

Board of Trustees

2023
Information
Packet



▲ Wednesday, August 23, 2023
6:30pm | YDL-Superior

Ypsilanti District Library
YDL Board Meeting, August 23, 2023 6:30 pm, YDL – Superior Branch
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Brian Steimel <input type="checkbox"/> Terrence Williams <input type="checkbox"/> Jean Winborn <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Kristy Cooper <input type="checkbox"/>			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation: Michigan CLASS, Kristen Angel, Senior Director, Investment Services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Presentation: Michigan Avenue Roof Investigation Report, Jared Lawrence, Terracon, Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Consent Agenda			
A. Proposed Minutes from July 26, 2023 Regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. July 2023 Financials & Check Registers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Superior Township Planning	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Director's Report			
A. Operational Update	<input checked="" type="checkbox"/>		
B. Performance Indicators	<input checked="" type="checkbox"/>		
C. Departmental Reports	<input checked="" type="checkbox"/>		
D. Significant Library News	<input checked="" type="checkbox"/>		
New Business			
A. Consideration of resolutions related to the Michigan Avenue roof	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Award of snow removal contract(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Consideration of the purchase of laptops for staff use	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
D. Consideration of proposed renewal agreements for HVAC maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E. Resolution to join Michigan CLASS investment pool	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Board Member Comments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjournment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Minutes of Previous Meeting

Ypsilanti District Library
Board of Trustees Meeting
Minutes, July 26, 2023 (Unapproved)

CALL TO ORDER

Vice-President Bethany Kennedy called the Regular Meeting to order at 6:41 p.m.

Attendance

Trustees Present: Bethany Kennedy, Theresa M. Maddix, Kristy Cooper, Terrence Williams and Jean Winborn formed a quorum. Patricia Horne McGee arrived at 6:42pm just after the call to order.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, Facilities Manager Jim Reed, as well as the Superior Branch Manager Mary Garboden.

APPROVAL OF THE AGENDA

Trustee Maddix moved to approve the agenda and Trustee Cooper supported this motion.

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

PUBLIC COMMENT

None

Presentation: Superior Usage Report – Mary Garboden, Branch Manager

Mary Garboden, Branch Manager of the Superior library location, first discussed the physical state of the building and some remaining construction items. She then reviewed patron numbers, which show a growing trend of usage month to month. She pointed out specific areas and services within the branch that are getting higher levels of usage than expected. Mary also discussed programming from teen specific programming to intergenerational programming, external programming from select organizations at the location, and how funding from various grants are also impacting programming. She reviewed her staff composition as well as staffing levels and a desire to reconvene with staff at the close of the summer to review what programs and services were the most successful.

Consent Agenda

Trustee Winborn moved to approve consent agenda (June 28, 2023 Regular meeting and June 2023 Financials and Check Registers). Trustee Horne McGee supported this motion.

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

Communication

Director Hoenig pointed out a wrap-up infographic of the “MI Library is Now” project, which was used primarily during the pandemic recovery effort in the community. This project allowed for the purchase of hardware, such as laptops, as well as provided programming materials. She also mentioned the entry of the Genesee District Library to become a full member of The Library Network (TLN).

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Committee Reports

Superior Planning Committee Report provided information about the physical state of the building and the remaining items being addressed through punch-lists as well as being observed and reported during the one-year warranty period from the substantial completion date. Also, the official Certificate of Occupancy was received from the Superior Township Building Department.

Facilities Committee Report provided information about the curtainwall window sealing project at Whittaker, which is progressing well. The big news is the water damage assessment for Michigan Avenue. Director Hoenig and Assistant Director Smith went into detail about the mitigation efforts progressing at that location. They discussed the initial steps and that many of the future steps will depend on what is discovered in the near future. The desire to provide timely and accurate information about the location was highlighted with the understanding that it is a step-by-step process. Finally, possible service options were discussed and will be re-evaluated once more information about the damage and repairs are known.

Report of the Library Director

Director Hoenig advised about a new grant opportunity she just heard about today. This is a Michigan Community Center Grant program for non-profits and public entities with funds of up to \$2.5 million to be used for capital improvements on a space that is considered like a community center. She feels this could be a possible opportunity for the Michigan Avenue location. She advised that last summer phase 1 of the water remediation work was completed. Phase 2 addresses the entire perimeter of the building's foundation. Director Hoenig advised this work and additional building preparation could be written into a grant proposal. She will meet with the space planners to identify what other work may get us closer to being able to build onto the facility.

Director Hoenig also discussed the window sealing work being currently performed at Whittaker. During today's most recent rain storm a new leak was identified in the front of the building, as well as several leaks in areas not yet addressed by the sealing work.

Director Hoenig also briefly touched on the Building Monitor position being posted and is encouraging applications. She mentioned the understanding that the Statistical Dashboard would be available for the August Board meeting. Finally, she advised that Trustee Terrance Williams had an idea about Washtenaw County assisting with adding some hotspots and perhaps making some of them permanently located at some outreach sites. This could be potentially funded by the County for a two-year period.

Old Business

None

New Business

- A. Award of bid for Whittaker roof piers repair project

YPSILANTI DISTRICT LIBRARY

Ypsilanti District Library
Board of Trustees Meeting
Minutes, July 26, 2023 (Unapproved)

RESOLUTION NO. 2023-24

July 26, 2023

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

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

Whereas, following roof sealing work performed in 2022 water was still leaking through the ceiling tiles in one area at the Whittaker Road Library, and

Whereas, Terracon Consultants conducted an investigation to determine the cause of the leaks, and

Whereas, Terracon prepared preliminary scope documents for work to better seal the roof piers found to need reinforcement, and

Whereas, the contractor hired in 2022, Industrial Services, Inc. (ISI), has submitted a proposal that includes a credit for prior work found to be insufficient, and

Whereas, the ISI proposal has been vetted by Terracon, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to engage Industrial Services, Inc. as described in the attached cost estimate dated July 21, 2023, for \$10,900.

BE IT FURTHER RESOLVED that

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

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

B. Consideration of a proposal to replace four (4) HVAC zone controllers at Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-25R

Ypsilanti District Library
Board of Trustees Meeting
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July 26, 2023

RESOLUTION TO AUTHORIZE HVAC ZONE CONTROLLER REPLACEMENTS AT
WHITTAKER ROAD

Whereas, the Whittaker Road heating, ventilating and air conditioning system is 20 years old and its aging parts are beginning to fail, and

Whereas, several zone controllers in the Administrative wing recently failed, creating unacceptable climate conditions for YDL staff and server room equipment, and

Whereas, Campbell, Inc. has provided a proposal to replace and program the failed zone controllers,
Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached work authorization agreement from Campbell, Inc. to replace the specified zone controllers at Whittaker Road at a cost of \$7,947.00 is approved.

BE IT FURTHER RESOLVED that:

The Capital Asset Replacement Fund will be used for this project.

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Winborn

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

C. Consideration of a revision to Whittaker pendant light replacement proposal

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-26

July 26, 2023

RESOLUTION TO APPROVE A REVISION TO THE PENDANT LIGHTING UPGRADE AT
WHITTAKER

Whereas, the Ypsilanti District Library Board approved Resolution 2023-19 to upgrade stack and pendant lighting at Whittaker to LED, and

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Whereas, following approval, a sample of the specified pendant fixture was acquired and determined to be unsuitable, and

Whereas, Enlighten has proposed additional solutions which will overcome the hurdles discovered, but at an additional cost, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the following pendant light option from the attached proposal is approved:

- ☐ “PendA” for an increased cost of \$1,955
- OR-
- ☒ “PendB” for an increased cost of \$10,156

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Horne McGee

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

D. Award of bid for window washing at Whittaker

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-27

July 26, 2023

RESOLUTION TO AUTHORIZE WINDOW WASHING AT THE WHITTAKER ROAD
LIBRARY

Whereas, the windows at the Whittaker Road Library have never been professionally cleaned, and

Whereas, two quotations were solicited, and the low bid is recommended, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

A one-time window washing contract is awarded to Allied for a total cost of \$7,450.

BE IT FURTHER RESOLVED that:

The Capital Asset Replacement Fund shall be used to pay for this work.

OFFERED BY: Trustee Williams

SUPPORTED BY: Trustee Maddix

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

E. Resolution to authorize roof gutter sealing at Michigan Avenue

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-28

July 26, 2023

RESOLUTION TO AUTHORIZE ROOF GUTTER SEALING AT MICHIGAN AVENUE

Whereas, the Michigan Avenue library suffered a catastrophic flood on July 1, and

Whereas, the roof drains were overwhelmed by torrential rain and water infiltrated the building, and

Whereas, the roof was inspected and a potential design flaw was discovered which may have contributed to the disaster, and

Whereas, Bloom Roofing has provided a proposal to seal the roof gutters, preventing future overflow into the building from this source, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached proposal from Bloom Roofing to seal the gutters on the Michigan Avenue roof, at a cost of \$8,920 is approved.

BE IT FURTHER RESOLVED that:

The Capital Asset Replacement Fund will be used for this project.

OFFERED BY: Trustee McGee

SUPPORTED BY: Trustee Winborn

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

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No Comment

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Trustee Steimel	Absent
Trustee Winborn	Wanted to thank all the staff for the daily work they do, and especially thank them for dealing with the flooding at Michigan Avenue.
Trustee Maddix	Felt the July 4 th parade was awesome, and it was cool to see crowds of people cheer for the bookmobile. Thanked Joy, Julianne and Lisa specifically for dealing with the Michigan Ave. flooding, as well as a general thank you to staff for work they are doing.
Trustee Williams	Pleased that the library comes up in conversations in the community in positive ways. He has heard many a positive comments on the programming being offered.
Trustee Kennedy	Expressed the “gut-punch” feeling she had when viewing pictures of the Michigan Ave. flooding. Heartfelt thank you to staff.
Trustee Horne McGee	No Comment

Adjournment

Trustee Horne McGee moved to adjourn at 7:50 p.m. Trustee Winborn seconded this motion.

Vote: Ayes: 6

Nays: 0

Motion: Passed

Absent: 1

Financial Report

Ypsilanti District Library
Balance Sheet
July 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 7/31/2023	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	3,302,987	(194,849)
Receivables & Other assets	49,282	98,153	84,370	108,670	132,113	108,949	(23,165)
Total Assets	2,426,996	2,695,077	3,025,258	3,522,578	3,629,949	3,411,935	(218,014)
Liabilities	145,758	85,577	313,638	344,511	215,952	281,850	65,898
Composition of Fund Balance							
Reserved:							
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252	0
Current YTD						-	
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357	0
Current YTD						-	
Designated:							
Improvement Fund	1,102,434	352,434	352,434	352,434	352,434	-	(352,434)
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	68,522	(167,409)
Total Fund Balance	2,281,238	2,609,500	2,711,620	3,178,067	3,413,998	3,130,085	(283,913)
Total Liabilities & Fund Balance	2,426,996	2,695,077	3,025,258	3,522,578	3,629,950	3,411,935	(218,014)

Ypsilanti District Library
Period Ending 7/31/23 (66.7% of Year)
General Fund

ACCT #	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	Amended FY 2022-2023 BUDGET	YTD 7/31/23 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	5,568,866	5,918,352	6,086,564	6,211,643	4,850,286	1,361,357	78.1%
Expenditures							
Dept 100 Administrative	2,163,719	2,132,617	2,357,850	2,936,006	1,783,567	1,089,084	60.7%
Dept 200 Michigan Ave.	555,976	542,948	619,718	740,892	472,188	269,032	63.7%
Dept 300 Outreach	82,140	92,558	103,158	311,340	201,929	104,368	64.9%
Dept 400 Superior Township	158,483	162,269	230,011	492,848	293,064	191,279	59.5%
Dept 500 Whittaker Rd	1,089,344	1,080,805	1,156,233	1,264,450	793,497	446,904	62.8%
Dept 600 Donations	12,312	21,629	52,305	-	69,918	(69,918)	NA
Dept 700 Grants	7,405	19,079	31,359	-	15,167	(15,167)	
Total	4,069,379	4,051,904	4,550,633	5,745,536	3,629,330	2,015,582	63.2%
Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	466,107	1,220,956		
Sale of Assets	-	-	-		-		
Board Designation of Funds	(1,150,000)	(1,400,000)	(1,400,000)		(1,152,434)		
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	4,070,646	3,673,061		

**Ypsilanti District Library
General Fund
Period Ending 7/31/2023
(66.7% 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	Amended FY 2022-2023 BUDGET	YTD 7/31/23 ACTUAL	YTD AS A % OF BUDGET
Revenue								
403.000	Superior Township Tax Levy	885,210	939,410	998,342	1,066,617	1,066,617	919,736	86.2%
425.000	City of Ypsilanti Tax Levy	836,671	866,352	889,936	928,809	928,809	322,007	34.7%
425.075	PPT Reimbursement	16,119	22,407	27,533	20,000	20,000	533	2.7%
440.000	Ypsilanti Township Tax Levy	3,486,095	3,653,122	3,707,057	3,869,999	3,869,999	3,364,073	86.9%
441.000	Renaissance Zone Reimb	66,633	68,165	67,905	65,000	65,000	0	0.0%
443.000	State Aid Direct	32,931	35,678	43,256	45,084	45,084	22,158	49.1%
447.000	State Aid Indirect	33,497	36,286	43,254	45,084	45,084	22,158	49.1%
500.500	Operational Grant Revenue						31,500	
500.600	Talk Grant Revenue	30,629	47,787	41,774	35,000	35,000	38,593	110.3%
657.000	Lost Books/Misc.	22,485	7,187	6,777	6,000	6,000	4,727	78.8%
657.100	Smart Cards - Printing & Copies	11,776	8,765	22,883	20,000	20,000	21,750	108.7%
657.600	Proctor Fees	429	263	574	0	0	45	
661.000	Penal Fines County	84,478	113,205	83,080	83,000	83,000	0	0.0%
662.100	Community room rentals	575	0	1,250	2,500	2,500	1,900	76.0%
679.000	Donations/Misc.	1,063	1,360	2,045	2,500	2,500	7,963	318.5%
681.000	Donations Designated	5,100	0	0		0	0	0.0
681.080	Donations/Memorials	4,555	7,170	7,736	600	600	2,684	447.3%
687.000	Interest/Checking	1,037	457	1,383	950	950	5,013	527.7%
687.010	Interest/Savings	6,175	5,226	3,154	6,500	6,500	35,073	539.6%
688.000	Interest/Endowment	0	6,227	0	0	0	0	
689.000	Dividends-MML	4,219	4,312	7,460	6,000	6,000	6,490	108.2%
690.000	Dividend Revenue Endowment	7,220	9,045	8,161	8,000	8,000	13,366	167.1%
691.000	CARES act Credit	0	6,400	0	0	0	0	
Total Revenue		5,536,898	5,838,824	5,963,558	6,211,643	6,211,643	4,819,768	77.6%

**Ypsilanti District Library
General Fund
Period Ending 7/31/2023
(66.7% 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	Amended FY 2022-2023 BUDGET	YTD 7/31/23 ACTUAL	YTD AS A % OF BUDGET
Expenditures								
Dept 100 Administrative								
702.000	Salary Wages	657,068	685,029	758,009	839,879	882,382	550,499	62.4%
702.100	Professional/Accounting	5,080	7,445	8,700	9,000	9,000	6,890	76.6%
702.150	Bank Fees	3,176	1,888	2,494	5,400	5,400	1,640	30.4%
702.900	Salary/Subs	3,327	1,571	5,987	15,600	24,971	14,387	57.6%
705.000	Employee Recognition Awards	336	804	689	750	750	541	72.1%
710.000	Paychex Payroll Service	11,166	12,115	13,050	14,800	19,800	16,045	81.0%
715.000	Employer Payroll Tax	144,791	148,792	164,634	205,360	202,897	134,770	66.4%
715.100	ACA Taxes Paid by employer	295	331	555	740	740	185	25.0%
718.000	MERS Defined Contribution	90,691	91,780	99,768	126,306	120,409	60,189	50.0%
719.000	FSA Admin Fee	707	729	624	758	758	400	52.8%
727.000	Office Supplies	26,412	24,088	38,242	32,400	32,400	29,158	90.0%
727.050	CARES act Exp	95	6,305	0				
727.200	Supplies-Facility	13,820	12,957	18,696	31,900	31,900	12,637	39.6%
752.000	MML/Building Insurance	64,450	66,589	74,515	78,986	77,332	77,332	100.0%
753.000	MML/Workers Comp	7,204	9,744	10,202	10,875	10,875	6,714	61.7%
754.000	Health Insurance	361,059	394,266	380,631	470,886	470,886	304,307	64.6%
756.000	Delta Dental	34,311	34,322	32,832	36,383	36,383	23,169	63.7%
757.000	Employee Assistance Program	579	0	0	0	0	0	
758.000	Life Insurance	3,969	4,316	4,061	4,183	4,183	3,175	75.9%
759.000	Vision Service Plan	8,856	9,074	8,907	8,963	8,963	7,228	80.6%
762.000	STD/LTD (Disability Insurance)	11,403	10,594	12,301	14,235	14,235	12,637	88.8%
769.000	Printing & Publishing	12,840	18,325	18,779	20,900	20,900	13,029	62.3%
769.050	Classified Advertising	460	432	733	1,000	1,000	220	22.0%
774.050	Digital Collection	175,379	209,154	246,754	294,765	294,765	171,537	58.2%
774.100	Data Bases	21,988	24,948	28,073	50,000	50,000	26,324	52.6%
774.800	System Wide DVDs	2,959	493	61	500	500	53	10.6%
774.900	All Materials Processing	15,899	21,270	25,603	35,000	35,000	15,185	43.4%
774.950	Play Kits	1,447	2,590	2,975	5,000	5,000	2,587	51.7%
774.975	Library of Things	0	2,876	8,799	13,000	13,000	4,066	31.3%
801.000	Major Events	6,768	2,805	9,143	17,390	17,390	3,950	22.7%
801.500	Learning Never Gets Old	2,246	1,999	2,999	0	0	0	
802.000	Mileage/Travel Reimbursement	289	775	4,754	5,000	6,500	3,561	54.8%
804.000	Workshops/Training	4,148	2,422	3,613	4,500	4,500	2,485	55.2%
805.000	Memberships & Dues	5,675	5,685	5,603	6,750	6,750	5,788	85.7%
806.000	Talk Grant Expenses	24,342	23,383	40,362	35,000	35,000	17,102	48.9%
807.000	Operational Grant Expenditure					10,000	12,755	127.5%
810.000	Capital Outlay - Buildings	600	5,197	650	5,000	5,000	2,755	55.1%
810.100	Capital Outlay - Improvements	1,300	3,500	0	2,400	2,400	0	0.0%
811.100	Capital Outlay - Technology	0	0	0	120,000	120,000	0	0.0%
812.000	Capital Outlay - Furnishings	0	268	1,100	5,000	5,000	1,831	36.6%
840.000	Repair & Main Bldg		0	-5,825	0	0	2,805	WH Flood
850.000	Automation - Technology	183,693	128,433	110,254	139,395	139,395	92,404	66.3%
850.100	Telecommunications	-19,543	6,243	7,003	7,983	7,983	14,458	181.1%
850.200	ILS Contract	62,573	59,088	64,631	64,630	63,125	63,125	100.0%
850.500	Software Subscription	14,762	21,823	35,693	35,722	40,722	30,999	76.1%
890.000	The Library Network	2,796	2,796	2,796	4,500	4,500	0	0.0%
928.000	Postage	19,334	20,112	18,912	22,447	22,447	10,256	45.7%
965.000	Auditing Service	7,425	7,875	8,100	8,325	8,325	8,325	100.0%
975.000	Legal	6,422	5,280	11,191	10,000	10,000	162	1.6%
975.500	Legal - Negotiations	0	0	7,620	0	0	0	
980.000	Professional/Contractual	154,793	27,087	54,649	27,740	27,740	7,185	25.9%
980.500	Branding Costs	1,188	2,201	894	2,500	3,250	3,945	121.4%
981.500	Lost Book Expense	3,749	1,094	1,646	6,300	6,300	2,690	42.7%
982.000	MTT Charge Back City	208	471	48	2,000	2,000	42	2.1%
983.000	MTT Charge Back TWP	200	1,070	3,873	7,500	7,500	878	11.7%
983.100	MTT Charge Back-Superior Twp	985	184	1,467	5,000	5,000	913	18.3%
984.050	Contributions/Endowment	0				750	250	33.3%
Total		2,163,719	2,132,617	2,357,850	2,872,651	2,936,006	1,783,567	60.7%

**Ypsilanti District Library
General Fund
Period Ending 7/31/2023
(66.7% 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	Amended FY 2022-2023 BUDGET	YTD 7/31/23 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.								
702.000	Salaries	396,590	402,866	423,056	506,014	501,189	324,219	64.7%
702.800	Salaries-Pages	4,044	3,463	4,784	9,360	5,347	3,348	62.6%
771.000	Adult Books & Processing	25,084	22,288	18,713	22,100	22,100	11,357	51.4%
772.000	Youth Books & Processing	14,651	13,282	16,552	15,200	15,200	9,170	60.3%
776.000	Periodicals - Adult	2,979	2,802	4,395	3,000	3,000	545	18.2%
776.050	Periodicals - Youth	0	0	0	100	100	0	0.0%
778.000	Adult Audio/Visual	6,153	5,441	4,852	5,600	5,600	3,329	59.4%
779.000	Youth Audio/Visual	2,993	2,413	2,743	2,050	2,050	901	44.0%
801.500	Learning Never Gets Old	0	0	0	1,250	1,250	1,074	85.9%
802.200	Parking	3,600	3,600	3,600	3,900	3,900	3,600	92.3%
810.000	Capital Outlay - Buildings	18,869	10,000	68,081	29,000	29,000	18,357	63.3%
812.000	Capital Outlay - Furnishings	6,992	3,384	0	4,000	4,510	4,510	100.0%
840.000	Repair & Maintenance - Building	13,803	16,584	17,990	20,000	27,000	25,393	94.0%
840.025	Campbell Maint Contract	18,754	12,672	12,672	14,172	14,172	9,504	67.1%
840.050	Snow Removal/ Lawn Care	6,078	7,259	7,778	11,335	12,335	5,267	42.7%
900.000	Programs-Adult	1,625	1,462	1,772	3,000	3,000	414	13.8%
901.000	Programs-Youth	2,659	1,762	606	2,500	2,500	2,288	91.5%
940.000	Phone	4,535	4,553	2,631	4,695	4,695	1,545	32.9%
943.000	Natural Gas	3,624	3,946	4,838	5,777	5,777	3,494	60.5%
947.000	DTE - Electric	15,236	18,309	18,797	20,437	20,437	11,419	55.9%
949.000	Ypsilanti Comm Utilities Auth	7,707	6,864	5,858	7,290	7,290	3,977	54.5%
980.000	Professional Contractual (Security)	0	0	0	50,440	50,440	28,476	56.5%
Total		555,976	542,948	619,718	741,220	740,892	472,188	63.7%
Dept 300 Outreach								
702.000	Salaries	69,159	70,870	77,276	244,241	249,284	156,940	63.0%
775.000	Library Materials	5,303	5,084	5,857	5,250	5,250	1,730	33.0%
801.500	Learning Never Gets Old	0	0	0	3,000	3,000	797	26.6%
811.000	Capital Outlay Vehicle	0	0	0	35,000	35,000	35,000	100.0%
840.000	Repair & Maintenance	6,017	14,636	13,986	11,993	11,993	5,037	42.0%
943.000	Fuel	1,661	1,967	6,040	6,813	6,813	2,425	35.6%
Total		82,140	92,558	103,158	306,297	311,340	201,929	64.9%

**Ypsilanti District Library
General Fund
Period Ending 7/31/2023
(66.7% 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	Amended FY 2022-2023 BUDGET	YTD 7/31/23 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Superior Township								
702.000	Salaries	146,792	149,424	211,331	358,053	351,867	231,988	65.9%
702.800	Salary/Pages	0	0	0	9,360	3,874	1,960	50.6%
771.000	Adult Books & Processing	0	0	0	15,550	15,550	5,221	33.6%
772.000	Youth Books & Processing	0	0	0	12,400	12,400	5,143	41.5%
775.000	Library Materials	5,842	6,553	7,388	0	0	0	
776.000	Periodicals	0	0	0	500	500	75	15.0%
778.000	Audio/Visual	0	0	0	1,550	1,550	571	36.9%
801.500	Learning Never Gets Old	0	0	0	750	750	180	24.0%
810.000	Cap Outlay Building		0	0	3,000	3,000	1,795	59.8%
810.100	Cap Outlay Improvements		0	0			0	
840.000	Repair & Maintenance	1,007	1,179	2,603	5,000	6,650	1,969	29.6%
840.025	Campbell Maint Contract	0	0	0	6,600	6,600	4,983	75.5%
840.050	Snow Removal & Lawn Care	980	980	2,980	14,000	23,450	14,749	62.9%
900.000	Programs - adult	543	580	267	600	600	350	58.4%
901.000	Programs - Youth	468	624	655	600	600	539	89.9%
902.000	Art Purchases					9,077		
940.000	Phone	1,134	1,138	782	4,156	4,156	1,360	32.7%
943.000	Natural Gas	659	650	1,097	11,636	11,636	2,270	19.5%
947.000	DTE - Electric	960	1,044	1,299	10,061	10,061	1,807	18.0%
949.000	Ypsilanti Comm Utilities Auth	98	97	1,609	5,527	5,527	2,265	41.0%
980.000	Professional/Contractual	0	0	0	25,000	25,000	15,840	63.4%
Total		158,483	162,269	230,011	484,343	492,848	293,064	59.5%

**Ypsilanti District Library
General Fund
Period Ending 7/31/2023
(66.7% 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	Amended FY 2022-2023 BUDGET	YTD 7/31/23 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD								
702.000	Salaries	701,249	722,800	749,625	782,222	804,271	519,498	64.6%
702.800	Salaries-Pages	15,483	19,698	28,923	37,440	37,440	22,522	60.2%
771.000	Adult Books	41,293	41,604	44,654	41,400	41,400	24,465	59.1%
772.000	Youth Books	23,641	27,802	29,974	29,000	29,000	17,310	59.7%
776.000	Periodicals - Adult	5,239	4,405	5,717	5,000	5,000	1,564	31.3%
776.050	Periodicals - Youth	759	745	617	800	800	0	0.0%
778.000	Adult Audio/Visual	15,746	10,284	8,739	10,700	10,700	3,704	34.6%
779.000	Youth Audio/Visual	4,159	4,236	4,157	3,300	3,300	1,323	40.1%
810.000	Cap Outlay Building	3,880	12,515	22,620	59,245	59,245	35,637	60.2%
810.100	Cap Outlay Improvements		0	0	0	0	0	0.0%
840.000	Repair & Maintenance - Building	39,729	22,271	54,658	27,300	27,300	18,768	68.7%
840.025	Campbell Maint Contract	42,797	42,797	41,649	43,705	43,705	28,654	65.6%
840.050	Snow Removal/Lawn Care	16,241	16,199	18,348	25,600	27,600	14,196	51.4%
900.000	Programs - Adult	4,206	3,765	2,382	4,200	4,200	2,055	48.9%
901.000	Programs - Youth	5,697	6,659	6,647	13,000	13,000	9,194	70.7%
903.000	Equipment Maintenance	820	1,564	0	3,000	3,000	0	0.0%
940.000	Phone	9,070	9,105	5,277	10,063	10,063	3,276	32.6%
943.000	Natural Gas	24,227	30,040	31,451	31,680	31,680	18,162	57.3%
947.000	DTE - Electric	92,512	99,414	96,182	105,364	105,364	69,015	65.5%
949.000	Ypsilanti Comm Utilities Auth	4,596	4,902	4,612	7,382	7,382	4,156	56.3%
980.000	Professional/Contractual	38,000			0	0		NA
Total		1,089,344	1,080,805	1,156,233	1,240,401	1,264,450	793,497	62.8%
Dept 600 Donations								
Revenue:								
	Total Revenue	18,888	37,195					
	Total Donated revenue	18,888	37,195	106,336			12,518	NA
Expenditures:								
	Total Expenditures	12,312	21,629					
	Total Expenditures	12,312	21,629	52,305			69,918	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			15,167	NA
Total	Net -- restricted for future	5,675	23,254	-14,689			2,833	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	6,211,643	4,850,286	
Total Expenditures		4,069,379	4,051,904	4,550,633	5,644,912	5,745,536	3,629,330	63.2%
	Net Revenue Over Expenditures	1,499,486	1,866,447	1,535,931	566,731	466,107	1,220,956	
	Fund Balance Beginning of Year	2,652,675	2,752,161	3,218,609	3,454,539	3,454,539	3,454,539	
	Board Designation	-1,400,000	-1,400,000	-1,300,000	0	0	-1,152,434	
Ending Fund Balance		2,752,161	3,218,609	3,454,539	4,021,270	3,920,646	3,523,061	

**Ypsilanti District Library
Balance Sheet
July 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 7/31/2023	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	1,654,180	298,018
Total Assets	399,522	1,481,745	2,807,370	3,503,051	1,356,163	1,654,180	298,018
Liabilities	-	-	-	13,454	468,231	320,000	(148,231)
Fund Balance	399,522	1,478,745	2,665,015	3,489,597	887,932	1,334,180	446,249
Total Liabilities & Fund Balance	399,522	1,478,745	2,665,015	3,503,051	1,356,163	1,654,180	298,018

Ypsilanti District Library
Capital Expenses
Period Ending 7/31/23 (66.7% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/20 ACTUAL	FY 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	YTD 7/31/23 ACTUAL
Revenue					
Dept 400 Superior Construction					
683.800	Superior Library Designated	54,603	857,193	450,871	76,376
688.000	Interest	4,986	1,181	97	5,212
Other departments		-	-		-
Total		59,589	858,374	450,968	81,588
Transfer from Operating Fund		1,400,000	1,400,000	1,300,000	1,504,868
Expenditures					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual		16,860	97,989	28,116
Subtotal		-	16,860	97,989	28,116
Dept 400 Superior Construction					
702.150	Bank Fees	-	620	1,503	450
752.500	Insurance - Bldrs Rsk			8,564	-
780.000	Opening Day Collection			194,247	9,768
801.000	Major Events		3,544	7,744	2,191
812.000	Capital Outlay - Eq/Furn			208,175	36,712
850.000	Automation - Technology			91,123	18,225
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	(32,314)
955.100	General Contractor	46,274	655,988	3,167,412	921,326
985.300	Outside Contract Expense	-		42,875	42,877
Subtotal		269,300	1,006,671	3,866,658	999,236
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	-	410,262	387,987	112,855
Subtotal		-	410,262	387,987	112,855
TOTAL Capital Expenditures		269,300	1,433,793	4,352,633	1,140,207
Total Revenue Over Expenditures		1,190,289	824,581	(2,601,665)	446,249
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	1,334,180

Capital Asset Replacement Fund
Composition of Fund Balance

		Superior Project	Other	Total
2019	opening balance 11/30/18	0	399,522	
Board Assigned	1/23/2019	1,150,000		
Balance	11/30/2019	1,150,000	331,745	1,481,745
2020				
Board Assigned	1/22/2020	1,150,000	250,000	
Capital Campaign & Int prior to 11/30/20		66,110		
Expenses Paid prior to 11/30/20		-269,300	-13,540	
Balance	11/30/2020	2,096,810	568,205	2,665,015
2021				
Board Assigned	1/27/2021	1,200,000	200,000	
Capital Campaign & Int	11/30/2021	858,374		
YTD Expenditures	11/30/2021	-1,006,670	-427,122	
Balance	11/30/2021	3,148,514	341,083	3,489,597
2022				
Board Assigned	1/26/2022	1,000,000	300,000	
YTD Capital Campaign & Int	11/30/2022	450,968		
YTD Expenditures	11/30/2022	-3,866,658	-485,975	
Balance	11/30/2022	732,824	155,108	887,932
2023				
Board Assigned		352,434	1,152,434	
YTD Capital Campaign & Int	7/31/2023	81,588		
YTD Expenditures	7/31/2023	-999,236	-140,972	
Balance	7/31/2023	167,610	1,166,570	1,334,181
				320,000 future pledges
				1,654,181

Project Summary Through:

	7/31/2023	7/31/2023
	Superior	Other
Board	4,852,434	2,234,179
Capital Campaign	1,457,040	
Future pledges	320,000	
Expense	-6,141,863	-1,067,609
	487,610	1,166,570

Check Register Report

Date: 08/01/2023

Time: 12:20 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
75912	07/05/23	Printed			LEDE	LEANN DEBROCK	PP#16 7/6/23 live check	372.35
75913	07/05/23	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	concrete bas for locker-MA	9,461.78
75914	07/07/23	Printed			APBS	A PRODUCTION BUILDING SOLUTION	June 2023 coverage	1,980.00
75915	07/07/23	Printed			SARAR	SARA ADDINGTON	chair yoga #2 of 2	200.00
75916	07/07/23	Printed			AALLC	ALLSTAR ALARM LLC	8/1-10/31/2023 coverage	138.00
75917	07/07/23	Printed			BENCH	BENCHMARK DESIGN STUDIO	newspaper board	200.00
75918	07/07/23	Printed			BBR	BLACK MEN READ	8/5/23 program	500.00
75919	07/07/23	Printed			BLOOM	BLOOM ROOFING SYSTEMS	MA 6/26/23 service	495.00
75920	07/07/23	Printed			BOX	BOXCAR STUDIO	hosting June renewal 2024	2,400.00
75921	07/07/23	Printed			A15	BP PRODUCTS OF NORTH AMERICA	report date 7/6/23	206.81
75922	07/07/23	Printed			A45	CANTON PUBLIC LIBRARY	lost-ILL Ouran high school	13.99
75923	07/07/23	Printed			CADL	CAPITAL AREA DISTRICT LIBRARY	lost ILL-Berserk 2	19.99
75925	07/07/23	Printed			CAPONE	CAPITAL ONE	ALL 5/25-6/23/23 billing	4,953.78
75926	07/07/23	Printed			JCARY	JAMES CAREY	June 2023 service	800.00
75927	07/07/23	Printed			CEN	CENGAGE LEARNING	BFF	102.71
75928	07/07/23	Printed			CIT	CIT TECHNOLOGY FIN SERV INC.	due 7/19/23	2,372.95
75929	07/07/23	Printed			CROM	CROMAINE DISTRICT LIBRARY	lost-ILL Beruseruku	14.99
75930	07/07/23	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	Superior supplies	21.94
75931	07/07/23	Printed			MBP	DOWNRIVER BUS REPAIR, INC.	contactor/sensor/door latch	2,721.92
75932	07/07/23	Printed			DTE ENERGY	DTE ENERGY	whit street June 2023	47.14
75933	07/07/23	Printed			DTE ENERGY	DTE ENERGY	whit 5/24-6/23/23 service	11,798.53
75934	07/07/23	Printed			DTE ENERGY	DTE ENERGY	MA 5/31-6/29/23 service	1,852.08
75935	07/07/23	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	50% deposit whit stack light	11,453.86
75936	07/07/23	Printed			BLWT	FUNFLICKS OF MICHIGAN	Outdoor show-Colorful Dream	252.96
75937	07/07/23	Printed			GRNG	GRAINGER	caster/core wheel	226.72
75938	07/07/23	Printed			HAC	HACKLEY PUBLIC LIBRARY	lost ILL-Cooking from the Spir	19.20
75939	07/07/23	Printed			HFCC	HENRY FORD COMMUNITY COLLEGE	lost ILL-The Devil	35.95
75940	07/07/23	Printed			LIHO	LISA HOENIG	PP#16 7/6/23	1,694.68
75941	07/07/23	Printed			HUMPS	DEREK HUMPHREY	PP#16 7/6/23	1,393.06
75942	07/07/23	Printed			KSSSENT	KSS ENTERPRISES	book tape 24 rolls	252.35
75943	07/07/23	Printed			0000000471	LAKESHORE LEARNING MATERIALS	whit youth supplies	68.99
75944	07/07/23	Printed			A50	MONIQUE LOPEZ-GEIMAN	PP#16 7/6/23	1,289.69
75945	07/07/23	Printed			AFSCME	MICHIGAN AFSCME	July 2023 dues	741.75
75946	07/07/23	Printed			MTUVPO	MICHIGAN TECHNOLOGICAL LIBRARY	lost-ILL Kashiramoji	166.37
75947	07/07/23	Printed			MCLS	MIDWEST COLLABORATIVE FOR	Annual Member fee 2024	250.00
75948	07/07/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	503935495.....	1,573.86
75949	07/07/23	Printed			A36	MONROE COUNTY LIBRARY SYSTEM	lost-ILL Prayer for Owen	17.99
75950	07/07/23	Printed			OCC	OAKLAND COMMUNITY COLLEGE	lost ILL-Jojo's bizarre	12.50
75951	07/07/23	Printed			OV	OVERDRIVE, INC.	01576CO23192107.....	3,167.61
75952	07/07/23	Printed			PATR	PATRON ACCOUNT	return-Eight Dates....	36.35
75953	07/07/23	Printed			PATR	PATRON ACCOUNT	return-Russia	32.00
75954	07/07/23	Printed			PATR	PATRON ACCOUNT	return-Encyc Brown Boy Detec	12.10
75955	07/07/23	Printed			PINTER	PINTER'S FLOWERLAND INC.	whit flower boxes	273.63
75956	07/07/23	Printed			PW	PLANTWISE	whit burn	725.00
75957	07/07/23	Printed			PLAY	PLAYAWAY PRODUCTS LLC	Happy Place	265.42
75958	07/07/23	Printed			QM	Q+M	TALK Guide	373.75
75959	07/07/23	Printed			KAREY	KAMRON REYNOLDS	Mange Draw 7/24 & 7/31	150.00
75960	07/07/23	Printed			KAREY	KAMRON REYNOLDS	Mange Draw 7/10 & 7/17	150.00

Check Register Report

Date: 08/01/2023

Time: 12:20 pm

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Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
75961	07/07/23	Printed			RNA	RNA FACILITIES MANAGEMENT	MA #3 of 8	1,850.00
75962	07/07/23	Printed			SAWA	SAWA BOOKS	Disney the Lion	156.36
75963	07/07/23	Printed			0000000300	SCHOLASTIC INC.	Whit summ chall	914.81
75964	07/07/23	Printed			SPS	SECURITY & PROTECTIVE SERVICES	Junes 2023 service	3,711.13
75965	07/07/23	Printed			0000000443	SHERWIN-WILLIAMS	Superior touchups	30.45
75966	07/07/23	Printed			SBT	SIGNS BY TOMORROW	Explorer wrap	1,500.00
75967	07/07/23	Printed			OLSN	OLIVIA SNELLING	PP #16 7/6/2023	448.21
75968	07/07/23	Printed			SCCL	ST. CLAIR COUNTY LIBRARY	lost ILL-Mama do you love me	8.95
75969	07/07/23	Printed			STAPAD	STAPLES ADVANTAGE	statement 6/25/23	700.49
75970	07/07/23	Printed			TERM	TERMINIX	MA 6/8/23 treatment	151.00
75971	07/07/23	Printed			UMSI	UNIQUE MANAGEMENT SERVICES,	July 2023 curbside	90.00
75972	07/07/23	Printed			0000000116	GAIL VALENTINE	PP #16 7/6/2023	801.13
75973	07/07/23	Printed			VAND	MARIANNE VANDENBERGEN	PP#16 7/6/23	884.51
75974	07/07/23	Printed			0000000021	Y C U A	MA 5/20-6/19/263 service	2,631.37
75975	07/07/23	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	supplies	3.59
75976	07/14/23	Printed			APBS	A PRODUCTION BUILDING SOLUTION	Superior july 2023 service	1,980.00
75977	07/14/23	Printed			AWS	ALLIED WASTE SYSTEMS #241	Superior July 2023 service	566.49
75979	07/14/23	Printed			AMCASE	AMAZON CAPITAL SERVICES	07/01/23 billing	4,369.05
75980	07/14/23	Printed			0000000559	ASSOCIATED PLUMBING & SEWER	whit men's room	414.50
75981	07/14/23	Printed			LOR	BAKER & TAYLOR 4108482	statement 6/30/2023	100.61
75982	07/14/23	Printed			BAKTAY	BAKER & TAYLOR INC 4108472	statement 6/30/23	399.48
75983	07/14/23	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 6/30/2023	89.70
75984	07/14/23	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 6/30/23	927.25
75985	07/14/23	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 6/30/2023	848.54
75986	07/14/23	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 6/30/2023	310.04
75987	07/14/23	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 6/30/23	19.20
75988	07/14/23	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 6/30/2023	562.27
75989	07/14/23	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 6/30/23	2,484.05
75990	07/14/23	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 6/30/23	2,417.31
75991	07/14/23	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 6/30/2023	2,131.84
75992	07/14/23	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 6/30/23	1,459.45
75993	07/14/23	Printed			BAA	BANK OF ANN ARBOR	closing 6/30/23 #0667	306.68
75994	07/14/23	Printed			BASIC	BASIC	July 2023 ad fee	50.00
75995	07/14/23	Printed			BENCH	BENCHMARK DESIGN STUDIO	double sided octagon	110.00
75996	07/14/23	Printed			BCN	BLUE CARE NETWORK OF MI	August 2023 coverage	45,785.09
75997	07/14/23	Printed			CONSTELL	CONSTELLATION NEWENERGY-	all-June 2023 service	1,583.18
75998	07/14/23	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	August 2023 coverage	2,899.24
75999	07/14/23	Printed			GLZ	GLAZE	crafternoon program	300.00
76000	07/14/23	Printed			GORDON	GORDON FOOD SERVICE, INC.	MA supplies	73.28
76001	07/14/23	Printed			GRNG	GRAINGER	return core wheel	573.29
76002	07/14/23	Printed			HNC	HOWELL NATURE CENTER	MA 8/5/23 program	392.00
76003	07/14/23	Printed			IMPDA	IMPERIAL DADE	tissue/brag box/glove	788.43
76004	07/14/23	Printed			MERS	MERS OF MICHIGAN	Hamilton DKNSSCSFXJP	255.00

Check Register Report

Ypsilanti District Library

BANK: ANN ARBOR

Date: 08/01/2023

Time: 12:20 pm

Page: 3

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
76005	07/14/23	Printed			A29	MICHIGAN POWER RODDING, MA flood INC.		1,138.00
76006	07/14/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	504031318.....	525.97
76007	07/14/23	Printed			MIDWESTTAP	MIDWEST TAPE LLC	hoopla June 2023	16,920.92
76008	07/14/23	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	July 2023 service	128.00
76009	07/14/23	Printed			KAREY	KAMRON REYNOLDS	Manga Draw for teens	100.00
76010	07/14/23	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	MA start up	132.22
76011	07/14/23	Printed			SLC	SUPERIOR LANDSCAPE COMPANIES	Superior july 2023 service	1,681.25
76012	07/14/23	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Superior June 2023 service	1,151.74
76013	07/14/23	Printed			TCI	TERRACON CONSULTANTS, INC.	whit windows	6,160.00
76014	07/19/23	Printed			BAA	BANK OF ANN ARBOR	Julianne 4396 cycle 06.30.2023	3,291.76
					Total Checks: 101		Checks Total (excluding void checks):	182,617.58
					Total Payments: 101		Bank Total (excluding void checks):	182,617.58
					Total Payments: 101		Grand Total (excluding void checks):	182,617.58

Communications

2023 Library Penal Fines Distribution
Catherine McClary, Washtenaw County Treasurer

Penal Fine Revenue Received	\$297,581.45
Interest Earned on Penal Fine Revenue	\$5,158.02
TOTAL Penal Fines Revenues	\$ 302,739.47

Less Payment to Law Library	\$8,500.00
Total Penal Fine Distribution to Libraries	\$294,239.47
TOTAL Penal Fines Distribution	\$302,739.47

<u>Library</u>	<u>Population</u>	<u>Distribution Rate</u>	<u>Fines</u>	<u>Interest</u>	<u>Total</u>
Ann Arbor District	177,696	0.477315583	\$137,983.08	\$2,462.00	\$140,445.08
Chelsea District	16,126	0.043316626	\$12,522.03	\$223.43	\$12,745.46
Dexter District	20,461	0.054961024	\$15,888.21	\$283.49	\$16,171.70
Manchester District	7,186	0.019302572	\$5,580.02	\$99.56	\$5,679.58
Milan Public	17,119	0.045983958	\$13,293.11	\$237.19	\$13,530.30
Northfield Township Area	8,697	0.023361323	\$6,753.33	\$120.50	\$6,873.83
Salem-South Lyon District	6,756	0.018147533	\$5,246.12	\$93.61	\$5,339.73
Saline District	28,291	0.075993467	\$21,968.30	\$391.98	\$22,360.28
Washtenaw County	1,929	0.005181556	\$1,497.89	\$26.72	\$1,524.61
Ypsilanti District	88,021	0.236436357	\$68,349.37	\$1,219.54	\$69,568.91
County Law Library			\$8,500.00		\$8,500.00
	372,282	100%	\$297,581.46	\$5,158.02	\$302,739.48



Friends of the Canton Public Library &
Friends of the Plymouth District Library
are pleased to present

Literacy Liberty for All

A Community Q & A

Tuesday, Sept 19, 2023 at 7pm
at the Penn Theatre
760 Penniman Ave., Plymouth

A panel of local experts will provide their
perspective on a range of topics:

- concerns facing libraries today
- 1st amendment & right to read
- how libraries select books
- why representation matters

Audience questions will be solicited and
included in the discussion.

THE PANEL:

George Belvitch - retired PCCS educator and
President, Plymouth-Canton PFLAG

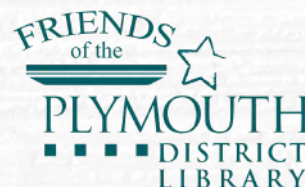
Toni Issac - teacher & librarian, Troy High School

Loren Khogali - Executive Director,
American Civil Liberties Union (ACLU) of Michigan

Kathy Lester - President, American Association
of School Librarians (AASL)

Beth Rayl - Chief Academic & Innovation Officer,
Plymouth-Canton Community Schools

Thomas Walker - Interim Dean, Wayne State University Library
System and professor, WSU School of Information Sciences





FACT SHEET: INTERGENERATIONAL PROGRAMS BENEFIT EVERYONE

Intergenerational programs intentionally unite the generations in ways that enrich participants' lives and help address vital social and community issues while building on the positive resources that young and old have to offer each other and to their communities. These programs bring people of different generations together for ongoing, mutually beneficial, planned activities, designed to achieve specified program goals and promote greater understanding and respect between generations. Reciprocity, sustainability, intentionality, training, support, and viewing younger and older people as assets are hallmarks of successful programs.

There are many types of intergenerational programs ranging from mentoring and community service to service learning and workforce development. The goals of these programs are just as varied, and some examples are outlined in the chart on pages 4 and 5. Some programs primarily focus on improving academic outcomes among younger generations with older volunteers as tutors, mentors, allies, and friends. Other programs primarily focus on improving social, health, and economic aspects for older adults with younger generations as partners. While other programs aim to promote healthier lifestyle behaviors for both generations simultaneously, thereby lowering health risks. The possibilities for intergenerational programs are endless.

AN INTERGENERATIONAL LENS CAN BE APPLIED TO WIDE RANGE OF TOPICS SUCH AS:

- Academic Achievement & Enrichment
- Physical, Cognitive, & Mental Health
- Social Isolation & Loneliness
- Cultural Identity
- Environmental Awareness & Action
- Affordable Housing
- Job Readiness & Entrepreneurship
- Neighborhood Revitalization
- Addressing Structural Racism & Inequalities
- Technology Access & Use
- Caregiving
- Food insecurity
- Community Change
- Substance Use
- Ageism

Intergenerational programs unite younger and older generations to enrich participants' lives and help address vital social and community issues.

**generations
united**

Because we're stronger together®

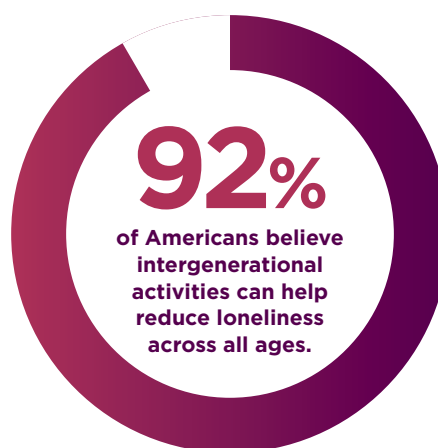
➔ PROGRAM SPOTLIGHT: **1,000 GRANDMOTHERS**

The International Association for Indigenous Aging and the Michigan Public Health Institute developed and piloted the 1,000 Grandmothers project to reduce childhood deaths in Native communities by working with elder tribal participants, especially grandmothers, to conduct focused mentoring and education for young tribal mothers.

WHY NOW?

The United States is in the midst of a profound demographic transformation with both younger and older people making up an increasing proportion of the population. Additionally, the U.S. population is more diverse and interconnected than in previous centuries. Around the world, communities are enhanced by a growing population of elders. Older volunteers possess a lifetime of experience, skills, and knowledge. Their passion and wisdom can improve the academic, health, and social conditions of a child, teenager, or young adult through mentoring, tutoring, and friendship. Children, youth, and young adults also want more meaningful relationships with adults in their communities through civic engagement and leadership positions. And nearly 8 out of 10 adults want to spend more time with people outside their age group.¹

Even before the COVID-19 pandemic forced all ages to self-isolate, the United States was facing a loneliness epidemic affecting both older and younger generations. The negative



impacts of social isolation and loneliness are well documented, and research suggests that remaining socially engaged can improve these outcomes.² Ninety-two percent of Americans believe intergenerational activities can help reduce loneliness across all ages.³

Overall, the science shows that intergenerational programs lead to positive outcomes among young individuals, older volunteers, as well as teachers and administrators, workplaces, community spaces, families, and neighborhoods.⁴

➔ PROGRAM SPOTLIGHT: **HONOLULU WALKS**

Honolulu Walks is a youth-led intergenerational initiative of Age-Friendly Honolulu that mobilizes community members from the bookend generations – keiki to kupuna – to explore their built environment and walking culture and create ideas to make Honolulu more age-friendly. Through personal experiences and the photovoice process, program participants share about walkability and foster intergenerational relationships.



PROGRAM SPOTLIGHT: *NYU INTERGENERATIONAL HOME SHARE*

New York University and New York Foundation for Senior Citizens Intergenerational Home Share Program aims to bolster economic security, health, and a sense of belonging between older homeowners with rooms and graduate students in need of affordable housing with a focus on people of color, first generation students, and low-income older adults.

SOCIAL JUSTICE, EQUITY, AND INCLUSION

A growing number of programs are focused on diversity, social justice, equity, and inclusion. Black, Indigenous, and people of color, as well as individuals from lower socioeconomic statuses are less likely to be asked to volunteer but when they are asked and engaged, research shows that they report greater psychological, cognitive, social, and academic outcomes compared to their counterparts⁵. The Eisner Foundation has invested resources in Los Angeles County to intergenerational programs that advance equity and justice through mentoring programs, literacy efforts, the performing arts, and medical volunteers.⁶ Some cultures may not use the language of “intergenerational programs” given that multigenerational and intergenerational relations are normative to their customs, values, and traditions. Having a strong sense of belonging and understanding of history and cultural ways of living is protective to health and coping in the face of adversity for tribal elders and youth.⁷ More programs and research are needed in equity, systemic racism, and cultural identity.

CONCLUSION

Intergenerational programs are meaningful, important, and fun - and they are booming across the U.S. and around the world. If you have participated in one or seen one in action, you will likely recall the high levels of energy, enthusiasm, and innovation. Evaluation data suggests they improve academic performance and various dimensions of health, and they bolster a strong sense of community and compassion. Research also shows that every age group is positively impacted by these types of programs. There are also benefits for administrators and staff members of these programs, family members of program participants, and other community residents. We hope you will use this resource to help make the case for intergenerational initiatives in your community. Together, we can help build a world that values and engages all generations.

NEARLY 8 OUT OF 10 ADULTS
want to spend more time with people
outside their age group.



WHO BENEFITS? EVERYONE.

Research has documented a wide range of benefits for everyone involved.

BABIES & PRE-SCHOOL⁸



- Higher levels of interactive play
- Improved abilities with cooperative play
- Improved empathy
- Greater social acceptance
- Better vocabulary and language abilities

ELEMENTARY SCHOOL CHILDREN⁹



- Enhanced reading and writing
- Improved task orientation, short-term memory, problem solving, and accountability
- Increased patience, sensitivity, compassion, respect, and empathy
- Reduced anxiety, sadness, and stress
- Improved mood management
- Healthier diets and nutrition, increased physical activity, less “screen time”

MIDDLE SCHOOL CHILDREN¹⁰



- Improved academic performance
- Healthier family dynamics
- Improved peer relationships
- Decreased depressive symptoms
- Reduced substance use
- Reduced disordered eating
- Enhanced reasoning, problem solving, accountability, conflict resolution
- Decreased bullying and victimization
- Clearer educational aspirations, occupational interests and goals

HIGH SCHOOL STUDENTS¹¹



- Improved ego integrity, self-confidence, purpose in life
- Improved emotions and mental health
- Enhanced physical health
- Increased levels of collective efficacy, social capital, and social cohesion
- Empowered to make changes in school and neighborhood

YOUNG ADULTS & COLLEGE STUDENTS¹²



- Higher rates of civic engagement
- Entrepreneurial capabilities, occupational skills, and mastery
- Expressed higher levels of self-confidence, efficacy, and self of self
- Gained skills and knowledge for geriatrics and gerontology
- Learned and taught ways to improve the environment

PARENTS & ADULT CHILDREN¹³



- Less worried about aged parents
- Happy about their civic engagement
- Older volunteers brought resources and skills back home to teach grandchildren and children in neighborhood
- Better family communication

OLDER ADULTS¹⁴



- Decreased social isolation
- Improved quality of life and purpose in life
- Improved self-worth, self-esteem, empowerment
- Cognitive health improvement
- Reduced falls and frailty, increased strength, balance, and walking
- Learned new skills, leadership proficiencies, and knowledge

ALL AGES



- Reduced ageism and age discrimination among young and old alike
- Improved mental, physical, and cognitive health unique to each life stage
- Greater sense of belonging and connection with others of different ages.
- More acceptance of people who are different from themselves.

STAFF, CAREGIVERS, & NEIGHBORHOODS¹⁵



- Administrators and staff report positive outcomes such as improved mental health, an increased sense of community, and gaining a sense of energy and purpose during long and hard workdays.
- Informal caregivers receive respite when a younger person cares for their loved one and they too report joy from the experience.
- Family caregivers also report decreased social isolation.
- Some studies have identified an increase in neighborhood trust, social cohesion, and a sense of community.
- Shared site intergenerational programs - settings where children, youth, and older adults participate in services and/or programs at the same time and at the same place - have shown many benefits for staff, families, and organizations.
- Generations also come together for physical improvements to the community such as walking trails, benches, urban parks, green spaces, clearer signage, reduced litter, and recycling options.

MORE INFORMATION

This fact sheet is a companion piece to Generations United's resource [Making the Case for Intergenerational Programs](#). Please refer to that document for more detailed information including the findings from the comprehensive review of the literature on intergenerational programs.

The [Generations United website](#) contains additional information about intergenerational programs and public policies including toolkits to help you get started, examples from our Programs of Distinction, an on-line directory with information on a wide range of intergenerational programs, and much more.

ENDNOTES

- 1 Generations United & The Eisner Foundation (2017). *I Need You, You Need Me: The young, the old, and what we can achieve together*
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- 3 Generations United and The Eisner Foundation (2018). *All in together: Creating places where young and old thrive*.
- 4 Generations United (2021). *Making the Case for Intergenerational Programs*.
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- 6 Eisner Foundation (2020). *Beyond zero-sum choices: The promise of funding intergenerational equity solutions*.
- 7 Generations United and National Indian Child Welfare Association (2020). *American Indian & Alaska Native Grandfamilies: Helping children thrive through connection to family and cultural identity*.
- 8 Detmer, M. R., Kern, P., Jacobi-Vessels, J., & King, K. M. (2020). Intergenerational Music Therapy: Effects on Literacy, Physical Functioning, Self-Worth, and Interactions. *Journal of Intergenerational Relationships*, 18(2), 175-195.; DeVore, S., Winchell, B., & Rowe, J. M. (2016). Intergenerational programming for young children and older adults: An overview of needs, approaches, and outcomes in the United States. *Childhood Education*, 92(3), 216-225.; Femia, E. E., Zarit, S. H., Blair, C., Jarrott, S. E., & Bruno, K. (2008). Intergenerational preschool experiences and the young child: Potential benefits to development. *Early Childhood Research Quarterly*, 23(2), 272-287.; George, D. R., & Wagler, G. (2014). Social learning and innovation: developing two shared-site intergenerational reading programs in Hershey, Pennsylvania. *Journal of Intergenerational Relationships*, 12(1), 69-74.; Gilchrist, C. L. (2014). *The Impact of Intergenerational Programs: Evidence for Expansion* (Doctoral dissertation, Miami University).; Heydon, R., McKee, L., & O'Neill, S. (2017). Singing our song: the affordances of singing in an intergenerational, multimodal literacy programme. *Literacy*, 52(2), 128-136.; Jarrott, S. E., & Smith, C. L. (2011). The complement of research and theory in practice: Contact theory at work in nonfamilial intergenerational programs. *The Gerontologist*, 51(1), 112-121.; Lux, C., Tarabochia, D., & Barben, E. (2020). Intergenerational Program Perceptions and Recommendations: Perspectives from Teachers, Children, Residents, and Staff. *Journal of Intergenerational Relationships*, 18(2), 196-213.
- 9 Biggs, M. J. G., & Knox, K. S. (2014). Lessons learned from an intergenerational volunteer program: A case study of a shared-site model. *Journal of Intergenerational Relationships*, 12(1), 54-68.; Cohen-Mansfield, J., & Jensen, B. (2017). Intergenerational programs in schools: Prevalence and perceptions of impact. *Journal of Applied Gerontology*, 36(3), 254-276.; DeVore et al., 2016; DuBois, D. L., Portillo, N., Rhodes, J. E., Silverthorn, N., & Valentine, J. C. (2011). How effective are mentoring programs for youth? A systematic assessment of the evidence. *Psychological Science in the Public Interest*, 12(2), 57-91.; Galbraith, B., Larkin, H., Moorhouse, A., & Oomen, T. (2015). Intergenerational programs for persons with dementia: A scoping review. *Journal of Gerontological Social Work*, 58(4), 357-378.; Gilchrist, 2014; Gualano, M. R., Voglino, G., Bert, F., Thomas, R., Camussi, E., & Siliquini, R. (2018). The impact of intergenerational programs on children and older adults: A review. *International Psychogeriatrics*, 30(4), 451-468. Heyman, J. C., & Gutheil, I. A. (2008). "They touch our hearts": The experiences of shared site intergenerational program participants. *Journal of Intergenerational Relationships*, 6(4), 397-412.; Isaki, E., & Harmon, M. T. (2015). Children and adults reading interactively: The social benefits of an exploratory intergenerational program. *Communication Disorders Quarterly*, 36(2), 90-101.; Isseropoulou, M., Oniari, G., Froisi, L., Papantoniou, G., Tsolaki, M., & Oraitou, D. (2020). Pilot intergenerational interaction program in elementary school: examining the effects on the cognitive skills of students attending the First Class of the Elementary School. *Scientific Annals-School of Psychology AUTH*, 13, 94-123.; Lee, Y. S., Morrow-Howell, N., Jonson-Reid, M., & McCrary, S. (2012). The effect of the Experience Corps® program on student reading outcomes. *Education and Urban Society*, 44(1), 97-118.; Marcia, S. M., Alicia, R. P., Parpura-Gill, A., & Cohen-Mansfield, J. (2004). Direct observations of children at risk for academic failure: Benefits of an intergenerational visiting program. *Educational Gerontology*, 30(8), 663-675.; Martins, T., Midão, L., Martínez Veiga, S., Dequech, L., Busse, G., Bertram, M., ... & Costa, E. (2019). Intergenerational programs review: Study design and characteristics of intervention, outcomes, and effectiveness. *Journal of Intergenerational Relationships*, 17(1), 93-109.; Galbraith, B., Larkin, H., Moorhouse, A., & Oomen, T. (2015). Intergenerational programs for persons with dementia: A scoping review. *Journal of Gerontological Social Work*, 58(4), 357-378.; Raposa, E. B., Rhodes, J., Stams, G. J. J., Card, N., Burton, S., Schwartz, S., ... & Hus-sain, S. (2019). The effects of youth mentoring programs: A meta-analysis of outcome studies. *Journal of Youth and Adolescence*, 48(3), 423-443.; Schroeder, K., Ratcliffe, S. J., Perez, A., Earley, D., Bowman, C., & Lipman, T. H. (2017). Dance for health: an intergenerational program to increase access to physical activity. *Journal of Pediatric Nursing*, 37, 29-34.
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Six Half Dozen

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POLITICS & ELECTIONS

Michigan libraries launch citizen initiative to fight book bans

Published: Aug. 02, 2023, 6:00 a.m.

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By **Jordyn Hermani | jhermani@mlive.com**

'Gender Queer' and the culture war in Michigan's libraries



With book bans at public libraries taking center stage around the country, the Michigan Library Association is calling on residents to push back against what it sees as censorship and a violation of First Amendment rights.

In doing so, the association has launched a six-month campaign – dubbed [MI Right to Read](#) – which calls on Michiganders to help raise awareness of communities looking to ban book titles or otherwise infringe on what it refers to as the public's “right to read.”

"The majority of Michiganders support the work our public libraries do and want to see various perspectives portrayed in the content available at their local libraries," said Debbie Mikula, executive director of the Michigan Library Association. "Michigan's public libraries are centers for community, and we want to ensure that librarians across Michigan can do their jobs and serve the needs of all individuals."

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In a statement, the organization urged Michigan parents to join their coalition to aid in [speaking out against](#) what it sees as book banning and censorship happening around the state.

In doing so, the campaign offers a toolkit for those interested in submitting letters to the editor of their local paper, graphics of support for local libraries and news surrounding the topic of book bans.

Michigan gained national attention in 2022 when residents of Jamestown Township [voted to defund the Patmos Library](#) after it [refused to pull LGBTQ-related materials](#) from its shelves. Barring new funding, the library is slated to close in mid-2024 after two operating millage proposals failed in the midst of fervor surrounding the book.

Most of the uproar centered on the 2019 graphic novel "Gender Queer: A Memoir" by Maia Kobabe, which tells the author's story of coming out as a nonbinary person. As part of the memoir, Kobabe recounts and depicts a sexual act which has left some feeling the book is not appropriate for children.

Kobabe, in an [interview with MLive](#) earlier this year, said the book's topics are more geared toward high school ages and up and pushed back on the idea that graphic novels were inherently meant for child audiences.

'Gender Queer,' a book by Maia Kobabe is the most banned ...



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Since the initial Patmos controversy challenges to books offered in public libraries have only ramped up, with contention also hitting the [Lapeer Library in March of this year](#).

There, “Gender Queer” was the center of a dispute between community members who believed it should stay on library shelves versus those who wanted it gone on the belief its pages constituted a form of pornography.

Librarians, however, have argued a content neutral approach, maintaining libraries are simply venues for individuals to check out whichever books they like and should not be tasked with moderating who can check out what from their collections.

Lapeer County Prosecutor John Miller even [weighed in on the topic](#), filing a Freedom of Information Act request with the library to find out more information on the book – but only after Miller was quoted in a [Bridge Michigan article](#) which alleged he was mulling whether keeping the book on library shelves could potentially constitute a crime.

Ultimately, the book stayed on Lapeer library shelves and Attorney General Dana Nessel has since been tasked with writing an opinion on whether book bans specifically targeting LGBTQ subjects are [discriminatory in nature](#).

“We need help from parents and all community members when they see these types of efforts to limit or censor content at our public libraries,” said Juliane Morian, coalition member and Rochester Hills Public Library director. “Parents should know that librarians want to partner with them during their family visits to the library to help guide children to age-appropriate content. We can also share resources they might not know exist at the library, like e-books, audiobooks, STEM kits and more.”

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Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/17/2023
Re: Superior Planning Committee report

We haven't had a construction team meeting in several months, but have one scheduled on 8/29 to try to work out any last wrinkles. Project status:

- Margolis determined that 15 plants did not survive the winter; they will replace them. This and additional hydroseeding to help the lawn fill in should take place by the end of August.
- An area near the sidewalk on the southwest side of the building was pooling with water. The ground seemed to have settled lower than the drain; Margolis also to add topsoil in this area to improve the grade.
- Baseboard heating unit to be installed in the staff work area was cracked; we are waiting for a replacement to arrive.

We are unhappy with the wire management system at the reader tables. They come disconnected from the table and the floor regularly and do not meet our needs. The manufacturer has agreed to replace them and has offered a number of different options.

TelSystems did some work on the speaker volume adjustments but further work is required. Some handheld microphones are backordered. We are also working to get information from them on how to best utilize the rear camera system in the meeting room.

The additional bulletin boards arrived with the incorrect hardware. They will be installed when replacement hardware is received.

We continue to work with Dan Whisler on a plan for interactive play area elements for the Youth area.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/18/2023
Re: Facilities Committee report

I recently received the final bill from RAM Construction for the Michigan Avenue water remediation project that wrapped up in September 2022. I pushed hard for this bill before the end of last fiscal year but it never came. They apologized for internal errors when sending it at last.

Because of this I decided to provide a rundown on all of the capital improvement projects you have approved recently:

- Resolution 2023-12 BRI sidewalk reconstruction project administration: No bids received for sidewalk reconstruction; waiting until December to re-bid. In preparation for this work I have requested a quote to have some dead trees removed from the round beds in the sidewalk.
- Resolution 2023-16 HVAC gasket replacement at Whittaker: Campbell has been working on this for the past several weeks. They will wrap up in the next few days and turn the system back on.
- Resolution 2023-17 Windows Phase 3: Proceeding. See the latest site visit report attached.
- Resolution 2023-18 Youth wooden chairs: Expected to arrive by month's end.
- Resolution 2023-19 Stack and pendant lighting: Stack lighting has been upgraded to LED and DTE rebate application has been submitted. All pendant lights except for Customer Service Desk area have also been upgraded.
- Resolution 2023-23 MA roof repairs: Solar PVC boots replaced.
- Resolution 2023-24 Whittaker roof repairs: Materials have been received. Contractor expected to begin work the week of August 28.
- Resolution 2023-25 Zone controllers: Materials have been received. Campbell expected to install week of August 28.
- Resolution 2023-26 Pendant lighting (revised): Waiting for finish samples to arrive to make final selection; 10-12-week lead time to order. Expect to have new lights installed at Customer Services Desk before end of the fiscal year.
- Resolution 2023-27 Window washing: Waiting for Allied to schedule.
- Resolution 2023-28 MA gutter sealing: Completed 8/16. Jared Lawrence to report his findings at 8/23 Board meeting.

The Whittaker string lights (Resolution 2022-54) were repaired long ago, but an issue remains with the communication between the lights and our lighting control system. Siemens has been working to get to the bottom of this, but progress has been slow.

**



Michigan Avenue flood remediation work continues. The interior is largely gutted. It will be a very long process to bring the building back to a useable condition. We will know more when On-Site Restoration finishes their work. Julianne and I will make a verbal report at the board meeting.

Observation Report 03

Project:	Ypsilanti District Library	Report Date:	08/03/2023
		Site Visit Date:	07/27/2023
Location:	5577 Whittaker Road Ypsilanti, MI 48197	By:	Jared Lawrence, NCARB Senior Architect Jenny Perilla Field Engineer
Client:	Ypsilanti District Library		
Project No.:	FR206032	Project Superintendent:	Nicole Wallace
CM/Contractor:	O'Neal Construction	Onsite:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Phone #:	(636) 537-9700		
Weather:	Cloudy, mid 70's F		

General Comments:

Terracon visited the project site to review the progress in construction. Terracon arrived on site at approximately 10:00 AM. The conditions noted are representative and no attempt was made to identify each location that similar conditions occur. The items identified in this report were discussed with Glasco (O'Neal Construction's glazing sub-contractor).


Item	Observation/Recommendation	Photo
1	Overview of East Elevation Bay 2.	
2	<p><i>East Elevation: Bay 2</i></p> <p>Top photo shows the end of Dow 758 that has been installed. Bottom photo shows Dow 758 sealant joint on an angel to reach the existing Self-Adhered Flashing (SAF).</p> <p>Terracon Comments/Recommendations:</p> <ul style="list-style-type: none"> The work is in progress and appears to be in general conformance with the contract documents. 	

Field Observation Report 02

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: June 29, 2023 ■ Terracon Project No. FR206032



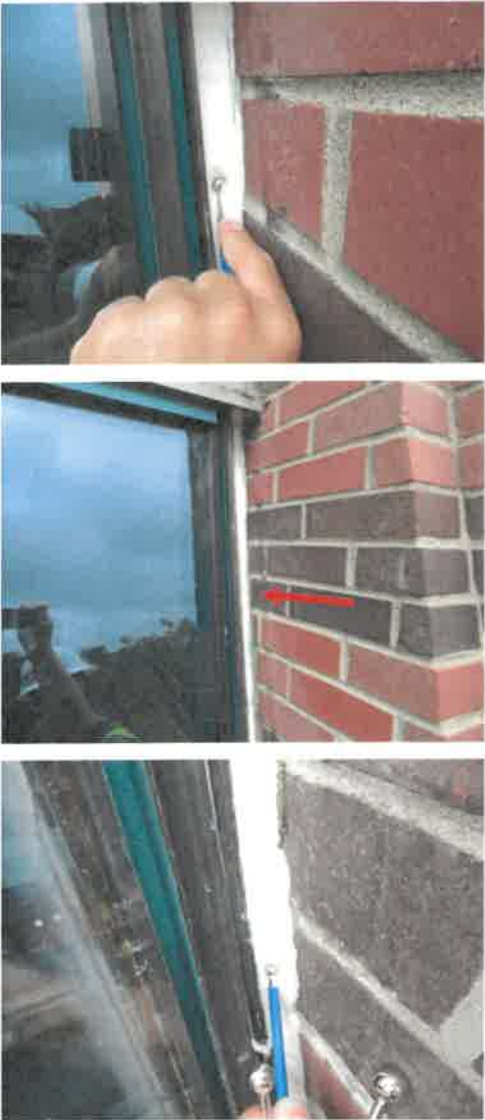
Item	Observation/Recommendation	Photo
3	<p><i>East Elevation: Bay 2</i></p> <p>Top photo shows correct installation of pre-form silicone installed with ½ inch wide adhesion seal along each side.</p> <p>Terracon tested several areas and joints to verify if sealant has cured and is adhering sufficiently, no concerns identified.</p> <p>Cap seals of the vertical snap covers were complete in the center bays and sealed over the preformed silicone on the horizontal joints.</p> <p>Terracon Comments/Recommendations:</p> <ul style="list-style-type: none">• Good adhesion in areas where sealant was cured.• Sealant passed nondestructive testing.• The work is in progress and appears to be in general conformance with the contract documents.	

Field Observation Report 02

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: June 29, 2023 ■ Terracon Project No. FR206032




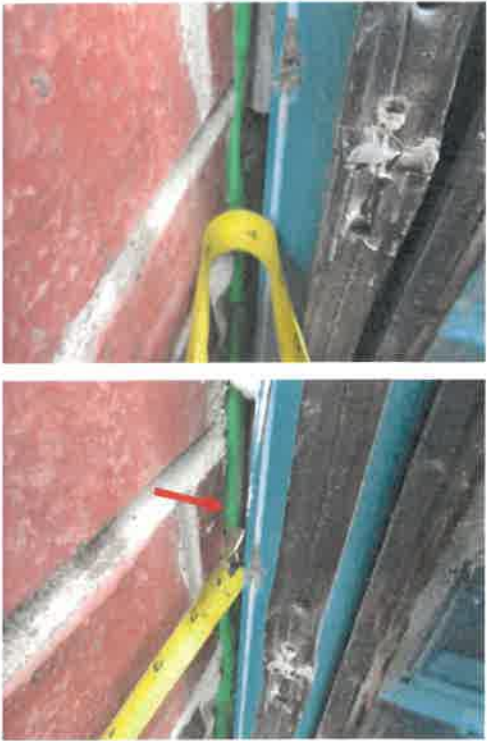
Item	Observation/Recommendation	Photo
4	<p><i>East Elevation: Bay 2</i></p> <p>On the right (north) side of Bay 2, Terracon tested multiple spots to verify if sealant has fully cured and is adhered. Glasco notified Terracon that joints are being exposed for a week to fully cure before installing secondary (outer) perimeter joint. Sealant appeared to be partially uncured; however, adequate adhesion was observed where tested.</p> <p>Terracon Comments/Recommendations:</p> <ul style="list-style-type: none">• Sealant passed nondestructive testing.• The work is in progress and appears to be in general conformance with the contract documents.	

Field Observation Report 02

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: June 29, 2023 ■ Terracon Project No. FR206032






Item	Observation/Recommendation	Photo
5	<p><i>East Elevation: Bay 2</i></p> <p>Portion of existing sealant was not removed fully and may allow for discontinuity of the perimeter seal at the corner of the mullion. Cleaning the joint out, install new sealant.</p> <p>Terracon Comments/Recommendations:</p> <ul style="list-style-type: none">• Conditions discussed with Glasco, Terracon requested removal of additional sealant and extension of 758 to cover corner of frame and head seal.	
6	<p><i>East Elevation: Bay 2</i></p> <p>Self-Adhered Flashing (SAF) is about ¾ inch back from the shoulder of curtain wall mullion. Cleaning procedures were reviewed with Glasco.</p> <p>Terracon Comments/Recommendations:</p> <ul style="list-style-type: none">• Condition requires sloping of inner perimeter sealant to extend between mullion and SAF.• The work is in progress and appears to be in general conformance with the contract documents.	

Field Observation Report 02

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: June 29, 2023 ■ Terracon Project No. FR206032



Item	Observation/Recommendation	Photo
7	<p><i>East Elevation: Bay 2</i></p> <p>On the left (south) side of Bay 2 an existing sealant was assessed, and it was determined that it is not touching the Self-Adhered Flashing (SAF).</p> <p>Terracon Comments/Recommendations:</p> <ul style="list-style-type: none">• Remove the old sealant before applying the new sealant between shoulder of mullion and SAF consistent with joint (758) above.	  

Field Observation Report 02

Ypsilanti District Library ■ Ypsilanti, MI

Site Visit Date: June 29, 2023 ■ Terracon Project No. FR206032



Our services were provided using the standard of care exercised by our peers in the building enclosure consulting industry, for similar projects constructed in the same locale. Terracon's observations were limited to accessible work in place at the time of our site visit(s). Since certain conditions were concealed by completed work, and we are not providing full time monitoring of the building enclosure related work, Terracon does not claim that all issues which may potentially allow water intrusion to have been discovered during this site visit(s).

END OF REPORT

We appreciate the opportunity to provide these services to Ypsilanti District Library. If we may be of additional assistance on this project, please do not hesitate to contact the undersigned directly. Please address any specific comments or questions regarding the contents of this report to the undersigned in writing.



A handwritten signature in black ink, appearing to read 'Jenny Perilla'.

Jenny Perilla
Field Engineer
Facilities Engineering Services

A handwritten signature in black ink, appearing to read 'Jared Lawrence'.

Jared Lawrence, NCARB
Senior Architect
Facilities Engineering Services

Director's Report and attachments

Library Director's Report

August 23, 2023

Excitement Building

YDL staff are buzzing with excitement over the 3 ILS (integrated library system) demonstrations scheduled next week. We released an RFP on March 8 and received 7 vendor proposals. Sarah Zawacki's resignation threw a wrench into our schedule, but with the hiring of Katie Page as our new Head of Acquisitions in June, we got back on track. We welcome TLN (The Library Network) to demonstrate the consortium's shared system on 8/22, SirsiDynix on 8/23, and Innovative Interfaces on 8/24. The sessions are all-day affairs but will be recorded. We are excited to make a selection and move forward with next steps to bring our public a more robust, effective, and user-friendly catalog experience!

Facilities:

- 7 new task chairs came in for Whittaker staff this month; recipients are happy.
- The outer pane of glass on a curtainwall window in Whittaker Youth shattered on 8/12, likely from a long-buried manufacturing imperfection. An insurance claim has been filed; the internal pane is fine.

Financial:

- We received a stock gift this month to support reconstruction at Michigan Avenue. I immediately sold it; proceeds are now in the bank. Our TD Ameritrade account will migrate to Schwab in early September.
- We received our second and final state aid payment and our annual penal fines distribution this month. Penal fines were less than anticipated.

Personnel:

- On August 28, librarian Amisha Harijan will join the Whittaker Adult Services staff. Amisha has worked for both the Detroit Public Library and Grand Rapids Public Library in the past, as well as the Detroit Public Library Foundation. She has experience in adult services, youth services, management, and development, and has a keen interest in archives and local history.
- Communications Intern Samantha Huck resigned her position effective 8/10 to attend college. She brought a lot to her position and will be missed. We will be interviewing for her replacement soon.
- We received 6 applications in response to the FT Building Monitor posting and are in the process of arranging interviews. YDL will throw a belated retirement barbecue for Derek Humphrey later this month; please let me know if you would like to attend and I will share details!

Technology:

- UM researcher Finn Bell approached YDL with a proposal to create a new oral history database to exist alongside our AP Marshall African-American Oral History Archive. Finn's project focuses on local food growers. He is awaiting word on potential funding from the University. Fingers crossed!

Side Notes:

- Chris McMullen and I gave Superior branch tours to representatives from the Mullick Foundation (7/31) and Creative Washtenaw (8/16) this month.
- The Superior Art Committee met via Zoom on 8/1 to hammer out a selection process for art submissions. The deadline to submit is 9/15, and the committee is scheduled to convene on 10/9 to narrow down choices. I am working on a grant proposal that would fund a district-wide Celebration of Art and Artmaking in 2024 to highlight the chosen pieces and YDL's existing public art collection.
- I attended two fascinating webinars this month: AI and Libraries (8/9) and Beyond Book Bans (8/15).
- With Scott Garrison from MCLS I spoke about TALK at the Library of Michigan's online director's meeting on 8/11.

YDL Dashboards

DEVELOPMENT REVENUE BY SOURCE		Where the \$ Comes From	
	ACTUAL	TO DATE	NOTES
DONATIONS	FY21/22	FY22/23	
Annual Report	\$2,675	\$1,685	
Annual Appeal	\$22,549	\$11,887	21/22 includes a \$10,000 gift
Individual	\$85,004	\$3,029	21/22 includes \$73,150 gift
Corporate	\$0	\$850	
Sponsorship	\$1,000	\$1,000	Ann Arbor SPARK
Memorials	\$2,769	\$4,144	
Tributes	\$751	\$275	
Third Party - Kroger, Amazon	\$946	\$634	
Friends of the YDL	\$24,000	\$12,212	
	\$139,694	\$35,716	
GRANTS			
Charitable Foundation/Organization	\$20,600	\$24,600	Dresner, A2 Rotary, ALA
Corporate Foundation	\$0	\$30,500	Toyota, Kids Gardening
Government	\$41,774	\$38,593	Talk Grant
	\$62,374	\$93,693	
ENDOWMENT FUNDS			
YDL Agency Distribution	\$1,393	\$1,497	
Goussef Fund Distribution	\$17,240	\$9,077	Superior sprinkler system
YDL General Endowment Distribution	\$6,768	\$7,859	
	\$25,401	\$18,433	
TOTAL:	\$227,469	\$147,842	
SUPERIOR CAPITAL CAMPAIGN			
Grants (Funds Received)	\$164,500	\$120,500	Towsley, Song, Anonymous, MACC
Corporate/Organization	\$14,800	\$11,555	AK, Domino's, Menlo, Campbell, D&Z, Stites
Donations - Individual	\$388,669	\$17,457	
	\$567,969	\$149,512	

DEVELOPMENT REVENUE BY FUND		<i>Where the \$ Goes</i>		
<u>FY2021/2022</u>	<u>ACTUAL</u>	<u>NOTES</u>		
General Fund	\$30,389	Includes Endowment Distribution		
Miscellaneous Specified Funds	\$123,390	Friends and designated, non-capital		
Superior Capital	\$567,969			
TOTAL:	\$721,748			
Endowment gifts received and deposited with AACF: \$5,000				
<u>FY2022/2023</u>	<u>AS OF:</u>			
	<u>6/22/2023</u>	<u>7/19/23</u>	<u>8/16/23</u>	
General Fund	\$21,756	\$21,831	\$22,582	
Miscellaneous Specified Funds	\$48,281	\$49,321	\$50,331	
Superior Capital Campaign	\$145,862	\$146,462	\$149,512	
TOTAL:	\$215,899	\$217,614	\$222,425	
Endowment gifts received and deposited with AAACF: \$6,588				
<div> <p>Development Revenue 8/15/23</p> <p>General Fund 10%</p> <p>Miscellaneous Specified Funds 23%</p> <p>Superior Capital Campaign 67%</p> <p>General Fund Miscellaneous Specified Funds Superior Capital Campaign</p> </div>				

Department Reports

Acquisitions Department Board Report

August 2023

Department News and Activities

- This month, I've been working with the rest of the ILS selection committee to prepare for the vendor demonstrations at the end of the month. The vendor presentations will be open to all staff, and recorded for those who can't attend in person or via livestream. I've already been receiving questions and feedback about the products, so there is definitely a sense of excitement among YDL staff!
- 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 65% encumbered.**
- 296 items were cataloged in July.
- 4,598 items, including 3,798 e-items, were added in July.
- YDL borrowed 885 items from other libraries via MeLCat in July.
- YDL loaned 840 items to other libraries via MeLCat in July.
- 104 items no longer in our system have been returned since going fine free.

Submitted by Katie Page
August 14, 2023

Assistant Director
Board Report: August, 2023

- We are making significant progress on a new ILS. Three vendors are joining us for presentations in the community room on August 22-24. These will be both livestreamed and recorded so that staff in other buildings or who are out of town will be able to watch them in full. We will share the links with you as well if you are interested!
- The water claim downtown is significant and truly sad. I am working with our adjuster to make sure we have approval for the right parties to work on the reconstruction. As of today, we are still unable to enter without full PPE.
- The fall exhibit should be truly beautiful! Several of us have worked on designing fun and engaging programs around its themes, and a full line-up of over ten programs is scheduled. Two of the big ones include a Mad Hatter Tea Party for children (including “Drink Me Tea” that changes color – hope you don’t shrink!), with staff in costume and giant chess on the lawn. The kickoff event will be a big outdoor movie night on an inflatable screen with popcorn and Sno-cones. You won’t want to miss it on September 8!
- After years of wishing for a programming space while the community room is in use, we are making progress toward adding elements to the “triangular bay” that will make this possible. A large, mounted TV will be installed, and along with our portable mic, presentation capabilities will be one step closer. Additional considerations for blinds and lighting control are TBD.
- Another long-awaited initiative is currently on the books: the replacement of Whittaker’s aging and unreliable drinking fountains! Most organizations made upgrades due to COVID, and while we are a little late to the game due to necessary plumbing reconfigurations, we are finally there. The new high-low fountains will have both bubblers and chilled, filtered bottle filling stations.
- Our dedicated Friends, Bob and Mary Jane Ferrett, will be moving out of the area before the snow flies; who can blame them?! As a result, the Friends are looking to divvy up the significant work Bob and Mary do selling books online. Jim and I met with Patty and Marci to create a space for them in the Mezzanine, complete with shelving, lighting, a desk, and a laptop. The sales will go on!
- Jodi and I will be traveling to Kalamazoo next month to view and help design programming around the Wonder Media exhibit, which is a library-based media literacy and news literacy digital content initiative.



Submitted by Julianne Smith, August 18, 2023

Community Relations

Monthly report: August, 2023

Major print/design pieces produced:

- We'll send the fall issue of *The Loop* to the printer soon. This will cover September through November and will include information about the Michigan Avenue closure, the "A Colorful Dream" exhibit, our ALA Great Stories Grant, National Library Card Sign-up month, our usual content from community partners like the Health Department, schools, 826michigan, and more.
- We're working on promotional items like tattoos, flyers, and bus ads to send to the printer to highlight the Toyota STEM grant.



Promotions

- **Toyota STEM:** We're getting more intentional about promoting the Toyota STEM grant, and are looking to create tattoos and bus ads to make the program more visible. We're also going to make flyers to share with local schools and a web page to highlight all the programs and resources people can use as a result of the grant.
- **National Library Card Sign Up Month:** September is National Library Card Sign Up Month, so we'll have a blog post, social media, and an article in the fall Loop encouraging people to get, renew, and use their library cards!

Notable Media Mentions

- CBS Detroit ran a story about our ALA Great Stories grant and book club that will start in October.
- The A2Y Chamber ran our press release about the Great Stories grant in their newsletter.
- Concentrate is planning a piece about our ALA Great Stories grant and book club.

Community Relations news

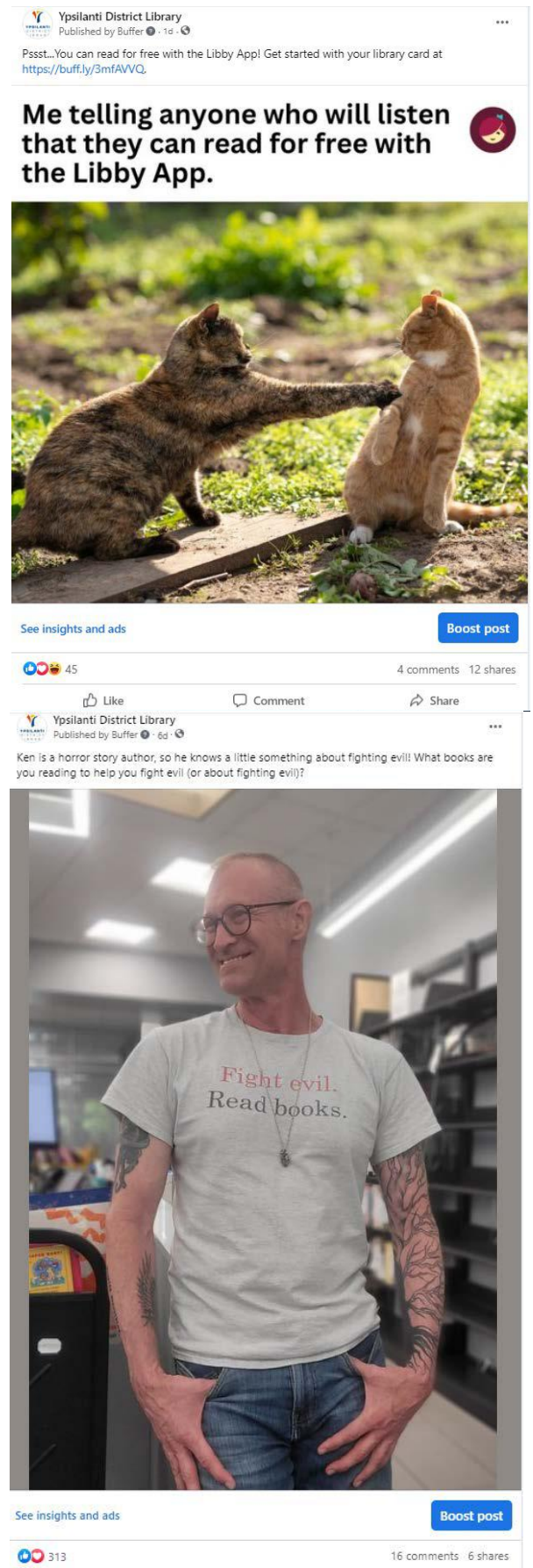
- We're currently reviewing applications and scheduling interviews for our new Communications Intern, hopefully to start in September.
- Our Parkridge meetings have been on hiatus for the summer, and will pick up in the fall.

Notable Social Media activity

Through the first half of August, we had over 50,000 impressions with our posts on Facebook (up 285% from the last period). Our overall engagement on social media has gone up 58% from the last period as well.

Submitted by Sam Killian on 8/18/2023

- Our post with cats highlighting the Libby app reached over 2,100 people with nearly 150 engagements.
- Our picture of Ken with a shirt that said “Fight evil. Read books,” reached nearly 42,000 people with more than 900 engagements, including 300+ likes!
- Our latest post encouraging people to submit artwork for display at the Superior branch reached 1,800 people with more than 80 engagements.
- Our post sharing the community quilt that Maddy sewed together for the Bicentennial reached more than 1,000 people with more than 60 engagements.
- The Libby post with the cats, and the post with Ken also got over 100 likes each on Instagram.
- We’re consistently getting 300+ views on our TikTok videos and are up 270 followers and 3,674 video likes.



Submitted by Sam Killian on 8/18/2023

Customer Services

Monthly report: August 2023

Circulation Stats

For the month of July, we checked out 46,775 items system wide.

Patrons also downloaded 16,726 digital items.

We issued 393 new library cards.

Michigan Ave News

There are still approximately 1,200 items from YDL-Michigan currently checked out. At the time of the closure, there were close to 3,000 in circulation. As stated in the last board report, we are housing the returns in the mezzanine at YDL-Whittaker. We currently have five full bins of items just waiting for their safe return to YDL-Michigan.



Submitted by *John Connaghan* on August 15, 2023

YDL DEVELOPMENT REPORT

August 2023

PROCESSES AND REPORTING

A grants management process is nearly ready for review. Once the first draft has been completed, Chris will meet with Lisa to adjust and finalize before the process is officially rolled out to staff.

OUTREACH – MAKING CONTACT

Chris attended the Ann Arbor Area Community Foundation's 60th Anniversary Kick-Off Party at Scarlett Middle School in Ann Arbor on July 28th. The theme was a [silent disco](#) which encouraged participation by kids and their families. Though the silent dancing was inviting, Chris spent her time speaking with A3CF Board members including Sean Duval of Golden Limousine and Betsy Petoskey from Conlin, McKenney & Philbrick.

PROGRAM GRANTS

In Process - Writing

Great Michigan Read 2023/24 – Author tour and supplies for this year's book, Firekeeper's Daughter. We will be partnering with the Saline District Library on this project in hopes of being selected for an author visit.

Michigan Humanities Council Fall 2023

Potential funder for the new Superior Art Fund and associated programs/workshops.

Due September 7, may request up to \$20,000 (requires organizational match).

Michigan Arts and Culture Council Minigrant 2024

Due January 15, this \$4,000 mini-grant would support programs and receptions surrounding the artwork for Superior. This application is dependent upon MACC funds being available for this round of funding. Chris will maintain contact with Creative Washtenaw (our region's re-granting organization) regarding fund availability.

Mobile Beacon Wi-Fly Digital Inclusion

National grant which would provide a Wi-Fly Lending Launch Kit which includes 25 laptops, 25 mobile hotspots and one year of Mobile Beacon's unlimited broadband service. (\$10,000 value) Monica and Katie are crafting the grant with support from Chris and Lisa. Application is due September 30.

Exploring

Michigan Department of Education Out-Of-School Time Learning

Supporting expanded in-person learning opportunities for kids K – 12, via mentoring, literacy, leadership, community engagement, STEAM, health, and recreation. Must provide educational programming in core areas including math, reading and science. Joy will be attending a webinar on August 28th. A notice of Intent to Apply is required as a pre-requisite for application. Once the RFP is released, we have 30 days to apply.

ALA Thinking Money for Kids 2024/25

Applications can be submitted now through September 8, resources for financial education for children ages 3 – 12. The program kit is valued at \$2,000.

Staff continue to explore intergenerational programming at YDL. Inspired by our participation in the Ypsilanti Intergenerational Community Solutions Institute at EMU, we have gathered a group of staff at YDL to focus on how we can develop our intergenerational programming. At the first meeting, ideas and thoughts were gathered. The committee will meet again on August 31st to determine where we would like to focus our energies and next steps.

FALL ANNUAL APPEAL

In anticipation of our annual appeal mailing in November, Chris has updated all politicians in the database. She is now working on reviewing our current prospect list for the mailing, as well as making sure the list is as clean as possible. She is also identifying lapsed donors who have not made a gift in the last two years. There is an opportunity to create a more personalized letter to these donors encouraging them to continue their support.

SUPERIOR CAPITAL CAMPAIGN

Funds Raised: \$1,992,847 Balance to Raise: \$7,153

We are not quite done yet, but we are so very close. We continue our outreach to select patrons and donors to help complete the campaign. Lisa and Mary are working on determining costs for equipment for the interactive play area at Superior. We currently have funds committed from Domino's, but would welcome additional funds to complete the space.

Please direct potential donors to our website if they would like to make a gift online!

Lisa and Chris welcomed Lyric Osinski from The Mullick Foundation for a tour of Superior on July 31st. The Mullick Foundation donated \$10,000 in support of the kitchenette and Lunch, Listen and Learn this summer. We were happy to have her join us during lunch, so she could see the kids and the program in action.

Margaret Woodard from Creative Washtenaw toured the library on August 16 and was very excited about the interactive ground mural which they supported. Margaret also agreed to provide a letter of support for our application to the MI Humanities Council for the Art Fund. She also nudged us to consider becoming a member of Creative Washtenaw (creativewashtenaw.org).

On August 17, Nicole and Chris proudly presented the Superior garden to Ann Ringia from the Ann Arbor Farm & Garden Club. They generously donated funds in support of the garden early on in the campaign. She was thrilled with all the garden-to-table programming and unique opportunities Nicole has created for our patrons. Nicole will be presenting to the Club in January. She also talked about future dreams for the garden, which sparked Ann's interest. She indicated another application to the Club may be in order.

We continue to try to find a time to welcome Mary Stewart, President of the Kiwanis Club of Ann Arbor, for a tour of Superior. They were co-sponsors with Creative Washtenaw/MACC in funding the interactive ground mural. Lisa has also reached out to Sally Petersen. Chris will circle back around to The Children's Foundation this fall, as well as Mike Martin of the Martin Family Foundation.

FUN FUNDRAISING FACT

In 2022, the largest source of support in the U.S. came from individuals which represented 64% of total giving.

Report respectfully submitted by Chris McMullen, Development Coordinator 8/17/23

Facilities Department

Board Report: August 2023

On-Site Restoration continues the demolition needed at Michigan Ave following the flood. They have removed all the paneling, drywall, and plaster to get to the original wall when the building was erected in 1915. Parts of the ceiling have been removed also. On-Site is now working on some of the flooring the needs to be removed before repairs can start.



Jared and his crew from Terracon water tested the gutters at Michigan Ave to test Bloom Roofing's work, and any possible other issues. They found multiple areas of concern with the gutter. Bloom Roofing part of the repairs were successful. Jared will forward a report of his assessment of the situation.



We had some vandalism at Michigan Ave. Someone threw a water bottle breaking a window near the employee entrance. Harmon Glass gave an estimate for repairs. The glass has to be ordered, and will be installed once it gets in. An insurance claim was made, a police report was made. Police have not found the suspect.

A glass panel of the curtain wall at Whittaker Road shattered last week. There was a defect in the glass during manufacturing. Twenty some years after it was made it decided to break. Glasco, the company doing the window sealing work is giving us a quote for replacing the window. An insurance claim has been made on this also.

In preparation for Julie's exhibit coming in later this month, we painted the Whittaker Road Community Room walls white to help show off all the brilliant colors of the artwork.



Put up shelving left over from the old Superior building for the Friends of the Library to help them better utilize their space in the mezzanine.



Ron has been working on some curbs at Michigan Ave that crumbled, or have broken over the years. Here are a couple pictures of his handy work.



Submitted by: Jim Reed

August 17, 2023

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

August 2023

Status Report

- New servers – 2023 will continue the process of system upgrades. Newly acquired hardware/virtual software provides us with a platform to grow and refresh almost every one of our in-house systems. I've added the Virtual hosts to their new home, updated backup infrastructure, and brought a few critical/new systems online.
- Zoho Management– We've finished the bulk of the install concluding the major objectives. In the coming months we'll look to adjust to any system issues but also implement enhanced maintenance tasks.
- Spring/Summer Cleaning – I've been working on some of our data closets to re-organize and give the infrastructure a re-organization. Years of dust and day to day living has accumulated and I'll be working to get these vital backend areas a once or twice over likely through the summer as time allows.
- Updated Firewall – Our primary firewall has seen a few years of service and is scheduled to be replaced. I will plan for an install after hours with negligible impact to operations. I currently have the unit in hand and am hopeful to install it after some of the upcoming holiday time constraints pass.
- Michigan Ave Water Closure – Previous plans for re-arrangement will be implemented during the re-opening process in the coming months. As of right now all required equipment to enable Mich Ave staff to operate across our other facilities have been removed and installed. A remediation company is handling the large task of removal and storage of most of our other IT equipment until the building is ready to re-accept the systems. Next steps will be to prepare for replacement of system affected by the flood such as security cameras and data wiring.
- New ILS System – We look forward to taking part in the selection and implementation process for an exciting new ILS system.
- Miscellaneous Equipment updates – We're looking to replace a few older laptops and exploring a solution to add a digital display for programming needs at Whittaker Rd on the first floor.
- Security Cameras – There's been a request to reinforce camera coverage in our system. We'll be exploring the possibility of a few notable improvements.

Overall System Status

- We're currently focused on rolling out new equipment and look forward to reviewing our systems as a whole to determine additional points of improvement through-out 2023.

New or Upcoming Items

- Memory Lab – We're taking part in an added feature that in some form will certainly help patrons archive/digitize personal physical/digital media.

Michigan Avenue Board Report: August 2023

Building

Much of the demolition has been completed. Upstairs the entire wall surfaces, floor to ceiling, along the exterior of the building have been taken down to the brick & concrete base layer. All decorative cornices and several feet of ceiling around the perimeter of the building have been removed. In some spots there are large sections of ceiling removed. The columns at the back have been stripped of all surface material. Room 1 and the New Book room have had all but the interior walls removed. Due to the lead paint on the upstairs walls, Onsite created a “room within a room” containment system of plastic walls from floor to ceiling. The first most internal “rooms” have now been removed and industrial HEPA filters are constantly running. The carpeting and lobby tiles have been removed from the majority of the upstairs. Unfortunately the latest report indicates that there is still moisture under the luaun board substrate beneath the carpeting. This means that the entire substrate in the New Book Room and Room 1 will need to be removed, along with a 6’ perimeter of the main upstairs area. The good news is that none of the decorative ceiling in the lobby was damaged and it remains untouched. The entire outside wall of the stairwell has been brought down to the brick and metal beaming layer. Downstairs, all carpeting has been removed from the Program Room, Room 2, Teen Zone, bathroom/elevator hallway, and about 6’ perimeter around the main youth area. Room 2 has also had the drywall removed from the outside perimeter walls. From my perspective, the inside of the building is surreal.

Meanwhile, Jim has brought in roofing folks who have taken care of a gutter issue and problem areas where the newer back office addition joins the original part of the building. Terracon will flood the system with huge amounts of water to test whether the fixes are good for handling future heavy rain storms.

Julianne has been very involved with all aspects of communications with insurance and OnSite, the disaster recovery/demolition company. That has been extremely helpful! We had a walkthrough with Phoenix construction company and Kyle, our architect for the space study, about how to make a bit of lemonade out of this by possibly making improvements in the structure or layout that MIGHT move us toward some of the ideas that were proposed in the 2019 space study. Multiple meetings have been held with Julianne, myself, and Michigan Ave staff to see what types of improvements will make the biggest difference. Since the priority is to get us up and running again as soon as possible, funding a major construction project was not in the budget, and, of course, we still don’t know the full scope of the damage, loss, and fixes, we are still in limbo and gathering information. As info is gathered, there is a balancing act of weighing what’s realistic, and doable in a short amount of time, and choosing wisely.

Staff

Mich Ave staff have been relocated at WR and Superior for the duration of this project. Shoshanna and Aaron are in WR Adult Services. Pat, Kelly, and Stephanie are in WR Youth, Kathryn and Alias are working in WR Circ, and Jenny is working with Outreach. Rachel, Scott, Charline, and Maddy are working at Superior. Venus is working mostly at WR Circ but has one night at Superior Circ. I’m roving around from place to place, currently at Superior, providing some manager support while Mary is on vacation. Everyone is very grateful that there were no layoffs and that they can be useful and learn new things while taking turns at other departments. While no one would have asked for this, it has been beneficial to get to know colleagues that we don’t normally work with and see how processes can be done differently. I’m very grateful to Paula,



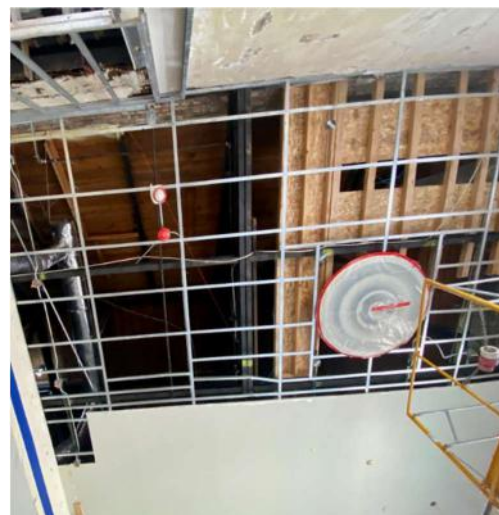
Monica, Jodi, John and Mary for taking on the extra work and complexity of mixing in Mich Ave temporary staffing with their regular folks.

Programs & Services

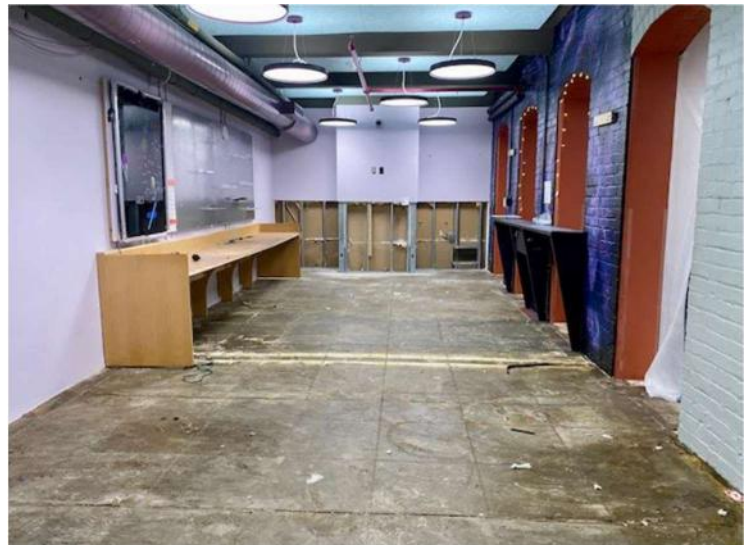
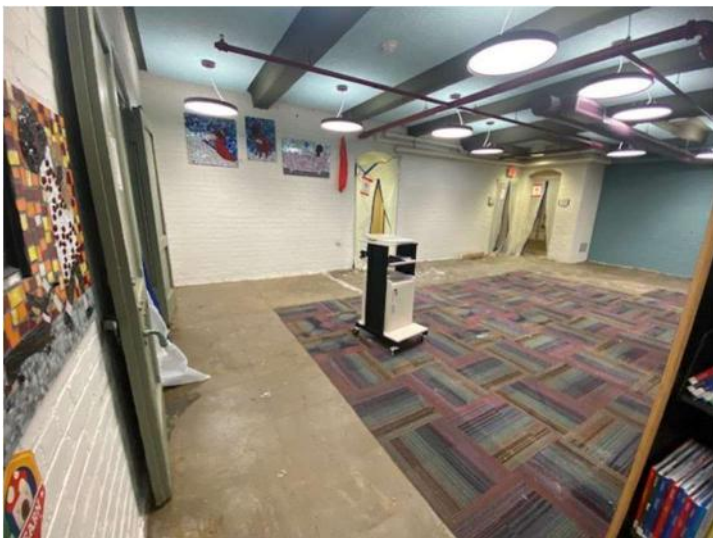
We have been able to keep some programs running by relocating them. Crafternoons was held twice at the Glaze Studio, Jenny and Stephanie held storytimes at Bridge Community Center, Jenny held flower pounding at WR. Pat held her book clubs and Read-to-Dog program at Whittaker Rd. Stephanie has done gardening programs outside at Mich Ave or they've been relocated to Growing Hope's Incubator Kitchen behind us. We've had pretty good attendance despite all the changes! Monumental efforts were made in planning fall programs. We originally planned to only relocate/cancel September programs but it became clear that we would likely be closed for the entire fall. Along with trying to stuff our programs into Superior and Whittaker's already busy schedules, Spark East, Riverside Arts, Ypsilanti Senior Center, and Parkridge have all generously allowed us to hold various programs at their locations with little or no fee. Sam deserves huge kudos for his incredible patience trying to edit The Loop while we have been moving things around.

We have a few services we have been able to offer at the branch. The Wi-Fi is still available outside. We have been able to keep the book drop available to downtown folks thanks to Khi and Ken emptying it when they do delivery. We have some type of issue with outside electricity to the after-hours lockers and the power stand so those seem to be sporadic and we hope to stabilize those issues. People are frequently using the electricity by the back door and the emergency exit so having a working charging station is valuable.

Joy Cichewicz
August 17, 2023







Outreach Board Report - August 2023



August 15th marked my one-year anniversary as the Head of Outreach Services! Yay! It has been amazing being here at Ypsilanti District Library! I have a wonderful Outreach Team that all have done amazing things, enjoy working with my YDL colleagues, and a community that has embraced me fully. I am very humbled by this experience. I am looking forward to doing much on behalf of the library and the community. Thank you, Ypsilanti for welcoming me.

Eastern Michigan University has been a great partner. Eastern Michigan University donated over 500 STEM kits for the summer camps this year. Bia Hamed, Director of K-12 STEM Outreach at EMU, received a grant from the University of Michigan. On our third visit with the Summer Camps for Summer Challenge, we handed out free books and STEM kits. You cannot help but smile with pride when you see the kids receive their earnings after the hard work of reading for the entire summer!



The next partnership with Eastern Michigan University was being at their Bike Rodeo event. There were over 80 attendees and 69 of them visited our table, Bookmobile and Book Trike! We passed out over 29 STEM kits purchased with the Toyota STEM Grant we received this year! We took pictures with Swoop, the EMU mascot. It was a wonderful experience and an honor to be invited. Thank you, Sgt [Joseph Torres III](#) for having us there. The team: Khi, Jenny, Noah, and me. There were helmets, food, and other organizers there for the families.





We love being a part of the community and YDL make sure that they are present at any event. We tabled at two of the Ypsilanti Jazz Festivals at Riverside Park and had a total of 67 people stop by. We also passed out 14 STEM kits. I had one concert attendee speak so highly about how we are at events that you wouldn't expect to see a library! This is what YDL is all about! We want to be present and reach out to share our resources any and everywhere!



We also were at the Shop for a Cop Back to School event at Fireman's Park (team: Susana, Monique, Ken, Jenny), Youth at the Park (Ken, Jenny), and Family Fun Night at Fireman's Park (Khi, Monica). These events are especially important due to youth, families, and literacy. Any time we get an opportunity to visit with the community about programs and services that we offer is always great. It is not always about numbers it is ALWAYS about the people we affect and make sure to stop by to simply say hi to us. This shows the great work and love we receive from all of Ypsilanti, Ypsilanti Township, and Superior Township. We thank you.

Superior Board Report

August 2023

Program Highlights

- Lunches, storytimes, and most other programs concluded on August 4. Our first summer of programs at Superior was wildly successful. It gave us good information we can use for planning future summer lineups. Our partnerships with Youth Arts Alliance and Healthy Habits Start Now were integral to our ability to put on daily programs after lunch.
 - Program attendance from June 19-August 4: 2,345
 - Lunch attendance from June 26-August 4: 826
 - Storytime attendance: 423
- Black Men Read did a family storytime on August 5.
- Kallista joined Psyche for a Market Storytime at the Farmer's Market.
- We hosted a talk on August 1 by local historian Matt Siegfried about Ypsilanti's Emancipation Day celebrations throughout time. The event was well-attended and we had some young listeners who were particularly engaged in learning about the history of African American migration to and through Ypsilanti, Emancipation Day celebrations, and more.



Building & Grounds

- We had to close early on Wednesday, July 26 for a power outage. We remained close through the day on Thursday, July 27, reopening Friday the 28th.
- Although our Garden to Table program is done, the garden is yielding some beautiful produce. See Nicole's latest harvest to the right. She places extra produce at the checkout desk for patrons to take home.



Staffing:

- We said goodbye to four very helpful summer staff – our two Graham Scholars Liv & Noah, in addition to two Food Gatherers employees, Diamond and Sentra, who oversaw our lunch program. Their help made our busy summer a bit easier!
- Monique assisted the Outreach Department in staffing the Back to School Backpack Giveaway at Fireman's Park.

Submitted by Mary Garboden,
August 8, 2023

Whittaker Road-Adult Services Board Report: August 2023

Here is a listing of August programs:

- Microsoft Word – Basics
- Google Slides for Beginners (Adult-Virtual)
- Microsoft Excel – Basics
- Vegetable Succession Planting: - Planting Into Fall
- How to Host a Zoom Meeting (Adult-Virtual)
- Microsoft Word – Intermediate
- Google Calendar - Basics
- Microsoft Excel – Intermediate
- Google Docs for Beginners (Adult-Virtual)
- Microsoft PowerPoint – Basics
- Gmail - Basics
- Plant-Based Vegan – Made Easy!
- Google Sheets for Beginners (Adult-Virtual)
- Microsoft Excel – Pivot Tables (Intermediate)
- Google Sheets Tips & Tricks (Adult-Virtual)
- Garden questions? Ask The Master Gardener!
- Document Shredding
- Google Docs Tips & Tricks (Adult-Virtual)
- Microsoft Publisher – Basics
- Virtual African American Authors Book Discussion Group
- Mystery Lover's Book Group

August has been a slow month for programs, with sparse attendance thus far. We do expect a better showing for our annual document shredding event which takes place later this month. We've had calls over a few months about this so it seems like there is interest.

Aaron has been helping with weeding of the Whit Road collection which has been very helpful! Shoshanna will also soon be helping out with this. All staff are weeding collection areas in preparation for our new ILS. It's good to have accurate records and not carry over records for unneeded items into a new system. Thanks to Facilities staff for hauling the boxes of weeded materials out of our office.

While we will miss long-time staffer Christy Havens when she retires in mid-September, we're also excited to welcome a new staff member, Amisha Harijan, who will begin work on Aug 28th. We look forward to making good use of her talents and having a new friendly face at the reference desk. Robert Neil attended his first econtent meeting along with Christy as he will become our new econtent representative, and Sheila Konen is now handling our holds manager econtent purchasing. Brigitte will take over updates to our econtent brochure. Thanks to Christy for assisting other staff in taking over these duties.

All staff will have a chance to hear from the finalists for our new ILS system (in person, virtually, or viewing recorded sessions) next week. We are really looking forward to a new, more robust system that will offer both staff and patrons a new and improved ILS experience.

Submitted by Paula Drummond August 16, 2023

Whittaker Youth Services Board Report August 2023

Programs

Little Ones

Storytimes During the eight week summer session, we hosted 23 storytimes with an average attendance of 45. Several offsite storytimes were presented at local parks and the farmers market on Saturday mornings, with attendance ranging from 11 to 22.

Nature Play The last three sessions of exploratory play-based learning stations in the garden focused on birds and nests, small pretend play worlds such as a construction site and zoo, and nature potions.

Kids and Parents

Lunch and After Lunch Programs through the first week of August Over the eight week session, we hosted 29 lunches and 38 after lunch programs. We served about 40 kids per lunch and program attendance averaged 61 per program. People often stayed to play all afternoon and we were happy to have help from Michigan and Outreach staff to keep the desk covered.

Mondays Kam Reynolds offered weekly drawing classes for tweens.

Tuesdays Reading Buddies capped off an extended session that included an 826michigan writing workshop where buddies wrote together and a party the teens planned with ice cream and cookie decorating. Readers took home polaroid photos of themselves with their buddies.

Wednesdays STEM Play activities remained most popular. The final two sessions included circuits with Jodi, Audrey and Michael where kids played with our Snap Circuit sets and made glowing flowers and small flashlights using conductive tape and LED lights; and water engineering with Psyche, Marlena and Jodi where kids moved water and water beads from bin to bin through PVC pipes, built and tested Lego boats, and slid on the SlipNSlide. Even tweens and teens enjoyed the water on the hot day.

Thursdays The last three Move programs included a big indoor/outdoor scavenger hunt with Psyche; bubbles with Marlena and Ulana where kids made bubble paintings, played with water beads, and did activities with jump ropes and Marlena's giant scrunchie; and field day with Psyche, Liz, and Ulana where kids ran an obstacle course, played YDL's giant games, and had cool treats.

Nature STEAM included nature journals with Liz, Jaclyn, Noah and Liv, where kids made a book and then used tools to improve their observation and recording skills; composting, where kids made take-home compost bottles and learned about composting with the county, played a sorting game with Noah and Liv, and helped get our new compost bin started with the county's recipe of brown and green materials that included items gathered outside and uneaten raw produce saved from lunches; and landscape art with Jaclyn, where kids learned about perspective and color and set up outside to draw what they saw, then learned about plant parts and took home seed bombs with Noah and Liv.

Teens

Volunteers Teens logged about 500 hours this summer. Kelly and Jodi hosted a party attended by 12 teens, who ate pizza, played a game and reflected on what they did over the summer and how those activities translate to bullet points on a resume. TAG has had a steady group of 10-12 teens who worked on fall ideas for programs and kept the pixel art in the teen area going.

Other 6 teens met in the garden to make art with petals and leaves from the garden and art supplies and anime club continues to meet monthly.

Other Work

Around the Department Audrey and Michael created a new interactive display where kids can make the cover of a favorite book. Audrey created a back-to-school display. Psyche created a flower-making project for the art cart. Our sub Claire made a Sci Fi display for the teen area.

YDL-Michigan Programs Pat's book clubs and Read to Moon have temporarily relocated to our department and are going well.

Bridge Book Bundles Audrey and Emma developed popular "bridge packs" based on a patron request made to Psyche. They created temporary bundles of books with leveled readers, math and science books, and a list of sight words, to help kids get ready for the grade they'll enter in the fall.

Rain Garden Six volunteers joined Noah and Liv to do a major weed of the rain garden. A representative from the county came out to assess and gave Jodi suggestions for next steps. After asking Jim to have soil and compost delivered, we'll host another volunteer work session before next month's plant swap.

Summer Challenge 2,090 people have signed up and 846 have earned a prize for completing 10 activities so far. **Submitted by Jodi Krahne August 16, 2023**



New Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/17/2023
Re: Consideration of resolutions related to the Michigan Avenue roof

On August 10th I emailed the Board the following:

I would like to request your approval of the attached proposal for gutter testing at Michigan Avenue for \$5,000. [The YDL Purchasing Policy](#) caps my approval limit at \$4,000, but includes an "emergency" clause at the end for items that come up between Board meetings:

B. Emergency Purchases

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

This isn't exactly an "emergency," but On Site should finish the clean-up at Michigan Avenue by 8/18, and we don't want to risk water getting inside after their completion date.

If a majority of you will approve this expenditure via email, I will have Terracon perform the testing early next week. I would then bring a resolution for your formal approval to the Board meeting, indicating the use of Capital Asset Replacement Fund monies for this expense. If the testing reveals any further deficiencies, there may be additional expenses for approval.

A majority of Trustees responded "yea" to this request. The testing was completed on 8/16. I have invited Jared Lawrence of Terracon to join us via Zoom at the Board meeting to share his findings and recommendations.

A resolution formally approving the proposal for gutter testing is attached.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-29

August 23, 2023

RESOLUTION TO AUTHORIZE ROOF GUTTER TESTING AT MICHIGAN AVENUE

Whereas, the Michigan Avenue library suffered a catastrophic flood on July 1, and

Whereas, the roof drains were overwhelmed by torrential rain and water infiltrated the building, and

Whereas, the roof was inspected and a potential design flaw was discovered which may have contributed to the disaster, and

Whereas, Bloom Roofing has sealed the roof gutters, but concerns about drains and seams remained, and

Whereas, Terracon Inc. proposed to test the gutters for water infiltration, and using the emergency clause of the Purchasing Policy, the Library Director requested they move forward immediately, Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached proposal from Terracon to test the gutters at Michigan Avenue roof, at a cost of \$5,000 is approved.

BE IT FURTHER RESOLVED that:

The Capital Asset Replacement Fund will be used for this project.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:



17515 W. Nine Mile Rd, Suite 770
Southfield, MI 48075
P (248) 234-7778
Terracon.com

August 10, 2023

Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, Michigan 48197

Attn: Ms. Lisa Hoenig, Director
T: (734) 879-1300
E: lisa@ypsilibrary.org

Subject: Proposal for Building Enclosure Consulting Services
Michigan Avenue Branch- Gutter Testing
229 W. Michigan Avenue
Ypsilanti, Michigan 48197
Terracon Project No. PFR236152

Dear Ms. Hoenig:

Terracon Consultants, Inc (Terracon) proposes to provide consulting services at the above referenced facility. Testing services will be in accordance with the terms and conditions indicated below, Ypsilanti District Library will be referenced herein as Client. This proposal outlines our anticipated scope of services and a general understanding of general project requirements, and method for approval.

1.0 PROJECT INFORMATION

The original building was built in 1915 as a post office and was renovated into a library in 1963. Renovation work was completed in 2002 that included significant work to the south side of the building and the addition of ramps and a new staircase on the north elevation (main entrance). Terracon performed investigation services per proposal number PFR206187_R1 signed February 1, 2021 that culminated in a report dated August 9, 2021. Localized waterproofing repairs were completed in 2023.

This proposal is based a meeting held at the Whittaker facility on July 27, 2023 with Client to review conditions of the water infiltration that occurred several weeks ago and pending flashing detail by a roofing contractor. Client requested a proposal for on-site testing to investigate the likelihood for water infiltration through details of the gutter assembly that are not included in the work proposed by the roofing contractor. Terracon understands the addition of a membrane transition between the fascia and the gutter has been completed by the roofing contractor.

2.0 SCOPE OF SERVICES

Site Visit

Terracon will make one (1) site visits to conduct water testing of the internal gutter location on the roof of the referenced facility. Terracon will provide two (2) personnel on site for up to six (6) hours. Expenses for limited field material to isolate portions of the gutter have been included (e.g., sand, plastic bags, etc.). Terracon understands that the facility engineer will be available on site to assist and provide access to the roof and that hoses and water from the facility will be available for use in the testing.

Terracon intends to utilize an infrared camera to identify water infiltration from testing. A letter-form summary report of testing conducted, findings, and recommendations will be provided. Note that recommendations will be general in nature and will not be suitable for bidding or use as repair documents.

Additional Consulting

Terracon will provide additional consulting as requested by the Client at the applicable rates indicated below. The additional consulting is anticipated to include conference calls and Client requested communication, including emails, related to Terracon's findings and recommendations not indicated above.

3.0 CLIENT RESPONSIBILITIES

- Provide five (5) business days' notice to schedule testing services.
- Client will provide access to the test area.
- Provide a safe workplace for testing staff at all times.
- Water source and hoses.

4.0 ASSUMPTIONS/EXCLUSIONS

- Additional testing, investigation into cause, and remobilization because of testing failures is not included within the scope of this proposal. If additional services are requested, we will prepare a separate proposal for authorization prior to proceeding with the additional services.
- Standby time and additional mobilization charges resulting from delays caused by the client, weather, on-site personnel or tenants, or other members of the project team will be billed to the Client.
- Additional services requested by the client beyond the scope defined herein. Terracon will obtain authorization from the client for services outside of the defined project scope prior to proceeding.

5.0 INCIDENT AND INJURY FREE (IIF)

As part of Terracon's focus on employee well-being and in accordance with Terracon's safety rules and practices, Terracon personnel will utilize/wear Personal Protective Equipment (PPE) while on the project site, including areas inside and outside the building(s). PPE will include, at a minimum, high visibility safety vests, steel toed footwear, and safety glasses. As necessary for the project type PPE may also include hearing protection and safety headwear (hard hats).

6.0 COMPENSATION

Based on the scope of services and the assumptions stated within this proposal, we propose to furnish the services listed above as follows:

Fees to provide the scope of services listed in section 2.0 are as follows:

Site Visit with Report (lump sum)	\$4,300
<u>Additional Consulting (Hourly, not to exceed)</u>	<u>\$700</u>
Total (not to exceed)	\$5,000

The fees indicated above include anticipated mileage, reproduction, and shipping expenses. Fees for additional services, if requested by Client, will be added to this contract through execution of a Supplemental Agreement of Services. Note that Terracon will not provide additional scope without written approval.

Hourly and additional services will be provided based on the following project titles:

Principal/Authorized Project Reviewer (APR)	\$250
Senior Architect	\$235
Project Manager	\$160
Senior Staff Architect/Engineer	\$150
Staff Architect/Engineer	\$140
Field Architect/Engineer	\$125
CAD Technician	\$110
Administrative	\$90

7.0 APPROVAL

If this Scope of Services meets with your approval, please execute the attached Supplemental Agreement for Services. Terracon will not commence work on this project without written authorization to proceed. The terms, conditions and limitations stated in the Agreement (and sections of this proposal incorporated therein), shall constitute the exclusive terms, conditions and services to be performed for this project. This proposal is valid only if authorized within 90 days from the proposal date.



We appreciate the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional information, please do not hesitate to contact the undersigned.

Respectfully,
Terracon Consultants, Inc.

A handwritten signature in black ink, appearing to read 'Jared Lawrence'.

Jared Lawrence, NCARB
Senior Architect
Facilities Engineering Services

A handwritten signature in black ink, appearing to read 'Arvin Santos'.

Arvin Santos
Senior Staff Architect
Facilities Engineering Services


AGREEMENT FOR SERVICES

This **AGREEMENT** is between Ypsilanti District Library ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Ypsilanti Library Michigan Ave Gutter Investigation project ("Project"), as described in Consultant's Proposal dated 08/10/2023 ("Proposal"), including but not limited to the Project Information section, unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

- 1. Scope of Services.** The scope of Consultant's services is described in the Proposal, including but not limited to the Scope of Services section ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
- 2. Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the Project.
- 3. Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Proposal, including but not limited to the Compensation section, unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
- 5. Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties other than those who have executed Consultant's reliance agreement, subject to the prior approval of Consultant and Client.
- 6. LIMITATION OF LIABILITY. CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$25,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION IN THE FORM OF A SURCHARGE TO BE ADDED TO THE AMOUNT STATED IN THE COMPENSATION SECTION OF THE PROPOSAL. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S), OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.**
- 7. Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's Services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of Services on the project.
- 8. Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
- 9. Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$2,000,000 occ / \$4,000,000 agg); (iii) automobile liability insurance (\$2,000,000 B.I. and P.D. combined single limit); (iv) umbrella liability (\$5,000,000 occ / agg); and (v) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

- 10. CONSEQUENTIAL DAMAGES.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.
- 11. Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
- 12. Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client shall cause all tests and inspections of the site, materials, and Services performed by Consultant to be timely and properly scheduled in order for the Services to be performed in accordance with the plans, specifications, contract documents, and Consultant's recommendations. No claims for loss or damage or injury shall be brought against Consultant by Client or any third party unless all tests and inspections have been so performed and Consultant's recommendations have been followed. Unless otherwise stated in the Proposal, Client assumes sole responsibility for determining whether the quantity and the nature of Services ordered by Client is adequate and sufficient for Client's intended purpose. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by Services not performed due to a failure to request or schedule Consultant's Services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods. The extension of unit prices with quantities to establish a total estimated cost does not guarantee a maximum cost to complete the Services. The quantities, when given, are estimates based on contract documents and schedules made available at the time of the Proposal. Since schedule, performance, production, and charges are directed and/or controlled by others, any quantity extensions must be considered as estimated and not a guarantee of maximum cost.
- 14. Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of the testing procedures (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Materials unless specifically provided in the Services, and that Client is responsible for directing such disposition. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site and Consultant shall not be responsible for any claims, losses, or damages allegedly arising out of Consultant's performance of Services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- 15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- 16. Utilities.** Unless otherwise stated in the Proposal, Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
- 17. Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any third parties, including Client's contractors, subcontractors, or other parties present at the site. In addition, Consultant retains the right to stop work without penalty at any time Consultant believes it is in the best interests of Consultant's employees or subcontractors to do so in order to reduce the risk of exposure to unsafe site conditions. Client agrees it will respond quickly to all requests for information made by Consultant related to Consultant's pre-task planning and risk assessment processes.

Consultant: **Terracon Consultants, Inc.**
 By:  Date: **8/10/2023**
 Name/Title: **Jared B. Lawrence / Senior Architect**
 Address: **611 Lunken Park Dr**
Cincinnati, OH 45226-1813
 Phone: **(513) 321-5816** Fax: **(513) 321-0294**
 Email: **Jared.Lawrence@terracon.com**

Client: **Ypsilanti District Library**
 By:  Date: **8/11/2023**
 Name/Title: **Lisa Hoenig / Director**
 Address: **5577 Whittaker Road**
Ypsilanti, MI 48197
 Phone: **(734) 879-1300** Fax:
 Email: **lisa@ypsilibrary.org**

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/17/2023
Re: Award of snow removal contract

Facilities Services Manager Jim Reed and I released an RFQ for snow removal services on August 1st (attached). We requested separate quotes for each location, and asked for both seasonal pricing as well as per-service pricing.

We received three quotations by the August 16th deadline. As has been the case in the past, upon analysis, the seasonal pricing is the better option. A chart is attached tabulating the bids received. The low bid is from A.K. Lawncare, our current snow removal service. They have been our provider for Whittaker and Michigan Avenue for the past 6 years, and they have performed satisfactorily.

A.K. was also awarded a one-year contract to handle snow removal at Superior last fall.

I recommend the Board award the contract for snow removal at all 3 YDL locations to A.K. Lawncare for a total of \$27,500 per season for the next three years.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-30

August 23, 2023

RESOLUTION TO AWARD A SNOW REMOVAL CONTRACT

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

Whereas, YDL wishes to lock in a seasonal contract for the next three years, and

Whereas, three bids were received and tabulated, and

Whereas, A.K. Lawncare, the Library's current snow removal contract holder, which has a satisfactory performance record, submitted the low bid, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the snow removal contract for all three YDL locations is awarded to A.K. Lawncare for a seasonal total of \$27,500 for the 2023-24 through 2025-26 winter seasons.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

**REQUEST FOR QUOTATION
YPSILANTI DISTRICT LIBRARY
3 YEAR CONTRACT FOR SNOW REMOVAL**

AUGUST 1, 2023

The Ypsilanti District Library is accepting quotations for a three-year contract for snow removal for the 2023/24 through the 2025/26 winter seasons. The winter season is defined as the period from November 15 through April 15. The contract will include all three Library locations:

- 5577 Whittaker Road, Ypsilanti Township
- 229 W. Michigan Avenue, Ypsilanti
- 1900 Harris Road in Superior Township

Snow depths shall be determined by the official report of the National Bureau and Local Weather Service, and/or on-site measurements for purposes of any price delineation due to depth of snowfall.

QUOTE FOR EACH LOCATION TO INCLUDE:

1. Price for snow plowing per push and any delineation in price for depth of snowfall.
2. Seasonal price for snow plowing and any delineation for depth of snowfall.
3. Price for removing snow from each location's sidewalks and Library Plaza downtown per push and any delineation for depth of snowfall.
4. Seasonal price for removing snow from each location's sidewalks and Library Plaza downtown and any delineation for depth of snowfall.
5. Price for salting of parking lots, roadways and areas not requiring ice melter per application.
6. Seasonal price for salting of parking lot and areas not requiring ice melter.
7. Price for de-icing each location's sidewalks and Library Plaza downtown per application.
8. Seasonal price for de-icing each location's sidewalks and Library Plaza downtown.
9. Price for heavy equipment and labor for snowfalls in excess of 10 inches.
10. A list of three (3) commercial references for whom snow removal was performed.

GENERAL INFORMATION

1. The chosen vendor will ensure that they will be able to respond quickly to adverse weather conditions that affect the parking lot and walkways to keep them hazard free for Library patrons during the hours that the library is open.
2. On days the Library opens at 9 or 10 a.m., employees begin arriving at or before 8 a.m., therefore the main sidewalks at both locations and staff parking area at Whittaker Road need to be cleared prior to 8 a.m. The remaining parking areas and sidewalks must be cleared no later than 8:30 a.m. (for snowfalls that occur overnight).

3. On Sundays, the Whittaker Road Library opens at 1 p.m. and employees begin arriving at or before noon, however, work should be timed such that patrons have safe access to the materials return boxes at all locations during the morning hours.
4. Areas to be plowed include:
 - a. Whittaker: the non-motorized path along Whittaker Road bordering the Library property, and Veterans Drive running through the Library property
 - b. Michigan Avenue: an 8' path through Library Plaza downtown and access to the Plaza's seating areas
 - c. Harris Road: The drive-up book return loop.
5. The successful company will provide a Proof of Insurance Certificate which includes Property Liability, Property Damage and Workers' Compensation upon execution of a contract with the Ypsilanti District Library.
6. The successful company will provide a minimum of two (2) contact persons with their contact information (cell and land line telephone numbers).
7. This contract shall commence on November 15, 2023 and continue for a period of three (3) years. The Ypsilanti District Library may terminate this contract at any time by giving thirty (30) days written notice by certified mail. Should cancellation occur a refund of the sum paid by the Ypsilanti District Library would be pro-rated on the basis of the unused portion of the contract period paid. No service charge, handling fees or other penalties for cancellation will be allowable.
8. Both parties must agree that the contract is not transferrable or assignable.
9. It is further understood that no other agreement – oral or written – expressed or implied – shall limit or qualify the terms of this agreement unless such additional agreement is accepted in writing by both parties.
10. Final acceptance and awarding of the contract will be the decision of the Ypsilanti District Library Board of Trustees at their August 23, 2023 meeting.
11. The decision of the Ypsilanti District Library Board of Trustees to award the contract will be based on various factors including; price, reference checks, and quality of workmanship. Lowest price proposal is not automatically awarded the contract.
12. The Ypsilanti District Library reserves the right to reject any proposal.

Questions regarding the properties or YDL's expectations should be directed to Jim Reed, Facilities Manager, via telephone at (734) 482-4110 x1309.

Questions regarding the bid process should be directed to Lisa Hoenig, Library Director, (734) 879-1300 or lisa@ypsilibrary.org.

All quotations are due by 5:00 p.m. Wednesday, August 16, 2023.

Quotations should be submitted to Lisa Hoenig, Library Director, and can be:

- Faxed to (734) 482-0047.
- Delivered to YDL, 5577 Whittaker Road, Ypsilanti Michigan 48197.
- Emailed to lisa@ypsilibrary.org.

Ypsilanti District Library Snow Removal Bids

2023/24-2025/26 Seasons

	Michigan Avenue Seasonal Price	Whittaker Road Seasonal Price	Superior Seasonal Price	Three Property Total Price
A.K. Lawncare 305 W. Main Street Milan, MI 48160	\$5,500	\$11,500	\$10,500	\$27,500
RNA Facilities Management 717 W. Ellsworth Road Ann Arbor, MI 48108	\$7,530	\$21,250	\$11,500	\$40,280
Superior Landscape Companies, Ypsilanti, MI 48197	\$11,475	\$24,875	\$11,475	\$47,825



A Professional Snow & Ice Management Company
3-year Snow Maintenance Proposal

305 W. Main St.
Milan, MI 48160
734-439-3063 office
734-439-5649 fax
www.ak-lawncare.com

Date: August 2, 2023

Submitted to: **Ypsilanti District Library**

229 W. Michigan Ave.
Ypsilanti, MI 48197

We hereby submit specifications and estimates for:

Parking lots, entrances, and walks. Plowing and shoveling begins after 1.5" accumulation of snow as the result of snowfall or drifted snow. Salting occurs after plowing or during icy conditions.

**Return services will be provided every 2"-4" of additional accumulation.*

**Ice melt will be used on sidewalks.*

Annual Snow Removal & De-icing Cost: \$ 5,500.00

Payment of \$ 1,100.00 commencing November 1st, 2023 – March 1st, 2024. (5 months)

Payment of \$ 1,100.00 commencing November 1st, 2024 – March 1st, 2025. (5 months)

Payment of \$ 1,100.00 commencing November 1st, 2025 – March 1st, 2026. (5 months)

Contract begins November 1, 2023 and ends March 31, 2026.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation for above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Our workers are fully covered by Workers Compensation Insurance. The Owner acknowledges that some damage to the property of the Owner is reasonably foreseeable as a consequence of the Contractor's performance of this Agreement, and such reasonably foreseeable damage includes, but is not limited to, damage to concrete, asphalt, sod, grass and planting materials and surface damage to curbs and asphalt due to the clearing of snow. All perimeters are marked off with orange plastic stakes.

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature_____ Date of Acceptance _____
Ypsilanti District Library - 229 W. Michigan Ave



A Professional Snow & Ice Management Company

3-year Snow Maintenance Proposal

305 W. Main St.
Milan, MI 48160
734-439-3063 office
734-439-5649 fax
www.ak-lawncare.com

Date: August 2, 2023

Submitted to: **Ypsilanti District Library**

1900 Harris Road
Ypsilanti, MI 48198

We hereby submit specifications and estimates for:

Parking lots, entrances, and walks. Plowing and shoveling begins after 1.5" accumulation of snow as the result of snowfall or drifted snow. Salting occurs after plowing or during icy conditions.

**Return services will be provided every 2"-4" of additional accumulation.*

**Ice melt will be used on sidewalks.*

Annual Snow Removal & De-icing Cost: \$ 10,500.00

Payment of \$ 2,100.00 commencing November 1st, 2023 – March 1st, 2024. (5 months)

Payment of \$ 2,100.00 commencing November 1st, 2024 – March 1st, 2025. (5 months)

Payment of \$ 2,100.00 commencing November 1st, 2025 – March 1st, 2026. (5 months)

Contract begins November 1, 2023 and ends March 31, 2026.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation for above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Our workers are fully covered by Workers Compensation Insurance. The Owner acknowledges that some damage to the property of the Owner is reasonably foreseeable as a consequence of the Contractor's performance of this Agreement, and such reasonably foreseeable damage includes, but is not limited to, damage to concrete, asphalt, sod, grass and planting materials and surface damage to curbs and asphalt due to the clearing of snow. All perimeters are marked off with orange plastic stakes.

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature_____ Date of Acceptance _____
Ypsilanti District Library – 1900 Harris Road



A Professional Snow & Ice Management Company
3-year Snow Maintenance Proposal

305 W. Main St.
Milan, MI 48160
734-439-3063 office
734-439-5649 fax
www.ak-lawncare.com

Date: August 2, 2023

Submitted to: **Ypsilanti District Library**

5577 Whittaker Rd
Ypsilanti, MI 48197

We hereby submit specifications and estimates for:

Parking lots, entrances, and walks. Plowing and shoveling begins after 1.5" accumulation of snow as the result of snowfall or drifted snow. Salting occurs after plowing or during icy conditions.

**Return services will be provided every 2"-4" of additional accumulation.*

**Ice melt will be used on sidewalks.*

Annual Snow Removal & De-icing Cost: \$ 11,500.00

Payment of \$ 2,300.00 commencing November 1st, 2023 – March 1st, 2024. (5 months)

Payment of \$ 2,300.00 commencing November 1st, 2024 – March 1st, 2025. (5 months)

Payment of \$ 2,300.00 commencing November 1st, 2025 – March 1st, 2026. (5 months)

Contract begins November 1, 2023 and ends March 31, 2026.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation for above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. Our workers are fully covered by Workers Compensation Insurance. The Owner acknowledges that some damage to the property of the Owner is reasonably foreseeable as a consequence of the Contractor's performance of this Agreement, and such reasonably foreseeable damage includes, but is not limited to, damage to concrete, asphalt, sod, grass and planting materials and surface damage to curbs and asphalt due to the clearing of snow. All perimeters are marked off with orange plastic stakes.

Acceptance of proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature_____ Date of Acceptance _____
Ypsilanti District Library - 5577 Whittaker Rd

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 8/16/2023

Re: Consideration of the purchase of laptops for staff use

We would like to purchase 4 new laptops as specified on the attached quote. These would replace aging equipment currently used by the Assistant Director, Superior Branch Manager, Community Relations Coordinator, and IT department.

The quotation comes from Insight Public Sector and utilizes group pricing through our OMNIA Partners contract, so already incorporates competitive bidding.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-31

August 23, 2023

RESOLUTION TO PURCHASE NEW LAPTOPS FOR STAFF USE

Whereas, the Ypsilanti District Library strives to provide high quality tools for staff to use in service to its patrons, and

Whereas, demand for staff laptops has increased since the pandemic, and

Whereas, the Library budgeted to purchase staff laptops this fiscal year, and

Whereas, the Information Technology Manager researched options and solicited the attached quote for the desired computers and support using a group purchasing contract, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the equipment specified on the attached quote be acquired from Insight Public Sector for \$5,203.30.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

SOLD-TO PARTY 11112432

YPSILANTI DIST. LIBRARY
ACCOUNTS PAYABLE
5577 WHITTAKER RD
YPSILANTI MI 48197-9752

SHIP-TO

YPSILANTI DISTRICT LIBRARY
ATTN: SCOTT OSBTY
5577 WHITTAKER RD.
TECHNOLOGY MANAGER
YPSILANTI MI 48197

Quotation

Quotation Number : [0226510230](#)
Document Date : 27-JUL-2023
PO Number :
PO release: :
Sales Rep : Mark Latiolais
Email : MARK.LATIOLAIS@INSIGHT.COM
Telephone :

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery: : FOB ORIGIN
Currency : USD

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with OMNIA Partners Public Sector (formerly U.S. Communities).
Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process takes less than five minutes.

Material	Material Description	Quantity	Unit Price	Extended Price
21JT001AUS	Lenovo ThinkPad E16 AMD G1 - AMD Ryzen 7 - 16 GB RAM - 512 GB Storage - Windows 11 Pro OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644) List Price: 1168.99 Discount: 7.806%	4	1,077.74	4,310.96
5WS0E84879	Lenovo Depot/Customer Carry-In Upgrade - extended service agreement - 5 years OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644) List Price: 176.99 Discount: 25.047%	4	132.66	530.64
40AY0090US	Lenovo ThinkPad Universal USB-C Dock - docking station - USB-C - HDMI, 2 x DP - GigE OMNIA PARTNERS IT PRODUCTS & SERVICES(# 4400006644) List Price: 236.99 Discount: 23.689%	2	180.85	361.70
Product Subtotal				4,672.66
Services Subtotal				530.64
TAX				0.00
Total				5,203.30

PURCHASE ORDER REQUIREMENTS:

Quote Number:226510230

Purchase Order Number: _____

Authorized by/Title: _____ (please print)

Authorized Signature: _____ Date: _____

Additional signature, where required

Authorized by/Title: _____ (please print)

Authorized Signature: _____ Date: _____

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

Sincerely,

Mark Latiolais

MARK.LATIOLAIS@INSIGHT.COM

OMNIA Partners (formerly U.S. Communities) IT Products, Services and Solutions Contract No. 4400006644

Insight Public Sector (IPS) is proud to be a contract holder for the OMNIA Partners Technology Products, Services & Solutions Contract.

This competitively solicited contract is available to participating agencies of OMNIA Partners. OMNIA Partners assists local and state government agencies, school districts (K-12), higher education, and nonprofits in reducing the cost of purchased goods by pooling the purchasing power of public agencies nationwide. This is an optional use program with no minimum volume requirements and no cost to agencies to participate.

Thanks for choosing Insight!

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by you and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at the "terms-and-policies" link below.

SOFTWARE AND CLOUD SERVICES PURCHASES: If your purchase contains any software or cloud computing offerings ("Software and Cloud Offerings"), each offering will be subject to the applicable supplier's end user license and use terms ("Supplier Terms") made available by the supplier or which can be found at the "terms-and-policies" link below. By ordering, paying for, receiving or using Software and Cloud Offerings, you agree to be bound by and accept the Supplier Terms unless you and the applicable supplier have a separate agreement which governs.

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 8/16/23

Re: Consideration of proposed renewal agreements for HVAC maintenance

Since 2016, YDL has had Guaranteed Professional Maintenance (GPM) agreements with Campbell Mechanical Services for HVAC maintenance at Whittaker and Michigan Avenue. The current agreements expire 8/31/23. YDL-Superior's HVAC equipment has been under warranty since opening. We propose moving to a somewhat more robust contract with Campbell for the upcoming year, to include a boiler maintenance kit. At the end of the one-year period we would enter into a GPM for Superior as well.

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

The Whittaker proposal includes retrofitting 3 VAV (Variable Air Volume) units per year.

Because we have forged a positive relationship with Campbell and their technicians, we would like to continue using their services for our HVAC maintenance. We did not pursue additional quotes.

I recommend waiving the bid process and awarding the HVAC maintenance contracts to Campbell Mechanical Services as described in the attached documentation.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-32

August 23, 2023

RESOLUTION TO CONTRACT WITH CAMPBELL MECHANICAL SERVICES FOR
GUARANTEED PROFESSIONAL HVAC MAINTENANCE FOR THE WHITTAKER
AND MICHIGAN AVENUE LIBRARIES THROUGH 8/31/26 AND A CUSTOMIZED
PROFESSIONAL MAINTENANCE PROGRAM FOR THE SUPERIOR LIBRARY
THROUGH 8/31/24

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

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

Whereas, Campbell Mechanical Services has proposed a renewal Guaranteed Professional Maintenance Agreement for Whittaker and Michigan Avenue for the next three years, and

Whereas, they have proposed a one-year Customized Professional Maintenance Program for YDL-Superior since its equipment is still so new, and

Whereas, YDL Facilities and Administrative staff wish to continue the Library's positive working relationship with Campbell, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Library Director is authorized to waive the bid process and approve the three Agreements proposed by Campbell Mechanical Services.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Agreement Signature

Proposal Date	Proposal Number	Agreement
07/31/23	PG98706	GC3320B

BY AND BETWEEN:

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

AND

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

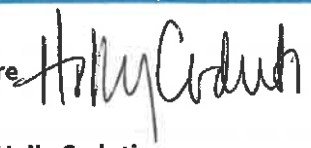
SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S): 5577 Whittaker Rd.

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

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

AGREEMENT coverage will commence on **September 01, 2023**. The AGREEMENT price is **\$50,900.00** per year, payable **\$12,725.00** per **Quarter** in advance beginning on the effective date of **September 01, 2023** through **August 31, 2026**.

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

Sales Rep	Customer	Manager
Signature	Signature	Signature 
Name	Name	Name: Holly Coduti
Title	Title	Title: Contracts Manager
Date	Date	Date 7-31-23

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

PO Number:

Date of Issue:

Customer Signature:

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

Special Services and Provisions

Proposal Date	Proposal Number	Agreement No.
07/31/23	PG98706	GC3320B

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

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

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

Campbell, Inc. will change out three (3) Zone Controllers per Contractural year.

Emergency Services

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

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

CLIENT/VIEW/WEB PORTAL:

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

See Addendum "A" for equipment list.

This is a three (3) year contract:

Year 1: \$50,052.00 - 9/1/23 - 8/31/24

Year 2: \$50,052.00 - 9/1/24 - 8/31/25

Year 3: \$50,052.00 - 9/1/25 - 8/31/26

Guaranteed Professional Maintenance

Proposal Date	Proposal Number	Agreement
07/31/23	PG98706	GC3320B

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

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

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

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

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

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

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

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

Guaranteed Professional Maintenance Terms and Conditions

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

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

Customized Professional Maintenance Program IV

Proposal Date	Proposal Number	Agreement
07/31/23	PG98706	GC3320B

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

Customized Professional Maintenance Program IV Terms and Conditions

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

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

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

SM Serviceable Items

G3320 - YPSI LIBRARY - WHITTAKER RD

ADDENDUM A

Serviceable Item	Description	Manufacturer	Model	SerialNumber	Location	Total Rtg Charge	Refrig Type
GPM							
AHU-12	AIR HANDLER	M&I AIR SYSTEMS	WA-78	1210	MECHANICAL ROOM		
BO-01	BOILER	LOCHINVAR	CHN751	AA011938	ALL ZONES		
BO-02	BOILER	LOCHINVAR	CHN751	A011937	ALL ZONES		
BO-03	BOILER	LOCHINVAR	CHN751	H06H00189899	ALL ZONES		
BO-04	BOILER	LOCHINVAR	CHN751	H06H00189900	ALL ZONES		
CH-18	CHILLER	TRANE	RTAC254U1JANUAFQNTTY1CDNNN 5UN10NR0EXN	U15E02254	OUTSIDE SHIP/RECEIVING	440	R-134A
FC-32	HOT WATER FAN COIL UNIT	VULCAN	HV144	D01194935002001	MAIN MECHANICAL ROOM		
FC-33	HOT WATER FAN COIL UNIT	VULCAN	HV-144	D01194935002002	EAST SIDE OF MAIN MECHANICAL ROOM		
FC-34	HOT WATER FAN COIL UNIT	VULCAN	VS-077	J06671612001001	NORTH EAST CORNER OF BOILER ROOM		
FC-35	HOT WATER FAN COIL UNIT	VULCAN	HV-118	D01194935001007	WEST MECHANICAL ROOM (BOOK STORAGE)		
FC-36	HOT WATER FAN COIL UNIT	VULCAN	HV-118	E01203052001001	SOUTH END OF GARAGE		
FC-37	HOT WATER FAN COIL UNIT	VULCAN	HV-118A	D01194635001002	VESTIBULE OFF GARAGE		
HUM-21	HUMIDIFIER	DRISTEEM	GTS99-300	1088497-02-01	BOILER ROOM /AHU 12		
HUM-22	HUMIDIFIER	DRISTEEM	GTS99-400	1088497-01-01	BOILER ROOM / AHU 12		
HWH-31	HOT WATER HEATER	BRADFORD WHITE	ML5036FBN	LE34443553	BOILER ROOM		
IF-05	BOILER INTAKE FANS						
IF-06	BOILER INTAKE FAN						
IF-07	BOILER INTAKE FAN						
IF-08	BOILER INTAKE FAN						

SM Serviceable Items

G3320 - YPSI LIBRARY - WHITTAKER RD

ADDENDUM A

Serviceable Item	Description	Manufacturer	Model	SerialNumber	Location	Total Rtg Charge	Refrig Type
GPM							
IF-09	BOILER INTAKE FAN						
IF-10	BOILER INTAKE FAN						
IF-11	BOILER INTAKE FAN						
IF-39	BOILER INTAKE FAN	SOLARONITICS			GARAGE		
PMP-14	CHILLED WATER PUMP	BELL & GOSSETT	VSC 9.250BFRHR	2178072	MECHANICAL ROOM		
PMP-15	CHILLED WATER PUMP	BELL & GOSSETT	VSC 9.250BFRHR	2178071	MECHANICA ROOM		
RF-13	RETURN AIR FAN	LOREN COOK	445CA-SWSI	UNKNOWN	MECHANICAL ROOM		
SS-19A	AIR HANDLER	TRANE	TWE024C140BD	R2831CPIV	CEILING OUTSIDE / PHONE CLOSET		
SS-19B	CONDENSOR	TRANE	TTB024C100AZ	ZZ914LKB	CEILING OUTSIDE / PHONE CLOSET	F/C	R-22
SS-20A	AIR HANDLER	MITSUBISHI	PKA 24FK	01600304B	IT ROOM		
SS-20B	CONDENSOR	MITSUBISHI	PUG24KB	01158238	IT ROOM	F/C	R-22
TH-39	INFRARED TUBE HEATER	SOLARONICS	ST-75-20/25MBN	ST-04873	NORTH EAST CORNER OF GARAGE		
UH-38	UNIT HEATER	STERLING	GVF456	E01201294005001	MECHANICAL ROOM OF BOILER ROOM		
VAV-23-30	ZONE HEAT/COOLING REHEATS				THROUGHOUT LIBRARY		
VFD-14	CHILLED WATER PUMP VFD	MAMMOTH ELECTRIC			MECHANICAL ROOM		
VFD-15	CHILLED WATER PUMPS VFD	MAMMOTH ELECTRIC			MECHANICAL ROOM		
VFD-16	BOILER WATER PUMP VFD	Danfoss	VL76000				
VFD-17	BOILER WATER PUMP VFD	MAMMOTH ELECTRIC			MECHANICAL ROOM		
CONTROLS	BUILDING CONTROLS	JOHNSON CONTROLS METASYS			THROUGHOUT		

SM Serviceable Items

G3320 - YPSI LIBRARY - WHITTAKER RD

ADDENDUM A

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

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

FILTERS:

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

Agreement Signature

Proposal Date	Proposal Number	Agreement
07/31/23	GC	G3320002A

BY AND BETWEEN:

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

AND

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

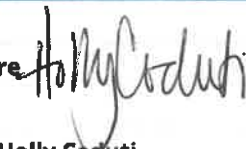
SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S): 229 W. Michigan

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

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

AGREEMENT coverage will commence on **September 01, 2023**. The AGREEMENT price is **\$14,800.00** per year, payable **\$3,700.00** per **Quarter** in advance beginning on the effective date of **September 01, 2023** through **August 31, 2026**.

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

Sales Rep	Customer	Manager
Signature	Signature	Signature 
Name:	Name:	Name: Holly Coduti
Title	Title	Title: Contracts Manager
Date	Date	Date 7.31.23

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

PO Number:

Date of Issue:

Customer Signature:

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

Special Services and Provisions

Proposal Date	Proposal Number	Agreement No.
07/31/23	GC	G3320002A

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

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

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

Emergency Services

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

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

CLIENT/VIEW/WEB PORTAL:

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

See Addendum "A" for equipment & filter list.

This is a three (3) year contract:

Year 1 - \$14,800.00 - 9/1/23 - 8/31/24

Year 2 - \$14,800.00 - 9/1/24 - 8/31/25

Year 3 - \$14,800.00 - 9/1/25 - 8/31/26

Guaranteed Professional Maintenance

Proposal Date	Proposal Number	Agreement
07/31/23	GC	G3320002A

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

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

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

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

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

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

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

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

Guaranteed Professional Maintenance Terms and Conditions

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

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

Customized Professional Maintenance Program IV

Proposal Date	Proposal Number	Agreement
07/31/23	GC	G3320002A

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

Customized Professional Maintenance Program IV Terms and Conditions

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

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

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

SM Serviceable Items

G3320002 - YPSI LIBRARY - MICHIGAN

ADDENDUM A

Serviceable Item	Description	Manufacturer	Model	SerialNumber	Location	Total Rfkg Charge	Refrig Type
GPM							
BO-03	FIN TUBE BOILER	LOCHINVAR	CBN0745	G02H00143473	BASEMENT MECHANICAL ROOM		
CONTROLS	BUILDING CONTROLS	JOHNSON			THROUGHOUT		
HWH-05	HOT WATER HEATER	BRADFORD WHITE	RG24076N	MD36088359	LOWER LEVEL PUMP ROOM / BATHROOM & SINKS		
RTU-02	PACKAGE ROOFTOP UNIT	TRANE	YSC072A3RMA0GF0A1A1B0A6C1	22100794L	SOUTH OFFICES / ROOF	7	
SS-01A	AIR HANDLER	TRANE	MCCA0250B000A000U	K02E79133	ATTIC / MAIN FLOOR		
SS-01B	CONDENSOR	TRANE	RAUCC40EBV13A0D00020	C02ED04393	ROOF / MAIN FLOOR	unknown	
UH-04	UNIT HEATER	TRANE	UHSA03852EA1T00B	L02E39089	BOILER ROOM CEILING		
CPM IV							
BF-01	BACKFLOW PREVENTOR	WILKINS 1"	975XL	W047247	BOILER MAKEUP		
BF-02	BACKFLOW PREVENTOR	AMES 4"	2000	117654	FIRE LINE		
BF-03	BACKFLOW PREVENTOR	AMES 3/4"	2000B	21312	FIRE LINE		
BF-04	BACKFLOW PREVENTOR	WATTS 1"	909	410996	DRAIN LINE FLUSH		
BF-05	BACKFLOW PREVENTOR	FEBCO 1"	765	443003	SERVES IRRIGATION		
SP-06	SUMP PUMP	ZOELLER	J161		BOILER ROOM		
SP-07	SUMP PUMP	ZOELLER	J161		BOILER ROOM		
MONTHLY WALK THRU	MONTHLY WALK THRU				THROUGHOUT		

FILTERS:

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

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

Agreement Signature

Proposal Date	Proposal Number	Agreement
07/31/23		C3400A

BY AND BETWEEN:

Campbell Inc 1077 James L Hart Parkway Ypsilanti Twp MI 48197 hereinafter CONTRACTOR	AND	Ypsilanti District Library 5577 Whittaker Ypsilanti, MI 48197 hereinafter CUSTOMER
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SERVICES WILL BE PROVIDED AT THE FOLLOWING LOCATION(S): 1900 Harris Rd. 48198

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

MAINTENANCE PROGRAM **Customized Professional Maintenance Program II**
and associated Terms and Conditions

AGREEMENT coverage will commence on **09/01/23**. The AGREEMENT price is **\$8,500.00** per year, payable **\$2,125.00** per **Quarter** in advance beginning on the effective date of **09/01/23** through **8/31/24**.

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

Sales Rep	Customer	Manager
Signature	Signature	Signature 
Name	Name	Name: Holly Coduti
Title	Title	Title: Contracts Manager
Date	Date	Date 7.31.23

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

PO Number: Date of Issue: Customer Signature:

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

Special Services and Provisions

Proposal Date	Proposal Number	Agreement No.
07/31/23		C3400A

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

Condenser coils will be cleaned annually.

Backflows will be tested annually and proper paperwork filed with the City.

Maintenance Kit will be changed annually on BO-01.

CSD-1 will be performed annually on BO-01.

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

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

Emergency Services

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

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

Customized Professional Maintenance Program Terms And Conditions II

1. Customer shall permit Contractor free and timely access to areas and equipment, and allow Contractor to start and stop the equipment as necessary to perform the required services. All planned work under this agreement ("Agreement") will be performed during the Contractor's normal working hours.
2. In case of any failure to perform its obligations under this Agreement in accordance with the specifications mutually agreed upon by Customer and Contractor in writing, Contractor's liability is limited to: (a) re-performing the service, or (b) repair or replacement (collectively, the "Warranty"), in each case as determined in Contractor's sole discretion. The foregoing Warranty shall be Customer's sole remedy for the breach of this paragraph 2. The Warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse or misuse, and shall not extend beyond the term of this Agreement.
3. The annual Agreement price is conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start up indicates repairs are required, a firm quotation will be submitted in writing for Customer's approval. Should Customer choose not to authorize the repairs, Contractor may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual agreement price accordingly or cancel this Agreement without any liability to Customer.
4. The annual Agreement price is subject to adjustment on each commencement anniversary to reflect increases in labor, material and other costs.
5. Customer will promptly pay invoices within thirty (30) days of receipt of such invoice. If Customer fails to pay an invoice within thirty (30) days of receipt of such invoice, Customer's account will become delinquent and Contractor may stop all work under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand. All past due amounts shall accrue interest at the maximum rate permitted by applicable law.
6. If there is any alteration to, or deviation from, this Agreement involving extra work, the cost of materials and/or labor will become an extra charge (fixed price amount to be negotiated or on a time and material basis at Contractor's rates then in effect) over the sum stated in this Agreement.
7. Contractor will not be required to move, replace or alter any part of the building structure in the performance of this Agreement.
8. Any Warranty hereunder will be void to the extent Customer permits any third party to perform any work included within the scope of this Agreement. Contractor shall have no liability for any work or service performed by a third party. Should anyone other than Contractor's personnel perform such work, Contractor may, at its option, cancel this Agreement or eliminate the involved items of equipment from inclusion in this Agreement.
9. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorneys' fees incurred by Contractor.
10. Any legal action against the Contractor relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the work giving rise to the claim. Any claim after the one (1) year period shall be waived and forever barred.

11. Contractor shall not be liable for any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay of carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any cause beyond its control.
12. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its agents, representatives, independent contractors, and employees from and against all claims, suits, causes of action, demands, proceedings, damages, losses and expenses, including but not limited to attorneys' fees resulting therefrom, arising out of or in connection with: (i) any death, personal bodily injury, or property damage caused by an act, omission, negligence, or willful misconduct by Customer, its employees, subcontractors, agents, or representatives; (ii) any breach of this Agreement by Customer; or (iii) any violation of applicable law by Customer in connection with its obligations under this Agreement, except that Customer shall have no duty to indemnify hereunder to the extent such a claim is caused solely by the gross negligence or willful misconduct of Contractor.
13. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) and/or Safety Data Sheets (SDS) pursuant to OSHA'S Hazard Communication Standard Regulations.
14. Contractor expressly disclaims any and all responsibility and liability for the indoor air quality of the Customer's facility, including without limitation injury or illness to occupants of the facility or third parties, arising out of or in connection with the Contractor's work under this Agreement.
15. Contractor's obligations under this Agreement and any subsequent agreements do not include the identification, abatement or removal of asbestos or any other toxic or hazardous substances, hazardous wastes or hazardous materials. In the event such substances, wastes and materials are encountered, Contractor's sole obligation will be to notify the customer of their existence. Contractor shall have the right thereafter to suspend its work until such substances, wastes or materials and the resultant hazards are removed. The time for completion of the work under the Agreement shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
16. EXCEPT FOR THE INDEMNIFICATION OBLIGATION IN SECTION 12, NEITHER PARTY SHALL BE LIABLE TO THE OTHER PARTY ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR SPECIAL DAMAGES, INCLUDING WITHOUT LIMITATION ANY LOSS OF PROFITS, LOSS OF REVENUES, LOSS OF BUSINESS OPPORTUNITY, LOSS OF USE, BUSINESS INTERRUPTION, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, LOSS OF GOODWILL, OR DAMAGE OR LOSS TO REPUTATION. THE LIMITATIONS IN THIS SECTION SHALL APPLY REGARDLESS OF LEGAL THEORY, AND WHETHER SUCH CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, AND REGARDLESS OF WHETHER A PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR SUCH DAMAGES WERE FORESEEABLE. THE PARTIES ACKNOWLEDGE AND AGREE THAT THE ALLOCATION OF RISK IN THIS SECTION IS AN ESSENTIAL TERM OF THE AGREEMENT ON WHICH THE PRICING HEREUNDER IS BASED AND BUT FOR SUCH LIMITATIONS, CONTRACTOR WOULD HAVE NEVER ENTERED INTO THIS AGREEMENT.
17. This Agreement shall be governed by and construed in accordance with the laws of the State of Ohio, without regard for any conflict of law rules or provisions that would result in the application of the laws of a jurisdiction other than Ohio. Further, the parties hereto irrevocably consent to the exclusive personal jurisdiction of and venue in the state and federal courts in and for Lucas County, Ohio and waive any claim that such courts lack jurisdiction or are an inconvenient forum.

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

Customized Professional Maintenance Program II

Proposal Date	Proposal Number	Agreement
07/31/23		C3400A

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

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

TEST AND INSPECT: Job labor, travel labor and travel and living expenses required to visually INSPECT and TEST equipment to determine its operating condition and efficiency. Typical activities include:

- TESTING for excessive vibration; refrigerant charge; fan RPM; refrigerant oil (acid); water condition; flue gas analysis; safety controls; combustion and draft; crankcase heaters; control system(s), etc.
- INSPECTING for worn, failed or doubtful parts; mountings; drive couplings; oil level; rotation; soot; flame composition and shape; pilot and igniter; steam, water, oil and/or refrigerant leaks, etc.

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

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

SM Serviceable Items

C3400 - YPSILANTI LIBRARY - HARRIS RD

ADDENDUM A

Serviceable Item	Description	Manufacturer	Model	Serial Number	Location	Refrigerant Type	Total Rtg Charge
BO-01	HOT WATER BOILER	LOCHINVAR	FTX500N	2208128227674	BOILER ROOM		
BP-01A	HOT WATER PUMP	BALDOR	JM3154		BOILER ROOM		
BP-01B	HOT WATER PUMP	BALDOR	JM3154		BOILER ROOM		
BP-01C	HOT WATER PUMP	LEESON	C4T17D252A		BOILER ROOM		
EF-02	EXHAUST FAN	COOK	90SQNHVEY90SON	129SJ76384	WOMENS RESTROOM		
HWH-01	HOT WATER HEATER	BRADFORD WHITE	ULG2PDV50H503N	YE49836349	JANITORS CLOSET BETWEEN RESTROOMS		
PMP-01	CIRCULATION PUMP	BELL & GOSSETT	PL36	1BL001	NW CORNER / NW MAIN		
PMP-02	CIRCULATION PUMP	BELL & GOSSETT	PL36	1BL001	SW OFFICE		
RTU-01	AIR COOLED PACKAGE UNIT	DAIKIN	DPS020AHMG2DV-4	FB0U211201174	NORTH EAST BLDG	R-410A	33.00
SS-02A	AIR HANDLING UNIT	DAIKIN	FAQ24TAVJU	E001383	OUTSIDE NEAR PACKAGE UNIT		
SS-02B	CONDENSING UNIT	DAIKIN	RZQZ4TAVJUA	E002058	OUTSIDE NEAR PACKAGE UNIT	R-410A	6.00
VAV-01-09	VAV UNITS (9 UNITS)	TITUS	DESV		THROUGHOUT		
BF-01	BACKFLOW PREVENTOR -2"	WATTS	LF909M1QTRP	16188	BOILER ROOM		
BF-02	BACKFLOW PREVENTOR - 3/4"	WATTS	LF909MIUIRP	029712	BOILER ROOM		

FILTERS:

Serviceable Item	Size	Quantity	Type	Often
RTU-01	18x24x2	9	MERV 8 PLEATS	4x
SS-02A	Washable	1	WASHABLE	4x

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 8/16/2023
Re: Resolution to join Michigan CLASS investment pool

Michigan public libraries are required by Michigan Public Act 20 PA 1943, as amended, to invest the public money they hold very conservatively. Because of this, CDs have typically been the vehicle of choice for library investing – but CDs earn very little interest these days. When I was Director at the Redford Township District Library, our reserves were managed by a professional investment broker specializing in governmental accounts. She was very good, but of course, her services came with fees. In this “year of the deep breath” I’d planned to explore investment options for YDL and had a few brokers to investigate.

Earlier this month, however, there was an inquiry on the MichLib-L listserve asking for suggestions for investments beyond CDs – and it received a response that intrigued me. It recommended the Michigan CLASS investment pool, which currently earns a return greater than 5%. (A compilation of comments I gathered in my research immediately follows this memo, including the original post.)

From what I have since learned, Michigan CLASS is a low-risk option for municipal investing. It complies with Act 20 rules and, because it pools very large sums of money (similar to MERS or a community foundation), can reap a greater return. Part of the recent increase in return is its ability to invest in Treasuries, which are earning nicely right now. There are no fees and no minimum balances. Funds are accessible by ACH within 24 hours, and we can enforce 2-person approval of the transactions, which our auditors recommend.

Currently, the majority of YDL’s fund balance is held in an Insured Cash Sweep (ICS) account at Bank of Ann Arbor, earning about 1.5% interest. We also have funds (within the maximum limit insured by the FDIC) invested at PNC Bank, Huntington Bank, and 5/3 Bank.

I have conferred with accountant Jim Carey, auditor Luke Downing, and Board Treasurer Theresa Maddix, and feel confident that joining Michigan CLASS would be a good move for YDL. Kristin Angel, one of Michigan CLASS’s Directors of Investment Services, will give a presentation at our Board meeting and answer any questions you may have about the pool.

The first requirement to join Michigan CLASS is a review of our Investment Policy, making sure it aligns with what they do. I submitted our policy for review. A letter of acceptance, informational pages, and the enrollment form for Michigan CLASS are attached. (More information at MichiganCLASS.org.)

The next step is to provide a Board resolution indicating the library wishes to join. Then we would fill out the enrollment form, decide how much to invest, and begin letting our money earn significantly more (up to \$10K/month right now depending on how much we move). Jim Carey and I agree we should maintain some funds in the ICS account at Bank of Ann Arbor. We would carefully monitor the returns, and move our money back there if/when indicated. I look forward to hearing your thoughts.

Tue, Aug 15,
9:29 PM

Michlib-l] FW: Investment of Surplus Funds

Amber Alexander [director at pidl.org](mailto:director@pidl.org)

Mon Jul 24 17:38:41 EDT 2023

MI Class

<https://www.michiganclass.org/>

The ROI is excellent and beats out any rate you get at bank for a CD.

Amber Alexander
Library Director, MLIS
Presque Isle District Library
181 E. Erie Street
Rogers City, MI 49779
989.734.2477, 101
www.pidl.org <<http://www.pidl.org/>>

From: Michlib-l <[michlib-l-bounces at mcls.org](mailto:michlib-l-bounces@mcls.org) <mailto:[michlib-l-bounces at mcls.org](mailto:michlib-l-bounces@mcls.org)> > On Behalf Of Kristina Knezic via Michlib-l
Sent: Monday, July 24, 2023 3:44 PM
To: Michlib-l <[michlib-l at mcls.org](mailto:michlib-l@mcls.org) <mailto:[michlib-l at mcls.org](mailto:michlib-l@mcls.org)> >
Subject: [Michlib-l] Investment of Surplus Funds

Hello All,

I know there are guidelines for investing public funds, but my Board is interested in knowing where other libraries are investing surplus funds.

Thank you,

Kristina

Kristina Knezic, Director
Berrien Springs Community Library
215 W. Union St.
Berrien Springs, MI 49103
269-471-7074
www.bsclibrary.org <<http://www.bsclibrary.org>>

**

Jim Carey (YDL's accountant)

Fri, Jul 28,
11:55 AM

I was not aware of this particular product, but in skimming I see the instruments are treasuries and agencies which are basically as safe as a CD with better interest rates (except if the US defaults on its debts, as could happen if Congress does not raise the debt ceiling when that is necessary).

For reference, BOAA ICS is paying 1.5% and the short term quotes on this product are in the 4.5 - 5% range, with longer short range % about a point less.

Current interest on ICS (June) was about \$5K. This could mean \$15K/month on the cash reserves at current levels.

I would definitely want to understand liquidity claims they are making, so that you aren't stuck for a check run, and would love to know the experience of any from your circles who is working with them. I have some recent experience with a more main stream firm for a different client, so I understand some of the concepts. Feel free to call and discuss.

On Tue, Jul 25, 2023 at 1:04 PM Lisa Hoenig <lisa@ypsilibrary.org> wrote:

Hi, Jim:

There was a recent thread on the Michigan library listserv about where/how libraries invest their surplus funds. I'm curious if you know anything about this option:

<https://www.michiganclass.org/#>

I don't see many drawbacks but not sure how it compares to our ICS at BOAA. Would love to see us generate more interest.

Lisa

* *

Downing, Luke A (YDL's Auditor)

Lisa,

I can't say I have an opinion on them one way or the other as I am not well versed in investments and all that comes along with them. I can tell you I have other governmental clients that have them and like them.

2 person approval is always great.

**

On Thu, Aug 3, 2023 at 3:14 PM Rick Rosekrans <rosekrans@tln.org> wrote:
Hi Lisa,

We have been passively using MICLASS for 20+ years but only recently, actively. It is similar to a savings account without the instant availability. Once you attach your bank account to the Michigan CLASS account you can move money with a 1 day turn around. You do not have to monitor it at all. They will have statements available monthly just like a bank account.

More info at:
<https://www.michiganclass.org/overview/>

Thanks,

Rick Rosekrans
Controller
The Library Network

**

Steven K. Bowers

Wed, Aug 2,
1:22 PM

Hi Lisa,

Yes, we have been pleasantly surprised by the returns on MIClass this year. We recently moved more into it (since we, too, received our State Aid). Copying our Business Controller, Rick Rosecrans, in case he can provide more input.

As far as I understand one of the reasons we like it (in addition to the current 5% rate) is the liquidity you are asking about, or the easy ability to invest and then take the money back out.

Steven K. Bowers
Executive Director
The Library Network

**

On Wed, Aug 2, 2023 at 4:48 PM Amber Alexander <director@pidl.org> wrote:

Lisa,

So far we love it! It has been very easy to use. They set you up with an account where you can go in and look at your dashboard. It is easy to transfer money by ACH from our local bank (set up was easy through the online MI Class account), and when we need to put more in our checking account at local bank, it is an easy withdraw and occurs within a day, depending on weekend or holiday. I just monitor what we have when bills are paid, and move when need to. We actually have been able to keep less money in our checking then in past, and more in the MI Class (gaining interest) because the ease of transferring back to our checking account. So as we received our tax funds this year, I deposited into our checking, then moved what we didn't need to keep as our base in checking into MI Class. As we paid the bills and payroll happened, just withdrew from MI Class back into our checking. All from my desk, except for going to bank to deposit the tax funds into our checking.

As to monitoring, just keep an eye after Finance Manager pays bills and where we sit in Quickbooks-checking and if it is below the number that I feel comfortable with, I just transfer the money out of MI Class into our checking. I'd say it takes 5 minutes of my time, to look and login and make the transfer.

We only started with them in January, but haven't had an issue. I can say we were only making about \$1,200 in CD interest, as of July 31st we have made about \$12,000 interest from MI Class. Our Board is very pleased by this.

And, they are FDIC insured.

Amber Alexander

Library Director, MLIS
Presque Isle District Library

**

Other active library users of Michigan CLASS I didn't reach out to but who responded positively to the MichLib-L post: Macdonald Public Library (New Baltimore) and Romeo District Library.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2023-33

August 23, 2023

RESOLUTION TO JOIN MICHIGAN CLASS INVESTMENT POOL

Whereas, it is the policy of Ypsilanti District Library to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting daily cash flow needs and complying with all state statutes governing the investment of public funds, and

Whereas, the Michigan CLASS investment pool complies with Public Act 20, offers ample liquidity, and is generating a much better return on investment than what the Library currently enjoys, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that the Library Director is authorized to enroll the Ypsilanti District Library in the Michigan CLASS investment pool.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

E2

Investments

Approved: 01/26/1999

To Comply With Act 20 PA 1943, as amended

It is the policy of Ypsilanti District Library to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Ypsilanti District Library and complying with all state statues governing the investment of public funds.

This investment policy applies to all financial assets of the Ypsilanti District Library. These assets are accounted for in the various funds of the Ypsilanti District Library and include the general fund, special revenue funds, debt service funds, capital project funds, enterprise funds, internal service funds, trust and agency funds and any new fund established by the Ypsilanti District Library.

Primary objective, in priority order, of the Ypsilanti District Library's investment activities shall be:

Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

Diversification – The investments will be diversified by the security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.

Return on Investment – the investment portfolio shall be designed with the objective of obtaining a rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

Delegation of Authority to Make Investments

Authority to manage the investment program is derived from the following: Board Resolution #99-01. Management responsibility for the investment program is hereby delegated to the Board Treasurer and the Library Director, who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking service contracts. No person may engage in an investment transaction, on behalf of the library except as provided under the terms of this policy and the procedures established by the Finance Committee and the Library Director. The Board Treasurer and Library Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

The Ypsilanti District Library is limited to investments authorized by Act 20 of 1943, as amended.

Safekeeping and Custody - This provision will confirm that the securities are physically safe.

All security transactions, including collateral for repurchase agreements and financial institution deposits, entered into by the Ypsilanti District Library shall be on a cash (or delivery vs payment) basis. Securities may be held by a third party custodian designated by the treasurer and evidenced by safekeeping receipts as determined by the treasurer.

Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise the management of their own affairs, not for speculation, but for investment considering the probable safety of their capital as well as the probable income to be derived.



What is Michigan CLASS?

Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) is a local government investment pool that emphasizes safety, liquidity, convenience, and competitive yield. Since 1991, Michigan CLASS has sought to provide Michigan public agencies with a safe and competitive investment alternative. Michigan CLASS invests only in instruments applicable to state of Michigan laws governing investment options for public agencies. Funds of the Participants are invested in prime or high-grade, short-term fixed income instruments selected with the goal of providing program safety, liquidity, and competitive rates of return as further defined by the Board's Investment Policy. Michigan CLASS is rated 'AAAm' by S&P Global Ratings. The 'AAAm' principal stability fund rating is the highest assigned to principal stability government investment pools.

Who oversees and manages Michigan CLASS?

Investments made on behalf of the Participants are subject to the overall direction of the Michigan CLASS Board of Trustees, which consists of up to thirteen Trustees elected by the Participants for staggered three-year terms. The Board of Trustees approves the program's investment parameters that must also fall within the investment stipulations mandated under Michigan statute for the investment of surplus funds of the Participants. The Board of Trustees has entered into an investment advisory agreement with Public Trust Advisors, LLC which is responsible to the Board for all program investment and administrative activities and services provided on behalf of the Participants.

How can you participate in Michigan CLASS?

Enrolling in Michigan CLASS is simple. After reading the Participation Agreement and Information Statement (available at www.michiganclass.org), follow these steps:

- 1 Submit your entity's investment policy to the program administrator for review.
- 2 Adopt the Participation Agreement by Board resolution.
- 3 Complete the Michigan CLASS Trust Registration.
- 4 Submit the above documents to Michigan CLASS Client Services.
- 5 After we review and approve the above documents, you will receive confirmation that you have been accepted as a Michigan CLASS Participant.

MICHIGAN CLASS FEATURES

As a Michigan CLASS Participant, you have access to many convenient features:

- Same-day availability of funds (3:00 p.m. ET cut-off)
- Deposits by wire or ACH
- Secure online access for transactions and account statements
- Professionally managed since 1991
- Competitive daily yields
- Unlimited subaccounts
- No minimum balance requirements
- No transaction fees*
- Audited annually by an independent auditing firm**
- Direct deposit of state and federal payments
- Dedicated client service representatives available via phone, fax, or email on any business day

*You may incur fees associated with wires and/or ACH transactions by your bank, but there will be no transaction fees charged from Michigan CLASS for such transactions. **External audits may not catch all instances of accounting errors and do not provide an absolute guarantee of accuracy.



What are the objectives of Michigan CLASS?

Safety

The primary investment objective of Michigan CLASS is the safety of public funds. Our conservative investment policy and emphasis on safety have helped us earn S&P Global Ratings highest money market rating: 'AAAm.' The custodian for all Michigan CLASS investment holdings is Fifth Third Bank.

Liquidity

When you invest with Michigan CLASS, you have access to your funds on any business day. You must notify Michigan CLASS of your funds transaction requests by 3 p.m. ET via the Internet, phone, or fax. By offering daily liquidity, we provide you with the flexibility you need to meet your daily cash needs.

Convenience

To make cash management simple and efficient, Michigan CLASS includes many features that make it easy to access account information and simplify record keeping. Participants may make account transactions on any business day using the Michigan CLASS phone number (855) 382-0496, fax number (855) 381-0496, email (clientservices@michiganclass.org), or via the Michigan CLASS Online Transaction Portal at www.michiganclass.org.

Flexibility

You may establish multiple Michigan CLASS accounts to track and parallel your own internal fund accounting structures. You will receive comprehensive monthly statements online or via email that show all of your transaction activity, interest postings, and rate summaries. These statements have been specifically designed to facilitate public-sector fund accounting and to establish a clear accounting and audit trail for your investment records.

Competitive Returns

The Michigan CLASS philosophy has always been to provide competitive returns while adhering to all objectives of safety and liquidity. Our portfolio managers are professionals with experience in public funds management. Michigan CLASS maintains a low management fee structure to help facilitate a competitive yield on the investment portfolio.

Legality

Michigan CLASS invests only in investments legally permitted under Michigan state law.

Have Questions?

Contact us or visit www.michiganclass.org for more information.



Kristin Angel

Senior Director, Investment Services
kristin.angel@michiganclass.org
(517) 861-6515



Jeff Anderson

Director, Investment Services
jeff.anderson@michiganclass.org
(517) 719-4503

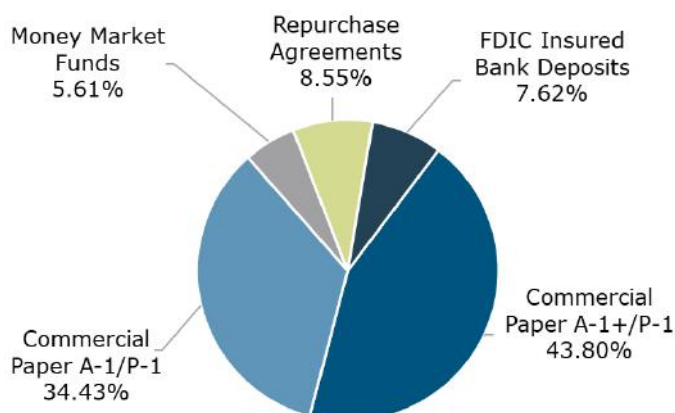
Any financial and/or investment decision should be made only after considerable research, consideration, and involvement with an experienced professional engaged for the specific purpose. The information presented should not be used in making any investment decisions. This material is not a recommendation to buy, sell, implement, or change any securities or investment strategy, function, or process. Please review the Michigan CLASS Information Statement before investing. Michigan CLASS is not a bank. An investment in Michigan CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Michigan CLASS prime-style local government investment pool seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Past performance is not an indication of future performance. No assurance can be given that the performance objectives of a given strategy will be achieved. Any financial and/or investment decision may incur losses. A 'AAAm' rating by S&P Global Ratings is obtained after S&P evaluates a number of factors including credit quality, market price exposure, and management. Ratings are subject to change and do not remove credit risk. For more information on rating methodologies, visit www.spglobal.com.

Get to Know Michigan CLASS

**Serving Over 575
Participants***

Michigan CLASS is a local government investment pool that allows public agencies, such as yourself, to pool funds together to collectively earn interest on investments. Our philosophy is, and has always been, to provide competitive returns while adhering to all objectives of safety and liquidity. Michigan CLASS carries a 'AAAm' rating from S&P Global Ratings.

Portfolio Distribution*



The Michigan CLASS portfolio distribution strategy focuses on minimizing market risk and enhancing safety via diversified investments. Funds of the Participants are invested in prime or high grade, short-term fixed income instruments as illustrated to the left.

Michigan CLASS Board of Trustees

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Chairperson, Finance Director
City of Monroe

Karen Coffman
Treasurer
Jackson County

Ed Bradford
Chief Financial Officer
City of Manistee

Susan Daugherty, CPFA, CPFIM
Treasurer
Green Oak Charter Township

Barbara Fandell, CPT, ACPFA
City Treasurer-Finance Director
City of Ithaca

Bruce Malinczak, CPFA
Assistant Treasurer
Canton Charter Township

Catherine McClary, CPFO, CPFIM
Treasurer
Washtenaw County

Julie Omer, CFO
Business Manager/CFO
Owosso Public Schools

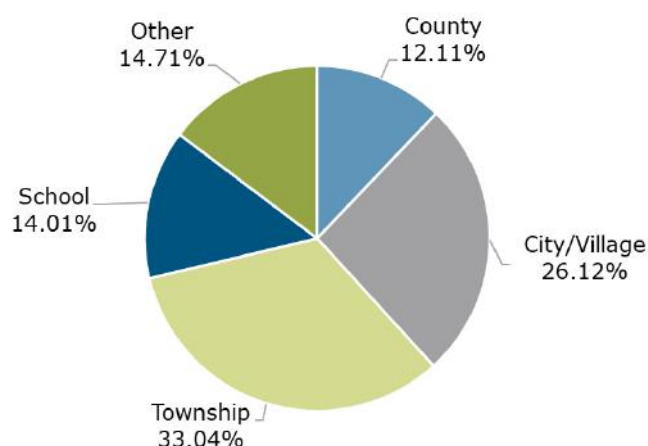
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Treasurer
Wayne County

Joseph Snyder
Chief Financial Officer
City of Rochester Hills

Scott Taylor, CPA, CTP
Manager, Accounting & Finance
Lansing Board of Water & Light

Teri Weingarden
Treasurer
West Bloomfield Township

Participant Breakdown by Entity Type*



Michigan CLASS welcomes all public agencies without favor to one type. The Board membership represents the diversity of such agencies and works to maintain a product that services the needs of all Michigan public agencies.

Contact us to get started!
Visit us at www.michiganclass.org

Invest with Michigan CLASS!

Investing with Michigan CLASS could mean more for your local community.

Use the Michigan CLASS investment calculator to see just how much you could have earned.

Amount Invested

Start Date

End Date

You would have earned

\$4,489.82

on your investment if you started on
July 1, 2023

Michigan CLASS Investment Income Earned				
As of Date	Time	\$100K	\$1M	\$10M
Jul 1 - Jul 31	1 month	\$449	\$4,490	\$44,898
May 1 - Jul 31	3 months	\$1,324	\$13,240	\$132,402
Feb 1 - Jul 31	6 months	\$2,534	\$25,344	\$253,435

Months listed are in the year 2023

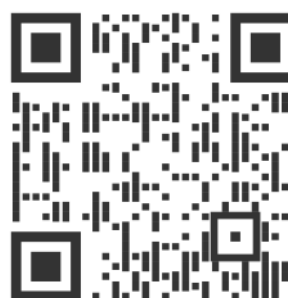
Michigan CLASS Daily Yields as of Month-End

Month	Year	Month-End Yield
July	2023	5.3830%
June	2023	5.2602%
May	2023	5.1912%
April	2023	5.0495%
March	2023	4.9975%
February	2023	4.7707%
January	2023	4.5828%
December	2022	4.4862%
November	2022	3.9769%
October	2022	3.2904%
September	2022	3.0091%
August	2022	2.3557%

For more information on both historical yields
and annualized performance, visit

www.michiganclass.org/rates

or scan the below QR code:



Source: Public Trust Advisors® Data unaudited. Values presented may not add up precisely to absolute figures due to rounding. Performance results for Michigan CLASS are shown net of all fees and expenses and reflect the reinvestment of interest and other earnings. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. Michigan CLASS is not a bank. An investment in Michigan CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although the Michigan CLASS prime-style local government investment pool seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please review the Michigan CLASS Information Statement before investing. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.** Please visit www.michiganclass.org/rates-disclaimer for more information.



August 15, 2023

Lisa Hoenig, Director
Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197

Re: Acknowledgement of Receipt of Investment Policy and Agreement to Comply

Dear Ms. Hoenig:

Thank you for your interest in the Michigan Cooperative Liquid Assets Securities System (Michigan CLASS) program. As is required by law, this letter is to acknowledge that the Michigan CLASS staff has received, read and fully understands Act 20 of PA 1943, Section 129.91, as amended, and the Investment Policy for Ypsilanti District Library.

Any investment advice or recommendation given by the program investment advisor (Public Trust Advisors, LLC) to the Michigan CLASS program and its Participants shall comply with the requirements of Act 20 of PA 1943, Section 129.91, as amended, and the Investment Policy of the above-named entity.

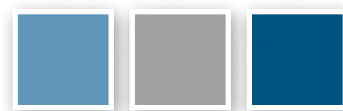
Any existing investment not conforming to the statute or the policy will be disclosed promptly.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stephen J. Dixon", with a stylized flourish extending to the right.

Stephen J Dixon
Director, Business Operations

Michigan CLASS[®]



Registration Packet



Welcome to Michigan CLASS

Thank you for choosing Michigan CLASS!

This packet contains all the materials necessary to set up your Michigan CLASS account(s). If you have any questions about the registration process or about your Michigan CLASS account(s), please do not hesitate to contact us. The Michigan CLASS Client Service team can be reached any business day from 8:00 a.m. to 5:00 p.m. ET by phone at (855) 382-0496 or by email at clientservices@michiganclass.org.

Michigan CLASS is not a bank. An investment in Michigan CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Although Michigan CLASS Prime seeks to preserve the value of your investment at \$1.00 per share, it cannot guarantee it will do so. Please read the applicable Michigan CLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**



Registration Procedures

To participate in Michigan CLASS, please complete the following:

- Read the Participation Agreement (accessible on www.michiganclass.org).
- Provide an Authorizing Resolution or a copy of your meeting minutes supporting participation in Michigan CLASS (please attach).
- Adopt the Certificate of Delivery and Resolution (page 3).
- Complete the Entity Registration (page 4).
- Complete the Authorized Contacts Form (page 5/6).
- Complete the Accounts to be Established Form; you may open as many accounts as you wish (page 7).
- Should you be interested in participating in Michigan CLASS EDGE, complete the EDGE Participant Acknowledgement Form (page 8), and the EDGE Accounts to be Established Form; you may open as many accounts as you wish (page 9).
- Keep the original forms for your records and send the completed packet to the Michigan CLASS Client Service team by fax (855) 381-0496 or email clientservices@michiganclass.org.

Questions? Please contact us; we would love to hear from you.

Michigan CLASS Client Service Team
T (855) 382-0496
clientservices@michiganclass.org

Through the Michigan CLASS website, www.michiganclass.org, Participants will be regularly informed of important program information, holidays, upcoming Board meetings, Participant events, conferences, and more. Board of Trustee meetings, which are open to the public, are generally held quarterly and discuss relevant issues to the governance and operations of the Michigan CLASS program.



Certificate of Delivery and Resolution

The attached Authorizing Resolution which has been duly adopted by _____ and
Entity Name
certified by the Clerk thereto is hereby delivered to Public Trust Advisors, LLC (the Investment Advisor) to
effectuate participation (in what is commonly known Michigan CLASS) in the Participant Agreement dated
November 1, 2021, as amended.

Authorized Signer's Name

Signature

Title



Trust Registration

Entity Information

Entity Name (Participant) _____

Entity Type: City/Village County Township School District
Other (Specify) _____

Mailing Address _____

City _____ Zip _____ County _____

Physical Address (if different than above) _____

City _____ Zip _____ County _____

Tax ID _____ Fiscal Year-End Date (Month/Day) _____

I authorize Michigan CLASS and its transfer agent and administrator to act on any instructions believed to be genuine for any service authorized on this form. I agree that Michigan CLASS, its transfer agent, and administrator, Public Trust Advisors LLC, and their respective officers, directors, affiliates, representatives, employees and agents (each an "Indemnified Party") will not be liable for any losses, claims, expenses and liabilities (collectively, the "Losses") that result from accepting such instructions, and I agree to indemnify and hold harmless each Indemnified Party from and against any and all Losses arising from or resulting from such reliance on, or acceptance of, such instructions. Withdrawal proceeds can be sent only to the bank(s) indicated below unless changed by written instructions. Each local government is responsible for notifying the Trust of any changes to its account(s).

Wires will be distributed every hour with the final distribution ending at 3:00 p.m. ET; distribution times are subject to change as needed by the Michigan CLASS Administrator. Additionally, Michigan CLASS must be notified of any contributions by 3:00 p.m. ET to receive same day credit. **If funds are not received by 5:00 p.m. ET, contribution orders will be voided.**

Banking Information

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact* _____ Contact's Phone Number _____

Wire ACH Both

Additional Banking Information (Optional)

Bank Name _____ Bank Routing Number (ABA) _____

Account Title _____ Account Number _____

Bank Contact* _____ Contact's Phone Number _____

Wire ACH Both

*If there will only be one Authorized Signer on the Michigan CLASS account, bank contact must be provided to verify bank account information



Authorized Contacts

Authorized Signers Can:	Read-Only Users Can
Approve changes to the Investor Profile Update banking/contact information Process transactions Receive account updates	Receive account updates Request "view-only" access to monthly statements and transaction confirmations

Key Contact and Authorized Signer

Print First and Last Name

Title

Signature Required

Phone (Required if Authorized Signer)

Email (Required if Authorized Signer)

Fax

Additional Contact (Optional) Note – Michigan CLASS strongly advises each participant to have multiple authorized signers to help prevent fraud

Print First and Last Name

Title

*(Signature Required if Authorized Signer)

Phone (Required if Authorized Signer)

Email (Required if Authorized Signer)

Fax

Permissions (check only one)

Authorized Signer to Move Funds*

Read-Only Access

Additional Contact (Optional)

Print First and Last Name

Title

*(Signature Required if Authorized Signer)

Phone (Required if Authorized Signer)

Email (Required if Authorized Signer)

Fax

Permissions (check only one)

Authorized Signer to Move Funds*

Read-Only Access

*The key contact on an account is the main point of contact for an entity. They receive voting credentials for Board of Trustee elections and all other important communications.



Authorized Contacts (cont.)

Additional Contact (Optional)

Print First and Last Name

***(Signature Required if Authorized Signer)**

Email (Required if Authorized Signer)

Title

Phone (Required if Authorized Signer)

Fax

Permissions (check only one)

Authorized Signer to Move Funds*

Read-Only Access

Additional Contact (Optional)

Print First and Last Name

***(Signature Required if Authorized Signer)**

Email (Required if Authorized Signer)

Title

Phone (Required if Authorized Signer)

Fax

Permissions (check only one)

Authorized Signer to Move Funds*

Read-Only Access

Additional Contact (Optional)

Print First and Last Name

***(Signature Required if Authorized Signer)**

Email (Required if Authorized Signer)

Title

Phone (Required if Authorized Signer)

Fax

Permissions (check only one)

Authorized Signer to Move Funds*

Read-Only Access



Michigan CLASS Accounts to be Established

Entity Name: _____

Desired Subaccount Name(s)* i.e. General Fund, etc.:
(To be completed by Participant, **at least one Subaccount is required**)

*Name must be limited to 35 characters.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Michigan CLASS & LCSA

Eligible entities can now receive Local Community Stabilization Authority (LCSA) distributions directly to a Michigan CLASS subaccount. With online distributions, entities can receive LCSA payments as soon as the LCSA distribution is initiated. If you would like your LCSA payments to be deposited directly into a Michigan CLASS subaccount, please list below the following information:

LCSA Payee ID**
(State Municipal Code)

LCSA Account Name**

Michigan CLASS Subaccount Name
(Select an account name from above)

_____	_____	<input type="checkbox"/> Same as above (if only one account name is listed)
_____	_____	_____
_____	_____	_____
_____	_____	_____

**If you are unsure of your LCSA account name and payee ID, please reach out to the Michigan CLASS Client Service team for assistance.

Once your Michigan CLASS account has been established, you will receive a confirmation email with your login credentials from reply@michiganclass.org. If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before contacting the Michigan CLASS Client Service team.



EDGE Participant Acknowledgement Form

Participant Information

Entity Name (Participant) _____

Participant Acknowledgement

The undersigned Authorized Signer for the Participant hereby acknowledges the following:

- The Participant has received and reviewed the Michigan CLASS EDGE Information Statement.
- All EDGE investments are made in accordance with the Michigan CLASS EDGE Investment Policy.
- Prior to making an investment in the Michigan CLASS EDGE portfolio, your entity must submit its investment policy to Michigan CLASS for review.
- Michigan CLASS EDGE is designed to complement the daily liquidity of the Michigan CLASS fund by gaining exposure to a diversified portfolio of high-quality securities.
- The general objective of EDGE is to generate a higher level of income than provided by a traditional stable NAV LGIP while seeking to protect Participant capital.
- Withdrawals are available one business day after the request is made. With EDGE, investments continue to accrue interest during the one-day redemption period. Due to the design of EDGE, early withdrawals are not permissible.
- Withdrawals can only be initiated in the Participant Portal.
- Any Authorized Signer has full power and authority to make investments for the above Participant.
- Michigan CLASS EDGE is designed for investors with a slightly longer investment horizon and the ability to tolerate a higher risk profile.

Authorized Signer

Signature _____

Date _____

Printed Name _____

Title _____

The investment advisor providing these services is Public Trust Advisors, LLC (Public Trust), an investment adviser registered with the SEC under the Investment Advisers Act of 1940, as amended. Registration with the SEC does not imply a certain level of skill or training. Additionally, this registration provides no guarantee of return or protection against loss. Michigan CLASS is not a bank. An investment in Michigan CLASS is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Please read the applicable Michigan CLASS Information Statements carefully before making an investment decision. Many factors affect performance including changes in market conditions and interest rates and in response to other economic, political, or financial developments. Investment involves risk including the possible loss of principal. No assurance can be given that the performance objectives of a given strategy will be achieved. **Past performance is no guarantee of future results. Any financial and/or investment decision may incur losses.**

EDGE Accounts to be Established

Entity Name: _____

Michigan CLASS EDGE Accounts

Desired Subaccount Name(s)* i.e. General Fund, etc.:

(To be completed by Participant)

[illegible]

Michigan CLASS EDGE is designed to complement the daily liquidity offered by the Michigan CLASS portfolio. EDGE is best suited for funds not needed on a frequent or near-term basis. Michigan CLASS EDGE is designed for investors with a slightly longer investment horizon and the ability to tolerate a higher risk profile.

EDGE does not seek to maintain a stable net asset value (NAV) and does not offer daily liquidity. Investing in Michigan CLASS EDGE introduces the potential for the reporting of unrealized and realized gains and losses.

If you have questions about which of your local government's funds are appropriate for the EDGE portfolio, please contact your Michigan CLASS representative or email info@michiganclass.org.

*Name must be limited to 35 characters.

Once your Michigan CLASS account(s) has been established, you will receive a confirmation email with your login credentials from no-reply@michiganclass.org. If you do not receive your login credentials within 48 business hours of submission, please first check your junk or spam folder before contacting the Michigan CLASS Client Service team.