



2025 Information Packet



Wednesday,
January 22, 2025
6:30pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, January 22, 2025, 6:30 pm, YDL – Whittaker Rd. Boardroom
AGENDA

AGENDA ITEM	Information	Discussion	Action
Call to Order	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
*Roll Call Kristy Cooper <input type="checkbox"/> Bethany Kennedy <input type="checkbox"/> Theresa M. Maddix <input type="checkbox"/> Patricia Horne McGee <input type="checkbox"/> Brian Steimel <input type="checkbox"/> Chris Tebbens <input type="checkbox"/> Jean Winborn <input type="checkbox"/>			
New Trustee Swearing-In	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
Annual Meeting			
A. Election of Officers: President, Vice-President, Secretary, Treasurer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of 2025 Board Meeting Dates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Committee Appointments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Presentation: Proposed Whittaker Road Renovation project designs -- Dan Whisler, Daniels & Zermack Architects			
Consent Agenda			
A. Proposed Minutes from November 20, 2024 budget hearing & regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. November & December 2024 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. Fundraising	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Friends of the Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
D. Michigan Avenue Building	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
E. Whittaker Renovations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Director's Report			
A. Monthly Report	<input checked="" type="checkbox"/>		
B. Quarterly Reports	<input checked="" type="checkbox"/>		
C. Dashboards	<input checked="" type="checkbox"/>		
D. Departmental Reports	<input checked="" type="checkbox"/>		
Old Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Business			
A. Resolutions to authorize new signers for YDL with financial institutions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Approval of not-to-exceed budget for 2025 Whittaker Road renovation projects	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/2/2025
Re: Election of Officers

The Board's Bylaws state that a President, Vice-President, Secretary and Treasurer shall be elected for a term of one year at the annual meeting. According to the Bylaws, no officer shall serve more than two consecutive terms in the same office. Last year's Vice-President is no longer on the Board, and the Treasurer has served two terms, so we must elect new ones. Beth and Kristy are eligible for second terms as President and Secretary, respectively, should they wish to stand for re-election.

Article V of the Bylaws describe the duties of the officers as follows:

Section 1: The President shall preside at all Board meetings, act as chief spokesperson for the Board, serve as an ex-officio member of all committees and undertake such other assignments as may be requested by the Board.

Section 2: In the absence of the President, the Vice President shall perform the duties of the President. In the case of the resignation, removal, disability, or death of the President, the Vice President shall assume the office for the unexpired term.

Section 3: The Secretary of the Board shall see that a true and accurate account of all proceedings of the Board meeting is kept. In compliance with any requirements of state law regarding the holding of meetings, the Secretary shall issue notices of all regular meetings, and, on the authorization of the President, of all special meetings, and shall have custody of the minutes and other records of the Board of Trustees. With the approval of a majority of the Board, the Secretary may delegate any of these responsibilities to the Library Director.

Section 4: The Treasurer shall have charge of the funds of the Ypsilanti District Library, providing for their safe custody and investment as directed by the Board, subject to limitations for investment of public funds as provided by law. The Treasurer shall review all expenditures from all moneys received or deposited to the Library fund, and all disbursements, sales and transfers from the fund shall be reported monthly to the Board of Trustees at its regular meeting. In addition, the Treasurer shall perform such other duties as may be prescribed for him or her by State or Federal law and these bylaws. With the approval of a majority of the Board, the Treasurer may delegate any of these responsibilities to the Library Director.

Please note: The newly-elected Treasurer, President, and Secretary will be asked to fill out and sign documents authorizing them as signers on our Bank of Ann Arbor and 5/3 Bank accounts following the meeting. Those elected to these offices should be prepared for this task; we will ask to copy your driver's licenses once you've signed.

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/2/2024
Re: Board meeting schedule for 2025

Attached for your review is a draft schedule of Board meetings for 2025. It follows past practice of holding meetings at 6:30 on the fourth Wednesday of each month, with two exceptions.

- I have a vacation planned in April. I have proposed the third Wednesday in April; if that doesn't work, good alternative dates would be the fourth Tuesday or fifth Wednesday.
- The fourth Wednesday of November is the day before Thanksgiving, and YDL will close at 5:00 that day. I have proposed the third Wednesday.

I have proposed a meeting at each YDL branch in addition to our normal meeting location at Whittaker.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-1

January 22, 2025

RESOLUTION TO ESTABLISH A SCHEDULE OF LIBRARY BOARD MEETINGS
FOR 2025

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The attached draft 2025 Board meeting schedule as revised through discussion be adopted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

PUBLIC MEETING NOTICE
YPSILANTI DISTRICT LIBRARY
NOTICE OF REGULAR MEETINGS FOR 2025

PLEASE TAKE NOTICE that the Board of Trustees of the Ypsilanti District Library will hold regular meetings for 2025 on the fourth Wednesday of each month, with the exception of the months of April and November as noted below.

Emergency conditions could impact the Board’s ability to meet in person. Any change in location, whether virtual or otherwise, will be posted at least 5 days in advance of the scheduled date.

All interested citizens are encouraged to attend.

SCHEDULE OF LIBRARY BOARD MEETINGS

January	Wednesday	January 22, 2025	6:30 PM	YDL-Whittaker
February	Wednesday	February 26, 2025	6:30 PM	YDL-Whittaker
March	Wednesday	March 26, 2025	6:30 PM	YDL-Michigan
April	Wednesday	April 16, 2025*	6:30 PM	YDL-Whittaker
May	Wednesday	May 28, 2025	6:30 PM	YDL-Whittaker
June	Wednesday	June 25, 2025	6:30 PM	YDL-Whittaker
July	Wednesday	July 23, 2025	6:30 PM	YDL-Superior
August	Wednesday	August 27, 2025	6:30 PM	YDL-Whittaker
September	Wednesday	September 24, 2025	6:30 PM	YDL-Whittaker
October	Wednesday	October 22, 2025	6:30 PM	YDL-Whittaker
November	Wednesday	November 19, 2025*	6:30 PM	YDL-Whittaker
December		No meeting		

*Third Wednesday

YDL-Whittaker: 5577 Whittaker Road 48197
YDL-Michigan: 229 W. Michigan Avenue 48197
YDL-Superior: 1900 Harris Road 48198

Any citizen requesting accommodation to attend these meetings, please contact the Library Director, 734-482-4110, at least five business days prior to the Meeting.

Contact: Lisa Hoenig, Library Director, 734-482-4110, x 1300

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/2/2025
Re: Committee appointments by President

The Board's Bylaws state that the Board shall have four standing committees whose members are appointed by the President at the Annual Meeting: Personnel, Policy, Finance and Facilities. According to the Bylaws the Finance Committee is chaired by the Treasurer.

The Bylaws also provide that special committees may be appointed at the discretion of the Board President. I would like to retain the Fundraising and Whittaker Renovation Projects Committees, and we need a Negotiations Committee to bargain with the AFSCME Union this spring.

Article III of the Bylaws, Committees, was revised in 2016 to include the following section, so a Friends liaison should also be appointed:

Section 4. The President shall appoint a Friends of the Library liaison each year at the annual meeting. The President shall provide specific purposes, duties and assignments to the liaison.

Because I did not know who our officers would be, I could not draft a committee roster for the President's consideration, as I usually do. As in 2024, I suggest the Board table this action until February so the new President and I can create a thoughtful and equitable proposal. Any Trustee who has specific committee aspirations, please let me know! Brian Steimel has indicated he would gladly stay on as Friends of the Library liaison.

**Minutes
of
Previous
Meeting**

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 20, 2024 (Unapproved)

CALL TO ORDER

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

ATTENDANCE

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

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Building Monitor Paul White, and Business Office Manager Andrew Hamilton.

APPROVAL OF THE AGENDA

Trustee Maddix moved to place Board Member Comments before New Business F on the agenda. Trustee Winborn moved to approve the agenda as amended, and Trustee Steimel supported this motion.

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

PUBLIC COMMENT

Chris Tebbens discussed attending the Rolling Hills Event with seed gathering. He really enjoyed getting out there with the library and enjoying nature and is looking forward to the seeds being used in our seed bank. He was also very excited to see that the library had moved to Bluesky for social media engagement.

INTRODUCTION OF NEW STAFF

Director Hoenig introduced Building Monitor Paul White, the newest member of the Ypsilanti District Library staff. Mr. White also addressed the board and detailed he and his family's history of engagement with the library as patrons and his excitement to be performing his duties as an employee.

CONSENT AGENDA

Trustee Winborn moved to approve consent agenda (October 23, 2024 Regular meeting minutes and October 2024 Financials and Check Registers). Trustee Horne McGee supported this motion.

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

COMMUNICATION

Director Hoenig detailed an award notification from Michigan Humanities for the continued funding of the Ypsilanti Farmers & Gardeners Oral History Project. She also briefly outlined a letter from ITC in regards to upcoming work for an electric transmission line located adjacent to the library property. ITC does not anticipate this affecting the library's electric supply. Director Hoenig also described a call she

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received from OHM, who advised they will be working on Veterans Memorial Drive between the library's parking lot and South Huron River Drive. The entrance from South Huron River Drive is expected to be closed intermittently beginning on Saturday, November 23, 2024, for some road and watermain work through the Thanksgiving Holiday weekend. To close, she pointed out the MLA news release about the Freedom to Read legislation introduced in the Michigan House.

COMMITTEE REPORTS

Friends of the Library – Trustee Steimel updated the Board on the most recent activity. He advised the group is now paying their quarterly sales tax online, which was a big change for them. Their big, two-day Holiday Sale is this weekend, starting Saturday, November 23, from 11am-5pm and Sunday, November 24, from 1-4pm. He also detailed how the organization is ready to set-up the online sales after investing over \$700.00 on new computer equipment to support the technology to facilitate the sales. He advised that the group is especially seeking donations of Children's Picture Books as this is currently the hot item. Trustee Steimel discussed the consistent store hours and the volunteers who are stepping up to make these hours a reality. He also mentioned that the terms of service for three Board members is set to expire, but he believes all three plan to stay for another term. Finally, he advised that the organization is looking at creating a newsletter for members as well as utilizing Facebook advertising in the future.

Facilities – Director Hoenig detailed the recently completed concrete work performed at Michigan Avenue where new slabs were poured for the parking lot entrance. She advised that the vendor believes that due to the lower temperatures it would be advisable to keep the entrance closed through the weekend to allow additional time for the concrete to cure. She then followed up on a recent water intrusion first identified by the wet plaster located at the interior foyer area. Terracon produced an initial report which was included in the board packet, however there is no clear recommendation to resolve the issue. Director Hoenig believes there will be more communication with the architect, engineer and vendors to determine a next course of action, which may include more water infiltration testing. She will keep the Board advised of the situation.

Michigan Avenue Building Committee – Director Hoenig advised the committee approved the concrete work at the parking lot, as well as to expect a couple more change orders soon.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig discussed how excited the Michigan Avenue staff is to be back inside the downtown location. The basement is currently a maze of boxes as the unpacking continues and staff return the building's contents back where they belong. At Whittaker Road the storage lockers arrived four weeks early and the cabling vendor completed the work for this late last week. Once the electrical work is complete the lockers will be ready to be used. Director Hoenig responded to Trustee Steimel's question regarding dashboard statistics involving program attendance. She highlighted the TALK Grant final report and her hope and belief that the program has success nationally.

OLD BUSINESS

- A. Consideration of a one-year extension to the YDL strategic plan

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 20, 2024 (Unapproved)

RESOLUTION NO. 2024-31

November 20, 2024

RESOLUTION TO EXTEND THE STRATEGIC PLAN TIMELINE BY ONE YEAR

Whereas the Ypsilanti District Library Board of Trustees adopted a three-year Strategic Plan on March 22, 2023; and

Whereas a catastrophic flood at YDL-Michigan Avenue in July 2023 and subsequent construction project were unexpected and time-consuming; and

Whereas significant progress has been made toward plan goals, but a number of them require more time to be fully realized; Now Therefore

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library Strategic Plan originally adopted in March 2023 is extended by one year. The new target date for completion is March 1, 2027.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Steimel

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

NEW BUSINESS

- A. Consider approval of FY2024-25 budget and set millage rate

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-32

November 20, 2024

RESOLUTION TO ADOPT THE 2024-25 LIBRARY OPERATING BUDGET
AND SET THE MILLAGE RATE

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 20, 2024 (Unapproved)

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

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

Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The 2024-25 Library Operating budget is hereby adopted as presented, with the operating millage rate set at 2.4457 mills.

OFFERED BY: Trustee Horne McGee

SUPPORTED BY: Trustee Winborn

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

B. Amendment of FY2024-25 budget

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-33

November 20, 2024

RESOLUTION TO AMEND THE 2023-24 BUDGET TO REFLECT PROJECTED YEAR-END
SPENDING

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

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

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

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Ypsilanti District Library budget for the fiscal year ending November 30, 2024 be amended as presented.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 20, 2024 (Unapproved)

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

- C. Consideration of a proposal to engage Daniels & Zermack Architects for 2025 Whittaker Road improvement projects

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-34

November 20, 2024

RESOLUTION TO CONTRACT WITH DANIELS AND ZERMACK ARCHITECTS FOR
PLANNED RENOVATIONS AT WHITTAKER ROAD

Whereas, the Ypsilanti District Library plans to renovate the Story Room and the Café space at the Whittaker Road library in 2025, and

Whereas, library administration wishes to have a trusted and experienced architect leading these projects, and

Whereas, Dan Whisler of Daniels & Zermack Architects was the principal architect for YDL-Whittaker, YDL-Superior, and numerous other successful projects for the Ypsilanti District Library, and

Whereas, two proposals from Daniels & Zermack have been presented for the Board's consideration for architectural design services for the Story Room and Café projects, and

Whereas, up to \$115,000 was allocated in the 2024-25 library operating budget for architectural services related to these projects, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to waive the bid process and engage Daniels & Zermack Architects for services related to the design and renovation of the YDL-Whittaker Story Room and Café space for a total cost not to exceed \$115,000.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Horne McGee

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

Trustee Winborn followed this resolution with a motion to appoint a Building Committee to discuss and authorize decisions for the Whittaker improvement project. This motion was

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seconded by Trustee Steimel. The Board appointed Trustee Winborn and Trustee Steimel to the committee with Trustee Kennedy as Ex-Officio.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Steimel

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

D. State of Michigan Public Act 152 (80/20 health care split affirmation)

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO 2024-35

November 20, 2024

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

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

In accordance with Public Act 152 of 2011, (MCL 15.561 et seq.) the *Publicly Funded Health Insurance Act*, for the calendar year 2025, The Ypsilanti District Library opts out of the "Hard Cap" of contributions to employee health insurance; and

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

OFFERED BY: Trustee Cooper

SUPPORTED BY: Trustee Horne McGee

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

E. Scheduling of 2025 annual Board meeting

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2024-36

November 20, 2024

RESOLUTION TO SCHEDULE THE YDL BOARD'S ANNUAL MEETING FOR 2025

Ypsilanti District Library
Board of Trustees Meeting
Minutes, November 20, 2024 (Unapproved)

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Annual Meeting for 2025 shall be held at 6:30 p.m. on Wednesday, January 22nd.

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Steimel

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

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	No Comment
Trustee Steimel	Wanted to thank everyone for another great year. Good job!
Trustee Winborn	Would like to thank everyone for a great year. A special shout-out to the library staff for setting up and hosting the Underground Railroad programming events for "Through Darkness to Light".
Trustee Maddix	Would like to congratulate her colleagues on their reelection as well as the newest member who won his election to the Board.
Trustee Williams	Absent
Trustee Kennedy	Has been a very eventful year and glad to work with everyone on the Board, wanted to welcome the newest Board member, as well as thank everyone on the library staff for their work. The library is a wonderful fixture in the community and the staff work very hard to make it that way.
Trustee Horne McGee	Wanted to welcome the newest Board member, thank the rest of the trustees for continuing, and is looking forward to working with everyone next year.

F. Closed session for Director evaluation

Trustee Winborn motioned to move into a closed session for Director evaluation at 7:21pm. Trustee Horne McGee seconded this motion. Trustee Horne McGee moved to end the closed session at 8:30pm, and Trustee Winborn seconded this motion.

Now back in open session, Trustee Winborn made a motion to approve a 2% increase to the salary for Director Hoenig for the 2024-2025 fiscal year effective December 1, 2024. Trustee Steimel seconded this motion.

OFFERED BY: Trustee Winborn

SUPPORTED BY: Trustee Steimel

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

ADJOURNMENT

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Trustee Horne McGee moved to adjourn at 8:32 p.m. Trustee Steimel seconded this motion.

