



2025 Information Packet



Wednesday,
February 26, 2025
6:30pm
YDL-Whittaker



Ypsilanti District Library
YDL Board Meeting, February 26, 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 ○ Bethany Kennedy ○ Theresa M. Maddix ○ Patricia Horne McGee ○ Brian Steimel ○ Chris Tebbens ○ Jean Winborn ○			
Approval of the Agenda	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Public Comment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Introduction of New Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation of 2024 FY Audit: Joe Verlin, CPA, CGFM, Gabridge & Co.			
Consent Agenda			
A. Proposed Minutes from January 22, 2025, Regular meeting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. January 2025 Financials and Check Register	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Communications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Committee Reports			
A. Facilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
B. Michigan Avenue Building	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
C. Friends of the Library	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
D. Fundraising	<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			
A. Committee appointments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Business			
A. Acceptance of FY 2023-2024 Audit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B. Resolution to designate fund balance for capital improvements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
C. Resolution to honor Joy Cichewicz	<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"/>

**Minutes
of
Previous
Meeting**

Ypsilanti District Library
Board of Trustees Meeting
Minutes, January 22, 2025 (Unapproved)

CALL TO ORDER

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

ATTENDANCE

Trustees Present: Bethany Kennedy, Teresa M. Maddix, Brian Steimel, Jean Winborn, and Chris Tebbens formed a quorum. Patricia Horne McGee was absent. Kristy Cooper arrived at 6:33pm.

Also present: Director Lisa Hoenig, Assistant Director Julianne Smith, Business Office Manager Andrew Hamilton, as well as Dan Whisler of Daniels & Zermack Architects.

NEW TRUSTEE SWEARING-IN

Chris Tebbens was sworn in as a Trustee.

APPROVAL OF THE AGENDA

Trustee Winborn moved to approve the agenda and Trustee Steimel supported this motion.

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

PUBLIC COMMENT

Laresha Thornton, Ypsilanti Township Trustee, offered congratulations to Chris Tebbens on obtaining his seat on the Board. She also advised the Board she looked forward to working with them over the next four years.

Malik McCullough offered words of congratulations and support to Chris Tebbens.

Erika Tebbens also offered words of congratulations and support to Chris Tebbens. She spoke about his choice to canvas for the seat, as well as the experiences he had while doing so. She closed by stating her gratitude at having an amazing library system and the ability for us all to be a part of it.

ANNUAL MEETING

Election of Officers:

President Kennedy opened the floor for the nominations of officers. Director Hoenig advised of the need to elect all four officers as this is an annual task. She also stated the current Treasurer is term-limited and the previous Vice President is no longer a Board member. President Kennedy asked if there were any interested individuals in any particular order who are willing to serve. Chris Tebbens volunteered for the Treasurer's office, and President Kennedy confirmed there were no challengers. Trustee Steimel asked President Kennedy if she was willing to serve again, and she was amiable to that as long as there were no challengers. There were none. Trustee Winborn inquired of Trustee Cooper if she like to run for the Vice President's office, and she advised she would be willing but she wished to serve her second term as Secretary. Trustee Maddix asked Trustee Steimel if he was interested in the Vice-President's office, and he was willing to serve.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, January 22, 2025 (Unapproved)

President Kennedy then advised the slate of nominations for the positions would be as follows, unless there were any challengers:

President – Bethany Kennedy
Vice-President – Brian Steimel
Treasurer – Chris Tebbens
Secretary – Kristy Cooper

Trustee Winborn moved to elect the officers via the slate for the 2025 Board Positions, and Trustee Steimel seconded this motion.

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

APPROVAL OF 2025 BOARD MEETING DATES

Trustee Cooper moved to approve the 2025 Schedule of Library Board Meetings. Trustee Winborn seconded this motion. Notice enclosed.

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

YDL 2025 BOARD COMMITTEES

Trustee Winborn moved to table the 2025 Committee Appointments until the February Board Meeting. Trustee Maddix supported this motion.

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

PRESENTATION

Dan Whisler of Daniels & Zermack Architects provided a presentation on the proposed Whittaker Road Renovation project designs. Dan showed the Board conceptual drawings and possible features, materials and furnishings for the two proposed project renovations of the café space as well as the story time room. Trustees asked questions of Mr. Whisler concerning the timeline of construction, disturbance to operations, as well as security enhancements of the renovations.

CONSENT AGENDA

Trustee Winborn moved to approve consent agenda (November 20, 2024 Budget Hearing and Regular meeting minutes and November and December 2024 Financials and Check Registers). Trustee Maddix supported this motion.

Ypsilanti District Library
Board of Trustees Meeting
Minutes, January 22, 2025 (Unapproved)

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

COMMUNICATION

Director Hoenig reviewed the award letter for the Washtenaw County Community Mental Health grant with the Board. She stated she has since signed off on the actual contract but that we are currently waiting on the counter-signed document to be delivered any day. She also briefly discussed the retirement of the Ypsilanti Chief of Police as well as the goals of the Senior Millage for Washtenaw County. Finally, Director Hoenig addressed the sudden passing of former Washtenaw County Treasurer Catherine McClary.

COMMITTEE REPORTS

Facilities Committee – Director Hoenig advised most of the resolutions are briefly paused due to the winter season. However, the resolutions with current activity are mostly at Michigan Avenue and dealing with the construction and remediation of that space. She detailed some of the obstacles left to complete construction at Michigan Avenue, such as the vestibule. The Director and Trustees discussed at length the current obstacles that remain before the location may reopen to the public, as well as the processes and learning experiences from this specific project.

Fundraising Committee – Director Hoenig will bring information regarding last year’s annual report mailing to the next Board meeting.

Friends of the Library – Trustee Steimel advised that the annual and regular meeting is scheduled for Monday, January 27, 2025, at 4pm. He stated that all members are welcomed and encouraged to attend.

Michigan Avenue Building Committee – see Facilities Committee report above.

Whittaker Renovations Committee – Director Hoenig reiterated from her January 15, 2025, memo found later in this packet that the Committee approved a proposal to engage O’Neal Construction for the construction management services and the estimated general conditions cost for the projects. She looks forward to working with O’Neal again.

REPORT OF THE LIBRARY DIRECTOR

Director Hoenig spoke about the current state of excitement in regards to the newly awarded social work grant. The job opening for the LMSW has been posted and it has already received numerous qualified applications. She also detailed the activities of our two EMU Social Work Student Interns, including give-away kits for patrons in need, sourced from the grant they were awarded. She also highlighted the flyer created by the two interns advertising the services. Director Hoenig briefly discussed the completion of the audit fieldwork with YDL’s new auditing firm, Gabridge & Co., and expressed her interest in seeing the audit presentation next month with the Board. She also noted that the top candidate for the Michigan Avenue Branch Manager position has been identified and offered the position. The expectation is to complete her on-boarding in early-February. Director Hoenig also mentioned that the Superior Branch Manager, Mary Garboden, has turned in her resignation letter after

Ypsilanti District Library
Board of Trustees Meeting
Minutes, January 22, 2025 (Unapproved)

17 years. She expressed sadness in seeing Mary leave, but that we are very grateful for all her work during the construction and launch of the Superior location. Director Hoenig advised the Board that the library has been approached by Washtenaw ISD and Superior Parks & Recreation in regards to the grant awarded Washtenaw ISD to build a StoryWalk. The plan is to build this along the existing walking circuit at Fireman’s Park. The grant will pay for the installation, and the library would pay for the books that complete the project. Director Hoenig then advised the Board on the current state of affairs with the DTE claim. DTE has refused to settle and the litigation will move into the discovery phase. DTE has retained outside counsel, and both legal representations have agreed to a set of steps with a time-bound process. Director Hoenig then discussed a recent interaction with an elected Augusta Township Trustee who is wondering if the Ypsilanti District Library would sign-up for the MLibrary Card program. Director Hoenig discussed the obstacles to proceeding but offered to discuss options with the Augusta Township trustee. Director Hoenig inquired if one or more of the Board members would join her in meeting with this Augusta Township Trustee in the future, and Trustee Winborn agreed to do so. Director Hoenig briefly mentioned the update to the library acronyms, as well as the quarterly report for the strategic plan and a quarterly report for the Fund Balance forecast. She advised that the Board will be evaluating and voting on an assignment of a portion of that Fund Balance to Capital Improvement in the near future. Director Hoenig also brought up the recent changes to the statistical dashboard and the addition of a comparison between time periods. In response to an inquiry from Trustee Steimel regarding statistics and their presentation, Assistant Director Smith closed the Director’s Report by providing an overview of LibraryIQ. She advised that LibraryIQ is an analytics platform that will deliver easy-to-use and insightful analyzations of various data points. As this product was recently authorized and purchased, a full year’s worth of data needs to be uploaded, but that by November 2025 the Board should have these reports and comparisons.

OLD BUSINESS

None

NEW BUSINESS

- A. Resolutions to authorize new signers for YDL with financial institutions

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

Ypsilanti District Library
Board of Trustees Meeting
Minutes, January 22, 2025 (Unapproved)

2. YDL Board of Trustees Treasurer: Chris Tebbens
3. YDL Board of Trustees President: Bethany Kennedy
4. YDL Board of Trustees Secretary: Kristy Cooper

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

OFFERED BY: Trustee Maddix

SUPPORTED BY: Trustee Winborn

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

Trustee Steimel moved to accept Resolution 2025-3 Bank of Ann Arbors' Resolution of Lodge, Association or Other Similar Organization signature changes as written in the form. Trustee Winborn seconded this motion. (Resolution 2025-3 appended at the end of the minutes.)

OFFERED BY: Trustee Steimel

SUPPORTED BY: Trustee Winborn

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

- B. Approval of not-to-exceed budget for 2025 Whittaker Road renovation projects

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,

Ypsilanti District Library
Board of Trustees Meeting
Minutes, January 22, 2025 (Unapproved)

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: Trustee Tebbens

SUPPORTED BY: Trustee Winborn

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

BOARD MEMBER COMMENTS

Trustee	Comment
Trustee Cooper	She is excited for the new Michigan Avenue Branch Manager to be onboarded and thinks she will be fantastic for Michigan Avenue.
Trustee Steimel	He said he took advantage of the "Family History Scanning" program and he felt they did a wonderful job. He really appreciates all the programs that the library offers.
Trustee Winborn	She thanked the library staff for doing a wonderful job. She also expressed how much she will miss both Mary and Joy after their departure.
Trustee Maddix	She stated she will miss Mary and hopes she will still stay involved with the library as a patron. She also appreciates the lead time Mary is allowing the library to find a new leader for that branch. She also wanted to thank Toyota for renewing the STEM grant, as it really enriches our programs and helps us continue to be the leaders in providing quality STEM programming.
Trustee Tebbens	He spoke about how happy to join the Board and thank you to his fellow trustees for welcoming him. Thanked Director Hoenig for the orientation day. He felt it was great to receive so much history about the various areas as well as to meet the staff at the different branches. He is looking forward to this year.
Trustee Kennedy	No Comment
Trustee Horne McGee	Absent

ADJOURNMENT

Trustee Winborn moved to adjourn at 7:41 p.m. Trustee Tebbens seconded this motion.

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

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

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

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: 	

Financial Report

**Ypsilanti District Library
Balance Sheet
January 31, 2025
General Fund**

	FYE 11/30/20 ACTUAL	FYE 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FYTD 1/31/2025	Current FYTD Variance from 11/30/24
Assets:							
Total Cash & Cash Equivalents	2,940,888	3,413,908	3,497,836	4,132,885	3,709,186	5,564,745	1,855,559
Receivables & Other assets	98,153	84,370	108,670	89,635	249,535	76,214	(173,321)
Total Assets	3,039,041	3,498,278	3,606,506	4,222,520	3,958,721	5,640,959	1,682,238
Liabilities							
	85,577	313,638	344,511	1,160,956	315,649	81,861	(233,788)
Composition of Fund Balance							
Reserved:							
Yoder Memorial	3,252	3,252	3,252	3,252	3,252	3,252	0
Yates Memorial	3,357	3,357	3,357	3,357	3,357	3,357	0
Designated:							
Improvement Fund	352,434	352,434	352,434	-	-	-	0
Working Capital	500,000	500,000	500,000	500,000	500,000	500,000	0
Unreserved/Undesignated	272,195	1,753,090	1,852,576	2,907,407	2,554,937	3,136,463	581,526
Current Year Surplus(Deficit)	1,478,262	99,487	466,448	(352,452)	581,526	1,916,026	1,334,501
Total Fund Balance	2,609,500	2,711,620	3,178,067	3,061,564	3,643,072	5,559,098	1,916,026
Total Liabilities & Fund Balance	2,695,077	3,025,258	3,522,578	4,222,520	3,958,721	5,640,959	1,682,238

Ypsilanti District Library
Period Ending 1/31/25 (16.7% of Year)
General Fund

ACCT #	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	YTD 1/31/25 ACTUAL	REMAINING BUDGET	YTD AS A % OF BUDGET
Total Revenues	6,086,566	6,437,010	7,042,452	7,189,288	2,996,177	4,193,111	41.7%
Expenditures							
Dept 100 Administrative	2,357,850	2,799,845	3,088,772	3,410,146	626,377	2,783,769	18.4%
Dept 200 Michigan Ave.	619,718	679,655	706,194	769,618	110,116	659,502	14.3%
Dept 300 Outreach	103,159	285,464	291,164	309,419	49,361	260,058	16.0%
Dept 400 Superior Township	230,011	482,563	573,703	555,088	82,496	472,592	14.9%
Dept 500 Whittaker Rd	1,156,232	1,266,793	1,240,498	1,428,548	207,656	1,220,892	14.5%
Dept 600 Donations	52,305	79,576	44,096	-	4,143	(4,143)	NA
Dept 700 Grants	31,359	43,127	1,146	-	-	-	
Total	4,550,634	5,637,023	5,945,573	6,472,819	1,080,150	5,392,669	16.7%
Net Revenue Over Expenditures	1,535,932	799,987	1,096,878	716,469	1,916,026		
Sale of Assets	-	-	-	-	-		
Board Designation of Funds	(1,400,000)	(1,300,000)	(1,152,434)	-	-		
Fund balance - beginning of period	3,178,078	3,314,010	2,813,997	2,758,441	2,758,441		
Fund Balance - end of period	3,314,010	2,813,997	2,758,441	3,474,910	4,674,468		

