

Board of Trustees

2022
Information
Packet



Wednesday
September 28, 2022
6:30pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, September 28, 2022 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Brian Steimel <input type="checkbox"/> Kay Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of new staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from Aug 24, 2022 Regular Meeting & Sept 14, 2022 Special Meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Aug 2022 Financials & Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Finance Committee	<input type="checkbox"/>	<input type="checkbox"/>	
B. Personnel Committee	<input type="checkbox"/>	<input type="checkbox"/>	
C. Policy Committee	<input type="checkbox"/>	<input type="checkbox"/>	
D. FOL Library Report	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
E. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
F. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
G. Facilities	<input type="checkbox"/>	<input type="checkbox"/>	
H. Strategic Planning	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
New Business			
A. Resolution to authorize HVAC repairs at Michigan Avenue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Award of HVAC maintenance contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Award of Whittaker elevator contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Approval of purchase of benches and waste receptacles for the new Superior library	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Building dedication plaque discussion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Minutes
of
Previous
Meeting**

Ypsilanti District Library
Board of Trustees Meeting
Minutes, August 24, 2022 (Unapproved)

CALL TO ORDER

Bethany Kennedy called the Regular Meeting to order at 6:30 p.m.

Attendance

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

Trustees Absent: Patricia Horne McGee, Kristy Cooper

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Monica Gower

APPROVAL OF THE AGENDA

Trustee Williams moved to approve the meeting agenda with the addition of New Business B, C & D. Trustee Steimel supported this motion.

PUBLIC COMMENT

NONE

CONSENT AGENDA

Trustee Williams moved to approve the consent agenda (July 27, 2022 Regular meeting minutes and August 3, 2022 Special meeting minutes, July 2022 Financials and Check Registers). Trustee Maddix supported this motion.

COMMUNICATION

Lisa included a summary of the Penal fine distribution that was received from the County Treasurer. It came out a lot lower than budgeted, a shortfall of \$25,420. The packet also included a mailing from the County about a public hearing for the new Brownfield development authority. The hearing is Sept 7th.

COMMITTEE REPORTS

-Friends

- Friends met Monday.
- Bob and Mary Jane Ferrett are working with the board on the future of online sales. They are looking toward stepping down at an undetermined date.
- The Friends have pledged \$8,982 to the library for the rest of the year.
- The Friends are straightening out their tax status and clarifying filing as a 501(c)4
- There is a book sale Sept 22-25. The Holiday sale is Nov. 19th.

-Fundraising

- Since last meeting \$16,600 dollars have been raised. A lot of it came from the Lopnow's house party. That brings the remaining amount to raise to \$127,935.28.
- Lisa has more Superior tours scheduled.
- Looking for more grant opportunities.

-Superior

- Lisa got a call from OHM regarding the road work. They are on track to begin the day after Labor Day.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, August 24, 2022 (Unapproved)

- AT&T received the permit they have been waiting for today from the Road Commission.
- Lisa went to an onsite meeting. The tile was going in. The landscapers were there installing trees.
- Strategic Planning
 - Public input sessions are complete.
 - There was low attendance for the public info sessions but the feedback that was given was high quality.
 - Staff sessions were well attended and successful.
 - The community survey deadline is Friday.

REPORT OF THE LIBRARY DIRECTOR

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

- Parking lot reconstruction started Monday. They hope to be done in 3 weeks.
- There have been issues with the library's HVAC since the last meeting. There have been problems at Michigan Ave and Whittaker. Lisa had a meeting with Campbell who the library has held a preventative maintenance contract with for years. Some of the problems Lisa feels are related to Campbell not giving the library enough attention. Campbell has agreed to pay for damages downtown that should have been prevented.
- On the agenda is a motion to approve some significant work on the seals in the gaskets around the building to stop existing leaks and prevent future ones.

OLD BUSINESS

- A. Konica Minolta copier lease

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.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, August 24, 2022 (Unapproved)

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: Theresa M. Maddix

SUPPORTED BY: Kay Williams

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

NEW BUSINESS

- A. Approval of grant submission to MACC

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: Kay Williams

SUPPORTED BY: Brian Steimel

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

- B. Group Study room Technology at the new Superior Library

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-38

August 24, 2022

RESOLUTION TO APPROVE THE PURCHASE OF EQUIPMENT TO PROVIDE GROUP
STUDY ROOM TECHNOLOGY AT THE NEW SUPERIOR LIBRARY

Ypsilanti District Library
Board of Trustees Meeting
Minutes, August 24, 2022 (Unapproved)

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

Whereas, the Library wishes to provide state-of-the-art virtual conferencing equipment in its group study rooms, and

Whereas, Information Technology staff have created an easy-to-use solution which we would like to offer consistently at all locations, and

Whereas, the Information Technology Manager solicited a quote from Insight Public Sector that uses the OMNIA Partners group purchasing plan, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to purchase the necessary equipment from Insight Public Sector for \$4,627.64 using the Superior Library construction budget.

OFFERED BY: Jean Winborn

SUPPORTED BY: Kay Williams

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

C. Purchase of equipment to provide group Study Room Technology

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-39

August 24, 2022

RESOLUTION TO APPROVE THE PURCHASE OF EQUIPMENT TO PROVIDE GROUP
STUDY ROOM TECHNOLOGY

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

Whereas, the Library wishes to provide state-of-the-art virtual conferencing equipment in its meeting rooms, and

Whereas, 2019 annual appeal donations totaling \$5,980 and \$35,000 of the 2021-22 Automation-Technology budget are earmarked to explore meeting room technology, and

Whereas, Information Technology staff have created an easy-to-use solution which we would like to offer consistently at all locations, and

Ypsilanti District Library
Board of Trustees Meeting
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Whereas, the Information Technology Manager solicited quotes from Insight Public Sector that uses the OMNIA Partners group purchasing plan for various configurations that will suit our spaces, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Library Director is authorized to purchase needed equipment from Insight Public Sector for equipment as required for each proposed room at the Whittaker Road and Michigan Avenue libraries, for a total cost not-to-exceed \$22,221.12.

OFFERED BY: Brian Steimel

SUPPORTED BY: Jean Winborn

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

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-40

August 24, 2022

RESOLUTION TO AUTHORIZE HVAC REPAIRS AT WHITTAKER ROAD

Whereas, there are currently two serious leaks in the Whittaker Road heating, ventilating and air conditioning system, and

Whereas, Campbell, Inc. has recommended significant repairs to resolve the leaks and prevent future leaks of this nature, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached work authorization agreement from Campbell, Inc. to repair hot water piping at Whittaker Road at a cost of \$13,637 is approved.

OFFERED BY: Theresa M Maddix

SUPPORTED BY: Brian Steimel

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, August 24, 2022 (Unapproved)

BOARD MEMBER COMMENTS

Trustee	Comment
Theresa	I would like to thank Sarah Zawacki for her report. Her last bullet item; 13 items no longer in our system have been returned since going fine free. This is a really good sign that the word is getting out that we have gone fine free. Potentially this will bring back patrons to do more borrowing. I just wanted to thank Monica Gower for your service to the library. You have been fantastic to work with. I have been a new library member now for almost for 4 years. You have been unfailing in providing great information and taking great notes. Really making me feel confident that business management is always well in control. You have stayed late when we have gone late and just never complained. I really appreciate your time here.
Kay	I echo that, I want to thank you too, Monica. You have been a very big help.
Brian	I agree with Theresa about the fine free. The kid who cuts my lawn had some DVDS that were overdue. He came back all excited. "They don't care of I'm late a couple of days, I can go get more." The word is getting out and people are appreciating it.
Jean	Monica, I'm going to miss you. Thank you for your help., You helped me so much when I was president.
Bethany	Me as well. Thank you so much Monica. It has been a real pleasure working with you on the board. I don't think I could say it much better then everyone else has. Thank you so so much.

Adjournment

Trustee Williams moved to adjourn at 7:25 p.m. Trustee Winborn seconded this motion.

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

Nays: None

Motion passed.

Ypsilanti District Library
YDL Special Board Meeting, September 14, 2022 9:00 am – 4:00 pm
Gladwin Center, 4015 W. Liberty St. Ann Arbor, MI 48103

CALL TO ORDER

President Patricia Horne McGee called the Special Meeting to order at 9:12 am p.m.

Attendance

Trustees Present: Kay Williams, Theresa M. Maddix, Bethany Kennedy, Kristy Cooper (arriving 9:15 am), Jean Winborn, (arriving 9:22) and Patricia Horne McGee

Trustees Absent: Brian Steimel

Program: Strategic Planning retreat with ReThinking Libraries

Adjournment

Trustee Maddix moved to adjourn at 4:02 p.m. Trustee Cooper seconded this motion.

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

Nays: None

Motion passed.

Financial Report

**Ypsilanti District Library
Balance Sheet
August 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 8/31/22	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	3,562,647	148,739
Receivables & Other assets	36,272	49,282	98,153	84,370	108,670	115,407	6,737
Total Assets	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	3,678,054	155,476
Liabilities	509,097	145,758	85,577	313,638	344,511	69,570	(274,941)
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	430,416	(36,031)
Total Fund Balance	2,305,503	2,281,238	2,609,500	2,711,620	3,178,067	3,608,483	430,417
Total Liabilities & Fund Balance	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	3,678,054	155,476

Ypsilanti District Library
Period Ending 8/31/22 (75% 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 8/31/22 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,506,662	5,568,866	5,918,352	5,895,497	4,920,910	967,712	83.5%
Expenditures							
Dept 100 Administrative	2,046,192	2,163,719	2,132,617	2,586,303	1,682,849	801,363	65.1%
Dept 200 Michigan Ave.	570,105	555,976	542,948	677,690	420,444	247,746	62.0%
Dept 300 Outreach/bookmobile	83,090	82,140	92,558	182,590	66,704	115,886	36.5%
Dept 400 Outreach/Superior Township	158,283	158,483	162,269	339,263	130,922	208,341	38.6%
Dept 500 Whittaker Rd	1,123,929	1,089,344	1,080,805	1,190,294	835,259	332,036	70.2%
Dept 600 Donations	31,845	12,312	21,629	-	25,214	(25,214)	NA
Dept 700 Grants	12,323	7,405	19,079	-	29,102	(29,102)	
Total	4,025,767	4,069,379	4,051,904	4,976,140	3,190,494	1,651,055	64.1%
Net Revenue Over Expenditures	1,480,895	1,499,486	1,866,447	919,357	1,730,416		
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	3,649,025		

**Ypsilanti District Library
General Fund
Period Ending 8/31/2022
(75% 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 8/31/22 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	896,999	885,210	939,410	965,929	965,929	864,976	89.5%
425.000	City of Ypsilanti Tax Levy	808,325	836,671	866,352	883,587	883,587	428,622	48.5%
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	3,259,301	88.1%
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	43,256	113.4%
447.000	State Aid Indirect	33,574	33,497	36,286	38,148	38,148	43,254	113.4%
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	5,152	85.9%
657.100	Smart Cards - Printing & Copies	36,686	11,776	8,765	7,500	7,500	15,616	208.2%
657.600	Guest Pass	1,417	429	263	500	375	528	140.7%
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	900	36.0%
679.000	Donations/Misc.	1,152	1,063	1,360	2,500	2,500	988	39.5%
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	598	119.6%
687.010	Interest/Savings	15,331	6,175	5,226	3,500	3,500	4,321	123.5%
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	4,806,694	81.5%

**Ypsilanti District Library
General Fund
Period Ending 8/31/2022
(75% 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 8/31/22 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	625,703	657,068	685,029	740,549	755,549	546,940	72.4%
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	1,751	25.6%
702.900	Salary/Subs	16,427	3,327	1,571	15,600	15,600	5,183	33.2%
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	9,948	78.2%
715.000	Employer Payroll Tax	144,670	144,791	148,792	176,339	178,940	117,769	65.8%
715.100	ACA Taxes Paid by employer	247	295	331	420	420	555	132.2%
718.000	MERS Defined Contribution	91,373	90,691	91,780	99,780	105,893	64,933	61.3%
719.000	FSA Admin Fee	691	707	729	853	853	474	55.5%
727.000	Office Supplies	28,789	26,412	24,088	32,400	32,400	13,005	40.1%
727.050	CARES act Exp		95	6,305				
727.200	Supplies-Facility	19,577	13,820	12,957	23,700	23,700	10,619	44.8%
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	7,543	62.5%
754.000	Health Insurance	371,049	361,059	394,266	429,938	429,938	285,484	66.4%
756.000	Delta Dental	36,153	34,311	34,322	35,882	35,882	25,006	69.7%
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	3,020	71.7%
759.000	Vision Service Plan	8,811	8,856	9,074	9,253	9,253	7,411	80.1%
762.000	STD/LTD (Disability Insurance)	12,076	11,403	10,594	10,027	13,027	8,809	67.6%
769.000	Printing & Publishing	5,427	12,840	18,325	19,000	19,000	7,496	39.5%
769.050	Classified Advertising	993	460	432	1,000	1,000	675	67.5%
774.050	Digital Collection	31,726	175,379	209,154	263,950	263,950	161,850	61.3%
774.100	Data Bases	93,136	21,988	24,948	30,000	30,000	22,059	73.5%
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	19,138	91.1%
774.950	Play Kits	3,602	1,447	2,590	3,000	3,000	2,070	69.0%
774.975	Library of Things	0	0	2,876	8,000	8,000	4,718	59.0%
801.000	Major Events	10,978	6,768	2,805	15,925	15,925	6,849	43.0%
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	3,524	56.8%
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	4,897	77.1%
806.000	Talk Grant Expenses	12,625	24,342	23,383	14,938	59,028	29,535	50.0%
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	-28,200	WH Flood
850.000	Automation - Technology	154,332	183,693	128,433	162,642	162,642	62,266	38.3%
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	33,066	94.3%
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	13,733	63.4%
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	10,989	73.3%
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	30,098	53.2%
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	1,278	12.5%
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	1,682,849	65.1%

**Ypsilanti District Library
General Fund
Period Ending 8/31/2022
(75% 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 8/31/22 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	404,679	396,590	402,866	421,638	429,638	316,025	73.6%
702.800	Salaries-Pages	7,271	4,044	3,463	9,360	9,360	3,580	38.2%
771.000	Adult Books & Processing	31,227	25,084	22,288	26,100	26,100	15,268	58.5%
772.000	Youth Books & Processing	17,891	14,651	13,282	17,400	17,400	9,470	54.4%
776.000	Periodicals - Adult	4,244	2,979	2,802	3,000	3,000	894	29.8%
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	3,806	50.7%
779.000	Youth Audio/Visual	4,956	2,993	2,413	3,000	3,000	1,105	36.8%
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	13,624	14.3%
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	12,812	64.1%
840.025	Campbell Maint Contract	16,489	18,754	12,672	12,672	12,672	9,504	75.0%
840.050	Snow Removal/ Lawn Care	6,229	6,078	7,259	9,835	9,835	6,098	62.0%
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	1,955	40.6%
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	12,637	75.6%
949.000	Ypsilanti Comm Utilities Auth	4,802	7,707	6,864	7,136	7,136	3,455	48.4%
Total		570,105	555,976	542,948	668,190	677,690	420,444	62.0%
Dept 300 Outreach/bookmobile								
702.000	Salaries	68,078	69,159	70,870	162,704	162,704	48,250	29.7%
775.000	Library Materials	4,478	5,303	5,084	5,250	5,250	4,962	94.5%
840.000	Repair & Maintenance	5,109	6,017	14,636	8,693	8,693	9,469	108.9%
943.000	Fuel	5,425	1,661	1,967	5,943	5,943	4,023	67.7%
Total		83,090	82,140	92,558	182,590	182,590	66,704	36.5%
Dept 400 Outreach/Superior Township								
702.000	Salaries	144,398	146,792	149,424	305,556	305,556	121,471	39.8%
775.000	Library Materials	7,609	5,842	6,553	7,000	7,000	5,634	80.5%
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	735	18.4%
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	489	40.0%
943.000	Natural Gas	573	659	650	3,336	3,336	825	24.7%
947.000	DTE - Electric	1,013	960	1,044	9,146	9,146	804	8.8%
949.000	Ypsilanti Comm Utilities Auth	88	98	97	2,803	2,803	66	2.3%
Total		158,283	158,483	162,269	339,263	339,263	130,922	38.6%

**Ypsilanti District Library
General Fund
Period Ending 8/31/2022
(75% 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 8/31/22 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	696,339	701,249	722,800	719,720	730,720	557,358	76.3%
702.800	Salaries-Pages	34,553	15,483	19,698	37,440	37,440	21,721	58.0%
771.000	Adult Books	64,635	41,293	41,604	51,000	51,000	29,530	57.9%
772.000	Youth Books	38,784	23,641	27,802	33,100	33,100	18,464	55.8%
776.000	Periodicals - Adult	5,915	5,239	4,405	5,000	5,000	906	18.1%
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	5,514	37.5%
779.000	Youth Audio/Visual	7,300	4,159	4,236	5,100	5,100	1,593	31.2%
810.000	Cap Outlay Building	11,328	3,880	12,515	45,000	45,000	22,620	50.3%
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	20,358	86.4%
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	13,927	61.6%
900.000	Programs - Adult	3,765	4,206	3,765	4,200	4,200	1,919	45.7%
901.000	Programs - Youth	6,298	5,697	6,659	6,500	6,500	4,699	72.3%
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	3,910	40.0%
943.000	Natural Gas	25,609	24,227	30,040	31,680	43,680	27,534	63.0%
947.000	DTE - Electric	103,549	92,512	99,414	104,763	104,763	70,617	67.4%
949.000	Ypsilanti Comm Utilities Auth	5,069	4,596	4,902	6,562	6,562	2,491	38.0%
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	835,259	70.2%
Dept 600 Donations								
Revenue:								
	Total Revenue	87,817	18,888					
	Total Donated revenue	87,817	18,888	37,195			98,046	NA
Expenditures:								
	Total Expenditures	31,845	12,312					
	Total Expenditures	31,845	12,312	21,629			25,214	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			29,102	NA
Total	Net -- restricted for future	2,118	5,675	23,254			-12,932	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	4,920,910	
Total Expenditures		4,025,767	4,069,379	4,051,904	4,841,549	4,976,140	3,190,494	64.1%
	Net Revenue Over Expenditures	1,480,895	1,499,486	1,866,447	1,047,073	919,357	1,730,416	
	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	3,649,025	

**Ypsilanti District Library
Balance Sheet
August 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 8/31/22	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	3,144,829	(358,222)
Total Assets	417,120	399,522	1,481,745	2,807,370	3,503,051	3,144,829	(358,222)
Liabilities	-	-	-	142,355	13,454	-	(13,454)
Fund Balance	417,120	399,522	1,481,745	2,665,015	3,489,597	3,144,829	(344,768)
Total Liabilities & Fund Balance	417,120	399,522	1,481,745	2,807,370	3,503,051	3,144,829	(358,222)

Ypsilanti District Library
Capital Expenses
Period Ending 8/31/22 (75% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	YTD 8/31/22 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated		54,603	857,193	716,910
688.000	Interest	457	4,986	1,181	87
Other departments		-	-		-
Total		457	59,589	858,374	716,997
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	1,415
752.500	Insurance - Bldrs Rsk				8,564
780.000	Opening Day Collection				163,543
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	720
980.000	Prof/Contractual	16,245	12,709	21,763	-
981.000	Architect Fees	13,846	93,110	275,895	66,676
955.100	General Contractor	-	46,274	655,988	1,917,907
985.300	Outside Contract Expense	-			31,668
Subtotal		57,810	269,299	1,006,669	2,203,271
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	17,453	-	410,262	64,006
Subtotal		17,453	-	410,262	64,006
TOTAL Capital Expenditures		75,262	269,299	1,433,791	2,361,765
Total Revenue Over Expenditures		1,075,194	1,190,290	824,583	(344,768)
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	3,144,829

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:	
	8/31/2022	8/31/2022
	Superior	Other
Board	4,500,000	1,081,745
Capital Campaign	1,641,481	
Expense	-3,479,241	-599,156
	2,662,240	482,589

Check Register Report

Date: 09/01/2022

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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								
74739	08/08/22	Printed			AK	AK LAWNCARE	whit payment #5	658.80
74740	08/08/22	Printed			AES	ALLIED EAGLE SUPPLY CO	tissue/towel/brag box	710.84
74741	08/08/22	Printed			LOR	BAKER & TAYLOR 4108482	statement 6/30/22	19.89
74742	08/08/22	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 6/30/22	75.64
74743	08/08/22	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 6/30/22	334.31
74744	08/08/22	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 6/30/22	46.18
74745	08/08/22	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 6/30/22	1,249.70
74746	08/08/22	Printed			BASIC	BASIC	July 2022 fee	50.00
74747	08/08/22	Printed			BATT	BATTERIESPLUS	MA replacement	209.96
74748	08/08/22	Printed			BENCH	BENCHMARK DESIGN STUDIO	Jetton/Joy bus cards	160.00
74749	08/08/22	Printed			BA	BLACKSTONE PUBLISHING	nightwork	254.22
74750	08/08/22	Printed			BOX	BOXCAR STUDIO	Sept 1 renewal	1,800.00
74751	08/08/22	Printed			0000000589	GENE BUTMAN FORD	Flex july 2022-The works	498.84
74752	08/08/22	Printed			CDW	CDW GOVERNMENT, INC.	cable/usb-3	263.26
74753	08/08/22	Printed			CEN	CENGAGE LEARNING	three debts paid	137.20
74754	08/08/22	Printed			0000000567	CENTER POINT PUBLISHING	fevered star	143.82
74755	08/08/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	July 2022 grounds	81.68
74756	08/08/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	July 2022 fuel/elec	142.75
74757	08/08/22	Printed			HFCL	CITY OF DEARBORN	lost ILL-Milady Standard Cosme Chardae Korhonen	64.95
74758	08/08/22	Printed			MBP	DOWNRIVER BUS REPAIR, INC.	battery	1,237.57
74759	08/08/22	Printed			DTE ENERGY	DTE ENERGY	whit 6/23-7/22/22 service	11,738.95
74760	08/08/22	Printed			DTE ENERGY	DTE ENERGY	MA6/29-7/28/22 service	1,679.93
74761	08/08/22	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	MA courtyard light-50% down	21,409.58
74762	08/08/22	Printed			FIND	FINDAWAY WORLD, LLC	the old truck	64.99
74763	08/08/22	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	June 2022 service	22.50
74764	08/08/22	Printed			GORDON	GORDON FOOD SERVICE, INC.	Outreach supplies	106.92
74765	08/08/22	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	LG LCD TV 50"	939.91
74766	08/08/22	Printed			JDL	JACKSON DISTRICT LIBRARY	lost-ILL It's Me John Cameron	26.96
74767	08/08/22	Printed			JOCO	JOHNSON CONTROLS	whit 5/1/21-4/30/23	542.21
74768	08/08/22	Printed			KANO	KANOPY INC.	294 play credits	563.55
74769	08/08/22	Printed			0000000051	THE LIBRARY NETWORK	Consumer Rpts 7/22-6/2023	3,035.00
74770	08/08/22	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Cichewicz renewal 9/30/23	85.00
74771	08/08/22	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	payment #2 7/1/22-7/1/23	2,659.00
74772	08/08/22	Printed			BOTMSU	MICHIGAN STATE UNIVERSITY	8/20/22 seed saving program	100.00
74773	08/08/22	Printed			MIDWESTTAP	MIDWEST TAPE	502387674/502387675/502387672	806.64
74774	08/08/22	Printed			MIDWESTTAP	MIDWEST TAPE	Hoopla ending 7/31/22	14,167.87
74775	08/08/22	Printed			MMG	MLIVE MEDIA GROUP	building monitor	245.00
74776	08/08/22	Printed			OCLC	OCLC INC.	5/18/22-5/17/23 one time fee	2,060.00
74777	08/08/22	Printed			OV	OVERDRIVE, INC.	01576CO22270605.....	1,836.06
74778	08/08/22	Printed			PATR	PATRON ACCOUNT	return-Social Lives of Animals	30.00
74779	08/08/22	Printed			PINTER	PINTER'S FLOWERLAND INC.	Whit flower beds	356.42
74780	08/08/22	Printed			PW	PLANTWISE	whit 7/4/22 natural/poison ivy	1,502.50
74781	08/08/22	Printed			0000000318	PRINTING SYSTEMS	laser checks	178.55
74782	08/08/22	Printed			0000000443	SHERWIN-WILLIAMS	whit-study rooms	264.85
74783	08/08/22	Printed			SCCL	ST. CLAIR COUNTY LIBRARY	lost-ILL Little Pear Tree	16.99
74784	08/08/22	Printed			STAPAD	STAPLES ADVANTAGE	statement 7/25/22	193.24
74785	08/08/22	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	6/15-7/15/22 service	8.22

Check Register Report

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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								
74786	08/08/22	Printed			TERM	TERMINIX	MA K-9 inspection 6/27/22	669.00
74787	08/08/22	Printed			U	ULINE	cone signs-reversible arrow	129.53
74788	08/08/22	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	august 2022 fee	90.00
74789	08/08/22	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	MA August 2022 service	403.16
74790	08/08/22	Printed			0000000021	Y C U A	MA 6/20-7/20/22 service	1,526.88
74791	08/08/22	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 7/31/22	41.73
74792	08/16/22	Printed			AK	AK LAWNCARE	whit tree replacement	1,195.00
74793	08/16/22	Printed			ALER	ALERUS FINANCIAL	Emply contribution July 2022	18,279.70
74794	08/16/22	Printed			0000000003	ANN ARBOR NEWS	MA - 11/12/22	63.88
74795	08/16/22	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	Whit water spigot	1,041.50
74796	08/16/22	Printed			RFID	ATLAS RFID SOLUTIONS STORE LLC	12,000 tags	2,072.00
74797	08/16/22	Printed			BAKL	BAKER & TAYLOR #4407662	statement 7/31/22	197.37
74798	08/16/22	Printed			LOR	BAKER & TAYLOR 4108482	statement 7/31/22	1,931.80
74799	08/16/22	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 7/31/22	123.64
74800	08/16/22	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 7/31/22	1,779.14
74801	08/16/22	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 7/31/22	731.42
74802	08/16/22	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 7/31/22	77.12
74803	08/16/22	Printed			BAKTAY	BAKER & TAYLOR, INC. 4108472	statement 7/31/22	168.43
74804	08/16/22	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 7/31/22	7,916.13
74805	08/16/22	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 7/31/22	5,452.33
74806	08/16/22	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 7/31/22	4,241.35
74807	08/16/22	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 7/31/22	1,133.78
74808	08/16/22	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 7/31/22	85.09
74809	08/16/22	Printed			BAA	BANK OF ANN ARBOR	closing 7/31/22 #2986	140.62
74810	08/16/22	Printed			BAA	BANK OF ANN ARBOR	closing 7/31/22 #4396	398.25
74811	08/16/22	Printed			BAA	BANK OF ANN ARBOR	closing 7/31/22 #0667	2,143.46
74812	08/16/22	Printed			BASIC	BASIC	Aug 2022 admin fee	50.00
74813	08/16/22	Printed			BA	BLACKSTONE PUBLISHING	Happy go Lucky	251.04
74814	08/16/22	Printed			BCN	BLUE CARE NETWORK OF MI	Sept 2022 coverage	38,606.80
74815	08/16/22	Printed			A15	BP PRODUCTS OF NORTH AMERICA	7/6-8/5/22 period ending	735.27
74816	08/16/22	Printed			CDW	CDW GOVERNMENT, INC.	Hamilton Flex Phones-9	390.22
74819	08/16/22	Printed			CEN	CENGAGE LEARNING	one shot harry	587.78
74820	08/16/22	Printed			0000000567	CENTER POINT PUBLISHING	emerald tide	143.82
74821	08/16/22	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	current/prop tax charges	2,498.64
74822	08/16/22	Printed			DTE ENERGY	DTE ENERGY	whit street July 2022	41.88
74823	08/16/22	Printed			FDC	FABER DESIGN CO.	MA courtyard lights	400.00
74824	08/16/22	Printed			0000000516	FARMINGTON COMMUNITY LIBRARY	lost-ILL Milady Cosmo	122.95
74825	08/16/22	Printed			GRNG	GRAINGER	MA fountain repair	50.96
74826	08/16/22	Printed			0000000051	THE LIBRARY NETWORK	overdrive 8/1/22-7/31/23	13,730.72
74827	08/16/22	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	whit 6/24-7/23/22 overage	776.46
74828	08/16/22	Printed			AFSCME	MICHIGAN AFSCME	deducted 8/4/22	474.60
74829	08/16/22	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Jetton renewal 2022	85.00
74830	08/16/22	Printed			MIDWESTTAP	MIDWEST TAPE	502484756/502484759/502484755	1,298.06
74831	08/16/22	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	August 2022	128.00

Check Register Report

Date: 09/01/2022

Time: 9:23 am

Page: 1

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								
1067	08/25/22	Printed			459675	BAKER & TAYLOR INC.	459675 statement 7/31/22	50,989.67
1068	08/25/22	Printed			BOD	BODMAN PLC	June 2022 construc matters	720.00
1069	08/25/22	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	5/1-6/30/22 Superior billing	35,725.74
1070	08/25/22	Printed			ONE	O'NEAL CONSTRUCTION, INC.	ending 6/30/2022	219,934.14
Total Checks: 4							Checks Total (excluding void checks):	307,369.55
Total Payments: 4							Bank Total (excluding void checks):	307,369.55
Total Payments: 4							Grand Total (excluding void checks):	307,369.55

Communications



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

GRETCHEN WHITMER
GOVERNOR

MICHAEL F. RICE, Ph.D.
STATE SUPERINTENDENT

September 16, 2022

Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197

Dear Director:

We have received, from the Department of Treasury, the calculated amount of tax revenue lost due to the renaissance zone in your service area.

Based on these figures, payments will be sent by check via mail or electronic funds transfer and will take place on Thursday, September 21. The amount calculated by Treasury for your library was \$67,905.19.

If you have any questions concerning how your library amount was calculated, please contact Mr. Howard Heideman, Director of Tax Policy, Office of Revenue and Tax Analysis at (517) 335-7437.

Sincerely,

A handwritten signature in cursive script that reads "Randy Riley".

Randy Riley
State Librarian

LIBRARY OF MICHIGAN



LIBRARY OF MICHIGAN

Trustee Roundtable - Library of Michigan

10/27/2022 01:00 PM - 03:30 PM ET

[CLICK HERE TO REGISTER ONLINE](#)

Admission

Free

Location

Library of Michigan, 2nd Floor Lake Erie Events Room

702 W. Kalamazoo St.

Lansing, MI 48915

Summary

Trustee gathering to encourage conversations between trustees from different libraries. Will include an overview of resources available to Michigan public library trustees and a Board Q & A.

Description

Meet other public library trustees to discuss issues facing Michigan libraries and to talk about the resources available to assist Michigan public library trustees. Small group discussions will be facilitated by Shannon White and Clare Membiela from the Library of Michigan. Bring your questions and your best advice!

Participants in this roundtable event will be able to:

- Discover the methods other library boards in the state use to make decisions, and handle operations.
- Discuss the importance of knowing and understanding their library's establishment.
- Identify resources available to Trustees from the Library of Michigan and other organizations.

Instructors: Shannon White, Library Development Manager, Library of Michigan and Clare Membiela, Library Law Consultant, Library of Michigan

This project is made possible by grant funds from the U.S. Institute of Museum and Library Services (IMLS) administered by the State of Michigan through the Library of Michigan.

Parking: Visitor parking is located south of the building with a flat rate of \$5 per entry. A credit/debit card is required to pay for parking (cash no longer accepted), and payment is made upon entry. Visa, MasterCard and Discover will be accepted. Visitors should approach on Kalamazoo Street and turn north onto the circle drive to enter the visitor parking lot.

- [Print this page](#)
- Tell a friend
- Add to iCal or Outlook
- Add to Google Calendar



Welcome

Shannon Polk, President & CEO

WCC Welcome Remarks

Dr. Rose Bellanca, President, Washtenaw Community College

Stories of Impact

Performance by **Limelight, LLC**

The Power of Permanent Community Capital

Jillian Rosen, VP-Community Investment

Healthy & Fulfilling Aging in Community

Christopher Lemon, Senior Community Investment Officer

Strength of Washtenaw County's Philanthropy in Perpetuity

Laura Hayden, Treasurer

Jamie Hunter, CFO & VP-Operations

Increasing Impact Through Investing

Karen Andrews, Secretary & Chair, Impact Investing Committee

Sean White, Impact Investment Manager

Community Leadership

Betsy Petoskey, Board Chair

Sean Duval, Vice Chair

Building a Stronger Washtenaw County

Shannon Polk, President & CEO

Music in lobby provided by **Community High School Jazz Band**

Passport stations hosted by **Collective Culture Health & Chiropractic, Dez Esters,**

R.O.A.M. by Chelsea Senior Center, and Ypsilanti District Library

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 9/23/2022
Re: Superior Planning Committee report

I attended site meetings on August 23, September 9 and 21. Things change daily, and the building is coming together fast! Current status of the project:

- Glass and Glazing is complete.
- Interior Doors and finish carpentry are complete
- Interior Painting will be complete this week.
- Tile and Carpet will be substantially complete the week of 9/26.
- The parking lot is being paved and striped the week of 9/26.
- Final inspections for mechanical, electrical, fire alarm and plumbing are scheduled for the week of 9/26.
- Bathroom accessories and fixtures are 70% complete with the balance completed by the end of the month.
- Landscaping and plantings are 90% complete.
- Cabinets are 60% complete with the balance coming by the end of September and countertops coming the first week of October.
- Exterior Façade Work continues.
- Shelving and furniture deliveries commence the week of 9/26.
- The solar array system is complete and can be activated pending DTE and electrical inspections.
- AT&T is set to complete the final step of fiber installation next week.

The team has mapped out a master completion schedule to get us to Grand Opening day. It is large, includes many details, and continues to be revised, but I am attaching the latest version here if you are interested. We've had to flex many delivery dates to accommodate the completion of the interior. O'Neal believes it will be substantially complete at the end of September. The exterior work will probably continue through the end of October.

The Builder's Risk insurance policy expires 9/30; the building has been added to our MML building liability insurance effective on that date.

The vendor for our lockers will move them to the new location after the Book Brigade. We have proposed 10/12 for this project.

The Opening Day Collection is now scheduled to be delivered 10/25. Staff will unbox and shelve.

After a couple of supply chain-related delays, the Harris Road widening project commenced on 9/21. The contractor tells OHM it should take 6 weeks – which would put completion around 11/2.

We have ordered literature racks and bulletin boards for the copier area, a Walker Rail system to hang artwork in the meeting room, book return carts, book trucks, kick stools, and more. We've also ordered items to commemorate the grand opening.







Architect's Field Report

OWNER	X
ARCHITECT	X
CONTRACTOR	X
FIELD	
OTHER	

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	31				
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55				
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration				
DATE:	19 AUG 2022	TIME:	10:00 am	WEATHER:	Sunny	TEMPERATURE:	80°F
ESTIMATED % OF COMPLETION:	78%	CONFORMANCE WITH SCHEDULE (+,-)	On Schedule				

PRESENT AT SITE:

Name:

Shawn Courtney
Davy Shellabarger

Representing:

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

WORK IN PROGRESS:

- 31.1 Diversified removing soil from the detention pond and doing some grading work.
- 31.2 Tile layout at Corridor 103 and adjacent rooms.
- 31.3 Roofers installing metal fascia around the building.
- 31.4 Glazers installing brake metal.

OBSERVATIONS:

- 31.1 Stored materials include: Drywall and cement board, joint compound, acoustical insulation, MEP equipment and ductwork, acoustical ceiling tile & grid, paint, Tile, Wood & Glass Door.
- 31.2 Site concrete work is complete as well as the gravel pad for future raised beds. Flagpole has been installed, and river stone and metal edging around the building is partially installed.
- 31.3 Wood blocking at the top of the brick apron has been anchored into the brick below.
- 31.4 Exterior glazing is all installed except for the two top pieces at the group study rooms.
- 31.5 Door frames have been installed and painted, cabinets in the supply room and staff area have been installed. Countertops in restrooms have been installed.
- 31.6 AT&T has installed conduit, pulling wire next week.
- 31.7 Cabinets have been installed in the storage room and the staff area. Doors have not been adjusted yet and it also appears that some of the drawer pulls are crooked and need to be adjusted.

ITEMS TO VERIFY:

- 31.1 The metal fascia at the roof edge has been installed with nails that are exposed to view. There is some dimpling/slight oil canning where some of the nails are hammered in. DZA to review project specification to determine if exposed fasteners are acceptable. One concern is whether the holes in the metal fascia allow enough room to account for seasonal thermal expansion/contraction.

INFORMATION OR ACTION REQUIRED:

- 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.
28.2a DZA has provided sketches indicating where control joints should be added.
- 31.1 OCI to send RFIs for record regarding meeting room lighting changes that were discussed in the field previously.
- 31.2 The tile contractor has brought a different setting mortar than what was approved in submittals. The contractor's reasoning is that it provides an enhanced warranty since it is a Schluter mortar being used with the Schluter Ditra isolation membrane. DZA has confirmed with tile reps that it meets specification requirements and is a comparable product. OCI to submit an RFI for record documenting the change.

ATTACHMENTS:

- 31.1 See Progress photos:





Gravel pad for future raised beds



Cast iron tactile warning strip near mechanical screen wall.



Blocking anchored into brick below



Flagpole and site concrete



Metal fascia has been installed with exposed nails, causing some dimpling oil canning



Cabinet doors have not been adjusted yet. Some of the hardware looks crooked and may need to be adjusted.



Schluter All-Set mortar

REPORT BY: D. Shellabarger



Architect's Field Report

OWNER	X
ARCHITECT	X
CONTRACTOR	X
FIELD	
OTHER	

PROJECT: Ypsilanti District Library Superior Branch **FIELD REPORT NO.:** 32

OWNER: Ypsilanti District Library **ARCHITECT'S PROJECT NO.:** 2017-55

CONTRACTOR: O'Neal Construction Inc. **CONTRACT:** Contract Administration

DATE: 09 SEP 2022 **TIME:** 11:00 am **WEATHER:** Sunny **TEMPERATURE:** 75°F

ESTIMATED % OF COMPLETION: 80% **CONFORMANCE WITH SCHEDULE (+,-)** Schedule is being compressed to meet 11/14 grand opening.

PRESENT AT SITE:

Name:

Nick Kresta
Matt Ratzow
Lisa Hoenig
Dan Whisler
Davy Shellabarger

Representing:

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

WORK IN PROGRESS:

- 32.1 EIFS finishing on the north face of the building.
- 32.2 Drywall finishing and painting.
- 32.3 Carpet tile being put down in staff area.
- 32.4 Floor and ceiling tile installation in the restrooms and corridor.
- 32.5 Electrical work at main entrance.

OBSERVATIONS:

- 32.1 Stored materials include: EIFS foam, vapor barrier, and finish materials, joint compound, acoustical ceiling tile & grid, paint, tile, wood doors, carpet tile.
- 32.2 The date stone has been painted and is ready to be installed.
- 32.3 The peak of the drywall under the glazing in the meeting room appears to be off center from the curtainwall and ceiling above (see photo).
- 32.4 The tile around column CC2 has been cut to follow the diamond slab cuts below. This was not detailed on the construction documents, but the construction schedule will not allow time to redo the tile in this area. These joints will be caulked and left as is.

ITEMS TO VERIFY:

- 32.1 Dimensions for monitor arms and grommet holes at circulation and reference desks to be finalized.

INFORMATION OR ACTION REQUIRED:

- 32.1 DZA to confirm paint colors for the soffit above the circulation desk.
 - 32.1a Subsequent to the site walk DZA confirmed that the soffit will be painted white (P1) on all sides, see photo.
- 32.2 The dimensions of the installed fireplace unit don't match the elevation drawings and the Motawi tile layout needs to be adjusted. DZA to send a revised layout.
- 32.3 The two L6 can light fixtures above the fireplace appear to be too close to the drywall soffit. Both fixtures to be relocated to be further away from the drywall soffit and adjusted to focus on the tile surround at the fireplace.
- 32.4 There is an object (possibly a shim that was not removed before painting) high on the east wall in group study to be removed, see photo.

ATTACHMENTS:

- 32.1 See Progress photos:



Carpet tile installed in the Staff Area.



EIFS finishing on north face of the building



Cut Tiles at column CC2



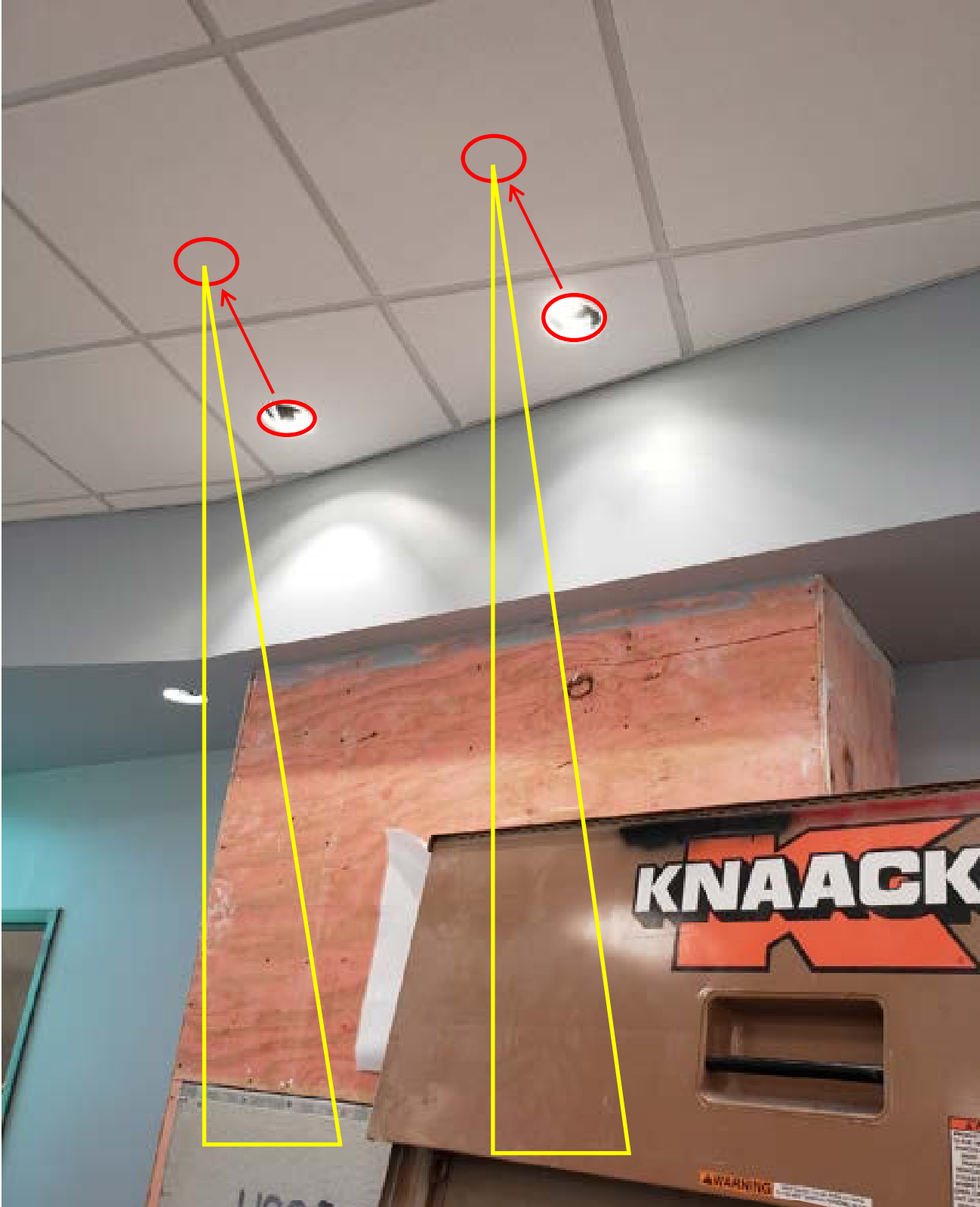
Off center drywall peak below glazing



Object on group study wall to be removed



Soffit above the reference desk to be painted white as shown.



Relocate lights above fireplace and focus light onto tile surround.

REPORT BY: D. Shellabarger

**Director's
Report
and attachments**

Library Director's Report September 28, 2022

A Milestone MOU

We've been working with Ypsilanti Community Schools on a Memorandum of Understanding that would allow YDL to give every YCS student a card automatically. The paperwork authorizing the "YCS Student Success Card" was made official earlier this month! This has long been a YDL goal, and YCS's LEAP grant helped them see the potential of this project. A big thank you to Mary and Jodi for their efforts making this happen. We are extremely excited to get started and have ordered supplies to create the cards. Stay tuned!

Facilities:

- Whittaker roof sealing is complete. It has rained heavily since, with no leaks! We spent \$42,013 of \$50K budgeted.
- Whittaker North parking lot reconstruction is also complete, with a final price tag of \$275,854.50 of \$300K budgeted. It is a huge relief to have this done.
- The Library Plaza lighting upgrade has received a green light from the city, and materials are on order. Ground work is expected to take place prior to YpsiGLOW, but the actual fixtures may not arrive until afterward.
- Michigan Avenue basement sample light fixture has arrived and will be installed 10/1.

Financial:

- The afternoon of 9/9 we received a call from a 5/3 Bank branch in Brownstown. Someone was at the bank presenting a check from the library that the teller felt was suspect. She emailed me a scan of the check, and it was, in fact, counterfeit. The suspect fled on foot before this was determined, but the bank has his information. The check was not paid, and all of our legitimate checks had cleared, so we closed the account. It took two weeks, but we have opened a new one and have ordered checks. We should be back in business to pay construction-related invoices soon. This situation was alarming and raised questions about whether we may want to add positive pay to our accounts.

Fundraising:

- We were awarded a \$2,000 MACC mini-grant for the new Superior patio mural project.
- AAACF invited us to be one of 3 community partners to host a "passport" table at their annual community meeting on 9/13. Monica, Mary and Chris McMullen presented information about YDL and new Superior to a large crowd.
- YCS has agreed to sponsor school bus transportation for Book Brigade attendees on 10/8.
- On 8/25 I presented to a group of seniors at All Seasons Ann Arbor about the new library and capital campaign.
- I led two more tours of the new building. A number of bird advocates attended and were very excited to see the glass.
- I was interviewed for WEMU's "Issues of the Environment" segment, discussing the new Superior branch's solar array and bird-friendly glass as well as the Book Brigade, grand opening, and fundraising.

Personnel:

- On 8/27 Michigan Avenue full-time Clerk Shania Zwalesky resigned without notice. Congratulations to part-time Clerk Courtney Duke, who has accepted a promotion to full-time. We have posted for an additional full-time Clerk for Michigan Avenue, since Jerome Drummond plans to retire in January 2023 and has big shoes to fill!
- New Superior branch staff took on their new roles effective 9/6.
- We held three interviews for a new Business Office Manager; a decision is pending.
- Kristin Stiger will be our new full-time Youth Outreach Librarian. Part-time Outreach librarian and part-time Outreach paraprofessional hires are nearly complete. The two librarians are scheduled to start on 10/3.
- We will soon be interviewing for Superior Youth/Teen paraprofessional, and several clerk positions. We received over 50 applications for the 5 clerk jobs posted.

Strategic Plan:

- Thank you to everyone who participated in the 9/14 strategic retreat! It was an energizing session, and we're excited to begin exploring ReThinking Libraries' recommendations for our next strategic plan.

YDL Dashboards

**YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD**

September 2022

Strategy	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2021 YTD	2022 YTD	2022 Goal
Friends of YDL Annual Support	\$43,360	\$36,050	\$36,000	\$31,000		\$18,000	\$13,631	\$24,000
Memorial Gifts								
In Memory of Ingrid Koch			\$1,011				\$50	
In Memory of Geraldine Kruse							\$1,569	
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	\$1,619	
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	\$2,575	
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	\$3,126	
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	\$83,109	
Superior	\$500		\$7,584	\$45,900	\$30,495	\$358,815	\$283,865	
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	\$367,636	

Strategy	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 YTD	2021 YTD	2022 YTD	2022 Goal
Total Donations	\$73,269	\$73,008	\$97,328	\$100,793	\$64,310	\$612,246	\$397,011	
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				
MACC - mini grant							\$2,000	
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	\$542,951	
GRAND TOTALS	\$131,225	\$164,368	\$179,793	\$163,999	\$225,353	\$1,129,398	\$939,962	

Designated Fundraising to Date

YDL - Superior Construction (Gousseff Trust included) - \$1,965,189.72
 *** Towsley Foundation Grant (Starts December 2022 / \$80,000 per yr. for 5 years)
 * Whittaker Rd Teen Area Improvement -\$5,550

*\$1050 remaining, expenditures =4500

2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
CURRENT PUBLIC SERVICE OFFERINGS													
BOOKS ON WHEELS DELIVERIES	11	12	17	13	20	22	14	14					123
CIRCULATION													
Whittaker	25,932	26,501	29,474	32,846	30,683	33,468	31,403	36,055					246,362
Michigan **	5,913	5,538	6,457	4,370	5,639	6,895	9,491	8,290					52,593
Superior	703	693	648	604	511	561	671	747					5,138
Bookmobile	154	331	52	606	1,214	979	1,060	1,612					6,008
eProducts	12,547	11,334	12,364	11,712	12,699	12,746	13,914	14,039					101,355
TOTAL	45,249	44,397	48,995	50,138	50,746	54,649	56,539	60,743	0	0	0	0	411,456
COLLECTION													
Physical items added	1,206	1,124	884	783	952	987	436	1,298					7,670
Items added	1,714	999	1,121	792	1,270	2,187	1,848	1,261					11,192
Items cataloged	460	346	376	260	406	373	209	353					2,783
CURBSIDE APPOINTMENTS													
Whittaker	166	90	73	67	62	104	43	46					651
Michigan	36	34	27	21	6	5	9	10					148
Superior	162	142	159	144	121	139	175	171					1,213
Bookmobile	50	108	176	79	0	0	0	0					413
TOTAL	414	374	435	311	189	248	227	227	0	0	0	0	2,425
DOOR COUNT	(New counters installed 4/15-MA & 4/22-Whit)												
Whittaker	8,486	8,643	12,214	11,042	9,380	10,346	9,016	12,053					81,180
Michigan **	3,921	6,398	6,776	3,394	2,969	4,204	4,645	5,676					37,983
Superior													-
Bookmobile				107	352	146	107	134					846
TOTAL	12,407	15,041	18,990	14,543	12,701	14,696	13,768	17,863	0	0	0	0	120,009
HAND PICKED FOR YOU													
Whittaker	0	0	0	0	0	0	0	0					-
Michigan	0	0	0	0	0	0	0	0					-
Superior	0	2	0	0	0	0	1	0					3
Bookmobile	5	10	15	8	0	0	0	0					38
TOTAL	5	12	15	8	0	0	1	0	0	0	0	0	41
MELCAT													
Loans	972	910	1,017	818	831	847	580	1086					7,061
Borrows	979	786	842	907	728	836	724	876					6,678

** Michigan Avenue location closed for repairs 4/18-5/9/22
8/14 - 8/20/22 carpet install

2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
NEW LIBRARY CARDS													
New applications	330	241	359	226	240	334	329	374					2,433
Student eCards	0	0	142	0	0	0	0	0					142
TOTAL	330	241	501	226	240	334	329	374	0	0	0	0	2,575
PODCAST: YPSI STORIES													
Plays	91	237	93	82	122	93	94	88					900
PRINTING ON DEMAND Ltd. to 20 free pages/day													
Whittaker													-
Michigan													-
Superior	2	3	3	8	2	11	2	10					41
TOTAL	2	3	3	8	2	11	2	10	0	0	0	0	41
PROGRAM/SUPPLY/KIT DISTRIBUTION													
Youth	19	5	6	0	0	0	0	0					30
Teen	0	0	0	0	0	0	0	0					-
Adult	49	37	13	16	14	0	0	0					129
Partner sites	0	0	0	0	0	0	0	0					-
TOTAL	68	42	19	16	14	0	0	0	0	0	0	0	159
REFERENCE													
Whittaker	1,933	1,947	2,800	2,386	2,091	2,902	2,275	2,623					18,957
Michigan **	1,787	1,995	2,373	1,099	1,247	1,901	2,694	1,859					14,955
Superior	71	121	117	75	72	82	70	62					670
Bookmobile	5	20	18	30	131	71	49	152					476
TOTAL	3,796	4,083	5,308	3,590	3,541	4,956	5,088	4,696	0	0	0	0	35,058
TAX ASSISTANCE VISITS													
Whittaker		47	79	19									145
Michigan		89	131	56									276
Superior		16	20	0									36
TOTAL		152	230	75									457
TEACHER BUNDLES													
Whittaker	0	0	0	0	0	0	0	0					-
Michigan	0	0	0	0	0	0	0	0					-
Superior	0	0	0	0	0	0	0	0					-
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	-
TECHNOLOGY													

** Michigan Avenue location closed for repairs 4/18-5/9/22
8/14 - 8/20/22 carpet install

2022	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
Web site visitors	112,212	101,681	107,123	93,999	90,948	96,865	90,558	85,586					778,972
Wireless users	4,256	5,303	5,376	5,498	5,453	4,799	4,576	5,853					41,114
App users (unique)	1,257	1,225	1,357	1,373	1,269	1,323	1,403	1,382					10,589
TUTORING SESSIONS (826)	0	0	0	0	0								-
PROGRAMS <i>Virtual or in-person, live</i>													
WHIT Youth/Attendance	11(111)	33(658)	47(1,319)	45(1,245)	10(253)	31(995)	39(1,272)	9(373)					216(5,853)
MICH Youth/Attendance	5(34)	7(87)	13(170)	13(186)	8(80)	21(448)	19(246)	11(130)					97(1,381)
SUP Youth/Attendance	3(55)	3(75)	17(435)	4(345)	3(136)	8(298)	9(431)	12(685)					47(1,775)
TOTAL YOUTH	19(200)	43(820)	77(1,924)	62(1,776)	21(469)	60(1,741)	67(1,949)	32(1,188)					349(8,879)
WHIT Teens/Attendance	4(49)	7(71)	8(44)	5(37)	10(477)	4(19)	4(40)	4(26)					42(737)
MICH Teens/Attendance	5(19)	7(28)	5(31)	7(49)	5(56)	5(137)	2(21)	2(2)					38(343)
SUP Teens/Attendance	0	0	0	0	0	0	0	6(359)					-
TOTAL TEEN	9(68)	14(99)	13(75)	12(86)	15(533)	9(156)	6(61)	12(387)					78(1,078)
WHIT Adults/Attendance	27(167)	34(177)	40(225)	36(135)	34(240)	32(114)	32(76)	23(174)					235(1,134)
MICH Adults/Attendance	11(143)	8(87)	13(99)	4(28)	13(163)	12(103)	3(29)	7(44)					71(696)
SUP Adults/Attendance	3(46)	5(63)	6(92)	6(86)	5(42)	0	5(57)	3(41)					30(386)
TOTAL ADULT	41(356)	47(327)	59(416)	46(249)	52(445)	44(217)	40(162)	33(259)					329(2,172)
TOTAL VIRTUAL EVENTS	69(624)	104(1,246)	149(2,415)	120(2,111)	88(1,447)	113(2,114)	113(2,172)	77(1,834)					833(13,963)
VIRTUAL PROGRAMS <i>Recorded views</i>													
Youth programs/views													
Teen programs/views													
Adults programs/views													
<i>* Programs are totaled in Sept. to comply with State Aid reporting</i>													
PAST COVID ACTS OF GREATNESS AND OTHER ONE-TIME EVENTS													
KN-95 mask distribution	1,000	3,000	3,000	1,000		3,000		2,000					13,000
COVID Rapid Test Kits	300	300	0	300									900
Electronics Recycling				331									
Pop-up sidewalk browsing													
Vaccine days													-
FUTURE COVID ACTS OF GREATNESS													
WiFi expansion at SUP													TBD
Lunch distribution (Parkridge)													-
Sycamore Meadows lunch help													-

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

8/14 - 8/20/22 carpet install

Department Reports

Acquisitions Department Board Report

September 2022

Department News and Activities

- I attended the strategic planning retreat on September 14. This was a great day with lots of ideas and discussion.
- I will soon be meeting with Adult Services staff to plan the next Library of Things purchases.
- Superior Opening Day Collection work is wrapping up. Myself and Acquisitions staff will be helping with the delivery and unboxing of our materials from our vendor, Baker & Taylor.
- I continue to attend meetings for the Ypsilanti Bicentennial history sub-committee.
- The Washtenaw Reads title for 2023 is *Such a Fun Age* by Kiley Reid.
- 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 75% encumbered.
- 353 items were cataloged in August.
- 2,559 items, including 1,261 e-items, were added in August.
- YDL borrowed 876 items from other libraries via MeLCat in August.
- YDL loaned 1,086 items to other libraries via MeLCat in August.
- 14 items no longer in our system have been returned since going fine free.

Submitted by Sarah Zawacki
September 21, 2022

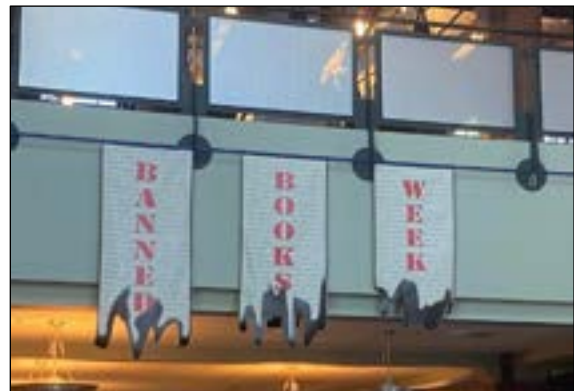
Assistant Director
Board Report: September, 2022

Many of us have participated in multiple interviews this last month. We are still reviewing applications for clerk positions, both full time and part time at all locations. It will be wonderful when we are fully staffed again.

The Friends are hosting their book sale this weekend (Sep. 23). Thankfully, they were able to utilize the help of an EMU fraternity so had able-bodied volunteers to assist them with set up! Their sale often conflicts with Banned Books Week, so I will leave up our display an additional week. Thanks to John and Jim for helping me with the installation.



Banned Books Week (Sep. 18-24) serves as a national public awareness campaign for libraries about the dangers of censorship. The past few years have been rife with attempts to remove materials from libraries. These attempts are often politically-motivated and for the past few years have been mostly focused on LGBTQ materials. Everyone has the right to see themselves represented in literature and to seek information of their own choosing. Everyone also has the right to not read books that don't interest them. The role of the public library is to provide access to information – all information. Removing materials that are politically-targeted is anathema to our mission. Thus, in the spirit of the freedom to read, I invite everyone to visit the display and to enter the raffle to win a cool book basket!



Our strategic retreat was successful and provided rich food for thought. Participants I have spoken with were impressed with the facilitators from Rethinking Libraries and felt they created an atmosphere where people could speak freely and with creativity. We look forward to implementing the findings and embarking on the next 3-year plan!



The Washtenaw Read for 2023 is *Such A Fun Age* by Kiley Reid (2021). “A striking and surprising debut novel from an exhilarating new voice, *Such a Fun Age* is a page-turning and big-hearted story about race and privilege, set around a young Black babysitter, her well-

intentioned employer, and a surprising connection that threatens to undo them both. With empathy and piercing social commentary, it explores the stickiness of transactional relationships, what it means to make someone 'family,' and the complicated reality of being a grown-up." Stay tuned for information about the author visit in January or February.



Our annual flu shot clinic at YDL-Whittaker will take place on Wednesday, October 12, from 12-4:00pm with vaccines provided by our local CVS pharmacist. Scan the code to sign up; you are welcome to invite family members as well.

I signed off on an application prepared by Jenny Hannibal to secure (hopefully) 2,000 eclipse glasses. STAR Net's SEAL (Solar Eclipse Activities for Libraries) Initiative is supporting the 2023 and 2024 eclipses by distributing approximately 5 million eclipse glasses to public libraries across the country. We had literally hundreds of people join us on the library lawn and downtown for the 2017 eclipse; I expect it to be just as popular next year!

For your datebook:

- The next annular total solar eclipse in the US will be October 14, 2023.
- The next total solar eclipse will be April 8, 2024.



Submitted by Julianne Smith, September 22, 2022

Communications & Development

Monthly report: September 2022

Major print/design pieces produced:

- The communications department helped create designs and consulted on SWAG items for the Superior Grand Opening celebrations. This included designs for bookmarks, tote bags, t-shirts, champagne flutes, and more.
- We designed and printed bus ads for our Tutor.com subscription to place on AAATA buses for a period of several months.

Promotions

- **Book Brigade/Grand Opening week:** To highlight the Book Brigade and grand opening celebrations, we've worked on a number of giveaways, sent press releases out to a variety of media outlets, and secured Brad from Better Planet Media to provide aerial footage during the Book Brigade.
- **Banned Books Week:** To highlight our Banned Books Week display, we created a blog post and scheduled regular social media coverage for it. We've also shared news articles with related stories about Banned Books in the news. We also printed an article in *The Loop* about our display and the week in general.
- **Library Card Sign-up Month:** We created a blog post for our home page along with an article for *The Loop* and social media posts to highlight the benefits of your YDL card.
- **Capital Campaign:** As of 9/21 we've raised \$295,011 in the crowdfunding portion of our Capital Campaign. We have less than \$200,000 left to reach our \$2M fundraising goal. This was given some boosts due to a grant from MACC towards the ground mural project.

Notable Media Mentions

- David Fair at 89.1 WEMU interviewed Lisa for an "Issues of the Environment" segment.
- Concentrate covered the YpsiWrites Love Letters to Ypsi project for the Bicentennial.
- Concentrate covered the Friends In Deed mural project that was highlighted at YDL-Whittaker.
- The A2Y Chamber listed our Book Brigade in their newsletter.
- MLive covered the Big Little Fair that we were a part of and listed activities happening at YDL-Michigan.

Community Relations

- Sam and Monica continue to attend Parkridge meetings and provide YDL updates. Meetings are resuming in person now.
- Sam attended the latest Engage@EMU meeting.
- 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.



AT A GLANCE!

- 7,800 sq. ft.
- 22 computers
- Meeting & study rooms
- Bird-friendly glass
- Motawi tile fireplace
- Drive-up book return & after-hours lockers

Thanks to our Grand Opening Sponsors:



- YCS is providing bus transportation for our Book Brigade to help mitigate potential parking demand.

Notable Social Media activity

- Our post about the Banned Books Week displays reached nearly 2,200 people with 290 engagements, including 17 shares and 87 likes.
- Our post about the most recent clerk opening reached more than 1,300 people with more than 150 engagements, including 8 shares and 10 likes.
- The post sharing the MLive article about the Big Little Fair reached 1,150 people with more than 100 engagements.
- Our post sharing the info about the Superior Twp Parks and Rec Movie in the Park reached more than 2,100 people, showcasing again our value as a communication outlet for other area partners.
- Our post sharing the latest aerial shots at the new Superior site reached more than 1,000 people with 116 engagements, including 26 likes.
- The Instagram post about the Storywalk downtown got more than 130 views.



Submitted by Sam Killian on September 23, 2022

Customer Services

Monthly report: September 2022

Circulation Stats

For the month of August, we checked out 42,810 items system wide.

Patrons downloaded 14,039 digital items.

We also issued 374 new library cards.

The Whittaker Road library had 46 curbside appointments.

Auto-Renewal/Fine Free

One way we will be tracking the effects of our new auto-renewal and fine free policies will be to track the number of library items that age to "lost" status. For instance, in the month of August 2021 we had 83 items age to "lost" status. In the month of August 2022, we only had 27 items age to "lost".

Submitted by *John Connaghan* on September 20, 2022

Facilities Department

Board Report: September 2022

A couple big projects happening this month at the library.

First was the north parking lot was completely removed. Nagle Paving put down new drainage, new limestone foundation, then paved and striped. Took four weeks to complete the work. Looking good now!



While the paving was taking place, we could not access our dumpsters. So, we had Waste Management drop off a 30 yard dumpster in the south parking lot. We filled up one container with old carpeting, pallets, broken desks, chairs, and other items we cannot throw away in our regular dumpster. The first one is gone, we are working on our second load.



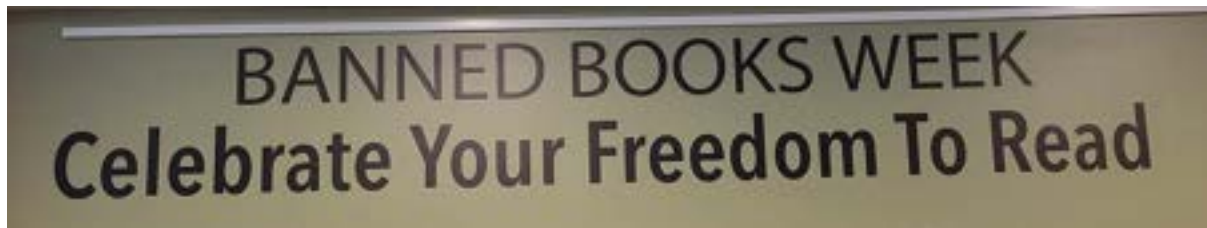
Campbell Inc. came to repair a heating loop pipe which began to leak in the Whittaker Road Youth Department, Acquisition, Lobby, and the Boiler Room. They had to drain the boiler system before taking the leaking area apart. Rubber seals over time had dry rotted causing the issue. All is back to normal now.



At the same time the parking lot was being re-paved. Industrial Services, Inc. began replacing worn out seals, and caulking along the roof, and brick pillars. We had a couple big rains since the repairs have been done. We haven't seen any leaking in the problem areas we were experiencing by the window wall/roof line area. We will keep monitoring moving forward.

Set up the Community Room for the Friends of the Library book sale. We made sure all the tables were in place, and all carts available for the Friends to use to get the books in place.

Helped Julie set up for her Banned Books exhibit.



Submitted by: Jim Reed

September 22, 2022



INFORMATION TECHNOLOGY SERVICES DEPARTMENT

September 2022

Status Report

- Superior off to the races – We've creating a baseline schedule for installation. We've made great progress in preparing equipment for the installation and are anticipating the current potential installation dates that we've been provided.
- Virtual Meeting equipment – Our next installation is going to take place in the New Superior building. One more great feature for a new location.
- Digital Signage – Our next installation is going to take place in the New Superior building. I look forward to seeing what our communications department comes up with for the donor wall.
- Michigan Ave Carpet Replacement – Completed and awaiting some details for any potential adjustments.
- 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 – I'm currently working with AT&T on the new Superior location's connectivity and actively working to address a performance issue with WAN. I anticipate resolving all tasks in the next few weeks.
- New Laptops & Chromebooks – So far we've delivered Michigan Ave their units and the remaining will be delivered to Superior in October with other newly installed equipment.

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: September 2022

Programs

We started out the month with Big Little Fair. We had 15 parent/child support organizations in attendance along with a petting farm and various games. The petting farm ducks had great fun for a few minutes in the fountain. The event went smoothly aside from a 10 minute flash rain storm. Organizations felt like it was a good event and many are coming back for Halloween. It was a lot of advance planning and work the day of setting up 4 tents, 18 tables, and activities. This event would not have been possible without the help of Nicole, Jodi, Pat, Jenny, Psyche, Monica, and Kevin. We hope to work with Big Brother Big Sister again next year.

Just in time for the Big Little Fair, Jenny set up a Story Walk in the downtown business windows. The book is called "Thank You Omu!" by Oge Mora and is a heartwarming book about Omu making a delicious stew and sharing it with her community. The books were purchased by Healthy Habits Start Now and it was so nice that the Bridge Community Café, next to the library, used the book to inspire a special, Omu's Red Stew. Jenny's Family Maker Night created frames with Scrabble Tiles.

Hugo Mack spoke on Driving to Stay Alive with teens and adult in the audience. One of the teens said that we need to have Mr. Mack in every 6 months. Charline led a Third Thursday popsicle stick lamp craft. Brigitte taught the first class at Mich Ave with the new Chromebooks.

Pat, Nicole, and Courtney all set up Banned Book displays. TAG teens helped with the Teen display. Youth, who have already read some of these books, are particularly shocked that books they consider interesting have been banned for racism, fantasy elements, or encouraging children to be disruptive. There have been many conversations with children, parents, and adults this week about today's hot topic.

Building and IT

The new carpeting and layout upstairs has been well received by the public. All reading tables have outlets near them and people seem to appreciate that. There's still some shelving that needs to be moved but we have 95% of the changes in place. Chris replaced a failed laptop that connects to our projector.

Staff

Aaron Smith is gradually getting acclimated to Michigan Ave. He has been a welcome addition to our staff. Jerome's position is being posted early to get a new clerk fully trained before he retires. Shania had to abruptly leave us and so we still have a shortage at circ. Nicole will be reassigned to Superior very soon, leaving another shortage in youth, but we have really enjoyed having Nicole's energy and ideas at Mich Ave.

Joy Cichewicz
September 23, 2022





Outreach Board Report - September 2022

Head of Outreach Services Position

I was hired on August 15 and onboarded. It has been a great learning experience for me so far. I have met many partners, community members and colleagues that have made me feel very welcomed. It feels like home. I have been onboarded for three weeks and now settled in with some independence pertaining to my team and outreach responsibilities.

Hiring of Outreach Team

- We are working on filling the three positions
 - Full time Outreach Librarian
 - Part time Librarian
 - Part Time Paraprofessional
- Interviews started the last week of August and ran well into the first two weeks of September
- We have identified three people for the three positions
 - Full time and Part Time Librarians are in the acceptance phase
 - Part time Paraprofessional is in the reference phase to be wrapped up soon.
- We are currently working on an onboarding plan for all of them.

Bookmobile

- Bookmobile was serviced on Friday, September 16th
 - It received a generator oil change
 - There was a light switch that had to be repaired
 - There was no disruption to service due to the service happening over the weekend.
- On September 19th, the Bookmobile was back on route.
 - Then there was a suspension related issue that happened while on route
 - The bookmobile has currently been pulled from the route for the safety of our staff.
 - The families have been informed about the Bookmobile being unavailable by email and phone.
 - Staff were alerted as to be prepared to answer community questions.
 - Communication with Sam Killian to update our website and social media sites.

Summer Champion Challenges

- Storytime and gave out books as prizes
 - KC Child Care
 - YMCA
 - West Willow

- Rolling Hills Day Camp

Outreach Events

- F.A.C.E Conference - a parent conference
 - Shared library resources, library card signup and gave out swag as an incentive. Also showed them the youth kits (Reading and STEM)
- Backpack Bash
 - Bookmobile was there and we gave out pencil kits
 - Library Card signup
 - Shared resources
 - Tour of the Bookmobile
 - Over 200 people showed up at our table and Bookmobile
- Parkridge Summerfest
 - Youth activity
 - Shared library resources
 - Networked with other organizations for future partnerships
- First United Methodist Women's Group
 - Talked about library resources and the library
 - There was a group of 15
- We the People Harvest Festival
 - Library Card signup
 - Nature Scavenger Hunt Activity
 - Will win prizes and library swag
 - Share library resources
- Fall River Day
 - Themed Activity
 - Library resources
 - Card signup

Submitted by Monica Porter
September 21, 2022

Superior Board Report

September 2022

Welcome to the new Superior report! Beginning this month, you'll see separate reports for Outreach and Superior.

Outreach/Superior Transition

- I have continued to share information with Monica and onboard her in various aspects of the Head of Outreach Services role.
- I participated in interviews for three new Outreach Services staff members. We were happy to have great candidates for these positions and look forward to bringing new staff on board. Staff who are moving to Superior will help pass along information to their replacements and will continue to serve as a resource moving forward.

Construction & Pre-Opening

- We received an updated construction schedule that is helping us plan for installation of technology, moving items from the current branch and items stored at Whittaker, and transitioning staff to their new spaces. We hope that staff can settle in beginning the week of October 25.
- Every time I visit, there are exciting, remarkable changes. We cannot wait to welcome staff and patrons into the space. More specific construction details can be found in Lisa's Superior Building Report!

Staffing:

- As of September 6, the following staff have had changes in title and/or hours assignments:
 - Monique Lopez-Geiman moved from part-time to full-time para-professional.
 - Nicole Russell moved from full-time to part-time librarian.
 - Having recently completed her MLIS, Liz Getty moved from part-time para-professional to full-time librarian.
 - Megan Watts moved from part-time to full-time clerk.
- In addition to current staff who are moving to new Superior, we are hiring one youth para-professional, three clerks, and one page (all part-time).
 - Para-professional: Interviews will be scheduled for the last week of September.
 - Clerks: We will soon review applications and schedule interviews.
 - Page: Job description is being updated and we will soon post.

Collections

- With an updated construction schedule, we needed to delay the arrival of our Opening Day collection by a few weeks. The newly-scheduled arrival date is Tuesday, October 25.
- After the current collection is moved to the new location on October 8, Superior items will be hidden in the public catalog and unavailable for requesting. Locker and curbside pickup will cease; patrons will be directed to pick up items at Michigan Avenue or Whittaker until the new location opens.

Programs & Services:

- We have been enthusiastically promoting the Book Brigade at Outreach events, in the libraries, and on social media. Please invite your friends and family! [Register here](#) to help us get an accurate count.
- We are putting the finishing touches on plans for the Ribbon Cutting and the remainder of the Grand Opening Week festivities.
- We are planning winter events (December-February). We will keep programming pretty light during our first full season, focusing on storytimes, computer classes, winter break activities, and a Martin Luther, King, Jr. Day celebration.

Sycamore Meadows Pop-ups:

- We have one pop-up remaining, on September 26. While preparing, setting up, and running these has been required a lot of staff time and energy, they have been such a valuable way to provide services to Sycamore Meadows and get reacquainted with some of our patron base.



Submitted by Mary Garboden,
September 17, 2022

Whittaker Road-Adult Services Board Report: September 2022

Here is a listing of September programs:

- Shape Financial Programming @YDL (survey for future programming)
- Thursday AM Book Group
- Seed Saving for Beginners (rescheduled from August)
- Best/Worst/Forgotten Movies Series - The 1980s - Jaws The Revenge
- Google Docs for Beginners (Adult-Virtual)
- Microsoft Word – Basics
- Gmail-Basics
- Fall Gardening Tips with Master Gardener Carol Brodbeck
- Google Sheets for Beginners (Adult-Virtual)
- How to Host a Zoom Meeting (Adult-Virtual)
- Microsoft Excel – Basics
- Small Business Savvy: the Romance of Numbers in Financial Analysis
- Google Docs Tips & Tricks (Adult-Virtual)
- Microsoft PowerPoint – Basics
- Grieve Well: Understanding Grief Webinar
- National Voter Registration Day - Register to Vote!
- Google Sheets Tips & Tricks (Adult-Virtual)
- Google Slides for Beginners (Adult-Virtual)
- Microsoft Excel – Intermediate
- Computer Basics - Getting Started
- Dear Reader: The Power and Meaning of Letters: We can work it out: letters on politics/social change
- Microsoft Word – Intermediate
- A Celebration of National Voter Registration Month
- Google Drive - Basics
- A Celebration of National Voter Registration Month
- Microsoft Publisher – Basics
- Virtual African American Authors Book Discussion Group
- Virtual Mystery Lover's Book Group
- Microsoft Excel – Pivot Tables (Intermediate)
- Wills, Trusts, and Estate Planning
- Internet Basics - How to Search the Web

We are offering more programs now that our Fall programming season has arrived. We offered our first of five Small Business Savvy program of the season, and had a good turnout for that virtual event. We are also partnering with The League of Women Voters of Washtenaw County for voter information/registration. They will be here on National Voter Registration Day (Sep 20th) and later that weekend during the Friends of YDL Booksale; they are hoping to engage with patrons who come to the sale. We are pleased to be able to offer voter information/education before the upcoming midterm elections. We are also partnering once again with EMU/YpsiWrites on a series of programs on the

impact of letter writing; each session will focus on a different type of letter writing. It should be a good series of programs. Other programs will focus on wills, native plants, a Beatles Forever concert, movies, and grieving, to name a few.

Brigitte is teaching her first Google Chromebook Basics class at YDL-Michigan Avenue this month, using the new grant-funded Michigan Avenue Chromebooks. She will also offer this class at YDL-Superior when the new facility opens.

Some members of the LOT committee are meeting to decide on purchases for this fiscal year. We have a list of items suggested by both patrons and staff, as well as wish lists from YDL-Michigan and YDL-Superior to choose from. We'll also look at which items have been most popular and determine if we should purchase duplicates of any items. We have had 2 guitars donated (currently waiting on strings and a gig bag) and purchased a pressure washer while still available as a seasonal item.

Robert participated in the recent daylong Strategic Planning Session and Paula spent a couple of hours with Monica Porter, new head of Outreach, to fill her in on Adult Services work. Paula has attended a couple of Zoom sessions with a potential new partner, Jewish Family Services, to work towards some potential programs/ services of interest to their clientele and our community. Christy continues to ably represent us in the Download Destination econtent group.

Thanks to Sarah Zawacki who will cover a shift at the Reference Desk while staff is running a virtual program on one Saturday this month. We appreciate her willingness to help out!

Submitted by Paula Drummond Sep 21, 2022

Whittaker Youth Services Board Report September 2022

Programs

It was a quiet programming month in the youth department and everyone spent time prepping for the fall season, ordering and weeding books, and taking time off. Now that families are settling into the fall routines, our fall programs are just beginning.

- Psyche and Angie worked at the Big Little Fair at YDL-Michigan and I helped reach out to organizations before the event.
- Marlena offered matchbox art with a local artist Karen Grams.
- KinderConcerts featured the harp and were attended by 110. Thanks to Liz for being the contact person for the musicians while I was away.
- Teen Anime Club continued to meet monthly over the summer and will return to bimonthly this fall. It is led by four TAG members who take turns as leaders. They recorded an anime podcast about upcoming anime they're looking forward to. It was published last week on the YDL teen Anchor/Spotify account we started during the subscription pack project.
- Storytimes, after school programs, and Jaclyn's homeschool meetup start the week of September 26.

Other Work

Play Spaces Staff are assigned different play areas to refresh every two months on a rotating schedule. The pretend play space is now a science lab. New puppets, toddler toys, Legos, and toy cars are also available, with talking tips for parents to play along.

Book Displays Ulana curated a Latinx author display and a Labor Day display this month. Marlena created a banned book display and interactive bulletin board. Everyone chips in to bundle themed, leveled books for families to grab and go.

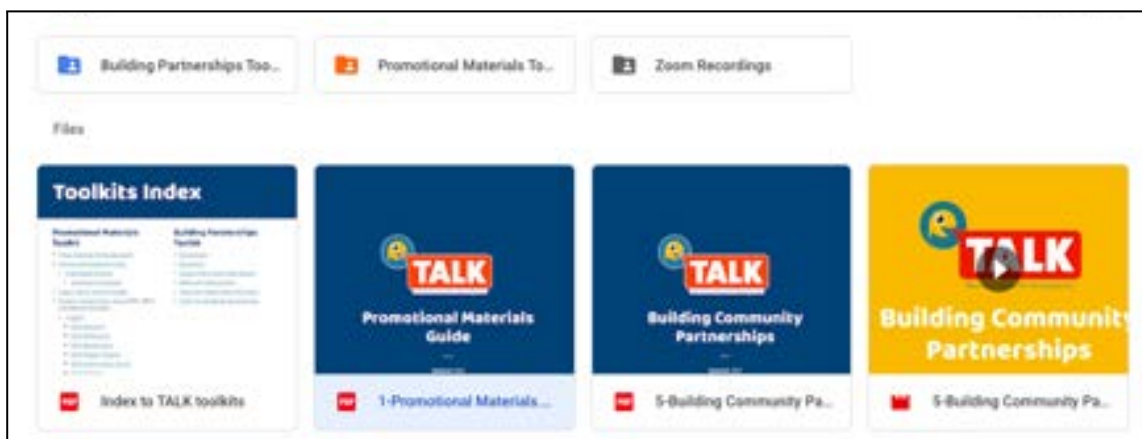
Summer Challenge 1,993 people participated in the Summer Challenge and 714 logged at least 6 books. Prizes winners have picked up their prizes, including this YDL-Whittaker patron who attended many programs with her parents and brother this summer. A full report will be submitted with next month's report.

Partner Meetings Paula and I met with Jewish Family Services to talk about ways we can work with them to connect people they work with to the library and support their work resettling families from around the world at an escalating rate. Our first co-facilitated program series will be World Language storytimes in the winter season.

TALK

- Angie and I hosted three fall trainings attended by about 17 libraries.
- We are working with MCLS to determine when and how to move to Indiana.
- Q+M turned our updated user guides content into new branded materials for the online toolkits for libraries. Each will be paired with a short video. As shown in the screenshot below, Angie created an index for users when they first log in, with links to the materials.

Submitted by Jodi Krahnke September 20, 2022



New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 9/22/22
Re: Resolution to authorize HVAC repairs at Michigan Avenue

Last month I described a series of HVAC issues that had come up, and our work with Campbell, Inc., our HVAC service provider, to resolve them.

One of the issues occurred at Michigan Avenue. The air handler is located in tight quarters in the building's attic. The condensation it emits collects in a modest-sized drain pan underneath the unit. From there it travels through a drain pipe in the wall to exit the building. The drain pipe became clogged, the water overflowed the pan, and the water leaked through the main reading area's ceiling, damaging the new paint and one light fixture.

Campbell has picked up the cost of the repairs to the ceiling and fixture, as keeping the drain cleared should be preventive maintenance. However, they recommend installation of a larger, secondary drain pan to hold the condensation, and the addition of controls to provide a water detection alarm to prevent a recurrence. The installation is expensive because they need to remove and lift the entire unit to install the pan underneath.

The original quote for the pan and controls was over \$12,000. I balked at this. Campbell has now agreed to include the water detection alarm in the base contract (later on this agenda), if the library pays for the installation of the drain pan.

I recommend acceptance of Campbell's proposal to install a secondary drain pan for the Michigan Avenue HVAC system for a cost of \$7,427.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-41

September 28, 2022

RESOLUTION TO AUTHORIZE THE INSTALLATION OF A SECONDARY DRAIN PAN AND WATER DETECTION ALARM FOR THE MICHIGAN AVENUE HVAC SYSTEM

Whereas, the Michigan Avenue library's heating, ventilating and air conditioning system is located in tight quarters in the building's attic, and

Whereas, the drain pan under the air handling unit overflowed recently when the drain became clogged and leaked, causing damage to the main floor ceiling and lighting, and

Whereas, Campbell, Inc. has recommended the addition of a secondary drain pan and a water detection alarm to prevent future incidents of this nature, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached work authorization agreement from Campbell, Inc. add a secondary drain pan and water detection alarm at Michigan Avenue at a cost of \$7,427 is approved.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Phone: (419) 476-4444 Fax: (419) 476-9352

WORK AUTHORIZATION AGREEMENT

Customer: <u>Ypsilanti Public Library MI Ave</u>	Project Name: <u>AHU Secondary Drain Pan and Water Alarm</u>
Site Contact: <u>Mr. Jim Reed</u>	Contact: _____
Project	Invoice
Address: <u>229 Michigan Ave.</u>	Address: <u>5577 Whitiaker Rd.</u>
City: <u>Ypsilanti</u>	City: <u>Ypsilanti</u>
State/Zip: <u>MI 48197</u>	State/Zip: <u>MI 48197</u>
Phone #: <u>0</u>	Email: <u>0</u>

The undersigned CUSTOMER, hereby authorized and directs CONTRACTOR, to perform the following work:

Proposal# PP15901 Rev01

Subject: Main Air Handling Unit Secondary Drain Pan and Water Detection Alarm

We are pleased to provide our proposal to add a secondary drain pan under the air handling unit located in the attic. Along with the drain pan we will provide and install controls that, in the event of water overflow from the air conditioning condensate pan, will shut down the unit and provide notification in the form of email and or text message that water has been detected. The addition of these measures should alleviate the possibility of future drywall ceiling damage from condensate overflow.

Total Cost: Seven Thousand, Four Hundred Twenty Seven Dollars (\$7,427.00)

Exclusions: overtime work, any repair or additional work not included in this scope.

We reserve the right to withdraw this proposal if not accepted within 30 days.

TERMS: 50% at signing and 50% on completion with invoices due and payable within 10 days of receipt. Additional terms and conditions on the second page.

CONTRACTOR:

Campbell, Inc.
DocuSigned by:

 Kevin Coakley 9/14/2022
Kevin Coakley 93E5C84FF... (DATE)

CUSTOMER:

 (SIGNATURE)

 (PRINT NAME) (DATE)



TERMS & CONDITIONS

1. Customer shall permit contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during contractor's normal working hours.
2. Contractor warrants that the workmanship hereunder shall be free from defects for ninety (90) days from date of installation. If any replacement part or item or equipment proves defective, Contractor will extend Customer the benefits of any warranty Contractor has received from the manufacturer. Removal and reinstallation of any equipment or materials repaired or replaced under a manufacturer's warranty will be at Customer's expense and at the rates then in effect.
3. Customer will promptly pay invoices within ten (10) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand.
4. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
5. Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become an extra charge (fixed-price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
6. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
7. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
8. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
9. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys fees, arising out of or resulting from the performance of work hereunder, provided that such claim, damage, or loss expense is caused in whole or in part by any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
10. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's hazard Communication Standard Regulations.
11. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility of third parties, arising out of or in connection with the Contractor's work under this agreement.
12. Contractor's obligation under this proposal and any subsequent contract does not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes or material are encountered, Contractor's sole obligation will be to notify the Owner of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work shall be extended to the extent caused by the suspension and the contract price equitably adjusted.
13. UNDER NO CIRCUMSTANCE, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATION OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 9/22/22

Re: Consideration of proposed HVAC maintenance renewal agreements for Whittaker and Michigan Avenue

In 2016 YDL entered into 3-year Guaranteed Professional Maintenance (GPM) agreements with Campbell Mechanical Services for HVAC maintenance at Whittaker and Michigan Avenue. Those initial agreements expired 8/31/19, at which time we entered into a second 3-year agreement that included a number of special projects.

With the GPM agreements we pay a single price for all needed parts and labor covered, avoiding the lengthy waits for repair approval we endured previously. The service technicians from Campbell can be called upon whenever there are issues. We also had security in the knowledge all preventive maintenance schedules are being followed.

Over the past year, Campbell has experienced a lot of turnover, and their performance was no longer meeting our expectations. Facilities Manager Jim Reed, Assistant Director Julianne Smith and I met with representatives from Campbell twice to discuss these issues and work toward a solution. We would like to give them an opportunity to demonstrate a renewed commitment to YDL with a 1-year contract renewal that includes monthly check-ins, service by a consistent, qualified technician, and no increase to the base price.

The Michigan Avenue proposal includes adding controls to monitor the level of condensate – this, along with installation of a larger drain pan, will help prevent the leaks and ceiling damage we recently experienced. At Whittaker, Campbell has proposed adding a new floor drain in the boiler room and leak detection controls. Rather than write this into the contract, Campbell gave us an additional quote for one-time work (\$10,245) which I will include in the 2022-23 budget.

The original GPM signed in 2016 included significant repairs to get 3 of Whittaker’s four boilers back online (one per year). It also included the addition of controls at Michigan Avenue. The 2019 contract for Whittaker included 3 VAV unit retrofits per year as a special project.

	Cost per year 2019-2022	Proposed cost 2022-2023
Whittaker	\$42,797*	\$38,205
Michigan Avenue	\$12,672	\$12,672

*included 3 VAV unit retrofits/year as needed

I recommend waiving the bid process and awarding the HVAC maintenance contracts for Whittaker and Michigan Avenue to Campbell Mechanical Services for 2022-2023. If service does not meet our expectations with these changes, we will bid the HVAC contract out next year.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-42

September 28, 2022

RESOLUTION TO CONTRACT WITH CAMPBELL MECHANICAL SERVICES FOR GUARANTEED PROFESSIONAL HVAC MAINTENANCE FOR THE WHITTAKER AND MICHIGAN AVENUE LIBRARIES THROUGH 8/31/23



Whereas, the Ypsilanti District Library’s facilities have complex Heating, Ventilation and Air Conditioning systems which require professional maintenance to operate effectively, and

Whereas, Campbell Mechanical Services has serviced the Library’s HVAC equipment under a Guaranteed Professional Maintenance agreement for the past three years, and

Whereas, Campbell Mechanical Services has proposed a renewal Guaranteed Professional Maintenance Agreement for each location for the next year holding the price steady, and

Whereas, YDL Facilities and Administrative staff wish to use this year to evaluate the Library’s working relationship with Campbell, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and approve the Guaranteed Professional Maintenance Agreements proposed by Campbell Mechanical Services for Whittaker and Michigan Avenue effective September 1, 2022 through August 31, 2023.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Agreement Signature

Proposal Date	Proposal Number	Agreement
09/21/22	PG98706	GC3320B

BY AND BETWEEN:

Campbell, Inc.
2875 Crane Way
Northwood, OH 43619
hereinafter CONTRACTOR

AND

Ypsilanti District Library - Whittaker
5577 Whittaker Road
Ypsilanti, MI 48197
hereinafter CUSTOMER

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S): 5577 Whittaker Rd.

Contractor will provide the services described in the maintenance program indicated below, which are attached hereto and made a part of this Agreement, in accordance with the terms and conditions set forth on the following maintenance program pages.

MAINTENANCE PROGRAM **Guaranteed Professional Maintenance/CPM IV**
and associated Terms and Conditions

AGREEMENT coverage will commence on **September 01, 2022**. The AGREEMENT price is **\$38,205.00** per year, payable **\$9,551.25** per **Quarter** in advance beginning on the effective date of **September 01, 2022**.

This proposal is the property of Contractor and is provided for Customer's use only. Contractor guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This proposal will become a binding Agreement only after acceptance by Customer and approved by an officer of Contractor as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein. This annual Agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date.

Sales Rep	Customer	Manager
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Signature	Signature	Signature 
Name	Name	Name: Holly Coduti
Title	Title	Title: Contracts Manager
Date	Date	Date 9.21.22

TO ORDER SERVICES UNDER THIS AGREEMENT WITH A PURCHASE ORDER, PLEASE PROVIDE THE FOLLOWING:

PO Number: Date of Issue: Customer Signature:

NOTE: When issuing a purchase order for this Agreement, the services, responsibilities, terms and conditions for both parties remain as detailed in this Agreement.



Special Services and Provisions

Proposal Date	Proposal Number	Agreement No.
September 21, 2022	PG98706	GC3320B

Additional work performed at the owner's request, not included in this Agreement, will be invoiced at Agreement Customer preferred rates.

- Boilers: Chemicals will be added during the fall PM (Sentinal X-100)..
- Backflows will be tested and certified annually. Any repairs will be quoted on a time and material rate.
- Grease traps in the kitchen will be cleaned out annually.
- Controls will be serviced four (4x) per year, (2) onsite & (2) remotely.
- Monthly waik-thru

Manlift, if required, will be provided by customer, or will be billed separately by Campbell, Inc.

Emergency Services

Campbell, Inc. will respond within 4 hours for emergency services.

Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become and extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rate then in effect) over the sum stated in this agreement.

CLIENT/VIEW/WEB PORTAL:

You will have 24/7 access to manage your account online through our company's website. <https://portalvb.lincservice.com/login.aspx>

See Addendum "A" for equipment & filter list.

Guaranteed Professional Maintenance

Proposal Date	Proposal Number	Agreement
09/21/22	PG98706	GC3320B

Our **GUARANTEED PROFESSIONAL MAINTENANCE (GPM)** provides the Customer with an ongoing, comprehensive maintenance program. The GPM program will be initiated, scheduled, administered, monitored, and updated by the Contractor. The service activities will be directed and scheduled, on a regular basis, by our comprehensive equipment maintenance scheduling system based on manufacturers' recommendations, equipment location, application, type, run time, and Contractor's own experience. The Customer is informed of the program's progress and results on a continuing basis via a detailed Service Report, presented after each service call for Customer's review, approval signature and record.

CONTRACTOR WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):

TEST AND INSPECT: job labor, travel labor and travel and living expenses required to visually INSPECT and TEST equipment to determine its operating condition and efficiency. Typical activities include: -TESTING for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls, combustion and draft; crankcase heaters, control system(s), etc. -INSPECTING for worn, failed, or doubtful parts; mountings, drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

PREVENTIVE MAINTENANCE: job labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust, lubricate and paint equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency. Typical activities include:

- CLEANING coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes.
- ALIGNING belt drives; drive couplings; air fins.
- CALIBRATING safety controls; temperature and pressure controls.
- TIGHTENING electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections.
- ADJUSTING belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats.
- LUBRICATING motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages.
- PAINTING, for corrosion control, as directed by our scheduling system and on an as-needed basis.

REPAIR AND REPLACE: job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and travel and living expenses required to REPAIR or REMOVE AND REPLACE broken, worn and/or doubtful components and/or parts.

TROUBLE CALLS: job labor and travel labor, including overtime, plus travel and living expenses required for unscheduled work resulting from an abnormal condition.

COMPONENTS, PARTS AND SUPPLIES: The cost of COMPONENTS, PARTS AND SUPPLIES required to keep the equipment operating properly and efficiently.

Guaranteed Professional Maintenance Terms and Conditions

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s) component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement price shall become due and payable immediately upon demand. All past due amounts shall accrue interest at the maximum rate permitted by applicable law.
7. This Agreement applies only to the maintenance portions of the system(s). Repair or replacement of non maintainable parts such as duct work, boiler shell and tubes, cabinets, boiler refractory material, heat exchangers, main power service and electrical wiring, piping, tube bundles, valve bodies, coils, structural supports, oil storage tanks, chimneys and similar items, as well as the cleaning of the interior of duct work and DDC controls and the replacement of refrigerant, refrigerant systems or refrigerant types due to system leaks or changes in laws/regulations, are excluded.
8. If there is any alteration to, or deviation from, this Agreement involving extra work, the cost of materials and/or labor will become an extra charge (fixed price amount to be negotiated or on a time and material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
9. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
10. This Agreement does not include responsibility for the design of the system, safety test, and valve bodies other than those associated with equipment listed on Schedule 1, repair or replacement necessitated by freezing weather, lightning ,electrical power surges or failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Customer), failure of Customer to properly operate the system(s), requirements of governmental regulatory or insurance agencies, or other causes beyond the control of Contractor.
11. If a trouble call is made at Customer's request and inspection indicates a condition which is not covered under this Agreement, Contractor may charge Customer at the rate then in effect for such services.
12. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved items of equipment from inclusion in this Agreement.
13. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
14. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.

15. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
16. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
17. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the Customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this Agreement.
18. Contractor's obligations under this Agreement and any subsequent agreements do not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Customer of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work under the Agreement shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its affiliates, agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
20. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

Customized Professional Maintenance Program IV

Proposal Date	Proposal Number	Agreement
09/21/22	PG98706	GC3320B

CONTRACTOR WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):

Customized Professional Maintenance Program IV Terms and Conditions

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customers shall be responsible for all taxes applicable to the service and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement price shall become due and payable immediately upon demand. All past due amounts shall accrue interest at the maximum rate permitted by applicable law.
7. This Agreement applies only to the maintainable portions of the system(s). Repair or replacement of non maintainable parts such as duct work, boiler shell and tubes, cabinets, boiler refractory material, main power service and electrical wiring, piping, tube bundles, valve bodies, coils, structural supports, oil storage tanks and other similar items are excluded.
8. If there is any alteration to, or deviation from, this Agreement involving extra work, the cost of material and/or labor will become an extra charge (fixed price amount to be negotiated or on a time and material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
9. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
10. This Agreement does not include responsibility for the design of the system, safety test, and valve bodies other than those associated with equipment listed on Schedule 1, repair or replacement necessitated by freezing weather, lightning, electrical power surges or failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Custom), failure of Customer to properly operate the system(s), requirements of governmental regulatory or insurance agencies, or other causes beyond the control of Contractor.
11. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved items of equipment from inclusion in this Agreement.
12. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
13. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
14. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery,

equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.

15. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
16. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
17. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this agreement.
18. Contractor's obligations under this Agreement and any subsequent agreements do not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Customer of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work under this agreement shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

SM Serviceable Items

G3320 - YPSI LIBRARY - WHITTAKER RD

ADDENDUM A

Serviceable Item	Description	Manufacturer	Model	SerialNumber	Location	Total Rfg Charge	Refrig Type
GPM							
AHU-12	AIR HANDLER	M&I AIR SYSTEMS	WA-78	1210	MECHANICAL ROOM		
BO-01	BOILER	LOCHINVAR	CHN751	AA011938	ALL ZONES		
BO-02	BOILER	LOCHINVAR	CHN751	A011937	ALL ZONES		
BO-03	BOILER	LOCHINVAR	CHN751	H06H00189899	ALL ZONES		
BO-04	BOILER	LOCHINVAR	CHN751	H06H00189900	ALL ZONES		
CH-18	CHILLER	TRANE	RTAC2254U1ANUAFQN1TY1CDNNN 5UN10NR0EXN	U15E02254	OUTSIDE SHIP/RECIEVING	440	R-134A
FC-32	HOT WATER FAN COIL UNIT	VULCAN	HV144	D01194935002001	MAIN MECHANICAL ROOM		
FC-33	HOT WATER FAN COIL UNIT	VULCAN	HV-144	D01194935002002	EAST SIDE OF MAIN MECHANICAL ROOM		
FC-34	HOT WATER FAN COIL UNIT	VULCAN	VS-077	J06671612001001	NORTH EAST CORNER OF BOILER ROOM		
FC-35	HOT WATER FAN COIL UNIT	VULCAN	HV-118	D01194935001007	WEST MECHANICAL ROOM (BOOK STORAGE)		
FC-36	HOT WATER FAN COIL UNIT	VULCAN	HV-118	E01203052001001	SOUTH END OF GARAGE		
FC-37	HOT WATER FAN COIL UNIT	VULCAN	HV-118A	D01194635001002	VESITBULE OFF GARAGE		
HUM-21	HUMIDIFIER	DRISTEEM	GTS99-300	1088497-02-01	BOILER ROOM /AHU 12		
HUM-22	HUMIDIFIER	DRISTEEM	GTS99-400	1088497-01-01	BOILER ROOM / AHU 12		
HWH-31	HOT WATER HEATER	BRADFORD WHITE	MIS036FBN	LE34443553	BOILER ROOM		
IF-05	BOILER INTAKE FANS						
IF-06	BOILER INTAKE FAN						
IF-07	BOILER INTAKE FAN						
IF-08	BOILER INTAKE FAN						

SM Serviceable Items

G3320 - YPSI LIBRARY - WHITTAKER RD

ADDENDUM A

Serviceable Item	Description	Manufacturer	Model	SerialNumber	Location	Total Rfg Charge	Refrig Type
GPM							
IF-09	BOILER INTAKE FAN						
IF-10	BOILER INTAKE FAN						
IF-11	BOILER INTAKE FAN						
IF-39	BOILER INTAKE FAN	SOLARONICS			GARAGE		
PMP-14	CHILLED WATER PUMP	BELL & GOSSET	VSC 9.250BFRHR	2178072	MECHANICAL ROOM		
PMP-15	CHILLED WATER PUMP	BELL & GOSSETT	VSC 9.250BFRHR	2178071	MECHANICAL ROOM		
RF-13	RETURN AIR FAN	LOREN COOK	445CA-SWSI	UNKNOWN	MECHANICAL ROOM		
SS-19A	AIR HANDLER	TRANE	TWE024C140BD	R2831CPIV	CEILING OUTSIDE / PHONE CLOSET		
SS-19B	CONDENSOR	TRANE	TTB024C100AZ	Z2914LKBF	CEILING OUTSIDE / PHONE CLOSET	F/C	R-22
SS-20A	AIR HANDLER	MITSUBISHI	PKA 24FK	01600304B	IT ROOM		
SS-20B	CONDENSOR	MITSUBISHI	PUG24KB	01158238	IT ROOM	F/C	R-22
TH-39	INFRARED TUBE HEATER	SOLARONICS	ST-75-20/25MBN	ST-04873	NORTH EAST CORNER OF GARAGE		
TH-38	UNIT HEATER	STERLING	GVF456	E01201294005001	MECHANICAL ROOM OF BOILER ROOM		
VAV-23-30	ZONE HEAT/COOLING REHEATS				THROUGHOUT LIBRARY		
VFD-14	CHILLED WATER PUMP VFD	MAMMOTH ELECTRIC			MECHANICAL ROOM		
VFD-15	CHILLED WATER PUMPS VFD	MAMMOTH ELECTRIC			MECHANICAL ROOM		
VFD-16	BOILER WATER PUMP VFD	Danfoss	VLT6000				
VFD-17	BOILER WATER PUMP VFD	MAMMOTH ELECTRIC			MECHANICAL ROOM		
CONTROLS	BUILDING CONTROLS	JOHNSON CONTROLS METASYS			THROUGHOUT		

SM Serviceable Items

G3320 - YPSI LIBRARY - WHITTAKER RD

ADDENDUM A

Serviceable Item	Description	Manufacturer	Model	SerialNumber	Location	Total Rfg Charge	Refrig Type
ADD 9/2019							
GPM							
FC-40	HOT WATER FAN COIL UNIT				REAR EMERG EXIT STAIRWELL		
FC-41	HOT WATER FAN COIL UNIT				MEZZ STORAGE ROOM		
FC-44	HOT WATER FAN COIL UNIT				MEZZ STORAGE ROOM		
42	EXHAUST FAN	BROAN	L400K		CAFÉ CEILING		
EF-43	EXHAUST FAN	BROAN	L400K		HALLWAY SOUTH STAIR		

CPM III							
BF-01	BACKFLOW PREVENTOR / C4	WILKINS 3/4"	975XL	W020602	FIRE LINE		
BF-02	BACKFLOW PREVENTOR / C4	WILKINS 4"	375	L01382	FIRE LINE		
BF-03	BACKFLOW PREVENTOR / C4	WATTS 2"	009M2	285916	IRRIGATION		
BF-04	BACKFLOW PREVENTOR / C4	WATTS 2"	909	363733	CONTAINMENT DEVISE		
-05	BACKFLOW PREVENTOR / C4	WATTS 1"	909	513346	BOILER/CHILLER/MAKE UP		
GT-11	GREASE TRAP		2700215		KITCHEN		
MTHLY WALK THRU	MONTHLY WALK THRU				THROUGHOUT		

FILTERS:

Serviceable Item	Size	Quantity	Type	Often
AHU-12	24x24x4	45	MERV 8 PLEATS	4x
SS-19A	20x25x1	1	MERV 8 PLEATS	4x
SS-20A	Washable	1	WASHABLE	4x

Agreement Signature

Proposal Date	Proposal Number	Agreement
09/21/22	GC	G3320002A

BY AND BETWEEN:

Campbell, Inc.
2875 Crane Way
Northwood, OH 43619
hereinafter **CONTRACTOR**

AND

Ypsilanti District Library Michigan
229 W. Michigan
Ypsilanti, MI 48197
hereinafter **CUSTOMER**

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S): 229 W. Michigan

Contractor will provide the services described in the maintenance program indicated below, which are attached hereto and made a part of this Agreement, in accordance with the terms and conditions set forth on the following maintenance program pages.

MAINTENANCE PROGRAM **Guaranteed Professional Maintenance/CPM IV**
and associated Terms and Conditions

AGREEMENT coverage will commence on **September 01, 2022**. The AGREEMENT price is **\$12,672.00** per year, payable **\$3,168.00** per **Quarter** in advance beginning on the effective date of **September 01, 2022**.

This proposal is the property of Contractor and is provided for Customer's use only. Contractor guarantees the price stated in this Agreement for thirty (30) days from proposal date above. This proposal will become a binding Agreement only after acceptance by Customer and approved by an officer of Contractor as evidenced by their signatures below. This Agreement sets forth all of the terms and conditions binding upon the parties hereto; and no person has authority to make any claim, representation, promise or condition on behalf of Contractor which is not expressed herein. This annual Agreement shall continue in effect from year to year unless either party gives written notice to the other of intention not to renew thirty (30) days prior to any anniversary date.

Sales Rep	Customer	Manager
Signature	Signature	Signature 
Name:	Name:	Name: Holly Coduti
Title	Title	Title: Contracts Manager
Date	Date	Date 

TO ORDER SERVICES UNDER THIS AGREEMENT WITH A PURCHASE ORDER, PLEASE PROVIDE THE FOLLOWING:

PO Number: Date of Issue: Customer Signature:

NOTE: When issuing a purchase order for this Agreement, the services, responsibilities, terms and conditions for both parties remain as detailed in this Agreement.



Special Services and Provisions

Proposal Date	Proposal Number	Agreement No.
September 21, 2022	GC	G3320002A

Additional work performed at the owner's request, not included in this Agreement, will be invoiced at Agreement Customer preferred rates.

- Backflows - will be tested and certified annually. Any repairs will be quoted on a time and material rate.
- Sump Pumps will be serviced two (2) times per year.
- Controls will be serviced four (4x) per year, (2) onsite and (2) remotely.
- Monthly Walk Thrus

Manlift, if required, will be provided by customer, or will be billed separately by Campbell, Inc.

Emergency Services

Campbell, Inc. will respond within 4 hours for emergency services.

Any alteration to, or deviation from, this Agreement involving extra work, cost of materials or labor will become and extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rate then in effect) over the sum stated in this agreement.

CLIENT/VIEW/WEB PORTAL:

You will have 24/7 access to manage your account online through our company's website. <https://portalvb.lincservice.com/login.aspx>

See Addendum "A" for equipment & filter list.

AHU-1A:

Campbell will provide and install controls that, in the event of water overflow from the air conditioning condensate pan, will shut down the unit and provide notification in the form of email and or text message that water has been detected.

Customer will be responsible for the cost of the secondary pan.



Guaranteed Professional Maintenance

Proposal Date	Proposal Number	Agreement
09/21/22	GC	G3320002A

Our **GUARANTEED PROFESSIONAL MAINTENANCE (GPM)** provides the Customer with an ongoing, comprehensive maintenance program. The GPM program will be initiated, scheduled, administered, monitored, and updated by the Contractor. The service activities will be directed and scheduled, on a regular basis, by our comprehensive equipment maintenance scheduling system based on manufacturers' recommendations, equipment location, application, type, run time, and Contractor's own experience. The Customer is informed of the program's progress and results on a continuing basis via a detailed Service Report, presented after each service call for Customer's review, approval signature and record.

CONTRACTOR WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):

TEST AND INSPECT: Job labor, travel labor and travel and living expenses required to visually **INSPECT** and **TEST** equipment to determine its operating condition and efficiency. Typical activities include: -**TESTING** for excessive vibration; motor winding resistance; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls, combustion and draft; crankcase heaters, control system(s), etc. -**INSPECTING** for worn, failed, or doubtful parts; mountings, drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

PREVENTIVE MAINTENANCE: Job labor, travel labor and travel and living expenses required to clean, align, calibrate, tighten, adjust, lubricate and paint equipment. These activities are intended to extend equipment life and assure proper operating condition and efficiency. Typical activities include:

- **CLEANING** coil surfaces; fan impellers and blades; electrical contacts; burner orifices; passages and nozzles; pilot and igniter; cooling tower baffles, basin, sump and float; chiller, condenser and boiler tubes.
- **ALIGNING** belt drives; drive couplings; air fins.
- **CALIBRATING** safety controls; temperature and pressure controls.
- **TIGHTENING** electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections.
- **ADJUSTING** belt tension; refrigerant charge; super heat; fan RPM; water chemical feed and feed rate; burner fuel/air ratios; gas pressure; set point of controls and limits; compressor cylinder unloaders; damper close-off; sump floats.
- **LUBRICATING** motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages.
- **PAINTING**, for corrosion control, as directed by our scheduling system and on an as-needed basis.

REPAIR AND REPLACE: Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and travel and living expenses required to **REPAIR** or **REMOVE AND REPLACE** broken, worn and/or doubtful components and/or parts.

TROUBLE CALLS: Job labor and travel labor, including overtime, plus travel and living expenses required for unscheduled work resulting from an abnormal condition.

COMPONENTS, PARTS AND SUPPLIES: The cost of **COMPONENTS, PARTS AND SUPPLIES** required to keep the equipment operating properly and efficiently.

Guaranteed Professional Maintenance Terms and Conditions

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during the Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s) component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customer shall be responsible for all taxes applicable to the services and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement price shall become due and payable immediately upon demand. All past due amounts shall accrue interest at the maximum rate permitted by applicable law.
7. This Agreement applies only to the maintenance portions of the system(s). Repair or replacement of non maintainable parts such as duct work, boiler shell and tubes, cabinets, boiler refractory material, heat exchangers, main power service and electrical wiring, piping, tube bundles, valve bodies, coils, structural supports, oil storage tanks, chimneys and similar items, as well as the cleaning of the interior of duct work and DDC controls and the replacement of refrigerant, refrigerant systems or refrigerant types due to system leaks or changes in laws/regulations, are excluded.
8. If there is any alteration to, or deviation from, this Agreement involving extra work, the cost of materials and/or labor will become an extra charge (fixed price amount to be negotiated or on a time and material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
9. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
10. This Agreement does not include responsibility for the design of the system, safety test, and valve bodies other than those associated with equipment listed on Schedule 1, repair or replacement necessitated by freezing weather, lightning, electrical power surges or failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Customer), failure of Customer to properly operate the system(s), requirements of governmental regulatory or insurance agencies, or other causes beyond the control of Contractor.
11. If a trouble call is made at Customer's request and inspection indicates a condition which is not covered under this Agreement, Contractor may charge Customer at the rate then in effect for such services.
12. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved items of equipment from inclusion in this Agreement.
13. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
14. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.

15. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
16. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
17. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the Customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this Agreement.
18. Contractor's obligations under this Agreement and any subsequent agreements do not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Customer of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work under the Agreement shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its affiliates, agent and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
20. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

Customized Professional Maintenance Program IV

Proposal Date	Proposal Number	Agreement
09/21/22	GC	G3320002A

CONTRACTOR WILL PROVIDE THE FOLLOWING PROFESSIONAL MAINTENANCE SERVICES FOR THE BUILDING ENVIRONMENTAL MECHANICAL SYSTEM(S) COMPRISED OF THE EQUIPMENT LISTED ON SCHEDULE 1 (INVENTORY OF EQUIPMENT):

Customized Professional Maintenance Program IV Terms and Conditions

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform required services. All planned work under this Agreement will be performed during Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start up indicates repairs are required, a firm quotation will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customers shall be responsible for all taxes applicable to the service and/or materials hereunder.
6. Customer will promptly pay invoices within thirty (30) days of receipt. Should a payment become thirty (30) days or more delinquent, Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement price shall become due and payable immediately upon demand. All past due amounts shall accrue interest at the maximum rate permitted by applicable law.
7. This Agreement applies only to the maintainable portions of the system(s). Repair or replacement of non maintainable parts such as duct work, boiler shell and tubes, cabinets, boiler refractory material, main power service and electrical wiring, piping, tube bundles, valve bodies, coils, structural supports, oil storage tanks and other similar items are excluded.
8. If there is any alteration to, or deviation from, this Agreement involving extra work, the cost of material and/or labor will become an extra charge (fixed price amount to be negotiated or on a time and material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
9. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
10. This Agreement does not include responsibility for the design of the system, safety test, and valve bodies other than those associated with equipment listed on Schedule 1, repair or replacement necessitated by freezing weather, lightning, electrical power surges or failure, low voltage, burned out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Custom), failure of Customer to properly operate the system(s), requirements of governmental regulatory or insurance agencies, or other causes beyond the control of Contractor.
11. Customer shall permit only Contractor's personnel or agent to perform the work included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved items of equipment from inclusion in this Agreement.
12. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
13. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work.
14. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery,

equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.

15. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising out of or resulting from the performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor.
16. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
17. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this agreement.
18. Contractor's obligations under this Agreement and any subsequent agreements do not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the Customer of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work under this agreement shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
19. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.

SM Serviceable Items

G3320002 - YPSI LIBRARY - MICHIGAN

ADDENDUM A

Serviceable Item	Description	Manufacturer	Model	SerialNumber	Location	Total Rfg Charge	Refrig Type
GPM							
BO-03	FIN TUBE BOILER	LOCHINVAR	CBN0745	G02H00143473	BASEMENT MECHANICAL ROOM		
CONTROLS	BUILDING CONTROLS	JOHNSON			THROUGHOUT		
HWH-05	HOT WATER HEATER	BRADFORD WHITE	RG240T6N	MD36088359	LOWER LEVEL PUMP ROOM / BATHROOM & SINKS		
RTU-02	PACKAGE ROOFTOP UNIT	TRANE	YSC072A3RMA0GF0A1A1B0A6C1	22100794L	SOUTH OFFICES / ROOF	7	
JS-01A	AIR HANDLER	TRANE	MCCA0250B000A000U	K02E79133	ATTIC / MAIN FLOOR		
SS-01B	CONDENSOR	TRANE	RAUCC40EBV13A0D00020	C02E04393	ROOF / MAIN FLOOR	unknown	
UH-04	UNIT HEATER	TRANE	UHSA03852EAA1T00B	L02E39089	BOILER ROOM CEILING		
CPM IV							
BF-01	BACKFLOW PREVENTOR	WILKINS 1"	975XL	W047247	BOILER MAKEUP		
BF-02	BACKFLOW PREVENTOR	AMES 4"	2000	117654	FIRE LINE		
BF-03	BACKFLOW PREVENTOR	AMES 3/4"	2000B	21312	FIRE LINE		
BF-04	BACKFLOW PREVENTOR	WATTS 1"	909	410996	DRAIN LINE FLUSH		
BF-05	BACKFLOW PREVENTOR	FEBCO 1"	765	443003	SERVES IRRIGATION		
SP-06	SUMP PUMP	ZOELLER	J161		BOILER ROOM		
SP-07	SUMP PUMP	ZOELLER	J161		BOILER ROOM		
MNTHLY WALK THRU	MONTHLY WALK THRU				THROUGHOUT		

FILTERS:

Serviceable Item	Size	Quantity	Type	Often
RTU-02	16x25x2	4	MERV 8 PLEATS	4x
SS-01A	20x25x2	12	MERV 8 PLEATS	4x

NOTE: BACKFLOWS & SUMP PUMPS ARE COVERED UNDER A CPM IV, TEST & INSPECT ONLY

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 9/22/2022
Re: Award of Whittaker elevator maintenance contract

When Whittaker opened in 2002, YDL contracted with TK Elevator for maintenance. Although our elevator only serves 3 floors, the contract was a “platinum” service contract that was extremely expensive. TK Elevator’s contract language only allows for termination at the end of 5 year agreements, and automatically renews unless the customer notifies them in writing 90 days prior to the renewal date.

I have long felt the contract was overpriced, as our elevator rarely requires more than routine maintenance and the required state inspections. We’ve been paying \$1,122.73 per quarter. This year I took advantage of the 90 day window to indicate my desire to exit the contract, which expires 11/1/2022. I would like to move to a more appropriately-scaled contract, where we would pay out of pocket for any necessary repairs.

Over the course of the past 2 years, Facilities Manager Jim Reed sought recommendations for alternate elevator service providers. Ypsilanti Township gave a glowing recommendation for the Lardner Elevator Company from Detroit. The Township’s elevator is similar to ours, and Lardner’s proposal is much more affordable.

TK Elevator representatives submitted a proposal for a one-year “gold” contract (attached). They proposed \$175 monthly inspections rather than Lardner’s \$195 quarterly, and the quoted cost for service outside the contract is much higher.

I recommend awarding the Whittaker Road elevator contract to the Lardner Elevator Company for \$195 per quarter.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-43

September 28, 2022

RESOLUTION TO AWARD THE ELEVATOR MAINTENANCE CONTRACT FOR
THE WHITTAKER ROAD LIBRARY

Whereas, the Whittaker Road library provides an elevator for the use of patrons and staff, and

Whereas, the elevator has proven fairly reliable, requiring basic routine maintenance and state-mandated inspections, and

Whereas, a more appropriately-scaled contract is desired , and

Whereas, two proposals were received and considered by the Facilities Manager and Library Director, and

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the contract for the Whittaker Road elevator’s maintenance is awarded to the Lardner Elevator Company for a cost of \$195 per quarter.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

The Lardner Elevator Company

729 Meldrum St. Detroit, Michigan 48207-4323

Phone 313-568-1600 Fax 313-568-0488

www.lardnerelevator.com

MAINTENANCE • MODERNIZATION • SALES • SERVICE

QUARTERLY EXAMINATION AGREEMENT

August 29, 2022

To: Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197

Attn: Mr. Jim Reed
Facilities Manager

LARDNER ELEVATOR COMPANY proposes to furnish service on: One (1) Hydraulic Passenger Elevator, State of Michigan Serial No. 37763

LOCATED AT: Same

NATURE OF SERVICE

This service consists of a quarterly visual examination of the elevator and its operations. Lubrication of machinery, motors and controllers as well as greasing or oiling of bearings and guides as needed. Any "minor" mechanical adjustments as appear necessary during the visual examination. Also included is a basic inspection of the overall condition of the elevator and its various components, in compliance with city and/or state regulations. Phone monitoring is also included, 24 hours a day, 7 days a week, at no additional charge.

The following items are not included:

- Proprietary controllers or any related equipment
- Any repairs or replacement of elevator machinery and/or related equipment in the machine room
- Repair or operation of door operators, door circuits, automatic or manual door equipment
- Testing of control circuits or control leveling circuits.
- Testing of governor, elevator safety devices or pressure relief valves or fire service systems
- Repair or replacement of car enclosures, wall or ceiling panels, floor coverings, car lighting systems, fans, car door or hall door panels, phone systems, music systems, emergency power sources
- Repair or replacement of hoist-way enclosures, limit switches, smoke or heat sensors, firemen's service, Hydraulic cylinders, hydraulic systems and piping, breakers or feeders to elevator controller
- Damage, vandalism, misuse, floods, fire, war, police actions or any type of civil disorder, voltage fluctuations, power outages or Acts of God.
- Any equipment deemed obsolete by the original equipment manufacturer or Lardner Elevator Company.
- Lardner Elevator is not responsible for any damages that may occur during any State mandated tests.
- All repairs will be done at an hourly rate.

HOURS OF WORK

Unless otherwise stated herein, all work covered by this Agreement shall be performed during Lardner's regular working hours of Lardner's regular working days, 8:00 A.M. to 4:00 P. M. - Monday through Friday. Overtime is not included in this contract and will be invoiced at the current labor rates.

TERM OF AGREEMENT

This agreement shall be effective for a period of One (1) year and to ensure continuous service, the agreement shall be automatically renewed for successive one (1) year periods. This agreement may be terminated by either party at the end of the One (1) year period or at the end of any subsequent one (1) year period from the effective date of the agreement by providing thirty (30) days written notice in advance of the anniversary date to that effect.

CONTRACT PRICE AND PAYMENT TERMS

For the sum of \$195.00 per Quarter, payable Quarterly
(One Hundred Ninety Five and 00/100 Dollars)

Payments not received by Lardner by within *30 days* of the date of invoice shall be subject to a fee of *5%* of the payment due as a *late charge*.

Lardner reserves the right to discontinue this Agreement at any time, should any invoices not be paid within *30 days from date of Invoice*. Lardner's failure to exercise a right of remedy or Lardner's acceptance of a partial or delinquent payment shall not operate as a waiver of Lardner's right to declare an immediate default or subsequent default. Furthermore, in the event that payment is not made as agreed, Owner agrees to be responsible for all reasonable *costs of collection*, including attorney fees, incurred by Lardner.

Signature _____

Date _____

PRICE ADJUSTMENT

Price subject to adjustment based on increases negotiated with the International Union of Elevator Constructors and the percentage of materials increase shown by the U.S. Department of Labor Wholesale Price Index.

LIABILITY, NOTICE AND LIMITATION OF REMEDIES

In consideration of Lardner's performance of the service enumerated at the price stated, nothing in this Agreement shall be construed to mean that Lardner assumes any liability on account of accidents to persons or property, *except* those directly due to the negligent acts or omissions of Lardner or its employees. It is the owner's responsibility for accidents to persons or property while riding on or being in or about the elevators referred to is in no way affected by this Agreement.

In the event of any accident to person or property while riding or being in or about the elevators or in the event of any alleged claim by Owner under this Agreement, Owner agrees to provide *written notice* of such accident or alleged claim within *five days* after the accident occurred or within five days after the facts giving rise to the alleged claim occurred. Thereafter, Owner agrees to make the elevators *available for inspection* during regular business hours by Lardner.

Owner agrees that Lardner shall not be liable for any loss, damage, or injury resulting from a delay in delivery of any parts or for any failure to perform which is due to *circumstances beyond its control*, including but not limited to strikes, lockouts, fire, explosion, theft, malicious mischief, lightning, windstorm, earthquake, floods, storms, riots, civil commotion, or an Act of God.

Owner agrees that its *sole and exclusive remedy* against Lardner shall be limited to *the repair and replacement of nonconforming or defective goods*. This exclusive remedy shall be deemed not to have failed its essential purpose so long as Lardner is willing and able to repair or replace the goods or parts.

FOUR GENERATIONS OF SERVICE

In *no event* shall Lardner be liable to Owner or its tenants for any *incidental, consequential or special damages*, including but not limited to lost revenues and profits, even if Lardner has been notified of the possibility of such damages.

Lardner and Owner intend that Lardner have *no environmental liability*, contingent or otherwise, *or related responsibilities* for any potential environmental problems which may or may not exist on the premises, unless such problems can be shown to have been proximately caused, which does not include discovery of pre-existing problems, by Lardner.

WAIVER OF JURY TRIAL

Lardner and Owner, after consulting or having had the opportunity to consult with counsel, knowingly, voluntarily and intentionally *waive any right either of them may have to a trial by jury* in any litigation based upon or arising out of this Agreement. Neither Lardner nor Owner shall seek to consolidate, by counterclaim or otherwise, any such action in which a jury trial cannot be or has not been waived.

MISCELLANEOUS

No work, service or liability on the part of Lardner other than that specifically mentioned herein, is included or intended in this Agreement. Each provision of this Agreement is severable from every other provision for the determining the legal enforceability of any specific provision. Section headings are for convenience only and shall not affect the interpretation of this Agreement. It is understood and agreed that this Proposal, your Offer and Lardner's acceptance thereof shall constitute, exclusively and entirely, the Agreement for the service herein described. All other prior agreements, whether written or verbal, shall be deemed merged. No other changes or additions to this Agreement shall be recognized unless made in writing and signed by both parties.

LARDNER ELEVATOR COMPANY



BY: _____
Christopher M. Frump, Senior Sales Representative

CUSTOMER ACCEPTANCE

Service to begin: Upon Acceptance

Name _____

Title _____

Signature _____

Date _____

Phone Number _____

Email _____

Current Hourly Labor Service Rates

	<u>Straight</u>	<u>Overtime</u>
Mechanic	\$242.00	\$370.00

*Expenses (Zone, Mileage, Etc.) not included in above rates
Sundays & Holidays are Double Time

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YPSILANTI DISTRICT LIBRARY

September 16, 2022

Purchaser: Ypsilanti District Library

Location: YPSILANTI DISTRICT
LIBRARY

Address:

Ypsilanti, MI 48197-9752

Address:

Ypsilanti, MI 48197-9752

TK Elevator Corporation ("TK Elevator Corporation," "TK Elevator," "we," "us," and "our"), agrees with Purchaser ("Purchaser," "you," and "your"), to maintain the equipment described below in accordance with the terms and conditions of this agreement ("the Agreement") with the goal of maximizing its performance, safety, and life span. TK Elevator and Purchaser may hereinafter be referred to individually as a "Party" or collectively as the "Parties."

This Agreement covers the units described in the table below (individually a "Unit" or collectively the "Units").

Equipment Type	Nickname	Legal ID	OEM Serial #	Stops	Controller Manufacturer	MAX Eligible
Hydraulic	CAR #1	37763	EM1907	3	Dover	Yes

Scope of Work

Service Visits

TK Elevator will visit the Units described above to examine, maintain, adjust and lubricate the equipment covered by this Agreement as necessary to promote the proper operation of those Units and will repair or replace any covered components if the repair or replacement is, in TK Elevator's sole opinion, necessitated by normal wear and tear or is not otherwise excluded by this Agreement ("Service Visits"). These Service Visits will be performed Monday to Friday, 8:00 AM to 4:30 PM except during scheduled holidays ("Regular Time"). All work performed before or after Regular Time shall be considered overtime ("Overtime").

TK Elevator will examine covered parts and components of the Unit(s) including:

- Control and landing positioning systems
- Signal fixtures
- Machines, Drives, Power units, pumps, valves, and above-ground jacks
- Car and hoistway door operating devices and door protection equipment
- Loadweighers
- Safety mechanisms

In order to ensure optimum operation, TK Elevator will also:

- Lubricate covered parts and components for smooth and efficient performance
- Adjust covered parts and components to promote safe operation

Service Visits Include TK Elevator's Maintenance Control Program

TK Elevator performs all work covered by this Agreement in accordance with the version of ASME A17.1 that is, according to the relevant authority having jurisdiction, applicable to the Unit(s) at the time the Agreement is first fully executed by both Parties. Section 8.6 of that code currently requires Unit owners to have a Maintenance Control Program ("MCP"). TK Elevator's MCP meets or exceeds section 8.6 of that code. Our MCP incorporates TK Elevator's Basic Elevator and Escalator Procedures Manual listing the processes we follow when performing those maintenance, repair, replacement and testing services that are specifically described as included in this Agreement. Our MCP also includes TK Elevator's Maintenance Tasks & Records documentation to record the performance of those tasks. This

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Agreement does not include any work mandated as a consequence of changes to that code after this Agreement is executed.

Service Requests

This Agreement also includes the dispatch of our technician to address minor adjustments to, and the release of any entrapped passengers from, a Unit during Regular Time (“Service Requests”). Service Requests may be made from one or more of the following: you or your representative, the building or building's representative, emergency personnel, and/or passengers through the Unit's communication device and/or from any applicable remote monitoring device attached to the Unit if monitored by TK Elevator.

We will respond to Service Requests during Regular Time, as defined above, at no additional charge.

Overtime Service Requests are those Service Requests performed in whole or in part before or after Regular Time (“Overtime Service Requests”). On all Overtime Service Requests, you will be responsible for all labor costs including travel time, travel expenses, and time spent on the job. Such costs will be invoiced at our standard Overtime billing rates.

Testing

Equipment Testing

This agreement includes only the following tests:

- those annual and periodic safety tests for your hydraulic Units covered by this Agreement

Should your Unit(s) require any additional type of equipment testing as required by any applicable law and/or code, we will provide you with a separate written estimate that includes the cost of any associated labor and/or material(s).

Should your Unit(s) require any safety tests as mandated by any applicable law and/or code on the commencement date of this Agreement, TK Elevator assumes no responsibility for the day-to-day operation of the governor or safeties on applicable traction elevators, or the hydraulic system on applicable hydraulic elevators under the terms of this Agreement until the test has been completed and the Unit has passed. Should the respective Unit fail any of those tests, it shall be solely your responsibility to make necessary repairs and place the Units in a condition that we deem acceptable for further coverage under the terms of this Agreement. Because the performance of any safety test places the Unit under extreme conditions that are outside of the Unit's normal operating parameters, you agree that TK Elevator shall not be liable for any damage to the building structure or the Unit(s) resulting from the performance of any safety tests we perform at any time under this Agreement.

Should your jurisdiction require the presence of either the applicable authority having jurisdiction or a third party witness at the time of testing, you agree to pay for any costs of that individual along with any inspection/coordination fees.

Firefighters' Service Testing

Should your Unit(s) be equipped with a phase I and phase II firefighters' service feature, all testing, record-keeping and record storage obligations associated with that feature that are required by any applicable law or code are expressly excluded from this Agreement and shall remain solely your responsibility to satisfy. The first time that your testing of that feature following the full execution of this Agreement reveals that it is not operating properly, you shall immediately remove the Unit from operation, immediately notify TK Elevator of the condition, and agree to remain responsible for all costs associated with any repairs necessary to return that feature to full and proper operation in accordance with any applicable law or code.

Exclusions

Service Visits, Service Requests, and Overtime Service Requests do not include: the removal or retrieval of items unrelated to the operation of the Unit(s) from the pit, machine room, or hoistway; the dispatching of any technician that results in the discovery by that technician that the Unit is either functioning on independent service or firefighters' service or that the Unit is operating properly but the stop button or stop function has been engaged by

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others; any request or obligation to address any condition associated with a part or component specifically excluded or not covered elsewhere in this Agreement; and/or any request or obligation to service, repair, replace any components or address any condition caused in whole or in part by any one or more of the following: anyone's abuse, misuse and/or vandalism of the equipment; anyone's negligence in connection with the use or operation of the equipment; dust or debris; any loss of power, power fluctuations, power failure, or power surges that in any way affect the operation of the equipment; oxidization, rust, or other conditions caused in whole or in part by the environment in which the affected component is located; fire, smoke, explosions, water, storms, wind, and/or lightning; any acts of God; acts of civil or military authorities, strikes, lockouts, other labor disputes, riot, civil commotion, war, malicious mischief, or theft; or any other reason or cause beyond our control that affects the use or operation of the Unit ("Billable Work"). On all Billable Work you will be solely responsible for the cost of all parts or materials along with all labor invoiced at TK Elevator's standard billing rates (whether Regular Time or Overtime depending on when the Billable Work is performed) including travel time (calculated roundtrip from the dispatching location to the Unit location and return), travel expenses, and time spent on the job.

The current standard billing rates associated with this Agreement after application of a 10.00% discount are as follows:

- Mechanic: \$435
- Mechanic OT: \$816
- Helper: \$348
- Helper OT: \$652
- Adjuster: \$489
- Adjuster OT: \$917

In addition to the Billable Work described above, we also do not cover (A) the examination, maintenance, adjustment, refinishing, repair or replacement of the following components and/or systems: any cosmetic, construction, or ancillary components of the elevator or escalator system, including the cab enclosure, ceiling frames, panels, and/or fixtures, hoistway door panels, door frames, swing door hinges and closing devices, sills, car flooring, floor covering, lighting fixtures, ceiling light bulbs and tubes, balustrades, and wellway enclosures; any electrical components including main line power switches, breaker(s) or feeders to controller; sealed machine bearings; any below-ground or partially unexposed components of any hydraulic elevator system including, but not limited to, jack/cylinder, piston, PVC and/or other protective material of any type or kind; any below-ground or partially unexposed piping of any type or kind; any signage of any type or kind including but not limited to, signs, placards, and/or braille; any fire-suppression or fire-detection equipment of any type or kind including, but not limited to, smoke detectors, fire sensors, and/or sprinklers and associated piping; any communication, security, entertainment, and/or advertising devices including, but not limited to, kiosks or touchscreen displays and/or card readers; any batteries for emergency lighting and emergency lowering; or any environmental control devices including, but not limited to, air conditioners, heaters, ventilation fans, humidifiers, de-humidifiers, and/or pit or sump pumps; or (B) the repair, refurbishing, rebuilding, and/or replacement of any motor generators; or (C) the replacement or alignment of elevator guide rails; or (D) any other items or tasks specifically excluded elsewhere in this Agreement.

With the passage of time, equipment technology and designs will change. If (1) any part or component of your equipment covered under this Agreement cannot, in TK Elevator's sole opinion, be safely repaired and (2) a brand new direct replacement is no longer in stock and readily available from the Original Equipment Manufacturer ("OEM"), that part or component shall be considered obsolete, regardless of whether it can be custom-made, fabricated or acquired at any price or whether or not a refurbished or reconditioned version is available from anyone. You will be responsible for all charges associated with replacing that obsolete part or component as well as all charges required to ensure that the remainder of the equipment associated with that Unit is functionally compatible with that replacement part or component

In addition, we will not be required to make any changes or recommendations in the existing design or function of the Unit(s) nor will we be obligated to install new attachments or parts upon the equipment as recommended or directed by insurance companies, governmental agencies or authorities, or any other third party.

Digital Customer Experience

MAX - Digital Maintenance

MAX is a cloud-based Internet of Things ("IOT") platform that we, at our election, may connect to your Unit(s) by installing a remote-monitoring device (a "Device"). Purchaser consents and authorizes TK Elevator to (1) access

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Purchaser's premises to install a Device to the Unit(s) and thereafter maintain and/or repair the Device(s) and (2) to collect, store, maintain, own, use, delete, and/or destroy any or all of the data generated by the Device(s). Any Device, once installed, is not intended, nor should it be considered, as a fixture. Instead, TK Elevator shall retain the right to remove the Device from any Unit(s) and/or cease any data collection and/or analysis at any time at its sole discretion. Moreover, TK Elevator shall retain the exclusive right and ability to, at its sole discretion, remove, delete and/or destroy all associated data generated from the Device(s). Because the Device contains trade secrets belonging to TK Elevator and is being installed for the sole use and benefit of our personnel, Purchaser agrees not to permit Purchaser's own personnel or any third parties to use, access, tamper with, relocate, copy, alter, destroy, disassemble or reverse engineer the Device or its data. The installation of any Device on a Unit shall not confer any rights or operate as an assignment or license to you of any patents, copyrights or trade secrets with respect to the Device and/or any software contained or embedded therein or that it utilizes/utilized in connection with the collection, monitoring and/or analysis of data.

With a MAX device connected to your equipment, at no additional charge, information obtained via machine learning may be sent to our technicians to promote early diagnosis, faster fixes and reduced downtime.

Customer Web Portal and Mobile App

TK Elevator provides a web-based customer portal (the "CP") and mobile application (the "App") which, following the effective date of this Agreement, may contain certain maintenance and service call data associated with the Unit(s). To the extent applicable, TK Elevator will provide Purchaser with a user name and password to access the CP and App platforms. Purchaser shall, at its sole cost, provide and ensure the functioning integrity of its own hardware, software and internet connection necessary to access the CP and App. To the extent applicable, TK Elevator reserves the right to restrict Purchaser's access to the CP and App if any of Purchaser's accounts with TK Elevator has an outstanding unpaid balance greater than 30 days or in the event of anticipated or pending litigation of any kind. TK Elevator reserves the right to discontinue the CP and App altogether at its sole discretion and without notice to Purchaser and Purchaser expressly agrees to release TK Elevator from any and all claims of any type or kind arising out of or related to that discontinuation.

TK Elevator Communications

You may supplement this Agreement with an additional suite of services through our TK Elevator Communications call center at an additional fee contingent upon your agreement to all of the terms and conditions as set forth in the attached exhibit entitled "TK Elevator Communications Services." These additional available services involve the provision of 24/7/365 monitoring of your Units' code-compliant and compatible emergency telephone and in-cab video and text communication equipment (the "Communication Equipment"), the dispatch of a TK Elevator technician or emergency personnel under certain circumstances, the provision of a cellular connection for that Communication Equipment, and limited repair/replacement coverage for that Communication Equipment which is otherwise excluded from this Agreement.

Contract Term, Price, Available Discounts & Payment

Term

This Agreement is effective for 24 months starting October 01, 2022 and is non-cancellable. To ensure continuous service, this agreement will be automatically renewed on a month to month basis. Either party may cancel this agreement by serving written notice of its intention to cancel at least thirty (30) days prior to the end of the initial 24 month term or thirty (30) days prior to any subsequent renewal period. Notice shall be sent by certified mail, return receipt requested to the address set forth on page 1 of this agreement. Time is of the essence.

Price

The price for the services as stated in this Agreement shall be \$175.00 per month, inclusive of all applicable sales and use taxes, payable quarterly in advance. The billed amount may vary based on discounts as accepted by Purchaser's initials below and adjustments referenced in this Agreement that are applied throughout the life of the Agreement.

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Available Discounts

Payment Plan				Contract Term			
Billing Frequency	Discount %	Monthly Discount \$	Initial to Select	Extended Term (Years)	Discount %	Monthly Discount \$	Initial to Select
Annual	4%	\$7		Seven (7)	2%	\$3.5	
Semi Annual	2%	\$3.5		Ten (10)	4%	\$7	
Quarterly	No Change	\$0	Current Selection	Fifteen (15)	8%	\$14	

We reserve the right to increase all charges under this Agreement not to exceed a total of 5.00% annually.

Payment

Payments are due upon receipt of each of your TK Elevator invoices. If you do not timely pay any sum due to TK Elevator related to your Units described in this Agreement, regardless of whether it is billed pursuant to this Agreement or any other agreement with us, within the stipulated payment term calculated from the billing date, we may also choose to do one or more of the following:

- deem that you have permanently forfeited any discounts you may be entitled to associated with your payment plan/billing frequency for this Agreement, and/or
- suspend all services until all amounts due have been paid in full, and/or
- declare all sums for the unexpired term of this Agreement due immediately as liquidated damages and terminate our obligations under this Agreement

A service charge of the highest rate allowed by law shall apply to all overdue accounts you have with TK Elevator that are in any way related to any of the Unit(s) described in this Agreement. If TK Elevator elects to suspend service, we shall not be responsible for personal injury, death, damage to property (including damage to the Units) or losses of any other type or kind that is in any way related to TK Elevator's suspension of service. Upon resumption of service, you will be responsible for payment to TK Elevator for all costs we incur that result from our suspension of service and to remedy any damage caused to your equipment during that time. Time is of the essence.

TK Elevator reserves the right to assign payments owed to TK Elevator under this Agreement. If for any reason this Agreement is terminated prior to the end of the current term, a condition of such termination shall be that you agree to pay us the full amount of the any discount you received during the initial and any subsequent term. This is in addition to and not in lieu of any other rights or remedies we may have under this Agreement and the law.

Purchaser's Responsibilities

You agree to instruct or warn passengers in the proper use of the Unit(s) and to keep them under continued surveillance by competent personnel to detect irregularities between our examinations. You agree to immediately report any condition that may indicate the need for correction before the next regular examination. You agree to immediately shut down the Unit(s) upon manifestation of any irregularities in either the operation or the appearance of the Unit(s), to immediately notify us, and to keep the Unit(s) shut down until the completion of any repairs. Under those circumstances you agree not to re-set the mainline disconnect. In the event of a Service Request where our technician finds that the mainline disconnect has been reset, you agree that you will be responsible for all labor costs associated with that Service Request invoiced at TK Elevator's standard billing rates (whether Regular Time or Overtime depending on when we respond to that Service Request) including travel time (calculated roundtrip from the dispatching location to the Unit location and return), travel expenses, and time spent on the job. You agree to give us immediate verbal notice and written notice within ten (10) days after any occurrence or accident in or about the Unit(s). You agree to provide our personnel with a safe place to work. You agree to provide a suitable machine room, including secured doors, waterproofing, lighting, ventilation, and appropriate air temperature control to maintain that room at a temperature between 50°F and 90°F. You agree to provide properly maintained and functioning mainline disconnect(s). You agree to maintain the elevator pit in a dry condition at all times. Should water or other liquids become present, you are responsible for the cost associated with the removal and the proper handling of such liquids. You agree that if TK Elevator's inspection of a Unit serviced under this Agreement reveals an operational problem which, in TK Elevator's sole judgment, jeopardizes the safety of the riding public, TK Elevator may shut down the Unit until such time as the operational problem is resolved. In that event, TK Elevator will immediately advise you in writing

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of such action, the reason for such action, and whether any proposed solution is covered by the terms of this Agreement.

TK Elevator assumes no responsibility for any part of the Unit(s) except that upon which work has been performed under this Agreement. No work, service, examination or liability on the part of TK Elevator other than that specifically mentioned herein is included or intended. It is agreed that TK Elevator does not assume possession or control of any part of the Unit(s) and that such remains Purchaser's exclusively as owner, lessor, lessee, possessor, or manager thereof.

We reserve the right to discontinue work in the building whenever, in our sole opinion, our personnel do not have a safe place to work. For safety reasons, you agree not to permit others to make alterations, additions, adjustments, or repairs or replace any component or part of the Unit(s) during the term of this Agreement. You agree to accept our judgment as to the means and methods employed by us for any corrective work under this Agreement.

Upon the commencement of this Agreement and as a condition of TK Elevator's performance of its obligations, Purchaser shall provide any wiring diagrams, manuals, special tools, monitoring devices, software, hardware or any other items designed to work with, diagnose, service, or repair the Unit(s) (1) as originally supplied by the OEM with the installation or (2) solely available to Purchaser from the OEM.

Some equipment covered by this Agreement may be encoded with serialized onboard diagnostics or other closely held diagnostic intelligence. In the event that the cause of a shutdown or other equipment issue cannot be diagnosed and/or resolved without enlisting the OEM's assistance, Purchaser agrees to obtain the assistance of the OEM and TK Elevator agrees to reimburse you for that expense, provided that it does not exceed the total monthly service fee divided by the number of Units covered under this Agreement. Any fees in excess of that figure shall be exclusively the Purchaser's responsibility.

Since TK Elevator's top priority is the satisfaction of its customers, if you should have any concern(s) with our performance or the means and methods used to meet our obligations under this Agreement, you agree to provide us with written notice of that concern and give us thirty (30) days to respond either in writing or commence action to appropriately resolve it.

In the event of the sale, lease or other transfer of the ownership of the premises in which the Unit(s) described herein are located, you agree to see that such transferee is made aware of this Agreement and agrees to assume and/or be bound by the conditions hereof for the balance of the unexpired term of this Agreement. Should the transferee fail to assume this Agreement, you shall remain liable for all unpaid amounts, including those owed for the balance of the current unexpired term of this Agreement.

Unless this Agreement expressly includes, or is later amended to include, TK Elevator Communications Phone Monitoring Service or Multimedia Monitoring Service as described in the exhibit hereto, this Agreement expressly excludes any materials, labor and/or services involving or related to either the monitoring of or provision of a response to any communications initiated from any Communication Equipment installed within the Unit(s) and Purchaser remains solely responsible for contracting with a separate vendor to monitor and respond to such communications in accordance with all applicable codes, statutes and/or laws.

You expressly agree to release and discharge us and our employees for any and all claims and/or losses of any type or kind (including but not limited to personal injury, death and property damage, specifically including damage to the property which is the subject matter of this Agreement) (1) associated with any components excluded in this Agreement or (2) associated with any Billable Work or (3) caused in whole or in part by reason(s) outside of our control. TK Elevator shall also automatically receive an extension of time commensurate with any delay in performance caused by or related to the aforementioned.

TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, TK ELEVATOR EXPRESSLY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE WITH RESPECT TO ANY OR ALL OF THE PARTS, PLATFORMS (INCLUDING BUT NOT LIMITED TO CP, APP AND MAX) AND/OR SERVICES

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CONTEMPLATED BY THIS AGREEMENT INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE AND NON-INFRINGEMENT, AND WARRANTIES THAT MAY ARISE OUT OF COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OR TRADE PRACTICE. WITHOUT LIMITATION TO THE FOREGOING, TK ELEVATOR PROVIDES NO WARRANTY OR UNDERTAKING, AND MAKES NO REPRESENTATION OF ANY KIND THAT THE PARTS, PLATFORMS AND/OR SERVICES CONTEMPLATED BY THIS AGREEMENT WILL BE ACCESSIBLE TO CUSTOMER, ACHIEVES ANY INTENDED RESULTS, MEETS CUSTOMER'S REQUIREMENTS, OPERATES WITHOUT INTERRUPTION, MEETS ANY PERFORMANCE OR RELIABILITY STANDARDS OR BE ERROR FREE OR THAT ANY ERRORS OR DEFECTS CAN OR WILL BE CORRECTED. TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, IN NO EVENT WILL TK ELEVATOR OR ITS AFFILIATES, BE LIABLE TO THE CUSTOMER OR ANY THIRD PARTY FOR ANY USE, INTERRUPTION, DELAY OR INABILITY TO USE THE UNIT(S), PARTS, PLATFORMS AND/OR SERVICES OR FOR THE ACT OF ANY THIRD PARTY RELATED THERETO, INCLUDING BUT NOT LIMITED TO THE INCORPORATION OF A VIRUS, SPYWARE OR ANY OTHER MALICIOUS PROGRAM INTO THE PURCHASER'S SOFTWARE OR HARDWARE OR PLATFORM.

In consideration of TK Elevator performing the services herein specified, you expressly agree, to the fullest extent permitted by law, to indemnify, defend, save harmless, discharge, release and forever acquit TK Elevator Corporation, our employees, officers, agents, affiliates, and subsidiaries from and against any and all claims, demands, suits, and proceedings brought against TK Elevator, our employees, officers, agents, affiliates and subsidiaries for loss, property damage (including damage to the Unit(s) which are the subject matter of this Agreement), personal injury or death that are alleged to have been caused by the Purchaser or any others in connection with the presence, use, misuse, maintenance, installation, removal, manufacture, design, operation or condition of the Unit(s) covered by this Agreement, or the associated areas surrounding such equipment. Your duty to indemnify does not apply to the extent that the loss, property damage (including damage to the equipment which is the subject matter of this Agreement), personal injury or death is determined to be caused by or resulting from the negligence of TK Elevator and/or our employees. You recognize that your duty to defend TK Elevator under this clause is broader than your duty to indemnify and includes payment of all attorney's fees, court costs, judgments, settlements, interest and any other expenses of litigation arising out of such claims or lawsuits.

You expressly agree to name TK Elevator Corporation along with its officers, agents, affiliates and subsidiaries as additional insureds in your liability and any excess (umbrella) liability insurance policy(ies). Such insurance must insure TK Elevator Corporation, along with its officers, agents, affiliates and subsidiaries for those claims and/or losses referenced in the above paragraph, and for claims and/or or losses arising from the sole negligence or responsibility of TK Elevator Corporation and/or its officers, agents, affiliates and subsidiaries. Such insurance must specify that its coverage is primary and non-contributory. You hereby waive the right of subrogation.

In no event shall TK Elevator's liability for damages arising out of this Agreement exceed the remaining unpaid installments of the current, unexpired term of this Agreement.

You expressly agree to release and discharge TK Elevator from any and all claims for consequential, special or indirect damages arising out of the performance of this Agreement.

In the event an attorney is retained to enforce, construe or defend any of the terms and conditions of this Agreement or to collect any monies due hereunder the prevailing Party shall be entitled to recover all costs and reasonable attorney's fees.

You hereby waive trial by jury. You agree that this Agreement shall be construed and enforced in accordance with the laws of the state where the Unit(s) is/are located. You consent to jurisdiction of the courts, both state and Federal, of the state in which the Unit(s) is/are located as to all matters and disputes arising out of this Agreement.

In the event any portion of this Agreement is deemed invalid or unenforceable by a court of law, public policy or statute, such finding shall not affect the validity or enforceability of any other portion of this Agreement.

Our rights under this Agreement shall be cumulative and our failure to exercise any rights given hereunder shall not operate to forfeit or waive any of said rights and any extension, indulgence or change by us in the method, mode or

Gold Service Agreement



manner of payment or any of its other rights shall not be construed as a waiver of any of its rights under this Agreement.

In the event that Purchaser and TK Elevator are parties to an existing elevator maintenance agreement at the time this proposed agreement is submitted for consideration, the existing agreement will remain in full force and effect until such time as this proposed agreement is accepted and fully executed in writing by both Parties. Upon full acceptance by both Parties, this proposed Agreement shall supersede all prior agreements.

Gold Service Agreement



Acceptance

Until executed by both Parties this Agreement is a proposal that shall only remain available for acceptance for a period of sixty (60) calendar days from the date appearing on the first page of this document unless revoked by TK Elevator earlier in writing to Purchaser. Your acceptance of this Agreement and its approval by an authorized manager of TK Elevator will constitute exclusively and entirely the agreement for the services herein described. All other prior representations or agreements, whether written or verbal, will be deemed to be merged herein and no other changes in or additions to this Agreement will be recognized unless made in writing and properly executed by both Parties. Should your acceptance be in the form of a purchase order or other similar document, the provisions of this Agreement will exclusively govern the Parties' responsibilities. No agent or employee of TK Elevator shall have the authority to waive or modify any of the terms of this Agreement without the express prior written approval of an authorized TK Elevator manager.

Ypsilanti District Library (Purchaser):	TK Elevator Corporation Management Approval
By: _____	By: _____
(Signature of Authorized Individual) Lisa Hoenig	(Signature of Branch Representative)
_____ (Print or Type Name)	Bradley Booser Branch Manager
_____ (Print or Type Title)	
_____ (Date of Acceptance)	_____ (Date of Execution)

For inquiries regarding your contract or services provided by TK Elevator, please contact your local branch office:

5169 Northland Dr NE
Grand Rapids, MI 49525
616-942-4710

Thank you for choosing TK Elevator. We appreciate your business.
Jordan Audritsh

Gold Service Agreement



Exhibit A

TK Elevator Communications

TK Elevator offers an additional suite of services through our TK Elevator Communications call center separate and apart from those services included with your Agreement. We have notated below each additional TK Elevator Communications Service that you have selected for each of the Units covered under your Agreement and the corresponding total price of those services per Unit.

Building Name	Equipment Type	Nickname	Phone Monitoring	Elevator Telephone #
YPSILANTI DISTRICT LIBRARY	Hydraulic	CAR #1	Current Selection	

A description of each available TK Elevator Communications service and the additional applicable terms and conditions follow.

Phone Monitoring Service

If "Phone Monitoring" is selected for specific Units in the chart above then we will provide 7 days per week, 24 hours per day, 365 days per year dispatching service, through its centralized TK Elevator Communications call center, for those specified units. The dispatching service will be provided for calls placed by Purchaser outside of Regular Time to the local TK Elevator branch office. We will also include telephone monitoring on all Units maintained under this Agreement that have operational telephone equipment capable of placing a call to that call center. Depending on the nature of the call and circumstances, TK Elevator's operators can call one or more of the following: Purchaser's Designated Contacts set forth below; Local Emergency Services at phone numbers provided by Purchaser below; and/or a local TK Elevator service technician to be dispatched to the location of the equipment. Calls cannot be placed to "9-1-1" as the centralized TK Elevator Communications call center does not have dialing access to local "9-1-1" numbers.

This Phone Monitoring Service specifically excludes any maintenance, repair or replacement of any type or kind of the Purchaser's telephone or other communication equipment. The Purchaser retains exclusive possession and control of its telephone and other communication equipment and is solely responsible for ensuring uninterrupted operation of that equipment so that it is continuously capable of placing a call to TK Elevator Communication's call center.

Terms and Conditions

Any of the services mentioned in this Exhibit shall be governed by both the terms and conditions of the Agreement covering the Unit(s) described in that Agreement and the terms and conditions of this Exhibit and in the event that those terms conflict, the terms and conditions of this Exhibit will exclusively govern the subject matter of those terms and conditions. Should the Agreement covering the Unit(s) be terminated for any reason by either Party then this Exhibit shall also be automatically terminated. In the event that this Exhibit is terminated for whatever reason, Purchaser agrees to immediately both transfer the connection of the communication equipment to an appropriate telephone service provider and also make arrangements with its replacement elevator service vendor to reprogram the communication equipment to initiate contact with a replacement call center.

Price and Term

In light of the modifications to Agreement set forth above, you agree to an additional price of \$0 per month which will be billed to you separately from the price of the Agreement (the "TK Elevator Communications Services Charge"). The cost of your selected TK Elevator Communications Services is not subject to any discounts. Due to the changing nature of technology, TK Elevator reserves the right to annually increase the TK Elevator Communications Services Charge with such an annual increase not to exceed a total of five percent (5%) of the prior year's TK Elevator Communications Services Charge.

Gold Service Agreement



TK Elevator Communications Contact Information - To Be Completed by Purchaser

Purchaser hereby acknowledges that as a condition precedent to TK Elevator's placement of calls to Purchaser's Designated Contacts and any Local Emergency Services under this Agreement, Purchaser must first complete all sections of the TK Elevator communications Contact Information section below. Purchaser further acknowledges that it is Purchaser's sole responsibility to advise TK Elevator immediately in writing of any changes to the information contained in this exhibit during the term of this Agreement. Purchaser acknowledges that no revision to that information will be made without TK Elevator first receiving such request in writing from Purchaser's authorized representative.

Under those circumstances where TK Elevator is unable to reach Purchaser's Designated Contacts, Purchaser hereby gives TK Elevator express permission to dispatch a TK Elevator service technician to the location of the equipment at Purchaser's expense in accordance with TK Elevator's applicable billing rates. Purchaser further agrees that TK Elevator does not assume any duty or responsibility to advise any caller, regardless of his or her location within or outside the elevator, to take or not take any specific action resulting from a medical or other emergency or any other situation including, but not limited to, entrapment of persons, evacuation, repair or return to service of any equipment.

In the event of an emergency, or perceived emergency, one or more of the following are to be Purchaser's Designated Contacts:

Contact Name	Title	Primary Telephone #	Secondary Telephone #

In the event of an Emergency or perceived emergency, TK Elevator has the express permission to contact one or more of the following (**911 is not sufficient, local phone numbers are required**):

Police Department: (_____) _____ - _____

Fire Department: (_____) _____ - _____

Special instructions/remarks:

In the event that a TK Elevator call center operator perceives that a call from within the elevator constitutes a medical or other emergency, Purchaser hereby gives TK Elevator the express permission to call Local Emergency Services at the telephone numbers provided above at TK Elevator's sole discretion. Under those circumstances, Purchaser agrees to pay all related charges for services provided by any Local Emergency Services in response to that call. Purchaser agrees that TK Elevator shall not be responsible for ensuring an appropriate (or any) response by Local Emergency Services to that call.



Customer Portal & Mobile App setup form

Name:	Lisa Hoenig		
Address: (if different from contract)			
City:			
State:			
Zip Code:			
Phone:			
Email:	lisa@ypsilibrary.org		
Subscribe to email notifications:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 9/22/2022

Re: Purchase of outdoor furnishings for the new Superior library

We are coming down to the final furniture selections for new Superior. We would like to have a bench at the front entrance, three backless benches around the perimeter of the outdoor programming patio, and two waste receptacles.

Daniels & Zermack presented us with a variety of options. In the interest of time, Mary, Dan and I reviewed them and easily came to an agreement on the ones we liked best. It just so happened that those had shorter lead times than some other options, which sealed the deal as far as I was concerned. If we're lucky, we'll have them by the Grand Opening.

The selected bench is called Arcata (see sample photos, attached). Ours will have a silver metal finish and be armless, with wood slats.

The selected waste receptacle is called Lakeside. We really liked the "nature" motif of this. We will request them with a silver finish and the side opening.

The attached quote from Landscape Forms includes the manufacture of the items plus shipping and handling. Their pricing uses the NCPA group purchasing contract, so no additional bids are required. When received, assembly and installation will be handled by O'Neal Construction.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-44

September 28, 2022

RESOLUTION TO APPROVE THE PURCHASE OF OUTDOOR FURNISHINGS FOR
THE NEW SUPERIOR LIBRARY

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

Whereas, outdoor benches and waste receptacles are desired at the facility, and

Whereas, Daniels & Zermack Architects provided a number of style options and top choices were identified by library staff, and

Whereas, a quote for the desired items has been provided through the NCPA group purchasing contract, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the outdoor benches and waste receptacles described on the attached quote be acquired from Landscape Forms for a total cost of \$15,184.18.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Preliminary Exterior Bench & Waste Receptacle Options:

lead to
↓

Arcata

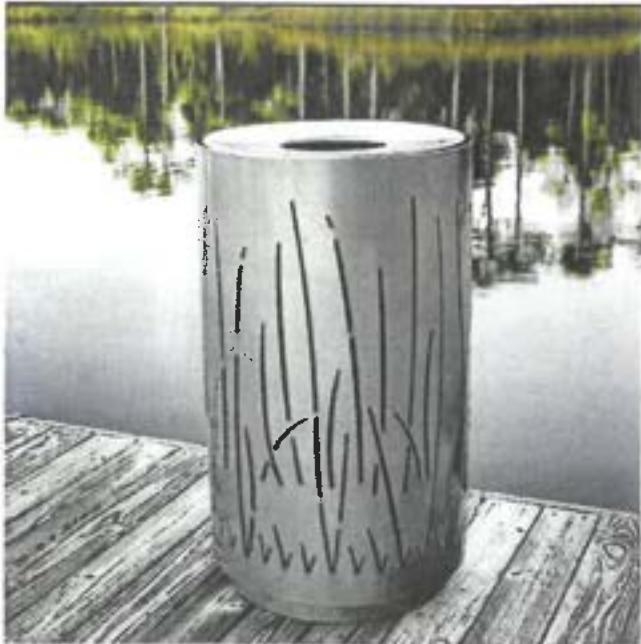


Arcata Bench



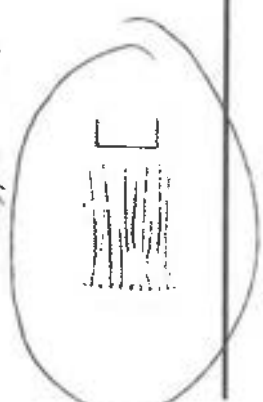
Lakeside

704.771.0000 704.771.4407



1-5
wastes

side
opening
↓



Quote

Date: 09/22/2022

LF Quote#: 0000368198

PO#:

Project: Ypsilanti District Library - Superior Township Branch

Bill To: Daniels and Zermack Associates Inc.
 ATTN: Accounts Payable
 2080 S State St
 Ann Arbor, MI 48104-4696

CORPORATE

7800 E. Michigan Avenue
 Kalamazoo, MI 49048-9543
 P: 800.521.2546 F: 269.381.3455
 www.landscapeforms.com
 Federal I.D.# 38-1897577
 FSC# NC-COC-001261

Ship To: Daniels and Zermack Associates Inc.
 ATTN: Jennifer Michalski
 8795 Macarthur Boulevard
 Ypsilanti, MI 48198

Ship To Contact Phone:
 Ship Via: Common Carrier
 F.O.B.: Destination

Qty	Description	Unit Price	Total Price
-----	-------------	------------	-------------

CONTRACT: NCPA 07-53

When ordering please confirm:

- Shipping address and contact information (name and ph#)
- Billing address and contact information
- Is your firm or the project tax exempt? If so, exemption certificate must accompany order
- Delivery schedule:

___ Ship immediately upon completion
 OR Ship On/After the date: _____

3	Arcata Bench Bench Style: <i>Backless</i> Insert: <i>Wood</i> Wood Selection: <i>Premium Exterior Wood TBA</i> Mounting: <i>Surface Mount</i> Powdercoat Color: <i>Silver</i>	\$ 2,364.51	\$ 7,093.53
1	Arcata Bench Bench Style: <i>Backed</i> Insert: <i>Wood</i> Wood Selection: <i>Premium Exterior Wood TBA</i> Mounting: <i>Surface Mount</i> Powdercoat Color: <i>Silver</i>	\$ 3,436.89	\$ 3,436.89
2	Lakeside Litter Style: <i>Side Opening</i> Options: <i>None</i> Material: <i>Grass Panel Design</i> Powdercoat Color: <i>Silver</i>	\$ 1,511.88	\$ 3,023.76

Cust #: 58415
 SSR: Zachary Filippetti
 Rep: Kyle Verseman, MI5

Landscape Forms Customer Service

Purchaser

Seller

Quote

Date: 09/22/2022

LF Quote#: 0000368198

PO#:

Project: Ypsilanti District Library - Superior Township Branch

Bill To: Daniels and Zermack Associates Inc.
 ATTN: Accounts Payable
 2080 S State St
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7800 E. Michigan Avenue
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 ATTN: Jennifer Michalski
 8795 Macarthur Boulevard
 Ypsilanti, MI 48198

Ship To Contact Phone:
 Ship Via: Common Carrier
 F.O.B.: Destination

Qty	Description	Unit Price	Total Price
		Item Total	\$ 13,554.18
		Shipping & Handling	\$ 1,630.00
	Due to the recent increases on fuel related costs that are being seen globally, Landscape Forms has temporarily included an additional 3% surcharge on all Shipping and Handling quotes		
		Sub Total	\$ 15,184.18
		Estimated Tax	\$ 0.00
		Document Total	\$ 15,184.18

Payment Terms: NET 30 DAYS

Landscape Forms, Inc. reserves the right to change payment terms based on payment history as well as information obtained from commercial credit reporting agencies.

- Purchaser is responsible for confirming options, materials, quantities, etc., for completeness and conformity to plans and specifications.
- Changes to or cancellations of orders may incur a penalty charge of 30% or more. Special orders may not be changed or cancelled.
- Studio 431 (custom) orders cannot be cancelled once purchase order is received and approved.
- Studio 431 orders are subject to price increase after engineering/product development is complete and approved by designer, end user and purchaser. Modifications in price will be handled via Change Order.
- All orders that include a swing product must include an executed liability waiver to be accepted and entered into production.
- Only the Material Supplier Standard Limited Warranty shall apply to all product sold by Landscape Forms. No other warranties or changes to the standard warranty will be applied or accepted.
- No merchandise can be returned without authorization from Landscape Forms. Returns may be subject to a disposition fee of 30-100%.
- Prices based on quantities shown and quantity changes may affect price.
- QUOTED prices are held for 60 days. After receipt of a written ORDER, prices will be held for up to six months from receipt of the order. Changes in quantity or specification may affect pricing.
- **Lighting Poles only**-QUOTED prices are held for up to 30 days. ORDERS received on valid quotes for immediate release will be accepted at quoted. Orders received for a future dated release are subject to current pricing at the time of order release.

Cust #: 58415
 SSR: Zachary Filippetti
 Rep: Kyle Verseman, MI5

Landscape Forms Customer Service

Purchaser

Seller

Quote

Date: 09/22/2022

LF Quote#: 0000368198

PO#:

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8795 Macarthur Boulevard
Ypsilanti, MI 48198

Ship To Contact Phone:
Ship Via: Common Carrier
F.O.B.: Destination

- Pricing includes selection from our standard color palette. Optional colors and custom color matches are available for an additional fee and will extend lead-time. Please contact our corporate office for more information.
- Fixtures for custom products are the property of Landscape Forms, Inc., and are not available for sale.
- Landscape Forms is a supplier only and ships via common carrier. Customer is responsible for offloading and installing unless otherwise indicated above.
- Handling fees alone will apply on third party and customer pick-up orders.
- Mounting hardware is only available on a limited number of products. Please consult the installation recommendations or contact our corporate office to confirm. In the event hardware is provided, it MUST be used for proper installation.
- Refer to Care and Maintenance guidelines for more detailed information and instructions.
- All orders ship upon completion of fabrication. A one-week grace period may be available, after which storage fees will apply.
- This Agreement contains the entire understanding between the parties. All prior communications are merged into this Agreement. The terms of this Agreement shall control any conflict between documents.
- This Agreement may be signed by the parties separately and by facsimile, and together they shall be deemed one binding, original Agreement.
- Purchaser shall pay all costs and expenses paid or incurred by Landscape Forms, Inc. in collecting any amounts due for goods purchased by Purchaser, including without limitation, reasonable attorneys' fees and collection costs. Balances on invoices not paid within 30 days of date of invoice, or within an alternate period of time as determined and indicated by Landscape Forms, shall incur interest at a rate of 18% per annum. Cash discounts are not offered.
- Tax is estimated. Actual tax will be charged on final invoice and shall be payable by the Purchaser. U.S. customers must provide a valid sales tax exemption or resale certificate to remove liability.
- To the extent purchaser supplies or modifies the standard specifications for any products, Landscape Forms, Inc. expressly disclaims all representations and warranties related to such products or their design whether express or implied except that the products shall be manufactured in accordance with purchaser's specifications.
- **REMITTANCE OPTIONS:** For information on paying via credit card, ACH, direct bank transfer, or wire please email us at AR@landscapeforms.com. Please note all credit card charges will be subject to a 3% surcharge. Mail payments to:

USD Checks

Landscape Forms, Inc.
Dept 78073
PO Box 78000
Detroit, MI 48278-0073
USA

CAD Cheques

Landscape Forms, Inc.
PO Box 2408
Station A
Toronto, Ontario M5W 2K6
CAN

Page: 3 of 3

Cust #: 58415
SSR: Zachary Filippetti
Rep: Kyle Verseman, MI5

Landscape Forms Customer Service

Purchaser

Seller

landscapeforms

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 9/22/2022
Re: Building dedication plaque discussion

I would like your input on content and wording of a building dedication plaque for new Superior. There is wall space reserved for it in the building's entry vestibule.

Dan Whisler shared a photo of the building dedication plaque installed recently at the Belleville Area District Library. He thinks a cast aluminum plaque similar to this would be appropriate aesthetically for Superior. Etched plaques similar to those here at Whittaker are another option. Photos of both are attached here for your consideration.

Dan shared that typically, dedication plaques include at a minimum:

- Building / Entity Name
- Dedication year
- Current Board members' names
- Director's name
- Architect / Interior Designer
- Construction Manager

Additional content can be added as desired. Should we recognize Superior Township in some way?

YPSILANTI DISTRICT LIBRARY

YPSILANTI DISTRICT LIBRARY BOARD

Linda L. Alexander	President
Linda L. Gurka	Vice-President
Richard L. Roe	Treasurer
Helen C. Vick	Secretary
W. Frances Deckard	Trustee
Janalyn G. Hale	Trustee
Jean S. Nelson	Trustee

Jill S. Morey, Library Director

ARCHITECT / INTERIOR DESIGNER
David Milling & Associates / Architects

CONSTRUCTION MANAGER
Etkin Skanska Inc.

2002

In appreciation for the efforts of the 1998 Millage Committee whose foresight and vision produced this valuable community resource for the Ypsilanti area.

Richard Robb, co-chair

James Vick, co-chair

Linda L. Alexander
Margo Angelini
Bonnie Andree
Daniel Cox
Donna DeButts
Jan and Paul Eagle
Hal and Donna Estry
Gregory and Linda Gurka
Kevin Hill

Geraldine Kruse
Donald and Nancie Loppnow
Elizabeth Mike
Jean Nelson
Harry PaDelford
Letitia Simmons
Helen Vick
Warren and Sophia Wheelock

Belleville Area District Library

This building is dedicated to the Belleville,
Sumpter, and Van Buren community

Established 2020

Board of Trustees:

Sharon Claytor Peters, Board Chair ♦

Joy Cichewicz ♦

Mary Jane Dawson ♦

Alma Hughes-Grubbs

John Juriga ♦

Linda Priest

Tanya Stoudemire

Administration:

Mary Jo Suchy, Library Director ♦

Hilary Savage, Assistant Director

Building Committee Members noted with: ♦

Architect/Interior Designer:

Daniels and Zermack Architects

Construction Manager:

O'Neal Construction, Inc.

The Board of Trustees gratefully acknowledges those
whose past service helped to make this library a reality:

Debra L. Green, Library Director from 1987-2015

Former Trustees:

Michael Boelter; Christina Brasil; LaChelle Reed Caver;
Barbara Gates; Elaine Gutierrez; Paul Henning; Joseph Monte