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

Financial Report

Check Register Report

Date: 12/03/2024

Time: 4:13 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								
77757	11/07/24	Printed			APBS	A PRODUCTION BUILDING SOLUTION	Oct 2024 service - Superior	2,100.00
77758	11/07/24	Printed			AMM	ACES MOBILE METAL	MA - shorten fram	100.00
77759	11/07/24	Printed			0000000025	AFLAC	pay period #25 & 26	113.80
77760	11/07/24	Printed			ALER	ALERUS FINANCIAL	YDL emply contri Oct 2024	22,698.14
77761	11/07/24	Printed			AWS	ALLIED WASTE SYSTEMS #241	MA Nov 2024 service	657.50
77763	11/07/24	Printed			AMCASE	AMAZON CAPITAL SERVICES	invoice 11/12/24	7,013.91
77764	11/07/24	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Mitchell renewal 11/30/24	125.00
77765	11/07/24	Printed			BECRAU	BECKETT & RAEDER	billing through 9/30/24	1,237.50
77766	11/07/24	Printed			BENCH	BENCHMARK DESIGN STUDIO	parking signs	175.00
77767	11/07/24	Printed			BLOOM	BLOOM ROOFING SYSTEMS	MA fall 24 prev maintenance	990.00
77769	11/07/24	Printed			CAPONE	CAPITAL ONE	9/24-10/24/24 billing	4,698.27
77770	11/07/24	Printed			JCARY	JAMES CAREY	Sep 2024 service	950.00
77771	11/07/24	Printed			CDW	CDW GOVERNMENT, INC.	wall mount / display mount	360.84
77772	11/07/24	Printed			CEN	CENGAGE LEARNING	The Bitter Truth	79.47
77773	11/07/24	Printed			0000000567	CENTER POINT PUBLISHING	Sawmill book club	151.02
77774	11/07/24	Printed			DISA	DISA GLOBAL SOLUTIONS	P. White - 4 searches	72.45
77775	11/07/24	Printed			DTE ENERGY	DTE ENERGY	whit 9/21-10/21/24	10,475.31
77776	11/07/24	Printed			DTE ENERGY	DTE ENERGY	Superior 9/24-10/23/24	1,072.50
77777	11/07/24	Printed			DTE ENERGY	DTE ENERGY	MA 9/28-10/28/24	1,184.37
77778	11/07/24	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	whit lighting	1,893.60
77779	11/07/24	Printed			FDC	FABER DESIGN CO.	final 50% furn design fee	4,929.15
77780	11/07/24	Printed			FLS	FRANKS LANSCAPING & SUPPLIES	All locations-#1 of 5	7,080.00
77781	11/07/24	Printed			GLCO	GLASCO CORPORATION	whit youth replacement	22,629.00
77782	11/07/24	Printed			GTE	GUARDIAN TREE EXPERTS	Whit - berry tree entrance	175.00
77783	11/07/24	Printed			HEAL	HEALTHIEST YOU INC.	Nov 2024	293.25
77784	11/07/24	Printed			AFSCME	MICHIGAN AFSCME	November 2024	1,035.40
77785	11/07/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	506222331/506199933/506199935	3,320.34
77786	11/07/24	Printed			OTS	OMNI TECH SPACES	Superior Intact play area-bala	26,143.05
77787	11/07/24	Printed			PATR	PATRON ACCOUNT	return-Magic Play Kit	132.84
77788	11/07/24	Printed			PCI	PHOENIX CONTRACTORS, INC.	MA insurance	164,609.35
77789	11/07/24	Printed			PRESI	PRESIDIO NETWORKED SOLUTIONS	cameras	1,128.99
77790	11/07/24	Printed			RNA	RNA FACILITIES MANAGEMENT	Mich Ave #7 of 8	7,445.00
77791	11/07/24	Printed			STAPAD	STAPLES ADVANTAGE	invoice 10/25/24	1,048.40
77792	11/07/24	Printed			SUBSPR	SUBURBAN SPRINKLER SYSTEMS	MA winterize 2024	85.00
77793	11/07/24	Printed			TECI	TESTING ENGINEERS &	whit sidewalk	4,139.00
77794	11/07/24	Printed			TITMON	TITAN MONITORING	MA - Oct 2024 service	1,500.00
77795	11/07/24	Printed			XFER	XFER COMMUNICATIONS	balance due	11,906.00
77796	11/07/24	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	closing 10/31/24	114.74
77797	11/07/24	Printed			YPSILIB	YPSILANTI DISTRICT LIBRARY	Petty cash reimbursement	5.27
77798	11/15/24	Printed			BCN	BLUE CARE NETWORK OF MI	Dec 2024 coverage	49,370.81
77799	11/15/24	Printed			A15	BP PRODUCTS OF NORTH AMERICA	10/6-11/5/24 activity	477.49
77800	11/15/24	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Dec 2024 coverage	3,116.58
77801	11/15/24	Printed			DTE ENERGY	DTE ENERGY	Oct 24 coverage	55.71
77802	11/15/24	Printed			FCB	FIRST CITIZENS BANK	due 11/19/24	2,372.95
77803	11/21/24	Printed			LOR	BAKER & TAYLOR 4108482	statement 10/31/24	242.90
77804	11/21/24	Printed			BTE	BAKER & TAYLOR ENTERTAINMENT	statement 10/31/24	39.97
77805	11/21/24	Printed			BAKTAY	BAKER & TAYLOR INC 4108472	statement 10/31/24	342.30

Check Register Report

Date: 12/03/2024

Time: 4:13 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								
77806	11/21/24	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 10/31/24	71.98
77807	11/21/24	Printed			BK1092	BAKER & TAYLOR INC 4421092	statement 10/31/24	117.76
77808	11/21/24	Printed			BK7742	BAKER & TAYLOR INC. 4387742	statement 10/31/24	1,061.13
77809	11/21/24	Printed			BK7752	BAKER & TAYLOR INC. 4387752	statement 10/31/24	452.93
77810	11/21/24	Printed			BK7762	BAKER & TAYLOR INC. 4387762	statement 10/31/24	867.42
77811	11/21/24	Printed			BK7772	BAKER & TAYLOR INC. 4387772	statement 10/31/24	1,075.75
77812	11/21/24	Printed			BK7782	BAKER & TAYLOR INC. 4387782	statement 10/31/24	13.83
77813	11/21/24	Printed			BK7792	BAKER & TAYLOR INC. 4387792	statement 10/31/24	195.24
77814	11/21/24	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 10/31/24	34.77
77815	11/21/24	Printed			0000573063	BAKER & TAYLOR, INC. 573063	statement 10/31/24	8,450.60
77816	11/21/24	Printed			0000573097	BAKER & TAYLOR, INC. 573097	statement 10/31/24	9,200.25
77817	11/21/24	Printed			0000573121	BAKER & TAYLOR, INC. 573121	statement 10/31/24	5,269.80
77818	11/21/24	Printed			0000573139	BAKER & TAYLOR, INC. 573139	statement 10/31/24	1,685.54
77819	11/21/24	Printed			BASIC	BASIC	Nov 2024 FSA plan admin	56.42
77820	11/21/24	Printed			BATT	BATTERIESPLUS	1-SLA12-7F	22.67
77821	11/21/24	Printed			BOD	BODMAN PLC	Sept 2024 services	1,490.00
77822	11/21/24	Printed			A45	CANTON PUBLIC LIBRARY	lost ILL-Tao of Jeeet Kune Do	84.95
77823	11/21/24	Printed			JOY	JOY CICHEWICZ	program supplies	410.00
77824	11/21/24	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Oct 2024 services - all locati	3,195.64
77825	11/21/24	Printed			0000000183	CUMMINS BRIDGEWAY,LLC	11/8/24 oil service	354.96
77826	11/21/24	Printed			DAZ	DANIELS & ZERMACK ARCHITECTS	misc projects - whit/super	4,962.50
77827	11/21/24	Printed			0000000516	FARMINGTON COMMUNITY LIBRARY	lost ILL - last Samurai	25.00
77828	11/21/24	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	Oct 2024 service	269.50
77829	11/21/24	Printed			GRNG	GRAINGER	whit handicap sign	45.08
77830	11/21/24	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 11/13/24	1,200.25
77831	11/21/24	Printed			IMPDAD	IMPERIAL DADE	supplies-whit	1,373.49
77832	11/21/24	Printed			KANO	KANOPY INC.	800 tickets - 6 credits	392.35
77833	11/21/24	Printed			PK	PAUL KELLER	12/1/24 concert	2,100.00
77834	11/21/24	Printed			LEID	LEID PRODUCTS	self service lockers	9,467.00
77835	11/21/24	Printed			MNL	MADISON NATIONAL LIFE INS CO	Dec 2024 coverage	2,037.22
77836	11/21/24	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	super 10/15-11/14/24 overage	748.13
77837	11/21/24	Printed			0000000125	MICHIGAN EDUCATION DIRECTORY	2025 edition	32.95
77838	11/21/24	Printed			MTUVPO	MICHIGAN TECHNOLOGICAL LIBRARY	lost ILL- woke gaming	28.64
77839	11/21/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	506293866/506303425/506303423	3,979.13
77840	11/21/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	hoopla Oct 2024	22,725.22
77841	11/21/24	Printed			MMG	MLIVE MEDIA GROUP	budget hearing notice	54.76
77842	11/21/24	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Nov 2024 service	128.00
77843	11/21/24	Printed			NOINAG	NORTHERN INSURANCE AGENCY	MA builder's risk coverage ext	910.00
77844	11/21/24	Printed			ORION	ORION TOWNSHIP PUBLIC LIBRARY	lost ILL-just another epic lov	21.99
77845	11/21/24	Printed			OV	OVERDRIVE, INC.	01576CO24272366.....	6,060.14
77846	11/21/24	Printed			PKWY	PARKWAY SERVICES, INC.	Port Pot 8/14-9/13 10/25/24	250.00

Check Register Report

Date: 12/03/2024

Time: 4:13 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								
77847	11/21/24	Printed			PCI	PHOENIX CONTRACTORS, INC.	MA 11/15/24	13,103.78
77848	11/21/24	Printed			PLAY	PLAYAWAY PRODUCTS LLC	Duck duck taco truck	340.94
77849	11/21/24	Printed			PP	PROGRESSIVE PRINTING	#9 donation #10 YDL branded	1,366.00
77850	11/21/24	Printed			RAC	RIVERSIDE ARTS CENTER	rental Oct/Nov/Dec queer craft	150.00
77851	11/21/24	Printed			RHPL	ROCHESTER HILLS PUBLIC LIBRARY	lost ILL-man who died twice	33.00
77852	11/21/24	Printed			RDL	ROMEO DISTRICT LIBRARY	lost ILL - Fact about space	20.39
77853	11/21/24	Printed			ROSEPL	ROSEVILLE PUBLIC LIBRARY	lost ILL - It waits in the for	48.98
77854	11/21/24	Printed			SERVIS	SERVIS GROUP	Super 11/11/24 carpet cleaning	5,715.00
77855	11/21/24	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Oct 2024 service	321.24
77856	11/21/24	Printed			TDSM	TDS	11/22-12/21/24 service	773.67
77857	11/21/24	Printed			THOM WEST	THOMSON REUTERS-WEST	MI SCAO app forms V1&2 2024	686.00
77858	11/21/24	Printed			TQL	TOTAL QUALITY LOGISTICS, LLC	exhibit ship-Through Darkness	528.76
77859	11/21/24	Printed			VERIZON	VERIZON WIRELESS	10/10-11/9/24 service	336.27
77860	11/21/24	Printed			XFER	XFER COMMUNICATIONS	whit-single cat 6 run	3,150.00
77861	11/21/24	Printed			0000000021	Y C U A	mich ave Oct 2024 service	936.87
77862	11/27/24	Printed			DLE	A DESIGN LINE EMBROIDERY	facilities shirts - 4	125.92
77863	11/27/24	Printed			APBS	A PRODUCTION BUILDING SOLUTION	Superior-Nov 2024 service	2,100.00
77864	11/27/24	Printed			AALLC	ALLSTAR ALARM LLC	11/15/24 service-MA	219.00
77865	11/27/24	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	Krahnke renewal 1/31/25	242.00
77866	11/27/24	Printed			ARBORVACUJ	ARBOR VACUUM	Whit & MA	1,681.99
77867	11/27/24	Printed			BECRAU	BECKETT & RAEDER	whit sidewalk	495.00
77868	11/27/24	Printed			BUSE	ALEXIS BUSE	chess intren 10/23 11/6 11/13	100.00
77870	11/27/24	Printed			CAPONE	CAPITAL ONE	10/25-11/23/24 billing	8,062.18
77871	11/27/24	Printed			JCARY	JAMES CAREY	Oct 2024 service	875.00
77872	11/27/24	Printed			CEN	CENGAGE LEARNING	now or never	311.89
77873	11/27/24	Printed			0000000567	CENTER POINT PUBLISHING	the night we lost him	151.02
77874	11/27/24	Printed			DTE ENERGY	DTE ENERGY	whit 10/22-11/20/24 service	7,907.57
77875	11/27/24	Printed			FFG	FORMAT FRAMING INC.	Superior pieces	1,048.05
77876	11/27/24	Printed			GEC	GLOBAL INDUSTRIAL	chair dolly-18 capacity	238.66
77877	11/27/24	Printed			KABE	KAB ENTERPRISES, INC.	MA driveway	4,800.00
77878	11/27/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	506337722/506337720/506337589	1,711.68
77879	11/27/24	Printed			OSCR	ON-SITE SPECIALTY CLEANING	balance work completed	45,765.43
77880	11/27/24	Printed			PLAY	PLAYAWAY PRODUCTS LLC	Just like me	54.99
77881	11/27/24	Printed			PP	PROGRESSIVE PRINTING	2500 bookmarks balance due	100.00
77882	11/27/24	Printed			QM	Q+M	LOOP winter 2024/25 design	2,000.00
77883	11/27/24	Printed			SAWA	SAWA BOOKS	7 titles, all about diversity	165.28
77884	11/27/24	Printed			STADIUM TR	STADIUM TROPHY	Tebbens name plate/badge	22.99
77885	11/27/24	Printed			0000000030	VISION SERVICE PLAN - MI	december 2024 coverage	759.50
77886	11/27/24	Printed			0000000550	LARON WILLIAMS	Racism film series	300.00
77887	11/27/24	Printed			YPSICHOR	YPSILANTI CHORAL ASSOCIATION	tree lighting 12/6/24	300.00

Total Checks: 128 Checks Total (excluding void checks): 567,859.21

Total Payments: 128 Bank Total (excluding void checks): 567,859.21

Total Payments: 128 Grand Total (excluding void checks): 567,859.21

Check Register Report

Date: 01/02/2025

Time: 3:28 pm

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
77888	12/05/24	Printed			ALER	ALERUS FINANCIAL	YDL contribution 11/2024	23,328.98
77889	12/05/24	Printed			AWS	ALLIED WASTE SYSTEMS #241	Super Dec 2024 service	655.30
77891	12/05/24	Printed			AMCASE	AMAZON CAPITAL SERVICES	12/1/24 invoice	11,338.79
77892	12/05/24	Printed			BBR	BLACK MEN READ	12/7/24 superior	200.00
77893	12/05/24	Printed			CAMPINC	CAMPBELL, INC	water bugs-WR boiler room	3,964.00
77894	12/05/24	Printed			CDW	CDW GOVERNMENT, INC.	apple Ipad 10.2 9th	587.74
77895	12/05/24	Printed			CLHI	CLARK HILL	Nov 2024 services	294.00
77896	12/05/24	Printed			TOCU	TORYN CURRIE	STEAM cafe Nov 2024	169.00
77897	12/05/24	Printed			DTE ENERGY	DTE ENERGY	superior 1024-11/21/24 service	1,069.48
77898	12/05/24	Printed			CLFI	CLARKE FIELDS	STEAM NOV 2024	143.00
77899	12/05/24	Printed			LEFO	LEAH FOX	music together 12/7/24	125.00
77900	12/05/24	Printed			INNOV	INNOVATIVE INTERFACES, INC	milestone 7 go live	38,593.95
77901	12/05/24	Printed			KANO	KANOPY INC.	930 tickets	816.00
77902	12/05/24	Printed			LFS	LIBERTY FINANCIAL SERVICES LLC	12/14/24 get credit right	150.00
77903	12/05/24	Printed			ABMC	ABIGAIL MCDONALD	steam cafe Nov 2024	156.00
77904	12/05/24	Printed			MICHMUN	MICHIGAN MUNICIPAL LEAGUE	installment #3	4,576.00
77905	12/05/24	Printed			MWP	MICHIGAN WEB PRESS	LOOP winter 24/25	4,936.57
77906	12/05/24	Printed			MCLS	MIDWEST COLLABORATIVE FOR	TALK texts 12/3/24-12/31/2099	440.00
77907	12/05/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	506068104.....	774.27
77908	12/05/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	hoopla ending 11/30/24	22,920.99
77909	12/05/24	Printed			MCM	MINDO CHOCOLATE MAKERS, LLC	staem cafe Nov 2024 bon bon	400.00
77910	12/05/24	Printed			CAL	CAL MUNSON	tune 11/27/24	180.00
77911	12/05/24	Printed			LAMU	LAUREN MURPHY	wreath making 12/7/24	400.00
77912	12/05/24	Printed			PP	PROGRESSIVE PRINTING	stem flyer-3000	537.00
77913	12/05/24	Printed			RNA	RNA FACILITIES MANAGEMENT	whit 8 of 8	1,850.00
77914	12/05/24	Printed			VGK	VGKIDS	back on block shirts	300.65
77915	12/05/24	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	supplies	10.57
77916	12/16/24	Printed			LOR	BAKER & TAYLOR 4108482	statement 11/30/24	44.43
77917	12/16/24	Printed			BAKTAY	BAKER & TAYLOR INC	statement 11/30/24	205.28
77918	12/16/24	Printed			BK1092	BAKER & TAYLOR INC 4108472	statement 11/30/24	36.28
77919	12/16/24	Printed			BK7742	BAKER & TAYLOR INC. 4421092	statement 11/30/24	719.39
77920	12/16/24	Printed			BK7752	BAKER & TAYLOR INC. 4387742	statement 11/30/24	194.07
77921	12/16/24	Printed			BK7762	BAKER & TAYLOR INC. 4387752	statement 11/30/24	801.10
77922	12/16/24	Printed			BK7772	BAKER & TAYLOR INC. 4387762	statement 11/30/24	383.75
77923	12/16/24	Printed			0000573063	BAKER & TAYLOR, INC. 4387772	statement 11/30/24	2,926.83
77924	12/16/24	Printed			0000573097	BAKER & TAYLOR, INC. 573063	statement 11/30/24	2,017.42
77925	12/16/24	Printed			0000573121	BAKER & TAYLOR, INC. 573097	statement 11/30/24	1,927.65
77926	12/16/24	Printed			0000573139	BAKER & TAYLOR, INC. 573121	statement 11/30/24	863.36
77927	12/16/24	Printed			DTE ENERGY	DTE ENERGY	MA 10/29-11/26/24 service	1,150.31
77928	12/16/24	Printed			DTE ENERGY	DTE ENERGY	whit street Nov 2024 service	55.10
77929	12/16/24	Printed			FST	FIRST BOOK	#7001551287 (mich ave)	518.70
77930	12/16/24	Printed			STAPAD	STAPLES ADVANTAGE	statement 11/25/24	1,405.79
77931	12/16/24	Printed			THOM WEST	THOMSON REUTERS-WEST	MI child support - manual	64.00
77932	12/16/24	Printed			TITMON	TITAN MONITORING	MA Nov 2024	1,500.00
77933	12/16/24	Printed			0000000021	Y C U A	whit Nov 2024 service	655.26
77934	12/19/24	Printed			0000000025	AFLAC	#1 & 2	113.80

