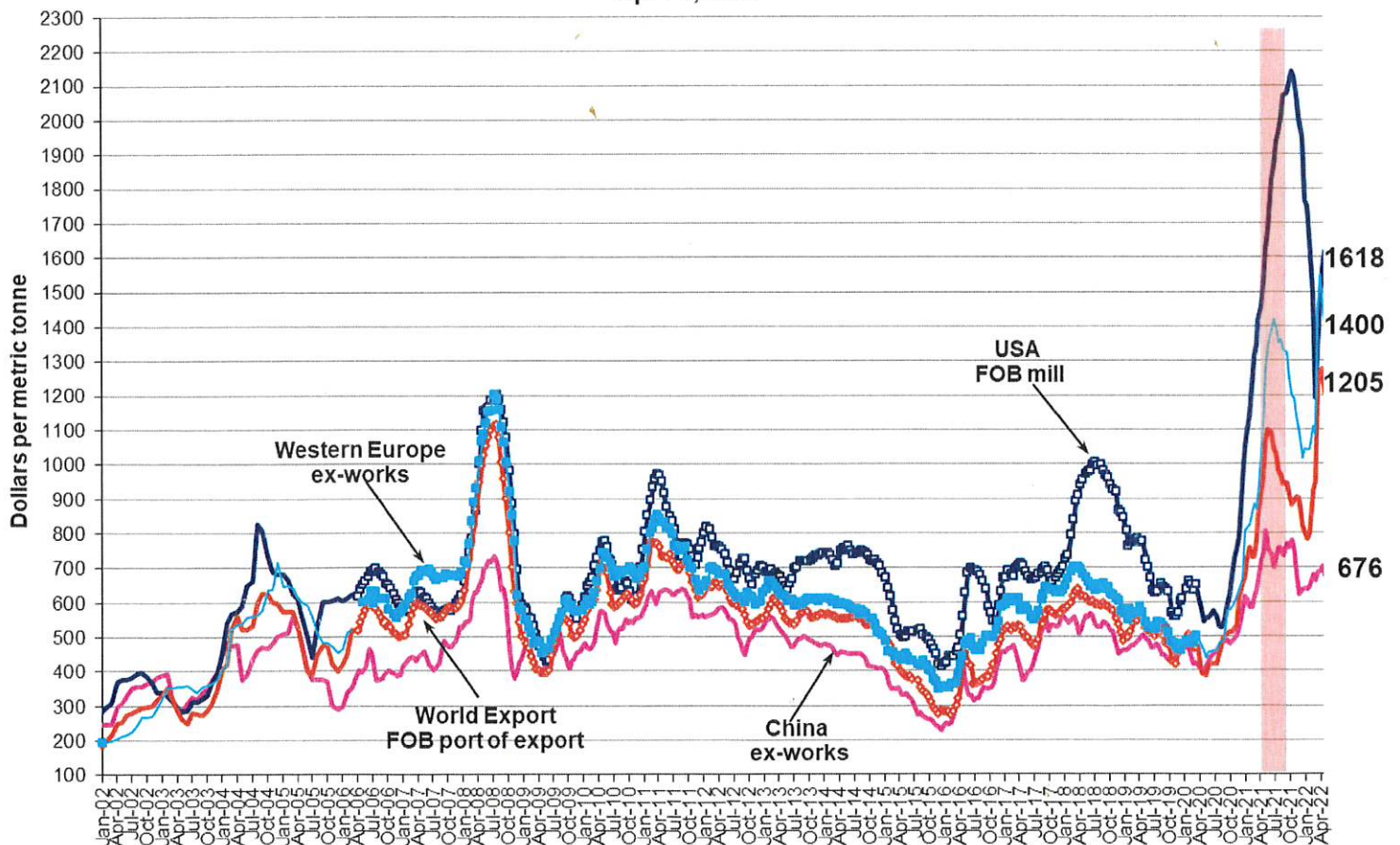
SteelBenchmarkTM

SteelBenchmarkTM HRB Price

USA, China, Western Europe and World Export

(WSD's PriceTrack data, Jan. 2002 - March 2006; SteelBenchmark data begins April 2006)

Apr 25, 2022



€\$ North America Steel Prices

Below you will find the very latest, independently researched prices, covering the Carbon Steel market in North America. With MEPS Steel Prices you only pay for data from the steel markets that matter to your business. Find out more about which North America steel product data is available below.

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US dollars per tonne

Units

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Month	Hot Rolled Coil	Hot Rolled Plate	Cold Rolled Coil	Hot Dipped Galvanised Coil	Electro Zinc Coated Coil	Wire Rod	Sections & Beams	Rebar	Merchant Bar
Mar-2021	1433.00	1210.00	1594.00	1709.00	1733.00	937.00	1094.00	886.00	990.00
Apr-2021	1530.00	1260.00	1693.00	1808.00	1821.00	937.00	1095.00	889.00	991.00
May-2021	1706.00	1354.00	1851.00	1967.00	1975.00	970.00	1200.00	935.00	1086.00
Jun-2021	1884.00	1480.00	2051.00	2177.00	2185.00	1047.00	1310.00	992.00	1163.00
Jul-2021	2006.00	1561.00	2177.00	2302.00	2317.00	1102.00	1378.00	1060.00	1208.00
Aug-2021	2115.00	1725.00	2312.00	2428.00	2438.00	1146.00	1427.00	1065.00	1262.00
Sep-2021	2162.00	1817.00	2355.00	2470.00	2482.00	1179.00	1483.00	1064.00	1311.00
Oct-2021	2147.00	1874.00	2354.00	2469.00	2482.00	1179.00	1483.00	1075.00	1311.00
Nov-2021	2025.00	1943.00	2286.00	2402.00	2416.00	1224.00	1538.00	1119.00	1314.00
Dec-2021	1890.00	1968.00	2208.00	2322.00	2350.00	1290.00	1538.00	1135.00	1314.00

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 7/22/2022

Re: Award of contract to seal the Whittaker Road roof

At the May meeting the Board approved contracting with Terracon to develop a scope document so we could procure bids to seal the Whittaker roof. I received the scope document from Terracon later than anticipated, but was able to get two bids in hand by this date. I expect a third bid by the time of our Board meeting and will provide a verbal recommendation then.

The scope document and bids to date are attached. Both contractors tell me they anticipate a 3-4 week time frame to complete the base scope of work, and report they could schedule the project yet this season.

You will note that there is a base bid and an alternate. The alternate would provide a permanent fix; the base bid is more of a band-aid approach to buy us time. With all the capital projects we have currently in the works, I recommend doing the base work for now and addressing the alternate down the road if/when needed.

Ypsilanti District Library

Whittaker Library- Roof Resealing

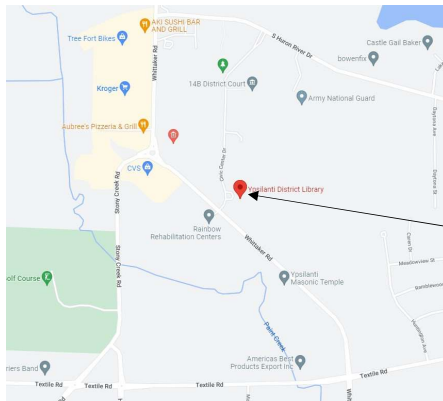
Issued for: Scope Documents- NOT FOR CONSTRUCTION

July 18, 2022

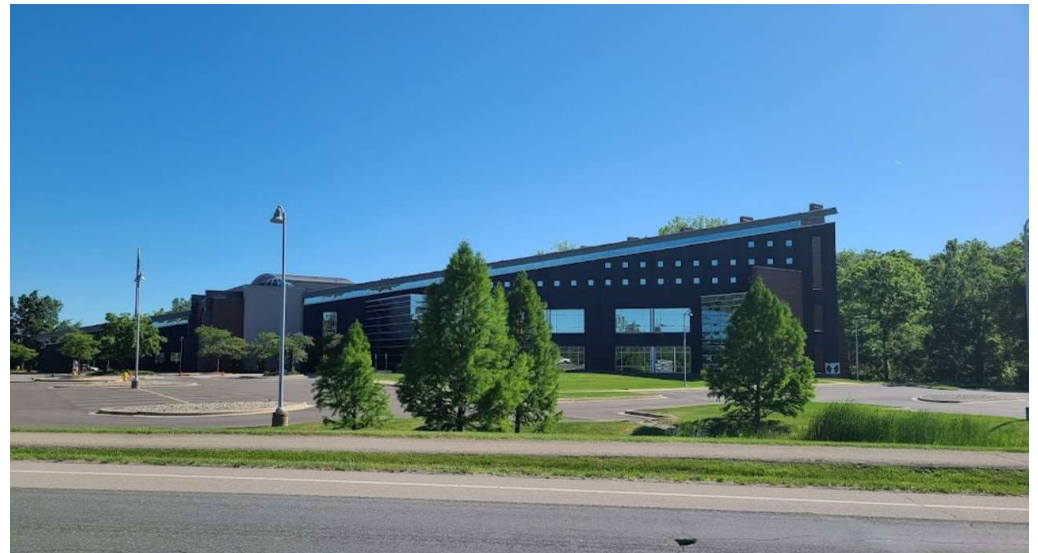
Terracon #: FR226078

General Notes:

The scope is for repointing and sealant work located on the roof level of the facility. This document is provided to determine scope and potential phasing and is not intended for use as for construction or contract documents.



Project Location



South Elevation

Specifications

General

Provide submittals for each material or product intended for use on the project for review by Terracon prior to use on the project. Do not utilize products without approved materials and procedures. Products indicated below are provided as a Basis of Design (BOD), equivalent materials may be submitted for evaluation.

Product Data Sheet- for each material intended for installation.

Shop Drawings- indicating each detail condition identified.

Minimum trade contractor Experience with similar project scopes: 5 years

Materials

Gunnable Sealant Joints

Product Basis of Design: Dow 791

Preformed Silicone Sealant Joints

Product Basis of Design: Carlisle, Dow 123

Color: Gray

Clean and prepare substrates consistent with manufacturer's recommendations prior to installation of sealant.

Provide primer as recommended by manufacturer to maximize adhesion.

Use masking tape during priming and sealant installation to protect adjacent surfaces and provide consistent termination.

Installing Contractor: Manufacturer Certified

Masonry Penetrating Sealer

Product Basis of Design: Prosoco, as recommended by manufacturer.

Applications: two separate, until refusal, protect masonry below as required for clean transition.

Masonry Cleaner

Product Basis of Design: Prosoco, as recommended by manufacturer.

Applications: As recommended by manufacturer, protect masonry below as required for clean transition.

Masonry Mortar

Masonry Cement, Type N

- Aggregate and inorganic pigment as required to match color and texture of existing.
- Pigment not to exceed 10% of cement.

Roof Penetration Flashing

- Preformed boots that provide a base flashing height of at least 8 inches above adjacent horizontal surface.
- Terminate with stainless steel band clamp and seal top edge, tool sealant to shed water.

Notes

General

The roofing contractor shall verify conditions in the field, including the verification of locations, dimensions, and quantities of components and appurtenances including, but not limited to vents pipes, steel framing, electrical devices/light fixtures, and drains. Roofing contractor to notify Terracon in writing, of conditions that do not align with conditions documented herein. Electrical, mechanical, and plumbing work, shall be performed by licensed contractors.

