

Board of Trustees

2022
Information
Packet



Wednesday
August 24, 2022
6:30pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, August 24, 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"/>
Consent Agenda			
A. Proposed Minutes from July 27, 2022 Regular Meeting & August 3, 2022 Special Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. July 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"/>		
Old Business			
A. Konica Minolta copier lease	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Business			
A. Approval of grant submission to MACC	<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, July 27, 2022 (Unapproved)

CALL TO ORDER

President Patricia Horne McGee called the Regular Meeting to order at 6:34 p.m.

Attendance

Trustees Present: Theresa M. Maddix, Kay Williams, Patricia Horne McGee, Brian Steimel, and Kristy Cooper

Trustees Absent: Bethany Kennedy, Jean Winborn

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower, Kyle Keaffaber, Faber Design and Brennan Booms, Enlighten

APPROVAL OF THE AGENDA

Trustee Williams moved to approve the meeting agenda with the following revisions. New Business A & B moved to follow presentation. Trustee Maddix supported this motion.

PUBLIC COMMENT

NONE

Presentation: Library Plaza lighting upgrade, Kyle Keaffaber, Faber Design, and Brennan Booms, Enlighten

- A. Approval of Library Plaza lighting upgrade

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, July 27, 2022 (Unapproved)

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: Kay Williams

SUPPORTED BY: Kristy Cooper

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0

B. Consideration of Michigan Avenue basement lighting upgrade proposal

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: Brian Steimel

SUPPORTED BY: Kay Williams

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0

Ypsilanti District Library
Board of Trustees Meeting
Minutes, July 27, 2022 (Unapproved)

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (June 22, 2022 Regular meeting minutes, June 2022 Financials and Check Registers). Trustee Maddix supported this motion.

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

COMMUNICATION

Board packet includes article on the library of things. There was lots of press coverage on this. Packet also included a letter from MLA advising that there will be an increase in state aid.

COMMITTEE REPORTS

- Friends
 - The July pop up sale was successful.
- Fundraising
 - Don and Nancie Loppnow have offered to host a house party for the Next Chapter Capital campaign. The party will be next Friday.
 - The Ann Arbor Kiwanis club has awarded YDL a \$3,000 grant to use toward a mural project on the concrete surface of the outdoor programming area at new superior. The library with the help of Community artist Yen Azzaro will engage residents, especially youth and teens, in creating this piece of art.
- Superior
 - Lisa attended a construction meeting yesterday. The earth moving company was there working on the pond. A clay liner has to be put in to make sure there is no contamination. This should be completed in the next couple of weeks.
 - Lisa will attend a pre-construction meeting tomorrow for the road widening project.
 - There have been more delays with the EIFS. The installation has to happen at a certain temperature, before the weather gets cold.
- Strategic Planning
 - Lisa would like to have a special board meeting on August 3rd at 6:30pm in the YDL board room to meet with the strategic planners.
 - The strategic planning retreat will be held on Sept 14th. There will be 7 trustees, 8 staff members, 10 community members and the strategic planners.

REPORT OF THE LIBRARY DIRECTOR

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

- We found that there was a broken window in the youth department downstairs. The outside glass was broken. The inside glass was still intact. We have filed an insurance claim and got a quote for replacement.
- An offer has been made to Aaron Smith to fill the Adult Librarian vacancy. He has accepted. Aaron is a former para pro and sub for YDL. He is also a community member. The Head of Outreach vacancy has also been filled. Monica Porter accepted the position. Monica was also a former substitute and para pro for YDL. Monica is an Ypsilanti resident. YDL welcomes them both.
- The bookmobile was off the road for a few days. It needed a new battery. It went back on the road yesterday.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, July 27, 2022 (Unapproved)

NEW BUSINESS

- C. Discussion of Superior Building Committee meeting regarding steel cost escalation.

- D. Award of contract to seal the Whittaker Road roof

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-36

July 27, 2022

RESOLUTION TO AWARD A CONTRACT FOR WHITTAKER ROOF SEALING WORK TO
INDUSTRIAL SERVICES INC.

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

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

Whereas, YDL contracted Terracon Consultants to prepare preliminary scope documents for a roof sealing phase of water remediation work, and

Whereas, two bids were received for this work, and

Whereas, the low bidder, Industrial Services, Inc. (ISI) has been recommended by O'Neal Construction and the ISI proposal vetted by Terracon, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage Industrial Services, Inc. as described in the attached cost estimate dated July 21, 2022, for an amount not to exceed \$50,000.

BE IT FURTHER RESOLVED that

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

OFFERED BY: Theresa M. Maddix

SUPPORTED BY: Kay Williams

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0

Ypsilanti District Library
Board of Trustees Meeting
Minutes, July 27, 2022 (Unapproved)

E. Consideration of the purchase of new staff computers

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: Kristy Cooper

SUPPORTED BY: Brian Steimel

YES: 5 NO: 0 ABSENT: 2 VOTE: 5-0

BOARD MEMBER COMMENTS

Trustee	Comment
Kristy	I went to a party on the 4 th of July. People just kept bring up the library of things and how excited they were about it,
Theresa	No comments
Kay	No comments
Brian	Thrilled to see both Ypsi Writes and the library doing storytelling at the farmers market. It was two of my favorite things at my favorite place.
Pat	No comments

Adjournment

Trustee Williams moved to adjourn at 8:07 p.m. Trustee Maddix seconded this motion.

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

Nays: None

Motion passed.

Ypsilanti District Library
Board of Trustees Special Meeting
Minutes, August 3, 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, Kay Williams, Patricia Horne McGee, Brian Steimel, Bethany Kennedy & Jean Winborn

Trustees Absent: Kristy Cooper

Also present: Director Lisa Hoenig and Business Office Manager Monica Gower

APPROVAL OF THE AGENDA

The Agenda was approved as presented.

PUBLIC COMMENT

NONE

Presentation: Strategic Plan Input Session with Janet Nelson and Rob Cullin of ReThinking Libraries.

Adjournment

Trustee Williams moved to adjourn at 8:07 p.m. Trustee Maddix seconded this motion.

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

Nays: None

Motion passed.

Financial Report

**Ypsilanti District Library
Balance Sheet
July 31, 2022
General Fund**

	FYE 11/30/17 ACTUAL	FYE 11/30/18 ACTUAL	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FYTD 7/31/22	Current FYTD Variance from 11/30/21
Assets:							
Total Cash & Cash Equivalents	2,778,328	2,377,714	2,596,924	2,940,887	3,413,908	3,761,690	347,782
Receivables & Other assets	36,272	49,282	98,153	84,370	108,670	118,376	9,707
Total Assets	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	3,880,066	357,488
Liabilities	509,097	145,758	85,577	313,638	344,511	118,895	(225,616)
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	583,103	116,655
Total Fund Balance	2,305,503	2,281,238	2,609,500	2,711,620	3,178,067	3,761,170	583,103
Total Liabilities & Fund Balance	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	3,880,065	357,488

Ypsilanti District Library
Period Ending 7/31/22 (66.7% 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 7/31/22 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,506,662	5,568,866	5,918,352	5,895,497	4,686,845	1,201,777	79.5%
Expenditures							
Dept 100 Administrative	2,046,192	2,163,719	2,132,617	2,586,303	1,513,679	970,533	58.5%
Dept 200 Michigan Ave.	570,105	555,976	542,948	677,690	361,079	307,111	53.3%
Dept 300 Outreach/bookmobile	83,090	82,140	92,558	182,590	56,081	126,509	30.7%
Dept 400 Outreach/Superior Township	158,283	158,483	162,269	339,263	110,501	228,762	32.6%
Dept 500 Whittaker Rd	1,123,929	1,089,344	1,080,805	1,190,294	718,919	448,375	60.4%
Dept 600 Donations	31,845	12,312	21,629	-	17,598	(17,598)	NA
Dept 700 Grants	12,323	7,405	19,079	-	25,886	(25,886)	
Total	4,025,767	4,069,379	4,051,904	4,976,140	2,803,742	2,037,807	56.3%
Net Revenue Over Expenditures	1,480,895	1,499,486	1,866,447	919,357	1,883,103		
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	3,801,712		

**Ypsilanti District Library
General Fund
Period Ending 7/31/2022
(66.7% 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 7/31/22 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	315,488	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	35,492	84.5%
657.000	Fines/Misc.	60,633	22,485	7,187	9,000	6,000	4,969	82.8%
657.100	Smart Cards - Printing & Copies	36,686	11,776	8,765	7,500	7,500	13,026	173.7%
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	83,080	76.6%
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	675	27.0%
679.000	Donations/Misc.	1,152	1,063	1,360	2,500	2,500	964	38.6%
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	4,948	824.7%
687.000	Interest/Checking	3,233	1,037	457	500	500	495	98.9%
687.010	Interest/Savings	15,331	6,175	5,226	3,500	3,500	2,961	84.6%
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	4,574,017	77.6%

**Ypsilanti District Library
General Fund
Period Ending 7/31/2022
(66.7% 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 7/31/22 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	625,703	657,068	685,029	740,549	755,549	479,166	63.4%
702.100	Professional/Accounting	6,500	5,080	7,445	7,500	7,500	6,100	81.3%
702.150	Bank Fees	5,829	3,176	1,888	6,840	6,840	2,151	31.5%
702.900	Salary/Subs	16,427	3,327	1,571	15,600	15,600	4,149	26.6%
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	8,300	65.3%
715.000	Employer Payroll Tax	144,670	144,791	148,792	176,339	178,940	103,335	57.7%
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	56,659	53.5%
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	11,824	36.5%
727.050	CARES act Exp		95	6,305				
727.200	Supplies-Facility	19,577	13,820	12,957	23,700	23,700	8,709	36.7%
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	254,599	59.2%
756.000	Delta Dental	36,153	34,311	34,322	35,882	35,882	22,425	62.5%
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	2,686	63.8%
759.000	Vision Service Plan	8,811	8,856	9,074	9,253	9,253	6,681	72.2%
762.000	STD/LTD (Disability Insurance)	12,076	11,403	10,594	10,027	13,027	7,682	59.0%
769.000	Printing & Publishing	5,427	12,840	18,325	19,000	19,000	6,987	36.8%
769.050	Classified Advertising	993	460	432	1,000	1,000	430	43.0%
774.050	Digital Collection	31,726	175,379	209,154	263,950	263,950	126,930	48.1%
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	13,335	63.5%
774.950	Play Kits	3,602	1,447	2,590	3,000	3,000	1,592	53.1%
774.975	Library of Things	0	0	2,876	8,000	8,000	3,132	39.1%
801.000	Major Events	10,978	6,768	2,805	15,925	15,925	6,195	38.9%
801.500	Learning Never Gets Old	1,962	2,246	1,999	3,000	3,000	2,639	88.0%
802.000	Mileage/Travel Reimbursement	2,883	289	775	5,000	6,200	3,356	54.1%
804.000	Workshops/Training	3,916	4,148	2,422	5,330	5,330	1,173	22.0%
805.000	Memberships & Dues	5,436	5,675	5,685	6,350	6,350	4,727	74.4%
806.000	Talk Grant Expenses	12,625	24,342	23,383	14,938	59,028	26,280	44.5%
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	5,650	WH Flood
850.000	Automation - Technology	154,332	183,693	128,433	162,642	162,642	55,295	34.0%
850.100	Telecommunications	6,573	-19,543	6,243	6,973	6,973	18,414	264.1%
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	26,357	75.1%
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	13,496	62.3%
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	26,618	47.1%
980.500	Branding Costs	2,561	1,188	2,201	2,500	2,500	503	20.1%
981.500	Lost Book Expense	8,546	3,749	1,094	10,200	10,200	955	9.4%
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	3,660	73.2%
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	1,513,679	58.5%

**Ypsilanti District Library
General Fund
Period Ending 7/31/2022
(66.7% 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 7/31/22 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	404,679	396,590	402,866	421,638	429,638	283,389	66.0%
702.800	Salaries-Pages	7,271	4,044	3,463	9,360	9,360	3,111	33.2%
771.000	Adult Books & Processing	31,227	25,084	22,288	26,100	26,100	10,296	39.4%
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	722	24.1%
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	3,231	43.1%
779.000	Youth Audio/Visual	4,956	2,993	2,413	3,000	3,000	1,081	36.0%
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	11,759	58.8%
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	5,447	55.4%
900.000	Programs-Adult	1,493	1,625	1,462	1,700	1,700	1,511	88.9%
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	1,716	35.6%
943.000	Natural Gas	3,359	3,624	3,946	4,216	5,716	4,660	81.5%
947.000	DTE - Electric	16,452	15,236	18,309	16,713	16,713	10,957	65.6%
949.000	Ypsilanti Comm Utilities Auth	4,802	7,707	6,864	7,136	7,136	2,622	36.7%
Total		570,105	555,976	542,948	668,190	677,690	361,079	53.3%
Dept 300 Outreach/bookmobile								
702.000	Salaries	68,078	69,159	70,870	162,704	162,704	42,151	25.9%
775.000	Library Materials	4,478	5,303	5,084	5,250	5,250	2,910	55.4%
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	3,287	55.3%
Total		83,090	82,140	92,558	182,590	182,590	56,081	30.7%
Dept 400 Outreach/Superior Township								
702.000	Salaries	144,398	146,792	149,424	305,556	305,556	103,462	33.9%
775.000	Library Materials	7,609	5,842	6,553	7,000	7,000	3,514	50.2%
840.000	Repair & Maintenance	1,374	1,007	1,179	5,000	5,000	834	16.7%
840.050	Snow Removal & Lawn Care	898	980	980	4,000	4,000	653	16.3%
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	429	35.1%
943.000	Natural Gas	573	659	650	3,336	3,336	811	24.3%
947.000	DTE - Electric	1,013	960	1,044	9,146	9,146	675	7.4%
949.000	Ypsilanti Comm Utilities Auth	88	98	97	2,803	2,803	58	2.1%
Total		158,283	158,483	162,269	339,263	339,263	110,501	32.6%

**Ypsilanti District Library
General Fund
Period Ending 7/31/2022
(66.7% 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 7/31/22 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	696,339	701,249	722,800	719,720	730,720	488,493	66.9%
702.800	Salaries-Pages	34,553	15,483	19,698	37,440	37,440	18,819	50.3%
771.000	Adult Books	64,635	41,293	41,604	51,000	51,000	20,847	40.9%
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	798	16.0%
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	4,566	31.1%
779.000	Youth Audio/Visual	7,300	4,159	4,236	5,100	5,100	1,286	25.2%
810.000	Cap Outlay Building	11,328	3,880	12,515	45,000	45,000	23,982	53.3%
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	18,014	76.5%
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	10,903	48.2%
900.000	Programs - Adult	3,765	4,206	3,765	4,200	4,200	1,658	39.5%
901.000	Programs - Youth	6,298	5,697	6,659	6,500	6,500	4,676	71.9%
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	3,432	35.1%
943.000	Natural Gas	25,609	24,227	30,040	31,680	43,680	26,248	60.1%
947.000	DTE - Electric	103,549	92,512	99,414	104,763	104,763	47,284	45.1%
949.000	Ypsilanti Comm Utilities Auth	5,069	4,596	4,902	6,562	6,562	1,797	27.4%
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	718,919	60.4%
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			17,598	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			25,886	NA
Total	Net -- restricted for future	2,118	5,675	23,254			-9,716	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	4,686,845	
	Total Expenditures	4,025,767	4,069,379	4,051,904	4,841,549	4,976,140	2,803,742	56.3%
	Net Revenue Over Expenditures	1,480,895	1,499,486	1,866,447	1,047,073	919,357	1,883,103	
	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	3,801,712	

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

	FYE 11/30/17 ACTUAL	FYE 11/30/18 ACTUAL	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FYTD 7/31/22	Current FYTD Variance from 11/30/21
Assets:							
Cash and Current Assets	417,120	399,522	1,481,745	2,807,370	3,503,051	3,442,477	(60,574)
Total Assets	417,120	399,522	1,481,745	2,807,370	3,503,051	3,442,477	(60,574)
Liabilities	-	-	-	142,355	13,454	-	(13,454)
Fund Balance	417,120	399,522	1,481,745	2,665,015	3,489,597	3,442,477	(47,120)
Total Liabilities & Fund Balance	417,120	399,522	1,481,745	2,807,370	3,503,051	3,442,477	(60,574)

Ypsilanti District Library
 Capital Expenses
 Period Ending 7/31/22 (66.7% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	YTD 7/31/22 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated		54,603	857,193	698,496
688.000	Interest	457	4,986	1,181	83
Other departments		-	-		-
Total		457	59,589	858,374	698,578
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	94,489
Subtotal		-	-	16,860	94,489
Dept 400 Superior Construction					
702.150	Bank Fees	4		620	818
752.500	Insurance - Bldrs Rsk				8,564
780.000	Opening Day Collection				112,553
801.000	Major Events			3,544	825
812.000	Capital Outlay - Eq/Furn				10,472
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	1,697,973
985.300	Outside Contract Expense	-			31,668
Subtotal		57,810	269,299	1,006,669	1,895,304
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	2,045,698
Total Revenue Over Expenditures		1,075,194	1,190,290	824,583	(47,120)
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	3,442,477

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:	
	7/31/2022	7/31/2022
	Superior	Other
Board	4,500,000	1,081,745
Capital Campaign	1,623,062	
Expense	-3,171,274	-591,056
	2,951,788	490,689

Check Register Report

Date: 08/04/2022

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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								
74655	07/08/22	Printed			A.A.	A.A. TECH., INC.	MA list repair 6/24/22	1,212.50
74656	07/08/22	Printed			A2B	A2BREAKDANCE	7/7/22 workshop	100.00
74657	07/08/22	Printed			ADT	ADT SECURITY SERVICES, INC	super 7/1-9/30/22 service peri	173.16
74658	07/08/22	Printed			0000000025	AFLAC	#15 & #16	113.80
74659	07/08/22	Printed			ALER	ALERUS FINANCIAL	YDL June 2022 contribution	17,856.05
74660	07/08/22	Printed			AES	ALLIED EAGLE SUPPLY CO	bath tissue/towel/soap	333.94
74661	07/08/22	Printed			AAGMC	ALZHEIMER'S ASSOCIATION	7/28/22 program	100.00
74662	07/08/22	Printed			BAA	BANK OF ANN ARBOR	closing 5/31/22 #4396	1,119.70
74663	07/08/22	Printed			A15	BP PRODUCTS OF NORTH AMERICA	6/6-7/5/22 billing period	607.30
74664	07/08/22	Printed			VIRCAR	VIRGINIA CARDWELL	YDL in-service 2022	100.00
74665	07/08/22	Printed			JCARY	JAMES CAREY	June 2022 service	720.00
74666	07/08/22	Printed			CEN	CENGAGE LEARNING	Nora goes off script	80.22
74667	07/08/22	Printed			CHBUCO	CHARLESTOWN BUILDING COMPANY	FINAL PAYMENT-flood remedi	4,938.28
74668	07/08/22	Printed			0000000039	DEMCO, INC.	label protectors	114.49
74669	07/08/22	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit youth supplies	8.62
74670	07/08/22	Printed			CADO	CADEN DO	June/July Gen Z intern	95.00
74671	07/08/22	Printed			DTE ENERGY	DTE ENERGY	whit 5/24-6/22/22 service	10,712.89
74672	07/08/22	Printed			DTE ENERGY	DTE ENERGY	whit street light june 2022	41.60
74673	07/08/22	Printed			DTE ENERGY	DTE ENERGY	MA 5/28-6/28/22 service	1,659.37
74674	07/08/22	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	wiring from base to fixture	8,719.20
74675	07/08/22	Printed			FCDC	FABIO COSMO DA CUNHA	7/14/22 Capoeira program	100.00
74676	07/08/22	Printed			GOLDEN	DEBRA GOLDEN	2 of 2 LNGO painting series	500.00
74677	07/08/22	Printed			JOCO	JOHNSON CONTROLS	MA 5/1/22-4/30/23 fire alarm	5,080.63
74678	07/08/22	Printed			KANO	KANOPY INC.	june 2022 / 240 plays	457.30
74679	07/08/22	Printed			NIA	NIA KHALEED	Gen Z intern june/july 2022	120.00
74680	07/08/22	Printed			0000000051	THE LIBRARY NETWORK	tele comm 4/1-6/30/22	6,137.99
74681	07/08/22	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Super 5/24-6/23/22	821.05
74682	07/08/22	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Hannibal 9/30/23	170.00
74683	07/08/22	Printed			MCLS	MIDWEST COLLABORATIVE FOR	TALK project partial billing	2,500.00
74684	07/08/22	Printed			MIDWESTTAP	MIDWEST TAPE	502261259/502262461/502246743	1,310.74
74685	07/08/22	Printed			MIDWESTTAP	MIDWEST TAPE	June 2022 Hoopla	13,383.86
74686	07/08/22	Printed			DDM	DANIEL MORRIS	Gen Z intern june/july 2022	140.00
74687	07/08/22	Printed			AYNA	AYESHA NADEEM	Gen Z intern june/july 2022	84.00
74688	07/08/22	Printed			NEDE	HAJIRAH NADEEM	Gen Z intern june/july 2022	125.00
74689	07/08/22	Printed			NBM	NATIONAL BUILDING MUSEUM	evicted shipping expense	5,000.00
74690	07/08/22	Printed			SLN	SOPHIA NEPIUK	Gen Z intern june/july 2022	126.00
74691	07/08/22	Printed			OV	OVERDRIVE, INC.	01576CO22208489	2,387.70
74692	07/08/22	Printed			PATR	PATRON ACCOUNT	return-Bob Books	25.99
74693	07/08/22	Printed			PINTER	PINTER'S FLOWERLAND INC.	whit flower pots	67.00
74694	07/08/22	Printed			PDL	PLYMOUTH DISTRICT LIBRARY	lost-ILL 75 fun fat quilts	20.97
74695	07/08/22	Printed			POG	MADISON POGUE	Gen Z intern june/july 2022	78.00
74696	07/08/22	Printed			QM	Q+M	TALK expense-media expenses	5,625.00
74697	07/08/22	Printed			RCS	RAM CONSTRUCTION SERVICES	MA water remediation	77,768.55
74698	07/08/22	Printed			AMRO	AMELIA ROHIM	Gen Z intern june/july 2022	170.00
74699	07/08/22	Printed			STAPAD	STAPLES ADVANTAGE	statement 6/25/22	550.07
74700	07/08/22	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	MA 2022 start up	942.82
74701	07/08/22	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	5/16-6/15/22 service	8.22
74702	07/08/22	Printed			AMAZ	SYNCB AMAZON	statement 6/10/22	2,051.85
74703	07/08/22	Printed			TERM	TERMINIX	superior 6/16/22 service	114.00

Check Register Report

Date: 08/04/2022

Time: 3:21 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
74704	07/08/22	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	july 2022 curbside fee	90.00
74705	07/08/22	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA junly 2022 service	410.58
74706	07/08/22	Printed			0000000021	Y C U A	MA 5/20-6/20/22 service	1,034.22
74707	07/08/22	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 6/30/22	21.18
74708	07/18/22	Printed			BAA	BANK OF ANN ARBOR	closing 6/30/22 #4396	511.39
74709	07/18/22	Printed			BAA	BANK OF ANN ARBOR	closing 6/30/22 #0667	2,131.77
74711	07/18/22	Printed			BAA	BANK OF ANN ARBOR	closing 6/30/22 #2986	1,456.83
74712	07/18/22	Printed			BRIGHT	BRIGHT MARKET, LLC	2022 yearly billing	2,249.10
74713	07/18/22	Printed			0000000316	U S POSTMASTER	Fall LOOP 2022 permit #658	3,900.00
74714	07/28/22	Printed			0000000025	AFLAC	#17 & #18 payments	113.80
74715	07/28/22	Printed			BENCH	BENCHMARK DESIGN STUDIO	recyc/shred yard signs	507.50
74716	07/28/22	Printed			BCN	BLUE CARE NETWORK OF MI	August 2022 coverage	37,891.86
74717	07/28/22	Printed			CAMPINC	CAMPBELL, INC	re-issue (Cummins)	833.00
74718	07/28/22	Printed			CAMPINC	CAMPBELL, INC	re-issue (Cummins)	10,699.25
74719	07/28/22	Printed			CAMPINC	CAMPBELL, INC	re-issue (Cummins)	3,168.00
74720	07/28/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	june 2022 fuel/elec	115.16
74721	07/28/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	June 2022 grounds	81.68
74722	07/28/22	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 7/30/22	1,731.63
74723	07/28/22	Printed			CONSTELL	CONSTELLATION NEWENERGY-	June 2022 coverage	1,341.40
74724	07/28/22	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	August 2022 coverage	2,604.30
74725	07/28/22	Printed			HGD	HARMON GLASS DOCTOR	whit youth window	686.30
74726	07/28/22	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 7/13/22	44.87
74727	07/28/22	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	Acq/Outreach furniture-flood	62,400.00
74728	07/28/22	Printed			MNL	MADISON NATIONAL LIFE INS CO	August 2022 coverage	2,023.77
74729	07/28/22	Printed			AFSCME	MICHIGAN AFSCME	deducted 7/7/22	474.60
74730	07/28/22	Printed			MITT	MICHIGAN IT TECHNICIANS LLC	6/23/22 services	549.90
74731	07/28/22	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	July 2022 services	128.00
74732	07/28/22	Printed			OPEN	OPENVPN	1 yr sub 2022	661.90
74733	07/28/22	Printed			OSTB	SCOTT OSTBY	GraybaR reimbursement	158.60
74734	07/28/22	Printed			SER	SANDRA RYDER	7/18/22 storytelling	100.00
74735	07/28/22	Printed			TDSM	TDS	7/22-8/21/22 coverage	669.79
74736	07/28/22	Printed			VERIZON	VERIZON WIRELESS	6/10-7/9/22 coverage	464.69
74737	07/28/22	Printed			0000000030	VISION SERVICE PLAN - MI	August 2022 coverage	718.40
74738	07/28/22	Printed			0000000130	WASHTENAW COUNTY TREASURER	6/22 MTT/STC	2,534.40

Total Checks: 83

Checks Total (excluding void checks): 317,180.73

Total Payments: 83

Bank Total (excluding void checks): 317,180.73

Total Payments: 83

Grand Total (excluding void checks): 317,180.73

Check Register Report

Date: 08/04/2022

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Ypsilanti District Library

BANK: FIFTH THIRD BANK

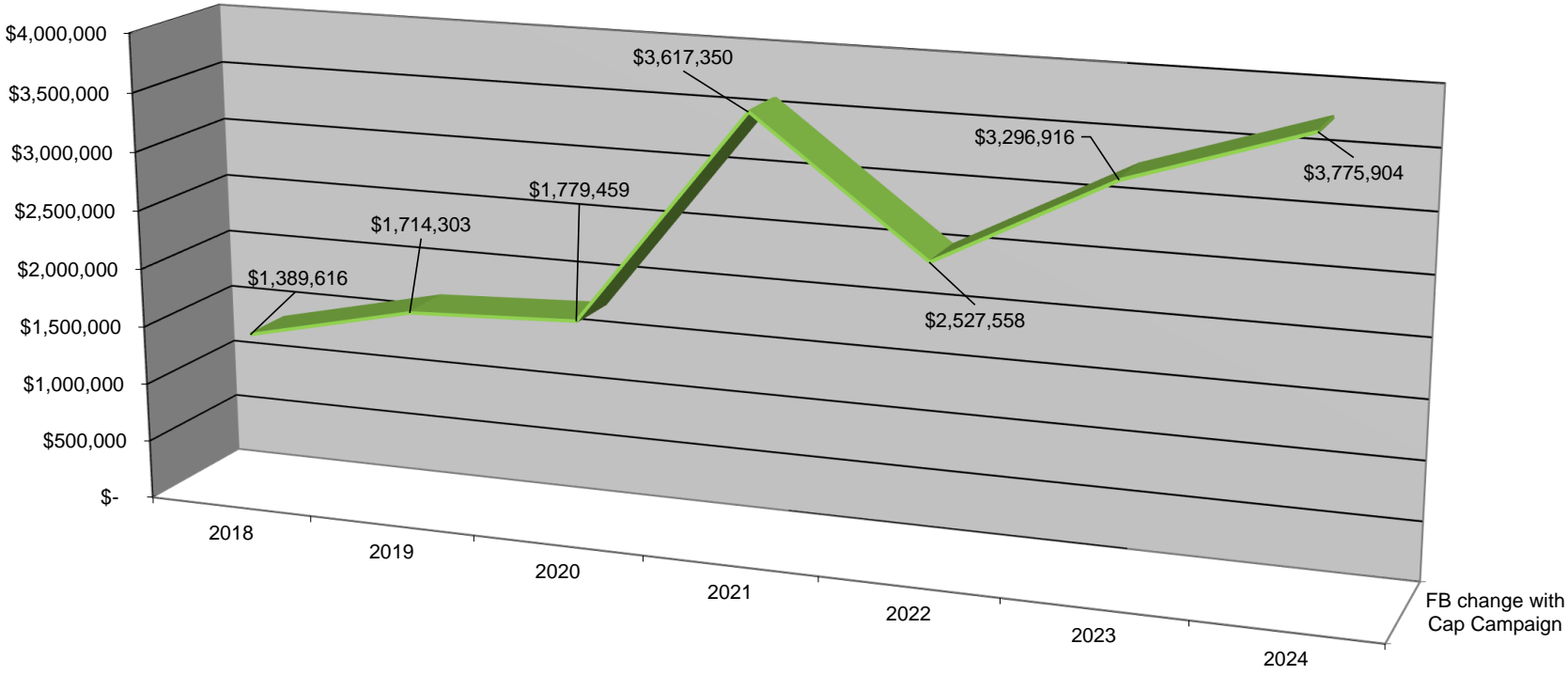
Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
FIFTH THIRD BANK Checks								
1063	07/13/22	Printed			459675	BAKER & TAYLOR INC.	459675 statement 6/30/22	27,822.16
1064	07/13/22	Printed			ONE	O'NEAL CONSTRUCTION, INC.	invoice date 6/22/22	430,251.55
1065	07/13/22	Printed			OTS	OMNI TECH SPACES	Superior 50% down payment	10,471.68
1066	07/26/22	Printed			MEADOWBROOK	MEADOWBROOK INSURANCE GROUP	superior-extend 9/30/22	1,872.00

Total Checks: 4	Checks Total (excluding void checks):	470,417.39
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Total Payments: 4	Bank Total (excluding void checks):	470,417.39
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Total Payments: 4	Grand Total (excluding void checks):	470,417.39
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Fund Balance Effect Superior Construction as of July 31, 2022



■ FB change with Cap Campaign

**Ypsilanti District Library Projection
As of July 31, 2022**

	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Projected 2023	Projected 2024
Revenues							
Tax Levy	3,441,986	5,047,060	5,290,728	5,546,456	5,631,727	5,684,832	5,831,371
Penal Fines	116,084	111,395	84,478	113,205	83,080	120,000	120,000
State Aid	60,847	66,506	66,428	71,964	86,509	50,000	50,000
Lost Books	67,077	60,633	22,485	7,187	6,000	-	-
Investment Earnings	20,935	31,077	18,651	23,940	20,500	20,550	20,626
Miscellaneous	213,787	179,312	84,702	95,362	53,800	34,550	34,550
Total Revenue	3,920,716	5,495,983	5,567,473	5,858,114	5,881,616	5,909,932	6,056,547
Expenditures							
Personnel	2,628,722	2,697,009	2,669,463	2,771,859	3,277,540	3,659,514	3,715,425
Contractual Services and Books	465,159	478,245	407,840	407,650	574,063	582,674	591,414
Operating Costs	846,939	804,657	795,102	765,199	956,445	979,144	997,738
Capital Outlay	7,997	41,385	26,722	34,864	156,200	158,543	160,921
Total Expenditures	3,948,817	4,021,296	3,899,127	3,979,572	4,964,248	5,379,875	5,465,498
Net Change in Fund Balance	(\$28,101)	\$1,474,687	\$1,668,346	\$1,878,542	\$917,368	\$530,058	\$591,049
Additional Expenditures							
Capital Costs			269,300	1,149,025	3,832,675		
Other Operating Costs				-	800,000	90,700	92,061
Salaries & Wage increases			-	-	-	-	-
total additional			<u>269,300</u>	<u>1,149,025</u>	<u>4,632,675</u>	<u>90,700</u>	<u>92,061</u>
Transfer of Surplus to Capital Asset Superior		-\$1,150,000	-\$1,150,000	-\$1,200,000	-\$1,000,000	\$0	
Transfer to Capital Asset-Other			-\$250,000	-\$200,000	-\$300,000	-\$100,000	-\$100,000
Fund Balance Beginning of the Year		\$1,389,616	\$1,714,303	\$1,713,349	\$2,692,866	\$677,558	\$1,366,916
Funds from Capital Improvement				\$1,650,000	\$3,000,000	\$350,000	
Funds assigned from surplus to other							
Fund Balance End of the Year	\$1,389,616	\$1,714,303	\$1,713,349	\$2,692,866	\$677,558	\$1,366,916	\$1,765,904
Funds from Capital Campaign			\$66,110	\$858,374	\$925,516	\$80,000	\$80,000
With Capital Campaign	\$1,389,616	\$1,714,303	\$1,779,459	\$3,617,350	\$2,527,558	\$3,296,916	\$3,775,904

Communications

2022 Library Penal Fines Distribution
Catherine McClary, Washtenaw County Treasurer

Penal Fine Revenue Received	\$358,792.45
Interest Earned on Penal Fine Revenue	\$1,090.31
TOTAL Penal Fines Revenues	\$ 359,882.76
Less Payment to Law Library	\$8,500.00
Total Penal Fine Distribution to Libraries	\$351,382.76
TOTAL Penal Fines Distribution	\$359,882.76

<u>Library</u>	<u>Population</u>	<u>Distribution Rate</u>	<u>Fines</u>	<u>Interest</u>	<u>Total</u>
Ann Arbor District	177,696	0.477315583	\$167,200.05	\$520.42	\$167,720.47
Chelsea District	16,126	0.0433316626	\$15,173.49	\$47.23	\$15,220.72
Dexter District	20,461	0.054961024	\$19,252.43	\$59.92	\$19,312.35
Manchester District	7,186	0.019302572	\$6,761.55	\$21.05	\$6,782.60
Milan Public	17,119	0.045983958	\$16,107.83	\$50.14	\$16,157.97
Northfield Township Area	8,697	0.023361323	\$8,183.30	\$25.47	\$8,208.77
Salem-South Lyon District	6,756	0.018147533	\$6,356.94	\$19.79	\$6,376.73
Saline District	28,291	0.075993467	\$26,619.94	\$82.86	\$26,702.80
Washtenaw County	1,929	0.005181556	\$1,815.06	\$5.64	\$1,820.70
Ypsilanti District	88,021	0.236436357	\$82,821.87	\$257.79	\$83,079.66
County Law Library	372,282	100%	\$8,500.00		\$8,500.00
			\$358,792.46	\$1,090.31	\$359,882.77



OFFICE OF COMMUNITY & ECONOMIC DEVELOPMENT

Washtenaw County Brownfield Redevelopment Authority

August 9, 2022

NOTICE TO ALL TAXING JURISDICTIONS - THE WASHTENAW COUNTY BOARD OF COMMISSIONERS PROPOSES TO APPROVE A BROWNFIELD PLAN FOR 220 N. PARK, YPSILANTI, MI 48198

The Washtenaw County Board of Commissioners has established a Brownfield Redevelopment Authority (the "Authority") in accordance with the Brownfield Redevelopment Act., Act 381 Public Acts of the State of Michigan of 1996, as amended (the "Act").

The Act was enacted to provide means for local units of government to facilitate the revitalization of contaminated, functionally obsolete and/or blighted sites. The Authority Board has prepared, and recommended approval of a Brownfield Plan for the Brownfield Redevelopment Project known as 220 N. Park, Ypsilanti, MI 48198. The proposed reuse for this property is a 46 unit, mixed income, detached and attached residential development. The property has been determined to contain hazardous substances as defined under existing environmental laws and regulations. This document serves to notify local taxing units of the County's intent to approve a Brownfield Plan for the noted property. The effect of the Brownfield Plan is to commit future Tax Increment Revenues to reimburse the developer for Environmental and Non-Environmental Eligible Activities and expenses (maximum of \$3,585,244) and allow the County Brownfield Authority to capture funds for the Local Brownfield Revolving Fund, estimated at \$537,787. Approximately \$236,234 will be captured and paid to the State Brownfield Redevelopment Fund. It is anticipated the first Tax Increment capture will occur in 2023, and that it will take eighteen (18) years to fully reimburse for all activities included in the Plan, noted above.

The Act permits the use of the tax increment financing in order to provide the Authority with the means of financing the eligible brownfield activities included in a Brownfield Plan. Tax increment financing allows the Authority to capture tax revenues attributable to increases in the taxable value of real and personal property located on the "eligible property." Increases in taxable value may be attributable to various factors, including remediation, new construction, rehabilitation, remodeling, alterations, additions, and the installation of personal property on the redeveloped property.

A public hearing on the Plan will be held at the Wednesday, September 7, 2022 meeting of the Washtenaw County Board of Commissioners, held at 7:00 p.m. in the County Administration Building located at 220 N. Main, Ann Arbor, MI 48104. If you have any questions or comments concerning the proposed Brownfield Plan or the Brownfield Authority you may attend the meeting in person and express those concerns during the public comment period. You may also direct inquiries to the Washtenaw County Board of Commissioners office or to Nathan Voght (734) 660-1061 or voghtn@washtenaw.org. It is anticipated that the Brownfield Plan will be adopted at the same September 7, 2022 meeting, or the subsequent September 21st meeting, of the Washtenaw County Board of Commissioners.

Proposed Brownfield Plan attached.

WASHTENAW COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY

DRAFT
BROWNFIELD PLAN
FOR THE
RENOVARE YPSILANTI HOMES
REDEVELOPMENT PROJECT
220 N PARK STREET
YPSILANTI, MICHIGAN

Prepared by:

RENOVARE DEVELOPMENT, LLC
o/b/o Renovare Ypsilanti Homes, LLC
42 Watson, Suite B
Ypsilanti, MI 48201
Contact Person: Jill Ferrari
Phone: 313-348-7236

June 19, 2022

**WASHTENAW COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY
BROWNFIELD PLAN**

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I. INTRODUCTION

In order to promote the revitalization of environmentally distressed and blighted areas within the boundaries of the County of Washtenaw, Michigan (the "County"), the County has established the Washtenaw County Brownfield Redevelopment Authority (the "WCBRA") pursuant to Michigan Public Act 381 of 1996, as amended ("Act 381").

The primary purpose of this Brownfield Plan ("Plan") is to promote the redevelopment of and private investment in certain "brownfield" properties within the County. Inclusion of property within this Plan will facilitate financing of environmental response and other eligible activities at eligible properties, and will also provide tax incentives to eligible taxpayers willing to invest in revitalization of eligible sites, commonly referred to as "brownfields." By facilitating redevelopment of brownfield properties, this Plan is intended to promote economic growth for the benefit of the residents of the County and all taxing units located within and benefited by the WCBRA.

This Plan is intended to apply to the eligible property identified in this Plan and, if tax increment revenues are proposed to be captured from that eligible property, to identify and authorize the eligible activities to be funded by such tax increment revenues.

This Plan is intended to be a living document, which may be modified or amended in accordance with the requirements of Act 381, as necessary to achieve the purposes of Act 381.

This Plan describes the project to be completed (see Attachment C) and contains all of the information required by Section 13(2) of Act 381.

II. GENERAL PROVISIONS

A. Description of the Eligible Property (Section 13 (2)(h)) and the Project

The property comprising the eligible property consists of one parcel. The eligible property, commonly known as 220 North Park Street, is a “facility” as defined by Part 201 of the Michigan Natural Resources and Environmental Protection Act (NREPA). The parcel and all tangible personal property located thereon will comprise the eligible property and are collectively referred to herein as the “Property.”

Attachment A includes a site map of the Property. The Property is located southeast of Ypsilanti’s Depot Town in the Historic District. The Property is bounded by North Park Street to the west, High Street to the north, railroad tracks to the south and North Grove Street to the east.

The Property is vacant and void of structures.

Parcel information is outlined below.

Address	220 North Park Street
Parcel ID	11-11-09-111-004
Owner	City of Ypsilanti (under Land Contract to Renovare Ypsilanti Homes, LLC)
Legal Description	11E-29A-1 LOT 60 GILBERT'S ADDITION, EXC BEG AT NE COR LOT 60, TH S 00-40-00 W 175.00 FT, TH S 89-50-50 W 147.63 FT, TH N 46-18-30 W 83.72 FT, TH S 89-50-50 W 82.16 FT, TH N 00-40-00 E 117.00 FT, TH N 89-50-50 E 291.00 FT TO THE POB, ALSO BEG AT ELY ROW LN OF PARK ST AT SW COR LOT 60 GILBERT'S ADDITION TO CITY OF YPSI, TH 669.09 FT ALNG ARC OF CURV-LFT-RAD 1945.58 FT - CH S 52-50-00 E 665.80 FT, TH S 00-2-30 W 45.57 FT, TH 660.01 FT ALNG ARC OF CURV-RT-RAD 1986.74 FT - CH N 53-51-20 W 656.98 FT, TH NLY ALNG ROW 60.30 FT TO THE POB. PT OF NE 1/4 SEC 9, T3S-R7E. 0.63 AC, PT OF LOT 60 GILBERT'S ADDITION. 221 N. GROVE *, COMBINED ON 07/28/2014 FROM 11-11-09-111-001, 11-11-09-111-003

Renovare Ypsilanti Homes, LLC is the project developer (“Developer”). The project involves the new construction of 46 attached and detached single-family homes and correlating site improvements at the site located at 220 North Park Street in the City of Ypsilanti.

Renovare Ypsilanti Homes currently has an option, approved by the City of Ypsilanti City Council for the Property and intends to close on a Land Contract in July, 2022 and begin construction immediately thereafter.

Eligible activities are anticipated to be completed within 24 months of commencement. The project description provided herein is a summary of the proposed development at the time of the adoption of the Plan. The actual development may vary from the project description provided herein, without necessitating an amendment to this Plan, so long as such variations are not material and arise as a result of changes in market and/or financing conditions affecting the project and/or are related to the addition or immaterial removal of amenities to the project. All material changes, as determined by WCBRA in its sole discretion, to the project description are subject to the approval of the WCBRA and shall be consistent with the overall nature of the proposed development, its proposed public purpose, and the purposes of Act 381.

Attachment C provides a description of the project to be completed at the Property (the "Project").

B. Basis of Eligibility (Section 13 (2)(h) and Section 2 (o))

The Property is considered "eligible property" as defined by Act 381, Section 2 because (a) the Property was previously utilized or is currently utilized for a commercial purpose; (b) it is located within the City of Ypsilanti, a qualified local governmental unit under Act 381; and (c) the Property is determined to be a "facility" per Part 201 of the Natural Resources and Environmental Protection Act (NREPA), as defined by Act 381.

The site qualifies as a "facility" as defined by Part 201 of the Natural Resources and Environmental Protection Act. Subsurface investigations conducted by AKT Peerless in 2021 have revealed the presence of several hazardous substances in soil at concentrations above the EGLE Part 201 Generic Residential Cleanup Criteria (GRCC). A "facility" is defined as any area, place, parcel or parcels of property, or portion of a parcel of property where a hazardous substance in excess of the concentrations that satisfy the cleanup criteria for unrestricted residential use has been released, deposited, disposed of, or otherwise comes to be located. A Baseline Environmental Assessment and Due Care analysis are currently being prepared.

C. Summary of Eligible Activities and Description of Costs (Section 13 (2)(a),(b))

The "eligible activities" that are intended to be carried out at the Property are considered "eligible activities" as defined by Section 2 of Act 381, because they include the following:

Department Specific Activities

Due Care Activities

The Developer will complete an additional subsurface investigation to evaluate specific due care obligations in the limited area of identified contamination on Parcel 1. An estimate has been provided for removal and proper handling of contaminated soils in this area. A Baseline Environmental Assessment and Due Care Plan are also being prepared.

Preparation of a Brownfield Plan and 381 Work Plan

The eligible activities include preparation of the required Brownfield Plan and Act 381 Work Plan.

Michigan Strategic Fund (MSF) Eligible Activities

Demolition

Site demolition activities include the removal of existing improvements such as sidewalks, light poles, fencing, franchise utilities and other items.

Site Preparation

Site Preparation activities include temporary erosion control, clearing and grubbing, grading, and replacing unstable fill materials.

Soft Costs

Soft costs include the civil engineering, architectural and legal costs associated with the portion of the site that is included in public infrastructure.

Infrastructure Improvements

Public infrastructure improvements include right of way improvements for sanitary sewer, storm sewer, water, lighting, sidewalks, landscaping and other site improvements, as well as publicly-owned and managed storm water management system in the southern portion of the site. This system was designed by Midwestern Consultants, Inc. (MCI) The proposed system makes use of the natural grade of the property to capture stormwater runoff in basins located near the southern property line. The basins are 'dry' basins that treat the stormwater, removing sediments and convey it to the City's stormwater system. The basins and the open area surrounding them will be utilized as a 'linear park' with pathways meandering through the undulating topography surrounded by proposed plantings of native deciduous, evergreen and ornamental tree plantings, shrubs and grasses. The linear park will be further provided with seating, play and park features that will be open to the public. This area will be owned and managed by the City of Ypsilanti. Fencing and safety measures will be constructed along the railroad right of way (ROW).

Assistance with Economic Development

In accordance with Act 381, Section 125.2652(o)(iii)(C) of Act 381 "Assistance to a qualified local governmental unit or authority in clearing or quieting title to, or selling or otherwise conveying, property owned by or under the control of a qualified local governmental unit or authority or the acquisition of property by a qualified local governmental unit or authority if the acquisition of the property is for economic development purposes," is included as an eligible activity. This cost is proposed to be reimbursed using capture from local taxing jurisdictions only ("Local Only").

The City of Ypsilanti recognizes housing attainability as an economic development priority and has established housing attainability as a Community Benefit under their Community Benefits Ordinance. In order to meet the Community Benefit, the Developer intends to set aside 50% of the proposed units for low to middle-income individuals and families. In order to support these attainable home sales and build generational wealth, the

Developer, in partnership with the City of Ypsilanti, intends to include the following costs as Act 381 eligible activities: Homebuyer counseling for qualified buyers, and a subsidy per unit for the attainable units.

Preparation of a Brownfield Plan and 381 Work Plan

The eligible activities include preparation of the required Brownfield Plan and Act 381 Work Plan.

Interest

The Brownfield Plan includes 5% interest, generated annually at the end of the year as simple interest on the total approved, unreimbursed developer Eligible Activities.

A summary of the eligible activities and the estimated cost of each eligible activity intended to be paid for with Tax Increment Revenues from the Property are shown in the table attached hereto as Attachment E.

Tax increment revenue generated by the Property will be captured by the WCBRA and used to reimburse the cost of the eligible activities completed on the Property pursuant to the terms of a Reimbursement Agreement to be executed by the WCBRA and the Developer after approval of this Plan (the "Reimbursement Agreement"), to the extent permitted by Act 381.

The costs listed in Attachment E are estimated costs and may increase or decrease depending on the nature and extent of environmental contamination and other unknown conditions encountered on the Property. The actual cost of those eligible activities encompassed by this Plan that will qualify for reimbursement from tax increment revenues of the WCBRA from the Property shall be governed by the terms of the Reimbursement Agreement. No costs of eligible activities will be qualified for reimbursement except to the extent permitted in accordance with the terms and conditions of the Reimbursement Agreement and Act 381. The Reimbursement Agreement and this Plan will dictate the total cost of eligible activities subject to payment or reimbursement, provided that the total cost of eligible activities subject to payment or reimbursement under the Reimbursement Agreement shall not exceed the estimated costs set forth in Attachment E. As long as the total costs are not exceeded, line-item costs of eligible activities may be adjusted after the date this Plan is approved by the governing body, to the extent the adjustments do not violate the terms of the approved EGLE or MSF work plan.

D. Estimate of Captured Taxable Value and Tax Increment Revenues (Section 13(2)(c)); Beginning Date of Capture of Tax Increment Revenues (Section 13(2)(f); Impact of Tax Increment Financing on Taxing Jurisdictions (Section 13(2)(g))

This Plan anticipates the capture of tax increment revenues to reimburse the Developer for the costs of eligible activities under this Plan in accordance with the Reimbursement Agreement. Subject to Section 13(b)(16) of Act 381, a table of estimated tax increment revenues to be captured is attached to this Plan as Attachment F.

Except for those activities identified in this Plan as eligible for reimbursement only with incremental local taxes, if EGLE elects not to participate in this Project, or declines to approve certain eligible activities for reimbursement with incremental state school taxes, the other taxing entities will contribute only that proportionate share of capture (the local taxes) and reimbursement that would be contributed if EGLE had approved capture of state school taxes.

Tax increments are projected to be captured and applied to (i) reimbursement of eligible activity costs and payment of WCBRA administrative and operating expenses, (ii) make deposits into the State Brownfield Redevelopment Fund, and (iii) make deposits into the WCBRA’s Local Brownfield Revolving Fund, as follows:

220 North Park Street	TOTAL CAPTURE	Percentage	Reimbursement Costs		State Fund
			68%	10%	
School Operating Tax	\$ 51,892.50	1%	\$ 35,296.75	\$ 16,595.75	\$ 2,514.88
State Education Tax	\$ 540,186.17	10%	\$ 367,125.72	\$ 54,018.62	\$ 24,097.24
City Operating	\$ 1,590,281.07	30%	\$ 1,076,546.73	\$ 161,496.11	\$ 70,941.07
Police and Fire Pension	\$ 831,535.58	16%	\$ 562,963.41	\$ 84,444.04	\$ 37,094.09
Public Transit	\$ 81,820.20	2%	\$ 55,393.65	\$ 8,309.00	\$ 5,649.99
Sanitation	\$ 252,514.13	4%	\$ 171,759.88	\$ 25,251.41	\$ 10,372.26
Washtenaw County Summer	\$ 384,155.84	7%	\$ 266,850.06	\$ 40,027.29	\$ 17,582.95
AAATA	\$ 61,779.29	1%	\$ 41,825.61	\$ 6,177.93	\$ 2,755.92
Library	\$ 224,609.41	4%	\$ 152,064.31	\$ 22,460.94	\$ 10,019.63
WCC	\$ 303,935.75	6%	\$ 205,769.56	\$ 30,393.57	\$ 13,558.31
WISD	\$ 474,616.57	9%	\$ 321,923.31	\$ 48,199.23	\$ 21,172.24
PARKS	\$ 64,516.28	1%	\$ 43,678.56	\$ 6,451.63	\$ 2,878.01
EECS BDD MHZ	\$ 17,303.96	0%	\$ 11,715.07	\$ 1,730.39	\$ 771.91
Roads	\$ 44,844.46	1%	\$ 30,360.44	\$ 4,484.46	\$ 2,000.47
Vet Relief	\$ 8,697.00	0%	\$ 5,888.01	\$ 869.70	\$ 387.97
HCMA	\$ 18,807.48	0%	\$ 12,792.98	\$ 1,880.75	\$ 858.99
MHI&Public Safety	\$ 87,807.26	2%	\$ 59,446.98	\$ 8,780.73	\$ 3,917.01
Conservation	\$ 1,791.62	0%	\$ 1,212.95	\$ 181.94	\$ 79.92
School Sinking Fund	\$ 264,556.18	5%	\$ 179,108.93	\$ 26,455.62	\$ 11,801.62
TOTAL SUM	\$ 5,295,650.69	100%	\$ 3,585,244	\$ 537,784	\$ 236,234
In addition, the following taxes are projected to be generated but shall not be captured during the life of this Plan:					
	Millage	Amount			
WISD	0.3700	\$ 35,311.48			
Water Street 2016A	1.9483	\$ 175,407.45			
School Debt	7.0000	\$ 680,217.20			
Total Non-Captureable Taxes	9.3183				

In no event shall the duration of this Plan exceed thirty-five (35) years following the date of the governing body’s resolution approving this Plan, nor shall the duration of the tax capture exceed the lesser of the period authorized under subsection (5) of Section 13 of Act 381 or 30 years. The beginning date of capture is estimated to be January 1, 2023. Further, in no event shall the beginning date of the capture of tax increment revenues be

later than five (5) years after the date of the governing body's resolution approving this Plan.

Local only capture will apply to activities that fall under Section 125.2652(o)(iii)(C) of Act 381, "Assistance to a qualified local governmental unit or authority in clearing or quieting title to, or selling or otherwise conveying, property owned by or under the control of a qualified local governmental unit or authority or the acquisition of property by a qualified local governmental unit or authority if the acquisition of the property is for economic development purposes."

E. Plan of Financing (Section 13(2)(d)); Maximum Amount of Indebtedness (Section 13(2)(e))

The Developer is seeking financing through the WCBRA Local Brownfield Revolving Loan Fund for a portion of the eligible activities. The remaining eligible activities are to be financed solely by the Developer through a private loan to be repaid with TIR generated by and captured from the redevelopment. The security provided for the loan must be expressly agreed upon by both the Developer, the City of Ypsilanti and the WCBRA. Tax Increment Revenues will be utilized to repay the LBRF Loan given to finance certain Eligible Activities. The terms of the LBRF Loan, including interest rate, grace period, and terms of repayment shall be governed by a separate LBRF Loan Agreement.

The WCBRA will reimburse the Developer for the cost of approved eligible activities, but only from tax increment revenues generated from the Property, and not including payments made for the LBRF Loan.

All reimbursements authorized under this Plan shall be governed by the Reimbursement Agreement. The amount and source of any tax increment revenues that will be used for purposes authorized by this Plan, and the terms and conditions for such use and upon any reimbursement of the expenses permitted by this Plan, will be provided solely under the Reimbursement Agreement contemplated by this Plan.

Reimbursements under the Reimbursement Agreement shall not exceed the cost of Eligible Activities permitted under this Plan.

F. Duration of Plan (Section 13(2)(f))

This Plan, or any subsequent amendment thereto, may be abolished or terminated in accordance with Section 14(8) of Act 381 in the event of any of the following:

a. The governing body may abolish this Plan (or any subsequent amendment thereto) when it finds that the purposes for which this Plan was established have been accomplished.

b. The governing body may terminate this Plan (or any subsequent amendment thereto) if the project for which eligible activities were identified in this Plan (or any subsequent amendment thereto) fails to occur with respect to the eligible property for at least two (2) years following the date of the governing body resolution approving this Plan (or any subsequent amendment thereto), provided that the governing body first does

both of the following: (i) gives 30 days' written notice to the Developer at its last known address by certified mail or other method that documents proof of delivery attempted; and (ii) provides the Developer with an opportunity to be heard at a public meeting.

Notwithstanding anything in this subsection to the contrary, this Plan (or any subsequent amendment thereto) shall not be abolished or terminated until the principal and interest on bonds, if any, issued under Section 17 of Act 381 and all other obligations to which the tax increment revenues are pledged have been paid or funds sufficient to make the payment have been identified or segregated.

G. Displacement/Relocation of Individuals on Eligible Property (Section 13(2)(i-l))

There are no persons or businesses residing on the eligible property and no occupied residences will be acquired or cleared, therefore there will be no displacement or relocation of persons or businesses under this Plan.

H. Local Brownfield Revolving Fund ("LBRF") (Section 8; Section 13(2)(m))

The WCBRA has established a Local Brownfield Revolving Fund (LBRF). The LBRF will consist of all tax increment revenues authorized to be captured and deposited in the LBRF, as specified in Section 13(5) of Act 381, under this Plan and any other plan of the WCBRA. It may also include funds appropriated or otherwise made available from public or private sources.

The Developer is seeking to partially finance the eligible activities on the Project through a loan from the LBRF that will be secured and repaid through TIR generated and captured from the Project.

The amount of tax increment revenue authorized for capture and deposit in the LBRF shall be \$537,787, consisting of a lump sum after developer reimbursement equal to 15% of the total developer-reimbursable Eligible Activities included in the approved Brownfield Plan. All funds deposited in the LBRF shall be used in accordance with Section 8 of Act 381.

I. Brownfield Redevelopment Fund (Section 8a; Section 13(2)(m))

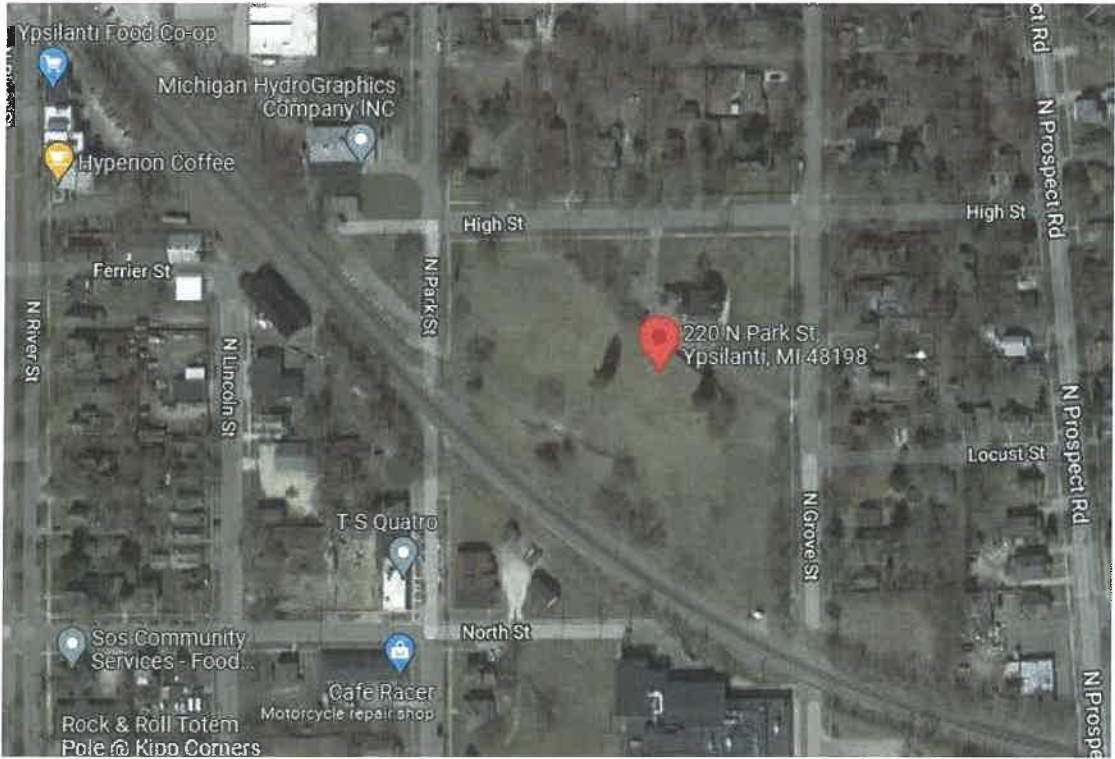
The WCBRA shall pay to the Department of Treasury at least once annually an amount equal to 50% of the taxes levied under the state education tax, 1993 PA 331, MCL 211.901 to 211.906, that are captured under this Plan for up to the first twenty-five (25) years of the duration of capture of tax increment revenues for each eligible property included in this Plan.

J. Obligations, Representations and Warrants

The WCBRA will not capture TIR for administrative purposes and will not fund the LBRF until the reimbursement of the privately financed activities is complete.

III. ATTACHMENTS

ATTACHMENT A
Site Location and Parcel Maps



ATTACHMENT B

Legal Descriptions of Eligible Property to which the Plan Applies

220 N Park Street

Parcel 1: 11E-29A-1 LOT 60 GILBERT'S ADDITION, EXC BEG AT NE COR LOT 60, TH S 00-40-00 W 175.00 FT, TH S 89-50-50 W 147.63 FT, TH N 46-18-30 W 83.72 FT, TH S 89-50-50 W 82.16 FT, TH N 00-40-00 E 117.00 FT, TH N 89-50-50 E 291.00 FT TO THE POB, ALSO BEG AT ELY ROW LN OF PARK ST AT SW COR LOT 60 GILBERT'S ADDITION TO CITY OF YPSI, TH 669.09 FT ALNG ARC OF CURV-LFT-RAD 1945.58 FT - CH S 52-50-00 E 665.80 FT, TH S 00-2-30 W 45.57 FT, TH 660.01 FT ALNG ARC OF CURV-RT-RAD 1986.74 FT - CH N 53-51-20 W 656.98 FT, TH NLY ALNG ROW 60.30 FT TO THE POB. PT OF NE 1/4 SEC 9, T3S-R7E. 0.63 AC, PT OF LOT 60 GILBERT'S ADDITION. 221 N. GROVE *, COMBINED ON 07/28/2014 FROM 11-11-09-111-001, 11-11-09-111-003

ATTACHMENT C

Attached Project Description

RENOVARE YPSILANTI HOMES

Renovare Ypsilanti Homes proposes to construct **46 for-sale single family residential units** at 220 North Park Street, a publicly owned site near Depot Town in the City of Ypsilanti. The project is designed as a dense, walkable community with **Environmental, Social and Governance (ESG)** components. **Fifty-percent of the housing units will be set aside for qualified individuals and families making 40% to 80% of area median income (AMI).** This mixed-income approach will target Michigan's working families and help create a more sustainable community.

This project includes the following mix of missing middle single-family product types:

Unit Type	Bedrooms	Baths	Square Footage	Number
D-Row	2	1 1/2	1000	19
Duplex/Town	2	1 1/2	1200	27

A portion of the site will include an **environmentally sustainable stormwater management system** with carefully landscaped plantings that is open to the public. This area will include environmental education features explaining the purpose of each system within the system and its relation to the overall initiative to maintain clean water in Washtenaw County.

The project is expected to close in the **third quarter of 2022** with construction estimated at **24 months**.

Fifty percent of the units will be set aside for households between 40% AMI and 120% AMI through an innovative workforce housing financing program that will offer substantial down payment assistance. The DPA will be allocated on a sliding scale based on multiple factors:

- The DPA may take a 3rd position lien so buyers under 80% AMI will qualify for MSHDA statewide DPA
- DPA will be increased to accommodate lower income households 40-80%
- Ypsilanti city employees and residents will qualify for additional assistance
- All final terms will be outlined in a Program Guideline Manual and Homebuyer Application Form

This approach to equitable development will provide an opportunity for residents to invest in their community and in their futures. The city will also work with local realtors and the housing commission to target outreach for marketing on this project and allow for creative financing such as the HCV Homeownership program.

Ypsilanti is home to Eastern Michigan University. It is a creative and diverse community of 20,000 people clustered in a historic 4.51 miles section of Southeast Michigan, located just 30 miles from Detroit and 15 minutes from the University of Michigan Campus in Ann Arbor. In 2018, the City of Ypsilanti had an estimated population of 20,939. With a median age of 24.2, Ypsilanti residents

RENOVARE YPSILANTI HOMES

are younger, on average, than residents of Michigan, Washtenaw County, and Ann Arbor. After the crash of the housing market in 2008, Ypsilanti saw a steep decline in housing prices, accompanied by an increase in foreclosures and a decline in the homeownership rate due to an influx of “house flipping,” whereby landlords and speculators purchased foreclosed homes and converted them into investment properties.

For-sale housing prices remained low for several years post-crisis before starting to pick up again in 2012-2013. Since then, available housing stock has dried up, leading to a very low vacancy rate, increases in demand, and higher prices for both rental and for-sale housing. Based on the Michigan Statewide Housing Plan the average sales price for a home in Michigan has increased by 84% since 2013. Michigan’s housing market faces numerous long-standing inequities that make it difficult for residents to obtain safe, healthy, and attainable housing. The Covid-19 pandemic has amplified existing disparities in housing access as well as other indicators of health and quality of life. These disparities are higher in many urban LMI census tracts.

New construction has become restrained due to skyrocketing construction costs, lack of available trades and supply chain challenges, which is why the project is seeking gap financing through resources allocated with American Rescue Plan Funding.

ATTACHMENT E

ESTIMATED COSTS OF ELIGIBLE ACTIVITIES

Act 381 MSF Eligible Activities Costs and Schedule 220 N Park Street, Ypsilanti Michigan Washtenaw County Brownfield Redevelopment Authority		
MSF Eligible Activities	Cost	Completion Season/Year
Demolition		
Site demolition - Removals (fences, sidewalks, former recreation equipment)	\$ 42,135	Summer 2022
<i>Subtotal</i>	\$ 42,135	
Site Preparation		
Temporary erosion control	\$ 24,325	Summer 2022
Clearing and Grubbing	\$ 41,550	
Grading	\$ 28,000	
Fill - unstable soils	\$ 180,000	
<i>Subtotal</i>	\$ 273,875	
Soft Costs		
Civil Engineering	\$ 9,000	Summer 2022
Architect	\$ 10,920	
Legal (general)	\$ 20,000	
Legal (condo)	\$ 1,000	
<i>Subtotal</i>	\$ 39,920	
Public Infrastructure Improvements		
Right of Way and Publicly-Owned Improvements	\$ 1,214,667	Fall 2022
Fencing and safety measures along rail ROW	\$ 25,000	
<i>Subtotal</i>	\$ 1,280,587	
Assistance with Disposition for Economic Development Purposes		
Homebuyer assistance counseling	\$ 50,000	Summer 2023
Downpayment Assistance (construction subsidy)	\$ 680,000	Summer 2023
<i>Subtotal</i>	\$ 730,000	
SUBTOTAL MSF ELIGIBLE ACTIVITIES	\$ 2,366,517	
Contingency 10%	\$ 236,652	
Interest*	\$ 838,620	
Brownfield Plan/Act 381 Work Plan Preparation	\$ 20,000	
Brownfield Plan/Act 381 Work Plan Implementation	\$ 10,000	
TOTAL		
TOTAL MSF	\$ 3,471,788	
* Assumes a portion of Eligible Activities will be privately financed and a portion will be publicly financed through grants and low to no-interest loans		

Act 381 EGLE Eligible Activities Costs and Schedule
220 North Park Street, Ypsilanti Michigan
Washtenaw County Brownfield Redevelopment Authority

EGLE Eligible Activities	Cost	Completion Season/Year
Department Specific Activities		Summer 2022
<i>Due Care Activities</i>		<i>Spring/Summer 2022</i>
<i>Due Care Investigation</i>	\$ 9,250	
<i>BEA and Section 7A Compliance Analysis</i>	\$ 2,500	
<i>Subtotal</i>	\$ 11,750	
<i>Proper Handling of Contaminated Soils</i>		<i>Summer 2022</i>
<i>Excavation, transportation and disposal</i>	\$ 50,000	
<i>Subtotal</i>	\$ 50,000	
EGLE Eligible Activities Subtotal	\$ 61,750	
Contingency (15%)	\$ 9,263	
EGLE Eligible Activities Subtotal	\$ 71,013	
Interest*	\$ 34,943	
EGLE Eligible Activities Total Costs	\$ 105,956	
Act 381 Work Plan Technical Writing	\$ 2,500	Spring/Summer 2022
Work Plan Implementation	\$ 5,000	on-going
EGLE Eligible Activities Total Costs	\$ 113,456	

* Assumes that a portion of the Eligible Activities will be privately financed and a portion will be publicly financed through grants and low to no-interest loans

ATTACHMENT F

TIF Tables

Category	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
Depreciable Assets	14,549	14,549	14,549	14,549	14,549	14,549	14,549	14,549	14,549	14,549	14,549	14,549	14,549	14,549	14,549	14,549	14,549	14,549
Accumulated Depreciation	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)	(1,200)
Total	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349

Category	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
Land	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Buildings	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Equipment	1,349	1,349	1,349	1,349	1,349	1,349	1,349	1,349	1,349	1,349	1,349	1,349	1,349	1,349	1,349	1,349	1,349	1,349
Total	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349	13,349

Category	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
Accounts Payable	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Accounts Receivable	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Inventory	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Prepaid Expenses	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Other Assets	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Total	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400

Category	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
Accounts Payable	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Accounts Receivable	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Inventory	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Prepaid Expenses	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Other Assets	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Total	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400

Category	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Total
Accounts Payable	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Accounts Receivable	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Inventory	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Prepaid Expenses	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Other Assets	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
Total	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400	400

Notes: 1. All figures are in US dollars unless otherwise specified. 2. All figures are preliminary and subject to final audit. 3. All figures are rounded to the nearest dollar.

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/19/2022
Re: Superior Planning Committee report

I attended site meetings on July 26 and August 5. The next meeting is scheduled for 8/23, so I will provide a verbal follow-up at our meeting. Current status of the project:

- Concrete work is complete – sidewalks, patio, & the entrance have been placed.
- The pond liner is complete, and the spoils are currently being removed off the site.
- Landscaping has begun. Trees are being planted around the pond & the stone mulch beds are being installed.
- Windows and exterior glazing are nearing completion; interior glazing will follow.
- Asphalt scheduling is currently in progress.
- Solar panel installation is complete.
- Tile installation has begun.
- Painting is ongoing.
- Ceiling grid and light fixtures are installed.

I also attended a pre-construction meeting for the Harris Road widening project on 7/28. The work is scheduled to begin 9/6. Depending on a variety of factors, it could extend through late November.

Furniture orders for the bulk of interior furnishings are in process. A few items look as though they will not make the grand opening, but should be pretty close. We are still working out smaller details (outdoor bench, literature racks and bulletin boards for copy area, etc.).

The Opening Day Collection is scheduled to be delivered 10/4. Staff will unbox and shelve.

The vendor for our lockers will move them to the new location when we're ready. This will hopefully happen shortly after the Book Brigade event on 10/8.

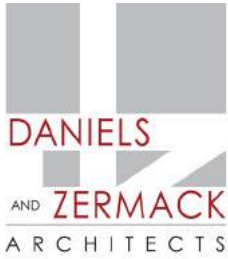
The Building Committee approved installation of a sprinkler system for the grounds, using mainly our 2021-22 Gousseff endowment grant proceeds.

Updates on the delays raised in last month's report:

1. The EIFS contractor is mobilizing mid-next week. The foam they were waiting on is scheduled to ship today (8/19). They will work to prepare the site for their work until it arrives.
2. I have been pressuring AT&T for information on their delay. I finally wrestled out of them that their contractor was preparing materials to apply for a permit from the Washtenaw County Road Commission. The permit application was submitted 8/18. I have asked the WCRC to do us a small favor and push it through (???). O'Neal reports an AT&T crew bored under Harris Road this week, and say the fiber line is to be pulled through next week. I am unclear what the permit covers; we'll see.







Architect's Field Report

OWNER	X
ARCHITECT	X
CONTRACTOR	X
FIELD	
OTHER	

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	29
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration
DATE:	26 JULY 2022	TIME:	11:50 pm
		WEATHER:	Sunny
		TEMPERATURE:	75°F
ESTIMATED % OF COMPLETION:	72%	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:

- 29.1 Existing soil being removed from detention pond to prepare for new clay liner.
- 29.2 Glazers installing glass at curtainwall areas.
- 29.3 Solar equipment installation in the HVAC screen area.
- 29.4 Ceiling grid and lighting install and drywall finishing.

OBSERVATIONS:

- 29.1 Stored materials include: Brick, drywall and cement board, joint compound, acoustical insulation, MEP equipment and ductwork, acoustical ceiling tile & Grid.
- 29.2 Solar panels and snow guards have been installed. It appears one snow guard is missing at the southeast corner of the array.
- 29.3 The perimeter French drain has been installed and pea gravel has been partially backfilled in.
- 29.4 Ceiling grid install and painting have begun. OCI noted that ceiling grid may be in place in some areas before the wall painting is complete.
- 29.5 There is some metal flashing in place on the brick apron near the walk up book return, but this is not a final mockup.

ITEMS TO VERIFY:

- 29.1 The wood blocking on the brick apron around most of the building perimeter is currently only fastened near the face of the sheathing. Some of the boards are starting to warp, which could cause issues when installing the flashing. DZA to verify if the standard blocking detail calls for fasteners into the brick or grout to secure the blocking.

29.2 DZA to confirm depressed slab dimensions against circulation desk details to ensure floor finish transitions meet the design intent.

INFORMATION OR ACTION REQUIRED:

- 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.
- 29.1 OCI and DZA to follow up with Gasser Bush (GBA) regarding the light fixtures above the circulation and reference desks.
 - 29.1a Subsequent to the site visit, GBA confirmed that a different light fixture with a similar look will have to be used at this location due to mounting issues with the LED drivers. The new fixtures will have internal drivers.

ATTACHMENTS:

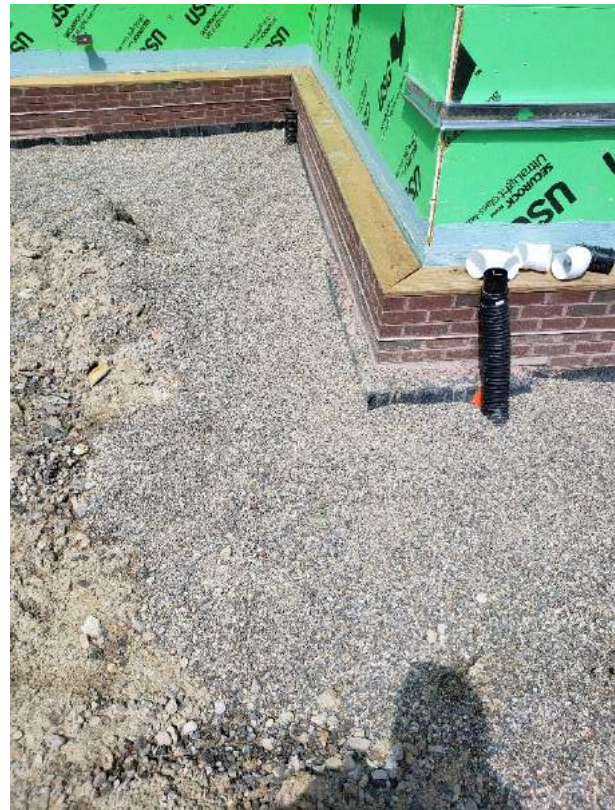
29.1 See Progress photos:







Missing snow guard



Pea gravel infill at French drain



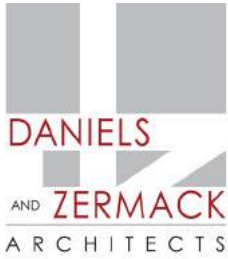


Warped blocking



Warped Blocking

REPORT BY: D. Shellabarger



Architect's Field Report

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

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	30				
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55				
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration				
DATE:	05 AUG 2022	TIME:	12:00 pm	WEATHER:	Cloudy	TEMPERATURE:	80°F
ESTIMATED % OF COMPLETION:	75%	CONFORMANCE WITH SCHEDULE (+,-)	On Schedule				

PRESENT AT SITE:

Name:

Nick Kresta
Matt Ratzow
Dan Whisler
Lisa Hoenig

Representing:

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

WORK IN PROGRESS:

- 30.1 Drywall finishing and interior painting.
- 30.2 Ceiling Grid & Lighting.

OBSERVATIONS:

- 30.1 Stored materials include: Brick, drywall and cement board, joint compound, acoustical insulation, MEP equipment and ductwork, acoustical ceiling tile & grid, paint.
- 30.2 Spray foam has been added to the cupola roof cavity.
- 30.3 There is some metal flashing in place on the brick apron near the walk up book return, but this is not a final mockup.
- 30.4 Confirmed that wood trim will be recessed from drywall at windows in the meeting room.

ITEMS TO VERIFY:

- 30.1 None.

INFORMATION OR ACTION REQUIRED:

- 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.
- 28.2 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.

30.1 OCI to send RFIs for record regarding meeting room lighting changes that were discussed in the field previously.

ATTACHMENTS:

30.1 See Progress photos:







REPORT BY: D. Shellabarger

**Director's
Report
and attachments**

Library Director's Report August 24, 2022

Whirlwind of activity

The past month has been more than busy! Capital projects, hiring, fundraising, and strategic planning have kept me on the move even more than usual. I squeezed in a brief 4-day break with my mom but then dove right back in.

Facilities:

- Whittaker roof sealing work has begun. Terracon and ISI investigated the gutter above the staff door and identified the issues that have led to ice build-up on the sidewalk. They believe this is easily correctable.
- Michigan Avenue main floor carpeting wraps up today. The finished product looks wonderful – a huge improvement! While the building was closed, RAM Construction came back to complete the water remediation project punch list.
- Whittaker North parking lot reconstruction begins 8/22 and is expected to take approximately 3 weeks.
- The first week of August, while Jim Reed was away, we had multiple HVAC leaks at Whittaker and Michigan Avenue. Upon his return, some new ones cropped up at Whittaker. Jim and I are meeting with Campbell to discuss quality control and other issues on 8/23.

Financial:

- Penal fines came in much lower than budgeted, a shortfall of \$25,420. Fortunately, State Aid came in higher than expected by \$10,213, making up for some of it.

Fundraising:

- 17 guests attended the YDL fundraiser/friendraiser at Don and Nancie Loppnow's home on 8/5. A huge success on all fronts, as we met some wonderful people and raised more money for the capital campaign. Thank you to the Loppnows, and to Julie Fischer and Theresa Maddix for providing wonderful refreshments, décor, and swag items.
- I led two more tours of the new building. On one of them I hosted new Superior Township Trustee Bill Secrest and his wife; they've already made a gift to the project.

Personnel:

- On 8/15 Monica Porter started as YDL's new Head of Outreach Services. We are inundating her with all things YDL, and she's soaking it up! I will introduce her to you at the September meeting.
- I will also introduce Aaron Smith, who starts as full-time Adult Librarian at Michigan Avenue on 8/22. He completed a day of onboarding this week while the branch was closed for new carpeting. We're excited to have him aboard.
- With deep regret, I accepted the resignation of Business Office Manager Monica Gower this week. Over her 4+ years at YDL she's done a remarkable job with her duties, including our Board meeting minutes. We will all really miss her. I have arranged for Diane Schrag (retired Business Office Manager) to fill in for some temporary coverage between Monica's last day (9/2) and when a new person starts. The position has been posted and we have already received 2 applications.
- We will soon be interviewing for Outreach Librarian and Para-Professional positions.
- This week I posted part-time Youth Librarian at Michigan Avenue and part-time Youth Para-Professional at Superior.

Strategic Plan:

- The final input session will be held with Administrative staff on 8/22. Our consultants report excellent feedback.
- Our survey remains open through 8/26. We have 280 responses as of 8/19. Please encourage people to fill it out!
- The strategic plan retreat is scheduled for 9/14 from 9-4 at the Gladwin Barn. It is posted as a special Board meeting. I will share the "Findings Book" with all attendees when available – should be just after Labor Day.

Technology:

- We received one of the 5 Surface laptops expected from a TLN grant; the rest should be delivered next week.
- Thanks to Acquisitions Department Head Sarah Zawacki, our new wi-fi hotspots are now in circulation. Yay!

**SPECIAL PUBLIC MEETING NOTICE
BOARD OF TRUSTEES
YPSILANTI DISTRICT LIBRARY**

PLEASE TAKE NOTICE that the Board of Trustees of the Ypsilanti District Library, Washtenaw County, Michigan, have scheduled a special meeting to participate in a strategic planning retreat facilitated by ReThinking Libraries, LLC and any other library business that may come before the Board.

All interested citizens are encouraged to attend.

DATE: Wednesday, September 14

TIME: 9:00 a.m.-4:00 p.m.

**LOCATION: Gladwin Center
4105 West Liberty Street
Ann Arbor, Michigan 48103**

Any citizen requesting accommodation to attend this meeting may contact the Library Director at 734.482.4110 at least five (5) days prior to the meeting.

YDL Dashboards

**YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD
July 2022 (2)**

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
July 2022 (2)**

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) - \$1,949,397.87
*** Towsley Foundation Grant (Starts December 2022 / \$80,000 per yr. for 5 years)
* Whittaker Rd Teen Area Improvement -\$5,550

*\$1050 remaining, expenditures =4500

Department Reports

Acquisitions Department Board Report

August 2022

Department News and Activities

- Two Acquisitions clerks attended the staff strategic planning session. I will be attending one later this month.
- Lisa was able to get more wi-fi hotspots. I have processed them and they are now in circulation. The hotspots are very popular!
- Superior Opening Day Collection work continues. We are in the final stretch!
- I continue to attend meetings for the Ypsilanti Bicentennial history sub-committee.
- The three finalists for Washtenaw Reads are *Such a Fun Age* by Kiley Reid, *Call Me Athena* by Colby Cedar Smith, and *The Final Revival of Opal & Nev* by Dawnie Walton. The public will vote to determine the final pick.
- 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 67% encumbered.
- 209 items were cataloged in July.
- 2,284 items, including 1,848 e-items, were added in July.
- YDL borrowed 850 items from other libraries via MeLCat in July.
- YDL loaned 724 items to other libraries via MeLCat in July.
- 13 items no longer in our system have been returned since going fine free.

Submitted by Sarah Zawacki
August 18, 2022

Assistant Director
Board Report: August, 2022

Monica Porter has officially started as the new Head of Outreach Services! We worked her hard this first week, but we wanted her to be able to meet as many community partners as possible. She's very excited to be joining team YDL, and we are very excited to have her.

We received many good applications for the open Outreach positions, and we will schedule interviews for the week of August 22. In addition to the Outreach roles, Aaron Smith completed his onboarding with Admin staff this week, and he is ready for duty when Michigan Avenue reopens.

The first floor remodel looks great, and staff have settled in. There are a few items left on the punch list, and I will meet with the installer next week to finish them up. That leaves the staff kitchen flooring to be completed, and, naturally, the supply chain is creating the hold up.

Unfortunately, we needed to bring the bed bug dogs here to Whittaker this week. A sighting in materials checked out by a patron with a known problem was caught by circulation staff. This is always an upsetting experience, but staff did a fantastic job of not flipping out and following our response procedures. The BBC (bed bug committee) members met to debrief following the incident, and we feel quite good about our training instructions. The good news is that no bed bugs were found. Here is handler Jack and canine Willy at work. What a good boy!



The community input sessions for our strategic plan were light on attendance but rich in feedback. The attendees I spoke with were very impressed by Rob and Janet and were happy to participate. Final details for the strategic retreat in September are in the works. I visited our hostess at the Gladwin Barn, and the location and setting are perfect for our needs. We will enjoy a light continental breakfast, along with a tasty boxed lunch from Zingerman's Roadhouse. Zingerman's has donated to many YDL events in the past.

Author! Author! Lisa and I met with Derrick Jackson of the Washtenaw County Sheriff's Office this month. Derrick is planning a community reads-style program on gun violence and wanted our advice and participation. This will be the third author event in late 2022-early 2023, so not becoming our own competition will be the issue. The Washtenaw Read author visit will take place in January or February, and I am currently working with an agent (Mary Beek) to bring in a group of local writers who are second generation Holocaust survivors. Mary and I worked together on a pre-COVID event hosting Holocaust survivor Irene Butter here at YDL-Whittaker. Over one hundred people attended and were deeply moved by the program. I anticipate this will be as widely attended and deeply impactful.

Submitted by Julianne Smith, August 19, 2022

Communications & Development

Monthly report: August 2022

Major print/design pieces produced:

- We're finalizing 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, Growing Hope, and 826michigan, election info, and more. The issue should appear in early September.
- We created bookmarks to highlight the strategic planning survey we asked the community to fill out. Bookmarks were distributed at both of our open locations to help spread the word and solicit more feedback (see below).



Help shape YDL's future

Promotions

- **Strategic Planning Survey:** To make sure we got good feedback from the community to inform our next strategic plan, we designed a header graphic for our home page that linked to a blog post we made with more information and a link to the community survey. We also shared that info on social media, with a boosted Facebook post, and sent press releases out to some of our local media outlets (Concentrate included it in an article they wrote about new Superior). We also made posters for the lobbies at YDL-Michigan and YDL-Whittaker, and printed bookmarks to distribute at both locations.
- **Capital Campaign:** As of 7/20 we've raised \$283,746 in the crowdfunding portion of our Capital Campaign. We have less than \$200,000 left to reach our \$2M fundraising goal. A "Friendraiser/Fundraiser" party at the Loppnow's helped bring in some more donations this month.

Be a part of our next steps forward! Taking 10 minutes to fill out our community survey will help us plan our next 3 years of initiatives. Visit ypsilibrary.org or scan the QR code to take the survey online, or ask for a paper copy at the desk.

We are collecting your responses through August 26!



Notable Media Mentions

- Concentrate wrote an article about the new Superior Library, including the Knight Foundation grant, how it will fit into the community, and our strategic plan survey.
- Ypsi Real included the YDL-Michigan Plaza in an article about free and budget-friendly fun in the area.

Community Relations

- Sam and Mary continue to attend Parkridge meetings and provide YDL updates. Monica Porter, the new head of Outreach, will begin attending in Mary's place this month.
- Sam attended the latest Engage@EMU meeting, which had been on a break over the summer.

- 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

- The post asking for input on our strategic planning survey was seen by almost 2,000 people with 116 engagements, including 13 likes, 5 shares and 2 comments.
- Our post sharing the latest job opportunities (Business Manager and part-time youth librarians and paraprofessionals) reached over 1,200 people with 211 engagements.
- Our latest post about the progress at YDL-Superior reached more than 800 people with 23 likes.
- Our post sharing info that Solar Ypsi had shared about the new solar panels at YDL-Superior reached over 1,000 people with 45 likes.
- Our post sharing the Ypsi Real article that included the Michigan Ave. Plaza reached over 800 people with 80 engagements, including 26 likes.
- The Instagram post about the WISD's Health Habits Start Now Presentation (including pictures of a garden scavenger hunt and hand-picked cherry tomatoes) got 39 likes.



Submitted by Sam Killian on August 19, 2022



Doug Coombe

The Ypsilanti District Library's new branch in Superior Township under construction.

Ypsilanti

Ypsi District Library preps new branch, expanded programs for



women and girls, strategic plan update

SARAH RIGG | WEDNESDAY, AUGUST 17, 2022

The library system has a new branch on the way in Superior Township, but that's just the most visible recent example of YDL's efforts to better serve its community's changing needs.



Doug Coombe

The Ypsilanti District Library's new branch in Superior Township under construction.





The Ypsilanti District Library (YDL) has a new branch on the way in Superior Township, but that's just the most visible recent example of YDL's efforts to better serve its community's changing needs.

The library's near-future plans also include strengthening programs that support women and girls, and soliciting community feedback about YDL's strategic plan. Here's a look at what's next for the organization.

"Libraries are connectors"

YDL Capital Campaign Coordinator Chris McMullen joined the staff at a tough time, January of 2020. The YDL needed to raise \$2 million for a new branch to replace the much smaller temporary space it used in Superior Township since 2007, but the library had raised "very little money" at that time, she says.

Between the economic downturn and the COVID-19 pandemic, McMullen says she knew her role was going to be a challenge. She says she knew YDL had to construct a consistent and compelling message about the role of libraries.

"All libraries do similar things, and most libraries are connectors," McMullen says. "The biggest challenge was to send the message that libraries are no longer just about books. They're about social services, about connecting and uplifting lives."

The Ypsilanti District Library's new branch in Superior Township under construction.

Her second big talking point with potential funders focused on framing the new Superior branch as a county-wide need, a message she says worked well. The new



library will be located at 1900 N. Harris Rd. in southern Superior Township.

"The county health department already in 2017 noted that this area of the county needed much more engagement," she says. "So for me, it was about presenting it as a county-wide need. When we talk about serving the county, that means everyone, not just certain areas of the county."

YDL Community Relations Coordinator Sam Killian says YDL is on track to host the new branch's grand opening Nov. 14 with a "soft opening" a few weeks before that. Community members can participate in a "book brigade" in October, moving books from the old building to the new one.

Supporting women and girls

A recent \$50,000 grant from the James A. and Faith Knight Foundation also helped bring YDL closer to its goals, both for opening the Superior branch and supporting women and girls across all its branches.

The foundation's aim is to support socioeconomic advancement and address inequality for women and girls, and YDL Director Lisa Hoenig says that mission is "so closely aligned to ours."

"The library can serve as an educational site, a job center, a meeting place, and a safe space for children and families," says Hoenig.

In addition to the Knight grant, YDL also picked up a Children's Foundation grant for \$23,000 in late 2021. Between the two grants, YDL was able to add a kitchenette to the new Superior branch building. That allows the library to better serve as a community center through programs like "Lunch, Listen, and Learn," which provides free meals for people 18 and younger, along with storytimes and hands-on youth activities. A support group for single mothers that used to meet before the COVID-19 pandemic will begin to meet again at the new branch as well.

The Ypsilanti District Library's new branch in Superior Township under construction.

concentrate

McMullen says that even the older, much smaller building that used to house the Superior branch "used to be jam-packed with kids after school."

"The library is a safe place to go, and the new one is going to be so much nicer. They don't just need it but deserve it," she says.

McMullen says Washtenaw County has targeted the MacArthur Boulevard neighborhood surrounding the Superior branch for "extra support and care."

"There are so many inequities and disparities in that particular neighborhood," she says. "That area has the highest-density, lowest-income block in all of Washtenaw County."

The area also has a high number of single-parent homes, mostly headed by single mothers, and lots of children, with the average age of males in that area being 9 years old. McMullen notes that many parents aren't able to be there for their kids when they get out of school, and the children end up going to the library instead.

"Those women out there are really in need of support," she says.

A plan for YDL's future

While planning for the new branch to open, YDL staff are also seeking community input on YDL's three-year strategic plan.

Killian says the library updates its strategic plan periodically, and now seemed like a good time to do it again, as patron needs and preferences changed during the pandemic. He says community input on a previous strategic plan "shaped a lot of things we did ... and helped us get the millage approved for the Superior branch."

"It also informed our decision to create a Diversity, Equity, and Inclusion Group, make revisions to our summer reading challenge, and do a little work on the bookmobile," Killian says. "We're a public service institution and we gear what we're doing to what we hear from the community about what they want us to do."

YDL has responded to patron needs in part by greatly expanding its collection of digital resources in response to the pandemic. Visits to the YDL website were by more than 340,000 in 2021 from 2020. Use of e-products in 2021 was up by

more than 36,000 items over 2020, and Killian says 2020 numbers were already up significantly from 2019. The library added almost 12,000 digital items in 2021, up from 7,180 in 2020.

The Ypsilanti District Library's new branch in Superior Township under construction.

"Tons more people are using our digital services and getting e-books," Killian says.

YDL partnered with an organization called Rethinking Libraries to offer a community survey asking for input on the strategic plan. The survey received more than 30 responses in the first 12 hours it was available, and Killian says YDL welcomes more feedback.

The survey asks about patrons' current uses of materials and programs along with questions about services or items they'd like YDL to add, opinions about the new Superior branch, and more.

YDL is accepting responses to the survey here through Aug. 26.

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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Customer Services

Monthly report: August 2022

Circulation Stats

For the month of July, we checked out 38,980 items system wide.

Patrons downloaded 13,914 digital items.

We also issued 329 new library cards.

The Whittaker Road library had 43 curbside appointments.

Auto-Renewal/Fine Free

One way we will be tacking the effects of our new auto-renewal and fine free polices, will be to track the number of library items that age to "lost" status. For instance, in the month of June we had 97 items age to "lost" status. In the month of July, we only had 14 items age to "lost".

Submitted by *John Connaghan* on August 18, 2022

Facilities Department

Board Report: August 2022

Busy with a few projects

Johnson Controls came out to inspect our fire alarm systems at both Whittaker Road and Michigan Ave. All is OK at Whittaker Road. The Michigan Ave alarm panel needs to be checked out further to determine an issue that they found. The panel is sending a signal, so the fire department will be notified in case of an emergency. Johnson Controls will be coming back out to investigate, and figure out repairs.

Johnson Controls also came out to inspect the fire extinguishers at Whittaker, Michigan Ave, Superior buildings, and the bookmobile. All extinguishers are up to date, and ready to use in case of an emergency.



We replaced the back-up batteries in the fire, burglar alarm, and emergency lights at Michigan Ave. We do this ourselves for about 1/4 the cost of a contractor to do it. We will go do the same at Whittaker next month.



Broken glass in the front of the Whittaker Road building was detected by Youth staff. We're not sure how, or when it happened. It is a double pane window. Luckily only the outer glass broke. The Glass Doctor from Ann Arbor came out to give us an estimate, and has ordered the glass. They should have the materials they need for repairs the week of August 29th.

The big project of the month is the Michigan Ave carpet replacement on the main floor. We started out as a coordinated effort with IT. Chris Slay and I unhooked all the computers, put them in storage until it is time to put everything back together. Chris helped with dismantling three large pieces of furniture that are no longer needed. Joy has a new floor design with some bookshelves, and tables being placed in different areas. Some staff desk areas will be altered as well.

Library Design moved bookshelves, and furniture so the old carpet could be taken out. The old glue stripped, floor prepped, and new carpet laid down. Then all shelving and tables can be put back into place.

While Michigan Ave is shut down, we have installed new touchless hand dryers in the public restrooms. And some lighting repaired in busy staff areas while they are off, and we don't interrupt their work.

Submitted by: Jim Reed

August 17, 2022



INFORMATION TECHNOLOGY SERVICES DEPARTMENT

August 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 – The new meeting room technology is ready and available for patrons in Whittaker meeting room 2B. This is an exciting offering for Patrons who would like to attend virtual meetings with their own device.
- Digital Signage – Michigan Ave is now running on our new digital signage system. This concludes all sign that were previously available prior to 2020.
- Michigan Ave Carpet Replacement – This appears to be going well and we expect it to be completed on schedule.
- Wi-Fi – I'm looking to work on Michigan Ave's Wifi at a later date, there were some additional data cabling requirements that came up for the carpeting renovation.
- New servers – 2022 will continue the process of system upgrades. Newly acquired hardware/virtual software provides us with a platform to grow and refresh almost every one of our in-house systems. I've added the Virtual hosts to their new home, updated backup infrastructure, and brought a few critical/new systems online.
- TLN WAN and Intranet connectivity – We recently finished installing the equipment and we will continue to adjust and monitor the performance of the circuits for the next few weeks.
- 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

- Superior's Grand Opening

Michigan Avenue Board Report: August 2022

Programs

Scott's Guitar Club has been very full of attendees, hitting pre-Covid numbers of 15+. His Graphic Narrative Club will end after the summer and morph into a Paranormal Club, which has a lot of interest these days. Pat and Jenny's Power of Story ended last week with a full turnout and lots of engagement and discussion. They are talking to Parkridge about continuing it as part of the after school programming options. Read to Paddington has ended for the summer. Paddington is getting older and getting his 200lbs into the car has become increasingly difficult. A greyhound, Speedy, will replace him as our reading dog in the fall. The Ypsilanti Fire Department did a safety program, allowing kids to get into the truck. Parents and children decorated canvas bags with shaving foam paintings at Family Maker Night. The garden is a giant green monster and the community is picking quite a few veggies. Maddy and Nicole led a workshop trying cucumber salads from around the world.



Outreach

Maddy assisted Outreach staff at the YCS Jazz Fest and Jenny helped with storytime at Heritage Park. I worked with Kiwanis on the Triathlon fundraiser for Rutherford Pool at Recreation Park at which 120 kids participated. We are also working with Big Brother Big Sister to organize the Parent's Plaza for the Big Little Faire and are very involved with Wonderfool Productions and other organizations planning Halloween Downtown and ypsiGLOW activities. Spark East is donating \$500 toward Halloween Downtown and our own Brian Steimel is donating \$500 toward his terrific idea of creating a long hula hoop GLOWworm.



Building and IT

We are so happy to have our 20 year old, very dirty, hard worn carpeting replaced with some high quality carpet tiles, laid down in a herringbone pattern. Part of this expense was covered by Grace Sweeney's generous donation and we are extremely thankful. Hopefully these tiles will easily last another 20 years. While furniture was being moved all over, we also made a decision to reallocate unused Mich Ave computers to be used at the new Superior building. Once the accompanying furniture is removed and everything is put back in place, our upstairs will look roomier and allow for more seating options for patron devices and use of the Chromebooks that we received with grant funding. Lastly, we are reusing much of the Whit Rd office furniture that survived the flood to add desk and storage space to all the back room areas at Mich Ave. Nothing is getting wasted! Many thanks to MA Circ staff, particularly Jerome, and IT and Facilities staff, especially Jim, for making this transition happen quickly and smoothly.



Staff

I was able to send 3 staff to the strategic input session and Courtney will be at the all-day retreat. I look forward to being part of the admin strategic input session.

Aaron Smith, former summer intern and parapro sub, will be starting at Michigan Ave next Monday. Everyone looks forward to being fully staffed



upstairs again. We will be losing Nicole to Superior shortly but there is a posting for a ½ time youth services librarian. Until Kelly comes back we will be down a full-time person.

Jerome is planning on retiring in January 2023. Yes, it's hard for me to fathom. He has always been a fantastic worker, doing all kinds of things behind the scenes, filling in gaps anywhere he sees a gap, logically approaching every problem. He is diligently creating documentation for Shania, Courtney, and his future replacement on the various processes. That replacement will have big shoes to fill!

Antoinette's last day was last week. Although she was hired to help with the lunch programs we had to cancel, she was very useful in helping with multiple events, getting youth supplies organized, creating phonics-based scavenger hunts to use for weeks to come, and reallocating miscellaneous leftover items from teen subscription packs into first-come, first-serve back-to-school teen bags to give away.

Joy Cichewicz
August 19, 2022

Outreach Services Board Report

August 2022

Staff News

- We are overjoyed to welcome Monica Porter as the new Head of Outreach Services. We are spending a lot of time together so that I can pass along all of the necessary information for her to take over the Outreach department. Look forward to Monica's first board report in September! Outreach work has meant so much to me for the last 15 years and, while I will most certainly miss being the department head, I'm excited to see the department grow in new directions under Monica's leadership.
- A number of staff members participated in the staff strategic plan session. I'm looking forward to the administrative team discussion in just a few days.

Superior:

- We have a delivery date for our large shipment of books from Baker & Taylor: Tuesday October 4. We anticipate it will take us 3-4 days to unpack boxes, check in books, and get them on shelves.
- We had an outdoor storytime scheduled for Saturday, August 13. Unfortunately, we had no attendance.

Outreach Projects & Programs:

- We will soon conclude our Summer Challenge Champions program, with just one visit left next week. Look for a summary of this year's program in the next board report.
- The Sycamore Meadows Pop-Ups continue to be a hit. We had to cancel the first August session at the last minute because of surprise storms, but we look forward to the three we have left. The final session will be September 26.
- Liz Getty & Maddy from Michigan Ave represented the library at the Ypsilanti Community Schools' Jazz in the Parking Lot event.
- Liz Getty joined up with Kaitlyn, youth dept intern, for a very successful storytime in the park.
- We are busy with many back-to-school events – backpack giveaways, a food truck rally, and open houses. Many thanks to the Whittaker youth department for helping to staff these when we don't have enough staff to send.
- I'm gradually passing along Outreach responsibilities to Monica. She will begin representing YDL on the Literacy Coalition of Washtenaw County and will alternate with Sam in attending the weekly Parkridge roundtable meetings.



LNGO – Learning Never Gets Old

- Our Creative Aging Acrylic Painting series concluded. Monique, Debra Golden (the instructor), and I hung the art in the Community Room. We hosted a reception for the artists and their family/friends on August 10. Please check out the work; it's impressive! It will be on display through August 28.
- Khi delivered large print books to Ypsilanti Township 50 & Beyond, Gilbert Residence, and Mission Point of Superior Woods. Monica was able to join in for the Mission Point delivery to learn how we do these.
- We concluded our latest round of LNGO Fitness. It will resume in September.



Bookmobile:

- Ken & Liz brought the Bookmobile to the Washtenaw County Sheriffs Office Backpack Giveaway at Fireman's Park in Superior Township. It was a busy and fun event.
- The evening route continues to gain in attendance. Monica had her first night on the bookmobile this week.

Submitted by Mary Garboden,
August 18, 2022

Whittaker Road-Adult Services Board Report: August 2022

Here is a listing of August programs:

- How to Host a Zoom Meeting (Virtual)
- Google Docs Tips & Tricks (Virtual)
- Google Drive - Basics
- Microsoft Word – Intermediate
- Microsoft Excel – Intermediate
- Document Shredding
- Google Sheets for Beginners (Virtual)
- Microsoft PowerPoint – Basics
- Google Slides for Beginners (Virtual)
- Gmail - Basics
- Microsoft Publisher – Basics
- Google Calendar - Basics
- Microsoft Excel – Pivot Tables (Intermediate)
- Third Thursday Craft Club: Glass Etching
- Seed Saving for Beginners
- Google Sheets Tips & Tricks (Virtual)
- Garden Questions? Ask the Master Gardener!
- Virtual African American Authors Book Discussion Group
- Virtual Mystery Lover's Book Group

Most of our Summer program offerings are classes and/or ongoing events, but it is worth noting that the Document Shredding event was very successful, with over 100 vehicles of people pleased to be able to drop off their boxes and bags of papers to be shredded. Christy does a great job managing this event and we appreciated the new event and directional signs to help traffic flow smoothly. Sheila is offering a program on seed saving that we hope will inspire some patrons to give back to YDL's Seed Library so it can become more self-sustainable.

We have gotten some suggestions of items to purchase for the Library of Things collection from patrons and staff. LOT Committee members will be meeting in September to figure out what to purchase next.

Staff is participating in various levels of the Strategic Planning Process.

Brigitte attended a very good webinar entitled: Sexual Harassment: How to respond to a customer's inappropriate comments. This is one of the many webinars presented by Ryan Dowd. We appreciate that YDL makes these webinars available to us.

Sheila will go over the Program Planning and Evaluation Process with the new Head of Outreach, Monica Porter, so she will have the knowledge she needs to plan, present and evaluate programs.

Submitted by Paula Drummond August 17, 2022

Whittaker Youth Services Board Report August 2022

Programs

Storytimes wrapped up on August 5. We offered 39 storytimes attended by about 30 people each over 8 weeks this summer. In comparison, in the summer of 2019 we offered 51 storytimes attended by 32 people each over an 8 week period. Numbers of storytimes are down because all the Saturday and evening storytimes were off site instead of at the library, but we are nearing pre-covid attendance per storytime.

Summer Kids' Programs also ended on August 5 after a busy week where kids erupted Ulana's giant volcano, learned about dinosaurs, danced with Jaclyn, and enjoyed a visit from WISD's Healthy Habits Start Now. The YMCA led games and we had bubbles, STEM activities, and popsicles the last day. We hosted 35 afternoon family programs attended by about 36 people each over 8 weeks. As a pre-covid comparison, in 2019 we offered the same number of programs but attendance averaged 44 people per program.

Teen Programs included tie dye t-shirts, anime club, and TAG. TAG is focusing on continuing to build the anime club and getting the word out about everything the library offers teens. We added a Cruncyroll library account for expanded anime streaming options and fun snacks like Ramune drinks you have to pop open. TAG will record a podcast about anime next week.

Other Work

Art Kids are decorating leaves to add to a large tree Jaclyn created. Marlena put out a new project on the art cart.

Book Displays Ulana curates holiday book displays each month and teen volunteers are learning to make displays for the teen area.

Cleaning We divided up the supply storage area and everyone is pitching in to clean and reorganize after the busy summer to ensure we have supplies on hand for fall programs.

Outreach Everyone has helped with offsite storytimes and community events this summer. Psyche will present with Mary at the upcoming YCS FACE conference for parents. Nicole and I will present storytime tips and TALK to WISD early literacy staff this week.

Garden Jaclyn is offering veggies and flower arrangements at the desk for patrons to take home as she harvests the garden.

Strategic Plan Most staff attended the input session and 9 teens attended a youth session.

Summer Challenge 1,959 people have registered for the Summer Challenge and so far 626 people have logged at least 6 books.

Internships finished last week. Kaitlyn presented four storytimes, assisted with programs, and worked on inventorying the Youth Series. Sam also helped with programs and redid the book club discussion questions to include the new brand and QR codes to other resources. They both enjoyed the learning opportunity and I appreciated the extra helping hands this summer.

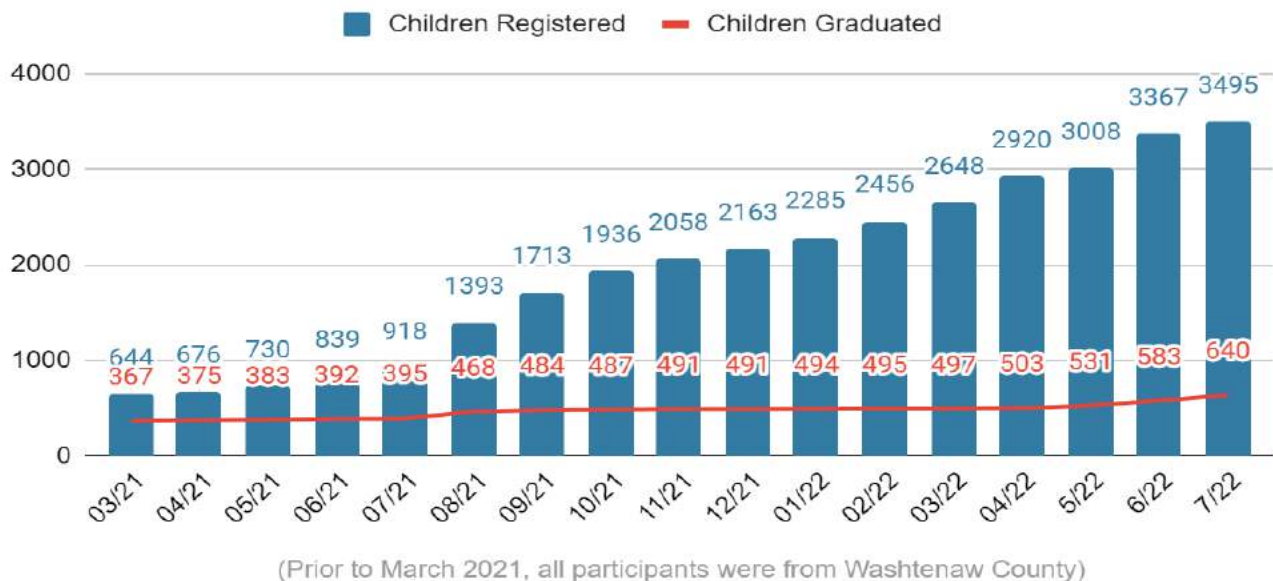


TALK

- We heard the results from HighScope's survey of libraries' experiences this week and are using feedback to make final adjustments to our training guides so future libraries will be able to easily navigate the toolkits without our help.
- Angie and I are planning fall back-to-school promotion trainings for libraries.
- Angie is writing the August newsletter.
- Q+M has been running online advertising, added a billboard in the Lansing area, and is preparing Spanish radio advertising.
- We meet representatives from the state libraries of Arizona and Indiana next week to discuss expansion.
- Current stats are below.



Children Registered for and Graduated from TALK in Michigan March 2021 through July 2022 (cumulative)



Submitted by Jodi Krahnke August 17, 2022

Old Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/18/2022
Re: Photocopier lease agreement

In June, the Board awarded a new photocopier lease to Konica Minolta's statewide dealer. Early in August, a national Konica Minolta official contacted me to say the dealer's representative defied internal policy in undercutting the local vendor that held our existing lease.

To make up for this action, our current vendor, MBM Technology Solutions, is proposing a lease identical to what the statewide dealer offered with one exception – we will still have to pay the annual personal property tax.

Sticking with MBM will make the exchange of our current equipment for new much easier, so I am amenable to the tradeoff. The attached resolution rescinds the one passed in June and awards the contract to MBM.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-36

August 24, 2022

RESOLUTION RESCINDING RESOLUTION 2022-36 AND AWARDING THE NEW 4-YEAR LEASE AGREEMENT FOR PHOTOCOPY/PRINT/SCAN EQUIPMENT TO MBM TECHNOLOGY SOLUTIONS

Whereas, the Library was informed by Konica Minolta that it would not honor the lease agreement approved with Resolution 2022-32 due to an internal policy breach, and

Whereas, MBM Technology Solutions has proposed a replacement solution nearly identical to that originally approved, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that Resolution 2022-32 is hereby rescinded.

IT IS FURTHER RESOLVED THAT the Library Director is authorized to accept the attached copier lease proposal from MBM Technology Solutions, dated August 2, 2022.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



MBM

seamless technology integration

375 Robbins Drive 248.597.1095
Troy, MI 48083 Fax 248.597.1069

PROPOSAL

Number MBMQ23787
Date Aug 2, 2022

Sold To	
Ypsilanti District Library Scott Ostby 5577 Whittaker Road Ypsilanti, MI 48197	
Phone	(734) 482-4110
Fax	(734) 482-0047

Ship To	
Ypsilanti District Library Scott Ostby 5577 Whittaker Road Ypsilanti, MI 48197	
Phone	(734) 482-4110
Fax	(734) 482-0047

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

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

Continued On Next Page ...

Qty	Description		
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7 NEW Jamex Payment Solution Model 9557B - Customer Owns at the end of 48 Month Lease
 Jamex 9557B Kit, Multi-Copy Bill & Coin Vend System with Escrow. Includes: Interface Solutions Cable,
 Manual
 Jamex Model # 57BASE
 Software Suite, Includes Reporting
 Shipping
 Delivery and Installation
 Network / Security Assessment & Additional Training

Pickup old MFP, hard drive and settings wipe, return shipping to lease company
 *** Includes Satisfaction of Current Lease at Time of Delivery of New Systems including Personal Property
 Tax (PPT).

Investment Options

Print Solution Investment:

[] NEW 48- Month FMV Lease Payment: \$2,372.95 per month

Supplies and Maintenance:

Konica Minolta bizhub C300i/C450i/C550i
 Color Copies Billed Monthly at \$0.05 per image

Konica Minolta bizhub C300i
 B/W Copies Billed Monthly at \$0.0075 per image

Konica Minolta bizhub C450i
 B/W Copies Billed Monthly at \$0.007 per image

Konica Minolta bizhub C550i
 B/W Copies Billed Monthly at \$0.0068 per image

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

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

Supplies and Maintenance are billed monthly in arrears
 Includes all supplies, parts and onsite service, excludes paper and staples

Ypsilanti District Library will Own the 6- Jamex Units Described on this Lease at the Completion of the 48- Month Lease Term.

Taxes Not Included

Thank you for your business!

Carl Spaleny
 Technology Solutions Specialist
 Phone: (248) 480.1118

Customer Signature / Date

Signed Name Printed / Title / P.O. Number

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

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

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 8/18/2022

Re: Resolution to approve a MACC grant application submission

We have applied for a grant from the Michigan Arts and Culture Council (MACC, formerly the Michigan Council for Arts and Cultural Affairs). MACC requires our governing body to approve submission before applications are considered.

Here is a description of the grant project:

In collaboration with local artist, Yen Azzaro, YDL will create a 650 square-foot interactive ground mural in the outdoor youth programming area of the new Superior library branch. Grant funds will be used to support the cost of mural art supply take-home kits for participating young community painters and art supplies to be used in the mural creation itself.

We have asked for \$2,000 in support of the \$7,380 cost of the project. A grant received from the Ann Arbor Kiwanis Club covers \$3,000. Since the MACC grant requires a match, YDL will raise the remaining \$2,380.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-37

August 24, 2022

RESOLUTION TO APPROVE THE SUBMISSION OF A MACC GRANT
APPLICATION

BE IT RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The grant application described in this Board packet is approved for submission to the Michigan Arts and Culture Council.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Michigan Arts & Culture Council Assurances

Assurances

A: The applicant has an established policy of equal opportunity without regard to race, color, religion, national origin, age, sex or disability. The applicant agrees to take steps necessary to correct any under- representation reported on the status report and achieve a reasonably representative work force at all levels of employment. The applicant has an established policy to provide equal opportunity on all programs, activities and services.

The applicant:

1. Agrees in all recruiting materials and advertisements to state that all job applicants will receive equal consideration for employment;
2. Agrees in all promotional materials and advertisements to state that all programs, activities and services will be provided equally; and
3. Agrees to post in conspicuous places, notices setting forth the law on equal opportunity in employment and public accommodations.

B: If the grant is awarded, the applicant warrants and represents to the Michigan Arts & Culture Council, that the support funds will be administered by the applicant.

C: Any funds received under this grant shall not be used to supplant funds formally budgeted for same and that funds received will be used solely for the contracted activities.

D: The applicant has read and will conform to the Guidelines.

E: The filing of this application by the undersigned, officially authorized to represent the applicant organization has been duly approved by the governing board of the applicant organization.

This application is scheduled to be approved by the governing board on August 24, 2022.

Organization Name: YPSILANTI DISTRICT LIBRARY

Program Name: Minigrants Arts Project

Project Director: Lisa Hoenig

DocuSigned by:

Christina McMullen

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Name : Christina McMullen

Title : Capital Campaign Coordinator