Check Register Report

Date: 01/02/2025

Time: 3:28 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								
77935	12/19/24	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	scott renewal	187.00
77936	12/19/24	Printed			0000000003	ANN ARBOR NEWS	whit 3/8/25	150.71
77937	12/19/24	Printed			AASO	ANN ARBOR SYMPHONY ORCHESTRA	1/13/24 concerts	320.00
77938	12/19/24	Printed			0000573063	BAKER & TAYLOR, INC. 573063	TS360 grid one time fee 2025	2,983.00
77939	12/19/24	Printed			BASIC	BASIC	Dec 2024	56.42
77940	12/19/24	Printed			BCN	BLUE CARE NETWORK OF MI	Jan 2025 coverage	55,507.41
77941	12/19/24	Printed			A15	BP PRODUCTS OF NORTH AMERICA	statement 12/6/24	348.44
77942	12/19/24	Printed			BSB	BSB COMMUNICATIONS INC.	1/13/25-1/12/26 service	2,792.34
77943	12/19/24	Printed			0000000589	GENE BUTMAN FORD	explorer oil change	75.53
77944	12/19/24	Printed			CAMPINC	CAMPBELL, INC	whit 12/1/24-2/28/25	38,907.50
77945	12/19/24	Printed			JCARY	JAMES CAREY	Nov 2024 service	1,125.00
77946	12/19/24	Printed			CEN	CENGAGE LEARNING	Once upon a time	197.18
77947	12/19/24	Printed			CIRG	CIRQUE AMONGUS	workshop 1/25/24 deposit	80.00
77948	12/19/24	Printed			CONSTELL	CONSTELLATION NEWENERGY-	Nov 2024 all	9,797.82
77949	12/19/24	Printed			0000000183	CUMMINS BRIDGEWAY,LLC	turn signal repair	1,004.25
77950	12/19/24	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Jan 2025 coverage	3,086.28
77951	12/19/24	Printed			JEDE	JESSE DEUCHER	1/4/25 panda fit	125.00
77952	12/19/24	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit supplies	188.26
77953	12/19/24	Printed			DOO	DOODLES ACADEMY	1/10/25 Latern Art	350.00
77954	12/19/24	Printed			DOO	DOODLES ACADEMY	1/3/25 STEAM	350.00
77955	12/19/24	Printed			ESL	ENLIGHTEN SOLUTIONS LLC	50% due on completion	5,179.00
77956	12/19/24	Printed			EVERY1	EVERY1 YOGA	1/17/25 chair yoga	200.00
77957	12/19/24	Printed			FCB	FIRST CITIZENS BANK	due 12/19/24	2,372.95
77958	12/19/24	Printed			FLS	FRANKS LANSCAPING & SUPPLIES	2 of 5 all	7,080.00
77959	12/19/24	Printed			HEAL	HEALTHIEST YOU INC.	dec 2024	306.00
77960	12/19/24	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 12/13/24	1,013.07
77961	12/19/24	Printed			IMPDAD	IMPERIAL DADE	brag box	37.15
77962	12/19/24	Printed			IUG	INNOVATIVE USERS GROUP	membership-medium	125.00
77963	12/19/24	Printed			SAKA	SARAH KAIRIS	panda fit 1/4/25	75.00
77964	12/19/24	Printed			LSL	LIBRARY SYSTEMS & SERVICES LLC	LibIQ perform 12/1/24-11/31/25	12,500.00
77965	12/19/24	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	1/9/25 program	180.00
77966	12/19/24	Printed			AFSCME	MICHIGAN AFSCME	dec 2024 dues	1,035.40
77967	12/19/24	Printed			MIDWESTTAP	MIDWEST TAPE LLC	506415426.....	494.64
77968	12/19/24	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	dec 2024 service	128.00
77969	12/19/24	Printed			OCLC	OCLC INC.	1 user 2025 WebDewey	391.11
77970	12/19/24	Printed			OV	OVERDRIVE, INC.	01576CO24380071.....	1,922.88
77971	12/19/24	Printed			PATR	PATRON ACCOUNT	return-Geronimo	25.94
77972	12/19/24	Printed			PLAY	PLAYAWAY PRODUCTS LLC	Birchbark House	44.99
77973	12/19/24	Printed			0000000443	SHERWIN-WILLIAMS	MA supplies	49.49
77974	12/19/24	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Nov 2024 usage	64.20
77975	12/19/24	Printed			TDSM	TDS	12/22/24-1/21/25 service	773.67
77976	12/19/24	Printed			NYTIMES	THE NEW YORK TIMES	whit 12/1/24-11/29/25	3,952.00
77977	12/19/24	Printed			VERIZON	VERIZON WIRELESS	11/10-12/9/24 service	336.31
77978	12/19/24	Printed			VGK	VGKIDS	STEM shirts	436.58
77979	12/19/24	Printed			WT	WT COX INFORMATION SERVICES	HGTV	22.40
77980	12/19/24	Printed			YPSICHOR	YPSILANTI CHORAL ASSOCIATION	MLK Day 1/20/25	200.00

Total Checks: 92

Checks Total (excluding void checks):

291,077.73

Check Register Report

Date: 01/02/2025

Time: 3:28 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
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Total Payments: 92 **Bank Total (excluding void checks): 291,077.73**

Total Payments: 92 **Grand Total (excluding void checks): 291,077.73**

Communications



WASHTENAW COUNTY COMMUNITY MENTAL HEALTH

555 Towner Street
Ypsilanti, MI 48198
Phone: 734-544-3050, Fax: 734-544-6732



EXCELLENCE GROWTH WELL-BEING INCLUSION COMMUNITY ACCOUNTABILITY EQUITY

December 12, 2024

Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197

Re: RFP #8677 Millage Funded Expansion of Behavioral Health Services

Dear Lisa Hoenig,

Thank you for your proposal relative to above referenced bid. We have concluded our evaluation and wish to report that you've been awarded the bid in the amounts up to:

Year 1: \$176,522

Year 2: \$186,266

Year 3: \$191,760

We are appreciative of your interest and look forward to working with you in the near future.

Sincerely,

Trish Cortes
Executive Director
Washtenaw County Community Mental Health

January 08, 2025

PRESS RELEASE: Retirement of Kirk Moore, Chief of Police



PRESS RELEASE: January, 8 2025

From the Desk of City Manager Andrew Hellenga

Chief Kirk Moore has submitted his intent to retire effective January 27th. At that time, Captain Timothy Anderson will commence the role of Interim Chief of Police. Chief Moore will then become a contract employee for two months, with the potential of an additional month, to provide administrative support to the department. The Ypsilanti Police Department will continue to operate at a high level, and an executive search has begun to identify Chief Moore's replacement.

Since April 2023, under Chief Moore's leadership, the Ypsilanti Police Department has evolved into a modern-day public safety organization. This is only the beginning of the department's evolution. This city's Police Department will maintain the inertia set forth by Chief Moore, and continue in the development of a department reflecting the values of this community.

The Ypsilanti community wishes Chief Moore great joy in his retirement, and thank him, not only for his service to the City of Ypsilanti, but for his decades of tireless public service.

Chief Moore signifies what public service means, and we wish him well in his retirement.

Andrew Hellenga

City Manager

ahellenga@cityofypsilanti.com

WASHTENAW COUNTY SENIOR MILLAGE

Senior Millage funds are allocated by the Board of Commissioners as part of the annual budget development process through recommendations from an appointed citizen commission on aging.

MAKE WASHTENAW A **NO WAIT LIST** COUNTY

Address existing wait lists for:

- Meals on Wheels
- Food pantry distributions
- Respite for family caregivers
- Personal Care
- Housekeeping
- Chore services



Address areas in county where Meals on Wheels are not delivered and offer county-wide access to :

- Special diet Meals on Wheels options (vegetarian, gluten-free, Kosher, DASH, etc.)
- Offer second meals and weekend meal delivery



Every Washtenaw County senior center will:

- Be fully staffed by trained professional director
- Offer evening and weekend programs
- Adopt senior center best practices
- Expand programs to reduce social isolation



County-wide access to:

- Education and training
- Caregiver support hotline
- Subsidized respite services (in-home and community)
- Support to grandparents raising grandchildren



- Address wait lists for affordable home chore services
- Minor home maintenance and repair assistance
- Eviction and foreclosure prevention
- Housing options counseling
- Elder-friendly support for homeless older adults

MILLAGE FUNDS WILL CREATE AN **EXCEPTIONAL** SENIOR SERVICES DELIVERY **SYSTEM**

- Best practice training and service models
- Comprehensive array of prevention programs
- Service coordination with health care systems
- Emergency response preparedness
- Active elder abuse and fraud prevention activities
- Local matching funds attract competitive grant dollars
- Accountable to County for quality and outcomes

Advertisement

ANN ARBOR

Washtenaw County Treasurer Catherine McClary remembered as trailblazer

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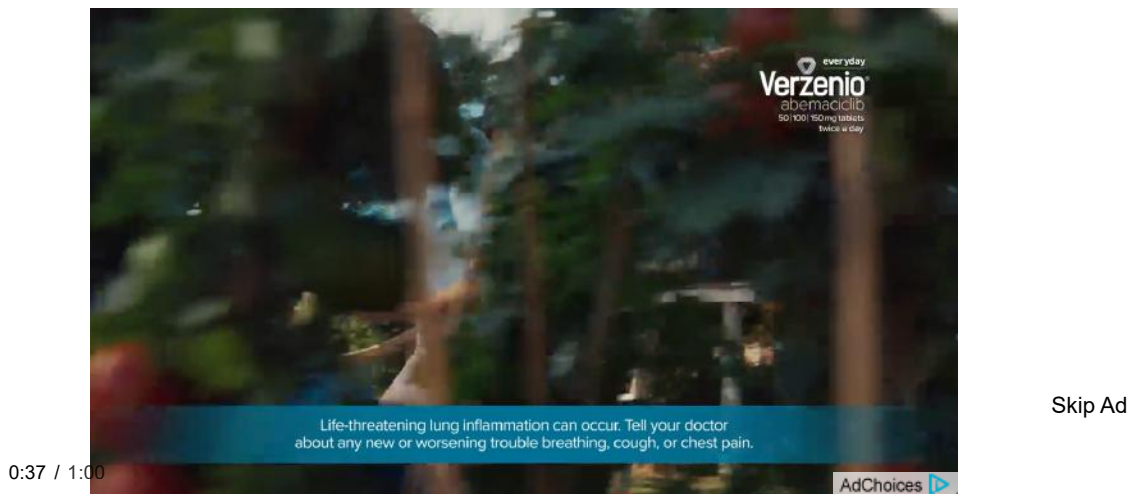
Washtenaw County Treasurer Catherine McClary in an Ann Arbor News file photo. Larry Wright | MLive.com



By [Jennifer Eberbach | jeberbach@mlive.com](mailto:jennifer.eberbach@mlive.com)

WASHTENAW COUNTY, MI — Washtenaw County has lost a longtime elected official.

Treasurer Catherine McClary died unexpectedly on Monday, Dec. 2. She was 72.



“It is with great sadness that I share news of the unexpected passing, this afternoon, of our Washtenaw County treasurer, Catherine McClary,” County Administrator Gregory Dill announced Monday.

“I extend my deepest condolences to her family, loved ones, and especially to her team in the treasurer’s office,” Dill said. “My office is working to support her staff.”

Employees also can reach out to Dill and the county’s [Employee Assistance Program](#) for support, he said.

“We are all deeply shocked and saddened by this tremendous loss,” Dill said. “As we learn more, we will share with the organization and with the larger Washtenaw Community.”

Earlier this year, McClary, a Democrat, announced her retirement from the position after having served since 1997. She was to finish out her term before handing the reigns over to newly elected Treasurer Latitia Lamelle-Sharp, a Democrat.

Prior to serving as treasurer, McClary was the youngest commissioner elected in the county at the age of 22. She served 14 years on the board through 1988.

She will be remembered as a feminist, an advocate and a progressive who championed the Equal Rights Amendment and protections for victims of rape and domestic violence.

She also advocated for the legalization of marijuana in the 1970s, when she participated in a marijuana drawing give-away to promote Ann Arbor Sun, an underground publication.

RELATED: [Remembering Ann Arbor’s legendary 1975 marijuana giveaway contest](#)



Washtenaw County Commissioner Catherine McClary, D-Ann Arbor, at city hall for the Ann Arbor Sun's marijuana giveaway drawing on Jan. 24, 1975, with the winner to receive a pound of high-grade "Colombian Gold." Jack Stubbs | Ann Arbor News archives courtesy of OldNews.AADL.org

County Commissioner Annie Somerville, D-Ypsilanti, called McClary "a trailblazer for women in Washtenaw County," in a social media post.

"She was elected to the county board in the 1970s when women's representation in local, county, and state government was rare," Somerville wrote. "As treasurer, her work to prioritize and expand poverty tax exemptions went beyond just Washtenaw County."

U.S. Rep. Debbie Dingell, D-Ann Arbor, called McClary "a true public servant, a strong fighter, and a friend," in a social media post.

"I, like many, am stunned by the news of Catherine McClary's passing," Dingell wrote. "From her time as Washtenaw County commissioner to her long tenure as treasurer, Catherine was a lifelong advocate for many causes, including protecting women and families, ensuring justice and equity, protecting public health and safety, and simply doing everything she could to make people's lives better."

Want more Ann Arbor-area news? Bookmark the [local Ann Arbor news page](#) or sign up for the free ["3@3 Ann Arbor"](#) daily newsletter.

Stories by **Jennifer Eberbach**

DTE plan to move power line, clear trees along scenic Washtenaw County road irks some neighbors

Rural township allows farm animals on smaller lots, but no crowing

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 1/17/2025
Re: Facilities Committee report

Monthly status update on outstanding capital improvement projects:

- Resolution 2024-8 Bike repair stations: Superior's station is popular! Whittaker's will be installed in the spring; we have identified the location and the new concrete has cured. Michigan Avenue's final location TBD.
- Resolution 2024-9 Superior Interactive Play area: The designer visited to review the one small issue which still needs to be worked out with TMC on 1/16. Hoping to find a resolution soon.
- Resolution 2024-10 Michigan Avenue repairs and upgrades: All of the construction work aside from the vestibule is basically done. Phoenix is working on the architect's punch list. The flooring in the program room was discolored; the manufacturer will replace it in late February. See attached correspondence regarding the vestibule. If this strategy is successful in getting the vestibule returned and installed, the other trades will be able to wrap up the rest fairly quickly.
- Resolution 2024-28 "The River" replacement: The contractor had unexpected staffing issues; we now anticipate this project to take place in the spring.
- Resolution 2024-34 Architectural services: We've had several productive meetings with Daniels & Zermack to narrow in on final designs for the Café space and Story Room at Whittaker. Dan Whisler will present the concepts to date at the Board meeting. We are excited to make these happen!

**

The underground line in Library Plaza that provided electricity to the power pedestal and outlet that we use for events was repaired by an electrician in December.

YDL-C.A.N. Art Handworks-Notice of back charge letter- Phoenix Contractors

1 message

Joseph Hiser <jhiser@phoenixco.biz>

Thu, Jan 16, 2025 at 5:54 PM

To: Carl Nielbock <canarthandworks@gmail.com>

Cc: Ika Danielson <ika.canarthandworks@gmail.com>, Jacob Autrey <jautrey@phoenixco.biz>, Kayla Autrey <kautrey@phoenixco.biz>

Bcc: lisa@ypsilibrary.org

Good evening Carl,

As the project has developed, the project team has had open and honest communication with your team and helped facilitate this project and work towards a final completion for the owners and community to enjoy. With having multiple missed deadlines for the vestibules return and installation date, it has impacted the YDL and the Ypsilanti community in many ways. Due to the several missed vestibule installation dates, we have provided a formal back charge letter which I have attached as a PDF below in this email. Please read through this letter promptly and let us know what your team plans to do to expedite the vestibule completion.