**Ypsilanti District Library
General Fund
Period Ending 1/31/2025
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	YTD 1/31/25 ACTUAL	YTD AS A % OF BUDGET
Revenue							
403.000	Superior Township Tax Levy	998,342	1,076,710	1,150,986	1,213,810	580,113	47.8%
425.000	City of Ypsilanti Tax Levy	889,936	944,675	998,345	1,059,869	60,433	5.7%
425.075	PPT Reimbursement	27,533	33,869	51,006	20,000	0	0.0%
440.000	Ypsilanti Township Tax Levy	3,707,057	3,862,384	4,144,238	4,396,715	2,290,070	52.1%
441.000	Renaissance Zone Reimb	67,905	66,774	66,572	66,950	0	0.0%
443.000	State Aid Direct	43,256	44,630	44,916	44,847	0	0.0%
447.000	State Aid Indirect	43,254	44,630	44,916	44,847	0	0.0%
500.500	Operational Grant Revenue		10,000	56,711	30,000	4,620	15.4%
500.600	Talk Grant Revenue	41,774	45,554	88,715	0	0	NA
657.000	Circulation Services fee	6,777	7,195	4,426	4,000	628	15.7%
657.100	Smart Cards - Printing & Copies	22,883	33,006	31,101	30,000	5,351	17.8%
657.600	Proctor Fees	574	60	125	0	60	NA
661.000	Penal Fines County	83,080	69,569	79,549	74,500	0	0.0%
662.100	Community room rentals	1,250	2,250	3,425	2,650	525	19.8%
679.000	Donations/Misc.	2,045	12,872	2,993	2,500	6,096	243.8%
681.000	Donations Designated	0	0	530	0	0	NA
681.080	Donations/Memorials	7,736	4,629	0	600	0	0.0%
687.000	Interest/Checking	1,383	6,705	7,080	5,500	1,978	36.0%
687.010	Interest/Savings	3,154	54,301	37,273	35,000	53	0.2%
687.121	MI Class value change	0	3,033	150,230	140,000	25,616	18.3%
689.000	Dividends-MML	7,460	6,490	6,675	6,500	0	0.0%
690.000	Dividend Revenue Endowment	8,161	12,595	14,683	11,000	89	0.8%
Total Revenue		5,963,560	6,341,931	6,984,492	7,189,288	2,975,632	41.4%

**Ypsilanti District Library
General Fund
Period Ending 1/31/2025
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	YTD 1/31/25 ACTUAL	YTD AS A % OF BUDGET
Expenditures							
Dept 100 Administrative							
702.000	Salary Wages	758,009	860,334	980,882	1,035,921	172,617	16.7%
702.100	Professional/Accounting	8,700	10,340	11,075	11,500	2,525	22.0%
702.150	Bank Fees	2,494	2,807	3,705	3,630	784	21.6%
702.900	Salary/Subs	5,987	17,893	13,241	18,392	3,244	17.6%
705.000	Employee Recognition Awards	689	521	789	750	0	0.0%
710.000	Payroll Service	13,050	18,957	10,151	12,100	3,137	25.9%
715.000	Employer Payroll Tax	164,634	208,026	224,848	245,509	40,402	16.5%
715.100	ACA Taxes Paid by employer	555	644	518	1,190	0	0.0%
718.000	MERS Defined Contribution	99,768	108,527	130,468	147,339	10,805	7.3%
719.000	FSA Admin Fee	624	600	657	853	111	13.0%
727.000	Office Supplies	38,242	45,636	23,533	34,000	3,676	10.8%
727.200	Supplies-Facility	18,696	22,127	26,267	34,500	3,735	10.8%
752.000	MML/Building Insurance	74,515	77,332	86,565	91,651	0	0.0%
753.000	MML/Workers Comp	10,202	12,633	16,456	20,241	4,576	22.6%
754.000	Health Insurance	380,631	456,375	507,840	558,214	88,812	15.9%
755.000	PT Telemedicine	0	0	3,226	4,455	625	14.0%
756.000	Delta Dental	32,832	34,625	35,661	38,590	6,173	16.0%
758.000	Life Insurance	4,061	4,708	4,613	4,764	907	19.0%
759.000	Vision Service Plan	8,907	9,340	8,784	9,534	2,254	23.6%
762.000	STD/LTD (Disability Insurance)	12,301	18,396	19,661	19,740	4,244	21.5%
769.000	Printing & Publishing	18,779	24,323	23,525	23,850	1,145	4.8%
769.050	Classified Advertising	733	312	174	3,500	0	0.0%
774.050	Digital Collection	246,754	315,437	364,712	343,000	33,720	9.8%
774.100	Data Bases	28,073	32,458	33,979	50,000	11,972	23.9%
774.800	System Wide DVDs	61	220	0	0	0	NA
774.900	All Materials Processing	25,603	28,394	28,119	25,000	2,070	8.3%
774.950	Play Kits	2,975	4,735	4,680	0	0	NA
774.975	Library of Things	8,799	12,379	14,965	12,000	738	6.2%
801.000	Major Events	9,143	14,259	15,895	23,200	0	0.0%
801.500	Learning Never Gets Old	2,999	0	0	0	86	NA
802.000	Mileage/Travel Reimbursement	4,754	6,936	4,769	6,500	259	4.0%
804.000	Workshops/Training	3,613	7,003	5,323	9,500	260	2.7%
805.000	Memberships & Dues	5,603	6,661	6,093	6,750	1,024	15.2%
806.000	Talk Grant Expenses	40,362	21,750	61,215	0	0	NA
807.000	Operational Grant Expenditure		12,389	27,941	30,000	7,782	25.9%
810.000	Capital Outlay - Buildings	650	4,880	5,549	5,500	0	0.0%
810.100	Capital Outlay - Improvements	0	2,261	6,531	127,000	0	0.0%
811.100	Capital Outlay - Technology	0	59,118	43,625	12,500	27,993	223.9%
812.000	Capital Outlay - Furnishings	1,100	5,735	3,426	5,000	0	0.0%
840.010	Insurance Claim In Progress	-5,825	138	0	0	148,050	MA
850.000	Automation - Technology	110,254	134,299	116,588	202,000	16,838	8.3%
850.100	Telecommunications	7,003	11,111	5,579	8,241	5,945	72.1%
850.200	ILS Contract	64,631	63,125	47,867	57,368	0	0.0%
850.500	Software Subscription	35,693	42,936	39,319	32,685	8,115	24.8%
890.000	The Library Network	2,796	2,796	2,796	3,000	0	0.0%
928.000	Postage	18,912	20,240	21,206	25,039	1,000	4.0%
965.000	Auditing Service	8,100	8,325	8,550	18,390	0	0.0%
975.000	Legal	11,191	1,870	23,594	18,000	1,728	9.6%
975.500	Legal - Negotiations	7,620	0	0	8,500	0	0.0%
980.000	Professional/Contractual	54,649	37,007	49,866	34,950	9,016	25.8%
980.500	Branding Costs	894	3,195	3,619	5,000	0	0.0%
981.500	Lost Book Expense	1,646	3,431	1,834	5,300	77	1.5%
982.000	MTT Charge Back City	48	259	0	2,500	0	0.0%
983.000	MTT Charge Back TWP	3,873	878	4,394	5,000	-68	-1.4%
983.100	MTT Charge Back-Superior Twp	1,467	914	4,052	8,000	0	0.0%
984.050	Contributions/Endowment	0	250	50	0	0	NA
Total		2,357,850	2,799,845	3,088,772	3,410,146	626,377	18.4%

**Ypsilanti District Library
General Fund
Period Ending 1/31/2025
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	YTD 1/31/25 ACTUAL	YTD AS A % OF BUDGET
Dept 200 Michigan Ave.							
702.000	Salaries	423,056	473,988	469,503	522,133	87,972	16.8%
702.800	Salaries-Pages	4,784	6,611	10,061	10,383	2,350	22.6%
771.000	Adult Books & Processing	18,713	14,185	20,211	25,150	682	2.7%
772.000	Youth Books & Processing	16,552	11,280	12,675	15,900	490	3.1%
776.000	Periodicals - Adult	4,395	2,868	2,144	1,600	60	3.7%
776.050	Periodicals - Youth	0			4,000	0	0.0%
778.000	Adult Audio/Visual	4,852	3,481	4,248	6,600	68	1.0%
779.000	Youth Audio/Visual	2,743	901	1,916	2,100	25	1.2%
801.500	Learning Never Gets Old	0	1,250	968	1,250	0	0.0%
802.200	Parking	3,600	3,700	3,600	3,900	0	0.0%
810.000	Capital Outlay - Buildings	68,081	18,357	100,000	53,000	0	0.0%
812.000	Capital Outlay - Furnishings	0	4,510	0	2,000	0	0.0%
840.000	Repair & Maintenance - Building	17,990	32,249	25,148	22,900	8,067	35.2%
840.025	Campbell Maint Contract	12,672	13,204	14,800	14,800	3,700	25.0%
840.050	Snow Removal/ Lawn Care	7,778	12,097	8,340	17,980	2,900	16.1%
900.000	Programs-Adult	1,772	2,641	2,912	3,000	156	5.2%
901.000	Programs-Youth	606	2,531	2,206	2,500	0	0.0%
902.000	Art Purchases	0	0	0	20,000	0	0.0%
940.000	Phone	2,631	2,319	1,999	1,958	294	15.0%
943.000	Natural Gas	4,838	3,923	3,848	5,411	1,506	27.8%
947.000	DTE - Electric	18,797	20,935	15,529	24,192	1,497	6.2%
949.000	Ypsilanti Comm Utilities Auth	5,858	6,029	6,087	5,961	350	4.8%
980.000	Professional Contractual	0	42,596	0	2,900	0	0.0%
Total		619,718	679,655	706,194	769,618	110,116	14.3%
Dept 300 Outreach							
702.000	Salaries	77,276	233,500	268,398	279,692	46,936	16.8%
775.000	Library Materials	5,857	3,275	5,772	6,800	56	0.8%
801.500	Learning Never Gets Old	0	1,223	2,524	3,000	538	17.9%
811.000	Capital Outlay Vehicle	0	35,000	0	0	0	NA
840.000	Repair & Maintenance	13,986	8,376	7,566	12,130	1,111	9.2%
901.000	Programs			1,439	2,000	0	0.0%
943.000	Fuel	6,040	4,090	5,464	5,797	720	12.4%
Total		103,159	285,464	291,164	309,419	49,361	16.0%

**Ypsilanti District Library
General Fund
Period Ending 1/31/2025
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	YTD 1/31/25 ACTUAL	YTD AS A % OF BUDGET
Dept 400 Superior Township							
702.000	Salaries	211,331	353,232	382,524	392,451	66,365	16.9%
702.800	Salary/Pages	0	3,706	5,248	10,383	839	8.1%
771.000	Adult Books & Processing	0	14,935	14,738	18,000	68	0.4%
772.000	Youth Books & Processing	0	12,171	15,539	17,900	128	0.7%
774.950	Play Kits	0	0	0	1,600	165	10.3%
775.000	Library Materials	7,388	0	0	0	0	NA
776.000	Periodicals	0	1,290	663	1,300	0	0.0%
778.000	Audio/Visual	0	1,276	1,759	2,900	94	3.2%
801.500	Learning Never Gets Old	0	748	1,020	1,000	400	40.0%
810.000	Cap Outlay Building	0	2,381	51,286	6,400	0	0.0%
812.000	Cap Outlay Furnishings	0	0	2,165	0	0	NA
840.000	Repair & Maintenance	2,603	5,503	6,146	5,000	316	6.3%
840.025	Campbell Maint Contract	0	7,108	9,147	11,088	2,772	25.0%
840.050	Snow Removal & Lawn Care	2,980	26,505	22,570	20,016	3,960	19.8%
900.000	Programs - adult	267	502	1,540	1,500	873	58.2%
901.000	Programs - Youth	655	547	2,537	2,500	691	27.7%
902.000	Art Purchases		8,683	8,358	9,000	121	1.3%
940.000	Phone	782	2,041	2,155	2,108	371	17.6%
943.000	Natural Gas	1,097	2,722	2,740	3,418	2,020	59.1%
947.000	DTE - Electric	1,299	8,772	14,500	16,666	1,170	7.0%
949.000	Ypsilanti Comm Utilities Auth	1,609	6,681	4,228	4,058	43	1.1%
980.000	Professional/Contractual	0	23,760	24,840	27,800	2,100	7.6%
Total		230,011	482,563	573,703	555,088	82,496	14.9%

**Ypsilanti District Library
General Fund
Period Ending 1/31/2025
(16.7% of Year)**

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	Original FY 2024-2025 BUDGET	YTD 1/31/25 ACTUAL	YTD AS A % OF BUDGET
DEPT 500 WHITTAKER RD							
702.000	Salaries	749,625	798,216	788,402	893,195	146,392	16.4%
702.800	Salaries-Pages	28,923	31,782	24,774	38,938	4,661	12.0%
771.000	Adult Books	44,654	44,943	36,758	41,500	1,738	4.2%
772.000	Youth Books	29,974	29,767	35,544	40,500	664	1.6%
774.950	Play kits	0	0	0	1,600	70	4.4%
776.000	Periodicals - Adult	5,717	6,237	5,439	10,000	4,415	44.2%
776.050	Periodicals - Youth	617	722	624	800	0	0.0%
778.000	Adult Audio/Visual	8,739	7,498	9,864	10,600	366	3.5%
779.000	Youth Audio/Visual	4,157	3,081	2,991	4,800	45	0.9%
810.000	Cap Outlay Building	22,620	71,761	22,986	63,500	0	0.0%
840.000	Repair & Maintenance - Building	54,658	36,176	43,618	32,500	572	1.8%
840.025	Campbell Maint Contract	41,649	41,379	50,900	50,900	12,725	25.0%
840.050	Snow Removal/Lawn Care	18,348	34,465	32,365	31,309	7,300	23.3%
900.000	Programs - Adult	2,382	3,196	1,634	4,200	41	1.0%
901.000	Programs - Youth	6,647	12,837	13,005	13,000	3,323	25.6%
903.000	Equipment Maintenance	0	1,702	1,297	3,000	0	0.0%
940.000	Phone	5,277	4,916	5,146	5,035	882	17.5%
943.000	Natural Gas	31,451	24,868	31,394	31,680	18,621	58.8%
947.000	DTE - Electric	96,182	106,775	126,805	137,220	5,542	4.0%
949.000	Ypsilanti Comm Utilities Auth	4,612	6,472	6,953	6,271	298	4.8%
980.000	Professional/Contractual	0			8,000	0	0.0%
Total		1,156,232	1,266,793	1,240,498	1,428,548	207,656	14.5%
Dept 600 Donations							
Revenue:							
	Total Revenue	106,336	46,229	55,433			
	Total Donated revenue	106,336	46,229	55,433		20,545	NA
Expenditures:							
	Total Expenditures	52,305	79,576	44,096			
	Total Expenditures	52,305	79,576	44,096		4,143	NA
Dept 700 Grants							
Revenue							
	Total Grant Revenue	16,670	48,850	2,526			
	Total Revenue	16,670	48,850	2,526		0	NA
Expenditures							
	Total Expenditures	31,359	43,127	1,146			
	Total Expenditures	31,359	43,127	1,146		0	NA
Total	Net -- restricted for future	-14,689	5,723	1,380		0	NA
IMPROVEMENTS/Asset Sales							
685.000	Sale of assets					0	NA
810.100	Approved projects-Improvements fund						NA
850.100	Technology improvements						NA
Total Other Revenue		0	0	0		0	NA
Total Revenue		6,086,566	6,437,010	7,042,452	7,189,288	2,996,177	
Total Expenditures		4,550,634	5,637,023	5,945,573	6,472,819	1,080,150	16.7%
	Net Revenue Over Expenditures	1,535,932	799,987	1,096,878	716,469	1,916,026	
	Fund Balance Beginning of Year	3,178,078	3,414,010	3,061,563	3,643,089	3,643,089	
	Board Designation	-1,300,000	-1,152,434	-515,352	0	0	
	Ending Fund Balance	3,414,010	3,061,563	3,643,089	4,359,558	5,559,116	