The building is fully occupied; the roofing contractor is solely responsible for means and methods of construction to deliver the project scope.

Protect existing construction to remain, including interior and exterior finishes, as required to maintain condition at project start. Provide repairs to damaged materials/finishes to conform to the original condition(s) and satisfy the Owner at no additional cost.

The term "provide" includes furnishing and installing of components needed or recommended by the manufacturer to provide a complete and functional system.

Selective Demolition

Contractor(s) shall temporarily remove, protect, and store salvaged materials/components. Prior to re-use, material shall be cleaned and prepared as recommended by the documents or manufacturer.

Materials/components discarded from the site shall be disposed of off-site and in compliance with applicable laws and regulations. Remove and clean materials from horizontal and vertical surfaces and prepare the surface to receive new roofing system. Damaged or deteriorated substrate uncovered during demolition shall be documented by the roofing trade contractor and reported to Terracon in writing prior to concealing.

Limit removal of material to an area that can be made watertight by the end of each working day or sooner as required due to weather.

Terracon #: FR226078



Location 1- STANDING SEAM

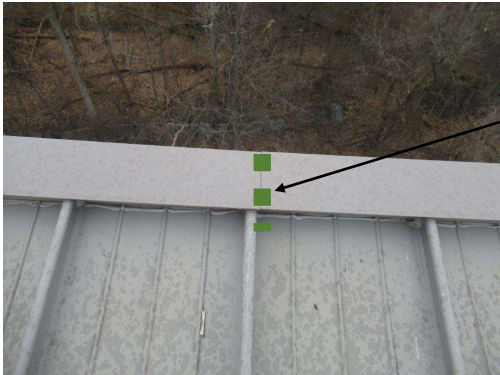


Photo 1 - Masonry Fins- Overview

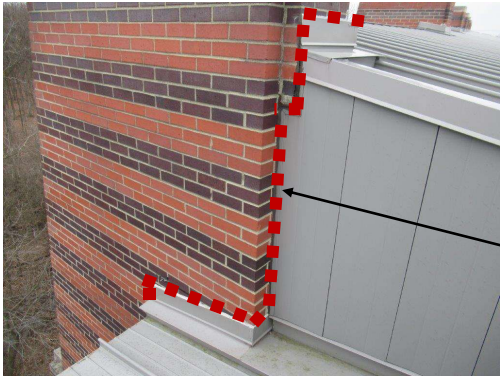


Photo 2 - Masonry Fins- North End

Terracon #: FR226078

MASONRY SCOPE, SEE SHEET 9

REMOVE SEALANT, CLEAN SUBSTRATE, INSTALL NEW SILICONE COVE SEAL, TOOL IN PLACE ALONG TOP AND BOTTOM OF FLASHING



Photo 3- Typical Fin Scope

REMOVE COUNTERFLASHING, CLEAN JOINT, REINSTALL COVE SEALANT JOINT

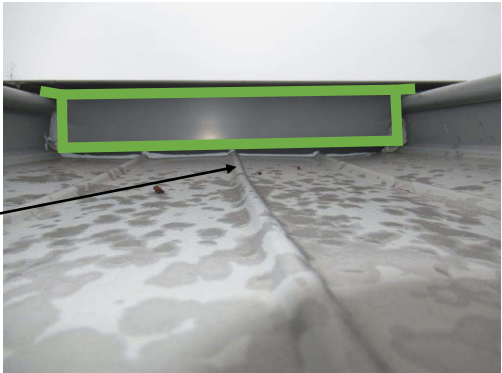


Photo 4- Typical Fin Scope

REMOVE COUNTERFLASHING, CLEAN JOINT, REINSTALL COVE SEALANT JOINT



Photo 5- Typical Fin Scope

Location 1- MASONRY



Photo 1 - Masonry Fins- Overview

SCOPE SIMILAR FOR EACH FIN AND ALONG ENTIRE LENGTH

CLEAN MASONRY INSTALL PENETRAING SEALER FROM MASONRY FLASHING TO CAP

REPOINT MORTAR JOINT 10% FROM ROOF COUNTERFLASHING TO CAP, EACH SIDE

FILL WEEPS WITH SEALANT AND BACKER

STANDING SEAM, SEE SHEET 8

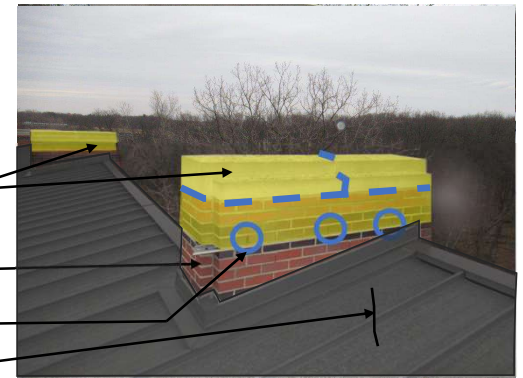


Photo 2- Typical Fin Scope

CLEAN JOINT INSTALL PREFORMED SILICONE SEALANT JOINT PER TYPE B, SHEET 10- EACH SIDE

FILL WEEPS WITH SEALANT AND BACKER

REPOINT MORTAR JOINT 10% FROM ROOF COUNTERFLASHING TO CAP, EACH SIDE

STANDING SEAM, SEE SHEET 8

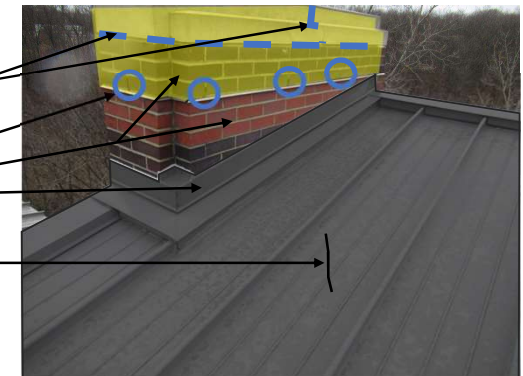


Photo 3- Typical Fin Scope

REMOVE AND SALVAGE CAP AND BRICK DOWN TO MASONRY FLASHING, REMOVE FLASHING AND INSTALL NEW STAINLESS STEEL FLASHING BELOW CAP

RAKE MORTAR JOINT, INSTALL SEALANT JOINT TYPE B, SHEET 10

REPOINT MORTAR JOINT 10% FROM ROOF COUNTERFLASHING TO MASONRY FLASHING , EACH SIDE

STANDING SEAM, SEE SHEET 8

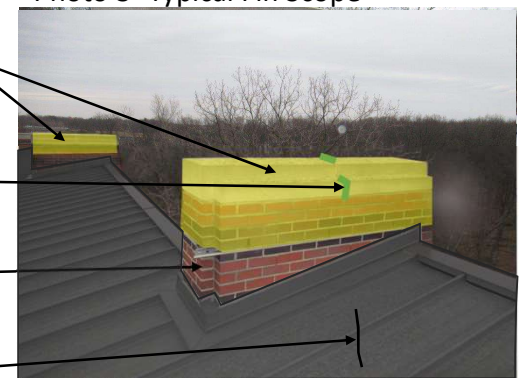


Photo 4- ALTERNATE 1

Location 2



Photo 1 - Overview

- INSTALL COVE SEAL BETWEEN COPING AND CMU ON THREE SIDES [DETAIL D, SHEET 5]
- CLEAN JOINT INSTALL PREFORMED SILICONE SEALANT JOINT PER X/XX FOR FULL LENGTH OF JOINT

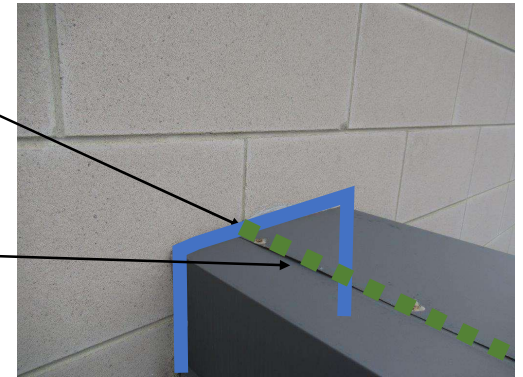


Photo 2- Coping Termination

- REPOINT FAILED/DISBONDED JOINTS
- FILL WEEPS WITH MORTAR
- REPLACE SEALANT JOINT WITH NEW PER X/XX
- REMOVE COUNTERFLASHING, GRIND JOINT TO CLEAN AND WIDEN, INSTALL SEALANT JOINT PER X/XX

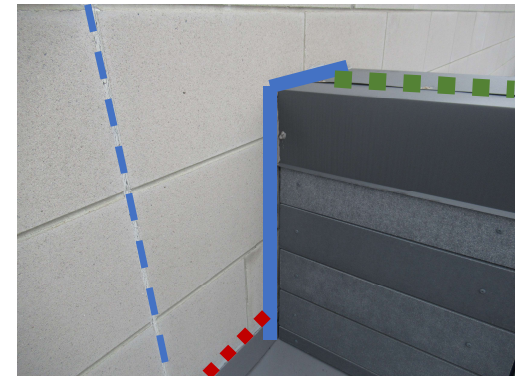


Photo 3- Parapet Termination

- Pre-formed silicone joint- by Others
- Provide 3-course PMMA gutter liner system on surface of copper gutter and flashing see Detail D, Sheet 5
- Remove existing sealant at gutter joints down to metal and prepare surface as recommended by PMMA manufacturer

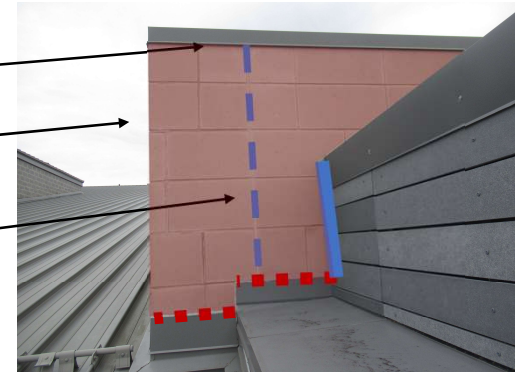


Photo 4- West Elevation

Location 3



Photo 1 - Penetrations Overview



Photo 2 - Penetrations Overview

Terracon #: FR226078

CLEAN JOINT, INSTALL SEALANT JOINT PER SHEET 11

CLEAN JOINT INSTALL PREFORMED SILICONE SEALANT JOINT PER SHEET 11

INSTALL SEALANT BETWEEN FLASHING AND PIPE/DUCT, TOOL TO FACILITATE RUNOFF

REMOVE PREFORMED PENETRATING FLASHING, CLEAN SUBSTRATE, SET NEW PREFORMED FLASHING IN CONTINUOUS SEALANT

REMOVE SEALANT BETWEEN RAIN COLLARS AND PIPE/DUCT, CLEAN SUBSTRATES, INSTALL NEW SILICONE SEAL, TOOL TO PROMOTE RUNOFF

REMOVE SEALANT, CLEAN SUBSTRATE, INSTALL NEW SILICONE COVE SEAL, TOOL TO PROMOTE RUNOFF AND FLOW AROUND

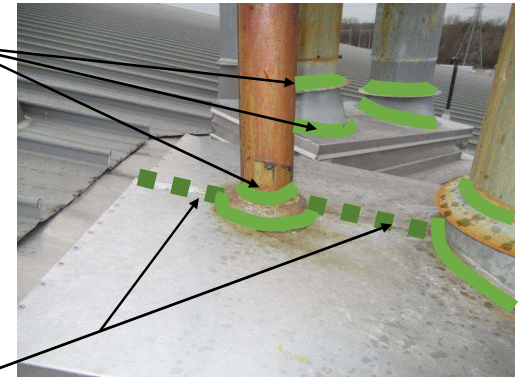


Photo 3- Typical Curb Penetrations

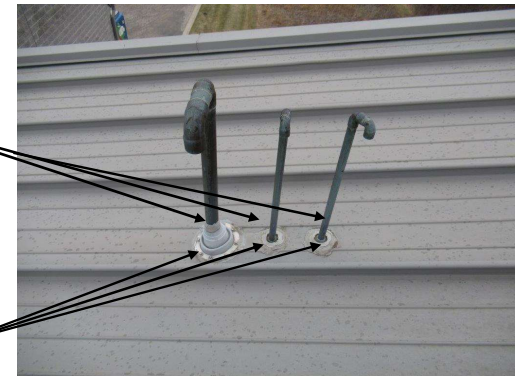


Photo 4- Typical Small Penetration



Photo 5- Typical Large Penetration

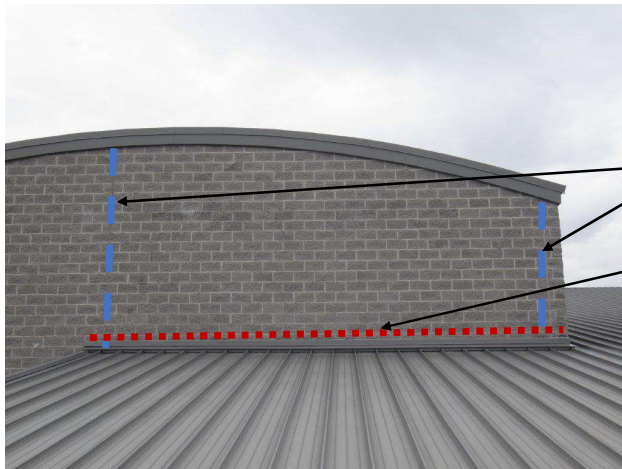
Location 4



REPLACE SEALANT JOINT WITH NEW

REMOVE COUNTERFLASHING, GRIND JOINT TO CLEAN AND WIDEN TO 3/8 INCH, INSTALL SEALANT JOINT.

Photo 1- South Elevation



REPLACE SEALANT JOINT WITH NEW

REMOVE COUNTERFLASHING, GRIND JOINT TO CLEAN AND WIDEN TO 3/8 INCH, INSTALL SEALANT JOINT.

Photo 2- West Elevation

Terracon #: FR226078



REPLACE SEALANT JOINT WITH NEW

Photo 3- East Elevation

Location 4

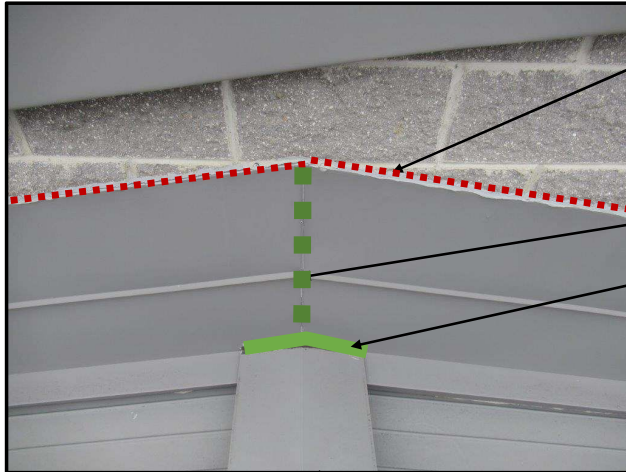


Photo 4A – East Elevation

REMOVE COUNTERFLASHING, GRIND JOINT TO CLEAN AND WIDEN TO 3/8 INCH, INSTALL SEALANT JOINT.

CLEAN JOINT INSTALL PREFORMED SILICONE SEALANT JOINT PER SHEET 11

CLEAN JOINT, INSTALL COVE JOINT

REMOVE GUTTER AND HANGERS, PROVIDE NEW WITH WATER-TIGHT JOINTS

REPLACE SEALANT JOINT BETWEEN SHEET METAL SIDING SYSTEM AND MASONRY, FULL HEIGHT

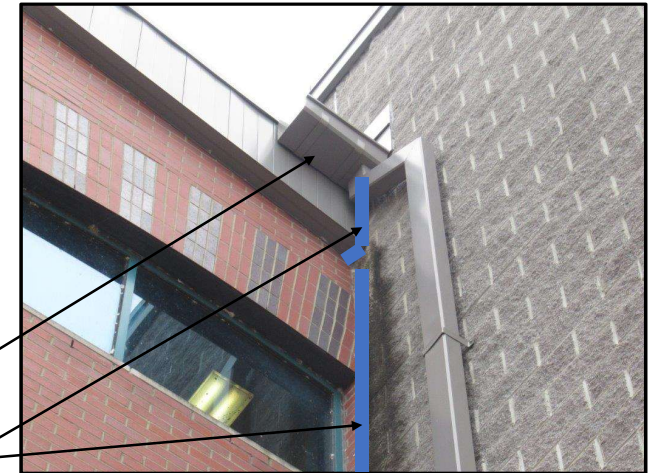
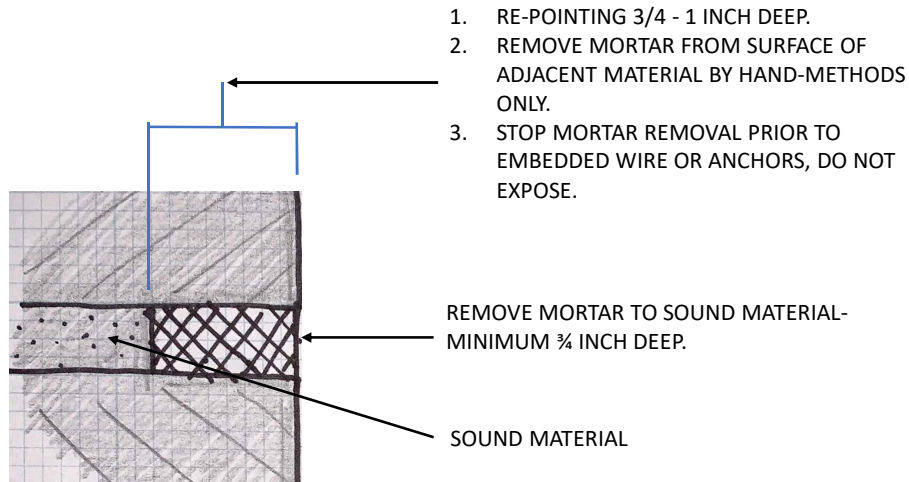


Photo 4B – East Elevation

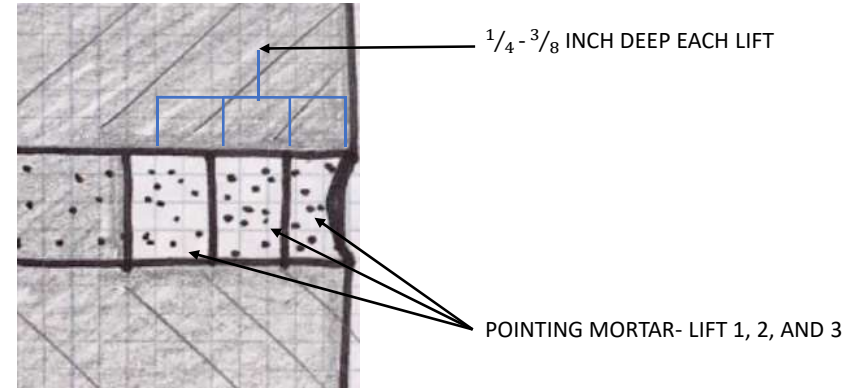


Photo 4 – East Elevation

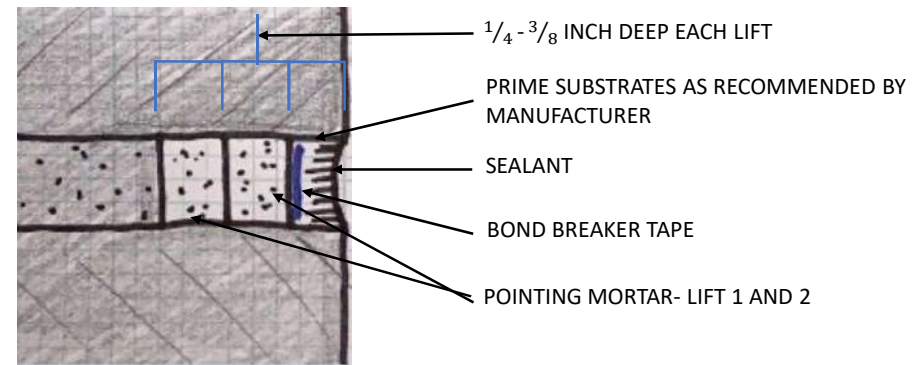
Repointing Details- Typical



Re-Pointing Mortar Removal



Joint TYPE A

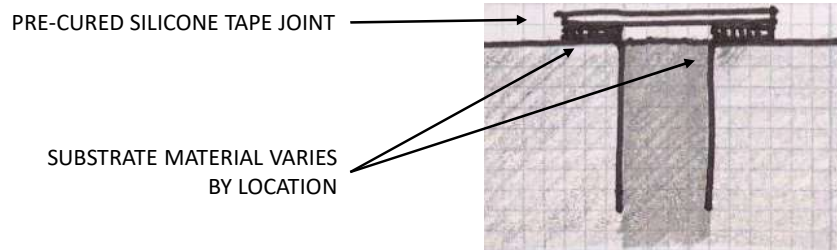


Joint TYPE B

NOTES

- PRE-WET SUBSTRATES AS REQUIRED TO KEEP MORTAR FROM DRYING TOO QUICKLY. SURFACE MUST BE DRY, DO NOT INSTALL MORTAR TO WET SURFACES.
- APPLY MORTAR LIFT, TOOL TO COMPACT FULLY INTO JOINT AND PROMOTE EXPOSURE TO THE SUBSTRATES.
- DO NOT INSTALL THE SUBSEQUENT LIFT UNTIL THE PREVIOUS LIFT IS THUMB-PRINT HARD.
- RECENTLY POINTED MORTAR FOR 24 HOURS AFTER INSTALLATION TO MINIMIZE SHRINKAGE BY MIST HOURLY AND USE OF TARPS AND SPRINKLERS.
- PROTECT WORK AREAS AND RECENTLY INSTALLED MORTAR FROM DIRECT SUNLIGHT. UTILIZE WET BURLAP OR OTHER APPROVED METHOD.
- ALLOW SUBSTRATES TO DRY PRIOR TO INSTALLING SEALANT AS RECOMMENDED BY THE SEALANT MANUFACTURER.
- REMOVE EXCESS MORTAR FROM SURFACES PROMPTLY USING ONLY WATER AND A NATURAL BRISTLE BRUSH. DO NOT USE METAL SCRAPERS, BRUSHES, OR CHEMICALS.
- CLEAN WITH CHEMICAL DETERGENT IF NECESSARY TO REMOVE SURFACE HAZE ON ADJACENT BRICK. UTILIZE MATERIALS AND METHODS AS RECOMMENDED BY MANUFACTURER.

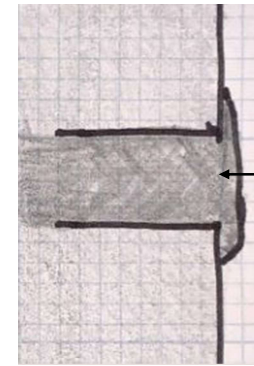
Preformed Silicone Joint Details- Typical



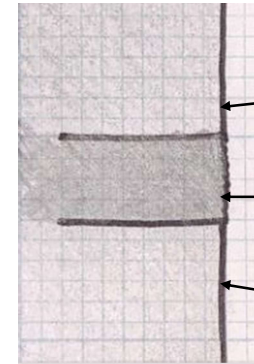
Detail C- Pre-formed Silicone Joint, Reference Detail

Notes

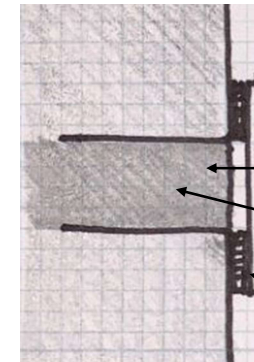
- Strike excess sealant from along each side of the tape.
- Protect adjacent surfaces with tape or other suitable material from excess sealant.



Pre-formed Silicone Joint- Step 1



Pre-formed Silicone Joint- Step 2



Pre-formed Silicone Joint- Step 3

D. C. BYERS CO., INC.
PO Box 1808
Warren MI 48090
313 875-0545

Date: July 21, 2022
To: Ypsilanti District Library
Project: Whitaker Library Roof
Attn: Lisa Hoenig

PROPOSAL

The undersigned proposes to furnish all necessary labor, materials and equipment to complete the following scope:

“Roof Sealant Repairs”

Our scope includes necessary joint sealant and masonry repairs as shown on Scope Documents Dated July 18, 2022 provided by Terracon for the Whittaker Library.

All work will be performed using Union Labor mechanics. All work will be completed using specified products and per details provided in Scope Documents.

Base Bid includes Locations 1 – 4 for a lump sum of \$56,260.00

Alternate #1. Includes rebuilding of 7 masonry fins as shown on page 5.ADD \$38,620.00

*This Proposal is good for no longer than 60 days past its submittal.
The entire amount to be paid within 30 days after completion.
Any alteration or deviations from plans and specifications will be executed upon
Written orders for same and will be added to or deducted from the sum in this contract.
All additional agreements must be in writing.*

D.C. Byers Co. agrees to carry Workers Compensation and Public Liability Insurance and to pay all taxes on material and labor furnished under this contract as required by Federal Laws and the Laws of the State in which this work is performed.

Respectfully Submitted, **D.C. Byers Co., Inc.**

By: _____
Jim Boettge, Sr. Vice President.

COST ESTIMATE //

Ypsilanti District Library

5577 Whittaker

July 21, 2022



**INDUSTRIAL
SERVICES INC.**

IndustrialServices1.com

COST ESTIMATE // 22-0077r

DATE // July 21, 2022
TO // Lisa Hoenig
FROM // Garrett Kelly
RE // 5577 Whittaker Roof Repairs

Industrial Services Inc. [ISI] is pleased to provide the following cost estimate. ISI will provide project safety provisions, supervision, labor, materials, and equipment, for the above-named project, as outlined in the table on the following page:

Exclusions/Clarifications:

ALL BIDS

Waste containers & proper disposal by others.

Weather protection not included.

Site conditions or change in scope, other than specified herein, are subject to additional charges.

Unless otherwise specified, installation of our materials to be performed at ambient temperatures of 40 degrees & rising.

Unless identified otherwise, bonds are not included.

Warranty EXCLUDES responsibility for removal and replacement of other work that conceals our work unless otherwise specified in our proposal.

Bid breakdown is provided for accounting purposes only and is not intended to be used to segregate components of the quoted scope of work for individual consumption.

All work is quoted first shift, straight time unless noted otherwise herein.

Testing is excluded unless noted otherwise herein.

Provisions for liquidated damages are not included.

Provisions for material escalation are not included.

Proposal is valid for 20 days.

Power and Water access assumed to be provided by the owner as a part of this proposal.

Sealants & Expansion Control

Surface Prep is non mechanical prep typical of cleaning the surface prior to install.

Loose mortar in joints like shall be addressed and repaired by others.

Excludes cleaning via mechanical means or washing of slurry left in saw cut joints due to wet cutting.

Some surface staining & fines pulling typical with semi rigid joint filler installation.

Joint sealants at dissimilar materials are not included.

Joint sealants normally covered by painters (i.e. door frames, window frames, etc.) are not included.

We exclude expansion joint assemblies in ceilings, floors, and roofing systems.

Work	Qty	Units	Total
GENERAL REQUIREMENTS & EQUIPMENT			
Submittals, GC & Safety, Supervision, insurance, etc.	1	LS	\$ 3,345.00
Roof Level Repairs			
Provide labor, material & equipment to complete the following repairs: -Clean masonry from cap to roof level, furnish and install new clear penetrating sealer (Prosoco) at each of the seven (7) Masonry Piers. -Grind out and replace deteriorated mortar joints at roof level piers 10% from roof counterflashing to cap, each side -Furnish and install sealant at existing masonry weeps -Remove and replace failed skyward facing sealant at limestone pier caps. Furnish and install new preformed silicone sealant joint type B, sheet 10, at each side of each cap. -Remove and Replace failed vertical Control Joint Sealant in masonry walls at roof level -Furnish and install new cove seal between coping and CMU on three sides (detail d, sheet 5) -Clean joint in Photo 2/Sheet 6 Coping Termination and install preformed silicone sealant joint full length of joint. -Remove counterflashing, grind joint to widen and install new sealant per x/xx Photo 1/Sheet 6 -Preformed silicone joint (by others) Photo for West elevation (NOT INCLUDED) -Clean joint and install sealant at roof penetration assemblies per photo 3, sheet 7 -Furnish and install sealant between flashing and pipe/duct, tool to facilitate runoff (Photo 4, Sheet 7) -remove preformed penetrating flashing, clean substrate, set new preformed flashing in continuous sealant per photo 4, sheet 7. -Remove Sealant between rain collars and pipe/duct, clean substrates, install new silicone joint seal, tool to promote runoff. (Photo 5, Sheet 7) -Remove Sealant, clean substrate, install new silicone cove seal, tool to promote runoff. (Photo 5, Sheet 7) -Remove and replace sealant with new (Photo 1, sheet 8) -Remove Counterflashing, grind joint to clean and widen to 3/8", install sealant joint (Photo 2, sheet 8) -Remove counterflashing, grind joint to widen and install new sealant (Photo 1/Sheet 8) -Remove and replace sealant joint with new sealant (Photo 2, sheet 8) -Remove and replace sealant joint with new sealant (Photo 3, sheet 8) -Remove counterflashing, grind joint to widen and install new sealant (Photo 3/Sheet 8) -Remove counterflashing, grind joint to widen and install new sealant Clean joint, install new cove (Photo 4A/Sheet 9) -Clean joint and install preformed silicone sealant joint per sheet 11 (Photo 4A/Sheet 9) -Replace Sealant joint between metal siding system and masonry, full height (Photo 4B, East Elevation) -Repoint Failed/Disbonded Joints Photo 1/Sheet 6. Fill Weeps With Mortar -Remove and replace sealant joint with new per x/xx photo 1/sheet 6	1	LS	\$ 37,285.00
TOTAL COST TO COMPLETE BASE BID SCOPE OF WORK			\$ 40,630.00
ALTERNATE 1 ADD			
Provide labor, material & equipment to complete the following repairs (Crane and Operator fees are majority of this cost to remove and salvage the stones): -Remove existing stone cap and brick masonry down to masonry flashing. Remove flashing, furnish and install new stainless steel flashing below cap. -Reinstall salvaged brick masonry and stone cap. Rake out mortar joints and furnish and install sealant type B, sheet 10. -Remove and replace deteriorated mortar with new mortar to match existing, 10% from roof counterflashing to masonry flashing, each side.	1	EA	\$ 66,130.00

ISI Project Fees BASE BID:

\$ 40,630.00

It is our goal to provide estimates that are complete & inclusive of all items required to complete the scope.

Questions? Please contact me directly at 734.761.8370.

Industrial Services Inc.

Garrett Kelly

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 7/22/2022
Re: Consideration of the purchase of new staff computers

IT Manager Scott Ostby solicited the attached quote for new staff computers for the Superior building, plus 2 additional staff computers for the new Outreach Department staff. The quote is from Insight Public Sector and is based on a group pricing contract from OMNIA Partners.

I recommend the purchase of computers from Insight Public Sector as specified for \$11,634.47.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-35

July 27, 2022

RESOLUTION TO APPROVE THE PURCHASE OF COMPUTER EQUIPMENT

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

Whereas, eight additional staff computers will be needed to equip the new facility, and

Whereas, with the separation of the Outreach Department and Superior Branch staff, more staff computers are also needed at Whittaker Road, and

Whereas, the IT Manager procured a quote using the OMNIA Partners group purchasing program for the needed equipment, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the computer equipment as described on the accompanying quote be acquired from Insight Public Sector for \$11,634.47.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Material	Material Description	Quantity	Unit Price	Extended Price
<u>5WS0W86663</u>	Lenovo Premier Support Upgrade - extended service agreement - 5 years - on-site	10	111.30	1,113.00
OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)				
Product Subtotal				10,521.47
Services Subtotal				1,113.00
TAX				0.00
Total				11,634.47

PURCHASE ORDER REQUIREMENTS:

Quote Number:225269117

Purchase Order Number: _____

Authorized by/Title: _____ (please print)

Authorized Signature: _____ Date: _____

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

Sincerely,

Mark Latiolais

MARK.LATIOLAIS@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"

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 : 225269117
Document Date : 21-JUL-2022
PO Number :
PO Release :
Sales Rep : Mark Latiolais
Email : MARK.LATIOLAIS@INSIGHT.COM
Telephone :

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
<u>S22R350FHN</u>	Samsung S22R350FHN - SR350 Series - LED monitor - Full HD (1080p) - 21.5" OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	7	187.14	1,309.98
<u>MS9540-38-3-20</u>	HONEYWELL VOYAGER 9540 HANDHELD BARCODE SCANNER OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	4	136.90	547.60
<u>3PZ15A#BGJ-HIL</u>	HP LaserJet Enterprise M406dn - printer - B/W - laser OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	1	512.13	512.13
<u>39472310-NEW-SP</u>	TSP100III RECEIPT PRINTER - MFI USB PORT OPEN MARKET	2	298.16	596.32
<u>11R8001SUS</u>	Lenovo ThinkCentre M75s Gen 2 - SFF - Ryzen 5 Pro 5650G 3.9 GHz - 8 GB - SSD 256 GB - US OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644)	10	654.68	6,546.80
<u>62CFGAR1US</u>	Lenovo ThinkVision E24q-20 - LED monitor - QHD - 24" OPEN MARKET	4	252.16	1,008.64

link below.

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>