In addition to the letter, the Phoenix team has been in communication with your painter directly and have learned the vestibule is still being worked on in your shop and has yet to be delivered to the painter's shop. We understand your painter also has prior project commitments and end dates on different projects as the vestibule was sprung onto his workload in the recent weeks, so we will need to know your course of action to complete this project in writing as we have been told many false promises/statements and are at a loss of words on how to inform the owners/community of this update and still in question on when we are able to inform the project team/community on the vestibules final return as there is no clear answer.

As the artist, we appreciate your craft and the specialty work that you do but we are out of time. We need to finish this project asap so the library staff and community are able to enjoy their library and they are able to return to their everyday operations.

Thank you,

--

Joey Hiser

Project Manager

Phoenix Contractors Inc.

2300 Bishop Circle East

Dexter, MI 48130

Office: 734-487-9640

Jhiser@phoenixco.biz



YDL- C.A.N. Art Handworks, Inc. back charge letter.-Phoenix Contractors, Inc. .pdf

86K



January 16th, 2025
229 W. Michigan Ave.
Ypsilanti, MI. 48197
Project: Ypsilanti District Library

Ypsilanti District Library-Notice of back charge

Dear C.A.N. Art Handworks, Inc.

This letter is to formally address the ongoing project delays that are related to installing the vestibule on site at the Ypsilanti District Library. As the project has developed throughout the months, there has been many site visits including Faber Design Co., Phoenix Contractors, Inc., and multiple subcontractors of Phoenix contractors to help facilitate and coordinate the recreation of the vestibule. Despite many forms of meetings and communication, the project team has worked alongside your team to coordinate and facilitate this work in a timely matter. The project team has provided multiple project extensions beginning late October and having several new completion dates throughout November/December/January that have all been overdue causing major disruption to the projects Certificate of Occupancy and project final completion. Phoenix has helped facilitate with your team and accommodating the off-hour meetings/ phone calls, leaving the jobsite open past

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working hours and providing additional labor support to load/offload and store materials on site.

The vestibule is a critical component to this project completion and is a very special and historic structure that ties into the districts historic committee and cities legacy. The delay has not only caused an impact to the project team, but to the community. The Ypsilanti District Library is a safe place for the community to access knowledge, participate in different classes & events and plays a vital role in the community's day to day involvement for all ages. As the Ypsilanti District Library has had to push off all fall and winter holiday events due to the vestibule not being on site and installed forcing the project to be delayed and unable to receive final permits and open the building to the community, this has impacted the community more than words can describe. As we have had many emails and verbal communications in person and via phone call regarding the schedule, the most recently agreed upon vestibule installation date between Phoenix Contractors, Inc. and C.A.N. Art Handworks, Inc. was January 17th, 2025, which will not be met as there is only partial material installed/on site and no clear answer on where and when the remaining vestibule will be back on site and installed. As the project team mutually agreed upon the end of October, Mid November, by thanksgiving, beginning of December, before Christmas, first week in January, and then the end of the two weeks from January 2nd, 2025, none of these dates have been met and has caused far too many project delays and false promises to the project team and community. We understand there has been designs/ assembly unforeseen conditions that have occurred in the early stages of this project that caused some delays in the early months of the project, but

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these early unforeseen conditions are no excuse for the most recent
December/January delays.

The Ypsilanti District Library/ Phoenix Contractors have paid C.A.N. Art Handworks, Inc. \$100,551.34 as of January 10th, 2025, and Phoenix Contractors, Inc. will not be able to release any further payments until the vestibule is 100% complete. Due to the delays and schedule impact for all, there will be a \$500 per business day (M-F) back charge to the contract amount in an official change order between Phoenix Contractors, Inc., and C.A.N. Art Handworks, Inc. The back charge date will be in full effect as of January 20th, 2025. The daily back charge will be finalized once the vestibule is 100% standing and installed with all sections fastened, secured and ready for other construction trades to complete their work, including all trim, final molding, crown, and fasteners ready for glazing.

We look forward to finalizing this project and completing the installation of the historic vestibule for the library and the community's full educational enjoyment for years to come.

Best,

Joey Hiser



Project Manager

Phoenix Contractors, Inc.

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**Director's
Report
and attachments**

Library Director's Report **January 22, 2025**

Library Social Work Project

After writing three intensive grant applications seeking support, we've finally been awarded funding to launch a full-fledged Library Social Work program at YDL! Thank you to Washtenaw County Community Mental Health for funding our proposal, which will allow us to hire a full-time LMSW. The Library Social Worker will connect library patrons in need of assistance to community resources that provide food assistance, housing assistance, substance use support, etc. They will be based mainly at Michigan Avenue but serve patrons and staff at all three locations. The three-year grant also includes stipends for our EMU School of Social Work student Interns, additional staff trauma training sessions and new reflective consultation sessions with Professor Sarah Shea, and small giveaway incentives for needy patrons who use the social work service (items like socks, water bottles, bus tokens, toothbrushes, etc.). I have signed off on the contract but we still await countersignatures from the County.

The first benchmark for our project is to recruit and hire the MSW by the end of March. With the help of our EMU SSW partners, we have written a job description, and should have the job posting out early next week. Both EMU and UM's Social Work schools have agreed to help us recruit and vet candidates.

Anna Lyons and Cynthia Wilson, our EMU Social Work student Interns, have begun their second semester of field work at YDL. Throughout the fall semester they've developed resource lists and laid a lot of groundwork, learning about YDL's services and operations. This semester they will actually meet with patrons to provide connections to the sorts of community resources mentioned above. See the attached flyer for details. Excited to be moving ahead!

Personnel:

- We have identified a top candidate for the Michigan Avenue Branch Manager position, and hope to bring her onboard in early-mid February.
- Superior Branch Manager Mary Garboden surprised us by turning in a letter of resignation. After 17 years of work at YDL she is taking a break before embarking on new challenges. We are very sad to see her go, but are very grateful for all of her work with building and launching new Superior. We also appreciate the advance notice -- Mary's last day will be April 18th.
- A key member of YDL's Administrative team will be taking a 6-8 week medical leave of absence starting in mid-February. We have made plans to assure all duties are covered adequately during this time.
- Hailey Burns was promoted from Communications Intern (12 hours/week) to Community Relations Assistant (20) effective December 1, recognizing her wonderful work with YDL's social media.
- Part-time Building Monitor Paul White started at YDL at 16 hours/week. He accepted an increase to 20 hours/week effective 1/13, further improving security coverage.

Technology:

- The Whittaker after-hours lockers went online in Dember and are being put to use!
- Long-awaited upgrades to the TLN wide area network by AT&T are finally underway following a lengthy delay. YDL is in the queue. This was originally scheduled to happen well ahead of our migration to Polaris. Once completed, network performance should be notably improved.

Side Notes:

- Our first audit with Gabridge & Co. is underway; the field work is being conducted as I type.
- I attended a presentation hosted by the Washtenaw Health Initiative on 12/10, introduced myself to the new Superior Township Board on 12/16, and gave our new Trustee, Chris Tebbens a thorough orientation on 1/8. I didn't take any additional time off over the holidays and got a lot accomplished while it was quiet.
- AARP tax preparation appointments are being scheduled, and IRS tax forms have arrived for distribution.
- The onset of winter weather dissuaded bad behavior in Library Plaza significantly. The Titan video surveillance unit at Michigan Avenue was picked up in early January.
- The new artwork is up at Superior and looks fantastic – check it out next time you visit!

Meet With a Social Work Student Intern

Get connected with organizations who can help with:

- *Food access*
- *Employment searches*
- *Immigration questions*
- *Housing*
- *Elder care*
- *Substance use*
- *Mental health**

**Social work interns are Bachelor's-level students. They cannot offer counseling or crisis services.*

When:

Drop-in hours:

Mondays | 1-5pm
Tuesdays | 10am-1pm

By appointment:

Thursdays | 3-7pm

How:

To make an appointment, use the QR code, ask at the reference desk, or visit bit.ly/supappointment



Who:

*Cynthia Wilson: cwilson@ypsilibrary.org or
Anna Lyon: alyon@ypsilibrary.org*

All meetings held at YDL-Superior
1900 N. Harris Rd.
(734) 482-4110 x2431

Advancing EDI

Continue to expand programs and efforts that encourage recruitment of a more diverse staff.

- *Added Healthiest You telemedicine benefit for part-time staff January 2024*
- *Attended GLAM Virtual Career Jam February 2024*
- *CBA's Year three raises to "right" our pay structure implemented June 2024*

Continue to expand programs and services that reach underserved members of the broader Ypsilanti community.

- *ESL program at Superior going well*
- *Outreach developed new partnerships to reach refugee groups*
- *AARP tax preparation at all three locations in 2025*
- *Partnered with a UM Professor studying how low-income Black women find political information*
- *New Bookmobile routes coming soon to better cover underserved areas*

Pursue the placement of social workers in high-need YDL locations.

- *Two EMU SW students are beginning the second semester of their YDL field placement*
- *Secured grant funding to support a full-time Social Worker for YDL*

Implement student cards for all YCS students.

- *County ARPA funding for some elements of this received*
- *New ILS has allowed us to take some steps forward – now making progress!*

Engaged Community

Create a welcome kit for new residents.

- *Created welcome kit and launched New Mover service in April 2024*
- *New Mover service under evaluation after initial few rounds of results*

Provide next-level communications via an ILS-integrated texting tool.

- *ILS migration provides text notifications*
- *Additional Polaris texting tools in development*

Create a mis/disinformation curriculum and campaign for both students and the public.

- *Julianne Smith and Jodi Krahnke represented YDL in Wonder Media exhibit grant cohort*
- *More to come in plan year 3 & 4*

Develop a viable and engaging library volunteer program.

- *Scheduled to tackle this in plan year 3 & 4*

Dynamic Resources

Secure a new ILS with deep analytic and engagement tools.

- *Acquired Library IQ in late 2024 to begin implementing these in Polaris; configuration nearly complete*

Re-envision collection development strategies and procedures to support increased digital content and future reconfiguration of interior spaces.

- *Beginning to strategize with reconfiguration at Michigan Avenue*

Grow the Library of Things and install a memory preservation system.

- *Library of Things continues to expand and gain popularity*
- *Washtenaw County ARPA funding purchased 18 new mobile hotspots*
- *Memory preservation system workgroup step 1: Public service staff to identify patron needs*

Redesign and launch new staff/board tools (dashboard, payroll, manuals) for improved efficiency and greater autonomy.

- *Trustee manual online 1/2023*
- *Payroll transitioned to TriNet platform 7/2023; now using it for hiring paperwork as well*
- *New Emergency manual complete and available on staff Intranet 6/2023*
- *Will create new performance dashboard utilizing LibraryIQ once data has populated*

Optimized Facilities

Begin a feasibility study for a renovation and expansion to Michigan Avenue, including funding.

- *Historical Commission meeting 9/2023 very encouraging*
- *Post-flood tours and "Sneak Peek" Tea Party laying groundwork for support*
- *Architect contracted to develop budget estimate following current renovation work*

Evaluate options for a "next generation" bookmobile.

- *Potential vendor list generated*
- *Lisa spoke to two vendors at PLA in April 2024; 2-3 year order fulfillment time currently*

Improve outdoor spaces with "destination" elements.

- *Reviewing grant opportunities; work group has brainstormed recommended approaches*
- *Bike pump/repair stations to be installed at each YDL location; Superior station installed June 2024*
- *New sidewalk at Whittaker, replacement outdoor furniture in the FY2025 budget*
- *New checkerboard tabletops for Library Plaza, new performance stage, and larger tents acquired*

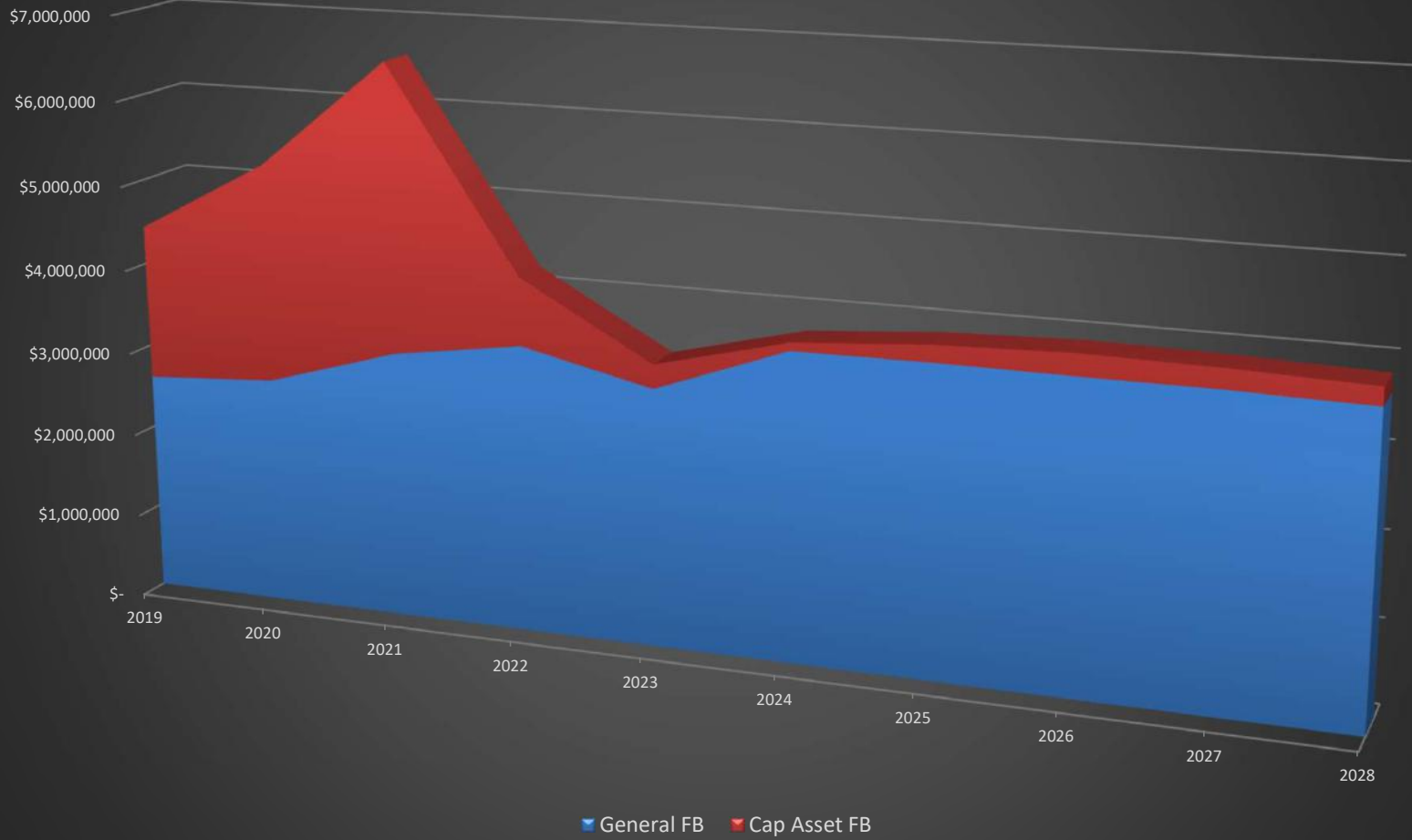
Develop a capital improvement schedule.

- *Accountant Jim Carey has developed a schedule template*
- *Schedule to be fleshed out as time permits – targeting completion in 2025*

General Fund Statement of Activity and FB effect

Revenue	YTY increase	1.035	Actual**	Actual**	Actual**	Actual**	Actual**	Budget*	Projection*	Projection*	Projection*	
			2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
CURRENT PROPERTY TAX&REIMB			\$ 5,290,728	\$ 5,549,455	\$ 5,690,773	\$ 5,984,412	\$ 6,411,147	\$ 6,757,344	\$ 6,996,926	\$ 7,209,672	\$ 7,393,157	
STATE LIBRARY AID			\$ 66,428	\$ 71,963	\$ 86,510	\$ 89,260	\$ 89,831	\$ 89,694	\$ 90,000	\$ 90,000	\$ 95,000	
PENAL FINE REVENUE			\$ 84,478	\$ 113,205	\$ 83,080	\$ 69,569	\$ 79,549	\$ 74,500	\$ 75,000	\$ 75,000	\$ 75,000	
LOST/PRINT/CIRC FEES			\$ 35,265	\$ 16,215	\$ 31,484	\$ 42,511	\$ 39,080	\$ 36,650	\$ 40,000	\$ 45,000	\$ 48,000	
INTEREST EARNED-LIBRARY			\$ 18,651	\$ 25,268	\$ 20,158	\$ 83,124	\$ 215,940	\$ 198,000	\$ 100,000	\$ 100,000	\$ 100,000	
GRANTS/Donations			\$ 73,315	\$ 142,246	\$ 174,561	\$ 168,134	\$ 206,905	\$ 33,100	\$ 40,000	\$ 40,000	\$ 40,000	
								\$ -	\$ -	\$ -	\$ -	
Subtotal - Revenue			\$ 5,568,865	\$ 5,918,352	\$ 6,086,566	\$ 6,437,010	\$ 7,042,452	\$ 7,189,288	\$ 7,341,926	\$ 7,559,672	\$ 7,751,157	
Expenses			2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	
SALARIES AND BENEFITS			\$ 2,656,575	\$ 2,758,609	\$ 2,972,327	\$ 3,631,892	\$ 3,906,840	\$ 4,235,036	\$ 4,383,262	\$ 4,536,676	\$ 4,695,460	
MATERIALS			\$ 371,514	\$ 408,269	\$ 466,623	\$ 551,533	\$ 598,305	\$ 643,650	\$ 666,178	\$ 689,494	\$ 713,626	
TECHNOLOGY			\$ 256,224	\$ 230,382	\$ 226,271	\$ 260,747	\$ 246,127	\$ 280,109	\$ 289,913	\$ 300,060	\$ 310,562	
REPAIRS & MAINTENANCE			\$ 145,246	\$ 135,162	\$ 169,684	\$ 217,062	\$ 199,930	\$ 210,535	\$ 217,904	\$ 225,530	\$ 233,424	
CAPITAL EXPENSE			\$ 31,641	\$ 34,864	\$ 92,451	\$ 204,003	\$ 235,538	\$ 274,900	\$ 284,522	\$ 294,480	\$ 304,787	
UTILITIES			\$ 151,280	\$ 167,231	\$ 171,783	\$ 191,267	\$ 218,225	\$ 264,416	\$ 273,671	\$ 283,249	\$ 293,163	
OTHER			\$ 456,900	\$ 317,390	\$ 451,495	\$ 580,519	\$ 540,608	\$ 564,173	\$ 583,919	\$ 604,356	\$ 625,509	
Subtotal - Expense			\$ 4,069,380	\$ 4,051,907	\$ 4,550,634	\$ 5,637,023	\$ 5,945,573	\$ 6,472,819	\$ 6,699,368	\$ 6,933,846	\$ 7,176,530	
Net Surplus(Loss)			\$ 1,499,485	\$ 1,866,445	\$ 1,535,932	\$ 799,987	\$ 1,096,879	\$ 716,469	\$ 642,559	\$ 625,826	\$ 574,627	
Transfer Out to Other Fund			\$ (1,400,000)	\$ (1,400,000)	\$ (1,300,000)	\$ (1,152,434)	\$ (515,352)	\$ (700,000)	\$ (650,000)	\$ (625,000)	\$ (600,000)	
Net FB effect			\$ 99,485	\$ 466,445	\$ 235,932	\$ (352,447)	\$ 581,527	\$ 16,469	\$ (7,441)	\$ 826	\$ (25,373)	
Beginning FB			\$ 2,612,148	\$ 2,711,633	\$ 3,178,078	\$ 3,414,010	\$ 3,061,563	\$ 3,643,090	\$ 3,659,559	\$ 3,652,118	\$ 3,652,944	
Ending FB		\$ 2,612,148	\$ 2,711,633	\$ 3,178,078	\$ 3,414,010	\$ 3,061,563	\$ 3,643,090	\$ 3,659,559	\$ 3,652,118	\$ 3,652,944	\$ 3,627,571	
			2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Capital Asset Replacement Fund												
Transfer In from General Fund			\$ 1,400,000	\$ 1,400,000	\$ 1,300,000	\$ 1,152,434	\$ 515,352	\$ 700,000	\$ 650,000	\$ 625,000	\$ 600,000	
Revenue			\$ 59,589	\$ 858,374	\$ 450,968	\$ 174,200	\$ 128,508	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	
Expenditure			\$ 708,338	\$ 1,433,792	\$ 4,352,633	\$ 1,842,695	\$ 834,615	\$ 600,000	\$ 600,000	\$ 650,000	\$ 625,000	
Net Surplus (Loss)			\$ 751,251	\$ 824,582	\$ (2,601,665)	\$ (516,060)	\$ (190,755)	\$ 105,000	\$ 55,000	\$ (20,000)	\$ (20,000)	
Beginning FB			\$ 1,827,159	\$ 2,578,411	\$ 3,402,993	\$ 801,328	\$ 285,267	\$ 94,512	\$ 199,512	\$ 254,512	\$ 234,512	
Ending FB		\$ 1,827,159	\$ 2,578,411	\$ 3,402,993	\$ 801,328	\$ 285,267	\$ 94,512	\$ 199,512	\$ 254,512	\$ 234,512	\$ 214,512	

Composition of Fund Balance



YDL AND LIBRARY ACRONYMS

ACRONYM	DEFINITION
1000BBK	1000 Books Before Kindergarten program
AACR2	Anglo-American Cataloguing Rules -- a national cataloging code first published in 1967. AACR2 stands for the Anglo-American Cataloguing Rules, Second Edition.
ACA	Affordable Care Act
ADA	Americans with Disabilities Act
AFSCME	American Federation of State, County, and Municipal Employees, AFL-CIO
ALA	American Library Association
ALSC	Association for Library Service to Children
B&T	Baker & Taylor - book vendor used by many public libraries
BBW	Banned Books Week
CIPA	Children's Internet Protection Act
Clarivate	The company that ultimately owns the library's ILS
DALNET	Detroit Area Library Network
DSLRT	Detroit Suburban Librarians Roundtable
EAD	Encoded Archival Description
ECRR	Every Child Ready to Read parent education initiative from PLA and ALSC
EnvisionWare	YDL's Internet time management and printing system
E Rate	a.k.a. USF, The Telecommunications Act requires the telecommunication companies to contribute to a fund that libraries and schools can draw from to fund telecommunication and Internet access
FOIA	Freedom of Information Act
FOL	Friends of the Library
FOML	Friends of Michigan Libraries
FRBR	Functional Requirements for Bibliographic Records
FSA	Flexible Spending Account – a pre-tax benefit YDL utilizes that lets employees set aside money to pay for medical expenses and dependent care.
GPO	Government Printing Office
GASB	Governmental Accounting Standards Board
GUI	Graphical User Interface
III	Innovative Interfaces, Inc. - The developer of the library's ILS (owned by ProQuest, which is owned by Clarivate)
ILL	Interlibrary Loan
ILS	Integrated Library System - library automation system
IMLS	Institute of Museum and Library Services -- An independent US federal agency supporting museums and libraries of all types.
IPAC	Another term for OPAC, Online Public Access Catalog
IT	YDL's Information Technology Department
LEAP	The staff end of the library catalog
Library IQ	An analytics program that connects to the catalog to analyze collection usage
LibStaffer	Staff scheduling software YDL utilizes
LoM	Library of Michigan
LOT	Library of Things
LPA	Library Privacy Act
LSTA	Library Services & Technology Act
LX Starter	A software module used to create branded HTML emails for library notices
M-AAA	Mid-America Arts Alliance

MACC	Michigan Arts and Culture Council
MAP	Michigan Activity Pass, managed by TLN, allows patrons to borrow passes for free or discounted admission to parks, museums, etc.
MeL	Michigan e Library - Library of MI sponsored service, includes online databases, subject guide to websites, portal and MeLCat
MeLCat	Michigan's electronic statewide library catalog
MICHLIB-L	Michigan Library Listserv - a discussion listserv for Michigan librarians
MILibraryCard	Statewide Library card program managed by the Suburban Library Cooperative
MLA	Michigan Library Association
MCLS	Midwest Collaborative for Library Services
NVPN	Network Virtual Private Network: the type of circuit we use to participate in TLN's telecommunications network
OCLC	Online Computer Library Center - a worldwide shared database for library materials
OMA	Open Meetings Act
OPAC	Online Public Access Catalog
PA212	Public Act 212 is the revision of the Library Privacy Act that requires public libraries to protect minors from accessing harmful materials on the Internet
PLA	Public Library Association
PLFIG	Public Library Funding Initiative Group
Polaris	The back end of the library's ILS
ProQuest	A subsidiary of Clarivate that owns the library's ILS
RDA	Resource Description and Access, the new cataloging standard that is replacing AACR2.
RFP	Request for Proposal
RFQ	Request for Quote
RIDES	Statewide delivery service for MeLCat borrowing
QSAC	Quality Service Audit Checklist - developed by the Library of MI to help libraries and coops assess service levels
SEMCOG	Southeast Michigan Council of Governments - plans in areas that cross jurisdictional boundaries in Southeast Michigan
SLC	Suburban Library Cooperative
STEM	Science, Technology Engineering and Math (also STEAM, which adds the element of Arts) – an area of emphasis for YDL programming
TALK	Text and Learn for Kindergarten early literacy text messaging service
TLN	The Library Network, a cooperative of libraries in Oakland, Wayne, Washtenaw, Livingston, Genessee, and St. Clair counties.
TriNet	The payroll processing system utilized by YDL
Vega	A suite of add-on products to the ILS
Vega Discover	The public side of the library catalog
Vega Promote	The library's electronic newsletter platform
Vega Program	The library's room reservations and events management platform
YALSA	Young Adult Library Services Association
USF	Universal Service Fund, Synonymous with the E Rate
Z39.50	Z39.50 is a computer-to-computer communications protocol designed to support searching and retrieval of information -- full-text documents, bibliographic data, images, multimedia -- in a distributed network environment.

YDL Dashboards

YDL DASHBOARD December 2024					
	Nov	Dec	Monthly Change	Year to Date	
Circulation					
Whittaker	35,467	31,516	-11%	384,731	
Michigan	29	54	86%	29,652	
Superior	6,984	6,176	-12%	73,520	
Outreach/BKM	1,244	1,123	-10%	18,313	
eProducts	19,594	20,636	5%	232,388	
TOTAL	63,318	59,505	-6%	738,604	
MeLCat ILL					
Loaned	680	652	-4%	9,189	
Borrowed	710	821	16%	11,639	
New Cards					
Whittaker	263	233	-11%	3,676	
Michigan	-	-	0%	4	
Superior	53	24	-55%	701	
Outreach/BKM	5	8	60%	128	
TOTAL	321	265	-17%	4,509	
Reference					
Whittaker	2,945	2,643	-10%	44,125	
Michigan	-	-	0%	-	
Superior	1,725	1,194	-31%	23,452	
Outreach/BKM	24	60	150%	834	
TOTAL	4,694	3,897	-17%	68,411	
Computer Sessions					
Whittaker	1,925	1,826	-5%	27,153	
Michigan	-	-	0%	-	
Superior	740	510	-31%	9,256	
Outreach/BKM	4	-	-100%	74	
Wireless	5,416	4,976	-8%	81,364	
TOTAL	8,085	7,312	-10%	117,847	
Door Count					
Whittaker	13,408	11,167	-17%	163,572	
Michigan	-	-	0%	-	
Superior	4,896	3,708	-24%	70,533	
Bookmobile	232	241	4%	5,216	
TOTAL	18,536	15,116	-18%	239,321	
Collection					
Items Added	2,214	1,719	-22%	34,992	
Items Cataloged	223	85	-62%	2,207	
Electronic Services					
Website Visits	33,876	31,824	-6%	488,415	
Podcast	74	73	0%	759	
App Users	1,137	1,105	0%	N/A	

**Michigan Avenue closed beginning July 2023

* catalog outage August 13 - 21, 2024

	Nov	Dec	Monthly Change		
Programs					
Whit Adult	49	45	-8%		529
Attendance	286	304	6%		3,667
Whit 0-5	18	3	-83%		214
Attendance	754	146	-81%		7,933
Whit 6-11	20	17	-15%		257
Attendance	421	406	-4%		8,297
Whit Teen	5	3	-40%		51
Attendance	59	26	-56%		649
Mich Adult	4	5	25%		103
Attendance	29	48	66%		1,626
Mich 0-5	-	-	0%		17
Attendance	-	-	0%		126
Mich 6-11	3	4	33%		71
Attendance	19	92	384%		1,175
Mich Teen	2	6	200%		56
Attendance	17	41	141%		543
Sup Adult	16	15	-6%		231
Attendance	116	99	-15%		1,749
Sup 0-5	10	2	-80%		113
Attendance	266	55	-79%		2,415
Sup 6-11	2	5	0%		156
Attendance	50	55	0%		3,462
Sup Teen	-	-	0%		11
Attendance	-	-	0%		87
Out Adult	1	2	100%		36
Attendance	5	17	240%		454
Out 0-5	5	7	40%		80
Attendance	111	147	32%		2,147
Out 6-11	1	2	0%		38
Attendance	133	94	0%		1,754
Out Teen	-	-	0%		-
Attendance	-	-	0%		-
Out Offsite	6	-	-100%		79
Attendance	191	-	-100%		6,225
Virtual/Hybrid (all)	3	1	-67%		26
Attendance	47	23	-51%		402
General/All Ages (all)	-	2			7
Attendance	-	142			1,092

**Michigan Avenue closed beginning July 2023

* catalog outage August 13 - 21, 2024

	Nov	Dec		Monthly Change		Year to Date
	-					
TOTAL PROGRAMS	145	119		-18%		2,075
TOTAL ATTENDANCE	2,504	1,695		-32%		43,803
						-

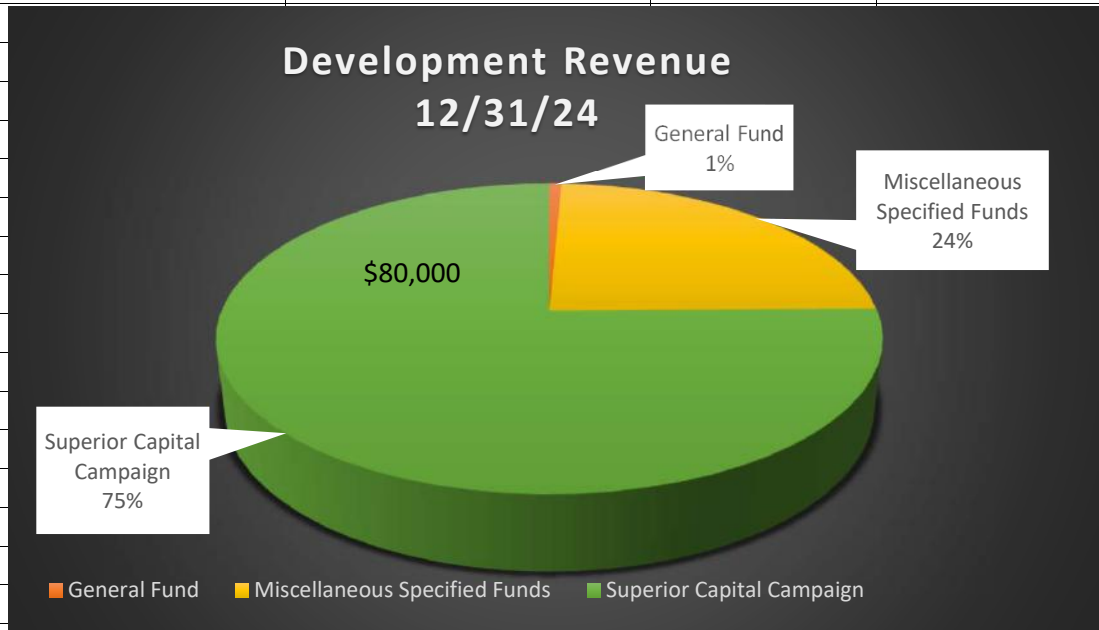
**Michigan Avenue closed beginning July 2023

* catalog outage August 13 - 21, 2024

YDL DASHBOARD 2023 / 2024			
	2023	2024	Yearly Change
Circulation			
Whittaker	362,564	384,731	6%
Michigan	94,184	29,652	-69%
Superior	63,784	73,520	15%
Outreach/BKM	13,184	18,313	39%
eProducts	196,912	232,388	18%
TOTAL	730,628	738,604	1%
MeLCat ILL			
Loaned	10,562	9,189	-13%
Borrowed	11,390	11,639	2%
New Cards			
Whittaker	3,468	3,676	6%
Michigan	416	-	0%
Superior	828	701	-15%
Outreach/BKM	91	128	41%
TOTAL	4,803	4,509	-6%
Reference			
Whittaker	37,479	44,125	18%
Michigan	19,381	-	0%
Superior	18,643	23,452	26%
Outreach/BKM	834	834	0%
TOTAL	76,337	68,411	-10%
Computer Sessions			
Whittaker	22,418	27,153	21%
Michigan	7,544	-	0%
Superior	6,575	9,256	41%
Outreach/BKM	16	74	363%
Wireless	68,462	81,364	19%
TOTAL	105,015	117,847	12%
Door Count			
Whittaker	139,162	163,572	18%
Michigan	29,624	-	0%
Superior	53,528	70,533	32%
Bookmobile	3,657	5,216	43%
TOTAL	225,971	239,321	6%
Collection			
Items Added	35,062	34,992	0%
Items Cataloged	2,764	2,207	-20%
Programs			
Total Programs	2,306	2,075	-10%
Total Attendance	38,105	43,803	15%

DEVELOPMENT REVENUE BY SOURCE	Where the \$ Comes From	As of 12/31/24	
	ACTUAL	TO DATE	NOTES
DONATIONS	FY23/24	FY24/25	
Annual Report	\$8,472	\$0	May - Nov 2025
Annual Appeal	\$24,055	\$10,594	
Individual	\$12,158	\$5,361	(includes Smokler)
Corporate	\$4,250	\$385	META, A3CF
Sponsorship	\$11,900	\$0	
Memorials/Tributes	\$4,036	\$1,106	
Third Party - Kroger	\$1,321	\$248	Kroger
Friends of the YDL	\$35,000	\$0	
	\$101,192	\$17,694	
GRANTS			
Charitable Foundation/Organization	\$2,000	\$0	
Corporate Foundation	\$30,000	\$0	
Government	<u>\$111,405</u>	<u>\$10,400</u>	MACC - Noise Permit, ARPA
	\$143,405	\$10,400	
ENDOWMENT FUNDS			
YDL Agency Distribution	\$1,595	\$0	
Goussef Fund Distribution	\$8,893	\$0	
YDL General Endowment Distribution	<u>\$8,452</u>	<u>\$0</u>	
	\$18,940	\$0	
GRAND TOTAL:	\$197,050	\$28,094	
SUPERIOR CAPITAL CAMPAIGN			
Grants (Funds Received)	\$80,500	\$80,000	
Corporate/Organization	\$20,556	\$0	
Donations - Individual	<u>\$58,584</u>	<u>\$0</u>	
SUPERIOR TOTAL:	\$159,640	\$80,000	
MI Ave. Restoration to Date (12/31/24): \$53,743 (159 donations)			

DEVELOPMENT REVENUE BY FUND	<i>Where the \$ Goes</i>		
<u>FY2023/2024</u>	<u>ACTUAL</u>	<u>NOTES</u>	
General Fund	\$12,033	Includes Endowment Distribution	
Miscellaneous Specified Funds	\$159,790	Includes Friends & Designated, Non-Capital	
Superior Capital	\$80,385		
TOTAL:	\$252,208		
Endowment gifts received and deposited with AACF: \$8,050			
<u>FY2024/2025</u>	<u>AS OF:</u>		
	<u>12/31/2024</u>		
General Fund	\$805		
Miscellaneous Specified Funds	\$25,359		
Superior Capital Campaign	\$80,500		
TOTAL:	\$106,664		
Endowment gifts received and deposited with AAACF: \$1,000			



Department Reports

Acquisitions Department Board Report

December 2024

Department News and Activities

- We completed our fiscal year rollover in our new ILS, and the 2025 fiscal year has officially begun.
- This month we focused on setting up full electronic ordering and invoicing with our major vendors, Baker & Taylor and Midwest Tape. Our new ILS allows us to communicate directly with our vendors, reducing the staff time needed to enter orders/invoices in our system. We tested this new workflow throughout December and we are now ready to move forward.
- Acquisitions staff continues to work on our regular tasks, including placing and receiving orders, processing materials, repairing items, MeLCat, inventory, and cataloging.

Statistics

- The budget is currently 12% encumbered.
- 85 items were cataloged in December.
- 1,719 items, including 1,183 e-items, were added in December.
- YDL borrowed 821 items from other libraries via MeLCat in December.
- YDL loaned 652 items to other libraries via MeLCat in December.

Submitted by Katie Page
January 12, 2025

Assistant Director

Board Report: January, 2025

- We conducted first and second interviews of two candidates for the downtown manager position. Many staff participated in the process. Stay tuned for formal news!
- Several of us on the ILS team finished the configuration of LX Starter. Those are the “fancy” branded email notifications you get when you have an item ready for pickup, overdue, etc. We think they look great!
- The Bookmobile committee has finalized our work, and we are ready to begin reviewing marketing material and the campaign timeline.
- We had the Titan security array picked up, as “activity” downtown has decreased substantially with the onset of cold weather. We feel it was a successful deterrent and could bring it back if necessary.
- The Vega Program team finished configuration and put Sam through his paces for “trial training.” He has now completed staff sessions and did a great job. The product is very similar to our existing one, so the learning curve is pretty flat (thankfully). This product is fairly new, so there should be many improvements to come over the next year or so that will make it even better.
- I filed the DSLRT report and am ready to start on State Aid. Gazing into my crystal ball, I see a push to file reports with branch-level data in 2026. That will be a huge drag, to put it mildly.
- We received over 30 applications for the youth paraprofessional position. Jodi, Lisa, and I will begin the review process next week.
- The MDHHS has resumed the COVID test kit distribution program after a temporary pause in November. This was a very popular service, so we are pleased it is continuing. We distributed over 2,000 test kits in 2024.
- Katie and I finished configuring Library IQ, our new analytics program, and are ready to backload some 2024 data. I bit off a little more than I could chew the last few months, so I am planning a March launch (not February as I hoped).
- With a key member of the administrative team going on medical leave next month, Lisa and I met to “reassign” her duties temporarily. Thanks are due to everyone who has stepped up to help share the load during her absence.
- It is now staff in-service planning time. It will be our first time convening offsite due to our larger staff. WCC was an affordable option for us, so it will be fun to see how it goes!
- The Friends sale is January 16-19. Hopefully you were able to stop by and buy an item or two!
- Michigan Avenue. Ugh. To quote the Bard himself, ““A horse, a horse, my kingdom for a horse!”

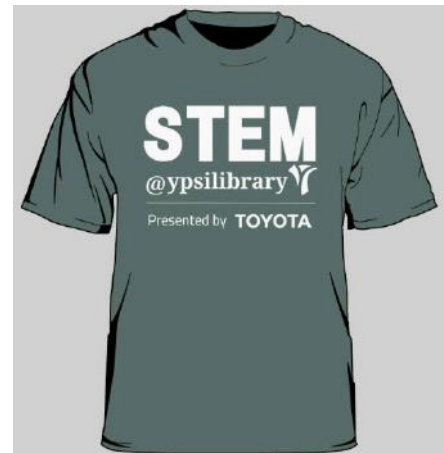
Submitted by Julianne Smith, January 15, 2025

Community Relations

Monthly report: January, 2025

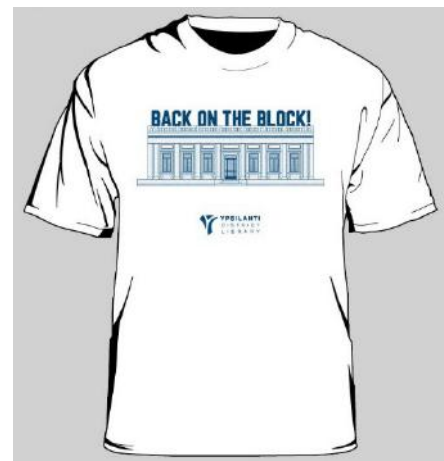
Major print/design pieces produced:

- **The spring Loop issue underway** – We're gathering content and finalizing events for the spring issue, covering March through May. This will have information about National Library Week, Mary's departure in April, Michigan Avenue's reopening, and more.
- **We printed t-shirts for staff and patrons.** We made Back on the Block t-shirts (with help from Stephanie's husband) for staff to wear when Michigan Avenue reopens. We also used Toyota grant money to buy STEM t-shirts to give away to patrons.



Promotional activity

- **Michigan Avenue reopening:** We've ordered banners, t-shirts, and other giveaways to celebrate Michigan Avenue's re-opening week. We've also made videos, and will have slides and other promotional materials, including a press release, to share when appropriate.
- **Haunted Mitten Paranormal Club visit:** Kay and Crysta from the Haunted Mitten podcast are joining the Paranormal Club for the February meeting, and we're going to share videos and photos to promote it.
- **New York Times access:** We had a number of posts on social media, and a blog post with more information, about our digital subscription to the New York Times that patrons can access. We also made flyers to put around the building.



Notable Media Mentions

- Two outlets had coverage of our move to Bluesky, mostly just quoting our post and responses on Facebook. These were Dave Bondy in his Keeping it Real Newsletter and Michigan News Source. Neither had a ton of comments.
- **WEMU and Concentrate** covered our library social work students in a piece they wrote about social work services in unexpected places for On the Ground Ypsi.
- YDL was mentioned in an MLive piece about Growing Hope's new interactive map that helps Ypsi residents grow their own food.
- Concentrate referenced the Michigan Avenue branch reopening in their piece about what their staff is most excited for in 2025.
- Washtenaw County included information about our grant that's allowing us to hire a social worker in their writeup about distributing the Mental Health millage funds.
- MLive had a piece about our digital scanning events in January.

Submitted by Sam Killian on 1/16/2025

- MLive included our MLK Day events in their piece about celebrating MLK Day around Washtenaw County.

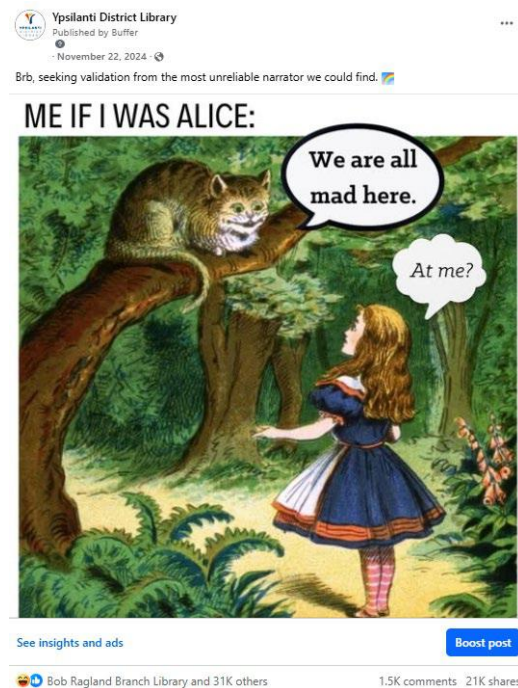
Community Relations news

- Both Parkridge and Engage@EMU have returned for the season. Sam and Monica will resume sharing those duties for Parkridge.
- Sam has been training staff on entering events and room reservations in our new system that will go live March 1. We'll be displaying events through Vega, which connects with our new ILS and catalog/patron information.

Notable Social Media activity

We now have more than 1,100 followers on Bluesky and engagement remains significantly higher than what we were seeing on X. Since November, we've had 4.2 million views on Facebook, with 94,700 interactions. This has netted us over \$200 in Facebook bonuses, instead of our typical \$20. We also gained 740 new follows, which was up 370% from the previous period. We had 70,600 impressions on Instagram, which is down slightly from the last period. Our Tik Tok has remained at 1,100 followers, and we haven't been posting there as regularly. We'll wait to see if that remains an option for us with the new regulations set to come.

- Our post announcing that we joined Bluesky reached 73,000 people with 3,500 interactions, including 750 comments.
- A post we shared with a paper sculpture by a Chinese artist reached 18,000 people on Facebook with 570 interactions.
- A meme we shared about Alice in Wonderland reached 3.5 million people with 55,000 interactions.
- Our post highlighting Ken's award as Current's 2024 Best Writer in Washtenaw County reached 5,700 people with 116 interactions.
- Our post celebrating that the ALA liked one of our posts on Bluesky reached 14,000 people with 350 interactions.
- A post we shared that showed what people have used as bookmarks reached 158,000 people with 2,200 interactions.
- Our post sharing an illustration of inside Whittaker by urban sketcher Spike Hains reached 10,700 people with 150 interactions.



Submitted by Sam Killian on 1/16/2025

Customer Services

Monthly report: January 2025

Circulation Stats

For the month of November, we checked out 41,508 items system wide.

Patrons also downloaded 19,594 digital items.

We also issued 321 new library cards.

For the month of December, we checked out 38,869 items system wide.

Patrons also downloaded 20,636 digital items.

We also issued 265 new library cards.

New Polaris Notices

Our new Polaris *LX Starter* graphic email notices have been launched. Patrons who have chosen to receive email notifications for their holds and reminders will now be greeted with a “friendlier” notice format.



Staff News

A new page, Lana Altawil, has joined the customer services team at Whittaker Road. Lana has just begun her first year of college.

Submitted by *John Connaghan* on January 15, 2025

YDL DEVELOPMENT REPORT

January 2025

MAKING CONNECTIONS

Chris once again attended the monthly gathering of Creative Washtenaw (creativewashtenaw.org). A good number of Ypsilanti arts organizations and artists belong to this group. This month's gathering was held at Mothfire Brewing in Ann Arbor. This was the last meeting with the outgoing Executive Director, Deb Polich. Chris was able to connect with one of the partners of Mothfire Brewing and talk about the MI Ave. renovation and the 2025 Summer Challenge.

On Dec. 5th, Chris attended the Chamber Year-End gathering at Washtenaw Community College. This is always a valuable event for networking purposes.

CORPORATE

Giving Tuesday donations were greatly enhanced this year with a gift from Domino's of \$2,500. This was in addition to \$1,036 received on Tuesday, December 3, from seven individual donors who supported YDL on 2024's Giving Tuesday.

GRANTS

Grants Awarded

Washtenaw County Community Mental Health - Thanks to the hard work of Lisa, Margaret DePauw and Sarah Shea from EMU's School of Social Work, YDL was awarded a three-year grant for \$554,548 in support of the hiring of a full-time LMSW social worker to act as a liaison between the library and community resources, ultimately increasing access to mental health services. Lisa has been working on final contract paperwork and position job description.

Grants Submitted

Ann Arbor Farm & Garden Club – Nicole submitted a grant for a new Superior Native Plant Rain Garden for 2025. We are requesting \$1,855 in support of supplies for the installation and development of this garden project. Awards will be announced in early February.

Upcoming Grant Submissions

Toyota North America – We were pleased to receive notice from Toyota that they will once again be supporting the growth of YDL's STEM programming with another grant for \$30,000 in 2025/26. Staff will meet in January with Chris to flesh out a new budget and prepare for the application at the end of February.

Rotary Club of Ann Arbor – Grant submissions for 2025 grants are due on Feb. 28, 2025. YDL will be submitting an application.

Kiwanis Club of Ann Arbor – Grant submissions for 2025 grants open January 21 and close March 7. We are currently considering projects for support.

Grant Reporting

Toyota Project STEM@YDL – the 2024/25 Interim Report was successfully submitted to Toyota on Nov. 26, 2024.

Grant Research

As Julianne's Outdoor Spaces committee has come together to re-envision Whittaker's outdoor areas, Chris has begun research for grants that will support planning for this project.

ANNUAL APPEAL MAILING

The 2024 Annual Appeal mailing was sent to 582 YDL supporters and 97 prospective donors. Total gifts received as of the end of December total \$12,381 from 62 donations. Of these gifts, \$100 was dedicated to Senior Programs; \$1,069.94 were made in support of Michigan Ave. renovations; and \$500 was given in support of the Superior Library Interactive Play Area. Overall, this is a 9% return, which is considered a very good. Currently a 3% return is considered a good return.

We also attained two new monthly donors. This is a program Chris hopes to develop further.

FY2023 ANNUAL REPORT MAILING

Results of YDL's Annual Report mailing last spring show a good return from our supporters. A total of \$8,472 was raised from 55 donors. This represents a positive return rate of 4.8%.

Work will begin soon on our 2024 Annual Report which is typically mailed in the spring. Chris has already started reviewing the mailing list for this project.

CAMPAIGN FOR MICHIGAN AVENUE

As of the end of December, YDL has received \$53,743 as a result of 159 donations in support of Michigan Ave. renovation work.

FUN FUNDRAISING FACT

Approximately 79% of donors say online videos are crucial in convincing them to contribute.

Report respectfully submitted by Chris McMullen, Development Coordinator 1/16/25

Facilities Department

Board Report January 2025

Michigan is where all the action is. Every day Facilities is working on a project to help get everything up and running. We were out of 24" shelf frames. We had a local machine shop cut a 36" shelf down and reweld to fit in the corner downstairs. All went together nicely. Ron, Patrick, and I got all the office desks up for staff. Some came back from On-Site, some were in the mezzanine at Whittaker Road, and others went back to storage at Whittaker Road. Now staff don't have to share personal desk spaces.

Michigan Ave staff did a lot of weeding, withdrawing books, boxing them up for Better World Books, and the Friends of the Library book sale. There were over a hundred boxes to transport back to Whittaker Road using our trailer.

We needed a lighting upgrade with three center fixtures on the main floor at Whittaker. They were problematic, and very difficult to repair. Vedder Electric took out the fluorescent bulbs and ballasts, rewired them with LED's. Vedder came up with a very nice solution. They also figured out a problem we were having with the power pedestal in the plaza area. They traced an electrical line which had broken, did the repairs. All is working properly now.

We brought over Santa's sleigh, and put lights up in the tree for the Tree Lighting program in early December. Very nice picture with Joy's crew!!



Artwork at Superior needed to hung. Looks Nice!



Set up tables for the Friends of the Library book sale.

Submitted by: Jim Reed

January 16, 2025

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

January 2025

Status Report

- Michigan Ave –We're roughly 9/10 of the way through! We're looking forward to seeing our work provide services to the public once again. Remaining items include half a dozen patron PC's, Entrance technology.
- New Kids play area at Superior – There's an item we'll be working with facilities to install tablet stations into this space. The initial design requires additional cable management and we're looking to improve and correct this.
- Security Cameras – We've finished all required installation items to Michigan Ave and are happy with the results. We will shift our focus to Whittaker Rd in the coming month as time permits.
- New outside Locker System- We have welcomed a new outdoor after hours locker at Whittaker Rd. The yearly adverse weather conditions have advantageously highlighted a few challenges but it's always nice to identify items early on after an installation.
- Data Line improvements – TLN will be upgrading the speed of our data lines for our other buildings. The project is moving forward! This will include a small adjustment to our interconnected buildings that should improve performance as it moves towards dedicating resources to each building.
- New Digital Signage Platform – We'll be switching over our digital signage platform over the next few weeks. We look forward to delivering a wonderful solution for staff and patrons.
- New servers – We recently migrated our primary storage drive. I'll be working on some secondary storage spaces along with planning for a migration of another administrative system next.
- Tax Services – It's that time of year again, we've met with the service providers on quite a few occasions. Once again they appear to be ready to go at all locations. It's always nice to know that we can provide to good space for their program.

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 2025.

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: January 2025

Moving Back In:

Mich Ave staff have been moving in to Mich Ave since November 18th 2024, almost 2 months. Another opening time has come and gone but we're still moving in. Staff have all been working together from 8:30-5 which has been better for morale. It's been a complex process including:

- **Metal shelves** - The upstairs is all metal framing with metal shelves, the downstairs has metal framing around the perimeter walls. We needed to sort various sized shelves, install them on the metal frames, then move the extra shelves out of the way. This took about a week
- **Managing the Collection** - Sorting, emptying, and shelving over 1000 boxes from Onsite, 2 pods filled with boxes, 200 boxes of returned materials, 100s of boxes in the youth area, and an unknown quantity of new materials. The unboxing created a new mountain of empty boxes that totally filled a 10'x20' UHaul which Aaron and Ken took to the Ann Arbor Recycling Center.
- **Downsizing the collection** - Due to downsized shelving, nearly all collections needed major weeding to fit on the shelves. The simplified steps in this process are: creating usage reports, pulling lightly used items, evaluating whether they indeed should be withdrawn, withdrawing items in the catalog, stamping them withdrawn, repacking withdrawn books to go to the Friends of the Library or Better World Books. Between both floors, 100s of boxes of items were withdrawn. Jim's crew has been regularly taking loads of boxes to Whittaker. We are almost done with weeding!!!
- **Setting up office spaces and settling in** – Once Facilities put desks together and IT started to get computers on desks we got to work. We tried to reuse everything we could, including bringing stored office furniture from the Whit Rd Mezzanine. For the first time at Mich Ave, every librarian has their own desk! Paraprofessionals and clerks are still sharing desks but they all have a desk to share!
- **Mobile shelving delays** - Due to various delays with the mobile shelves in the youth and teen area we couldn't shelve items for a long time. We finally have all the youth items shelved and almost have the teen collection shelved.
- **Other furniture and items** - Sorting and putting in place all the other miscellaneous furniture and materials from Onsite, items at other locations, items piled in the program room, kitchen, and upstairs staff area. We still have some work to do.
- **Youth craft and program materials** – These have been all over the place. Jim put the Program Rm cabinets back in and youth folks have been consolidating, organizing, and pulling everything back together. We're still working on this.
- **Setup reference and circ desks for action.** Still working on this.
- **Updating supplies** - Identifying office supplies we have and ordering what we need.

I could go into much more detail but you get the idea. It's a lot! None of this process could have happened without the ongoing work of Facilities and IT. I also have to give kudos to my staff who did a lot of physical work, which they are not used to, and had a great attitude despite continued delays.

Programs

Except for the Tree Lighting, all special programs planned in anticipation of our opening were canceled for December and January. The vestibule is slowly moving back in but it's been very slow. This means we can't open. This was very disheartening to programming staff, particularly because we thought we were going to really be open. We continued to do our recurring programs which remain located at Whit Rd or Superior: Queer Craft Group, Crafternoons, Guitar Club, ESL Book Club, Paranormal Club, Queer Book Club, Kids Book Club, Tween Book Club, Kids Book Club and Teen STEAM Café.

Thank You!

We have interviewed 4 people for my job and reinterviewed 2 more people. I think we're close to picking out someone very good to replace me and this may be my last report to the YDL Board. I want to thank you for your appreciation and support all



of these years!!! You are a great board and I'm proud of the work I've done at Mich Ave and to have been part of YDL. Thank you!

Joy Cichewicz,
January 17, 2025



Outreach Services Board Report - December 2024

Bookmobile

The Bookmobile took a vacation from December 23 to January 5 for the Winter Holidays! It has been so busy with school visits, summer camp visits, parades, and community events that it is time to rest up for the New Year.

Outreach Events



November 14 - The Outreach Team was invited to **Holmes Elementary for a STEAM Career Day!** Monica attended the event and was excited to talk to the kiddos about being a Librarian! Some kiddos were interested and already knew about what we do as librarians and a few were like huh? To be fair there was some fierce competition like a video game designer and a musician who brought along his instruments! So how could I top that? I created resources to share with the kiddos about being a librarian and brought games like Legos, Magnatiles, and 3D pens!



YPSILANTI DISTRICT LIBRARY
What is a Librarian?

Library Skills
If you like...
helping other people, tall or short or young or old
searching for hard-to-find answers
collecting and organizing things
getting new books, CDs, DVDs or MP3s
reading to your brother, sister, dog or cat
working with computers
respecting people's different points of view
you might make a great librarian some day!

What Education Do You Need to Become a Librarian?
Below is a list of what you might need...
graduate from high school
graduate from college with any undergraduate degree
graduate from a university with a master of library and information science

Different Libraries
Public libraries, School libraries, College and university libraries, Corporate libraries, Law libraries, Medical libraries, Special collections, Historical societies, Community archives, and Museums and galleries.

READ LEARN & SUCCEED

YPSILANTI DISTRICT LIBRARY
READING LIST ABOUT LIBRARIANS

The Loud Librarian by Beatrice, Jenne
When loud-voiced Penelope becomes student librarian, she is determined to show she is perfect for the job when learning how to "read".
Call Number: YOUTH PICTURE BOOK 104.84pen

Dear Librarian - Sigworth, Lydia M.
As the new teacher, Penelope's life is changing. How can she get back to her normal life? Can she be a librarian?
Call Number: YOUTH PICTURE BOOK 104.84pen

Meet a Librarian by Anderson, Annika
Two children learn the importance of librarians in their neighborhood.
Call Number: YOUTH 000.92 404
YSL Chapter Shelf location: 1st Floor Available
Collection: Youth Nonfiction

The Boy Raised by Librarians by Morris, Corie
Mabel discovers that the public library is the place where he can find out about anything - including three librarians who hold the key to his quest for knowledge.

November 15 - Kaitlyn attended a **Brighter Day Community Book Fair at Parkridge Community Center**. She was in awe at all of the books and we even brought a few of our own to share with the community. It was a very peaceful space for Kaitlyn.



November 21 - Monica attended **STEAM at Ypsilanti Community Middle School!** It was a great digital atmosphere. The tweens illustrated their talents when it came to STEM! There was robotics which a young lady who designed one invited me to see, and even a young man strapped down with tape! I shared STEM kits and all! Fun event and always willing to support tweens/teens.!



December 5 - We were invited to **Childs Elementary for Literacy Night!** I (Monica) was in attendance and signed up 4 people for library cards, gave away 29 STEM kits, and interacted with over 93 community members who spoke so highly of Ypsilanti District Library. Teachers, administrators, and families were so happy that we came and distributed valuable resources. It was AMAZING. They had literacy activities and a Storytime in their school library.



Senior Outreach

November 22nd - Susana did a senior presentation at the Vibrant Senior Facility located in Superior Township. We were invited to talk about the wonderful programs and services we offer the senior community. Bridget also came along to help Susana with library card signup and we managed to sign up 6 people! This event is one of our missions to go to more senior facilities to give them the access they need and it could be as simple as a library card.



December 19th - We honored and celebrated the Senior Advisory Board for all of their hard work throughout 2024! From the social media presence reporting about the Michigan Ave location to all of the feedback on programming and services here at the library including the big donation of equipment to help support seniors' vision. Ellen from Michigan Ave



brought in a record player to play classic music from different generations. We also had a special guest, Morigan Obroin, who presented and brought coffee in for a coffee tasting. Outreach provided goodies like Insomnia cookies and tasty muffins. SAB really enjoyed themselves!

Kudos



Susana, with all of her hard work, has accomplished another big partnership with Kellogg's Eye Center. She has been working with Dr. Erin Klukas, an Ophthalmologist, to assist with our outdated assistive devices for aging eyes and will be giving a presentation, "Demystifying Our Aging Eyes, on common eye diseases that affect our vision as we age. So, what came out of this partnership was a BIG donation from Eschenbach (<https://eschenbach.com/>), the world leader in the manufacture and distribution of high-quality magnification for low vision. If the donations are successful in our communities, the company will donate more items. These donated devices will also be demonstrated at the presentation and all of the Outreach/Customer Services teams will receive training on how to help our community. Great job Susana!

Kaitlyn has become a celebrity amongst the older adult community. She is so well-loved based on her patience, and soft-spoken demeanor with her virtual LNGO Chair Yoga class that I wanted to share the feedback from participants to Kaitlyn! Great job Kaitlyn!

"Please, let Kaitlyn know how grateful I am for her yoga class, I have arthritic knees and her style of yoga gives me such relief." - Cheryl

"I just wanted to tell you I so enjoyed Kaitlyn's chair yoga on Thursday. It was so relaxing and quite the workout I needed. Last night I was home alone and was able to again perform some of the wonderful yoga stances she taught us. I wanted to thank the library for providing such wonderful online classes." - Monica

Superior Board Report

January 2025

Staff News

- After nearly 18 years at YDL, I have turned in notice of my resignation. My last day will be April 18. I'm incredibly grateful to this board, our administration, and our amazing staff for the work we have accomplished and continue to accomplish. I'm excited that I live in the YDL service area and will get to experience this phenomenal system as a patron.
- Social Work intern Cynthia Wilson will finish out her internship at Superior rather than Michigan Ave. With the construction delays, she and her supervisor decided it was best for her to stay at Superior for the rest of the internship. Cynthia continues to work with Anna, the intern who originally was assigned to Superior. This week, they are starting to offer drop in and scheduled times to help patrons get access to resources like housing, food, education, and mental health care.
- Staff have been training and practicing with our new room reservation/events management system.
- Liz and I attended a demo of the 3D printers so we can start using them in programs at Superior.

Program Highlights

- Our Winter Break STEM lineup featured Spy Games, Cardboard Construction, Marble Mazes, and 3D Printing.
- We received a lovely note of appreciation from a learner and tutor who attend Washtenaw Literacy's weekly Basic Literacy sessions. The learner has been learning by leaps and bounds and made it a point to thank us for the educational and emotional support staff have provided.
- For the second year, we offered a holiday wreaths program where participants got to make their own wreath to take home. The results were stunning and we received this feedback from a patron:
I've been meaning to write this for awhile, but I wanted to thank you so much for such a wonderful wreath making workshop! It really made the holiday, and seeing my wreath hanging on my front door every day made me smile.
- Other programs since the last board report have included:
 - Youth: Black Men Read Book Party, 826michigan After School Writing Lab, Storytimes, Read to Bambi
 - Adult: WISD Cultural Arts Program, Canva 101, Meditation, Breastfeeding Support & Childbirth Education, Jimmie Wilson, Jr. Coffee Hour, Banned Book Club, Sew Social, Get Your Credit Right, Facebook 101, Ypsi Writes Journaling

Dear LIBRARY STAFF
THANK YOU FOR EVERYTHING YOU DO
THANK YOU FOR PRINTING SHEETS OUT
THANK YOU FOR BEING THERE TO TALK TO
WHEN I NEED SOMEONE TO TALK TO

Thank you for providing such an awesome place to learn every week! Looking forward to another year of learning.

Building & Grounds

- Our newly-acquired art was installed in December. If you haven't been by to see it, stop by and take a look. It is gorgeous and vibrant.



Whittaker Road-Adult Services Board Report: Jan 2025

Here is a listing of Jan programs:

Thursday AM Book Group

Google Calendar - Basics

Microsoft Word – Basics

Mahjong Meetup (3 Meetups)

Read it and Eat it - Cookbook Club

Knitting Plus (5 Meetups)

Genealogy and Family History Bunch

Computer Basics - Getting Started

Moving For Better Balance with the Ann Arbor YMCA (4 Meetups)

Google Docs for Beginners

Crochet Club

Small Business Savvy: "Smarketing" (Marketing/Sales) - Consumer Marketing in a Digital Age

Microsoft Excel – Basics

Board Game Meet Up

Telling and Writing Your Own Stories, and Why It's Important

Jazz, Spirituals and Civil Rights Concert

Microsoft PowerPoint – Basics

Science Fiction Book Club

Internet Basics - How to Search the Web

MICHIGAN WORKS! Southeast Community Outreach

Google Docs Tips & Tricks

Ypsilanti Euchre Club - Pick it up!

Microsoft Excel – Intermediate

Writer Open Mic Night at Corner Brewery

Digital Literacy Tutoring with Washtenaw Literacy (3 Sessions)

Google Slides for Beginners

Writers Room & Drop-in Consulting

Microsoft Word – Intermediate

Community Scanning Day: Digitize your Family History!

Vega Discover – Basics

Google Sheets for Beginners

Classic Heist Movies - How to Steal a Million (1966)

Small Business Savvy - Podcasts: An All-Purpose Marketing Strategy

Microsoft Excel – Pivot Tables (Intermediate)

How to Host a Zoom Meeting (Adult-Virtual)

Elevating Your Writing Craft - Session 3 - Description and Details

Virtual African American Authors Book Discussion Group

Google Sheets Tips & Tricks

Microsoft Word – Tips, Tricks, and Hacks

Programs are going well so far in 2025. Brett has had good attendance at his Board Game and Euchre Club nights, Robert's Crochet Club members want to meet more, and Nicole's new Read It and Eat it Cookbook Club was totally full at the first meeting. All staff are now scheduling programs for our next programming season (March-May 2025). We are using a new product tied to our new ILS system for booking and creating events; all staff has had training in using the new system and we thank Sam for his patience as we learn how to use it!

We have been very busy scheduling AARP tax help appointments; we started taking calls on January 2 and have had calls every day since then. The service begins in February at all 3 locations. We have been working with our AARP tax help coordinators to make sure things run smoothly this year. Nicole and Brett have been fast learners on scheduling appointments.

All staff is scheduled to attend a presentation by YDL's Social Work Interns to better understand what services they are offering so we can refer patrons as needed. Having them at YDL is a great way for us to get patrons who need help to those with the expertise to make connections with community resources.

Brett is working on a new local history preservation opportunity. We are going to apply for a slot in the 2025 Community Webs Michigan Cohort, to work with the Palm Leaf Club, a local African American civic organization. If our project is selected, Brett would work with Palm Leaf Club members to help preserve/digitize some of their materials. The stated goals of the Community Webs projects are: building community history digital collections, particularly collections documenting groups traditionally under-represented in the historical record, through web archiving, community archiving, and digital preservation. This support includes free technical services, training, professional development and the opportunity to join a growing network of community-focused memory organizations doing similar work.

We're hopeful we will get a slot. We're grateful to YDL Board Trustee Pat Horne McGee for her suggestion to work with the Palm Leaf Club and for connecting Brett with club members.

Brett and Mani (from YDL-Michigan Avenue) are also teaming up to offer two Community Scanning events, where people can bring in their family documents and photos and scan them to create a digital copy. We were able to borrow equipment from the Library of Michigan to make this happen and hope that down the road, events like this will lead to additional opportunities to receive and store additional local history for our collection.

-Submitted by Paula Drummond Jan 15, 2025

Whittaker Youth Services Board Report January 2025

Programs

Little Ones

- Storytime attendance tends to drop around the holidays, so it's a good time for a planning break. During the break, we offered other options.
 - Saturday morning Music Together workshop attended by 78
 - Sensory Stations focusing on the ABCs curated by Liz attended by 68
 - Doodles Academy storytime where participants made lanterns attended by 55
 - Monday morning Kinderconcerts in January attended by 147

Kids and Parents

- **After School** meetups were on break for a month as well.
 - Liz wrapped up her fall Graphic Novel Book Club, then started up again this week with the latest *Dog Man* graphic novel.
 - For After School STEM, I got out Legos and the Lego Spike sets for two weeks in December. Jaclyn is currently offering a snack science series.
 - Chess Club concluded the semester with a small party featuring chessmen cookies that was attended by 35. Sessions started again last week.
- **Winter Break** We offered five programs over Winter Break with attendance averaging 35 per session. Psyche offered a cocoa and crafts meetup for tweens. Family STEM sessions included hands-on relaxation themed projects featuring mini Zen gardens and sensory bottles with Ulana; Lego screen printing with Jaclyn; lantern-making with tessellation art hosted by Doodles Academy; and winter animal habitats hosted by Panda STEM.
- **Reading with Kittens** In December, Last Day Dog Rescue brought rescue kittens to the community room. We provided books for families to read aloud to kittens. It was popular, with 45 attendees and a few tears shed when kids couldn't take the kittens home.

Teens

- **Saturday Cooking Workshops** In December, 11 teens made jars of layered cocoa mix and cocoa bombs to use at home at Cocoa to Go. 14 teens made mochi at the January workshop. Upcoming TAG-planned cooking topics include cookie decorating, pizza from scratch, and samosas that can be cooked at home during Ramadan.
- **TAG** The fall semester ended with a pizza party attended by almost all TAG members. They represent six in-person high schools, two online programs, and the homeschool community, bringing a wide variety of perspectives to the team.

Other Work

- **Around the department**
 - Play spaces were refreshed in December. Jaclyn created a Let's Play Astronaut space. Marlena added emotions Duplos to the Legos area. Ulana put out sea creature puppets. I used supplies from the Urban Design series for city-building STEM play. Jaclyn and Liz redid the crazy walk. Liz added birds and snowflakes to the portal for a wintery feel.
 - Ulana's holiday book displays covered all the winter holidays and currently showcase the MLK Jr. and Lunar New Year books. Marlena curated a very popular Snow display and Jaclyn pulled together New Beginnings themed books for the new year.
 - Liz finished the dollhouse and Jim and Patrick helped secure chimneys and weight the bottom so it won't fall over. It's been very popular! See before and after photos here.
- **Tours** A Spanish language Mom Power group from WISD visited Liz's Sensory Stations and took a tour of the department with Jaclyn in December.
- **Winter Challenge** 115 kids earned a free book in the Winter Challenge.
- **Grants**
 - **Toyota Project STEM @ YDL** After getting input from Youth staff, Mary and I reviewed ideas and started ordering STEM tools and equipment. We met this week with the full team to talk about next year's budget and application.
 - **Believe in Reading** In December, I wrote a grant for Summer Challenge books that Chris reviewed and submitted.

Submitted by Jodi Krahnke January 15, 2025



New Business

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 1/2/25

Re: Resolution to authorize new signers with financial institutions

Three Board members and the Library Director are signers on most of YDL's bank accounts. The Treasurer is always one of them. Typically we have used the Board President and Secretary as our additional signers.

The attached resolution will authorize new signers with Bank of Ann Arbor, where our main checking account is held. Following the Board meeting we will request the new signers stay to fill out the remaining paperwork and make a copy of each person's driver's license for the bank. I will work with the new officers to update the signers at our other financial institutions over the next few weeks.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-2

January 22, 2025

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

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

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

1. YDL Director: Lisa Hoenig
2. YDL Board of Trustees Treasurer: _____
3. YDL Board of Trustees President: _____
4. YDL Board of Trustees Secretary: _____

Two signatures are required for any financial transaction. Signature may be by facsimile. This resolution supersedes any previous such resolution.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Resolution of Lodge, Association or Other Similar Organization

By:

Bank of Ann Arbor
7 W. Michigan Avenue
Ypsilanti, MI 48197

Ypsilanti District Library
5577 Whittaker Road
Ypsilanti, MI 48197

Referred to in this document as "Financial Institution"

Referred to in this document as "Association"

I, _____, certify that I am Secretary (clerk) of the above named association organized under the laws of the State of Michigan _____, Federal Employer I.D. Number 38-2462745 _____, and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Association duly and properly called and held on January 22, 2025 _____ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

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

Name and Title or Position	Signature	Facsimile Signature <i>(if used)</i>
A. Lisa Hoenig Director _____	X _____	X _____
B. _____ President _____	X _____	X _____
C. _____ Treasurer _____	X _____	X _____
D. _____ Secretary _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

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

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

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

Resolutions

The Association named on this resolution resolves that,

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

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

Effect on Previous Resolutions. This resolution supersedes resolution dated February, 2023 . If not completed, all resolutions remain in effect.

Certification of Authority

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

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

(Secretary)

(Attest by Other Officer)

(Attest by Other Officer)

For Financial Institution Use Only	
Acknowledged and received on _____	(date) by _____ (initials)
<input type="checkbox"/> This resolution is superseded by resolution dated _____ .	
Comments: 	

To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 1/15/2025

Re: Approval of not-to-exceed budget for 2025 Whittaker renovation projects

At the November meeting the Board approved a proposal for architectural design services from Daniels & Zermack Architects for renovations to the Whittaker Café space and Story Room. A Whittaker Renovations committee was appointed to authorize related matters as needed until the January meeting.

We've made a few steps forward in the intervening time. First, the Committee approved a proposal to engage O'Neal Construction for construction management services on these projects at an estimated general conditions cost of \$71,603. Second, we have held several meetings with Daniels & Zermack to solidify design concepts we believe will be much appreciated by patrons. Dan Whisler will present these at our January meeting, prior to this agenda item.

Because the timeline is tight to finalize design documents, solicit and award bids, and mobilize subcontractors to start on the Story Room in time to finish before the Summer Challenge, I would like to request approval of a not-to-exceed budget for these projects now. The goal is to award bids by March 20th and have subcontractors begin to mobilize by March 31st. The Board's March meeting is proposed for March 26th, which would make timing extremely tight. Our hope is that bids will come in under the current estimate. Should that not be the case, we would bring bids from trades that won't need to mobilize until later in the project for your consideration at the March meeting.

The not-to-exceed budget request below includes interior design fees, furnishings, and equipment, as some of the items we select may have long lead times (Café space \$63,450 + Story Room \$51,853 = \$115,303). It also includes the O'Neal general conditions costs, which were approved by the committee in December – it will be cleanest to have everything O'Neal will invoice included in this resolution.

My request does *not* include architectural fees (Board approved in November) or technology, which will come from YDL's Automation and Technology budget. See the attached estimates of probable costs prepared by Daniels & Zermack for the precise breakdowns. The estimates include a healthy owner's contingency for the Café area because the design is still being finalized.

I request the Board approve a not-to-exceed budget for the above referenced renovation projects of \$628,923 (Café space \$270,287 + Story Room \$358,636), to come from the Capital Asset Replacement Fund.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-4

January 22, 2025

RESOLUTION TO APPROVE A NOT-TO-EXCEED BUDGET FOR PLANNED
RENOVATIONS AT WHITTAKER ROAD

Whereas, the Ypsilanti District Library plans to renovate the Story Room and the Café space at the Whittaker Road library in 2025, and

Whereas, Daniels & Zermack Architects and O’Neal Construction have been engaged to work on these projects, and

Whereas, the Architect has provided a preliminary budget estimate, and

Whereas, the desire to complete the Story Room renovation prior to the Summer Challenge demands a very tight timeline for finalizing design documents and soliciting and awarding bids, and

Whereas, it is recommended a not-to-exceed budget be approved at this time in order to keep to the schedule outlined, Now Therefore,

THE YPSILANTI DISTRICT LIBRARY BOARD RESOLVES to approve using Capital Asset Replacement Fund monies in an amount not to exceed \$628,923 for renovations to the YDL-Whittaker Café space and Story Room.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

Miscellaneous Small Projects -- Whitaker Branch Café to Lounge Renovation Ypsilanti District Library

Prepared by Daniels and Zermack Architects

January 16, 2025

Cost/sf

Library Renovation Construction								
First Floor Area		504	sq.ft. x	\$	-	\$	-	
	Total Area	504	sq.ft.					
SUBTOTAL Building							\$	-
<i>Conceptual Construction Budget, including General Conditions, CM fee, 15% construction contingency, 0% estimating contingency at Conceptual stage, and 0% escalation factor to 2025 construction start, as prepared by O'Neal Construction dated 10.08.2024</i>							\$	151,437
SUBTOTAL CONSTRUCTION (CONSTRUCTION TARGET)							\$	151,437
Owner's Contingency - to allow for minor program changes due to changes in staff, services, policy etc.				30.00%	\$	45,400		
TOTAL CONSTRUCTION BUDGET							\$	196,837

Basic Professional Design Services								
Schematic Design - Construction Administration		20.0%	x	\$	166,537	\$	33,220	
Ligthing consultant						\$	7,020	
Estimated Reimbursable expenses				10.0%	\$	3,320		
TOTAL OF PROFESSIONAL DESIGN FEES							\$	43,560

	exist	new						
Technology (PC's, printers, other peripherals) - Public stations	-	PCs @	\$	800	\$	-		
Technology (PC's, printers, other peripherals) - laptops for training	-	PCs @	\$	1,200	\$	-		
Technology (PC's, printers, other peripherals) - OPAC stations	-	PCs @	\$	1,000	\$	-		
Technology (PC's, printers, other peripherals) - Staff stations	-	PCs @	\$	800	\$	-		
Technology (PC's, printers, other peripherals) - LCD panel ILO projection at conferecne room	-	LCD @	\$	3,500	\$	-		
Technology (server, network devices, wireless)		allow			\$	-		
Technology (wiring)		4 runs @	\$	350	\$	1,400		
Technology (fiber backbone)		allow			\$	-		
Technology (fiber optic connection, if available nearby)		allow	\$	-	\$	-		
Signage, digital (flat panel display)	-	allow	\$	3,500	\$	-	ex. Relocated	
Audio/visual System for Meeting Room (one for full room)	-	unit@	\$	25,000	\$	-		
Audio/Visual equipment for Story Room/multi-purpose room	-	cart@	\$	5,000	\$	-		
Public Address system (omitted, use phone system)	-	sq.ft. x	\$	0.50	\$	-		
Distance Learning/Teleconferencing equipment cart-based	-	cart@	\$	20,000	\$	-		
Building Security, incl cameras	-	sq.ft. x	\$	1.00	\$	-		
Material theft system, antenna/gates (single aisle 15k, dual aisle 19k)	-	unit@	\$	19,000	\$	-		
Automated Circulation System and interface software					\$	-		
RFID circulation system, equipment and software		allow			\$	-		
Tag materials for RFID circulation system	-	items@	\$	0.20	\$	-		
Self check units	-	units@	\$	12,500	\$	-		
Telecommunications Systems		allow			\$	-		
SUBTOTAL							\$	1,400
Historic Escalation - labor only	-	yrs. @	2.5%		\$	-		
SUBTOTAL BID (BID TARGET)							\$	1,400
Installation Contingency - allow for unforeseen installation issues				0.0%	\$	-		
Owner's Contingency - to allow for minor program changes				5%	\$	100	\$ 3	
TOTAL OF TECHNOLOGY BUDGET							\$	1,500

Furniture, Furnishings	504	sq.ft. x	allow	\$	46,750		
Equipment - copiers, fax, laminators, kitchen equipment and appliances.							
	-	sq.ft. x	\$	-	\$	-	Vending by others

After Hours Pick up Lockers (\$14k initial, \$8.5k adder)	-	unit@	\$	14,000	\$	-	
Automatic Materials Handling - simple 3 bin sorting system w/ staff induction	-	allow	\$	75,000	\$	-	
Materials handling conveyor, extension from AMH	-	lf x	\$	550	\$	-	
RFID 3M C-series book return units	-	unit@	\$	5,500	\$	-	
Building Maintenance Equipment - <i>building maint., ladders, vacuum, scrubber,</i>	-	sq.ft. x	\$	1.00	\$	-	
Interior Signage, non digital	-	sq.ft. x	\$	1.25	\$	-	
Exterior Signage, (building mounted)	-	allow	\$	15,000	\$	-	
Thematic element at youth	-	allow	\$	20,000	\$	-	
Graphic Art	-	sq.ft. x	\$	0.50	\$	-	
Public Art (1% of Construction Cost)	-	allow				-	
SUBTOTAL					\$	46,750	
Owner's Contingency - <i>to allow for minor program changes</i>				5%	\$	2,000	
Production Contingency - <i>allow for unforeseen production issues</i>				0.0%	\$	-	
Historic Escalation -	-	yrs. @		2.5%	\$	-	\$ 97
TOTAL OF INTERIORS BUDGET					\$	48,750	
Interiors Fees	105	hours x ave rate	\$	140.00		14,700	
Other Owner Costs (<i>moving, storage, printing, shipping, surveys, soil investigations, construction testing, legal fees, builders risk insurance, advertising, additional professional services, specialty consultants, e.g., AV, technology, security</i>)				modest	\$	10,000	\$ 20
TOTAL OF OWNERS OTHER COSTS BUDGET					\$	10,000	\$ 626
GRAND TOTAL PROJECT BUDGET in year 2025 \$'s (bid / construction start)					\$	315,347	

Miscellaneous Small Projects -- Whitaker Branch Story Room Renovation

Ypsilanti District Library

Prepared by Daniels and Zermack Architects

January 16, 2025

Cost/sf

Library Renovation Construction							
First Floor Area		420	sq.ft. x	\$	-	\$	-
	Total Area	420	sq.ft.				
SUBTOTAL Building						\$	-
<i>Conceptual Construction Budget, including General Conditions, CM fee, 15% construction contingency, 0% estimating contingency at Conceptual stage, and 0% escalation factor to 2025 construction start, as prepared by O'Neal Construction dated 10.08.2024</i>						\$	269,783
SUBTOTAL CONSTRUCTION (CONSTRUCTION TARGET)						\$	269,783
Owner's Contingency - to allow for minor program changes due to changes in staff, services, policy etc.				10.00%	\$	27,000	
TOTAL CONSTRUCTION BUDGET						\$	296,783

Basic Professional Design Services							
Schematic Design - Construction Administration		18.9%	x	\$	296,783	\$	56,090
Lighing consultant						\$	4,680
Estimated Reimbursable expenses				10.0%		\$	5,610
TOTAL OF PROFESSIONAL DESIGN FEES						\$	66,380

	exist	new					
Technology (PC's, printers, other peripherals) - Public stations	-	PCs @	\$	800	\$	-	
Technology (PC's, printers, other peripherals) - laptops for training	-	PCs @	\$	1,200	\$	-	
Technology (PC's, printers, other peripherals) - OPAC stations	-	PCs @	\$	1,000	\$	-	
Technology (PC's, printers, other peripherals) - Staff stations	-	PCs @	\$	800	\$	-	
Technology (PC's, printers, other peripherals) - LCD panel ILO projection at conferecne room	-	LCD @	\$	3,500	\$	-	
Technology (server, network devices, wireless)		allow			\$	-	
Technology (wiring)	4	runs @	\$	350	\$	1,400	
Technology (fiber backbone)		allow			\$	-	
Technology (fiber optic connection, if available nearby)		allow	\$	-	\$	-	
digital flat panel display -- 98" diagonal	1	allow	\$	8,500	\$	8,500	YDL spec
Audio/visual System for Meeting Room (one for full room)	-	unit@	\$	25,000	\$	-	
Audio/visual equipment for Story Room/multi-purpose room	-	cart@	\$	5,000	\$	-	
Public Address system (omitted, use phone system)	-	sq.ft. x	\$	0.50	\$	-	
Distance Learning/Teleconferencing equipment cart-based	-	cart@	\$	20,000	\$	-	
Building Security, incl cameras	-	sq.ft. x	\$	1.00	\$	-	
Material theft system, antenna/gates (single aisle 15k, dual aisle 19k)	-	unit@	\$	19,000	\$	-	
Automated Circulation System and interface software					\$	-	
RFID circulation system, equipment and software		allow			\$	-	
Tag materials for RFID circulation system	-	items@	\$	0.20	\$	-	
Self check units	-	units@	\$	12,500	\$	-	
Telecommunications Systems		allow			\$	-	
SUBTOTAL					\$	9,900	
Historic Escalation - labor only	-	yrs. @	2.5%		\$	-	
SUBTOTAL BID (BID TARGET)					\$	9,900	
Installation Contingency - allow for unforeseen installation issues			0.0%		\$	-	
Owner's Contingency - to allow for minor program changes			5%		\$	500	
TOTAL OF TECHNOLOGY BUDGET						\$	10,400

Furniture, Furnishings	420	sq.ft. x	allow	\$	42,013	
Equipment - copiers, fax, laminators, kitchen equipment and appliances.	-	sq.ft. x	\$	-	\$	-

After Hours Pick up Lockers (\$14k initial, \$8.5k adder)	- unit@	\$ 14,000	\$ -	
Automatic Materials Handling - simple 3 bin sorting system w/ staff induction	- allow	\$ 75,000	\$ -	
Materials handling conveyor, extension from AMH	- lf x	\$ 550	\$ -	
RFID 3M C-series book return units	- unit@	\$ 5,500	\$ -	
Building Maintenance Equipment - <i>building maint., ladders, vacuum, scrubber,</i>	- sq.ft. x	\$ 1.00	\$ -	
Interior Signage, non digital	- sq.ft. x	\$ 1.25	\$ -	
Exterior Signage, (building mounted)	- allow	\$ 15,000	\$ -	
Thematic element at youth	- allow	\$ 20,000	\$ -	
Graphic Art	- sq.ft. x	\$ 0.50	\$ -	
Public Art (1% of Construction Cost)	- allow		\$ -	
SUBTOTAL			\$ 42,013	
Owner's Contingency - <i>to allow for minor program changes</i>		5%	\$ 2,000	
Production Contingency - <i>allow for unforeseen production issues</i>		0.0%	\$ -	
Historic Escalation -	- yrs. @	2.5%	\$ -	\$ 105
TOTAL OF INTERIORS BUDGET			\$ 44,013	
Interiors Fees	hours x 56 ave rate	\$ 140.00	7,840	
Other Owner Costs (<i>moving, storage, printing, shipping, surveys, soil investigations, construction testing, legal fees, builders risk insurance, advertising, additional professional services, specialty consultants, e.g., AV, technology, security</i>)		modest	\$ 10,000	\$ 24
TOTAL OF OWNERS OTHER COSTS BUDGET			\$ 10,000	
GRAND TOTAL PROJECT BUDGET <i>in year 2025 \$'s (bid / construction start)</i>			\$ 435,416	\$ 1,037