**Ypsilanti District Library
Balance Sheet
January 31, 2025
Capital Asset Replacement Fund**

	FYE 11/30/20 ACTUAL	FYE 11/30/21 ACTUAL	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	FYTD 1/31/2025	Current FYTD Variance from 11/30/24
Assets:							
Cash and Current Assets	2,807,370	3,503,051	1,356,163	914,194	382,618	517,812	135,194
Total Assets	2,807,370	3,503,051	1,356,163	914,194	382,618	517,812	135,194
Liabilities	-	-	-	542,328	201,502	361,502	160,000
Fund Balance	2,665,015	3,489,597	887,932	371,866	181,116	156,310	(24,806)
Total Liabilities & Fund Balance	2,665,015	3,489,597	887,932	914,194	382,618	517,812	135,194

Ypsilanti District Library
 Capital Expenses
 Period Ending 1/31/25 (16.7% of Year)

ACCT #	ACCOUNT NAME	FY 11/30/22 ACTUAL	FY 11/30/23 ACTUAL	FY 11/30/24 ACTUAL	YTD 1/31/25 ACTUAL
Revenue					
400.683.800	Superior Library Designated	450,871	166,970	88,893	-
200.681.075	MA Designated Donation			35,600	
688.000	Interest	97	7,230	-	-
Other departments					
688.000	Interest	-	-	4,016	4,016
Total		450,968	174,200	128,508	4,016
	Transfer from Operating Fund	1,300,000	1,152,434	515,352	-
Expenditures					
Dept 200 Michigan Avenue Projects					
980.000	Prof/Contractual	97,989	66,927	451,423	5,179
	Subtotal	97,989	66,927	451,423	5,179
Dept 400 Superior Construction					
702.150	Bank Fees	1,503	570	360	60
752.500	Insurance - Bldrs Rsk	8,564	-	-	-
780.000	Opening Day Collection	194,247	7,319	-	-
801.000	Major Events	7,744	2,191	-	-
812.000	Capital Outlay - Eq/Furn	208,175	36,712	5,000	-
850.000	Automation - Technology	91,123	26,562	-	-
910.000	Site Development	-	-	-	-
943.000	Fuel/Natural Gas	1,482	-	-	-
975.000	Legal/Attorney	720	-	-	-
980.000	Prof/Contractual	-	618	-	-
981.000	Architect Fees	142,813	(32,314)	-	-
955.100	General Contractor	3,167,412	1,367,136	9,046	-
985.300	Outside Contract Expense	42,975	58,545	-	-
	Subtotal	3,866,758	1,467,339	14,406	60
Dept 500 Whittaker Projects					
980.000	Prof/Contractual	387,987	308,428	368,786	19,875
	Subtotal	387,987	308,428	368,786	19,875
TOTAL Capital Expenditures		4,352,734	1,842,694	834,616	25,114
Total Revenue Over Expenditures		(2,601,766)	(516,060)	(190,756)	(21,098)
Beginning Fund Balance		3,489,596	887,830	371,770	181,116
Ending Fund Balance		887,830	371,770	181,015	160,017

Capital Asset Replacement Fund
Composition of Fund Balance

		Superior Project	Other	Total
2019	opening balance 11/30/18	0	399,522	
Board Assigned	1/23/2019	1,150,000		
Balance	11/30/2019	1,150,000	331,745	1,481,745
2020				
Board Assigned	1/22/2020	1,150,000	250,000	
Capital Campaign & Int prior to 11/30/20		66,110		
Expenses Paid prior to 11/30/20		-269,300	-13,540	
Balance	11/30/2020	2,096,810	568,205	2,665,015
2021				
Board Assigned	1/27/2021	1,200,000	200,000	
Capital Campaign & Int	11/30/2021	858,374		
YTD Expenditures	11/30/2021	-1,006,670	-427,122	
Balance	11/30/2021	3,148,514	341,083	3,489,597
2022				
Board Assigned	1/26/2022	1,000,000	300,000	
YTD Capital Campaign & Int	11/30/2022	450,968		
YTD Expenditures	11/30/2022	-3,866,658	-485,976	
Balance	11/30/2022	732,824	155,107	887,931
2023				
Board Assigned	2/1/2023	800,000	352,434	
YTD Capital Campaign & Int	11/30/2023	174,200		
YTD Expenditures	11/30/2023	-1,467,339	-375,355	
Balance	11/30/2023	239,685	132,186	371,871
2024				
Board Assigned	2/1/2024	0	515,352	
YTD Capital Campaign & Int	11/30/2024	0	128,508	
YTD Expenditures	11/30/2024	-14,406	-820,210	
Balance	11/30/2024	225,279	-44,163	181,116
2024				
Board Assigned				
YTD Capital Campaign & Int	1/31/2024	0	4,016	
YTD Expenditures	1/31/2024	0	-25,114	
Balance	1/31/2024	225,279	-65,261	160,018

Project Summary Through:

	1/31/2024	1/31/2024
	Superior	Other
Board	5,300,000	1,949,531
Capital Campaign	1,549,652	132,524
Future pledges	160,000	
Expense	-6,624,373	-2,147,317
	<u>385,279</u>	<u>-65,261</u>

160,000 future pledges
320,018

Check Register Report

Date: 02/04/2025

Time: 11:56 am

Page: 1

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
77981	01/07/25	Printed			AWS	ALLIED WASTE SYSTEMS #241	MA Jan 2025 service	654.14
77982	01/07/25	Printed			AALLC	ALLSTAR ALARM LLC	MA-install fire system reappear	3,603.00
77984	01/07/25	Printed			CAPONE	CAPITAL ONE	11/24-12/24/24 billing	5,275.55
77985	01/07/25	Printed			SEDOB	SEAN DOBBINS	1/12/25 - Jazz, Spirituals	1,200.00
77986	01/07/25	Printed			DTE ENERGY	DTE ENERGY	Whit 11/21-12/19/24	5,486.69
77987	01/07/25	Printed			DTE ENERGY	DTE ENERGY	Superior 11/22-12/20/24	1,170.27
77988	01/07/25	Printed			DTE ENERGY	DTE ENERGY	MA 11/27-12/27/24 service	1,497.46
77989	01/07/25	Printed			FDC	FABER DESIGN CO.	8/1-12/20/24 add work/insuran	11,059.68
77990	01/07/25	Printed			FCB	FIRST CITIZENS BANK	due 1/19/25	2,372.95
77991	01/07/25	Printed			HLD	HOWLETT LOCK & DOOR, INC.	whit front door repair	217.50
77992	01/07/25	Printed			MNL	MADISON NATIONAL LIFE INS CO	Jan 2025 coverage	2,037.22
77993	01/07/25	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	superior 11/15-12/14/24	623.90
77994	01/07/25	Printed			PCI	PHOENIX CONTRACTORS, INC.	#1-Z	106,188.46
77995	01/07/25	Printed			0000000030	VISION SERVICE PLAN - MI	Jan 2025 coverage	740.84
77996	01/15/25	Printed			APBS	A PRODUCTION BUILDING SOLUTION	superior-Dec 2024 service	2,100.00
77997	01/15/25	Printed			SUADGO	SUSANA ADAME-GOFF	SAB supplies	30.56
77998	01/15/25	Printed			0000000025	AFLAC	pay period 5 & 6	227.60
77999	01/15/25	Printed			AOFL	AGE OF LEARNING, INC	ABCmouse 12/1/24-11/30/25	3,346.51
78000	01/15/25	Printed			ALER	ALERUS FINANCIAL	YDL Employ dec 2024 contributi	22,356.66
78001	01/15/25	Printed			AALLC	ALLSTAR ALARM LLC	Super/MA 2/1/25-4/30/25	507.00
78003	01/15/25	Printed			AMCASE	AMAZON CAPITAL SERVICES	1/1/25 statement	3,819.23
78004	01/15/25	Printed			ANN ARBOR	ANN ARBOR HANDS ON MUSEUM	2/15/25 crime lab wksp	272.10
78005	01/15/25	Printed			BASIC	BASIC	admin fee Jan 2025	54.54
78006	01/15/25	Printed			BST	BAYSCAN TECHNOLOGIES LLC	2D area imager	240.00
78007	01/15/25	Printed			BCN	BLUE CARE NETWORK OF MI	Feb 2025 coverage	55,507.41
78008	01/15/25	Printed			A15	BP PRODUCTS OF NORTH AMERICA	12/6/24-1/5/25 coverage	371.40
78009	01/15/25	Printed			BUSE	ALEXIS BUSE	chess Intern 12/4/24-1/15/25	100.00
78010	01/15/25	Printed			JCARY	JAMES CAREY	Dec 2024 service	1,400.00
78011	01/15/25	Printed			CDW	CDW GOVERNMENT, INC.	dell 22 monitor - 2	974.87
78012	01/15/25	Printed			CEN	CENGAGE LEARNING	hip hop is history	52.48
78013	01/15/25	Printed			0000000567	CENTER POINT PUBLISHING	midnight harbor	151.02
78014	01/15/25	Printed			CIRG	CIRQUE AMONGUS	1/25/25 wksp	320.00
78015	01/15/25	Printed			CLHI	CLARK HILL	Dec 2024 coverage	245.00
78016	01/15/25	Printed			CONSTELL	CONSTELLATION NEWENERGY-DEMCO, INC.	dec 2024 all locations	5,001.78
78017	01/15/25	Printed			0000000039	DISCOUNT SCHOOL SUPPLY	MA opening	227.54
78018	01/15/25	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit youth supplies	74.04
78019	01/15/25	Printed			DTE ENERGY	DTE ENERGY	whit street dec 2024	55.52
78020	01/15/25	Printed			ENV	ENVISIONWARE INC.	ann main/subscr 4/1/25-3/31/25	4,349.21
78021	01/15/25	Printed			EVERY1	EVERY1 YOGA	chair yoga ck 2 of 2	200.00
78022	01/15/25	Printed			FST	FIRST BOOK	7001558175	79.71
78023	01/15/25	Printed			FLS	FRANKS LANSCAPING & SUPPLIES	All locations 3 of 5	7,080.00
78024	01/15/25	Printed			HEAL	HEALTHIEST YOU INC.	Jan 2025 coverage	318.75
78025	01/15/25	Printed			IMPDAD	IMPERIAL DADE	wiper brag box/household towel	907.23
78026	01/15/25	Printed			INNOV	INNOVATIVE INTERFACES, INC	5/1-10/31/2025 coverage	15,493.28
78027	01/15/25	Printed			KANO	KANOPY INC.	PPU deposit	3,909.50
78028	01/15/25	Printed			0000000471	LAKESHORE LEARNING MATERIALS	whit youth	43.98
78029	01/15/25	Printed			LFC	LIFESTYLE FITNESS COACH-LLC	2/13/25 program	180.00
78030	01/15/25	Printed			AFSCME	MICHIGAN AFSCME	January 2025 dues	1,126.45

Check Register Report

Date: 02/04/2025

Time: 11:56 am

Page: 2

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
78031	01/15/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	The Blue Hour	127.01
78032	01/15/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	hoopla ending 12/31/24	23,808.25
78033	01/15/25	Printed			MY FAVORIT	MY FAVORITE PLANT COMPANY	Jan 2025 service	128.00
78034	01/15/25	Printed			OV	OVERDRIVE, INC.	19 items	1,929.39
78035	01/15/25	Printed			PLAY	PLAYAWAY PRODUCTS LLC	Lunar New Year	58.99
78036	01/15/25	Printed			PP	PROGRESSIVE PRINTING	fine free bookmarks-10,000	835.00
78037	01/15/25	Printed			0000000300	SCHOLASTIC INC.	order #18825727	168.54
78038	01/15/25	Printed			SENS	SENSOURCE	3/31/25-3/31/2026 coverage	1,440.00
78039	01/15/25	Printed			SHOW	SHOWCASES	Single dvd-300	865.08
78040	01/15/25	Printed			SDT	SPINNING DOT THEATRE	1/25/25 program	250.00
78041	01/15/25	Printed			SPRIG	SPRINGSHARE LLC	12/24-11/2025 coverage	1,399.00
78042	01/15/25	Printed			STAPAD	STAPLES ADVANTAGE	invoice 12/25/24	468.33
78043	01/15/25	Printed			TGP	THE GLOBE PEQUOT PUBLISHING	stat abstract 2024	240.41
78044	01/15/25	Printed			TITMON	TITAN MONITORING	Dec 2024 service - Mich Ave	1,500.00
78045	01/15/25	Printed			U	ULINE	barrier posts - cafe whit	473.29
78046	01/15/25	Printed			0000000021	Y C U A	Dec 2024 service - whit	648.33
78047	01/15/25	Printed			YPSIHARD	YPSILANTI ACE HARDWARE	12/31/24 statement	111.59
78048	01/23/25	Printed			AIS	ARBOR INSPECTION SERVICES, LLC	MA sprinkler inspection 2025	330.00
78049	01/23/25	Printed			LOR	BAKER & TAYLOR 443737	statement 12/31/24	18.35
78050	01/23/25	Printed			BAKTAY	BAKER & TAYLOR INC 443738	statement 12/31/24	17.59
78051	01/23/25	Printed			BAKL	BAKER & TAYLOR INC 4407662	statement 12/31/24	83.88
78052	01/23/25	Printed			BK7742	BAKER & TAYLOR INC. 443736	statement 12/31/24	74.15
78053	01/23/25	Printed			BK7752	BAKER & TAYLOR INC. 443735	statement 12/31/24	49.72
78054	01/23/25	Printed			BK7772	BAKER & TAYLOR INC. 443733	statement 12/31/24	86.83
78055	01/23/25	Printed			B55553	BAKER & TAYLOR, INC. 405555	statement 12/31/24	82.46
78056	01/23/25	Printed			0000573063	BAKER & TAYLOR, INC. 443744	statement 12/31/24	806.99
78057	01/23/25	Printed			0000573097	BAKER & TAYLOR, INC. 443743	statement 12/31/24	753.11
78058	01/23/25	Printed			0000573121	BAKER & TAYLOR, INC. 443742	statement 12/31/24	613.89
78059	01/23/25	Printed			0000573139	BAKER & TAYLOR, INC. 443741	statement 12/31/24	417.89
78060	01/23/25	Printed			BECRAU	BECKETT & RAEDER	Whit sidewalk	165.00
78061	01/23/25	Printed			BSB	BSB COMMUNICATIONS INC.	1/14/24 4 6920w IP phone	938.16
78062	01/23/25	Printed			CEN	CENGAGE LEARNING	Bone of the Bone	166.44
78063	01/23/25	Printed			0000000567	CENTER POINT PUBLISHING	Time will Tell	151.02
78064	01/23/25	Printed			0000000027	DELTA DENTAL PLAN OF MICHIGAN	Feb 2025 coverage	3,086.28
78065	01/23/25	Printed			0000000398	DISCOUNT SCHOOL SUPPLY	whit supplies	40.93
78066	01/23/25	Printed			FSCS	FOSTER,SWIFT,COLLINS&SM ITH,PC	Dec 2024 service	1,483.00
78067	01/23/25	Printed			GRNG	GRAINGER	LOT part	35.31
78068	01/23/25	Printed			HOME	HOME DEPOT CREDIT SERVICES	statement 1/13/25	909.17
78069	01/23/25	Printed			IMPDAD	IMPERIAL DADE	bath tissue/towel/facial tissu	432.36
78070	01/23/25	Printed			0000000051	THE LIBRARY NETWORK	1/2025-3/2025 subscrip ord/inv	458.75
78071	01/23/25	Printed			MNL	MADISON NATIONAL LIFE INS CO	Feb 2025 coverage	3,113.79
78072	01/23/25	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	Super 12/15/24-1/14/25 overage	686.42
78073	01/23/25	Printed			MIDWESTTAP	MIDWEST TAPE LLC	Martyr	63.99
78074	01/23/25	Printed			OV	OVERDRIVE, INC.	25 titles	2,150.11
78075	01/23/25	Printed			SPL	SOUTHFIELD PUBLIC LIBRARY	lost-ILL English Understand Wo	23.00
78076	01/23/25	Printed			SCCL	ST. CLAIR COUNTY LIBRARY	lost ILL-Bringing back the sun	16.24
78077	01/23/25	Printed			STUD	SUPERIOR TOWNSHIP UTILITY DEPT	Dec 2024 service	42.75

