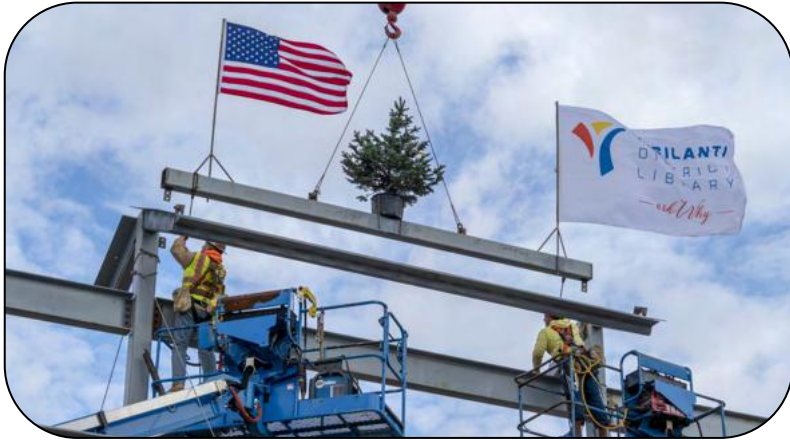


Board of Trustees

2022
Information
Packet



Wednesday,
November 30, 2022
6:30pm
YDL - Whittaker



Ypsilanti District Library
YDL Board Meeting, November 30, 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"/> Kristy Cooper <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of new staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communications	<input checked="" type="checkbox"/>	<input checked="" 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 Building	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
G. Facilities	<input type="checkbox"/>	<input type="checkbox"/>	
H. Strategic Planning	<input type="checkbox"/>	<input type="checkbox"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
Old Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Business			
A. Consider approval of FY2022-23 budget and set millage rate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Amendment of FY2021-22 budget	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of possible special meeting to interview for an upcoming Board vacancy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
D. Approval of HVAC maintenance contract for the Superior library	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Approval of a cleaning contract for the Superior library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Consideration of a proposal to upgrade and repair string lights at Whittaker	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
G. State of Michigan Public Act 152 (80/20 health care split affirmation)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
H. Scheduling of 2023 annual Board meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I. Closed session for Director evaluation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Minutes
of
Previous
Meeting**

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 26, 2022 (Unapproved)

CALL TO ORDER

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

Attendance

Trustees Present: Theresa M. Maddix, Kay Williams, Patricia Horne McGee, Brian Steimel, Bethany Kennedy formed a quorum and Jean Winborn (6:35 p.m.) and Kristy Cooper (6:40 p.m.)

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Business Office Trainer Diane Schrag

APPROVAL OF THE AGENDA

Trustee Williams moved to approve the agenda and Trustee Kennedy supported this motion.

Vote: Ayes: Maddix, Williams, McGee, Steimel and Kennedy
Nays: None
Motion: Passed
Absent: Winborn, Cooper

PUBLIC COMMENT

NONE

Introduction of new staff: Lisa Hoenig introduced YDL's new Business Office Manager Andrew Hamilton.

CONSENT AGENDA

Trustee Kennedy moved to approve the consent agenda (September 28, 2022, Regular meeting minutes, September 2022 Financials and Check Registers). Trustee Williams supported this motion.

Vote: Ayes: Maddix, Williams, McGee, Steimel and Kennedy
Nays: None
Motion: Passed
Absent: Winborn, Cooper

COMMUNICATION

The Library Network (TLN) document with updated strategic framework. Lisa is excited about the final page that establishes a substitute worker pool. Lisa advised that with the different director of TLN in place the past couple years it appears his organization is focusing on more collaboration.

COMMITTEE REPORTS

- Finance
 - Trustee Williams and Trustee Maddix reported on the committee meeting..
 - Trustee Williams said the budget seemed to be reasonable.
 - Trustee Maddix advised the documents provided greatly helped their understanding of the accounts.
- Friends of the Library (FOL) Report
 - Trustee Steimel defers to Assistant Director Smith. The FOL Met with a quorum for a short meeting. The FOL is scrubbing membership list from 2019 to make sure database is up-to-

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 26, 2022 (Unapproved)

date. Holiday Sale is on November 19th from 11am-3p.m. at Whittacker. Faye Barnes resigned from the FOL board, with a new board member named Lynn Wolfgram. FOL is estimating \$30,000.00 in donations to the library for 2023.

-Fundraising

- Lisa advised that the fundraising is going well and that she is so excited by how close we are to the stated goals for fundraising. Lisa believes we will meet those goals before the end of the fiscal year.

-Superior Building

- Received our 14,000 item collection for this branch and the staff has been unboxing and checking items in.
- New Superior staff are starting today and assisting in the unboxing.
- Trustee Maddix asked if there will be TikTok videos of the unboxing. Assistant Director Smith advised she is leaving that to the Communications Department.
- A large chunk of the children's furniture has been received.
- Lisa advised she is not happy with the current state of the road construction leading up to the new branch. She advised that the company working on the road has fired the foreman on the project as of Monday the 24th.
- Picture of old, mostly empty library is shown. Director Hoenig advised Fire Department will be taking over use of that space as sleeping quarters.

REPORT OF THE LIBRARY DIRECTOR

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

- Director Hoenig discussed the book brigade and the moving of the collection from the old library to the new library. Coverage was national of the event and was a great celebration as well as fun.
- Invitation to "sneak preview" on November 3rd, 2022, at Superior Branch with media first.
- The Summer Challenge Report showed numbers are growing now that Covid restrictions had lessened.
- The TALK program is moving into Indiana and YDL has been asked to speak at the Indiana Library Conference next week.
- Statistical Dashboard update on the data contained.
- The Flex (vehicle) is worth approximately less than \$4,000.00 and repair estimates are almost \$8,700.00. Director Hoenig advised that even with the proposed discount offered by the dealership of 20% that she doesn't believe the vehicle is worth being repaired. Director Hoenig asks the Board's thoughts on the status of the Flex and if it should be repaired. A person in the public section asks a question about the future of the Flex, and Director Hoenig advised no clear direction yet on what will be the end point for the vehicle.

OLD BUSINESS

- A. Approval of steel cost escalation settlement

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-49

October 26, 2022

RESOLUTION TO AUTHORIZE A PAYMENT TO COMPENSATE B&A STEEL FOR
STRUCTURAL STEEL ESCALATION COSTS

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 26, 2022 (Unapproved)

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

Whereas, B&A Steel was awarded the subcontract to provide structural steel for the building which was covered by a bid bond, and

Whereas, B&A Steel requested \$64,000 over and above their bid due to unprecedented escalation in steel costs, and

Whereas, the Construction Manager, Architect, and Library Director investigated and found that while prices did escalate, B&A Steel bore some culpability and could not sufficiently document their case, and

Whereas, the Library Board offered a \$20,000 payment as a goodwill gesture, since B&A provided the steel and did not hold the project hostage, and,

Whereas, B&A has accepted this offer, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to authorize approval of a forthcoming Change Order from O'Neal Construction to provide this payment.

OFFERED BY: Kay Williams

SUPPORTED BY: Brian Steimel

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

Comments: Trustee Maddix appreciated the negotiations with this company and making sure that the fund available from this shall be put to better use.

NEW BUSINESS

A. Review of FY2023 Budget:

Director Hoenig met with the Finance Committee last week and discussed how the millage passed made it possible to "right-size" the budget. The Director used the benchmarking studies to determine the spending at \$65 per capita for a total estimate of \$5,721,365.00 to start the conversation of what would go in this budget. Allows for about \$500,000 to go back into Fund Balance as well as think about big capital projects, such as a new sidewalk at Whittaker or a replacement vehicle for The Flex. Director Hoenig asks the board if they have any questions on the budget, but there were none.

B. Schedule Public Hearing for 2023 Budget:

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-45

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 26, 2022 (Unapproved)

October 26, 2022

RESOLUTION TO SCHEDULE A PUBLIC HEARING REGARDING THE PROPOSED
LIBRARY BUDGET FOR THE 2023 FISCAL YEAR

Whereas, Michigan Public Act 43 of 1963, Budget Hearings of Local Governments, requires that each local governmental unit hold a public hearing on its proposed budget, and

Whereas, the by-laws of the Ypsilanti District Library Board of Trustees state that the Ypsilanti District Library Board shall prepare, approve and publish an annual budget in accordance with the Uniform Budgeting and Accounting Act, and

Whereas, the Library's 2023 fiscal year budget will be considered for approval at the November Board meeting, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A public hearing on the proposed library budget for the 2023 fiscal year will be held at 6:15 p.m. on Wednesday, November 30, 2022.

OFFERED BY: Bethany Kennedy

SUPPORTED BY: Jean Winborn

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

C. 2023 Holiday Closing Schedule:

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-46

October 26, 2022

RESOLUTION TO ESTABLISH A SCHEDULE OF 2023 HOLIDAYS AND CLOSINGS

Whereas, the Ypsilanti District Library Personnel Manual sets forth a list of specific paid holidays for staff, and

Whereas, the Director has proposed a schedule of dates the library will be closed to observe these holidays in the 2023 calendar year, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 26, 2022 (Unapproved)

The 2023 Holiday & Closing Schedule is adopted as presented.

OFFERED BY: Jean Winborn

SUPPORTED BY: Theresa Maddix

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

D. Children in the Library Policy Revision:

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-47

October 26, 2022

RESOLUTION TO REVISE POLICY B4: CHILDREN IN THE LIBRARY POLICY

Whereas, the Ypsilanti District Library has a Children in the Library Policy which sets forth guidelines to ensure a safe library experience for children, and

Whereas, with concerns for public health and safety during the Covid-19 pandemic, the policy was revised, and

Whereas, with the opening of the new Superior library next month, all YDL locations will once again be open, and

Whereas, the age at which a child may be in the library unattended has been revised to 10, and children's behavior is more specifically addressed in the latest revision, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached Children in the Library Policy revision is adopted.

OFFERED BY: Theresa Maddix

SUPPORTED BY: Kay Williams

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

Comments: Trustee Steimel asked if relevant employees who would be implementing these changes were involved in direct discussions about this policy and whether their input was sought. Assistant Director Smith confirmed that this was correct and employees had discussions with their managers who brought talking points forward to leadership from these employees.

E. Approval of the Purchase of Interior Signage for the New Superior Library:

YPSILANTI DISTRICT LIBRARY

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 26, 2022 (Unapproved)

RESOLUTION NO. 2022-48

October 26, 2022

RESOLUTION TO APPROVE THE PURCHASE OF INTERIOR SIGNAGE 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, interior signage is required at the facility, and

Whereas, Daniels & Zermack Architects and library staff are in the process of approving final proofs, and

Whereas, the Library Director shared preliminary conceptual renderings of the signage for review, and

Whereas, time is of the essence because the new library is scheduled to open on November 14, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process, and once finalized, the interior signage be acquired from Take Form for a total cost not-to-exceed \$14,000.

OFFERED BY: Kristy Cooper

SUPPORTED BY: Kay Williams

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

Comments: Director Hoenig displayed several different interior signage renderings to the board. Discussed different materials involved, color scheme used, and how the signage will show through/on the bird glass also installed.

F. Discussion of New Superior Grand Opening/Ribbon Cutting Ceremony:

Director Hoenig advised that she has been working with Mary Garboden, the Branch Manager of Superior Branch, regarding the final details of the grand opening. There will be a ceremony on November 14, 2022, at 4p.m. and she would like the board members to be there. She asks that the board members show up at 3 p.m. to assure everyone is there, and she would like to get everyone a pair of scissors along with the one large ceremonial scissors to cut the ribbon. Director Hoenig also inquired as to who would like to speak at the ceremony and possible weather-alternate plans. The board advised that Director Hoenig should speak, as well as Mary Garboden and the Board President Patricia Horne McGee. Trustee Jean Winborn advised many thanks should be spoken for Trustee Kay Williams as well. Director Hoenig advised the construction manager and architect will also be there.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 26, 2022 (Unapproved)

G. Discussion of Director Evaluation Process:

Director Hoenig asks Trustee Steimel to lead this discussion. Trustee Steimel advised that in 2020 a narrative evaluation was used due to Covid and Covid-mitigation measures, such as Zoom and email. He then advised in 2021 it was a hybrid combination of the narrative form as well as an Excel spreadsheet. He believes there were some issues with collating the data with the Excel sheet but he did receive everyone's comments and was able to put it together. Trustee Steimel asks the group how they want to perform this year's evaluation. Board decided on using both the narrative and Excel hybrid combination to perform the 2022 evaluation. Trustee Steimel will plan on November 30, 2022, as the evaluation. He will get the information to the Board as of October 31, 2022, and that the board just needs to get information back to him by November 21, 2022. Trustee Steimel will then put together and get the whole packet to Board President Patricia Horne McGee by November 26, 2022. Director Hoenig advised she will complete her self-evaluation by November 18, 2022. Board decides this is a personnel matter and it will be held in closed session after the regular meeting on November 30, 2022.

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Maddix	Very excited about Superior opening!
Trustee Cooper	In a search for the new Superior library in Google Maps, the library was there!
Trustee Steimel	Friday is Halloween in the Plaza. Also, inviting everyone to YpsiGlow at 7p.m. He and Joy have been working on a "glow worm" where hula hoops have been decorated and will be handed out to participants and they are forming a Conga line, hoping to get a good turnout of at least twenty kid's families. Wants to give us all opportunity to enjoy the fun.
Trustee Winborn	Late to the meeting as she was being filmed for Channel 7. She was so impressed with the book brigade.
Trustee Kennedy	Is so amazed at what the employees are accomplishing. Reading through the department notes she wants to thank the staff for doing double and triple duty and still giving great service. Also compliments Director Hoenig and Assistant Director Smith's leadership.
Trustee Williams	Started this mission 14 years ago in an effort to build the Superior branch library. In her very first meeting she had to vote against the Superior branch, which was extremely difficult for her to do, but at the time she had to. Then having the millage passed allowed her and the board to make the plans a reality. She hopes that by providing her resignation now the board may plan to replace her with another board member that will serve the board and its direction. She also thanked all her fellow board members for the work they have performed and that her final day will be January 20, 2023. She advised this will also involve picking a new treasurer who will be able to sign checks for the library. This is a fantastic board who does fantastic things and I want to thank you all.
Trustee Horne McGee	I would like to thank Trustee Williams for her service.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, October 26, 2022 (Unapproved)

Adjournment

Trustee Willaims moved to adjourn at 7:30 p.m. Trustee Winborn seconded this motion.

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

Nays: None

Motion: Passed

Financial Report

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

	FYE 11/30/17	FYE 11/30/18	FY 11/30/19	FY 11/30/20	FY 11/30/21	FYTD 10/31/22	Variance from 11/30/21
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL		
Assets:							
Cash: Checking	325,888	30,254	243,356	451,722	281,580	516,495	
Savings	2,414,562	2,311,968	2,318,328	2,453,406	3,087,001	3,317,091	
CD's	-	-	-	-	-	-	
Community Foundation	30,954	31,300	31,048	34,936	44,503	44,045	
Memorials	6,403	3,368	3,368	-	-	-	
Operational Cash	521	824	824	824	824	824	
Total Cash & Cash Equivalents	2,778,328	2,377,714	2,596,924	2,940,887	3,413,908	3,878,455	464,547
Receivables & Other assets	36,272	49,282	98,153	84,370	108,670	101,408	(7,262)
Total Assets	2,814,600	2,426,996	2,695,077	3,025,257	3,522,578	3,979,863	457,285
Liabilities							
	509,097	145,758	85,577	313,638	344,511	81,159	(263,352)
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:							
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	868,050	401,602
Total Fund Balance	1,203,069	1,178,804	2,257,066	2,359,186	2,825,633	3,693,683	868,050
Total Liabilities & Fund Balance	1,712,166	1,324,562	2,342,643	2,672,823	3,170,143	3,774,841	604,698

Ypsilanti District Library
Period Ending 10/31/22 (91.7% of Year)
General Fund

ACCT #	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Amended FY 2021-2022 BUDGET	YTD 10/31/22 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,506,662	5,568,866	5,918,352	5,895,497	6,080,452	(191,830)	103.1%
Expenditures							
Dept 100 Administrative	1,901,522	2,018,928	1,983,825	2,407,363	1,958,260	349,613	81.3%
Dept 200 Michigan Ave.	570,105	555,976	542,948	677,690	557,170	111,020	82.2%
Dept 300 Outreach/bookmobile	83,090	82,140	92,558	182,590	79,847	102,743	43.7%
Dept 400 Outreach/Superior Township	158,283	158,483	162,269	339,263	195,416	143,847	57.6%
Dept 500 Whittaker Rd	1,123,929	1,089,344	1,080,805	1,190,294	1,027,715	139,579	86.3%
Dept 600 Donations	31,845	12,312	21,629	-	62,728	(62,728)	NA
Dept 700 Grants	12,323	7,405	19,079	-	31,266	(31,266)	
Total	3,881,097	3,924,588	3,903,113	4,797,200	3,912,402	752,808	81.6%
Net Revenue Over Expenditures	1,625,565	1,644,277	2,015,239	1,098,297	2,168,050		
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	2,797,345	3,041,622	3,656,862	3,656,862		
Fund Balance - end of period	2,797,345	3,041,622	3,656,862	4,755,159	4,524,912		

**Ypsilanti District Library
General Fund
Period Ending 10/31/2022
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Original FY 2021-2022 BUDGET	Amended FY 2021-2022 BUDGET	YTD 10/31/22 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	896,999	885,210	939,410	965,929	965,929	999,639	103.5%
425.000	City of Ypsilanti Tax Levy	808,325	836,671	866,352	883,587	883,587	884,336	100.1%
425.075	PPT Reimbursement	18,247	16,119	22,407	16,000	16,000	27,533	172.1%
440.000	Ypsilanti Township Tax Levy	3,283,915	3,486,095	3,653,122	3,701,210	3,701,210	3,710,452	100.2%
441.000	Renaissance Zone Reimb	39,574	66,633	68,165	65,000	65,000	67,905	104.5%
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	41,774	99.5%
657.000	Fines/Misc.	60,633	22,485	7,187	9,000	6,000	6,199	103.3%
657.100	Smart Cards - Printing & Copies	36,686	11,776	8,765	7,500	7,500	21,297	284.0%
657.600	Guest Pass	1,417	429	263	500	375	573	152.7%
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	1,250	50.0%
679.000	Donations/Misc.	1,152	1,063	1,360	2,500	2,500	1,473	58.9%
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	7,117	1186.2%
683.100	Trustee Party Revenue	0	0	0	0	0	0	NA
687.000	Interest/Checking	3,233	1,037	457	500	500	1,053	210.7%
687.010	Interest/Savings	15,331	6,175	5,226	3,500	3,500	7,497	214.2%
687.060	Interest/Yoder	0	0	0	0	0	0	NA
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	5,963,308	101.2%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2022
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Original FY 2021-2022 BUDGET	Amended FY 2021-2022 BUDGET	YTD 10/31/22 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	625,703	657,068	685,029	740,549	755,549	681,940	90.3%
702.050	Board Stipend	0	0	0			0	NA
702.100	Professional/Accounting	6,500	5,080	7,445	7,500	7,500	7,900	105.3%
702.150	Bank Fees	5,829	3,176	1,888	6,840	6,840	2,339	34.2%
702.180	Reversed Receivables	0	0	0			0	NA
702.900	Salary/Subs	16,427	3,327	1,571	15,600	15,600	5,506	35.3%
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	12,053	94.8%
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	85,266	80.5%
719.000	FSA Admin Fee	691	707	729	853	853	574	67.3%
727.000	Office Supplies	28,789	26,412	24,088	32,400	32,400	26,521	81.9%
727.050	CARES act Exp		95	6,305				
727.200	Supplies-Facility	19,577	13,820	12,957	23,700	23,700	13,819	58.3%
752.000	MML/Building Insurance	61,476	64,450	66,589	69,253	72,240	74,515	103.1%
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	348,373	81.0%
756.000	Delta Dental	36,153	34,311	34,322	35,882	35,882	30,263	84.3%
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	3,683	87.4%
759.000	Vision Service Plan	8,811	8,856	9,074	9,253	9,253	8,141	88.0%
762.000	STD/LTD (Disability Insurance)	12,076	11,403	10,594	10,027	13,027	11,027	84.6%
769.000	Printing & Publishing	5,427	12,840	18,325	19,000	19,000	13,112	69.0%
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	204,254	77.4%
774.100	Data Bases	93,136	21,988	24,948	30,000	30,000	28,073	93.6%
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	21,951	104.5%
774.950	Play Kits	3,602	1,447	2,590	3,000	3,000	2,317	77.2%
774.975	Library of Things	0	0	2,876	8,000	8,000	6,260	78.2%
801.000	Major Events	10,978	6,768	2,805	15,925	15,925	8,700	54.6%
801.500	Learning Never Gets Old	1,962	2,246	1,999	3,000	3,000	2,999	100.0%
802.000	Mileage/Travel Reimbursement	2,883	289	775	5,000	6,200	3,838	61.9%
804.000	Workshops/Training	3,916	4,148	2,422	5,330	5,330	3,020	56.7%
805.000	Memberships & Dues	5,436	5,675	5,685	6,350	6,350	5,363	84.5%
806.000	Talk Grant Expenses	12,625	24,342	23,383	14,938	59,028	37,280	63.2%
810.000	Capital Outlay - Buildings	4,301	600	5,197	5,000	5,000	650	13.0%
810.100	Capital Outlay - Improvements	6,824	1,300	3,500	3,700	3,700	0	0.0%
812.000	Capital Outlay - Furnishings	3,949	0	268	5,000	5,000	1,100	22.0%
840.000	Repair & Main Bldg			0	0	0	-5,825	WH Flood
850.000	Automation - Technology	154,332	183,693	128,433	162,642	162,642	78,478	48.3%
850.100	Telecommunications	6,573	-19,543	6,243	6,973	6,973	24,552	352.1%
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	34,014	97.0%
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	17,651	81.5%
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	49,853	88.1%
980.500	Branding Costs	2,561	1,188	2,201	2,500	2,500	894	35.8%
981.500	Lost Book Expense	8,546	3,749	1,094	10,200	10,200	1,609	15.8%
982.000	MTT Charge Back City	-140	208	471	1,200	1,200	80	6.7%
983.000	MTT Charge Back TWP	389	200	1,070	5,000	5,000	3,873	77.5%
983.100	MTT Charge Back-Superior Twp	10,430	985	184	4,000	4,000	1,467	36.7%
984.050	Contributions/Endowment	0	0					NA
Total		1,901,522	2,018,928	1,983,825	2,307,873	2,407,363	1,958,260	81.3%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2022
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Original FY 2021-2022 BUDGET	Amended FY 2021-2022 BUDGET	YTD 10/31/22 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	404,679	396,590	402,866	421,638	429,638	384,144	89.4%
702.800	Salaries-Pages	7,271	4,044	3,463	9,360	9,360	4,361	46.6%
771.000	Adult Books & Processing	31,227	25,084	22,288	26,100	26,100	16,025	61.4%
772.000	Youth Books & Processing	17,891	14,651	13,282	17,400	17,400	12,187	70.0%
776.000	Periodicals - Adult	4,244	2,979	2,802	3,000	3,000	1,108	36.9%
776.050	Periodicals - Youth	206	0	0	100	100	0	0.0%
778.000	Adult Audio/Visual	11,112	6,153	5,441	7,500	7,500	4,246	56.6%
779.000	Youth Audio/Visual	4,956	2,993	2,413	3,000	3,000	1,635	54.5%
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	66,817	70.3%
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	13,195	66.0%
840.025	Campbell Maint Contract	16,489	18,754	12,672	12,672	12,672	12,672	100.0%
840.050	Snow Removal/ Lawn Care	6,229	6,078	7,259	9,835	9,835	6,778	68.9%
900.000	Programs-Adult	1,493	1,625	1,462	1,700	1,700	1,772	104.2%
901.000	Programs-Youth	1,342	2,659	1,762	1,900	1,900	606	31.9%
940.000	Phone	4,514	4,535	4,553	4,820	4,820	2,437	50.6%
943.000	Natural Gas	3,359	3,624	3,946	4,216	5,716	4,661	81.5%
947.000	DTE - Electric	16,452	15,236	18,309	16,713	16,713	15,760	94.3%
949.000	Ypsilanti Comm Utilities Auth	4,802	7,707	6,864	7,136	7,136	5,165	72.4%
Total		570,105	555,976	542,948	668,190	677,690	557,170	82.2%
Dept 300 Outreach/bookmobile								
702.000	Salaries	68,078	69,159	70,870	162,704	162,704	55,525	34.1%
775.000	Library Materials	4,478	5,303	5,084	5,250	5,250	5,666	107.9%
840.000	Repair & Maintenance	5,109	6,017	14,636	8,693	8,693	13,986	160.9%
943.000	Fuel	5,425	1,661	1,967	5,943	5,943	4,670	78.6%
Total		83,090	82,140	92,558	182,590	182,590	79,847	43.7%
Dept 400 Outreach/Superior Township								
702.000	Salaries	144,398	146,792	149,424	305,556	305,556	183,413	60.0%
775.000	Library Materials	7,609	5,842	6,553	7,000	7,000	6,999	100.0%
840.000	Repair & Maintenance	1,374	1,007	1,179	5,000	5,000	1,122	22.4%
840.050	Snow Removal & Lawn Care	898	980	980	4,000	4,000	898	22.5%
900.000	Programs - adult	601	543	580	600	600	161	26.8%
901.000	Programs - Youth	600	468	624	600	600	156	26.0%
940.000	Phone	1,129	1,134	1,138	1,222	1,222	611	50.0%
943.000	Natural Gas	573	659	650	3,336	3,336	853	25.6%
947.000	DTE - Electric	1,013	960	1,044	9,146	9,146	1,033	11.3%
949.000	Ypsilanti Comm Utilities Auth	88	98	97	2,803	2,803	171	6.1%
Total		158,283	158,483	162,269	339,263	339,263	195,416	57.6%

**Ypsilanti District Library
General Fund
Period Ending 10/31/2022
(91.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	Original FY 2021-2022 BUDGET	Amended FY 2021-2022 BUDGET	YTD 10/31/22 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	696,339	701,249	722,800	719,720	730,720	683,288	93.5%
702.800	Salaries-Pages	34,553	15,483	19,698	37,440	37,440	26,861	71.7%
771.000	Adult Books	64,635	41,293	41,604	51,000	51,000	33,931	66.5%
772.000	Youth Books	38,784	23,641	27,802	33,100	33,100	22,837	69.0%
776.000	Periodicals - Adult	5,915	5,239	4,405	5,000	5,000	1,120	22.4%
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	7,446	50.7%
779.000	Youth Audio/Visual	7,300	4,159	4,236	5,100	5,100	2,642	51.8%
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	41,389	175.7%
840.025	Campbell Maint Contract	42,934	42,797	42,797	42,797	42,797	41,649	97.3%
840.050	Snow Removal/Lawn Care	16,529	16,241	16,199	22,600	22,600	15,948	70.6%
900.000	Programs - Adult	3,765	4,206	3,765	4,200	4,200	2,482	59.1%
901.000	Programs - Youth	6,298	5,697	6,659	6,500	6,500	6,012	92.5%
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	4,867	49.8%
943.000	Natural Gas	25,609	24,227	30,040	31,680	43,680	29,662	67.9%
947.000	DTE - Electric	103,549	92,512	99,414	104,763	104,763	80,918	77.2%
949.000	Ypsilanti Comm Utilities Auth	5,069	4,596	4,902	6,562	6,562	4,046	61.7%
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	1,027,715	86.3%
Dept 600 Donations								
Revenue:								
	Total Revenue	87,817	18,888					
	Total Donated revenue	87,817	18,888	37,195			100,474	NA
Expenditures:								
	Total Expenditures	31,845	12,312					
	Total Expenditures	31,845	12,312	21,629			62,728	NA
Dept 700 Grants								
Revenue								
	Total Grant Revenue	14,441	13,080					
	Total Revenue	14,441	13,080	42,333			16,670	NA
Expenditures								
	Total Expenditures	12,323	7,405					
	Total Expenditures	12,323	7,405	19,079			31,266	NA
Total	Net -- restricted for future	2,118	5,675	23,254			-14,596	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	6,080,452	
	Total Expenditures	3,881,097	3,924,588	3,903,113	4,665,210	4,797,200	3,912,402	81.6%
	Net Revenue Over Expenditures	1,625,565	1,644,277	2,015,239	1,223,412	1,098,297	2,168,050	
	Fund Balance Beginning of Year	2,321,780	2,797,345	3,041,622	3,656,862	3,656,862	3,656,862	
	Board Designation	-1,150,000	-1,400,000	-1,400,000	0	0	-1,300,000	
	Ending Fund Balance	2,797,345	3,041,622	3,656,862	4,880,274	4,755,159	4,524,912	

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

	FYE 11/30/17	FYE 11/30/18	FY 11/30/19	FY 11/30/20	FY 11/30/21	FYTD	Current FYTD
Assets:							
Cash and Current Assets	417,120	399,522	1,481,745	2,807,370	3,503,051	2,261,171	(1,241,880)
Total Assets	417,120	399,522	1,481,745	2,807,370	3,503,051	2,261,171	(1,241,880)
Liabilities	-	-	-	142,355	13,454	491,708	478,254
Fund Balance	417,120	399,522	1,481,745	2,665,015	3,489,597	1,769,462	(1,720,135)
Total Liabilities & Fund Balance	417,120	399,522	1,481,745	2,807,370	3,503,051	2,261,171	(1,241,880)

Ypsilanti District Library
 Capital Expenses
 Period Ending 10/31/22 (91.7% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	YTD 10/31/22 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated		54,603	857,193	759,185
688.000	Interest	457	4,986	1,181	95
Other departments		-	-		-
Total		457	59,589	858,374	759,279
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	1,466
752.500	Insurance - Bldrs Rsk				8,564
780.000	Opening Day Collection				171,938
801.000	Major Events			3,544	7,053
812.000	Capital Outlay - Eq/Furn				139,369
850.000	Automation - Technology				63,357
910.000	Site Development	7,900	106,263	32,064	-
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	87,623
955.100	General Contractor	-	46,274	655,988	2,829,840
985.300	Outside Contract Expense	-			39,118
Subtotal		57,810	269,299	1,006,669	3,349,048
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	17,453	-	410,262	334,396
Subtotal		17,453	-	410,262	334,396
TOTAL Capital Expenditures		75,262	269,299	1,433,791	3,777,932
Total Revenue Over Expenditures		1,075,194	1,190,290	824,583	(1,718,653)
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	1,770,944

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:	
	10/31/2022	10/31/2022
	Superior	Other
Board	4,500,000	1,081,745
Capital Campaign	1,683,763	
Expense	-4,625,018	-869,546
	1,558,745	212,199

Check Register Report

Date: 11/23/2022

Time: 12:51 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
74940	10/07/22	Printed			AF SMITH	AF SMITH ELECTRIC INC	whit AV box study rms 2A&B	3,204.00
74941	10/07/22	Printed			0000000025	AFLAC	#21 & #22 payments	113.80
74942	10/07/22	Printed			AK	AK LAWNCARE	whit Sept 22 #7	658.80
74943	10/07/22	Printed			AES	ALLIED EAGLE SUPPLY CO	tissue/towel/glass cleaner	780.79
74944	10/07/22	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 8/31/22	10.21
74945	10/07/22	Printed			LOR	BAKER & TAYLOR 4108482	statement 8/31/22	449.35
74946	10/07/22	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 8/31/22	50.58
74947	10/07/22	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 8/31/22	301.79
74948	10/07/22	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 8/31/22	276.97
74949	10/07/22	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 8/31/22	252.58
74950	10/07/22	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 8/31/22	12.44
74951	10/07/22	Printed			BAKTAY	BAKER & TAYLOR INC 4108472	statement 8/31/22	228.26
74952	10/07/22	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 8/31/22	2,995.27
74953	10/07/22	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 8/31/22	805.65
74954	10/07/22	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 8/31/22	3,439.26
74955	10/07/22	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 8/31/22	2,031.37
74956	10/07/22	Printed			0000573766	BAKER & TAYLOR, INC. 573766	statement 8/31/22	105.41
74957	10/07/22	Printed			BENCH	BENCHMARK DESIGN STUDIO	bus ad	1,191.25
74958	10/07/22	Printed			BA	BLACKSTONE PUBLISHING	Carrie Soto is Back	361.94
74959	10/07/22	Printed			A15	BP PRODUCTS OF NORTH AMERICA	8/6-9/5/22 billing	647.30
74960	10/07/22	Printed			JCARY	JAMES CAREY	Sept 2022 service	640.00
74961	10/07/22	Printed			CDW	CDW GOVERNMENT, INC.	mini keyed cable l black	80.80
74962	10/07/22	Printed			CEN	CENGAGE LEARNING	Half Blown Rose	239.16
74963	10/07/22	Printed			0000000567	CENTER POINT PUBLISHING	Out of the Clear Blue	147.42
74965	10/07/22	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit youth supplies	102.94
74966	10/07/22	Printed			MBP	DOWNRIVER BUS REPAIR, INC.	BKM 9/12/22 oil/filter	4,345.92
74967	10/07/22	Printed			DTE ENERGY	DTE ENERGY	MA 8/30-9/28/22 service	1,453.09
74968	10/07/22	Printed			DTE ENERGY	DTE ENERGY	whit street Sept 2022	42.84
74969	10/07/22	Printed			FIND	FINDAWAY WORLD, LLC	Before she was Harriet	1,444.87
74970	10/07/22	Printed			0000000336	GENEALOGICAL SOCIETY	7/1/22-6/30/23 membership	10.00
74971	10/07/22	Printed			GORDON	GORDON FOOD SERVICE, INC.	whit youth spplies	301.45
74972	10/07/22	Printed			GADML	GRACE A DOW MEMORIAL LIBRARY	lost ILL - Greatest Hits	23.99
74973	10/07/22	Printed			HLD	HOWLETT LOCK & DOOR, INC.	whit Cafe door repair	150.00
74974	10/07/22	Printed			KANO	KANOPY INC.	176 titles 9/30/22	328.95
74975	10/07/22	Printed			0000000471	LAKESHORE LEARNING MATERIALS	whit youth supplies	80.48
74976	10/07/22	Printed			0000000051	THE LIBRARY NETWORK	10/1/22-9/30/23 Lic & Contrac	1,193.00
74977	10/07/22	Printed			MNL	MADISON NATIONAL LIFE INS CO	October 2022 coverage	1,461.49
74978	10/07/22	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Super 8/24-9/23/22 overage	610.39
74979	10/07/22	Printed			MIDWESTTAP	MIDWEST TAPE	502734404/502711548/502711550	2,000.47
74980	10/07/22	Printed			MIDWESTTAP	MIDWEST TAPE	Hoopla ending 9/30/22	13,199.01
74981	10/07/22	Printed			NAG	NAGLE PAVING COMPANY	whit phase II parking lot	248,269.05
74982	10/07/22	Printed			OV	OVERDRIVE, INC.	01576CO22356263	4,336.42
74983	10/07/22	Printed			PW	PLANTWISE	whit prairie burn	725.00
74984	10/07/22	Printed			PP	PROGRESSIVE PRINTING	superior grand open bookmarks	199.00

Check Register Report

Date: 11/23/2022

Time: 12:51 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
74985	10/07/22	Printed			RAN	RANSOM DISTRICT LIBRARY	lost - ILL Father Gilbert mys	40.00
74986	10/07/22	Printed			RELI	RETHINKING LIBRARIES, LLC	2022 Strateg Plan/retreat	8,080.00
74987	10/07/22	Printed			ROCO	RO*CO FILMS EDUCATIONAL	sep/oct 2022 Racila Justice fi	300.00
74988	10/07/22	Printed			RLPG	ROWMAN LITTLEFIELD PUBLISHING	2020 county/city extra spec	165.97
74989	10/07/22	Printed			STAPAD	STAPLES ADVANTAGE	st 9/25/22	593.56
74990	10/07/22	Printed			SHPL	STERLING HEIGHTS	lost - ILL Justice League	40.98
74991	10/07/22	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	new superior 7/30-8/31/22	96.74
74993	10/07/22	Printed			AMAZ	SYNCB AMAZON	statement 9/10/22	1,711.16
74994	10/07/22	Printed			TCI	TERRACON CONSULTANTS, INC.	whit roof-general consult	1,350.00
74995	10/07/22	Printed			THOM WEST	THOMSON REUTERS-WEST	sub charge	518.00
74996	10/07/22	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	Oct 2022 fee curbside	90.00
74997	10/07/22	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	whit -30 yrd dumpster	769.12
74998	10/07/22	Printed			WPL	WILLIAM P. FAUST	lost ILL - No Man of Woman Bor	9.99
74999	10/07/22	Printed			WONFOOL	WONDERFOOL PRODUCTIONS INC.	Ypsiglow 2022 kits	1,000.00
75000	10/07/22	Printed			WORLDBOOK	WORLD BOOK INC.	2022 worl bk encyc	999.00
75001	10/07/22	Printed			WTP	WORLD TRADE PRESS	a to z food 11/1/22-10/31/23	600.00
75002	10/07/22	Printed			0000000021	Y C U A	MA 8/20-9/20/22 service	1,542.47
75003	10/25/22	Printed			BAA	BANK OF ANN ARBOR	stmt09.30.22 #0667	2,091.78
75004	10/25/22	Printed			BAA	BANK OF ANN ARBOR	stmt09.30.22 #4396	1,367.43
75005	10/25/22	Printed			BAA	BANK OF ANN ARBOR	st093022 #4669	2,156.32
75006	10/25/22	Printed			BCN	BLUE CARE NETWORK OF MI	Coverage11.1-11.30.22	38,749.80
75007	10/25/22	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	lease due 10/30/22	1,731.63
75008	10/25/22	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Gas 10.12.2022	887.08
75009	10/25/22	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	st11.01-11.30.22	2,675.38
75010	10/25/22	Printed			HOME	HOME DEPOT CREDIT SERVICES	st10.13.22	883.41
75011	10/25/22	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Grouped base and overage	575.45
75012	10/25/22	Printed			TDSM	TDS	st10.22.2022	782.23
75013	10/25/22	Printed			VERIZON	VERIZON WIRELESS	Lines Charge bd11.09.2022	433.88
75014	10/27/22	Printed			AF SMITH	AF SMITH ELECTRIC INC	AV boxes-whit study rooms	356.00
75015	10/27/22	Printed			AK	AK LAWNCARE	whit #8 grounds	658.80
75016	10/27/22	Printed			ALER	ALERUS FINANCIAL	emply contribut sept 2022	26,641.16
75017	10/27/22	Printed			AES	ALLIED EAGLE SUPPLY CO	tissue/towel	293.43
75018	10/27/22	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Smith renewal 1/31/23	236.00
75019	10/27/22	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	Whit 2nd fl. mens room	524.50
75020	10/27/22	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 9/30/22	192.55
75021	10/27/22	Printed			BK7752	BAKER & TAYLOR INC. 4387752	st 09/30/22	159.23
75022	10/27/22	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 9/30/22	8.02
75023	10/27/22	Printed			BASIC	BASIC	Oct 2022 admin fee	50.00
75024	10/27/22	Printed			BENCH	BENCHMARK DESIGN STUDIO	bus cards Hoenig/Powter/Garbod	240.00
75025	10/27/22	Printed			BA	BLACKSTONE PUBLISHING	Righteous Prey	104.85
75026	10/27/22	Printed			BRIG	BRIGHTMORE FLOWER FARM	wreath workshop 10/15/22	150.00
75027	10/27/22	Printed			CAMPINC	CAMPBELL, INC	whit system repairs W22-1283-1285-1296	29,126.25
75028	10/27/22	Printed			CDW	CDW GOVERNMENT, INC.	monitor shelf	130.82
75029	10/27/22	Printed			CEN	CENGAGE LEARNING	life in light	192.68
75030	10/27/22	Printed			0000000567	CENTER POINT PUBLISHING	thrill of the hunt	147.42
75031	10/27/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	sept 2022 grounds	81.68

Check Register Report

Date: 11/23/2022

Time: 12:51 pm

Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
75032	10/27/22	Printed			CTS	CHARTER TOWNSHIP OF SUPERIOR	Sept 2022 fuel/elec	120.31
75033	10/27/22	Printed			0000000039	DEMCO, INC.	Superior-book trucks/stool	7,110.37
75034	10/27/22	Printed			DWA	DESIGNS WITH AIM	10/12/22-Family Marker night	175.00
75035	10/27/22	Printed			DDL	DEXTER DISTRICT LIBRARY	Such a Fun Age-60 copies	510.00
75036	10/27/22	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	Superior supplies	136.80
75037	10/27/22	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	MA Base lighting	35,592.50
75038	10/27/22	Printed			GOW	MONICA GOWER	train 10/22/22	150.00
75039	10/27/22	Printed			KAGRA	KAREN GRAMS	9/17/22 workshop	100.00
75040	10/27/22	Printed			HTI	HOMELESS TRAINING INSTITUTE	renewal 2022	899.00
75041	10/27/22	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	Zebra-card printer	208.80
75042	10/27/22	Printed			JAFF	JAFFERSON COMPUTERS, LLC	10/12/22 basic comput	100.00
75043	10/27/22	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	Final - whit flood repair	22,375.00
75044	10/27/22	Printed			0000000051	THE LIBRARY NETWORK	oct-dec 2022 subscript orderin	458.75
75045	10/27/22	Printed			MNL	MADISON NATIONAL LIFE INS CO	Nov 2022 coverage	1,419.40
75046	10/27/22	Printed			AFSCME	MICHIGAN AFSCME	deducted 10/13/22	551.75
75047	10/27/22	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	McGee renewal 9/30/23	50.00
75048	10/27/22	Printed			MIDWESTTAP	MIDWEST TAPE	502811480/502810927/502810928	941.46
75049	10/27/22	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Oct 2022 service	128.00
75050	10/27/22	Printed			OV	OVERDRIVE, INC.	01576CO22376644....	4,501.33
75051	10/27/22	Printed			PINTER	PINTER'S FLOWERLAND INC.	BBW display	36.94
75052	10/27/22	Printed			PP	PROGRESSIVE PRINTING	Superior grand open postcards	158.00
75053	10/27/22	Printed			PROQUEST	PROQUEST LLC	ancestry lib 10/1/22-9/30/22	3,414.56
75054	10/27/22	Printed			COLSHER	COLLEEN SHERMAN	Dear Reader Series	250.00
75055	10/27/22	Printed			SHOW	SHOWCASES	100 single dvd	273.24
75056	10/27/22	Printed			JUL	JULIANNE SMITH	UPS mailing 10/25/22	163.87
75057	10/27/22	Printed			TAMA	TAMARACK DISTRICT LIBRARY	Ones Who Remember-4	68.00
75058	10/27/22	Printed			TECI	TESTING ENGINEERS &	whit parking phase II	2,593.80
75059	10/27/22	Printed			0000000316	U S POSTMASTER	LOOP mailing winter 2022	3,600.00
75060	10/27/22	Printed			U	ULINE	Superior - garbage can	295.66
75061	10/27/22	Printed			WCROD	WASHTENAW COUNTY	chargebacks 8/22	213.43
75062	10/27/22	Printed			WISD	WASHTENAW INTERMEDIATE	Success by 6	1,600.00
75063	10/27/22	Printed			A4	WASTE MANAGEMENT OF MICHIGAN	whit dumpster-special	1,329.80
75064	10/27/22	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 9/30/22	41.37

Total Checks: 123

Checks Total (excluding void checks):

518,404.67

Total Payments: 123

Bank Total (excluding void checks):

518,404.67

Check Register Report

Date: 11/23/2022

Time: 12:51 pm

Page: 4

Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
FIFTH THIRD BANK Checks								
2000	10/04/22	Printed			BAKTAYLOR	BAKER & TAYLOR INC 4420962	statement 8/31/22	14.81
2001	10/04/22	Printed			459675	BAKER & TAYLOR INC. 4596752	statement 8/31/22	4,978.03
2002	10/04/22	Printed			CDW	CDW GOVERNMENT, INC.	tripp display mount	187.60
2003	10/04/22	Printed			ENV	ENVISIONWARE INC.	Superior RFID reader	2,167.92
2005	10/04/22	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	superior - HP/samsung/honeywel	17,998.07
2006	10/04/22	Printed			JMK	JACKSON MANUFACTURING CO. INC.	Superior book bins	3,950.00
2007	10/04/22	Printed			KI	KRUEGER INTERNATIONAL, INC.	Superior - chairs/tables	51,605.85
2008	10/04/22	Printed			ONE	O'NEAL CONSTRUCTION, INC.	Superior-ending 7/31/22	439,135.01
2009	10/04/22	Printed			PRESI	PRESIDIO NETWORKED SOLUTIONS	Superior - camera additions	2,921.88
2010	10/04/22	Printed			TEL	THALNER ELECTRONIC	Superior aV project	25,264.20
2011	10/04/22	Printed			VGK	VGKIDS	superior grand opening 11/2022	458.78
2012	10/21/22	Printed			BAKTAYLOR	BAKER & TAYLOR INC 4420962	Statement09/30/22	12.99
2013	10/21/22	Printed			BK1092	BAKER & TAYLOR INC 4421092	statement 9/30/22	280.19
2014	10/21/22	Printed			459675	BAKER & TAYLOR INC. 4596752	Statement 09/30/22	869.87
2015	10/21/22	Printed			CDW	CDW GOVERNMENT, INC.	Cat6 Snag Shield	1,813.41
2016	10/21/22	Printed			CEN	CENGAGE LEARNING	Biscuits and gravy	2,140.11
2017	10/21/22	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	July 1 - Sept 10, 2022 Service	20,947.66
2018	10/21/22	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	Juniper AP43	11,448.28
2019	10/21/22	Printed			KI	KRUEGER INTERNATIONAL, INC.	Plug, key assmby	21,652.40
2020	10/21/22	Printed			LIBRARY DE	LIBRARY DESIGN ASSOCIATES	Reading Tables	42,739.00
2021	10/21/22	Printed			SENS	SENSOURCE	3D People Counter	1,555.25
Total Checks: 21							Checks Total (excluding void checks):	652,141.31
Total Payments: 21							Bank Total (excluding void checks):	652,141.31
Total Payments: 144							Grand Total (excluding void checks):	1,170,545.98

Communications

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/23/2022
Re: Superior Planning Committee report

I attended site meetings on November 2, 9, and 21. The building is open! There are still punch list items to be done, and furnishings to arrive. Current status of the construction project:

- The exterior cladding (EIFS) is complete.
- The dumpster screen wall gates will be painted when weather permits.
- Meeting room closet door and final cores (locks) for exterior doors are on order, delivery TBD.
- Carpenters to install grab bar in staff bathroom and FRP in janitor closet when they return to install closet doors.
- Replace S1 light fixtures or add inverter pending RFI 75 resolution.
- Permanent exterior signage – installation the first half of December, weather permitting.
- Install shelves in book return room and change supply room to 16" shelves.
- Add heater to book return room.
- Install isolating pads in the boiler room to reduce audible vibration in women's restroom.
- Add a handrail to bollards near book return loop to reduce potential trip hazard.
- Punchlist circulation desk, replace glass tops, and finish book drop chute.
- Fireplace – will add a regulator to reduce heat output and install a wi-fi module so staff can control flame height. Two pieces of laminate that don't match precisely will be replaced.

Lounge furniture expected to arrive 11/28.

Installers from TakeForm did a site visit on 11/22 to measure for interior signage installation.

Outdoor waste receptacles to ship 12/5; benches awaiting a ship date.

Outdoor security cameras to be installed the week of 11/28.

Jim Reed hopes to build the garden beds before the end of the year.

TelSystems found replacement equipment from another manufacturer (what they had ordered for us was backordered until next summer and fall). They now anticipate completing installation by 11/30.

A number of shelving parts are still backordered; delivery timeframe TBD.

Harris Road paving is expected to take place Friday and Saturday 11/25-26.

Our solar array is producing an impressive amount of power! November chart attached.

I attended the 11/21 Township Board meeting to formally announce the new library is open, encourage everyone to come get a card, and to thank the Township for their partnership on the project. I gave each Trustee a YDL beanie hat and a cookie. I pushed for completion of the Harris Road paving. I also shared with them that we would be thoroughly cleaning and vacating the MacArthur fire station space by 11/28. That chapter is closed!



Current Power 27.85 kW	Energy today 108.58 kWh	Energy this month 2.64 MWh	Lifetime energy 4.34 MWh
----------------------------------	-----------------------------------	--------------------------------------	------------------------------------

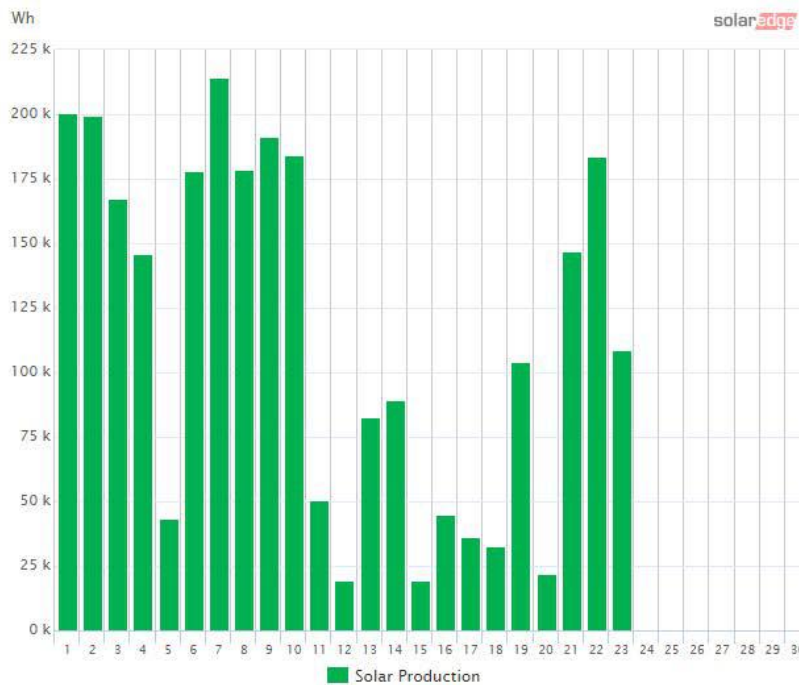


Power and Energy

Day Week **Month** Billing Cycle Year

11/01/2022 - 11/30/2022

System Production: **2.64 MWh**



Name	Ypsilanti District Library - Sup...
Country	United States
Installed	09/26/2022
Last Updated	11/23/2022 13:04
Peak Power	42,93 kWp

Sunny
33 °F
Feels like 30 °F
Wind S, 3 MPH
Humidity 92 %
Sunrise at 07:35
Sunset at 17:07

Wednesday	Thursday	Friday
52 - 30 °F Sunny	54 - 41 °F Mostly Cloudy	46 - 28 °F Partly Cloudy

Environmental Benefits

CO2 Emission Saved
6,725.23 lb

Equivalent Trees Planted
50.82



Architect's Field Report

OWNER	X
ARCHITECT	X
CONTRACTOR	X
FIELD	
OTHER	

PROJECT:	Ypsilanti District Library Superior Branch	FIELD REPORT NO.:	35
OWNER:	Ypsilanti District Library	ARCHITECT'S PROJECT NO.:	2017-55
CONTRACTOR:	O'Neal Construction Inc.	CONTRACT:	Contract Administration
DATE:	02 NOV 2022	TIME:	10:30 am
		WEATHER:	Cloudy
		TEMPERATURE:	60°F
ESTIMATED % OF COMPLETION:	92%	CONFORMANCE WITH SCHEDULE (+,-)	Schedule is being compressed to meet 11/14 grand opening.

PRESENT AT SITE:

Name:

Nick Kresta
 Matt Ratzow
 Lisa Hoenig
 Davy Shellabarger
 Dan Whisler

Representing:

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

WORK IN PROGRESS:

- 35.1 EIFS work at staff and youth areas.
- 35.2 Millwork install at fireplace and circ/ref desks.
- 35.3 Tile work in staff restroom.
- 35.4 Electrical punch items.

OBSERVATIONS:

- 35.1 Stored materials include: EIFS insulation foam, vapor barrier, and finish materials, acoustical ceiling tile & grid, paint, tile, carpet tile.
- 35.2 OCI recommends that YDL not salt the sidewalk in the winter for the first year to prevent damage to the new concrete. "Pet friendly" ice melt products are a better alternative if some type of ice melt must be used.

ITEMS TO VERIFY:

- 35.1 YDL would like OCI and DZA to provide lists of items that will not be completed at the grand opening on November 14th.
- 35.2 OCI to verify that the bipolar ionization unit in the RTU is functional.

INFORMATION OR ACTION REQUIRED:

- 33.1 OCI's quality control to review fasteners at metal fascia around the building's roof edges. DZA is concerned the holes where nails are driven may not give adequate room for thermal expansion and contraction.
 - 33.1a There are still some loose fasteners at the roof fascia at the south side of the building.
- 35.1 The supply diffusers provided in the group study room are the incorrect size and type, creating a lot of moving air at the doors. They should be wall mounted per the construction drawings.
- 35.2 The grommet holes at the OPACs are too small to be usable and there is wood blocking cable routing at the adult OPAC. The adult OPAC also needs to have a lock installed on the cabinet door.
- 35.3 The freestanding shelving unit in front of the circulation desk should be relocated onto the tile as shown in the construction drawings.
- 35.4 Edges of the metal trim elements at the circulation and reference desks need to be eased.
- 35.5 CMU on the interior of the mechanical screen wall to be painted, same as the dumpster enclosure wall.
- 35.6 There is a large scratch on door 107 on the book return room side. DZA recommends installing a half-height kickplate over this side of the door to cover the scratch and protect the door from damage from book carts.

ATTACHMENTS:

- 35.1 See Progress photos:





Scratch on door 107.



Shelving unit to be relocated to tile.



Edges of metal trim need to be eased, typ.



Grommet hole at adult OPAC

REPORT BY: D. Shellabarger

**TEMPORARY CERTIFICATE OF OCCUPANCY
SUPERIOR CHARTER TOWNSHIP
COUNTY OF WASHTENAW
STATE OF MICHIGAN**

This is to certify that the occupant of the structure under the Certificate of Occupancy number:

OTO22-24

issued by the Superior Township Building Department and having complied with the requirements of the ordinance, permission is hereby granted to occupy the said premises as set forth in the corresponding application under which the permits were granted, so far as completed.

**Exit discharge lighting and permanent MSB for PV system required for Final C of O.
Temp C of O expires May 10, 2023.**

1900 HARRIS RD

YPSILANTI DISTRICT LIBRARY

PB21-0140



**Bill Balmes
Building Official**

Date: 11/10/2022

**Director's
Report
and attachments**

Library Director's Report November 30, 2022

Now Open: YDL-Superior!

Thank you to each of you for attending the ribbon cutting for the new Superior branch. I hope you enjoyed yourselves! We had a tremendous showing, and everyone is delighted with the new space. Grand Opening week was cold, and with the road closed, some patrons were confused about whether or not they could drive to the new library. The Harris Road construction is slated to wrap up this weekend, then there will be no doubt. There are still plenty of details to wrap up, but we are open for business! Congratulations to all of us!

Facilities:

- With the lighting upgrade, Library Plaza has been transformed, and everyone is thrilled! YpsiGLOW was tremendous, with a wonderful turnout and perfect weather, and the new lighting was the icing on the cake.
- Enlighten's electricians traced a problem with a Michigan Avenue parking lot light to a cut electrical line near the site of the water remediation excavation. It is unclear whether it was cut during the project, but we need a new cable run to get power to the pole. I have requested a quote.
- The basement lighting equipment has encountered a shipping delay; it is now expected in early February.
- Whittaker's HVAC system sprung another leak – details follow this report.
- O'Neal Construction recommends not using salt or chloride products on new concrete for the first year. I have asked our snow removal service to provide pricing for options, since we have new concrete at both Superior and downtown. Stay tuned for more on this question.

Personnel:

- Welcome, Rachel Resin and Kathryn Ziegler, our two new full-time Clerks at YDL-Michigan. They began their duties on 11/14, and we're delighted to have them aboard.
- Full-time Custodian Kevin Dillen resigned effective 11/19.
- Part-time TALK Paraprofessional Angie Martin-Schwarze accepted a new position and will leave YDL effective 12/23. She has provided tremendous support to the grant project and may stay on in an hourly capacity to produce valuable statistical reports and sub at the desk.
- Since it has proven impossible to hire a second full-time Building Monitor, we investigated options for paid security services. Julianne, Joy and I interviewed representatives of SPS, an Ypsilanti-based security firm, and were impressed with their experience and offerings. An unarmed SPS guard has been assigned to Michigan Avenue. Chris Oliver has a solid background in the type of monitoring we've been seeking. He started 11/21; we are hopeful this is the start of a very positive working relationship.

Technology:

- Following in-depth investigations by both YDL's IT staff and TLN, Superior is still experiencing slow internet speeds. TLN believes AT&T needs to completely rebuild our circuit, and is pushing for that solution. I hope to have more information by the time of the Board meeting.

Side Notes:

- We provided letter of intent to the Dresner Foundation for a proposed grant to support the first year of programming at YDL-Superior. We hope to hear back by the end of the year.
- TALK is now available to parents and caregivers in Indiana, and 4 libraries there have signed up to offer it.
- We are interviewing a potential candidate for our first EMU social work student placement on 11/28.
- Our annual appeal will go out soon – I have had a lot to juggle the past few months. I still have a long to-do list, but anticipate it shrinking back to a more manageable size as we enter 2023, the “Year of the Deep Breath!”

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/23/2022
Re: Documentation of an emergency purchase

The emergency purchases section of YDL's Purchasing Policy states:

An emergency is defined as an unforeseen combination of circumstances or the resulting state that calls for immediate action. If a situation impinges on Library services or facilities and an emergency purchase contravening the policy statements above is deemed necessary, it must be approved by the Library Director and/or his/her designee. Established procedures will be followed as much as is practicable under the circumstances. A written justification of the nature of the emergency and the selection of the particular vendor shall be submitted to the Library Board and shall become part of the record for the purchase.

I recently approved an emergency purchase. This memo serves as the required written justification.

**

The morning of 11/21 Whittaker staff arrived to discover an HVAC system leak above the desk of the Head of Acquisitions. Campbell technicians arrived and diagnosed another situation as occurred earlier in the Whittaker lobby. The system's connections are getting old and require replacement as they fail. Unfortunately, the system needs to be completely drained to undertake this work, which is costly.

Because this leak occurred during a snap of cold winter weather, and the boilers had gone out twice in the days preceding the leak, and because it was located in the newly-restored area of the 2021 Whittaker flood, I felt the repair needed to happen immediately. The right set of circumstances could lead to another disaster, best to be avoided.

I signed the attached proposal to complete the work for \$7,337.00, asking Campbell to undertake it as soon as possible. With the Thanksgiving holiday, they plan to tackle it early next week. Fortunately, the weather has warmed back up so the brief delay should not cause issues, and minimize disruption to the work of Acquisitions staff.



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

WORK AUTHORIZATION AGREEMENT

Customer: Ypsilanti Public Library
Site Contact: Mr. Jim Reed
Project
Address: 5577 Whitaker
City: Ypsilanti
State/Zip: MI 48197
Phone #: 0

Project Name: Whitaker Htg. System Leak Repairs 11.22.22
Contact: 0
Invoice
Address: 5577 Whitaker
City: Ypsilanti
State/Zip: MI 48197
Email: 0

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

Proposal# PP16120

Subject: First Floor Ceiling Leak Repairs

Scope of work:

- 1) Drain hydronic heating system.
- 2) Strip insulation, dis-assemble grooved fittings.
- 3) Replace 3- Grooved 90's, 1- Tee, 2 Pipe Nipples, and 8 couplings.
- 4) Reinsulate pipe and fittings.
- 5) Fill and bleed air from the hydronic system.

Total Cost: Seven Thousand, Three Hundred Thirty Seven Dollars (\$7,337.00)

Exclusions: **overtime work, natural gas service, 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.

Kevin Coakley

11/22/2022

Kevin M. Coakley

(DATE)

CUSTOMER:

Lisa Hoening

(SIGNATURE)

Lisa Hoening

(PRINT NAME)

11/22/2022

(DATE)

By Authorizing work you are agreeing to attached Terms and Conditions

YDL Dashboards

YPSILANTI DISTRICT LIBRARY
FUND DEVELOPMENT DASHBOARD

November 2022

Strategy	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 YTD	2022 Goal
Friends of YDL Annual Support	\$43,360	\$36,050	\$36,000	\$31,000		\$18,000	\$16,059	\$24,000
Memorial Gifts								
In Memory of Ingrid Koch			\$1,011				\$50	
In Memory of Geraldine Kruse							\$2,207	
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	\$2,257	
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 Grand Opening)						\$2,500	\$2,000	
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	
Washtenaw Community College (New Superior Grand Opening)							\$5,000	
Sub-total:	\$3,500	\$10,216	\$2,000	\$1,000	\$5,000	\$2,500	\$13,000	
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	\$84,121	
Superior	\$500		\$7,584	\$45,900	\$30,495	\$358,815	\$291,386	
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	\$376,169	

Strategy	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 YTD	2022 Goal
Total Donations	\$73,269	\$73,008	\$97,328	\$100,793	\$64,310	\$612,246	\$413,110	
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		
Huron Valley American Chemical Society							\$500	
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				
Kiwanis Club of Ann Arbor							\$3,000	
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	\$546,451	
GRAND TOTALS	\$131,225	\$164,368	\$179,793	\$163,999	\$225,353	\$1,129,398	\$959,562	

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

Department Reports

Acquisitions Department Board Report

November 2022

Department News and Activities

- Materials ordering for this fiscal year is complete. Acquisitions staff is busy receiving and processing the last remaining orders that are arriving.
- Myself and Acquisitions staff helped with the unboxing and checking in of the Superior Opening Day collection at the end of October.
- I continue to attend meetings for the Ypsilanti Bicentennial history sub-committee. All the essays for the book have been submitted and are in the copy-editing phase.
- 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 92% encumbered.
- 281 items were cataloged in October.
- 1,429 items, including 1,032 e-items, were added in October.
- YDL borrowed 773 items from other libraries via MeLCat in October.
- YDL loaned 914 items to other libraries via MeLCat in October.
- 22 items no longer in our system have been returned since going fine free.

Submitted by Sarah Zawacki
November 21, 2022

**Assistant Director
Board Report: November, 2022**

Hooray for Superior! Opening Day was a great celebration. Congratulations to every single person who worked on the project over many, many years. What a fabulous branch that area families will love for years to come!

At long last, all staff have been hired, onboarded, and trained. We have some wonderful new people at YDL – it has been a pleasure getting to know them. In addition to our staff, all of our wonderful collections have “magically reappeared” and are ready to be taken home and enjoyed. That is a joke, of course. Our ancient catalog is routinely horrid to tweak. An RFP for a new system is priority #1 in 2023!

The Friends raised \$1,200 in their annual holiday sale in November. They pledged \$24,000 to YDL in 2022, and all monies have been received. They have had a successful year and plan to increase their donation in 2023.

Kiley Reid, the author of this year’s Washtenaw Read, will be visiting AADL on Sunday, February 5 at 4:00pm for a talk, Q&A, and book signing. The event will be recorded and available for viewing online for one week following the event. All parking in downtown Ann Arbor is free on Sundays, so don’t fear needing to break your piggy bank to attend the event!



Routine edits to our COVID plan are underway. Keeping the procedures and guidance fresh allows our staff to feel secure in both their safety in the workplace and our response to possible illness. Our plan has been very successful and ensures that our staff do not have to choose between their health and a paycheck.

My work on the revised Emergency Manual continues. With Superior now open, major overhauls are in order and are underway. For public safety, we have added a few unfortunate but needed “emergency” services, such as Sharps disposal containers (staff areas only) and Narcan “vend” units to our building exteriors. These units are provided, monitored, and supplied by staff at Home of New Vision. They contain free supplies of fentanyl testing strips, naloxone, and resources for substance abuse treatment.

Lisa, Joy, and I met with a security firm (SPS) here in Ypsilanti about providing a building monitor for our Michigan Avenue branch. Their proposed candidate was a great match! This firm formerly contracted with the Delonis Center in downtown Ann Arbor, so understands the need to provide much-needed friendly and fair services to folks who are sometimes not at their best. SPS began their work this week under the tutelage of Derek, our existing building monitor. Derek will now be free to split his time between Superior and Whittaker.

Lisa and I are still working on edits to the strategic plan. It is not yet perfect. :)

Submitted by Julianne Smith, November 22, 2022

Customer Services

Monthly report: November 2022

Circulation Stats

For the month of October, we checked out 40,997 items system wide.

Patrons downloaded 13,232 digital items.

We also issued 313 new library cards.

The Whittaker Road library had 32 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 October 2021 we had 132 items age to “lost” status. In the month of October 2022, we only had 70 items age to “lost”.

Submitted by *John Connaghan* on November 21, 2022

Facilities Department

Board Report: November 2022

The word of the month has been Superior, Superior, Superior! Lots of work helping to get the New Superior building ready to open. At the same time, getting Old Superior cleared out, and cleaned to hand it back over to the Township.

Also this month, we put the red box over the fountain. Joy will add some extra details/decorations for different programs Michigan Ave will hold. We installed a box to cover the water spigot, and irrigation system to protect it from weather and vandalism. Also will be used for some outdoor tools for Facilities.

The sidewalk in front of Whittaker Road is crumbling. We dug out a few areas to do some patchwork. This will probably last through the winter, and have to be addressed in the spring to for a more permanent solution.



Midwest Carpet Cleaning came out on Veteran's Day to clean the carpet, and tile at Whittaker Road, Michigan Ave, and the Bookmobile.



BEFORE



AFTER

Submitted by: Jim Reed

November 22, 2022

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

November 2022

Status Report

- Superior – Grand opening. At this time we've met the vast majority of our milestones and are happy to see the new location up and running. We've made great strides to get here and hope everyone is excited to use the new equipment and space!
- Virtual Meeting equipment – We have received some of the equipment that will expand this offering. We'll be requesting some power infrastructure additions with an electrician as our next step and work on finishing rooms as those requirements are met.
- Digital Signage – Current expansions now include 5 total displays and may conclude with a 6th during the next fiscal year.
- 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 – 2023 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.
- New Laptops & Chromebooks – Chromebooks are available at Michigan Ave and Superior. We've been expanding some staff access to laptops and look to deliver more options in the next 2023 fiscal year.

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 2023. We will also be focused on tasks related to a new system offerings in 2023.

New or Upcoming Items

- YCS Patron Cards

Michigan Avenue Board Report: November 2022

Programs

The big headliner program was Halloween Downtown and ypsiGLOW. It was our first really heavily populated event since Covid with several hundred happy kiddos and parents attending. DJ Lawrence Wartley kept everyone rocking and ran the costume contest. We had assistance of Alpha Kappa Alpha and Alpha Phi Alpha thanks to Charline and her husband Tim. The Wolfpack Cruisers, Toys for Tots, Healthy Habits Now, HVA, and EMU's Family Psychology program handed out candy, treats, books, and glow toys. We could never have done this without Monica, Kristen and Kaitlyn from Outreach and Jaclyn from Whit Rd Youth

At 6:45 hundreds of Halloween Downtown attendees joined the ypsiGLOW procession led by YCH's band members. The procession proceeded on both sides of Mich Ave and ended on N. Washington. Brian Steimel's GlowWorm was present although it was a shorter worm than hoped for. Scott and I manned a table making neon beaded bracelets which was in constant use.

TAG teens have been changing the teen display area every month. They're wrapping up the Turkey Day display and working on a winter display. Maddy's held two family painting programs since the last report. Numbers have gone down slightly but there were too many when she started. D&D has two dedicated kiddos and we're working on recruiting more.

Building

The new lighting in the plaza was done hours before Halloween Downtown and looks fantastic! It's bright enough to hold evening programs and for the plaza to feel safe at night. The new outdoor charging station has been used frequently when the weather is reasonable. We're looking forward to the basement light installation by the end of this year.

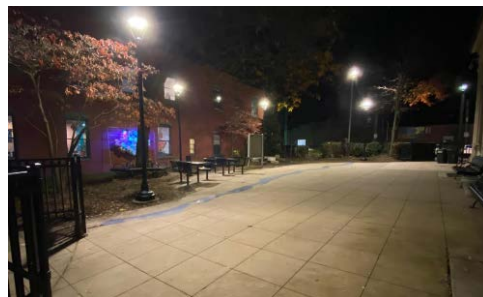
Staff

We have filled the circ positions with Kathryn Ziegler, a long-time patron, and Rachel Resin, who worked at Whittaker Rd's Beezy Cafe. We hope to keep them for a very long time! I know Mich Ave folks are glad to finally be fully staffed again! Khi was very helpful in filling in while we were short. Jerome has been very busy training before his retirement. In addition to our new staff he also worked with Superior's new clerks. Although not technically YDL staff, we are happy to welcome Chris Oliver from Security Prevention Services as our new building monitor as Derek moves on to be full-time at Superior.

In Progress

Mich Ave Library of Things collection will be coming over soon. Many thanks to Paula and Sarah for all the work putting it together. We have a meeting with an EMU Social Work student to discuss an internship at the library. Pat and Jenny will be meeting about selecting STEM and Play kits for Mich Ave. Stephanie, our new youth parapro, has jumped in with both feet and is planning to hold 3 storytimes per week this winter! We hope to kickstart regular storytimes! Scott will soon have additional staff laptops so that my staff can have more regular off desk time.

Joy Cichewicz,
November 23, 2022



Outreach Board Report - November 2022

The Outreach Team:

- **As of November 28, Ken MacGregor, Part Time Adult Outreach Paraprofessional** is one of two team members that drives the Bookmobile and assists with outreach events has now returned to a Full-Time position.
- **Susana Adame-Goff, Part Time Adult Outreach Paraprofessional**, that will lead the Senior Advisory Board, has been introduced and very welcomed by the Senior Advisory Board.

Bookmobile

- **The Bookmobile has now some welcomed changes:**
 - Culturally Diverse months will be recognized and honored on the Bookmobile in addition to Whittaker, Michigan Ave and Superior Branches. Each Outreach team member will be included in all displays and months will be alternated
 - There will be a select few books displayed
 - Recognized literary resources in the form of media and printed materials
 - Honorary images
 - Programs and services will be added to the Bookmobile that the community can participate in. Susana Adame -Goff, who is the lead on senior programs, will add flyers that will be representative to the senior and adult community. There will be an adult section with these resources added. Kristin Stiger, Outreach Youth Librarian and Kaitlyn Johnson, Youth Outreach Librarian, will be responsible for adding flyers for youth programming.
 - Signage and decorations for holidays will be reflective to the community we **served**.

Outreach Events

- **Ypsi Glow and Halloween at Michigan Ave Branch**
 - Outreach Team helped with setting up for the event and passed out candy to the community.
- **Superior Grand Opening**
 - Outreach Team supported the first day of Grand Opening and participated in some of the Grand Opening events to show support for the Superior Township Branch's team.
- **Library visits**
 - **Pittsfield Acres Academy, 4377 Textile Rd, Ypsilanti, MI 48197**
 - Storytime was led by Kaitlyn Johnson, Outreach Youth Librarian
 - How to Use the Library Presentation by Kristin Stiger, Outreach Youth Librarian



- **Adventure Center, Day Care Center**

- There will be a story time for babies and toddlers during snack time - Kaitlyn Johnson, Outreach Youth Librarian
- There will be a story time for preschoolers - Kristin Stiger, Outreach

Superior Board Report

November 2022

We are so happy to be open! The last month has been full of preparation and celebration. Thank you to our Trustees for the many parts you have played in making this new library a reality.

Programs & Events

- Our preview event for staff, Trustees, Friends of the Library, and Capital Campaign Committee members allowed us to welcome many into the space who have been involved in planning and fundraising for the new library.
- Grand Opening Week was a huge success! The Ribbon Cutting was full of happy people, reunions with library patrons, and community spirit. Grand opening events throughout the week continued. Some highlights were:
 - Storytimes with attendance of over 40 people
 - Art programs with Linette Lao and Yen Azzaro
 - Teen anime party
 - Leslie Science and Nature Center's Reptiles & Amphibians program
 - Dog programs with a Therapaws Dog, a Sheriff's Department K9, and a dog trainer
 - Black & Brown Theater's performance of Rapunzel.We are so grateful to our Grand Opening Sponsors for making our Grand Opening a grand success: Washtenaw Community College, Trinity Health Ann Arbor, Bank of Ann Arbor, and Victory Toyota.

Construction & Pre-Opening

- We received our Opening Day Collection delivery on October 25. All items had to be unboxed, inspected, checked in, and shelved. We received nearly 10,000 items! All Superior staff pitched in, plus many Whittaker staff – thank you! IT set up mobile check-in stations around the library so we could keep the books flowing.
- Once the Opening Day Collection was shelved, staff had about two weeks in the space to settle in. We worked on training, cleaning, sorting, and organizing to get ready for the big opening day!
- A huge thanks to our IT and Facilities department for working tirelessly to get everything set up for our opening. Various snags threatened to throw in a wrench in their plans, but Scott, Chris, and Jim rose to the challenges over and over again.



- Another huge thanks to Karen Esper for procuring all of the supplies we have needed for opening. It's no small feat!
- We are eagerly awaiting the arrival of the remaining lounge furniture, tentatively scheduled for November 28. The space will look much more complete once the soft seating in the youth area and in front of the fireplace arrive.
- All furniture and shelving have been removed from the old library location. The vast majority went to local libraries and nonprofits.
- Lisa and I are communicating with our construction team about remaining items that need to be addressed before the construction books are closed.



Staffing:

- Three part-time clerks and one part-time para-professional were hired & trained. Kallista Walker, Sienna Higgins, Lewander Davis, and Coronda Maxwell started during the week of the ODC delivery. Their training was a little unconventional, as they jumped right into our unboxing/shelving project. Following that week, they received the standard YDL onboarding and have settled in fabulously. You'll meet them all at the November Board meeting.
- John and I conducted interviews for a 10-hour page position and are in the process of selecting a candidate.
- Our Superior staff have been nothing short of superior! They have been flexible, great team members, patient, and supportive of each other during some stressful times. We are all looking forward to settling in to a regular rhythm now that the library is open.



Submitted by Mary Garboden,
November 18, 2022

Whittaker Road-Adult Services Board Report: November 2022

Here is a listing of November programs:

- Introduction to Library Databases
- Google Docs for Beginners (Adult-Virtual)
- Google Drive - Basics
- Microsoft Word – Basics
- Best/Worst/Forgotten Movies Series - The 1980s - Do the Right Thing
- Thursday Morning Book Group
- Microsoft Excel – Basics
- Dear Reader: The Power and Meaning of Letters - The Love Letter
- Google Sheets for Beginners (Adult-Virtual)
- Google Docs Tips & Tricks (Adult-Virtual)
- Microsoft Word – Intermediate
- Microsoft Excel – Intermediate
- Caring for Houseplants with Master Gardener Carol Brodbeck
- Google Calendar - Basics
- Small Business Savvy - Podcast Mania: Having Fun and Making Money
- Microsoft Excel – Pivot Tables (Intermediate)
- Dear Reader: The Power and Meaning of Letters - The Thank You Letter
- Google Sheets Tips & Tricks (Adult-Virtual)
- Computer Basics - Getting Started
- Microsoft PowerPoint – Basics
- Google Slides for Beginners (Adult-Virtual)
- Gmail - Basics
- Virtual African American Authors Book Discussion Group
- Small Business Savvy - LinkedIn: Boring except for all the business that gets done

Available staff went over to YDL-Superior to help unbox, check in, and shelve books before the Grand Opening. It was a great opportunity to see the new branch and to meet new staff.

Since YDL-Superior opened, Brigitte and Robert taught classes and Paula and Sheila worked a reference desk shift. People who came in were very happy to see what is being offered. Sheila also did a training session on YDL's Program Planning and Evaluation Process with new Outreach staffer Susana Adame-Goff.

We have sent Library of Things items over to YDL-Superior and will soon send items over to YDL-Michigan (they had to get some shelving moved). We want our patrons to have easy access to items at whichever branch they prefer to use. We are working with Sarah Zawacki, Head of Acquisitions, to work out a system so staff can easily see at a glance where LOT items are kept, so they get back to the correct location. Items from our second round of purchasing should be available shortly; we purchased duplicates of the most popular items so they are available at all three buildings.

Examples of how important libraries are in a community:

Staff recently helped a patron without any device/Internet access who needed to attend a court session regarding his housing over Zoom. His social worker was not available on the scheduled date, so we used our laptop (the only one we have with a camera and a mic, usually used for proctoring exams) and got him into his Zoom court session.

We have also helped two low-income patrons this month with phones; one was to set up a free government-provided phone, the other was to try to order a free phone online.

These patrons did not have other options available to them, so turned to their public library for help. We were glad to help both patrons with their needs.

Submitted by Paula Drummond Nov 28, 2022

Whittaker Youth Services Board Report November 2022

Programs

Little Ones

- **Storytimes** 806 people attended 24 storytimes the last five weeks of the fall season. Psyche also hosted the first Baby Time at Superior with Kallista. We're now on a break until January, but we will offer play time and sensory stations for little ones in December. We've had conversations across locations about how to give patrons a similar experience no matter which library they go to and the Little Ones Program Planning Group, currently led by Psyche, will continue to monitor numbers and who is attending to make a plan about what to offer and what types of outreach are needed to make sure all families have access to the early literacy concepts we teach.
- **Sensory Stations** themes included leaves (developed by Liz) and pine cones (developed by Jodi). 45 people attended three sessions.
- **Rainbow Storytime** Psyche hosted a Saturday morning pride themed storytime attended by 19. Parents expressed interest in attending more Saturday morning storytimes and we will be hosting more programs in the winter.

Kids

- **After School Programs** remained popular, although Chess Club attendance dropped slightly. These programs have been a nice way for us to balance our weekend family with programs tweens can attend on their own.
 - Kids at Liz's **Graphic Novel Club** had a great time making art and forming new friendships. The eight week session has ended and she will start a new session in late January.
 - **Legos** will continue for three more weeks and then I will offer domino toppling after winter break, to continue the learning STEAM through play theme. Kids who have attended regularly have become really good at designing, building, and coding with the WeDo kits.
 - Although **Chess** attendance dropped to about 12 per session from 18 at the beginning, every week they are learning new skills from Jenny Skidmore.
- **Homeschool Meetup** Jaclyn's afternoon program met 5 times since the last report, averaging about 22 people per week. She will continue this program throughout the school year after a three week Winter Break.
- **YpsiGLOW** Our family workshop was popular. Lynne Settles led kids in creating luminaries from pop bottles Joy donated, and Liz and Psyche helped families use the supplies we purchased from UniteSTEM to make a variety of light-up headbands and accessories. About 80 people attended. Jaclyn helped downtown on the night of the event.
- **Harvest Fest** 37 people of all ages made corn husk dolls with Jaclyn, corn mosaics and pumpkin crafts with Ulana, and homemade applesauce with Jodi's food mill. One older adult attended just to get out of the house and really enjoyed the crafts.

Teens

- **DIY Stickers** 4 teens joined Liz to design stickers on the computer and cut them out with the Cricut.
- **AnimeFest** 24 teens attended the event planned by TAG. Thanks to Liz G., Kaitlyn, and Derek for helping. Festivities included video and board games, a ramen noodle bar, boba tea and snacks, a full length anime movie, and door prizes.
- **Neutral Zone Immersion Training** Kelly, Liz G., Mary, Joy and Jodi met to discuss how to streamline TAG and teen services. We are implementing several ideas and Jodi applied for YDL to participate in immersion training, similar to what we did in 2016. If accepted, we will receive \$850 for travel funds, and staff will attend training alongside teens at the Neutral Zone and at the library for a year and a half to help us figure out how to best work across three locations.



Other Work

Book Displays and Activities Jaclyn created this month's Tree of Thanks interactive bulletin board. Ulana created themed book displays for Thanksgiving, Veterans Day, and Kindness Day. Jodi and Psyche made book displays in YA and Youth for Native American Heritage Month. Marlena's Art Cart is all about circles.

Halloween Liz and Psyche owned elf ears and so the rest of us got some and that was our theme for this year's Halloween costumes.

Graham Scholars Jodi met with our team of UM students twice to guide their work creating garden STEAM lessons that will be available for all YDL staff to use. They will also help us explore possible composting options for YDL-Whittaker and YDL-Superior. They are building on work from previous teams and this year one of them will be paid through their program to serve as an intern in the summer and implement some of the lesson plans they are working on.

Youth Kits Liz and Psyche are preparing to train youth staff at other locations on how to create and maintain kits so each location can have their own collection.

TALK

- Angie will be moving to a new job as a part time librarian at Canton Public Library in late December. We are in the process of finishing a final review of all the messages in English and Spanish before she leaves. Lisa and I will discuss with MCLS how to best fill her position for the last seven months of the grant. Her work on the project has been very much appreciated and she will be missed.
- HighScope's parent perception survey will be sent via text to users at the end of the month.
- HighScope submitted a conference presentation proposal to the Michigan Association for the Education of Young Children to see if we can share our TALK project with other early childhood educators in Michigan.
- Angie offered two training opportunities attended by eight libraries this month.
- We made a presentation to about 45 staff in Indiana, which was followed by four new libraries registering to use TALK. I will make a short spiel to Indiana library directors soon and hope that generates more interest.
- We will meet with our major partners the last week of November to talk about next steps to bring more libraries on board, possibly from other states, to make sure it's affordable at the end of the grant this summer.

Submitted by Jodi Krahnke November 22, 2022



Old Business

New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/22/22

Re: Consider approval of proposed FY2022-23 budget and set millage rate

The budget presented differs from the version presented at the October meeting in the following ways:

1. PPT Revenue was increased to \$20,000 from \$12,000 given the history of past payments.
2. Collection figures were reallocated; the total amount earmarked for collection materials is 10.1% of the overall budget (10% is our target).
3. Adjustments were made to salary and FICA lines to reflect actual staff hired vs. an outdated projection of staffing, and dividing Outreach/Superior department staff correctly.
4. Because savings from #3 were significant, I added a contingency of \$35,000 to purchase a replacement vehicle for the Flex.
5. Anticipating approval at tonight's Board meeting, building security and cleaning services were added as Professional/Contractual expenses (and in-house staffing budget reduced).
6. I added a \$3,000 contingency to Superior – Capital Outlay to add a blind to the staff workroom window.
7. Some other minor adjustments by Jim (MTT Charge backs, bank fees, utilities, etc.).
8. The amount transferred to Fund Balance increased from \$484,667 to \$566,731.

Given these changes, spending per capita is \$64.13 (my target was \$65).

The attached resolution to approve the budget includes the overall operating millage rate, as required by law.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-50

November 30, 2022

RESOLUTION TO ADOPT THE 2022-23 LIBRARY OPERATING BUDGET
AND SET THE MILLAGE RATE

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

Whereas the Library Director proposed a draft budget which was recommended by the Board Finance Committee and reviewed by the Board as a whole, and

Whereas a public hearing notice was posted and a hearing on the proposed budget was held as required by Michigan Public Act 43 of 1963, Budget Hearings of Local Governments,

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2022-23 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.4633 mills.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Proposed Budget FY 2022-23

ACCT #	ACCOUNT NAME	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	Original Adopted FY 2021-22 Budget	Adopted Budget amendment FY 2021-22	Draft Proposed Budget amendment FY 11/30/22	Proposed Budget FY 2022-23
Revenue								
403.000	Superior Township Tax Levy	896,999	885,210	939,410	965,929	965,929	992,056	1,066,617
425.000	City of Ypsilanti Tax Levy	808,325	836,671	866,352	883,587	883,587	904,977	928,809
440.000	Ypsilanti Township Tax Levy	3,283,915	3,486,095	3,653,122	3,701,210	3,701,210	3,734,047	3,869,999
425.075	PPT reimbursement	18,247	16,119	22,407	16,000	16,000	27,533	20,000
441.000	Renaissance Zone Reimb	39,574	66,633	68,165	65,000	65,000	67,905	65,000
443.000	State Aid Direct	32,932	32,931	35,678	38,148	38,148	43,256	45,084
447.000	State Aid Indirect	33,574	33,497	36,286	38,148	38,148	43,254	45,084
500.600	IMLS TALK	23,853	30,629	47,787	32,000	42,000	42,000	35,000
657.000	Fines/Misc.	60,633	22,485	7,187	9,000	6,000	7,240	6,000
657.100	Smart Cards - Printing & Copi	36,686	11,776	8,765	7,500	7,500	24,000	20,000
657.600	Guest Pass	1,417	429	263	500	375	600	0
661.000	Penal Fines County	111,395	84,478	113,205	108,500	108,500	83,080	83,000
662.000	Coffee shop rent	1,296	0	0	0	0	0	0
662.100	Community room rentals	1,850	575	0	2,500	2,500	1,300	2,500
679.000	Donations/Misc.	1,152	1,063	1,360	2,500	2,500	1,500	2,500
681.000	Donations Designated	18,850	5,100	0	0	0	0	0
681.080	Donations/Memorials	2,629	4,555	7,170	600	600	7,250	600
687.000	Interest/Checking	3,233	1,037	457	500	500	1,100	950
687.010	Interest/Savings	15,331	6,175	5,226	3,500	3,500	8,700	6,500
687.070	Interest/Yates Memorial	1	0	0	0	0	0	0
688.000	Interest/Endowment	0	0	6,227	0	0	0	0
689.000	Dividends	5,741	4,219	4,312	4,000	4,000	7,460	6,000
690.000	Dividend Revenue Endwmnt	6,771	7,220	9,045	9,500	9,500	8,161	8,000
691.000	CARES ACT Credit	0	0	6,400	0	0	0	0
	Transfer from Improvement Fund	0	0	0				
	Transfer (to)/from Fund Balance	(330,896)	(99,486)	(466,449)	(1,047,073)	(919,357)	(68,458)	(566,731)
	Sale of Assets	0	0	0	0	0	0	0
Total Revenue		5,073,508	5,437,411	5,372,375	4,841,549	4,976,140	5,936,961	5,644,912

Proposed Budget FY 2022-23

ACCT #	ACCOUNT NAME	FY 2018-2019	FY 2019-2020	FY 2020-2021	Original	Adopted Budget	Draft Proposed	Proposed
		ACTUAL	ACTUAL	ACTUAL	Adopted FY 2021-22 Budget	amendment FY 2021-22	Budget amendment FY 11/30/22	Budget FY 2022-23
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	625,703	657,068	685,029	740,549	755,549	757,900	839,879
702.100	Professional/Accounting	6,500	5,080	7,445	7,500	7,500	9,000	9,000
702.150	Bank Fees	5,829	3,176	1,888	6,840	6,840	3,500	5,400
702.900	Salary/Subs	16,427	3,327	1,571	15,600	15,600	7,000	15,600
705.000	Recognition Awards	687	336	804	750	750	750	750
710.000	Paychex Payroll Service	12,366	11,166	12,115	12,720	12,720	13,200	14,800
715.000	Employer FICA	144,670	144,791	148,792	176,339	178,940	162,106	205,360
715.100	ACA Taxes Paid by employer	247	295	331	420	420	600	740
718.000	MERS Defined Contribution	91,373	90,691	91,780	99,780	105,893	105,893	126,306
719.000	FSA Admin Fees	691	707	729	853	853	650	758
727.000	Office Supplies	28,789	26,412	24,088	32,400	32,400	38,000	32,400
727.050	CARES act Exp		95	6,305	0	0		0
727.200	Supplies-Facility	19,577	13,820	12,957	23,700	23,700	18,700	31,900
752.000	MML/Building Insurance	61,476	64,450	66,589	69,253	72,240	74,515	78,986
753.000	MML/Workers Comp	9,756	7,204	9,744	12,074	12,074	10,500	10,875
754.000	Health Insurance	371,049	361,059	394,266	429,938	429,938	380,631	470,886
756.000	Dental Insurance	36,153	34,311	34,322	35,882	35,882	32,900	36,383
757.000	Employee Assistance Program	974	579	0	0	0	0	0
758.000	Life Insurance	4,036	3,969	4,316	4,212	4,212	4,075	4,183
759.000	Vision Service Plan	8,811	8,856	9,074	9,253	9,253	8,907	8,963
762.000	STD/LTD	12,076	11,403	10,594	10,027	13,027	12,310	14,235
769.000	Printing & Publishing	5,427	12,840	18,325	19,000	19,000	19,000	20,900
769.050	Classified Advertising	993	460	432	1,000	1,000	1,000	1,000
774.050	Digital Collections	31,726	175,379	209,154	263,950	263,950	250,850	294,765
774.100	Data Bases	93,136	21,988	24,948	30,000	30,000	30,000	50,000
774.800	System Wide DVDs	5,182	2,959	493	2,000	2,000	2,000	500
774.900	All Materials Processing	25,838	15,899	21,270	21,000	21,000	27,000	35,000
774.950	Play Kits	3,602	1,447	2,590	3,000	3,000	3,000	5,000
774.975	Library of Things	0	0	2,876	8,000	8,000	8,000	13,000
801.000	Major Events	10,978	6,768	2,805	15,925	15,925	10,000	17,390
801.500	Learning Never Gets Old	1,962	2,246	1,999	3,000	3,000	3,000	0
802.000	Mileage/Travel Reimburseme	2,883	289	775	5,000	6,200	6,200	5,000
804.000	Workshops/Training	3,916	4,148	2,422	5,330	5,330	5,330	4,500
805.000	Memberships & Dues	5,436	5,675	5,685	6,350	6,350	6,350	6,750
806.000	IMLS Talk Grant Expenses	12,625	24,342	23,383	14,938	59,028	44,500	35,000
810.000	Capital Outlay - Building & La	4,301	600	5,197	5,000	5,000	1,000	5,000
810.100	Capital Outlay - Improvement	6,824	1,300	3,500	3,700	3,700	0	2,400
811.100	Capital Outlay Tech							120,000
812.000	Capital Outlay - Furnishings	3,949	0	268	5,000	5,000	1,500	5,000
850.000	Automation - Technology	154,332	183,693	128,433	162,642	162,642	140,123	139,395
850.100	Telecommunications	6,573	(19,543)	6,243	6,973	6,973	7,002	7,983
850.200	ILS Contract	51,473	62,573	59,088	64,630	64,630	64,631	64,630
850.500	Software Subscriptions	7,926	14,762	21,823	27,074	35,074	38,075	35,722
890.000	The Library Network	2,796	2,796	2,796	3,000	4,500	2,796	4,500
928.000	Postage	13,085	19,334	20,112	21,647	21,647	21,647	22,447
965.000	Auditing Service	7,425	7,425	7,875	8,100	8,100	8,100	8,325
975.000	Legal	8,870	6,422	5,280	6,000	15,000	13,000	10,000
975.500	Legal-Negotiations	12,765	0	0	13,000	13,000	7,625	0
980.000	Professional/Contractual	83,193	154,793	27,087	47,963	56,563	56,563	27,740
980.500	Branding Costs	2,561	1,188	2,201	2,500	2,500	2,500	2,500
981.500	Lost Book Expense	8,546	3,749	1,094	10,200	10,200	5,000	6,300
982.000	MTT Charge Back City	(140)	208	471	1,200	1,200	1,200	2,000
983.000	MTT Charge Back Ypsi Twp	389	200	1,070	5,000	5,000	5,000	7,500
983.100	MTT Charge Back-Superior	10,430	985	184	4,000	4,000	4,000	5,000
990.000	Contribution to endowment	0	0	0				
Total		2,046,192	2,163,720	2,132,617	2,484,212	2,586,303	2,437,129	2,872,651

Proposed Budget FY 2022-23

ACCT #	ACCOUNT NAME	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	Original Adopted FY 2021-22 Budget	Adopted Budget amendment FY 2021-22	Draft Proposed Budget amendment FY 11/30/22	Proposed Budget FY 2022-23
Dept 200 Michigan Ave.								
702.000	Salaries	404,679	396,590	402,866	421,638	429,638	429,638	506,014
702.800	Salaries-Pages	7,271	4,044	3,463	9,360	9,360	6,200	9,360
771.000	Adult Books	31,227	25,084	22,288	26,100	26,100	26,100	22,100
772.000	Youth Books	17,891	14,651	13,282	17,400	17,400	18,800	15,200
776.000	Periodicals - Adult	4,244	2,979	2,802	3,000	3,000	4,500	3,000
776.050	Periodicals - Youth	206	0	0	100	100	100	100
778.000	Adult Audio/Visual	11,112	6,153	5,441	7,500	7,500	7,500	5,600
779.000	Youth Audio/Visual	4,956	2,993	2,413	3,000	3,000	3,000	2,050
801.500	LNGO							1,250
802.200	Parking Fees	3,600	3,600	3,600	3,600	3,600	3,600	3,900
810.000	Capital Outlay - Building	7,952	18,869	10,000	95,000	95,000	68,000	29,000
812.000	Capital Outlay - Furnishings	7,031	6,992	3,384	2,500	2,500	0	4,000
840.000	Repair & Maintenance - Build	15,255	13,803	16,584	20,000	20,000	22,500	20,000
840.025	Campbell Maint Contract	16,489	18,754	12,672	12,672	12,672	12,672	14,172
840.050	Snow Removal/ Lawn Care	6,229	6,078	7,259	9,835	9,835	9,835	11,335
900.000	Programs-Adult	1,493	1,625	1,462	1,700	1,700	1,800	3,000
901.000	Programs-Youth	1,342	2,659	1,762	1,900	1,900	1,900	2,500
940.000	Phone	4,514	4,535	4,553	4,820	4,820	2,690	4,695
943.000	Natural Gas	3,359	3,624	3,946	4,216	5,716	5,716	5,777
947.000	DTE - Electric	16,452	15,236	18,309	16,713	16,713	18,500	20,437
949.000	Ypsi Community Util Auth	4,802	7,707	6,864	7,136	7,136	5,850	7,290
980.000	Professional/Contractual	0	0	0	0	0	0	50,440
Total		570,104	555,976	542,948	668,190	677,690	648,901	741,220

Proposed Budget FY 2022-23

ACCT #	ACCOUNT NAME	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	Original Adopted FY 2021-22 Budget	Adopted Budget amendment FY 2021-22	Draft Proposed Budget amendment FY 11/30/22	Proposed Budget FY 2022-23
Dept 300 Outreach/bookmobile								
702.000	Salaries	68,078	69,159	70,870	162,704	162,704	84,504	244,241
775.000	Library Materials	4,478	5,303	5,084	5,250	5,250	5,950	5,250
801.500	LNGO							3,000
811.000	Capital Outlay Vehicle							35,000
840.000	Repair & Maintenance	5,109	6,017	14,636	8,693	8,693	14,500	11,993
943.000	Fuel	5,425	1,661	1,967	5,943	5,943	6,100	6,813
Total		83,090	82,140	92,558	182,590	182,590	111,054	306,297
Dept 400 Superior Branch								
702.000	Salaries	144,398	146,792	149,424	305,556	305,556	238,070	358,053
702.800	Salaries -- Pages							9,360
775.000	Library Materials	7,609	5,842	6,553	7,000	7,000	7,600	0
771.000	Adult Books							15,550
772.000	Youth Books							12,400
776.000	Periodical							500
778.000	Audio Visual							1,550
801.500	LNGO							750
810.000	Capital Outlay - Building	0	0	0	0	0		3,000
812.000	Capital Outlay - Furnishings							
840.000	Repair & Maintenance	1,374	1,007	1,179	5,000	5,000	2,000	5,000
840.025	Campbell Maint Contract							6,600
840.050	Snow Removal & Lawn Care	898	980	980	4,000	4,000	4,000	14,000
900.000	Programs - adult	601	543	580	600	600	600	600
901.000	Programs - Youth	600	468	624	600	600	600	600
940.000	Phone	1,129	1,134	1,138	1,222	1,222	682	4,156
943.000	Natural Gas	573	659	650	3,336	3,336	1,150	11,636
947.000	DTE - Electricity	1,013	960	1,044	9,146	9,146	1,119	10,061
949.000	Water	88	98	97	2,803	2,803	2,803	5,527
980.000	Professional Contractual	0	0	0	0	0	0	25,000
Total		158,283	158,483	162,269	339,263	339,263	258,624	484,343

Proposed Budget FY 2022-23

ACCT #	ACCOUNT NAME	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	Original Adopted FY 2021-22 Budget	Adopted Budget amendment FY 2021-22	Draft Proposed Budget amendment FY 11/30/22	Proposed Budget FY 2022-23
DEPT 500 WHITTAKER RD								
702.000	Salaries	696,339	701,249	722,800	719,720	730,720	750,445	782,222
702.800	Salaries-Pages	34,553	15,483	19,698	37,440	37,440	29,345	37,440
771.000	Adult Books	64,635	41,293	41,604	51,000	51,000	53,000	41,400
772.000	Youth Books	38,784	23,641	27,802	33,100	33,100	33,100	29,000
776.000	Periodicals - Adult	5,915	5,239	4,405	5,000	5,000	5,900	5,000
776.050	Periodicals - Youth	898	759	745	800	800	800	800
778.000	Adult Audio/Visual	21,217	15,746	10,284	14,700	14,700	14,700	10,700
779.000	Youth Audio/Visual	7,300	4,159	4,236	5,100	5,100	5,100	3,300
810.000	Capital Outlay - Building	11,328	3,880	12,515	45,000	45,000	28,000	59,245
840.000	Repair & Maintenance - Build	23,842	39,729	22,271	23,562	23,562	61,300	27,300
840.025	Cambell Maint Contract	42,934	42,797	42,797	42,797	42,797	41,650	43,705
840.050	Snow Removal/Lawn Care	16,529	16,241	16,199	22,600	22,600	18,500	25,600
900.000	Programs - Adult	3,765	4,206	3,765	4,200	4,200	4,200	4,200
901.000	Programs - Youth	6,298	5,697	6,659	6,500	6,500	6,500	13,000
903.000	Equipment Maintenance	6,336	820	1,564	3,000	3,000	0	3,000
940.000	Phone	9,029	9,070	9,105	9,770	9,770	5,390	10,063
943.000	Natural Gas	25,609	24,227	30,040	31,680	43,680	31,500	31,680
947.000	DTE - Electric	103,549	92,512	99,414	104,763	104,763	97,850	105,364
949.000	Ypsilanti Comm Utilities Auth	5,069	4,596	4,902	6,562	6,562	4,650	7,382
980.000	Professional Contractual	0	38,000	0				
Total		1,123,929	1,089,344	1,080,805	1,167,294	1,190,294	1,191,930	1,240,401
DEPT 600 DONATIONS REVENUE		87,817	18,888	47,195				
681.000	Donations Designated	0		0		0	9,653	0
681.050	Art/Cultrl Prgrm Rev	0	0	0		0		0
681.075	Donation Designated MI Ave						73,150	
681.080	Donations/Memorials	0	0	0		0	225	0
681.100	Trustee Party Revenue							
683.200	Vehicle Designated Donation	0	0	0	0	0		0
683.499	Annual Appeal Designated	0	0	0		0		0
683.600	FOL - Designated	0	0	0		0	24,000	0
683.700	Teen Zone Whittaker	0	0	0		0		0
683.800	Superior Designated	0	0	0		0		0
Subtotal		87,817	18,888	47,195	0	0	107,028	0
DEP 600 DONATIONS EXPENDITURES		31,845	12,312	21,629				
681.200	MI Ave Exp Designated	0	0	0		0	52,350	0
683.500	Annual Apeal Designated	0	0	0		0		0
771.060	Designated Memorial Exp	0	0	0		0		0
775.000	Library Materials	0	0	0		0	250	0
783.200	Veihicle Designated Exp	0	0	0		0		0
781.050	Arts/Cultrl Prgm Exp	0	0	0		0		0
815.100	FOL Special Projects	0	0	0		0	24,000	0
900.000	Programs Adult							
901.500	Youth programs	0		0		0		0
Subtotal		31,845	12,312	21,629	0	0	76,600	0
Total Donations Net		55,972	6,576	25,566	0	0	30,428	0

Proposed Budget FY 2022-23

ACCT #	ACCOUNT NAME	FY 2018-2019 ACTUAL	FY 2019-2020 ACTUAL	FY 2020-2021 ACTUAL	Original Adopted FY 2021-22 Budget	Adopted Budget amendment FY 2021-22	Draft Proposed Budget amendment FY 11/30/22	Proposed Budget FY 2022-23
DEP 700 GRANTS REVENUE		14,441	13,080	32,333				
500.600	Grant-State of MI	0		0			1,170	0
500.700	NEH Grant Revenue	0	0	0				0
505.101	TCSN Grant Revenue							
507.300	Grassroots Grant	0	0	0				0
507.500	Grants Kiwanis	0	0	0				0
507.600	Grant ST of MI	0	0	0				0
507.900	ALA Grant	0	0	0				0
507.904	MHC-Heritage Grant	0	0	0				0
507.906	A2 Community Foundation	0	0				15,000	0
507.907	United Way Grant							
812.600	Prime Time Grant	0	0	0				0
Subtotal		14,441	13,080	32,333	0	0	16,170	0
DEP 700 GRANTS EXPENSE		12,323	7,405	19,078	0	0		0
681.300	Farm and Garden Grant	0	0	0				0
770.101	TCSN Exp	0	0	0				0
775.100	Graham Scholar Expense						1,000	0
775.400	MLCS Grant Exp	0	0	0				0
775.500	Kiwanis Grant Exp	0	0	0			1,020	0
775.600	MACACA Shout it out	0	0	0			1,000	0
775.905	MHC Grant Exp	0	0	0				0
781.000	YALSA Grant exp	0	0	0				0
781.050	Arts & Cult prog Exp	0	0					0
785.200	United Way Exp							
812.500	NEH Grant							
812.601	Primetime exp	0	0					0
813.000	ALA Grant Exp							
901.000	Programs Youth	0	0				17,811	0
905.100	YACF-Early Lit Outreach	0	0					0
906.000	AAACF	0	0	0			15,090	0
Subtotal		12,323	7,405	19,078	0	0	35,921	0
Total Grants Net		2,118	5,675	13,255	0	0	(19,751)	0
996.000	Transfer Out To Cap Asset Repl Fund	(1,150,000)	(1,400,000)	(1,400,000)			(1,300,000)	
	Revenue	5,175,766	5,469,379	5,451,903	4,841,549	4,976,140	6,060,159	5,644,912
	Total Expenditures	5,175,766	5,469,380	5,451,903	4,841,549	4,976,140	6,060,159	5,644,912
	Net Surplus (Deficit)	(0)	(0)	(0)	0	0	0	0

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/22/22
Re: FY 2022 Budget amendment

Each November the Library presents a year-end budget amendment to make sure adequate funds are allocated to cover each expenditure account, and to reflect actual revenues. The proposed budget amendment for the 2022 fiscal year is contained within the FY22-23 budget document. It moves money from account to account within the total approved.

This amendment shows we will bank about \$68,500 in fund balance.

I am happy to field any questions you may have regarding specific adjustments.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-51

November 30, 2022

RESOLUTION TO AMEND THE 2021-22 BUDGET TO REFLECT PROJECTED
YEAR-END SPENDING

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

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

Whereas, accurate budget figures for each revenue and expenditure account have been approximated for year-end spending, Now therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/22/2022

Re: Consideration of holding a special meeting to conduct a Trustee interview

As you know, Trustee Kay Williams has announced her decision to step down the Library Board following the January 2023 meeting. The Michigan District Library Establishment Act states:

(h) A vacancy in the office of a board member shall be filled until the expiration of the vacating board member's term by appointment by majority vote of the remaining board members. If the vacancy occurs 140 or more days before the first regularly scheduled election of board members that follows the beginning of the term of the board member vacating office and that term is 4 years, all of the following apply:

(i) The vacancy shall be filled by appointment by majority vote of the remaining board members only until the next date on which the term of any board member expires.

(ii) A board member shall be elected at the regularly scheduled election of board members next following the occurrence of the vacancy to fill the vacancy for the remainder of the term of the board member vacating office.

The Board appoints a replacement; the seat will be up for election to a 4-year term in November 2024. The Board last went through this process in 2017.

The vacancy was posted shortly after the October Board meeting, with a job description and application form. The deadline to apply was 11/16. We received 1 application, which has been forwarded to you along with a previous list of interview questions (it needs revision).

I have met the candidate and discussed the position with him. I recommend inviting him for an interview, and suggest scheduling a special Board meeting for this purpose at 6:30 p.m. on Tuesday, 8/15, or Wednesday, 8/16. Both the candidate and the Board room are available on this date.

Alternatively, the Personnel Committee (Brian, Jean, and Bethany) could interview him without having to post a special meeting, but a desire to interview was expressed by others in October.

Job Description
Ypsilanti Area District Library Board of Trustees

Title: YDL Trustee

Term: 4 year term/ Elected at large from the YDL district

Role:

- Develop and monitor currency of Library policies
- Secure adequate funding appropriate to the functioning of the Library
- Hire and evaluate the performance of the Library Director
- Monitor organizational performance

Trustee Responsibilities and Power:

- Determine the Library's mission/goals; review the mission and goals periodically for their currency and effectiveness
- Employ the Library Director and regularly evaluate his/her performance
- Ensure adequate financial resources for the Library's operation and future planning so that staff and facilities meet the needs of district patrons
- Manage finances effectively, ensuring that proper fiduciary controls are in place
- Ensure that Library property is maintained and is appropriate for excellent patron service, Library programming, and staff performance
- Adhere to legal and ethical principles; maintain accountability
- Advocate for the Library in the community
- Uphold the ALA Bill of Rights

Specific Duties/Rules of Conduct:

- Regularly attend board meetings; actively participate in committees and perform other duties as assigned
- Become well-informed regarding agenda items in advance of regular meeting
- Conduct oneself professionally in meetings; listen to all points of view; offer one's own ideas/suggestions based on experience and research; work with colleagues to reach effective decisions
- Enhance the organization's public image by clearly articulating the Library's mission, accomplishments, and goals
- Recruit and orient new board members, periodically participate in board performance evaluation
- Develop financial strategies to assure appropriate current and future funding
- Assume leadership roles in board activities
- Be informed about Library programs, policies, and services
- Seek information about the needs of the community and Library users so that Library policies and procedures can conform to these needs and preferences
- Avoid conflicts of interest
- Actively support the fundraising goals of the Library

Job Description
Ypsilanti Area District Library Board of Trustees

Requirements:

- Resident of Superior Township (portion outside of AADL boundaries), Ypsilanti City , or Ypsilanti Township
- Attend monthly board meetings; read materials in advance of meetings; and participate in discussion during meetings
- Become familiar with Michigan library law and library best practices
- Demonstrate a commitment to freedom of expression and inquiry for all people

Desirable Background:

- Public library user and/or familiarity with YDL services
- Previous service as a member of a local board
- Experience in fundraising
- Experience in financial, legal, or business matters

Time commitment:

The Board generally meets on the fourth Wednesday of each month at 6:30 pm. Meetings typically last 60-90 minutes. Each trustee serves on a standing committee. Participation in continuing education is encouraged.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/23/22

Re: Consideration of proposed HVAC maintenance agreement for Superior

As you know, we currently have 1-year Guaranteed Professional Maintenance (GPM) agreements with Campbell Mechanical Services for HVAC maintenance at Whittaker and Michigan Avenue. The new Superior library's mechanical equipment is under warranty for the first year of operation, but will require regular filter changes and other routine maintenance just the same.

Representatives from Campbell and YDL's Facilities Manager were given owner training on the Superior equipment earlier this month. The attached proposal resulted from that introduction.

I recommend waiving the bid process and awarding the HVAC maintenance contract for Superior to Campbell Mechanical Services for a total cost of \$6,644 for 2022-23. As with the Whittaker and Michigan Avenue agreements, we will assess service during the course of the year and go out for bid next fall if not satisfied.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-52

November 30, 2022

RESOLUTION TO CONTRACT WITH CAMPBELL MECHANICAL SERVICES FOR
GUARANTEED PROFESSIONAL HVAC MAINTENANCE FOR THE SUPERIOR
LIBRARY THROUGH 11/30/23

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 services the Library’s HVAC equipment at the Whittaker Road and Michigan Avenue libraries, and

Whereas, Campbell Mechanical Services has proposed a Guaranteed Professional Maintenance Agreement for the new Superior library’s warranted equipment for the next year, changing filters and performing regular maintenance checks, and

Whereas, at the conclusion of the warranty period the contract will be reassessed, 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 Agreement proposed by Campbell Mechanical Services for Superior effective December 1, 2022 through November 30, 2023.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

YDL Superior Twp. Branch



PRESENTED BY: Kevin Coakley, An Integrated Solutions Provider

PRESENTED TO: Ypsilanti District Library

DELIVERED ON: November 15, 2022



Agreement Signature

Proposal Date	Proposal Number	Agreement
---------------	-----------------	-----------

11/15/22

BY AND BETWEEN:

Campbell Inc
 1077 James L Hart Parkway
 Ypsilanti Twp MI 48197
 hereinafter CONTRACTOR

AND

Ypsilanti District Library
 5577 Whittaker
 Ypsilanti, MI 48197
 hereinafter CUSTOMER

SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S): 1900 Harris Road 48198

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 **Customized Professional Maintenance Program**
 and associated Terms and Conditions

AGREEMENT coverage will commence on 12/01/22. The AGREEMENT price is \$6,644 per year, payable \$1,661.00 per Quarter in advance beginning on the effective date of 12/01/22.

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	Signatures	Signature
Name (Printed/Typed) KEVIN M. COAKLEY	Name (Printed/Typed)	Name (Printed/Typed)
Title PROJECT SALES	Title	Title
Date 11/15/22	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.
November 15, 2022		

Per Schedule 1 and 2 attached:

This contract includes 4 filter changes per year using MERV 8 filters.

Annual back flow preventer testing is included.

Annual Boiler CSD1 testing is included.

Quarterly air filter changes are included. Pre-filter changing is not included.

Temperature controls are not included.

Warranty labor for new equipment is not included.

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

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.

Customized Professional Maintenance Program Terms And Conditions II

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 the required services. All planned work under this agreement ("Agreement") will be performed during the Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement in accordance with the specifications mutually agreed upon by Customer and Contractor in writing, Contractor's liability is limited to: (a) re-performing the service, or (b) repair or replacement (collectively, the "Warranty"), in each case as determined in Contractor's sole discretion. The foregoing Warranty shall be Customer's sole remedy for the breach of this paragraph 2. 2. In case of any failure to perform its obligations under this Agreement in accordance with the specifications mutually agreed upon by Customer and Contractor in writing, Contractor's liability is limited to: (a) re-performing the service, or (b) repair or replacement (collectively, the "Warranty"), in each case as determined in Contractor's sole discretion. The foregoing Warranty shall be Customer's sole remedy for the breach of this paragraph 2. The 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. The 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 in writing for Customer's approval. Should Customer choose not to 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 without any liability to Customer.
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 of such invoice. If Customer fails to pay an invoice within thirty (30) days of receipt of such invoice, Customer's account will become delinquent and 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. All past due amounts shall accrue interest at the maximum rate permitted by applicable law.
7. 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.
8. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
9. Any Warranty hereunder will be void to the extent Customer permits any third party to perform any work included within the scope of this Agreement. Contractor shall have no liability for any work or service performed by a third party. 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.
10. 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.
11. 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 giving rise to the claim. Any claim after the one (1) year period shall be waived and forever barred.

12. 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.
13. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents, representatives, independent contractors, and employees from and against all claims, suits, causes of action, demands, proceedings, damages, losses and expenses, including but not limited to attorneys' fees resulting therefrom, arising out of or in connection with: (i) any death, personal bodily injury, or property damage caused by an act, omission, negligence, or willful misconduct by Customer, its employees, subcontractors, agents, or representatives; (ii) any breach of this Agreement by Customer; or (iii) any violation of applicable law by Customer in connection with its obligations under this Agreement, except that Customer shall have no duty to indemnify hereunder to the extent such a claim is caused solely by the gross negligence or willful misconduct of Contractor.
14. 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.
15. 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.
16. 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.
17. EXCEPT FOR THE INDEMNIFICATION OBLIGATION IN SECTION 12, NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION ANY LOSS OF PROFITS, LOSS OF REVENUES, LOSS OF BUSINESS OPPORTUNITY, LOSS OF USE, BUSINESS INTERRUPTION, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, LOSS OF GOODWILL, OR DAMAGE OR LOSS TO REPUTATION. THE LIMITATIONS IN THIS SECTION SHALL APPLY REGARDLESS OF LEGAL THEORY, AND WHETHER SUCH CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, AND REGARDLESS OF WHETHER A PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR SUCH DAMAGES WERE FORESEEABLE. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE ALLOCATION OF RISK IN THIS SECTION IS AN ESSENTIAL TERM OF THE AGREEMENT ON WHICH THE PRICING HEREUNDER IS BASED AND BUT FOR SUCH LIMITATIONS, CONTRACTOR WOULD HAVE NEVER ENTERED INTO THIS AGREEMENT.
18. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without regard for any conflict of law rules or provisions that would result in the application of the laws of a jurisdiction other than Ohio. Further, the parties hereto irrevocably consent to the exclusive personal jurisdiction of and venue in the state and federal courts in and for Lucas County, Ohio and waive any claim that such courts lack jurisdiction or are an inconvenient forum.



19. If any court of competent jurisdiction determines that any provision of this Agreement is illegal, invalid, or unenforceable, such determination shall not affect any other provision of this Agreement, which shall continue in full force and effect. This Agreement represents the entire agreement between the parties and supersedes any and all prior statements, writings, representations, or communications, oral or in writing, regarding the subject matter hereof.
20. This Agreement does not include repairs to the system(s), the provisions or installation of components or parts, or service calls requested by the Customer. These services will be charged for at Contractor's rates then in effect.



Customized Professional Maintenance Program II

Proposal Date	Proposal Number	Agreement
November 15, 2022		

Our Customized Professional Maintenance II (CPM-II) is designed to provide the Customer with an ongoing maintenance program. The CPM-II 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; 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 and lubricate 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, etc.
- ALIGNING belt drives; drive couplings; air fins, etc.
- CALIBRATING safety controls; temperature and pressure controls, etc.
- TIGHTENING electrical connections; mounting bolts; pipe clamps; refrigerant piping fittings; damper sections, etc.
- 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, etc.
- LUBRICATING motors; fan and damper bearings; valve stems; damper linkages; fan vane linkages, etc.



Schedule 1

Equipment Inventory

Generated 11/14/2022 Superior Township Ypsilanti District Library Bran
YDL Superior Twp.

Unit	Mfr	Model	Location
Package Units	Mfr Date	Serial	Rating
RTU	1 Air Cooled Package Unit	Daikin/McQuay	Ground Outside
		01/03/2022	20.00
	1 Compressor	DPS020AHMG2DV-4	20.00 Tons
	1 Warranty or Insurance	FB0U211201174	
	1 Supply Fan		10.00 Hp
	1 Condenser Fan		4.00 Hp
	1 Heat		
	1 Economizer		

Unit	Mfr	Model	Location
Boilers	Mfr Date	Serial	Rating
Boiler	1 Hot Water Boiler	Lochinvar	Mech Room
		08/15/2022	500.00 MBTU/MBH
BP1	1 Hot Water Pump	FTX500N	0.75 Hp
BP	2 Hot Water Pump	2208128227674	0.75 Hp
BP	3 Hot Water Pump		0.75 Hp
	1 Warranty or Insurance		

Unit	Mfr	Model	Location
Air Side Systems	Mfr Date	Serial	Rating
1	VAV Unit	Price	Above Ceiling
		05/13/2022	700.00 CFM
2	VAV Unit	Price	Above Ceiling
		05/13/2022	700.00 CFM
3	VAV Unit	Price	Above Ceiling
		05/13/2022	700.00 CFM
4	VAV Unit	Price	Above Ceiling
		05/13/2022	700.00 CFM
5	VAV Unit	Price	Above Ceiling
		05/13/2022	700.00 CFM





Schedule 1

Equipment Inventory

Generated 11/14/2022 Superior Township Ypsilanti District Library Bran
YDL Superior Twp.

Unit	Mfr	Model	Location
Air Side Systems	Mfr Date	Serial	Rating
6 VAV Unit	Price 05/13/2022	SDV8000	Above Ceiling 700.00 CFM
7 VAV Unit	Price 05/13/2022	SDV8000	Above Ceiling 700.00 CFM
8 VAV Unit	Price 05/13/2022	SDV8000	Above Ceiling 700.00 CFM
9 VAV Unit	Price 05/13/2022	SDV8000	Above Ceiling 700.00 CFM

Unit	Mfr	Model	Location
Exhaust Fans	Mfr Date	Serial	Rating
1 Exhaust Fan	Broan	QTXE	Above Ceiling 0.10 Hp
2 Exhaust Fan	Greenhack	SQ80VG	Above Ceiling 0.10 Hp

Unit	Mfr	Model	Location
Computer Room	Mfr Date	Serial	Rating
CU 1 Air Cooled Condensing Unit	Daikin/McQuay 04/14/2021	RZG24TAUJUH E002058	Ground Outside 2.00 2.00 Tons 0.50 Hp
Clg 1 Computer Room AHU	Other 04/14/2021	FAQ24 00023	Wall Mounted 635.00 CFM 0.50 Hp
1 Supply Fan			

Unit	Mfr	Model	Location
Specialty Equipment	Mfr Date	Serial	Rating
WH 1 Hot Water Heater	Bradford White 04/14/2021	ULG2PDV50	Mech Room

Unit	Mfr	Model	Location
Specialty Pumps	Mfr Date	Serial	Rating





Schedule 1

Equipment Inventory

Generated 11/14/2022 Superior Township Ypsilanti District Library Bran
YDL Superior Twp.

Unit	Mfr	Model	Location
Specialty Pumps	Mfr Date	Serial	Rating
P 4 Specialty Pumps	Bell & Gossett	PL36	Mech Room 0.10 Hp





Schedule 2

Air Filter Schedule

Generated

Superior Township Ypsilanti District Library Bran
YDL Superior Twp.

CONTRACTOR WILL FURNISH AND INSTALL AIR FILTER MATERIAL(S) AS LISTED BELOW:

Unit	Qty	Changes Per Year	Filter Type Description
Package Units			
RTU	1	Air Cooled Package Unit	
	9	4	2x18x24 High Cap Pleated, MERV 8

THE SERVICES DESCRIBED ABOVE BY THE TERMS AND CONDITIONS OF THE PROGRAM OF WHICH THIS SCHEDULE IS PART.

If this program is terminated, Contractor reserves the right to remove Contractor's frames.

*Should experiences show that more of less frequent media changes are required, the Agreement price will be adjusted based on Contractor's rate then in effect.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/23/22
Re: Approval of a cleaning contract for the Superior library

When we hired a third full-time custodian at YDL, the intent was for him to eventually be assigned to routinely clean at YDL-Superior once it opened. Unfortunately, the custodian did not work out, and resigned from his position effective 11/19.

Since the new branch is open and we want to keep it looking new, we decided to explore other options. O'Neal Construction recommended two cleaning companies that handle construction cleaning for them. One of these did not do daily cleaning, which we need. The other, A Production Building Solutions, we learned has cleaned the Chelsea District Library for 17 years, and cleans the new Belleville Area District Library. Both Belleville's Director and Belleville Library Board Trustee Joy Cichewicz give them a glowing review.

A Production Building Solutions provided a janitorial services proposal for nightly after-hours cleaning 6 days/week for \$1,980/month. After speaking with the owner and clarifying certain elements of the proposal, I added this expense to the 2022-23 draft budget, and recommend approval.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-53

November 30, 2022

RESOLUTION TO AWARD A CLEANING CONTRACT FOR THE NEW SUPERIOR LIBRARY

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

Whereas, YDL desires to contract with a cleaning service to keep the building clean and looking like new, and

Whereas, time is of the essence due to the resignation of one of YDL's full-time custodians, and

Whereas, A Production Building Solutions has been recommended by three different parties, and

Whereas, a proposal was secured for nightly after-hours cleaning 6 days per week which the library budget can accommodate, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD to waive the bid process and authorize the Library Director to execute the contract for janitorial services as proposed by A Production Building Solutions for a base cost of \$1,980 per month.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



JANITORIAL SERVICE PROPOSAL November 23, 2022

WHEREAS A Production Building Solutions (APBS) is capable and desirous of performing building services for Ypsilanti District Library located in Ypsilanti, MI .

WHEREAS Ypsilanti Library is desirous of securing the services of APBS on a non-exclusive basis,

IT IS HEREBY Proposed as follows:

A. **Contractor's Duties and Responsibilities**

APBS will be retained by Ypsilanti Library in the capacity of an Independent Contractor to clean all Ypsilanti District Library Building located at 1900 Harris Rd, 48198. APBS will agree that it has been retained as an independent contractor, and not as an employee of Ypsilanti Library. APBS further agrees that it will obtain from each individual retained to complete the work described herein a written statement verifying that each such individual is an employee of APBS, and not an employee of Ypsilanti Library. APBS will use its best skill, judgment and efforts in completing the described work and in cooperating with and serving Ypsilanti Library, its employees and agents.

1. Daily Responsibilities

a) Rest rooms

- 1) Clean and sanitize basin and toilet bowl areas
- 2) Dust mop and wet mop all tile floors
- 3) Restock paper goods.
- 4) Clean mirrors
- 5) Clean partition panels
- 6) Spot clean walls

b) Additional Daily Responsibilities

- 1) Clean staff bathroom, kitchenette and lounge-vacuum, clean counters and table, wipe walls as needed
- 2) Dust and vacuum all staff offices and work room, spot clean walls as needed
- 3) Collect trash from all staff areas

c) Common areas

- 1) Vacuum all carpeted floors
- 2) Dust window ledges and counter tops
- 3) Dust and wipe all horizontal work shelves and desks nightly
- 4) Dry mop and wet mop all tile floors.
- 5) Clean all glass entry doors
- 6) Spot clean all other glass in the building.
- 7) Dust bookshelves and book stacks in sections each week
- 8) Decobweb all areas especially vents
- 9) Sanitize and Polish all drinking fountains

- 10) All circulation desks dusted and wiped nightly
- 11) Wipe all conference room tables nightly
- 12) Wipe/clean reader tables and computer tables.
- 13) Dust TV/monitors
- 14) Empty (2) outdoor trash receptacles

B. Compensation

1. Fee or Rate

- a) Ypsilanti Library fee would be \$1,980.00 per month for the monthly cleaning. APBS will invoice 1 time per month. The cleaning will occur six days per week after closing on the days of Monday thru Saturday.

2. Expenses Incurred

APBS will assume and pay all direct and indirect expenses incurred by it as a result of the work performed and or the products installed under this agreement with the exception of all paper products, garbage bags, and hand soap products which will be purchased by Ypsilanti Library.

C. Confidentiality Agreement

APBS will maintain as confidential any and all information of which APBS has or may become aware concerning employees and clients of Ypsilanti Library as well as operations, methodologies, techniques, and processes of Ypsilanti Library.

D. Indemnity

APBS shall defend, indemnify and hold Ypsilanti Library harmless for any and all damages and/or liabilities of any and every kind (including attorney fees) resulting directly or indirectly from the work performed and/or products installed by APBS.

E. Binder

Should APBS agree to a contract with Ypsilanti Library, it will be for a period of one year. If during that time either party requests cancellation of services, a written notice stating intent to cancel must be submitted thirty (30) days prior to termination. The contract can be cancelled by either party with a (30) day written notice if a party is not satisfied.

F. Additional Services

Any additional cleaning not outlined as general office cleaning that is requested by Ypsilanti Library will be billed to Ypsilanti Library based on services performed. These services include but are not limited to:

- 1) Water damage restoration (flood cleanup)
- 2) Fire damage
- 3) Power washing of sidewalks or building exterior
- 4) Tile and grout cleaning in the building
- 5) Carpet Cleaning
- 6) Window Cleaning

 11/23/22

A Production Building Solutions/Date

Ypsilanti Library Date

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/17/2022

Re: Consideration of a proposal to upgrade and repair string lights at Whittaker

Whittaker has many different types of light fixtures. Near the fireplace on the second floor, and in the teen area on the main floor, the main source of light is a string of lights along the windows. Recently, these lights stopped functioning, and the areas were dark enough at night to become a safety concern. Facilities Manager Jim Reed installed some temporary lighting to get us by.

Brennan Booms of Enlighten provided the following quote to repair and upgrade the string lights to LED:

Pot. Lamp	Qty	Lights	Install	Net
LED MR16 LV	92	\$1,937	\$2,366	\$4,303
Misc	1	\$351	\$1,143	\$1,494
Transformer Md	20	\$1,007	\$3,429	\$4,435
	113	\$3,294	\$6,937	\$10,232

On his recommendation, I approved the installation of a few samples to make sure the solution was viable. It works. Until they have all the circuits operational again, we won't know how many of our original 92 bulbs are still working. Brennan told me to estimate half will still be good, so to deduct 50% of the \$4,303 figure. This would bring the cost of the repair to \$8,080.50.

I request approval of this repair/upgrade for a cost not-to-exceed \$8,500.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-54

November 30, 2022

RESOLUTION TO REPAIR AND UPGRADE THE WHITTAKER STRING LIGHTS

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

Whereas, the Whittaker library's string lights in the public areas stopped working, creating dark conditions that felt unsafe to patrons and staff, and

Whereas, an improvement to this situation is desired, and

Whereas, the Library Director engaged a consultant from Enlighten to develop a lighting upgrade and repair plan, and the situation brought the string lights to the forefront, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Enlighten to perform the lighting repair and LED upgrade as proposed for a total cost not-to-exceed \$8,500.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 11/22/2022

Re: State of Michigan Public Act 152 of 2011

This Michigan law requires that the Library Board institute a hard cap on how much the Library pays for employee health coverage. The Board's contract with the Library's AFSCME union opts instead that the Library pays 80% of insurance costs, and the employee pays 20%. The law allows this, but formally requires us to reaffirm the decision annually, stating: "By a 2/3 vote of its governing body each year, a local unit of government may exempt itself from the requirements of this act for the next succeeding year."

The attached resolution adopts the 80/20 split for 2023.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2022-55

November 30, 2022

RESOLUTION TO REAFFIRM ADOPTION OF THE 80/20 EMPLOYEE HEALTH
CARE SPLIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publicly Funded Health Insurance Act*, for the calendar year 2023, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

Adopts the 80/20 contribution split, with the Ypsilanti District Library to pay 80% of the cost of employee health care insurance and the employees to pay 20%.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 11/17/2022
Re: Scheduling of 2023 Annual Meeting

According to the Board's By-Laws, the Annual Meeting of the Ypsilanti District Library Board shall be the first regular meeting of the calendar year, and shall be for the purpose of the election of officers and consideration of such other organizational matters as may be required. One of those organizational matters is setting the schedule of regular meetings for the year. Tonight's regular meeting is the last that has been approved.

If we follow current practice of holding regular meetings on the fourth Wednesday of each month at 6:30 p.m., the Annual Meeting would be scheduled for Wednesday, January 25, 2023. Will this work for everyone?

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2022-56

November 30, 2022

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2023

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2023 shall be held at 6:30 p.m. on Wednesday, January 25th.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE: