

Board of Trustees

2023
Information
Packet



▲ Wednesday, February 22, 2023
6:30pm | YDL-Whittaker

Ypsilanti District Library
YDL Board Meeting, February 22, 2023, 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 Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Brian Steimel <input type="checkbox"/> Terrence Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Kristy Cooper <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"/>
Audit Presentation Daniel Morris, Clark Schaefer Hackett	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from February 1, 2023, Regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. January 2023 Financials and Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Fundraising Committee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Director's Report			
A. Monthly Report	<input checked="" type="checkbox"/>		
B. Dashboards	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
Old Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Business			
A. Acceptance of FY 2021-2022 audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Consideration of two proposals for electrical work at Michigan Avenue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Award of landscaping contract	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Discussion of new mission/vision statements/core values for YDL	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 1, 2023 (Unapproved)

CALL TO ORDER

President Patricia Horne McGee called the Regular Meeting (rescheduled from 1/25/23) to order at 6:30 p.m.

Attendance

Trustees Present: Brian Steimel, Kay Williams, Jean Winborn, Kristy Cooper, Teresa Maddix and Patricia Horne McGee formed a quorum. Trustee Bethany Kennedy absent.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Development Coordinator Chris McMullen, Clerk Pat Harris and Business Office Manager Andrew Hamilton.

APPROVAL OF THE AGENDA

Trustee Kay Williams moved to approve the agenda and Trustee Jean Winborn supported this motion.

Vote: Ayes: 6
Nays: 0
Motion: Passed
Absent: 1

PUBLIC COMMENT

None

Introduction of New Staff

Director Hoenig introduced newly promoted Development Coordinator Chris McMullen, who is the first to hold the position at YDL. Ms. McMullen spoke a few words thanking all for the opportunity as well as her goals for the position. Next Director Hoenig introduced Clerk Pat Harris, who also spoke to the group about how happy she was to be with the organization.

President Horne McGee asked the group if they would mind moving to the swearing in of newly appointed board member Mr. Terrence Williams, who is taking the seat of trustee Kay Williams who previously announced her intention to step down once a suitable replacement trustee was found. All present were happy to move forward with the ceremony for Mr. Terrence Williams. President Horne McGee preceded to swear in Mr. Terrence Williams, who did append his name to the affirmation statement with President Horne McGee also signing. Trustee Terrence Williams was gracious enough to introduce us all to his family who came to the board room to observe the ceremony, as well as provide a few words in recognition of former Trustee Kay Williams.

ANNUAL MEETING

Election of Officers:

President Horne McGee opened the floor for nominations for officers. Trustee Jean Winborn nominated Trustee Theresa Maddix to be Treasurer, which Trustee Theresa Maddix accepted. Trustee Jean Winborn also nominated Trustee Brian Steimel to be Secretary, which Trustee Brian Steimel accepted. President Horne McGee then advised we have a slate of nominations for the positions, including:

President – Patricia Horne McGee

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 1, 2023 (Unapproved)

Vice-President – Bethany Kennedy
Treasurer – Teresa Maddix
Secretary – Brian Steimel

Trustee Jean Winborn moved to elect officers via the slate for the 2023 Board Positions, and Trustee Steimel seconded this nomination.

Vote: Ayes: 6
Nays: 0
Motion: Passed
Absent: 1

Approval of 2022 Board Meeting Dates

Director Hoenig advised one piece of communication she would like to discuss is information she received from the water authority advising that they will be performing construction along Michigan Avenue between March and September of 2023. She advised the May 2023 Board Meeting was proposed to be held at Michigan Avenue, and wanted everyone aware of possible construction and traffic obstacles in reaching the Michigan Avenue branch location during that time. The Board agreed a change could be made closer to the May meeting date if the construction is a serious hindrance.

Trustee Theresa Maddix moved to approve the 2023 Schedule of Library Board Meetings. Trustee Brian Steimel seconded this motion. Notice enclosed.

Vote: Ayes: 6
Nays: 0
Motion: Passed
Absent: 1

YDL 2022 Board Committees

President Horne McGee asked the Board if everyone had seen the committee assignments and if anyone had any opposition to the assignments. Trustee Terrence Williams asked about specific times and locations for his assignments, and agreed to those items. No opposition was voiced for the assignments by any Board member. President Horne McGee then advised that all trustees are officially duly appointed to their committees and she thanked them in advance for their service.

Consent Agenda

Trustee Jean Winborn moved to approve consent agenda (November 30, 2022 Budget Hearing; November 30, 2022, Regular meeting; December 14, 2022 Special meeting; and December 2022 Check Register). Trustee Brian Steimel supported this motion.

Vote: Ayes: 6
Nays: 0
Motion: Passed
Absent: 1

Communications

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 1, 2023 (Unapproved)

Director Hoenig advised there were a number of communications to report due to the time that has lapsed between meetings. Director Hoenig brought up the previously mentioned water authority and its plans for construction on Michigan Avenue this year. There is also a notice that the Amazon Smile rewards program is closing up shop. Ypsilanti District Library did not make a large sum of money from this program, so it isn't a huge loss, but it is too bad the program is ending.

She also brought up the Library of Michigan's "Library Board Facts About" information sheet on book and materials challenges, a timely topic.

She also mentioned some other interesting articles next in the packet.

Committee Reports

Fundraising Committee – Director Hoenig advised that our Fundraising Committee was working towards raising \$2,000,000.00 and we now have less than \$60,000 to reach that goal. Also, the Donor Reception Event held on January 28th at the Superior Branch location was a lovely event. In her estimation the people who came had a good time enjoying the band and the food, however the special part of the event was the focus and framing of the evening being about "powerful stories." Staff included around 80 people attended the event.

Superior Township Planning – On Monday, January 30, Director Hoenig attended a construction meeting to discuss items still remaining on the punchlist. Most of them are in the works or are about to be finished. Also, she mentioned an incident on Friday, January 27th, which made everyone rather nervous with the donor event scheduled the next day. A youth restroom had a sewage back-up closing the branch for the day. Crews were able to locate and release the blockage which was at a manhole structure near the road. Further investigations determine the manhole structure is not put together correctly, and the companies involved will return to fix at their expense.

Friends of the Library – Trustee Brian Steimel provided a report on the two-hour regular meeting and annual meeting. He advised of their full assets and revenue as of December 31, 2022, as well as their intention to donate \$30,000 in 2023, an increase from the \$24,000 projected in January 2022. Trustee Steimel also advised that Faye Barnes has stepped down from the Friends Board after 33 years of service. Online sales began in 2011, and in 2022 sales crossed \$100,000.00, which is great growth. Current membership of 153 people in the group, with some infusion of younger members on their board.

Report of the Library Director

Director Hoenig advised she had a nice orientation meeting with Trustee Terrence Williams and hopes everyone was able to review the online Board Orientation Manual, which can be used for a lot more than just orientation. She also reported Assistant Director Julianne Smith completed the State Aid Report.

Director Hoenig also discussed the retirement of Jerome Drummond, who worked at Michigan Avenue for many years, and wished him joy and fun in his retirement. His departure highlights the continued staffing needs of the branch, however the two full-time staff already hired in expectation of his departure just leaves one part-time opening left to fill. Interviews are scheduled from Monday, February 6th, with a good group of solid candidates.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 1, 2023 (Unapproved)

Old Business

None

Kay Williams asked to speak out-of-order and was granted permission by President Horne McGee. Mrs. Williams wanted to thank the board and library administration for the work they have done during her 14 years on the board. Mrs. Williams then made her intentions known to leave the meeting, however, Trustee Brian Steimel moved to jump to New Business, part D, and was seconded by Trustee Jean Winborn.

New Business

- D. Resolution to honor Trustee Kay Williams

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-6

January 25, 2023

**RESOLUTION TO HONOR AND THANK DEPARTING TRUSTEE
KAY WILLIAMS FOR FOURTEEN YEARS OF DEDICATED SERVICE**

WHEREAS, Kay Williams has served on the Ypsilanti District Library Board of Trustees for fourteen years since first taking office in 2009, and

WHEREAS, Kay brought a wealth of knowledge and connections to the post, as well as true dedication to the library, and

WHEREAS, she served as the Board's Vice-President, Secretary, and Treasurer multiple times over the course of her tenure, and

WHEREAS, she always gave generously of her time and resources, working to help not only the YDL Board and staff, but also volunteering with the Friends of the Library, and

WHEREAS, Kay's passion and commitment to the vision of a full-service YDL branch in Superior Township kept that dream in the forefront for the Board, and

WHEREAS, the Superior Branch Library is now a reality at 1900 Harris Road thanks in no small part to Kay's efforts, and

WHEREAS, Kay has decided to step down to enjoy the fruits of her labors,

NOW, THEREFORE, BE IT RESOLVED that the Ypsilanti District Library Board wishes to thank Kay Williams for the dedicated service she has provided to YDL and our community, and

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 1, 2023 (Unapproved)

BE IT FURTHER RESOLVED that the Ypsilanti District Library Board hopes that as she visits YDL-Superior, Kay will take pride in the tremendous impact her efforts have made.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Jean Winborn

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

- A. Resolution to designate fund balance for capital improvements

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-2

January 25, 2023

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

Whereas the Ypsilanti District Library Board of Trustees has the authority to designate portions of the Library Fund Balance for specific uses, and

Whereas, the Library maintains a Capital Projects Fund, and

Whereas, additional capital project expenses are anticipated in 2023, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$1,152,434 currently marked as Unassigned are hereby Committed funds for Capital Improvement.

BE IT FURTHER RESOLVED that:

\$352,434 currently designated as Committed in the General fund for improvements be removed from committed as we have transferred those committed funds to the Capital Projects Fund.

OFFERED BY: Trustee Theresa Maddix

SUPPORTED BY: Trustee Jean Winborn

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

- B. Resolution to authorize new signers for YDL with financial institutions

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-3

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 1, 2023 (Unapproved)

January 25, 2023

RESOLUTION TO AUTHORIZE PERSONS TO SIGN CHECKS AND OTHER FINANCIAL
INSTRUMENTS WITH FINANCIAL INSTITUTIONS

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The following persons are authorized to sign signature cards with financial institutions for deposit or expenditure of YDL funds, including disbursements, sales and transfers of YDL funds:

1. YDL Director: Lisa Hoenig
2. YDL Board of Trustees Treasurer: Theresa Maddix
3. YDL Board of Trustees President: Patricia Horne McGee
4. YDL Board of Trustees Secretary: Brian Steimel

Two signatures are required for any financial transaction. Signature may be by facsimile.

*Note – see appended Resolution 2023-4 included in vote

OFFERED BY: Trustee Kristy Cooper

SUPPORTED BY: Trustee Theresa Maddix

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

C. Consideration of the purchase of an additional self-check kiosk for Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-5

January 25, 2023

RESOLUTION TO PURCHASE AN ADDITIONAL ENVISIONWARE SELF-CHECK KIOSK
FOR WHITTAKER

Whereas, the Ypsilanti District Library offers Envisionware kiosks which allow patrons to check out materials, make payments, reserve computers, and view their accounts, and

Whereas, an additional kiosk is desired at Whittaker Road to maximize patron convenience and minimize check-out lines, and

Whereas, \$10,000 was earmarked in the 2022-23 fiscal year budget for this purpose, and

Ypsilanti District Library
Board of Trustees Meeting
Minutes, February 1, 2023 (Unapproved)

Whereas, IT Manager Scott Ostby secured the attached quote for the additional kiosk, Now Therefore,

IT IS HEREBY RESOLVED to waive the bid process and purchase Envisionware equipment and installation as described on the attached quotation for a cost of \$8,630.00.

OFFERED BY: Trustee Terrence Williams

SUPPORTED BY: Trustee Brian Steimel

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

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	Wished a warm welcome to newly appointed Trustee Terrence Williams
Trustee Steimel	Advised watching TALK develop was really cool.
Trustee Winborn	Thanked Lisa and Julianne for their efforts. Advised the donor event at Superior was lovely.
Trustee Maddix	None
Trustee Williams	Shared he is attending the Mackinaw Policy Conference this summer May 30-June 2, 2023. Asked members to think about issues or people he may want to meet with while at the conference. Also advised the lighting at Superior branch along the street is being discussed in conjunction with the recreation center in eastern Washtenaw County.
Trustee Kennedy	(Absent)
Trustee Horne McGee	Welcomed Terrence Williams to the board.

Adjournment

Trustee Jean Winborn moved to adjourn at 7:34 p.m. Trustee Kristy Cooper seconded this motion.

Vote: Ayes: 6

Nays: 0

Motion: Passed

Absent: 1

Resolution of Lodge, Association or Other Similar Organization

BANK OF ANN ARBOR
7 W MICHIGAN AVENUE
YPSILANTI MI 48197

By: YPSILANTI DISTRICT LIBRARY
5577 WHITTAKER ROAD
YPSILANTI MI 48197

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, Brian Steimel, certify that I am Secretary (clerk) of the above named association organized under the laws of Michigan, Federal Employer I.D. Number 38-2462745, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on January 25, 2023 (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

Agents. Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
LISA HOENIG A. DIRECTOR	X <u>Lisa Hoening</u>	X <u>—</u>
Patricia J. Horne McGee B. PRESIDENT	X <u>Patricia J. Horne McGee</u>	X <u>—</u>
Theresa M. Maddix C. TREASURER	X <u>Theresa M. Maddix</u>	X <u>—</u>
Brian Steimel D. SECRETARY	X <u>Brian Steimel</u>	X <u>—</u>
E. _____	X _____	X _____
F. _____	X _____	X _____

Powers Granted. (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C,
D, E, and/or F

Description of Power

Indicate number
of signatures
required

- | | | |
|-------------------|--|--------------|
| <u>A, B, C, D</u> | (1) Exercise all of the powers listed in this resolution. | <u>TWO**</u> |
| <u>A, B, C, D</u> | (2) Open any deposit or share account(s) in the name of the Association. | <u>TWO</u> |
| <u>A, B, C, D</u> | (3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution. | <u>TWO**</u> |
| <u>A, B, C, D</u> | (4) Borrow money on behalf and in the name of the Association, sign, execute and deliver promissory notes or other evidences of indebtedness. | <u>TWO</u> |
| <u>A, B, C, D</u> | (5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Association as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment. | <u>TWO</u> |
| <u>A, B, C, D</u> | (6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution. | _____ |
| _____ | (7) Other: | _____ |

Limitations on Powers. The following are the Association's express limitations on the powers granted under this resolution. ***The two (2) signature requirement on checks, withdrawals, transfers or other negotiable instruments is an internal control of Ypsilanti District Library (YDL) and will not be regularly monitored for compliance by Bank of Ann Arbor.***

The Association named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Association and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Association and certified to the Financial Institution as governing the operation of this association's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Association. Any Agent, so long as they act in a representative capacity as an Agent of the Association, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated in this resolution, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscounts and borrowings by or on behalf of the Association with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.

- (5) The Association agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Association. The Association authorizes the Financial Institution, at any time, to charge the Association for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Association acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Association to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Association acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Association with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Association authorizes each Agent to have custody of the Association's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Effect on Previous Resolutions. This resolution supersedes resolution dated February, 2022. If not completed, all resolutions remain in effect.

Certification of Authority

I further certify that the Association has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions stated above to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☒ If checked, the Association is a non-profit lodge, association or similar organization.

Brian Steinhilber
(Secretary)

Theresa M. Madolys
(Attest by Other Officer)

Patricia Horne Ma
(Attest by Other Officer)

For Financial Institution Use Only

Acknowledged and received on

(date) by _____ (initials)

☐ This resolution is superseded by resolution dated

Comments:

Financial Report

**Ypsilanti District Library
Balance Sheet
January 31, 2023
General Fund**

	FYE 11/30/18 ACTUAL	FYE 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FYTD 01/31/2023	Current FYTD Variance from 11/30/22
Assets:							
Total Cash & Cash Equivalents	2,377,714	2,596,924	2,940,888	3,413,908	3,497,836	5,207,743	1,709,907
Receivables & Other assets	49,282	98,153	84,370	108,670	132,113	99,894	(32,220)
Total Assets	2,426,996	2,695,077	3,025,258	3,522,578	3,629,949	5,307,637	1,677,688
Liabilities	145,758	85,577	313,638	344,511	215,952	58,824	(157,128)
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						1,990	
Designated:							
Improvement Fund	1,102,434	352,434	352,434	352,434	352,434	352,434	0
Current YTD--net of revenues						-	
Working Capital	500,000	500,000	500,000	500,000	500,000	500,000	0
Current YTD						-	
Designated: MTT settlements							
Designated: TEEN ZONE							
Current YTD							
Unreserved/Undesignated	696,080	272,195	1,753,090	1,852,576	2,319,024	2,554,955	235,931
Current YTD	(23,885)	1,478,262	99,487	466,448	235,931	1,834,815	1,598,884
Total Fund Balance	2,281,238	2,609,500	2,711,620	3,178,067	3,413,998	5,248,813	1,834,815
Total Liabilities & Fund Balance	2,426,996	2,695,077	3,025,258	3,522,578	3,629,950	5,307,637	1,677,687

Ypsilanti District Library
Period Ending 1/31/23 (16.7% of Year)
General Fund

ACCT #	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 1/31/23 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,568,866	5,918,352	6,086,564	6,211,643	2,653,612	3,558,031	42.7%
Expenditures							
Dept 100 Administrative	2,163,719	2,132,617	2,357,850	2,872,651	423,626	2,449,025	14.7%
Dept 200 Michigan Ave.	555,976	542,948	619,718	741,220	97,160	644,060	13.1%
Dept 300 Outreach/bookmobile	82,140	92,558	103,158	306,297	35,190	271,107	11.5%
Dept 400 Outreach/Superior Township	158,483	162,269	230,011	484,343	61,930	422,413	12.8%
Dept 500 Whittaker Rd	1,089,344	1,080,805	1,156,233	1,240,401	157,858	1,082,543	12.7%
Dept 600 Donations	12,312	21,629	52,305	-	39,605	(39,605)	NA
Dept 700 Grants	7,405	19,079	31,359	-	3,428	(3,428)	
Total	4,069,379	4,051,904	4,550,633	5,644,912	818,797	4,826,115	14.5%
Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	566,731	1,834,815		
Sale of Assets	-	-	-		-		
Board Designation of Funds	(1,150,000)	(1,400,000)	(1,400,000)		-		
Fund balance - beginning of period	2,652,675	3,002,161	3,468,609	3,604,539	3,604,539		
Fund Balance - end of period	3,002,161	3,468,609	3,604,539	4,171,270	5,439,354		

**Ypsilanti District Library
General Fund
Period Ending 1/31/2023
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 1/31/23 ACTUAL	YTD AS A % OF BUDGET
Revenue							
403.000	Superior Township Tax Levy	885,210	939,410	998,342	1,066,617	508,494	47.7%
425.000	City of Ypsilanti Tax Levy	836,671	866,352	889,936	928,809	139,474	15.0%
425.075	PPT Reimbursement	16,119	22,407	27,533	20,000	0	0.0%
440.000	Ypsilanti Township Tax Levy	3,486,095	3,653,122	3,707,057	3,869,999	1,971,167	50.9%
441.000	Renaissance Zone Reimb	66,633	68,165	67,905	65,000	0	0.0%
443.000	State Aid Direct	32,931	35,678	43,256	45,084	0	0.0%
447.000	State Aid Indirect	33,497	36,286	43,254	45,084	0	0.0%
500.600	Talk Grant Revenue	30,629	47,787	41,774	35,000	0	0.0%
657.000	Lost Books/Misc.	22,485	7,187	6,777	6,000	1,484	24.7%
657.100	Smart Cards - Printing & Copies	11,776	8,765	22,883	20,000	4,828	24.1%
657.600	Proctor Fees	429	263	574	0	15	
661.000	Penal Fines County	84,478	113,205	83,080	83,000	0	0.0%
662.100	Community room rentals	575	0	1,250	2,500	275	11.0%
679.000	Donations/Misc.	1,063	1,360	2,045	2,500	209	8.4%
681.000	Donations Designated	5,100	0	0	0	0	0.0%
681.080	Donations/Memorials	4,555	7,170	7,736	600	1,558	259.7%
687.000	Interest/Checking	1,037	457	1,383	950	767	80.7%
687.010	Interest/Savings	6,175	5,226	3,154	6,500	5,351	82.3%
688.000	Interest/Endowment	0	6,227	0	0	1,990	
689.000	Dividends-MML	4,219	4,312	7,460	6,000	0	0.0%
690.000	Dividend Revenue Endowment	7,220	9,045	8,161	8,000	0	0.0%
691.000	CARES act Credit	0	6,400	0	0	0	
Total Revenue		5,536,898	5,838,824	5,963,558	6,211,643	2,635,612	42.4%

**Ypsilanti District Library
General Fund
Period Ending 1/31/2023
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 1/31/23 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	657,068	685,029	758,009	839,879	116,289	13.8%
702.100	Professional/Accounting	5,080	7,445	8,700	9,000	2,090	23.2%
702.150	Bank Fees	3,176	1,888	2,494	5,400	258	4.8%
702.900	Salary/Subs	3,327	1,571	5,987	15,600	2,704	17.3%
705.000	Employee Recognition Awards	336	804	689	750	51	6.8%
710.000	Paychex Payroll Service	11,166	12,115	13,050	14,800	2,756	18.6%
715.000	Employer Payroll Tax	144,791	148,792	164,634	205,360	27,662	13.5%
715.100	ACA Taxes Paid by employer	295	331	555	740	0	0.0%
718.000	MERS Defined Contribution	90,691	91,780	99,768	126,306	16,208	12.8%
719.000	FSA Admin Fee	707	729	624	758	100	13.2%
727.000	Office Supplies	26,412	24,088	38,242	32,400	9,642	29.8%
727.050	CARES act Exp	95	6,305	0			
727.200	Supplies-Facility	13,820	12,957	18,696	31,900	3,143	9.9%
752.000	MML/Building Insurance	64,450	66,589	74,515	78,986	0	0.0%
753.000	MML/Workers Comp	7,204	9,744	10,202	10,875	404	3.7%
754.000	Health Insurance	361,059	394,266	380,631	470,886	76,291	16.2%
756.000	Delta Dental	34,311	34,322	32,832	36,383	5,747	15.8%
757.000	Employee Assistance Program	579	0	0	0	0	
758.000	Life Insurance	3,969	4,316	4,061	4,183	796	19.0%
759.000	Vision Service Plan	8,856	9,074	8,907	8,963	2,404	26.8%
762.000	STD/LTD (Disability Insurance)	11,403	10,594	12,301	14,235	2,818	19.8%
769.000	Printing & Publishing	12,840	18,325	18,779	20,900	788	3.8%
769.050	Classified Advertising	460	432	733	1,000	0	0.0%
774.050	Digital Collection	175,379	209,154	246,754	294,765	22,425	7.6%
774.100	Data Bases	21,988	24,948	28,073	50,000	17,563	35.1%
774.800	System Wide DVDs	2,959	493	61	500	0	0.0%
774.900	All Materials Processing	15,899	21,270	25,603	35,000	3,171	9.1%
774.950	Play Kits	1,447	2,590	2,975	5,000	136	2.7%
774.975	Library of Things	0	2,876	8,799	13,000	222	1.7%
801.000	Major Events	6,768	2,805	9,143	17,390	732	4.2%
801.500	Learning Never Gets Old	2,246	1,999	2,999	0	0	
802.000	Mileage/Travel Reimbursement	289	775	4,754	5,000	1,280	25.6%
804.000	Workshops/Training	4,148	2,422	3,613	4,500	300	6.7%
805.000	Memberships & Dues	5,675	5,685	5,603	6,750	627	9.3%
806.000	Talk Grant Expenses	24,342	23,383	40,362	35,000	284	0.8%
810.000	Capital Outlay - Buildings	600	5,197	650	5,000	0	0.0%
810.100	Capital Outlay - Improvements	1,300	3,500	0	2,400	0	0.0%
811.100	Capital Outlay - Technology	0	0	0	120,000	0	0.0%
812.000	Capital Outlay - Furnishings	0	268	1,100	5,000	0	0.0%
840.000	Repair & Main Bldg		0	-5,825	0	0	WH Flood
850.000	Automation - Technology	183,693	128,433	110,254	139,395	30,345	21.8%
850.100	Telecommunications	-19,543	6,243	7,003	7,983	7,343	92.0%
850.200	ILS Contract	62,573	59,088	64,631	64,630	63,125	97.7%
850.500	Software Subscription	14,762	21,823	35,693	35,722	3,291	9.2%
890.000	The Library Network	2,796	2,796	2,796	4,500	0	0.0%
928.000	Postage	19,334	20,112	18,912	22,447	0	0.0%
965.000	Auditing Service	7,425	7,875	8,100	8,325	0	0.0%
975.000	Legal	6,422	5,280	11,191	10,000	0	0.0%
975.500	Legal - Negotiations	0	0	7,620	0	0	
980.000	Professional/Contractual	154,793	27,087	54,649	27,740	926	3.3%
980.500	Branding Costs	1,188	2,201	894	2,500	480	19.2%
981.500	Lost Book Expense	3,749	1,094	1,646	6,300	54	0.9%
982.000	MTT Charge Back City	208	471	48	2,000	291	14.6%
983.000	MTT Charge Back TWP	200	1,070	3,873	7,500	878	11.7%
983.100	MTT Charge Back-Superior Twp	985	184	1,467	5,000	0	0.0%
984.050	Contributions/Endowment	0					NA
Total		2,163,719	2,132,617	2,357,850	2,872,651	423,626	14.7%

**Ypsilanti District Library
General Fund
Period Ending 1/31/2023
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 1/31/23 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	396,590	402,866	423,056	506,014	66,970	13.2%
702.800	Salaries-Pages	4,044	3,463	4,784	9,360	595	6.4%
771.000	Adult Books & Processing	25,084	22,288	18,713	22,100	2,355	10.7%
772.000	Youth Books & Processing	14,651	13,282	16,552	15,200	1,520	10.0%
776.000	Periodicals - Adult	2,979	2,802	4,395	3,000	150	5.0%
776.050	Periodicals - Youth	0	0	0	100	0	0.0%
778.000	Adult Audio/Visual	6,153	5,441	4,852	5,600	425	7.6%
779.000	Youth Audio/Visual	2,993	2,413	2,743	2,050	82	4.0%
801.500	Learning Never Gets Old	0	0	0	1,250	0	0.0%
802.200	Parking	3,600	3,600	3,600	3,900	0	0.0%
810.000	Capital Outlay - Buildings	18,869	10,000	68,081	29,000	9,179	31.7%
812.000	Capital Outlay - Furnishings	6,992	3,384	0	4,000	0	0.0%
840.000	Repair & Maintenance - Building	13,803	16,584	17,990	20,000	2,068	10.3%
840.025	Campbell Maint Contract	18,754	12,672	12,672	14,172	3,168	22.4%
840.050	Snow Removal/ Lawn Care	6,078	7,259	7,778	11,335	2,085	18.4%
900.000	Programs-Adult	1,625	1,462	1,772	3,000	0	0.0%
901.000	Programs-Youth	2,659	1,762	606	2,500	492	19.7%
940.000	Phone	4,535	4,553	2,631	4,695	388	8.3%
943.000	Natural Gas	3,624	3,946	4,838	5,777	1,490	25.8%
947.000	DTE - Electric	15,236	18,309	18,797	20,437	1,479	7.2%
949.000	Ypsilanti Comm Utilities Auth	7,707	6,864	5,858	7,290	301	4.1%
980.000	Professional Contractual (Security)	0	0	0	50,440	4,414	8.8%
Total		555,976	542,948	619,718	741,220	97,160	13.1%
Dept 300 Outreach/bookmobile							
702.000	Salaries	69,159	70,870	77,276	244,241	34,359	14.1%
775.000	Library Materials	5,303	5,084	5,857	5,250	30	0.6%
801.500	Learning Never Gets Old	0	0	0	3,000	360	12.0%
811.000	Capital Outlay Vehicle	0	0	0	35,000	0	0.0%
840.000	Repair & Maintenance	6,017	14,636	13,986	11,993	140	1.2%
943.000	Fuel	1,661	1,967	6,040	6,813	301	4.4%
Total		82,140	92,558	103,158	306,297	35,190	11.5%

**Ypsilanti District Library
General Fund
Period Ending 1/31/2023
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 1/31/23 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Outreach/Superior Township							
702.000	Salaries	146,792	149,424	211,331	358,053	48,150	13.4%
702.800	Salary/Pages	0	0	0	9,360	0	0.0%
771.000	Adult Books & Processing	0	0	0	15,550	12	0.1%
772.000	Youth Books & Processing	0	0	0	12,400	0	0.0%
775.000	Library Materials	5,842	6,553	7,388	0	0	
776.000	Periodicals	0	0	0	500	62	12.4%
778.000	Audio/Visual	0	0	0	1,550	135	8.7%
801.500	Learning Never Gets Old	0	0	0	750	0	0.0%
810.000	Cap Outlay Building		0	0	3,000	0	0.0%
810.100	Cap Outlay Improvements		0	0		0	
840.000	Repair & Maintenance	1,007	1,179	2,603	5,000	4,757	95.1%
840.025	Campbell Maint Contract	0	0	0	6,600	1,661	25.2%
840.050	Snow Removal & Lawn Care	980	980	2,980	14,000	4,000	28.6%
900.000	Programs - adult	543	580	267	600	107	17.9%
901.000	Programs - Youth	468	624	655	600	539	89.9%
940.000	Phone	1,134	1,138	782	4,156	341	8.2%
943.000	Natural Gas	659	650	1,097	11,636	857	7.4%
947.000	DTE - Electric	960	1,044	1,299	10,061	1,222	12.1%
949.000	Ypsilanti Comm Utilities Auth	98	97	1,609	5,527	87	1.6%
980.000	Professional/Contractual	0	0	0	25,000	0	0.0%
Total		158,483	162,269	230,011	484,343	61,930	12.8%

**Ypsilanti District Library
General Fund
Period Ending 1/31/2023
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Original FY 2022-2023 BUDGET	YTD 1/31/23 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	701,249	722,800	749,625	782,222	104,017	13.3%
702.800	Salaries-Pages	15,483	19,698	28,923	37,440	3,474	9.3%
771.000	Adult Books	41,293	41,604	44,654	41,400	5,968	14.4%
772.000	Youth Books	23,641	27,802	29,974	29,000	2,366	8.2%
776.000	Periodicals - Adult	5,239	4,405	5,717	5,000	174	3.5%
776.050	Periodicals - Youth	759	745	617	800	0	0.0%
778.000	Adult Audio/Visual	15,746	10,284	8,739	10,700	943	8.8%
779.000	Youth Audio/Visual	4,159	4,236	4,157	3,300	40	1.2%
810.000	Cap Outlay Building	3,880	12,515	22,620	59,245	8,500	14.3%
810.100	Cap Outlay Improvements		0	0	0	0	0.0%
840.000	Repair & Maintenance - Building	39,729	22,271	54,658	27,300	3,176	11.6%
840.025	Campbell Maint Contract	42,797	42,797	41,649	43,705	9,551	21.9%
840.050	Snow Removal/Lawn Care	16,241	16,199	18,348	25,600	4,000	15.6%
900.000	Programs - Adult	4,206	3,765	2,382	4,200	595	14.2%
901.000	Programs - Youth	5,697	6,659	6,647	13,000	1,695	13.0%
903.000	Equipment Maintenance	820	1,564	0	3,000	0	0.0%
940.000	Phone	9,070	9,105	5,277	10,063	823	8.2%
943.000	Natural Gas	24,227	30,040	31,451	31,680	6,009	19.0%
947.000	DTE - Electric	92,512	99,414	96,182	105,364	6,260	5.9%
949.000	Ypsilanti Comm Utilities Auth	4,596	4,902	4,612	7,382	267	3.6%
980.000	Professional/Contractual	38,000			0		NA
Total		1,089,344	1,080,805	1,156,233	1,240,401	157,858	12.7%
Dept 600 Donations							
Revenue:							
	Total Revenue	18,888	37,195				
	Total Donated revenue	18,888	37,195	106,336		0	NA
Expenditures:							
	Total Expenditures	12,312	21,629				
	Total Expenditures	12,312	21,629	52,305		39,605	NA
Dept 700 Grants							
Revenue							
	Total Grant Revenue	13,080	42,333				
	Total Revenue	13,080	42,333	16,670		18,000	NA
Expenditures							
	Total Expenditures	7,405	19,079				
	Total Expenditures	7,405	19,079	31,359		3,428	NA
Total	Net -- restricted for future	5,675	23,254	-14,689		14,572	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		5,568,866	5,918,352	6,086,564	6,211,643	2,653,612	
Total Expenditures		4,069,379	4,051,904	4,550,633	5,644,912	818,797	14.5%
	Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	566,731	1,834,815	
	Fund Balance Beginning of Year	2,652,675	2,752,161	3,218,609	3,454,539	3,454,539	
	Board Designation	-1,400,000	-1,400,000	-1,300,000	0	0	
	Ending Fund Balance	2,752,161	3,218,609	3,454,539	4,021,270	5,289,354	

**Ypsilanti District Library
Balance Sheet
January 31, 2023
Capital Asset Replacement Fund**

	FYE 11/30/18 ACTUAL	FYE 11/30/19 ACTUAL	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FYTD 01/31/2023	Current FYTD Variance from 11/30/22
Assets:							
Cash and Current Assets	399,522	1,481,745	2,807,370	3,503,051	1,356,163	947,343	(408,819)
Total Assets	399,522	1,481,745	2,807,370	3,503,051	1,356,163	947,343	(408,819)
Liabilities	-	-	-	13,454	468,231	320,000	(148,231)
Fund Balance	399,522	1,478,745	2,665,015	3,489,597	887,932	627,343	(260,588)
Total Liabilities & Fund Balance	399,522	1,478,745	2,665,015	3,503,051	1,356,163	947,343	(408,819)

Ypsilanti District Library
Capital Expenses
Period Ending 1/31/23 (16.7% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	YTD 1/31/23 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated	54,603	857,193	450,871	15,431
688.000	Interest	4,986	1,181	97	1,390
Other departments		-	-	-	-
Total		59,589	858,374	450,968	16,821
Transfer from Operating Fund		1,400,000	1,400,000	1,300,000	-
Expenditures					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual	-	16,860	97,989	-
Subtotal		-	16,860	97,989	-
Dept 400 Superior Construction					
702.150	Bank Fees	-	620	1,503	152
752.500	Insurance - Bldrs Rsk	-	-	8,564	-
780.000	Opening Day Collection	-	-	194,247	9,727
801.000	Major Events	-	3,544	7,744	480
812.000	Capital Outlay - Eq/Furn	-	-	208,175	3,589
850.000	Automation - Technology	-	-	91,123	11,345
910.000	Site Development	106,263	32,064	-	-
943.000	Fuel/Natural Gas	-	-	1,482	-
975.000	Legal/Attorney	10,944	16,797	720	-
980.000	Prof/Contractual	12,709	21,763	-	-
981.000	Architect Fees	93,110	275,895	142,813	(0)
955.100	General Contractor	46,274	655,988	3,167,412	244,311
985.300	Outside Contract Expense	-	-	42,875	6,605
Subtotal		269,300	1,006,671	3,866,658	276,208
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	-	410,262	387,987	1,201
Subtotal		-	410,262	387,987	1,201
TOTAL Capital Expenditures		269,300	1,433,793	4,352,633	277,409
Total Revenue Over Expenditures		1,190,289	824,581	(2,601,665)	(260,588)
Beginning Fund Balance		1,474,716	2,665,005	3,489,586	887,932
Ending Fund Balance		2,665,005	3,489,586	887,930	627,343

Capital Asset Replacement Fund
Composition of Fund Balance

		<u>Superior Project</u>	<u>Other</u>	<u>Total</u>
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:	
	1/31/2023	1/31/2023
	<u>Superior</u>	<u>Other</u>
Board	4,500,000	1,081,745
Capital Campaign	1,392,273	
Expense	-5,418,836	-927,838
	<u>473,437</u>	<u>153,907</u>

Check Register Report

Date: 02/01/2023

Time: 9:56 am

Page: 1

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								
75231	01/12/23	Printed			APBS	A PRODUCTION BUILDING SOLUTION	Superior Dec 2022 service	1,980.00
75233	01/12/23	Printed			AK	AK LAWNCARE	MA plow/salt #3	10,000.00
75234	01/12/23	Printed			ALER	ALERUS FINANCIAL	Employ contribution Dec 2022	16,712.83
75235	01/12/23	Printed			AWS	ALLIED WASTE SERVICES #241	superior Jan 23 service	139.67
75236	01/12/23	Printed			AALLC	ALLSTAR ALARM LLC	super 2/1-4/30/23 service	138.00
75237	01/12/23	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	krahnke renewal 2023	422.00
75238	01/12/23	Printed			0000000003	ANN ARBOR NEWS	whit/super 12 wks	211.64
75239	01/12/23	Printed			AASO	ANN ARBOR SYMPHONY ORCHESTRA	Jan 2023 concert	320.00
75240	01/12/23	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	whit 12/7/22 service	315.50
75241	01/12/23	Printed			BAA	BANK OF ANN ARBOR	closing 12/30/22 #4669	1,056.34
75242	01/12/23	Printed			BAA	BANK OF ANN ARBOR	closing 12/30/22 #4396	634.17
75243	01/12/23	Printed			BAA	BANK OF ANN ARBOR	closing 12/31/22 #0667	1,545.23
75244	01/12/23	Printed			BATT	BATTERIESPLUS	lift battery	558.00
75245	01/12/23	Printed			BECRAU	BECKETT & RAEDER	whit park lot	1,201.25
75246	01/12/23	Printed			BENCH	BENCHMARK DESIGN STUDIO	signage	100.00
75247	01/12/23	Printed			BA	BLACKSTONE PUBLISHING	the light we carry	349.39
75248	01/12/23	Printed			A15	BP PRODUCTS OF NORTH AMERICA	12/6/22-1/5/23 period	300.73
75249	01/12/23	Printed			0000000589	GENE BUTMAN FORD	Flex-12/20/22 service	140.00
75250	01/12/23	Printed			AMCA	AMY CADWALLADER	preschool movement 2/4/23	75.00
75251	01/12/23	Printed			CAMPINC	CAMPBELL, INC	Super 12/1/22-2/28/22 service	14,380.25
75252	01/12/23	Printed			CDW	CDW GOVERNMENT, INC.	surgearrest	560.75
75253	01/12/23	Printed			CEN	CENGAGE LEARNING	the attic child	157.44
75254	01/12/23	Printed			0000000567	CENTER POINT PUBLISHING	an amish christmas	147.42
75255	01/12/23	Printed			CIRG	CIRQUE AMONGUS	balance 3/17/23 workshop	240.00
75256	01/12/23	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 1/19/2023	2,447.95
75257	01/12/23	Printed			COL	COLIBRI SYSTEMS NORTH AMERICA	2 - mini/standard	1,222.36
75258	01/12/23	Printed			JEDE	JESSE DEUCHER	2/4/23 Panda fit program	75.00
75259	01/12/23	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit youth supplies	79.96
75260	01/12/23	Printed			SEDOB	SEAN DOBBINS	MLK 1/15/23 performance	1,200.00
75261	01/12/23	Printed			DTE ENERGY	DTE ENERGY	whit 11/23-12/21/22 service	6,211.04
75262	01/12/23	Printed			DTE ENERGY	DTE ENERGY	Super 11/24-12/22/22 service	567.81
75263	01/12/23	Printed			DTE ENERGY	DTE ENERGY	MA 12/1-12/28/22 service	1,478.92
75264	01/12/23	Printed			DTE ENERGY	DTE ENERGY	whit street light Dec 2022	49.05
75265	01/12/23	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	whit-replace lamps	8,500.00
75266	01/12/23	Printed			0000000516	FARMINGTON COMMUNITY LIBRARY	lost ILL-King Arthur	19.99
75267	01/12/23	Printed			LEFO	LEAH FOX	12/10/22 Music Together	100.00
75268	01/12/23	Printed			GARB	MARY GARBODEN	prog supplies	51.07
75269	01/12/23	Printed			GORDON	GORDON FOOD SERVICE, INC.	superior supplies	34.80
75270	01/12/23	Printed			GM	GROWING MINDS, LLC	Muzzy Club 2/23-1/2024	1,700.00
75271	01/12/23	Printed			IPS	INSIGHT PUBLIC SECTOR, INC.	MA Mtg room equipment	10,475.97
75272	01/12/23	Printed			AJ	AKILI JACKSON	MLK performance	250.00
75273	01/12/23	Printed			JOCO	JOHNSON CONTROLS	Super 10/1/22-9/30/23 monitori	1,826.29
75274	01/12/23	Printed			SAKA	SARAH KAIRIS	2/4/23 Panda fit program	75.00
75275	01/12/23	Printed			LIKA	LIDIA KAKU	2/19/23 draw prog	150.00
75276	01/12/23	Printed			LIKA	LIDIA KAKU	1/22/23 draw prog	150.00
75277	01/12/23	Printed			KANO	KANOPY INC.	275 items	546.55
75278	01/12/23	Printed			LARD	LARDNER ELEVATOR COMPANY	whit - CAT 3 test	2,568.00
75279	01/12/23	Printed			LEID	LEID PRODUCTS	50% deposit MA lockers	9,178.50

Check Register Report

Date: 02/01/2023

Time: 9:56 am

Page: 2

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								
75280	01/12/23	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	1/10/23 prog	180.00
75281	01/12/23	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	2/14/23 prog LNGO	180.00
75282	01/12/23	Printed			MET	METCOM INC.	student cards-8000	2,645.50
75283	01/12/23	Printed			AFSCME	MICHIGAN AFSCME	december 2022	750.20
75284	01/12/23	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	7/1/21-7/1/22 payroll audit	404.00
75285	01/12/23	Printed			MISCCE	MICHIGAN SCIENCE CENTER	2/18/23 Kaboomistry balance	209.55
75286	01/12/23	Printed			MISCCE	MICHIGAN SCIENCE CENTER	2/18/23 Kaboomistry deposit	209.55
75287	01/12/23	Printed			MIDWESTTAP	MIDWEST TAPE	503031328/503167131/503096727	685.27
75288	01/12/23	Printed			MIDWESTTAP	MIDWEST TAPE	hoopla ending 12/31/22	14,150.96
75289	01/12/23	Printed			CAL	CAL MUNSON	tune 12/1/22	170.00
75290	01/12/23	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Dec 2022	128.00
75291	01/12/23	Printed			OV	OVERDRIVE, INC.	01576DA22448350.....	4,395.92
75292	01/12/23	Printed			PATR	PATRON ACCOUNT	return-lost	33.98
75293	01/12/23	Printed			PRESI	PRESIDIO NETWORKED SOLUTIONS	Sup camera addition	2,921.88
75294	01/12/23	Printed			PP	PROGRESSIVE PRINTING	bookmarks '1000 books'	584.00
75295	01/12/23	Printed			SPS	SECURITY & PROTECTIVE SERVICES	Dec 2022 service	3,407.13
75296	01/12/23	Printed			MASP	MARY SPENCER	1/17/23 Instant Pot prog	200.00
75297	01/12/23	Printed			SDT	SPINNING DOT THEATRE	1/28/22 program	150.00
75298	01/12/23	Printed			STAPAD	STAPLES ADVANTAGE	statement 12/25/22	952.79
75299	01/12/23	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	MA winterize 2022	85.00
75300	01/12/23	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	8975 Super 11/15-12/15/22 serv	8.63
75302	01/12/23	Printed			AMAZ	SYNCB AMAZON	statement 12/10/22	5,332.40
75303	01/12/23	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	Jan 2023 fee	90.00
75304	01/12/23	Printed			VALUE	VALUE LINE PUBLISHING, INC	2/1/23-1/31/24 renewal	7,635.00
75305	01/12/23	Printed			VGK	VGKIDS	1000 BBK	198.00
75306	01/12/23	Printed			0000000130	WASHTENAW COUNTY TREASURER	12/22 mtt/stc invoice	354.82
75307	01/12/23	Printed			0000000021	Y C U A	MA 11/20-12/16/22	567.38
75308	01/12/23	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 12/31/22	18.90
75309	01/26/23	Printed			APBS	A PRODUCTION BUILDING SOLUTION	superior Jan 2023	1,980.00
75310	01/26/23	Printed			0000000025	AFLAC	#3 & #4 payment	113.80
75311	01/26/23	Printed			ALER	ALERUS FINANCIAL	Jan 2023 employ contribution	19,042.71
75312	01/26/23	Printed			AES	ALLIED EAGLE SUPPLY CO	facility supplies	697.68
75313	01/26/23	Printed			AMCASE	AMAZON CAPITAL SERVICES	Dec 2022 billing	1,262.71
75314	01/26/23	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Connaghan renewal 2/28/23	155.00
75315	01/26/23	Printed			BAKTAY	BAKER & TAYLOR INC 4108472	statement 12/31/22	32.92
75316	01/26/23	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 12/31/22	253.58
75317	01/26/23	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 12/31/22	508.97
75318	01/26/23	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 12/31/22	51.25
75319	01/26/23	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 12/31/22	70.09
75320	01/26/23	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 12/31/22	5,435.71
75321	01/26/23	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 12/31/22	2,345.97
75322	01/26/23	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 12/31/22	1,599.89
75323	01/26/23	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 12/31/22	1,602.23
75324	01/26/23	Printed			BASIC	BASIC	Jan 2023 admin fee	50.00

Check Register Report

Date: 02/01/2023

Time: 9:56 am

Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
75325	01/26/23	Printed			BATT	BATTERIESPLUS	MA alarm backup	45.34
75326	01/26/23	Printed			BCN	BLUE CARE NETWORK OF MI	Feb 2023 coverage	52,792.60
75327	01/26/23	Printed			DABO	DAVID BOEVING	1/28 & 2/25/23 programs	200.00
75328	01/26/23	Printed			BSB	BSB COMMUNICATIONS INC.	Superior install	3,531.09
75329	01/26/23	Printed			CDW	CDW GOVERNMENT, INC.	webcam - 4	208.96
75330	01/26/23	Printed			CEN	CENGAGE LEARNING	madly deeply	134.95
75331	01/26/23	Printed			0000000567	CENTER POINT PUBLISHING	The Sandcastle	147.42
75332	01/26/23	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 1/19/2023	2,447.95
75333	01/26/23	Printed			CONSTELL	CONSTELLATION	Dec 2023 - all	4,666.21
75334	01/26/23	Printed			0000000027	NEWENERGY- DELTA DENTAL PLAN OF MICHIGAN	Feb 2023 coverage	2,778.46
75335	01/26/23	Printed			0000000039	DEMCO, INC.	laminate	176.87
75336	01/26/23	Printed			ENV	ENVISIONWARE INC.	renewal 4/1/23-3/31/24	4,477.02
75337	01/26/23	Printed			FST	FIRST BOOK	MA #7000716498	417.92
75338	01/26/23	Printed			GORDON	GORDON FOOD SERVICE, INC.	Superior supplies	20.78
75339	01/26/23	Printed			GRNG	GRAINGER	IT-coupling iron	20.83
75340	01/26/23	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 1/13/23	992.39
75341	01/26/23	Printed			0000000051	THE LIBRARY NETWORK	telecomm 10/22-12/2022	7,342.83
75342	01/26/23	Printed			0000000082	THE LIBRARY STORE, INC.	MA easels	374.56
75343	01/26/23	Printed			MNL	MADISON NATIONAL LIFE INS CO	Feb 2023 coverage	1,883.89
75344	01/26/23	Printed			MANLAN	MANGO LANGUAGES	2/1/23-1/31/24 service	4,631.83
75345	01/26/23	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Superior	615.99
75346	01/26/23	Printed			MEDCO	MEDCO SUPPLY COMPANY	supplies-all	217.31
75347	01/26/23	Printed			AFSCME	MICHIGAN AFSCME	Jan 2023 dues	750.20
75348	01/26/23	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	Pitcher-Youth Serv 3/30-31/23	250.00
75349	01/26/23	Printed			MIDWESTTAP	MIDWEST TAPE	503196942/503196944.....	897.66
75350	01/26/23	Printed			ANMO	ANTHONY MORGAN	Superior-MLK day 1/16/23	250.00
75351	01/26/23	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	jan 2023 service	128.00
75352	01/26/23	Printed			OV	OVERDRIVE, INC.	01576CO23005050.....	3,331.88
75353	01/26/23	Printed			PBC	PATRICIA BERRY CONSULTING	12/22-1/2023 service	500.00
75354	01/26/23	Printed			0000000318	PRINTING SYSTEMS	Superior checks	129.14
75355	01/26/23	Printed			SCRI	SCRIPTCLAIM SYSTEMS LLC	2022 staff flu shots	210.00
75356	01/26/23	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	superior Dec 2022 service	39.23
75357	01/26/23	Printed			AMAZ	SYNCB AMAZON	st 1/10/23 (past account)	2,367.44
75358	01/26/23	Printed			TDSM	TDS	1/22-2/21/23 service	777.00
75359	01/26/23	Printed			TERM	TERMINIX	MA dogs 10/31/22	669.00
75360	01/26/23	Printed			TYLE	TYLER TECHNOLOGIES	renewal 2/28/23-2/27/2024	114.26
75361	01/26/23	Printed			U	ULINE	Superior storage/supplies	965.22
75362	01/26/23	Printed			VERIZON	VERIZON WIRELESS	12/10/22-1/9/23 service	433.72
75363	01/26/23	Printed			0000000030	VISION SERVICE PLAN - MI	Feb 2023 coverage	851.52

Total Checks: 131

Checks Total (excluding void checks):

283,284.71

Total Payments: 131

Bank Total (excluding void checks):

283,284.71

Check Register Report

Date: 02/01/2023

Time: 9:56 am

Page: 4

Ypsilanti District Library

BANK: FIFTH THIRD BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
FIFTH THIRD BANK Checks								
2054	01/04/23	Printed			TAKE	TAKEFORM	super-signage deposit	4,297.20
2055	01/04/23	Printed			TEL	THALNER ELECTRONIC	superior-tech	9,764.13
2056	01/16/23	Printed			BAKTAYLOR	BAKER & TAYLOR INC 4420962	statement 12/31/22	160.81
2057	01/16/23	Printed			BK1092	BAKER & TAYLOR INC 4421092	#2037098511	39.33
2058	01/16/23	Printed			459675	BAKER & TAYLOR INC. 4596752	statement 12/31/22	4,422.12
2059	01/16/23	Printed			FST	FIRST BOOK	#7000766649 opening day	2,697.13
2060	01/16/23	Printed			HEMA	MARTIN HEGER	Superior donor 1/28/23	100.00
2061	01/16/23	Printed			MAKW	MATTHEW KWIECIEN	Superior donor 1/28/23	100.00
2062	01/16/23	Printed			GRLE	GREGORY LEWIS	Superior donor 1/28/23	100.00
2063	01/16/23	Printed			MIDWESTTAP	MIDWEST TAPE	Superior opening	286.24
2064	01/16/23	Printed			JAOD	JASON O'DELL	Superior donor 1/28/23	100.00
2065	01/16/23	Printed			ONE	O'NEAL CONSTRUCTION, INC.	ending 10/31/22	244,310.59
2066	01/16/23	Printed			PINTER	PINTER'S FLOWERLAND INC.	Superior grand opening	80.00
2067	01/16/23	Printed			WT	WT COX INFORMATION SERVICES	Superior opening	1,871.94
2068	01/31/23	Printed			AMIN	AMERICAN INTERIORS	Superior leaflet	1,342.30
2069	01/31/23	Printed			BAKTAYLOR	BAKER & TAYLOR INC 4420962	Superior ODC	68.79
2070	01/31/23	Printed			TAKE	TAKEFORM	Superior-tree signs deposit	965.48

Total Checks: 17 **Checks Total (excluding void checks): 270,706.06**

Total Payments: 17 **Bank Total (excluding void checks): 270,706.06**

Total Payments: 148 **Grand Total (excluding void checks): 553,990.77**

Communications

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 2/17/2023
Re: Superior Planning Committee report

Mary and I attended a site meeting on 1/30/23. The next one is scheduled for 2/24. Project status:

- Replace exterior egress lights per building official - S1EM fixtures have shipped. Once this is complete we will receive an unconditional Certificate of Occupancy.
- Fireplace wireless module has been installed.
- Bollard handrail near drive-up book return is now in place.
- The majority of the exterior punchlist is complete. The balance of items are temperature sensitive and will be completed in the spring.
- Boiler room temperature – RFI #76 response instructed O’Neal to add an exhaust fan to the space to maintain lower temperatures. Awaiting a quote.
- Circulation desk and millwork punchlist – Replacement panels for the fireplace have been ordered. O’Neal gave Banco a hard deadline of 1/27 to complete *all* punchlist items or they would find an alternative contractor to complete it at Banco’s expense. A back charge has been issued to Banco. Doors & Drawers is authorized to proceed with completing the balance of work.
- Boiler room white noise in Women’s restroom - The plumbing contractor added rubber isolation pads to the circulation pumps to minimize vibrations. It is unlikely given the nature of the equipment and proximity to the bathroom that the white noise transferring through the wall can be significantly reduced beyond what was already been done, but the effectiveness of the additional measures can be reevaluated at the next on site meeting.
- OHM Punchlist –a walkthrough is planned for 2/23/23 to close out the punchlist. O’Neal will attend to make sure OHM is satisfied and close the project.
- Parking Lot lights: OCI is working with DZA, the lighting designer and electrician to ensure the specified, submitted and approved system with all its controls are in place, and investigate all possible options for brightness controls. The specific findings were sent to DZA; awaiting response.

Outdoor benches have been installed and are lovely.

TelSystems is scheduled to install the final pieces of meeting room A/V equipment 2/22-23.

Interior signage is scheduled to arrive in stages. A sign with library hours to be posted by the door should arrive soon. The main sign order is scheduled to ship 2/21; the building dedication plaque and letters that go on the staff desk will ship 3/10.

Garden bed planning is moving along. Recognition plaques for trees donated in memory of loved ones have been ordered, to be installed in spring.

Director's
Report
and attachments

Library Director's Report

February 22, 2023

Moving toward greater efficiency

I've started diving into projects to make our administrative processes more efficient – things I haven't had time to focus on until now. Among them:

- Changing janitorial supply firms to take advantage of cost savings from a national group purchasing program.
- Considering a new payroll processing platform that would optimize administrative workflow and give staff more ready access to their payroll and PTO information.
- I have discontinued our waste and recycling contracts with Waste Management at Whittaker and Michigan Avenue, effective May 1. Sometime in the past year, we lost the ability to recycle everything but paper and cardboard. We very much missed the ability to recycle used books. The new vendor will be Republic Waste, who offers single stream recycling and has performed satisfactorily at Superior since it opened.
- Andy has been investigating options for a new credit card, as we are unhappy with our current provider. We plan to select one with better customer service and potential rewards.

Facilities:

- Electrical work to allow for enhanced meeting room technology was performed at Whittaker and Mich Ave.
- New flooring was installed in the Whittaker staff lounge (finally!) after the flood damage, and walk-off carpet added inside Whittaker's staff entrance.
- We added blinds in the Outreach area and in the Superior staff workroom.
- The Little Free Library at Michigan Avenue was in a state of disrepair and has been removed (we blame sprinklers).

Fundraising:

Chris McMullen, Mary Garboden and I met with representatives from Toyota North America on 2/7. They are working to support STEM education and career readiness for K-12 students in Ypsilanti, and have agreed to give us an initial grant of \$30,000 related to this effort. We are delighted they recognize the library's value in this area, and are working on a proposal to spend this generous gift.

Personnel:

We received a tremendous response to the part-time Clerk posting at Michigan Avenue. Venus Tarpeh was selected; her first day will be 2/21. Excited to have a full staff once again, and to welcome Venus to the YDL team.

Side Notes:

- In addition to our meeting with Toyota, Chris, Mary and I also met with Shamar Herron of Michigan Works! and Jerod Gigger, our relationship manager at 5/3 Bank, to discuss ways to impact economic mobility. It is proving more difficult post-pandemic to get people in the building to explore career training, job search skills, financial literacy, etc., and we learned from Shamar that we are not alone in this.
- AARP tax preparation assistance is in full swing at Michigan Avenue and Whittaker. All appointments are filled, with a waiting list. This popular service is greatly appreciated by those who take advantage of it.
- As I mentioned at the February 1 meeting, we are planning to request an extension for the National Leadership Grant from IMLS that funds TALK. We will continue to administer the grant as MCLS takes over the management of the project. HighScope provided wonderful quotes from TALK users following a survey conducted in December (see attached).
- I met new State Representative Jimmy Wilson and gave him a tour at Superior on 2/17. He plans to hold coffee hours monthly, rotating between the three YDL branches. March is scheduled at Michigan Avenue.

Quotes from TALK users for future promotional materials

Quotes below are from the Family Perception Survey that was distributed to TALK users from December 2022 to January 2023. At the end of the survey, participants were asked if there was anything additional that they wished to share about their experiences with TALK. Positive responses included general comments such as:

- *"Very helpful reminders"*
- *"I love getting TALK messages!"*
- *"Very creative activities, thanks!"*
- *"Very helpful! We enjoy TALK so much!"*
- *"Great positive information for free!"*
- *"Thank you so much for this amazing tool!"*

Positive quotes were organized by caregiver perceptions (praise related to development and learning, praise related to ease of use, and praise related to TALK as a resource for activities) and by type of caregiver (quotes specific about parent perceptions, teacher perceptions, and grandparent perceptions).

Caregiver praise for TALK related to **child development and learning**

- *"What a gem of a resource! Wish all this info came to all parents when they have a newborn. So much language and learning developing together from the start!"*
- *"The activities and insights I've gained from TALK about how to interact in an educational and thoughtful way with my son have been incredibly valuable. Thank you!"*
- *"I loved receiving the text messages because it made me take a moment and focus on my children's learning. Whether we were singing or playing a game...we were able to enjoy the suggestions as a family."*
- *"I really appreciate how specific they are to my child's age. Even though I don't look at the messages as frequently as I would like, I really appreciate getting the texts for activities to do with my child."*
- *"I have found "TALK" to help generate more opportunities as a grandmother to be part of my grandchildren's education. Using your ideas have helped me understand the importance of communication in reading, writing, listening, watching the world around us to improve language - thank you!"*
- *"The activity, resource, and ideas for learning are great! I enjoy the suggestions and also implement them. My child enjoys the age/skill appropriate activities. Super fun and educational towards growth development. My child had/has a speech delay yet is finding her words more and more."*

Caregiver praise for TALK related to **ease of use**

- *"Great resource! A short simple text for busy parents and mostly easy to incorporate activities! Thank you!"*
- *"I love the TALK texts. They are quick, easy to read snippets that I can use in my everyday life to improve my child's development."*
- *"[TALK] It validates what I am already doing with my child because it's based in research. As a working parent I like that I can do these activities whenever I can."*
- *"I bought an app that was really expensive to also provide activities for my child. This app has been way better than that app I paid for. These activities are actually doable don't require a lot of set up and I actually do them where are the app it was so much work and pretty unrealistic for some of the activities. These activities anybody could do you could be low income a single parent super easy."*

Caregiver praise for TALK related to the service as a **resource for activities**

- *"TALK has given us a lot of ways to have fun during a normally boring day. I Love the ideas and apply them daily. Thank You!"*
- *"I love how when I'm trying to figure out new fun ways to interact with my children, at that exact moment I receive a talk message."*
- *"I absolutely love getting the random tips and activity suggestions. My son loves them as well. I am very thankful that this is a thing."*
- *"As a retired early elementary educator (for over 40 years) I think the TALK ideas are great! My grandson and I enjoy following their suggested activities."*
- *"I'm so glad I have this service because I was very stumped about what to do with my baby all day long. My baby does not like naps, so these ideas definitely fill up some time."*
- *"Creative ideas always help a parent. A lot more convenient a simple text then searching on the web with one million options popping up or search for things and unable to find them due to links to links."*
- *"I just love the activities; it suggests new things for us to do to aid development. And it gives me some idea what other children his age may be learning. I appreciate the texts because it kinda serves as a reminder about the frequency of our intentional interactions"*

Caregiver praise for TALK as a **useful tool for parents with young children**

- *"Very useful program for parents. Thank you."*

- *"I think this is a great thing for all parents with young kids!"*
- *"I think it's a great program and all parents would benefit from it, especially new parents"*
- *"Wish this was available when I was a kid so my parents could have used it with me and my siblings"*
- *"Great resource! A short simple text for busy parents and mostly easy to incorporate activities! Thank you!"*
- *"I like this application its like a reminder for stuff we as a parents forget to ask and do with our children"*
- *"Fantastic service to bring directly to parents, very helpful tips that don't necessarily require extra resources to implement"*
- *"I think it's a great idea for parents to have because of the education it offers to parents to better our children's education."*
- *"It validates what I am already doing with my child because its based in research. As a working parent I like that I can do these activities whenever I can."*
- *"What a gem of a resource! Wish all this info came to all parents when they have a newborn. So much language and learning developing together from the start!"*
- *"Creative ideas always help a parent. A lot more convenient a simple text then searching on the web with one million options popping up or search for things and unable to find them due to links to links"*
- *"Thank you for the TALK messages! I may not always be able to do the activities or events but I really do take the information to heart and appreciate having this extra parenting resource. I will continue to make use of it as long as it is available!"*
- *"I just started receiving text a few days ago and haven't had a chance to use them. But I do like the concept of them and will. I would like the program to keep going, it is a wonderful idea and will definitely help parents learn and connect more with their children!"*

Teacher praise for TALK

- *"Thank you! It has been useful for my son, and my kindergarten students!"*
- *"I am a teacher who signed up through a conference and share the info with parents."*
- *"As a retired early elementary educator (for over 40 years) I think the TALK ideas are great! My grandson and I enjoy following their suggested activities."*

- *"I love these tips and really appreciate getting them via text message. I am a teacher so I already know about developmentally appropriate activities but this is just something that has made it even more convenient for me to engage with my child."*
- *"I am an elementary teacher and signed up for TALK to see what ideas were being provided to families in my area. While it has not changed the things I knew or what I do with my children (I was already doing much of this) I have been impressed with the suggestions being offered to families and find this to be a valuable resource."*

Grandparent praise for TALK

- *"I am a grandparent and very thankful for these learning txt's."*
- *"I really appreciate the tips and use them with my granddaughter!"*
- *"I use the information for my grandchildren so library participation is limited due to distance"*
- *"My son is a young dad who lacked parenting skills and I know this gives him the confidence and the skills to help him raise his daughter. She is an amazing child with the help of this program. Thanks so much."*
- *"I have found "TALK" to help generate more opportunities as a grandmother to be part of my grandchildren's education. Using your ideas have helped me understand the importance of communication in reading, writing, listening, watching the world around us to improve language - thank you!"*

YDL Dashboards

DONATIONS

	FY21/22	FY22/23	To Date
Annual Report	\$2,675	\$0	
Annual Appeal	\$22,549	\$10,311	21/22 includes a \$10,000 gift
Individual	\$88,480	\$292	No identifiable giving source/* Sweeney gift 21/22
Corporate	\$0	\$0	
Sponsorship	\$1,000	\$0	
Memorials	\$2,769	\$0	
Honorariums	\$351	\$200	
Third Party - Kroger, Amazon	\$921	\$212	
Friends of the YDL	\$24,000	\$0	
Miscellaneous Cash	\$617	\$24	
Endowment Fund Gifts	<u>\$3,500</u>	\$3,588	
	\$146,862	\$14,627	

SUPERIOR CAPITAL

Grants (Funds Received)	\$187,600	\$80,000	Towsley
Corporate/Organization	\$14,800	\$6,350	Campbell, Stites, Domino's, Daniels & Zermack
Donations - Individual	\$388,669	\$10,054	
	\$591,069	\$96,404	

GRANTS

Charitable Foundation	\$21,350	\$18,000	Dresner
Corporate Foundation	\$0	\$0	
Government	<u>\$111,142</u>	\$0	Talk Grant
	\$132,492	\$18,000	

ENDOWMENT FUNDS

YDL General Endowment Donations	\$7,226	\$3,588	
YDL Agency Contribution	\$1,393	\$0	
Goussef Fund Distribution	\$17,240	\$0	
YDL General Endowment Distribution	\$8,161	\$0	Per audit
	\$34,020	\$3,588	

Department Reports

Acquisitions Department Board Report

February 2023

Department News and Activities

- I continue to attend meetings for the Ypsilanti Bicentennial history sub-committee.
- Michigan Avenue Adult Services Librarian Shoshanna Wechter and I continue working on *the local collection*. Cataloging of zines is underway and there is a “Make a Zine” event planned at Michigan Avenue on March 2.
- 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 20% encumbered.
- 291 items were cataloged in January.
- 2,313 items, including 1,390 e-items, were added in January.
- YDL borrowed 826 items from other libraries via MeLCat in January.
- YDL loaned 1,198 items to other libraries via MeLCat in January.
- 52 items no longer in our system have been returned since going fine free.

Submitted by Sarah Zawacki
February 16, 2023

Assistant Director

Board Report: February, 2023

- Unfortunately, we had to reschedule the Leader Dogs for the Blind program due to a snow closure. We are rescheduling for April, which will allow us to promote the new date in the next edition of The Loop (as well as avoid bad weather, hopefully!) There has been a lot of interest in this program.
- Several of us met with a representative from KSS Enterprises regarding national contract pricing for janitorial supplies and more. This could result in a cost savings for the library on routine purchases!
- Our Narcan units needed to be refilled at Whittaker again, proving a real need for this life-saving drug.
- Lisa, Joy, and I conducted interviews for the part-time clerk opening at Michigan Avenue. We are excited to welcome Venus Tarpeh and will begin onboarding on February 21.
- I have been working with IT and select management staff here on the draft RFP for a new ILS.
- You will note a return to the “old” performance dashboard this month, with some minor tweaks. Since year over year comparison data is not terribly relevant given the pandemic, it will take some time to reincorporate that metric.
- The flooring project from the flood of 2021 is nearing completion. The staff lunch room is done, and the walk-off carpet in the staff entry is finished, minus some transition strips. Jim and I can now resume finishing the “time out room,” which has been on hold pending the flooring installation. I can only say: good grief.
- Blinds for the Outreach Department have been installed – yea! This has been a “wish list” item for staff since before I worked in that space. The way the sun comes in creates real problems for staff trying to use their computers. At one time, I wore a sombrero down there to see properly! In addition to the Outreach Department, blinds are being ordered for the Reference staff offices. There are three interior windows that overlook the history room. The first amendment auditors who visited us promptly caught onto that and saw it as an opportunity to film staff, making everyone uncomfortable for no good reason.
- The bed bug dogs visited Michigan Avenue in January and found no evidence of anything. Terminix was bought out (but kept the Terminix name), and our service has suffered as a result. Our long-time account representative is no longer with the company, and everything from billing to scheduling to communication has been affected. Hopefully this is a temporary issue.
- I attended the Washtenaw Read author event at AADL on February 5. There were over 300 people in attendance.
- We hope to host our once-annual volunteer potluck for the first time since the pandemic. Save the date for Tuesday, April 25.
- I am working on updating our MLS staff certifications with the State.
- The donor appreciation event at Superior was absolutely lovely!

Submitted by Julianne Smith, February 16, 2023

Community Relations

Monthly report: February, 2023

Major print/design pieces produced:

- We're finalizing content for the Spring Loop. The issue will cover March-May and will include information about National Library Week, our gardens and seed library, Terrence Williams, our new Board Member, and more.

Promotions

- **Black History Month:** We created a page highlighting all of the events and resources from YDL to recognize Black History Month.
- **Capital Campaign:** As of 2/15 we have around \$59,000 left to reach our final crowdfunding goal.

Notable Media Mentions

- MLive included a number of our Black History Month events, including the Great Migration program and our trivia contest, in their article covering Black History Month happenings in our area.
- Margy Long from WISD mentioned us in an interview she did on WEMU's Washtenaw United segment. She talked about our Success by 6 Great Start Collaborative partnership.
- Detroit Free Press included us in their list of Warming Centers.
- The Michigan Townships Association reprinted the Detroit Free Press article about our Book Brigade in their Township Focus newsletter.

Community Relations

- Sam and Monica continue to attend Parkridge meetings and provide YDL updates.
- Sam is serving on the Communications subcommittee for the Ypsilanti Bicentennial celebration, working with other community professionals to help spread the word about Bicentennial activities.
- Sam gave updates at the January EMU Engage meeting.

Notable Social Media activity

- Our post congratulating Ken on receiving his 2021 Shirley Jackson nomination award/recognition reached more than 1,100 people with over 60 likes and 100 engagements.
- Our post sharing information about The Dot's menstrual products available at Michigan and Superior was seen by nearly 900 people with over 100 engagements and almost 70 likes.
- Our post sharing the information about our library consortia partners in Libby got 130 engagements with more than 20 likes and 8 comments.
- Our post about the part-time custodian position reached over 1,500 people with over 180 engagements.
- Our post announcing Terrence Williams to the Board of Trustees reached nearly 2,000 people with almost 190 engagements and 56 likes.
- On Instagram, our picture highlighting Michigan Avenue's Bubble Wrap event got nearly 50 likes.
- We've surpassed 110 followers on TikTok and have over 1,300 video likes.

Submitted by Sam Killian on February 15, 2023

Customer Services

Monthly report: February 2023

Circulation Stats

For the month of January, we checked out 43,104 items system wide.

Patrons also downloaded 16,133 digital items.

We also issued 576 new library cards.

The Whittaker Road library had 39 curbside appointments.

What a difference a year makes!

In January 2022 the Superior location had 703 checkouts.

In January 2023 the Superior location had a whopping 4,857 Checkouts!

It's true. If you build it, they certainly will come, and check out lots of library materials while they're there.

Submitted by *John Connaghan* on February, 2023

DEVELOPMENT REPORT

February 2023

PROCESSES AND REPORTING

Chris and Andrew have been working on **donation recording and reporting**. Chris is working on a new fundraising dashboard for Board reporting purposes. It is a work in progress as Chris continues to explore avenues for pulling data and reports from our Donor Tools database. Andrew is exploring a second level of this database that may offer us more capacity in capturing data on our donors and creating informative reports. A process for **cross checking donations** between the Business Office and Development is also underway. Chris will begin assuming more responsibility for donor **thank yous**.

Chris is creating a document that will inform staff of upcoming **grant application deadlines**, as well as reporting deadlines for grants currently being implemented. She is also working with Sam to create a process for ensuring we are fulfilling PR obligations to our funders.

PROGRAM GRANTS

Submitted

GroMore Good – Ask of \$1,500 in support of the Michigan Avenue garden for summer 2023.

In Process

Rotary Club of Ann Arbor – Ask of \$5,000 in support of free books for distribution as prizes for the 2023 Summer Challenge. Due: February 20th

Toyota North America – after meeting with Rick Bourgoise and his team on February 7th, Toyota will support STEM programming at all three library branches with a grant of \$30,000. A follow-up meeting will be scheduled to flesh out what the program will look like once Rick's team and the library team have each met to brainstorm their ideas. Their fiscal year ends in March; so, we will be submitting an official application once both parties have met to discuss initial programming ideas.

Graham Sustainability Scholars 2023 – Jodi will be submitting this application again this year for Graham Scholars interns from U of M to assist with helping kids learn about gardening, healthy eating and sustainability using lessons created by the scholars in 2022.

INVESTIGATING

Jack and Jill of America – Ypsilanti Chapter – Funding decisions made in December

Library of Michigan – Due: May 23, 2023

SUPERIOR CAPITAL CAMPAIGN

Funds Raised: \$1,940,928 Balance to Raise: \$59,071

On **Saturday, January 28th**, our Superior Capital Campaign Donor Thank You Reception at the new library saw around 80 individuals (including staff) come together to celebrate the new Superior library! Representatives from the James A. & Faith Knight Foundation, Herrick Foundation and Washtenaw County Board of

Commissioners were in attendance. This offered the opportunity to not only thank them in person for their support, but to plant the seeds for additional support.

Outreach to businesses, foundations and individuals that we have been cultivating over the last couple of years for the new library continues. The following businesses and foundations are currently head the list.

Comerica Bank – Chris continues to reach out to the Regional Bank Manager, to plan a tour with her team. We believe there are several areas that would be attractive to Comerica. They were very excited about the project last year when they visited old Superior.

Fifth Third Bank – Lisa, Mary and Chris met with Jerod Gigger, our bank representative, on February 13, to discuss additional support of the new library. We will continue the conversation and determine an appropriate funding area and ask amount.

Montague Foundation– we have been sending the foundation information about the new library for a couple of years. A project packet was sent in August 2022. What we don't have is phone or e-mail information to reach out. We are trying to find a connector who may have this information and would be willing to help us make contact.

Benard Maas Foundation – potential Art Fund support, but also possible interactive play area. Like the Montague Foundation, we need a connector. They, too, were sent a project packet in August, but need personal follow up. Chris has located a potential phone number and will reach out this week.

Lloyd and Mabel Johnson Foundation – potential outdoor programming or reading garden support. Chris will reach out to their Executive Director, Gordon Kummer, to investigate possible interest in the new library. They have an interest in the environment, children and healthcare. Their mission is to help reduce human suffering. Ask: \$50,000

Washtenaw County Board of Commissioners – Lisa spoke with Commissioner Sanders at the Superior donor reception in January. She indicated there may be more funds available from the County. Lisa will pursue.

FUN FUNDRAISING FACTS

So far this year's FY22 **Annual Appeal** mailing has raised **\$10,111**. The solicitation was sent to 657 households.

Return Rate: 9.7% return rate. (A return rate of 2% is expected, 5% is considered good.)

Average Gift: \$147

ANNUAL DONOR NUMBERS

2021/2022

of Donors: 297 with total gifts of \$695,340

2022/2023

of Donors: 88 with total gifts of \$118,433

Submitted by Chris McMullen, Development Coordinator, February 16, 2023

Facilities Department

Board Report: February 2023

A lot of little projects happening, and a few large projects we are preparing for have kept the Facilities Department busy.

Michigan Ave basement lighting project is coming up at the end of the month. Enlighten will start work as soon as the lights are delivered, which is expected Thursday Feb. 23. They will be working nights and weekends as to not interrupt library activities.

In the program room, Joy ordered new cabinets for some needed storage. We are also going to build a closet next to them for larger items. Also, at the same time – we are repairing drywall downstairs where the plumber had to re-work some pipes for the new drinking fountain that was ordered and finally was delivered. Some electrical had to be moved also. The fountain will be installed next week.

Water leaked into Joy's office from snow melting on the roof. Bloom Roofing came out and found a couple areas where the sealant had broken down over the years and failed. We will have them come out during the spring to inspect the roof to make sure there are no other areas which may cause a problem.

Siemens who installed our lighting control system at Whittaker Road had to come out to figure out why a couple areas in the building where the lights would turn on or off randomly. They found two capacitors in the junction box were failing. Siemens has temporarily made repairs. They have ordered new parts, and should be installed shortly.

Helped with the set up for Superior Donor Appreciation event held in late January.

Submitted by: Jim Reed

February 16, 2023

Michigan Avenue Board Report: February 2023

Programs

Discovery Storytime, shared by Kelly and Jenny gets a regular returning group of 12-15. Some of the experimental storytimes have had low turnout and we will be consolidating for next program season. Jenny's Bubble Wrap Painting and Family Maker dragon egg making had nearly full turnout. Maddy's Soar into Science on Magnets and Family Painting, also great. Kelly's Stupid Cupid and Air Plant pot making had a full group and we are grateful to see teens come for programs again. As always, Pat's book clubs and Read to Moon dog program also have recurring regulars.

Adult programs have been increasing in attendance. YpsiWrites and Guitar Club overlapped in time and there were no parking spaces so people were parking down the street. That is the first time since Covid that parking has been totally unavailable for several hours. Scott has arranged for the Guitar Club to play once a month at the Ypsi Ale House. Scott's Paranormal Club has also had increasing turnout and he is arranging several speakers on various topics. AARP is going like gangbusters with full appointments and a wait list.

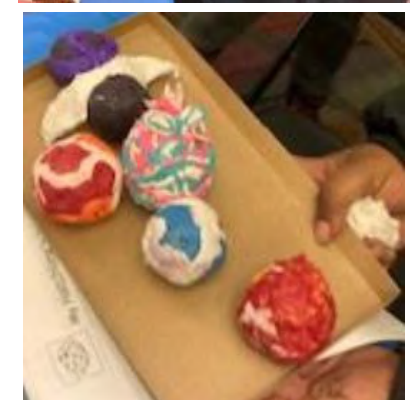
Both adult and youth staff have worked hard to put together a schedule of activities for the spring season. Stephanie has put gardening front and center with lots of activities to really develop sustainable garden urban garden programming and to reclaim the area all around the plaza that was very dug up with last year's outside construction.

Staff

We are almost fully-staffed again after many months of being at various levels of low staffing! Venus Tarpeh will start next week as part-time circulation clerk. She comes with a BS in Information Technology and experience in web design. Stephanie worked with Chris to write a small gardening grant to pay for pollinator and community veggie garden supplies and equipment. Youth staff and upstairs staff will have separate monthly meetings to focus on solving details but also looking at larger issues. Many thanks to Monica and Khi for providing coverage so the upstairs meetings can happen regularly.

Building

Multiple building/tech projects are currently at some level of progress. Scott has had electrical outlets installed in Room 2 and the Program Room in preparation for large screen TVs to be installed. We are grateful that he was able to add a bonus outlet since that room is outlet-challenged. Jim and Ron have pulled down the last of the shelving in the Program Rm in preparation of installing 5 more cabinets and a closet for chairs and tables. Next week we will receive delivery for replacement lights in the youth area and Program Rm. The new lights will transform the



downstairs into a bright welcoming space and help youth staff morale. In preparation for replacing the downstairs drinking fountain, Jim has drywalled the installation area. Today we are choosing fabric to reupholster 4 cushy chairs that are extremely worn and dirty. These are the last of the original chairs from the 2002 renovation that needed a face lift.

Joy Cichewicz
February 17, 2023



Outreach Board Report - February 2023

BOOKMOBILE

- **Black History and LGBTQ+ Month**
 - Resources and displays in celebration of local and national Black History Month
 - LGBTQ+ resources and displays in celebration of the LGBTQ+ community.
- The Bookmobile has been very busy at every stop, especially the Thursday night route where we did six library card signups and managed to take these four smiling faces!



SCHOOL VISITS

- **Bookmobile School visit at Ford Learning Center**
 - **Tuesday, February 21, 2023**
 - Ken MacGregor, Outreach Paraprofessional and Kaitlyn Johnson, Outreach Librarian will be present at the school.
 - There will be three classes - 1st grade
 - There will be 39 students in attendance
 - There will be story time and checking out books.
- **African American Parent Involvement Day! - Estabrook Elementary**
 - Kaitlyn Johnson and Khi Brenen shared library resources and did library card signup! We received 20 people that stopped by our table!



OUTREACH COMMUNITY EVENTS

- **Farm Luminary Walk**

- February 4, 2023
- Kristin Stiger and Kaitlyn Johnson, both Outreach Librarians, did read alouds and shared resources at the event.
- We had 48 people that came to our station and tables!



- **Ypsilanti Community Schools and Jewish Family Services Multilingual Learner Engagement Night for ELL students and their families sharing culture and resources.**
 - February 16, 2023
 - We (Kaitlyn Johnson, Kristin Stiger and Monica Porter) will be sharing services, resources and library card signup for families
- **Youth Night at the Willow Part II - Willow Run Middle school basketball game sharing resources in partnership with Ozone House.**
 - February 24, 2023
 - Kristin Stiger, Kaitlyn Johnson, and Susana Adame-Goff, will be available for library card signup, sharing resources and having an activity.

LIBRARY EVENTS

February 25, 2023 -Ypsilanti District Library will be hosting a Black History Event, “Great Migration: Reflections of the Past in Anticipation of the Future.” It is an intergenerational event that will be speaking about Ypsilanti District Library’s A.P. Marshall Oral History Archive, displaying the Harlem Renaissance artist Jacob Lawrence’s artwork, and an interview session of seniors with students asking them about the Great Migration. This is in partnership with University of Michigan Medicine Turner African American Services Council and African American Cultural & Historical Museum of Washtenaw County.

Superior Board Report

February 2023

Programs & Events

- Storytimes are drawing big crowds. Our current session ends this week. We'll take a break to plan the next round and get summer program planning underway. Average attendance for the Jan-Feb session was:
 - Baby Time: 14 per week
 - Read Sing Play (Toddler): 28/week
 - Discovery Time (PreK): 34/week
- Liz and I installed our Wall of Fame for finishers of 1000 Books Before Kindergarten. We have been heavily promoting the program in our storytimes and at the reference desk.
- We continue to offer a slate of computer classes using our Chromebooks. Sadly, the last two classes have had no attendees, despite each having five signups. In addition to the reminder email people get, Monique will start making phone calls in advance to hopefully boost attendance. She is also offering one-on-one computer help, which have been consistently attended.
- Our Teen & Tween programming launched in February, with programming for each age group held on alternating weeks. We are off to a slow start with getting consistent teen and tween involvement, but are working on building it up.
- Nicole had an introductory meeting for our Garden Helpers, the volunteer brigade who will help us with garden and seed library-related activities this year. She has twelve adult volunteers interested in helping in various aspects.
- Liz Getty provided a tour and activity for a tween girls' mentorship group, offered in partnership with Success by Six Trusted Parent Advisors.
- The January 28 Donor Appreciation event was a huge hit. Our building and our staff shone brightly that night. Big thanks to Monique, Coronda, Kallista, and Nicole from Superior, Pat from Michigan Ave, and Paula from Whittaker for volunteering to help out that night.
- Monique and Trustee Winborn worked together to coordinate 1-1 Genealogy appointments for Black History Month. The four slots quickly filled, and Trustee Winborn has been working tirelessly to accommodate people on the waiting list. Thank you!



Building

- Meeting room popularity is growing at a fast clip. In January, we had 31 patron bookings. To date in February, we have 90 bookings for the month, with more sure to be added.

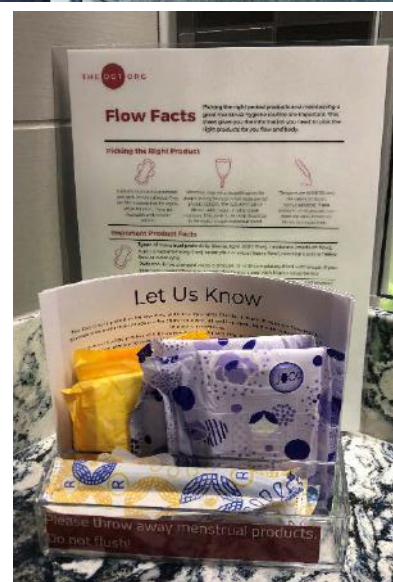
- We had to close the building on Friday, January 27 for plumbing issues. A clog was found in the sewer line, along with a manufacturing defect in the pipe. The defect will be fixed in the coming months, which will likely necessitate a one-day closure.
- A patron, Glinda Myles, asked if she could help with our Black History Month display. She is a retired YCS teacher, and has quite a collection of African & Caribbean textiles, dolls, and baskets. She put together an eye-catching display to go along with the books Kallista and I selected. We are so grateful to Ms. Myles, and told her we may be calling on her for help with more displays in the future!
- Our exterior benches arrived and were installed last week. They look great and are already a welcome addition. To the right is Nicole, taking the inaugural sit on the front door bench!
- YDL-Superior has signed on for a 6-month pilot partnership with The Dot to provide free menstrual supplies in the restrooms at the library. The Dot has been working with YDL-Michigan to stock their restrooms for the past year, and we are glad they brought us on!



Staffing:

- Stacey attended the first community session of the Intergenerational Institute, a gathering of local organizations working to expand intergenerational programming around Ypsilanti. She'll go for a second session next week, and is excited to implement ideas at the library.
- Monique, Liz, and Sienna attended Kristin Fontichiaro's recent webinar about identifying and responding to Misinformation.
- Mary and Sienna attended the Canva 101 workshop hosted by Paula and Ann Arbor SCORE. I was glad for the instruction, as we are using Canva more for library flyers.

Submitted by Mary Garboden,
February 16, 2023



Whittaker Road-Adult Services Board Report: February 2023

Here is a listing of February programs:

- Thu AM Book Discussion Group
- Small Business Savvy: Email Marketing Best Practices for 2023
- Google Docs for Beginners (Adult-Virtual)
- Google Drive - Basics
- Microsoft Word – Basics
- Best/Worst/Forgotten Movies Series -Creatures
- Microsoft Excel – Basics
- AARP Tax Help (every Thu, 4 times in Feb)
- Google Sheets for Beginners (Adult-Virtual)
- Google Docs Tips & Tricks (Adult-Virtual)
- Microsoft Word – Intermediate
- Microsoft Excel – Intermediate
- Google Calendar – Basics
- Hummingbirds--Attracting and Keep Them Returning
- Small Business Savvy: - Canva 101 for Beginners
- Air Fryer Cooking with Mary Spencer
- Google Sheets Tips & Tricks (Adult-Virtual)
- Computer Basics - Getting Started
- Microsoft PowerPoint – Basics
- Microsoft Publisher – Basics
- Google Slides for Beginners (Adult-Virtual)
- Microsoft Excel – Pivot Tables (Intermediate)
- Internet Basics - How to Search the Web
- Virtual African American Authors Book Discussion Group
- Virtual Mystery Lover's Book Group
- Thursday Night Craft club: Iris folding
- Changing Our Hearts Through Poetry: - Celebrating and Learning from African-American Women Poets
- A Story Worth Writing: Self-Care and Autobiography
- Grieve Well: Understanding Grief Webinar- - Valentine's Day special edition
- YpsiWrites Love Letters - Drop-In Session
- How to Host a Zoom Meeting (Adult-Virtual)

Our Feb 15th Small Business Savvy program on using Canva has attracted a lot of interest; there are over 140 registrants. It will be interesting to learn about this free online graphics design tool. While not counted in our program statistics, Brigitte Vallion has had many inquiries this month from seniors for one-on-one tech help for a variety of needs-Zoom, Chromebooks, phones, etc. Brigitte does a wonderful job and goes above and beyond to get seniors up to speed on technology.

AARP Income Tax help appointments at Whittaker Road are running smoothly so far. Thanks to all department staff who have scheduled appointments, prepared tax help packages, and explained the process to callers. We now have a waitlist for appointments at either location. We have been able to move some people from the waitlist to appointment slots as situations change and hope that we are able to move most, if not all, to a scheduled time. People who do get an appointment are very appreciative and truly in need of assistance.

Christy Havens trained new staff on how to do econtent purchasing this month. Robert has joined the Summer Challenge Committee, replacing Sheila Konen, who served several years on this committee. Brigitte Vallion has been asked to attend two demos on possible changes to YDL's payroll processing.

LOT items purchased late last year are being added to the collection now. YDL now has a blood pressure monitor, an Instant Pot, and new Board games and puzzles. Look for more items to be added throughout the course of this year. Paula, Mary, Jodi and Joy (with input from John) met via Zoom to discuss how to streamline processes and procedures for these types of collections as they grow in size.

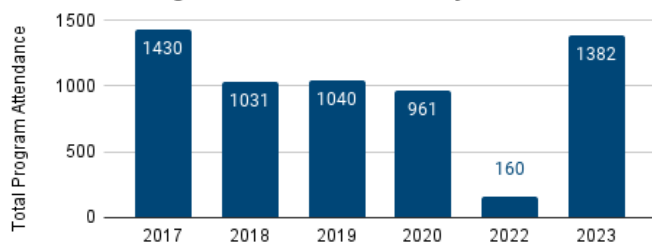
Submitted by Paula Drummond Feb 15, 2023

Whittaker Youth Services Board Report February 2023

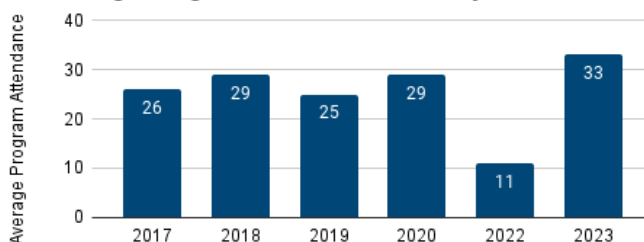
Programs

January was busy in the Youth Department, with 1,382 people attending programs. Looking back at program data for the last 7 years, excluding 2021 when we were closed to the public, the only January with higher attendance was in 2017 when we had 1,430 people attend programs. However, we also hosted 14 more programs that month. We averaged 4 more people per program this January than any other year. Looking just at storytimes, there were other years with higher storytime attendance, but we also offered more storytimes. This January, about 38 people attended each storytime and the only year to come close to that average was 2020. We don't feel like program stats and desk stat sheets reflect how many people are in the department because so many come to play or find their own books and never ask a reference question or use the computers. Thanks to staff for working as a team to help each other and step up when someone needs to be out. Collegiality has been really important as we work to provide high quality customer service and programming to so many people.

Total Program Attendance January 2017-2023



Average Program Attendance January 2017-2023



Little Ones

- **Storytimes** 886 people attended 24 storytimes the first five weeks of the winter season. At the end of this week, we'll take a break to plan for the spring session.
- **Preschool Movement** 52 attended the class offered by a local dance instructor on a Saturday morning.
- **Sensory Stations** Ulana prepped the February activity stations, which were valentine themed. 85 people attend two sessions, held on a Friday and Saturday morning.
- **Storytime Survey** Psyche leads the Little Ones Program Planning Group. They are working on a parent survey that includes Project Outcome questions for those who attend storytime, and questions about timing and format preferences for those who don't. It will be distributed at the library and through outreach. We'll be able to use the results along with program stats across locations to make a plan to better meet the community's early literacy needs in the fall.

Kids

- **After School Programs** Liz has resumed her popular graphic novel book club where she reads aloud and then kids do a craft every Tuesday. Chess continues on Wednesdays. I ran four weeks of domino toppling and I am now offering coding with our Ozobots on Thursdays, to continue the hands-on STEM through play theme.
- **Love of Learning** Jaclyn's weekly afternoon program for homeschool families averages 28 per week. Parents are able to connect with each other while kids hear a read aloud followed by STEAM and movement.
- **Saturdays** Ulana offered pipe cleaner art. Jaclyn coordinated a Spinning Dot Theatre performance. PE instructors from AAPS taught a Panda Fit (cross fit for kids) class. Marlena hosted a family Minute to Win It competition thoroughly enjoyed by everyone.

Teens

- **Anime Club** Teens from a variety of schools come together over their shared interest and are excited to see each other each time. 14 attended this month's meeting where they drank boba tea.
- **Art Workshops** In late January an artist taught charcoal techniques to 13 teens, tweens, and family members, and in February, 14 teens decorated mugs with the hydro-dip technique.
- **After Hours WinterFest** 30 teens attended the January after hours party hosted by TAG where they made snow globes, decorated cookies, and played games. Thanks to Derek for helping out with these!

Other Work

Book Displays and Activities Psyche put up a storywalk of *Tar Beach* by Faith Ringgold and I made an art activity to go with it where kids can draw where they would fly and add their artwork to our bulletin board. Emma created two book displays featuring Black authors, one for youth and one for YA. Marlena's art cart had valentine making supplies.

Family Read Liz and I are working with staff from other YDL locations and Belleville on this year's family read—*Maizy Chen's Last Chance*, which was a National Book Award finalist and won other Youth Media Awards this year. The author will visit virtually on April 15, and we have a lot of other fun programs planned.

Summer Challenge The committee met to begin planning for the summer, which will kick off at YDL-Superior. Chris is helping guide an application to the Ann Arbor Rotary Club to fund book prizes. Mary, Joy, and Monica are part of the conversation.

TALK

- Lisa and I are working on an extension of the grant, a timeline revision to make the transition of the service to MCLS smoother, and budget revisions to make sure all the money will be spent. Sam is helping look into costs to print and mail bookmarks and flyers to all Michigan public libraries and participating Indiana libraries.
- HighScope gave us a summary of comments from users who completed the Family Perception survey. It was great to get positive feedback. One of my favorites: *"My son is a young dad who lacked parenting skills and I know this gives him the confidence and the skills to help him raise his daughter. She is an amazing child with the help of this program. Thanks so much."*

Submitted by Jodi Krahnke February 15, 2023



Old Business

New Business

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-7

February 22, 2023

RESOLUTION TO ACCEPT THE FISCAL YEAR 2022 AUDIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2022 as presented are accepted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 2/16/2023
Re: Consideration of two electrical projects for Michigan Avenue

The attached quote from Enlighten details two electrical projects at Michigan Avenue. Due to their complexity, it took much longer to secure the quotes than I anticipated. Had I known more, I would have requested additional quotes. As it is, the costs are higher than expected, but there are reasons why I'd like to move ahead with Enlighten for the work.

The first project is an extension of the Plaza lighting upgrade Enlighten completed. During the course of that work it was discovered that the power line running to one of our parking lot lights had been severed underground. This project would repair that issue and put our flag pole lights on the same circuit as all other exterior lighting. Because Enlighten has been involved with this project from the outset, they have a thorough understanding of what needs to happen. Cost: \$3,933.21

The second project prepares the site and makes power and data available where the new after-hours lockers will be installed. The lockers are to be delivered and installed in early March, so I'd like to avoid further delay. Project #1 is in the same general area, so it makes sense for a single contractor to perform them simultaneously. Cost: \$5,528.57

I request approval of the attached proposal from Enlighten to complete this work.

**

As you know, Enlighten is contracted to upgrade the Michigan Avenue basement lighting. This project was initially approved in July, and was expected to be complete before the end of the 2022 fiscal year. Unfortunately, the manufacturer of the equipment encountered several delays, and is just this week shipping the lights. Because the project was not completed in the previous budget year, the operating budget funds we intended to spend went back to fund balance.

Basement lighting project cost	\$71,185.00
Deposit paid	-\$35,592.50
<u>Remaining estate fund gift monies</u>	<u>-\$16,937.83</u>
Balance to come from Capital Asset Rep. Fund.....	\$18,654.57

The attached resolution requests using capital asset replacement funds for the balance of the basement lighting project not covered by donations, as well as the two electrical projects detailed above.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-8

February 22, 2023

RESOLUTION TO APPROVE TWO EXTERIOR ELECTRICAL PROJECTS AT
MICHIGAN AVENUE

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

Whereas, the electrical projects proposed by Enlighten will improve safety and security and prepare Library Plaza for the addition of after-hours lockers, and

Whereas, Enlighten's upgrade to the lighting and electrical amenities in Library Plaza in 2022 was professionally performed and has been well-received by all, and

Whereas, the after-hours lockers are to be installed in a few weeks, making time of the essence, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Enlighten to execute the electrical work as described in the attached proposal dated 1/31/23 for a total cost of \$9,461.78.

BE IT FURTHER RESOLVED that

The Capital Asset Replacement fund shall be used for these projects.

BE IT FURTHER RESOLVED that

The Capital Asset Replacement fund shall also be used for the balance of the Michigan Avenue basement lighting project, less remaining donations to the project, at a cost of \$18,654.67.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



Exterior Power

Ypsilanti District Library

Michigan Avenue Library
229 W Michigan Ave, Ypsilanti, MI 48197



1/31/2023

Lighting Circuit Power Repair

Reconnect parking lot west pole / tie in flag pole

Abbrv	Description	Total Cost
West Pole	Conduit, Wire, Sealing, Astro Timer	\$ 3,933.21



Left: Water sealing work in Spring '22 showing damaged conduit | Right: Location which power disruption was traced to by electrician Fall '22

Notes

- Conduit / power ran from north utility room through kitchen through south utility room through north utility room through crawl space
- All exterior lighting now on single circuit / timer
 - Flag pole currently on separate circuit with no control / timer
 - Flag pole to be tied into same circuit as west pole and all other exterior lights.
- All building penetrations to be sealed

Locker Power + Data

Supply Power & Ethernet to courtyard location

Abbrv	Description	Total Cost
Locker Power	Coduit, Wire, Ethernet, Jboxes, Pad	\$ 5,528.57

Site Photos



Notes

- Blue "X" marks intended location
- Power & ethernet to be pulled from south utility room into first floor southwest corner
- Blue tape marks approximate locations of interior / exterior wall mount junction boxes.
 - New junction boxes to be added next to existing one (see blue tape in photo above above)
 - Junction box to be mounted on exterior surface of building
- 20" x 20" concrete pad to be poured to level mounting surface
- Current location to overhang sewer cleanout slightly but should still provide 2' of overhead clearance for access
- Library to confirm final location of locker
- All building penetrations to be sealed

Proposal Summary

- *This proposal includes Enlighten supplying the following*

Abbrv	Description	Total Cost
West Pole	Conduit, Wire, Sealing, Astro Timer	\$ 3,933.21
Abbrv	Description	Total Cost
Locker Power	Conduit, Wire, Ethernet, Jboxes, Pad	\$ 5,528.57

- *Pricing in this proposal good for 30 days.*
- *Unit pricing and total cost in this proposal for listed quantities. Pricing subject to change should final ordered quantities or parts change.*
- *Sales tax will not be included on invoice. Library sales tax exempt.*
- *Materials ordered and installation scheduled upon 50% down payment.*
- *Work can be completed 1st week in March.*
- *Proposals costs include supply, delivery to site, installation, and disposal.*

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 2/17/2023
Re: Award of landscaping services contract

The Library typically seeks a new contract for landscaping services every three years. This year I requested input from Superior's landscape architect, Brian Barrick for changes to our RFQ. The new Superior plantings are lovely, and I want to keep them that way. I also think we should try to do better at Whittaker and Michigan Avenue. Knowing the bids would be significantly higher than in the past with his recommended additions of mulching, fertilization, and weed control in beds throughout the season, I released the attached Request for Quotation on February 2. We received 5 bids from qualified contractors by the February 15 deadline.

With the changes in scope, our current contractor, A.K. Lawncare, was underbid. I have attached a spreadsheet detailing the bids received. For comparison, in 2020-2022 we paid A.K. \$3,200/year for work at Whittaker, and \$1,680/year for Michigan Avenue.

We contacted references for RNA Facilities Management and Superior Landscape Companies, and found them both to be excellent. Although TruGreen over 3 years was the lowest bidder for Michigan Avenue, RNA matches TruGreen in year one, and the increase over the duration is only \$360. At that cost, we do not believe it is worth adding a third vendor to the mix.

I recommend awarding the 2023-2025 contract for Whittaker and Michigan Avenue to RNA, and the 2023-2025 contract for Superior to Superior Landscape Companies, the low bidder for that property.

The total cost of this recommendation for the first year is \$28,250, and over three years, \$87,510.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-9

February 22, 2023

RESOLUTION TO AWARD A LANDSCAPING CONTRACT

Whereas, the Ypsilanti District Library released a Request for Quotation for Landscaping Services, and

Whereas, five bids were received before the deadline from qualified contractors, and

Whereas, the bids were tabulated and analyzed, and references were contacted, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that a new three-year landscaping contract for Whittaker Road and Michigan Avenue is awarded to the low bidder, RNA Facilities Management.

BE IT FURTHER RESOLVED that a new three-year landscaping contract for the Superior branch is awarded to the low bidder for that location, Superior Landscape Companies.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

INTRODUCTION

This document sets forth the general specifications, requirements and responsibilities of a Landscaping Contractor in providing landscaping services for the Ypsilanti District Library, Ypsilanti, Michigan.

GENERAL CONDITIONS AND SCOPE OF WORK

A. Qualifications

Contractor must be duly licensed in accordance with all Federal, State and local laws governing the landscaping business.

B. Quality

The landscaping contractor, hereinafter referred to as "Contractor," will provide and perform all landscaping services in a professional and timely manner as further addressed in Section – Landscaping Specifications.

C. Coverage

The Contractor is responsible for the care and maintenance of all lawn, planting beds, beds, trees, decorative trees, shrubs and hedges on the Property. All work shall be performed in a professional manner, using quality equipment and materials, all of which must be maintained and operated by the contractor. It is to be understood that this is the entire job.

D. General Conditions

The contractor will supply all labor, landscaping equipment and safety equipment in good working condition as to be able to perform all aspects of landscaping.

Contractor shall hold and save harmless the Ypsilanti District Library, hereinafter referred to as "Library," from all claims by others whose personnel or property may be damaged or injured by Contractor, its employees or subcontractors including but not limited to the use of equipment or materials.

Contractor shall make reasonable and prompt restitution by cash, replacement or repairs, subject to the approval of the Library, for any damages for which the Contractor is liable, of which the Library shall be sole judge.

Contractor shall ensure that its employees and agents conform to all Federal (OSHA), State and Municipal safety and health regulations, and shall assume full responsibility for any violations and/or non-compliance with such regulations.

Contractor shall ensure that all of its employees and agents abide by all safety rules and regulations, which may be promulgated from time to time by either party as they pertain to the Contractor's operations. Contractor will be responsible for regularly informing its employees of all Federal, State and /or local safety regulations.

Contractor shall comply, at all times with any and all local, State or Federal rules, regulations and laws regarding anti-discrimination and equal opportunity in employment.

Request for Quotation – Landscaping Contractor -- Ypsilanti District Library

Contractor shall assign employees who are sufficiently fluent in English: (1) to comprehend the instructions from Library staff; (2) to understand safety and operating instructions on any machinery used; (3) to understand instructions and warnings on any chemicals used; and (4) to communicate with Library personnel during emergencies.

Contractor shall at all times maintain good order among its employees and shall ensure compliance with Library rules and regulations (as such may be amended from time to time).

Property inspections shall be made by the Contractor after each service and reviewed with the Library Facilities Manager at his request.

Contractor will not store any materials or equipment on Library property.

LANDSCAPING SPECIFICATIONS

These specifications include plans for maintenance and care of all exterior landscaped areas. The type of maintenance and care defined in the following are designed to promote healthy growth.

A. Spring Clean-up:

1. Spring Clean-up shall be completed by a mutually agreed upon date between the Library and Contractor.
2. Contractor shall remove all winter debris, leaves, sticks and trash accumulated over the winter season by raking, blowing or sweeping debris from walks, building entrances, turf areas and beds.
3. Contractor shall remove all dead and broken branches from trees and bushes.
4. Contractor shall remove all weeds by the roots from plant beds and dispose of off the property.
5. Following removal of existing weeds and debris from hardwood mulch landscape beds, Contractor shall edge planting beds, roughen existing mulch, and install a 1" thick top-dressing of shredded hardwood bark mulch. New mulch shall be freshly shredded and be natural color, free of dyes.

B. Mowing and Lawn Care:

1. Contractor shall "police" the grounds and shall remove all refuse prior to performing services.
2. Turf shall be cut once per week, or more often if required, at a height of 2.5" to 3" as conditions dictate throughout the growing season (April 1 through November 15). This schedule may be altered by the Library to avoid lawn burn during dry periods. Mowing equipment shall be employed to permit recycling of clippings where possible and mowing patterns shall be utilized to present a neat appearance. Blades on all equipment shall be sharp to prevent tearing of the grass blades. Curbs, gutters, walks, driveways, and landscape beds shall be left in a clean condition after mowing.
3. Contractor shall provide sweeping or blowing of cut grass and/or leaves from all areas including entrances after mowing. It is not acceptable to leave grass clumps on site.
4. All planting beds, curbs, light poles, hydrants, areas along all building foundations, signs, parking areas, walkways and trees shall be trimmed the same day that mowing occurs.

Request for Quotation – Landscaping Contractor -- Ypsilanti District Library

5. All walkways will have the edging maintained with a straight and neat edge with the edging work performed at least four times per season or as needed. The initial edging will be completed as part of the Spring Clean-up.
6. All lawn areas adjacent to beds shall be edged during Spring Clean-up and one more time mid-season to prevent encroachment of turf and to maintain an attractive presentation throughout the growing season.

C. Shrub, Evergreen and Groundcover Beds:

1. All beds shall be maintained to present a neat and weed-free appearance by cultivating or weeding during regular visits to maintain an attractive presentation throughout the growing season.
2. All shrubs, evergreens, trees, and ornamental grasses shall be pruned to remove dead or damaged branches and to contain the size in order to maintain the natural form of the plant, to maintain an “air” space between the plant and building, and to eliminate any branches which hang too low (below 10’) over walkways or parking areas.
3. All tree and shrub beds will be edged and maintained with the edging work completed at least four times per season. All planting beds will be kept clean of debris.
4. Fertilization and weed control shall be applied in tree, shrub, perennial, and groundcover beds in a typical 4-step program. This includes fertilizer, pre-emergent weed control, and post-emergent weed control. Proper caution signs will be placed in sufficient locations to notify patrons and employees of the application of chemicals to the lawns and/or beds.
 - a. Spring – fertilization, pre-emergent weed control, and liquid post-emergent weed control as necessary.
 - b. Early summer – pre-emergent weed control, and liquid post-emergent weed control as necessary.
 - c. Late summer – pre-emergent weed control, and liquid post-emergent weed control as necessary.
 - d. Fall – fertilization and liquid post-emergent weed control as necessary.

D. Pruning – Tree and Shrub Services:

1. Pruning and removal of dead wood of all trees and shrubs is to be completed with generally accepted practices to ensure all ornamental trees and shrubs remain healthy and maintain an aesthetically attractive appearance.
2. Pruning activities are to occur at appropriate seasonal times consistent with generally accepted practices for the various individual types of trees and shrubs.

E. Fall Clean-up:

1. Leaf and debris removal from the turf and beds in autumn shall be performed weekly. The continuous removal of all fallen leaves, twigs and branches from the property is to be performed as necessary whether or not “Fall Clean-up” has commenced.

F. Lawn Fertilization / Weed Control:

1. Fertilization and weed control shall be applied in a typical 4-step program. This includes pre-emergent fertilizer and weed and grub control (if necessary).
 - a. Spring – fertilization and pre-emergent weed and crabgrass control.
 - b. Early summer – fertilization and pre-emergent weed and crabgrass control.
 - c. Late summer – fertilization.

Request for Quotation – Landscaping Contractor -- Ypsilanti District Library

- d. Fall – fertilization and broadleaf weed control.
 - e. Grub control as necessary.
2. Proper caution signs will be placed in sufficient locations to notify patrons and employees of the application of chemicals to the lawns and/or beds.

G. Miscellaneous:

1. On each visit, Contractor must perform a complete policing of all trafficked areas including lawn, landscape beds, pathways and walkways.
2. Curbs and cracks in pavement shall be sprayed with an herbicide to control weeds as needed.
3. Contractor shall cut back all perennials to the ground at the first sign of frost damage.
4. Library recognizes that unforeseen and unpredictable items occur and must be addressed. It is the Contractor's responsibility to bring these items to the attention of the Library.
5. All plant, shrub, flower, ground cover, and tree removal or replacement shall be accomplished only with the approval of the Library. Contractor will perform additional work when the Library authorizes such work with a purchase order.

H. General:

1. All work shall be performed by properly supervised, trained personnel in accordance with accepted horticultural practices. Chemicals will be applied by properly certified personnel.
2. Materials shall be applied in accordance with manufacturer's directions. Where alternate products are available, the environmental impact of the product shall govern which product is used.
3. Adequate personnel and equipment shall be provided to permit the timely completion of all operations.
4. Landscape debris shall be removed from the Library property at the end of each work day at no additional charge. Contractor shall not place debris in Library's dumpster.
5. Contractor shall carry appropriate coverage for Worker's Compensation Insurance, Employer's Liability Insurance, General Liability, Bodily Injury and Property Damage, and Comprehensive Automobile Liability. Proof of coverage will be included in submitted estimate.
6. Contractor will report insect activity or damage to lawn areas and/or landscape beds caused by insects or fungus. Insect and fungus control shall be the responsibility of the Library.
7. Contractor is responsible for damage to the Library property (i.e., signs, light poles, trees, concrete, curbing, plants and grass) resulting from Contractor's services. The Contractor is responsible for reporting all damages to the Library in writing within seventy-two (72) hours of each occurrence. Contractor will inspect the Library property for pre-existing damage and submit a report detailing all pre-existing damage by April 1, 2023. Library will review this report with Contractor.
8. Contractor is required to make arrangements satisfactory to the Library to repair damage to the Library property.
9. Contractor shall provide emergency telephone numbers that will be answered by the Contractor, 24 hours a day, seven days a week.
10. Contractor will assume responsibility for any damage caused by Contractor to irrigation and lighting systems.

STANDARDS AND OTHER CONDITIONS

A. Independent Contractor

The Contractor agrees to perform the work described in the quotation as an Independent contractor and not as a subcontractor, agent, or employee of the Ypsilanti District Library.

B. Assignment and subcontracting

The contract shall not be assigned or subcontracted by the Contractor without the Library's prior written consent, which may be withheld at the Library's sole discretion.

C. Revisions to original contract

The Library shall have the right to make any changes in or delete services from the work described in the contract and may direct the Contractor to perform extra work and the Contractor shall implement such changes and perform such extra work. Should any such change increase, decrease or affect the amount or character of services required in the contract, the price shall be adjusted accordingly. The amount of increase or decrease, if any, in the price shall be determined by agreement between the Contractor and the Library.

D. Standards of work – general

All services shall be performed to the highest standard and in accordance with all Federal, State and local laws. The Contractor will be responsible for ensuring that its staff is familiar with and accomplishes the functions and tasks as outlined in the Landscaping Specifications.

E. Contractor informed as to conditions

It is agreed the Contractor is familiar with all physical and other conditions existing at the Library and all other matters in connection with the work to be performed under this contract.

F. Storage and security of equipment and supplies

The Contractor shall have full responsibility for storing equipment and supplies used in connection with the work. No storage space will be provided by the Library.

G. Inspection

The Library contemplates and the Contractor hereby agrees to a thorough inspection by the Library of all work and equipment furnished under this contract.

H. Health and safety

The Contractor shall observe all Federal, State, and local laws and regulations pertaining to health and safety. The Contractor shall take all precautions necessary and shall be responsible for the safety of all work to be performed by Contractor's employees. The Contractor shall not require any person employed by the Contractor to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous to his health or safety as determined under safety and health standards promulgated by the U.S. Secretary of Labor. The importance of safety of all workers shall be recognized and accident prevention shall be an integral part of the Contractor's operations. The Contractor shall conduct the work in a safe and practical manner, in conformance with the safety and health standards made applicable to the work by the Federal Occupational Safety and Health Act.

Request for Quotation – Landscaping Contractor -- Ypsilanti District Library

I. Training

The Contractor will be solely responsible for ensuring that its employees are trained and competent in the performance of their duties as outlined in the Landscaping Specifications.

J. Billing

Landscaping services will be priced on an annual basis and shall include all equipment and supplies needed to perform the contract. All contractors are required to complete and submit the Estimate Forms (Attachments A, B & C).

The Contractor shall submit invoices according to the schedule provided on the Estimate Forms.

Payments for approved invoices shall be made by the Library within 30 days following the billing date of such invoice. Should the Library dispute the contractor's invoice the Library shall advise the Contractor in writing of the disputed invoice and withhold payment until the dispute is settled by both parties.

K. Equipment

The Contractor shall provide all equipment necessary for the effective and efficient landscaping services on the Library property in accordance with the intent of the Landscaping Specifications. All landscaping equipment shall be state-of-the-art and consistent with good work practices. All equipment shall be kept in working order at all times.

L. References

Each submission of the Estimate Forms shall provide at least two client references whose properties are comparable in size, profile and services to the Library. The information that is to be included for each reference: the property description and address, the Contractor's length of service at the location, and a contact name with job title and telephone number.

M. Insurance and indemnity

The Contractor will be responsible for the payment of any and all deductible amounts required under the insurance coverage. The Contractor will not alter or terminate the insurance coverage without obtaining the Library's written consent at least thirty (30) days prior to such alteration or termination.

Contractor shall repair or replace at its own cost and expense any damage caused by its workmen, agents, or employees.

N. Contract provisions

It is the intention of the Library to execute a 3-year contract. The Library may terminate Contractor with 48 hours' notice if Contractor fails or refuses to perform services as described in the Quotation Package.

The desired contract commencement date is April 1, 2023.

O. Rejection of Quotation

The award will be made to that responsible vendor whose quotation, conforming to this Request for Quotation, will be most advantageous to the Library, price and other factors considered. The Board of Trustees for the Ypsilanti District Library reserves the right to reject any and all responses to

Request for Quotation – Landscaping Contractor -- Ypsilanti District Library

this Request for Quotation, in whole or in part, and to waive informalities and minor irregularities in quotations received.

P. Minimum Quotation response

By 5:00 PM on Wednesday, February 15, 2023, the Contractor shall remit two (2) originals of its Quotation response to:

**Jim Reed
Facilities Manager
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197**

No fax copies will be accepted.

The Quotation Response must include Attachments A, B & C along with a current insurance certificate and list of references as described above.

Questions regarding this Request for Quotation should be directed to Facilities Services Manager Jim Reed at (734) 482-4110 or jreed@ypslibrary.org by Friday, February 10, 2023.

Attachment A

**ESTIMATE FORM
2023-2025 LANDSCAPING SERVICES**

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

Contractor: _____

Telephone #: _____

Date Submitted: _____

Pricing Schedule

Contractor's Annual Fee – 4/1/2023 – 11/15/2023 \$_____
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$_____ per month

Contractor's Annual Fee – 4/1/2024 – 11/15/2024 \$_____
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$_____ per month

Contractor's Annual Fee – 4/1/2025 – 11/15/2025 \$_____
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$_____ per month

Attachment B

**ESTIMATE FORM
2020-2022 LANDSCAPING SERVICES**

Property: Ypsilanti District Library
229 W. Michigan Avenue
Ypsilanti, MI 48197

Contractor: _____

Telephone #: _____

Date Submitted: _____

Pricing Schedule

Contractor's Annual Fee – 4/1/2023 – 11/15/2023 \$_____
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$_____ per month

Contractor's Annual Fee – 4/1/2024 – 11/15/2024 \$_____
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$_____ per month

Contractor's Annual Fee – 4/1/2025 – 11/15/2025 \$_____
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$_____ per month

Attachment C

**ESTIMATE FORM
2020-2022 LANDSCAPING SERVICES**

Property: Ypsilanti District Library
1900 Harris Road
Ypsilanti, MI 48198

Contractor: _____

Telephone #: _____

Date Submitted: _____

Pricing Schedule

Contractor's Annual Fee – 4/1/2023 – 11/15/2023 \$_____
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$_____ per month

Contractor's Annual Fee – 4/1/2024 – 11/15/2024 \$_____
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$_____ per month

Contractor's Annual Fee – 4/1/2025 – 11/15/2025 \$_____
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$_____ per month

Ypsilanti District Library Landscaping Services Bids

2023-2025 Seasons

	Whittaker Road 2023 Price	Michigan Avenue 2023 Price	Superior 2023 Price	TOTAL for YDL 2023 Price
A.K. Lawncare 305 W. Main Street Milan, MI 48160	\$13,880	\$5,800	\$16,800	\$36,480
Davey 25249 N. Telegraph Road Flat Rock, MI 48134	\$18,995	\$8,989	\$24,309	\$52,293
RNA Facilities Management 4130 Varsity Dr. Ste. A Ann Arbor, MI 48108	\$12,000	\$2,800	\$14,800	\$29,600
Superior Lawn Care 4197 Carpenter Rd. Ypsilanti, MI 48197	\$13,944	\$5,992	\$13,450	\$33,386
TruGreen L.P. 4875 Carpenter Rd. Ste. A Ypsilanti, MI 48197	\$15,320	\$2,800	\$20,320	\$38,440

	Whittaker Road 2024 Price	Michigan Avenue 2024 Price	Superior 2024 Price	TOTAL for YDL 2024 Price
A.K. Lawncare 305 W. Main Street Milan, MI 48160	\$13,880	\$5,800	\$16,800	\$36,480
Davey 25249 N. Telegraph Road Flat Rock, MI 48134	\$19,945	\$9,438	\$25,524	\$54,907
RNA Facilities Management 4130 Varsity Dr. Ste. A Ann Arbor, MI 48108	\$12,800	\$2,920	\$15,200	\$30,920
Superior Lawn Care 4197 Carpenter Rd. Ypsilanti, MI 48197	\$13,944	\$5,992	\$13,450	\$33,386
TruGreen L.P. 4875 Carpenter Rd. Ste. A Ypsilanti, MI 48197	\$15,320	\$2,800	\$20,320	\$38,440

	Whittaker Road 2025 Price	Michigan Avenue 2025 Price	Superior 2025 Price	TOTAL for YDL 2025 Price
A.K. Lawncare 305 W. Main Street Milan, MI 48160	\$13,880	\$5,800	\$16,800	\$36,480
Davey 25249 N. Telegraph Road Flat Rock, MI 48134	\$20,942	\$9,910	\$26,800	\$57,652
RNA Facilities Management 4130 Varsity Dr. Ste. A Ann Arbor, MI 48108	\$13,600	\$3,040	\$15,600	\$32,240
Superior Lawn Care 4197 Carpenter Rd. Ypsilanti, MI 48197	\$13,944	\$5,992	\$13,450	\$33,386
TruGreen L.P. 4875 Carpenter Rd. Ste. A Ypsilanti, MI 48197	\$15,320	\$2,800	\$20,320	\$38,440

	Whittaker Road 3-Year Total	Michigan Avenue 3-Year Total	Superior 3-Year Total	TOTAL for YDL 3-Year Total
A.K. Lawncare 305 W. Main Street Milan, MI 48160	\$41,640	\$17,400	\$50,400	\$109,440
Davey 25249 N. Telegraph Road Flat Rock, MI 48134	\$59,882	\$28,337	\$76,633	\$164,852
RNA Facilities Management 4130 Varsity Dr. Ste. A Ann Arbor, MI 48108	\$38,400	\$8,760	\$45,600	\$92,760
Superior Lawn Care 4197 Carpenter Rd. Ypsilanti, MI 48197	\$41,832	\$17,976	\$40,350	\$100,158
TruGreen L.P. 4875 Carpenter Rd. Ste. A Ypsilanti, MI 48197	\$45,960	\$8,400	\$60,960	\$115,320

2023
Landscaping
Services-
Landscaping
Contractor

RNA
FACILITIES MANAGEMENT

In Partnership With:



YPSILANTI
DISTRICT
LIBRARY

4130 Varsity Dr, Ste A, Ann Arbor, MI 48108 | 734-260-3395

February 15, 2023

Jim Reed, *Facilities Manager*
Ypsilanti District Library



We at RNA Facilities Management would like to thank you for the opportunity to provide you with a proposal for landscaping services. As a Facilities Company for 30+ years, we have the experience needed to manage the seasonal needs of your local properties, at the exemplary level that you have come to expect.

RNA is a nationally-based company who provides affordable, quality facility services and would relish the opportunity to expand our work to the Ypsilanti District Library.

As a medium sized company, we know we have the capability to maintain your premises, but we have the ability to do so at a much more affordable price than most. This difference sets us further apart from the competition and makes us a great fit for this bid.

During our 30+ years we have covered a wide range of Outdoor Service accounts including City and Government buildings, libraries, health clinics, higher learning institutions, and various other businesses. Since our inception in 1991, we have taken pride in providing superior services specifically tailored to meet the individual needs of our clients. We believe this is the primary reason for both our success and longevity.

At RNA we enter into more than just a contract with our clients, instead we look to integrate your philosophies into our own policies. As we continue to grow, we hope to grow in our partnership by continually providing quality service that exceeds your expectations.

Thank you again for the opportunity to present our response. We look forward to working with you in the near future.

Sincerely,

A handwritten signature in blue ink that reads "Mike Farha".

Mike Farha
Chief Operating Officer
734-260-3395 | MFarha@rna.fm.com



**Please see Attachments A, B, C on pages 25, 26, 27.*

Headquarters Office:

RNA Facilities Management
4130 Varsity Drive, Ste A
Ann Arbor, MI 48108

Years in Business:

30+ Years

Number of Employees:

1050+

Entity:

Partnership

Tax I.D.:

85-4018640

CORPORATE INFO



NATIONWIDE SERVICE COVERAGE

Bond Firm:



Contact:

Terry Baner
tbaner@pdins.com
925-819-2422

• RNA Facilities Management has been in business since 1991.

• We have a 97% retention rate and in the past 5 years have only lost an account due to being underbid.

• RNA has never defaulted in a contract or filed for bankruptcy.

KEY CONTACTS

Vice President: Alex Farha | 734-260-3395 | afarha@rnafm.com (24 Hr Emergency Contact)

Alex has been with RNA FM for 11 years. Since his addition to our team, Alex has become an integral part of managing all our accounts to ensure both quality and on-time completion. At the start of each project, he works closely with our onsite staff and administrators to ensure tasks are completed and your site is safe.

He has also developed our newest quality assurance model where employees hold themselves accountable for their work before being checked for compliance. This new system has helped drastically reduce any potential issues.

Director of Grounds: Wayne Bingham | 313-802-5085 | wbingham@rnafm.com

Wayne has been with RNA FM for 9 years. As our Director of Grounds, he manages all outdoor service projects, and works to guarantee your continued satisfaction both before and after the bid process. Wayne oversees new customer setup, staffing and helps with quality assurance. His lengthy industry experience and knowledge in anticipating your needs will help set the highest service expectation levels for the Ypsilanti District Library.

EMPLOYEE RETENTION

Our 92% employee retention rate is well above industry standards. We understand the reasons behind high turnover rates and have been able to keep our numbers extremely low by following these 4 best practices:

1. We hire only experienced managers who work alongside their staff to help get the job done. Interview quality potential employees and hire only the best. As simple as it sounds your service staff from top to bottom must be motivated, responsible and dedicated to their job. These qualities can be uncovered during an interview.

2. Clearly defined expectations, demonstrate how to succeed and hold individuals accountable. Instead of expecting the premises to be free of snow, management works alongside the staff at the start of our new contracts to demonstrate exactly how it should be done. After expectations are set, we continue to help our employees succeed with our daily checklist. The checklist serves to remind employees what needs to be done and what we will hold them personally accountable.

3. We give out monthly incentives to employees who continuously exceed expectations. Our system rewards employees when no issues arise in their designated location.

4. Quality comes directly from the staff representing you on the front lines. From the CEO to your new hire, employees must possess integrity, honesty, dedication and a great work ethic to ensure success. Therefore, it is RNA's policy that each prospective employee shall be thoroughly screened.



All employees are subject to a thorough screening process including, but not limited to:



- a. Finger Printing**
- b. Past employment**
- c. Professional licenses**
- d. Criminal records**
- e. Education**
- f. Workers Compensation**
- g. Driving record**
- h. References**

REFERENCES

Reference #1



Entity Name: MICHIGAN DEPT. OF TRANS.	Contact Name and Title: BILL BAIR, PROJECT MANAGER
City: Various	State: Michigan
Phone Number: 248-431-2887	Email Address: BairW@michigan.gov

Reference #2



Entity Name: CITY OF WARREN	Contact Name and Title: ALLISON HULING, PROPERTY MAINTENANCE
City: Various Locations	State: Michigan
Phone Number: 586-574-4662	Email Address: AHuling@cityofwarren.org

Reference #3



Entity Name: CITY OF ANN ARBOR	Contact Name and Title: PAUL MATTHEWS, PUBLIC WORKS MGR.
City: Various	State: Michigan
Phone Number: 734-794-6350	Email Address: PMatthews@a2gov.org

Reference #4



Entity Name: CITY OF PONTIAC	Contact Name and Title: DAN RINGO, DPW DIRECTOR
City: Various	State: Michigan
Phone Number: 248-762-7216	Email Address: DRingo@pontiac.mi.us

EQUAL OPPORTUNITIES

RNA Facilities Management is committed to providing equal employment opportunity and we are nondiscriminatory in regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or any other protected status with respect to recruitment, hiring, upgrades, training, promotion and other terms and conditions of employment.



RNA FM does not condone or tolerate the harassment of any employee, including those placed through affirmative action efforts. It is a violation of RNA FM policy for any employee to engage in any activity that could be deemed as sexual harassment or as any other form of harassment. RNA intends that all matters related to recruitment, hiring, training, compensation, benefits, promotions, upgrades, transfers and separations as well as RNA sponsored social programs be free of unlawful discriminatory practices.

Alex Farha, Vice President of Operations

7 KEY POINTS

1. In compliance with the specifications for this bid, a full-time account operations manager with several years of leadership experience will be assigned to your account and oversee the on-site supervisor for your outdoor service projects.
2. RNA is local and our HQ office will provide support for your account with respect to management, oversight, problem resolution, contract transition, and human resources for both hiring and training.
3. Our staff is highly trained, and ready to fulfill all of your seasonal site needs to the highest of standards.
4. We offer competitive pay rates and benefits for staff which is likely why we have such a low employee turnover rate. This helps improve our contract performance and ensure 100% satisfaction with our clients.
5. RNA's staff is experienced in utilizing available technology to measure and monitor our contract performance. This also enables us to communicate quickly to resolve any issues in a timely manner.
6. We are a national vendor.
7. We provide excellent references.

QUALITY ASSURANCE

Is your current service contract just words on paper?

- *How do you know your premises are clean & tidy?*
- *Are the services in your contract being delivered?*
- *Are you getting good value for the price your paying?*

You can't know unless you have proof.

**We don't just promise quality.
We prove it!**



Proof using RNA:

- *Monitor the quality of our service in real-time as inspections are performed.*
- *Photos and GPS are included for additional verification.*
- *Easily submit complaints and requests online*
- *Everything is documented, easily accessible, with an audit trail.*

Benefits to YOU:

- *Receive our outstanding customer service.*
- *Consistently improved safety at your facility.*
- *State-of-the-art reports.*
- *Free access to all our clients.*



COMMUNICATION

RNA understands that regular communication is the key to success with our clients.

RNA will regularly communicate with our on-site employees, and with your site administrator through email, cell phone and text – we will use the method that best suits your needs.

RNA uses custom built facility management software that can send out email notifications to the on-site Manager and any other employees that need to be informed when certain work needs to be completed.

We have also developed a unique mobile app to create, view and edit work orders, perform inspections at each of your sites and assist management and clients alike with project communication and ordering. This custom app ensures **QUALITY** and is available for use by our staff and contract administrators on all mobile devices. This correspondence routes through a single database, monitored by us 24/7.

RNA will utilize this during future work to be completed from a resulting contract.

Real-Time Inspections Ensure Transparency and Accountability



*Monthly reports will be submitted directly
to your site administrator.*

MANAGEMENT TEAM

CEO

Chief Executive Officer



A proven leader and entrepreneur, Bryson first started in the industry at nineteen years old, cleaning medical offices and banks during the evening while attending college in the daytime. Over the past thirteen years, Bryson spearheaded all facets of organizational growth, focusing on various multi-state collaborative services. His ambitious ideas have come to fruition, now overseeing all facility management and janitorial operations, nationwide.

Bryson Raver

Chief Operating Officer

COO

As a self-made facilities management mogul, Mike's imaginative resource management while setting high industry standards over the past 18 years designate him as the main point of contact for bidding, contract negotiation, and service at your sites. As our Chief Operating Officer, he works to guarantee your continued satisfaction both during and after the bid process. Mike oversees new customer setup, staffing, and is strategic in implementing the highest levels of quality assurance (QA). His extensive industry experience is key in anticipating needs, and will ensure the exemplary service expectations for your account.

Mike Farha



CIO

Chief Investment Officer



Josh has spent his entire career advising companies on strategic growth initiatives in a variety of industries. He handles special corporate projects including capital raising, add-on acquisitions, marketing and branding projects, C-level recruiting, ERP implementations, and other value creation initiatives. His entrepreneurial background over the past 19 years is multi-faceted, and his innovative problem solving methods are great assets that are extended to RNA's client base.

Josh Kuder

Senior Vice President of Operations

SVP

Dave is an experienced professional with more than 20 years in janitorial executive & operational management. He spent five years as a property & facility manager at a high-rise office building, during which time he attained both Real Property Administrator (RPA) and Facilities Management Administrator (FMA) certifications. Dave has held various sales and operational roles across the facility service industry.

Dave Angel



MANAGEMENT TEAM

VP

Vice President of Operations



Alex has been with RNA for 9 years. Since his addition to our team, Alex has become an integral part of managing all our accounts to ensure both quality of service, and on-time completion. At the start of each project, he works closely with our on-site staff, cleaning alongside them to demonstrate exactly what needs to be done. He has also developed our newest quality assurance model where employees hold themselves accountable for their work before being checked for compliance. This new system has helped drastically reduce any potential issues, and will ensure a smooth transition for your properties.

Alex Farha

PM

Project Manager

Your primary Project Manager, Wayne, is a passionate, creative, and energizing senior leader with over 15 years of progressively increased responsibilities in outdoor service management, and account management roles. Wayne has a proven ability to build and motivate high-performing project teams and deliver quality results in our leading client projects. He will be key to organizing and leading the successful project team that will execute quality results, on time and on budget for your grounds.

Wayne Bingham

TM

Transition Manager



Dwight's responsibilities at RNA include operational due diligence, system synergies, project management, and strategy execution. He has led the RNA Team transition strategy for hundreds of transactions in the facility service industry. He holds a bachelor's in Management from The University of Tampa and is a certified Professional in Human Resources (PHR).

Dwight Tesoro

EM

Equipment Manager

With over 25 years of experience and various certifications in all aspects of facilities management servicing, Paolo Decina will oversee all equipment and products as the designated supply chain manager. Paolo will train staff on how to properly use equipment and will handle equipment and supply ordering.



Paolo Decina

Wayne Bingham

PROFESSIONAL SUMMARY

Experienced Project Manager with a focus on excellence in client satisfaction and outdoor services projects. Action-oriented leader with strong abilities to execute skillful procedures and get results by motivating, training, supporting and working side-by-side with the onsite team to achieve the highest standards of performance.

SKILLSET

Project Management: Planning, Material Procurement, Overall Site Plan Organization

- Execution of Takeoffs
- Meeting Facilitation
- Blueprint and landscape aerial view/ plan interpretation
- Client Account Management
- Effective Leadership
- Employee Scheduling
- Logistic Coordination
- Knowledge of water supply/Sprinkler/irrigation, agriculture and hard scapes
- Recommendations on landscape maintenance
- Consultancy Solutions
- Microsoft Word and Excel
- Quality Control Implementation
- Smooth Vendor Transition
- Strong familiarity with plant materials and growth zones
- Exemplary landscaping intelligence
- General Contractor Coordination
- Strict Adherence to Traffic Control Signage Placement for Maintenance Work Zones per MDOT Guidelines
- Extensive understanding of all aspects of outdoor landscape service needs with 20+ years in the field

WORK SUMMARY

- Currently oversee all large commercial landscape and outdoor maintenance accounts for RNA.
- Extensive Knowledge of mowing, trimming, landscape maintenance, snow removal/ de-icing / safe premise keeping
- Manage projects from walk-throughs, bidding all through final installation phases to completion
- Responsible for ordering and inventory of all necessary materials, including plants
- Oversees all crew scheduling for outdoor services on client projects

WBingham@rna.fm.com

313-802-5085

LAWN EQUIPMENT

QUANTITY	EQUIPMENT	MAKE & MODEL	AGE
2	TRUCK	RAM 2500	2022
4	TRUCK	RAM 2500	2020
3	TRUCK	RAM 1500	2019
1	TRUCK	FORD F-250	2017
21	TRUCK	CHEVY 2500	2015
1	CUBE VAN	GMC 2500	2012
2	ENLOSED TRAILERS	HALLMARK 20'	2019
1	OPEN TRAILER	AMERICAN MAN	2016
6	ZTR MOWER	KUBOTA 60"	2017
5	ZTR MOWER	EXMARK 60"	2017-18
21	WALK BEHIND	EXMARK 36"	2019
3	WALK BEHIND	EXMARK 48"	2015
2	21" MOWER	TORO	2016
10	WEED WHIP	REDMAX / STIHL	2014-2018
10	BACKPACK BLOWER	REDMAX / STIHL	2016-2018
5	STICK EDGER	REDMAX	2015
6	HEDGER	REDMAX / STIHL	2014-2015
5	BED EDGER	ECHO	2017
5	EXT SAW	STIHL	2015

*Traffic control signage and placement approved by MDOT guidelines. Any additional tools, equipment and vehicles deemed necessary to complete the work will be provided by RNA.



SNOW EQUIPMENT

Description	Year
GMC K6500 Truck w' salter	2015
Chevy 2500 truck w' plow	2014
Ford F-450 truck w' plow and salter	2019
Ford F-250 w' plow	2020
Qty: (4) Ram HD trucks 2 w' plows and salters	2021
Kubota Side by side w' plow	2016
Toro 2 stage snow blower	2015
Qty: (5) Toro single stage snow blowers	2013
Qty: (2) Ahrens single stage snow blowers	2018
Qty: (2) GMC HD Trucks w/plows and salters	2012
Qty: (2) Kubota tractors w' plows for sidewalks	2012
Caterpillar 272 Skid Loader w' 10' push box	2012
Qty: (6) Troy Bilt single stage snow blowers	2018
Qty: (2) Ram 2500 Plow trucks w' V-plows and boss v-box salters	2020
Western Striker Salter	2020

*Traffic control signage and placement approved by MDOT guidelines. Any additional tools, equipment and vehicles deemed necessary to complete the work will be provided by RNA, including all equipment.



PROPOSED METHODS

Proposed Methods and Staff Continuity Plan for Ypsilanti District Library

The Ypsilanti District Library admin is charged with providing staff, employees, and visitors with a safe, clean, and appealing environment through effective management of human, financial and physical resources.

RNA clearly understands this vital role. This point is of crucial importance to Ypsilanti District Library because the success of Ypsilanti District Library is dependent on being able to meet the overall needs of every patron. We have developed a reputation for Quality based on the consistency of the municipal environments of the facilities and premises where we provide Outdoor Services.

The management of Ypsilanti District Library and RNA are responsible with being effective stewards of your grounds, buildings, and infrastructures.

Building administrators are operating in a financially challenged environment that is changing rapidly and they are seeking companies like RNA to manage their service departments. We view outdoor services as our core focus with excellent prospects for growth. Therefore, we have committed the financial and managerial resources necessary at a time when some suppliers are moving away from providing sufficient corporate support.

We believe the operational challenges that facilities face require a specialized approach to providing direct operational support. To meet this challenge, we have dedicated a support team including your direct point of contact, Director of Operations, Vice President of Sales, Head Site Manager and Zone Account Managers who have a singular focus on the operational needs of our educational and wellness clients. This singular focus of this support team allows RNA to provide an exemplary level of expertise unmatched in the field.

Our objective is to improve the cleanliness of the various sites and the relationship between the Outdoor services team, and Ypsilanti District Library. We will achieve this objective by developing an understanding of the needs of the individual Ypsilanti District Library properties and by working with the Outdoor Services employees to implement the RNA Facilities Management operating system.

We appreciate your time in reviewing our recommendations and welcome any suggestions you may have to improve the effectiveness of our proposed operational plan for your sites. We will focus on the following tasks:

1. Providing the answer team and Ypsilanti District Library administrators with effective support from our specialized support team. To provide effective Outdoor Services, we require both staff and management extensive, continuous on-site training (20 hours) including a broad range of methods and skills for each member of our staff.
2. We have partnered with long term suppliers to ensure exemplary products are used on-site. Ongoing training and our proven snow removal techniques. Our Zone Account Managers will support the on-site team consistent with the implementation plan and as the needs of each one of your premises require. Each member has our promise of personal respect and concern.
3. An account manager will be assigned to each zone to implement our program. These individuals are Experienced managers who can provide effective leadership by working side by side with employees all the while thoroughly understanding the steps to maintain the premises of the facilities. We, as the service providers, will remain consistent with those specific needs.
4. The facilities will be divided into Zones, each with an account manager assigned who is responsible for providing leadership to the Outdoor Services staff assigned to each zone. In addition, the account manager will break these into smaller zones and delegate tasks to on-site managers and Outdoor Services workers who will also be appointed.

5. Our RNA Outdoor Services Leadership Team will work tirelessly to exceed our expectations for the Outdoor services in this proposal. RNA always employs a Swarm Team which is a pool of highly trained, versatile, temporary replacement personnel to provide you continued service during any planned or unplanned leave of absence. This always evolving list of employees will be utilized to supplement any necessary staff of The Ypsilanti District Library.
6. Quality Assurance is a high priority of RNAs, and we do everything we can so that you can rest assured that everything is taken care of. We developed our own user-friendly Quality Assurance App compatible with any mobile device. Each of your sites will be assigned a unique username and password allowing you to make instant requests via the app. Every report goes into a single database with a touch of the screen saving valuable corresponding time and allowing for quick responses.
7. RNA Facilities Management will implement all the specifications listed in your rfp. This efficient program will Ensure patrons health, improve customer satisfaction, employee turnover and will help maintain the overall consistency of the program.
8. We realize what a challenge it can be to provide adequate funding for maintaining all your facilities and the competition for funding between academic programs and facilities. In response to this, RNA has worked to develop the following processes:
 - o Selection and hiring process
 - o RNA's complete training process
 - o Reductions in travel time and waste of steps
 - o Safety program that performs beyond compliance
 - o Consistent quality of service
 - o Cost reduction on all outdoor service supplies
 - o Improved employee morale, productivity, and overall safety
9. Keeping lines of communication open with all staff members to facilitate an understanding of the needs of each building and the resources necessary to meet those needs.
10. Organizing each zones team so that the needs of our clients are addressed and satisfied in a timely, professional, and effective manner while ensuring balanced workloads for all employees.
11. RNA will use excellent condition or brand-new equipment throughout each property.
12. RNA's operating system will be implemented during the initial 90 days. Will work closely with officials to purchase all Outdoor service supplies and create an efficient system of procurement and inventory during the contract period.

RNA is committed to quality performance. We welcome the opportunity to implement our programs into your facilities.

The operational plan that we are proposing for implementation is based on our assessment of Ypsilanti District Library, the specific RFP specifications and observations during our tours along with our more Than 30 years of providing Outdoor service solutions for our clients. This experience we have gained through our partnerships with a plethora of government and City buildings, office complexes, hospital and school campuses which has provided us with significant insight into the operational and cultural needs of your environments.

Our operational plan is specifically designed for each of your buildings with the goal of providing a clean, safe, and healthy environment for all patrons and staff. We believe in providing a clean and healthy environment as our number one priority. We work side-by-side with your maintenance department for the effective management of human, financial and physical resources to provide the solutions that put the interests of your properties first.

We have conducted a thorough review of all requirements documented in the request for proposal to determine the appropriate approach to providing service solutions for your buildings. After touring your buildings and reviewing the plans, we have assessed the specific staffing, equipment and cleaning requirements of each building along with observations of the current cleaning levels witnessed at the time of the property tours.

We have developed solutions by considering your site locations, the proximity of each building to each other, and how it relates to the ability of staff to move through the premises quickly and efficiently while allowing the technicians to move equipment between properties which will maximize our mutual investment in new technology and time.

Our managers will always be available during the transition period to provide leadership for our team while we are at any of the locations of the buildings. These managers are experienced professionals who will provide effective leadership, ensuring RNA understands the specifications of the RFP and the needs of your Ypsilanti District Library site grounds. During the implementation and transition phase of the contract, RNA's Outdoor staff will be regularly evaluated and adjusted as necessary to assure that we are exceeding expectations, and all needs of your buildings are met. Any adjustment of staffing requirements will not result in an increase of the proposed contract price. Our plan will enable us to provide a transparent transition and allow for implementation of our programs and systems. Once a contract is awarded, RNA will work with the contract administrator and current Outdoor employees to finalize a mutual plan. With permission, we will begin the transition and implementation process with a pre-startup team to ensure a smooth start date.

Our start-up team will implement our staff development plan that includes the following:

- o Scheduling individual interviews including existing staff
- o Selection and confirmation of uniforms
- o Finalizing of job description specific to each area of each building
- o Review of employee policies and standards along with procedures
- o Planning of staff training sessions
- o Implementation of task list with one-on-one employee training time
- o Verification of all RNA safety and technical training programs
- o Implementation of an employee handbook and employee recognition programs

We believe that selection and recruitment is key to enhancing and maintaining the quality of Outdoor service expected at high-traffic facilities such as yours. Proper training and retention of quality staff is priority. Each applicant will be interviewed with a series of questions designed to elicit behavioral responses revealing both their work ethic and previous experience.

All current Outdoor employees will be provided an equal opportunity to interview with RNA Facilities Management for this contract. We have found that this type of interview process reduces turnover of staff and leads to increased consistency of services provided to you.

Quality control procedures will also be implemented by our managerial staff. RNA Facilities Management has implemented a quality assurance app available for use by our staff along with the contract administrators on all mobile devices that routes through a single database monitored by us which will be utilized during any work done at your Ypsilanti District Library properties.



INSURANCE SAMPLE

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.


IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan (CLW) 101 N Starcrest Dr. Clearwater, FL 33765 727 447-6481		CONTACT NAME: PHONE (A/C, No, Ext): 727 447-6481 FAX (A/C, No): 727 449-1267 E-MAIL ADDRESS: clcerts@bouchardinsurance.com															
INSURED RNA Facilities Management 4130 Varsity Drive, Ste A Ann Arbor, MI 48108-3320		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Landmark American Ins Co</td> <td>33138</td> </tr> <tr> <td>INSURER B: Burlington Insurance Co</td> <td>23620</td> </tr> <tr> <td>INSURER C: Berkshire Hathaway Homestate Ins Co</td> <td>20044</td> </tr> <tr> <td>INSURER D: Ohio Security Insurance Co</td> <td>24082</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Landmark American Ins Co	33138	INSURER B: Burlington Insurance Co	23620	INSURER C: Berkshire Hathaway Homestate Ins Co	20044	INSURER D: Ohio Security Insurance Co	24082	INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #																
INSURER A: Landmark American Ins Co	33138																
INSURER B: Burlington Insurance Co	23620																
INSURER C: Berkshire Hathaway Homestate Ins Co	20044																
INSURER D: Ohio Security Insurance Co	24082																
INSURER E:																	
INSURER F:																	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	LHA112766	12/21/2022	12/21/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	62431245BAS1Q8	12/21/2022	12/21/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			387BE00318	12/21/2022	12/21/2023	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	RNWC125372	12/21/2022	12/21/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

If required by written contract, Certificate Holder is an additional insured with respect to General Liability, Auto Liability, and Excess/Umbrella Liability, subject to the terms, conditions and exclusions of the policies. Additional insured with respect to General Liability includes ongoing and completed operations. Coverage with respect to General Liability and Auto Liability is primary and noncontributory. (See Attached Descriptions)

CERTIFICATE HOLDER	CANCELLATION
SAMPLE	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

©1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
RNA Michigan Holdings, LLC

2 Business name/disregarded entity name, if different from above
RNA Facilities Management

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► **P**

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
4130 Varsity Drive

6 City, state, and ZIP code
Ann Arbor, MI 48108

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

or

Employer identification number

8	5	-	4	0	1	8	6	4	0
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ► *Dwight Tesoro*

Date ► **01-01-2023**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual	Individual/sole proprietor or single-member LLC
• Sole proprietorship, or	
• Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	
• LLC treated as a partnership for U.S. federal tax purposes,	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or	
• LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a) J—

A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN.
 - Ensure your employer is protecting your SSN, and
 - Be careful when choosing a tax preparer.
- If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

PRICE PAGES

**Please see required attachments on the following pages.*

RNA
Facilities Management

Attachment A

**ESTIMATE FORM
2023-2025 LANDSCAPING SERVICES**

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

Contractor: RNA FACILITIES MANAGEMENT

Telephone #: 734-260-3395

Date Submitted: 2-15-2023

Pricing Schedule

Contractor's Annual Fee – 4/1/2023 – 11/15/2023 \$ 8,920.
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$1,115. per month

Contractor's Annual Fee – 4/1/2024 – 11/15/2024 \$ 9,160.
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$1,145. per month

Contractor's Annual Fee – 4/1/2025 – 11/15/2025 \$ 9,400.
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$1,175. per month

Attachment B

**ESTIMATE FORM
2020-2022 LANDSCAPING SERVICES**

Property: Ypsilanti District Library
229 W. Michigan Avenue
Ypsilanti, MI 48197

Contractor: RNA FACILITIES MANAGEMENT

Telephone #: 734-260-3395

Date Submitted: 2-15-2023

Pricing Schedule

Contractor's Annual Fee – 4/1/2023 – 11/15/2023 \$ 2,800.
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ 350. per month

Contractor's Annual Fee – 4/1/2024 – 11/15/2024 \$ 2,920.
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ 365. per month

Contractor's Annual Fee – 4/1/2025 – 11/15/2025 \$ 3,040.
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ 380. per month

Attachment C

**ESTIMATE FORM
2020-2022 LANDSCAPING SERVICES**

Property: Ypsilanti District Library
1900 Harris Road
Ypsilanti, MI 48198

Contractor: RNA FACILITIES MANAGEMENT

Telephone #: 734-260-3395

Date Submitted: 2-15-2023

Pricing Schedule

Contractor's Annual Fee – 4/1/2023 – 11/15/2023 \$15,920.
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$1,990. per month

Contractor's Annual Fee – 4/1/2024 – 11/15/2024 \$16,320.
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$2,040. per month

Contractor's Annual Fee – 4/1/2025 – 11/15/2025 \$16,720.
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$2,090. per month



This bid is regarding: Ypsilanti District Library (3) year contract

→ 2023

→ 2024

→ 2025

CONTAINS:

- 1. EXECUTIVE SUMMARY by Superior Landscape Companies President Muyad Kasham**
- 2. Commercial References (4) per request**
- 3. Attachment A**
- 4. Attachment B**
- 5. Attachment C**
- 6. Recent COI**

Thank you,
Superior Landscape Companies
4197 Carpenter Rd
Ypsilanti MI

EXECUTIVE SUMMARY

Request for Quotation – Landscaping Contractor -- Ypsilanti District Library

Superior Landscape Companies (hereinafter referred to as “Superior”) is a limited liability company that was established in 2003. It is a locally owned and operated business servicing the Ann Arbor/Ypsilanti, Michigan area. For over 20 years, Superior has been providing professional, reliable and economical commercial lawn care, landscape and snow removal services.

Superior is a minority owned company that takes great pride in its work and people. With over 40 full and part-time employees, we proudly provide services to clients ranging in all sizes across different industries including HOA's, apartments, public schools, universities, medical facilities, retail and manufacturing.

The Superior management team is composed of individuals with decades of experience in the lawn, landscape and snow removal industry, who are skilled and have significant training in the field. Our management team and staff are highly trained and receive on-going training on safety, techniques and equipment to deliver on our promise. Our management team is directly involved with our clients and works closely with them to ensure that the quality of services not only meets but also exceeds expectations. In addition, Superior supports continuous learning opportunities through the several industry leading organizations/associations that it belongs to, including but not limited to: Michigan Green Industry Association (MGIA), Michigan Nursery and Landscape Association (MNLA), Snow and Ice Management Association (SIMA), and Builders and Remodelers Association of Greater Ann Arbor (BRAG).

Superior believes in investing not only in its people, but also its equipment, tools and resources. Superior is always actively searching and investing in innovative technologies that increase efficiency and safety for our workforce as well as continuously improving upon the services we provide. Our company recently started transitioning to an electric fleet, utilizing electric zero turn mowers and hand held equipment. These mowers are not only good for the environment and carbon emissions but they are also very quiet. In addition, Superior recently implemented new software technology that enables us to provide exceptional service by streamlining our operations and providing our clients with direct communication with our management team in real time.

We understand and are committed to ensuring the successful performance of lawn maintenance services. Superior takes great pride in our local community and values each and every one of our clients. Our professional workforce are made up of primarily local residents who are very motivated and dedicated to the community. Professional image and professional attitude are just a couple of the additional benefits you will receive when contracting with our company. Superior is committed to creating a positive experience for all of its clients.

Superior believes that the ability to provide excellent service starts with focusing on our clients by providing services tailored to meet our client's needs, thereby creating a better customer experience. Superior offers additional value-added services to our clients which include: Commercial Landscape Maintenance, Commercial Snow Maintenance, Landscape Design/Build, and Wholesale Bulk Supplies/Materials.

Please refer to our company website for additional information: www.mysuperiorlandscape.com

Sincerely,
Muayad Kasham
President



Superior Landscape Companies

4197 Carpenter Road

Ypsilanti, MI 48197

734-913-LAWN (5296)

Email: info@a2superiorlawn.com

Website: www.a2superiorlawn.com

Commercial Reference List 2023

Ann Arbor Public Schools

2555 S State St

Ann Arbor MI 48103

Contact: Todd Osborne

Phone: 734-994-2200

*Services Provided: Lawn, Maintenance, Landscaping, and Snow Removal
10+ total years of service with client*

University of Michigan School Campus

500 State St

Ann Arbor MI 48109

Contact: Alex Sulzer

Phone: 734-260-3553

*Services Provided: Lawn Maintenance, Landscaping, and Snow Removal
10+ total years of service with client*

American Association Management

210 Collingwood St #210

Ann Arbor MI 48103

Contact: Tiffany Davis

Phone: 734-585-5174

*Services Provided: Lawn Maintenance, Landscaping, and Snow Removal
7 total years of service with client*

KMG Prestige Inc.

23332 Orchard Lake Road

Farmington Hills MI 48336

Contact: Sabra McBride

Phone: 734-665-1695

*Services Provided: Lawn Maintenance, Landscaping, and Snow Removal
8 total years of service with client.*

Attachment A

**ESTIMATE FORM
2023-2025 LANDSCAPING SERVICES**

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

Contractor: Superior Landscape Companies

Telephone #: 734-913-5296

Date Submitted: 02/14/2023

Pricing Schedule

Contractor's Annual Fee – 4/1/2023 – 11/15/2023 \$13,450
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ 1,681.25 per month

Contractor's Annual Fee – 4/1/2024 – 11/15/2024 \$13,450
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ 1,681.25 per month

Contractor's Annual Fee – 4/1/2025 – 11/15/2025 \$13,450
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ 1,681.25 per month

Attachment B

**ESTIMATE FORM
2020-2022 LANDSCAPING SERVICES**

Property: Ypsilanti District Library
229 W. Michigan Avenue
Ypsilanti, MI 48197

Contractor: Superior Landscape Companies

Telephone #: 734-913-5296

Date Submitted: 02/14/2023

Pricing Schedule

Contractor's Annual Fee – 4/1/2023 – 11/15/2023 \$ 5,992
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ 749 per month

Contractor's Annual Fee – 4/1/2024 – 11/15/2024 \$ 5,992
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ 749 per month

Contractor's Annual Fee – 4/1/2025 – 11/15/2025 \$ 5,992
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ 749 per month

Attachment C

**ESTIMATE FORM
2020-2022 LANDSCAPING SERVICES**

Property: Ypsilanti District Library
1900 Harris Road
Ypsilanti, MI 48198

Contractor: Superior Landscape Companies

Telephone #: 734-913-5296

Date Submitted: 02/14/2023

Pricing Schedule

Contractor's Annual Fee – 4/1/2023 – 11/15/2023 \$ 13,450
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ 1,681.25 per month

Contractor's Annual Fee – 4/1/2024 – 11/15/2024 \$ 13,450
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ 1,681.25 per month

Contractor's Annual Fee – 4/1/2025 – 11/15/2025 \$ 13,450
(Includes Fertilization and weed control)

To be billed in eight (8) equal installments \$ 1,681.25 per month



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/7/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Kleinschmidt Agency, Inc.
450 South Maple Road
Ann Arbor MI 48103

CONTACT
NAME: Karen Sess
PHONE: 734-474-0957
FAX: (N/A)
E-MAIL: karen.sess@kleinschmidtinsurance.com
ADDRESS: (N/A)

INSURER(S) AFFORDING COVERAGE NAIC #

INSURER A: Franklyn Mutual Insurance Company 13988

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED
Superior Landscape Companies
4197 Carpenter Rd.
Ypsilanti MI 48197

Licensed: PC779010
SUPERLAX-C1

COVERAGES

CERTIFICATE NUMBER: 109748883

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

DATE	TYPE OF INSURANCE	ADD. SUBR. (Y/N)	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y	CPP688009	8/16/2022	8/16/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Per one person) \$ 750,000 MED EXP (Per one person) \$ 10,000 PERSONAL & ADY INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPROP AGG \$ 2,000,000 \$
A	X AUTOMOBILE LIABILITY OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRSD AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/>	Y	8690098	8/16/2022	8/16/2023	COMBINED SINGLE LIMIT (Per occurrence) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per occurrence) \$ PROPERTY DAMAGE (Per auto/acc) \$ \$
A	X UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$	Y	CPP688009	8/16/2022	8/16/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	X WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/OWNER EXCLUDED? <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	6706585	11/10/2022	11/10/2023	X PER \$ A LITE E1 EACH ACCIDENT \$ 1,000,000 E2 DISEASE - EA EMPLOYEE \$ 1,000,000 E3 DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Menards
5101 Menard Drive
Eau Claire WI 54703

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Dan N. Shuman

© 1988-2015 ACORD CORPORATION. All rights reserved.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 2/17/2023

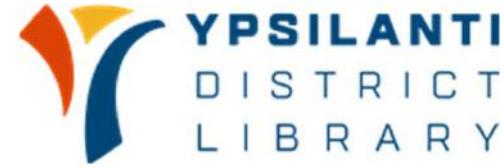
Re: Discussion of new mission/vision statements/core values for YDL

The Library adopted its current mission statement and list of core values 20 years ago. Following discussion of these at the strategic plan retreat, I think we all agreed it was time for a refresh. ReThinking Libraries provided suggestions that we used as a starting point. The YDL team worked on refining them, and the results are attached.

YDL has no vision statement. As a vision statement represents your aspirations, we decided the vision should reflect those the community shared with us during our Harwood research.

We're excited to hear what you think!

Mission, Vision, Values Draft



Proposed MISSION:

Building community through discovery, education, and partnerships.

Proposed VISION:

We envision a thriving, highly-connected community supported by innovative resources and exciting learning opportunities.

YDL's Harwood findings –

People want a community that:

- *Is safe and welcoming with a positive image.*
- *Is economically thriving for the benefit of all.*
- *Is inclusive, vibrant, and more integrated.*
- *Values youth and offers a quality education and a broad range of opportunities.*
- *Places a focus on environmental stewardship.*

Proposed Values

Ypsilanti District Library values:

Inclusion: Making sure everyone has access to the services and spaces of a high-quality library.

Community Focus: Understanding and responding to local needs in a constantly changing world.

Welcoming: Offering engaging staff and services that invite and inspire, and facilities where all feel welcome and secure.

Diversity: Reflecting and celebrating the differences within our community through staffing, collections, programs, and services.

Reinvention: Perpetuate excellent service by continuously adapting what we do to best support learning and growth.

Creativity: Encouraging lifelong exploration to develop the imagination.