Check Register Report

Date: 02/04/2025

Time: 11:56 am

Page: 3

Ypsilanti District Library

BANK: ANN ARBOR

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
ANN ARBOR Checks								
78078	01/23/25	Printed			TDSM	TDS	1/22-2/21/25 service	773.81
78079	01/23/25	Printed			VALUE	VALUE LINE PUBLISHING, INC	2/1/25-1/31/26 term	8,185.00
78080	01/23/25	Printed			VEDD	VEDDER ELECTRIC	MA main floor lighting	6,146.00
78081	01/23/25	Printed			VERIZON	VERIZON WIRELESS	12/10/24-1/9/25 coverage	336.29
78082	01/23/25	Printed			0000000030	VISION SERVICE PLAN - MI	Feb 2025 coverage	753.28
78084	01/31/25	Printed			CHAL	CHERISA ALLEN	Pillars 02.27.2025	100.00
78085	01/31/25	Printed			AMERICAN L	AMERICAN LIBRARY ASSOCIATION	JConnaghanALA#1162425 membersh	125.00
78086	01/31/25	Printed			ANN ARBOR	ANN ARBOR HANDS ON MUSEUM	Understanding Owls 03.08.2025	350.00
78087	01/31/25	Printed			AVWB	AVERY WILLIAMSON LLC	Maker Night 02.12.2025	200.00
78088	01/31/25	Printed			BK7762	BAKER & TAYLOR INC. 443734	12.31.24stmt	88.39
78089	01/31/25	Printed			BENCH	BENCHMARK DESIGN STUDIO	Holiday hours, digital print	310.00
78090	01/31/25	Printed			BBR	BLACK MEN READ	African Amer Labor 02.05.2025	250.00
78091	01/31/25	Printed			BBR	BLACK MEN READ	Book Party 03.29.2025	200.00
78092	01/31/25	Printed			0000000089	BRODART CO.	s class labels series	41.99
78093	01/31/25	Printed			BSB	BSB COMMUNICATIONS INC.	01.13-.20.2025 phone serv	131.25
78095	01/31/25	Printed			CAPONE	CAPITAL ONE	12.25.2024-01.24.2025stmt	4,707.14
78096	01/31/25	Printed			DOO	DOODLES ACADEMY	Family Read Shadow P03.15.2025	350.00
78097	01/31/25	Printed			DTE ENERGY	DTE ENERGY	Whit12.20.24-01.22.2025	6,113.32
78098	01/31/25	Printed			DTE ENERGY	DTE ENERGY	Super12.21.24-01.23.2025	1,233.85
78099	01/31/25	Printed			JOHNBRY	BRYAN LEE JOHNSON	02.27 Pillars	100.00
78100	01/31/25	Printed			0000000051	THE LIBRARY NETWORK	circuit speed oct24-dec24	5,945.14
78101	01/31/25	Printed			LTPLIB	LYON TOWNSHIP PUBLIC LIBRARY	LOST God catchers	19.99
78102	01/31/25	Printed			LYONA	ANNA LYON	SWSinternpmt#1	1,665.00
78103	01/31/25	Printed			MBM	MBM TECHNOLOGY SOLUTIONS	sup12.15.24-01.14.2025	14.63
78104	01/31/25	Printed			MICHLIB	MICHIGAN LIBRARY ASSOCIATION	KJohnsonRenewal	85.00
78105	01/31/25	Printed			A36	MONROE COUNTY LIBRARY SYSTEM	LOST metroparks for the p	24.95
78106	01/31/25	Printed			PROGBUSINC	PROGRESSIVE BUSINESS SYSTEMS I	signature plate tebbens	345.00
78107	01/31/25	Printed			RAC	RIVERSIDE ARTS CENTER	craft room 02.03.2025	60.00
78108	01/31/25	Printed			SDT	SPINNING DOT THEATRE	03.01.2025 family read kickoff	250.00
78109	01/31/25	Printed			0000000625	UNIQUE BOOKS, INC.	new mover postcards dec24	300.00
78110	01/31/25	Printed			WILSC	CYNTHIA WILSON	SWSinternpmt#1	1,665.00

Total Checks: 126

Checks Total (excluding void checks):

365,869.85

Total Payments: 126

Bank Total (excluding void checks):

365,869.85

Total Payments: 126

Grand Total (excluding void checks):

365,869.85

Communications

Restaurant make cut as Beard semifinalists



Ji Hye Kim, chef at Miss Kim, has been recognized (for the fifth time!) as a semifinalist for the prestigious James Beard Awards. Alyte Katillus, MLive.com

nalist distinction for the awards in 2023 and landed among the finalist nominees that year. This is the group's third consecutive year being nominated.

Steven Hall, co-owner of Spencer, said he is once again honored the Ann Arbor restaurant has been chosen to be a semifinalist for another year.

"It is so nice to be included because Ann Arbor is not a big place, and we love the opportunity to stand out and have the community recognized just as much as our own efforts," he said.

Hall is excited for what is next, but, ultimately, is proud of those who made this nomination possible.

"We are a program that really focuses on a lot of small producers and wine growers so it's really nice to have people celebrate their efforts because, ultimately, they're the ones who make the wines," he said.

Finalists will be announced April 2, followed by the announcement of the winners at the James Beard Restaurant and Chef Awards ceremony June 16 at the Lyric Opera of Chicago.

YPSILANTI

New role at local library helps patrons with 'life challenges'

Patrons come in with problems that librarians are not trained to handle the same way social workers are, library director says.

Sophia Kalakailo skalakailo@mlive.com

A new social worker will serve the Ypsilanti community in an unexpected place — the library.

A full-time social worker will connect residents to community services at the Ypsilanti District Library. Embedding social workers in libraries has been a growing trend in libraries for nearly 10 years now, according to library Director Lisa Hoenig.

"Library visitors come in facing many life challenges that librarians are not trained to handle the same way social workers are," Hoenig said.

A social worker is better equipped than librarians to handle those life challenges, such as mental health issues, substance use, lack of housing and food assistance, Hoenig said.

The Ypsilanti District Library was awarded \$554,548 over three years from Washtenaw County's Public Safety and Mental Health Millage, according to Lisa Gentz, program administrator for millage initiatives. It's one of 20 organizations receiving money from an anticipated \$4 million pool of funding for the year.

An anticipated \$2.2 million of that was designated for behavioral health spread across 11 organizations, including the Ypsilanti libraries, according to county documents.

Roughly \$1.3 million is allocated to

housing services and \$500,000 for education and communication services, county documents state.

The social worker could also help library staff "better cope with the secondary trauma experienced when witnessing many heartbreaking stories of people in need," Hoenig said.

The role of libraries has expanded to provide community services outside of just the materials that patrons check out, library spokesperson Sam Killian said. A social worker will be a better liaison between the library and community services, he said.

"It's kind of fitting with our mission of the library as a community connector," Killian said.

The library already has two social work student interns — Cynthia Wilson and Anna Lyon — from Eastern Michigan University at its branch in Superior Township.

Some of the millage funds will go toward stipends for the interns.

A full-time social worker, however, can offer case management services.

The social worker will provide more one-on-one, in-depth assistance than staff could manage alone, Hoenig said, and will connect more patrons with "much needed community-based services and resources for improved mental, emotional and physical health."

The social worker will not provide on-site behavioral health treatments.

There will be an in-depth evaluation program "to gauge its sustainability" as part of the three-year grant.

County millage funds are also going to giveaway incentives— like water bottles, toothbrushes, or bus tokens— for patrons in need, along with trauma training for library staff.

The Ypsilanti District Library plans fill the position by the end of March, according to Killian.

ANN ARBOR

Documentary tells story of city's historically Black neighborhood

Committee Reports

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 2/21/2025
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. Still waiting on a resolution.
- Resolution 2024-10 Michigan Avenue repairs and upgrades: The new front door is being installed as I type this. Most of the vestibule pieces are in the building, much is put together. The finisher will hand over the last few pieces Monday, and the artisan claims final assembly will go through next week (2/28). The glass and electrical installations will happen simultaneously, leaving just radiators and flooring in the entrance to be done. Phoenix continues to work on the architect's punch list. The discolored flooring in the program room will be replaced next week under warranty. We are getting very close.
- 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 made flooring and furniture selections; the designer will propose the remaining color finishes based on those choices.
- Resolution 2025-4 Whittaker renovations: Daniels & Zermack has released the bid drawing set to O'Neal construction; this will allow permits to be secured and bid documents to go out soon.



To: YDL Board of Trustees

From: Lisa Hoenig, Library Director

Date: 2/13/2025

Re: Documentation regarding emergency purchase

After informally surveying Trustees, I used the Emergency Purchase clause of the Purchasing Policy to authorize a repair to the Bookmobile's generator. Let this memo and the attached invoice serve as the documentation for the purchase that the policy requires.

The Bookmobile's generator was not starting consistently, and it was displaying error messages. The generator is 9 years old, so no longer under warranty. We perform regular generator maintenance on the recommended schedule -- Cummins confirmed the issue was outside of what gets tuned up during those maintenance sessions. This is what the mechanics diagnosed:

"We removed the inspection cover and found melted metal in the bottom of the stator housing and the top of the stator rotor had arced out. Also found a coolant leak from the coolant fill hose and that is the reason for the 1000-hour service. The complete stator rotor needs to be removed."

On 1/27 we were told the repair was likely to take about 2 weeks because they needed to order parts. Given that the Board did not meet until 2/26, if we waited until the meeting to consider approval, the Bookmobile would have been off the road for more than 6 weeks -- not good service to the patrons on our route. The parts came in much more quickly than predicted, the repair was performed, and the bookmobile was back on the road on 2/3.



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:
 Cummins Sales and Service
 PO Box 772639
 Detroit, MI 48277-2639

NEW HUDSON MI BRANCH
 54250 Grand River Avenue
 New Hudson, MI 48165-
 (248)573-1900

REPRINT

INVOICE NO
S6-250137215
TO PAY ONLINE LOGON TO customerpayment.cummins.com

300.840

BILL TO

YPSILANTI DISTRICT LIBRAR
 5577 WHITTAKER RD
 YPSILANTI, MI 48197-9752

MONICA PORTER - 734 8791316

PAGE 1 OF 4

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
31-JAN-2025		13-JAN-2017	12.5HDKCB		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
205289		24-JAN-2025	L160124812		ONAN
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
268636	TY002				BOOKMOBILE.

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
------------------	--------------	------------------	-------------	-------------	--------------	------------	--------

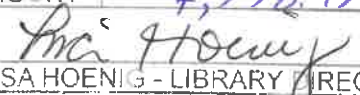
OSN/MSN/VIN 5WEATANN78A567188 YEAR 2016

COMPLAINT CUSTOEMR STATES GENERATOR CRANKS, STARTS, SHUTS DOWN AFTER A FEW SECONDS. CHECK AND ADVISE.

CAUSE APPEND
 DIAG
 STATOR/ROTOR
 1000HR GEN SERVICE

CORRECTION TECHNICIAN ADMINISTRATIVE TIME - NON-FIELD ACTION SERVICE EVENT
 JOB SAFETY ASSESSMENT
 GENERATOR SET, GENSET COMPLETE - REMOVE AND INSTALL
 MAIN STATOR - R&I
 VALVES (ALL) - ADJUST
 LOWER RADIATOR HOSE - R&I
 UPPER RADIATOR HOSE - R&I
 LUBRICATING OIL SYSTEM - DRAIN AND FILL
 COOLANT THERMOSTAT - REMOVE AND INSTALL (PG)
 TEMP SENDER/COOLANT TEMP SENDER REPLACE
 GENERATOR OIL PRESSURE SWITCH R&R
 RADIATOR R&R
 THANK YOU FOR YOUR BUSINESS
 TEMP SENDER/COOLANT TEMP SENDER
 GLOW PLUGS - R&I
 CUSTOMER BILLABLE.

REMARK -REPAIR AUTHORIZED BY: MONICA PORTER
 DATE: 1-27-25
 TIME: 11:42AM VIA EMAIL
 DESC: PERFORM ALL REPAIRS LISTED
 AMOUNT: \$7900.00

INVOICE APPROVAL	
DATE	01/25/2016
CODE	300-840
AMOUNT	7,958.15
 LISA HOENIG - LIBRARY DIRECTOR	

49079

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:
 Cummins Sales and Service
 PO Box 772639
 Detroit, MI 48277-2639

NEW HUDSON MI BRANCH
 54250 Grand River Avenue
 New Hudson, MI 48165-
 (248)573-1900

REPRINT

INVOICE NO
S6-250137215
TO PAY ONLINE LOGON TO customerpayment.cummins.com

BILL TO

YPSILANTI DISTRICT LIBRAR
 5577 WHITTAKER RD
 YPSILANTI, MI 48197-9752

MONICA PORTER - 734 8791316

PAGE 2 OF 4

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
31-JAN-2025		13-JAN-2017	12.5HDKCB		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
205289		24-JAN-2025	L160124812		ONAN
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
268636	TY002				BOOKMOBILE.

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
OSN/MSN/VIN		5WEATANN78A567188		YEAR 2016			
1		1	A053L502	GENERATOR	ONAN	1,808.32	1,808.32
1		1	211-0447-01	END BELL GEN	ONAN	471.55	471.55
1		1	509-0420	SEAL-O RING	ONAN	6.41	6.41
1		1	212-1285-S0	BLOCK,ALTERNATOR BRUSH	ONAN	135.44	135.44
6		6	326-5336	ONAMAX 15W40 1 QT (TEXT)	ONAN	11.13	66.78
1		1	122-0893	FILTER-OIL	ONAN	46.04	46.04
1		1	149-2513	FILTER-FUEL	ONAN	42.09	42.09
1		1	140-3071	ELEMENT-AIR CLEANER	ONAN	41.16	41.16
1		1	512-0274	COUPLING ASSY	ONAN	60.68	60.68
3		3	A047D863	PLUG,GLOW	ONAN	80.32	240.96
1		1	110-3949	GASKET-VALVE BOX	ONAN	22.99	22.99
1		1	503-2500	HOSE-COOLANT	ONAN	76.89	76.89
1		1	503-2501	HOSE-COOLANT	ONAN	61.40	61.40
1		1	503-2554	HOSE-COOLANT (FILL)	ONAN	21.86	21.86
1		1	130-4321	NECK-FILLER	ONAN	10.11	10.11
1		1	503-2555	HOSE,COOLANT	ONAN	11.51	11.51
1		1	503-2059	HOSE	ONAN	12.67	12.67
2		2	503-1951-35	CLAMP-HOSE	ONAN	6.63	13.26
5		5	503-1951-12	CLAMP-HOSE	ONAN	6.45	32.25
2		2	503-1951-09	CLAMP-HOSE	ONAN	5.99	11.98
1		1	503-1952-06	CLAMP-HOSE	ONAN	6.28	6.28

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____



Sales and Service

Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:
Cummins Sales and Service
PO Box 772639
Detroit, MI 48277-2639

NEW HUDSON MI BRANCH
54250 Grand River Avenue
New Hudson, MI 48165-
(248)573-1900

REPRINT

INVOICE NO
S6-250137215
TO PAY ONLINE LOGON TO customerpayment.cummins.com

BILL TO

YPSILANTI DISTRICT LIBRAR
5577 WHITTAKER RD
YPSILANTI, MI 48197-9752

MONICA PORTER - 734 8791316

PAGE 3 OF 4

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
31-JAN-2025		13-JAN-2017	12.5HDKCB		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
205289		24-JAN-2025	L160124812		ONAN
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
268636	TY002				BOOKMOBILE.

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
OSN/MSN/VIN		5WEATANN78A567188		YEAR 2016			
1		1	123-2266	PIPE,BREATHER	ONAN	31.05	31.05
1		1	185-5492	SWITCH-LOPKO	ONAN	42.12	42.12
1		1	A030D745	LINE,FUEL	ONAN	35.37	35.37
1		1	A029L892	HOSE,FUEL	ONAN	13.09	13.09
3		3	80054	3/16 FUEL LINE HOSE	E1-DAYCO	.73	2.19
1		1	154-2800	GASKET	ONAN	5.90	5.90
1		1	185-5931	SEAL-OIL	ONAN	43.23	43.23
1		1	332-3408	BLOCK-TERMINAL	ONAN	38.09	38.09
1		1	332-3531-03	TERMINAL BLOCK	ONAN	33.52	33.52
1		1	A030D743	LINE,FUEL	ONAN	39.25	39.25
1		1	185-5495	GASKET	ONAN	4.14	4.14
1		1	511-0218	BELT-DRIVE	ONAN	23.11	23.11
1		1	130-4748	FAN-SUCKER	ONAN	262.32	262.32
1		1	307-1886	RELAY-IGNITION	ONAN	28.94	28.94

TAX EXEMPT NUMBERS:

PARTS:	3,802.95
PARTS COVERAGE CREDIT:	0.00 CR
TOTAL PARTS:	3,802.95
SURCHARGE TOTAL:	0.00
LABOR:	4,555.20
LABOR COVERAGE CREDIT:	0.00 CR
TOTAL LABOR:	4,555.20
MISC.:	- 400.00

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

AUTHORIZED BY (print name) _____ SIGNATURE _____ DATE _____



Payment terms are 30 days from invoice date unless otherwise agreed upon in writing. Remit to:
 Cummins Sales and Service
 PO Box 772639
 Detroit, MI 48277-2639

NEW HUDSON MI BRANCH
 54250 Grand River Avenue
 New Hudson, MI 48165-
 (248)573-1900

REPRINT

INVOICE NO
S6-250137215
TO PAY ONLINE LOGON TO customerpayment.cummins.com

BILL TO

YPSILANTI DISTRICT LIBRAR
 5577 WHITTAKER RD
 YPSILANTI, MI 48197-9752

MONICA PORTER - 734 8791316

PAGE 4 OF 4

*** CHARGE ***

DATE	CUSTOMER ORDER NO.	DATE IN SERVICE	ENGINE MODEL	PUMP NO.	EQUIPMENT MAKE
31-JAN-2025		13-JAN-2017	12.5HDKCB		ONAN
CUSTOMER NO.	SHIP VIA	FAIL DATE	ENGINE SERIAL NO.	CPL NO.	EQUIPMENT MODEL
205289		24-JAN-2025	L160124812		ONAN
REF. NO.	SALESPERSON	PARTS DISP.	MILEAGE/HOURS	PUMP CODE	UNIT NO.
268636	TY002				BOOKMOBILE.

QUANTITY ORDERED	BACK ORDERED	QUANTITY SHIPPED	PART NUMBER	DESCRIPTION	PRODUCT CODE	UNIT PRICE	AMOUNT
------------------	--------------	------------------	-------------	-------------	--------------	------------	--------

OSN/MSN/VIN 5WEATANN78A567188

YEAR 2016

MISC. COVERAGE CREDIT:		0.00	CR
TOTAL MISC.:	-	400.00	
FREIGHT		50.00	
DISCOUNT LABOR-SALES	-	275.00	
DISCOUNT PARTS-SALES	-	175.00	
LOCAL		0.00	

Billing Inquiries? Call (877)480-6970

THERE ARE ADDITIONAL CONTRACT TERMS ON THE REVERSE SIDE OF THIS DOCUMENT, INCLUDING LIMITATION ON WARRANTIES AND REMEDIES, WHICH ARE EXPRESSLY INCORPORATED HEREIN AND WHICH PURCHASER ACKNOWLEDGES HAVE BEEN READ AND FULLY UNDERSTOOD.

SUB TOTAL: 7,958.15
 TOTAL TAX: 0.00

TOTAL AMOUNT: US \$ 7,958.15

AUTHORIZED BY (print name) Lisa Hoenig SIGNATURE *Lisa Hoenig* DATE 1/31/2025

**Director's
Report
and attachments**

Library Director's Report February 25, 2025

HR Unknowns

I spent a lot of time this month working out a plan to comply with the tracking requirements of the new Earned Sick Time Act. For months the legislature has been deadlocked on how to reduce the administrative burden on employers. Last week, Governor Whitmer called for the two sides to delay the start date from 2/21 until 7/1. Late on 2/20 a compromise was finally reached. Our labor attorney is analyzing the changes; I hope to know more by the time of our meeting. Waiting until the 11th hour was very stressful for employers and confusing to employees.

In addition to lawmakers' indecision, YDL's payroll processing platform, TriNet, announced to us in early February that they are eliminating our service plan. If we chose to renew, we'd be required to adopt additional modules of their service and pay three times what we pay now. TriNet provides no suitable mechanism for tracking ESTA hours. The bottom line is that we need to find a new, more flexible platform that lets us select services ala carte.

Financial:

Over the past week Jim Carey and I have worked with the auditors to refine and clarify the draft audit. We are very pleased with the relationship we are developing with Gabridge & Co.

Fundraising:

- Congratulations to Youth Librarian Nicole Russell on the award of a \$2,000 grant from the Ann Arbor Farm and Garden Club to create a rain garden at YDL-Superior.
- Chris McMullen submitted an application to Toyota on behalf of the YDL Project STEM team that made our third year of \$30,000 funding official.

Personnel:

- Our new Michigan Avenue Branch Manager is Katie Dover-Taylor. An Ypsi resident and Michigan Avenue patron, she's been training since 2/3, learning all things YDL. I'm looking forward to introducing you!
- We received six qualified applications for the Social Worker position. We'll interview the week of 3/3.
- Part-time Youth Paraprofessional interviews are complete and a hire is pending.
- The Superior Branch Manager position posting closed 2/20. Applications are under review.
- The hourly wage for YDL Pages increased to \$12.48 per hour effective 2/21.

Service Highlights:

- The Michigan Avenue collection is now available for requests through the catalog. Patrons may pick up these items at YDL-Whittaker or Superior, or by scheduling a Michigan Avenue locker appointment.
- A strategic plan committee recommended replacing three underutilized Bookmobile stops with new locations that will improve library access in underserved areas. The changes take effect 3/3.
- Our EMU Social Work student interns were awarded a mini grant to purchase giveaway items for patrons in need. These include hygiene products, hand warmers, backpacks, socks, hats, headphones, gloves, and snacks. The larger WCCMH grant provides additional funds for such incentives in the future; this trial run will help us identify which items are most needed.

Technology:

Kudos to Community Relations Coordinator Sam Killian, who worked tirelessly to create a seamless switchover of YDL's events and room bookings to the new ILS' Vega Program platform. He conducted staff training and coordinated the transfer of a great deal of information prior to a March 1st deadline.

Side Notes:

- I gave a presentation at the Friends of the Library's annual meeting on 1/27.
- Jean Winborn and I met with Augusta Township Trustee Stephanie Prain on 2/7 to discuss Michigan public library funding. I'll provide you with a verbal report referencing the documents that follow this page.
- YDL was accepted into the new Community Webs Michigan Cohort. Adult Services Librarian Brett Hamilton will work with the Palm Leaf Club on this project to digitize and archive more local history.



Library Service Contracts

Talking Points and Facts

- **Library Service Contracts**- Public Libraries are legally able to contract with municipal governments to provide library services to the municipal populations.
 - No public library is **REQUIRED** to contract with any municipality for library services.
- **Library Service Areas**
 - Legal Service Area= The population served by the library as a result of that library's establishment (e.g. The population of a city for a city library)
 - Contracted Service Area= The population served by the library as a result of a service contract executed between the library and a municipal entity.
- **Library Governance:**
 - Governing Board- Most libraries are governed by independent library governing boards comprised of appointed or elected members. These members are public officials with legal fiduciary duties and responsibilities who have authority over the finances and operations of the library, like municipal officials have over their municipalities.
 - Municipal Governance- Two public library types are governed by their municipal governments.
- **Library Funding**- Public libraries are expected to be funded by the communities they serve. Libraries receive supplementary county and state monies, but the bulk of operational funding is from their service areas.
 - Penal Fines - Under the Michigan Constitution and The Distribution of Penal Fines to Public Libraries Act, 1964 PA 59, County funds allocated to public libraries according to the population served by the library. Amounts vary

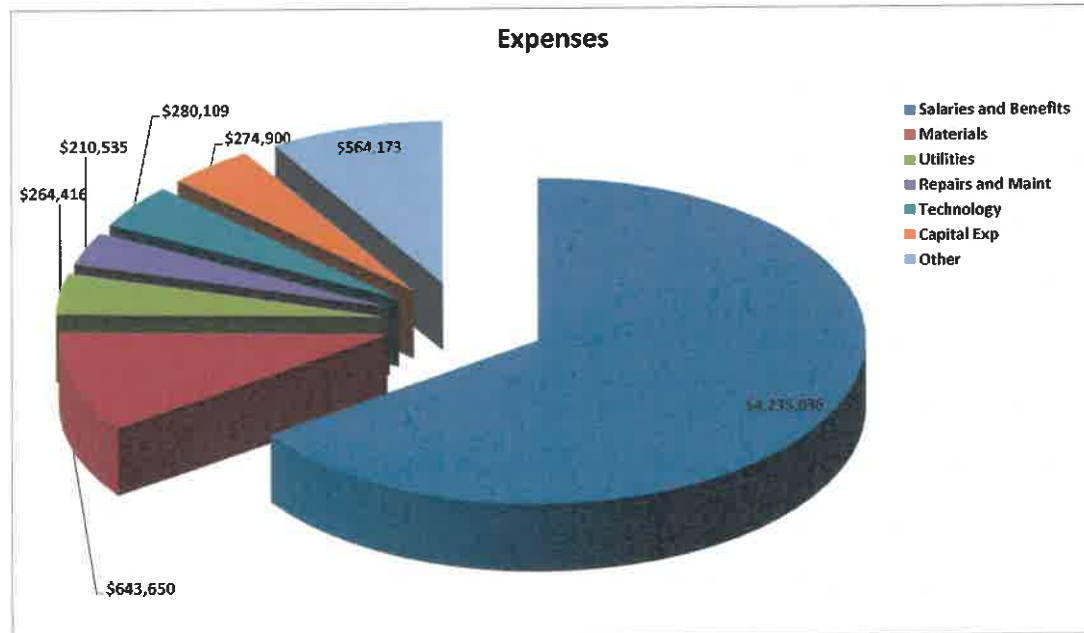
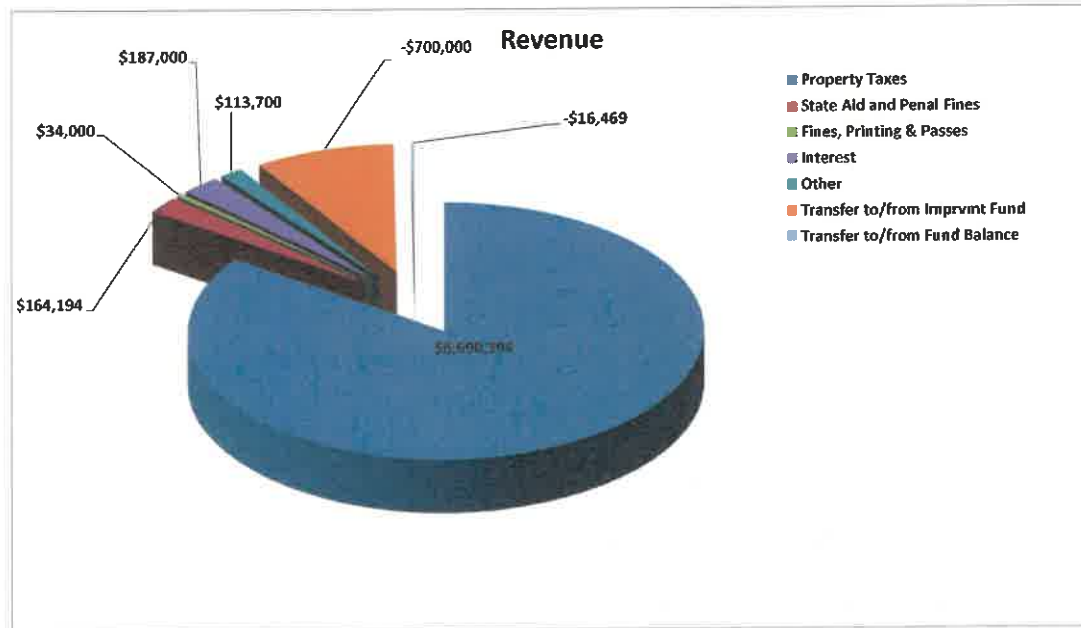
widely from county to county. Never intended to be sole source of funding for library services, and NOT a guarantee for service.

- State Aid - State appropriated funds dependent on legislative allocation and approval. Libraries must meet financial and personnel certification requirements in order to receive monies.
 - The State Aid to Libraries Act, 1977 PA 89 , requires that public libraries receive 3/10 of a mill in “local support” (e.g. funding) in order for the library to receive state aid monies for the population served.
- **Library Services, like other municipal services, cost money to provide**
 - Materials (including digital assets), programming, staff, facilities, insurance, etc. all must be covered in order to provide services.
 - Our library’s operational expenses = per served person in the library’s current service areas.
 - Legal Service Area residents pay \$ per person/household OR pay --- mill of a library millage to fund their library services.
 - Other Contracted Municipalities pay \$_____ per person/household or _____ mill of a library millage to fund their library services.
- **A Governing Board’s Fiduciary Duty would support the assertion that contract consideration must be reasonably consistent with what the library’s legal service area pays for services, and at least 3/10 of a mill.**
 - Otherwise the library is charging different populations different amounts for the same services. This is not equitable or sustainable.

Adopted FY 2024-25 Budget Revenue and Expenditures

% of Revenue		
Property Taxes	6,690,394	103.4% **
State Aid and Penal Fines	164,194	2.5%
Fee, Printing and Passes	34,000	0.5%
Interest	187,000	2.9%
Other	113,700	1.8%
Transfer (to) from Improvement Fund	(700,000)	-10.8%
Transfer (to) from Fund Balance	(16,469)	-0.3%
Total	6,472,819	100.0%

**Note: Property Taxes represent 93% of Revenue
Not transferred (to)/from Fund Balance



STATE AID COMPUTATION FORM

Milan Public Library - Milan, Washtenaw

Fiscal Year: 2024 (7/1/2022 - 6/30/2023) Taxable Value Year: 2022

Cooperative: Woodlands Library Class: 4

Municipality Served	County	Percent	Legal Population	Contract Population	Counted Population	Taxable Value	3/10 Mill.	Local Income	Other Local Op. Income	Incl. ?
Augusta Township	Washtenaw	100.00	0	7,083	7,083	286,954,994	86,086	9,200.00	0.00	Yes
Milan City	Monroe	100.00	2,214	0	2,214	74,348,367	22,305	140,161.00	0.00	Yes
Milan City	Washtenaw	100.00	3,865	0	3,865	119,999,338	36,000	255,071.00	15,564.00	Yes
Pittsfield Charter Township	Washtenaw	4.89	0	1,917	1,917	116,190,722	34,857	1,205.00	0.00	Yes
York Charter Township	Washtenaw	46.71	0	4,254	4,254	245,268,715	73,581	11,518.00	0.00	Yes
Total			6,079	13,254	19,333		252,829	417,155.00	15,564.00	

	Required	Reported	Met?
Hours	0	Main 0 Branch 0	Yes
Director	II	I	Yes
Dir Hrs	0	0	Yes
Support	1 more staff person, excluding director with, at least level IV certification	I, III	Yes
Eligibility Status	Approved	3/25/2024	

	Rate	Population	Amount	Payment Date
16(2)a	0.251739	19,333	\$4,866.87	03/29/2024
16(4)a	0.251739	19,333	\$4,866.87	03/29/2024
Total First Payment:			\$9,733.74	
16(2)b	0.258543	19,333	\$4,998.41	07/23/2024
16(4)b	0.258543	19,333	\$4,998.41	07/23/2024
Total Second Payment:			\$9,996.82	

STATE AID COMPUTATION FORM

Ypsilanti District Library - Ypsilanti, Washtenaw

Fiscal Year: 2024 (12/1/2022 - 11/30/2023) Taxable Value Year: 2022

Cooperative: The Library Network Library Class: 6

Municipality Served	County	Percent	Legal Population	Contract Population	Counted Population	Taxable Value	3/10 Mill.	Local Income	Other Local Op. Income	Incl. ?
Superior Township	Washtenaw	78.90	11,703	0	11,703	622,131,307	186,639	1,246,901.00	123,336.00	Yes
Ypsilanti City	Washtenaw	100.00	20,648	0	20,648	377,102,105	113,131	944,675.00	0.00	Yes
Ypsilanti Township	Washtenaw	100.00	55,670	0	55,670	1,566,798,097	470,039	3,862,384.00	0.00	Yes
Total			88,021	0	88,021		769,809	6,053,960.00	123,336.00	

	Required	Reported		Met?
		Main	Branch	
Hours	0	0	0	Yes
Director	1	1		Yes
Dir Hrs	0	0		Yes
Support	1 staff/every 20,000 patrons with at least level III certification.	16(l)		Yes
Eligibility Status	Approved	3/28/2024		

	Rate	Population	Amount	Payment Date
16(2)a	0.251739	88,021	\$22,158.31	04/01/2024
16(4)a	0.251739	88,021	\$22,158.31	04/01/2024
Total First Payment:			\$44,316.62	
16(2)b	0.258543	88,021	\$22,757.21	07/23/2024
16(4)b	0.258543	88,021	\$22,757.21	07/23/2024
Total Second Payment:			\$45,514.42	

2024 Tax Rate Request (This form must be completed and submitted on or before September 30, 2024)

MILLAGE REQUEST REPORT TO COUNTY BOARD OF COMMISSIONERS

Carefully read the instructions on page 2.

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory; Penalty applies.

County(ies) Where the Local Government Unit Levies Taxes Washtenaw	2024 Taxable Value of ALL Properties in the Unit as of 5-28-2024 1,791,014,959
Local Government Unit Requesting Millage Levy Ypsilanti District Library/Charter Township of Ypsilanti	For LOCAL School Districts: 2024 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2024 tax roll.

(1) Source	(2) Purpose of Millage	(3) Date of Election	(4) Original Millage Authorized by Election Charter, etc.	(5) ** 2023 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(6) 2024 Current Year "Headlee" Millage Reduction Fraction	(7) 2024 Millage Rate Permanently Reduced by MCL 211.34d "Headlee"	(8) Sec. 211.34 Truth in Assessing or Equalization Millage Rollback Fraction	(9) Maximum Allowable Millage Levy *	(10) Millage Requested to be Levied July 1	(11) Millage Requested to be Levied Dec. 1	(12) Expiration Date of Millage Authorized
CA24' 89'	Oper.	93 & 98	1.6000	1.4294	.9929	1.4192	1.0000	1.4192		1.4192	N/A
CA24' 89'	Oper.	11/2/10	.3800	.3600	.9929	.3574	1.0000	.3574	.3574		N/A
Voted	Oper.	11/6/18	.7000	.6739	.9929	.6691	1.0000	.6691		.6691	12/31/29
For each YDL municipality											
Total Mills Levied:											2.4457

Prepared by Lisa Hoenig	Telephone Number (734) 879-1300	Title of Preparer Library Director	Date
-----------------------------------	-------------------------------------------	----------------------------------------------	------

CERTIFICATION: As the representatives for the local government unit named above, we certify that these requested tax levy rates have been reduced, if necessary to comply with the state constitution (Article 9, Section 31), and that the requested levy rates have also been reduced, if necessary, to comply with MCL Sections 211.24e, 211.34 and, for LOCAL school districts which levy a Supplemental (Hold Harmless) Millage, 380.1211(3).

<input type="checkbox"/> Clerk	Signature <i>Kristy Cooper</i>	Print Name Kristy Cooper	Date 6/26/24
<input checked="" type="checkbox"/> Secretary	Signature <i>Bethany Kennedy</i>	Print Name Bethany Kennedy	Date 6/26/24
<input type="checkbox"/> Chairperson			
<input checked="" type="checkbox"/> President			

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

** **IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5).

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2024 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

YDL Dashboards

YDL DASHBOARD JANUARY 2025

	Jan	Year to Date
Circulation		
Whittaker	36,344	36,344
Michigan	131	131
Superior	6,722	6,722
Outreach/BKM	1,235	1,235
eProducts	22,900	22,900
TOTAL	67,332	67,332
MeLCat ILL		
Loaned	1,074	1,074
Borrowed	1,066	1,066
New Cards		
Whittaker	329	329
Michigan	-	-
Superior	45	45
Outreach/BKM	3	3
TOTAL	377	377
Reference		
Whittaker	3,805	3,805
Michigan	-	-
Superior	1,850	1,850
Outreach/BKM	31	31
TOTAL	5,686	5,686
Computer Sessions		
Whittaker	2,098	2,098
Michigan	-	-
Superior	546	546
Outreach/BKM	-	-
Wireless	5,691	5,691
TOTAL	8,335	8,335
Door Count		
Whittaker	13,964	13,964
Michigan	-	-
Superior	4,645	4,645
Bookmobile	144	144
TOTAL	18,753	18,753
Collection		
Items Added	1,981	1,981
Items Cataloged	178	178
Electronic Services		
Website Visits	46,000	46,000
Podcast	74	74
App Users	1,185	1,185

Programs	Jan	Year to Date
Whit Adult Attendance	49 338	49 338
Whit 0-5 Attendance	19 678	19 678
Whit 6-11 Attendance	21 478	21 478
Whit Teen Attendance	4 41	4 41
Mich Adult Attendance	10 107	10 107
Mich 0-5 Attendance	- -	- -
Mich 6-11 Attendance	3 26	3 26
Mich Teen Attendance	1 4	1 4
Sup Adult Attendance	22 194	22 194
Sup 0-5 Attendance	13 180	13 180
Sup 6-11 Attendance	3 138	3 138
Sup Teen Attendance	- -	- -
Out Adult Attendance	6 42	6 42
Out 0-5 Attendance	3 53	3 53
Out 6-11 Attendance	- -	- -
Out Teen Attendance	- -	- -
Out Offsite Attendance	1 16	1 16
Virtual/Hybrid (all) Attendance	4 55	4 55
General/All Ages (all) Attendance	1 20	1 20
TOTAL PROGRAMS	160	160
TOTAL ATTENDANCE	2,370	2,370

DEVELOPMENT REVENUE BY SOURCE	Where the \$ Comes From	As of 1/31/25	
	ACTUAL	TO DATE	NOTES
DONATIONS	FY23/24	FY24/25	
Annual Report	\$8,472	\$0	May - Nov 2025
Annual Appeal	\$24,055	\$11,219	
Individual	\$12,158	\$5,403	(includes Smokler)
Corporate	\$4,250	\$150	A3CF
Sponsorship	\$11,900	\$0	
Memorials/Tributes	\$4,036	\$1,106	
Third Party - Kroger	\$1,321	\$492	Kroger, META
Friends of the YDL	\$35,000	\$14,600	
	\$101,192	\$32,970	
GRANTS			
Charitable Foundation/Organization	\$2,000	\$0	
Corporate Foundation	\$30,000	\$0	
Government	<u>\$111,405</u>	<u>\$14,600</u>	MACC - Noise Permit '24, ARPA, Washtenaw County H2O Resources
	\$143,405	\$14,600	
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	\$47,570	
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	Friends, Designated, Gousseff Endowment	
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>	<u>1/31/2025</u>	
General Fund	\$805	\$856	
Miscellaneous Specified Funds	\$25,859	\$40,684	
Superior Capital Campaign	\$80,000	\$80,000	
TOTAL:	\$106,664	\$121,540	
Endowment gifts received and deposited with AAACF: \$1,000			

Development Revenue

1/31/25

Fund	Amount	Percentage
General Fund	\$805	1%
Miscellaneous Specified Funds	\$25,859	33%
Superior Capital Campaign	\$80,000	66%

Department Reports

Acquisitions Department Board Report

February 2025

Department News and Activities

- We were very happy to unshadow the Michigan Ave collection this month! Patrons can now once again see and place requests on items at our Mich Ave branch. A huge thank you to the Mich Ave staff for catching up on a 400+ item request picklist!
- We have finished our acquisitions workflow migration and sent out revised instructions to our librarian selectors. We've had some bumps along the way, but our new process is now working smoothly.
- 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 21% encumbered.
- 178 items were cataloged in January.
- 1,981 items, including 1,088 e-items, were added in January.
- YDL borrowed 1,066 items from other libraries via MeLCat in January.
- YDL loaned 1,074 items to other libraries via MeLCat in January.

Submitted by Katie Page
February 18, 2025

Assistant Director
Board Report: February, 2025

- Welcome to our new downtown branch manager, Katie Dover-Taylor! Katie has been training since February 3, and she is doing a great job keeping up with a lot of information.
- The Bookmobile committee launched our marketing campaign, including yard signs for interested community members who live along a route. Outreach staff will hold a YDL swag raffle for visitors throughout the month of March. March 3 is the start of the new stops.
- I worked with Sam to transfer all events and room reservations from Communico over to our new platform, Vega Program. That was a pain, to put it mildly, and we were both a little loopy once it was finished. We are now done and are fully utilizing Program exclusively.
- The YDL ILS team will be having a videoconference with members of the Innovative team regarding concerns we have about the support we have received since going live. Many other libraries expressed frustration with both the platform and response time during the User Group meeting, held here at YDL and organized by Katie Page.
- We received over 30 applications for the youth paraprofessional position. Jodi, Lisa, and I invited three people to interview, and Jodi is checking references now for the candidate we think will be the best match.
- We continue meetings with architect Dan Whisler and team to finish the specs on the storyroom and café space renovations. Two more meetings are scheduled for March.
- Lisa, Margaret Paauw, and I had a meeting to select LSW candidates to interview and to hash out interview questions.
- A subcontractor of Library Design will be on site this month to investigate replacing the blinds in the Community Room. The motorized mechanism functions fine, but the blinds themselves are in tatters.
- I continue to collaborate with perspective presenters for in-service day at WCC (May 16).
- The staff is currently having a robust dialogue around AI-generated content that exists on one of our digital platforms. Our Materials Collection Policy (B.1.) will likely need to be updated as a result.
- The staff “adopted” SOS as our holiday charity and, as usual, gave generously. Several of us will drop off our 7+ boxes of donations later this month. SOS was very grateful to hear we would be coming.
- The 2025 volunteer potluck will be held on Tuesday, April 8 from 12-2:00 here in the Community Room. Mark your calendars, and plan on coming hungry!



Community Relations

Monthly report: February, 2025

Major print/design pieces produced:

- **Yard signs for the Bookmobile:** To promote three new stops (replacing under attended spots on the route) we've made yard signs to give out to patrons who live near a Bookmobile stop. We've already been getting interest and have started distributing the signs. See below for more info.
- **Loop going to the printer:** We're putting the finishing touches on *The Loop* and expect to have it to the printer soon. It includes information about our social work grant, Mary's departure, National Library Week, mental health help, our Spring Challenge, and more.



Promotional activity

- **Bookmobile route changes:** To let patrons know about the new Bookmobile stops coming March 3, we've redesigned the Bookmobile page on our website and created yard signs that people can request to advertise Bookmobile stops in their area. To encourage people to request signs, we've included a link in our weekly emails that people can use to email Outreach. We've also made a blog post and article for *The Loop*, and have posted on our socials. We've also been mentioning the change at the Parkridge meetings.
- **Black History Month:** We put together a blog post highlighting our displays and activities around Black History Month. We've also shared pinned posts on our socials highlighting the events people can attend.
- **Social Work grant:** We created a press release to share the news about our new Social Worker position that's coming, and have had a lot of positive responses to the news on social media. It was also picked up by a number of outlets (see below).

Notable Media Mentions

- WEMU ran an interview/piece about the new Social Worker position.
- MLive wrote a piece about our new Social Worker position that's coming.
- Fox 2 Detroit had an article on our Social Worker position.
- *EMU Today* had a write-up about the social work grant we're partnering with them on.
- WEMU and MLive had pieces about our most borrowed books of 2024.
- The Eastern Echo had information about our MLK Day event at Superior in their piece about MLK Day celebrations in the area.
- The Washtenaw Voice included our Superior Branch Manager and Social Worker job listings in their classified section.
- The Ann Arbor Observer gave us a shout out about the Tea Party we hosted in the Community Room in their A2View post.
- Click on Detroit listed our MLK Day Celebration at Superior in a *What to do in Metro Detroit this weekend* piece.

Submitted by Sam Killian on 2/21/2025

- The Washtenaw Voice included info about our seed library in a piece they wrote about WCC's seed library.
- Not really library coverage, but there were a number of pieces covering the protests on Presidents' Day that mentioned them gathering at the downtown branch.

Community Relations news

- Sam and Monica continue to attend Parkridge meetings. Sam attended February's Engage@EMU meeting.
- The switch to our new event and meeting room software is almost complete. Sam has completed training staff and is working to finalize everything. We've switched the link on our room bookings site to Vega, and soon will do the same with our event link.

Notable Social Media activity

We now have more than 1,400 followers on Bluesky and engagement remains significantly higher than what we were seeing on X. In the last month, we've had 504,118 views on Facebook, with 15,000 interactions. We had 55,000 impressions on Instagram. Our Tik Tok has remained at 1,100 followers, and we haven't been posting there as regularly. Our most recent post did get over 1,000 views.

- A funny Batman related meme we shared got 16,500 views on Facebook with 780 interactions.
- A video we made with library staff celebrating when their holds become available got 11,600 views on Facebook, 2,700 plays on Instagram, and over 1,000 views on Tik Tok.
- A quote we shared from Toni Morrison about her work at a library was viewed 4,500 times on Facebook with over 100 interactions and more than 1,400 views on Instagram.
- One of our posts about the new Bookmobile stops reached over 1,100 people.
- A meme we shared about the experience of reading an emotional book reached 30,700 people with 1,110 interactions on Facebook.
- Our post about hiring a new Branch Manager at Superior reached 3,200 people on Facebook.
- Our post about hiring a social worker reached 21,000 people with 225 interactions on Facebook and 940 accounts on Instagram with 130 interactions.
- A post we shared about Citizen Archivist program looking for people who could read cursive got 4,700 views on Facebook..



Submitted by Sam Killian on 2/21/2025

Customer Services

Monthly report: February 2025

Circulation Stats

For the month of January, we checked out 44,432 items system wide.

Patrons also downloaded 22,900 digital items.

We also issued 377 new library cards.

Staff News

A new page, Lana Altawil, has resigned her position. We are once again on the hunt for a new page for the Whittaker library.

Submitted by *John Connaghan* on February 20, 2025

YDL DEVELOPMENT REPORT

February 2025

MAKING CONNECTIONS

Chris met with Karen Shellie, Philanthropic Advisor at the Ann Arbor Area Community Foundation (A3CF). Various topics were discussed surrounding the focus of current initiatives at the Foundation, including their Youth Council grants which YDL has applied for in the past. We hope to continue meeting on a regular basis to provide updates on what is happening at YDL, as well as the Foundation.

Chris once again joined Creative Washtenaw at Sam Hill's in Ann Arbor for their monthly gathering.

GRANTS

Grants Awarded

Toyota North America – YDL was awarded a third year of funding to promote Project STEM@YDL. In 2025/26, the \$30,000 in grant funds will be used to purchase more STEM tools, hire Summer Challenge Kick-Off presenters, Teen STEAM Cafes, Family STEM Time at Michigan Avenue, STEM kits for distribution at outreach events and Summer Challenge Champion camps, Youth Chess Club, and marketing of Project STEM in the community.

Ann Arbor Farm & Garden Club – YDL received a \$2,000 grant to develop a native plant rain garden in 2025 at the new Superior branch.

Grants Submitted

Believe in Reading – Jodi and Chris submitted a grant requesting \$3,000 in support of free books to be distributed during Summer Challenge and other challenges being developed throughout the school year.

Upcoming Grant Submissions

Rotary Club of Ann Arbor – Grant submissions for 2025 grants are due on Feb. 28, 2025. YDL will be submitting an application in support of storytimes at Michigan Avenue. Awards will be announced in April.

Kiwanis Club of Ann Arbor – Jodi is working on narrative and statistics for submission of a grant on March 7 in support of the Summer Challenge and new challenges being developed throughout the school year. We will ask for approximately \$3,500. Awards will be announced in July.

Chris continues to research planning grants in support of **YDL outdoor spaces**.

Funding is currently being sought for support of **Summer of HeART** programming for this summer at the Michigan Avenue and Superior branches. Funds raised from the 2024 Annual Appeal will go toward this programming. Youth Arts Alliance Founding Director, Heather Martin, is working with YDL to secure funding and identify potential sponsors and/or individual donors.

ANNUAL APPEAL MAILING

The 2024 Annual Appeal mailing has currently brought in \$16,400 in support of summer youth programming.

CAMPAIGN FOR MICHIGAN AVENUE

Total funds raised in support of the Michigan Ave. renovation work remains at \$53,743

FUN FUNDRAISING FACT

According to the Nonprofit Resource Hub, 22% of non-profits now provide text-to-give as an option for garnering donations.

Facilities Department

Board Report February 2025

Busy at Michigan Ave putting on all the final touches for the opening coming soon. We put up new signage for all the doors, and bookshelves. New clock hung on the main floor. Looks Nice!

The fire sprinkler system, and backflows were tested, inspected, and passed as part of our yearly certification required by the fire department.

The old sink and cabinets taken out, and a new sink and cabinets were installed in the Michigan Ave meeting room.



Kelly and Stephanie needed more space for their materials. We put up some shelving above their desks to help them out.

The baby changing station at Superior need to be replaced after the frame assembly broke. Patrick and I installed the new one.

Three VAV Boxes at Superior shut down not allowing heat to enter the main room of the Library. Robertson Morrison Co. which installed the HVAC system came out to repair, and all is good now. It is a little concerning since the building is only two years old. We'll have to keep an eye on this moving forward.

Submitted by: Jim Reed

February 20, 2025

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

February 2025

Status Report

- Michigan Ave – We're happy to see the finish line eagerly anticipating the opening! We're looking forward to seeing our work provide services to the public once again. Remaining items, 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 started out installation of additional cameras at Whittaker Rd. We're looking forward to providing expanded coverage.
- 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. We're awaiting our turn in the list of libraries that are being upgraded.
- 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: February 2025

Greeting

Hi! I'm Katie Dover-Taylor and I'll be taking over for Joy as Branch Manager at Michigan Avenue. As an Ypsilanti resident, I appreciate all the work the library board does for our community and I look forward to meeting you all soon. I'm pleased to collaborate with Joy on this, my first board report at YDL. I want to thank Julianne, who has been a fantastic resource and coordinated my onboarding process. I've received a warm welcome from staff, who have been friendly and knowledgeable. I'm also grateful to have had some time with Joy before her retirement. It is clear how much Joy has brought to YDL, the branch and Ypsi as a whole throughout her tenure at the library.

Progress towards opening

Mich Ave staff continue to ready the building for our upcoming reopening. This work has included:

- **Downsizing and managing the collection** – Our librarians have completed weeding to enable the collections to fit on our new shelves. Almost all materials have been shelved in their final locations.
- **Setting up office spaces and settling in** – Our staff workstations have been set up by IT at each service desk and staff workstation.
- **Youth craft and program materials** – Jim is working on providing additional shelving in the Youth area, including within the new staff area in Youth.
- **Setup public desks** – The youth and circ desks have been set up and are ready to open. The reference desk is still in progress.
- **Updating supplies** - Identifying office supplies we have and ordering what we need.

It is challenging to remain in limbo regarding the reopening schedule, but Mich Ave staff have been subbing at other locations in between branch work to reopen. We are now anticipating sometime in March for reopening, but as staff have experienced so far, there is no guarantee.

Programs

In February, staff continued to present the branch's recurring programs which remain located at Whit Rd or Superior: Queer Craft Group, Crafternoons, Washtenaw African American Genealogy Society, Guitar Club, ESL Book Club, Paranormal Club, Queer Book Club, Kids Book Club, Tween Book Club, and Teen STEAM Café. In addition to recurring programs;

- Daisha led a Black History program relating to this year's theme, African-Americans and Labor. Julius Buzzard from Growing Hope represented Black Men Read, Serita from Bichini Bia Congo lead drumming activities, sponsored by Debbie Meadows from Washtenaw's African-American History Museum. Daisha created poster displays and served teas from herbs historically used for medicinal purposes. We had a snow storm that night so attendance was low but engagement was high!
- Stephanie organized a Family Maker Night with artist, Avery Williamson. Attendees created interesting collages featuring photos of African-Americans from local history documents and newspapers.



- Joy organized Barbara McQuade, author of **Attack from Within: How disinformation is sabotaging America**. It was an excellent presentation with 127 people packed in the Community Room, filling every chair we could find and a few still standing up or sitting on tables around the walls. Washtenaw Faces Race helped with planning, refreshments, and setup, while Black Stone Bookstore sold approximately 40 books. This was a program that fit firmly in our strategic plan outcome “Residents have greater awareness of mis- and dis-information and their capacity to identify and interpret it improves; vulnerability is decreased, democratic engagement and stability is increased.”. Due to the current political climate and media content, interest is high.

Farewell from Joy!

When I gave my notice 6 months ago I could not have imagined that we would STILL be closed; it is bittersweet. I want to thank the board for their support through the 16 years I’ve been at YDL. Some of you have been very hands-on in providing program support, ideas, suggestions, and attendance at events. I want to particularly thank Brian Stiemel and Jean Winborn who have gone above and beyond in supporting myself and staff. While I’ll still be around as a sub, I’m confident Katie will provide new leadership, and work with staff and the community to bring more good things to Michigan Ave!

Katie Dover-Taylor and Joy Cichewicz,
February 21, 2025



Outreach Board Report - February 2025

All About the Bookmobile

The Process

The Bookmobile is getting three new stops this year! The new stops will replace three stops on the Monday, Wednesday, and Thursday routes. The new stops are Ainsworth and Ferris (replacing Perry Schools stop), Rue Vendome (replacing Oak Brook Park), and Wendell Holmes Park (replacing Christ Temple stop).

The Bookmobile Committee which included Julianne, Khi, Ken, and Monica had to make tough decisions after researching and finding comparable stops that aren't far away from the stops replaced. Kudos go out to Ken and Khi who not only located the stops but took time out of their busy schedules to test the stops out with the Bookmobile to see how parking works and how far the new stops are from the replacement and current stops.



The Marketing

Out of the many suggestions to help promote the new Bookmobile stops, from the Outreach/Bookmobile team came the idea of having yard signs! If you live within walking distance of a new or current stop, you can have a yard sign to help support the Bookmobile. There is also a QR code that will take you directly to the Bookmobile's website with the schedule. You can also pick up a sign from any

location including the Bookmobile.

Also, we now have a Bookmobile Instagram page and a newly designed website for the Bookmobile for the community to hear news about where the Bookmobile is or how to sign up for notifications when the Bookmobile is off the road.



Outreach Events - Onsite

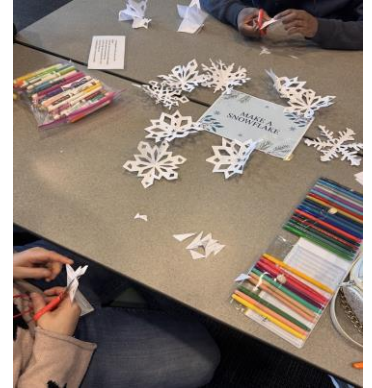
On January 15th, Monica hosted along with Khi's assistance, an LNGO program (Ages 55 +), "Get Your Money Right for the New Year!" Two Financial Counselors, Pamela Maddox, and Nicole Harris from Washtenaw County, discussed how to budget including saving and debt consolidation with the seniors. The program was designed with New Year Resolutions in mind.

On January 22nd, Susana had another LNGO Program, "Demystifying Our Aging Eyes". Even though there was a snowstorm, there was still great attendance. Dr. Erin Klukas, an

Optometrist for the Kellogg Eye Center, came to talk about low vision and eye diseases that occur as we get older. This will also turn into a series for the community. Starting March 5th, we will have regular workshops including two Occupational Therapists. Stay tuned for future reports.



On January 24th, Kaitlyn led and Jenny assisted the **WISD Cultural Arts Program** that we do every year with Autistic Spectrum Disorders for young adults. They had some very creative crafts like making a Winter Bird Feeder, a Winter-Themed Tin Can Pencil Holder, a Pinecone Hedgehog & Mouse, and snowflakes. The young adults really enjoy making these wonderful crafts.



On January 25th, Susana had an in-house **LNGO Cozy Puzzle Club** program at Whittaker. It just so happens that the Puzzle Club event was scheduled around the same time as a kiddos event let's just say we got more than older adults who enjoyed working on the puzzles! It was a special moment to have that turned into an intergenerational program.

On January 29th, Monica hosted the “**Cybersecurity: I Am Not Your Victim!**” for ages 55+. Rachael Dawson-Baglien, a Senior Resource Manager from Catholic Social Services talked about how to avoid in-person and online scams. It was highly attended.

On February 10th, we were invited to Estabrook Elementary to share library resources for **National African American Parent Involvement Day!** Kaitlyn enjoyed being in the new Media Center at Estabrook. Many parents and families stopped by and grabbed some resources.



Superior Board Report

February 2025

Staff News

- Nicole applied for and was awarded a grant through the Ann Arbor Farm & Garden Club in install a rain garden. Nicole has already received rain garden training and identified an area where water collects. We look forward to installing the garden this spring and using it as a teaching tool.
- Superior staff are now participating in a rotation to support Sunday scheduling at Whittaker. Most staff members will work three Sundays per year.

Program Highlights

- Our weekly tax preparation days with AARP began at the beginning of February. Stacey is our point person and has done a fabulous job keeping everything organized. At this point, we have a few appointments left in March and April, but they are filling quickly.
- In connection with 826michigan's After School Writing Lab, we are now providing space for 826michigan's Teen Leadership Lab. The teens get a stipend and serve as mentors during the weekly After-School Writing Lab.
- We had a reception for the January art display of Arabic Calligraphy. The artist, Mohamed Kadri Elkhoja, met attendees and wrote their names in Arabic for them.
- Liz and Monique coordinated this year's Martin Luther King, Jr. Celebration. The Ypsilanti Youth Choir performed, and participants made art and wrote cards for Ypsilanti Meals on Wheels clients as an act of service.
- Kallista coordinated the Preschool and Kindergarten Fair. There were nine early childhood organizations and roughly 30 families in attendance. A big thank you to Kallista for taking it on this year.
- Other programs since the last board report have included:
 - Youth: Read to Bambi, Storytimes, ASL Storytime, Embracing Your Crown
 - Adult: Dwight Wilson author visit, Chair Yoga, Sew Social



Building & Grounds

- We have a new display in the meeting room for Black History Month, organized by Edda Williams. The display, *Say Their Names*, is one portion of Ms. Williams' larger *Black Voices of Dignity* exhibit, which has been display at the Whittaker and Michigan Ave libraries in addition to the Ann Arbor District Library.
- For the third year in a row, one of our patrons, Ms. Gilda Miles, put together a beautiful Black History Month display in the fireplace, youth, and teen areas.



Whittaker Road-Adult Services Board Report: Feb 2025

Here is a listing of Feb programs:

- Google Sheets for Beginners
- Google Drive - Basics
- Mahjong Meetup (4 sessions)
- Read it and Eat it - Cookbook Club
- Knitting Plus (4 sessions)
- Google Slides for Beginners
- Genealogy and Family History Bunch
- Moving For Better Balance with the Ann Arbor YMCA (4 sessions)
- Computer Basics - Getting Started
- Small Business Savvy - Business Etiquette in the Digital Age: Do's, Don'ts, Maybes
- Classic Heist Movies - Trouble in Paradise (1932)
- AARP Tax-Aide Program - Income Tax Preparation (4 days)
- Google Docs for Beginners
- Digital Literacy Tutoring with Washtenaw Literacy (4 sessions)
- Black Fluid: Poetry for Social Justice
- Grieve Well: Understanding Grief Webinar - Valentine's Day special edition
- Microsoft Word – Basics
- Science Fiction Book Club
- Internet Basics - How to Search the Web
- MICHIGAN WORKS! Southeast Community Outreach
- Crochet Club
- Writers Room & Drop-in Consulting
- Google Docs Tips & Tricks
- Board Game Meet Up
- Google Sheets Tips & Tricks
- Coffee Hour with Representative Jimmie Wilson, Jr.
- Microsoft Excel – Pivot Tables (Intermediate)
- Microsoft Word – Intermediate
- Vega Discover – Basics
- Small Business Savvy - Creating Delighted and Loyal Customers
- Microsoft Publisher – Basics
- Ypsilanti Euchre Club - Pick it up!
- Elevating Your Writing Craft - Session 4 - Character
- Microsoft Word – Tips, Tricks, and Hacks
- Virtual African American Authors Book Discussion Group
- Gmail - Basics
- Microsoft PowerPoint – Basics
- Oscar & Razzie Awards Contest 2025
- Black History Month Trivia Contest

Now that Tax season is here, we are busy scheduling appointments, fielding questions, reminding people of their appointments, and working with AARP Tax Aide volunteers to make sure things run smoothly on Thursday appointment days. The first two weeks were challenging as the weather was bad both Thursdays. As YDL opened late on Feb 6th, we had to contact everyone on Wednesday who had a Thursday, Feb 6 appointment to reschedule. AARP Tax Aide volunteers stayed later to get the maximum number of appointments in. Those who were unable to get appointments that day have been rescheduled. While YDL did open on time this past Thursday, there were still people who were unable to come due to the weather and road conditions, so we were busy taking calls and rescheduling people for a good part of the day. In the first two weeks at Whittaker Road, AARP volunteers have already helped fifty-two people file their tax returns. While this service is extra work for us it is truly helpful for community members for whom paying a tax preparer is a hardship. Many who come in tell us that they rely on this service to get their refund to pay bills. All appointments at Whittaker Road are booked through April 10th, the last date. Thanks to all my staff-Brett, Brigitte, Nicole, and Robert –and to staff from YDL-Michigan Avenue who have come over to help; we appreciate the extra hands.

All staff have attended a presentation by YDL's Social Work Interns; we can now refer people to them who may need their services. Paula met with John and Jodi to figure out how we wanted to divide up the grant items that are now available to hand out thanks to our social work interns.

Brett has been awarded a slot in the 2025 Community Webs Michigan Cohort and has met with members of the Palm Leaf Club to begin the work of identifying materials to digitize. He is scheduling a meeting with the cohort archivist to learn more about best practices for selecting/managing archival material. The cohort schedule runs as follows:

- February 2025: Cohort Kickoff Meeting and Digital Preservation Training
- March 2025: Web Archiving Training
- April 2025: Community Archiving Training
- May 2025-September 2025: Work on individual projects
- October 2025: Project reporting and showcase

We are looking forward to the creation of a valuable local resource by the end of this project.

Nicole Walley has put considerable time and effort into making the YDL-WR Seed Library more visible and providing information that may be of interest to those looking for seeds. Since November of 2024, we have distributed 317 seed packets to the public! It will be interesting to see what happens this spring when people start gardening again.

-Submitted by Paula Drummond Feb 19, 2025

Whittaker Youth Services Board Report February 2025

Programs

Little Ones

- **Storytimes** 838 parents and children have attended 30 storytimes so far this season. Special Storytimes included a Saturday morning Sing Along Storytime led by Psyche, and a Valentine's Day Storytime with cookie decorating and crafts I hosted that were both well attended.
- **Spinning Dot Baby Theatre** 55 people came out for an interactive play for ages 2-5 on a Saturday morning in late January.
- **Sensory Stations** Marlena curated sensory stations visited by 98 people over a Friday and Saturday morning. Kids worked on their small motor skills as they bent pipe cleaners, poured, and stacked.

Kids and Parents

- **Weekly Meetups**
 - Liz led four sessions of Graphic Novel Book Club using the latest *Dog Man* graphic novel. Sessions averaged 12 kids per meetup.
 - Jaclyn led four sessions of Snack Science in January at After School STEM meetups. I am currently leading Robot Coding, using our new VinciBots and Ozobots. Attendance is averaging 15 people per session this semester, up from last season.
 - Chess Club remains popular. Sam submitted a press release about our grant in the fall and Concentrate Media reached out to interview me, our parent volunteer, and players this month.
 - Jaclyn's Thursday afternoon Love of Learning homeschool instruction also remains popular and is a great way for families to build connections with each other and to the library. About 35 people attend each session. Many families, especially those with tweens and teens, also gather at the library on Tuesdays for their kids to meet, play, and study.
 - Saturday 826Michigan WeeBots Drop in Writing attendance is up, averaging 21 young writers and volunteers per session.
- **Cirque Amongus** led a workshop for kids of all ages to practice balancing, jumping rope, juggling, and more. 56 parents and kids were there, and youth who attended ranged in age from 3-15. It was nice to see a program that was of interest to a broad audience.
- **Doll and Stuffedie Tea Party** 130 people, plus dolls and stuffed animals, came to the tea party Liz and Psyche hosted. Butter and sprinkle sandwiches, lemonade, and tea were served on the library's china. Thanks to Kaitlyn for stepping in to help when a teen volunteer cancelled at the last minute.
- **Crime Lab** 23 people enjoyed interactive stations and worked together to solve a crime with the Ann Arbor Hands-On Museum at this month's Saturday STEM event for school aged kids.

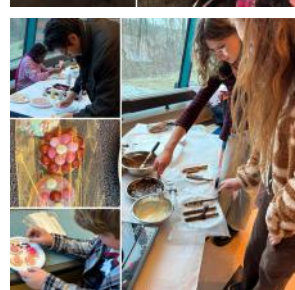
Teens

- **Cookie Decorating** 21 teens visited the library on a Saturday in February to decorate cookies and dip pretzels in chocolate. You can see from the photos, the tables in the storyroom where I host teen cooking programs are not teen-sized! We look forward to the upcoming renovation that will include adult size furniture and a built in TV we'll use at book clubs and After School STEM for instruction.

Other Work

- **Around the department**
 - Ulana created several holiday displays, including Valentine's Day, Holi, and Purim. Marlena put out picture books by Black authors for Black History Month and Psyche contributed youth fiction. TAG helped me create a Black History Month book display in the teen area.
 - Everyone continues to take turns creating scavenger hunts that kids and families love, and maintaining activity bins for independent exploration. This month's interactive board features artist Blanch Ackers, a former employee at the Willow Run Schools, for a bit of local Black History.
- **Spring Challenge and Family Read** Pat, Nicole, Kallista, Liz P., and I have been working on the Family Read that will align with a Spring Challenge for March is Reading Month. The book is a novella called *The Puppets of Spelhorst* by Kate DiCamillo. There will be multiple puppet themed programs, writing prompts created by 826, and programs centered on kindness and the five main puppet characters in the book. Liz is making a bingo board. Anyone who completes a bingo of activities earns a book of their choice from the Summer Challenge book cart.

Submitted by Jodi Krahnke February 18, 2025



Old Business

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 2/13/2025
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 three: Fundraising, Michigan Avenue Building, and Whittaker Renovations. (Michigan Avenue Building is wrapping up.)

As we are scheduled to do collective bargaining this year, we also need to appoint a Negotiations committee.

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.

Brian Steimel is interested in continuing as Friends Liaison.

The Board tabled the committee appointments from the annual meeting until February so the new President and I could create a thoughtful and equitable proposal. Bethany and I worked together to develop the attached draft of appointments for consideration.

YPSILANTI DISTRICT LIBRARY
***DRAFT* BOARD COMMITTEE ASSIGNMENTS 2025**

FINANCE

Chris Tebbens, Treasurer, Chair
Kristy Cooper, Secretary
Theresa Maddix, Trustee
Lisa Hoenig, Library Director
Bethany Kennedy, President – Ex-Officio

POLICY

Kristy Cooper, Secretary, Chair
Patricia Horne McGee, Trustee
Brian Steimel, Vice-President
Lisa Hoenig, Library Director
Bethany Kennedy, President – Ex-Officio

FUNDRAISING

Christina McMullen, Dev. Coord.
Chris Tebbens, Treasurer
Theresa Maddix, Treasurer
Lisa Hoenig, Library Director
Julianne Smith, Assistant Director
Representative(s) from YDL Friends
Bethany Kennedy, President – Ex-Officio

NEGOTIATIONS

Brian Steimel, Vice-President
Patricia Horne McGee, Trustee
Lisa Hoenig, Library Director
Julianne Smith, Assistant Director
Bethany Kennedy, President -- Ex-Officio

PERSONNEL

Brian Steimel, Vice-President, Chair
Jean Winborn, Trustee
Patricia Horne McGee, Trustee
Lisa Hoenig, Library Director
Bethany Kennedy, President – Ex-Officio

FACILITIES

Theresa Maddix, Trustee, Chair
Kristy Cooper, Secretary
Jean Winborn, Trustee
Lisa Hoenig, Library Director
Jim Reed, Facilities Manager
Bethany Kennedy, President – Ex-Officio

MICHIGAN AVENUE BUILDING

Brian Steimel, Vice-President
Jean Winborn, Trustee
Lisa Hoenig, Library Director
Julianne Smith, Assistant Director
Joy Cichewicz, Branch Manager
Bethany Kennedy, President – Ex-Officio

WHITTAKER RENOVATIONS

Brian Steimel, Vice-President
Chris Tebbens, Treasurer
Jean Winborn, Trustee
Lisa Hoenig, Library Director
Julianne Smith, Assistant Director
Jodi Krahnke, Head of Youth Services
John Connaghan, Circulation Coordinator
Bethany Kennedy, President – Ex-Officio

Appointed: _____

New Business

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-5

February 26, 2025

RESOLUTION TO ACCEPT THE FISCAL YEAR 2024 AUDIT

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

The Audited Financial Statements for Year Ended November 30, 2024 as presented are accepted.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

To: YDL Board of Trustees
From: Lisa Hoenig, Library Director
Date: 2/21/2025
Re: Resolution to designate fund balance for capital improvements

In January 2019, Accountant Jim Carey created a Superior Department within the Capital Projects Fund and set up the revenue and expenditure accounts we use for the new building. All expenses for the project were drawn from this fund. This will remain intact to accept our remaining Towsley grant monies and make the last two payments toward the widening of Harris Road. (This is the “Assigned” portion of fund balance in the chart below.)

With the Superior project otherwise complete, last year the Board committed \$500,000 for Capital Projects generally. These monies are spent on projects like the current Whittaker Café and story room renovations and Michigan Avenue improvements. Because these projects are so large, once a year we replenish the amount committed to allow for additional needs that arise.

Here is an excerpt from our latest audit report that illustrates the current designations of fund balance:

	<u>General Fund</u>	<u>Capital Project Fund</u>	<u>Total Governmental Funds</u>
Fund Balances			
Nonspendable	\$ 171,119	\$ -	\$ 171,119
Restricted			
Memorials	6,609	-	6,609
Endowment	46,203	-	46,203
Committed			
Working capital	500,000	-	500,000
Assigned		180,866	180,866
Unassigned	2,856,510	-	2,856,510
Total Fund Balances	<u>\$ 3,580,441</u>	<u>\$ 180,866</u>	<u>\$ 3,761,307</u>

After consulting with Accountant Jim Carey, I propose designating \$700,000 of the Unassigned fund balance as Committed funds for Capital Projects.

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-6

February 26, 2025

RESOLUTION TO MODIFY FUND BALANCE DESIGNATIONS

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

Whereas, the Library maintains a Capital Projects Fund, and

Whereas, the Library is committed to offering facilities where all feel welcome and secure, and uses the Capital Projects Fund to maintain them, and

Whereas, additional capital project expenses are anticipated in 2025, Now Therefore,

IT IS RESOLVED BY THE YPSILANTI DISTRICT LIBRARY BOARD that:

\$700,000 currently designated Unassigned are hereby designated as Committed funds for Capital Improvement.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE:

YPSILANTI DISTRICT LIBRARY

RESOLUTION NO. 2025-7

February 26, 2025

RESOLUTION TO HONOR AND THANK ELIZABETH JOY CICHEWICZ
FOR MORE THAN SIXTEEN YEARS OF DEDICATED SERVICE

WHEREAS, Elizabeth Joy Cichewicz has served the Ypsilanti District Library for more than sixteen years as Michigan Avenue Branch Manager, and

WHEREAS, in addition to her library science degree, she also came on board with a working knowledge of social work principles and genuine compassion for underserved patrons downtown, and

WHEREAS, Joy built a valued network of Ypsilanti social service agencies, government officials, and businesses to improve and promote library services to all residents, and

WHEREAS, over the years she built up Michigan Avenue's programming to include innovative and cherished events such as Country in the City, Halloween Downtown, and the annual Christmas Tree Lighting, and

WHEREAS, she worked with all ages on a wide array of creative projects, notably the grant-funded Ezra Jack Keats mosaics that grace the walls of the youth department, and

WHEREAS, Joy is now stepping away to spend more time with her husband, Ricky, her children and grandchildren, gardening, traveling, and doing other things she loves,

NOW, THEREFORE, BE IT RESOLVED that the Ypsilanti District Library Board wishes to thank Elizabeth Joy Cichewicz for the excellent dedicated service she has provided for our community, and

BE IT FURTHER RESOLVED that the Ypsilanti District Library Board hopes that she enjoys all the joys of retirement in good health.

OFFERED BY: _____

SUPPORTED BY: _____

YES: NO: ABSENT: VOTE: